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

**March 17, 2021**

**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  
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  
Leslie Manley, PhD – Director of Assessment  
Kyle Bills, DC, PhD – Associate Dean for Research

**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**: Dr. Drew

**COCA Update**COCA inspectors will not conduct an in-person inspection this spring will wait for next year. All departments will have annual reports to submit to maintain accreditation. Expecting full inspection January 4, 2022.

**Construction Update**Roads are finished, micropyles are ready.   
Dr. Dougherty has met with interested investors – expecting funding by the end of the month  
Diana from DIRTT said they can start transporting walls by January 1, 2022.

Suite 100  
95% completed, waiting for final equipment delivery/installation  
Suite 100 may be used for working/recording

**To Do:**  
Move simulation equipment to suite 100

**Finance**Budget preparation for new year  
Budget expenses should include: existing software, new software, conferences (include months and employee name)   
Employees receive $1500 for conferences but are limited by position  
BOT Finance Committee to review budgets by April 15th, provide until May 1 for questions/comments and send to full board for consideration and approval during May 14th BOT Meeting

Hiring Updates:  
Controller starts April 1

**To Do:**  
Dave to reach out for number of employees in each department, start dates and desired salaries  
Jeff to email final budgets to Dr. Dougherty

**Faculty Council**  
Faculty working on content and assessment. Next meeting should be coming up in the near future

**Committees & Bylaws**  
Dr. Dougherty explained committee goals and expectations to all chairs

**Media and Information Technology**  
Hiring Updates  
Project Manager – coming on board in April  
Help Desk – will start in May

Jorge will be out Wed-Friday next week – is getting surgery

**Academic Affairs**  
Jorge and Darell are working on pod scheduling

Hiring Updates  
Administrative Assistant – starts April 1  
Micro/Immuno Faculty – Dr. Jimenez  
Lab – Parker Ballard  
Assessment Coordinator – Interviewing candidates  
Micro – Searching for candidates  
Pharm – Searching for candidates

Content   
Dashboard to rate faculty on their progress  
No data in the dashboard   
Jorge is working on video software  
Working on finishing OMS II curriculum outline this week – will review and vote on learning objectives in next curriculum committee

**Clinical Affairs**COVID Update  
Utah numbers – ICU/hospital admissions are lower  
Starting Return to Work discussion. 84% of employees are fully vaccinated. COVID vaccination policy created by the COVID taskforce was emailed to All Staff. Returning to Work is NOT mandatory

Motion to approve and send COVID Return to Work Policy to President’s Council  
Motion: Jen  
Second: Dr. Bills

Faculty Recruitment  
Plan to use discretionary funds for OMM faculty national recruitment

Utah Surgical Associates  
Dr. Rhodes and Dave met with Utah Surgical Associates for clinical/surgical faculty content creation. Plan for a few hours a week

Clinic Space  
Old space owned by IHC may be available. Provides 6 exam rooms and is move in ready. Waiting to hear from IHC real estate agent for cost. Space needs to be up and running by July

BLS/ACLS  
CPR/BLS are not required prior to student matriculation. Courses can be completed between February – March. BLS is not required for the first several weeks for CEPA and/or OMM. Student will need to be BLS certified prior to becoming scribes. Required renewal certification every three months

Heroes Clinic  
Dr. Danto sent executive summary  
Dr. Dougherty discussed with Cam Martin – pending RMU space availability will determine our Heroes Clinic options

Student Involvement in Research Projects  
At what point to students become involved in research projects?  
Dr. Bills met with all biomedical faculty and discussed their research project preparedness prior to student matriculation. Additional research projects will be developed in the middle of the semester and monthly.

**Simulation**  
Hiring Update  
SIM Techs – hoping to fill position by May 1  
SIM Director – David Clegg starts April 1  
  
CAE  
Discussions on CAE development with Jorge and Doug  
Plan to move when SIM equipment is housed in Suite 100

**Student Affairs**  
Admissions  
81 paid initial $1000 deposits, 85 paid but 4 dropped, 76 paid matriculation fees from the 90.   
Stats batch 1 and 2 – 53% are from Utah, come from 23 states, 15 are first gen college grads.

Accepted Student Videos  
Videos are available in our Dropbox account – Casey to email link for access

UVU   
Jamie is working with UVU students for photoshoot – scheduled for March 24  
Team to let Casey know if there are specific photos/areas to be photographed  
Available to run through content with students same day  
  
**Research**Research Houses  
Dr. Bills met with the biomedical faculty re: their research project preparedness by August for proper research house matching.   
Working on a proposed research house timeline. Timeline must integrate with case studies and clerkship years.

Research Participation  
Dr. Bills met with Clinical Affairs earlier to identify the definition of research – who is and is not planning on participating in research  
  
Research Talks  
Plan to begin research talks in May or June for students to see faculty presentations  
Academic/Clinical Affairs faculty are welcome to collaborate and discuss ideas

Research Consortium  
Working on scheduling next consortium. Plan for all research leads to work on document for co-affiliation at each institution

Pre-Matriculation Discussion   
Schedule time with Casey to discuss specifics

**Professional Development**Working on providing employees training opportunities

**New Business**  
AACOM – All virtual. Dr. Drew is attending. Drs. Danto, Romero, and Darell are presenting   
BOT – May 14. Associate Deans have 15 minutes, Casey has 45 minutes.   
Dr. Dougherty started working on getting students with him to the Dominican Republic

**Adjournment: 2:30 PM**