

**University of Central Florida  
College of Medicine  
M1/M2 Minutes**

Meeting Date: 12/09/2022

Start Time: 3:02p

Adjourn Time: 3:45p

Chair: Dr. Kauffman

**Attendance:**

**Voting member attendance:** Drs. Kauffman, Castiglioni, Harris, Frederick, Beg, Gros, Gorman, Assad, Kalidindi, Dil | Student reps: Aliya Centner, Rachel Chapman

**Alternate voting member attendance:** Drs. Daroowalla, Hines | Student reps: Isadore Nottolini

**Other attendance:** Drs. Piazza, Selim, Plochocki, Kay, Verduin, Davey, Bradshaw, Torre, Hernandez, Garbayo, Dexter, Wei, LaRochelle | Phil Bellew, Kim Martinez, Nicole Brooks, Lucia Schweitzer, Dale Voorhees, Melinda Ragland, Liz Ivey, Angela Lucas, Luke Van Blaricom, Carley Blades Myszkowski, Mary Ann Reiner, Soraya Smith, Carolyn Castro Pagan

Agenda Item	Discussion	Decisions
Approve minutes		<ul style="list-style-type: none"> <li>● Approved</li> </ul>
Announcements	<ul style="list-style-type: none"> <li>● UCF LNPC Mind/Body events scheduling – Dr Kay               <ul style="list-style-type: none"> <li>○ Once per quarter, when it makes sense for students (work with coordinators)</li> </ul> </li> <li>● Finalize Academic Calendar by May 1st.               <ul style="list-style-type: none"> <li>○ Exam dates, deadlines, POM clinical skills exams</li> </ul> </li> <li>● Approved at CCom:               <ul style="list-style-type: none"> <li>○ M1 Enhanced Clinical Reasoning Instruction and Integration with Basic Sciences proposal</li> </ul> </li> <li>● Welcome M1 reps!               <ul style="list-style-type: none"> <li>○ Rachel Chapman and Isadore Nottolini</li> </ul> </li> </ul>	
Student report	<ul style="list-style-type: none"> <li>● M2:               <ul style="list-style-type: none"> <li>○ S4 exam in 1 week, students are focusing on studying for it</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ M2s are signing up for STEP</li> <li>● M1: <ul style="list-style-type: none"> <li>○ Past middle of HB-2, students are understanding expectations of faculty</li> <li>○ FIRE scheduling – overlap of mandatory sessions and scheduled FIRE events</li> </ul> </li> </ul>	
Module director reports	<ul style="list-style-type: none"> <li>● HB-2: module is doing well</li> <li>● P-1: midterm exam is next week; course is doing fine</li> <li>● S-4: last week of the module, wrapping up with final TBL and Exam</li> <li>● 3<sup>rd</sup> CSE, will review those and pen notes. Adding pen note information to Webcourses</li> <li>● FIRE: no updates</li> </ul>	
Programs of assessment report	<ul style="list-style-type: none"> <li>● CREATE is progressing well, with different working groups</li> </ul>	
HB3 grading scheme update – Dr. Dil	<ul style="list-style-type: none"> <li>● Attached word document with change proposal</li> <li>● Successful TBL pilot in 2021-2022, implementing 9 this year (total 27% of grade) <ul style="list-style-type: none"> <li>○ Final – 50%, midterm – 19%, CMAP – 4%</li> </ul> </li> <li>● Book materials as prep (given calendar time) - faculty available by email, discussion board, or Zoom</li> <li>● Lectures will precede TBLs with their content by several days (or in previous week)</li> <li>● Motion: approve the new HB-3 grading scheme</li> </ul>	<ul style="list-style-type: none"> <li>● Approved (10 in favor, none opposed)</li> </ul>
Video recording and FCC – Dale Voorhees	<ul style="list-style-type: none"> <li>● Quality of video/audio recording – some issues when using personal equipment</li> <li>● Resources available to help with recording in FCC <ul style="list-style-type: none"> <li>○ Microphones for offices in COM</li> <li>○ Help with mic settings for guest lecturers (testing equipment in advance and assessing whether the audio is working well).</li> <li>○ Post-production for recorded material</li> <li>○ Record long enough in advance so issues with audio can be identified and addressed before students need it</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"><li>• New materials must meet the updated requirements for recordings; reach out to FCC to assist with this when generating new recordings</li></ul>	
House Bill 7 update – Dr. Kauffman	<ul style="list-style-type: none"><li>• Information available on Teams; same guidelines as from main campus</li><li>• Florida civil rights law – ongoing lawsuit regarding this bill. UCF policies regarding this bill have been suspended pending the lawsuit</li></ul>	
Other business		