



Meeting Minutes for the M3/M4 Subcommittee

Date: 4/17/2024

Time: 9:00am

Attendees: Dr. Pasarica, Mr. Dearman, Mr. Orengo, Ms. Warner, Mr. Voorhees, Ms. Teti, Mr. Quigley, Ms. Linton-Walker, Ms. Walton, Dr. Osborne, Ms. Newsum, Ms. Esterline, Ms. Marchand, Dr. Rodriguez, Ms. Sheehan, Dr. Williams, Dr. Klapheke, Ms. Brooks, Dr. Del Toro, Dr. Martinez, Dr. Lone, Ms. Webber, Dr. Kielbasa, Mr. Konzelman

1. **Review of meeting minutes from the previous meeting** - Approved
2. **Action Needed**
 - a. Proposal for changing the grading rubric for Psych Clerkship – Dr. Klapheke - Approved
 - i. Decrease the number of DO from 4 to 3 per 4 weeks, which is within the guidelines for M3 clerkship
 - b. Proposal for changing the grading rubric for IM/FM Clerkship – Dr. Del Toro - Approved
 - i. Remove the OSCE (5%), increase the H&P from 10% to 15%. BP check is added as a required procedure.
 - c. Proposal for changing the grading rubric for Ob/Gyn Clerkship – Drs Osborne and Thomas - Approved
 - i. Decrease the number of DO from 3 to 2 per 6 weeks, which is with the guidelines for M3 clerkship. The required clinical encounter for post term pregnancy is removed because the clinical recommendations have changed (2% post term pregnancies national level)
 - d. Elective Course Proposals – Dr. Lone
 - i. Pediatric Nutrition through the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC): Discerning Partnerships Among Health Professionals and Communities – Approved
 - ii. Dermatology Associates of Tallahassee – Approved
3. **Updates**
 - a. **M3/4 Student representatives** – no updates
 - b. **PKM** – LCME outcomes monitored monthly were presented. No issues were identified.
 - c. **Faculty development** – upcoming sessions attached in materials for April/May
 - d. **CREATE taskforce** - The task force is working on mapping the transformed curriculum objectives to each required course. Next CREATE Taskforce meeting is 4/26 at 12pm
4. **Timeline reminders for AY 23-24**

CALENDAR OF EVENTS FOR M3/4 AY 2023-2024		
Timeline	Action	Responsible
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
	Academic Assistant Dean In- person Meeting – May 17, 9am-2pm	
Jun-24	Clinical rotations begin	All M3/4
	Site Director Meeting – June 5	

