**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**