



M.D. Program Curriculum Committee Meeting Minutes

Date: March 17, 2023

Time: 2:06 PM – 3:25 PM

Chaired by: Dr. Jeff LaRoche

Voting members present: Drs. Castiglioni, Dil, Harris, Kay, Martinez, Rubero, (M1) Brown, (M1) Dagley, (M2) Press, (M3) Williams

Attendees: Drs. Dexter, Hernandez, Kauffman, Kibble, Moran-Bano, Plochocki, Selim, Torre, and Verduin; Ms. Blades-Myszkowski, Ms. Borges, Ms. Brooks, Mr. Quigley, Mr. Van Blaricom, and Mr. Voorhees

Match Day Update – Dr. Verduin

- UCF College of Medicine graduates will complete their residencies at top hospitals across the city, state, and nation. Thirty-seven will do some or all their training in Florida, including programs at AdventHealth, Mayo Clinic Jacksonville, Miami, Orlando Health, the University of Florida, and the University of South Florida.
- Eight students matched to UCF-HCA residencies across Florida.
- Nationwide, UCF students matched into programs that include Cleveland Clinic, Emory, Harvard, John Hopkins, Mayo Clinic, Stanford, Vanderbilt, and Yale. Their specialties include emergency, family and internal medicine, OB-GYN, pediatrics, psychiatry, radiology, and surgery.

Approval of Minutes

- January 20, 2023: Minutes approved as circulated.

Student Updates

- M1s:
 - Students are through Health & Disease (HB3). Student feedback was high in the beginning due to the biweekly TBLs mixing HB3 with C1. Dr. Dil helped students feel less overwhelmed.
- M2s:
 - Students completed Brain & Behavior (S6).
 - Many are feeling the pressure of the Step 1 exam.
 - Students completed FIRE and have received their grades.

- M3s:
 - Students are doing well. They are currently in block 10 of 12.
 - Several are scheduling their Step 2 exam, and a few are applying to away rotations.

M1/M2 Subcommittee – Dr. Kauffman

- Members approved the revised Cellular Function and Medical Genetics (HB1) and Structure and Function (HB2) Module Objectives for AY2023-24. Changes include:
 - Removal of the metabolism objectives from HB1 to HB2.
 - HB1 reduced from eight weeks to five weeks. HB2 increased from 16 weeks to 19 weeks.
- Members approved the proposed COM Syllabus Template, which is:
 - Consistent with the required new policies from main campus.
 - Consistent with how information is presented to the students whether for modules or clerkships.

M3/M4 Subcommittee – Dr. Moran-Bano

- The proposed Pediatrics Assessment Plan 2023-24 was approved.
 - The preceptor evaluation (50%) and the NBME shelf exam (25%) will remain the same.
 - Two H&Ps will count as 25% of the grade.
 - Quizzes and PICO projects were eliminated due to no contribution to the variation in grading.

PES Recommendations – Dr. Harris

- Members approved the following recommendations for the S-5 Module.
 - Organizational/faculty coordination help – Move more content online in asynchronous format as this would enable more control over organizational timing (or perception thereof by the students).
 - Continue to incorporate more non-lecture-based learning materials such as clinical encounters, etc. (esp. since this is the last module before clinical rotations begin).
 - Incorporate some narrative assessments in place of MCQ (i.e., do not increase overall amount of assessing but do slowly integrate some (~5%?) narrative and other types of non-MCQ assessments).
- Members approved the following recommendations for FIRE Modules.
 - Re-initiate outreach efforts with our other partners, especially Nemours, OH, VA, and UCF main campus faculty to facilitate their involvement as Faculty Research Mentors and/or Reviewers for FIRE.
 - Work with HB2 and the M1/M2 curriculum committee to resolve schedule issues for Biostats materials.

- Work with the CREATE Task Force to ensure that FIRE can successfully adapt and improve as the planned changes are implemented in the near future.
- Committee needs clarification on the following recommendation. Will be discussed at the next meeting.
 - Work with HCA team (Dr. Katy Robison & Co) to partner residents and faculty at HCA with FIRE students.

CREATE Task Force – Drs. Moran-Bano and Torre

- Members approved the following proposal for academic year 2024-25.

AY 24/25**		orientation	start classes	Step 1 study (weeks)	end of year	Number weeks
Proposed	M1	12-Aug	19-Aug		23-May	37
	M2	12-Aug	19-Aug	6	28-Mar	30

Rotation Requirements for M4 Year – Dr. LaRochelle

- Members approved the proposed addition to the Rotation Requirements for M4 Year policy.
 - An Acting Internship is defined as: an intensive inpatient (to include the emergency room) experience where learners have primary responsibility for patient care and a direct reporting relationship to faculty, fellows, or upper-level residents. Reporting to interns is not considered an appropriate level of supervision for an AI. Primary responsibility for patient care includes primary evaluation of patients, primary responsibility for writing patient notes and orders, providing an initial management plan, and assisting with the implementation and coordination of management plans to include performing procedures as appropriate.”
 - If completing an Acting Internship as an away rotation, the institution where you are completing the rotation must define it as an Acting Internship/Sub-Internship in their course catalog.

Proposed Plan to Ensure All Course Materials are Accessible – Mr. Voorhees

- Members approved the following proposed plan to ensure all course materials are accessible.

Correct Assumptions:

- The process of “becoming compliant” is just a process. While deadlines are set, the understanding is that colleges will create and implement plans to become compliant as feasible – financially, logistically, and pedagogically.
- The main campus is negotiating captioning costs, but each college will determine the “rate per minute” based on turnaround time required.

Strategy:

- COM SAS office will act as liaison between main campus and the college to ensure all course materials are accessible to students.
- EdTech and COM SAS offices will meet regularly to review progress.
- Faculty are responsible for ensuring their materials are accessible, so Ed Tech will work with Faculty Development and the main campus to develop training materials for faculty who want to learn how to ensure their course materials are accessible. However, understanding the culture of the COM, EdTech will offer the service of ensuring materials are accessible. Will require the faculty to provide their materials at least seven (7) days ahead of presentation to students.
- Ed Tech will work with Systems Engineering to ensure the classrooms/labs are accessible.

Timeline:

- Training materials/sessions will be available to COM faculty by end of March 2023
- EdTech will begin offering the service of verifying PowerPoints are accessible for faculty (assuming a seven (7) day turnaround time) beginning May 1st, 2023.
- Classrooms/labs will be accessible by Fall 2023
- Beginning May 1st, 2023, all NEW materials need to be accessible.
- Beginning May 1st, 2024, ALL MATERIALS (even those created in the past), need to be made compliant.

Tools available to assist with making materials accessible:

- UDOIT (LTI in Canvas that main campus created) to check Canvas/Webcourses accessibility.
- PowerPoint built-in accessibility checker
- Panopto allows captioning but will require 3rd party captioning service due to the extensive resources required for this.
- Audio enhancement devices in classrooms for the hard of hearing

Governance:

- SAAS be the liaison between main campus and COM regarding accessibility.
- COM Admin will work with main campus regarding potential requirement of captioning.
- Faculty Development will inform/notify faculty of requirements/resources/timeline.

- Ed. Tech. will train/support faculty towards compliance.

Action Items

- Clarification on the FIRE recommendation to be discussed at the next meeting.
 - Work with HCA team (Dr. Katy Robison & Co) to partner residents and faculty at HCA with FIRE students.