**University of Central Florida**

**College of Medicine**

**M.D. Program Curriculum Committee Minutes**

Meeting Date: 9/16/2016 Start: 2:02 pm End: 3:31 pm

Chaired by: Dr. Richard Peppler

Drs. Bellew, Berman, Castiglioni, Cendan, Dil, Husain, Kibble, Mehta, Monroe, Pasarica, Payer, Peppler, Salazar, Selim, Smith, Topping, and Verduin. Ms. Berry, Ms. Borges, Ms. Dexter, and M2 Tran. Dr. Thompson (by phone).

**Minutes**

* [**August 19, 2016 minutes**](Meeting%20Minutes_8.19.2016.docx) **were approved by members as submitted**.

[**Integrative Medicine Distinction Tract**](file:///\\net.ucf.edu\collegeofmedicine\userfolders\gl131327\My%20Documents\Meetings\Curriculum%20Committee\Agendas\September%2016,%202016\Integrative%20Medicine%20Distinction%20Tract%20Proposal.pdf) **(IMDT)**

* The Integrative Medicine Distinction Tract Proposal was presented by Dr. Christopher Smith. To earn the Integrative Medicine Distinction designation at graduation, medical students would need to complete the following:
  + Preclinical (M1/M2 years)
    - * Monthly didactic special topics sessions with the University of Central Florida faculty; topics are coordinated with College of Medicine blocks.
      * Monthly meetings with M1/M2 students to assess progress and to discuss academic progress and concerns, in addition to self-care goals. These sessions provide longitudinal mentorship throughout the preclinical years.
      * Participation in Healer’s Art program (self-care component).
      * Attendance at monthly Integrative Medicine and patient conferences as schedule allows.
      * Attendance at monthly Integrative Medicine Grand Rounds (will be available remotely).
      * Nutrition and Cardiovascular Health five-hour online module to be completed during designated block.
      * Integrative Medicine History and Physical to be completed at the end of M2 year with oral and written presentation to Integrative Medicine faculty.
* Clinical (M3/M4)
  + Integrative Medicine History and Physical to be completed at the end of M2 year with oral and written presentation to Integrative Medicine faculty.
  + Attendance at monthly Integrative Medicine patient conferences as schedule allows.
  + Attendance at monthly Integrative Medicine Grand Rounds (will be available remotely).
  + Functioning as facilitator for Healer’s Art course (M3/M4).
  + Integrative Medicine elective (IMER) (4 weeks) during M3 or M4 year.
  + Completion of Integrative Medicine online modules with passing score on examination:
    - M3: Prevention & Wellness (18 hrs)
    - M3: Motivational Interviewing (2 hrs)
    - M4: Medicine: Whole Systems Approaches (8 hrs)
  + Capstone Integrative Medicine synthesis paper: a rigorous evidence-based analysis of an Integrative Medicine approach to a clinical problem, or a comprehensive review paper dealing with a particular Integrative Medicine modality. This paper must be fully referenced in conventional style suitable for publication. The topic will be approved by the distinction track director by December 1st of the M4 year, and we'll be subjected to an oral presentation to faculty prior to graduation.
* **While the committee was in favor of the concepts mentioned, they felt more information/coordination/integration was needed at this time before moving forward with an IMDT at UCF.**
* Dr. Gerber will be asked to run a report of topics related to Integrative Medicine to see where such exists in the curriculum.

[**COM Mock Ethics Committee**](../Agendas/September%2016,%202016/COM%20Mock%20Ethics%20Committee.pdf)

* Dr. Sergio Salazar informed the committee of a new resource that he and Drs. Garbayo and Greenwald created for medical students and residents associated with the College. The Mock Ethics Committee of the University of Central Florida, College of Medicine is a product of the college faculty’s commitment to forward ethics and professionalism education. It is the mission of this committee to assist in education of undergraduate and post-graduate medical learners by offering services that facilitate discussions of ethical principles that will lead to an improvement in patient care and competency of future medical providers.
* **Committee members were supportive of this concept.**

**Student Updates**

* M1s completed their midterm on Friday, September 2nd, and are preparing for their Cellular Function and Medical Genetics (CFMG) final exam scheduled for Friday, September 30th.
* M2s will be completing their Cardiovascular and Pulmonary Systems module final exam on Friday, September 23rd.
* Student body has expressed some concern with UCF’s Board of Trustees approval of Hospital Corporation of America over Florida Hospital or Orlando Health as the partner to build the teaching hospital. Students will be meeting with Dean German at the Dean’s Luncheon on Monday and were encouraged to discuss their concerns in terms of the nature of the partnership and why a local partner was not selected, at that time.

**LCT Subcommittee**

* No update.

**PES**

* No update.

**M1/M2 Subcommittee**

* M1/M2 Subcommittee requested a motion to approve a change to the *Structure and Function* module objective from ‘Develop team knowledge skills and professional attitudes through interaction….’ to ‘Demonstrate the development of knowledge skills and professional attitudes through interaction….’ The reason for this change is that the module now has added an assessment of team oriented behaviors to its rubric.
* **Committee members approved the change to the *Structure and Function* module objective.**

**M3/M4 Subcommittee**

* **The following electives were approved by members**.

1. [Integrative Medicine Elective Rotation](file:///\\net.ucf.edu\collegeofmedicine\userfolders\gl131327\My%20Documents\Meetings\Curriculum%20Committee\Agendas\September%2016,%202016\Integrative%20Medicine%20Elective%20Rotation%20-%20July%2011,%202016.pdf)
2. [Pediatric/Adolescent Gynecology](file:///\\net.ucf.edu\collegeofmedicine\userfolders\gl131327\My%20Documents\Meetings\Curriculum%20Committee\Agendas\September%2016,%202016\Pediatric-Adcolescent%20Gynecology.pdf)

* **The following elective was put on hold until further notice, per Dr. Pasarica.**

1. [Lifestyle for Athletic Performance](file:///\\net.ucf.edu\collegeofmedicine\userfolders\gl131327\My%20Documents\Meetings\Curriculum%20Committee\Agendas\September%2016,%202016\Lifestyle%20for%20Athletic%20Performance%204-19-16.pdf)

**LCME**

* This is the first time the CCom committee is being asked to head the self-study process and have an active part. A plan, which included the [LCME full accreditation overview](../Agendas/September%2016,%202016/LCME%20Overview.pdf), and the [self-study process and timeline](../Agendas/September%2016,%202016/LCME%20Process%20and%20Timeline.pdf) was presented to the committee.
* Currently, the Data Collection Instrument (DCI) is being developed. In October, the DCI will be updated and the self-study will begin. The self-study report should provide an evaluation of the quality of the medical program and analysis of the adequacy of the resources to support the program. The self-study process should incorporate a review and analysis of the Data Collection Instrument, Independent Student Analysis, AAMC Medical School Graduation Questionnaire (GQ) and other internal resources such as survey results.
* Final prep and mock visit will occur in mid-June. The data will be sent for review twelve weeks prior to the LCME visit, which is scheduled for October 22-25, 2017. LCME decision will occur in February 2018.
* The committee was asked to ensure this process is the best it can be in order to receive the maximum length of time before the next visit. This means if there are no follow-ups the next visit would be in 2026.
* A form for policies was created that includes the following:
  + Purpose
  + Policy Statement
  + Definitions
  + Responsibilities
  + Monitoring Procedures
  + Related Polices
  + Key Search Words
  + Revision History
  + References
* The form was developed to keep the policies organized and unified. The committee was asked to use the form and give any feedback.
* The [CCom Policies and Procedures Manual](../CCOM%20Policies%20and%20Procedures%20Manual.pdf) was revised on May 10, 2016. Changes included the organizational format of our curriculum management structure as well as the organization of members that explains the charges for each of the subcommittees, including the LCT subcommittees.
* **Committee members approved the changes to the CCom Policies and Procedures Manual.**

[**AAMC Graduate Questionnaire**](file:///\\net.ucf.edu\collegeofmedicine\userfolders\gl131327\My%20Documents\Student%20Services\2016%20Graduation%20Questionnaire.pdf)

* The committee received a copy of the [written comments on strengths/AIs](../Agendas/September%2016,%202016/Strengths%20and%20Areas%20of%20Improvement_9%2015%2016_Redacted.pdf) redacted, which includes Basic Science Strengths; Basic Science Areas for Improvement; Clinical Strengths; Clinical Areas for Improvement; Administration Strengths; and Administration Areas for Improvement. One person from the survey team will be fixated on the AAMC Graduate Questionnaire comments, the Independent Student Analysis comments, and the Individual Module and Clerkship comments. If there is one thing that isn’t good or doesn’t match with the other responses, they will be asking the committee why it hasn’t been addressed and/or resolved.
* The committee also received a copy of the [Source of Negative Behaviors](../Agendas/September%2016,%202016/Source%20of%20Negative%20Behaviors.pdf) – 2016 Medical School Graduation Questionnaire (CG). There continues to be some concern with students reporting mistreatment with clinical faculty, as well as students being subjected to racially or ethnically offensive remarks/names, and receiving lower evaluations or grades solely because of race or ethnicity rather than performance. While the percentage of students reporting mistreatment has declined compared to students in the last four to five years; nevertheless, clerkship directors have been asked to closely monitor students to ensure students are receiving a wholesome and enriching experience. The CCom committee, Enterprise Team, Student Services as well as the Academic Assistant Deans have all been made aware of these concerns. There is a process in place for students to report mistreatment, which is explained during orientation.