



Noorda College of Osteopathic Medicine Dean's Council
February 16th, 2022

Present

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

Not Present – Excused

Schlyer Richards, BA – Vice President for Institutional Advancement

Ad Hoc

Alexa Levine, MA – Assistant Dean of Institutional Effectiveness
Becky Ortinez, MBA – Project Manager in Technology Operations
Sarah Miles, BS - Administrative Assistant for HR/Dean

Meeting Minutes

Call to Order – 1:00 PM

Motion to Approve Minutes

Motion: Jennifer Brown

Second: Alejandro Rojas-Sosa

Dean

- Thank you everyone for your hard work and preparation with COCA last week
- We anticipate receiving an initial draft within two weeks, and then we will have two weeks to address anything we need to
- We have a house bill going up to support GME money; We have staff going up tomorrow to help spread the word
- Alexa has been promoted to Assistant Dean of Institutional Effectiveness

Standing Committees

Curriculum Committee

- We heard scope reports for both CEPA 101 and Structure and Function. We will be going over the plan and execution components for that at the next curriculum committee. They did vote to get rid of OPP and combine it with CEPA 101 for next years 1st year students. It was also voted to remove the CSV 8 components from CEPA for this term. Those curricular hours will be replaced with clinical case studies
- OMS 2 syllabi is still being worked on and should be completed and voted on next curriculum committee in March

Finance

- In our new building, we have structural steel and concrete floors being installed, and they've just wrapped up the engineering for the IT pack. We are still on track to be able to move in summer 2023 before Fall semester begins
- We are actively looking at are space needs for the next class. We have two options the BOT are reviewing

Committees and Bylaws

- CMD Council Bylaws were motioned by Jennifer Brown, and seconded by Maria Vazquez-Amaral. No one opposed.

Faculty Council

- There is a meeting with faculty this coming Friday regarding concerns about collaboration contracts, as well as discussing docent vs. docente expectations so that students will have consistency when they are receiving advice and resources. Also, we are trying to come up with the best way to make sure all faculty receives important weekly updates and are as informed as possible.
- The intranet (on eNCOMpass) is also an efficient way for all faculty and staff to stay informed

Media and Information Technology

- Hiring updates: We are actively searching for a Media Manager, as well as a Help Desk Tier II, and Director of Operational Technology

Academic Affairs

- We are currently hiring for a Learning Specialist
- We need to do to tweak pre-matriculation courses for the upcoming group
- Biomedical Sciences is seeking an Administrative Assistant
- We are getting ready for presentations coming up in April at AACOM
- Pramod has reached out to the students to help them reschedule if they had an unsuccessful midterm

Clinical Affairs

- An update on our scribe course which is second year: We are only eight away from having a spot for every single student, and we are going to make the deadline of March. We will be in Timpanogos, Utah Valley, and Spanish Fork
- We introduced a new system (called Approve) that works directly with our software we use for our rotations. This immunization system will be used for our admissions team as well
- We are also actively working on the rotation lottery
- The Exxact company we are using would like to make one contract between the services Clinical Affairs and Academic Affairs are using so that there would be just one bill in July

- Careers and Medicine is something that comes through AAMC and AACOM and was paid for back in September for the students to utilize. We are hoping to have academic docents assigned to encourage students to use the service to push them to take the personality tests to help guide them in their job selection process.
- There has been a request to move Professional Education from AA to CA. Dr. Drew motioned, Dr. Rhodes seconded
- Covid task force is meeting weekly. Overall, hospitalizations are lower than our pre-January numbers. Currently we are not having employees take their temperatures and sign in. We (Noorda) is reflecting what is going on in our community.

Simulation

- Luke Mitchell (the new sim specialist) will be starting 3/1/22
- "Aria" (the pediatric mannequin) has not yet been received. "Catherine" (the other mannequin) is currently working.

Graduate Medical Education

- Schyler and Sondra are working on a presentation for students, faculty, and staff to provide education on how to do basic advocacy on House Bill 295 (2nd Sub)
- Reid and Sondra are working on completing the policies for CME, as well as creating a protocol for how people can apply for CME
- There will be a presentation next week for Clinical Affairs

Student Affairs

- Kristen is now our Assistant Dean for Student Affairs; Tanner is now going to be Director of Admissions
- There are currently four open positions with student affairs
- There will not be a problem filling the next class
- There are many recruitment events happening this Spring
- Class of 2026 will be welcomed on Accepted Student Day on 4/23/22
- VA benefits are active and retroactive to the first day of school
- We have a tentative schedule for orientations (scheduled for the last week in July)
- UVU basketball arena has been secured for the next three years for White Coat ceremonies

Advancement

- Nothing new to report

Research

- There will be a series of "how to" flow chart documents template repository (including samples of bio sketches, consortium arrangements, budgets) for all the different types of NIH mechanisms with previous applications that have been successful
- The tentative plan for proposals/grants is to have a pre-check system where there can be discussions on initial proposals before they are submitted. We would also like to have a subcommittee from research committee that will be geared around mentors and collaboration, so the proposal can be reviewed by peers with feedback before it is ever submitted.
- Roseman lab space is now fully functional and accessible to all faculty members and all students. The equipment is there and installed, we are finalizing liquid nitrogen so that missions can begin, and we've coordinated and worked out the relationship between a full-time lab manager. Research may begin at this point.

- Update on the Admissions AI: Casey's team and Tanner gave a huge subset of the secondary videos. The algorithm is written, the multivariate calculus is programmed, and this allows us to put this into a 3-dimensional format. When the new class comes in, we can build a picture with the vectors. It essentially is saying here is a percent likelihood that you would want to start with these interviews.

Interprofessional Development

- Professional development is growing and as each division is doing different pieces, we will coordinate to make sure we are capturing everything in terms of giving opportunities and credit for people to be able to do things, and by giving CME credit.
- The next piece will be building up and coordinating to have the professional development for the non-faculty. This will happen after we have finalized OMS syllabi 2.

Due Process

- Nothing new to report

New Business

- Individuals will set up their own travel accommodations to AACOM

Adjournment: 2:10