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

**November 10, 2021**

**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

**Not Present - Excused**  
GME  
COSGP  
Kyle Bills, DC, PhD – Associate Dean for Research  
Schyler Richards – Vice President for Institutional Advancement

**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**: Dr. Akunyili  
**Second**: Casey

**Dean**COCA Inspection is scheduled for February 7-10  
COCA Inspection team was assigned  
Will schedule mock inspections and email cheat sheets after submitting COCA documents

**Standing Committees  
Curriculum Committee**Meeting tomorrow to review OPP Scope Report   
Plan to approve Spring Syllabus   
Faculty to submit final exam questions by two-week deadline

Midterm Grades  
Not all grades are finalized   
Waiting for 10 students to complete Structure and Function exam   
Current Mean 61 and Range 39-84  
Dr. Manley will release grades after all students complete exam  
CEPA - Mean 85 Range 59-97

Review Sessions  
Students will have to wait for entire cohort to complete exams prior to receiving grades  
Once all exams are completed students are to request to view their grades prior to attending review sessions   
Will plan review sessions offline and return to Dean’s Council with decision

**Finance**  
Mike will send out budget reports by the end of day  
Noorda-COM Financials are on the EMMA website   
  
**Committees and Bylaws**  
Nothing to Report

**Faculty Council**  
Meeting will be scheduled

**Media and Information Technologies**WIFI has been installed in RMU PA rooms meant to connect Suite 100 to 132  
WIFI is compatible with SIM equipment   
Finalizing workflow templates for efficiency   
TVs have been mounted in Suite 100 – waiting for cables and other items

**Academic Affairs**Review Sessions  
Will discuss materials and exam reviews offline

Hiring Update  
Technical Services Librarian - Ashley Zmau  
Director of Anatomy – Signed and confirmed contracted employee. Starting full-time in April

**Clinical Affairs**  
Looking at space options for OMM lab  
OMM tables should be here by the end of the year

Hiring Update  
OPP Faculty – Dr. Kelly Halma   
Assistant Dean for GME – Dr. Sondra Jepson

CME Certification  
Reid completed CME Certification for Noorda-COM  
Currently in a probation period and plan to schedule a three-hour CME course  
  
Flu Shots  
Available on campus for students to sign up through eNCOMpass after Tuesday and Friday exams   
We have 120 total doses for 90 students   
Employees may use additional flu shots if needed once all students have been immunized

COVID Update  
Infectious and Environmental Disease Policy  
Policy indicates that Noorda-COM does not waive immunizations exemptions for student health or religious purposes but we have for COVID  
Included in policy: requirement for temperature checks, masks, stay home if exhibiting symptoms, QR code, return to campus with negative COVID test, COVID Taskforce meets regularly.   
Motion to Include information in policy: Dr. Akunyili  
Second: Jen

Student COVID Vaccinations  
All students but three have been vaccinated  
Two students have the first dose   
One student rescinded medical exemption request

Employee COVID Vaccinations  
Noorda-COM falls under the FDA regulations of mandating vaccinations for organizations employing over 100 people   
Freda wrote the exemption pathway for students and will edit the form for employees  
Vaccination cards are to be submitted to HR  
Employees who are 100% remote are not required to be vaccinated but hybrid and full-time employees are  
Plan to email All Staff with information by the end of day to provide ample time for exemption requests

**Simulation**Planning a Bring Your Kid to Work Day   
Kids can look at the SIM equipment

**Student Affairs**  
Admissions Update  
1828 secondary sent, 522 completed, 515 invite to interview. More interviews to come   
URM is 19%, 116 accepted, 50% 50% male/female  
16 acceptance fees paid. Have until December 15th for students to complete payment.   
Highest MCAT 507 41 utah ties. 32 utah county ties.

Catalog  
Edits are due by February to Freda

Docents  
Send any student concerns to Student Affairs to ensure documentation is completed

Friendsgiving  
Student Activities planning Friendsgiving on November 16th at 6:00 PM in Suite 100 for all students who cannot return home for Thanksgiving

Provo City  
Symbolically adopting a Provo City 5th grade science class for our students to connect with the community

**Research**Strategic Plan  
Team includes Andy Noorda, Alejandro, BOT Research Sub-Committee members to begin drafting for next COCA submission

Grants/Presentations  
UO1 grant submitted this week  
$2 Million grant with $500k sub award  
This will be our largest federal grant to date – start end of June  
Submitted and presented at two conferences, submitted three abstracts

Seed Funding Policy  
Research committee is meeting to discuss sizes of awards  
$1000 for faculty up to $25k  
Will create policy and send to Dean’s Council for approval

Research Website  
Two programmers building out research website   
Website is designed to showcase faculty profiles and projects meant to create joint opportunities within institutions

**Professional Development**  
Reid and Dr. Akunyili are working on creating CME ready Faculty Development opportunities   
Plan to email the Faculty Development survey another time   
Working with Canvas to create training programs meant for both faculty and staff  
Monthly Brown Bag lunch from HR is considered Professional Development

**Due Process Resolution**  
Nothing to Report

**New Business**Notary – Sarah took exam  
  
Brown Bag Lunch n Learn scheduled for the second Tuesday of each month except for December  
Sent via email. Anyone can sign up to teach courses of interest to the rest of the team.

Presidential Search Update  
Committee has started out with six applicants, interviewed five virtually, and will ask three to come on campus for in person interviews within the next few weeks.   
Candidates are expected to meet with students, faculty, and staff

Respond to any smartsheet requests coming from Mindy Lee

**Adjournment: 2:20 PM**