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

**April 1, 2020**

**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  
Kyle Bills, DC, PhD – Associate Dean for Research  
Alice Akunyili, MD – Assistant Dean for Academic Affairs  
Jennifer Brown – Associate Dean for Academic Affairs  
Casey Himmelsbach, MSML, MBA – Associate Dean for Student Affairs

**Not Present - Excused**  
GME  
COSGP  
IT  
  
**Ad Hoc**  
Alexa Levine, MA – Executive Director

**Meeting Minutes**

**Call to Order - 1:00 PM  
  
Approve Minutes from March 4, 2020. March 18th Dean’s Council Cancelled.   
Motion:** Dr. Drew **Second:** Dr. Rhodes

**Standing Committees**

**COSGP**Nothing to Report

**Curriculum Council**Inaugural curriculum council meeting scheduled for August.   
Hiring Timeline – expect to have 70% of faculty on campus before COCA site visit

**Finance**Departmental budgets are to be submitted to Jeff by Monday April 13th. Possible salary/budget adjustments are to be expected.

Projections have been sent to Oppenheimer to help with bond financing and operations of the building construction.

**To Do:**  
Schedule Board of Trustees finance committee meeting before May 1st board meeting.

**Committee’s & Bylaws**COCA: Updating health and wellness policy – updating environmental exposures.

**Faculty Council**Nothing to Report **Media and Information Technologies**Posted Director of Technology Operations position. Title was changed from Executive Director for Information Technologies to Director of Technology Operations following recommendation from DIRTT team. Job description was altered.  
 **Website**Noordacom.org website is live. Jamie now has control of website.   
  
**To Do:**  
Schedule meeting with Elemerce to design intranet eNCOMpass.

**Academic Affairs**Hiring Plan – Initially intended to hire two curriculum coordinators will now hire one curriculum coordinator and one assessment coordinator. Currently working on job descriptions and start dates for coordinators and librarian. Anticipate hiring positions in July. Leslie Manley is working about five hours a week will be full-time May 1.

**Professional Development**Testing Canvas modules. Working on badging system and self-assessment questionnaire for faculty to provide level of experience in different areas. Professional development tracks include Preclinical faculty, clinical faculty, administrative, staff, etc.

**Clinical Affairs**Coronavirus Update  
Three COVID patients so far – all elective surgeries and procedures have been cancelled two weeks ago to preserve PPE and physicians. Expect virus to hit Utah beginning of May.   
  
General staff meeting presentation and Utah Valley Specialty hospital tour rescheduled.   
  
Dr. Rhodes virtually attended an ACGME meeting with DIOs in this region. 138 physicians on the conference call discussed handling residents and staff.

Adjunct Clinical Faculty App – Dr. Drew working with Jamie to finalize finishing touches.  
  
**To Do:**  
Schedule video interview Dr. Rhodes, Dr. Drew and Dave with GME applicants to determine which candidate should come to campus.

**Student Affairs**

Casey Himmelsbach, MBA, MSML First day as Associate Dean for Student Affairs

**Research**Dr. Bills PowerPoint attached to agenda.

**UVU**  
Meeting with Daniel Horns, Dean of College of science to discuss satellite lab tours, vivarium set up, and Noorda-COM/UVU student cross training.

**Roseman**  
Meeting with Dean of Dental Medicine to discuss bench lab and clinical rooms use for Noorda-COM students. Unoccupied lab space with clinical rooms used to collect human samples to take directly into the lab.

**IHC**Dr. Rhodes and Dr. Bills will connect before reaching out to IHC re: lab space.

**Research Consortium**Dr. Dougherty has meeting scheduled with Dixon Holmes Thursday April 2, 2020 to discuss the City of Provo hosting a biomedical research consortium in the fall. Hoping to collaborate with BYU, UVU and Roseman.

**Hiring Timeline**Changing hiring timeline to move a grant writer to start July or August. Hoping to submit 12 grants by the end of the year. So far, two applicants submitted CVs.

**To Do:**Jeff will talk with Dr. Nielsen about Thunder Biotech  
Reschedule satellite lab tours  
Reschedule meeting with Roseman VP of Research  
Dr. Bills and Casey to discuss undergraduate research opportunities.

**Professional Development**IPE candidate Annie Capener scheduled to speak with Dr. Dougherty, Dr. Rhodes and Jen today. Currently working at UVU background in dentistry.

IPE Opportunity  
Screen elementary kids for vision, dental, health. Potentially include DPT students from RMU and dental students from Roseman.

**COCA Update**COCA requested clarification on certain policies. Meeting scheduled for April 24th at 10:45 AM. Plan to connect virtually in Dr. Nielsen’s office. Hoping COCA will not ask additional questions and will grant rights to recruit.  
**Marketing Videos**  
Will begin creating videos in July   
  
**To Do:**  
Need to determine who is running the marketing video project

**New Business**Polos and white coats will be ordered within the next few weeks.  
  
**Adjournment:** 2:00 PM

**Next Dean’s Council Meeting:** Wednesday April 15