**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**