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

**March 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
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
Kyle Bills, DC, PhD – Associate Dean for Research

**Ad Hoc**
Alexa Levine, MA – Executive Director

 **Meeting Minutes**

**Call to Order - 1:00 PM

Motion to Approve Minutes**
**Motion**: Casey
**Second**: Maria

**COCA Update**
Have yet to hear from COCA re: walk thru. Expecting Suite 100 to be fully ready by the end of the month.

**Construction Update**
Roads are 90% complete, wells are dry, water hazard was removed, finishing building pad, micropyles/steel will be ready once we hear from Oppenheimer
Will request another drone video for BOT meeting

**Standing Committees**
**Curriculum Council**
Assessment and Outcomes
Starting to meet with faculty – waiting for more questions
Working on grading scale
Want to cover discussion question numbers, daily quizzes, and monitoring student performance

OMS I and II
CEPA and OPP working on aligning structure and function course in second half of first year
Working on sending syllabus to Curriculum Committee for approval
OMS I Production – assigned 807 items to faculty and 133 status updates
Working on OMS II objectives outline

**Finance**OppenheimerWaiting for Oppenheimer funding – expecting significant investors interested in donating

Budget
Ahead of budget from delayed funding
Unexpected costs for Suite 100
$42,000 in application fees
Department managers are working on finalizing budgets
BA2 Rating – rating group determines rating by financials, Tripp Umbach, status, Pre-Accreditation status, etc.

**Committees & Bylaws**Scheduling meeting to explain goals & expectations for Committee Chairs

**Faculty Council**
Executive Committee is assigned and scheduled meetings

**Media and Information Technology**
Hiring Update
Project Manager – scheduling interviews
Help Desk – scheduling interviews

Suite 100
Will add projectors, podium, screens, etc.
Maria, Doug, Jorge to meet re: SIM equipment Monday at 10:00 AM
Learning Pods will have ceilings in summer
All students will have Surface Pros – we will not have monitors in the pods until the new building

Intranet
Expecting final version of Intranet by Thursday
Internal use should be ready by the end of the week

Video Production Updates
Plan to use existing forms to keep track of video production

**Academic Affairs**
Textbook Policy
Motion to Accept
Motion: Dr. Rhodes
Second: Dr. Akunyili

Required Reading
We do not want to require reading outside of student pods. Can provide specific references related to foundational content

Director of Learning Specialist
Applicant Withdrew Application
Interviewing one more
Interviewing replacement admin

**Clinical Affairs**Content Creation
Clinical Faculty working together to share content

Medical Scribe Content
Found organization to pay ~$8,000 for inaugural class to watch pre-recorded scribe content. Will sign contract for first year as a trial.

Hiring Update
New Faculty Onboarding
Neurologist, ER, Neonatologist/Peds

Working on LOI for
Surgery, Psych, OB

UVH Presentation
Working on presentation for medical staff members
Reached out for permission to use physician names for specialty

Health Center
Dr. Nielsen has been working on leasing space for student health center. Need to apply for a business license but need a physical address. Plan to keep student health center as close to temporary campus until Academic Building is completed

Heroes Event
Idea from Dr. Danto to include OMM event in curriculum to treat local fire/police/EMS departments
May not be an option until Academic Building is completed since we share OSCE rooms with RMU PA students

COVID Update
Plan to re-open campus March 22nd as 65% of employees are fully vaccinated and State of Utah has downward trend. Employees are still required to wear a mask when on campus regardless of vaccination. We are not mandating the vaccine but strongly encouraging. Employees not needing to return to campus should choose to stay home (recording content, meetings, etc.)

Suite 100 will be prepared with wipes and filters
Students are not required to get vaccinated at this point

**To Do:**
Work on efficient schedule for faculty based on FTE
Work on Return to Campus Policy

**Simulation**Hiring Update
Simulation Tech Positions – two candidates

Content
Maria and David Clegg are working on faculty learning and credentialing system
Faculty will learn SIM based on our curriculum content
Anyone with specific SIM content they want covered to reach out to Maria

**Student Affairs**Inaugural Cohort
72 deposits paid
Half male, half female, 49% from Utah, 24% URM
1 more interview group this Friday
Final Admissions Committee meeting this Friday
Accepted students have until Monday night 5:00 PM MT to pay $1,000 deposit, and until March 15 to pay $2,000 fees
80% acceptance rate

Student Activities
Finalizing candidate decision

Accepted Student Day
Scheduled on a Saturday – blended in-person/virtually
Events Committee discussed April 23 for on-campus tours

Orientation Schedule
Orientation – Tuesday-Friday
White Coat - Saturday
First few days of orientation will discuss COM rules, policies, etc.
Finalizing Agenda – plan to let students out early to spend time with families

MOU
Working on contracts and MOUs.
Working on MBA MOU for next week
Finishing up final details of counseling contract

**To Do:**
Create folder of accepted students videos for employees to watch
Dr. Dougherty to talk with Dr. Rhodes and Jen about assigning docents

**Research**Dr. Bills met with BYU, Roseman, and RMU to discuss initial faculty co-affiliation agreement verbiage
Drafts will be returned to institutions for reviewal/final approval
Once approved, plan to hold public signing around end of April

**Professional Development**
Nothing to Report

**Due Process**
Nothing to Report

**New Business**Dr. Dougherty will be in the Dominican Republic March 10-March 12
BOT Save the Date: May 14th – Blended Agenda
Online Master’s Program expected start July 2022. 10-12 students. Including Biomedical Sciences Faculty to participate
Meeting scheduled with Bill Hulterstrom with United Way re: Community Service Day
Two new DO Schools in opening in Montana

**Adjournment: 2:30 PM**