**University of Central Florida**

**College of Medicine**

**M1/M2 Minutes**

Meeting Date: 12/13/2019 Start Time: 3:03p Adjourn Time: 4:22p

Chair: Dr. LaRochelle

Attendance: Drs. LaRochelle, Lambert, Daroowalla, Gros, Castiglioni, Kauffman, Dexter, Gorman, Plochocki, Peppler, Berman, Dil, Kay, Verduin, Topping, Selim, Davey | Phil Bellew, Amanda Blom, Allison Kommer, Christie Hasegawa, Dale Voorhees, Margaret Orr, Student Reps: Anuj Kunadia, Patrick Kroenung, Daniel Stirt, Kimberly Munoz

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| Agenda Item | Discussion | Decisions |
| Approve minutes |  | * Approved |
| Announcements | * Position updates * Pathology – new faculty starts in March (50%), searching for a second pathologist   + Pending discussion for how modules should use pathology faculty after the holidays * Clinician educator – pharmacology & other topics, covering all four years, position description pending * Neurology – No applicants yet, the search will be expanded |  |
| Student report | * M1 – Met with HB-2 and P-1 faculty, the courses are going well * M2 – No issues to report at present, students are beginning to consider step and 3rd year in addition to M2 modules |  |
| Module presentations – C1 | * C1 Presentation – summary of course   + How C-1 might overlap or relate to other sessions throughout the curriculum   + Topics that might be more salient after students have experienced clerkships, or using clerkships to reinforce content touched on earlier in curriculum   + Difficulty assessing skills related to this content   + Students concentrating on other content as exams approach, opportunity to experience/remind themselves about practicing medicine as their goal * Presentations in January meeting: HB-3 and S-6 |  |
| Other business | * Professionalism outside curriculum   + Service & research activities: student professionalism applies at these events (they are considered part of curriculum)   + Inappropriate attribution in authorships: Students already receive instruction to handle attribution properly. Possibility to add checkpoint to review posters/materials before officially presenting them, or additional information given to students.   + Reminders near times of submission/publishing, template/checklist * Facilities   + Room setup – process for work being done in room and who is contacted     - Time run-up interfering with sessions following   + GME/other requests involving adjacent rooms   + Ways to improve communication of room usage + catching potential issues in advance * Announcement timing   + Avoid making large announcements during class time; they can be disruptive   + Possibility of standard/bulk announcement timing   + Current systems/automated announcements * Clinical skills center scheduling   + Planning 2021 calendar, conflicts with M3 and POM   + Changes to calendars well in advance, communication between modules   + Confirm clinical skills scheduling close to module start to make sure room reservations are still as expected |  |