



## Meeting Minutes for the M3/M4 Subcommittee

**Date:** 7/12/23

**Time:** 9:00am

**Attendees:** Dr. Taitano, Ms. Webber, Ms. Esterline, Ms. Newsum, Mr. Orengo, Mr. Staack, Ms. Soraya Smith, Ms. Cubero, Dr. Klapheke, Dr. Thomas, Ms. Centner, Ms. Marchand, Ms. Corsi, Dr. Del Toro, Ms. Ramos, Dr. Verduin, Ms. Casey Smith, Dr. Selim, Mr. Quigley, Ms. Brooks, Dr. Moran-Bano, Dr. Kibble, Ms. Teti, Ms. Walton, Mr. Voorhees, Dr. LaRochelle, Dr. Myszkowski, Dr. Kierulf, Dr. Castiglioni, Ms. Warner

1. **Review of meeting minutes from the previous meeting** - Approved
2. **Action Needed**
  - **Elective Course Proposal** – Clinical Cardiology Elective - Course votes approved via electronic vote
3. **Updates**
  - a. **M3/4 Student representatives** - No Updates
  - b. **PKM** - LCME outcomes update - All of the end of year reports have been posted in Teams. Going forward, NBME scores and gradebooks will be found in Teams.
  - c. **Faculty development** – Highest number of sessions planned for the fall
  - d. **CREATe taskforce** – Moving forward - have ideas about assessments, have systems divided into courses that are equally distributed over two years. Working on learning objectives as well as attending to the LCME curriculum requirements.
  - e. **Student Affairs** – No Updates
  - f. **Clinical site updates** - Meeting with HCA North division leadership to define the housing situation.
4. **Timeline reminders for AY 23-24**

### CALENDAR OF EVENTS FOR M3/4 AY 2023-2024

Timeline	Action	Responsible
Jul-23	Update the list of teaching residents and faculty	CAs, CDs
	Distribute recognition items to faculty	CAs, CDs
Aug-23	Report on available clerkship clinical spots for the next AY	CAs, CDs
	Discuss site/faculty evaluation with site directors/faculty; document interventions in teams	CDs
Oct-23	Finalize the Academic Calendar for next AY	All M3/4
Nov-23	Review Clerkship evals & document intervention in teams	CDs
	Finalize sessions for M3 Intersession	CDs
Dec-23	Update the list of teaching residents and faculty	CAs
	Scheduling requests/lottery for M4 courses	Registrar
Feb-24	Complete lottery for M3 core clerkships	AA
	Propose changes for next AY - (required clinical experiences, grading rubrics, objectives, etc..)	CDs
	Housing assignment for AY 23-24 completed	AA
	Finalize sessions for Post M3 Clerkship session, Transition to M3, M4 Bootcamp	CD
Mar-24	M3 elective courses lottery completed	Registrar
	Review Clerkship evals & document intervention in teams	CDs
Apr-24	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
May-24	Facilitate Transition to M3, M4 Bootcamp, Post M3 Clerkship sessions	CAs, CDs
Jun-24	Clinical rotations begin	All M3/4