The meeting was called to order by Dr. Novak at 7:41 am.

**Updates**
- Dr. Rowe reported that, at the last meeting, the Course Directors discussed the alignment of learning objectives with the courses, and the results of the recent LCME mock visit.
- Jordan Ashcraft reported the first-year students have completed Genetics and are in to Foundations. She said that StudyCore is working better this week. Dr. Novak stated that the server move is almost done and the glitches should be remedied as a result.
- Christian Reintgen reported that second-years have completed head and neck Neurology and the pain intensive and have begun GI. The first seven weeks have gone well.
- Michael Tudeen reported that all is generally going well. He said that the approval process for spring electives is causing extra work, as reported by some students – Dr. Novak said she would look into that.
- Dr. Novak reported for Dr. Hatch regarding Clerkships. She said that, at the last meeting, the conversation was similar to that of the Course Directors: they discussed the LCME mock visit; and the matching of mid-level objectives with the clerkship objectives. Dr. Novak will work on matching the objectives and distribute it to the Clerkship Directors.

**JHMP and General Admissions premedical course requirements – For Approval**
- Dr. Novak requested that, if there was no discussion by the Committee, there be a motion to approve the updated prerequisites for the JHMP. **Dr. Harrell moved to approve the new JHMP prerequisites; motion was seconded, and APPROVED by unanimous vote.**

**Restructuring of the Admissions Committee – for info and feedback**
- Dr. Novak presented the changes in the structuring of the Admissions Committee as an informational item. She said the changes were made in the composition of the committee, and in the title of the committee: the Admissions Executive Committee is now the Medical Student Admission Committee, and the Medical School Admissions Committee is now the Medical School Interview Committee. The changes were approved by the MSAC on September 23, 2014.

**Restructuring of the Academic Status Committee – for info and feedback**
- Dr. Novak presented the changes in the structuring of the Academic Status Committee as an informational item. The Committee has been restructured so that no member of the committee assigns grades. Two new members have been elected to the Committee.
• Member discussion.

**Phase 1 Curriculum: redefining and creation of roles - Phase 1 Director – For Approval**

- Dr. Novak presented a proposal for a Phase 1 Director, for discussion and Approval. As a reminder, she stated that Phase 1 is Preclinical; Phase 2 is, essentially, clerkships; Phase 3 is advanced clinical practice.

- Member discussion:
  - The position should be all encompassing for first through second years; it should provide longitudinal curriculum oversight. Dr. Novak stated that the goal is to have a director for each of the phases, with each reporting to the ADME.
  - Discussion and question about the role of the Curriculum Committee – Dr. Novak will have the LCME standard regarding the responsibility of the Curriculum Committee (ED-33) distributed to members.
  - Discussion re the proposed responsibilities of the position and the roles which are needed in curriculum oversight.
  - Members agreed that the Phase 1 Director will not assign grades.
  - Discussion regarding interface with the Academic Status Committee: Course and Clerkship Directors address ASC regarding recommendations for students’ remediation – this position would help ensure actions are consistent.
  - Question posed: Is this position and its responsibilities redundant, considering the role of the Course Director’s Committee and its Chair.

- Considering the comments and concerns of this Committee, Dr. Novak will work with Dr. Fantone and Dr. Rowe to review the roles of the proposed phase 1 director and course directors committee and chair.

- **Request for approval of the Phase I Director is tabled, pending further consideration of the role of this position.**

**Curricula Search site – for info** [https://curriculum.medinfo.ufl.edu](https://curriculum.medinfo.ufl.edu)

- Dr. Rathe demonstrated a new search engine which can be used to search our curriculum for content on a selected topic. The results will show reference links to the topic in the COM curriculum. The search authorization will eventually be available to all faculty.

**Appeals Process** – for info

- Dr. Novak presented the process for student appeals as an informational item.
- Member discussion. The Committee offered recommendation that ASC meeting minutes be completed by an administrator, such as the Registrar, with review by its Co-Chairs and members.

**Grade Grievance Process – For Approval**

- Dr. Novak presented current process for grade grievance with proposed changes for Approval by the Committee.
- Member discussion.
- **Dr. Harrell moved to accept the proposed changes in the grade grievance process with the stipulation that the language in #1 of the process, “Director of Phase I” be changed to “Course Director”; motion was seconded, and members voted unanimously for approval.**
Member Discussion:
• What items on the Clinical presentations list are necessary: Dr. Novak will review the list and bring the data back to this Committee. Dr. Fantone stated that we need to make clear which items are requirements for graduation or for clerkships. Clinical Skills will also be reviewed.

Meeting adjourned at 9:00 am.

Next Meeting: November 18*, 2014, 7:30-9:00 am, Room C2-41A, videoconference to Jacksonville Deal Boardroom
(*Rescheduled from November 11, Veterans Day)