**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**