



Noorda College of Osteopathic Medicine Deans' Council
May 11th, 2022 – West Conference Room

Present

John Dougherty, DO – Dean
Alice Akunyili, MD – Assistant Dean for Academic Affairs
Alejandro Rojas-Sosa, MBA – Chief Financial Officer
M'Lindsey Romero, DO, BUS – Faculty in Osteopathic Principles and Practice
Jennifer Brown, NTP, MS Ed - Associate Dean of Academic Affairs
Lynsey Drew, DO – Assistant Dean for Clinical Affairs
Michael Rhodes, MD – Associate Dean for Clinical Affairs
Sondra Jepson, DHSc, MSW – Assistant Dean for Graduate Medical Education
Casey Himmelsbach, MSML, MBA – Associate Dean for Student Affairs
Kristen Anderson, MSW – Assistant Dean for Student Affairs
Kyle Bills, DC, PhD – Associate Dean for Research
Alexa Levine, PhD – Assistant Dean of Institutional Effectiveness

Not Present – Excused

Chris Milliken, BS – Interim Director of Technology Operations
Steven Embley, DO, MBA, BA – Assistant Dean for Clinical Sciences
Maria Vazquez-Amaral, JD, Med – Assistant Dean for Medical Simulation
Schyler Richards, BA – Vice President for Institutional Advancement
Becky Ortinez, MBA – Project Manager in Technology Operations
Leslie Manley, PhD – Director of Assessment

Ad Hoc

Sarah Miles, BS - Administrative Assistant for HR/Dean

Meeting Minutes

Call to Order – 1:00 PM

Motion to Approve Minutes

Motion: Dr. Rhodes

Second: Dr. Jepson

Dean

- Always be conscientious of noise level when students are taking exams
- This summer Dr. Dougherty will be making sure the policy library is 100% current, accurate, and in compliance
- If there is a policy with a financial implication it will first go to President's Council; Similarly, any policy that does not have financial but academic impact must first be approved by Deans Council
- Before implemented, bylaws must first come to Deans Council for approval

Curriculum Committee

- Students have asked to update content release schedules; Last curriculum committee meeting it was approved to update and release CEPA by cycle, and BMS courses by week
- There's an info session for the advanced dissection course scheduled for tomorrow
- Students have their Foundations of Basic Science COMAT on Friday of this week; This is not a graded exam, but a way to gauge whether students are making the academic progress they need to stay on track for next year

Finance

- Have met our enrollment targets and have not had the meld rate that was originally anticipated
- On the operating expense side, there is a 3.5-4 million ahead of plan one time savings occurring, this will be institutionalized and spent on a wish list
- Transitioning away from QuickBooks (on a server) and moving towards Blackbaud (on a cloud)
- Blackbaud has an app to scan your receipts from your phone. Intending to streamline many AP processes. Transition to the new accounting system should be seamless.
- BOT has already approved the budget for new fiscal year
- Vehicles are in the budget for year three; For now, we can sublease the TTC vehicles
- To remove manual processes, new options for a new HRIS system is being explored: HR is also hiring a recruiter

Committees and Bylaws

- Nothing new to report

Faculty Council

- Faculty Council and HR are discussing possibility of floating holiday
- Faculty retreat is happening in June, would like faculty development to find retreat valuable so please bring ideas and requests to Dean Brown or Dr. Akunyili (possibly de-escalation role playing, and continuing education and how to access that money, what is allowed/not allowed, etc)

Media and Information Technology

- New hire: Chris Milliken has been to Noorda, and will be joining us FT shortly
- New checks and balances will be added regarding software monitoring and expiration dates

Academic Affairs

- Many elective courses will not be offered however we will keep them in the catalog (standard institution practice)
- New hire (as of July): Dr. Steed - Anatomy/Neuro
- AACOM presentations went extraordinarily well; Confirmation Noorda is on track for everything we are doing
- Four posters were accepted for IAMSE (to be held in June)
- IAMSE travel requests will be coming in shortly; Please approve in a timely manner to be sure travel accommodations can be made
- Prematriculation courses and enrollment will begin Monday, May 16th
- Both courses for academic skills (minus three videos) are finalized and ready to launch
- By July 15th, incoming students must pass the pre and post prematriculation content/assessment with a 70% or higher; Working with Learning services will be required if this cannot be attained.

Clinical Affairs

- RQI (system giving students real time feedback) has been moved into the curriculum
- Intermountain Connect Care has invited us to tour their facility
- Met with Executive Director from Red Cross; Talked about projects our students will be able to take part in (ie: Community Outreach)
- New hire: Anna Reeder, Admin for Clinical Affairs
- New hire: Dallen James, Clinical Education. Working on career planning work curriculum. To be housed in Canvas, perhaps not for the 3rd and 4th year students though.
- Job offers on Ninja Gig for OPP Department Chair position
- LCM course - All students received their top three preferences of specialty/location. Currently in the process of getting students credentialed into the facilities. Students do not yet know where they are going.
- In the state of Utah, cases are high in heavily populated areas, however, hospitalizations are flat and ICU rates are down

Simulation

- Nothing new to report

Advancement

- Nothing new to report

Graduate Medical Education

- GME is meeting with Timpanogos next week to discuss starting a residency programs and helping them to become a sponsoring institution
- CME Bylaws were completed in December; Seeking another faculty member to add to the bylaws.
- CME is creating a 3.5-hour presentation for prescribing for controlled substances

Student Affairs

- 127 acceptance fees have been paid; 93 have paid both their acceptance and enrollment fees. Of these, 24 states are represented.
- Beginning May 16th, we will be able to see students who have multiple offers ; Per AACOM's guidelines, after May 15th, potential students are required to hold only one seat at one COM.
- New applications for the next cycle open May 4th; Processing will begin June 15th
- Full accreditation, completion of the new building, and Title IV Funding will have a positive effect in the application process
- May have to conduct 600 interviews (½ in person, ½ "virtual") this next cycle to reach a class of 180
- Acceptance forms are sent through DocuSign; If anything else needs to be sent to students, it can be sent with this "packet"
- COM 2025 students will be here, 9AM-noon, July 26th. Any information you do not want them to miss, please plan to attend that morning to inform them.
- Registrar's last day was yesterday; She will be on contract 15 hours/week throughout the summer. Interviews for her position are being held today and tomorrow. Please cc Dean Himmelsbach on any correspondence you send her.
- Professional headshots will be offered May 18th

Research

- Agenda and program for student abstracts are ready for the research symposium (to be held this Friday)
- Professional awards for podium speakers are printed and ready to be handed out, and rubrics for grading are ready. Ten faculty members are available for the grading of the posters. There will be forty-seven presentations (four podium presentations, and 43 posters)
- Research track is on track
- Grant proposal update: Two proposals have been submitted since last Deans Council: AMGEN and IAMSE grant. Now working towards Kansas City Royals grant proposal.

Interprofessional Development

- Looking forward to the short presentation clarifying the fixed amounts/budget for faculty for professional development

Due Process

- Nothing new to report

New Business

- In person meeting at AACOM with COCA commissioner. Budget process for research was requested. Asked for a remediation policy for faculty. Must have hands on OMM for the entire four years; Has now been revised and implemented. COCA approved the waiver for relocating to the new building once it is finished (normally, must alert 18 months in advance).
- Anticipating a letter from COCA stating Noorda has had a normal year one and is accomplishing their goals
- All departments and committees, please start using the Master Calendar
- Employee updates, if there is anything you would like or need, please let Dr. Levine know
- Please be sure to use the correct address for all orders/drop offs
- Meeting the first week of June to discuss transition of the move to the Sykes building; Will discuss staging and order of which departments will be moving first/last.
- If there are no procedures that are written in the catalog, that information must first come to Deans Council for approval; Plans to begin working on procedures.

Adjournment: 2:35

Minutes prepared by: Sarah Miles