



M.D. Program Curriculum Committee Meeting Minutes

Date: July 19, 2024

Time: 2:03 PM – 4:02 PM

Chaired by: Dr. Jeffrey LaRochelle

Voting members present: Drs. Beg, Castiglioni, Dil, Gros, Kay, Khan-Assad, Klapheke, Piazza, Rubero, and Williams; (M1) Cunningham

Attendees: Drs. Bradshaw, Dexter, Hernandez, Kauffman, Kibble, Lambert, Lone, Plochocki, Selim, and Smith; Ms. Berry, Ms. Borges, Ms. Brooks, Ms. Corsi, Ms. Garcia, Ms. Poole, Mr. Quigley, Mr. Van Blaricom, Ms. Verkleeren, and Mr. Voorhees

Consent Agenda

- Meeting Minutes for June 21, 2024
- CSSC Policies and Procedures – Student Manual 2024-25
- UCF COM Employment Policy for Medical Students
- UCF COM Policy 6.3.1: Required Activities/Out-of-Class Work Policy
- UCF COM Policy 9.8.1: Grade Release Policy
- UCF COM Policy 9.9.1: Standards for Promotion and Graduation
- UCF COM Policy 9.9.e: Determination of Class Rank

Updated CCom Policies and Procedures Manual

- The following changes were made to the manual based on the new curriculum.
 - Updated the membership in the M1/M2 and PES Subcommittees.
 - Removed the LCT Subcommittee.
 - Transitioned the CSA Subcommittee into the new SDC Subcommittee.
- The following were discussed and recommended.
 - Increase the representation of M1/M2 to one from M1 and one from M2.
 - Reduce the at-large clinical affiliate faculty members to one UCF clinical affiliate faculty member and add two general at-large faculty members.
- These recommendations will change the membership to seven faculty voting members: one representative from the M1 year, one representative from the M2 year, an M3/M4 representative, an SDC representative, an HSS representative, a clinical skills representative, and the PES chair. These will be all core faculty members. In addition, there will be two at-large core faculty members, one clinical affiliate partner, and one clinical GME representative.

- The CCom manual will be updated with the recommendations above and sent to the voting members for an electronic vote.

Student Development Sub-Committee (SDC) Operating Manual

- **Members approved the SDC Operating Manual.** This document outlines its purpose and charges in more detail as well as membership, the process itself, and how it will operate. The SDC is charged with the following:
 - Developmental monitoring: The SDC will review all assessment data points at the intermediate (before final grades are assigned) and final course levels, monitoring the development and growth of each student. The SDC does not play a role in the determination or assignment of course/clerkship final grades.
 - Identification of students experiencing academic difficulty: The SDC will identify students with marginal or not on-target performance and provide feedback and coaching voluntarily.
 - Assessment quality control: The SDC will review and evaluate the quality (validity, reliability, educational impact, feasibility, etc.) of current and/or newly developed assessment instruments, providing consultation to faculty about assessment design and implementation.
 - Provide support and help implement remediation plans for SEPC mandated remediations.
- Aligned with the overarching goals of the UCF COM MD Curriculum Committee, the SDC will operate as a vital component in the pursuit of academic excellence, continuous improvement, and student success.

UCF COM Policy 9.9.7

- **Members approved UCF COM Policy 9.9.7: USMLE Step 1 and Step 2 Registration, Preparation, and Completion with the following change for those students who fail the Step 1 exam.**
 - Students will be referred to the SEPC for further decisions regarding the timing of a USMLE Step 1 retake and return to clinical training.

M1/M2 Subcommittee – Dr. Kauffman

- **Members approved the following policies.**
 - *Faculty Materials and Answers Policy*
 - ❖ Materials to be used during non-mandatory, synchronous sessions will be made available in Webcourses either prior to the session or immediately after the sessions ends depending on the session format.
 - ❖ All synchronous sessions will include a debrief on the answers to the problems/cases covered for both mandatory and non-mandatory sessions.

- ❖ There will be no specific pre-written faculty answers/guides released after cases and/or problem sets from synchronous sessions.
- ***Operationalizing Exam Scheduling Policy***
 - ❖ As stated in the **Assessment Alignment Proposal** (approved at CCom December 2023): “MCQ exams will be blueprinted to include cumulative course content covered to date”. This proposal operationalizes what range of content students are to expect to be accessed on the different assessments.
- ***Time for MCQ Based Assessments***
 - ❖ The NBME Customizable Assessment Service (CAS) sets the time per question to 90 seconds with the ability to add time for accommodations students. Given this, it is proposed to set the time per question to 90 seconds at the start of the M1 year for all MCQ based assessments that will have a time limit on them. This will allow for consistency in expectations for both the students and the faculty who are planning the assessments.
- ***Clarification of Weekly Formative Quiz Content***
 - ❖ The weekly formative quizzes have been previously approved to be required, formative assessments used by courses longitudinally to give formative medical knowledge feedback to students. In the new curriculum, these quizzes will now occur in courses with all three domains: BS, HSS and CS. This proposal clarifies for both the faculty and the students what the expectation is for the content in these formative MCQ quizzes

M3/M4 Subcommittee – Dr. Pasarica

- **Members approved the following course proposals.**
 - ***Anesthesia Rotation:*** Two new locations – one at UCF Lake Nona Hospital submitted by Dr. Pierre, and one at HCA Florida Osceola Hospital submitted by Dr. Rojas.
 - ***Internal Medicine Hospitalist Clinical Rotation:*** This is a clinical 4-week elective for M4 students who are interested in an additional experience in in-patient internal medicine as a hospitalist. This rotation will be held at UCF Lake Nona Hospital submitted by Dr. Cooper.
- Dr. Lone will reach out to Dr. Cooper and Dr. Rojas to confirm whether their course proposal is an elective or an AI.

Students Updates

- M1: Students are a week out from starting the M2 Orientation. There are no issues or concerns at this time.

Announcements/Updates

- Dr. Ebert is retiring after 19 years.

- Dr. Hines will take over Dr. Ebert's role.
- Dr. Coffee will fill the FIRE co-director role and will also serve as the director of FIRE+.
- Dr. Plochocki has transitioned out of the co-chair of PES.
- Dr. Klapheke will serve as the new co-chair of PES alongside Dr. Selim. He is also the new co-chair of the CCom.

Action Items

- The CCom manual will be updated and forwarded to voting members for an electronic vote.