**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**