CURRICULUM COMMITTEE
MEETING MINUTES
June 10, 2014
7:30 to 9:00 AM, Room C2-041A,
Videoconferenced to Borland Library

Member Attendees: Maureen Novak (acting Chair), Heather Harrell, Robert Hatch, John Meuleman, Louis Ritz, Lou Ann Cooper, Frank Genuardi, James Lynch, Hannah Norton, Ralph Rice, Nina Stoyan-Rosenzweig, Beverly Vidaurreta
Guest: Zareen Zaidi, MD
Recording: Susan Sorci

The meeting was called to order by Dr. Novak at 7:38 am.

AAMC EPAs - for information and discussion (attachment)
• Dr. Novak presented the AAMC core EPAs for entering residency as an informational item and for discussion.

Step 1 Scores – for discussion (attachment)
• Dr. Novak presented the Step 1 scores data, prepared by Dr. Cooper, for discussion.
• Member discussion.

Portfolios for Year 1 and Assessment – for approval (attachment)
• Dr. Zaidi presented a proposal for the development of an online portfolio and its use as a summative assessment. She described the rationale for the portfolio, its contents and assessment.
• Member discussion.
• Dr. Novak noted that incremental efforts will be required in faculty support and in the IT platforms.
• Dr. Novak asked for a vote to approve the development of the online portfolio as proposed; Members in attendance voted unanimously to approve the proposal with the stipulation that the necessary support is defined and provided. However, there being no quorum present, a vote will be requested of all voting members by email. *

Policy Modification on Mistreatment – for approval (attachment)
• Dr. Novak presented the current policy on Student Mistreatment and the proposed modification. With much discussion members edited the proposed modification to the policy as follows:

“A student who has been accused of mistreatment or harassment of others is entitled to due process to refute or challenge the accusations per policies of the University of Florida (UF Regulations 1.006 Non-Discrimination/Harassment/Invasion of Privacy Policies http://regulations.ufl.edu/wp-content/uploads/2013/03/1006.pdf & UF Regulations 4.012 Student Grievance Procedure http://regulations.ufl.edu/wp-content/uploads/2013/03/4012.pdf ). If faculty observe unprofessional behavior or mistreatment of students they should report it to the responsible course or clerkship director. “

• Members also expressed that this type of policy review and edit should be addressed by the Academic Status Committee (ASC), rather than this Committee.
• Members in attendance agreed to approve the modification as edited above. However, there being no quorum present, a vote will be requested of all voting members by email. *(Post Meeting: Dr. Vidaurreta has requested that the edited section of the Policy be inserted before the last paragraph which describes the student option of counseling with the Director for Student Counseling and Development at any time during the grievance process.)*

CSEs – Remediation – for approval (attachment)

• Dr. Novak then explained to the committee the overall structure of the Clinical Skills Examination Program and proposal for going forward:
  o In year 1, two CSEs are conducted. Both are assessments within the ICM course.
  o In year 2, the first CSE is an assessment in the ICM course. The second is independent of any course and is a relatively “high stakes” examination. If the student fails the examination, he or she must develop an individualized learning plan and review best practice videos. The students meet with the Medical Director of the Harrell Center or the Associate Dean for Medical Education to review performance and ILP. The student may then progress to the third year clerkships. After 3-6 weeks the students revisit their ILP and reflect on performance and progress. This is shared with the ADME.
  o In year 3, CSE3A occurs near the end of the first semester. This examination is “formative” for most students. For students who failed CSE 2B, this examination is, in essence, the remediation examination. They must pass this examination in order to continue in the clerkships.
  o CSE 3B is presented near the end of the third year. Students who fail this examination must meet with the director of the 4th year and the Associate Dean for Student Affairs to discuss modification of their senior schedule. They also will be required to take a newly formed senior elective that is designed to help students improve their interviewing and physical examination skills. This same course will be required of any senior student who fails USMLE 2-CS.
  o CSE 4 is formative and is integrated into the sub-internship rotations.

• Members in attendance agreed to approve moving forward with the CSE program as proposed, and with further development by Dr. Stalvey. However, there being no quorum present, a vote will be requested of all voting members by email. *

Proposal for Graduation with Honors In Research and Discovery – for approval
• Due to time constraint, topic was tabled until next meeting.

Strategic Plan – for discussion
• Due to time constraint, topic was tabled until next meeting.

Meeting adjourned 9:00 am.

(*The Items presented to the committee for approval at this meeting, portfolios, CSE remediation, and Policy modification on mistreatment, were presented at the next meeting, on July 8, 2014, for approval, and were approved unanimously.*)

Next Meeting: July 8, 2014, 7:30-9:00 am, Room C2-41A, videoconference to Jacksonville Borland Library