



## M3/M4 Subcommittee Meeting- Minutes

Date: 11-12-2021

Time:8AM

Chaired by: Dr Pasarica

**Voting members present:** Dr. Darowalla, Danny Stirt, Dr. Taitano, Patrick Kroenung, Dr. Berman, Dr. Del Toro, Justin Chacko, Dr. Moran-Bano, Dr. Osborne, Dr. Boucher

**Attendees:** Margaret Orr, Nadine Dexter, Natasha Williams, Michael Callahan, Morayma Cubero, Carolyn Casto Pagan, Ann Kennedy, Celia Linton Walker, Dale Voorhees, Dr. Amit Patel, Dr. Kibble, Mary Ann Reiner, Dr. Selim, Leslie Marchand, Christie Hasegawa, Alisha Corsi, Deedra Walton, Dr. Elamin, Dr. Torre, Dr. Fagan, Deedra Walton, Dr. Thompson, Jordan Nelson, Dr. Dixon, Dr. Smith, Dr. Moore

1. **Meeting minutes from the previous meeting** – approved
2. **Action items**
  1. Proposal for M3/4 electives
    1. Arts in Medicine – Course Approved
    2. Primary Care, Community & Preventative Medicine – Course Approved
  2. Change in credit hours due to adjustment of clerkship duration for AY 22-23., Peds, Neuro, OB – 6 Credit Hours. Surgery – 12 Credit Hours
  3. Change in grade appeal policy: UCF COM Policy 9.9.3 The clarification statements below were added to the grade appeal policy. – Approved

“A student may only appeal his or her module or clerkship grade, or any component there of (e.g., exam grade, narrative evaluation, **clinical preceptor evaluation**, project, etc.)...” “For appeal of grades in the M-3 or M-4 years, the appeal is directed to the Assistant Dean of Medical Education (M-1 and M- 2). **Appeals may not be initiated directly with other faculty or staff and attempts to do so may be considered a professionalism issue.** The Associate Dean for Students must be copied on all communications regarding grade appeals.”

#### 4. Updates

1. Assistant Dean of Medical Education for M3/4
  1. Educational grant RA hired for 15 h/week for this semester. Let us know if you plan to present at a conference, so we make sure we are saving \$ for that.
  2. Curriculum optimizations - Your input on issues and needs for each clinical site will be collected q3 m with a Quatrix survey. The results will be shared with Academic Assistant Deans and Associate Dean of Academic Affairs. Survey will be send today for you to complete in the enxt week. No need to complete if there are not any issues or needs.
  3. Clinical site updates:
    1. M4 students can now rotate for electives at UCF LNMC
    2. M3 students (electives and FM clerkship) can now rotate at HCA Gainesville FM residency and HCA Ocala FM residency
  4. CCOM meeting updates: approved M3, M4 calendar for AY 22-23 and Ob/GYN elective.
  5. Reminders for the students: non-completion of credentialing requirements on time will result in a professionalism citation.
  6. Announcements:
    1. Congratulations Dr. Taitano- Director of Transition to Clerkship Course
    2. Specialty specific letter of evaluations are developed by national professional organization. Share when available.
2. Students requesting a change to clerkship site – Ken
  1. Dr. Selim will present the current LCME policy we have in place regarding students’ switching locations.
3. LCME Report – No LCME issues
4. Faculty Life Office - upcoming fac development sessions were presented

5. Student Affairs - Policies refresher: Title IX; amorous relationship; needle stick. Dr. Smith reviewed important policies with the committee and the reviewed policies have been added to each clerkship orientation module.