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

**September 30, 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  
Jorge Quintana, MSIS, MSISA – Director for Technical Operations

**Not Present - Excused**  
GME  
COSGP  
  
**Ad Hoc**  
Alexa Levine, MA – Executive Director

**Meeting Minutes**

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

**Standing Committees**

**COCA Update**COCA Commissioners asked for clarification re: Spanish Fork hospital as it does not open until the spring. Each department will be in charge of creating and hosting their Zoom meetings for the inspection. Please note to stay available after inspection until Dr. Dougherty receives the thumbs up from COCA.

**COSGP**  
Nothing to Report

**Curriculum Council**Third meeting was last week. Established OMS III and IV sub-committees. OMS IV course committee members – Dr. Rhodes, Dr. Embley, Dr. Danto, and Dr. Manley  
Working on aligning course syllabus, and assessment and grading policies  
Darell has been nominated to a committee in the Library Association

**Finance**  
Jeff will send monthly budgets to Associate Deans. Alexa is continuing with monthly budget statements – will help train Sarah   
Over in IT budget – will address additional items as we go. Not expecting issues with Board if we can substantiate needs in budget.

**Committees and Bylaws**Admissions Bylaws – Casey drafted bylaws – sent last night for review and asking for feedback from Dean’s Council on committee members.

Needs Approval:   
Dr. Drew to Chair the Committee  
Looking for faculty willing to participate from, OPP, Biomedical Sciences, Medicine, Administrative, and (ideally OMS II) Student. This committee is very active and is a significant time commitment.   
Associate Dean for Student Affairs – committee voting member

**To Do:**  
Casey to adjust and send for electronic vote

**Faculty Council**   
Reviewed COCA Documents  
Spent time getting to know each other  
Discussed attendance policy terminology

**Media and Information Technologies**Revisiting the budget for a realistic account for this year’s spending (software, equipment, etc.)  
Actively hiring and reviewing candidates for video production manager   
Hoping to get IT in new suite finalized today. Expecting for WIFI to turn on tomorrow

**Academic Affairs**Extended offer to Dr. Fredrickson for Anatomy position – start date: November 1  
All faculty should have access to modules  
Dr. Ramana has completed all faculty development and an entire module  
Moving into production mode and applications  
Curriculum Map and overview for first year is complete  
Recording studio is set up in the back office of new suite. Will continue using the Recording Studio calendar in Outlook to schedule

**To Do:**  
Will start handing modules for faculty members’ review

**Clinical Affairs**Working on OMS I curriculum. Starting to finalize rotation syllabus. Dr. Embley is managing OPP and CEPA course material. Will begin recording content.

**COCA Prep**Met with Utah Valley CEO and CMO to prep for COCA inspection  
HCA status – still pending. Kimball Anderson and Dr. Monroe have agreed to represent Mountain Star for COCA inspection.

**COVID Update**Continuing the work from home status. 906 new cases in Utah – 1017 -7 day rolling average.

**Hiring Timeline**  
Dr. Sells visiting in Utah   
Dr. Romero will be starting November 1

**Student Affairs**AACOMAS  
565 verified applications, 706 in progress applications  
Postcards were mailed to in progress students with Admissions Contact Info   
Expecting students to wait for Pre-Accreditation status prior to submitting application

Student Interviews  
EMP is building a platform for applicants to provide interview preference dates, contact info, link for GoReact, and to sign technical standards in DocuSign.   
PayPal is set up to collect application fees  
Liaison – can monitor each step in the student’s application process through matriculation

Hiring Timeline  
Registrar - Freda Strack Experience working in COMs and large institutions. Will work remotely on SIS (Jenzabar and Anthology), updating catalog, etc.   
  
Financial Aid Director – interviewing candidates. In contact with Sallie Mae

**Admissions Update**  
Live stream with Dr. Halvorsen went well. People are still watching the video  
Plan to accept more than the 90 students to avoid the melt. Will have a high, medium, and low wait list to make sure we get a full class

**To Do:**  
Jeff to provide remaining documents required for Sallie Mae  
Will look into multiple financial aid options   
Will include Schyler in conversations from now on

**Adjournment: 2:30 PM  
Next Dean’s Council Meeting: October 14**