**Foundations Subcommittee**  
**Meeting Summary**  
**Tuesday, May 13, 2014**

<table>
<thead>
<tr>
<th>Members present</th>
<th>Members absent</th>
<th>Guests</th>
<th>Next meeting</th>
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</thead>
</table>
| 1. Gordon Churchward  
2. Kate Garber  
3. Noble Maleque  
4. Eddie Morgan  
5. Wylie Nichols  
6. Ryan Smith  
7. Shontell Stanford  
8. Julie Hollberg | 1. Wendy Armstrong  
2. Dimitri Cassimatis  
4. Louis Rapkin | | June 10, 2014 at 4:00 pm |

**Items Discussed**

1. **Follow up Discussion: LCME self-study and committee’s responsibility**
   a. Dr. Gordon Churchward reviewed with the committee the duties and responsibilities during the LCME visit and preparing for our visit in March of 2016.
   b. Main charge will be to develop a process and schedule for Foundations module reviews, which will now occur annually for each module

2. **Student deceleration**
   a. Committee discussed standards for student deceleration

**Action Items**

<table>
<thead>
<tr>
<th>Item</th>
<th>Action</th>
<th>Responsible Member</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Module format and schedule</td>
<td>Review format for the curriculum module reviews</td>
<td>Dr. Churchward</td>
<td>June 2014 meeting</td>
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</tbody>
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