



Noorda College of Osteopathic Medicine Deans' Council
July 7th, 2022 – West Conference Room

Present

John Dougherty, DO – Dean
Alexa Levine, MA – Assistant Dean of Institutional Effectiveness
M'Lindsey Romero, DO, BUS – Faculty in Osteopathic Principles and Practice
Jennifer Brown, NTP, MS Ed - Associate Dean of Academic Affairs
Alice Akunyili, MD – Assistant Dean for Academic Affairs
Chris Milliken, BS – Interim Director of Technology Operations
Lynsey Drew, DO – Assistant Dean for Clinical Affairs
Leslie Manley, PhD – Director of Assessment
Schyler Richards, BA – Vice President for Institutional Advancement
Sondra Jepson, DHSc, MSW – Assistant Dean for Graduate Medical Education
Casey Himmelsbach, MSML, MBA – Associate Dean for Student Affairs
Kristen Anderson, MSW – Assistant Dean for Student Affairs
Kyle Bills, DC, PhD – Associate Dean for Research

Not Present – Excused

Alejandro Rojas-Sosa, MBA – Chief Financial Officer
Michael Rhodes, MD – Associate Dean for Clinical Affairs
Steven Embley, DO, MBA, BA – Assistant Dean for Clinical Sciences
Maria Vazquez-Amaral, JD, Med – Assistant Dean for Medical Simulation

Ad Hoc

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: Dean Brown

Second: Dr. Jepson

Dean

- COCA has implemented new standards that are open to public comment (until 8/1) for both new and established COM's (Bulk of new standards relates to diversity, equity, and inclusion, ie: professional developments, curriculum, facilities, research, and scholarships).
- AACOM and COCA reports are due in December. To be sure we are following guidelines of the upcoming standards, will work with teams prior to.
- Will be opening our NW commission application this fall
- When submitting updates for COCA, base it off of what has already been submitted, then it will go to Deans Council for review

Curriculum Committee

- Fall syllabi was approved
- Classes to begin in less than three weeks

Finance

- Email will be sent to employees clarifying budget BOT had approved (1.5% COLA, up to 2% Merit)
- Books for fiscal year will be closed at the end of July; Will begin audit to be complete in time to send with December reports.
- Will be able to begin transitioning all departments (Except for Research and Academic Affairs) to building four beginning 7/22
- Anticipation of seeing department budgets in real time by 8/1

Committees and Bylaws

- ERC bylaws will be accepted with three edits (Dean Brown motions, Dr. Drew seconds)

Faculty Council

- May be able to reallocate money to reimburse for travel to Roseman symposium; Will be added to the Executive Council meeting agenda to further discuss.
- Faculty retreat was a positive experience and participants were well pleased; Questions were answered, and “big picture” was appreciated.

Media and Information Technology

- Chris Milliken (new hire) has met with two stakeholders to discuss systems
- Tablets for students are ready for use
- Will look into syncing tablets to MST

Academic Affairs

- A number of courses (through Canvas) are now ready for use
- IT has been helpful with issues surrounding student accounts
- IRB has requested all students sign a form consenting to content from Academic Affairs being analyzed
- Review of exam and quiz policy; Will cross reference with the existing remediation policy with the existing catalog policies

Clinical Affairs

- New hire update (Jennifer Pitcher/Clinical Coordinator)
- While waiting to move into the new building, Clinical Education will be taking over old Student Affairs space
- Student government representatives met with federal legislators at COM Advocacy Day two weeks ago
- Working with family medicine residents at Utah Valley on a solution to receive credit for rotations
- Continuing to work on LCM and American Fork ER has now signed on
- Possibly less students will be attending HCA due to \$300 charge per year/student
- Match Advising Platform (MAP) is ready to present to faculty on 7/20, then students will have a video available to review during orientation

- Road to residency podcast series is in the process of recording; COCA standards requests we demonstrate how many students engage
- Career counseling office hours will be offered beginning the month of August
- Down to the granular details of figuring out pre and post week schedules for third year students
- Will work with Clinical Coordinators on reading through the Clinical Education handbook to be sure all is understood
- Will work with Dean Brown on coordinating pods and labs on Wednesdays for first class students

Simulation

- Nothing to report

Advancement

- Outsourced company is assembling a store website for Noorda; Students/staff will be able to purchase clothing, labware, OMM ware, etc.
- Day of Service begins at 8am, 7/29; Will be attending South Franklin Community Center and Recreating and Habilitation Services (RAH).
- White Coat Ceremony begins at 10am, 7/30 at the UCCU Center (IT will be going over Monday to finalize all AV needs); COM2025 has asked to attend and speak to welcome the COM2026 students
- Be sure all sponsorships, table purchases, etc come through the Advancement office first

Graduate Medical Education

- We continue to work with presenters to deliver to CME courses that are essential for physicians maintaining their Utah licensure
- Working with sponsor MAOPS, assembling a product that meets MAOPS as well as DOPL requirements
- September is tentative month for Suicide Prevention presentation
- Timpanogos ACGME is having their first national Learning Community of Sponsoring Institutions meeting; Communicated this to others who are starting their sponsoring institution
- Reached out to check the progress of the CMS eligibility
- Will be attending the webinar next week on Creating a Sustaining Role Residency Tracks in General Surgery and OBGYN

Student Affairs

- Bus/Front runner passes are now available to students/employees for \$59 month
- 135 fully deposited seats; 45% female/55% male; 15% URM; 25 states represented; Average MCAT 504; average GPA 3.47%; Average science hours 90
- 700 + applications have been reviewed and verified; 409 secondary application invitations were sent on 7/1 (deadline is 8/1)
- Applicants will view prerecorded video by Dr. Dougherty, followed by virtual interview, then Q&A with ambassadors; Would like interviewers to complete a minimum of eight interview sessions.
- Student Affairs has officially moved over to the (temporary) new space
- Building a Smartsheet for collecting student fees
- Dean Levine will be the official keeper for all catalog changes

Research

- Approximately 20 students are engaged through the research track: Seven literature reviews are in the midst of being written to be submitted within the next two months. Eleven longitudinal research projects are also ongoing. Hoping they will be accepted before the end of the year.
- Apps (such as TripLog) may be useful in tracking/reimbursement for mileage
- "Hooding Ceremony" (sorting for the research houses) planning is currently taking place and will be held after orientation
- Working with Provo City on a Research Innovation Park
- Large cache of genomics equipment from PA has officially been secured; Will be packaged 8/15, and delivery is anticipated 9/1
- Admissions AI is functionally working; Next step is to meet with Student Affairs and decide how to send data

Interprofessional Development

- Docent training is scheduled for 7/20
- Based off of needs assessment and feedback, monthly faculty development sessions will be held
- Professional development reimbursement forms are in place and are being utilized

Due Process

- Beginning 8/1 Due Process will be handled by a committee and may be removed from Deans Council agenda

New Business

- Nothing to report

Adjournment: 2:45

Minutes prepared by: Sarah Miles, BS