



M3/M4 Subcommittee Meeting

Minutes

Date: 7/10/2024

Time: 9:00am

Attendees: Dr. Moran-Bano, Mr. Dearman, Mr. Orengo, Ms. Warner, Ms. Corsi, Mr. Quigley, Dr. Taitano, Dr. Selim, Ms. Castro Pagan, Ms. Linton-Walker, Ms. Walton, Dr. Thomas, Ms. Esterline, Ms. Marchand, Dr. Osborne, Dr. Del Toro, Dr. LaRochelle, Dr. Martinez, Ms. Sheehan, Dr. Klapheke, Ms. Teti, Ms. Brooks, Dr. Dexter, Dr. Castiglioni, Ms. Newsum, Ms. Cubero, Ms. Jurlina, Mr. Nottolini, Dr. Verduin, Dr. Hadley, Dr. Macintosh, Ms. Myszkowski

1. Review previous meeting minutes - Approved
2. Action needed: Course Proposals
 - a. Anesthesia Elective MD 8702 – Dr. Pierre - Approved
 - b. IM Inpatient Elective at Lake Nona –Dr. Cooper – Approved with planned edits
 - c. Anesthesia Elective MD 8702 – Dr. Rojas - Approved
 - d. Artificial Intelligence in Healthcare – Dr. Hadley – sending amendments for an email vote
3. Updates:
 - a. Student representatives – Welcome Rachel Chapman and Isadore Nottolini
 - i. work with office of assessment to provide feedback/review sessions from surgery clerkship quizzes while maintaining the integrity of these assessment tools
 - b. Clinical sites – Dr. LaRochelle
 - i. working on additional sites for Psychiatry
 - ii. agreement with Nemours Jacksonville offering additional electives and housing
 - c. LCME outcomes - no updates
 - d. Faculty development – new programs will be rolled out in upcoming months
 - e. Curriculum transformation - discussing orientation for new curriculum
4. Timeline reminders:

Timeline	Action	Responsible
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College of Medicine

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Jul-24	Update the list of teaching residents and faculty	CAs, CDs
Aug-24	Report on available clerkship clinical spots for the next AY	CAs, CDs
	Discuss site/faculty evaluation with site directors/faculty; document interventions in teams	CDs
Oct-24	Finalize the Academic Calendar for next AY	All M3/4
Nov-24	Review Clerkship evals & document intervention in teams	CDs
	Finalize sessions for M3 Intersession	CDs
Dec-24	Update the list of teaching residents and faculty	CAs
	Complete the clerkship directors annual review	CDs
	Intro to clerkships presentation	CDs
Jan-25	Submit yearly budget requests	CD
	Scheduling requests/lottery for M4 courses	Registrar
Feb-25	Complete lottery for M3 core clerkships	AA
	Propose changes for next AY; Submit clerkship administration annual review guide	CDs
	Housing assignment for AY 24-25 completed	AA
	Finalize sessions for Post M3 Clerkship session, Transition to M3, M4 Bootcamp	CD
	Discuss and finalize action items for clerkship administration	CD
Mar-25	M3 elective courses lottery completed	Registrar
	Review Clerkship evals & document intervention in teams	CDs
Apr-25	Apply for the Clerkship LCME educational grants	CDs
	Send student rosters to Clinical partners (site coordinators/faculty/directors)	CAs
	Finalize orientation modules for AY24-25	CDs