



## **M3/M4 Subcommittee Meeting**

### **Minutes**

Date: September 10, 2025

Time: 9am

Attendees: Drs.; Pasarica, Selim, Bhatti, Dearman, LaRochelle, Osborne, Thomas, Torres, Del Toro, Smith, Klapheke, Kielbasa, Martinez, Lone, Dexter, Taitano / Alex VanBennekorn, Vraj Amin, Isadore Nottolini, Chris Orengo, Elizabeth Webber, Kim Esterline, Morayma Cubero, Cynthia Teti, Carolyn Castro, Alisha Corsi, Carley Myszkowski, Caitlin Garcia, Casey Smith, Leslie Marchand, Nicole Brooks, Andrew Quigley, Natasha Williams, Alina Warner

1. Review previous meeting minutes - Approved
2. Action needed:
  - a. PES follow-up process was clarified by LaRochelle – The committee agreed on the timeline for M3/4. Clerkship Directors will present progress and any issues related to PES recommendations at the M3/4 meeting on an annual basis, 1–3 months after the recommendations are received. These updates will then be presented to CCOM, and any feedback from CCOM will be brought back to the Clerkship Directors during the subsequent M3/4 meeting.
  - b. Course Proposal – MDE 8058 Arts in Medicine - Natasha Williams - Approved
  - c. Course Proposal – Foundations of Tobacco Treatment – Dr. Soulakova - Approved
3. Updates:
  - a. Student representatives – preparing for shelf exams, no updates
  - b. Curriculum
    - i. The evaluations of the elective courses and faculty for AY 24-25 were reviewed. Action items were discussed. – Lone
    - ii. A new procedure for assuring vertical integration of the curriculum, as outlined in the CCOM Manual and communicated by Dr. LaRochelle, is designed to ensure continuity, integration, and standardization of pedagogy, assessment, and didactics across the pre-clerkship and clerkship phases. The goal is for faculty to clearly understand what is being taught in the pre-clerkship, how it is taught, and which concepts need to be reinforced during clerkships. Any proposed changes in the



clerkship teaching or assessment curriculum will first be reviewed in consultation with the Director of Programs of Assessment (Dr. Castiglioni), the Director of Longitudinal Curriculum (Dr. Harris), and the Director of Curricular Integration (Dr. Del Toro). These directors will provide feedback and prepare a final recommendation, which will then be brought forward to the M3/4 Committee and CCOM. The recommendation will be shared with all CCOM members before a final vote. Simple syllabus- Dearman – starting this academic year, clerkships will transition to the Simple Syllabus platform. Templates are being developed with clerkship directors and administrators.

- iii. Grading procedures – Dearman – New grading entry system uses radio buttons instead of open text. Grade changes still require the standard grade change form.
- iv. New “I” Grade Policy – Alisha  
[https://med.ucf.edu/media/2025/03/UCF-COM-Policy-9.9.3\\_Grading-and-Assessment\\_02.21.2025-1.pdf](https://med.ucf.edu/media/2025/03/UCF-COM-Policy-9.9.3_Grading-and-Assessment_02.21.2025-1.pdf).
- c. Faculty- Congratulations Dr Del Toro for the new role of Director of Clerkship Integration!
- d. LCME outcomes - performance on track - no concerns
- e. Curriculum transformation – Dr. Del Toro will co-chair of the Development and Implementation group, and in this role, she will present monthly updates to the M3/4 committee.