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

**August 18, 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
Casey Himmelsbach, MSML, MBA – Associate Dean for Student Affairs
Jorge Quintana, MSIS, MSISA – Director for Technical Operations
Alice Akunyili, MD – Assistant Dean for Academic Affairs
Jennifer Brown – Associate Dean for Academic Affairs
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

 **Meeting Minutes**

**Call to Order - 1:00 PM**

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

**Dean**Beginning the second two-week block of the curriculum
Finalized adjustments to curriculum
Students are beginning to feel more comfortable providing feedback and ideas that help benefit the curriculum

FERPA
Employees are to use conference rooms or privacy booths to discuss confidential student information

**Standing Committees
Curriculum Council**Completed CEPA and OPP grading policies
Information provided to students was correct – fixed internal grading communication between faculty

**Finance**Hiring Update
CFO – Alejandro Rosas-Sosa starts September 13
Dr. Dougherty, John Nemelka, and Alejandro have met to discuss Oppenheimer funding

Budget
Mike and Mindy Lee handle day-to-day payables and software implementation

New Space
Looking for alternate space to accommodate new students and employees

**Committees and Bylaws**
Nothing to Report

**Faculty Council**Discussed preparing a streamline process to provide correct and accurate information to all faculty to ensure information is the same
Plan to use current software to provide information until the Intranet is ready
Associate Deans to tell faculty to ask if they need help or do not know an answer

**Media and Information Technology**
Security Cameras
Six motion censored cameras are up and running. Plan to have Doug review camera placement for optimal angles
CBRE Security is available 24/7

Phone Lines
Email helpdesk@noordacom.org for online phone line. Phone line can be accessed from laptop and cell phones without providing personal numbers. Texting is available through software

TV in Pods
Discussed purchasing two 100 inch TVs to place on the ceiling in the middle of suite 100 for view in the back of the room

CBRE Power
CBRE plans to shut the power to building 5 for repairs on the evening of Friday August 27
Power and Internet is connected from building 5 to building 1 – students will lose Internet access during that period

Canvas
Challenges receiving support. Support is slow and responses are indirect and not useful

**Academic Affairs**Hiring Update
Anatomy – Interviewing positions – Faculty are creating content until position is filled
Adjunct – Dr. Halvorsen is helping with head and neck content

Captioning Content
Discussed reviewing closed caption options. Software companies allow us to choose options that fit our needs. Captioning software financial implications around $1/minute

**To Do:**
Send Jeff requested proposals

**Clinical Affairs**Task Trainers
Plan to schedule task trainer rooms when needed otherwise students can use the rooms
Task Trainers will be left in the rooms even if they’re scheduled for us

Receptionist Position
Employees sitting in Suite 100 lobby find it difficult to get their work done
May have another FTE we can use to hire a full-time receptionist
Dr. Dougherty will review hiring timeline and talk with Doug

Course Directors
Employees are to work collaboratively to upload content in Canvas
Plan to schedule Course Director Training

UOMA
Conference was this last week

UMA
Conference is next month
Reid is planning on CME conferences

COVID Update
Content should be available fully online should campus need to close
Faculty should be trained on software use prior to any shut down discussion
Plan to schedule a pod practice run thru for remote learning
New information regarding COVID requirements have been added in the Campus Safety and Security Policy
Per Taskforce, Dr. Wright, and Francis Gibson unvaccinated employees and students are to be tested once a week instead of mandating the vaccine

**Simulation**Currently creating and filming SIM module content
Blood pressure and breast exam trainers were delivered. All trainers will be unpacked and examined tomorrow.
Preparing for Fall semester purchases. Expect 90-day delays in order deliveries due to plastic shortage
Reviewing CAE’s AV program Learning Space to look at rubrics

**Student Affairs**Applications
Over 1300 verified and 3100 overall
Reviewed 73 secondary videos so far another 230 remaining videos need to be scored
Overall 66% return rate on secondary applications
115 URM so far

Interviews
Less than a month until interviews start
Scheduled 13 interview days but may be expecting to add more

UVU
Executed agreement with UVU MBA program in hand
Plan to start program Spring semester
UVU offered more flexible program to help students work around curriculum

PACC Meeting
Freda, Casey, and Dr. Akunyili are working on a conduct form
Conduct issues come in written forms to start SPC and PACC meeting process
Will review and send the link to everyone

Excused Absence
Students requesting excused absences must have a doctor’s note
Students presenting with COVID symptoms can contact ConnectCare 24/7 to discuss symptoms and next steps
Negative COVID test is required to return to campus

**Research**
Roseman Update
In process to confirm equipment shipment and install at Roseman Campus
Plan to have equipment installed within the next few weeks to be ready for student participation

Faculty Research
Emailed survey to faculty regarding research interest presentations
Dr. Bills and Dr. Kriak are available to discuss research opportunities and interest with all faculty
Plan to put faculty at ease relative to their research experience

Pilot Study
Received preliminary approval from Goldblatt Group
Tentatively agreed to fund pilot study but are looking for clinical faculty participation

**Professional Development**Working with faculty who need additional software training
Plan to send faculty a survey to determine needs

**Due Process**
Nothing to Report

**New Business**
Nothing to Report

**Adjournment: 2:15 PM**