



## Meeting Minutes for the M3/M4 Subcommittee

Date: 3/20/2024

Time: 9:00am

Attendees: Dr. Pasarica, Mr. Dearman, Mr. Orengo, Ms. Warner, Mr. Voorhees, Ms. Jurlina, Ms. Teti, Ms. Corsi, Mr. Quigley, Dr. Taitano, Dr. Selim, Ms. Linton-Walker, Dr. Bhatti, Ms. Walton, Dr. Osborne, Ms. Newsum, Ms. Esterline, Ms. Marchand, Ms. Cubero, Dr. LaRochelle, Dr. Rodriguez, Ms. Sheehan, Dr. Konopack, Dr. Williams, Dr. Kibble, Ms. Myszkowski, Dr. Klapheke, Dr. MacIntosh, Ms. Brooks

1) **Review of meeting minutes from the previous meeting** – Minutes Approved

2) **Update on Action Items:**

a) Grading scale voted by the M2 class - the grading scale will have 3 tier for the AY 24-25, no change from AY 23-24

b) Course Proposals:

i) Acting Internship in General Surgery – Dr. Taitano - Approved

ii) Rheumatology Elective – Dr. Beg - Approved

3) **Updates**

a) **Clinical Sites updates** – Dr LaRochelle. We are meeting with representatives from Sanitas Medical Center and Legacy Point at UCF to develop M3 instructions at these sites in the Orlando area. Funding for apartments at Tallahassee was obtained for AY 24-25.

b) **Curriculum**

i) New Florida DEI legislation and how it can impact the curriculum – Dr. Macintosh is available to review and course instruction content that may be affected by this legislation to ensure compliance. Please communicate with her directly for concerns or questions.

c) **PKM** - LCME outcomes monitored monthly were presented. No issues were identified.

i) New procedure on AI use – Dr Selim. UCF is working on developing a procedure for use of AI in education and research by our UCF faculty. Meanwhile, if you are using AI in your education or research, please contact Dr Selim to discuss ways to ensure data security and compliance with current policies.

d) **Faculty development** –The upcoming faculty development opportunities at clinical sites were presented.

e) **CREATE**

- Dr Pasarica: The Development and Implementation group is currently working on the transformation for M3/4 year. CDs will receive invitations to join the meeting for input and awareness.

- Dr LaRochelle – Transformed curriculum is implemented for M1s in AY 24-25; M2s AY 25-26; M3s AY 26-27; M4s AY 27-28.

4) **Timeline reminders for AY 2023- 2024**

CALENDAR OF EVENTS FOR M3/4 AY 2023-2024		
Timeline	Action	Responsible
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

