

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

Meeting Date: 3/10/2023

Start Time: 3:03p

Adjourn Time: 4:04p

Chair: Dr. Kauffman

Attendance:

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

Alternate voting member attendance: Drs. Daroowalla | Student reps: Isadore Nottolini, Daniel Press

Other attendance: Drs. Piazza, Plochocki, Hernandez, Dexter, Kay, Verduin, Kibble, McKenzie, Selim, Plochocki, Torre, Wei | Phil Bellew, Kim Martinez, Nicole Brooks, Lucia Schweitzer, Dale Voorhees, Melinda Ragland, Liz Ivey, Angela Lucas, Luke Van Blaricom, Soraya Smith, Laurel Poole, Deedra Walton, Paul Sturgis, Carley Blades, Mary Ann Reiner, Ken Staack

Agenda Item	Discussion	Decisions
Approve minutes		● Approved
Announcements	<ul style="list-style-type: none"> ● Finalized Academic Calendar by May 1st. ● Classroom equipment update <ul style="list-style-type: none"> ○ Main curriculum rooms have been completed ○ Anatomy lab and COM 102 will be updated next ● Syllabus template update <ul style="list-style-type: none"> ○ Will be finalized through curriculum committee ● Thank you Dr. Gorman! She will be leaving COM after this academic year ● Welcome Dr. Tolu McKenzie and Dr. Varlick! ● Thank you M2 reps Aliya Centner and Daniel Press! 	
Student report	<ul style="list-style-type: none"> ● M2: Received grades, with S5 final exam, OSCE, and STEP exams upcoming ● M1: There have been some issues with Webcourses and IRATs. C1 is going well. M1s are hoping to hear from FIRE and epi/biostats 	

	<ul style="list-style-type: none"> • Thank you to M2s for help 	
Module director reports	<ul style="list-style-type: none"> • HB-3: module is going well so far aside from the tech issues. Trying to manage the course/assessment load for students. <ul style="list-style-type: none"> ○ Midterm coaching report was moved earlier to avoid conflict with spring break • C-1: the module is going well. M1 have been actively participating. C1 has been working with HB-3 with workload per above. • P-1: Students have been in COP and are doing well so far. Physical exam sessions have wrapped up, and students have begun practice sessions. • S-5: This is a short module. The first week was decompressed at student request. The final exam is in two weeks. • P-2: Students have finished curricular activities. They have one more week of open practice before the OSCE week, plus some Q&A sessions. • FIRE: Conference was completed a few weeks ago. M2 years have completed their work. Thanks to everyone who helped! M1s are submitting their proposals. Epi/biostats exam will be on 4/10. 	
Program of assessment report	<ul style="list-style-type: none"> • CREATE Working groups with assessment to align assessments, and the system/logistics of assessments. Working on how to integrate content vertically/longitudinally as well. 	
Revised HB-1 objectives	<ul style="list-style-type: none"> • Document is attached to the committee • Metabolism including protein, lipid and carbohydrate moved to HB-2 • Combined some objectives • Summary of 12 proposed objectives • Motion: approve HB-1 objectives 	<ul style="list-style-type: none"> • Motion passes (10 in favor, none opposed)
Revised HB-2 objectives	<ul style="list-style-type: none"> • Document is attached to the committee • Added proteins/carbohydrates and biochemistry objectives • Pharmacology – student question: content on receptors and other pharmacology remains in HB-3 for now • Motion: approve HB-2 objectives 	<ul style="list-style-type: none"> • Motion passes (10 in favor, none opposed)

Curriculum tagging and PES reports	<ul style="list-style-type: none"> • PES reports incorporate tags. However, this requires tagging far enough in advance to prevent delaying PES. • Need to update process for communication/understanding of the full tagging process • See attached document for the full process for tagging • Suggestion to meet with faculty, coordinators, and PKM to do the tagging together, to get the task done and be more clear on tags • Need to complete backlog of PES for this year 	
UCF accessibility plan	<ul style="list-style-type: none"> • All curriculum materials newly created after July 2023 need to be accessible/compliant for AY 2023-2024. • Remaining content must be made accessible for the 2024-2025 academic year. • Main campus has materials and training COM will provide to faculty and staff. • Ed Tech can make content compliant, but needs at least 7 days to prepare it for a session. • SASS services remain unchanged – this is an update to baseline course materials • Request for example of compliance update (using COM slides) so directors can give examples to faculty. • Students can hide/turn accessibility features off if desired. 	
Other business	<ul style="list-style-type: none"> • Color blind issue per above – bacterial growth on a plate example. Describe colors with the figures as well. 	