



Meeting Minutes for the M3/M4 Subcommittee

Date: 8/09/23

Time: 9:00am

Attendees: Dr. Taitano, Mr. Staack, Ms. Cubero, Mr. Orengo, Ms. Esterline, Ms. Linton-Walker, Ms. Teti, Ms. Webber, Ms. Warner, Mr. Voorhees, Dr. Kibble, Ms. Corsi, Dr. Soraya Smith, Ms. Poole, Ms. Brooks, Ms. Ramos, Mr. Quigley, Ms. Marchand, Ms. Walton, Dr. Thomas, Dr. Bhatti, Dr. Osbourne, Dr. LaRochelle, Dr. Deutsch, Dr. Martinez, Ms. Centner, Dr. Lone, Dr. Klapheke, Dr. Fagan

1. **Review of meeting minutes from the previous meeting** - Approved
2. **Review of Curriculum Committee votes**
 - a. M1, M2 courses have new assessment rubric approved for AY 23-24
 - b. New sites for the Clinical Cardiology and Nephrology elective were approved
3. **Updates**
 - a. **M3/4 Student representatives** – No updates
 - b. **Clinical Sites update** – Dr.LaRochelle and Ken – Received approval to maintain housing in Ocala/Gainesville, potentially could be moving into Tallahassee.
 - c. **M3/4 curriculum updates** – Dr LaRochelle and Ken
 - i. Thank you Dr. Taitano for the leadership of the Transition Course
 - ii. Dr. Kielbasa with Ms. Cubero and Webber will lead the 2024 Transition course
 - iii. New checklist certifying compliance with HIPPA is to be submitted with any H&P assignment in webcourses - Matthew Malone & Michael Callahan are ensuring updates/ compliance
 - iv. M4 bootcamp – we are currently optimizing the bootcamp to include time with more specialties
 - d. **PKM** - LCME outcomes update – All blue values are updated to reflect recent information of Class 2023. Still tracking the normal information
 - e. **Student Affairs** – Any endorsements for applicants, send to Laurel Poole however it does not influence the review by the Admissions Committee in any way. Applicants can give permission to submit a Letter of Recommendation on their behalf.
 - f. **Faculty development** – Award nomination portal for residents, faculty, and other preceptors is live until 9/22. New clinical teaching certificate cohort is starting in less than two weeks.
 - g. **CREATe** – Dr. LaRochelle – Most of the work being done in Pre-Clerkship period. Looking at engaging assessments from Clinical Skills, the foundation, Clinical Sciences, and HSS combined to create course grades. Retreat on 9/15 will provide opportunity for input on how the content is being delivered.
4. **Timeline reminders for AY 23-24**

CALENDAR OF EVENTS FOR M3/4 AY 2023-2024

Timeline	Action	Responsible
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