

**University of Florida College of Medicine  
Program Evaluation Committee  
Monday, September 12, 2022**

**Attendees (via ZOOM)**

Phuong Huynh (Co-Chair), Heather Harrell (Co-Chair), Kathy Green, Peter Sayeski, Lynne Meyer, Miguel Chuquilin Arista, Dani Brown, Dianne Goede, Matthew Ryan, Christopher Robinson, Brad Bruggeman, John Aris, Jennifer Hamilton, Ashleigh Wright, Joseph Fantone, Carolyn Stalvey

Recorded by: Sandi Reveille

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Dr. Huynh called the meeting to order at 12:03pm

**Clerkship Review for Family Medicine – Drs. Wright, Bruggeman, Sayeski, Meyer**

- Dr. Ashleigh Wright presented the review of the Family Medicine Clerkship. Drs. Bruggeman, Meyer provided the feedback as well. Overall the clerkship is doing a strong job meeting the goals defined in this review.

**Review of Clerkship Faculty Evaluation of Student forms – Dr. Huynh**

- For LMCE, one of the concerns is what students have about their clinical assessments. Faculty not understanding how to use the forms and understanding the content needed. Putting together a few very brief faculty and resident development materials, one on improving quality of narrative feedback and the other on how to use the form. Objective is to standardize the form so it looks similar across Clerkship. Proposed changes: Attestation and Professionalism, Grading Scale Descriptive Anchors. Since most Clerkships do not align but the Committee agreed to organize the sections similar across all Clerkships. Will present to Curriculum Committee before finalizing the form.

**Action Item:** Future discussion about having some across the board expectations around best practices, formative feedback on the Clerkships.

Meeting ended at 12:59pm

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Next Meeting: Monday, October 10, 2022 / 12pm – 1pm

Via ZOOM - <https://ufl.zoom.us/j/97624806804?pwd=UEIYVGhJRGk5RkZNYjV3aTdZZ250QT09>