



M3/M4 Subcommittee Meeting

Minutes

Date: 10/02/2024

Time: 9am

Attendees: Drs. Pasarica, Rodriguez, Coffee, Thomas, Taitano, Kielbasa, Osborne, Del Toro, Verduin, Smith, Selim, Martinez, LaRochelle, Bhatti | Dale Voorhees, Chris Orengo, Deedra Walton, Elizabeth Webber, Morayma Cubero, Katherine Newsum, Kim Esterline, Cynthia Teti, Celia Linton Walker, Nicole Brooks, Nadine Dexter, Alisha Corsi, Carly Myszkowski, Casey Smith, Caitlin Garcia, Rachel Chapman, Izzy Nottolini, Carilyn Castro Pagan, Leslie Marchand, Jason Konzelman, Andrew Quigley, Alina Warner

1. Meeting minutes from the previous meeting- approved with no change
2. Curriculum Committee decisions from the previous meeting- reviewed
3. Action needed:
 - a. Courses were approved:
 - i. Clinical research year
 - ii. Neuroscience/Neurology Nemours Jacksonville
 - iii. Radiology Nemours Jacksonville
 - iv. Surgery Nemours Jacksonville
 - v. Pediatric Urology Nemours Jacksonville
 - vi. MDE 8480 Pediatric Ophthalmology Nemours Jacksonville
 - vii. MDE 7120 Family Medicine Outpatient
 - viii. MDE 8205 Ambulatory Internal Medicine
 - ix. MDE 8409 General Outpatient Pediatrics Clinic
4. Updates:
 - a. Student representatives reported no issues.
 - b. Clinical sites
 - i. Yearly clinical site updates on adequate clinical resources – the CDs will confirm the adequacy of clinical resources at each clerkship clinical site.
 - ii. Clinical site and faculty evaluations for required clerkships were shared with the AADs. CDs to share the action items developed at each site by a clerkship with the AADs.
 - iii. 1- 2 months follow-up on new clinical site:



- 1) The Villages site for the IM/FM clerkship (Del Toro) provides a robust clinical experience, lots of interprofessional experience, and complex issues. Housing is more than adequate. There were some issues with EMR access and direct observation, which were solved.
 - 2) The OCHD site for the OB/GYN clerkship is a very positive experience for a diverse population. Some issues with credentialing and student spaces were identified, action in progress to optimize the credentialing process and student spaces were clarified.
- c. LCME outcomes
- i. Optimizing the DO data reported by students in the Surgery clerkship was discussed. Will follow up at the next meeting.
 - ii. LCME visit timeline was described by Dr Selim. LCME visit is scheduled for Oct 27-29, 2025. CDs to hold those days for participation in the meeting. Students will be surveyed in the next month; 100% participation is appreciated.
- d. Curriculum updates:
- i. The curricular wide QI curricular projects for AI 24-25 are: Setting clear expectations (addressing LCME element 9.7); Optimization of the annual meeting with clinical site directors (Addressing LCME element 8.7 Comparability of education/Assessment); Optimization of Mid Clerkship meeting (Addressing LCME element 9.7 Formative assessment and feedback); Optimization of transition to residency period
 - ii. New leadership for the clerkship was welcomed: Dr Sneha Jacob- Assist Director for Neurology Clerkship and Dr Michael Torres - Assist Director for Psychiatry Clerkship
 - iii. Dr Coffee has reminded the faculty and students about the new requirements for any research outside FIRE course, which can be found at: [Fire+ Program](#)
 - iv. Faculty development- Dr. Rodriguez has reminded the faculty about the Stanford faculty development course, which can be taken in person or virtually at your own pace. Please reach out to her for more information.
 - v. Curriculum Transformation:



1) Dr LaRochelle has updated the group on the M1 transformed curriculum. The M1 curriculum is going well, with several milestone checks, small group teaching, and positive feedback from both the faculty and students.

2) Dr Pasarica has updated the group of Development working group of CREATE. At this time, the group is adapting the clerkship objective to match the new program objectives by

the Development Create group members, with assistance from CDs. CDs that are not committee members are welcome to participate in the Development Create meetings to provide feedback on the discussions.

5. Timeline Reminders:

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



**College of
Medicine**

UNIVERSITY OF CENTRAL FLORIDA