



**Noorda College of Osteopathic Medicine Deans Council  
January 19, 2023 – Boardroom**

**Present**

John Dougherty, DO – Dean  
Jennifer Brown, NTP, MS Ed - Associate Dean of Academic Affairs  
Schyler Richards, BA – Vice President for Institutional Advancement  
Alexa Levine, MA – Assistant Dean of Institutional Effectiveness  
Chris Milliken, BS – Director of Technology Operations  
Alice Akunyili, MD – Assistant Dean for Academic Affairs  
Leslie Manley, PhD – Director of Assessment  
M'Lindsey Romero, DO, BUS – Faculty in Osteopathic Principles and Practice  
Kyle Bills, DC, PhD – Associate Dean for Research  
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  
Steven Embley, DO, MBA, BA – Assistant Dean for Clinical Sciences  
Casey Himmelsbach, MSML, MBA – Associate Dean for Student Affairs  
Kristen Anderson, MSW – Assistant Dean for Student Affairs

**Not Present – Excused**

Kimberly Henrie, Ed. E, MBA – Interim CFO

**Ad Hoc**

Sarah Miles, BS - Administrative Assistant for HR

**Meeting Minutes**

**Call to Order – 1:00 PM**

**Dean**

- Possibility of moving volunteer care clinic from Thursdays to Tuesdays to avoid dilemma with students studying for Friday exams
- Approval from superintendent from the school board to continue moving forward with development of Kaufusi's Keikis program
- Dean Dougherty and Himmelsbach engaged in Prep. Program (Center for Advanced Professional Studies); Using HS and two Noorda students to communicate with community clinicians
- Building update: Carpet has been lain in much of the building, drywall on top three floors complete, grids on first floor complete (minus Student Affairs area), CAE to wire OSCI lab and hospital suite towards end of month. In April, will plan to take groups of 8-10 on tour
- Two bills in legislation currently being reviewed

**Curriculum Committee**

- Met last week, reviewed four SCOPE reports; Working feedback into CQI process

- Solidifying clinical management review syllabus; Peds and Surg will come next
- Working with Clinical Education for board exam date recommendations along with clerkship start dates for class of '25

### **Finance**

- Initial budgets were sent; Descriptive GL codes are being created
- Will be piece mailing working towards operations budget
- Over 50 applicants have applied for open CFO position (all meet COCA criteria); First round of interviews through Tuesday, second round shortly thereafter
- Exploring options for pre-loaded cards for student and employee travel
- Please fill out AACOM survey

### **Advancement**

- All who helped with legislature day, a big thank you; Fox 13 and KSL television covered. Will be reusing format as a test on angel donors
- Continuing strategic planning (two sessions w/BOT, one session with student leaders, scheduled session tomorrow w/24 community members)
- Day at legislature (2/13)
- Noorda website has been updated with Advancements phone number; Noorda has also been designated a new number and ring group may be rolled out next week
- New letter heads were created; Electronic version will soon be available to all

### **Committees and Bylaws**

- Please cast your electronic vote (email sent 1/19) regarding Clinical Education Committee Bylaws
- Deans Council participants will review Research/Misconduct Policy, and Sarah M. will send pole for electronic vote next week
- 10/15 of Deans Council participants e-voted in favor of Required Documents and Immunization Policy

### **GME / CME**

- Finished application for Controlled Substance Provider and have sent to DOPL
- Writing proposal regarding 8 hour (primary care / orthopedic related) event to be held in St. George
- Subject matter experts are being updated on speakers bureau
- Finished draft on health policy (Utah Professional Health Program)
- Writing application to become an ACGME Institutional Sponsor

### **Research**

- Anticipated, centralized research website should be available in February (will handle workflow of IRB committee, storage of research projects, invite outside collaborators to create accounts within the system to share resources and create templates, auto generation of templates and grant applications, social media capabilities to increase engagement)

- Met with Corbin Church regarding sponsorship of floor in proposed building
- Kimball Motions Analytics contract almost complete (gain access to their resources); Training for faculty can be scheduled to learn how to use
- Ongoing discussions with RMU regarding faculty co-appointments and integrations

### **Faculty Council**

- Meeting tomorrow to discuss SCOPE report w/faculty; Will continue to discuss SCOPE reports w/Curriculum Committee

### **Media and Information Technologies**

- Jenzabar Sonis implementation on-track (student portal orientation video will be ready to share next week)
- Planning "forecast" for re-order of equipment and licenses (as not to over/under order)
- Building ring group for Noorda's main phone number; Plan for auto-attendant w/options to reach different departments (8x8 will remain as VoIP system)

### **Student Affairs**

- Christina T. has participated in over 200 meetings with students discussing financial aid options
- Interviewing for Admissions/Registrar's office position
- Grade changes and incompletes being reviewed by Sara H.
- Ambassador applications being reviewed by Jamie D.
- Two students working on presentation to share w/2025 students regarding resources for test anxiety
- Working with UVU on MBA program
- Handling background check issues now to avoid difficulties when exam time comes
- 3312 applications, 1700 verified, 52 interviews yesterday (573 to date), 163 acceptance fee's paid, 23 fully paid, robust wait list, even more positive situation than last year at this time
- Pre-matriculation agreement with UVU and BYU are in progress

### **Academic Affairs**

- Learning services working with each student on board exam study plan
- Academic calendar final details will be added (ie: exam dates); Otherwise, complete
- Successful recent town hall
- Multitudes of data, working towards easy to read dashboard to show consolidated, concise snapshot of each student
- Setting up best practices regarding registrar work (ie: submissions of grades, change of grades, incompletes)
- Rankings and Dean's List students are now reflected in Progress IQ

### **Clinical Affairs**

- Reached out to Exxact to see what they already have regarding Noorda becoming a sponsoring institute

- Students are pleased with revision of this year's OMM curriculum (thank you Dr. Romero and Rice); Also headed in a positive direction with SOAP notes (Subjective Objective Assessment Plan)
- Administrators from HCA coming onto campus 2/8; Seeking signed affiliation agreement dated 1/1/23; EMO from Timpanogos and Canyon View also attending
- Ranger Medical Clinic (multi-specialty group) contract was signed earlier today
- Currently creating internal procedures; Thank you all for assistance when Clinical Affairs asks questions
- Creating method students are notified before deadline of required documents surpass; Implications will be relayed to students before deadline

#### **New Business**

- Pod play answers are not always provided; That is intended. Students need to work through pod play again to acquire answer.
- Revision of GME portion of 1/5/23 minutes
- Revision of Student Affairs portion of 1/5/23 (From 82 to 21 students are fully paid)

**Adjournment:** 2:20

**Minutes prepared by:** Sarah Miles, BS