



**University of Central Florida  
College of Medicine  
M.D. Program Curriculum Committee Minutes – M3/M4**

**Meeting Date:** 9/4/2020

**Start time:** 8:00 AM

**Adjourn time:** 9:00 AM

**Chaired by:** Dr. Klapheke

**Zoom Attendance:** (Doctors) Berman, Boucher, Daroowalla, Del Toro, Kibble, Klapheke, LaRochelle, Moran-Bano, Osborne, Pasarica, Pepler, Rubero, Taitano (Staff) Ms. Anderson, Ms. Corsi, Ms. Cubero, Dr. Dexter, Mr. Franceshini, Ms. Gilfedder, Ms. Hasegawa, Ms. Kennedy, Ms. Linton, Ms. Marchand, Mr. Marshall, Ms. Newsum, Mr. Orengo, Ms. Orr, Ms. Ramos, Dr. Selim, Mr. Staack, Mr. Voorhees

<b>Agenda Item</b>	<b>Discussion/Conclusion</b>	<b>Recommendations/Actions</b>	<b>Responsible</b>	<b>Follow Up</b>
<b>Review Minutes</b>	<ul style="list-style-type: none"> <li>• Review of minutes from 8/14/2020 meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes approved.</li> </ul>	Dr. Klapheke	Complete
<b>Announcements</b>	<ul style="list-style-type: none"> <li>• Can we move M3/M4 meetings to the Friday one week before “NBME Fridays?”               <ul style="list-style-type: none"> <li>○ Alleviates the congestion for shelf exam preparation.</li> </ul> </li> <li>• Effect of changing the M3 student performance evaluation to list comments first– Leslie Marchand               <ul style="list-style-type: none"> <li>○ According to data from approximately 2 years ago, 15% of evaluations were returned with no comments.</li> <li>○ According to data pulled recently, 10-12% of evaluations have been returned with no comments after the change was made to the student performance evaluation.</li> </ul> </li> <li>• Clerkship administration needs to send the sites and students per site numbers to Ken Staack by October 2<sup>nd</sup> in preparation for scheduling for the 2021-2022 academic year.</li> <li>• 2021 M3 Schedule – submit course proposals for any additional electives that we can come up with for each discipline. Registrar is requesting that clerkship</li> </ul>	<ul style="list-style-type: none"> <li>• Next meeting will be held 3 weeks from today at 8:00AM.</li> </ul>	Dr. Klapheke	Complete

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	<p>directors submit a course proposal form. Need to be submitted to main campus by November. Dr. Klapheke will send one out as an example.</p> <ul style="list-style-type: none"> <li>• Clinical partner updates – Dr. Peppler <ul style="list-style-type: none"> <li>○ Dr. Peppler had a meeting two weeks ago with a provider from Orlando Health that wants to provide some electives. Dr. Peppler is meeting with Dean German to set up Zoom meetings with leadership from Orlando Health and Advent Health to discuss the possibility of sending students to their sites for electives.</li> <li>○ Student rotations in Ortho at Flagler may be able to resume again soon. Clerkship administrators should reach out to Celina from Flagler to discuss further.</li> <li>○ Lakeland will be starting a GME program. They will not be considering taking students for another year.</li> <li>○ Step 1 – Class of 2022: 87 scores recorded. Mean score of 242. 100% pass.</li> <li>○ Step 2 – Class of 2021: 93 scores recorded. Mean score of 251. 100% pass.</li> </ul> </li> </ul>			
<b>Annual Review of the UCF COM Student Mistreatment Policy</b>	<ul style="list-style-type: none"> <li>• Policy provided in meeting materials packet.</li> </ul>	<ul style="list-style-type: none"> <li>• Clerkship Directors should send the policy to their site directors.</li> </ul>	Dr. Klapheke	Complete
<b>M3 Academic Calendar for 2021-2022</b>	<ul style="list-style-type: none"> <li>• Calendar provided in meeting materials packet.</li> </ul>	<ul style="list-style-type: none"> <li>• 2021-2022 Academic Calendar approved. <ul style="list-style-type: none"> <li>○ Passing to curriculum committee.</li> </ul> </li> </ul>	Mr. Staack	Complete

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<b>Could we potentially have make up days for excused absences in clinical rotations during the intersessions?</b>	<ul style="list-style-type: none"> <li>• Preceptors would need to be willing to take students during the intersessions.</li> <li>• Going to create a tracker for students who are missing days due to quarantine, general illness, etc. This will be placed in a central location which has yet to be determined.</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Klapheke will develop a suggested policy on make-up options for excused absences and circulate it for feedback.</li> </ul>	Drs, Pasarica and Daroowalla	Complete
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>• Friday, September 25<sup>th</sup> at 8:00 AM via Zoom</li> </ul>			