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

**November 11, 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  
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   
Dave Sorensen, M.HRD – Human Resources Manager

**Meeting Minutes**

**Call to Order - 1:00 PM   
October 14 Dean’s Council Meeting Canceled**  
**Motion to Approve Minutes**  
**Motion**: Dr. Akunyili  
**Second**: Dr. Bills

**COCA Update**  
COCA documents will be submitted November 16th. Dr. Dougherty will wait until the final day to submit to ensure all documents are as up to date as possible

**Construction Update**Building 1 Suite 100 electrical is getting set up. DIRTT walls in transit and should be constructed next week. DIRTT expects construction completion in one week.  
Under no circumstances are Noorda-COM employees are to go to construction site  
VCP has been passed. Started tracking water levels

**COSGP**   
Nothing to Report

**Curriculum Council**  
PEP Committee – POD Empowerment Committee

Understand the difference between a Committee and a Task Force.  
Cannot freely create committees – it will change workforce allocation  
Committees MUST have bylaws  
Can create accreditation issue

Academic Calendar does not need to be a sub-committee. Can include in Curriculum Committee.

**Finance**Working on capital and software needs in budget. Starting budget cycle in January.   
Planning to hire an accountant in January.

Dave and Denise are working on payroll. All charges each pay period should be the same.  
Open enrollment is coming up. Insurance is more expensive as our rates are age based. Plan to stay with Select Health. Possible dental, vision and life insurance changes.

**Committees and Bylaws**Will add names in January as more employees are hired  
A student club must have a faculty sponsor with at least seven members, with a charitable focus, money & fundraising – will put a cap on clubs to ensure students don’t create clubs for CV

**Faculty Council**First Faculty Council was held before the COCA October 5 meeting  
Chair – Leslie, Vice-Chair – Darell  
Will have next meeting after faculty retreat (January 27) and more faculty are on board

**Media and Information Technology**Hiring TimelineVideo Editor – start date January 1  
Will post Help Desk employee next

Building Update  
DIRTT walls should be delivered next week. Jorge will come in on Tuesday to install equipment. Looking into Internet service provider for Building 1 and 5 – separate from RMU.  
  
Discussed Spectrum will have display boards outside all elevators indicating pod availability

Software  
Video editor will purchase additional software licenses  
Not every employee will have access

Internet/Intranet  
Will discuss with Student Affairs and Advancement  
Can’t justify the Elemerce cost   
Will review Digital Data Comm costs

**Academic Affairs**Hiring Timeline  
Close to identifying all biomedical sciences faculty  
Will wait on anatomy

Academic Analytic Software  
RFP available  
Demo scheduled with Brent Israelsen’s software

Content Production   
Working on Foundations of Medicine  
Dr. Prinster is putting together a production calendar  
Dr. Danto and Dr. Romero are working on OPP production calendars

**Clinical Affairs**Affiliation Agreements  
Castle View Hospital – no concerns. Dr. Rhodes plans to get us a LOI  
Mountain Star Hospital – Kimball Anderson is working on affiliation agreement. Plan to house eight medical students   
Utah Surgical – signed affiliation agreement in hand

Adjunct Clinical Faculty  
Working on adding adjunct clinical faculty   
Dr. Drew emailed all physicians who wrote LOR for student applicants for interest in precepting

Curriculum Development  
All clinical affairs faculty have completed a module  
Looking for departmental reviews/feedback of modules to upload to Canvas  
Dr. Embley is working on clinical content software  
OMS III meeting this Friday to work on core clinical syllabus  
Spoke with Innovations, Exxat, and Sonis to manage clinical rotations

**Simulation**   
Maria’s first Dean’s Council Meeting  
Will work on budget for equipment  
Maria has sims from VCOM – will create a list of available sims to include a script, flowchart, and resources

**COVID Update**  
2355 new cases today. 7-day rolling average is over 2500 a day. Utah is one of the worst in the nation. Gov. has new restrictions.   
Noorda-COM employees to go to RMU for COVID screening prior to coming into work. We must demonstrate a log book if asked. RMU will handle log for both institutions. Will revisit options when we have to go back to work in person

**Immunizations**   
Four major vendors working on immunizations. Expecting batch second quarter of next year. Pfizer has a two-step vaccine.  
Will begin considering if COVID vaccine is required for students – plan to mirror hospital requirements.  
Student Affairs to handle immunizations for OMS I and OMS II. Clinical Affairs to handle immunizations for OMS III and OMS IV

**Student Affairs**   
Applications  
862 applicants have paid fees. 1600 total  
Faculty Friday’s have been very beneficial. Dr. Bills and Dr. Ramana this week on Faculty Friday

Interviews   
Sent seven batches of secondary applications – sending every Tuesday and Friday closing two weeks after.  
Received a few hundred videos so far. Checking for red flags before going to admissions and interview committees.   
Will have a significant amount of interview days in December. Kristen is sending interview blocks as calendar invites. Can sign up for as many interviews as you can/want. Need at least 10 interviews for morning sessions, mix of faculty, staff, BOT/community members.  
Interviews are to complete the modules in Safe Colleges prior to interviewing

Financial Aid   
Christina Twelves started as Financial Aid Director  
Meeting with Utah Community Credit Union tomorrow about loans

Technology  
Deciding on SIS today. Will make the decision based on what best fits the majority of departments

**Research**First Noorda-COM published journal  
Should have two research sub awards  
Dr. Bills to meet with Jeff re: goals and expectations of research budget  
  
Hiring Timeline  
Hired Staff Scientist – joining the lab full time in January  
Put together a team of AI experts

Projects  
OSCE analytics program to develop AI process – need input from Clinical Affairs to formulize rubric and modules

Begin gathering data on patient gathering analytics – to understand what aspects are lacking in trainees vs physicians

**Professional Development**Will email retreat agenda so faculty has enough time to work on presentations

**Due Process**Nothing to Report

**New Business**  
AACOM is doing a nationwide study wanting us to participate on creating a new evaluation tool predicting where students will go to medical school.

Noorda-COM employees are not to talk about our admissions process with anyone outside

AACOM abstracts due this Friday. People will take incomplete data to use for their own purposes. May reconsider presenting.

Board of Deans starts next week for Dr. Dougherty

**Adjournment: 2:50 PM**