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

**January 20, 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
Kyle Bills, DC, PhD – Associate Dean for Research
Alice Akunyili, MD – Assistant Dean for Academic Affairs
Jennifer Brown – Associate Dean for Academic Affairs
Casey Himmelsbach, MSML, MBA – Associate Dean for Student Affairs
Jorge Quintana, MSIS, MSISA – Director for Technical Operations
Maria Vazquez-Amaral, JD, Med – Assistant Dean for Medical Simulation

**Not Present - Excused**
GME
COSGP

**Ad Hoc**
Alexa Levine, MA – Executive Director

 **Meeting Minutes**

**Call to Order - 1:00 PM

Motion to Approve Minutes**
**Motion**: Dr. Rhodes
**Second**: Dr. Akunyili

**Construction Update**
Ahead of construction timeline – advantage from weather cooperating.
Currently working on the bridge and front loop. Micropyles should be completed by March.
Doug and Jorge have worked on connectivity throughout buildings.

Furniture
Suite 100 – negotiated 50% down. Jeff has check that someone from HB will pick up today.

**COCA** **Update**
Expecting walk through beginning in March. Room must be functional and operational. We plan to fit 90-100 students in front rows and will have small groups in the back. Considering allowing RMU students to use Suite 100 to see how they utilize the space. Acceptance Day will be hosted in Suite 100. Most of AV is ready – waiting for TVs, podium, mics. Should be completed within the next week.

Credit Rating
Documents went through the rating agency to receive fund rating. Expecting funding to come through mid-March. Budget managers to continue postponing large purchases through to mid-March.

Dr. Dougherty spoke with Greg Stuart who indicated he did not expect funding to come so late. Funding total $120 million.

**COSGP**
Nothing to Report

**Curriculum Council**Grades will be Pass/Fail, High Pass/Honors for Transcripts.
Financial Aid and DOE require a grade per course.

Textbook Policy
Review textbook policy
All policies without financial implications come to Dean’s Council for approval.
All policies with financial implications go to President’s Council for approval.
 **Finance**Jeff sent all budget managers individual budgets
Better than budget by $650,000
Building 1 unexpected expense – IT, lease, furniture, etc. was not initially part of budget
Budget managers to continue postponing large purchases through to mid-March.

Procedures
Alexa to review report Jeff created
Departmental administrative assistants are to begin submitting budget documents directly to Jeff
Jeff is working with Zions Bank to switch to credit cards

BOT Finance Committee
Required to have Finance Committee by mid-April. BOT will review and approve budgets

GL Account Numbers
Budget managers can begin putting together account numbers and will submit to Jeff for approval.

**Committees & Bylaws**
Meeting with department heads on Monday to start committee assignments. Plan to email list by Friday.

**Faculty Council**
Will begin planning meetings.

**Media and Information Technologies**
Student Information System
Working on SIS implementation. Jorge is working on IT security with each software company to ensure security is up to standards.

**Academic Affairs**
Hiring Timeline
Job descripts out for Assistant Librarian, Micro/immune Faculty, Pharmacology Faculty, Director of Learning Services.

Adjunct Pay
Hourly rate for instructor – PhD/equivalent.
Dr. Rhodes has the amounts for clinical.
Contingencies relative to expectations – available to be responsive for students during that time. $80/learning objective for terminal degree and $40/hour for non-terminal.
Adjuncts can have part time positions but not necessarily linked to a specific learning objective.

CAPEX-capital expenditures (computers, implementation software, furniture, etc.)
OPEX – Operational expenditure (budget we’re used to seeing).
Cannot move from budget to budget.

**To Do:**
Need to review specifics for adding 26% of salary depending on the adjunct.

Retreat
Ratings from faculty and participants was great feedback.

Research Track
Freda and Dr. Bills working on an outline

OMM Scholars Program
View OMM fellows as employees – tuition, room and board are covered

**To Do:**
Schedule a meeting to discuss OMM Fellow budget allowance.

Curriculum Development
Started scheduling team meetings for faculty to get used to production
Working with Jorge and Dominic for back end production needs
Will be providing Professional Development calendar for faculty interested in learning different tools and techniques.

**Clinical Affairs**
Hiring Timeline
January 2021 – Four new employees hired. – Dr. Hill, Dr. Edgington, Dr. Sells, and Dr. Ripplinger.
March 2021 – Part-time ER doc and neurologist
June 2021 – Dr. Kalliny’s start date is pushed back to June so his programs can find a replacement

Content
Dr. Embley has done a goals and objectives of content creation.

COVID Update
Employees were exposed last week
Employees are starting to get their second vaccine dose – delay in dose is okay
Doug purchased air purifiers with UV lights for office.
Masks are still required in the office

Affiliations
Dr. Drew met with Medical Staff President for Jordan Valley and Mountain Point Medical Center to be on March agenda
No word from Dr. Bowman at HCA

**Simulation**
Simulation Tech interviews – three qualified candidates.

Simulation Demo scheduled at Utah Valley Sim Center Friday 12:00 PM– 4:00 PM

Introduction to Simulation
Met with Dr. Rhodes, Dr. Drew, Dr. Embley, and Dr. Akunyili to demonstrate simulation for faculty without sim experience. Plan to schedule four employees for four-hour hands-on sessions. Debriefing room available for $400. Need Jamie for video

CAE
7:00 AM CAE meeting scheduled based on time difference
Will go over everything produced after Jorge talks about what is needed.

**Student Affairs**Interview Days
Three more days in January – will schedule February dates. Still have great student applicants. Students can apply through AACOMAS through February 1 and can interview until March 1.
Sent 64 acceptances so far. To date 25 have paid seat deposits. 1 student declined acceptance. 1100 verified and 2100 total applications.
Plan to send remaining acceptances by February 8

Admissions Committee Meeting
Crucial to add comments in rubric. Helps with deciding applicants.

Financial Aid
Hopeful for second national lender. Preferred lenders will provide students with more lending options.
HPSP is ready. Working on info sessions with three military branches and VA representation

UVU MBA
Working on another program with UVU MBA students

Student Information System
Need to decide what we want to call the SIS – will help students find their requests for transcripts, name change, etc.

**To Do:**
Send survey to employees and accepted students with choice.

**Research**Team is putting together a collaborative website and live document to better understand what does on in a research project.
Meeting with Biomedical Faculty to review research project introducing template. Want to be using the same template for student use.

NBOME
Dr. Dougherty and Dr. Bills met with NBOME to discuss AI to grade OSCEs.
NBOME has thousands of recorded videos for training processes.
Relationship with NBOME can help shorten process by five years.

**Due Process Resolution**
Pre-Matriculated students are to meet with SAC
Associate Dean experiencing problematic student is to address SPC, then SAC. Student has ability to appeal to Dr. Dougherty.
There is no chair of SAC.

**New Business**Black Men in White Coats
Kristen got in touch with a company filming a documentary called Black Men White Coats. Offering screening for employee participation.

Dr. Dougherty was named to fab 40 in Utah Valley magazine

**Adjournment: 2:30 PM**