**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**