Meeting Minutes for the M3/M4 Subcommittee

Date: 2/21/2024 **Time**: 9:00am

Attendees: Dr. Pasarica, Mr. Dearman, Mr. Orengo, Ms. Warner, Mr. Voorhees, Ms. Corsi, Mr. Quigley, Dr. Lone, Dr. Klapheke, Ms. Centner, Dr. Castiglioni, Dr. Taitano, Dr. Selim, Ms. Casey Smith, Ms. Myszkowski, Ms. Linton-Walker, Ms. Teti, Dr. Bhatti, Dr. Hadley, Ms. Sheehan, Ms. Peterson, Dr. Kielbasa, Mr. Konzelman, Dr. Kibble, Dr. Martinez Osorio, Dr. Dexter, Ms. Brooks, Dr. Rodriguez, Dr. Osborne, Ms. Webber, Dr. Macintosh, Ms. Walton, Dr. Thomas, Ms. Newsum, Ms. Esterline, Ms. Marchand, Ms. Cubero, Dr. Del Toro, Dr. LaRochelle

1. **Review of meeting minutes from the previous meeting –** Minutes Approved
2. **Action Needed**
    a. Clerkship grading change for AY 24-25 - Assessment working group – As part of the curriculum and assessment transformation, cut-off scores for a 4-tier grading system in the clerkships were developed. Historical data was analyzed to determine an appropriate, defensible, and equitable set of cut offs for honors/high pass/pass/fail based on a normative model. These will be implemented in 2 years as part of the transformation. However, due to student requests, they can be implemented earlier. – Dr. Castiglioni
        i. Motion to approve the 4 tier grading with the recommended cut-offs for next AY pending the M2 feedback - Passed
    b. Course Proposals
        i. Inpatient Psychiatry Elective – Approved
        ii. AI in healthcare – feedback was provided to Dr Hadley to complete all the processes required to develop the course before bringing the proposal to the committee again.
3. **Updates**
    a. **M3/4 Student representatives –** set up class meeting with Student Affairs to discuss the 4 tier grading
    b. **Clinical Sites updates –** no updates, lottery completed. The Villages has 24 students assigned.
    c. **PKM** - No issues, Next LCME visit Oct 27-29, 2025
    d. **Faculty development** – Working with program directors with getting orientation modules completed

4. **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