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

**August 19, 2020**

**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

**Not Present - Excused**  
GME  
COSGP  
IT  
  
**Ad Hoc**  
Alexa Levine, MA – Executive Director

**Meeting Minutes**

**Call to Order - 1:00 PM**  
**Motion to Approve Minutes**  
**Motion**: Dr. Akunyili  
**Second**: Jen

**Standing Committees**

**COCA Update**COCA virtual inspection scheduled for October 5-7, 2020. Jamie submitted video of campus tour with voiceover. Inspectors are typically paid for their time and travel – virtual inspection is saving ~$10-$12k in fees. Dr. Yorio will be our inspection team leader, Karen Johnson as Student Affairs. Two other inspectors have been removed from the list. Each department has time to meet with COCA   
COCA primary reviewer has three weeks to review documentation and submit report to COCA commissioners between end of November before December 4 COCA meeting. By that time, we will be able to begin accepting student applications.

Building 1  
Jason at HB Build has provided construction prints. Space should be 100% operational by on-site inspection anticipated by February or March. DIRTT expects to have building 1 construction completed by mid-October  
Jeff is communicating with Tab to get lease agreement signed ASAP.

**To Do:**  
Schedule Departmental Mock Site Inspection

**COSGP**  
Nothing to Report

**Curriculum Council**Scheduled recurring meetings. Discussed bylaws and subcommittee assignments. OMS I committee met this morning. Assessment and outcome meeting scheduled for this week.

Discussed students will have access to all core content for reviewal at their convenience. Foundational content will be available at all times for student reviewal. Advanced content requires hierarchical approval.

The curriculum is designed to help struggling students. One-on-one tutoring will be required for students struggling with CEPA. Students can fall up to six weeks behind without negatively impacting their schedule. Those students will begin rotations later. Must keep boards schedules in mind.

**Finance**Department heads are to manage budgets. Jeff will not be providing budget management assistance but will provide monthly statements.

**Committees and Bylaws**  
Safety and Security   
Policy was updated with RMU AED building locations, phone numbers, etc.   
  
**To Do:**  
Dr. Dougherty will email committee map

**Faculty Council**Plan to begin in November  
Faculty is defined as anyone below the level of Associate Dean. Faculty members participate in Faculty Council. One faculty member has a position in President’s Council.

Media and Information Technology  
Jorge Quintana first day Monday August 24  
CAE equipment (Apollo and Vimedix) have been ordered  
Maria Vazquez-Amaral first day November 1

**To Do:**  
Check with CAE if we get the learning space simulator included in our order  
Jen to speak with Jorge re: BodyViz ordering process  
Create PowerPoint for virtual inspection – expect to have at least two modules by virtual inspection

**Academic Affairs**  
Hiring Timeline  
Sarah Worlton started as Academic Affairs administrative assistant yesterda  
Dr. Ramana – September 1 start date  
Dr. Neubel – January 1, 2021 start date  
Anatomy instructor position moved to October

**Clinical Affairs**GME   
Met with University of Utah group involving IHC, State Legislators, and Dr. Kalliny re: the development of GME. Francis Gibson, Cory Maloy, and Scott Elison are sponsoring funding for psych residency.

Dermatology Affiliation  
Dr. Warren Peterson reached out re: collaboration/affiliation to take role of DIO. Derm residency is part of OPTI West.

**Hiring Timeline**  
Dr. Cosgrave – September 1 start date  
Dr. Romero – November 1 start date  
Dr. Sells – LOI   
Dr. Hill – January 1, 2021 start date  
Dr. Ripplinger – January 1, 2021 start date  
Dr. Porter – declined position – will stay in WV

**Affiliation Agreements**  
Provo Canyon – signed affiliation  
Utah State – signed affiliation  
Utah Specialty – signed affiliation  
IHC – in process: gathering student cost data. May renegotiate numbers  
Streward – in process: in legal department waiting for signed affiliations   
Mountain Point – in process  
Utah Valley Peds – Dr. Drew connected with physicians  
  
Dr. Drew’s daughter is helping with data entry for physician database. Currently have 600 physician licenses documented. COCA requires to demonstrate the number of DO physicians and how many work with residents

Dr. Embley completed the cohort rotation schedule

Dr. Dougherty spoke with COCA Secretary mentioning the impossibility of accurate student assignment to preceptors.

**COVID Update**Numbers are down but testing is down. Need to continue maintaining a six-foot distance, utilizing Teams, etc. Employees with children are not required to stay at home unless seeing symptoms

**To Do:**  
Begin recruiting for additional OPP Faculty  
Set up meeting with Premiere  
Schedule meeting to discuss Standard 6.10  
Dr. Rhodes to revise return to work policy

**Student Affairs**Working on interview training modules. Expecting to begin interviews mid-October.   
Working on Title IX changes (assign coordinator, investigator, decision makers, and appeals) to abide by new regulations. Dr. Hill will be our Title IX Coordinator. Dr. Hill to be available for COCA inspection and complete all Title IX modules.

Scheduled Live Q&A for virtual recruitment  
Set up Pre-Check for immunizations, background checks, drug screenings, etc.  
Casey has been working with Jeff and Sandy re: lending options   
Working on Registrar Job Description   
Set up Student Linc with the ability to talk, test, web 24/7.   
Developing a partnership with Wasatch Behavioral Health to share counselor for additional levels of therapy – future rotation affiliation agreement possible.   
Admissions Policy updated to reflect Anatomy and Psychology pre-requisite as recommended rather than required per other DO school requirements.   
International students are not being accepted first year until we can complete the paperwork and financial aid options. Student Applications  
Currently have 170 verified applications and 409 in progress. Working on creating WebAdmit while receiving applications.   
In Progress applications – Noorda-COM has been selected by an applicant but haven’t completed all required steps (fee, application).

Liaison  
Contracted with Liaison (WebAdmit and AACOMAS) for student applicant secondary interview requirements. Each applicant will be provided with their own personal website.

Hiring Timeline  
Mark Dimond – Admissions Counselor start date August 24   
Interviewing for Admissions Coordinator

**Research**Presented the new research in RMU’s research symposium  
Plan to bring first Noorda-COM post-doc student to start in September  
Mayor officially approved the Research Consortium date and time – September 24 at 1:00 PM  
Larry Howl, Associate Academic VP for Research and Graduate Studies at BYU granted access to select the BYU institutional representative – planning to ask Scott Steffensen  
Spoke with Mike Adler, Director of Technology granted access to talk with any group or college re: pursuing a DO/other degree and to develop a technology agreement between Noorda-COM/BYU re: managing technology, licenses, etc. Requesting healthcare industry collaborative – DO/MPA   
Dr. Bills and Darell went to BYU library with the intent to draw in library resources into MOU  
Meeting with IHC IRB review board on Monday. Dr. Benfield will be on call with Dr. Bills and internal IHC research group

**To Do:**  
Schedule meeting to discuss consortium goals with Mayor, Keith and Schyler  
Hand deliver research consortium invitations  
Draft MOU relating to BYU portion in research consortium

**Professional Development**  
Before COCA inspection - Need to identify and review IPE and self-directed learning, Intranet to be ready  
  
SafeColleges  
Dave and Casey put together a list of applicable modules. Software allows us to add our own modules

**New Business**Budget managers can purchase noise cancelling options

**Advancement Update**Advancement strategic plan is in process. Schyler wants to meet with each department head for feedback  
Moving forward with establishing 501c3 – Dr. Nielsen is working on scholarship options  
UVU MBA students will have a follow up capstone discussing branding for business, healthcare, IT, etc.   
$42.8 million in PID money was funded yesterday. Hoping to see movement at construction site  
Press release went out this morning – Cory pitching state wide for funding

**Adjournment: 2:25 PM**

**Next Dean’s Council Meeting: Wednesday September 2, 2020**