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

**October 13, 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

**Not Present - Excused**
GME
COSGP
Kyle Bills, DC, PhD – Associate Dean for Research

**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. Akunyili
**Second**: Jen

**Dean**
COCA
Inspection date is now scheduled for February 7 - 10
Questions from inspectors will be given in advance to properly respond

**Standing Committees
Curriculum Committee**Preparing for next weeks meeting
Plan to approve outline for inherent abilities and mechanisms of disease schedules

SGA has requested to move midterms from Monday back to Friday
SGA has requested to move Foundations of Medicine to Monday night – planning to deny request. Moving cycle review schedules may negatively impact students

Plan for students to present completed SCOPE Report in Curriculum Committee
Curriculum Committee to provide individual instructor comments to head of departments

**Finance**
Audit
Implementing 4-day close moving forward
Budget managers are to have receipts and backup for expenses no later than the last day of the month

Budget managers to submit receipts to Smartsheets for updated budget

Employees who currently have a debit card will receive a credit card
Employees who do not have a debit card but want one must discuss with supervisor
Waiting for updated Travel Policy to be approved by President’s Council – can use Noorda credit cards for travel purchases

**Construction Update**
Steel is going up
Westland will have cameras up soon
Topping Ceremony planned for end of the year

**Committees and Bylaws**
Nothing to Report

**Faculty Council**
Will be in touch with faculty to plan next meeting

**Media and Information Technologies**
Suite 100
Screens will be mounted
All equipment will be moved to the academic building

Hiring Update
HelpDesk Position has reopened – candidate declined offer
Searching for AV Intern

Project Manager
Employees requesting projects are to provide more information on the purpose and need
Becky added a summary box on the form

Updating IT Strategic Plan for COCA
Revising employee IT survey

**Academic Affairs**
Progress IQ

Software to house student performance
Students have access to view their own profiles

Progress Insights
Software to get a more specific breakdown of student performance based on discipline

Donation Pantry
SGA will carry that forward

Academic Appeals Policy
Change 5 business day timeframe for appeals
Students appeal to Academic Affairs

Tutoring Program
Plan to launch with proposal for faculty to provide 1-1 tutoring sessions
Students can apply to be peer tutors through Learning Services
Academic Affairs and Student Affairs to approve student peer tutor applicants

**Clinical Affairs**
Hiring Update
Dr. Halma – OPP Department start date Nov 1
Dr. Jepson – Assistant Dean for GME start date Nov 1
Administrative Director of Clin Ed – interviews in process

Lab Times
Plan to change lab times next week from 60 minutes to 90 minutes
Will include assessment to focus on practical teaching

Flu Shots
Working with Patrick Murphy in SIM to order flu shots through McKesson
Want to provide students with flu shots first
Employees should not wait to get a flu shot
COVID boosters and flu shots have no reaction

COVID Update
Utah hospitalization rate high – daily case log 4,000-4,400
Students are required to get COVID vaccine
Medical and religious exemptions are available if necessary
COVID testing available for employees and students with symptoms in Room 105
Visitors must abide by College rules – temperature and masking

**Simulation**Setting up task trainers for labs
Planning on purchasing additional mannequins
Dr. Akunyili and Parker to lay task trainers out for student use

Anatomy
Verbal employment contract

**Student Affairs**Admissions
First round of acceptances will be mailed tomorrow
3500 verified applicants
1740 completed applications
Portal is open until February 1
58 acceptances including confirmed deferrals from last year
24% URM
43% Female
Average MCAT 508 – 4 points higher than last year
28% from Utah
Overall GPA 3.64
Completed 130 interviews so far
Comfortable offering 150 acceptances to 135 for the melt.

Financial Aid
Received preliminary approval for VA benefits

Catalog
Email Freda Catalog changes ASAP
Plan to have updated Catalog complete by February for incoming cohort

Faculty Advisor for Clubs & Orgs
Club Fair scheduled for October 29
Students are pushing to join community events

Counseling
Contract with Wasatch Behavioral Health available only to students
Students are to meet with counselors in a private place – no pods
Contract provides students with 4 sessions per issue

Couples Counseling
Alex and Marlene are available for couples counseling, student issues, family transitions, etc.
EAP is available 24/7 365 days

Lunch and Learn
Scheduled for October 20th to understand eNCOMpass/CampusGroups

**Research**
Student Research Presentation
Scheduled for Tuesday November 23rd at 8:00 AM
Students will be presenting their case studies in groups

Academic Decathlon
Scheduled for Friday December 10th
Students will compete in three categories of events that include a Team Kahoot, a Jeopardy style round, and a research skill round
A trophy has been commissioned that will allow us to memorialize the winner of each decathlon

Society of Research Administration National Meeting
Scheduled for the week of the 24th in New Orleans
Dr. Bills and Dr. Kriak will be attending

UVU
Circulating drafts of an MOU with UVU (Daniel Fairbanks, University Research Officer; Danny Horns, Dean of the College of Science) that will include a framework for the pre-matriculation program.

Including verbiage about faculty affiliation and shared lab space for our faculty and students to be able to use UVU facilities.

We will plan to target NIH funding for the pre-matriculation program as a joint venture with UVU.  Likely this will be an R15 that would provide some infrastructure funding and project funding for students.

Roseman Labs
Continuing to progress

Confocal Microscope at BYU
Dr. Bills to meet with the Chair of Cellular Biology and Physiology at BYU next week to discuss setting up our Confocal Microscope in the department and tying that to easier access for our faculty and students to use departmental resources and collaborate with their faculty on projects and grants.

**Professional Development**Meetings with Clinical Affairs and Biomedical Sciences departments requesting data to include in this year’s annual survey
Will send survey to employees by Friday

**Due Process Resolution**
Nothing to Report

**New Business**
Visitors in Building 1
May need to create a separate policy preventing visitors from accessing Building 1
Will email the cohort with reminder

**Grade Appeal Policy**
Send out for electronic vote

**Adjournment 2:20 PM**