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

**October 28, 2020**

**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

**Not Present - Excused**
GME
COSGP

**Ad Hoc**
Alexa Levine, MA – Executive Director
Dave Sorensen, M.HRD – Human Resources Manager

 **Meeting Minutes**

**Call to Order - 1:00 PM
October 14 Dean’s Council Meeting Canceled**
**Motion to Approve Minutes**
**Motion**: Jen
**Second**: Dr. Rhodes

**Construction Update**Westland will start removing trash from the front entrance. Steel is being stored at a facility and will go up around beginning of the year
Doug and Jorge reviewed IT and construction drawings. Changed IT proposal to fit future IT needs of the COM.

Dr. Dougherty is helping RMU select their architect for their building design

**COCA Update**
COCA is satisfied with our facilities. Want clarification re: hiring timeline due by November 16. We do not need additional affiliation agreements per COCA standards but open to affiliate.
December 4 meeting will include Dr. Nielsen, Dr. Dougherty, Jeff, and Dr. Rhodes for testimony if needed.

**Standing Committees**

**Committees and Bylaws**Nothing to Report

**COSGP**
Nothing to Report

**Curriculum Council**Started building a Foundations in Medicine class in Canvas. Working on core rotation and sub-syllabus rotation.
Freda is reviewing catalog, policies and procedures, etc.
Planning for virtual Faculty Retreat second week in January
Met to discuss scheduling student pods
Updating Bylaws to allow students to vote on Curriculum Council

**Finance**Jeff will send budget reports to department heads
Hiring an employee in the finance department this January
Budget through September is almost $1.4 million – only spent $1.152 million. Have ~$219,000 left. Anticipate asking the BOT about furniture and IT equipment charges in June
Building 1 Suite 100 furniture is on back order, but room is operational. Considering sharing space with RMU as room will sit empty most of the time.
Expect to schedule budget building meetings in January for next fiscal year

**To Do:**
Dean’s Council members to review committee list from Dr. Dougherty
Will do a workforce analysis with department chairs for committee members
Casey will have completed Admissions Bylaws by next Dean’s Council meeting for review

**Faculty Council**
Leslie Manley named as Chair and Darell as Vice Chair.
Will hold next meeting in January when new employees begin

**Media and Information Technology**Waiting to send Canvas contract
Hoping to hire a Media Producer within the next few weeks
Hoping to hire an IT Help Desk employees within the next few weeks
Purchased storage device to house content – VPN not yet available
Exxat is unable to build software – will begin looking into other options (Anthology and Sonis for SIS)

**Academic Affairs**Dr. Prinster working on contracting adjunct faculty. Will include their names as part of COCA submission. Each adjunct faculty member is to sign a LOI.
Dr. Frederickson has until Friday to sign employment contract (start date either November 15, or January 1).

**Clinical Affairs
COVID Update**Utah numbers are increasing – another 1500 cases and 10 deaths. Utah Valley ICU is at 90% capacity. 40 hospitalized patients, 16 in ICU. 14 rolling day average is at 17.5%. No plans to come back to campus soon.

**Affiliation Agreements**HCA
Michael Bowman is coming to finalize terms for their national policy. National change for HCA and all their divisions. Taking recommendations to local CEOs within the next couple of weeks – expect plan by December.

Utah Surgical – sent affiliation

Utah Valley Peds
Contract negotiation talks with administrator which could most likely accommodate. Should get it by the end of the week.

Castle View Hospital – Price
Core rotations affiliated with RVU. Don’t expect problems but must be cleared through executive leadership

IHC merger with Sandford Health
Will put close to 70 hospitals. Merged with Las Vegas, Idaho, locations, looking into merging with Dignity Health.

Hiring Plan
Dr. Kalliny will not start at Noorda-COM until January
Dr. Romero starts next Monday
Maria Vazquez-Amaral starts next Monday
Interviewing for an admin

Dr. Danto is working on content
Dr. Embley is working on smartsheet application

**Student Affairs**
Student Applicants
AACOMAS - 787 students verified and 801 in progress almost to 1600 total
Secondaries – 9 completed, 18 submitted payment
Sent the 4th batch of secondaries (each batch consists of 60-70 applicants)

Admissions team will review videos and invite first interviews on Friday November 13
Will run trial interview training

Student doctor.net
Applicants are communicating with each other. Lots of positive communication

Faculty Fridays
Applicants are wanting to hear more from faculty
Faculty Fridays will begin this Friday and run through the end of the semester

Freda Strack – Registrar
Reviewing catalog, handbook, policies, and procedures, etc.

Christina Twelves – Financial Aid Director, starts November 9

Submitted Sallie Mae paperwork
Working on selecting SIS
Working on updating billboards

**Research**Negotiating on space and equipment sharing with hopes for Noorda-COM employees to access common equipment at each institution
Faculty co-appointments with consortium at BYU, UVU, RMU, Roseman
Wants to discuss student training with Clinical Affairs. Negotiating behavioral health clinical sites at BYU and UVU with the opportunity for IPE at other institutions

Submitted NIH grant last week. May qualify for r15 next year as principal investigator. Hope to draw students from other locations for basic bench science training.

Hiring Timeline
David Sant – Staff Scientist (starting January)

Working on AI project to study student success and how to modify curriculum

**To Do:**
Jeff to communicate with Dr. Horachek re: PhD program and tuition waivers at RMU

**Professional Development**
Nothing to Report

**Due Process**
Nothing to Report

**New Employee Onboarding**Received positive feedback from onboarding process. Working out the glitches.
Jamie to come Monday for headshots

**BOT Meeting**
Welcome to leave meeting after department presentation

**New Business**
Rank and Promotion
Waiting until we can provide adjunct faculty with resources (library, intranet, etc.). Will not be giving each adjunct faculty a Noorda-COM email address but will provide access via Intranet.

**Intellectual Property Policy**Need policy from Dr. Nielsen’s office for Board reviewal

**To Do:**
Jeff to follow up with Dr. Nielsen re: policy

**Adjournment: 2:40 PM**