



Noorda College of Osteopathic Medicine Deans Council
October 27th, 2022 – West Conference Room

Present

Michael Rhodes, MD – Associate Dean for Clinical Affairs
Alejandro Rojas-Sosa, MBA – Chief Financial Officer
Alexa Levine, MA – Assistant Dean of Institutional Effectiveness
Chris Milliken, BS – Director of Technology Operations
Jennifer Brown, NTP, MS Ed - Associate Dean of Academic Affairs
Alice Akunyili, MD – Assistant Dean for Academic Affairs
Leslie Manley, PhD – Director of Assessment
M'Lindsey Romero, DO, BUS – Faculty in Osteopathic Principles and Practice
Lynsey Drew, DO – Assistant Dean for Clinical Affairs
Steven Embley, DO, MBA, BA – Assistant Dean for Clinical Sciences
Sondra Jepson, DHSc, MSW – Assistant Dean for Graduate Medical Education
Kristen Anderson, MSW – Assistant Dean for Student Affairs
Kyle Bills, DC, PhD – Associate Dean for Research

Not Present – Excused

John Dougherty, DO – Dean
Schyler Richards, BA – Vice President for Institutional Advancement
Casey Himmelsbach, MSML, MBA – Associate Dean for Student Affairs

Ad Hoc

Sarah Miles, BS - Administrative Assistant for HR/Dean

Meeting Minutes

Call to Order – 1:00 PM

Motion to Approve Minutes

Motion: Dean Brown

Second: Dr. Drew

Dean

- Students are now utilizing pods in building four
- Employees will be moving before Thanksgiving
- Dana L. surveys occupied parking stalls three times/day; Taking into account many staff/faculty are working from home and will need a parking stall when we move to the new building
- Individual committees, please work on creating/revising bylaws; Bring them to Deans Council for review and approval
- If you would like to make changes to policies, please add it to Smartsheet (email that was sent by Dean Levine last week)

- Dr. Dougherty, Wright, and Dean Levine will be attending the NW Commission next week (progress towards Title IV funding)
- Most docs can be found in Teams on Noorda-COM shared drive, or under employee links on the noordacom.org website

Curriculum Committee

- Beginning with class of 2027, will be adding a typing skills test for students
- Voted to update LCM course for the Spring (shifts will be two (four hours each) shifts (Thursday mornings will be removed to avoid conflict with review sessions)
- SCOPE report was received; Students have requested to combine reproductive and endocrine courses next year

Faculty Development

- Nothing to Report

Finance

- Q1 books were finalized last week
- Annual audit call occurred today regarding stress testing controls
- Accountant has been hired; Individual has health/higher ed. background
- Phase one of new credit cards has been rolled out
- Building construction is on target; Planning to move summer 2023
- Offer has been extended for an HR Recruiter
- With rollout of new HRIS system, there will be a thirty-day blackout/no changes period regarding 401K retirement accounts
- Over the next two weeks, please avoid traditional methods of submitting PTO. Instead, email PTO requests to supervisors (cc Denise in HR).

Committees and Bylaws

- SAAC committee amendments will be brought to Deans Council for review/approval

Faculty Council

- Grant policy was presented (and approved) by faculty council and faculty council executive committee. Next step is for BOT review/approval.
- Tuition scholarship (faculty who are full time will be able to take advantage) is being discussed. Please share your insight with faculty council so they can work with BOT on policy.
- In addition to SCOPE report, requests for specific feedback for faculty are being asked for
- Quarterly evaluations are being completed and faculty are hoping the form can be more tailored/job specific to their roles; Dean Brown will work with Dave S. on more alignment
- Not all students read/respond to faculty emails; Last week, "Navigator" reiterated emails are the official communication and needs to be read. Another possible solution is to have a course orientation at the beginning of each course. Possibly incident reports and PACC visit (not punitive) is a solution. Perhaps making the first video in the curriculum line up as part of

students' module, or making mandatory orientation videos, would be a resolution to faculty/student communication.

Media and Information Technology

- Possible addition of soundproofing/padding 1-2 pods or spaces so that faculty will have access to record content in a quiet area

Academic Affairs

- "Access to Master Curriculum," making a way for all faculty to review each other's content as not to duplicate or contradict
- Dr. Garcia will be joining the assessment team (.6 FTE)
- Dr. Greger has upped her hours (.9 FTE)
- Pleased with the recent mean of the exam; Quality and viability of exam questions are rising
- Students will now only be issued scratch paper for exam after "begin test" has been pressed
- Goal is for students to have access earlier to daily questions
- During production call will discuss how to evolve video and power point access of content to all faculty; Trainings will be available to faculty of how to use Smartsheet to access and align content

Clinical Affairs

- "Wishlist" survey will be sent to students on Monday to ask for preferred spring semester assignments; Students will also be able to trade amongst classmates, undesired assignments. Full assignments will be available in December.
- Clinical Affairs dept. meetings are now bi-weekly
- IPE dept. leading a Trauma Informed Care event next Wednesday evening; Noorda clinical faculty will be there to lead small group discussions
- Wellness Dept. has constructed a service board in building four; Students may add or utilize free services from other students
- Students have now signed up for the VCC (Volunteer Care Clinic); One or more clinical faculty have submitted their application. Currently in progress Tuesday and Thursday evenings.

Advancement

- Nothing to Report

Graduate Medical Education

- AACOM is advertising nationally for Noorda, our upcoming (12/7) seminar, Physician Suicide: When Healers Need Healing. Faculty may sign up at no cost. Helps meet Utah licensure requirement.
- April 2023 – Controlled Substance Prescriber course; Will fulfill DOPL requirements for Utah physicians licensure.
- Dr. Jepson and Reid recently met with Voyage Primary Care to collaborate on CME
- Waiting for Revere Health to officially confirm they would like to collaborate

- Researching potential funding sources for establishing pediatric and psychiatry residency programs in Utah (specifically pediatric residencies)
- In November, Dr. Jepson, Dougherty, and Rhodes will be meeting with Timpanogos to discuss GME development

Student Affairs

- Rigo Castillo will be joining the Student Affairs team as a Recruiter
- Tanner was traveling through Utah last week, and is now visiting multi-COMs in Boston in conjunction with OMED conference
- Thirty-six BYU-I students have registered to visit campus tomorrow; Noorda will be providing lunch, a presentation, ambassadors will be available for Q & A, and will finalize with a simulation demo
- To date, 3082 applicants (1500+ verified), 266 interviews performed, 314 scheduled, 187 active offers. Noorda will be over-accepting by 20% (due to the 12/14 deadline, students may rescind their acceptance). Mucho appreciation to all those who participate in interviews.

Research

- Research Day is coming up; Faculty research mentors will be assigning or approving the topics for the first-year case studies; Students are responsible for setting up for Research Day
- Multiple promising deals to expand and bring new pieces of tech into the lab

Professional Development

- Professional Development committee meeting recently; Working on bylaws and sending out yearly needs assessment
- For faculty development, Academic Affairs is working to finalize the CQI process
- Requesting to work with research team on opportunities in the lab to expand expertise on equipment, and perform professional development

New Business

- Nothing to Report

Adjournment: 2:30

Minutes prepared by: Sarah Miles, BS