



M3/M4 Subcommittee Meeting

Minutes

Date: 6/22/22 Time: 8:45am

Attendees: Mr. Voorhees, Dr. Pasarica, Mr. Orengo, Ms. Corsi, Mr. Staack, Ms. Ramos, Dr. Taitano, Ms. Kennedy, Dr. Selim, Ms. Smith, Ms. Linton Walker, Dr. Bhatti, Dr. Thomas, Dr. Fagan, Dr. Kibble, Ms. Esterline, Ms. Marchand, Dr. Verduin, Ms. Orr, Dr. Klapheke, Ms. Reinner, Dr. Callahan, Dr. Dexter, Dr. Edelstein, Mr. Kikhail, Dr. Smith, Dr. Berman, Dr. Osborne, Dr. Del Toro

1. **Review of meeting minutes from the previous meeting – Dr. Pasarica** - Minutes approved
2. **Review of M3/4 electronic votes and CCOM votes**
 - a. Neurology grading changes
 - b. OBGYN grading changes
 - c. Elective OBYN North Florida
 - d. Elective Gynecologic Oncology
3. Assessment forms timeline and teams drive for collecting feedback was created https://ucf.sharepoint.com/:f:/r/sites/UCFTeam-COM-Clerkship_Directors_Administrators2/Shared%20Documents/team%20work%20products%20for%20clerkship%20leadership/Proposed%20Assessment%20Forms%20and%20feedback?csf=1&web=1&e=Waxl8H
4. **Action Needed**
 - a. **Proposal for M3/4 electives.** - Proposals were sent out for electronic vote. All courses were approved via electronic vote.
 - i. AI in IM
 - ii. Clinical Radiation Oncology Elective
 - iii. EM Electives
 - iv. Neurosurgery Elective
 - v. Point of Care Ultrasound Elective
5. **Updates**
 - a. **M3/4 Student representatives**
 - i. Welcome new M3 student representatives: Samuel Mikhail and Melanie Peterson
 - b. **Assistant Dean of Medical Education for M3/4**
 - i. Deadline for application to educational grants is extended until July 31, 2022
 - ii. Introducing New M3/4 student representatives
 - iii. Introducing new clerkship leadership: Dr Thomas, Dr Deutch, Dr Konopack
 - iv. UCF updates on policies related to COVID19. April 14, 2022 “Some pandemic precautions will come to an end when or soon after the spring semester concludes the first week of May. These include enhanced cleaning and disinfecting of shared spaces; the COVID Line; contact tracing; updates to the COVID website, dashboard and policy; positive test notifications for faculty; and return to class or work forms. Testing in Garage A will end May 18.”
[COVID-19 Updates: The Next Phase | Coronavirus \(ucf.edu\)](#)
 - c. **PKM** - LCME outcomes update reviewed. No areas of concern.

6. Timeline reminder

Timeline	Action	Responsibility
2022 July	Update the list of teaching residents and faculty and site directors	CAs, CDs
2022 August	Report on available clerkship clinical spots for AY 23-24	CAs, CDs
	Discuss site/faculty evaluation with site directors/faculty	CDs

2022 October	Finalize the Academic Calendar for AY 23-24	All M3/4
2022 November	Finalize sessions for M3 Intersession	Course directors
	Finalize assessment forms: Clinical preceptor evaluation, H&P, Direct obs	CDs
2022 December	Update the list of teaching residents and faculty	CAs
	Intro to clerkship presentations	CDs
2022 January	Scheduling requests and lottery for M4 courses	Academic leaders, registrar's office
2022 February	Complete lottery for M3 core clerkships	Academic Affairs
	Proposed changes for AY23-24: grading rubrics, required clinical encounters, actions from educational grants, etc	CDs
	Housing assignment for AY 23-24 completed	Academic Affairs
	Finalize Post M3 Clerkship, Transition to M3, M4 Bootcamp	Course directors
	M3 elective courses lottery completed	Registrar's office
2022 April	Apply for the Clerkship LCME educational grants	CDs
	Send student rosters to Clinical partners (site coordinators/faculty/directors)	CAs
	Finalize orientation modules for AY23-24	CDs