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

**April 29, 2020**

**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

**Not Present - Excused**  
GME  
COSGP  
IT  
  
**Ad Hoc**  
Alexa Levine, MA – Executive Director   
Dave Sorensen, M.HRD, CPRP

**Meeting Minutes**

**Call to Order - 1:00 PM via Zoom  
  
Motion to Approve Minutes  
Motion:** Jeff Bate **Second:** Dr. Rhodes

**COCA Updates**  
Dr. Dougherty spoke with COCA Commissioners April 28, 2020 to clarify simple miscommunication in documents, discussed affiliation agreements and dates. Main COCA concern was building construction and IT.

**Curriculum Council**   
August Start Date

**Finance**  
Board of Trustees meeting on Friday May 1, 2020. Slight budget adjustments – overall budget up $50,000.

Human Resources  
Employee Contracts  
Discussed FTE benefits eligibility between faculty and nonfaculty   
Physician faculty moonlighting acceptable with separate medical malpractice insurance and approval from Associate Dean for Clinical Affairs  
ZampHR meeting scheduled for Wednesday May 6, 2020 in office

**To Do:**  
Create vendor contract including dollar amount, life of contract, level of authority approval  
Clarify and decide faculty and nonfaculty benefits  
Dave will send benefits summary page

**Committees and Bylaws**  
Nothing to Report

**Faculty Council**   
August Start Date

**MIT**Three Zoom interviews for Director of Technology Operations scheduled for Thursday April 30, 2020.

**Academic Affairs**Zoom interview for initial Medical Librarian applicant scheduled for Tuesday May 5, 2020  
Working with clinical affairs department to discuss CEPA, learning objectives, rubrics, syllabus, and lab schedule

**Note:**  
Video equipment for modules was ordered and should arrive in office the week of May 10th.

**Clinical Affairs**First Noorda-COM Clinical Affairs department meeting on April 22, 2020, will schedule recurring every two weeks. The following will begin at allotted time on hiring timeline, Dr. Embley, Dr. Ripplinger, Dr. Cosgrave, Dr. Porter, Dr. Romero.  
Dr. Lemoine – Director for Simulation applicant will have in-person interview May 20, 2020.

**To Do:**Rearrange OPP schedule to prevent lab overlap  
Get in touch with actors for standardized patients  
Think about community involvement screenings and physical exams

**COVID Update**4343 cases in State of Utah, 862 in Utah County, 14 patients in Utah Valley Hospital, six in ICU. Utah County numbers are increasing. Governor will start opening the state.   
Employees are to return to office on Monday May 4, 2020. Will not use conference room and will practice social distancing.   
  
**GME**Three GME applicants anticipated start date July 1, 2020 or August 1, 2020. Department name will be changed to Professional Development, to include CME.

Dr. Dougherty and Dr. Brad Poss, Associate Dean for GME at U of U met April 28, 2020 to discuss GME collaboration. Dr. Poss announced his retirement but his replacement is interested in the new program. IHC and legislative members will be included in meeting.

**To Do:**  
Schedule GME follow up meeting for August 1, 2020 at the U of U

**Student Affairs**Director of Admissions  
Kristen Whittaker in-person interview scheduled for Wednesday May 13th   
Brooke Birdsong Zoom interview scheduled for Friday May 15th – scheduling via Zoom due to Coronavirus

Interview Modules  
Will start recording HR and Student Affairs content once equipment is delivered. Will begin recording content relating to student interviews and employee onboarding. Professional development modules will be specific based on department.   
Will gain more information regarding MCAT testing, pass/fail, GPA, and Prometric center communication with students. Intend to review the video interview and in-person rubrics during next Dean’s Council meeting. Interview process will include initial application followed by video Q&A and finally on-campus interview.

**To Do:**  
Academic Affairs to test system with Canvas. Not opposed to summer IT intern  
  
**Research**  
Another research paper was accepted in the journal science reports. AOA grant beginning September 1 will give us $100,000 over the next few months. So far, we have about $220,000 in funding.   
NIH grant will be submitted April 30, 2020 for $250,000 over one year.  
  
Lab efforts: co-mentoring five graduate students involved in labs using Noorda related equipment. We have 32 undergrad students running experiments. This week we will being onboarding 12 new students. Our first Noorda-COM funded graduate student will begin this fall.   
Dr. Bills met with UVU group to discuss lab opening.   
Intend to have lab space for students to begin student publications before graduation. Current available lab space can hold 40-50 students need at least 60 students for pre-matriculation program.   
Working on learning objectives, faculty curriculum, research, onboarding, etc.

IHC Lab Space  
Discussed leasing space from IHC regardless of Thunder Biotech. Dr. Rhodes reached out to CEO of Utah Valley to schedule a meeting.

**To Do:**  
Will bring group to BYU for tour  
Include Dr. Nielsen in IHC lab space phone call   
Jeff to follow up with Dr. Nielsen about lab space  
Biochemistry position will be posted on NinjaGig

**Professional Development**Will begin recording content for Student Affairs and Human Resources once IT equipment is delivered. Anticipate eNCOMpass will be ready within 3-4 months.

**Due Process Resolution**Nothing to Report

**New Business**:  
Board of Trustees meeting will be via Zoom beginning at 12:30 PM. In-office attendance acceptable.   
Expect COCA inspection this Fall

**Adjournment: 2:20 PM**

**Next Dean’s Council Meeting: Wednesday May 13**