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

**January 5, 2022**

**Present**John Dougherty, DO – Dean
Alejandro Rosas Sosa, MBA – Chief Financial Officer
Michael Rhodes, MD – Associate Dean for Clinical Affairs
Lynsey Drew, DO – Assistant Dean for Clinical Affairs
Casey Himmelsbach, MSML, MBA – Associate Dean for Student Affairs
Alice Akunyili, MD – Assistant Dean for Academic 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
Schyler Richards – Vice President for Institutional Advancement
Sondra Jepson, DHSc, MSW – Assistant Dean for Graduate Medical Education

**Not Present - Excused**
COSGP

**Ad Hoc**
Alexa Levine, MA – Executive Director
Becky Ortinez, MBA – Project Manager in Technology Operations
Sarah Miles, BS – Administrative Assistant for HR/Dean

 **Meeting Minutes**

**Call to Order - 1:00 PM

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

**Dean**Plan for a hybrid COCA meeting with COCA Secretary attending in person.
Will email agenda when received

**Standing Committees
Curriculum Committee**
Curriculum Committee is scheduled for next week
Began second semester fine tuning

**Finance**Started working on new budget templates which will be emailed to all budget managers
Budget managers will review proposed budgets with leadership team in February
Proposed budgets will be sent to the BOT Finance Sub-Committee in March – then for full BOT approval during Spring BOT meeting
Plan for 1% merit pay and 1.5% COLA
Plan to extend offer for new controller

**Committees and Bylaws**
Nothing to Report

**Faculty Council**Scheduling meeting to elect new president and full-time faculty
Will rely on current leadership for COCA inspection

**Media and Information Technology**Hiring Update
David Montrose – IT Help Desk

Building Updates
Missing HDMI cables
Working on getting power to all TVs and connect to the podium

Conference Room
Plan to install new speaker system once delivered
IT will send instructions on using the new system

**Academic Affairs**All students are in good academic standing heading into second semester
Learning Services department has been helpful for students

CEPA/Structure and Function
All students passed CEPA last semester
Two students did not initially pass Structure and Function but have with retakes
Working on ranking and quartile from Progress IQ
Sending certificates to student hometowns who made the Dean’s List

**Clinical Affairs**Hiring Update
OPP
Dr. Danto’s last day was announced to students and employees
Dr. Nicole Rice is still planning on coming April 2022
Dr. Yorgasen signed contract to increase to a 0.6 FTE
Dr. Halma is reviewing curriculum as content expert
Erika Nunan – part-time Clinical Faculty
Dr. Drew – serving as interim dept chair for budget, scheduling, HR, finance, etc.

COVID Update
60% of virus in Utah is Omicron
Employees with Select Health are approved to use Connect Care to get COVID medications prescribed
Testing students and employees is still available in Building 1
To request a test contact the information desk to schedule a test and stay outside
So far two students and three employees tested positive for COVID

Students who do not wear a mask except for while eating or drinking will lose professionalism points
First time as a verbal warning, second time will lose professionalism points
Verbal warnings are to be indicated on the incident forms, second warnings go directly to Dr. Dougherty
Will clarify that students are still required to wear a mask when on campus regardless if they are 6-feet away from others
Motion: Dr. Rhodes
Second: Casey

**Simulation**SIM Conference in LA January 14-19
To schedule the Vimedix training email Patrick or Maria
Cameras and audio kids for OSCE rooms in RMU PA space scheduled for delivery by Tuesday
Students are enjoying the SIM equipment
Interviewing for SIM Specialist position
Planning for SIM IPE collaboration with BYU nursing department

**Graduate Medical Education**Meeting with students to discuss GME funding efforts

CME
CME Committee to meet next academic year
Revised and approved bylaws
Plan to create faculty development needs assessment for AOA accreditation to demonstrate topics with practice gaps
Complete faculty development needs survey emailed from Reid
6-hour CME course available for faculty through Canvas. DOs will receive credit MDs must submit their certificate of completion for credit

**Student Affairs**Admissions Update
3768 total applications, 1948 verified 495 interviews. Have accepted 187 students 89 declines
98 active offers. Of that 68 have paid first fee. 10 all in paid everything and submitted all documentation
54% of paid are female. 17% URM, 9 first gen students, average MCAT 507. 3.48 GPA 17 states, 33 from Utah, 36 regional
Percentage of URM is lower from higher class number
Still doing interviews
Admissions Committee is meeting today will have additional acceptances by the end of day

Catalog edits are due in February

Student Gala
Scheduled for after finals on Friday March 25 at Elks Lodge
Date chosen per student feedback

Accepted Student Day
Scheduled for April 16
Location either online or in-person will be determined by COVID

Orientation/White Coat
Started planning orientation
White Coat ceremony will be held at UVU’s UCCU arena

**Advancement**Emergency Planning Committee
Committee meets with senior leadership to determine campus status
Once leadership has made a decision a text, email, and notification on eNCOMpass will be delivered to all students and employees

Student Emergency Fund
Over $13,000 from pledges
Went over $10k matching gift from one of our board members.
Jo Searles gave us $50,000 in scholarship funding and got another $20,000 from Las Vegas donor. Brought in $100,000.

**Research**
Hiring Update
Race Peterson - full-time employee

Med Ed Chat Bot
Will be taking medical questions and will allow the computer to digest encyclopedic medicine so students can ask their questions in a way to structure handling board style questions

Student Success Prediction Project
Setting up an API through Pronto app to get real time feeds from student questions to start building a language model around student interactions
Planning on integrating Pronto information from last semester to supervise model with quiz and test scores for the model to predict at risk students and notify Learning Services department

Nebo School District
Meetings upcoming with Nebo school district to get more data from elementary school classrooms

Admissions AI
Plan to use videos from last cycle’s audio from secondary videos to identify the students we are looking to admit
Can present percentage probability of matches to reduce the workload

Super Computer Model
Reached out to multiple private sector entities with a proposed business model to begin generating revenue to staff more research

Research Website
Close to completion

Research Platform
Decentralized research purpose is meant to manage research projects internally, proposals, budgets, and workflows
Website is designed to allow users from across the world to create profiles which connect

Faculty Start Up Grants
Research committee created forms and scored faculty grant submissions
Seven grants were submitted and received excellent scores

Research 1-4 and Biostats content for next semester is close to completion

Academic Tracks
Roll out of academic track event will be scheduled once tracks are completed
Military track is up and running
Rural track is getting ready

**Professional Development**Annual survey was submitted for COCA
Working on modules to be scheduled throughout the year – in addition to CME and Lunch n Learns
System to capture all 1-1 faculty development with assessment team and library
Staff surveys have been completed and will review which requests can be accommodated

**Due Process**
Nothing to Report

**New Business**
Software budget line will not show up on budget sheets
All software expenses go through MIT budget

All projects are to be requested through Becky’s Smartsheet
No projects will be allowed to move forward without approval starting July 1

Three AACOM presentations so far

Dr. Dougherty created videos explaining academic scores

Masters Program was approved by BOT
Program anticipated to start this Fall
Research funding in the second year master’s program
Master’s program will give us NWCCU accreditation earlier

Will start working on formalizing DO/PhD programs, and prematriculation programs through UVU and BYU. All programs are on board. Want to explore DO/MPH program.

Dr. Rhodes is interim Dean while Dr. Dougherty is in the Dominican Republic
 **Adjournment: 2:20 PM**