The meeting was called to order by Dr. Fantone at 7:37 am.

Updates
- Dr. Fantone gave a Med Ed Week speaker sessions update: on Monday, February 17, Dr. Lisolette Dyrbye will be speaking about Physician Burnout; on Tuesday, there will be a panel discussion about the use of portfolios; on Wednesday, Dr. Curtis Whitehair’s topic will be on how growing up digital has impacted learning; an update on MD/PhD education will be presented on Thursday; and on Friday, Betty Phillips, Executive Director of the UF E-Campus, will be speaking about alternative learning methods.

- Carl Herndon reported that the second-year students are doing well. They are in endocrine-reproductive – still working on the endo half of the course. All have registered for a Step I date; students are preparing for the international mission trips over spring break; the final CSE is scheduled. GradCup is in full swing and the COM is winning right now; the White Coat Company will be performing “The Little Mermaid” this Thursday at 7:00 pm in the HPNP auditorium; The Talent Show and Silent Auction, benefiting all the mission trips, is on Saturday evening in the HPNP auditorium. The LCME student subcommittee has created and opened up, to all classes, a student questionnaire of questions that are not as well covered on the GQ, and designed to also get first- and second-year opinions on the new curricular model – so far, since the 9th, there have been approximately 100 responses.

Policies & Procedures Manual (attachment)
- Dr. Fantone asked for suggestions for modifications to the Policies & Procedures Manual. He stated that there were some changes made to the Manual, based on suggestions from members, since it was emailed to the Committee approximately a week ago, and which are included in the version included in this meeting’s supporting materials (attached). He stated that there will be additional policies developed as we address the questions of the LCME.

- Member discussion regarding recommendations for modifications to the following Policies & Procedures Manual sections:
  - Medical Student Curriculum Committee: Members discussed criteria for faculty representation in the composition of Curriculum Committee membership and clarification in the selection process, election vs appointment, of faculty members selected with rotating terms. Members agreed that selected faculty should serve for three-year staggered, rather than rotating, terms. Members agreed that representation be stipulated, e.g., there be faculty representation from both basic and clinical sciences. Members agreed that six members from
the faculty not be elected but, to ensure broad representation in the needs of the Committee, be appointed by the Senior Associate Dean of Educational Affairs in consultation with the Course Directors, Clerkship Directors, Faculty Council, Curriculum Committee members, and Chairs. It was agreed that the Director of the fourth-year be added to the ex-officio members.

- **Clerkship Directors' Committee**: Dr. Hatch reported that the Clerkship Directors’ Committee does not make decisions regarding elective courses; members agreed that responsibility should fall under the Director of fourth year.

- **Clerkships and Electives – Electives**: Dr. Harrell stated that, though faculty members may create electives, it is the Director of fourth year, reporting to the Associate Dean of Medical Education, who approves the electives that are listed in MedCat.

- **Academic Status Committee**: Dr. Harrell commented that it would be appropriate to include the Director of Fourth Year as an Ex Officio member; members agreed. Members discussed the role of the student representative in the membership of the ASC, as an ex-officio member in their third year, and then as a voting member in their fourth year. Dr. Genuardi stated that he is also an ex-officio member of the ASC.

- **Medical Student Feedback Policy - Narrative description of medical student performance**: Members agreed with that this section will be removed.

- **Medical Student Feedback Policy – Formative feedback in clerkships**: Dr. Hatch commented, and members agreed, that the policy, “Students will be asked to self-assess before meeting with the individual giving feedback” may not be followed universally, or if it’s feasible to make it mandatory. The statement will be deleted.

- **Electives**: Dr. Harrell commented that it should be stipulated that permission for students who are in the lower third of the class to take additional electives should be granted by the Associate Dean for Student affairs or the Associate Dean for Medical Education, without the option for students to address either one. Members agreed that permission be given by the Associate Dean for Student Affairs since that position is more involved in the fourth year planning.

- **Professional Behavior**: Dr. Harrell recommended removing the sentence, “Professional behavior is defined as behavior appropriate to the circumstance.”

- **Policy for Use of Mobile Technology in Patient Care Areas**: Dr. Harrell suggested the section be updated to reflect the appropriate use of digital devices, such as I-pads, for educational purposes or relevant patient care. Member discussion. Members agreed that permission to use the devices need not be stipulated in the policy, but determined by the culture of the location students may be studying; recommendation of the Committee is to remove items number 3 and 4 in this section.

- **Preclinical Courses (Phase I: Principles of Medical Practice)**: To the first sentence, “if a student receives a grade of unsatisfactory in one of the preclinical courses, or clinical skills examinations…” Dr. Harrell recommended adding “competencies”. She also recommended adding “competency failure” to “course failures” in the sentence “repeated course failures may result in dismissal…” Dr. Harrell stated that the sentence in the third paragraph, “Any student who does not have a cumulative passing grade in any course is also strongly encouraged…” should be removed, if there is no requirement that is enforceable. Member discussion. Members agreed that the first sentence should be modified to “Any student who scores below a passing score on any major examination in the foundational courses must meet with the course director to discuss his/her performance and learning strategies.”
◦ Clinical Clerkships (Phases 2 & 3): Dr. Hatch commented that, traditionally, a grade of C is also referred to the Academic Status Committee. Members agreed the sentence should be changed to “If a student receives a grade less that a B…”.

◦ Probation and Dismissal: Dr. Harrell recommended adding “or any competency” to the first sentence “…receive a grade less than ‘C’ or a grade of unsatisfactory in any course…”. She also recommended deleting the last sentence in same paragraph which states “Students on probation are strongly encouraged…”, and, after member discussion, to add the sentence, “Students on probation are required to follow the plan put forth by the Academic Status Committee”.

Dr. Hatch stated that, referring to the sentence in the middle of the third paragraph, “The letter may state that counseling, therapy…” should be deleted. Dr. Winter suggested the word, “required” should be changed to “strongly encouraged” in the sentence, “The student will be required to seek professional help…” . Members agreed to all suggestions.

◦ Medical Student Work/Duty Hours Policy: Dr. Harrell commented that, in the last sentence, the work “during” should be deleted.

◦ Probation and Dismissal – USMLE Steps 1 and 2: Dr. Hatch prompted discussion regarding a student’s failure in the third attempt of the USMLE Step 1. Members agreed that the policy, “Failure of USMLE Step 1 on the third attempt will result in dismissal of the student from medical school” will replace the statement, “If a student does not pass USMLE Step 1 on the third attempt, the student may be subject to adverse academic action such as probation or dismissal from school”.

◦ Attendance Policy for Required Educational Activities – Planned Absences: Members agreed that, in the first sentence, “…the student should contact the clerkship Administrator…”, “should” will be changed to “must” and, also in the first sentence, delete the quotation marks from “family”; and in the last sentence, “Once permission is obtained…”, “Once” will be changed to “If”.

◦ Attendance Policy for Required Educational Activities – Absences for Health Services: Capitalize “Course Director” in the third sentence.

◦ Attendance Policy for Required Educational Activities – Unexpected Absences: Dr. Genuardi commented that the policy, “If the absence occurs while in Jacksonville on a clinical rotation, the Office of Education Affairs (904-549-4128) in Jacksonville MUST be notified in addition …” applies to any absence, not just unexpected absences. A separate paragraph in the Attendance Policy titled “Absences during Jacksonville Clinical Rotation” will be added to reflect that clarification.

◦ Leave of Absence: Dr. Harrell commented that the last sentence in the second paragraph reflects a time when the Associate Dean for Student Affairs also acted as the Chair of the Academic Status Committee and, since those positions are now held separately, the sentence should be changed to “…in the letter to the student sent by the Associate Dean for Student Affairs or the Chair of the ASC”.

◦ Medical Student Mistreatment Policy: Dr. Harrell prompted discussion of the wording in the third and fourth sentences of the second paragraph. Members agreed that the sentence, “when such an incident occurs, the student should first discuss the problem with the individual responsible…” will be replaced with the sentences, “When such an incident occurs, the student should take steps to address it. The student may first discuss the problem with the individual responsible for the negative action or with the Associate Dean for Medical Education, Associate Dean for Student Affairs, or the Associate or Assistant Dean for Diversity and Health Equity.”
The sentence which follows, “The individual contacted by the student…” will be replaced with “The dean contacted by the student…”.
The first sentence of the second paragraph, “Mistreatment is a perception of a student that any decision, act or condition…”, will be replaced with “Mistreatment is any decision, act, or condition affecting a student that is determined to be illegal or unjust or has created unnecessary hardship”.

Counseling Services – Procedure: Dr. Harrell pointed out that appointment clerks are most likely not reminding students that they may schedule with non-teaching faculty. Members agreed to replace the second paragraph with the following: “When students call to make medical or psychiatric appointments at the SHCC, at Shands or an associated clinic, they should identify themselves as being a medical student. Students can request an appointment with a healthcare provider who does not have a teaching role. If a non-teaching physician is not available at either the main SHCC or any of the satellite clinics, the student will be referred to a non-UF physician in the community.”

Members agreed that a third paragraph will also be added: “If a student is assigned to a clinical site or service that involves one of his/her health care providers, the student may request and will be reassigned to a different service.”

*Subsequent to this meeting, members made recommendation to include Counseling Services Procedure in Jacksonville and suggested the following changes to the Manual:
The above procedure will be identified as Procedure – Gainesville. An additional section: Procedure – Jacksonville will be added under Counseling Services with the following two paragraphs:
“Should students need to seek counseling or other mental health services while on a rotation in Jacksonville, students may contact an independently contracted counseling center, Employee Assistance Program (EAP) at (904)296-9436 or (800)327-9757. This is a 24-hour Helpline staffed by licensed professionals. Services provided to medical students are at no charge and are kept confidential.
For medical services, students may contact the UF Community Health Center (CHC) at (904)244-5673 or (904)244-2573 to schedule an appointment. If the student is unable to reach the CHC, students may call the main appointment line at (904)244-5121 and press 1. In either case, they should identify themselves as a medical student needing Acute/Urgent Care, so the appointment is made with a healthcare provider who does not have a teaching role. Students will not have any out of pocket expense and the student’s health insurance company will be billed for the visit, including any ancillary services such as laboratory tests, X-rays, or specialty consults.”

**Dr. Fantone will edit the Manual to reflect the Committee’s recommendations as stated above. The Manual, with all changes, will be submitted to the Committee at the March meeting for Approval.**

Meeting adjourned at 9:15am.

Next Meeting: March 11, 2014, 7:30-9:00 am, Room C2-041A, videoconference to Jacksonville Borland Librar