



## Foundations Phase Committee Minutes

<b>Date</b>	October 28, 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> Nell Baumgarten, Leigh Bishop, Matt Cunningham, Cassie Cussick, Aaron Erickson, Julien Goulet, Gerald Groggel, Natasha Hunter, Patrick Mark, Angela Scharnhorst, Shannon Uffenbeck, Cam Walker, Leo Wang, Kate Weaver, Jenny Wright
	<b>Guests:</b> Serena Brewer, Michael Campion, Janelle Clauser, Kellie Engle, Jerome Graber, Todd Guth, Kristen Hayward, Karla Kelly, Sara Kim, Jordan Kinder, Jung Lee, Heather McPhillips, Doug Schaad, Brant Schumaker, Bruce Silverstein, John Willford, Kathy Young,
<b>Regrets</b>	<b>Voting members:</b> Rebekah Burns, Katie Daughenbaugh, Lindsay Rettler, Michael Stephens

### Agenda

1. Minutes October approved		
Minutes from October 28 <sup>th</sup> meeting reviewed.		
<input checked="" type="checkbox"/> DECISION REQUIRED?	[11] VOTES FOR	[2] VOTES ABSTAIN
Approve October 28 <sup>th</sup> Foundations Committee meeting minutes.		

2. Announcement of new members		
New faculty, staff and student members selected to the Foundations Committee were introduced.		
<input type="checkbox"/> DECISION REQUIRED?	[] VOTES FOR	[0] VOTES AGAINST
<b>Decision:</b>		

3. Announcement of E-Votes		
Foundations Committee voting members approved the following via E-Vote in October, 2024.		
1)Minutes from Foundations Committee Meeting June 2024;		
2)Cardiovascular Systems Lessons Learned continuous quality improvement from 2024 and plans for 2025 course;		
3)Foundations Phase Exam Reschedule Policy Update		
<input type="checkbox"/> DECISION REQUIRED?	[] VOTES FOR	[0] VOTES AGAINST
<b>Decision:</b>		



#### 4. Incomplete Policy

##### 1. Discussion

- Proposal for a revised policy on handling course incompletes due to unforeseen circumstances like acute illness or family emergencies.
- Need to balance flexibility for students with upholding standards; policy should prevent students from misusing incompletes to delay a fail.
- Concerns around consistency of implementation, especially for situations where students may face mental health challenges.
- How to apply when a student is struggling in week one? Students should be given the opportunity to make up work before the end of the block.

##### 2. Key Changes

- Responsibility for approving incompletes rests with course directors, with consultation from curriculum deans to ensure consistency across blocks.
- Language modified to clarify that incomplete work must align with students' ability to achieve a passing grade. Students may not be passing at the time the incomplete is submitted and that may be based on the examinations remaining in the block. Students should be in the position to be able to pass the course.
- Limitation added to restrict students to one incomplete at a time to prevent accumulation of unfinished courses.
- Revisions to language: :
  1. Add to first paragraph, third sentence: "The purpose of this policy is not to avoid a fail."
  2. Add to first paragraph, fourth sentence: "The course director is responsible for determining eligibility and granting these requests in consultation with the Assistant Dean for Basic Science."
- Revision to eligibility:
  1. Second bullet (remove satisfactory language): "An Incomplete designation may only be awarded if a student has completed 50% of the course (at least half the exams for block courses) and completion of the remaining work can lead to a passing grade."
  2. Fourth bullet: policy is not designed to avoid a fail.
  3. Revise: Delete the following: *An Incomplete designation may only be awarded for one course in Year 1 and one course in Year 2 of the Foundations Phase.* **Add:** Student must resolve a incomplete before taking a second incomplete

##### 3. Future Considerations and Vote

- Emphasis on equity and consistency across different courses and blocks.
- Further discussions on scenarios where a medical or mental health emergency could justify an incomplete without extending deadlines excessively.
- Proposal to finalize and vote on policy after refining language to make sure the policy remains adaptable without being overly prescriptive.



**4. Conclusion**

- The policy draft revisions will be reviewed, with the addition of language that sets clear guidelines for granting incompletes.
- Acknowledgment that the policy needs periodic reassessment to adapt to any emerging challenges or inconsistencies across courses and blocks
- Action: Re-work language and share revisions and bring to the committee for decision in November.

DECISION REQUIRED?

[ ] VOTES FOR

[0] VOTES AGAINST

**Decision:**