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

**August 5, 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

**Not Present - Excused**  
GME  
COSGP  
IT  
  
**Ad Hoc**  
Alexa Levine, MA – Executive Director

**Guest**Schyler Richards – VP Institutional Advancement

**Meeting Minutes**

**Call to Order - 1:00 PM**  
**Motion to Approve Minutes**  
**Motion**: Jen  
**Second**: Dr. Akunyili

**COCA Update**Department heads to review COCA Binders. Will schedule mock virtual interview in November

**Facilities**   
CBRE will provide us with a 5-year lease agreement for building 1 suite 100. Plan to move to the first floor around November 1.

**Construction**Expecting PID money around November  
DIRTT and Westland to connect re: construction of main facility   
Building 1 Suite 100 construction plan to include 13 learning pods with ability to fit 200 students  
Plan to use Building 1 Suite 100 space for acceptance day

**To Do:**  
Begin looking into venues for White Coat and live streaming options

**Standing Committees  
  
COSGP**   
Nothing to Report

**Curriculum Council**Working on grading policy and course template  
Approved Bylaws

**Finance**Budgets are loaded into the system – budget managers will be provided with a monthly report.

**To Do:**  
Dr. Bills to provide Dr. Dougherty and Jeff with estimate on research supplies and equipment

**Committees and Bylaws**  
Safety and Security Policy  
Dr. Dougherty will send Dean’s Council the policy for electronic approval. Policy is included in Catalog, which is required for COCA submission

**Faculty Council**  
Nothing to Report

Media and Information Technology  
Maria Vazquez-Amaral has officially accepted Assistant Dean for Simulation position – expecting to begin November 1. She is expecting to bring 800 cases/assessments with her.   
We are approved to order one of each simulation item from CAE for October 1  
Second order of CAE and Limbs and Things equipment scheduled for January 1, 2021

**To Do:**  
Third year involvement competency list  
May look into getting a grant to help purchase simulation equipment  
Looking into third year core site in Oahu

**Academic Affairs**Hiring TimelineDarell Schmick started as the Medical Librarian on July 20. Discussed an archive room in the building plans but no plan for an archivist   
Sending letters of intent to two faculty members – Kota Ramana and Esther Nubel

Faculty Development  
Working on faculty development and content request portals. Finalized content for faculty to use when creating their own content. Currently, have 152 modules. Some modules will be covered in Safe Colleges.

**To Do:**  
Send updated list of modules/faculty development and syllabus to Dr. Dougherty

**Clinical Affairs**COVID 19 Update  
Total testing is down. Positivity rate is over 10%, mortality rate is up. 25 in hospital, half in ICU. ICU isn’t full.

Affiliation Agreements  
Met with Utah State Hospital, Utah Valley Behavioral Hospital, and others in the area re: signing the affiliation agreements.  
Utah Valley Peds and Alpine Peds will be contacted at the end of the week  
Clinical Affairs team is receiving interest via Linked In and using the Adjunct Clinical Faculty App to sign up for precepting   
Mountain Star – met with Kimball Anderson and Michael Bowman who requested us to loop in Mountain Star Regional Director of GME, Dr. Jarren Blake.  
Steward – connected with Jordan Valley CEO  
IHC – Monte Crockett included Susan DuBois into conversations re: signing. Connected with Dr. Bresacher to sign agreement.   
Revere – Scott Barlow has the agreement with legal – waiting to hear back   
  
The physician state licenses should be completed and uploaded to the app by the end of the week  
Connected with BYU nursing program who are interested in sharing simulation and IPE.   
IPE position is to be posted by the end of next week  
  
GME  
Dr. Kalliny accepted position expecting to start November 1.   
University of Utah GME collaboration meeting scheduled for August 18

**To Do:**  
Write a Return to Work Policy following CDC Guidelines

**Student Affairs**AACOMAS  
Noorda-COM is live on AACOMAS. Received 144 applications within 45 hours  
Working on application process training, secondary application processes, interview day, acceptance day, etc.

Will invite interested community members to participate in student interviewing. All interviewers must complete training prior to interviewing. Plan to use Safe Colleges for pre-built modules related to interviewing. Adjunct faculty members will be provided with a Noorda-COM email address to gain access to Canvas to complete modules.

Working on Financial Aid options, Health and Wellness, Safety and Security policies. Dr. Nielsen is in discussion with contact at Wells Fargo re: student loan options.

Hiring Timeline  
Kristen Anderson, Director of Admissions started Monday August 3, 2020.Mark Dimond – Admissions Counselor starting August 24, 2020  
Admissions coordinator job position is posted.

**Research**Dr. Bills is meeting with RMU PhD program director to discuss final appointments to take PhD students with a January 2021 target start date. Intention is to separate programs, Noorda-COM students will receive a PhD from RMU around the same time they complete their D.O.

Meeting next week with VP of Research at Roseman University re: role in research consortium. Keith Moury from Provo City called Dr. Dougherty to discuss research consortium venue. Dr. Bills wants to hand deliver invitations to community members.

Noorda-COM received an NIH score of 42, expecting to gain an understanding of what 42 means by next week. NIH scores translates into a percentile which will dictate if we are fundable.

Dr. Bills plans to submit a UG3 NIH grant by December 15th, which is $500,000 a year for two years with a non-capped amount for the next three years intended to develop substance use disorder trials.

IRB in final review to begin clinical trials with John Benfield from UVU. Committed to recruiting patients for the study and housing onsite at clinic.

**To Do:**  
Include Schyler in consortium meeting at Roseman

**Professional Development**  
See Above

**Due Process Resolution**   
Annual Eval Cycle   
Merit pay requests are to be included in December/January budget meetings. Plan to move end of year evals to October. Will take to President’s Council for final decision.

**Adjournment: 2:40 PM**

**Next Dean’s Council Meeting: Wednesday August 19, 2020**