



Noorda College of Osteopathic Medicine Deans' Council
March 16th, 2022 – West Conference Room

Present

John Dougherty, DO – Dean
Alice Akunyili, MD – Assistant Dean for Academic Affairs
Alejandro Rojas-Sosa, MBA – Chief Financial Officer
M'Lindsey Romero, DO, BUS – Faculty in Osteopathic Principles and Practice
Jennifer Brown, NTP, MS Ed - Associate Dean of Academic Affairs
Lynsey Drew, DO – Assistant Dean for Clinical Affairs
Michael Rhodes, MD – Associate Dean for Clinical Affairs
Maria Vazquez-Amaral, JD, Med – Assistant Dean for Medical Simulation
Sondra Jepson, DHSc, MSW – Assistant Dean for Graduate Medical Education
Casey Himmelsbach, MSML, MBA – Associate Dean for Student Affairs
Schyler Richards, BA – Vice President for Institutional Advancement
Kyle Bills, DC, PhD – Associate Dean for Research

Not Present – Excused

Becky Ortinez, MBA – Project Manager in Technology Operations
Kristen Anderson, MSW – Director of Admissions
Leslie Manley, PhD – Director of Assessment

Ad Hoc

Alexa Levine, MA – Assistant Dean of Institutional Effectiveness
Sarah Miles, BS - Administrative Assistant for HR/Dean

Meeting Minutes

Call to Order – 1:00 PM

Motion to Approve Minutes

Motion: Dr. Rhodes

Second: Dean Brown

Dean

- COCA report came back very clean. Our follow up responses were sent to them earlier this week.
- You may now evaluate the COCA inspectors by sending information to Dr. Dougherty, by Monday the 21st.
- If you received a budget follow up, please respond with clarification.
- The only official approved communication channel for students is through email.
- Tomorrow there will be an on-site interview for the IT position. Very high skillset: Has experience with LMS's, buildings, and simulations.

Standing Committees

Curriculum Committee

- Meeting will be held March 31st
- OMS syllabi will be partially ready for approval by that date.
- Calendar (including exam dates and class beginning to end dates for first and second year students) should be ready for approval by that date as well.

Finance

- See link below for the construction and progress of the new building. Currently 33% of funds for construction have been utilized, and completion is set for summer 2023, both of which are on schedule.
- <https://noordacom.box.com/s/ngc0d3mu1n2uz9w6env1fu6o4fpmuk98>
- Certificate of occupancy should be issued one year from now.
- The temporary space we will be moving to this summer may possibly be two floors of rental space in the Sykes building (building four).

Committees and Bylaws

- There was a (passing) majority vote on the Chairs, Managers, and Director's bylaws.

Faculty Council

- Follow up meeting will be held this Friday, discussing docent information and communication flow.
- During their meeting, will have faculty look at Library Services "wish list."
- Subject exams for faculty are being taken at the end of this month (4-5 sign up times will be available shortly).
- New software with a master calendar will soon be available, and will help announce upcoming presentations, activities, etc. in advance.

Media and Information Technology

- There were Wi-Fi and redundancy issues last week that have been resolved.
- If there are ever immediate editing issues that need to be resolved, intern Ethan Or, Dr. Akunyili, Dougherty, or Ramana will be able to assist.

Academic Affairs

- Pod participation policy will be reviewed next Deans' Council.
- The exam retake policy should be written and ready for review next Dean's Council.
- Facilitated pods create a perspective on how to help COM students engage with other students in pod learning right from the beginning of their experience with Noorda.
- During production meeting faculty internalized ways to help the students get the most out of the content.
- Learning Services team will be attending Myers-Briggs trainings soon.
- Current amount of content distribution is the expected credit load.
- The plan for next years cycle reviews will be every week (one week for first year students, the following week for second year students).

Clinical Affairs

- Focusing on making sure content is completed in a timely manner that allows for double checking to take place.
- Longitudinal Community Medicine entails more than just scribing. A presentation explaining the benefits (Interprofessional education being the main benefit) is being created and will be shared with students. Credit hours for that course will be updated in the catalog.
- Every spot is now filled for the Longitudinal Community Medicine course.
- Immunization deadlines for students will be April 1st.
- Dr. Drew will create a written policy for clinical shadowing completed during the summer season.
- Finishing up the OSCE.
- Covid task force performed one review of an exemption for a student, however student withdrew their exemption.

Simulation

- Tremendous amount of teamwork during the OSCE's; Students commented they benefited from it.
- The next round of OSCE's will be scheduled within the next two weeks.

Graduate Medical Education

- No GME updates right now.
- CME meeting to be held 3/29/22 at 4pm; At that time, they will look for approval of the policies they have written thus far. Currently, they have written policies for every topic thought to be essential for the CME department.
- By next Deans' Council there will be 1-2 applications that CME will be recommending for approval.
- There is now a process in place for anyone who wants to apply for CME. If you would like Reid B. to do a five-minute presentation, let Sondra know.
- Exploring the use of MAOPS, a third-party accreditation body.
- They are in the process of creating a database to market to future CME health professionals here in Utah.

Advancement

- White coat ceremony is scheduled.
- Working on day of service. South Franklin is one location; working with United Way to determine another location.
- For any swag needs, let Schyler know.
- Soon there will be a logo use policy.
- Currently working to invite the mayor and city council to Noorda.
- ACOM will be interviewing Dr. Dougherty, Schyler, and Rep. Maloy today, and writing a feature article on what was done by Noorda regarding the funding of HB 295 (2nd sub).
- If you have photos of students in action, please send them to Schyler. They can be used for brochures, website, senior week, etc.

Student Affairs

- 135 active offers (108 have paid)
- Students are coming from 22 different states. 54% are female, 12% URM, average MCAT is 506, average GPA is 3.5, 47% are from Utah, 53% are regional.

- Hiring update: We now have a full staffed admissions team.
- Admissions committee meeting was last Friday.
- Students are volunteering with Amelia Earhart Elementary 2nd & 4th Wednesday of the month.
- Student gala is next Friday.
- Accepted Student Day is April 23rd
- Coming up, there will be a mingle day with UVU, BYU, and our students (“Get the scoop on Noorda”).

Research

- Meeting tomorrow with Provo City to further discuss Research Innovation Park.
- We have more students finished with the credentialing process and are actively researching for Roseman.
- Roseman symposium will be held March 30th; Noorda will represent three podium and multiple poster presentations.
- Noorda’s research day will be held May 13th. A submission request will be sent out and by April 15th all of our internal submissions for abstracts will be noted.
- There are 10 students who would like to be part of the research track.

Interprofessional Development (Alice)

- Nothing new to report.

Due Process

- Nothing new to report.
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New Business

- A video for travel policy will soon be available.

Adjournment: 2:20

Minutes Prepared By: Sarah Miles