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University of Florida College of Medicine
Program Evaluation Committee
Monday, November 13, 2023

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Attendees (via ZOOM)
Phuong Huynh (Co-Chair), Heather Harrell (Co-Chair), Ashleigh Wright, Chris Robinson, Colleen Kalynych, Elisa Sottile, Jennifer Hamilton, John Aris, Joseph Fantone, Kathy Green, Laura Guyer, Lynne Meyer, Maureen Novak, Melanie Hagen, Nayelah Sultan, Peter Sayeski, Shelley Collins; Guests: Anuj Shah, Vincent Archibald

Recorded by: Sandi Reveille

Dr. Huynh called the meeting to order at 12:02pm

1) **Course Review – Hematology**
   Reviewed by Dr. Colleen Kalynych, Vincent Archibald (MS3), Anuj Shah (MS4)
   - Dr. Colleen Kalynych along with Vincent and Anuj reviewed the Hematology Course and identified areas for improvement. They recommended using a table format to clarify objectives and institutional learning objectives and shortening the course objectives for clarity. The team also suggested linking assessment methods to course objectives and providing more specific feedback on assessments. They noted that the course seemed well-organized and appreciated by students, but suggested improvements for the assessment reliability and the integration of content. The team also discussed the need for breaks in lectures and the tracking of student performance. Overall the course was viewed positively by students but there were areas for improvement.

2) **ICM Assessments**
   - Dr. Huynh initiated a targeted review of the ICM course, focusing on its longitudinal nature and recent changes, and the group discussed the assessment of professional behavioral communication.

Action Items:
- Dr. Kalynych will contact Dr. Hagen to discuss the workshop and professionalism submission.
- Request was made to revise the syllabus template to include learning objectives and grading policy.
- Group will continue discussing the ICM course in the next meeting.

Meeting ended at 1:03pm

Next Meeting: Monday, December 11, 2023 / 12pm – 1pm

Via ZOOM - https://ufl.zoom.us/j/96865677772?pwd=aFMwclY5Q1ZmZDNhZ3hVV20xbStIZz09