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

**March 31, 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  
Alice Akunyili, MD – Assistant Dean for Academic Affairs  
Jennifer Brown – Associate Dean for Academic Affairs  
Jorge Quintana, MSIS, MSISA – Director for Technical Operations  
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  
Casey Himmelsbach, MSML, MBA – Associate Dean for Student Affairs  
  
**Ad Hoc**  
Alexa Levine, MA – Executive Director

**Meeting Minutes**

**Call to Order - 1:00 PM   
  
Motion to Approve Minutes**  
**Motion**: Dr. Rhodes  
**Second**: Dr. Drew

**Student Affairs**  
Student Applicants   
86 accepted, 4 offers out. Last 60 students 3.55 GA. 22% URM. 44 girls and 46 guys.   
  
DO/MBA Program  
UVU changed initial discussion program requirements. Casey reached out to Rockhurst and WGU and will present to the BOT Finance Sub-Committee. Plan to begin first dual degree summer of first and second year  
  
Orientation   
Finalizing orientation week agenda  
Community service day (Friday morning) plan to use United Way contacts to volunteer with at risk youth

**Dean’s Office**  
Dr. Dougherty and Schyler met with BYU athletics department

Construction Update  
Steel starts going up April 9  
90% likely we’ll be in new building by August 1, 2022

**Committees and Bylaws**  
Curriculum Committee  
Will approve syllabi next meeting

Student Perspective  
Group of accepted students tested the general curriculum format, timing for content and activity, and learning pods  
Curriculum:  
Students did not like reading learning objectives at different speeds  
Learning Pods:  
Request more horizontal space  
Request additional electrical outlets  
Request temperature control for each pod  
Request a central TV for more effective collaboration  
  
**To Do:**  
Jen to write report and provide additional student perspectives

**Finance**Oppenheimer  
Funding was approved. Received extra funding totaling $126 million for building operations and $32 million for operational expenses. All vendors will be paid once money is deposited in accounts.

Budget  
Better than budget by 73%  
Expect to advance in budget once funding is deposited  
Dr. Dougherty and Jeff met with budget managers re: final department budgets. Budgets will be presented to BOT Finance Sub-Committee with the request to advance to full BOT for approval in May

**To Do:**  
Schedule meeting to discuss central budget once all bills are paid  
Jorge to finalize IT requests to eliminate duplicate software requests

Hiring Update  
Controller – Mike Malmgrem starts April 1. Will hand SIS, day-to-day invoicing, research grants, etc. Mike will be in both RMU and Noorda offices  
Bursar – hiring in May  
AP Accountant – hiring in June

**Faculty Council**  
Plan to meet after Spring Break. Faculty are working on videos and questions

**Media and Information Technologies**  
Website  
Website installation is ready and will be live after final modifications by Schyler and Jamie  
  
Hiring Update  
Project Manager – starts April 1

Building 1  
Expect to eliminate some noise once pod ceilings are placed  
Will include additional outlets per student requests  
Printing will be available to students to purchase through a personalized code

**Academic Affairs**Dashboards  
Launched this week to keep track of faculty content creation and assessment  
  
Cadavers  
Anatomy Lab scheduling – making progress  
Room Scheduling Software – waiting to hear from Darell on demo

**To Do:**  
Request cadavers by January

**Clinical Affairs**Clin Ed Specialty Group  
Working on scheduling for part-time local clinicians – peds, neurology, surgery, ER, etc. working 4-8 hours/week   
Scheduled department meetings as introductions/ Q&A sessions for faculty development  
Created website for faculty to access content and information  
Dave is working on Safe Colleges requirements

GME  
Dr. Dougherty and Dr. Rhodes met with U of U GME Director and new IHC leader Dr. Lincoln N. re: money from legislature and COVID   
May be recruiting a new Assistant Dean for GME

Research Opportunity   
Dr. Bills and Clinical Affairs team discussed opportunities for research on student blood pressure training. Plan to reach out to community for experience

Clinic Space  
Waiting to hear back from IHC realtor re: old office space to use as student clinic

COVID Update  
Local Utah numbers have dropped 6.8% 7-day rolling average, ICU/hospitalizations are down. 20% of state is fully vaccinated. Employees are to continue wearing masks in office regardless of state requirements

**Simulation**  
Hiring update  
Director of Simulation Operations – David Clegg starts April 1  
Simulation Specialists – recruiting/interviewing

Task trainers   
Plan to order by mid-April

Stress Test  
Simulation sessions begin April 12

**Research**Consortium  
Official signed letter from BYU Academic VP affiliating the two colleges. Clause added allowing faculty to sit on thesis and dissertation committees at BYU, IRB, IACUC, etc. Expect to hear from Roseman and UVU this week.  
Intend to mirror verbiage into one MOU  
Working with Schyler and Cory to connect with Mayor Kaufusi’s office re: holding a public event

Behavioral Health  
Plan to fund psychiatric residency programs with a joint proposal   
Plan to meet with Dallas Earnshaw and Francis Gibson for funding letters  
Legislative session likely to be scheduled in April or May to discuss fund allocation  
Utah to receive ~$8.8 billion

Grant Updates  
NIH – submitted 7 NIH Grants in the last six months  
RO1 – submitted $100,000 a year for five years  
STTR – submitted for alcohol and opioid disorder  
U24 – consortium-based grant due in July

**To Do:**  
Jeff to reach out to Matt Ride re: reviewing research policies and contracts

**Professional Development**  
IACUC/IRB Training  
Paid through Dean’s budget  
Dr. Bills and Dr. Payne are meeting with BYU IACUC to understand process   
  
Faculty Training   
Will conduct annual needs assessment once all employees are hired

**Due Process Resolution**  
Nothing to Report

**New Business**Schyler has secured the convention center and Noorda center for white coat.

**Adjournment: 2:10 PM**