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

**July 8, 2020**

**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  
Kyle Bills, DC, PhD – Associate Dean for Research  
Alice Akunyili, MD – Assistant Dean for Academic Affairs  
Jennifer Brown – Associate Dean for Academic Affairs  
Casey Himmelsbach, MSML, MBA – Associate Dean for Student Affairs

**Not Present - Excused**  
GME  
COSGP  
IT  
  
**Ad Hoc**  
Alexa Levine, MA – Executive Director

**Meeting Minutes**

**Call to Order - 1:00 PM**  
**Motion to Approve Minutes**  
**Motion**: Casey Himmelsbach  
**Second**: Jen Brown

**Standing Committees**

**COCA Updates**COCA has granted us rights to recruit. Noorda-COM should be in AACOMAS within the next few weeks. COCA announced we are unable to drop ‘proposed’ and cannot take any tuition money from potential students. COCA will coordinate a pre-inspection site visit anticipated to be scheduled in October.

COCA inspection binders are created by department. Each Associate Dean will review the materials and documents while indicating any necessary changes. The changes are to be communicated between departments as we have duplicate policies in each departmental binder. Once documents are re-submitted in COCA-Online we will be unable to make any changes. The COCA pre-inspection site visit will be virtual. COCA requested that we present unrestricted physician medical licenses, update the hiring plan, show how physicians will rotate through a GME program. Expecting after December COCA inspection we should be able to collect tuition money from students.

**To Do:**  
Associate Dean’s to review inspection binders  
Schedule meetings between now and September to ensure policies are ready  
Meet with Kimball Anderson, Francis Gibson, and Kent Loosle to discuss affiliation agreements  
Dr. Dougherty and Alexa will begin uploading documents in COCA-online

**Construction Update**Steel is being delivered to the construction site today. Construction will hopefully resume after excavation this week. Meeting last week with voluntary clean up group went well.

**Facilities**Dr. Dougherty and Dr. Nielsen are meeting with CBRE to discuss five-year lease as required by COCA in potential 11,000 square foot space located in TTC Building 1 first floor. Waiting for response from COCA if furniture and AV are required to be set up. Should the space be available, Noorda-COM will occupy until main campus is ready and RMU will take over lease for potential optometry program.

**COSGP**  
Nothing to Report

**Curriculum Council**  
Beginning August 2020

**Finance**Budgets have been distributed to budget managers. Any major changes in budget should be reported to Jeff. Travel budget has been underutilized this year, money will stay in budget can be used for something else. For now, best to postpone large purchases for Fall. Budget management system will auto populate monthly reports, which will be distributed to budget managers.

**To Do:**Dr. Dougherty, Dr. Rhodes, and Dr. Drew to discuss simulation equipment needs **Committee and Bylaws**  
Academic Affairs to begin curriculum council – minutes needed

**Faculty Council**   
Bylaws are done will be emailed to all staff

**Media and Information Technology**  
Interviews this afternoon – plan for Director of IT to start September 1, 2020. Director for IT will need to be involved in COCA pre-operational site visit.

**Academic Affairs**Currently working on course catalog, recording marketing videos, and completing policies and procedures for content. Expecting content to be complete by COCA October virtual site visit.

Darell Schmick may start end of July – earlier than expected. Library budget is complete

**To Do:**  
IT to include add-ins for all account managers  
Dr. Akunyili to email employees learning objective and quiz question templates

**Clinical Affairs**Coronavirus  
Utah state increase by 2%-3% in cases. 564 new cases to date and 194 deaths in the state. Masks in public may be mandated as Governor is being pressured. Utah County has 18 hospitalizations, 6 ICU patients at a 75% capacity. 83% state-wide ICU capacity. May be working from home again next week depending on case rates. Will check with Dr. Nielsen to determine if stay at home order is issued

Dr. Rhodes, Dr. Drew, and Dr. Embley met this morning to discuss course catalog. Discussed grading for clinical rotations has been finalized by including honors, high satisfactory, satisfactory, unsatisfactory. Intent is to protect students who may not be interviewed without honors in core rotations. Grading will be combined by percentage and performance (shelf exams and preceptor evaluations). DOE to audit registrar/Title IV, should most students receive honors subjectively when deserving a pass. Preceptors can indicate if the student received honors objectively.

Medical Spanish  
Changes to the schedule are permitted

Research Clerkships  
Clinical Affairs may not be able to manage research clerkships. Will leave decision up to research team to manage. If managing research clerkships is too demanding they can be removed

Medical Licensure  
Compliance requires current and unrestricted physician licensure for student rotations

Intellectual Property Policy  
Dr. Bills to email draft to Dr. Dougherty to discuss at next President’s Council meeting

**To Do:**  
Jen to speak with Kunal re: licensure management

**Student Affairs**Jamie is working on uploading videos to the YouTube channel

AACOM  
Waiting for Noorda-COM upload in AACOMAS. Plan to use Webadmit to pull applications. Interview Day scheduled is drafted. AACOM recommends universities to encourage virtual interviews. Potential for secondary interview to be held on campus. Will consider depending on COVID circumstances. Plan to use Calendly as scheduling software and Zoom as interview platform.

Hiring Timeline  
Employee start dates are being moved up to make October COCA meeting. Found another FTE in budget, which will be used to hire a departmental receptionist.

UVU  
UVU MBA students are coming up with great marketing ideas including local flavor and what applicants would like to see. Students will provide us with a marketing plan at the end of the month highlighting a map, outdoor aspects, airport, advertising, etc. Students will recommend ideas related to funds on billboard, swag, etc. with budget.

**Research**Expecting marketing videos to be completed by end of day tomorrow

Dr. Bills met with UVU Dean Horns to invite faculty and college to participate in mentoring of pre-matriculation students. Expecting 15-20 faculty members interested.

Research Consortium  
Final consent was received from the Mayor’s office this morning. We can move forward with co-branding. Planning to schedule consortium in September.

**To Do:**  
Discuss relationships, co-branding labs, etc.  
Dr. Bills to begin invitation creation – will hand deliver invitations to UVU, BYU, Roseman, RMU, Mayors in Springville and Orem, Utah County Mental Health Facility, other clinical faculty, target governor, medical and educational leaders throughout Utah County to join in consortium

**New Business**  
Working on getting COCA documents (CVs, pictures of lab spaces, campus videos, etc.)   
Dr. Hill approved name and photo as Noorda-COM faculty member on website  
Want to start credentialing adjunct faculty to put on website.

**Adjournment: 2:15 PM**

**Next Dean’s Council Meeting: Wednesday July 22, 2020**