



Noorda College of Osteopathic Medicine Deans Council
March 2nd, 2023 – Boardroom

Present

John Dougherty, DO – Dean
Alexa Levine, PsyD, MSIO – Assistant Dean of Institutional Effectiveness
Ralph House, CPA – Interim CFO
Schyler Richards, BA – Vice President for Institutional Advancement
Sondra Jepson, DHSc, MSW – Assistant Dean for Graduate Medical Education
Chris Milliken, BS – Director of Technology Operations
Esther Nuebel, PhD – Faculty in Biochemistry
Alice Akunyili, MD – Assistant Dean for Academic Affairs
Steven Embley, DO, MBA – Assistant Dean for Clinical Sciences
Jennifer Brown, NTP, MS Ed - Associate Dean of Academic Affairs
Kyle Bills, DC, PhD – Associate Dean for Research
Kristen Anderson, MSW – Assistant Dean for Student Affairs
Casey Himmelsbach, MSML, MBA – Associate Dean for Student Affairs
Leslie Manley, PhD – Director of Assessment
Michael Rhodes, MD – Associate Dean for Clinical Affairs
Lynsey Drew, DO – Assistant Dean for Clinical Affairs

Not Present – Excused

M'Lindsey Romero, DO, BUS – Faculty in Osteopathic Principles and Practice

Ad Hoc

Sarah Miles, BS - Administrative Assistant for HR

Meeting Minutes

Call to Order – 1:00 PM

Motion to Approve Minutes

Motion: Dr. Akunyili

Second: Dr. Rhodes

Dean

- CQI with all department (for curriculum updates), plan to amend every three years
- Budget process almost complete; Speak with Associate Dean if questions. Turn over to finance 4/1.
- Canvas communication conversation to be worked on shortly
- Building update: Beginning to install glass walls, 80% of building carpeted, ceiling tiles installed top two floors.
- Updated construction schedule: Potential for building to be finished (including parking lots) by 7/10

- CAE plan to begin installation first week of May
- Busy with NWCC; Rep may come out Sept/Oct

Curriculum Committee

- Approve syllabi at next meeting (possibility for 3rd year syllabi, as well)
- Restructuring, will soon have student curriculum committee

Finance

- Reviewing how budget information was originally loaded
- Setting up process of new software (Blackbaud)

Advancement

- Feedback from Presidents, Deans, and Faculty Council to create strategic plan
- Working on website updates for accreditation
- Halt committing spaces in new building for time being; Need to work on structure and pricing before renting space out
- Preparing for White Coat, Day of Service, and Orientation

Committees and Bylaws

- Nothing to report at this time

GME / CME

- Received CME application for Grande Round Series from Dr. Rhodes
- Sent application to CME committee for a consent agenda vote
- Updating CME policies to be in compliance with MAOPS (3rd party CME accreditor)
- CME event 4/26: "Overcoming the Dangerous Intersection of Opioids, Chronic Pain, and Misuse" (meets DOPL physician license requirements, 3.5 CME credits, 23 currently registered)
- ACGME conference attended; Aware earliest Noorda will be able to start own ONMM residency will be 7/2025
- Preparing ACGME sponsoring institutions application

Research

- Within four weeks, ready to demo in-house research management system (used for integration and prevent overlap with tech from occurring)
- Roseman was virtual this year. First author submissions (54), Abstracts (210), Podium presentation (1)
- Motion Analytics System training tomorrow
- Lab (building three) to open same time as move to new building

Faculty Council

- Working on Tuition Reduction Policy, and Internal Grant Distribution policy

- Low participation on SCOPE reports; Remedy may be use faculty volunteer and developed documents from preceptors from LCM course and adapt model into app. system
- Discussion within department of using Smartsheet to track submitted exam questions; Academic Affairs will link Faculty Corner Assessment dashboard (to ease faculty review of exam question status); Dr. Manley will attend Monday Production meeting to discuss Assessment / Dynamic view of dashboard.

Media and Information Technologies

- Progression on process improvement projects
- Installation of racks and cooling system taking place in new building

Student Affairs

- During the month of March, exams given every other Friday; Snack carts offered every Thursday
- Streamlining processes to prepare for class of 2027
- Health and dental insurance offered; Students may enroll in June, coverage to begin in July
- Working with Provo High School (CAPS) on outreach screening program
- Docent training (4/1)
- Christina T. on-site next Friday (presentation on importance of credit, many of our students are on private loans)
- Student Information System almost complete
- Lively gala past weekend
- First day of orientation (7/24). Also first day of rotations.
- Reminder: Three counselors readily available
- Admissions Committee meeting this week to discuss 51 interviewees (last week)
- Acceptance fees paid: 103; Fully paid: 28
- One final interview day scheduled

Academic Affairs

- All curriculum finished and should be approved by next Curriculum Council
- Dry run on communication systems on Canvas
- RQI plugin to Canvas
- During summer will backtrack and tag all videos in Panopto library
- Gathering data (for Learning Services) regarding content viewed; Will use Power BI to track
- Finalized dates and faculty to teach Clinical Management courses
- Planning academic schedules for '23 – '24 school year
- Upcoming simulated tests in AMBOSS and UWorld
- Exams: Cardiovascular tomorrow, CEPA 101 next week
- Will link Faculty Corner Assessment dashboard (to ease faculty review of exam question status); Dr. Manley will attend Monday Production meeting to discuss Assessment / Dynamic view of dashboard

Clinical Affairs

- Making up snow days

- Group OSCE completed today
- Upcoming OSCE: "Delivery of Bad News"
- Coordinator position open, candidate coming end of month
- Working with Simulation team (equipment needs, OSCE, clinic, and in-patient OSCE space)
- Second year students finalizing wish list (lottery closes Sunday)
- Finalizing Transitions to Clinical Care; Dr. Drew to send out calendar of summer schedule
- Continuation of meeting community preceptors and physicians
- HPSP and rural tract students require Basic Disaster Life Support

New Business

- Secured White Coat speaker (Karen Nichols)

Adjournment: 2:00

Minutes prepared by: Sarah Miles, BS