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

**September 15, 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  
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. Rhodes  
**Second**: Dr. Akunyili

**Dean**  
Additional Facilities  
Finalizing 24,000 sq. ft. agreement for 6th floor of MicroFocus   
Plan to sub-lease half of the 6th floor from RMU  
Will include 20 12x20 pods to total 35 pods between MicroFocus and Suite 100  
Departments planned to move are Student Affairs, Academic Affairs, MIT  
Departments planning on staying in building 5 are Dean, HR, Clinical Affairs, Advancement, and Administration   
Labs will continue in RMU

Construction  
Steel should be going up within the next week  
Plan for topping ceremony in January  
Building estimated to be ready Spring 2023

COCA Survey  
Students will complete COCA survey after October 1  
Employees are not to tell students what to say in COCA survey  
Students have access to the Suggestion Box with any complaints or recommendations   
  
COCA Inspection  
Inspectors to confirm academic and facilities plans  
Documents are to be submitted no less than 60 days prior to inspection – estimated week of Thanksgiving  
Currently reviewing, revising, adding links, etc. to all policies  
Will share COCA schedule and plan once provided  
Plan for department mock inspections

**Standing Committees  
Curriculum Committee**  
Approve semester syllabi   
Structure and Function course approval   
Current and next semester exam dates are approved  
Working on OMS II syllabus

**Finance**Alejandro started as CFO September 13 2021  
Jeff is working on Oppenheimer modeling   
Jeff and Alejandro will meet about investor group reporting

Audit  
Save and upload all receipts to SmartSheets as soon as possible   
New Policy – no reimbursements without receipts

**Committees and Bylaws**  
Nothing to Report

**Faculty Council**  
Dr. Manley has been promoted to Assistant Dean for Assessment

**Media and Information Technology**  
AV  
Two 86 inch TV monitors were delivered yesterday  
Mounts should be arriving tomorrow or Friday

IT Help  
Employees who need help from IT should avoid last minute requests   
  
Hiring Timeline  
Becky Ortinez – Project Manager started September 1 2021  
Becky will gather and prioritize project proposals   
All proposals can be requested through SmartSheets

**Academic Affairs**Determining how to curve the mean for Foundations of Medicine Midterm   
Scores will be released to students no later than tomorrow  
Curves are shifted more than seven points – not allowing students to get over 100%

Hiring Updates  
Sarah Worlton – Promoted to Senior Curriculum Coordinator  
Crissi Stokes – moved from SIM started as Learning Specialist

**Clinical Affairs**Hiring Updates  
Kristy Watters – Promoted to Senior Coordinator  
Megan Collyer – Started as new Administrative Assistant  
Sondra Jepson – Assistant Dean for GME – start date November 1

GME  
Cory Maloy to help write and draft GME legislation  
IHC and hospital associations have provided letters of support to create GME programs

UMA President Elect is a DO – said he wants to make sure more DOs are included

COVID Updates  
Rapid antigen testing available on campus for those experiencing symptoms during campus hours  
Student Vaccination Requirement – January 1 deadline. Provides ample time if exemptions are requested.   
Vaccination exemptions are handled in COVID taskforce, appeals go to the Dean

Students are to address themselves as medical students not as student doctors to patients and hospital staff while on rotations

CEPA Course Content  
Dr. Drew has been working with students and faculty to simplify complicated topics

OPP Course  
Course completion next week planning to get student feedback after course

Students are booking Clinical or OMM labs back-to-back. Late Policy indicates students who are 5 minutes late and over to labs will be a professionalism issue

iHuman Update  
Drs. Drew, Danto, and Embley met with iHuman rep  
Company is open to adding OPP approaches within their software  
Expect to go live by March if changes are accepted

**Simulation**  
Maria is out today

**Student Affairs**Admissions  
Starting to schedule next round of interview days while acknowledging the workforce analysis   
Please keep Outlook calendars updated

Interview Stats 2026  
Over 3300 applications  
1530 verified applications  
244 invited to interview  
654 secondary interviews sent  
393 completed secondary applications  
203 applicants with Utah ties  
502 Average MCAT

PACC Meetings  
Plan to schedule shorter PACC Meetings more often  
Ashley and Casey put notes in Progress IQ – available for docent review  
  
QR Code  
Progress IQ, Suggestion Box, AACOM, COVID updates, etc. are available from the QR code located on the student badges

Docent Movement  
Working to connect HPSP students with proper docents

Blood Drive  
Jamie is scheduling a blood drive downtown Provo in January

Provo Schools  
Starting in October Noorda-COM students will visit Provo science classrooms  
Plan to provide positive outlook and role models for youth students

SGA Elections  
Jamie is working on student nominations  
Should have student officers listed by October

**Research**Faculty Research Presentations  
Faculty members will have 5-6 minute presentations to students regarding research participation interest tomorrow in Suite 100 at 3:00 PM  
Plan to send students an electronic form to rank their interests  
Students will receive abstracts today for review prior to research presentations

Bench Side Program   
Dr. Bills met with BYU’s Associate Dean for Research in Mechanical Engineering for possible collaboration meant to form groups to generate intellectual property

AACOMAS  
Possible collaboration with AACOMAS to provide Noorda-COM their data to create models and algorithms

State of Utah   
Dr. Bills met with the Utah Department of Substance Abuse and Licensing to provide Noorda-COM access to data to build a dashboard for the State of Utah  
Intention is to match individuals with substance use to the proper facility   
Senator McKell plans to send collaboration information to the Salt Lake Tribune  
  
Dr. bills submitted a paper to the AOA about OMM and our ability to mitigate long term effects of alcohol exposure

**Professional Development**  
Working to get Noorda-COM employees CME credits for faculty development   
Plans to create and send faculty CME needs assessment

**Due Process Resolution**  
Nothing to Report

**New Business**  
AACOM submissions  
Employees can review the AACOM abstract information link emailed by Dr. Dougherty

Family During Campus Events  
Plan to create a policy discussing bringing families to campus during non-family events

Scheduling Labs in Campus Groups  
Students are able to schedule multiple of the same labs restricting the number of labs available for other students  
Will discuss with Jamie to prevent multiple bookings within Campus Groups

**Adjournment: 2:35 PM**