



Meeting Agenda for the M3/M4 Subcommittee

Date: January 24, 2024 Time: 9:00am

Attendees: Dr. Pasarica, Mr. Dearman, Mr. Orengo, Ms. Warner, Ms. Webber, Ms. Newsum, Ms. Esterline, Ms. Linton-Walker, Ms. Teti, Ms. Corsi, Dr. Soraya Smith, Ms. Casey Smith, Ms. Myszkowski, Ms. Jurlina, Dr. Dexter, Dr. Taitano, Dr. Torre, Dr. Bhatti, Ms. Walton, Dr. Thomas, Ms. Marchand, Dr. Klapheke, Dr. Martinez Osorio, Dr. Thompson, Dr. Williams, Dr. Thomas, Dr. Osborne, Dr. Kielbasa, Ms. Brooks, , Dr. Rodriguez, Dr. LaRochelle, Mr. Voorhees, Ms. Ramos, Ms. Sheehan, Mr. Quigley, Ms. Castro-Pagan

1. **Review of meeting minutes from the previous meeting** - Approved

2. **Updates**
 - a. **M3/4 Student representatives**
 - b. **Clinical sites** – actively working to re-establish collaborations with Advent and Orlando Health. Villages clinical site is available as rotation site for AY 24-25. OCHD is in the works.
 - c. **Curriculum**
 - i. Elective course submission – the procedure has been updated. The proposal forms and contact email can be found at <https://med.ucf.edu/academics/md-program/course-proposals/>
 - ii. Completed: M3 intersession, M3 townhall
 - iii. Upcoming: M4 townhall, PostM3 clerkship session, M4 residency bootcamp
 - iv. Transformation – CREATe. A proposal for 4 tier grading will be considered at the next meeting.
 - v. Direct observation rubric: implementation results and feedback –Leslie and Dario – 70-80% students satisfied with feedback process, identified opportunities to improve feedback.
 - d. **PKM** - LCME outcomes update – no concerns, intersession evaluation feedback will be sent out
 - e. **Faculty development** – in process of resurfacing orientation modules for completion for the residence . Stanford Course - six week course given by Dr. Rodriguez, 2nd course starting April-May

3. **Timeline reminders for AY 23-24**

CALENDAR OF EVENTS FOR M3/4 AY 2023-2024		
Timeline	Action	Responsible
Feb-24	Complete lottery for M3 core clerkships	AA
	Scheduling requests/lottery for M4 courses	Registrar
	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