



Noorda College of Osteopathic Medicine Deans Council
March 16th, 2023 – Boardroom

Present

John Dougherty, DO – Dean
Alexa Levine, PsyD, MSIO – Assistant Dean of Institutional Effectiveness
Ralph House, CPA – Interim CFO
Schyler Richards, BA – Vice President for Institutional Advancement
Sondra Jepson, DHSc, MSW – Assistant Dean for Graduate Medical Education
Esther Nuebel, PhD – Faculty in Biochemistry
M'Lindsey Romero, DO, BUS – Faculty in Osteopathic Principles and Practice
Chris Milliken, BS – Director of Technology Operations
Casey Himmelsbach, MSML, MBA – Associate Dean for Student Affairs
Leslie Manley, PhD – Director of Assessment
Lynsey Drew, DO – Assistant Dean for Clinical Affairs
Michael Rhodes, MD – Associate Dean for Clinical Affairs

Not Present – Excused

Alice Akunyili, MD – Assistant Dean for Academic Affairs
Kristen Anderson, MSW – Assistant Dean for Student Affairs
Steven Embley, DO, MBA – Assistant Dean for Clinical Sciences
Kyle Bills, DC, PhD – Associate Dean for Research
Jennifer Brown, NTP, MS Ed - Associate Dean of Academic Affairs

Ad Hoc

Sarah Miles, BS - Administrative Assistant for HR

Meeting Minutes

Call to Order – 1:00 PM

Motion to Approve Minutes

Motion: Schyler Richards

Second: Dr. Akunyili

Dean

- Budget preliminary will be updated over the weekend
- Assembling equipment needs for new building; Presently under budget (for fixtures, furniture, research equipment)
- Preparing Crisis Management document for '21 and '22 (will include communications trees)
- Regarding missing items mentioned, email will be sent to all staff for further details on missing items.

Curriculum Committee

- GI final tomorrow. Finished CEPA 102. OMED 105 beginning. Students have access to own personal Progress IQ “insight”
- Voting on OMS syllabi next month
- Almost all content for end of year is complete
- Edits in progress for Med. Surg. course
- Discussion of capping research hours

Finance

- Adjusting few expenses that were recorded in error in 2022
- Building update: Certificate of Occupancy on track for mid-July
- Workforce allocation: Will send documents to teams
- Will send wish list (for committees) by 5/1

Advancement

- Natalie J. and Heather B. updated employee directory; Solution for org. chart
- First step of Online Giving Platform approved with donor database
- Jenna K. and Ally P. revamping and improving Noorda website
- Planning of Grand Opening
- Budgets being worked on
- City, county, and school district officials; Meeting tomorrow with school board officials (tour)
- Meeting held this morning regarding Kaufusi Keikis program (outreach program for Provo elementary schools); This summer Golf Tournament will sponsor, and \$100,000 may not be out of reach
- United Way Health Fair at South Franklin, 3/31

Committees and Bylaws

- Nothing to report

GME / CME

- Activity planning application aligns with colleges mission statement; Seeking approval from Deans Council (Motion: Dr. Drew, Seconded: Schyler R.)
- Clinical Affairs meeting discussed efficient way faculty can record CME credit; Dr. Drew will share process
- Prescriber Course on Opioids to be presented (4/26). If not able to attend, may register and watch up to 10 days after offered. After completing evaluation, physicians will earn credit. Will be offered again, March '24.
- Revere Health accepted proposal to designate proposal with CME credit; In process of writing letter of agreement.
- Completed SWOT analysis to support office with strategic plan.
- Received request to begin offering CME credit to athletic trainers.
- Preparing documents to become sponsoring institution. Recruitment outside of Noorda to serve on GME committee.

- Working with Association for Utah Health to create residency program; Collecting pricing options for ala carte items.
- Presenting at AOGME conference on how we are proceeding and developing GME at Noorda

Research

- Nothing to report

Faculty Council

- Next meeting: tomorrow
- Actively working on outside collaborations for research; Several students working on presentations for IMC conference
- Seeking volunteers to assist with SCOPE report; Will present volunteer to Deans Council for approval
- IMC out of country this year; Dr. Wright has approved Faculty to attend
- Rotation and officer elections approaching
- Student tuition discount for employees in review

Media and Information Technologies

- Organizing details regarding internet circuits
- Equipment for new building on order
- Data and technology committee meeting next week; First draft of "Acceptable Use Policy" to be reviewed
- Strategic plan to be reviewed in June; Draft to be added to COCA SharePoint early April
- Discuss testing center with Dean Brown

Student Affairs

- Acceptance fee's paid: 174; Fully paid: 51; (19% URM, 43% female, 57% male)
- Scheduled interviews (3/22): 51 (ICOM to discuss 3/30)
- Interviewing for an Admissions Counselor
- Planning for Accepted Student Day (5/6)
- Cary B. and Kristen A. soon to reach out regarding White Coat purchases
- Financial Aid working with Navy HPSP today
- VA training completed by Casey H. & Christina T.
- Town Hall, spring clubs, end of year celebration, orientation, and SGA election coming up (Jamie D. organizing)
- Hiring update: Assistant for Registrar hired
- Updating Progress IQ system

Academic Affairs

- Nothing to report

Clinical Affairs

- Finalizing MATCH and SOAP week details
- Dr. Embley at American Academy of Osteopathy (AAO) Convocation, recruiting OMM faculty
- Candidate for OMM faculty position will be coming onsite for interview (3/28)
- Competence of Physical Exam (2nd OSCE for first year students) will be happening soon;
- Identifying, purchasing, and storing equipment currently (to resemble hospital/clinic setting)
- Third year students schedule for rotations will be assigned next week
- COM 2026 LCM course to begin in April, assignments will begin following month
- Transition to Clinical Care course almost complete
- Finalized RQI (for ELS and BLS); Will be facilitated by Clinical Faculty
- Finalizing Clerkship and CEPA 301 syllabi; Will be ready for Curriculum Committee 4/20
- Creating master calendar for pre/post weeks

New Business

- Plan for interlude from Deans Council for the summer months

Adjournment: 1:45

Minutes prepared by: Sarah Miles, BS