**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**