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

**December 9, 2020**

**Present**John Dougherty, DO – Dean  
Jeff Bate, MBA – Chief Financial Officer  
Michael Rhodes, MD – Associate Dean for Clinical Affairs  
Lynsey Drew, DO – Assistant Dean for Clinical Affairs  
Kyle Bills, DC, PhD – Associate Dean for Research  
Alice Akunyili, MD – Assistant Dean for Academic Affairs  
Jennifer Brown – Associate Dean for Academic Affairs  
Casey Himmelsbach, MSML, MBA – Associate Dean for Student Affairs  
Jorge Quintana, MSIS, MSISA – Director for Technical Operations  
Maria Vazquez-Amaral, JD, Med – Assistant Dean for Medical Simulation

**Not Present - Excused**  
GME  
COSGP  
  
**Ad Hoc**  
Alexa Levine, MA – Executive Director

**Meeting Minutes**

**Call to Order - 1:00 PM   
  
Motion to Approve Minutes**  
**Motion**: Dr. Rhodes  
**Second**: Jen

**COCA Update**Virtual COCA meeting lasted a total of 12 minutes. Expecting to get a phone call from COCA Commissioners with decision by the middle of next week.

**Construction Update**Trailer roadways at 80% turnover. Working on putting down barriers. 4ft. – 6ft. gap of fill in the area.   
Greg Stuart expected more trash but says we are ahead of construction schedule. Expecting to see more construction within the next few weeks.

**Committees and Workforce**So far, 40 Committees. Committee allocation tracking is required for COCA. Will determine allocated effort for each department and employee.

**To Do:**  
Dr. Dougherty to put together Committee List – email to employees  
Alexa to send survey for employee top three choices

Noorda Emails  
Student email format will be year before initials   
Adjunct Faculty – Option 1: one email for all users, Option 2: Single Sign On for Intranet to connect to library database

Intranet Content  
Reply to Jamie’s email re: Intranet content  
Jorge – pod scheduling and dashboards can be created from intranet.

**COSGP**  
Nothing to report

**Curriculum Council**Working on Academic Affairs and Clinical Affairs content creation.   
Should be ready to approve core clerkship syllabi by next week  
Have a draft production schedule   
Drs. Akunyili and Embley have been working on curriculum content showcase modules – should be ready by the faculty retreat  
Hoping to finalize content management system – need to determine where to house the content

Calendar/Curriculum Scheduling Issue  
To fulfill scribe training commitment – will provide students ahead of content schedule. Can take LCM away in June and have course start in August. Will provide more opportunities for students.

**Finance**Only spent 80% of budget due to pushed expenses. Budget managers will start receiving monthly reports starting January 2021.

Building 1 Suite 100 Budget increased – expectedly since it was not in initial budget

Accountant position is posted – hoping for a full-time accountant by February 2021.   
Jeff will be working in the Noorda-COM office for a couple days a week starting January 2021.

Preferred Vendor Policy

**To Do:**  
Alexa is working on policy and will get it present at next President’s Council

**Committees & Bylaws**Admissions Committee Bylaws  
Approve makeup of committee – two from each department.   
Faculty Council – 1  
Dean’s Office – 1  
Chair Managers and Directors – has yet to meet

Dean’s Council can remove members  
Employees are to give two-weeks’ notice if unable to attend  
Plan to provide information for faculty to review outside of meeting – not to rely on scheduled time to review all information at once.

**Faculty Council**  
First meeting will be after the faculty retreat  
Executive committee is formed – can ask during the retreat if anyone is interested in serving and can meet after the retreat.

**Media and Information Technology**  
PM position posted – expect to fill position January 2021  
Will post help desk position next week - expect to fill mid to late January 2021  
  
HoloLens/Holopatient  
Vimedix –installed holopatient, working on recording videos. Equipment Jorge purchased has been installed  
Building 100 – have Wi-Fi, DIRTT walls, finalizing electrical, suite is mostly operational waiting to out up additional walls  
Working on finalizing network – transitioning off RMU network  
CAE Software – will test and take off smaller equipment – wants to be sure HoloLens can work with multiple products.

Rubric Update   
Added time feature to the date a time for when we do interviews  
Key to network closet  
  
**To Do:**   
Turn on feature in Teams breakout rooms  
  
**Academic Affairs**  
Drafted Copyright Policy – will look at January meeting  
  
Hiring Update – two declines   
Candidate for pharm position – also taught immunology   
Posting for assistant librarian position and director of learning services

**Clinical Affairs**COVID Update  
Return to campus is still effective until the end of December. Limited in person groups on campus. All employees must check in at RMU lobby before coming in our suite. Will provide 2-week update when deciding to return to work. Today’s state numbers – 2574, mortality is increasing – 23 deaths. First vaccine doses plan for front line workers.

**To Do:**   
Dr. Rhodes to email All Staff update re: COVID numbers next week.

Hiring Update  
Clinal instructors starting January – Ripplinger and Sells  
Communications Director – Edgington   
Interviewed and offered part time position to neuro immunologist  
Need to clearly state director of clinical communications – position title  
Kristy Watters – new Clinical Affairs admin

New Innovations and Exxat Demos scheduled for tomorrow   
  
Syllabus   
Can have two versions of the syllabus (student & preceptor). Need to post student version in Catalog  
Plan for syllabus to connect with other documents for easy COCA download

**To Do:**  
Dr. Drew to email update to interested clinical adjunct faculty

**Simulation**  
Maria to grant access to Simulation documents on Teams for interested employees. Most important document in Teams is the Duke Template – used to create an immersive simulation.

Working on putting together curricular documents for OMS I and OMS II

**Research**Grants  
13 active research projects pushing forward in labs  
2 active grants  
2 NIH grants submitted and pending review  
2 more by the end of the year and 2 more in January  
UG3UGH mechanism 250k per year. 50k will be awarded to Noorda. Next 3 years of grant is around $2-$3 million per year.

OMS I and OMS II can present active Noorda-COM projects  
Planning for students to present about their Research House

**Student Affairs**Interviews  
Watched 394 secondary videos  
Finishing interviews – plan to send acceptances next week. Interviewed 128 and have 102 more before next week. Will resume applicant interviews in January 2021. Expecting more applications once we reach Pre-Accreditation

AACOMAS  
Applicants can apply though AACOMAS until February 1, 2021

Financial Aid updates   
Christina is working on HPSP and finalizing documents

**Adjourned: 2:40 PM**