



Meeting Minutes for the M3/M4 Subcommittee

Date: September 14, 2022 **Time:** 8:45am

Attendees: Ms. Warner, Dr. Pasarica, Ms. Esterline, Mr. Staack, Mr. Orengo, Mr. Voorhees, Ms. Corsi, Ms. Ramos, Dr. Taitano, Dr. Selim, Ms. Myszkowski, Dr. Castro Pagan, Ms. Casey Smith, Ms. Linton Walker, Dr. Moran-Bano, Dr. Bhatti, Ms. Walton, Dr. Kay, Dr. Thomas, Dr. LaRochelle, Dr. Kibble, Mr. Nelson, Ms. Newsum, Ms. Marchand, Dr. Klapheke, Ms. Reiner, Mr. Callahan, Ms. Kierulf, Ms. Cubero, Dr. Dexter, Ms. Soraya Smith, Dr. Osborne, Dr. Del Toro

1. Review of meeting minutes from the previous meeting

- Minutes Approved

2. Action Items

- i. The Provost Office asked that all course syllabi follow the 4-403.1 policy on Required Elements of the Course Syllabus (<https://policies.ucf.edu/documents/4-403.pdf>) (ensure by December 16, 2022). Looking for volunteers to the Taskforce for Developing a COM syllabus template (M1/2/3), if interested please contact Dr. Pasarica or Ken by September 30, 2022.
- ii. Final decision for gender category on M3 required clinical conditions log – recommendations of categories from Dr. Macintosh (Dean of Diversity). Female, Male, Non-binary or Gender Non-conforming, Other/Unknown - Change approved by the committee through electronic voting

3. Updates

- a. **M3/4 Student representatives-** No updates
- b. **Associate Dean of Academic Affairs-** Clinician Educator Certificate Program is a six-week longitudinal course starting in mid-October for educational leaders. Invites will come soon.
- c. **PKM - LCME outcomes update:** one monitoring item is identified for one Ob/GYN clinical condition that required an alternate experience.
- d. **CREATE taskforce-** Dr. Moran-Bano, Dr. Torre– The taskforce has completed the first part of our task using the ADDIE model (for assessment, design, development, implantation, and evaluation.) So far, we have performed a SWOT analysis, evaluated gaps and redundancies in our current curriculum. We have performed a course/module review looking primarily at learning objectives, pedagogy, and assessments. We have reviewed curriculum designs from other schools as an example. We have evaluated M1, M2, and M3 end of year evaluations for curricular themes. And finally, we have briefly revisited the Grading Taskforce recommendations from several years ago to keep that forefront in our minds as we move to the next components of our curriculum review. Now we ready to move to the design phase. In this next phase, we will create a blueprint of the entire curriculum, determine the instructional sequence of units of instruction and how they can be integrated over time and across topics/units/courses. We will promote the design of instructional activities related to active learning approaches, and assessments based on principles of programmatic assessment. The taskforce will then provide recommendations to medical school leadership, educational committees and all stakeholders involved in the educational process. We welcome anyone with an interest in this process or an opinion to reach out and participate in these efforts.
- e. **Assessment group** –Dr. Moran-Bano – Waiting for the end of Block 4 to determine the changes needed. A final vote on assessment forms for AY 23-24 will be in M3/4 in November.
- f. **Academic Affairs** – discussion calendar options for AY 23-24 – Vote for the finalized calendar will be held in October meeting. Considering two different options of electives, and clerkship duration.

g. Other updates

- Congratulations Dr Asmar, new Academic Assistant Dean for HCA Osceola
- Reminder that students have security at all clinical sites, and they can use it if it feels unsafe to walk to the hospital from the parking lot
- BayPines VA - students with badging issues should reach out to the Education office – build 20, second floor

4. Timeline reminders

- 2022 October Finalize the Academic Calendar for AY 23-24
- 2022 November Finalize sessions for M3 Intersession
- Finalize assessment forms: Clinical preceptor evaluation, H&P, Direct obs
- 2022 December Update the list of teaching residents and faculty