**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**