**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**