Noorda College of Osteopathic Medicine Deans' Council
July 21ˢᵗ, 2022 – West Conference Room

Present

John Dougherty, DO – Dean
Alexa Levine, MA – Assistant Dean of Institutional Effectiveness
Alice Akunyili, MD – Assistant Dean for Academic Affairs
Alejandro Rojas-Sosa, MBA – Chief Financial Officer
M'Lindsey Romero, DO, BUS – Faculty in Osteopathic Principles and Practice
Jennifer Brown, NTP, MS Ed - Associate Dean of Academic Affairs
Chris Milliken, BS – Director of Technology Operations
Michael Rhodes, MD – Associate Dean for Clinical Affairs
Lynsey Drew, DO – Assistant Dean for Clinical Affairs
Steven Embley, DO, MBA, BA – Assistant Dean for Clinical Sciences
Sondra Jepson, DHSc, MSW – Assistant Dean for Graduate Medical Education
Schyler Richards, BA – Vice President for Institutional Advancement
Casey Himmelsbach, MSML, MBA – Associate Dean for Student Affairs
Kristen Anderson, MSW – Assistant Dean for Student Affairs

Not Present – Excused

Leslie Manley, PhD – Director of Assessment
Kyle Bills, DC, PhD – Associate Dean for Research

Ad Hoc

Sarah Miles, BS - Administrative Assistant for HR/Dean

Meeting Minutes

Call to Order – 1:00

Motion to Approve Minutes
Motion: Dr. Jepson
Second: Alejandro Rojas-Sosa

Dean
- Robert Kain will be giving our white coat speech on 7/30
- If anything needs to be changed in the catalog, reach out to Dean Levine
- In the future, possibly faculty council will be removed from Deans Council (not required by COCA any longer)

Curriculum Committee
- Syllabi for the fall has been approved; Courses will be published and tomorrow, syllabi will be sent (via Canvas) to all students
- All policies and procedures have been updated and are ready for the upcoming year

Finance
- Testing BlackBaud for three weeks and transitioning from QuickBook; Soft go-live scheduled for 8/15, then full roll out 9/1. Training schedules will be sent out after the soft go-live.
- Transitioning from Zamp to PayCore in the fall
- Anthology (student information system) transition to take place summer 2023
- Facilities will be sending a schedule for building four transition
- COCA will be sending a facilities survey to the students in September
- COCA is pleased with the plan for third and fourth year students regarding the clinical rotations

Committees and Bylaws
- Nothing new to report/vote upon

Faculty Council
- Faculty are pleased with the communication regarding docent training and details surrounding the move to their new space

Media and Information Technology
- Employee multifactor authentication (MFA) roll out was successful; Will be rolled out to students 8/8
- Anthology platform was having functionality issues; Their database issue is now resolved
- Planning to hire Network Administrator and Multimedia Producer; Openings are posted.
- Sales pitch was misconstrued; Limitations in the new scheduling software (Skedda). Will be able to schedule pods in this new system, however, lab scheduling will still need to be completed in Campus Groups; One year contract with Skedda.
- Surface pro testing has been completed and are ready for students to make use of
- Please utilize the helpdesk ticketing system

Academic Affairs
- Second year students will be on campus beginning next Tuesday afternoon; Leniency regarding on campus learning the first week, however, students are cautioned to keep up with content.
- Dr. Steed (new hire) is working with faculty in anatomy
- Second year orientation will be recorded and uploaded to Canvas
- Editorial change: Quiz section wording will now read "retakes do count towards final grade"

Clinical Affairs
- This morning, LOI was sent to individual for Clinical Faculty
- Content is complete
- Rotation shifts for all students are filled; Students will be notified tomorrow
- If TRIP and MAP resources are needed, they are available for use (however, not mandatory)
- Editorial change: Shadowing policy wording will be changed from "strongly discouraged" to "will not be allowed"
- Perhaps will be sending email Sunday before classes begin to caution students not to attend campus if symptomatic of illness first day of class

Advancement
- Policies, cost of attendance for both classes, and several other website updates are taking place
- The online store is moving forward (small problem with sourcing); Website will include student, employee, and public facing section

- Seeking a Marketing and Communications Manager; Anticipating onboarding early September

Graduate Medical Education
- Waiting for CMS confirmation that Timpanogos Regional Medical Center is GME funding eligible
- Ready to review draft of goals and objectives for OMM residency program
- Planning of two events are in process (Suicide Prevention Among Physicians, Controlled Substance Prescribing Course)
- Paper portion of ACGME application is essentially finished, will forward to OPP faculty to review and comment. Waiting for an institutional sponsor to complete the electronic portion of the application.

Student Affairs
- Admissions policy and required documents, and Immunization policy passed by eVote
- Catalog is updated and complete
- Enrollment forms for COM 2026 will go out tomorrow
- Docusign packet is being sent to COM 2025 students
- Disbursement funds will begin next week for class of 2025, and the following week for class of 2026
- (Very impressive) Nineteen HPSP students in the incoming class
- Online counseling and Triple Play Fitness is ready for student use and can be accessed via Canvas
- Full week of activities and orientation details have all been added to the master calendar
- For the new cycle, 890 verified applications, and 433 secondary application invites have been sent
- Monitoring student portals to be sure all paperwork for incoming class is being submitted

Research
- Nothing to report

Interprofessional Development
- Have completed some anatomy training; Docent training has been taking place
- Faculty development series will begin once content roll out begins

New Business
- Simulation will be removed from Deans Council agenda

Adjournment: 1:55

Minutes prepared by: Sarah Miles