

University of Central Florida
College of Medicine
M1/M2 Minutes

Meeting Date: 09/10/2021

Start Time: 3:03p

Adjourn Time: 4:22p

Chair: Dr. Kauffman

Attendance: Drs. Kauffman, Harris, Hernandez, Berman, Garbayo, Gros, Kay, Selim, Ebert, LaRochelle, Davey, Dexter, Lambert, Torre, Dil, Beg, Gorman, Piazza, Kibble, Plochocki, Brooks, Kathuria, Macintosh, Daroowalla, Castigiolini, | Phil Bellew, Liz Ivey, Abnel Rodrigues-Castro, Dale Voorhees, Margaret Orr, Lucia Schweitzer, Michael Callahan, Kim Martinez, Deedra Walton, Mary Ann Reiner, Christie Hasegawa, Alisha Ramdihal, Casey Smith, Micha Marshall, Carolyn Castro-Pagan, | Student reps: Colton Amaral, Melanie Peterson

Agenda Item	Discussion	Decisions
Approve minutes	<ul style="list-style-type: none"> ● 	<ul style="list-style-type: none"> ● Approved
Announcements	<ul style="list-style-type: none"> ● Remote exams: <ul style="list-style-type: none"> ● Final exams are in-person, remote exams possible under specific circumstances by approval only (see protocol document) ● If student is unable to take exam at the normal scheduled date, the student will default to the standard make-up process for exams ● Microsoft teams: <ul style="list-style-type: none"> ● Teams site for M1/M2 committee, to house official documentation ● SharePoint will stop being supported as a standalone platform, so content there will be migrated to Teams ● Working access for faculty without UCF accounts <ul style="list-style-type: none"> ▪ Emails outside UCF need to be registered – contact Michael Callahan’s team 	<ul style="list-style-type: none"> ●
Student report	<ul style="list-style-type: none"> ● M2: Students are finishing up S-3 ● M1: Students are acclimating to pace of curriculum and are grateful for faculty support 	<ul style="list-style-type: none"> ●
Module director reports	<ul style="list-style-type: none"> ● HB1: 	<ul style="list-style-type: none"> ●

	<ul style="list-style-type: none"> ● Epidemiology and Biochemistry mid-terms near each other & moving sessions to accommodate it ● P1: <ul style="list-style-type: none"> ● No major issues/concerns, students are doing medical interviewing ● FIRE: <ul style="list-style-type: none"> ● Epidemiology exam complete, results pending ● Second research mentor fair with low attendance, considering making more of them online ● Upcoming meetings with students, assessments ● S3: <ul style="list-style-type: none"> ● Summative quiz this weekend, exam one week from today ● P2: <ul style="list-style-type: none"> ● In-person simulations, students are doing well 	
Committee membership and structure	<ul style="list-style-type: none"> ● Committee structure document (will be available on Teams also) <ul style="list-style-type: none"> ● Voting members and procedures ● Routine calls for agenda items or announcements ● Items that require a vote need a written document before the meeting where it will receive votes <ul style="list-style-type: none"> ● Items needing to be updated will be voted on electronically between meetings 	●
COVID update	<ul style="list-style-type: none"> ● UCF COM is open, no current issues for students ● Determining whether sessions are online or in-person <ul style="list-style-type: none"> ● Use remote or in-person based on which gives the best learning experience ● Most small-group sessions should be in-person ● Reminder that students should go through the contact tracing procedures 	●
Presentation of M1 concept mapping exercise	<ul style="list-style-type: none"> ● Presentation by Dr. Torre ● Confirming students use same groups between modules with concept maps <ul style="list-style-type: none"> ● Practicality of maintaining groups for long periods, and using multiple groups ● Feedback and rubrics for students ● Feedback for students/helping students who are off track with the map 	●

	<ul style="list-style-type: none">• No faculty versions• Use of non-content experts for some scoring components when possible/appropriate	
Other business	<ul style="list-style-type: none">• M1 IPE on 10/29, while faculty are at a retreat. There will be requests for representation at this event.	<ul style="list-style-type: none">•