University of Central Florida
College of Medicine
M1/M2 Minutes

Meeting Date: 9/01/2023   Start Time: 3:01p   Adjourn Time: 3:51p

Chair: Dr. Kauffman

Attendance:

Voting member attendance: Drs. Kauffman, Frederick, Ebert, Dil, Khan-Assad, Castiglioni, Kay, Gros, Bhatti, Harris, Beg, Kathuria | Student reps: Isadore Nottolini

Alternate voting member attendance: Drs. Dexter, Daroowalla

Other attendance: Drs. Plochocki, Hernandez, Garbayo, Lambert, Torre, LaRochelle, Bradshaw, Verduin, McKenzie | Phil Bellew, Kim Martinez, Dale Voorhees, Angela Lucas, Paul Sturgis, Andrew Quigley, Liz Ivey, Melinda Ragland, Alisha Corsi, Luke van Blaricom, Lucia Schweitzer, Nicole Brooks, Jason Konzelmann, Laurel Poole, Ryan Retherford

Agenda Item	Discussion	Decisions
Approve minutes		• Approved with typo correction

Announcements	• Approved at CCom:
	    o P1, P2, HB1, HB2 and HHS revised grading schemas
	    o CREATe taskforce
	        ▪ Setting the course grade
	    o Other approved items: See attached document
	• Update to HB-2 and S-4 calendars per main campus requirements – to be presented at next meeting	

Student report	• M2: Wrapping up week 4 of S3. Students are excited to start the pulmonary part of S3. Students are acclimating to pages.	

	• M1: Reps met with M1 students. Students are starting to prepare for the upcoming exam
	• Panopto/asynchronous run time vs potential extra time estimate for questions in Panopto.
	    o Options discussed:
	        ▪ Add standard exam time for MCQ, with other faculty estimate for non-MCQ?
	        ▪ Treat these questions as any other optional formative assessment?
	    o For Panopto sessions, will continue with run time of video and add asterisk to denote additional questions/activities also included
	        ▪ Faculty responsible for making coordinators aware of embedded activities.	

Module director reports	• HB-1: Week 4 of course; new content has concluded, with the exam on 9/8. • P-1: Students have almost completed core medical interviewing. • HSS: Course is underway and has had two synchronous sessions. Students are working on activities on Webcourses. • S-3: Cardiovascular portion has been completed. The module is back on course after the hurricane day. • P-2: P-2 is also starting pulmonary, with one EKG session rescheduled due to hurricane. Simulation + clinical reasoning are upcoming for the students. • FIRE: Both M1 and M2 are underway for the year, with M1s past their first milestone. The mentor fair was successful; the next one is on 9/29.	

CREATe taskforce update	• Upcoming retreat on Curriculum transformation
	• Three major activities:
	    o Information sharing on what we have accomplished to this point
	    o New course leadership – learning objectives, concepts, content and how content flows in curriculum
	    o Faculty development: take learning objectives and translate that into sessions	

Endocrine & Reproductive Systems (S2) grading scheme	- See attached document. - Remove graded CMAP, distributing the points into TBL and exam. - New uniform peer evaluation system already removed peer evaluation as a grade component from S2 **Motion: approve document without amendment**	Approved (10 in favor, none opposed)
Ed tech classroom report	- Evaluation of needs from Ed Tech, IT, coordinators, clinical skills staff - See attached document for division of responsibilities/clarification - Examples of support needs: Ditto & backup computer in 401/404	
Document accessibility process	- Faculty are responsible for making documents accessible. For this year, only new or significantly changed material is required. - Next year, all material must be accessible. - This includes all formats, not just PPT. - Ed Tech needs 7 days' notice to make material accessible. Email the material to Dale Voorhees, after which the clock starts on Ed Tech updating the content. - Faculty can also make the document accessible themselves 3rd party resources typically can't be changed. - Link to library resources, not PDF. Links to resources are more likely to be accessible, and less likely to create copyright issues.	
Other business		