



Noorda College of Osteopathic Medicine Deans' Council
March 30th, 2022 – West Conference Room

Present

John Dougherty, DO – Dean
Alice Akunyili, MD – Assistant Dean for Academic Affairs
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
Leslie Manley, PhD – Director of Assessment
Lynsey Drew, DO – Assistant Dean for Clinical Affairs
Michael Rhodes, MD – Associate Dean for Clinical Affairs
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
Schyler Richards, BA – Vice President for Institutional Advancement

Not Present – Excused

Alexa Levine, MA – Assistant Dean of Institutional Effectiveness
Kyle Bills, DC, PhD – Associate Dean for Research
Maria Vazquez-Amaral, JD, Med – Assistant Dean for Medical Simulation

Ad Hoc

Becky Ortinez, MBA – Project Manager in Technology Operations
Sarah Miles, BS - Administrative Assistant for HR/Dean

Meeting Minutes

Call to Order – 1:05 PM

Motion to Approve Minutes

Motion: Dean Himmelsbach

Second: Dr. Rhodes

Dean

- All meeting minutes can be found on eNCOMpass website

Standing Committees

Curriculum Committee

- Taking faculty input and still working on Fall syllabi
- LCM description and credit hours are being adjusted to accurately reflect the course
- Tomorrow's meeting we'll be discussing SGAs request to change the policy regarding missing an exam deadline

Finance

- The final budget proposal will be put together and sent to the Finance committee for review between April 1st – 15th and then once approved, will be implemented.
- Due to economic strain, there are plans to implement something different and larger than last year's COLA
- Construction is going well; Walls will be coming around the building within the next four weeks.
- During the policy meeting later today, new credit card policy will be discussed (discontinuing debit cards).
- Next year there may be more operational budget
- Moving into the new space this summer will be completed in phases

Committees and Bylaws

- Regarding all bylaws, they are not final until approved by Deans' Council.

Faculty Council

- Docent expectations will be discussed at the faculty retreat (to be held June 8-9)
- Talk of creating a page on the library website to give consistent messages among faculty and students.
- Information was passed along that advancement is looking for non-profits to volunteer with.

Media and Information Technology

- Looking for software for AP and budgeting purposes, as well as scheduling software
- Purchased a second set of camera equipment
- Will be hiring another media specialist
- Locked cages hold inventory; Doug, Becky, Dominic, and Dave M have keys.
- Smartsheet projects worked on: Timecards for HR and AA, AP travel preauthorization and travel expense reconciliation
- Tanner will make educational video once home from traveling
- Dominic will put together a hands-on training to teach how to use specific equipment. Badges/Certificates will be available verifying training has been done
- A Director of IT has been recruited and it is proposed they start early summer
- Conference room is now media/recording room

Academic Affairs

- OMED 105 update: They have curved 13 points, and the final result is 21 students will not pass the final, and 5 students will not pass the course. If students retake the final and receive at least 70%, all students will pass the course.
- Grades should be out today
- Students academically at risk should not be attending outside conferences
- Policy or standard operating procedures/form will be created; Students will be expected to have appropriate signatures when requesting attendance leeway
- Pod participation policy will be reviewed tomorrow
- Exam retake policy will be reviewed in two weeks
- Three subject exam review sessions have been held so far; Knowing what the students are going to see on the shelf exam helps professors.

Clinical Affairs

- 5 x 7 pass along cards have been made; Good for distributing to possible preceptors for third and fourth year students
- Second round of OSCEs were held this week
- Clinical Practical Assessment (CPA) will be held April 25th
- Every faculty member who is a docent now has access to Careers in Medicine, with the caveat that biomedical science docents do not have to sign in. Students are encouraged to log in and use it.
- Student immunization deadline is Friday at 4PM
- Meeting with BOD from ARC after spring break
- An affiliation agreement has been sent to the LCM and is waiting for a signature
- Hiring update: Dr. Noonan and Dr. Rice will be starting April 1st
- Draft of clinical rotations schedule for third year students is in its final stage
- Update on Match Date held on 3/18: Over 1000 new positions were offered; 484 new primary care positions, US DO match rate was up to 91.3%, US MD seniors at 92.9%
- Covid is currently environmentally friendly in the state of Utah. Also, only the immunocompromised should consider an additional booster.

Simulation

- Nothing new to report

Advancement

- Successful meeting with Deputy Mayor last week discussing piloting an outreach program for every elementary aged child in Provo to receive a health screening. Organizationally, it will fall under IPE and the clinic.
- Met with two students regarding possibility of doing clinical experiences; Will help them book a meeting with United Way to discuss adding a volunteer clinic for all our students to be involved.
- Joe Searles will be signing off on scholarship criteria; Will be put towards inaugural class, and student must demonstrate an interest in behavioral health
- Have been taking photos of students doing OSCEs, and later will be at Roseman

Graduate Medical Education

- Pre-conference for ACGME was this morning
- AOGME meeting yesterday discussed how to overcome discrimination in residency practice
- Have started writing an application for OMM for our clinic
- The Noorda-COM CME Committee approved all policies submitted by the CME office
- Any topics you are familiar with addressing and would like to present on, please reach out to Dr. Jepson or Mr. Barker; We will loan out speakers to other organizations whom we work with. This may be posted on the CME website.

Student Affairs

- 135 offers made to next class (120 paid), Of the paid admissions, 14% URM, 53% female, average MCAT 506, average GPA 3.49
- Hiring update: Advancement and SA are working together to hire someone to help with websites and social media sites. Offers have been made for Compliance Coordinator. Students Affairs Coordinator is starting in May. Catalog intern from UVU helping with misc. projects.
- SA and DEI community are co-sponsoring a Ramadan event on April 18th at 7:00 PM
- In the fall, there will be virtual and in-person interviews
- The gala was successful

- Tanner has been doing one-on-ones and presentations on a tour through the health scholars' schools (Snow, Dixie, and USC Eastern)
- Pacific NW grad fair tour and pre-AACOM events are also coming up
- Prospective students are coming from BYU for an ice cream social tomorrow; UVU students on April 14th.

Research

- Abstracts for the Noorda Research Symposium are due on April 19th at 5 PM. Event is scheduled for May 13th from 1-5 PM.
- Recurring research events will be added to the Noorda calendar two semesters in advance
- There are two additional research affiliation possibilities in the works
- Collaborating with Roseman to achieve BSL-2 certification with IBC committee
- Draft of research integrity and adverse event reporting policy is in the final draft stage

Interprofessional Development

- Nothing new to report

Due Process

- Nothing new to report

New Business

- If you would like to attend a conference, contact the budget manager for your department. For an international conference, it will need to be approved all the way up to the president. Conferences need to demonstrate advancement of the institution and benefit the students.

Adjournment: 2:10

Minutes prepared by: Sarah Miles