**Noorda College of Osteopathic Medicine Dean’s Council**

**January 8, 2020**

**Present**  
John Dougherty, DO - Dean  
Michael Rhodes, MD – Associate Dean for Clinical Affairs  
Lynsey Drew, DO – Assistant Dean for Clinical Affairs  
Jeff Bate, MBA – Chief Financial Officer  
Kyle Bills, DC, PhD – Associate Dean for Research  
Alice Akunyili, MD – Assistant Dean for Academic Affairs  
Jennifer Brown – Associate Dean for Academic Affairs

**Not Present - Excused**  
GME  
COSGP  
IT  
Associate Dean for Student Affairs  
  
**Ad Hoc**  
Alexa Levine, MA – Executive Director

**Meeting Minutes**

**Call to Order - 1:00 PM**  
 **Introduction** – Dr. Dougherty  
First Noorda-COM Dean’s Council   
  
**Dean’s Council Bylaws**

Discussed the Dean’s Council participants. The COCA requirement of shared governance allows student participation of Dean’s Council.

The Associate Dean for Clinical Affairs is responsible for Dean’s Council should the Dean be unavailable. Discussed the reviewal of Dean’s Council bylaws every other year, meet no less than four (4) times a semester except under certain circumstances. We must have 50% to have quorum, bylaws can be changed by 80%. The Dean’s Council is responsible for creating and/or retiring committees. Ad Hoc committee members may be called for certain projects or discussions.  
 **Committees: Responsible Party**  
Senior Administrative Council (SAC) Associate Deans   
Tech and Data Recovery Committee IT Team  
Student Progress Committee (SPC) Assistant Deans   
Professionalism, Academic and   
Clinical Committee (PACC) Associate Deans  
Student Appeals Dean

**Comments:**   
Associate Dean for Student Affairs scheduled hire date for April  
Accreditation Timeline – waiting for the construction timeline  
Future reports from COSGP, board scores, IT, finance, AA, SA, professional development (GME/CME)  
Designate to come in place is a voting person.  
  
**Accept**: Dr. Akunyili  
**Second**: Dr. Rhodes

**Finance Committee**

Discussed the budget supervisors will receive proposed budget proforma by December 1st (Travel, Conf/seminars, meals, dues, etc.) are all based on number of people in the department. Budget managers must submit their own budget reports, conferences must be paid for from personal account with reimbursement upon return.

Budget supervisors must submit budget revisions/requests by January 1st. Final consideration goes to President’s Council. Board of Trustees Finance Committee will receive budget proforma in April, who make the recommendation to the Board of Trustees for approval of the next years’ budget.

Faculty promotions and increased faculty rank must be submitted by December 1 to the Rank and Promotion Committee who makes the recommendation to the immediate supervisor.  
  
Discussed projected student tuition as $53,000. Projected tuition amount will remain the same and will not increase.

**Changes to policy**

* Add rank and promotion to research department – adjunct professors working on a grant will build them into the indirects. PLA- program letter of affiliation – we would be receiving agency.

**Comments:**  
Relocation reimbursement amounts. Faculty $5k, Chairs $7k. With special circumstances we may be able to go above the associated amount.

**Motion to Accept:** Dr. Rhodes  
**Second:** Dr. Akunyili

**Semester Credit Definition**  
President’s Council and Dean’s Council are the only two councils to approve policies.

**Semester Credit Definition:**  
1 credit hour = 37.5 clock hours  
16 hours of content – 1 credit hour  
1 hour = 4.5 learning objectives  
  
**Motion to Accept:** Jennifer Brown  
**Second:** Dr. Akunyili

**COMLEX-USA**

Successful passing of COMLEX Level 1, 2 CE, and 2 PE are required for graduation. All students should be encouraged to take USMLE. Program directors in California and the Pacific Northwest require the successful completion of USMLE for residency placement.

Students will take the Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE). The Associate Dean for Academic Affairs and the Associate Dean for Clinical Affairs are to decide the benchmark score for passing the COMSAE.   
  
Residency program directors typically don’t pay attention to the date of the exam only if there was an exam failure. Audition rotation season starts after October 31st. Usually takes six (6) weeks to get scores back.

Changes to the Policy:  
Academic Probation Statement  
- A student can be placed on academic probation with the potential for dismissal, pending review by SPC, based on failure to successfully progress

**Motion to Accept: Unanimous**

**Length of Completion**No Comments

**Motion to Accept: Unanimous**

**Student Research and Scholarly Activity**No Comments  
  
**Motion to Accept: Unanimous**

**Clinical Affiliate Comparability**No Comments  
  
**Motion to Accept: Unanimous**

**Patient Care Supervision**

No Comments  
  
**Motion to Accept: Unanimous**

**Student Health Insurance**

No Comments  
  
**Motion to Accept: Unanimous**

**New Business to Discuss: N/A  
  
Motion to Adjourn 4:30 PM**

**Next Dean’s Council Meeting: Wednesday January 22, 2020**