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

**June 9, 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
Schyler Richards – VP Institutional Advancement

 **Meeting Minutes**

**Call to Order - 1:00 PM

Motion to Approve Minutes**
**Motion**: Casey
**Second**: Maria

**Dean**
IP Policy
Dr. Dougherty has been discussing IP Policy with attorney. Will provide guidance and direction after decision from attorney and new foundation director.

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

News Media Policy
External media interest to be filtered through the Advancement Office with the help of Cory.
Policy indicates we do not restrict employee free speech

Social Media Policy
Policy needs to protect student confidentiality and proprietary information
Must include verbiage in policy such as thinking twice before posting to accurately represent yourself and the College
Will review and revise policy as needed

501c3
IRS has approved 501c3
Can now accept monetary gifts
Working with Jeff and Mike to set up account

Fundraising Policy
Schyler is working on the policy and will send to Dean’s Council when completed

Honest Policy
Discuss student honest policy to ensure students do not take our academic content to an external site
Students have signed indicating their understanding and acknowledgement of not sharing content on external sites

**Finance**
Budget
No changes made from BOT or NMS for budgets
Jeff will send all budget managers new budgets and details monthly
Continue to use SmartSheets links and forms to submit receipts and check requests
Budget managers to review their purchase request limits prior to purchasing

**Standing Committees
Curriculum Committee**
Fall first year outline was approved
Spring outline will be voted next curriculum committee
OMS II topic outline will be discussed in July before student matriculation

**Faculty Council**
On-Call is now called Faculty Pod Support
Pronto app wil be used but faculty are not required to answer immediately
Will create a guide for students to look for help themselves prior to asking faculty
Protected meeting times – lunch and Friday afternoon

**Media and Information Technologies
Intranet**
Working on completion

Titanium Software
Approved and waiting for equipment delivery

Research Server
Ordered and waiting for delivery

Suspicious Emails
Contact IT do not click on any suspicious links

**Academic Affairs**Coordinating items for assessment
Part-time library contractor
Director of Learning Services – Ashley Hanson starting part-time

**Clinical Affairs**RotationsCommunicating with hospitals for student rotation forms
Forms will include immunization information
QR Code will connect all information automatically to website

Content
Course content is being submitted and finalized

OPP
Interviewing OPP residents for OPP faculty

**Simulation**Hiring Update
Simulation Specialist – Crissi Stokes started

Task Trainers
Scheduling task trainer filming
Will create training videos for faculty to prepare ahead of time

**Student Affairs**Admissions Update
Almost reaching a full cohort. Last few numbers are changing
Admissions team is working on a SmartSheets list to notify docents, pre-matriculation modules, etc. about accepted students

SIS
Implementation in process. Expect July 1 completion

Catalog
Catalog is complete. Casey is sending a draft to Dean’s Council members

VA Site Visit
Working on VA approval. VA rep will be on campus within the next few weeks

Vaccination
Will push recommending COVID vaccine for students prior to matriculation Counselors
Counselors and locations are identified

Orientation
Faculty and staff are encouraged to volunteer and participate in orientation

Community Service Day
Friday of orientation week. Franklin Center summer camp for kids. We are organizing a kids carnival

**Research**Sub Task Force
Behavioral health research consortium is underway
Including faculty from Noorda-COM and BYU with Senator McKell **Due Process**Nothing to Report

**New Business**
Nothing to Report

**Adjournment: 2:30 PM**