**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**