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

**May 26, 2021**

**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
Alice Akunyili, MD – Assistant Dean for Academic Affairs
Jennifer Brown – Associate Dean for Academic Affairs
Casey Himmelsbach, MSML, MBA – Associate Dean for Student 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

**Not Present - Excused**
GME
COSGP

**Ad Hoc**
Alexa Levine, MA – Executive Director
Mike Malmgren, MBA, MAcc – Financial Controller
Jamie Dougherty, BA – Director of Student Activities

 **Meeting Minutes**

**Call to Order - 1:00 PM

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

**Dean**
Construction
Starting to place grout in micropyles. Expect a two-week pause in grout but construction schedule will not be interrupted
Construction may be completed May 2022
Meeting with construction subs was last week to discuss construction updates

Board of Trustees
Board meeting scheduled for Friday, June 4. Will discuss tuition, budget, IP Policy, DO/MBA, Title IX, Acceptance fee adjustments to the BOT for review and approval

**Finance**
Approved budgets will by in the system by June
Need to review Cap Ex numbers

Mike is working on expense process, debit/check requests through SmartSheets
Employees can access all financial documents through Sharepoint

Debit/Credit Expense Form
Employees need the itemized receipt and description

Employee Reimbursement Form
Excel sheet accessible through Sharepoint
Specific GL accounts are available in the drop down Excel doc.

Check Request Vendor/Contractor
limit is set at $10,000

**To Do:**
Mike to provide Sharepoint access to all employees
Create recording instructions for new employees
Budget managers to designate employee to handle expenses

**Curriculum Committee**
Agenda will be sent for next meeting to discuss syllabi for next year

**Faculty Council**On/Call Hours
Faculty are expected to be available while their material is presented
Faculty are expected to respond to student inquiries no later than 24 hours. 8:00 PM cut off
Faculty are expected to provide office hours for drop ins

**To Do:**
Will provide students with research flowchart to help guide them before asking faculty

**Media and Information Technologies**Suite 100
Waiting for TV stand delivery
Surface Pros and TVs will be connected

CAE
Working on Proof of Concept

Room Scheduling
Campus Groups will be room scheduling software
Initially students will be scheduled in pods
Faculty to schedule labs first for students to work around their schedules

Surface Pros
Provide Jorge with the list of pre-programmed apps needed for student surface pros

**Academic Affairs**Hiring Update
Director of Learning Services – starting part-time mid-June and full-time July 8
Technical Librarian – part-time
Micro – conducting final interviews
Anatomy – will start when we are in the new building

Qualtrics
Good program to use to capture/manipulate data
Qualtrics can be used to house data in Exxat

**Clinical Affairs**Student COVID Policy
Strongly encouraging not requiring students to receive COVID vaccine
Not requiring because students are coming from 22 states. Difficult to keep up with the policies and vaccinations from each state
Will recommend to students to get vaccine if they choose before the semester starts

Clinic Space
Will be using space south of Riverwoods in Provo. Started purchasing equipment for space working on logistics.

COVID Update
Masks are not required in the office for fully vaccinated employees.

**To Do:**
Purchase a thermometer and create tracking book for Suite 100
Look into app that tracks temperatures and symptoms

Clubs Student Orgs
Met with Utah Family Medical interest group about starting a family medicine interest group
Plan to discuss with students interested in primary care during orientation
Dr. Drew is applying to be on their board

Research
AMA grant was rejected
Can still use free AMA modules for students this fall
Maria is ordering BP task trainers – can practice internally

Hiring Updates
OMM Faculty – Interviewing applicants
OMM residents completing residency next year – may be a hiring opportunity

Exxat Update
Working on creating student information profile meant to send to hospitals for rotations

**Simulation**Limbs and Things
Email approval is acceptable for Limbs and Things PO
Maria is meeting with Limbs and Things to negotiate payment terms

Hiring Update
SIM Specialist – offered LOI for a second SIM Specialist

Proof of Concept
Seeing issues with software to know how it works before student matriculation

Suite 100
All rooms are locked from now on so nothing gets stolen
Doug and Patrick have keys
Can use office for students during off-SIM days

Task Trainer Orders
Placing orders for task trainers

**Student Affairs**Orientation Schedule
Review for conflicts
QPR – Suicide prevention course
Notify Casey of interest in attending course in advance – will provide handbook

Wasatch Behavioral Health
Counselors are identified and will start in July

Faculty Commitment
Faculty are required to attend white coat
There is built in time for departments to introduce themselves and team members

Student Information System
Implementation is complete. Now in auditing testing to be sure issues are fixed before July 1

Campus Groups
implementation starts tomorrow 12:15 PM
Plan to hand out surface pros on Tuesday July 27th

Clubs and Organizations
Student officers must have a 472 GPA to serve
LOA is case by case basis
Interest Groups – students can start a group but must submit plans to advisor before considering
Will receive $250 a year – will not require fundraising
Parent organizations – nationally recognized – we are able to join
Military – need 10 students but considered interest group
Elections will be held initially in November but will continue in the Spring after the first year
Clubs must complete one project each year in additional to participation in campus wide projects
Students are required to submit shirt ideas using our logo to Casey for approval before purchasing
Disciplinary actions will go to SGA for a peer-to-peer resolution

Clubs and Organization Appointed Advisors
AMA Women’s Association – Dr. Sells
AMOPS – Ryder Olsen
Collegium Aesculapium – must be an organizational member – Clark Bishop
Gold Humanism Honor Society – Dr. Rhodes

Interest Groups – Faculty advise students do the work
Family Medicine – Dr. Drew
Pediatrics – Ken Richardson
Surgery – Rob Patterson
OB – Sarah Andrews
ER – Ryder Olsen
Internal Medicine – Hill or Ripplinger
Ortho/Sports Med/PM&R – Dr. Cosgrave and Sara BW
Psych/Neuro – Ken Griffin
Gnome Tones – Nick Bishop
SAAO/SOMA – Check with Dr. Danto
Medical Student Pride Alliance – Jen
Student National medical Association – Dr. Akunyili and Jimenez
Sigma Sigma Phi – Dr. Romero

**To Do:**
Connect with United Way for Community Service ideas

Virtual Interviews
Worked well for students, space, COVID, and employees

Tiered Research Experience Points
Beneficial to have students who have research experience background

**To Do:**
Dr. Bills to make a recommendation for Dean’s Council to review and move forward

Research
Finalized relationship with Roseman on Monday
Will be meeting with Lab Director to discuss common core equipment. Will bring Drs. Nuebel and Ramana

Master’s Thesis Program
Going live in August
Will not effect our matriculation process
Goal is to mentor masters students working on thesis projects
Interest in co-faculty mentoring system
Students will come with a research fund and our faculty will be part of the student mentoring process

**Due Process**Nothing to Report

**New Business**Nothing to Report

**Adjournment: 3:00 PM**