



M3/M4 Subcommittee Meeting

Minutes

Date: 9/04/2024

Time: 9:00am

Attendees: Dr. Klapheke, Dr. Moran-Bano, Mr. Dearman, Mr. Orengo, Ms. Warner, Mr. Quigley, Dr. Selim, Ms. Linton-Walker, Ms. Walton, Dr. Thomas, Dr. Torres, Ms. Esterline, Dr. Del Toro, Dr. LaRochelle, Dr. Martinez, Ms. Teti, Ms. Brooks, Dr. Dexter, Ms. Newsum, Ms. Cubero, Ms. Chapman, Ms. Webber, Dr. Lone, Dr. Soraya Smith, Ms. Walton, Dr. Rodriguez, Dr. Kibble, Dr. Kielbasa, Dr. Bhatti, Mr. Voorhees, Ms. Ramos

1. Meeting minutes from the previous meeting- Approved
2. Action needed:
 - a. Elective courses
 - i. AI in Healthcare - Approved
 - ii. Clinical research year – will be reviewed in 10/02 meeting
 - b. Updated Housing policy (Ken Dearman) – Approved
 - c. M3/M4 Academic Calendar for AY25-26 (Ken Dearman) -Approved

Updates:

- b. Student representatives - (Rachel Chapman) Provide feedback to each specific clerkship director for assignments and evaluations
 - c. Clinical sites (Dr. LaRochelle) work continues on collaborative agreement with Nemours, Jacksonville, including housing
 - d. LCME outcomes - no current concerns about tracked parameters.
 - e. Faculty development - (Amanda Ramos) Programs started: Clinical Teaching certificate program, Master Resident teaching program, and Medallion program
 - f. Curriculum transformation - Focused on M3/M4 and defining the Acting Internships
3. Timeline reminders



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Timeline	Action	Responsible
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
	Intro to clerkships presentation	CDs
Jan-25	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 23-24 completed	AA
	Finalize sessions for Post M3 Clerkship session, Transition to M3, M4 Bootcamp	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 AY23-24	CDs