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## M.D. Program Curriculum Committee Meeting Minutes

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**Date:** February 21, 2025

**Time:** 2:05 PM – 3:17 PM

**Chaired by:** Dr. Jeffrey LaRochelle

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

**Attendees:** Drs. Bhatti, Dil, Hernandez, Kauffman, Kay, Kibble, Lone, Pasarica, Selim, Smith, Torre, and Williams; Ms. Berry, Ms. Borges, Ms. Brooks, Ms. Corsi, Ms. Garcia, Ms. Gillum, Ms. Poole, Mr. Quigley, Mr. Van Blaricom, and Ms. Walton

### Consent Agenda

- **Members approved the following consent agenda items.**
  - Meeting Minutes for January 17, 2025
  - UCF COM Policy 3.6.1: Student Mistreatment and Abuse
  - UCF COM Policy 8.1.1: Duty Hours
  - UCF COM Policy 9.7.1: Formative Assessment and Feedback
  - UCF COM Policy 9.9.0: Overview
  - UCF COM Policy 9.9.1: Standards for Promotion and Graduation
  - UCF COM Policy 9.9.3: Academic/Professionalism, Grading and Assessment Policy and Appeals Process
  - UCF COM Policy 12.5.1: Non-Involvement of Healthcare Providers in Student Assessment
  - UCF COM Policy 12.8.2: Infectious Disease Protocol for Medical Education
- The above policies were updated to ensure each met the new language of the LCME. There were all minor changes.

### M1/M2 Subcommittee – Dr. Kauffman

- **Members approved the M1/M2 Academic Calendar for 2025-26.** The calendar includes the following:
  - A three-week winter break with an earlier start of the year to avoid overlapping with main campus closures.
  - Start and end dates for all the pre-clerkship courses.
  - FIRE Conference date moved to the beginning of the Transitions course in May.

- IS2 has been shifted by a week to ensure their first exam is prior to spring break. This removes any conflicting exams from Match Day.
- IS3 is one week shorter and IS4 is one week longer technically. That is due to where Thanksgiving falls and does not significantly change the number of days that it would have had if the calendar had not been shifted. The shifting of these courses forward by a week was made to ensure no issues with main campus closures.

### M3/M4 Subcommittee – Drs. Pasarica/Lone

- **Members approved the following:**
  - *Required Clinical Experiences and Procedures:* The only change that was proposed for the next academic year is the addition under the Psychiatry clerkship to formalize the experience of doing written Safety Plans for folks with potential dangers to themselves or others.
  - *Inpatient/Outpatient Split Percentage Total Clerkship Time:* (There was a discrepancy in the percentages for Psychiatry. The correct percentages are in red.)

Table 6.4-1   Percentage Total Clerkship Time		
Provide the percentage of time that medical students spend in inpatient and ambulatory settings in each required clinical clerkship. If the amount of time spent in each setting varies across sites, provide a range. Add rows as needed.		
Required Clerkship	Percentage of Total Clerkship Time	
	% Ambulatory	% Inpatient
Internal Medicine/Family Medicine	33%	67%
Neurology	60%	40%
Obstetrics/ Gynecology	33%	67%
Pediatrics	40%	60%
Psychiatry	<del>23%</del> 37%	<del>77%</del> 63%
Surgery	20%	80%

- *Course Proposal: Minimally Invasive Gynecology Surgery:* This course proposal was previously approved as an AI and has been resubmitted as an elective only.
  - *Course Proposal: Pediatric Anesthesiology:* This was submitted by Dr. Thompson and will be held at Nemours in Jacksonville. M3/M4 elective and AI were both marked; however, this is only an elective.
- An affiliation agreement with Nemours Jacksonville has been fully executed. Nemours is providing three two-bedroom apartments for up to six students for every block beginning block 2 for this academic year. The electives went out to the M4 students first and will be opened to the M3 students in April.

- Dr. Lone gave a summary of the elective and faculty evaluations by M3 and M4 for Academic Year 2023-24.

*Course Evaluations:*

- Overall, the courses were separated by electives and Acting Internships.
- One out of the 78 electives was rated by students between 3.0 and 4.0 for the statement, “Overall, I am satisfied with this elective as a learning experience.”
- One out of the 19 Acting Internships was rated by students between 3.0 and 4.0 for the statement, “Overall, I am satisfied with this clerkship as a learning experience.”
  - The lowest area of scoring was three out of five for “The elective/clerkship was well organized.”
  - Action Item: The sites will be provided with feedback to better organize the clerkship as an area of improvement. Student feedback will continue to be monitored.

*Faculty Evaluations:*

- Five faculty received an overall rating lower than 4.0 out of a 5.0 maximum.
  - Mean scores were 3.95, 3.0, 3.18, 3.27, and 3.86.
  - The faculty with the lowest score of 3.0 appears to not have worked with the students based on comments from the students.
    - ❖ Action Item: The course director will be notified so mapping for the evaluation may be corrected to the appropriate faculty.

*Follow-up on Action Items from 2022-2023 Report:*

- Elective that previously scored 3.5 out of five has improved to 4.33 for the statement, “Overall, I am satisfied with this elective as a learning experience.”
- Acting Internship that previously scored 3.89 and has improved to 4.55 out of five for the statement, “Overall, I am satisfied with this clerkship as a learning experience.”
- The faculty that previously scored 3.7 out of five on the evaluation has had improvement to five for the current review period.
- Faculty and course evaluations will be shared by the assessment office with the faculty after five separate evaluations are received to maintain the anonymity of the comments.

## **PES Recommendations – Dr. Selim**

- **Members approved the following recommendations for the Psychiatry clerkship.** To continue with the following planned changes:
  - Increase clerkship didactic sessions on Wednesday afternoons for each block for coverage of additional topics.
  - Resume of small stakes weekly quiz based on the required weekly homework SLMs.
  - Work with Orlando VAMC to improve timing of EMR and badging access to maximize clinical exposure throughout clerkship.

- Split team assignments between inpatient and consulting services to provide more opportunities for clinical opportunities.

### **Medical Spanish Curriculum Proposal – Dr. Castiglioni**

- Dr. Castiglioni shared the Medical Spanish Curriculum proposal, which outlines an optional Medical Spanish (MS) longitudinal curriculum designed to prepare UCF COM students to effectively care for Central Florida’s Spanish-speaking patients with Limited English Proficiency (LEP). The program consists of an extracurricular introductory summer course between the M1 and M2 years, two options for MS electives in the M4 year, and the opportunity for national certification in Spanish language-concordant care through the Physician Oral Language Observation Matrix (POLOM) exam. Participation in the curriculum is optional. Students who choose to enroll receive UCF-COM recognition for the summer course and academic credit for the M4 electives, which appear on their transcripts. POLOM certification is available to those who successfully complete the intermediate to advanced level summer course and meet eligibility requirements.
- The Medical Spanish Curriculum proposal was presented for informational purposes only. A course proposal will be generated and submitted to M3/M4 for approval and then to CCom for final approval.

### **Action Items**

- No action items.