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

**January 22, 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

**Not Present - Excused**  
GME  
COSGP  
IT  
Associate Dean for Student Affairs  
  
**Ad Hoc**  
Alexa Levine, MA – Executive Director

**Meeting Minutes**

**Call to Order - 1:00 PM**

**Approve Minutes from January 22, 2020 Meeting**  
**Unanimous Vote**

**COSGP**Nothing to Report

**Curriculum Council**  
Nothing to Report

**Finance**Budget is being formatted by department to include salary, travel, memberships, license, registration, supplies etc.   
  
Departmental budget reviewal meetings will be rescheduled once budget formatting is complete. Meetings to discuss additional budgeting requests/expenses and line items. Budgets should be distributed by the end of next week.  
  
Will continue with central supplies purchases through the COM Dean budget until departmental budgets are finalized/distributed.

Software purchases fall under the respective departmental budgets not responsibility of the IT Department budget.   
  
Capital Equipment – equipment purchases over $500.

**Committees & Bylaws**   
Nothing to Report

**Faculty Council**Nothing to Report

**Media & Information Technology**Must review simulation equipment list

**Academic Affairs**   
Director of Assessment anticipated start date May 1.   
Received verbal acceptance from Chair for Biomedical Sciences   
Currently outlining learning outcomes for first semester, templating syllabi and creating Canvas courses.

**Clinical Affairs**   
Department Chair of Medicine accepted position.   
  
Clinical OPP Instructor .8 FTE accepted position. and Cosgrave start around the same time to begin creating content.   
  
Brad Edgington, Communications Course Director applicant interview Thursday February 27, 2020

Need to Review: If a Surgical Boom technically attached to the building is considered under the construction loan or FFE?

**Student Affairs**   
Casey Himmelsbach accepted position. Anticipate April 1, 2020 start date. Will help Casey with recruiting materials. 90 days away from recruiting.

**Research**   
First paper published in neuropsych. Another paper submitted to frontiers in neuroscience. First grant submitted last Friday. Will find out in June if we receive grant. Mayo Clinic and BYU going to Vegas to finalize two more grant proposals. Anticipating submission at the end of the week.

Dr. Dougherty paper submitted in JAOA

**Professional development**   
GME position posted on Ninjagig. So far, three applicants – one strong candidate. Anticipate reviewing candidates next week.

**Due Process Resolution**   
Nothing to Report

**New Business:** COCA Meeting scheduled April 23 – 25. Attendance: Dr. Dougherty, Dr. Nielsen, Jeff, Dr. Rhodes, Dr. Bills, Jen. Attendance may change as time approaches. Waiting for COCA agenda.   
**Adjournment: 2:00 PM**  
**Next Dean’s Council Meeting:** Wednesday February 191:00 PM