



Meeting Agenda for the M3/M4 Subcommittee

Date: 1/25/23

Time: 8:45am

Attendees: Dr. Pasarica, Ms. Warner, Mr. Orenge, Mr. Voorhees, Ms. Corsi, Dr. Taitano, Dr. Selim, Ms. Casey Smith, Dr. Moran-Bano, Dr. Bhatti, Ms. Walton, Dr. Osbourne, Ms. Newsum, Ms. Marchand, Ms. Cubero, Ms. Brooks, Dr. Soraya Smith, Dr. Del Toro, Dr. Martinez, Ms. Brooks, Ms. Peterson, Dr. Thomas, Dr. Lone, Ms. Esterline, Ms. Ivey, Dr. Verduin, Dr. LaRochelle, Dr. Kierulf, Ms. Berry, Dr. Dexter, Ms. Reiner, Dr. Fagan

1. Review of meeting minutes from the previous meeting - Minutes Approved

2. Action Needed

- Proposed established set dates for makeup NBME exams. One date during Intersession I, one date during Intersession II or during off block – Motion passed
- Updated assessment forms: H&P and clinical preceptor evaluation for AY22-23– Approved
- Course Elective Vote:PMNR at Orlando VA- approved

3. Updates

- a. **Welcome new clerkship leadership** –Dr Pasarica
 - i. Dr Kielbasa – Co-Director for Peds Clerkship
 - ii. Dr Lone – Director of elective courses
 - iii. Thank you Ann!!!
- b. **PKM** - LCME outcomes update. Two new formatted reports by NBME to review were sent out
- c. **Faculty Development Sessions** –Clinical Teaching Certificate program is starting, see Andrea for registration.

4. Timeline reminders for AY 2022- 2023

Timeline	Action	Responsibility
2023 January	Scheduling requests and lottery for M4 courses	Academic leaders, registrar's office
2023 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
2023 March	M3 elective courses lottery completed	Registrar's office
2023 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

5. Upcoming events – info only

- a. **Academic Assistant Dean retreat** – February 17, 2023 (12-3PM)
- b. **M4 student townhall** – February 3rd 2023
- c. **Transition to M3** – May 16-June 3, 2023
- d. **M3 Intersession** – Jan 3-6, 2023
- e. **Post M3 Clerkship session**– May 30 - June 2, 2023
- f. **M4 Bootcamp** – May 1-5, 2023
- g. **M4 graduation** – May 19, 2023