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

**July 21, 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
Alice Akunyili, MD – Assistant Dean for Academic Affairs
Jennifer Brown – Associate Dean for Academic Affairs
Jorge Quintana, MSIS, MSISA – Director for Technical Operations
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**: Dr. Akunyili
**Second**: Dr. Bills

**Dean**Orientation week starts July 26th

**Finance**Expenses came to 75% under budget

**Curriculum Committee**Meeting scheduled today to review and discuss Structure and Function
Syllabus is complete

Honors and Awards Committee Bylaws
Motion to Approve Bylaws
**Motion:** Dr. Akunyili
**Second:** Dr. Rhodes

**Media and Information Technologies**Suite 100
Suite is done and ready for students

Great job to Cory for his hard work

Phone Lines
Employees may request an online phone line

**Academic Affairs**Content
First two weeks of content is in Canvas

Progress IQ is ready

Docent Training
Meeting scheduled to discuss docent training

Pod Scheduling
Pod sessions are created as events in Campus Groups. Students can schedule and see pod availability

**Clinical Affairs**Content is being created
Questions are being sent to Dr. Manley
Discussed needing a better system to determine which questions are missing learning objectives

Hiring Update
OPP Faculty – Start date November 2021
Assistant Dean for GME – Start date November 2021

Student Clinic
EMR vendor was chosen – Athena software
Software will be used to bill patients, collect co-pays and insurance
Plan to use paper records until software is personalized around mid-September

COVID Update
Utah cases are trending up
97% of hospitalized patients in the ICU are unvaccinated
Students will be wearing masks during orientation week unless they show proof of vaccination or antibody test
Employees are to wear their masks during White Coat Ceremony

**Simulation**
All ordered SIM equipment is in except for blood pressure trainer
Plan to record content with Dr. Embley first semester

**Student Affairs**
Orientation
Starts on Tuesday July 27th
Casey will send information about the hikes
Volunteer assignments were emailed yesterday
Meeting scheduled for Friday to discuss expectations

Admissions
URM – 18%, 22% in multiple categories
Secondary applications have been sent
Will start reviewing video applications
Currently have 2750 applications

**Research**
Roseman
Met with the chancellor at Roseman last Friday to finalize logistics

Equipment
Ordered a space freezer for the server room to hold viruses

Student Clinic
Privacy shades have been placed over the windows
Construction quote should be finalized to start build out

Research Houses
All students have been assigned to a research house
Dr. Bills is working on assignment letter and will distribute during Orientation

**Professional Development**
Docent Training and Pod Support Training

**Due Process Resolution**
Nothing to Report

**New Business**Visitors and Students in Suite 100
If students or visitors come to Suite 100 we will create a policy
Coordinators will be in the lobby
Will purchase an iPad with QR codes for daily attendance
Plan to purchase physical phone for Suite 100
Three privacy booths should be in on Wednesday of next week
Cubes are being powered and will house Finance, Dean’s Office, and Advancement
Will purchase walls in Suite 100 to help prevent noise
Launch Party – Employee Lunch

**Adjournment: 1:50 PM**