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

**September 1, 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  
Casey Himmelsbach, MSML, MBA – Associate Dean for Student Affairs  
Jorge Quintana, MSIS, MSISA – Director for Technical Operations  
Alice Akunyili, MD – Assistant Dean for Academic Affairs  
Jennifer Brown – Associate Dean for Academic Affairs  
Maria Vazquez-Amaral, JD, Med – Assistant Dean for Medical Simulation  
Leslie Manley, PhD – Director of Assessment  
Kyle Bills, DC, PhD – Associate Dean for Research

**Not Present - Excused**  
GME  
COSGP  
  
  
**Ad Hoc**  
Alexa Levine, MA – Executive Director   
Mike Malmgren, MBA, MAcc – Financial Controller

**Meeting Minutes**

**Call to Order - 1:00 PM**

**Motion to Approve Minutes**  
**Motion**: Jen  
**Second**: Dr. Rhodes

**Dean**COCA  
Both Montana schools presented during last week’s COCA meeting.  
Discussed issues regarding clinical rotations, hiring plan, student acceptances, etc.   
New school starting in Kansas with the same issues as Montana COMs

Construction  
Expect to see vertical steel movement by next week  
Plan to have Topping Ceremony by the end of the year

Temporary Space  
Doug and Jeff are looking into finding more temporary space to accommodate students and employees

**Academic Affairs**  
Midterm  
Finalized grades will be distributed to students by 5:00 PM  
84% class average  
Working on student remediation and retesting next week  
Curriculum seems to work as intended   
Need to provide faculty with feedback to determine whether their questions were beneficial or need work  
Midterms will always be on Friday mornings  
Faculty review of questions will be Tuesdays

Will continue to email a summary of each week. Faculty to send Jen information each Friday for the next weeks email summary

**Standing Committees  
Curriculum Committee**Faculty to provide Jen with Spring topic changes by Tuesday  
Neuro is the last of the discussion topics  
Starting to compile OMS II outline for October’s meeting

**Finance**  
Lease  
Discussed the lease with Dr. Wright this morning

Budget  
Overall budget looks positive  
Budget adjustments have been made and will be emailed to budget managers  
To ensure accurate budget reflections employees are to submit receipts through SmartSheets ASAP  
Mike is looking into an automatic bi-weekly budget distribution through SmartSheets

Audit  
Audit scheduling in process  
Financials will be sent to audit group by mid-September

CFO  
Alejandro start date Monday September 13

Office Placement  
Dr. Wright – Dr. Dougherty’s office   
Alejandro – Dave’s old office  
Dave/Denise – Conference Room

**Committees and Bylaws**  
SPC Bylaws have been approved

**Media and Information Technology**Building 1  
Purchasing new screens and TV mounts in process   
  
Building 1 RMU PA Rooms  
Plan to run cables from the PA network closet to Noorda network   
Cameras and WIFI can be used in the rooms privately   
Working with RMU IT Team  
Jorge to meet with Dr. Rhodes and Dr. Drew on camera placement for optimal angles

**Clinical Affairs**CME  
Working on CME bylaws and accreditation for physician CME credits  
  
GME  
Assistant Dean for GME - Sondra Jepson start date November 1  
GME Expansion Letters of Support from IHC, State of Utah, Rocky Vista, and Utah Hospital Association  
Letters of Support are intended to provide more funding to start more GME programs

COVID  
Taskforce is meeting today at 4:00 PM to discuss mandating vaccinations   
Meeting ADA compliance   
A few students are medically exempt  
COVID rapid tests have been delivered. Symptomatic students can receive in house rapid test. Will determine who will take the tests and where the tests will be housed

POD 118  
Pod 118 is being converted back to a task trainer room  
Students will have access to task trainers

Scribe Course  
Potential collaboration with ER group to take most of our students through their scribe course

Hiring Update  
Finalizing Kristy’s job description changes to be a senior administrator/coordinator   
Ready to hire another administrative assistant

**Simulation**Expect a 90-120 day lead time for capital SIM purchases   
SIM equipment is to be purchased ASAP  
Finalizing content creation for weeks 9 and 11  
Patrick has a standardized patient team ready and will work with Dave on getting them contracted

**Student Affairs**  
Admissions  
1436 verified applications over 3200 total  
47% are female  
1% are gender queer  
52% male  
overall GPA 3.47  
average highest MCAT is 503  
691 are low socioeconomic status

Admissions sent 595 applications – 69% have paid already 345 complete applications  
Interviewing in pairs, limiting interview days not to disrupt workforce analysis

Hiring Update  
Admissions Counselor – Tanner. Started today

Incident Report Form  
Links provided in forms recommending students to SPC or PACC

Student Badges  
Badge QR codes provide all safety information, instructions, and updated COVID testing sites and protocols

Events  
Include future events in CampusGroups to avoid duplicated events  
CampusGroups will have hierarchical access to limit the number of people who can make changes  
HR and Dean’s shared admin will take over CampusGroups scheduling  
CampusGroups will be changed to eNCOMpass

Spiritual Diversity  
First spiritual diversity session scheduled next week discussing the LDS faith  
Drs. Rhodes, Drew, Embley, and Sells will discuss proper LDS patient care

**Research**  
Utah State Hospital  
Met yesterday to discuss participation in consortium  
Dr. Bills to write first MOU draft  
Discussed residency program merger with the Department of Health and Human Services  
Will meet with Francis Gibson regarding filling open staff positions

Faculty Research Presentations  
Scheduled for September 16 3:00 PM – 5:00 PM including dinner  
17 faculty participants so far  
Plan to match students and their faculty mentors

Server Update  
First programmer has begun the process of running data through and have algorithms   
  
Pronto App  
Functions within the app to determine which topics need to be addressed during the end of cycle review session  
May not present topic to AACOM until app is finalized

Research Track  
Research track plans to start next semester and consists of three classes   
Journal Club is meant to learn how to read literature  
Research intensive courses provided in the summer after first year – one week of didactic training and seven weeks of intensive research training

**Professional Development**Working on CME professional development content  
Plan to use badging system within Canvas to automatically distribute certifications  
Asked faculty to submit training topics of interest for September and October

**Due Process**  
Nothing to Report

**New Business**   
IT Project Manager started today. Project Manager’s goal is to define and determine rank of importance and direct/indirect cost for potential departmental projects

**Adjournment: 2:15 PM**