**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
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| 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
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| 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
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| 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
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| 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
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