



Noorda College of Osteopathic Medicine Deans' Council
August 4th, 2022 – West Conference Room

Present

John Dougherty, DO – Dean
Alexa Levine, MA – Assistant Dean of Institutional Effectiveness
Alejandro Rojas-Sosa, MBA – Chief Financial Officer
M'Lindsey Romero, DO, BUS – Faculty in Osteopathic Principles and Practice
Jennifer Brown, NTP, MS Ed - Associate Dean of Academic Affairs
Alice Akunyili, MD – Assistant Dean for Academic Affairs
Chris Milliken, BS – Director of Technology Operations
Lynsey Drew, DO – Assistant Dean for Clinical Affairs
Steven Embley, DO, MBA, BA – Assistant Dean for Clinical Sciences
Leslie Manley, PhD – Director of Assessment
Sondra Jepson, DHSc, MSW – Assistant Dean for Graduate Medical Education
Casey Himmelsbach, MSML, MBA – Associate Dean for Student Affairs
Kristen Anderson, MSW – Assistant Dean for Student Affairs
Kyle Bills, DC, PhD – Associate Dean for Research

Not Present – Excused

Michael Rhodes, MD – Associate Dean for Clinical Affairs
Schyler Richards, BA – Vice President for Institutional Advancement

Ad Hoc

Sarah Miles, BS - Administrative Assistant for HR/Dean

Meeting Minutes

Call to Order – 1:00 PM

Dean

- Yesterday mentored first live Senior Leadership Development Program; Noorda has institutional problems well regulated
- Our GME will reach out and collaborate with GME assistant dean at Idaho College of Osteopathic Medicine
- COCA is satisfied with documentation, there are zero unanswered questions; Following inspection will be occurring 1/31/23
- Advancement will be communicating with students in regard of what to expect with facilities and timelines
- Plan to move all teams to the north side of building four; Facilities and hired crew will continue to build the south side for the students
- By second semester, students' badges will gain them access to building four with shorter duration of "lock out" time

- AACOM will be changing the traffic rules; Students will need to relinquish offer before 7/1 to allow other potential students a chance to accept COM offer and find housing, accommodations, etc.

Curriculum Committee

- Scope reports for CEPA and MOD and were shared yesterday during meeting; Challenges and opportunities were shared and feedback on reports was what was anticipated.
- Approved for all courses in the fall (except for Structure and Function, which is set to be approved next month).

Finance

- Books for last year are now closed; Complete planning of new fiscal year can now occur.
- Wakowski and Associates have finalized our annual audit for TY22 books
- May review books with Mr. Heaps if needed; May also now review staffing plan with HR.
- This week president's cabinet approved procurement cards; Bank will have them ready next week.
- The board authorized upgrades in Sykes building
- Soft go-live with Blackbaud is planned for the middle of this month
- Profuse construction accomplishments will take place on the new building in October
- Students will be polled regarding furniture preferences
- Please check Breeze Airways rates if you are flying out of Provo; Rates are phenomenal

Committees and Bylaws

- IBC bylaws were approved (motioned: Dean Brown; seconded: Alejandro)

Faculty Council

- Sent a policy to faculty regarding employee agreements
- Faculty would like to know about reimbursement for driving; Ms. Ortinez will send Smartsheet information to all staff
- Faculty handbook (target date met) will be reviewed shortly

Media and Information Technology

- Team is analyzing different insights and lessons learned from launching of this semester
- Changes and upgrades in building one's sound system took place
- Helping simulation team in building four set up cameras and other equipment
- Geolocation on Skedda is not on their current development roadmap
- Beta testing with Signup Genius will soon occur as this may be an efficient software for lab scheduling
- Demoing new laptops; Looking for better equipment for content creation
- Mr. Danzo has been helping with content creation
- Current candidates interviewed for Multimedia Producer have experience with 3-D modeling and production

Academic Affairs

- Pertaining to student daily check-in, students are being monitored for engagement; They must use the information in the minimum as outlined in the policy
- Facilitation of pods went so well that it will conclude sooner than originally intended
- Learning services did an extraordinary job on solidifying orientation
- When third year students are enrolled, first year content will be enhanced and should be plug and play; For now, it is not just copy and paste but more time consuming than one would expect
- In the process of onboarding students to ScholarRx
- Dr. Dougherty is in the process of signing a contract for UWorld
- Creating an assessment dashboard; Figuring out how to incorporate first and second year, as well as send the data to Progress IQ.
- Dr. Jasti (promoted to manager of assessment) has been fundamental when setting up lab quizzes on Exam Soft, Rubrics, and OSCEs.

Clinical Affairs

- LCM has been in progress for four days
- Received an email today from American Fork ER questioning if they want to move forward with rotations
- Successful meeting with Valley OB and residency faculty on Monday
- Upcoming meeting with Orem Community Hospital
- Meeting with Primary Children's (Lehi) at the end of the month
- A year from Monday, rotations will begin
- Labs began this week; Facilities and IT were supportive and incremental in quickly finding needed equipment
- Asking if Faculty can be included on student communication emails
- There are more openings for labs than there are students, however, there are still difficulties when students are signing up for labs. Next year, hoping for an easier route to sign up for labs.

Advancement

- Nothing to report

Graduate Medical Education

- First CME is scheduled for 12/7; Dr. Pitcher will be presenting on suicide prevention, "When Healers Need Healing"
- Will send Dr. Dougherty the agreement from CE21; Agreement will help with registration, fee collection, CME certification generation, and evaluation reports
- Revere Health is interested in collaborating with Noorda to make their in-house training CME eligible
- GME has written the first portion of the OBMM ACGME application. Dr. Jepson has contacted the Utah Medical Education Council (UMEC) to inquire of the OMM state funding (seed money) application to start new GME programs. Monies are made available 6/30.
- UMEC reported they need to develop an RFP for those interested in the funds
- Looking into establishing residency programs at Timpanogos

Student Affairs

- Roundup is now called the Navigator and first submission was emailed to everyone last week
- Have now received enrollment forms from all students from both classes
- Have received all but ten of the health insurance verification from students
- Nine (class of 2025) students are receiving HPSP; 19 (class of 2026) are receiving HPSP
- PACC has referrals
- Have received over 2500 applications for the next cycle (1044 of which have been verified), 699 secondary applications have been sent out, and 295 have been completed to date.
- Admissions team will not be watching the applicants' videos before meeting potential student; Applicant interviewers, please evaluate the videos before interview.
- Mr. Glines is working on programming (on the backend) regarding student daily check-in log
- Student affairs team is now right inside the door of building four

Research

- August 15th, research team will be in PA to receive the packing up of the genomics laboratory. May be receiving more items than what was initially negotiated.
- Discussions with BYU regarding transference of a neuro lab
- While in PA, meeting to discuss potential research investment collaboration and building of research facility
- Recent research committee meeting had a faculty research mentor review. Last year, there were 16 research mentors. This year may move to Core Skill Directors instead.

Interprofessional Development

- There will be staff training for board exam prep information as well as new resources Dr. Manley is creating
- First staff professional development meeting will soon be held

New Business

- Nothing to report

Adjournment: 2:45

Minutes prepared by: Sarah Miles, BS