



M3/M4 Subcommittee Meeting

Minutes

Date: 5.6.26

Time: 9AM

Attendees: Drs: Selim, Dearman, Thomas, Del Toro, Smith, Taitano, Verduin, Ngo, Dodson, Arenas Morales | Rachel Chapman, Chris Orengo, Kim Esterline, Morayma Cubero, Cynthia Teti, Katherine Newsum, Casey Smith, Andrew Quigley, Amanda Ramos, Nicole Brooks, Jonathan Kibble, Dale Voorhees, Danielle Colley, Carolyn Castro, Isadore Nottolini, Celia Linton Walker, Jorge Martinez, Karen Peterson, Caitlin Garcia, Rechell Rodriguez, Alisha Corsi, Vraj Amin, Alison Pirpich, Leslie Marchand, Susanne Osborne, Alimer Gonzalez,

1. Review previous meeting minutes – approved
2. Review Curriculum Committee decisions
3. Action needed:
 - a. M4 Elective Rotation Policy Proposal – approved
4. Updates:
 - a. Student representatives
 - i. M3 – progressing well; currently doing rotations
 1. Student rep asked to remind M3 students that Step 2 must be done after post-clerkship intercession so that it does not use an excused absence – policy is being reviewed
 2. Cannot be scheduled before May 29
 - ii. M4 – progressing well towards graduation
 - b. Curriculum updates:
 - i. Excused Absence Policy:
 1. absence form must be completed for all absences - unexpected absence within 24 hours of the curriculum event:
 - a. Email/text the clinical team (intern, resident, attending), Student Affairs, the Course Director and Course Administrator
 - b. When able and prior to returning to clinical duties, complete the Absence Request form on the GPS site
 - c. Pediatrics and FM electives opportunities - Tampa Family Health Centers
 - i. New opportunities for M4 students to do electives in pediatrics and FM



- ii. Considered an away elective
 - d. Clinical sites
 - i. Meeting on May 8, 2026 with potential new site for psychiatry
 - ii. Lake Monroe IMFM clerkship progressing well – looking into an opportunity to have electives in PMR and extending the IM AI
 - iii. Nemours – working on new elective rotation for pediatrics
 - e. LCME data – no concerns currently
 - f. Faculty development
 - i. Fall Stanford course available – in person
 - 1. Faculty north of Lake Monroe – potentially approved for online course
 - 2. Looking into other ways to support faculty from other distant sites
 - 3. Continuing development of RISE modules
 - g. Student affairs
 - i. Reiterating importance of GQ for M4 students – lowest response rate to date and data is needed for LCME report
 - h. Curriculum transformation – continuing work on didactics
5. Timeline reminders

CALENDAR OF EVENTS AY25-26		
Timeline	Action	Responsible
May-26	Review&edit required clinical encounters for M3 clerkships	CDs + CAs
	Review and edit list procedures for M3	CDs +CAs