**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**