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

**July 22, 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

**Meeting Minutes**

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

**Standing Committees**

**COSGP**  
Nothing to Report  
  
**Curriculum Council**  
Add student affairs person as a voting member on curriculum committee

**Finance**Budget managers will be provided with formal reports by the end of this month  
Signature authority policy was submitted and approved by President’s Council

**Committees and Bylaws**Diversity and Inclusion Committee Bylaws  
Casey is working on bylaws and committee representation.   
Chair: Human Resources Manager  
Vice Chair: Director of Admissions  
Voting Members  
Clinical Education, Biomedical Sciences, Dean’s Office, President’s Office, OMS1 and OMS2, up to three additional members appointed by the Dean  
Non-Voting Members: Two community members

Academic Accessibility Committee Bylaws  
Student accommodation requests – most common: ADHD, needing more time. Students are to sign Technical Standards policy prior to matriculation. Discussed religious accommodations.   
Voting Members  
Biomedical Sciences, Clinical Sciences, Registrar, Assistant Dean for Academic Affairs, Assistant Dean for Clinical Affairs  
Non-Voting Members  
Associate Dean for Student Affairs and OPP  
  
**Faculty Council**  
Faculty Council to begin in October or November intend meeting four times a year (April, July, October, January). Faculty Council recommends student eligibility for graduation to the Board of Trustees.

**To Do:**  
Add Admissions Committee  
  
Media and Information Technology  
Offer extended to Jorge Quintana.

**To Do:**  
Academic Affairs to discuss contracting with IT prior to hire date.  
  
Facilities Interviews   
Will coordinate campus visit with preferred applicant

**Academic Affairs**Faculty development filming begins this week.   
Content and assessment creation submission process is complete  
Dr. Prinster is working on hiring Biomedical Sciences faculty. Will coordinate campus visit with preferred applicants

**To Do:**  
Academic Affairs to provide curriculum map for faculty review  
Academic Affairs to update course catalog   
Academic Affairs to create vocabulary page for new hires

**Clinical Affairs**COVID Update  
Case numbers are in the high 500s. All time high: 25 in patient, 11 in ICU at Utah Valley Hospital. Cannot provide information about future direction of COVID. Physicians have enough gloves and masks, shortage of face coverings, gowns, and shoe coverings.

Affiliation Agreements  
Two fully signed and executed affiliation agreements with Utah Valley Specialty Hospital and Provo Canyon Behavioral Health. Working on IHC, Steward or HCA.   
Dr. Drew reached out to Dr. Hubner at Provo Canyon to discuss standard6.10 student rotations with residents.   
Dr. Embley is creating a mock rotation schedule

Utah Valley Sim Center  
Dr. Rhodes, Dr. Drew, and Dr. Embley met with Utah Valley Sim Center to discuss use and filming content. Will coordinate with RMU PA Department to use OSCE space in Building 1.

Hiring Timeline  
Dr. Hawkins signed LOI to start July 2021  
Dr. Cells to submit video presentation lecture for January 2021 start date  
Dr. Hill start date January 2021  
Dr. Ripplinger start date January 2021  
  
Assistant Dean for GME  
Dr. Kalliny verbally accepted position during follow up meeting via Zoom. Expected October start date. Will have Dr. Kalliny join for GME discussion with University of Utah.

**Student Affairs**Admissions Counselor  
Casey and Kristen changed job description and position title from Admissions Recruiter to Admissions Counselor to help with job search. Interviewing applicant with Webadmit and graphic design experience this Friday July 24. Next Admissions Counselor starts April 2021.

AACOMAS  
Mailed dues still waiting for access.   
Meeting with company to discuss admissions portal to help in keeping track and being in communication with applicants.

**To Do:**  
Dr. Rhodes to give Casey contact information for Hawaii advisors.

**Research**Intellectual Property Policy  
Discussed student rights to own IP. Include specific language.  
Met with John Lake re: research consortium location and research lab space donation  
Met with Dr. Benfield at Utah Valley Pain Management at research lab to discuss housing some addiction management equipment.   
Working with Jamie to get research consortium invitations completed to hand deliver to community members

**To Do:**  
Dr. Bills to email policy to Dr. Akunyili and Jeff  
Appoint adjunct research faculty to Dr. Benfield

**Professional Development**Academic Affairs to email All Staff list of professional development

**Due Process Resolution**   
Nothing to Report

**New Business**Schyler Richards, VP of Institutional Advancement started Monday July 20. Departments are to meet with Schyler to discuss opportunities and create a faculty training filming program.

Employees wishing to use the conference room and/or recording studio are to schedule it in advance by including the correct email in the invitation.   
[conferenceroom@noordacom.org](mailto:conferenceroom@noordacom.org)  
[recordingstudio@noordacom.org](mailto:recordingstudio@noordacom.org)

Employees purchasing $500 and above of capital equipment are to complete the Purchase Requisition Form and receive approval from the Dean.

Faculty are to complete the Med Mal application

Chairs, Managers and Directors   
Council is scheduled to begin in September for employees to have a shared voice. Council members include Kristen, Dr. Prinster, Alexa, Dr. Embley, IT, Dr. Danto, Facilities

**Construction Update**Waiting to hear from Kyle Terry is water permit has been approved. Micropyles are beginning to be placed. Westland is starting construction around the water until permit is approved.

**Adjournment: 2:10 PM**

**Next Dean’s Council Meeting scheduled: Wednesday August 5**