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

**April 28, 2021**

**Present**John Dougherty, DO – Dean
Jeff Bate, MBA – Chief Financial Officer
Michael Rhodes, MD – Associate Dean for Clinical Affairs
Lynsey Drew, DO – Assistant Dean for Clinical Affairs
Alice Akunyili, MD – Assistant Dean for Academic Affairs
Jennifer Brown – Associate Dean for Academic Affairs
Casey Himmelsbach, MSML, MBA – Associate Dean for Student Affairs
Jorge Quintana, MSIS, MSISA – Director for Technical Operations
Maria Vazquez-Amaral, JD, Med – Assistant Dean for Medical Simulation
Leslie Manley, PhD – Director of Assessment
Kyle Bills, DC, PhD – Associate Dean for Research

**Not Present - Excused**
GME
COSGP

**Ad Hoc**
Alexa Levine, MA – Executive Director
Mike Malmgren, MBA, MAcc – Financial Controller
Schyler Richards – VP for Institutional Advancement

 **Meeting Minutes**

**Call to Order - 1:00 PM

Motion to Approve Minutes**
**Motion**: Casey
**Second**: Dr. Rhodes

**Dean**
Acceptance Day
Positive comments from students

BOT Content
Submit to Schyler by Friday at 12:00 PM for May 14 BOT meeting
Employees are not required to attend full meeting.

**Standing Committees**
Nothing to Report

**Finance**Budget vs Actual YTD – only sent 51% of payroll budget
Better than budget – unexpected fees from suite 100 and legal
Cap Ex – furniture, DIRTT walls, etc.
Oppenheimer projections are day to day expenses – Cap Ex side will rollover

Op Ex – expenses, salaries, etc. money is gone at the end of the year
Cap Ex – capital items that are $500 a piece

Monthly Reports
Reviewing budget management systems with Mike
Mike will begin sending monthly reports to budget managers

**Curriculum Committee**
Updating OMS I OPP and CEPA curriculum
Reviewing learning objectives in structure and function and foundations in medicine
Academic skills content due to Dr. Akunyili by Monday
Fine tuning pre-matriculation anatomy and physiology courses in Canvas

Student Content
Need to create professionalism policy to ensure students don’t download and put own course content on YouTube
Canvas will not be housing all of our content – Noorda-COM will have a private YouTube channel
YouTube will house content and off-line viewing

**Faculty Council**Will schedule first meeting after May 14th BOT meeting
Dr. Manley to discuss downloadable faculty content and docent concept/responsibilities

**Media and Information Technologies**
Hiring Update
Help Desk – Cory starts next week
Project Manager – interviews start next week

Surface Pros
Surface pros are getting delivered
Can look at surface pro’s for employees instead of laptops

**To Do:**
Create list of student pre-loaded content
Create Surface Pro Policy
Jorge to get us office phone lines

**Academic Affairs**Docent outreach
Faculty have received list of students
Dr. Dougherty to present at Faculty Council to clarify expectations

Hiring Update

Microbiologist – interview this afternoon
Pharmacologist – Dr. Harris 0.6 FTE
Pharmacologist – LOI to Dr. Kriak 0.5 FTE
Director of Learning Services – Position Posted
Assistant Librarian – Start Date May 1

**Clinical Affairs**
Hiring Update
Associate Dean for GME – Dr. Kalliny. Should be signing updated contract

Research Opportunity
Dr. Drew to submit grant proposal on Monday. Will incorporate AMA modules into curriculum on taking proper blood pressure manually

Clinic Space
Waiting to hear from IHC realtor
CRC possible back-up plan. Working on adding tests and physicians to manage clinic space

SIM Equipment
Will purchase task trainers for faculty to create content

COVID Update
Utah still doing really well. 6.2% positivity rate. Have some variants here 300 cases so far. 90% are still the UK variant. CDC released pause on J&J vaccine.

Room Scheduling at RMU
Sharing RMU’s PT labs for OMM. Working on matching our needs to their availability. Working on increasing OMM time for new material and assessment

Ultrasound Simulation in Curriculum
Offered in OMS I as an elective. Will have six ultrasound units first year
Dr. Drew is working with community physicians to create content

**Simulation**
Hiring Update
Director of Operations – LOI
SIM Tech – Daniel Hoight start date May 17th

Purchasing Process
Have a PO form employees can fill out themselves. Will review procedures.

Preferred Vendor List
Starting to put something together

Proof of Concept
Doodle poll to schedule meeting. Plan to use learning space to keep track of inventory

**Student Affairs**
Admissions update
89 paid students 1 pending

Financial Aid
40 students with secured funding, 4 HPSP, 7 cash pay, 5 HPSP Pipeline, 10 Sallie Mae
HPSP signed agreements with Navy and Air Force
SAP will be ready in Catalog to send to VA

Accepted Student Day Recap
127 people participated
94% of students registered for event

Orientation Planning
Working on narrowing dates/times for agenda

Student Information System
implementation has not been the easiest. Not able to move the admissions process in the SIS.

SAP Financial Aid Policy
All information can go to SAC – do not need another committee
Vote to approve to change to SAC committee
Motion: Maria
Second: Dr. Drew

**Research**
Hiring Update
Dr. Kriak for Director of Sponsored Projects
Intern – Interview on Friday
PhD Students in Pipeline

AOA Report
Submitted report demonstrating when OMM applied to cervical spine increases dopamine for service withdrawal. When applied OMM can silence section of brain dealing with anxiety and emotions

Utah State Legislature
Dr. Bills meeting with Senator McKell working on changing oversight of outpatient addiction recovery. Discussed projects of interest for potential collaboration. Noorda-COM will develop statistical modeling to demonstration which interventions are real

**To Do:**
Jorge to purchase server able to handle large quantities of data

**Professional Development**
New Tools
Training with faculty on tools for interactive pod activities
Created an account with Kahoot to create content and pull data
Will use data to analyze dashboard system and Exam Soft to see student interactions and performance

**Due Process**
Nothing to Report

**New Business**
Sara BW is recruiting from BYU and UVU for wellness intern. Will have some money from budget to help create content for summer.

Alexa is working on white coats so we can have options for faculty white coats

Intranet – a few problems but Jorge emailed Elemerce to review issues

Next week Dr. Dougherty is out of town will be back Sunday night

**Adjournment: 2:40 PM**