



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

Meeting Date: 12/4/2020

Start time: 8:00 AM

Adjourn time: 9:00 AM

Chaired by: Dr. Klapheke

Zoom Attendance: (Doctors) Berman, Boucher, Daroowalla, Del Toro, Klapheke, Moran-Bano, Osborne, Pasarica, Peppler (Staff) Ms. Anderson, Ms. Corsi, Ms. Cubero, Dr. Dexter, Ms. Gilfedder, Ms. Hasegawa, Ms. Kennedy, Ms. Linton Walker, Ms. Marchand, Ms. Marchena, Ms. Newsum, Mr. Orengo, Ms. Orr, Ms. Ramos, Ms. Reiner, Dr. Selim, Dr. Smith, Mr. Staack, Mr. Voorhees, Ms. Walton (Students) MS4 Jacob Renuart

Agenda Item	Discussion/Conclusion	Recommendations/Actions	Responsible	Follow Up
Review Minutes	<ul style="list-style-type: none"> • Review of minutes from 11/20/2020 meeting. 	<ul style="list-style-type: none"> • Minutes approved. 	Dr. Klapheke	Complete
Announcements	<ul style="list-style-type: none"> • Update on Clinical Partners – Dr. Peppler <ul style="list-style-type: none"> ○ Class of 2023 – Curriculum committee provided flexibility to this class by allowing them the option to continue their FIRE projects into the 3rd year. ○ Class of 2023 must take Step 1 before starting the core clerkships. ○ Dr. Peppler had a productive meeting with the new Assistant Chief of Staff at Bay Pines. Clerkship administration will meet with her in January. • COVID updates on returning M3/M4 students on January 4th, 2021 <ul style="list-style-type: none"> ○ Students must fill out eligibility to return form and submit it to Dr. Soraya Smith prior to January 4th. Dr. Smith will update clerkship administration on which students have outstanding forms and are not clear to return to clinical duties. She plans to have this sent out on January 3rd or 4th. 		Dr. Klapheke	Complete

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	<ul style="list-style-type: none"> ○ Students who do not submit the form and expect to miss time due to quarantining, etc., should contact their clerkship director and inform them when they expect/intend to return to clinical duties. 			
LCME Data Update	<ul style="list-style-type: none"> ● Included in meeting materials packet. ● Not many changes since the last report was generated. ● Data looks good. ● Reminder: Block 3 grades are due today. ● SEPC has indicated that some students are having difficulty with the NBME shelf exam due to the 4-week clerkship schedule. 	<ul style="list-style-type: none"> ● Dr. Klapheke has suggested that each clerkship director develop a study plan for their shelf exams. 	Ms. Marchand	Complete
M3 and M4 Capstone Schedules	<ul style="list-style-type: none"> ● Included in meeting materials packet. ● Hope to have these sessions face-to-face; the committee will revisit this in January and month-to-month after that (if need be). 	<ul style="list-style-type: none"> ● M3 and M4 Capstones approved. <ul style="list-style-type: none"> ○ Passing to curriculum committee. 	Dr. Klapheke	Complete
Should the grading policy be revised to state that students who fail their NBME exam on the first attempt cannot qualify for honors upon retaking and passing the exam?	<ul style="list-style-type: none"> ● Update to grading policy: "Students who fail their Core Clerkship NBME Shelf exam on the first attempt cannot qualify for Honors upon retaking and passing the exam." 	<ul style="list-style-type: none"> ● Approved. Passing to curriculum committee. 	Dr. Klapheke	Complete
M3/M4 Contingency Plan if COVID worsens early 2021	<ul style="list-style-type: none"> ● Included in meeting materials packet. ● Regarding COVID vaccination: Immunization records are currently required from students with very few medical exemptions. ● PPE is a big concern. Sites may stop taking students if there is a shortage of PPE during a COVID surge. 	<ul style="list-style-type: none"> ● Include phrase indicating that if student's have fears/concerns with COVID exposure, clerkship administration can work with them on an individual basis. ● Create 3rd option addressing students who are vaccinated. 	Dr. Klapheke	Complete
2021-2022 M3 Calendar	<ul style="list-style-type: none"> ● Included in meeting materials packet. ● COVID Implications ● Options for the 3 open blocks: 2 (to 2.5) electives and 1 block (vs. 2 weeks)"off"? <ul style="list-style-type: none"> ○ At least one elective must be clinical 		Dr. Klapheke and Mr. Staack	Complete

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	<ul style="list-style-type: none"> o 1 block Independent Study Research for students delaying FIRE. Perhaps we could also add an end-of-M3 Research Day. o How can we add more M3/M4 electives? <ul style="list-style-type: none"> o As we open up spots at our affiliates in Bay Pines, Ocala, and Gainesville, can we use these for electives? o Call for new M3/M4 electives 			
Next Meeting	<ul style="list-style-type: none"> • Friday, January 22nd at 8:00 AM via Zoom 			