



Meeting Minutes for the M3/M4 Subcommittee

Date: 4/19/23

Time: 8:45am

Attendees: Dr. Pasarica, Mr. Orengo, Ms. Esterline, Ms. Cubero, Ms. Corsi, Dr. Del Toro, Ms. Newsum, Ms. Ramos, Dr. Bhatti, Dr. Taitano, Dr. LaRochelle, Ms. Brooks, Ms. Casey Smith, Ms. Teti, Ms. Webber, Dr. Blades, Dr. Martinez, Dr. Thomas, Dr. Klapheke, Mr. Quigley, Ms. Walton, Ms. Marchand, Dr. Torre, Dr. Castiglioni, Mr. Voorhees, Ms. Warner

- 1. Review of meeting minutes from the previous meeting - approved**
- 2. Review of CCOM approved items**
 - a. The syllabus template** for the M1-4 was approved to be used starting with the AY 23-24. This was done to ensure compliance with UCF requirements on the template.
- 3. Action Needed**
 - Ob/Gyn clerkship objectives proposed minor edits for clarification - approved
 - Surgery clerkship objectives proposed minor edits for clarification - approved
 - Elective Course Proposal - Acting Internship in Minimally Invasive Gynecologic Surgery - approved
 - Elective Course Proposal – Clinical Cardiology Elective - approved
- 4. Updates**
 - a. Clinical site updates** – HCA is increasing support for the UME educational program in various location.
 - b. Staff update:**
 - i. Welcome Cyntia Teti (administrator for Ob/Gyn clerkship)
 - ii. Welcome Elizabeth Webber (administrator for electives and intersessions)
 - iii. Welcome Karen Peterson - responsible for all credentialing - Karen.Peterson@ucf.edu
 - c. PKM** - LCME outcomes update. No issues
 - d. CREATE taskforce** - A new assessment system will be developed using multiple assessments methods over time beginning in the pre-clerkship period and continuing across the whole program. A mix of assessments will be implemented in a longitudinal manner throughout the program and feedback will be provided with each assessment. No single assessment will be used to make high stakes decisions(i.e. passing a clerkship). Assessments will be aligned with UCF competencies. Final evaluation and then grades will be the results of a triangulation of different assessment and multiple assessment data points. A competency committee will review all assessment data across the program, identify students with marginal performance, monitor student progression , providing feedback and assessing improvement. Implementation and feasibility will be constantly monitored and evaluated.
 - e.**
- 5. Timeline reminder for the next 3 months**
 - a. July 2023-** Update the list of teaching residents and faculty