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

**April 14, 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  
Casey Himmelsbach, MSML, MBA – Associate Dean for Student Affairs  
Alice Akunyili, MD – Assistant Dean for Academic Affairs  
Jennifer Brown – Associate Dean for Academic 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

**Meeting Minutes**

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

**Dean**Working on faculty docent list. Will finalize once all faculty are hired

COCA  
Meeting starts tomorrow morning with April 9th updated agenda

BOT Meetings  
BOT meeting scheduled for May 14th  
Casey to include deposit spreadsheet in presentation  
Jen to walk through formula for single course   
Send all slides to Schyler by the end of April for BOT reviewal prior to meeting

**Standing Committees**  
Nothing to Report

**Finance**$33 million was deposited in bank as working capital, $18 million Op Ex budget. Disbursed $1.3 million in invoice payments. Budget managers to adhere to projections presented to investors.   
$1.2 million in fees to Provo City to begin construction

BOT Finance Sub-Committee  
Met last week to review budget. Next fiscal year begins July 1. Will present budget to full BOT with approval from Finance Sub-Committee.

Day to Day Operations  
Mike to start completing and sending monthly reports to budget managers, will review financial policies and procedures and will work on the SIS.

Budget Management System   
Scheduling demo with CNF. Budget management system takes time to transition and needs hierarchical access

**Committees and Bylaws**  
IACUC/IRB  
Policy indicates committees are to report to Associate Dean for Research. Dr. Bills to make recommendation on proper procedures as being chair of both committees may be a COI

**Faculty Council**  
Meeting will be scheduled after BOT meeting in May

**Media and Information Technology**Hiring Update  
Project Manager – will repost position  
Help Desk – Position filled employee starting May 1

Website  
Expect website to be live by next Monday or Tuesday

Intranet   
Discussing final modifications with Jamie and Schyler

Building 1 Suite 100   
Working projectors. Will purchase speakers for microphones on podium

Calendar Scheduling  
Darell to follow up and schedule another demo with LibCal

**Academic Affairs**Progress Insight  
Working on structuring effective database  
Campus implementation has begun to prepare for pre-matriculation

Hiring Update  
Director of Learning Services – position posted   
Administrative Assistant – Analane Powell  
Pharmacology – LOI offered to Dr. Steven Harris – 0.6 FTE  
Microbiologist – position posted  
Assistant Director of Library Services – begins May 1  
Assessment Coordinator – position posted

LMS  
Working on integrating pre-matriculation content with Canvas  
Faculty and staff can participate in content modules  
Pre-matriculation content completion will be required for students without Anatomy and Physiology to complete by June 16th

**Clinical Affairs**GME  
Collaboration meetings between the University of Utah, IHC, & Noorda are underway – discussed with IHC consultant Utah GME needs

Hiring Update   
Administrative Assistant – will post position for next summer

Research  
Drs. Bills, Embley, Drew, Rhodes put together $20k AMA grant proposal to integrate teaching proper blood pressure techniques into curriculum

Clinic Space  
Will reach out with information after communicating with IHC realtor  
Possible use of CRC

COVID Update  
State of Utah is doing well – below capacity. 7% 7-day rolling average, daily case logs below 500, vaccine rates climbing. Will continue monitoring variants.  
76% of Noorda employees are vaccinated  
Can offer new employees vaccination information

Exxat  
Entering adjunct preceptor information to Exxat. Kristy is manually entering licenses/physician information.   
Working with Exxat to find an easier way to integrate information

**Simulation**  
Hiring Update  
Director of Simulation Operations – position re-posted. Have three qualified applicants   
SIM Tech Specialist – LOI offered want position filled by May 1

Task Trainer Purchasing  
Finalizing list for faculty

Proof of Concept  
Waiting for equipment to arrive to test Apollo

**Student Affairs**Admissions Update  
88 paid students 2 pending. 47 male 40 female 1 declined to state. 51% Utah 23% URM.

Hiring Update  
Admissions Counselor – position posted

SIS  
Working on SIS implementation – expected completion July 1   
May request meeting participants for feedback  
Working on integrating admissions information into SIS process for use of one program

Financial Aid  
9 verified loans  
Students have until May 3 to talk with Christina about loans/secured funding  
Zions Banks – third lender  
Waiting for HPSP contact information

Accepted Student Day  
April 24 – all virtual  
Faculty and staff welcome to join  
Students can request small in person tours of campus

Catalog  
Freda, Christina, and Casey are finalizing SAP definitions for Catalog by Friday.   
VA is requesting information to certify student loans  
Freda is working on breaking the Catalog into sections – working on finalizing all Catalog policies. Will have Student Handbook separate from Catalog

**To Do:**  
Casey to email students for guest list. May need to limit guests/add ticket system. Noorda convention center can seat 750.

**Research**Lab Space  
Finalizing lab space plans and co-affiliation with Roseman and BYU.  
Will work on UVU co-affiliation process

Psych Residency Program  
Working on final presentation for Utah State Hospital re: a osych residency program. Goal is to graduate eight psych residents each year with a portion to run in conjunction with research consortium

Research Houses  
Working on content creation

IRB  
Working with outside IRB to begin projects  
Working on opioid withdrawal clinical trial

Faculty Research Mentors  
Looking through OMS I research curriculum to develop faculty mentor research development proposals. Plan to provide faculty with time to present to students about research opportunities and projects

**Professional Development**  
Nothing to Report

**Due Process**  
Nothing to Report

**New Business**Online master’s program first cohort of 15 proposal was put forward. Program was reviewed and approved by President’ Council and Finance Sub-Committee. Will address at BOT meeting in May.

IP Policy  
Clarified the Dean’s Tax for Finance Sub-Committee

Safe Colleges – complete trainings.

**Adjournment: 2:20 PM**