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

**August 4, 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
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
Jorge Quintana, MSIS, MSISA – Director for Technical Operations

**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**:
**Second**:

**Dean**August 2, 2021 – first day of class. Planning to request feedback from students regarding curriculum

Learning Structure
Feedback and ideas are welcome but allow employees in charge of departments/committees to do their job.
Dr. Dougherty is available to answer student and/or employee questions

**Standing Committees
Curriculum Committee**Students have been asking questions on curriculum content and process

Committee will meet again later this month to approve Structure and Function Syllabus

OMS II Overview may be pushed back to November

**Finance**Jeff, Dr. Wright, and John Nemelka are working behind the scenes with investors regarding bond management and student clinic lease

To provide most up to date budget all receipts should be submitted in SmartSheets

**Faculty Council**Plan to meet mid-October after first SCOPE report. SCOPE reports are meant to provide constructive criticism for faculty and course success.

**Media and Information Technology**Learning Space
Software is ready and used to work remotely

Titanium
Working on finalizing scheduling customization forms

Suite 100
Provided HDMI cables to students to connect directly to TV monitors

**Academic Affairs**Students reached 100% attendance rate the last two days

Hiring Update
Learning Specialist – on-campus interview scheduled

Privacy Pod
Ashley has been meeting with students utilizing the privacy pods

Content
We are about two weeks ahead on content and pod exercises

Assessment
Working on editing questions
Remind faculty to finish and submit their questions to Dr. Manley
Scheduling faculty review sessions

**Clinical Affairs**
Campus Groups
Scheduling labs and SIM with Campus Groups

Hiring Update
Assistant Dean for GME – Dr. Jepsen starts November 1, 2021
OPP Faculty – New employee contracted

Student Clinic
Sending Dr. Romero to work at Mountain Land Community Health Center 2.5 days/week

**To Do:**
Dr. Dougherty to review files for service contract sample

Clin Ed Handbook
Clin Ed Handbook is meant to be an addition to the Student Handbook but kept separate
Plan to review Clin Ed Handbook

COVID Update
Two employees quarantined after falling ill during orientation
Discuss student vaccinations and required mask mandates regardless of vaccination status
Plan to use software to collect contact tracing and symptom tracking
Waiting for IHC decision on vaccination requirements – plan to mirror IHC policy
Upon IHC decision COVID Task Force will email updated requirements to employees and students
Looking into purchasing rapid tests to keep on hand

Simulation
Filming task training sessions on Friday afternoon
SAM II Training Sessions scheduled
Plan to meet with faculty re: SIM equipment proficiency

**Student Affairs**
Orientation
Discussed practice run with SCOPE meeting to receive Orientation and White Coat Ceremony feedback to improve for future events

Student Accounts
Most students have paid or are accounted for

Registrar
Freda was working in-person this week

Student Activities
Jamie has multiple events scheduled with students

Counselors
Students are eligible to schedule therapy sessions with counselors when needed
Plan to pass out business cards with QR code for scheduling ease

Admissions
30 applications away from 3000 applications
1300 certified applications
Secondary applications are being emailed

**Research**Faculty Research Participation
Students are showing interest in research
Plan for faculty to present research projects for student participation
Will provide students with an electronic format to submit research participation interests
Dr. Bills plans to hire a website intern to help upload faculty presentation modules to the Intranet prior to presentations

Roseman University
Research collaboration meeting at Roseman University on August 12 at 12:00 PM
Scheduled for five Noorda-COM faculty members to meet with VP of Research at Roseman
Plan to discuss research collaboration and lab equipment use and storage

Research Houses
Meeting scheduled with house leaders on Friday to discuss structure of each house
Plan to include student leadership in research house roles – Chair and Co-Chair

Research Track
Track begins end of second semester to teach basic research skills
Tuition free research track requiring 30-40 hours a week
Provides opportunities for students to include research participation on CV

Sponsored Projects
Noorda-COM IRB Committee Co-Chairs – Dr. Tipsuda and Dr. Mecham
Dr. Kriak plans to set up infrastructure trainings and will be ready to accept IRB applications within the next two months.
Infrastructure trainings include grant identification to determine available and reasonable research projects

Academic Decathlon
Need to identify a date to schedule academic decathlon
Working with Dr. Manley to prepare beneficial questions for students

Research Day
Plan to schedule Research Day for end of the semester to get students ready to present case studies

**Professional Development**
Nothing to Report

**Due Process**
Nothing to report

**New Business**Building Update
Micropyles are 70% completed and plan to start putting down steel by first week of September
Topping Ceremony is still planned for the end of the year
Westland has overcome supply chain challenges and are on track for Spring 2022 building completion

Additional Space
Doug is working with Tab from CBRE to locate additional space
Looking to include 17 more pods for upcoming cohort
Plan to rent a temperature-controlled storage unit

Privacy Booths
Booth in Student Affairs area is missing a piece – company will come back once piece is ordered
Booths are meant for students we will not plan to make them schedulable
Employees can use privacy booths when available

Office Space
Plan to purchase additional mobile room dividers to reduce noise
Dr. Dougherty has moved to the back corner booth
Dr. Wright is using Dr. Dougherty’s old office
Upon CFO start date – Dave and Denise will move to the conference room to allow CFO Dave’s office
Plan to move all research equipment from office into storage unit to allow additional conference room

**Adjournment: 2:30 PM**