



Meeting Minutes for the M3/M4 Subcommittee

Date: 10/04/23

Time: 9:00am

Attendees: Dr. Pasarica, Mr. Staack, Ms. Cubero, Mr. Orengo, Ms. Esterline, Ms. Newsum, Ms. Teti, Ms. Webber, Ms. Warner, Ms. Corsi, Dr. Soraya Smith, Ms. Casey Smith, Ms. Brooks, Ms. Ramos, Mr. Quigley, Ms. Marchand, Dr. Del Toro, Dr. Selim, Dr. Moran-Bano, Dr. Kierulf, Dr. Bhatti, Dr. Thomas, Dr. Osbourne, Dr. LaRochelle, Dr. Martinez, Dr. Klapheke, Dr. Fagan, Mr. Konzelman

1. **Review of meeting minutes from the previous meeting** - approved
2. **Review of Curriculum Committee votes**
 - i. Pre-clerkship course descriptions and learning objectives –approved; Grading proposal for the Endocrine and Reproductive Systems. -approved; Health Systems Science II course-approved
3. **Action needed:**
 - M3/M4 Academic Calendar for AY24-25– Ken Staack – approved
4. **Updates**
 - a. **Curriculum update**
 - i. Introductions – Welcome Jason Konzelman, Director of the Clinical Skills and Simulation Center
 - b. **Clinical Sites update** – Dr. LaRochelle
 - i. Looking into public health opportunities with Orange County Dept. of Health
 - ii. The Villages – the affiliation is moving forward
 - c. **Procedures review/update**
 - i. Updated Procedure for communication during Severe Weather or Natural Disasters based on feedback– M3/M4 learners at the main clinical sites will be messaged via our internal tech system. M4 learners *not* in the main clinical sites will receive the decision from the clinical preceptor.
 - ii. Communication in case of title IX reports at clinical sites
 1. Student affairs responds to student expectation, i.e counseling, wellness
 2. CD - manages the student's academic placement and communicates with the AAD and Site Director
 - d. **PKM** - LCME outcomes update –Leslie Marchand/Dr.Selim
 - e. **Faculty development** -Amanda Ramos- Most awards are based on evaluations, all 11-awards volunteer faculty are eligible for are available in meeting materials.
 - i. Not offering Hornick award this year. Awards ceremony will be combined with holiday party. Golden apple recipients can be shared prior to ceremony so winner can be present/others to come support
 - ii. Contact Cedric Brown for university level awards
 - f. **CREATE taskforce** – Dr. Moran-Bano mentioned that the committee is working on assessment mapping, and also standardized templates for pedagogies will be longitudinal across the four years
 - g. **Student Affairs** – Dr. Soraya Smith-new appeals form found on [gps>forms>registrar forms](#).
 - i. MSPE feedback - Thank you to CD's for writing comprehensive summaries that synthesized students performance across multiple domains of your clerkships. The summaries were well written, addressed important components of clinical learning and included relevant examples of quotes from preceptors. We ask that you continue to provide these incredible summaries for our students so that they will have high quality, accurate assessments of their clinical strengths and areas of growth as part of their MSPE.

COM Faculty Awards

Award types, eligibility requirements, nomination process and criteria for each award

Award Name	Eligibility	Details	Nomination process	Criteria
Innovative Teaching Award	Salaried or non-salaried core faculty, all GME faculty; cannot be a current department chair, dean or member of the awards committee	(1 award/Category: Undergraduate, Graduate, MD Program-M1/M2 Curriculum, MD Program-M3/M4 Curriculum, and GME)	Self-nomination or colleague/chair nomination	1) Evidence of recognition as an outstanding teacher; 2) Evidence of continued and effective use of innovating methods (Innovation may include, but are not limited to use of electronic resources, social media or experiential activities); 3) Evidence of impact on students or other faculty as demonstrated by outcome assessments, scholarly contributions, presentations or other means
Early Career Educator Award	Salaried or non-salaried core faculty, all GME faculty; cannot be a current department chair, dean or member of the awards committee	(1 award/Category: Undergraduate, Graduate, MD Program-M1/M2 Curriculum, MD Program-M3/M4 Curriculum, and GME)	Self-nomination or colleague/chair nomination	1) Significant contributions to educational endeavors at the college and/or in previous positions; 2) Aptitude to excel in education or educational leadership
Educational Leadership Award	Salaried or non-salaried core faculty, all GME faculty; cannot be a current department chair, dean or member of the awards committee	(1 award/Category: Undergraduate, Graduate, MD Program-M1/M2 Curriculum, MD Program-M3/M4 Curriculum, and GME)	Self-nomination or colleague/chair nomination	1) Evidence of active learning strategies throughout the course of curricula; 2) Evidence of impact on student learning and/or attitudes
Faculty College of Medicine Service Award	Salaried or non-salaried core faculty, all GME faculty; cannot be a current department chair, dean or member of the awards committee	1 award total	Colleague or chair nomination	1) Nominees should have a record of multiple service activities, or a single major activity, over a sustained period. 2) The primary type of service for which this award is intended includes non-compensated work on, for example, committees and ad hoc projects, and other types of efforts undertaken for the benefit of the College of Medicine.
Faculty Community Service Award	Salaried or non-salaried core faculty, all GME faculty; cannot be a current department chair, dean or member of the awards committee	1 award total	Self-nomination or colleague/chair nomination	1) Record of contributions to the local, regional, and/or global community that exemplifies a commitment to improving the welfare of all people; 2) Non-compensated Activities
Early Career Investigator Award for Achievement in Research	Salaried or non-salaried core faculty, all GME faculty; cannot be a current department chair, dean or member of the awards committee	1 award total	Colleague or chair nomination	1) Evidence of leadership potential and scholarly contributions to a relevant scientific field or discipline (e.g., student involvement in research, funding/support received for research, dissemination of research results, impact of research on a discipline, research creativity/innovation, potential contribution/impact to the advancement of a discipline); 2) Nominees must be a faculty member in the UCF COM for at least three years and an Assistant Professor at the time of nomination to be eligible for the award (a nominee's record of research and publication while at UCF will be given the greatest weight)
Research Career Achievement Award	Salaried or non-salaried core faculty, all GME faculty; cannot be a current department chair, dean or member of the awards committee	1 award total	Colleague or chair nomination	1) Evidence of exceptional leadership in and scholarly contributions to a relevant scientific field or discipline over the span of an academic career; 2) Demonstrated record of nationally and internationally recognized research; 3) Evidence that a nominee's scholarship has provided a significant contribution to his/her profession/discipline; 4) Nominee must be a faculty member in the UCF COM for at least three years and an Associate/Full Professor at the time of nomination to be eligible for the award (a nominee's record of research and publication while at UCF will be given the greatest weight)
Outstanding Peer Mentorship Award	Salaried or non-salaried core faculty, all GME faculty; cannot be a current department chair, dean or member of the awards committee	1 award total	Colleague or chair nomination	1) Evidence of effective mentoring by a UCF COM faculty member of a UCF junior faculty member, postdoctoral associate, or other early-career scientist; 2) Evidence of the high-quality of the mentoring relationships; 3) Evidence of career development outcomes of the mentoring relationship
DEI Award	Salaried or non-salaried core faculty, all GME faculty; cannot be a current department chair, dean or member of the awards committee	1 award total	Self-nomination or colleague/chair nomination	1) Evidence of diversity-related service outside the faculty's role or position within the college. 2) Evidence of campus and off campus services and activities which demonstrate outstanding leadership, courage, and support in the areas of social justice, diversity, equity, and inclusion or cultural competence initiatives
Outstanding Faculty Member Award	Salaried or non-salaried core faculty, all GME faculty; cannot be a current department chair, dean or member of the awards committee	1 award total	Colleague or chair nomination	Demonstrated record of superior accomplishments in teaching, research and service.
GME Clinical Teaching and Mentorship Award	Salaried or non-salaried core faculty, all GME faculty; cannot be a current department chair, dean or member of the awards committee	1 award total	Self-nomination or colleague/chair nomination	1) Evaluations from residents and fellows demonstrating exemplary teaching 2) Consistent participation in faculty development activities either locally or nationally to enhance one's teaching skills 3) Evidence of significant time spent doing clinical teaching of trainees 4) Development of curricula for residents and fellows specifically oriented for clinical teaching (case conferences, teaching rounds, etc)
Clinical Achievement Award	Salaried or non-salaried core faculty, all GME faculty; cannot be a current department chair, dean or member of the awards committee	1 award total	Self-nomination or colleague/chair nomination	1) Evidence of unique or innovative programs/practices/policies that impact patient care; 2) Significant scope of impact
Award for Excellence in Medical Librarianship	HSL faculty	1 award total	Self-nomination or colleague/chair nomination	1) Demonstrated record of providing outstanding library service and support; 2) Evidence of excellence in library profession (service to professional medical library organizations, presentations at conferences, scholarly contributions)

Golden Apple Award M1	Any faculty member teaching in M1 year who has been evaluated by students	1 award/year	All eligible faculty are evaluated for the award based on the criteria - NO NOMINATION	A rubric that weighs student contact hours, overall effectiveness score (based on student evaluations) and whether candidates were previous golden apple winners is used to determine the winner. The candidate with the highest points on the rubric is awarded. Additionally, the candidates must have an average student rating score of 4.8 or greater and not have won the award for the past three years to be considered.
Golden Apple Award M2	Any faculty member teaching in M2 year who has been evaluated by students	1 award/year	All eligible faculty are evaluated for the award based on the criteria - NO NOMINATION	A rubric that weighs student contact hours, overall effectiveness score (based on student evaluations) and whether candidates were previous golden apple winners is used to determine the winner. The candidate with the highest points on the rubric is awarded. Additionally, the candidates must have an average student rating score of 4.8 or greater and not have won the award for the past three years to be considered.
Resident Educator Golden Apple Award M3	Resident teachers	1 award/year	All eligible residents are evaluated for the award based on the criteria - NO NOMINATION	All excellence in teaching resident award winners are considered. The resident with the top teaching evaluation average is awarded the golden apple.
Clinical Educator Golden Apple Award M3	Clinical teachers (core or volunteer/affiliate)	1 award/year	All eligible faculty are evaluated for the award based on the criteria - NO NOMINATION	All excellence in teaching faculty award winners are considered. The faculty member with the top teaching evaluation average is awarded the golden apple.
Golden Apple Award Clerkship Director	Clerkship directors	1 award/year	All eligible faculty are evaluated for the award based on the criteria - NO NOMINATION	Average of scores on the following three items as part of the end of clerkship evaluation (completed by students): The clerkship was well organized. The UCF COM Clerkship Director was dedicated to the learning experience in the clerkship. I am satisfied with the responsiveness/leadership provided by the Clerkship Directors: The clerkship director with the highest average is given the award
Outstanding Undergraduate Educator Award	Any faculty member teaching undergraduate students who has been evaluated by students	1 award/year	All eligible faculty are evaluated for the award based on the criteria - NO NOMINATION	Highest teaching evaluation score average as compared to other undergraduate educators; hasn't received the award in the past 3 years
Outstanding Graduate Educator Award	Any faculty member teaching graduate students who has been evaluated by students	1 award/year	All eligible faculty are evaluated for the award based on the criteria - NO NOMINATION	Highest teaching evaluation score average as compared to other graduate educators; hasn't received the award in the past 3 years
Golden Apple Award Community of Practice	Any affiliate/volunteer faculty member teaching in the COP experience	Up to 2 awards/year	Nominated and identified by the COP leadership	Demonstrates the highest standards of teaching excellence in the Community of Practice experience.
Richard B. Hornick M.D. Faculty Award	Non-salaried core, affiliate or volunteer faculty who contribute across multiple courses/clerkships/initiatives/committees	Up to 2 awards/year	NEED TO DEFINE; previously, associate/assistant deans and module/clerkship directors were asked to identify potential candidates	1) demonstrates outstanding dedication; 2) a strong commitment to the educational program; 3) serves as an outstanding role model for students; 4) contributes with distinction to the training of medical students
Dean's Award	Major supporter of COM	1 award/year	Identified by the Dean	For outstanding support of the College of Medicine
Contributions to the Anatomy Lab Award	Non-salaried core, affiliate or volunteer faculty	Up to 2 awards/year	Nominated and identified by the anatomy lab leadership	Demonstrates outstanding contributions to the College of Medicine Anatomy Lab
Contributions to the FIRE Module Award	Non-salaried core, affiliate or volunteer faculty	Up to 2 awards/year	Nominated and identified by the FIRE leadership	Demonstrates outstanding contributions to the College of Medicine FIRE Module
Contributions to Clinical Skills Award	Non-salaried core, affiliate or volunteer faculty	Up to 2 awards/year	Nominated and identified by the CSSC leadership	Demonstrates outstanding contributions to the College of Medicine Clinical Skills and Simulation Center
Contributions to Admissions Award	Non-salaried core, affiliate or volunteer faculty	Up to 2 awards/year	Nominated and identified by the admissions leadership	Demonstrates outstanding contributions to the College of Medicine Admissions process
Contributions to Medical Laboratory Sciences Program	Volunteer faculty providing clinical teaching/supervision to MLS students	Up to 2 awards/year	Nominated and identified by the medical laboratory sciences leadership	Demonstrates outstanding contributions to the College of Medicine, Burnett School MLS Program
Excellence in Teaching Award - Clinical Educator	Clinical teachers (core or volunteer/affiliate)	1 award/clerkship	Nominated and identified by each clerkship leadership team	Demonstrates excellence in teaching during the surgery/IM/ObGyn/Peds/Neuro/Psych clerkship; hasn't received the award for the past 3 years
Excellence in Teaching Award - Resident Educator	Resident teachers	1 award/clerkship	Nominated and identified by each clerkship leadership team	Demonstrates excellence in teaching during the surgery/IM/ObGyn/Peds/Neuro/Psych clerkship; hasn't received the award for the past 3 years
Preceptor Excellence Award Community of Practice	Any affiliate/volunteer faculty member teaching in the COP experience	Up to 3 awards/year	Nominated and identified by the COP leadership	Demonstrates excellence in teaching during COP experience; hasn't received the award for the past 3 years