



## Foundations Phase Committee Minutes

<b>Date</b>	March 27, 2023
<b>Time</b>	4:00 – 5:30 PM
<b>Co-Chairs</b>	<i>Edith Wang, Matt Cunningham</i>
<b>Attendees</b>	<p><b>Academic Chair:</b> <i>Matt Cunningham</i>; <b>Executive Chair:</b> <i>Edith Wang</i></p> <p><input checked="" type="checkbox"/> <b>QUORUM REACHED:</b> <b>Voting Members:</b> <i>Cassie Cusick, Cat Pittack, Libby Parker, Gerry Groggel, Holly Martinson, Tasha Hunter, Shannon Uffenbeck, Bekah Burns</i></p> <p><b>Guests:</b> <i>John Willford, Kristen Hayward, Julien Goulet, Jordan Kinder, Jung Lee, Sara Kim, Janelle Clauser, Martin Teintze, Gerald Tolbert, Jerome Graber, Jaime Fitch, Meghan Kiefer, Karla Kelly, Doug Schaad, Michael Champion</i></p>
<b>Regrets</b>	<b>Voting members:</b> <i>Amanda Kost, George Hodges, Leo Wang, Madelyn Boslough, Mike Stephens</i>

### Agenda

	ITEM	LEAD	TIME	ATTACHMENTS	ACTION
1	<a href="#">Exam Postponement Policy</a>	Matt Cunningham	10 min		Announcement
2	Approve February Minutes	Matt Cunningham	5 min	Attachment A	Decision
3	Infections & Immunity Lessons Learned	John Willford / Kristen Hayward	20 min	Attachment B	Decision



**1. Exam Postponement Policy**

**Announcement:** Foundations Phase block exam postponement information can be found under the new [Exam Postponement Policy](#). The policy includes rules around block exams and when absences/exam rescheduling is allowed. This information was previously part of the Attendance Policy. However, the clinical phase Attendance Policy recently underwent a major overhaul, and it was decided to pull the clerkship exam postponement rules out of the policy. To maintain consistency across phases, Academic Affairs administration decided to also pull this information out for the Foundations Phase and create a standalone policy.

See the policy webpage for more information.

The committee discussed if there are any circumstances under which the Foundations Deans should be allowed to grant an exam postponement (or allow taking the exam early) for once in a lifetime events (i.e., weddings, graduations, etc.). The initial suggestion was allowing one exam postponement per academic year or one exam postponement in the Foundations Phase, with the following caveats: no postponements would be allowed for pin tests (due to the labor/efforts associated with those tests) or for students failing a block. Additionally, all approvals would be at the discretion of the Foundations Deans.

The committee provided feedback on this idea:

- Instead of publishing the number of allowed exam postponements, the language should be: “exam postponements due to once in a lifetime events are at the discretion of the Foundations Dean.”
- To better prepare students for their future careers, it would be helpful to include professional development language/context: “In order to provide outstanding, patient-centered care, most physicians must request time off more than 90 days in advance to avoid canceling/impacting clinic schedules.”
- Another suggestion: “Students are allowed one exam postponement, but all subsequent exams will be on the standard timeline.”
- Important considerations for this potential policy change:
  - Who will track these requests and approvals?
  - Scheduling and proctoring make-up exams.

Next steps: individuals interested in pursuing this policy change should discuss it further at the next Foundations Deans and Regional Deans meetings.

**2. Approval of February Minutes**

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

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

**3. Infections & Immunity Lessons Learned**

**Discussion:** Faculty presented Lessons Learned from the E-22 cohort and changes that will be implemented for the E-23 cohort. The summary of changes include:



**Themes:** Themes content will be assessed via student reflection assignments (instead of block exam questions). The two reflection assignments will be worth 1% of the final grade.

**Anatomy & Embryology Thread:** One hour will be moved from the “Introduction to the Anatomy Lab” session to create a new, one-hour session called “Routes of Infection.” This new session will cover head anatomy that acts as key portals of microbe entry and some basic lymphoid system content. This content will be assessed via block exam.

**Pathology/Histology Thread:** Pre-class required materials will be used for the Pathology/Histology Thread, including pre-recorded lectures and/or pressbooks. The large group session will focus on interactive learning and incorporating pre-class materials.

**Pharmacology Thread:** The Immunomodulatory session will be broken up into two sessions. The first session will be scheduled earlier in the block and focus on anti-inflammatory pharmacology. The second session will be held when autoimmunity and transplant immunology is being covered.

**New sessions:** The “Introduction to Immunology – Cells & Receptors” session will be added to cover additional, fundamental immunology in the first two weeks of the block.

See meeting handouts for details.

<input checked="" type="checkbox"/> DECISION REQUIRED? <b>MOVED TO E-VOTE</b>	[7] VOTES FOR	[0] VOTES AGAINST
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**Decision:** The Foundations Phase Committee approved the Infections & Immunity Lessons Learned (E-22)