



## Meeting Minutes for the M3/M4 Subcommittee

**Date:** 8/17/2022

**Time:** 8:45am

Attendees: Ms. Warner, Mr. Orengo, Mr. Staack, Dr. Pasarica, Ms. Corsi, Ms. Ramos, Dr. Taitano, Ms. Kennedy, Ms. Smith, Dr. Kibble, Mr. Martinez, Ms. Newsum, Ms. Esterline, Ms. Marchand, Mr. Callahan, Dr. Klapheke, Ms. Cubero, Dr. Dexter, Dr. Edelstein, Mr. Mikhail, Dr. Castro Pagan, Dr. Bhatti, Ms. Walton, Dr. LaRochelle, Ms. Casey Smith, Ms. Blades, Ms. Linton Walker, Dr. Osbourne, Dr. Smith, Dr. Del Toro

### 1. Review of meeting minutes from the previous meeting

- **Minutes Approved**

### 2. Updates

#### a. M3/4 Student representatives

- **No Updates**

#### b. Associate Dean of Academic Affairs

- i. Margaret's position posted, moving forward with applicants
- ii. Beginning discussions on expansions in North FL region, Lake Monroe is potential growth.
- iii. CREATE task force comprised of Faculty & students are mapping the curriculum and doing assessment. Dean will be briefed in October and provide proposals to move forward with next phase of development.

#### c. Assistant Dean of Medical Education for M3/4

##### i. Clinical sites:

1. Meetings with the Academic Assistant Deans at clinical sites are scheduled for September and will include review of AY 21-22 student evaluations of clerkship sites and faculty. Clerkships to send any issues/opportunities to add to the agenda by the end of August.
2. Christmas Show by Arts in Medicine at UCF on Friday, December 2, 6-9pm – this may be a nice event to invite clinical faculty and site directors and academic assistant deans
  - a. Calendar invite Sent out

##### ii. M3/4 curriculum and leadership

1. Congratulations Dr Bhatti – new course director for M3 intersession & Post M3 sessions
2. Welcome Casey Smith as the new Associate Registrar
3. There is a new process for completing and routing absence forms
  - a. Private channel in Teams, "AbsenceRequest" with new form for students to complete. Comments can be added, and you are able to see and cross reference all requests taken by students. Ready to use early next week.

#### d. PKM - LCME outcomes update – no concerns

#### e. Faculty life update – 12 faculty development sessions planned for August-September

Timeline	Action	Responsibility
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
2022 March	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

## 2. Upcoming events – info only

- a. **Transition to M3** – May 15-June 2, 2023
- b. **M3 Intersession** – Jan 3-6, 2023
- c. **Post M3 Clerkship session**– May 30 - June 2, 2023
- d. **M4 Bootcamp** – May 1-5, 2023
- e. **M4 graduation** – May 19, 2023