



# University of Central Florida

## College of Medicine

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

Meeting Date: 2/16/2018

Start time: 7:30 AM

Adjourn time: 9:30 AM

Chaired by: Dr. Klapheke

**Attendance:** (Doctors) Berman, Daroowalla, Fagan, Klapheke, Lube, Pasarica, Verduin (Staff). Ms. Anderson, Ms. Berry, Ms. Corsi, Ms. Cubero, Ms. Dexter, Mr. Franceschini, Ms. Gilfedder, Ms. Hasegawa, Ms. Kennedy, Ms. Linton, Ms. Marchand, Ms. Newsum, Ms. Orr, Dr. Selim, Mr. Voorhees (Students) MS4 Combs, MS4 Esplin, MS3 Sterling, MS3 Altier.

Agenda Item	Discussion/Conclusion	Recommendations/Actions	Responsible	Follow Up
Review Minutes	<ul style="list-style-type: none"><li>Review of minutes from 10/22/17 meeting.</li></ul>	<ul style="list-style-type: none"><li>Minutes approved</li></ul>	Dr. Klapheke	Completed
Announcements	<ul style="list-style-type: none"><li>Reminder to Clerkship Directors &amp; Coordinators: please finalize your Boot Camps for the M4 Capstone Week and send your schedule to Ken Staack.</li><li>Some clerkships might want to use the afternoon of "NBME Thursdays" for orientation beginning in the next academic year.</li><li>BLS for M4 students – student reps will check with their class to see if there is interest in holding an M4 BLS class.</li></ul>		Dr. Klapheke	Completed
Student Updates	<ul style="list-style-type: none"><li>M4 students are looking forward to Match Day.</li><li>M3 class was surveyed regarding the Step 1 exam, and only about 10% were interested in moving the exam to after clerkships. Students also would be interested in Step 2 CK resources.</li></ul>		M3/M4 Student Representative	Completed
Beginning May 2018, all M3 Clerkships will end on the final Wednesday	<ul style="list-style-type: none"><li>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 LCTs and Student Affairs meetings. <b><u>The M3/M4 meeting will be held the final Friday morning at 8:30 to 10:00am.</u></b></li></ul>		Dr. Klapheke	Completed

<b>Agenda Item</b>	<b>Discussion/Conclusion</b>	<b>Recommendations/Actions</b>	<b>Responsible</b>	<b>Follow Up</b>
<b>LCME data review</b>	<ul style="list-style-type: none"> <li>Everything with the data looks good, thought mid-clerkship feedback and direct observation scores were lower than usual.</li> <li>Next week we expect to hear from the LCME with their final report from the site visit.</li> </ul>		Dr. Selim and Ms. Orr	Completed
<b>Call for any clerkship curriculum changes</b>	<ul style="list-style-type: none"> <li>Any proposed changes, e.g., to the grading rubrics, etc., need to be submitted and reviewed at next meeting.</li> </ul>		Dr. Klapheke and Ms. Orr	Complete
<b>Review of mid-year M4 faculty and rotation evaluations</b>	<ul style="list-style-type: none"> <li>Very positive feedback from M4 students regarding AIs and Elective courses and virtually all faculty.</li> <li>No areas of concern for the M4 courses.</li> <li>Feedback will be posted on M4 GPS for students to review when making course selections.</li> </ul>		Dr. Klapheke	Completed
<b>Review of FERPA and posting on webcourses etc.</b>	<ul style="list-style-type: none"> <li>FERPA Review for Faculty and Staff was provided using guidelines from UCF main campus.</li> <li>"Directory information" is not protected by FERPA. Personal identifiable information is protected by FERPA.</li> <li>Student schedules cannot be posted on webcourses.</li> <li>OSCE schedules can only be posted only within the OSCE center.</li> <li>When emailing a group of students all students should be blind-copied.</li> </ul>	<ul style="list-style-type: none"> <li>Mr. Lakin will look into potential ways to discuss quiz results via phone for mid-clerkship evaluations.</li> </ul>	Ms. Corsi and Mr. Larkin	Completed
<b>Course Proposal Review</b>	<ul style="list-style-type: none"> <li>Introduction to Ambulatory Surgical Center – on hold/not approved.</li> <li>Advanced Prenatal Diagnosis Clinic – approved/move to CCOM</li> </ul>	<ul style="list-style-type: none"> <li>We will follow up with Dr. Sanchez to clarify questions that Dr. Lube has regarding the course proposal.</li> </ul>		
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li><b>Friday, March 30, 2018 - 7:30 AM COM 101</b></li> </ul>			