

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

Meeting Date: 12/08/2023

Start Time: 3:01p

Adjourn Time: 3:41p

Chair: Dr. Kauffman

Attendance:

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

Alternate voting member attendance: Drs. Hines, Daroowalla, Dexter | Rachel Chapman, Vraj Amin

Other attendance: Drs. Plochocki, Garbayo, LaRochelle, Selim, Kibble, LaRochelle, McKenzie, Piazza, Bradshaw, Smith | Phil Bellew, Kim Martinez, Dale Voorhees, Angela Lucas, Melinda Ragland, Lucia Schweitzer, Jason Konzelmann, Alisha Corsi, Andrew Quigley, Deedra Walton, Laurel Poole, Paul Sturgis, Nicole Brooks, Michael Callahan, Brenda Perez

Agenda Item	Discussion	Decisions
Approve minutes		<ul style="list-style-type: none"> • Approved
Announcements	<ul style="list-style-type: none"> • Welcome M1 representatives Alex VanBennekom and Vraj Amin! • Longitudinal Clinical Skills Coaching Program – Dr Castiglioni <ul style="list-style-type: none"> ○ Spring semester: for M2 class to help students who need to improve their skills. Supplement to P-2 coaching during the module. • Approved at CCom: <ul style="list-style-type: none"> ○ Rescheduling the GI/Renal Final Exam ○ CREATE <ul style="list-style-type: none"> ▪ Pre-Clerkship Course Proposals ▪ Subsequently approved at Graduate Curriculum Committee ○ M3 and M4 Academic Calendar for 2024-25 ○ For more details/other items see included document 	
Student report	<ul style="list-style-type: none"> • M2: Class is doing well, have wrapped up renal + GI, with hepatobiliary remaining. 	

	<ul style="list-style-type: none"> ○ Some updates to Webcourses on request ○ Students are ramping up preparation for both FIRE and STEP 1 ● M1: HB-1 went well for the class, and HB-2 is going well so far as well. <ul style="list-style-type: none"> ○ Similar updates with Webcourses 	
Module director reports	<ul style="list-style-type: none"> ● HB-2: Working to keep everyone engaged around the holidays. Course is going well overall. ● HSS: Learning curve with hybrid course w/o a daily prescription & logistics. <ul style="list-style-type: none"> ○ Faculty have been impressed with students' work. ● P-1: Most of the way through physical exam instructional sessions, which has gone well. Setting up for clinical reasoning in spring term. ● S-4: Thanks to student reps for keeping the module up to date on how the students are feeling. The course is doing well and will complete in a week and a half. ● P-2: Wrapping up abdominal sessions. Clinical reasoning session next week. Pen notes feedback ● FIRE: One remaining deadline for I-2 (student selection for oral presentation at the conference). M2 students have submitted their completed posters. <ul style="list-style-type: none"> ○ M1s have research mentors and are on schedule 	
CREATe Taskforce report	<ul style="list-style-type: none"> ● Feedback from the retreat – incorporated into course objectives. CCom will receive an updated document for final approval soon. ● CREATe approved a proposal for a system across all 4 years of the curriculum. 	
FIRE 1 grading scheme update – Dr Ebert	<ul style="list-style-type: none"> ● See document attached with meeting materials. ● Motion: approve document as attached 	<ul style="list-style-type: none"> ● Motion passes 11-0
HB3 grading scheme update – Dr Dil	<ul style="list-style-type: none"> ● See document attached with meeting materials – breakdown of items and grading weights. The midterm and final exams have the same weight as previously. ● Motion: approve document as attached 	<ul style="list-style-type: none"> ● Motion passes 13-0
Documentation of professionalism feedback and/or citations – Dr Kauffman	<ul style="list-style-type: none"> ● See document attached with meeting materials. <ul style="list-style-type: none"> ○ Inconsistency in how issues are documented across the curriculum. ○ Law change with regards to how conduct violations are handled: new policy working its way through the system for approval at CCom. ○ Two primary purposes: 	

	<ul style="list-style-type: none"> ▪ Feedback for student so they can improve ▪ Documentation for later review and appeals processes ○ Document incidents within a few days. ○ Include details of circumstance that led to feedback, and dates/names of other individuals involved. Include faculty actions and student responses as well. ○ Do not include recommendations, peripheral events, or interpretations of student motivations (unless they outright tell faculty). • Documentation itself comes from faculty (generally a module director) <ul style="list-style-type: none"> ○ Student affairs or the assistant dean might document an incident outside the context of a course. 	
Other business	<ul style="list-style-type: none"> • 	