

## Foundations Committee Minutes

<b>Date</b>	November 22, 2021
<b>Time</b>	4:00 – 5:30PM
<b>Co-Chairs</b>	<i>Edith Wang, Matt Cunningham</i>
<b>Attendees</b>	<b>Academic Chair:</b> <i>Matt Cunningham</i> ; <b>Executive Chair:</b> <i>Edith Wang</i> <input checked="" type="checkbox"/> QUORUM REACHED: <b>Voting Members:</b> <i>Cassie Cusick, Catrin Pittack, Gerald Groggel, Holly Martinson, Isabela Covelli, Leo Wang, Natasha Hunter</i> <b>Guests:</b> <i>Nick Burwick, Peter Fuerst, Kristen Hayward, Rachel Liao, Kellie Engle, Martin Teintze, Michael Campion, Jaime Fitch, Brant Schumaker, Bruce Silverstein, Kelley Goetz, Ellen Stone, Kathy Young, Jeff Seegmiller, Nick Cheung, John Willford, William Sayres, Julien Goulet, Karla Kelly</i>
<b>Regrets</b>	<b>Voting members:</b> <i>Amanda Kost, George Hodges, Mark Whipple, Rebekah Burns, Ruxandra Ionescu, Vicky Le</i>

## Agenda

	ITEM	LEAD	TIME	ATTACHMENTS	ACTION
1	Approve October minutes	Matt Cunningham	5 min	Attachment A	Decision
2	E-votes passed: <ul style="list-style-type: none"> <li>September minutes</li> <li>Revisions to the <a href="#">Foundations Phase Remediation for Blocks and Threads policy</a></li> </ul>	Edith Wang	5 min		Announcement
3	Proposed Changes to Lessons Learned Process	Jaime Fitch	5 min	Attachment B	Decision
4	Blood & Cancer Lessons Learned	Nicholas Burwick / Natasha Hunter	30 min	Attachment C	Decision
5	MSK Lessons Learned	Brian Krabak	30 min	Attachment D	Decision
6	Foundations Assessment Policy	Matt Cunningham	15 min	Attachment E	Decision

**Next Meeting: January 25, 2022 at 9AM**

1. Approval of October Minutes

**Discussion:** The committee reviewed the October meeting minutes.

<input checked="" type="checkbox"/> DECISION REQUIRED?	[8] VOTES FOR	[0] VOTES AGAINST
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**Decision:** The Foundations committee approved the October meeting minutes.

2. E-votes Passed

**Discussion:** Quorum was not reached at the October meeting. The following motions were approved via e-vote on October 26, 2021:

- September meeting minutes
- Revisions to the [Foundations Phase Remediation for Blocks and Threads policy](#) (see the October meeting minutes for details)

3. Proposed Changes to Lessons Learned Process

**Discussion:** The Foundations Curriculum Team presented proposed, temporary changes to the Lessons Learned process for the E-21 cohort's curriculum. The changes include:

- Participants of the second meeting (the Foundations Integration meeting) will be invited to attend the first meeting (a debrief meeting) so they can attend the the Student Block Partner (SBP) presentation and faculty debrief discussion.
  - Attendees include: Associate Dean for Curriculum, Assistant Dean for Basic Sciences, Block & Thread Directors, Regional block leads, Block administrators, two SBP representatives, Director of Educational Experience, SOMALT Instructional Designer, media and canvas representatives.
- Cancel the second meeting: Foundations Integration
- Cancel the third meeting: Large Group
  - The second and third meetings will be repurposed into Foundations 2022 planning meetings. These 1.5 to 2-hour meetings will be held approximately six months before the start of the new block.
- Mind, Brain and Behavior and Lifecycle will keep the full Lessons Learned process for Autumn 2021 (E-20 cohort).

The Lessons Learned process will revert back to the three-meeting structure for the E-22 cohort's curriculum.

See meeting handouts for details.

<input checked="" type="checkbox"/> DECISION REQUIRED?	[8] VOTES FOR	[0] VOTES AGAINST
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**Decision:** The Foundations committee approved temporary changes to the Lessons Learned process for the E-21 cohort's curriculum.

4. Blood & Cancer Lessons Learned

**Discussion:** There aren't any Block Level Objective (BLO), thread, or assessment changes planned. The summary of changes includes:

- Develop more comprehensive/cohesive syllabus.

- Students expressed a desire for an overview or syllabus to guide their learning. Faculty will review the organization of the material with the students as part of the block introduction. Further improvements will be explored with the 2022 renewal.
- Minimize new material presented in small group.
  - This request has been previously voiced by students. New material presented in small groups will be minimized as much as possible for the upcoming year. Out-of-class videos will be added to supplement small group sessions. Further improvements will be explored with the 2022 renewal (including expanding oncology material so it's so condensed).
  - This year, students were identified to lead small groups. This will be continued into next year. All students will be provided the faculty slides ahead of time instead of just the student leaders.
- Continue to optimize peer teaching approaches.
  - The block will incorporate expectation-setting to normalize peer teaching as a standard pedagogical tool in medicine. Block faculty across sites will discuss approaches to peer teaching to improve and shape the peer-teaching cases. Last year, each student led three peer-teaching cases. This will be reduced for the upcoming year so students can focus on preparing (they will also not be leading new material).

See meeting handouts for details.

<input checked="" type="checkbox"/> DECISION REQUIRED?	[8] VOTES FOR	[0] VOTES AGAINST
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**Decision:** The Foundations committee approved the Blood & Cancer Lessons Learned (E-20).

#### 5. MSK Lessons Learned

**Discussion:** The summary of changes for the Musculoskeletal block include:

- Dedicate appropriate time to teach physical exam skills, including working with FCM to ensure there is adequate time and rooms to deliver content. The block will consider having two separate physical exam days.
- Explore opportunities for testing knowledge after Upper Extremity (week one) in addition to the final multiple-choice exam and pin test at the end of the block. To ease student stress around the final exam's impact on the final block grade, block leadership will consider adding value to the daily quizzes or increasing the number of quizzes student can take.
- Incorporate more exam-style review questions.
- Review/revise course packet material, adding a table of contents and identifying required content for the block versus recommended content for future clinical rotations.
- Review course schedule and restructure sessions to minimize the amount of material on day five.

<input checked="" type="checkbox"/> DECISION REQUIRED?	[7] VOTES FOR	[0] VOTES AGAINST
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**Decision:** The Foundations committee approved the MSK Lessons Learned (E-20).

#### 6. Foundations Assessment Policy

**Discussion:** The committee reviewed the proposed Foundations Phase Assessment Policy. This new policy is codifying current assessment practices in the Foundations Phase blocks and will be effective starting with the E-22 cohort. The Assessment and Curriculum teams have been cleaning up policies in preparation for the new Foundations curriculum starting in 2022. The policy statement is:

- All graded components with a weight of 10% or greater are subject to approval by the Medical Education and Evaluation (MEE) assessment team.
- All exam questions are subject to approval by the MEE assessment team to ensure that they meet minimum quality standards.
- As per the UW Faculty Resource on Grading, attendance cannot be a graded component of the block.
- Multiple-choice exam pacing for MS1 students will be 30 questions/hour (2 min/question). Exam pacing for MS2 students will be USMLE pacing (40 questions/hour; 1.5 min/question). Anatomical pin tests will be 30 questions in 50 minutes.
- All blocks have a cumulative final examination. Blocks cannot schedule anything other than optional review sessions for the day prior to the final exam. The final exam cannot be more than 30% of the course grade.

One item missing from the proposed policy is: blocks must have exams at least every two weeks.

The committee provided feedback and asked questions:

QUESTION – How was 30% chosen as the cut off for the final exam?

ANSWER – Thirty percent was chosen to avoid overburdening students with exams from a single day of the course. In the legacy exam, there were courses that had a single exam that determined students' final grades. It was an intention of the UWSOM to move away from high stakes exams.

- The committee discussed the 30% cut-off and its impact on shorter blocks. How do we distribute the assessment percentages/exam weights to avoid making one day or one week overly burdensome?
  - Since we don't know what the assessment plans will look like for the Foundations 2022 renewal. This bullet point will be revised: "All blocks have a cumulative final examination. Blocks cannot schedule anything other than optional review sessions for the day prior to the final exam. ~~The final exam cannot be more than 30% of the course grade.~~"

<input checked="" type="checkbox"/> DECISION REQUIRED?	[8] VOTES FOR	[0] VOTES AGAINST
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**Decision:** The Foundations committee approved the new Foundations Assessment Policy.