**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**