UCF College of Medicine

UNIVERSITY OF CENTRAL FLORIDA

M3/M4 Subcommittee Meeting

Minutes

Date: 10/7/26 Time: 9AM

Attendees: **Drs:** Selim, Dearman, Del Toro, Hoopingarner, M. Torres, Asmar, Ryder, Arenas, Ngo, Dodson, Kauffman**, |** Chris Orengo, Elizabeth Webber, Kim Esterline, Morayma Cubero, Cynthia Teti, Casey Smith**,** Amanda Ramos, Danielle Colley, Celia Linton Walker, Caitlin Garcia, Alison Pirpich, Carolyn Castro, Leslie Marchand, Soraya Smith Deedra Walton, Alex VanBennekom, Andrew Quigley, Gerald Keller, Karen Peterson, Katherine Newsum, Nadine Dexter, Nicole Brooks, Rechell Rodriguez

1. **Review previous meeting minutes – approved**
2. **Action needed:**
    a. PES Report Review and Action Planning – pediatrics:
        i. The Pediatrics Clerkship successfully reintroduced in-person didactics, with student surveys indicating positive feedback.
        ii. For the upcoming academic year, four didactic sessions may be condensed into two days to accommodate students at the new Jacksonville site, while retaining the simulation day.
        iii. Concerns regarding student fatigue and reduced attention during consecutive didactic sessions were discussed and scheduling flexibility was encouraged
            1. as long as content is delivered during the same week and students receive protected time.
        iv. To support Jacksonville implementation, recommended identifying local preceptors or teaching facilitators and developing facilitator guides to ensure consistent educational content across sites.
        v. The reflective essays have been implemented:
            1. grading process - an external grader, Stephanie Cohen reviews the essay followed by review from Dr. Ngo and clerkship leadership before grades are released
            2. grading follows the established rubric and accounts for the subjective nature of the assignment.
            3. reiterated that AI use for reflective essays is prohibited and constitutes a professionalism concern
                a. Student representatives were asked to reinforce this expectation with their peers

b. Student rep Alex suggested emphasizing the educational value of reflective writing when expressing to students why AI is prohibited

3. **Updates:**
   a. **Student representatives:**
      i. M4:
         1. Students have submitted their residency applications, and interview invitations have begun. Students are scheduling interviews and navigating individual application timelines.
      ii. M3: Gainesville OB/GYN Site issues are being addressed
   b. Clinical sites
      i. Gainesville OB/GYN Site:
         1. Faculty have been working directly with the Gainesville residency program director to address concerns regarding student clinical experiences and resident engagement.
         2. A faculty development activity was implemented at the Gainesville site with good attendance, addressing a previous challenge with participation.
            a. residents learned about the importance of actively engaging medical students in clinical learning, including in the operating room and during procedures
         3. Site will continue to be monitored with another update in the next 1 – 2 months
      ii. Bay Pines Psychiatry Opportunities:
         1. Discussions are underway with Bay Pines to explore potential psychiatry clerkship placements
         2. An in-person visit with the academic assistant dean Dr. Hamill may take place to discuss opportunities
         3. staffing shortages remain a challenge in psychiatry
      iii. Tallahassee Psychiatry Clerkship: Psychiatry students have begun rotating through the Tallahassee residency program with positive initial feedback
         1. An in-person visit with the Tallahassee team is planned for the next two weeks in October to explore additional opportunities for electives and expanded psychiatry rotations.
      iv. Jacksonville Opportunities:
         1. Jacksonville Pediatrics Clerkship: Beginning next academic year
         2. Jacksonville PM&R Elective: Discussions are ongoing regarding opportunities for a Physical Medicine and Rehabilitation (PM&R) elective

3. Additional Jacksonville Specialties: Jacksonville sites offer multiple opportunities including allergy and immunology, which was identified as a potentially valuable learning opportunity for students.
4. Expanded Clinical Learning Opportunities: Jacksonville may provide students with access to a broader range of specialty clinics and clinical experiences

c. Faculty development:

i. dates have been distributed for the next in-person Stanford course, which will be held on Tuesday afternoons
ii. Online Stanford course offerings for faculty at distant sites are temporarily on hold due to UCF budget constraints. Updates will be provided to Dr. Del Toro when funding becomes available.
iii. Essential Skills for Facilitating Case-Based Learning module was developed over the summer and had high participation. A reminder will be distributed to encourage continued participation and support faculty onboarding.
iv. Small Group Facilitation module was developed over the summer and is available as a resource and refresher for faculty. Both modules offer continuing medical education (CME) credit.
v. Support for New Clinical Sites: Faculty development support is available to address educational needs and gaps at clinical sites, including the new Jacksonville site. Dr. Rodriguez and Amanda Ramos can assist with developing appropriate sessions or learning modules.

d. Workday Transition:

i. transition of affiliate and volunteer faculty from PeopleSoft to Workday remains on schedule for October 20
ii. Existing faculty will receive UCF email accounts and an A5 faculty license, providing access to Microsoft Teams and other Microsoft 365 apps
iii. Faculty should ensure their network IDs are active and reset as needed before the transition.
    1. Information and preparation instructions are available on the Faculty Affairs website under the Affiliate and Volunteer Faculty Program. The Health IT Service Desk and relevant support teams will assist with technical issues.
iv. Existing College of Medicine custom dashboards will continue using personal email addresses during the transition; personal email use will be phased out by the end of the next academic year

v. New faculty appointment requests are on hold from September 28 through November 2 to allow existing appointments to be converted and the new application process to be established.
    1. New requests will resume November 2, with updated instructions and an application link posted on the website.
vi. Workday will provide task notifications and reminders, making it easier to track applications and signed agreement letters.
vii. User guides, manuals, handouts, and a video tutorial demonstrating the new application process are being developed and are expected to be available within the next few weeks.
viii. Carolyn Castro and Michael Callahan will be available to assist with transition questions and troubleshooting.
ix. The Workday team confirmed that potential conflicts involving existing Workday accounts at other institutions, including HCA, have been tested and are not currently expected to cause issues. A follow-up discussion during clerkship updates was proposed to address administrators' operational questions and ensure timely IT support during implementation.

e. **LCME data outcomes** – no concerns
f. Student affairs:
    i. Residency applications have been released, and interview invitations are beginning to arrive. Student Affairs is monitoring application and interview numbers and coordinating with advisors to ensure students receive appropriate support throughout the process.
    ii. Florida has transitioned to a single clearinghouse for Level 2 background checks, replacing the previous options for completing screenings. This change primarily affects M3 students
g. **Curriculum transformation:**
    i. about half through with the integration and the deployment of the new curriculum
    ii. transition to internship course was approved
    iii. first phase of the advanced longitudinal course and professional development will take place in December