**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

Project Manager
Reviewing resumes

Media
Send media monitoring requests to 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**