Announcements:
- Congratulations to Dr. Christine Bellew who was awarded the Teaching Incentive Program Award. Drs. Borgon and Teter from the Burnett School of Biomedical Sciences also received this award.
- There is a curricular retreat scheduled on June 16, 2017. Two outside speakers have been invited to speak about competency based curriculum and address curricular changes.

Minutes
- March 17, 2017 minutes were approved by members as submitted.

Student Updates
- M1s:
  o Students are preparing for their Health and Disease-3 exam.
  o Students held a celebratory send off today in honor of Dr. David Balkwill since it is his last day of teaching.

CSA Subcommittee – Dr. Castiglioni
- The Clinical Skills Assessment Subcommittee is busy reviewing third year OSCE’s. Grades should be ready by next week.

LCT Subcommittee – Dr. Kay
- Longitudinal Curricular Themes Subcommittee has not met since the last report presented to the CCom committee in March.
PES Subcommittee – Dr. Hernandez

- The Program Evaluation Subcommittee met and discussed operational issues. A formal report will be presented at the next CCom meeting in May.

M3/M4 Subcommittee

- The Exam Procedures for M3/M4 were modified to require students to arrive at the examination room 30 minutes before the official exam start time. This will allow ample time to check-in students prior to testing. Students will not be allowed to enter late once the exam starts.

Members approved the change to the Exam Procedures.

- The proposed links for M3/M4 student evaluation forms to Promobes were discussed. The committee raised several questions as to how it would be used by preceptors, if at all. The issue will be discussed at May meeting.

- The new SEPC guidelines were discussed.

M1/M2 modules will add:

- Learning Objective: “Demonstrate professional behaviors towards students, faculty and other members of the medical education team including punctuality, reliability, preparation and participation in all required learning encounters.” [Note exceptions are Practice of Medicine and FIRE modules, which already have a similar objective.]

- Mandatory Session Definition: Lectures are not mandatory and will be video recorded. Clinical skills and simulation sessions, laboratory classes, team-based learning classes and all sessions involving real patients are mandatory; Attendance requirements at small group case-based learning sessions is at the discretion of the module director. Dates of mandatory sessions must be available for students at least one month before the session. Exceptions may be granted by the Assistant Dean for Medical Education.

- Monitoring: Students are required to sign-in to all mandatory sessions. Lateness is defined as more than five minutes after the scheduled start time. Late students are allowed entry to sessions at the discretion of the instructor.

- Faculty Development and Student Orientation: This policy will be provided to all stakeholders during yearly orientations. Faculty will be trained on implementation of the policy and use of Promobes prior to modules starting.

M3/M4 rotations will add:

- Learning Objective: The student will demonstrate professional behaviors towards peers, faculty, staff, health care team members, and patients, in all learning and clinical encounters with regards to reliability and responsibility, self-improvement and adaptability, upholding ethical principles, and commitment to scholarship.

- Grading Rubric: A link to Promobes will be included on all mid-rotation and end-of-rotation student evaluation forms for M3/M4 rotations. Any deficits in professionalism (yellow or red cards) will trigger a notice to the Assistant Dean of Medical Education for review and possible referral to SEPC.

- All M3/M4 faculty will receive education on these changes with the help of COM faculty Development, including a hard copy of the Promobes printout explaining the “yellow” card (“Needs Attention”) and the “red” card (“Needs Immediate Intervention”) citations.

The committee approved the new SEPC guidelines as developed and approved by the M1/M2 and M3/M4 Subcommittees.

- The committee discussed the changes made to the patient log rubrics for Internal Medicine, Surgery and Pediatrics. The committee raised several questions as to how professionalism is assessed, and recommended that it be consistent across all clerkships. Dr. Peppler will reach
out to the clerkship directors and find out what criteria each clerkship is using for professionalism. The committee approved the proposed changes to the Surgery and Pediatrics clerkships. There were concerns with the Internal Medicine clerkship due to the proposed changes to the OSCE’s percent of the final grade being increased. Dr. Peppler will discuss concerns with the clerkship director and provide information to the committee.

- The following course proposals were discussed and approved by members.
  - Sleep Medicine
  - UCF RESTORES Treatment Center for PTSD
  - WikiProject Medicine

LCME

- Dr. Peppler thanked the committee once again for their efforts with the Self-study Report. The committee was asked to review the report as well as to review their name and title, and email Dr. Peppler any changes to the document by Tuesday, April 25th. If no major changes, then the report will be submitted to the Executive faculty, and the Enterprise for their approval. Once this process has been completed, it will be forwarded to LCME around July 4th.