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

**April 14, 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**  
**Approve Minutes from April 1, 2020 meeting.  
Motion:** Dr. Drew  
**Second:** Dr. Akunyili

**Updates:**  
Intention to be in office again Monday May 4.   
BOT virtual meeting May 1st.   
COCA Update: COCA virtual meeting scheduled for Friday April 24th. Will practice COCA presentation today with Jeff and Dr. Nielsen. Expecting topics of discussion to include building construction timeline and IT infrastructure.   
Westland Update: construction is on track and steel should go up first part of August. Westland is not being impacted by coronavirus. Will coordinate topping off ceremony with next board meeting first or second week in November.   
DIRTT Update: DIRTT is in full operation and has not been impacted by coronavirus. DIRTT will begin constructing our walls this fall.   
Furniture Update: Received five bids from furniture companies, currently narrowed down to three. Expecting HB Build to be vendor. We are starting off building 28 pods with five different designs to determine which students like most, then will build out the 42 pods in the west tower.

**Standing Committees**

**COSGP**  
Nothing to Report

**Curriculum Council**Will start in August once the four other voting members are hired.

**Finance**Budget will be submitted to BOT Finance Committee this Friday. Will discuss with Finance Committee that budget should stay the same but possible 5% fluctuation, in hopes to prevent re-approval. Intend to publish budget for July.

**Committees & Bylaws**Will form approved committees to approve or deny faculty committees. Faculty cannotcount work completed in unapproved committee toward work effort.

**Faculty Council**  
Nothing to Report

**Media and Information Technologies**The IT position title has changed from Executive Director for IT to Director of Technology Operations. So far received 15 applications have narrowed down to top four. Anticipated start date mid-July no later than August 1st. A producer (position title changes possible) will be hired immediately after. Director of Operations job description was rewritten expecting to post position in a few weeks. Anticipated start date is scheduled when the steel starts going up mid-August.

**Academic Affairs**Librarian job position is posted. Will post a curriculum coordinator for the biomedical sciences department. Leslie Manley full-time start date May 1st. Currently creating presentation templates for syllabus and learning objectives. Working with clinical affairs to establish faculty learning objectives and processes to alleviate faculty from being overwhelmed.

**To do:**   
Jen will look into vendor contract processes and procedures.   
Casey will review pre-orientation content

**Clinical Affairs**The following in-person meetings have been cancelled for now due to the coronavirus:Utah Specialty Hospital – long term acute care hospital meeting with CEO   
Primary Children’s Lehi – GME opportunities, rotations, etc.   
Behavioral Hospital

Recruiting Dr. Hill for IPE and Dr. Edgington. Dr. Embley start date in July as Chair of Medicine.

Recruiting Video – Women in medicine videos are on hold until pandemic ends. Anyone willing to submit videos from home are able

GME position – had video interview planning on in-person interview middle of May

COVID 19 Update – coronavirus.utah.gov for more info. State total 2412. Hospitalization rate and death rate is lower. Mean age of infected in Utah are 42 years old. Lower hospitalization and ICU patient death rate than everywhere else in the country. 335 cases in Utah county. Peak Utah between Mid-May and July. Utah county 18 hospitalizations. 1 death this weekend putting state death toll at 19. Can use cloth masks just have to wash them.

**Student Affairs**Director of Admissions – four interviews, two very qualified candidates. Plan for in-person interviews first week in May. Hope to offer position within the next month.   
Currently working on student handbook.   
Meeting with UVU tomorrow to discuss DO/MBA program

Interview Day  
Cannot extend offers until mid-July even with rights to recruit. Screening secondary applications in June/July, in person interviews will be scheduled in September/October. Hoping to use MicroFocus Welcome Center for interview days.   
Board and community members who wish to participate in interviewing students must complete required training.

**Note:**Modules to record first are HR and Student Affairs  
Board of deans dropping requirement for MCAT and allowing online courses to help students apply with corona virus issues. May give students the option to do an on-campus interview or virtual.

**Research**Research Hiring Timeline: Staff scientist or grant writer to start July. We will have at least one neuroscience graduate student to begin in August.   
Grant Submission: Measures in anxiety in patients during opiates withdrawal to submit April 27th. Hoping to receive $2.5 million by the end of the year.   
Dr. Bills and Casey met about pre-matriculation program working on pre-matriculation modules. Intend for modules to provide research training and to establish how modules create data from the beginning. Anticipate module completion by September/October.

**To Do:**  
Will meet with Alice to create education modules which students will go through between acceptance and matriculation.

**Professional Development**  
Working on Intranet will send out departmental subtabs for review.

**Due Process**  
Noting to Report

**New Business**Great Utah Shake Out – Annual state wide earthquake drill planned for tomorrow at 10:15 AM. Registering the COM as future participants. Will coordinate with RMU, fire departments and community members.

Dr. Akunyili’s mother is interning to start developing modules in Canvas.

**Adjournment** 2:10 PM

**Next Dean’s Council Meeting:** Wednesday April 29, 2020