



## Foundations Phase Committee Minutes

<b>Date</b>	November 25, 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: See below.</b> <b>Guests:</b> Michael Campion, Janelle Clauser, Kellie Engle, Laura Gumz, Todd Guth, Karla Kelly, Sara Kim, Jordan Kinder, Andy Luks, Doug Schaad, Sarah Sanghavi, Brant Schumaker, Mike Spinelli.

### Voting Members. Quorum: 11

Nell Baumgarten E-23, Spokane	X	Gerald Groggel -Faculty MT	X	Shannon Uffenbeck – Longitudinal Rep Faculty AK	X
Leigh Bishop IM-Spokane	X	Natasha Hunter – Faculty Seattle	X	Cam Walker- A&E Rep Faculty WY	X
Rebekah Burns-Faculty Seattle		Patrick Mark E-23, Idaho		Leo Wang- Faculty Seattle	
Matthew Cunningham-BIME	X	Holly Martinson – Faculty Alaska		Kate Weaver – Faculty-Seattle	
Cassie Cusick – Anatomy MT	X	Lindsay Rettler – Themes Rep Seattle.		Jenny Wright – Patient Care Rep Faculty Seattle	
Katie Daughenbaugh – Staff, Learning Specialist MT	X	Angela Scharnhorst – Faculty Idaho			
Aaron Erickson, E-22, WY	X	Michael Stephens – Faculty Spokane			
Julien Goulet – Staff, Asst. Dir. Foundations	X	Ryan ThomasE22- Seattle			

## Agenda

	ITEM	LEAD	TIME	ATTACHMENT	ACTION
1	Approve October Minutes	Matt Cunningham	5 min	Attachment A	Decision
2	Respiration & Regulation Lessons Learned	Andy Luks	20 Min		Decision
3	Incomplete Policy and Guidelines	Edith Wang/ Matt Cunningham	25 Min	Attachment C	Discussion/Decision

### 1. Foundations Phase October 28, 2024 Meeting Minutes

Review October 28 Foundations Phase Meeting Minutes. First and second motions submitted.



<input checked="" type="checkbox"/> DECISION REQUIRED?	[11] VOTES FOR	[ ] VOTES AGAINST
<b>Decision:</b> Approve October 28, 2024 Foundations Phase Meeting Minutes		

**2. Respiration & Regulation (R&R) Lessons Learned (Dr. Luks and Sanghavi)**

**Background**

- Adjustments were made to the R&R schedule and content for the renal and pulmonary sections of a course.
- Changes were intended to optimize teaching time and address core concepts more effectively.
- Discussions focused on balancing lecture hours and improving course content alignment with student learning levels.

**Discussion**

**Course Content Changes**

- **Renal Section:**
  - Race and eGFR content moved to the pulmonary section to free up time.
  - A lecture on climate change and the kidney was removed due to its advanced nature and replaced with a session on core kidney physiology concepts.
- **Pulmonary Section:**
  - Maintained the race and clinical algorithms talk, now with a focus on pulmonary function testing (PFT).
  - Climate change and lung health remained part of the pulmonary section.
- **Ethics & Small Groups:**
  - Ethics sessions and small group activities addressing race and eGFR were retained.

**Assessment Approach**

- Debate on adopting non-MCQ (multiple-choice question) assessments for themes.
  - Concerns included workload for grading, variability in grading standards across sites, and ensuring pedagogical validity.
  - Examples from other blocks were cited, where rubrics and distributed grading were used but involved significant effort.
  - Proponents highlighted difficulties in writing effective MCQs for certain themes, such as ethics.
  - More discussion is suggested regarding consistency, fairness, and the feasibility of grading short-answer questions in a large class setting.
- Feedback from site representatives was incorporated into the changes.

**Decision**

- A motion was approved to implement the proposed renal and pulmonary course adjustments for the next academic year.
- Future discussions on alternative assessment methods for themes were left open, contingent on further input and resources for grading.

<input checked="" type="checkbox"/> DECISION REQUIRED?	[11] VOTES FOR	[0] VOTES AGAINST
<b>Decision:</b> Approve Respiration & Regulation Lessons Learned for 2024.		



### 3. Incomplete Policy Designation (Dr. Cunningham)

#### Background

- An incomplete policy specific to the School of Medicine Foundations Phase is presented for your consideration. The Foundations Incomplete policy will replace the broader university-wide policy.
- The university's policy, based on academic quarters, was less applicable to the School of Medicine's block and clerkship structure.
- Approval was granted by the university registrar to create a tailored policy for the School of Medicine.

#### Discussion

##### Policy Updates

- Clarifications added to ensure consistency and avoid subjective interpretation:
  - A curriculum team member (Assistant or Associate Dean) will be available to consult with block directors for uniform application of the policy.
  - Explicit statement that an incomplete cannot be used to avoid a failing grade.
- Specific revisions to eligibility criteria:
  - Incomplete can only be granted if remaining work completion would lead to a passing grade.
  - Students cannot accumulate multiple incompletes in different blocks simultaneously.
- Language adjustment: Replaced "awarded" with "granted" to better reflect the nature of an incomplete status.

##### Implementation Considerations

- Ensured the policy aligns with broader university standards while addressing specific needs of block and clerkship structures.
- Established that incomplete requests require a plan for resolution and completion in consultation with course directors.

##### Questions and Concerns

- Clarification sought on whether there was a prior policy and how decisions were previously made.
- Discussion on ensuring students have a plan for completion and that this is documented during the approval process.

##### Decision

- Motion approved to adopt the updated Incomplete policy with the change from "awarded" to "granted" in the policy language.
- Policy ensures alignment with university standards while addressing unique needs of the School of Medicine's academic structure.

<input checked="" type="checkbox"/> DECISION REQUIRED?	[11] VOTES FOR	[0] VOTES AGAINST
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**Decision:** Approve Foundations Phase Incomplete Policy Designation