

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

Meeting Date: 7/14/2023

Start Time: 3:01p

Adjourn Time: 4:22p

Chair: Dr. Kauffman

**Attendance:**

**Voting member attendance:** Drs. Kauffman, Gros, Frederick, Ebert, Dil, Khan-Assad, Castiglioni, Kay, Kathuria | Student reps: Rachel Chapman

**Alternate voting member attendance:** Drs. Dexter, Daroowalla

**Other attendance:** Drs. Piazza, Plochoki, Hernandez, Kibble, Selim, Garbayo, Lambert, Verduin, McKenzie, Torre, MacIntosh, LaRochelle | Phil Bellew, Kim Martinez, Dale Voorhees, Angela Lucas, Deedra Walton, Paul Sturgis, Matthew Malone, Andrew Quigley, Liz Ivey, Melinda Ragland, Soraya Smith, Alisha Corsi, Luke van Blaricom, Lucia Schweitzer, Nicole Brooks, Andrea Berry, Carley Blades Myszkowski, Leslie Marchand

Agenda Item	Discussion	Decisions
Approve minutes		<ul style="list-style-type: none"> <li>● Approved (7 in favor)</li> </ul>
Announcements	<ul style="list-style-type: none"> <li>● New module directors:               <ul style="list-style-type: none"> <li>○ Endocrine &amp; Reproductive - Dr. Amite Kathuria</li> <li>○ Health systems sciences – Dr. Kay &amp; Dr. Dexter</li> </ul> </li> <li>● Accessibility:               <ul style="list-style-type: none"> <li>○ New materials must be accessible this year (give one week notice to Ed Tech if using their assistance)</li> <li>○ Old material can remain unchanged for the 2023-2024 year</li> <li>○ COM plan for accessibility available under academic resources on Teams</li> <li>○ Directors – make sure module faculty are aware!</li> </ul> </li> <li>● Approved at Ccom:</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Grade proposals were not on the June agenda, and will be on the agenda this month</li> <li>● Updates to classroom: All SGLs are conference room-capable. TVs have built in computers. TLL has a new system for sharing screens. New microphones for large lecture halls <ul style="list-style-type: none"> <li>○ Check with Karyn Scanlon if you need setup in the rooms; they need advance notice for setup</li> </ul> </li> </ul>	
Student report	<ul style="list-style-type: none"> <li>● M1: students are enjoying their break and getting ready for orientation week</li> </ul>	
Module director reports	<ul style="list-style-type: none"> <li>● HB-1: Schedule is ready, faculty are finalizing their content. New books available for faculty &amp; students. New pedagogy: case-directed learning.</li> <li>● P-1: Course is ready, recruiting faculty for medical interviewing (which is going well).</li> <li>● HSS: Looking into technologies to decrease faculty load + increase student engagement.</li> <li>● S-3: New faculty with Dr. Kaseb, Dr. Hoopingarner, and Dr. Fries. Course is on schedule to begin on 8/7</li> <li>● P-2: Course is ready to go for the start of the year!</li> <li>● FIRE: Meeting M1 and M2 during first week. Mentor fair on 8/25 in the afternoon.</li> </ul>	
CREATe taskforce update	<ul style="list-style-type: none"> <li>● Approved at Ccom: <ul style="list-style-type: none"> <li>○ CREATe taskforce course structure &amp; sequence</li> <li>○ Program of assessment, preliminary discussion on structure of meeting/modules</li> </ul> </li> </ul>	
Uniform Peer evaluation revision proposal	<ul style="list-style-type: none"> <li>● Presentation from Dr. Dil (see attached proposal document)</li> <li>● Addition of reflections from feedback receivers – this is what is graded <ul style="list-style-type: none"> <li>○ Survey with quiz → separate assignment for reflection</li> <li>○ How to manage variable quality of feedback given to students for reflection</li> <li>○ How students will tend to answer the prompts, how learners provide and respond to feedback</li> </ul> </li> </ul>	Approved (8 in favor, none opposed)

	<ul style="list-style-type: none"> <li>○ Whether feedback will be actionable, how many evaluations merit the workload of grading</li> <li>• Groups will change more frequently</li> <li>• Point distribution based on how many guidelines are met</li> <li>• Summary of process – from feedback giver to grading. <ul style="list-style-type: none"> <li>○ Information on this along with other curriculum information during orientation</li> </ul> </li> <li>• Amendment to reflection discussion: add "Based on your peer feedback, what is your strongest contribution to your group and what area needs the most improvement? How do you plan to improve in that area?"</li> <li>• <b>Motion: Approve attached proposal as it stands/was given to committee before the meeting</b></li> </ul>	
Health Equity Education	<ul style="list-style-type: none"> <li>• Resource for module directors to incorporate equity into modules – feel free to reach out to Dr. McKenzie or Dr. MacIntosh.</li> </ul>	
Other business	<ul style="list-style-type: none"> <li>•</li> </ul>	