



University of Central Florida

College of Medicine

M.D. Program Curriculum Committee Minutes – M3/M4

Meeting Date: 12/22/2017

Start time: 7:30 AM

Adjourn time: 9:30 AM

Chaired by: Dr. Klapheke

Attendance: (Doctors) Castiglioni, Caceres, Klapheke, Peppler, Moran-Bano, Pasarica, Verduin (Staff). Ms. Anderson, Ms. Berry, Ms. Bowers, Ms. Corsi, Ms. Cubero, Ms. Dexter, Ms. Kennedy, Ms. Linton, Ms. Marchand, Ms. Newsum, Ms. Orr, (Students) MS4 Esplin, MS3 Sterling.

Agenda Item	Discussion/Conclusion	Recommendations/Actions	Responsible	Follow Up
Review Minutes	<ul style="list-style-type: none">Review of minutes from 10/22/17 meeting.	<ul style="list-style-type: none">Minutes approved	Dr. Klapheke	Completed
Announcements	<ul style="list-style-type: none">Clinical Partners Update – We are still working with the VA regarding timely credentialing/fingerprinting.Continue to monitor affiliations with clinical partners.Received LCME report back. The LCME report indicated five unsatisfactory areas that will need to be addressed, involving: Diversity, Feedback to volunteer faculty, elective offerings early in curriculum, SEPC, and admissions.Possible Curriculum Changes:<ul style="list-style-type: none">Proposing that three task forces be established.Competency based taskforce would focus on clinical skills.Assessment taskforce would focus on all assessment at COM.The Curriculum reform task force will look at when we start core clerkships, what the core clerkships are, and how long the clerkship run.No changes will be made for the 2018 – 2019 academic year.		Dr. Klapheke	Completed
Student Updates	<ul style="list-style-type: none">M4 students are grateful for option for time off in M4 year.		M3/M4 Student Representative	Completed

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	<ul style="list-style-type: none"> M3 are currently thinking about M4 schedules and what rotations to take. 			
Beginning May 2018, all M3 Clerkships will end on the final Wednesday	<ul style="list-style-type: none"> PLAN: beginning May 2018, all M3 Clerkships will end on the final Wednesday, have NBME Exam on the final Thursday, and utilize the final Friday for the M3/M4 meeting, LCTs and Student Affairs meetings. 		Drs. Klapheke and Peppler	Ongoing
Review draft of M3 Capstone Week	<ul style="list-style-type: none"> Scheduled was reviewed. Move PPD reading from 8am to: Noon – 1pm. 	<ul style="list-style-type: none"> Draft will be sent out to students. 	Dr. Klapheke	Completed
LCME data review	<ul style="list-style-type: none"> The data for the M3 year were reviewed. Reminder: grades are now due 4 weeks from end of clerkship; however, there will be an extra week allowed following Block 5 due to COM closure for the Holidays. 	<ul style="list-style-type: none"> One student went a bit over the Duty Hour limit Surgery due to his wish for extra clinical experience. The site has been contacted regarding work hours. 	Dr. Selim and Ms. Orr	Completed
Missed M3 OSCE policy	<ul style="list-style-type: none"> End of M3 OSCE attendance policy is in place. If students are late or miss an OSCE in a clerkship without an excused absence, they lose those OSCE points from the clerkship grade. Students will NOT be allowed to be rescheduled the same day or at any other time. 	<ul style="list-style-type: none"> We need to have the same treatment for all students. If students are late we cannot try to make accommodations. 	Dr. Klapheke and Ms. Orr	Complete
Professionalism discussion	<ul style="list-style-type: none"> Professionalism discussion and review of Promobes process with Yellow/Red Cards. Cards require a meeting with the student as well as a f/u email to the student documenting the card. 		Drs. Klapheke and Peppler	Completed
M3 Grading	<ul style="list-style-type: none"> There was a review of what edits of M3 preceptors narrative comments are allowed (see previous discussion 3 months ago). It was agreed that only Clerkship Directors can edit the narrative comments, e.g., in those rare occasions when a comment is inappropriate. Only the Clerkship Director can move Formative comments into the Summative comments. As documented to the LCME, the Clerkship Director is responsible for the final grade and is the one to hear appeals. 			
Course Proposal Review	<ul style="list-style-type: none"> NCH Sub-Internship in Medicine – Approved will go to CCOM for final approval. Trichology – Clinical and Surgical <ul style="list-style-type: none"> Dr. Peppler is going to look at CV and there may be a visit to the site. 	<ul style="list-style-type: none"> 		

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	<ul style="list-style-type: none"> ○ Possibly move elective into family medicine specialty. 			
Next Meeting	<ul style="list-style-type: none"> • Friday, February 16, 2018 - 7:30 AM COM 101 			