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

**May 13, 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 - 2:00 PM Zoom Option**  
**Motion to Approve Minutes**  
**Motion**: Jen  
**Second**: Dr. Drew  
Dr. Rhodes asked about actors for standardized patients – will look into it not expected to have standardized patients at this time.

**COSGP**   
Nothing to Report   
  
**Bylaws**  
Waiting for COSGP to approve bylaws

**Curriculum Council**   
Starts in August Bylaws are Complete

**Finance**  
Budget was approved by BOT Finance Subcommittee and Board. Discussed should the budget exceed 5% of approved budget amount we’ll request re-approval from BOT. Beginning July 1, we will calculate employee accrual balance. Employees are to provide a list of all absent days.

**To Do:**  
Jeff will send departmental budgets to budget managers for review  
Check vacation and sick   
  
**Committees and Bylaws**   
Will bring next committees starting in July. Committee bylaws must be approved by Dean’s Council.

**MIT**Director of Technology Operations – three applicants. Need to ensure IT person can support research needs. Will extend on campus offer to Colby once we speak with third IT applicant tomorrow.

**Academic Affairs**LibrarianDiscussed on campus interview for librarian applicant  
  
Biochemistry Faculty  
Currently received three applications. Will start recording test content next week  
  
**To Do**:   
Review contract signing proposal

**Clinical Affairs**University of Utah GME collaboration discussion scheduled for August 18, 2020  
  
iHuman References   
Team will discuss simulation vendors next week  
  
Associate Dean for GME – two on campus applicants  
JoAnn Pavel scheduled for May 20, 2020 and Sherine Lazarow scheduled for May 27, 2020

Director of Professionalism – Dr. Tracey Hill. Anticipated start date January 1, 2021

**COVID Update**  
Free testing through IHC and Test Utah. Local outbreaks related to 50% of Utah county cases. 6432 cases 153000 tested 535 hospitalized 73 deaths. Utah county is 1365 is getting flat third day in a row. Utah Valley Hospital has 17 in hospital 11 ICU 9 ventilators.

**Student Affairs**Director of Admissions   
Kristen Whittaker’s on-campus interview scheduled for today. Brooke Birdsong’s third interview will be via Zoom scheduled for Friday May 15th. Will decide early next week if we will offer the position to one of the applicants or will continue the search.

AACOMAS  
Portal opened May 5th. Hopefully, once granted rights to recruit, Noorda-COM will be on the list. This year medical school applications are up 125%.

Student Admissions and Interview Rubrics – DO and MD pools agreed to waive MCAT for this year’s applicants. Noorda-COM’s application process will include both online and in-person interviews.

Dr. Bills asked about letters of recommendation for student applicants. Letters of recommendation from Noorda-COM faculty on behalf of student applicants may increase points on interview rubric. Will discuss interview rubric next Dean’s Council.

**Research**Dr. Bills met with MPH program director at BYU. Working on creating a 4+1 program to integrate master’s students.

Hiring timeline  
Three job descriptions posted. Grant Writer/Researcher, Assistant Research Professor, Admin.

**Note:**  
Opportunity – preventative medicine fellowship with MPH program.

**To Do:**Schedule meeting to discuss curriculum with time for research  
Schedule meeting in September to discuss MPH curriculum

**Professional Development**Video equipment was delivered. Anticipate starting to record professional development content – interviews, onboarding, faculty content, etc.

**To Do:**Will discuss content recording times and locations  
Need to start putting together learning objectives for first course  
Director for Technology Operations will hire animators, graphic designers, etc.

**New Business**  
Construction Update  
Last few OAC meetings have been canceled. Nothing new just waiting on pouring the footings then will put in micropyles. Building will sit a quarter inch off the ground on micropyles. Received approval for sewer and power lines with roads.   
Steel has been ordered but hasn’t yet to be delivered. Positive note – we received pre-COVID prices for steel. Expect steel to go up middle of August.

Topper Ceremony  
Topper is scheduled to be up end of October beginning of November. Plan topper ceremony and board meeting for the same date.

DIRTT  
Will have warm shell by February. DIRTT expects 60 days for interior building completion. 75% of building is DIRTT, 25% of building is regular construction.

**To Do:**  
Will work on Intranet with each department   
Will talk with Docusign about getting subscription   
Working on getting data collection survey software platform

**Adjournment 3:00 PM**

**Next Dean’s Council Meeting: Wednesday May 27 9:30 AM**