



M3/M4 Subcommittee Meeting

Minutes

Date: 8/12/26

Time: 9AM

Attendees: **Drs:** Selim, Dearman, Del Toro, Taitano, Verduin, R. Rodriguez, Osborne, M. Torres, Castiglioni, Asmar, Ngo, Dodson, Arenas Morales | Chris Orengo, Elizabeth Webber, Kim Esterline, Morayma Cubero, Cynthia Teti, Katherine Newsum, Casey Smith, Amanda Ramos, Nicole Brooks, Danielle Colley, Celia Linton Walker, Jorge Martinez, Rohit Veerapaneni, Karen Peterson, Caitlin Garcia, Alison Pirpich, Leslie Marchand, Nadine Dexter, Soraya Smith, Vraj Armin, Alisha Corsi, Dale Voorhees

1. Review previous meeting minutes – approved
2. Review Curriculum Committee decisions
3. Action needed:
 - a. PM&R at HCA Lake Monroe Elective Course proposal – approved
 - i. elective will be available as a two- or four-week rotation, with Dr. Kent serving as program director; the rotation is expected to operate throughout most of the year except summer.
 - ii. The goals, objectives, and curriculum will be aligned with the existing PM&R elective.
4. Updates:
 - a. Dr. Abdo Asmar introduced as new academic affairs associate dean of medical education
 - b. Attendance policy clarifications
 - i. any step 2 scheduled during the time of clinical duty or courses is considered an unexcused absence
 1. If student is not assigned to any duty when taking step 2, i.e a weekend you are not needed, it will not count as an absence
 2. If student scheduled step 2 during a time where they are expected to be on duty, the student should attempt to swap with someone
 - ii. Medical notes for excused absences cannot come from family members



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- iii. Excused absences for religious observance must go through SAS office via electronic absence form – absence document will be updated to reflect this
 - 1. Will work with student as best as possible to accommodate absence with makeup work
 - 2. Must be taken to SAS 6 months in advance of holiday
- iv. Jury Duty - If student is selected for jury duty, they will need to reach out to Dr. Smith directly to receive an excused absence or delay
- v. Students must speak to bootcamp course director if they will be absent
- c. Dr. John Ryder – introduced as new assistant psychiatric clerkship director
- d. Student representatives
 - i. M4 students working on residency applications
 - ii. No new student concerns at this time
 - iii. Students requested clearer information for electives, including reporting times, rotation expectations, required materials, and attending/preceptor information
 - 1. The team plans to develop a standardized expectations template that will be in webcourses
- e. Clinical sites
 - i. new psychiatry site at HCA Capital in Tallahassee has been finalized, with approximately 13 students expected to participate in the first rotation.
- f. LCME updates – no new LCME data
 - i. New data expected potentially next month
- g. Faculty development
 - i. Resident-as-Educator sessions are being developed based on PES recommendations and needs identified by clinical sites and clerkships
 - ii. Resident-as-Educator orientation has been distributed; HCA residents were deployed through Workday, while non-HCA residents continue to use the existing process during the transition.
 - iii. A Clerkship Directors Faculty Development Series consisting of micro-sessions will begin next month.
 - iv. An NBME Item Writing Workshop is scheduled for September 11
- h. Student affairs
 - i. Dr. David Harris welcomed as new acting dean of students
 - ii. Student Affairs is preparing for the upcoming residency application cycle.



- iii. Working to finalize Medical Student Performance Evaluations (MSPs) and ensure students are prepared for residency applications.
 - i. Curriculum transformation
 - i. currently focused on M3 integration
 - ii. The team is considering ways to improve the curriculum proposal process by allowing more time for review and discussion before proposals reach subcommittees and the Curriculum Committee.
- 5. Timeline reminders
 - a. Timing of Curriculum Committee meetings will be adjusted to provide more review time for M1/M2 and M3/M4 subcommittee proposals.
 - b. New guidelines will be distributed outlining submission deadlines for proposals to be considered at specific meetings.
 - i. goal is to provide subcommittees and student representatives with adequate time to review proposals and gather appropriate feedback before meetings.
 - c. USMLE designated testing dates have been delayed to January 2029 – school is monitoring potential impacts on curriculum planning and student access to local testing centers.