



**Noorda College of Osteopathic Medicine Deans' Council**  
**March 2, 2022**

**Present**

John Dougherty, DO – Dean  
Alice Akunyili, MD – Assistant Dean for Academic Affairs  
Alejandro Rojas-Sosa, MBA – Chief Financial Officer  
M'Lindsey Romero, DO, BUS – Faculty in Osteopathic Principles and Practice  
Leslie Manley, PhD – Director of Assessment  
Lynsey Drew, DO – Assistant Dean for Clinical Affairs  
Michael Rhodes, MD – Associate Dean for Clinical Affairs  
Maria Vazquez-Amaral, JD, Med – Assistant Dean for Medical Simulation  
Sondra Jepson, DHSc, MSW – Assistant Dean for Graduate Medical Education  
Casey Himmelsbach, MSML, MBA – Associate Dean for Student Affairs  
Kristen Anderson, MSW – Director of Admissions  
Schyler Richards, BA – Vice President for Institutional Advancement  
Kyle Bills, DC, PhD – Associate Dean for Research

**Not Present – Excused**

Jennifer Brown, MS HEA - Associate Dean of Academic Affairs

**Ad Hoc**

Alexa Levine, MA – Assistant Dean of Institutional Effectiveness  
Becky Ortinez, MBA – Project Manager in Technology Operations  
Sarah Miles, BS - Administrative Assistant for HR/Dean

**Meeting Minutes**

**Call to Order – 1:05 PM**

**Motion to Approve Previous Minutes**

**Motion:** Alejandro Rojas-Sosa

**Second:** Michael Rhodes

**Dean**

- It has been approved and the governor is in the process of signing our funding. We may see some of our students in this first class benefit from residency development as a result of this bill. If the U of U wants to receive anything for one program they can no longer charge our students an additional fee.
- We have not yet heard anything from COCA.
- The travel policy passed.

**Standing Committees**

### **Curriculum Committee**

- Proposed to remove the OM102 beginning with COM 2026

### **Finance**

- We are in the process of closing the books for February; It is a four day close.
- We hit our enrollment targets for both Fall and Spring. There have been no melt rates on either side. Operating revenue is doing well. Grants and contracts are progressing ahead of plan.
- There are over 2.5 million dollars' worth of vacancy and operation savings. Please work with HR and your managers if you have vacancies you would like to fill.

### **Committees and Bylaws**

- CDEI Bylaws will be sent to our council and will be followed up with an electronic vote on Monday. The goal is to be sure we do not have one committee unintentionally taking the workload of another committee that's already doing those duties and responsibilities.

### **Faculty Council**

- At a recent meeting Dr. Bills provided some helpful information regarding research and collaboration. Alexa also provided some great ideas as to how to keep employees as a whole up to date and in the know. They also discussed the docent/student relationship, and the expectations they have from each other. From Dr. Dougherty's presentation during the student orientation last summer, along with the fact that we now have the docents and students in place, we should be able to adapt based on the experiences we are having.
- Darell is going to create something for the library webpage.
- Clarity on the MBME is being discussed with Dean Brown so that all will feel comfortable with it. This test gives faculty a sense of what kind of material is on the student's exam and gives an appreciation for what the expectation is.

### **Media and Information Technology**

- There is a new Smartsheet form available on the Teams drive, for employees to fill out (preferably) 30 days before traveling.
- There has been some scam text messaging. If anything else like that comes up, please forward to Becky or David M.

### **Academic Affairs**

- The curriculum reports were shared with faculty.
- Regarding educational research, we are identifying some of the data in our database and making that available. The next steps are to finalize the curriculum and the syllabi for the fall semester for the second year. Dean Dougherty has already set up the sequence for the content based off textbooks that have been designated as well as USMLE and COMLEX blueprints.
- Learning services piloted facilitated pods just for one cycle. We are hoping for takeaways into building out more support for the pod structure for the upcoming class.

### **Clinical Affairs**

- Dr. Dougherty did an ecstatic job with his participation at the UAFC CME conference.
- We are moving forward with the scribe program. It will be our practice session for the lottery system being built.

- We are meeting face-to-face with physicians now, including representatives from HCA and Mountain Star. This will help us secure an affiliation agreement, specifically for that scribe experience.
- From a clinical third year perspective we have had to revamp in our programming. There is a new plan to make it cleaner and simpler.
- We are encouraging our faculty to continue keeping up with content.
- The CEPA test went very well. The questions were statistically valid. No questions were thrown out, and the mean was 81.
- Successful recent team meeting with UVUs PA program. They expressed concern with Noorda taking their rotations, but we are more concerned with IPE & collaborative experiences for building team learning.
- Getting the clinic up and running should be smoother in the future. Previously there had been problems with the phone system.
- HR has posted a position for a part-time medical assistant for the clinic.
- Covid update: After looking at state demographics, case counts, epidemiology, and hospitalizations, it was decided to un-mask. BA.2 is on the horizon so encourage associates to get their booster shots.

### **Simulation**

- Welcome new SIM specialist – Luke Mitchell – a new BYU grad with extensive IT experience.
- Vimedix training will be provided this week.
- SIM is not moving for now.
- If anyone knows someone who would like to apply for the Standardized Patient position, we are looking for someone who looks like a mature adult, anyone of color is welcome, and of course any gender.

### **Graduate Medical Education**

- Thank you for contacting your legislators last week, regarding House Bill 295 2<sup>nd</sup> Sub
- Last week Reid Barker gave a presentation on how to apply for CME, what CMEs role is, and how they can assist anyone who is interested.
- We are looking at building a database of Utah MDs and DOs so we can market our product when we get to that point.

### **Student Affairs**

- 102 students have made deposits on their seats. Seventeen have paid in full (acceptance and enrollment fees). Thirty-five offers were sent out Thursday, and 10 of those have paid in full. Students have until the 10<sup>th</sup> to pay and secure those seats. 55% are female, 45% male, and 13% URM.
- The final interview date will be next Wednesday, March 9<sup>th</sup>
- Accepted Student Day is virtually scheduled for Saturday, April 23<sup>rd</sup>
- Next year AACOM is allowing hybrid interviews.
- Proposal to stagger scheduling and allow for COM 2025's fall semester dates to be the following: 7/26/22 – 12/19/22, and spring semester dates as: 1/9/23 – 6/23/23. No vote was needed.
- Orientation schedule is complete.

### **Advancement**

- Thank you for writing your legislators. There was incredibly positive feedback that legislators heard what we were saying, which was what led to that unanimous vote in both the House and the Senate.
- Schyler has extra brochures with a nice overview of our stats of our inaugural class as well as where we are right now with the incoming class.
- Each week Schyler and Dr. Wright will be reaching out to potential foundation board members who also are potential donors. We are looking for (12-15) experts in certain areas, such as investment banking, real estate development, legal expertise for matters that may come up in the foundation, and people who are influential. If you know someone who you think would be a good fit on the foundation board, talk with Schyler.
- They've been working very closely with the owners on an economic impact report; A draft should be available soon. It is intended that this will be used for the build out of campus.

### **Research**

- We are in full swing of running a large-scale clinical trial. Patients are being enrolled for treatment protocol for the anxiety associated with opiate use disorder and opiate withdrawal. This will be finished by Aug-Sept and will lead to a submission for a phase two clinical trial with the NIH.
- The Roseman Symposium accepted nineteen abstracts, and the students are planning to present in March. Some of these students have been invited to give podium presentations.
- At the recent information session, out of the 35 students that attended, 10 of them have asked to be enrolled and be part of the research track to begin this summer.
- We have our first group of students that are officially credentialed to be onsite at Roseman.
- Looking to do a research podcast bi-monthly, where students and faculty members will be interviewed as a way to spotlight their efforts and the research they have been performing.

### **Interprofessional Development**

- Working on CME credit, and working with the different departments to see what they are doing for their staff so we can create a centralized view.
- Dr. Akunyili led the African American heritage seminar very well. The students really opened up.

### **Due Process**

- Nothing to report

### **New Business**

- Exxact and canvas can now be accessed from our Noorda website.
- There is also a learning services tab available.
- To keep employees connected, there will be a weekly email sent out (similar to the weekly round-up, but for employees). This will come from [employeeupdates@noordacom.org](mailto:employeeupdates@noordacom.org)
- A master calendar for employees has been created ([mastercalendar@noordacom.org](mailto:mastercalendar@noordacom.org))
- There is now a shared-drive in Teams which can be accessed by all employees, and will be used for central document storage (such as forms and policies).
- [faculty@noordacom.org](mailto:faculty@noordacom.org) has been created for an email distribution list for faculty.
- Please send Alexa a list of the software (plus description) of what each department uses as we are looking to replace our current scheduling software.
- Please do not sign contracts (specifically for anything that requires a commitment of financial dollars). All contracts will first need to be reviewed by Dr. Dougherty, Dr. Wright, and Alejandro.
- The online Master's program will be postponed for one year.

- We are grateful for everyone on our committees. Around May, there will be a survey sent asking which committees' people wish to serve on. This will help spread the workload.

**Adjournment:** 2:25 PM

**Minutes prepared by:** Sarah Miles