



M3/M4 Subcommittee Meeting

Agenda

Date: 2/12/2025

Time: 9am

1. Review previous meeting minutes
2. Action needed:
 - a. Course Proposal: Minimally Invasive Gynecologic Surgery- approved
 - b. Course Proposal: Pediatric Anesthesiology- approved
 - c. Change in policy for mid-clerkship meeting- presented by Taitano. Approved
 - d. Procedure for EMR access for students – presented by Pasarica. approved
 - e. Annual review of: required clinical encounters and procedures for M3 clerkships, inpatient/outpatient split in M3 clerkships were reviewed. A new procedure added to the Psychiatry Clerkship for AY 25-26. With this addendum, all procedures and inpatient/outpatient split area approved for AY 25-26.
3. Updates:
 - a. Student representatives updates were given. HCA procedure for research with students was discussed. Procedure to assure the fair distribution of grades between sites was discussed.
 - b. Clinical sites – for Nemour Jacksonville is open for M4 elective courses. Housing agreement completed.
 - c. Faculty development shared upcoming sessions
 - d. Curriculum transformation – New objectives for Clerkship phase are developed and almost finalized.
 - e. Curriculum updates
 - i. Elective courses AY 23-24 Annual Review was presented by Dr Lone.
 - ii. Optimization of Mid-Clerkship meeting- Chair: Taitano; Members: Surgery and Psychiatry CDs and CAs was completed.
4. Timeline reminders
 - a. Dr Torre is available for consultation with any proposed changes for the assessment of clerkships in the next academic year
 - b. Annual clinical site directors meeting- June 25, 2025 11am-1 pm



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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