



M3/M4 Subcommittee Meeting

Minutes

Date: 9/9/26

Time: 9AM

Attendees: **Drs:** Selim, Dearman, Del Toro, Hoopingarner, MacIntosh, Ryder, Taitano, R. Rodriguez, M. Torres, Castiglioni, Asmar, Ngo, Dodson, Kauffman, | Chris Orengo, Elizabeth Webber, Kim Esterline, Morayma Cubero, Cynthia Teti, Casey Smith, Amanda Ramos, Danielle Colley, Celia Linton Walker, Jorge Martinez, Caitlin Garcia, Alison Pirpich, Leslie Marchand, Soraya Smith Alisha Corsi, Dale Voorhees, Carley Myszkowski, Daniella Mora, Deedra Walton, Geroage Thomas, Alex VanBennekom, Andrew Quigley

1. Review previous meeting minutes – **approved**
2. Action needed:
 - a. AY M3 Calendar schedule, AY M4 calendar schedule (tentatively) - **approved**
changes will occur next academic year
 - i. Proposed M3 calendar for the upcoming academic year contains no substantive scheduling changes.
 - ii. Intercession period has been renamed the Advanced Clinical Skills and Professional Development Course.
 1. course will retain the same dates previously assigned to the intercession period.
 - iii. Significant M4 calendar change: replacement of the M4 Capstone with an M4 Transition to Internship course. This course is part of the longitudinal curriculum
 1. course will occur during Block 10, which coincides with Match Day
 2. course will be in person/on site for at least two weeks, with simulation and procedural skills, followed by Match Week off and an additional week primarily consisting of asynchronous content and remediation/review opportunities
 3. Core requirements change:
 - a. students will take one required four-week acting internship, one required four-week emergency medicine or critical care rotation, and one four-week in-person transition to internship course



- b. Students will also complete 20 weeks of electives, consisting of five four-week electives or a combination of two and four-week electives.
 - c. Three additional four-week rotations may be used for interviews, vacation, research, independent study, or make-up time; the change does not reduce the scheduled off blocks.
 - iv. Dr. Macintosh will be the course director for both courses
- 2. Updates:
 - a. SDC Committee Introduction – Dr. Carrazana
 - i. Committee uses the Med Milestone Dashboard to review student performance across basic sciences, health systems sciences, and clinical sciences.
 - ii. Email: sdccom@ucf.edu
 - iii. Team of seven faculty review student performance monthly and identify students who may be borderline or at risk of receiving a T grade.
 - iv. Those students are then connected with one of the seven coaches to discuss barriers, study strategies, resources, and other factors affecting academic performance.
 - v. Coaching is voluntary, confidential, and separate from grades and promotion; SDC is also working to expand access to coaching for M3/M4 students.
 - vi. SDC has identified student engagement as a major challenge; approximately 140 coaching invitations were sent over the previous two years, with approximately 50 accepted.
 - 1. committee is working to normalize coaching as an additional student resource rather than viewing it as a punitive or grade-related intervention.
 - vii. Students may self-refer to SDC via the new email address
 - viii. SDC is working with Paul Sturgis on research/IRB proposals to determine whether coaching produces measurable benefits for students and to better evaluate the committee's impact
 - b. New M3/M4 subcommittee meeting dates
 - i. Meetings will still be held on the second week of the month on Wednesdays except for November; dates were adjusted to work around the holiday break
 - ii. All Curriculum Committee meeting dates will be posted through the Curriculum News link on the College of Medicine website.



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- iii. Plan proposals around periods when meetings are not held, including summer and winter break, to avoid delays in curriculum approvals.
- c. Student representatives
 - i. New M3 Representative – Daniella Mora
 - ii. M3: Students have raised concerns regarding the OB/GYN clerkship at certain clinical sites.
 - 1. Concerns are being addressed by Dr. Del Toro and Dr. Asmar
 - iii. M4: students are preparing for the upcoming ERAS application deadline and reviewing their MSPEs
- d. Clinical sites
 - i. Team is working to finalize changes related to OB/GYN clinical sites in response to student concerns
 - ii. Dr. Asmar plans to explore ways to engage program directors and residents/GME in activities associated with the new longitudinal courses.
 - iii. Jacksonville-Nemours site visit has been planned
 - iv. Tallahassee psychiatry rotation is now running with potential future expansion to other clerkships.
- e. Faculty development
 - i. New faculty affairs team member in Lake Monroe - Dr. Caroline Milan
 - ii. Faculty development modules have been released and have received a strong level of participation
 - iii. Dates for the January - February Stanford course will be released soon
- f. LCME data outcomes
 - i. first report for the new academic year presented
 - 1. Grade distribution data not yet available; should be available in the next report
 - 2. Data looks good overall
- g. Student affairs
 - i. preparing for the release of residency applications/interview season
 - ii. M4 students must request an excused absence for residency interviews, with requests reviewed by Dr. Arenas
 - iii. Graduation audit will be conducted in October; audit will verify that students are meeting all graduation requirements, with outreach to students who may be missing requirements
 - iv. Students are advised to cancel residency interviews approximately two to three weeks in advance when possible so programs can offer the interview opportunity to another applicant.



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- v. Interview guidance is included in the required careers curriculum web course, with additional support available through the residency career advisor.
- h. Curriculum transformation
 - i. Work continues to integrate the new longitudinal advanced clinical skills and professional development course into the M3/M4 curriculum.
 - ii. Faculty are continuing to develop and refine the content for the longitudinal courses.
 - iii. Didactic components are currently up and running, and M3 curriculum integration is progressing well.
 - iv. M4 curriculum transformation includes development of the new Transition to Internship course.
 - v. The Transition to Internship course is being submitted for CCOM approval/course numbering so it can become an official course.