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

**February 3, 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  
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  
Jorge Quintana, MSIS, MSISA – Director for Technical Operations  
Maria Vazquez-Amaral, JD, Med – Assistant Dean for Medical Simulation  
Leslie Manley, PhD – Director of Assessment

**Not Present - Excused**  
GME  
COSGP  
  
**Ad Hoc**  
Alexa Levine, MA – Executive Director

**Meeting Minutes**

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

**COCA Update**  
Nothing to Report

**HB/Furniture**   
Expecting most of the furniture to be ready the last week of the month. Suite 100 is ready – planning to change seating arrangement for students to come in from the back of the room. Plan to borrow AV equipment from RMU

**Construction Update**Ahead of construction timeline. 90% done with loop. Coordinating to build bridge for BLM property. Micropyles should be completed by March 1. Steel is ready. Planning on charging stations in parking lot. RMU has moved up their construction timeline.

Moody’s report will be distributed tomorrow. Hoping to receive funding no later than March 1.

**Curriculum Committee**Approved grading and academic calendar with Freda  
Military Track – Dr. Olsen will be starting in March and will help facilitate  
Research Track – Dr. Bills is working on research opportunities for OMS I and OMS II summer  
Rural Track – Dr. Embley is facilitating for now  
World Health Track – Dr. Dougherty has completed – will revisit when COVID ends  
Approved the fellowship syllabus

HPSP Scholarship  
71 interested participants – attended scholarship information sessions.

**To Do:**  
Review/Approve Textbook Policy

**Finance**Unexpected budget expenses – Suite 100. Continue pushing large expenses until mid-March – will purchase AV, DIRTT walls, wiring, furniture, IT, and any other related expenses.

Budget managers to review their budgets. Jeff to email budget managers with instructions/account information. Budget managers are to review/include/remove account lines. Indicate high level items on spreadsheet – travel, conference registration, memberships, etc. with names.

**Committees & Bylaws**  
Completed committee list – Dr. Dougherty to email completed list  
Sells should get credit for being a member of a national committee  
Dr. Dougherty is finalizing Academic Affairs and Research, and will start working on Bylaws  
Administrative support team will manage respective committees

**Faculty Council**SCEC was formed including – Dr. Prinster, Dr. Manley, Dr. Embley, Dr. Danto, and Darell

**To Do:**  
Review Bylaws – Sue will help schedule first council meeting

**Media and Information Technology**Software  
SIS – Going well. Should be setting up tenants on their side (test systems, production systems)  
Exxat – Can convert content to Canvas when ready  
LibCal – Working on collaborative scheduling software. Possible to use Office 365

Hiring Updates   
Reviewing Project Manager and Help Desk candidates

**Academic Affairs**  
Hiring   
Posted for Director of Learning Services

Textbook Policy  
Need to create formal process for faculty textbook expansion requests

Anatomy/Physiology Curriculum  
Dr. Fredrickson approved the anatomy curriculum  
Drs. Payne and Preston are working on physiology curriculum   
Plan to make content available for students

No scheduled labs or courses. Students have 26 hours spread across the week. Faculty can schedule around their scheduled times.

Started biomed production

**To Do:**  
Create and submit an SOP to Curriculum Committee before requesting Darell’s approval   
Have Jorge review policy for IT needs

**Clinical Affairs**  
Learning Objectives   
Dr. Embley and Dr. Drew are looking at mirroring Academic Affairs production for consistency

Student Health Clinic Space  
Dr. Rhodes is working on finding a temporary location for a student health clinic – initial plan to use Timpanogos Tech Center will not work b/c of zoning restrictions. May have location in Springville Instacare. Meet with Doug and Jorge close to finalizing and must be approved by Jeff prior.

Cerner  
EMR for simulation lab for OSCE, scribe class. IHC’s iCentra has a trained domain to practice simulation patients. Working on data security.

UVH Medical Staff Conference  
Plan to meet virtually on March 17

CME  
Potential CME collaboration with local neurosurgeon.   
Future CME plans include collaboration with RMU, CME n Ski, CME/golf tournaments

Exxat  
Available to transfer data Thursday or Friday. Jorge will be working with them

Hawkins has decided .06 FTE.

**To Do:**   
Post CME Director Job Description   
Schedule Meeting with Maria re: OSCE standardized patients  
Dr. Dougherty to email recruiter for help finding OMM, Micro, & Pharm faculty

**Simulation**  
interview Update  
Director of Simulation interviews are going well.   
Any faculty positions are to be approved by the Rank & Promotion and Faculty Council

Purchasing  
Associate/Assistant Deans are to review the simulation equipment they are interested in purchasing. We have a 60-day ARO with CAE

**Student Affairs**Acceptances  
64 acceptances have been sent beginning of January  
So far, received 44 of 64 deposits  
Class demographics – 24% URM, 50% of class from Utah, 50% of class are female. Average 503 MCAT, Science GPA average 3.42, last 60-hour GPA average 3.7, 40%-50% of class have advanced degrees

Interviews  
Scheduled for February and March – still received exceptional applications. Holding 7-8 seats for remaining interviews. AACOMAS applications have closed on Monday February 1  
  
Black Men in White Coats  
Documentary available for faculty, staff, students, and community members following with Q&A session  
Working with Sara B-W to connect with students monthly

SIS Blueprinting  
Working on SIS set up and blueprinting (how we want our flows to go). SIS is source of truth for grades, diplomas, transcripts, financial aid, etc.

Hiring Update  
Posting Director of Student Activities Job Description

Counseling Update  
Wasatch Behavioral Health emailed service proposals – very reasonably rated for two counselors. Possible to share cost with RMU

Acceptance Day is April 24   
Still considering virtual Acceptance Day if COVID-19 restrictions are not lifted

White Coat Ceremony  
Noorda Center only holds 150 people with COVID-19 restrictions  
May connect with Sundance

**Research**  
15 active projects with collaborators  
4 active grants, 2 under review  
45 students working on projects  
2 staff scientists, 1 post doc, 1 PhD student, and 2 master students working on projects

Consortium Update  
Noorda and Roseman Institutional Advancement teams met to target private sector partners and funding. Plan to formalize April meetings – need faculty co-appointments.

Team is working on framework website to house collaborate research projects  
  
Working on third satellite research campus at BYU

Dr. Ramana comes with 2 sub awards from NIH that will give funds to students and lab coordination

Meet with Jeff this week to talk about payment

**Professional Development**Posting content on Intranet   
Prioritizing faculty needs for production and vendor training

**To Do:**  
Review CMD for administrative professional development calendar

**Due Process Resolution**  
Nothing to Report

**New Business**  
Student Social Media Requests – Need to bring policy forward

Presenting at Cash Valley Chamber of Commerce with Dr. Nielsen

Will start setting up recurring meetings with Maria for Simulation

Wellness IPE newsletter  
Can post newsletter on Intranet main screen

**Adjournment: 2:45 PM**