



University of Central Florida

College of Medicine

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

Meeting Date: 6/29/2018

Start time: 8:30 AM

Adjourn time: 10:00 AM

Chaired by: Dr. Pasarica

Attendance: (Doctors) Berman, Daroowalla, Fagan, Mehta, Moran-Bano, Pasarica, Peppler, Verduin (Staff), Neychev. Ms. Castro-Pagan, Ms. Cubero, Ms. Griffin, Ms. Kennedy, Mr. Larkin, Ms. Linton, Ms. Marchand, Ms. Marchena, Mr. Marshal, Ms. Newsum, Mr. Orengo, Ms. Orr, Dr. Selim, Mr. Staack, Mr. Voorhees, Ms. Waton (Students) MS4 Stoltzfus.

Agenda Item	Discussion/Conclusion	Recommendations/Actions	Responsible	Follow Up
Review Minutes	<ul style="list-style-type: none">Review of minutes from 5/11/18 meeting.	<ul style="list-style-type: none">Minutes approved.	Dr. Pasarica	Completed
Announcements	<ul style="list-style-type: none">Dr. Neychev and new student representatives introduced.Upcoming Resident-As-Teacher dates and locations were reviewed with the committee. Dates of sessions will be included in future meetings.M3 end of year evaluations are in process of getting to the clerkship directors. Very positive comments from students and few areas for improvement that should be easy to solve.Thanks to the coordinators for all of the works for scheduling with the 18-19 academic year.Coordinator position descriptions have been sent to human resources for review.Update on Clinical Partners: Meeting with all Academic Assistant Deans in July to provide feedback from the previous year. GME update will be provided so sites can see where are students are going after graduation from UCF. Everything seems to be going well with all hospital partners. Meeting with Internal Medicine, and Surgery rotation are possible at St. Cloud Hospital. Dr. Peppler is meeting with St. Cloud Hospital on Monday. Dr.	<ul style="list-style-type: none">Dr. Peppler proposed meeting with Coordinators on Thursday or Friday every six weeks to discuss faculty appointments and other issues with clerkships.	Dr. Peppler	Completed

Commented [MP1]: I thought it was approved already...have I misunderstood?

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	<p>Peppler is working on finalizing everything with Ocala and North Florida, meeting in July.</p> <ul style="list-style-type: none"> Results of Survey of Residency Program Directors were reviewed with committee. 			
Student Updates	<ul style="list-style-type: none"> MS4 updates – students would like experience with Emergency Medicine in the M3 year. 		M3/M4 Student Representative	Completed
LCME data review	<ul style="list-style-type: none"> Data looks good. No areas for concern. Direct observation in Surgery is low. Assessment will be looking at providing data regarding comparison between all sites. 		Dr. Selim and Ms. Orr	Completed
Syllabus	<ul style="list-style-type: none"> Message from 5-11-18 PES meeting: since Clerkship Handbooks now serve as the “syllabus” as well, please remember to include in the Handbooks all items that are required: see attached for the 8 UCF main campus requirements for each syllabus. (However, for requirement #8, “Required core policy statements”, COM Student Affairs will provide an updated statement, and this information should be posted in every M3 Clerkship Handbook as well as on webcourses on both the M3 and M4 class pages under “Syllabus”). 	<ul style="list-style-type: none"> Margaret will get link from Soraya that needs to be provided to Clerkship Directors. Manuals need to be updated ASAP as needed 	Ms. Orr	Complete
AAMC Analysis	<ul style="list-style-type: none"> Discussion regarding concerns on a national level regarding clerkship site availability: AAMC analysis in brief. Since we can't provide compensation Faculty Life Office has been looking at providing the State of Florida required CME courses and providing CME credit for teaching in the clerkship. CME credit is in addition to library access, and certificate of participation. 	Andrea Berry will present an update	Ms Berry	Completed
Discussion of M3 and M4 Capstone Weeks	<ul style="list-style-type: none"> Review of 2018 written student feedback on both weeks (see handouts) Any new goals for these weeks next year in 2019? <ul style="list-style-type: none"> M3 Capstone Goals: Prep for M4 year, and prep for Step 2 CK and CS M4 Capstone Goals: Prep for Residency Ways to increase student participation in planning of these weeks? Student unexcused absences leading to SEPC reviews: Should we change the M3 and M4 Capstone weeks to Pass/Fail courses (whereby unexcused absences would lead to an “F” grade)? 	<ul style="list-style-type: none"> Several options were discussed: <ol style="list-style-type: none"> Optimize the current version of capstone by changing the timing (Dr Peppler will look for options to change graduation day), make the length consistent between specialties, involve M4 students in the choosing the content of the capstone. Make the capstone into a pass/fail course in addition to optimization of activities 	Dr. Pasarica	Completed

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	<ul style="list-style-type: none"> Add staff/faculty vs. student low-key volleyball game and cookout at Moss Park? 	3) Reinforce the fact that completing capstone is required for graduation and there are NO make-up activities Committee to vote during the next meeting •		
CTAG Update	<ul style="list-style-type: none"> Dr. Daroowalla provided an update on CTAG. Curriculum transformation committee has been formed. Committee members are looking at three stages. Stage 1 – Setting the overall vision and guidelines, Step 2 – Planning Phase – taskforces will be implemented to gain buy in, Step 3 – Implementation Phase. Goal to have a roll out for matriculating class of 2020. Curriculum transformation has a webcourses where all documents regarding the transformation will be housed. 	<ul style="list-style-type: none"> Five year calendar should have a note that we are in process of making curriculum changes and dates might change as a result. All curriculum changes have to be finalized a year before implementation. Be on the lookout for the call to join a task force. All concerns can be sent to CTAG via email.ctag@ucf.edu 	Dr. Daroowalla	Completed
Alternative Experiences	<ul style="list-style-type: none"> Dr. Berman discussed alternative experiences for the Neurology clerkship. 	<ul style="list-style-type: none"> Alternative experiences approved, items will be sent to CCOM for approval. 	Dr. Berman	Completed
MSPE comments from evaluations	<ul style="list-style-type: none"> Student Affairs, the MSPE, and narrative comments in the clerkship evaluations. Dean's letters are becoming more important to students getting interviews. There is a lot of repetition between student comments from faculty. 	<ul style="list-style-type: none"> Comments should be more specific personalized for each student. Clerkship Directors and faculty comments should be unique for each student. Clerkship directors and faculty should move away from generic comments. Robust comments from clerkship faculty are needed in order for GME program directors to determine what students they will interview. Dr Verduin will provide an workshop to the clerkship directors and faculty for impactful summative comments 	Dr. Fagan	Completed
Pass/Fail Grading	<ul style="list-style-type: none"> Theoretical Discussion: Pros and Cons of moving to simple Pass/Fail Grading in the M3 clerkships. 	<ul style="list-style-type: none"> Item will be discussed at next M3/M4 meeting. 	Drs. Klapheke and Mehta	
M4 Course Proposals	<ul style="list-style-type: none"> Colon and Rectal Surgery Elective 	<ul style="list-style-type: none"> Colon and Rectal Surgery Elective- approved pending changes (only for M4, edits to % time spent to equal 100%). Course will be sent to CCOM for approval once changes are received by the faculty member. 	Mr. Staack	Completed

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Next Meeting	Friday, August 10, 2018 - 8:30 AM COM 101			