



## Foundations Phase Committee Minutes

<b>Date</b>	September 30, 2024
<b>Time</b>	4:00 – 5:30PM PT
<b>Attendees</b>	<b>Academic Chair:</b> Matt Cunningham; <b>Executive Chair:</b> Edith Wang
<input checked="" type="checkbox"/> QUORUM REACHED:	<b>Voting Members:</b> Matt Cunningham, Tasha Hunter, Holly Martinson, Michael Stephens, Cam Walker, Jenny Wright
	<b>Guests:</b> Janelle Clauser, Esther Chung, Laura Gumz, Julien Goulet, Angela Scharnhorst, Jeff Seegmiller, Gerald Tolbert, Leigh Bishop, Drue Johnson, Jordan Kinder, Todd Guth, Doug Schaad, Karla Kelly, Jung Lee, Stephan Farris, Brant Schumaker, Kellie Engle.
<b>Regrets</b>	<b>Voting members:</b> Rebekah Burns, Cassie Cussick, Gerald Groggel, Ryan Thomas Leo Wang, Shannon Uffenbeck

### Agenda

	ITEM	LEAD	TIME	ATTACHMENT	ACTION
1	Approve June minutes	Matt Cunningham	5 min	Attachment A	Decision
2	Announcement Patient Care Phase Committee Representative	Edith Wang	5 Min		Announcement
3	Cardiovascular Systems Lessons Learned	Stephen Farris/ Katie Raskob	25 min	Attachment C	Decision
4	Exam Reschedule Policy	Matthew Cunningham	25 Min	Attachment D	Decision
5	Update on Cross Block Consistency	Edith Wang	30 Min	Available at Meeting	Discussion

1. Approve Meeting Minutes		
<b>Discussion:</b> The committee reviewed meeting minutes for June 2024. .		
<input checked="" type="checkbox"/> DECISION REQUIRED?	<input type="checkbox"/> VOTES FOR	<input type="checkbox"/> VOTES AGAINST
<b>Decision: E-Vote required due to lack of quorum.</b>		

2. Announcement: Patient Care Committee Representative	
Dr. Jenny Wright will join the Foundations Committee as of Sept. 30, 2024 as a voting member and representative of the Patient Care Committee.	



### 3. Cardiovascular Systems Lessons Learned

**Discussion:**

The Cardiovascular Block Directors shared feedback from lessons learned meetings. The feedback is a combination from students, faculty and WWAMI site directors.

**Key Updates**

- **No changes to block level objectives:**
- **Themes changes**
  - Assessment changes. Work with Themes group to better understand how we can improve Theme assessment. Goal is to transition away from MCQs.
- **Thread changes**
  - Changing session learning objectives for histology and pathology sessions that have overlapped with some of the cardiovascular sessions. Goal is to distinguish content and call out threads more explicitly. We will work with Thread Directors on change.
- **Curricular Alignment:**
  - Adding small groups
  - Rearrange flow of the content at the front of the block.
- **Technology**
  - Add additional pre-class video

**Conclusion**

Planned changes for 2025 are to better align session learning objectives, content across blocks, large groups and small groups with assessment due to shifts that have occurred over the past 3 years. Adjustment to basic physiology and timing of vascular control which occurs toward the end of the block.

VOTES FOR

VOTES AGAINST

**Decision: E-Vote required due to lack of quorum.**

### 4. Exam Reschedule Policy Revision

**Discussion:**

The Committee Discussed proposed changes to the exam reschedule policy, focusing on addressing issues with students who frequently miss exams.

**Key Points**

- **Current Policy:**
  - The revised exam reschedule policy for foundations is working very well. Students really have appreciated the additional flexibility.
  - Students can miss exams for illness or personal/family emergencies.
  - They are allowed one exam delay per term for personal events.
  - PIN tests cannot be delayed.
- **Issues Identified:**
  - A small number of students are missing numerous exams, often due to chronic health issues..
- **Proposed Changes:**
  - Implementing checkpoints requiring students who reach a certain number of exam delays within a block to check in with their Foundations Dean.



- Ensuring students discuss their issues and receive appropriate support and intervention.

**Discussion Points**

- **Purpose of Changes:**

- To provide more structured oversight and support for students with frequent exam delays.
- To enhance communication between students and Foundations Deans regarding their circumstances.

New language proposed “Any student who has delayed two exams in any block must meet with their Foundations Dean to discuss additional support needs. This meeting must take place within two business days after the originally scheduled date of the second delayed exam. Students cannot delay additional exams prior to meeting with their Foundations Dean. Students may be referred to other resources as needed.”

- Anecdotally, the students who have delays in foundations also have delays in patient care phase.

**Conclusion**

The proposed policy changes aim to address the rising number of exam delays by enhancing communication and support for students with chronic issues. The committee will review and vote on the final language of the policy via e-vote.

Action: Matt Cunningham and Cam Walker (WY) follow up to discuss managing pin test delays.

Motion proposed to revise language in e:vote: "delayed two exams in the same block must meet..."

<input checked="" type="checkbox"/> DECISION REQUIRED?	<input type="checkbox"/> VOTES FOR	<input type="checkbox"/> VOTES AGAINST
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**Decision: E-Vote required due to lack of quorum.**

**5. Cross Block Consistency Working Group Update**

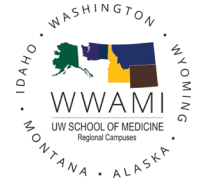
**Discussion:**

The Foundations phase was restructured in 2022 to provide intensive thread and theme integrations, the length of blocks and alignment of content. We are now working on delivery and teaching improvements in Foundations. Students have requested more consistency across blocks so they do not have to re-learn content. The Innovations in Curricular Design and Delivery sub group asked for work on cross-block consistency and three meetings are scheduled in September, January and May 2025.

**Key Points**

Hoping to gain expected consistency across blocks. Started with three topic areas: AMBOSS usage and communication to students in orientation, weekly, and assessment communications.

- AMBOSS question sets will be given at the same frequency across blocks whenever possible and questions will be tied to examinations. Questions will include Thread material. AMBOSS sets will be included when materials are posted on Canvas.
- Communication will be standardized with a block welcome email sent by Friday at noon before the course starts to a set of standardized recipients. Content can vary. The communications will be posted on Canvas. Content for the upcoming week and corrections will be sent by email.



Assessment emails will be separate. The timing is still in discussion since exams are not every week in every block. Providing a roadmap for students, as to when they will receive weekly information and using a standard subject line for students to find information will be helpful.

Deciding course corrections may be challenging and how do we generate and add those into Canvas in a regular way and what is the timing is work to be accomplished in the next few months.

**Conclusion**

Future topics for the cross-block consistency group is to discuss small group participation and participation credit and how to blueprint assessment for how many questions per session are decided.

<input type="checkbox"/> DECISION REQUIRED?	<input type="checkbox"/> VOTES FOR	<input type="checkbox"/> VOTES AGAINST
<b>Decision:</b> N/A		

Meeting adjourned at 5:00pm