**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**