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

**June 10, 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**: Jen  
**Second**: Dr. Bills

**Standing Committees**  
**COCA Construction Update**Steel is purchased and expecting to pour foundations. Dr. Dougherty will meet Kyle Terry tomorrow June 11 for an update.

Contingency Plan  
COCA will do a site visit in the Spring to review RMU building is appropriate to be used as contingency plan. Should Noorda-COM students need to stay home due to COVID RMU labs are available in the afternoon.

**To Do:**  
Create a curriculum policy and fall back plan if we issue another stay at home order  
  
**COCA Update**COCA requested actual numbers of student affiliations and signed agreements. Dr. Dougherty, Dr. Rhodes, and Dr. Drew met with IHC last week. Dr. Drew met with Provo Canyon

**Curriculum Council**  
Nothing to Report  
  
**COSGP**  
Nothing to Report

**Finance**  
Contract authority will run through President’s Council. Contract approvals with exceptions for research, community relations, and focused agreements (clinical affiliations, UVU dual degree programs, etc.) if policy is above $700,000 BOT Finance Committee Chair will sign.

**To Do:**  
Jeff and Dave to meet re: hiring plan, salaries, and budget  
Jeff will send budgets next week to all budget managers  
Operating budget and hiring plan will be emailed next week  
Will create a policy for contract approvals under research

**Committees and Bylaws**Nothing to report

**Faculty Council**  
Nothing to report

**Media and Information Technology**In-person meeting with Colby for Director of Technology Operations position. Waiting for response.  
Converted two of the learning pods into telemedicine areas.

**Academic Affairs**Hiring Timeline  
Librarian – Darell Schmick in person visit. Waiting for response to offer  
Biochemistry Faculty – more than two top candidates  
Building research needs

Content Recording  
Started recording audio/video content. Dr. Danto started his learning objectives. Recruiting employees to complete faculty development content recording.

**To Do:**  
Approve faculty development policies through President’s Council   
Need to create policy or language in faculty contracts re: content property. Dr. Akunyili to start content property draft

**Clinical Affairs**COVID Update: State-wide 13,000 cases, 500 case increase in 5-6 days, 128 deaths  
Utah County: 2800 cases, 8 in ICU.

Affiliation Update  
see COCA update

Assistant Dean for GME  
JoAnn Pavel rejected offer

Clinical Faculty Instructor   
Dr. Rhodes reached out to Polynesian female physician interested in position. Hoping to schedule meeting via Zoom next week

**Student Affairs**  
Director of Admissions   
Kristen Anderson in person interview today. Director of Admissions anticipated start date August 1, first job for Director of Admissions is to hire a recruiter in September.

Casey found the Utah County pre-med schedule – emailed schedule to group  
  
GoReact  
Casey and Jamie recorded sample student interview to see how secondary applications will go. Jamie is working on the Intranet.

**Research**Interviews for Assistant Research Professor

Dr. Bills met with UVU Academic VP and Dean of College of Science re: renovating lab space. Noorda-COM contribution is to match lab equipment and contribute to animal cost.

Cohort Housing  
Discussed 90 students divided into four groups based on interests prior to matriculation. Each group will have a designated docent. Include IPE with Allied Health to add additional docent faculty

Dual Degrees  
MS/PhD can coordinate with RMU and BYU. BYU is more difficult because of matriculation process  
Academic Research training program is designed to give students interest in teaching and research

**To Do:**  
Dr. Bills will have letter ready to send to Mayor’s office for consortium meeting  
VP of Advancement will create the 501c3  
Need to create relationship with veterinarian to get rodents  
Will schedule separate meeting to discuss house system

**Professional Development**  
Preparing to start recording

**Due Process Resolution**Nothing to Report

**Adjournment: 2:40 PM**

**Next Dean’s Council Meeting: Wednesday June 24, 2020**