University of Central Florida
College of Medicine
M1/M2 Minutes

Meeting Date: 07/12/2024 Start Time: 3:02p Adjourn Time: 4:59p

Chair: Dr. Kauffman

Attendance:

Voting member attendance: Drs. Kauffman, Dil, Kay, Gros, Frederick, Assad, Kalidindi, Khan-Assad, Kathuria, Castiglioni, Kathuria, Beg | Student reps:

Alternate voting member attendance: Drs. Daroowalla, Plochocki (for Harris) Student reps: Vraj Amin

Other attendance: Drs. Lambert, Kibble, Verduin, Selim, LaRochelle, Ahmad, Gibson |Lucia Schweitzer, Liz Ivey, Dale Voorhees, Paul Sturgis, Alisha Corsi, Nadine Dexter, Kim Martinez, Laurel Poole, Andrew Quigley, Carley Myszkowski, Angela Lucas, Deedra Walton, Melinda Ragland

Agenda Item	Discussion	Decisions
Approve minutes		● Approved

Announcements	● Coordinator work hours (new federal law)
	● New Curriculum Blueprint Reminder ([M1/M2_Subcommittee_GRP
		Curriculum Transformation Resources	Microsoft Teams](#))
			    ○ Question tracking in assessment
			● Faculty Hours Reporting
			    ○ Coordinators send reports to faculty affairs based on actual faculty participation in courses (including facilitation and grading)
			    ○ Standardizing time for development, preparation and facilitation allocated for different sessions
			● Simple Syllabus – COM will not use simply syllabus this year, but COM will work with main campus to design simple syllabus template that fits the program
			● Dr. Ebert leaving UCF effective August 2nd. Thank you for 19 years with UCF and being with COM from the beginning!
			● Approved at CCom:
			    ○ Updated Policies
			        ▪ Attendance Policy
			            ● Director can approve absence within two days of an exam or other assessment, otherwise the request must go through student affairs
			    ○ From M1/M2
			        ▪ Video recording in the new curriculum
				●

	▪ Formative quizzing policy update ▪ Foundations grading schema ▪ Self-directed learning Activity for CDLs ▪ NBME customized exams in pre-clerkship courses ○ From CREATe ▪ Pre-Clerkship T-grade policy ▪ Pre-Clerkship Assessment and Grading Setting Cut-off Scores ○ For other approvals, see attached document	
Proposals for vote (for new curriculum; see attached documents for full policy proposals)	**A. Faculty Answers Policy** ○ All materials for non-mandatory synchronous sessions will be made available. Depending on session type, it may be before, during, or after it. ○ All synchronous session will include a debrief. ○ There be no pre-written faculty answers or guides distributed to students. ○ Clarification to be added for CDL debriefs **B. Operationalizing Exam Scheduling Policy – as written** ○ All materials that has been covered during the course is eligible for both exams ○ IRAT/GRAT may include any basic sciences material since the last TBL. If the scope is narrower than that, it must be communicated to students. AFEs can integrate concepts from BS, CS, and HSS where relevant. If there was a recent CDL, the AFE should reflect it. ○ How exams can proportionately represent long courses, alignment of question count to time spent on material ○ Exam blueprinting – reaching required % for disciplines. Exams need at least 10 items to pull separate reports. Items may cover multiple disciplines. **C. IS1 Grading Schema – Tabled until the August 9th meeting** ○ Question and exam weighting, allocation of questions to differently weighted exams ○ Discussion on flexibility with item count, compensating for minimum questions **D. Time for MCQ based assessments – as written** ○ NBME MCQ gives 90 seconds per question. Since this will be the case for M1 exams, COM will standardize MCQ to 90 seconds generally. **E. Clarification of Weekly Formative Quiz Content – as written** ○ Weekly quizzes are based on content covered that week. ○ They will be released Monday of the week in question. ○ Formative quizzes should reflect what is assessed on MCQ on summative exams ▪ BS and HSS only	A. Approved (10 in favor, none opposed) B. Approved (8 in favor, 1 opposed) C. Tabled until 8/9 D. Approved (9 in favor, none opposed) E. Approved (8 in favor, none opposed)

	▪ How to align internally-developed questions to NBME-style questions, meeting with assessment ○ Minimum/max question count – no formally defined number, roughly 1-2 questions per concept delivered that week	
Student report	●	●
Module director reports	● S-3: Course begins August 5th. Faculty is working on coverage for pharmacology in the module and making sure content is ready. ● Foundations: CS faculty meeting with the POM group has been meeting Mondays to update and fit the new curriculum. If any faculty have input on optimizing integration, please reach out! ● HSS: Integration with M1 has been going well so far.	●
Other business	●	●