



**Noorda College of Osteopathic Medicine Dean's Council**  
**January 19<sup>th</sup>, 2022**

**Present**

Michael Rhodes, MD – Associate Dean for Clinical Affairs  
Alejandro Rojas-Sosa, MBA – Chief Financial Officer  
Lynsey Drew, DO – Assistant Dean for Clinical Affairs  
Casey Himmelsbach, MSML, MBA – Associate Dean for Student Affairs  
Alice Akunyili, MD – Assistant 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  
Jennifer Brown, MS HEA - Associate Dean of Academic Affairs  
Schyler Richards – Vice President for Institutional Advancement  
Sondra Jepson, DHSc, MSW – Assistant Dean for Graduate Medical Education  
Kyle Bills, DC, PhD – Associate Dean for Research

**Not Present - Excused**

John Dougherty, DO – Dean

**Ad Hoc**

Alexa Levine, MA – Executive Director  
Becky Ortinez, MBA – Project Manager in Technology Operations  
Sarah Miles, BS – Administrative Assistant for HR/Dean

**Meeting Minutes**

**Call to Order - 1:00 PM**

**Motion to Approve Minutes**

**Motion:** Alejandro

**Second:** Sondra

**Dean (Dr. Rhodes filling in for Dr. Dougherty)**

Be aware of upcoming COCA visit and preparation dates (including COCA Bingo) for our faculty and staff.  
COCA will be a hybrid visit this year.  
After their visit with us, they do not meet nationally until the first week of May.

**Standing Committees**

**Curriculum Committee**

Still finalizing mechanisms of disease

Inherent Abilities is going well.

Next curriculum committee planning to have syllabi ready for the next couple of courses for next fall.

Will be doing course reviews for the past fall semester in a couple of weeks.

Students have asked if we can release videos earlier in the day, especially while we are doing virtual learning. If we release it too early, it could overwhelm the students. The way it is done right now allows for faculty to QA their content. Also, this could cause a problem when we are finished with virtual learning; Students may be upset when we once more, release it “later” in the day.

### **Finance**

Dr. Dougherty signed off on the budgetary templates last week.

They are striving to get all the info. out to the budget managers this week and provide trainings.

### **Committees and Bylaws**

Nothing to report

### **Faculty Council**

There’s going to be a new administration of faculty council. Chair & Vice-chair have timed out.

Dependent upon FCEC, Dr. Nuebel is going to be filling in for basis sciences and Dr. Romero for clinical.

The plan is to have this all in place before faculty council which is on Friday.

### **Media and Information Technology**

The virtual pods are running smoothly as it is an intuitive idea. For future use it could be very helpful for other things.

The last few tv’s are almost up and running. Once we are back from our remote work, they should be fully set up and usable.

Many things have been on backorder. Good news though, the dual monitors are finally here.

### **Academic Affairs**

We are digging into and cleaning the data on how students did last semester. We are working on having some nice things to show you, as well as showing you what the data can do as well as give faculty an opportunity to have some questions answered as to how they can use that data.

Jorge is going to give insight how to manage these large data sets into Power BI.

### **Clinical Affairs**

Letter will be going out today. Covid task force met Friday and yesterday afternoon at 2:00. Day to day case counts are becoming less relevant because there is more home testing, less covid being reported, and because of nationwide test shortages.

In essence, the plan is to go back to work/school in a hybrid model beginning Monday (continue remote pod activities, pod play, and content will stay delivered the way it is now, but we will allow on campus lab activities).

There will be enough N95 masks for everyone and steamer/vaporizing stations for cleaning of masks.

Ultraviolet light sanitizers will be moved to the OMM lab (131/132). There will be a video on how to effectively sanitize, clean, and store the masks while they are not in use.

Currently employees are encouraged not to be at the campus, however, with a supervisor’s permission, up to 10 people at a time are allowed to be on campus.

There have been multiple conversations with Intermountain and HCA regarding scribing. We have made a lot of progress there. The software database we are going to use for tracking of rotations and scheduling the scribe course, we have been talking and discussing a lot with community partners.

### **Simulation**

Dan and Patrick are finishing up at the International meeting for Society for Simulation and Healthcare. They will be putting together a presentation for best practices for sim. After eight month, the skeletons have arrived. There will be two each in the OMM rooms, and maybe one each in room 117, and one in 118. The cameras have arrived and they are also ready to be set up. Anticipated set up date will be near the time we are no longer remote.

When we start using/storing videos, we will make sure we keep FERPA in mind.

### **Graduate Medical Education**

CME – Reid had previously sent out a Needs Assessment to be sure we stay in compliance with the accrediting body. We wanted to figure out what the greatest and moderate needs are so that we can do something along that line. Some suggestions from the respondents were assessment strategy, engage people in real time, best practices, and DEI training.

Once the CME committee meets, there will be a plan of which item they would like to start with.

Faculty development and academic affairs will coordinate to be sure CME receives the credit for it.

GME – Sondra attended a four-hour conference sponsored by AACOM. They wanted to know how to best support their GME partners.

US government recognizes there is a physician shortage and they are working to make it easier to get rural funding.

### **Student Affairs**

Recently, there have been two back-to-back senior administrative committee processes for accepting students.

Ninety students of the upcoming class have already paid their tuition. We are still completing interviews and are almost through the interview cycle. We have a very robust waiting list. We have about 20 students who are currently in an accepted pending seat status and are working with Christina on their financial aid process. Students are already looking into housing. Noorda is in a much better position than they were last year as far as giving students plenty of notice.

We are on track to have our students volunteer at a Title I school teaching 5<sup>th</sup> graders how to properly wash their hands; We will begin this in February.

We are working through student information systems and exploring other options to make sure students have a good experience while accessing their records and working through the payment process.

We had our first disbursement out of our emergency fund.

The blood drive is going on today. Possibly we will work to get it on-site the next time.

Hopefully this upcoming year we will be able to create more connectivity activities, and help students who choose not to go home for the holidays stay connected.

### **Advancement**

Thank you to our teams for giving and pledging towards the emergency fund. You have put forth over \$13,000, and we had a board member who gave another \$10,000. It's a great way to show support to our students, and it will help students in crisis, whatever that crisis may be.

**Research**

There was a meeting with BYU discussing use of the Vivarium Kimball tower.

Currently they are planning the disbursements of the faculty grants.

We have partnered with Roseman so that our faculty can submit abstracts at no cost. Hopefully all of our students can be on an abstract or present on an abstract in March.

The Goldblatt group has a large pharmacogenomics lab, and we have been discussing some potential arrangements of adoption and memorialization of a wing lab with them.

We submitted a grant to IAMSE for the development of our chat bot

**Professional Development**

All of the professional development pieces that we do for faculty and clinicians, we will coordinate to be sure CME gets credit for those.

For staff we did the annual surveys, and we will continue to work with HR and build it out to be sure we continue covering the topics needed.

**Due Process**

Nothing to report

**New Business**

Clinical Affairs are now tracking immunization records for the 2025 class, and they been entering that information into a new database. In February, we are moving from Sentry MD to a system called Approve.

If there are things faculty and staff are interested in and speaking and testifying for, please coordinate with Schyler to be sure whatever is done also represents Noorda.

**Adjournment: 2:30 PM**