



Meeting Minutes for the M3/M4 Subcommittee

Date: 12-07-22 **Time:** 8:45am

Attendees: Dr. Pasarica, Ms. Esterline, Mr. Orengo, Mr. Voorhees, Ms. Corsi, Ms. Ramos, Dr. Taitano, Dr. Selim, Ms. Castro Pagan, Ms. Casey Smith, Ms. Linton Walker, Dr. Moran-Bano, Dr. Bhatti, Dr. Osbourne, Ms. Newsum, Ms. Marchand, Dr. Klapheke, Dr. Callahan, Ms. Cubero, Dr. Soraya Smith, Dr. Osborne, Dr. Del Toro, Mr. Stirt, Dr. Martinez, Ms. Brooks, Ms. Peterson, Ms. Warner

1. **Review of meeting minutes from the previous meeting** – Minutes Approved
2. **Review of M3/4 electronic votes:** the following 3 elective course proposals were approved: Independent Private Practice: Clinical Medicine and the Business of Medicine; Elective Orthopedics, Sports medicine, Spine surgery, Joint replacement surgery; UCF in Peru: Public Health in the Andean Region
3. **Action Items -**
 - The committee has voted to approve a Direct Observation Assessment form (recommended by the assessment committee with minor edits) to be used by ALL clerkships or AY 23-24 I. This form will be used instead of all various Direct Observation forms.
 - The H&P form and the clinical preceptor evaluations forms recommended by the Assessment Committee: the M/4 committee felt that some minor changes needed to be made before voting on them. the committee did acknowledge the need for urgent finalization of the shared assessment forms so that faculty development can take place in time. Edits and vote will be coordinated by Dr Moran-Bano.
 - Clerkship directors will acknowledge by email that the course syllabi follows 4-403.1 policy on Required Elements of the Course Syllabus (<https://policies.ucf.edu/documents/4-403.pdf>)
4. **Updates**
 - a. **M3/4 Student representatives** – M4 students have lots of interviews that are going well.
 - b. **PKM - LCME** out comes update-Dr. Selim - Due to the outstanding job of making sure we are meeting LCME requirements, we do not have any more follow up until our next survey visit in 2025. There are a couple elements that remain as monitoring such as resources for clinical instruction, that is the access to patients at the sites, relaxation and steady space, educational space and most importantly feedback. ck.
 - c. **CREATE taskforce** – Drs. Torre, Moran-Bano, Del Toro – Create Task Force has received the general go ahead from Dr. German and the curriculum committee to move forward with curriculum alignment. The general schema presented at earlier meetings - a single pass (normal and abnormal,) vertically and horizontally integrated design with three phases (foundational integrated science (M1M2), core clinical sciences (M3) and differentiation individualization (M4)) and aligned with new competencies and using the same timeline blueprint as current. There are 4 working groups (assessment, development, and implementation, planning and resource alignment, technology) developing the basics of this plan with a goal of having the length of the academic years, the order of systems, and their grading system finalized this month and ready for the MSAR (Medical Students Admission Requirements database) publication in January.
 - d. **Faculty Development Sessions** – Amanda Ramos asked that if there are particular groups, or sites that you feel have specific needs that we can step in and intervene, please let them know.
 - e. **M3 Intersession** – Dr. Bhatti - the plan for the Intersession is for the students to have some practice for clinical skills. This will be time to practice and get feedback in a structured environment for the whole class. There will also be a chance to meet with the residency program director. We are inviting all specialty program directors we have in the UCF Network to come and meet with the students.

5. Timeline reminders for AY 2022- 2023

Timeline	Action	Responsibility
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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

6. 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