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

**January 6, 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  
Kyle Bills, DC, PhD – Associate Dean for Research  
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

**Not Present - Excused**  
GME  
COSGP  
  
**Ad Hoc**  
Alexa Levine, MA – Executive Director

**Meeting Minutes**

**Call to Order - 1:00 PM   
  
Motion to Approve Minutes**  
**Motion**: Jen  
**Second**: Dr. Rhodes

**Student Affairs**   
Student Acceptances/Interviews  
Currently mailed 64 acceptance letters late Monday evening. 10 deposits paid. Will continue interviewing applicants throughout January to give all applicants a chance to interview.   
Will not be sending over 90 acceptances but will review the waitlist to ensure we do not send over COCA limited 90. Applicants are to pay $1000 deposit fee by February 4 and complete all required matriculation forms by March 15. We should have a better idea of the number of acceptances by February 4.   
Will email employees the list of accepted students by March 15 once payments have been received – FERPA issue. Expecting 30% melt

SIS  
Signed with Anthology. Onboarding in Progress

Financial Aid  
Signed with Sallie Mae. Can offer student loans. Lender pool is increasing and expecting to partner with more lenders within the next few weeks.

Events  
Acceptance Day - Scheduled for April 17 – may change the date to accommodate the COCA schedule.   
White Coat – Scheduled for July 31 11:00 AM. Schyler is working on venue reservation at the Noorda. Can seat 700 people excluding the students/employees on stage. Planning on live streaming the event. Attendees including President of AOA, Mayor Kaufusi, Gov Cox, and new COCA Secretary.

**To Do:**  
Start white coat purchases/sizes.

Wasatch Behavioral Health   
meeting this afternoon to talk about counseling services. Ready for students to have choices on and off campus.

COVID Immunizations for Students   
Planning to follow clinical partners. IHC requires the vaccine. Will look into providing access to immunizations for students. Cannot physically provide immunizations on campus without refrigeration.

**Research**Working on the same projects. Pushing forward with building relationships with BYU and UVU.

Pre-Matriculation Program  
Plan on meeting with Casey this week to discuss logistics, student sharing, data gathering, student relationships and to discuss the MBA Program.

Grants  
STTI Grant is funded and housed at BYU. Meeting with PO next week to discuss potential funding.   
Other NIH Grants will be submitted February 25.   
Noorda based R15 area grant is to fund equipment and infrastructure.

**Professional Development**Dean’s Council to review committee list and committee descriptions. Significant committee representation from multiple groups on President’s Council – planning to remove Professional Development from President’s Council to Dean’s Council.

Faculty Retreat  
Scheduled for next week. Meetings to review details of next week’s schedule. Plan for new hires to feel more comfortable with the COM history, vision, resources, etc.   
Leslie is working on assessment material  
Plan to have workshop sessions on faculty development modules for faculty preparation.

**COCA Update**  
Reached Pre-Accreditation Status. Letter was signed by new COCA Secretary  
Building 1 Suite 100 is ready – DIRTT walls installed & IT Wiring

**To Do:**  
Email John Lake for an additional 12 tables

Administrative & Coordinators Council (CAP)  
Scheduled for Friday intended to introduce COM operations and their representation on President’s Council. Indicating all employees have a voice. Minutes from the meeting will be posted on the Intranet.

Policy Library   
Review Policy Library for inaccuracies, missing policies, etc. Policy Library will reside on the Intranet. With Pre-Accreditation status we can hide policies/documents on the Intranet – no longer need to be public. Student will have access only to policies related to students

**To Do:**  
Dr. Dougherty to email Dean’s Council the Policy Library

Police Chief  
Scheduling meeting for Doug, Dr. Dougherty, and Alexa to meet with Police Chief.

**COSGP**  
Nothing to Report

**Curriculum Council**Want to update the Dress Code wording – tennis shoes to athletic shoes. Must update all related documents (Clin Ed Handbook, Syllabus, etc.). Piercings are acceptable for religious purposes unless the clinical partners object.

Course Descriptions & Catalog  
Working with Freda to solidify course descriptions and catalog. Updating electives – expect to be completed by the end of the week. Working on specialty tracks – military, OMM, research, rural

OMM Track  
Students should not be part of an OMM track before OMS III. Does not help students with a gap year. Budget stipend for fellows.   
Students do not start paying loans until 6 months after graduation.   
Need to work through tracks with Christina and Freda

Tuition/Stipends  
Typically budget stipends for two years. First for stipend, second for tuition  
Our curriculum has OMM advanced content and electives – should not need a track.   
On campus attendance is required for students wishing to participate in summer research track

**To Do:**  
Dr. Dougherty to discuss charging tuition with Dr. Nielsen and Jeff  
Will work on Global Health track

**Finance**Hiring Timeline  
Accountant Job Description and Position posted – Dr. Bills, Jeff, Dave, Alexa, Holly to interview applicants

Monthly Statements  
Wants to make sure everyone understand the purchase order process

**Committees and Bylaws**  
Nothing to Report

**Faculty Council**  
Will meet after Faulty Retreat

**Media and Information Technology**SIS  
Anthology onboarding – ready to go with platform

IT Security  
Adjustments to Office 365 – increasing security – should not interfere with employee usage. The server will know emails are coming from Noorda for outside groups.

Policies  
Any new/adjustments to policies are to be brought to Dean’s Council for approval should that policy does not have financial implications. Any policies with financial implications are to be brought to President’s Council or the BO for governance.

Hardware  
Started purchasing necessary equipment   
Requests for Mac laptops – all purchases are to be made from the requesting department’s budget

Hiring Timeline  
Plan to post the following positions:  
Project Manager and Help Desk

Exxat  
Contracted with Exxat for Clinical Affairs and Academic Affairs curricular mapping. Do not need a finalized contract until we go live.

**Academic Affairs**Hiring Timeline  
Posted the following positions:  
Pharmacologist, Microbiologist, Director of Learning Specialist

**Clinical Affairs**Hiring Timeline  
New Hires started this week  
Tracy Hill – Title IX, Brad Edgington – Clinical Communications, Namea Sells & Rex Ripplinger – clinical instructors.  
Interviewed and selected Dr. Gardner – Neurologist & Director of Military Track – Dr. Olsen

COVID Update  
Instituted a COVID taskforce – participants Dr. Prinster and Dr. Embley. Strongly encourage vaccinations currently not mandating – will consider future events.   
Working with Doug to purchase air filters and UV lights for Suite 300 and conference rooms. Will consider purchasing for the learning pods after installation.

Return to Work  
Planning to implement a soft rolling return to work. Employees are allowed to return to work 7-10 days after receiving the second dose of the COVID vaccination. Masks are still required to be worn at all time in the office. Vaccinated employees are not required to do the temperature check at RMU.

Working on core rotation syllabus – specialties should be done within a month ready for approval.

**Simulation**Hiring Update   
Director of Simulation – have three great applicants. Dave is setting up brown shorts questions for all three.   
  
CAE Apollo Training  
Approximately 14 employees participating in the 2-day training. Need to think about space and laptop work. Starting to work with the mannequins and Muse software. Everyone attending the training will receive 90 day free trial. Need administration rights for updating and installing software – Jorge to help. The trainings will be filmed and will be created into learning modules.

**To Do:**  
Will reach out again to IHC simulation training course

**New Business:**  
Dr. Dougherty will be in the Dominican Republic January 13-17. Dr. Rhodes is in charge in his absence.

Dr Nielsen is hosting all hands meeting and wanting to host a lunch on Friday of the retreat.

**Adjournment: 2:40 PM**