**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**