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

**May 12, 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  
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  
Leslie Manley, PhD – Director of Assessment  
Kyle Bills, DC, PhD – Associate Dean for Research

**Not Present - Excused**  
GME  
COSGP  
  
**Ad Hoc**  
Alexa Levine, MA – Executive Director   
Mike Malmgren, MBA, MAcc – Financial Controller  
Schyler Richards – VP for Institutional Advancement

**Meeting Minutes**

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

**Dean**Plan to reschedule BOT meeting for early June  
Micropyles are ready to be installed

**Standing Committees**  
**Curriculum Committee**  
Launching Academic Skills, Anatomy and Psychology next Monday  
Finalizing OMS I schedule working on OMS II schedule  
Will have syllabi ready by matriculation

**Finance**Tracking well from delays in hiring – over in Facilities and IT  
Budget on track with Oppenheimer  
Jeff will work with budget managers on Cap Ex Budget  
Need two signatures on each request  
Payables process will be made aware

**Faculty Council**  
First meeting scheduled for 5/24 after BOT meeting.

**Media and Information Technologies**  
Intranet  
Working on a test run

Soft Phone App  
Reviewing soft phone apps – use cell phone as an office line. App hides personal information

Hiring Update  
Cory started as Help Desk employee  
Send future requests to [helpdesk@noordacom.org](mailto:helpdesk@noordacom.org)

Project Manager  
Reviewing resumes

Media  
Send media monitoring requests to [media@noordacom.org](mailto:media@noordacom.org)   
Jorge to connect with Dr. Akunyili and Sarah to discuss faculty production requirements

**Academic Affairs**Discuss and receive recommendation from Faculty Council:

* Faculty On-Call Hours
* Faculty Protected Meeting Times
* Pod Scheduling Policy
* Established Faculty Office Hours

Pronto Chat App  
Faculty training app. We need to clearly communicate/create a policy indicating app protection of FERPA laws. Must review electronic communication section in Employee Handbook.

**To Do:**  
Review Social Media Policy

**Clinical Affairs**Adding clinical faculty willing to create content and establishing potential future rotations

Hiring Update  
Associate Dean for GME – Dr. Kalliny – waiting on signed contract

Clinic Space  
Looking for available student clinic space. Dr. Rhodes met with Dr. Nielsen to clarify content and cost. Dr. Rhodes is discussing generating revenue and billing services – will discuss in the future.

COVID Update  
Please be sure to let employees know they must sign in/temperature check at the front  
Dr. Rhodes, Embley, or Prinster are to be made aware of any campus visitors

**Simulation**  
Hiring Update  
Director of SIM Operations – Patrick Murphy  
Simulation Specialist – Daniel Hoight   
Simulation Specialist – reviewing resumes for another employee  
  
Proof of Concept  
Stress testing the AV system week of May 24th  
Schedule meeting to review task trainer purchases

**Student Affairs**  
Admissions Update  
86 paid students 2 pending 1 deferred to next cycle  
May 15th is the last day students can hold multiple acceptances   
10-15% cash pays – with HPSP we are up to 30% of cohort are cash pay.

Student Information System  
Portal will work well with Progress IQ  
On track for July 1 start date  
Will not run Admissions through SIS this year due to timeline conflicts

Next Recruitment Cycle  
Students started applying for next cycle May 4  
Post reached over 15,000 people on Facebook & Instagram  
Applicants submit applications in May – we have reviewal access June 15   
Applicant interviews will start after Labor Day  
Secondary videos will be shortened to 7-8 minutes rather than 10-15 minutes  
  
Faculty Fridays will return after Labor Day

Orientation Schedule  
Will bring agenda next Dean’s Council to review

Student Scrubs  
An accepted Noorda-COM student was selected as a Jaanu scrub student ambassador  
Will open an account to access custom store

**Research**Hiring Update  
Machine Learning Intern – Race Peterson

Student Machine Learning  
Supervised machine learning model for student success

New Projects  
Anxiety and Depression Research Project

Research Consortium   
Dr. Bills working on drafting white paper for partnership  
Developing public website access to help non-researchers better understand projects

**New Business**Graduation robes – gray with black stripes and copper lining

**Adjournment: 2:30 PM**