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

**September 29, 2021**

**Present**John Dougherty, DO – Dean
Alejandro Rosas Sosa, MBA – Chief Financial Officer
Michael Rhodes, MD – Associate Dean for Clinical Affairs
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
Kyle Bills, DC, PhD – Associate Dean for Research

**Not Present - Excused**
GME
COSGP

**Ad Hoc**
Alexa Levine, MA – Executive Director
Mike Malmgren, MBA, MAcc – Financial Controller
Becky Ortinez, MBA – Project Manager in Technology Operations

 **Meeting Minutes**

**Call to Order - 1:00 PM

Motion to Approve Minutes**
**Motion**: Dr. Rhodes
**Second**: Casey

Remove Maria from attendance on last Dean’s Council minutes
Add Becky

**Dean**Hiring Update
Sarah Miles – Administrative Assistant supporting HR and the Dean’s Office
Presidential Search – Placed multiple ads in higher education sites

COCA
COCA will have a new document submission portal
Noorda-COM will be the first school to test the software
Jamie plans to create a website to house COCA documents until we have access to the new portal

SGA Elections
40 nominees for all officer positions. Three students are not academically eligible.
SGA President will sit on Presidential Search

COMLEX Approvals
Dean’s Council will approve COMLEX eligibility starting 1.5 years from now

**Standing Committees
Curriculum Committee**Waiting for student OPP course evaluation
Structure and Function syllabus was emailed to students
Spring semester will be approved in next Curriculum Committee
Midterms were moved to Monday to allow students the weekend to study
Curriculum Committee has been very responsive to student requests

**Finance**Budget managers to submit receipts to SmartSheets ASAP
We will begin a four-day close meaning no reimbursements without submitting receipts
Planning a consistent check run
Credit cards are on the way – invoices can be paid in advance
Alejandro and Mike are reviewing policies

Construction
Supply chain issues delay construction to Spring 2023
Cranes will be up next week
Steel will be going up in October
Topper Ceremony is planned for October/November
Provided Oppenheimer with financial overview of cap/op ex
BOT meeting is scheduled for first week of December

Additional Facilities
Subleasing half of MicroFocus 6th floor from RMU
Building 1, 3, and 5 will accommodate more students

**Committees and Bylaws**
PACC Bylaws
Fixed typos
Changed Vice-Chair position from Associate Dean for Academic Affairs to Chair of Biomedical Sciences
**Motion to Approve**: Dr. Akunyili
**Second**: Dr. Rhodes

**Faculty Council**Will reach out with scores

**Media and Information Technology**
Hiring Update
Daniel – Help Desk starting Tuesday October 12 2021
Intern – to help Dominic with recording
Request to find an intern with Illustrator experience – Casey can provide contact information with UVU

Building Updates
Working on audio and video solutions

Expecting Cory to return to work next week or the following week

Campus Groups Scheduling
Sarah Miles to take over Campus Groups Scheduling for employees and students
Anatomy Labs were set up differently in Campus Groups but is available and can be scheduled

**Academic Affairs**
Hiring Update
Assistant Librarian – Starting November 1 2021

**Clinical Affairs**COVID Update
Students who have been exposed and experience symptoms can be tested on campus in Suite 100 Room 105, IHC locations, or self-administer tests
Students have been notified of COVID vaccination requirement
Religious and medical exemptions have been made
Students may experience clinical rotation delays without vaccine
Employees may receive the booster vaccine if they want
Boosters are typically given to 65 years and older, medical conditions or to frontline medical personnel
Suggest for employees to wait until healthcare personnel receive booster

Medical Staff Meeting
Drs. Drew, Rhodes, and Sell met with Utah Valley Hospital
Dr. Romero is a new staff member

Health System Changes
IHC announced merger with SLC Colorado
Not expecting much change within affiliation agreements
Mountain Star (HCA) announced buying Steward Health
Mergers will be great for students and simplify systems

OPP/CEPA
Ongoing discussion within Clinical Affairs whether we keep OPP and CEPA together or merge
Course hours, credits, etc. will change

**Simulation**CAE new Peds mannequin – Aria
We are beta testing Aria for 3-6 months

**Student Affairs**
PACC Bylaws Approved

Admissions
1574 verified application, 756 secondaries, invited 307 to interview
Interviews are full to November
48% female
A few non-gender conforming applicants
15% URM
502 average MCAT
Most applicants from California second Utah
Applications from every state
142 with Utah County ties – BYU with the largest number of applications
Admissions is going to Idaho to start recruiting

Clubs and Orgs
Jamie is working on clubs & orgs fair for the end of October
Planning to get students out in the community

Student Badges
Refining the back of student badges to include to student absence form

PACC Meeting
Casey and Ashley have been meeting with students one-on-one
Scheduling PACC meetings every other Friday and as needed
Any student issues not related to academics comes to Casey
Encourage the use of the Suggestion Box

**Research**Research Match Update
Students have been assigned to and meeting with faculty research mentors
Dr. Bills to meet with Roseman to finalize space allocations
Students to complete a form weekly to indicate their time allocation and encourage dialogue
Initially students will have an hour a week until they feel comfortable managing time
Next semester students will have two hours allocated to research

BYU College of Engineering
Collaborating with Director of Tech Transfer at BYU College of Engineering to share IP portfolio to create institutional teams of faculty and students.
Incubator series to fund projects

Bench to Bedside Visit
Casey and Dr. Bills met with University of Utah group about incubator series bench to bedside
Program agreed to give Noorda-COM access to their training materials to help build proper teams, vetting process, etc.
University of Utah is not interested in IP outcomes – just want their name on projects

**Professional Development**Needs assessment survey will be emailed next Faculty Council
Working on getting faculty insight on production training needs
Chairs will be working with faculty on conference attendance for next year
Want to include Professional Development page on the Intranet

**Due Process Resolution**
Nothing to Report

**New Business**COCA will be delaying student survey to November instead of next week

Scrubs/Medkits
Students are not required to purchase scrubs
Medkits are included in the Cost of Attendance

**Adjournment: 2:20 PM**