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

**May 27, 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 – 9:30 AM**  
**Motion to Approve Minutes**  
**Motion**: Dr. Drew  
**Second**: Dr. Akunyili

**COSGP**  
Nothing to Report

**Curriculum Council**   
Nothing to Report

**Finance**Budget managers have the ability to review final departmental budgets. Once approved, budgets will be emailed quarterly to budget managers.   
  
  
ZampHR   
Starting July 1, employees will begin requesting approval for time off, which must be approved by the supervisor, tracked by ZampHR.

**To Do:**  
Review employee handbook and signature pages  
Review employee time off   
Collect employee license, certifications, transcripts, etc.

**Committees & Bylaws**  
Facilities Committee Bylaws draft reviewed and approved pending discussed changes.

**To Do:**  
Reword beginning paragraph   
Specify student selection in committee

**Faculty Council**  
Nothing to Report

**Media and Information Technologies**Final interview with Colby Reese on Friday May 29th to discuss final questions and salary. Desired start date August 1.

**To Do:**  
Post Director of Facilities job June 1st with anticipated start date middle of August

**Academic Affairs**Hiring TimelineOsteopathic medical librarian, Darell Schmick on-campus interview Monday June 8th   
  
Content Recording  
Working on creating a temporary recording studio space in the breakroom corner. Faculty development content is being created. Will being recording the content. Mrs. Akunyili is working on mobile course formatting for an interactive interface. Planning to use GoReact for faculty applicants to record themselves teaching.

Tech Intern  
Austin Rhodes start date May 26th. Will be looking into the temporary recording studio space with noise cancelling abilities and working on video editing.

Exxact  
Met with Kunal yesterday to discuss curriculum mapping progress. Anticipate the mapping should be completed soon to begin uploading standards, content, etc.

**To Do:**  
Dr. Bills to bring in noise cancelling sound panels  
Jeff and Dr. Dougherty to work on contract signature authority – expected completion by next week.

**Clinical Affairs**  
GME  
In-person interview today with Sherine Lazarow, Thursday with JoAnn Pavel, and a Zoom meeting with Erin Reis on Friday.

Clinical Faculty  
Tracey Hill announcing retirement from intermountain today. Noorda-COM start date January 2021 0.6 FTE.

Meetings scheduled with Utah Valley Specialty Hospital and Provo Canyon next week.  
  
**COVID Update**  
Flattened curve – 8600 cases state wide. Utah county is down from 50 cases a day to 20-25 a day. Hospital admissions are down. Next day or two should be hitting 100,000 deaths.

**Student Affairs**Hiring TimelineDirector of Admissions – Brooke declined offer, did not offer position to Kristen Whittaker

Rubric  
Student admissions rubric based on points system categorized by basic information, academics, letters of recommendation, and video secondary application. Completed rubrics from Student Affairs, ambassadors, faculty interviews, etc. are to be submitted to the Director for Admissions. Meeting with GoReact discussed uploading categories into portal to start test recording prior to student interviews  
  
AACOMAS  
Jamie is working on AACOMAS page graphic and content. COCA will notify AACOM and AACOMAS once we are approved

**To Do:**  
Dr. Dougherty and Casey will meet with potential applicant interested in Director for Admissions  
Will add research and athlete questions to AACOMAS

**Research**Dr. Bills met with Dean Horns  
  
Research Lab  
Follow up meeting with BYU lab directors to meet with UVU lab directors next Wednesday. BYU Lab director offered to donate lab equipment

Grants  
NIH grant video and written proposal submitted yesterday, expect to hear within the next couple of weeks.

Opportunities  
NIDA biotech startup training  
NCCIH requesting grant applications to treat SARS or COVID. Noorda-COM employees can develop a team with outside resources to begin clinical trial grant. Will decide to participate in research pending community involvement.

**Professional Development**Noorda-COM employee bios are on the website. Jamie is working on content for research page.   
Meeting with Elemerce re: intranet this Friday to discuss additional content and pricing

**Due Process Resolution**  
Nothing to Report

**New Business**  
COCA  
Dr. Dougherty has a meeting scheduled with COCA tomorrow at 5:30 PM Eastern Time.   
Jen will go in place of Dr. Dougherty to Salt Lake to meet about learning pod and hallway lighting.  
Expecting COCA inspection this year. Hoping to schedule same time as board meeting

DACA Students   
Will research DACA student financial aid availability and licensing options.

**Adjournment: 10:45 AM**