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

**June 23, 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
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

**Not Present - Excused**
GME
COSGP
Kyle Bills, DC, PhD – Associate Dean for Research
Jennifer Brown – Associate Dean for Academic Affairs

**Ad Hoc**
Alexa Levine, MA – Executive Director
Mike Malmgren, MBA, MAcc – Financial Controller

 **Meeting Minutes**

**Call to Order - 1:00 PM

Motion to Approve Minutes**
**Motion**: Dr. Drew
**Second**: Dr. Manley

**Dean**Noorda-COM Diversity
21% URM, 11% African American students – one of the highest
Working on recruiting more female applicants
Communicating with AACOM’s diversity committee to work on faculty recruiting

**Standing Committees
Curriculum Council**
Approved course outlines

**Faculty Council**Faculty Pod Support
7:00 AM – 8:00 PM Monday – Friday availability during active content
Lunch is a protected time
Will develop training for students to find answers themselves before reaching out to faculty
Motion: Dr. Rhodes
Second: Maria

SIM Pod Support
Employees and students must reach out to SIM department prior to using equipment/mannequins

**Finance**Budget
Jeff will plan to have budgets loaded this week after meeting with Dr. Dougherty
Check requests are to be completed through SmartSheets and will be routed for approval by appropriate budget manager
Email approval for check requests are acceptable
Looking into budget management system for next fiscal year – for now continue to use SmartSheets
Some GL Codes will change beginning July 1 new fiscal year
Mike to break out annual subscription expenses by month for accurate budgeting

ACI
Students can make one-time payments connecting to Campus Nexxus

**Media and Information Technologies**Intranet
Working on finalizing Intranet. Jorge to hire contractors to finish for matriculation

Suite 100
TV mounts are being assembled and TVs will be delivered for each pod
Students may stream from their surface pro to the TV
Jorge to create auto-joining code

**Academic Affairs**SIS
Working on SIS testing into Canvas
Content is not in Canvas – working on course build out
Importing and imbedding activities in videos is still needed
Working with Dr. Embley for CEPA and OPP content

Scribe Course
Week 3 of testing for scribe course is complete
Most of the OPP, CEPA and Foundations of Medicine content is created. Content has yet to be submitted through proper channels

Social Media Policy
Send corrections to Jen

Media Policy
Must include HIPAA and FERPA acknowledgement verbiage

**Clinical Affairs**
Clinic Update
Plan to use Dr. Bills’ office in Provo. Working with contractors for minor construction updates. Expect completion of clinic within the next few weeks.
Working on getting insurance plans, credentialing in hospitals, and demos for electronic health records

GME
Working on residency program funding to connect with legislators
Met with Hospital Association to coordinate GME meetings with neighboring institutions

Task Trainer Rooms
Working with SIM dept. for content creation/recording
Use smaller tables in Suite 100 conference room

Exxat
Software to track 3rd and 4th year rotations
Working on student credentialing process
Each hospital has a different badging process. Dr. Drew will connect with Kunal on easier badging process for each hospital

Steward Medical Executive Committee
Scheduled to present to Jordan Valley Hospital physicians about precepting

Utah County Medical Society
Plan to network with physicians for precepting during summer event next week

IPE
Clinical Connections for IPE. Software containing pre-recorded videos from community physicians
Dr. Drew has been sharing her IPE directory on social media platforms to get physicians signed up

**Simulation**Faculty Task Trainer
Will review and film content
SIM dept. organized the storage room

Equipment
Requesting employees to check with SIM dept. prior to using SIM equipment. Items have been used and misplaced

SP
Patrick has 22 SP signed up
Working with Dave on contracts/payment
Employees to begin thinking what we can use SP for

Include Parker and Dominic in Vimedix training

Standard operating guidelines
Maria is working on guidelines and will connect with Dr. Dougherty upon completion

**Student Affairs**VA Site Visit
Meeting went well
VA benefits will be ready for students prior to matriculation

Orientation
34 days away – will be in Suite 100
Orientation agenda will be provided after finalizing with Dr. Dougherty
Employees will receive meeting invites from the Student Affairs email and calendar
Tuesday-Friday of orientation week employees may attend breakfast and lunch
Picnic on Friday afternoon after Community Service Day
Looking for volunteers for orientation week and White Coat Ceremony – expecting 1200 guests

Admissions
Cohort is currently full
Interviews for next admissions cycle will be virtual
Expect meeting invites from Admissions calendar

Counselors
July start date
Will be on campus for in-person visit
Counselors are offering services for free at their location by the Y or via Zoom
Hiring one male and one female counselor

Financial Aid
Students are preparing their financial aid. Students can have loans processed within two weeks

**Research**Noorda-COM/Roseman Affiliation Agreement
Agreement sent between both institutions for collaboration

Research Houses
Want to send students research house descriptions for review prior to matriculation

IP Policy
Policy was reviewed and approved

**Professional Development**
Docent training planned for mid-July

**Due Process Resolution**
Nothing to Report

**New Business**
BOT meeting is done
Title IX Is approved
IP Policy is approved

Tuition and budget are approved.
DO/MBA with UVU is approved
Provide details for master’s program at next BOT meeting
Noorda-COM Health Clinic – temporary name

**Adjournment: 2:45 PM**