**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**