



Foundations Phase Committee Minutes

Date	November 28, 2022
Time	4:00 – 5:30 PM
Co-Chairs	<i>Edith Wang, Matt Cunningham</i>
Attendees	<p>Academic Chair: <i>Matt Cunningham</i>; Executive Chair: <i>Edith Wang</i></p> <p><input checked="" type="checkbox"/> QUORUM REACHED: Voting Members: <i>Cassie Cusick, Catrin Pittack, Libby Parker, Gerald Groggel, Leo Wang, Madelyn Boslough, Michael Stephens, Shannon Uffenbeck</i></p> <p>Guests: <i>Janelle Clauser, Esther Chung, Peter Fuerst, Julien Goulet, Teresa Jewell Bruce Silverstein, Zach Gallaher, Sara Kim, Michael Campion, Meghan Kiefer, Gerald Tolbert Martin Teintze, Jung Lee, Doug Schaad, Jordan Kinder, Kellie Engle, Edith Wang</i></p>
Regrets	Voting members: <i>Amanda Kost, George Hodges, Holly Martinson, Natasha Hunter, Rebekah Burns, Vicky Le</i>

Agenda

	ITEM	LEAD	TIME	ATTACHMENT	ACTION
1	<p>Announcements:</p> <ul style="list-style-type: none"> • E-votes approved on 11/7/2022: <ul style="list-style-type: none"> ○ September minutes ○ Endorse Medicine, Health & Society I & II (MHS) Block Level Objectives (BLOs) ○ CPR Lessons Learned / Respiration & Regulation / Cardiovascular System • Curriculum Committee approved MHS I & II BLOs • Student Progress Committee policy changes for Thread remediation • December 20th meeting canceled 	Kellie Engle / Edith Wang	5 min	Attachment A, B	Announcement
2	Approve October Minutes	Matt Cunningham	5 min	Attachment C	Decision
3	Energetics & Homeostasis Lessons Learned / Head, Neck and Gut	Bruce Silverstein	30 min	Attachment D	Decision
4	Lessons Learned Process Update	Edith Wang / Meghan Kiefer / Jaime Fitch	20 min	Attachment E, F, G	Decision



1. Announcements
<p>Announcements:</p> <ul style="list-style-type: none"> • Quorum was not reached at the October 24th meeting. Items requiring committee approval were approved via e-vote on November 7, 2022: <ul style="list-style-type: none"> ○ September meeting minutes ○ Endorse Medicine, Health & Society I & II (MHS) Block Level Objectives (BLOs) ○ CPR Lessons Learned (E-21 cohort) / Respiration & Regulation ○ CPR Lessons Learned (E-21 cohort) / Cardiovascular System • The Medicine, Health & Society I & II BLOs were presented and endorsed at the October Foundations Phase Committee meeting. Curriculum Committee reviewed and approved the BLOs at the 11/7/2022 meeting. See meeting handouts for details. • The Student Progress Committee made policy updates around Thread remediation. See meeting handouts for details or visit the UWSOM Intranet. • The December 20th committee meeting is canceled to accommodate Academic, Rural & Regional Affairs' "quiet weeks." The next meeting is January 31, 2023.

2. Approval of October Minutes			
Discussion: The committee reviewed the previous meeting minutes.			
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Decision: The Foundations Phase Committee approved the October meeting minutes.			

3. Energetics & Homeostasis Lessons Learned / Head, Neck and Gut			
<p>Discussion: Faculty presented Lessons Learned from the E-21 cohort and changes that will be implemented for the E-22 cohort. The summary of changes include:</p> <ul style="list-style-type: none"> • Changes to the BLOs. • A new Health Disparities session will be added in Gastrointestinal (GI). • The regional Foundations campuses will no longer grade their own essay exams. • New exam schedule. <p>See meeting handouts for details.</p>			
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<input checked="" type="checkbox"/> DECISION REQUIRED?	[9] VOTES FOR	[0] VOTES AGAINST	
Decision: The Foundations Phase Committee approved the Energetics & Homeostasis Lessons Learned (E-21 cohort) / Head, Neck & Gut			

4. Lessons Learned Process Update
<p>Discussion: Following up from September's discussion, faculty presented changes to the Lessons Learned process for committee review and approval. The new process will be effective starting with the E-22 cohort's curriculum. The new format has been vetted by faculty and staff and will consist of the following:</p>



1: Looking Back Meeting (Block debrief/data review)

Goals:

- Discuss, evaluate, and reflect on previous iteration of block, informed by completed reports and experience of faculty, students, and staff.
- Brainstorm goals for the next iteration of the course and mechanisms of achieving them.

2: Block Director(s) Review

The Block Director(s) review the “Looking Back” meeting summary and draft proposed adjustments to the course – the structure/format of this process will be determined by block leads

3: Looking Forward Meeting (Block planning)

Goals:

- Review Block Director’s proposed changes to the course, including adjustments in content and delivery
- Validate planned changes and designate responsible individual(s) for implementation

4: Stakeholder Communication

Goals:

- Solicit stakeholder input (Foundations Deans, site leads and regional administrators, attendees of prior Lessons Learned meetings, etc.) prior to finalizing changes for the Foundations Phase Committee presentation
- Acknowledge and respond to student feedback

5: Foundations Phase Committee Presentation

The summary form will be presented for review and approval by the Foundations Phase Committee.

See meeting handouts for details.

<input checked="" type="checkbox"/> DECISION REQUIRED? MOVED TO E-VOTE (LOST QUORUM)	[9] VOTES FOR	[0] VOTES AGAINST
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Decision: The Foundations Phase Committee approved the updated Lessons Learned process and document, effective for the E-22 cohort