



M.D. Program Curriculum Committee Meeting Minutes

Date: August 16, 2024

Time: 2:00 PM – 3:18 PM

Chaired by: Dr. Jeffrey LaRochelle

Voting members present: Drs. Asmar, Beg, Castiglioni, Dexter, Gros, Khan-Assad, Klapheke, Lebowitz, Piazza, and Rubero

Attendees: Drs. Bhatti, Bradshaw, Dil, Harris, Henriquez, Kauffman, Kay, Kibble, Plochocki, Selim, Verduin, and Williams; Ms. Berry, Ms. Borges, Ms. Castro, Ms. Corsi, Ms. Myszkowski, Mr. Van Blaricom, Mr. Voorhees, and Ms. Walton

New Voting Members

- Drs. Dil, Kay, Martinez Ozorio, and Taitano were thanked for their service as voting members for the last three years.
- The following new voting members were introduced.
 - Dr. Abdo Asmar – M3/M4 years representative
 - Dr. Nadine Dexter – HSS representative
 - Dr. David Lebowitz – At-Large faculty representative
- Members were strongly encouraged to attend the meetings in person whenever possible to facilitate a robust discussion. Members were also asked that if they are unable to attend the meeting either in person or via Zoom due to known conflicts, that they assign a proxy (a current voting member), who will be able to attend and cast their vote to ensure a quorum is maintained with full representation of stakeholders across the college.

Consent Agenda

- Meeting Minutes for July 19, 2024

M1/M2 Subcommittee – Dr. Kauffman

- **Members approved the following:**
 - *Number of Items on MCQ Exams*
 - ❖ Continue with HSS items on each MCQ exam in a course
 - ❖ Change the total item range to 60-130 items per exam

- *IS-1 Grading Schema*
- *Proposal to Change Course Objective for the Foundation Course*
 - ❖ Changed from *Demonstrate an understanding of Health System Science and the history and nature of the US healthcare system* to *Demonstrate an understanding of Health System Science*.
 - ❖ Rationale: The history and nature of the US healthcare system is a complicated topic that does not fit into the Foundations course. Currently, this is covered in the legacy curriculum in the second year after the students have some exposure to the clinical environment through the Community of Practice. Understanding the basic components of Health Systems Science is reasonable and fits well with the intention of the Foundations course.
- *Establishing a Guideline for Faculty Feedback Timing: Pre-clerkship*
 - ❖ The New Curriculum will be making a concerted effort to increase the narrative feedback given to the students. This will be done through both summative and formative assessments.
 - ❖ Deadlines for specific assessments:
 - CDL Self-Directed Learning activity: 1 business day
 - Clinical Question Resource Activity (CQRA): 5 business days
 - FIRE1 proposal and statistics review: 10 business days
 - FIRE2 poster and final project write up: 10 business days
 - History and Physical Exam Write-up:
 - Formative: 10 business days
 - Summative: 10 business days
 - Narrative Reflections (COP): 10 business days
 - OSCE Post Encounter Note: 5 business days
 - Peer Evaluation Reflection: 5 business days
 - SCE Post Encounter/SOAP Note: 2 business days
 - Team Based Learning
 - GRAT appeals: 2 business days
 - AFE grading and narrative feedback: 3 business days was proposed – committee recommended up to 4 business days
 - ❖ The intent is to make this a more enforced policy.

PES Subcommittee – Dr. Klapheke

- Currently developing a three-year calendar of all the evaluations that will need to be completed. PES will be using the CQI process with an emphasis on continuum improvement. More scheduled reports will be presented to the curriculum committee.
- Members approved the following recommendations.

- To address the 3-year trend of increased dissatisfaction:
 - ❖ PES agrees with Module Director’s plan to increase coordination with other M2 modules, and to increase self-directed practice time.
 - ❖ Provide clear written expectations for SCEs, OSCE (perhaps give a written example of a good performance).
- As transition occurs to new Preclinical Curriculum: Careful coordination/communication into the new courses, with continuity of P2 faculty leaders.

S-3 Module

- PES agrees with Module Director’s plan to streamline content and reduce and better balance the weekly workload as the course transitions into IS-2 in the new curriculum transformation, which will be focused on active learning in all courses. There is also a plan for S-3 to update its SLMs.

S-4 Module

- PES agrees with Module Director’s suggestion to try to obtain some contractual commitment from partnering facilities to increase faculty available to assist with case discussions and TBLs; this is an ongoing effort throughout the curriculum, facilitated by the Associate Dean of Academic Affairs. Additionally, continue efforts to have some involvement by senior residents (e.g., UCF/HCA IM Residency) in teaching in this module, plus will look into Master Residents as Teachers participants as well as the Emergency Medicine Educational Fellowship for potential participants with Dr. LaRoche’s assistance.
- PES agrees with Module Director’s plans to: (a) improve communication between faculty and staff regarding TBL content (which will be added in Webcourses) and IRAT and GRAT wording and discussion, with creation of a Faculty Guide, and (b) add comprehensive review of GI and Renal content prior to the summative exam.
- Continue to work on the “in progress” actions from the previous PES recommendations.

Announcements/Updates

- Deedra Walton will be representing the library as ex-officio.
- CCom Policies and Procedures Manual was approved via electronic vote on 7/26/24.

Action Items

- No action items.