



**Noorda College of Osteopathic Medicine Deans Council  
November 10<sup>th</sup>, 2022 – West Conference Room**

**Present**

John Dougherty, DO – Dean  
Schlyler Richards, BA – Vice President for Institutional Advancement  
Alejandro Rojas-Sosa, MBA – Chief Financial Officer  
Kimberly Henrie, Ed. E, MBA – Interim CFO  
Alexa Levine, MA – Assistant Dean of Institutional Effectiveness  
Chris Milliken, BS – Director of Technology Operations  
Jennifer Brown, NTP, MS Ed - Associate Dean of Academic Affairs  
Alice Akunyili, MD – Assistant Dean for Academic Affairs  
Leslie Manley, PhD – Director of Assessment  
Lynsey Drew, DO – Assistant Dean for Clinical Affairs  
Kristen Anderson, MSW – Assistant Dean for Student Affairs  
Kyle Bills, DC, PhD – Associate Dean for Research  
Esther Nuebel, PhD – Faculty in Biochemistry

**Not Present – Excused**

Michael Rhodes, MD – Associate Dean for Clinical Affairs  
M'Lindsey Romero, DO, BUS – Faculty in Osteopathic Principles and Practice  
Sondra Jepson, DHSc, MSW – Assistant Dean for Graduate Medical Education  
Steven Embley, DO, MBA, BA – Assistant Dean for Clinical Sciences  
Casey Himmelsbach, MSML, MBA – Associate Dean for Student Affairs

**Ad Hoc**

Sarah Miles, BS - Administrative Assistant for HR

**Meeting Minutes**

**Call to Order – 1:00 PM**

**Motion to Approve Minutes**

**Motion:** Dean Brown

**Second:** Alejandro Rojas-Sosa

**Dean**

- IT and facilities assisting with transition to building four beginning tomorrow
- Attended WCCU NW commission on colleges and universities (pertains to regional accreditation); Noorda is incorporating 90% of their requirements already. Will continue working on strategic planning and straightening policies and procedures.
- Please respond to Dean Levine's Doodle request on schedule availability; Will review each policy
- Follow up email sent to all staff yesterday (regarding Teams / Noorda website) of where to find all documents and policies)

- Updating org chart. Please send all new hires (name, credentials, job title) in your dept. that have begun employment within the last six months

### **Curriculum Committee**

- Most recent meeting held end of October
- Recently received SCOPE report for endocrine
- Approved changes to spring LCM syllabus
- Incorporating keyboarding skills assessment into pre-matriculation tasks
- 104 midterm last week (mean 71, curved at 10); OMED 205, 60 question exam tomorrow

### **Faculty Development**

- Nothing to report

### **Finance**

- Alejandro (leaving Noorda) will be helping onboard Kimberly Henrie (interim CFO) over the next two months
- Equipment for gas line and temperature for laying of asphalt delayed construction on new building, however, still on target for move-in, summer of 2023

### **Committees and Bylaws**

- CME Mission / Vision portion of Bylaws added and modified (Approved: motioned Dr. Drew, seconded Dr. Akunyili)

### **Faculty Council**

- Students voiced investment of too many independent lab hours; Department chairs should be involved to help monitor students research hours; Possibility of limiting how many hours students are allowed to spend on extra research studies
- Offer acknowledgement (certificate, award, badge, or Deans letter) of noteworthy research achievements, to be added to students CVs
- Tuition reduction program was discussed with HR and Finance. Adding legal language (specifically when student is eligible to utilize benefit), and is almost ready for approval.
- Working with Dr. Bills on grant distribution policy; Will work with finance and legal dept. before seeking final approval

### **Media and Information Technology**

- Sept / Oct 2023 – Permanent equipment will be received; Contingency plan (for connectivity) currently being determined
- Team is moving physical workspace (second floor, NW side of building) tomorrow
- Encouraging teams to move own belongings; IT will assist with electronic assembly (please label all of your boxes with your name)
- Network access, servers, and cables will be moved next weekend

- Schyler will notify students of employees move, and pods that will now solely be used for employees
- Sent email to all employees about phishing scam; Now outsider senders emails will have yellow "external banner" on all emails; If a problem, you may send IT details and they can exempt common addresses (ie: Smartsheet alerts, scheduling system notifications) to not have the external banner alert

### **Academic Affairs**

- Implementing standard operating procedure for scheduling; Students will be able to schedule however long is needed, as well as over the noon hours.
- Will possibly start releasing OMS1 content in cycle long releases, as opposed to day-by-day
- Discuss assessment issues in Curriculum Council, then bring to Deans council for discussion
- Need to discuss with Deans Council members how assessments are approached

### **Clinical Affairs**

- Audited by Intermountain, and am 100% compliant
- Exxact will be down for two weeks; Students will be aware there is a temporary solution

### **Advancement**

- Launch campaign tomorrow at noon, with partner United Way
- 100% of leadership team is giving donations; Goal is for 50% of employees to contribute in some way (payroll deduction / one time donation). Student Emergency Fund (last years program) raised over \$13,000
- General scholarship fund along with \_\_\_\_ fund
- Schedule focus group regarding the Navigator ( to obtain feedback on what students would like to be communicated)
- Online Noorda store will be open until 12/2
- Brainstorming with CME and CA on marketing strategies and communications regarding upcoming CME courses
- All, please RSVP for holiday party (12/15) through email that was sent
- Board meeting (11/15, 9am-3pm) in Presidents conference room in building four
- Group photo of veterans taken in lobby today
- Will be sure to schedule pictures during 11/18 Research Day

### **Graduate Medical Education**

- Meeting with Timpanogos Regional on Friday (explore and develop residency programs)
- Dr. Rhodes booked a meeting with HCA regarding conversation about GME opportunities for them and our students to participate
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### **Student Affairs**

- Dean Himmelsbach will be returning by next Deans Council; Thank you Dean Anderson for filling in and leading the way the last two months

- Applications received = 3150, 1560 verified, 60 applications received weekly (50 move forward), completed 366 interviews (248 more scheduled), 52 more interview invites being sent out today. Active offers = 216, 33 paid acceptance fees, 13 fully paid, 52 ready for admissions committed to discuss this afternoon, 50 were interviewed last Monday.

### **Research**

- Prevent overburdening the students with amount of research hours students invest; Pass info to dept. chairs to be cautious
- Submitted grant proposal for U24 Consortium Grant (in partnership with University of Southern Florida); Will help all faculty with software, login to USF, access to library resources and extra training, expand Noorda's resources and academic holdings
- Creating research project board and update website
- Students asked if there are quick access points on website (ie: IRB, items relevant to students research)
- Big motion capture AI equipment will be received next month (one for research purposes, the other for clinical applications)
- Several publications last month
- Info was sent out regarding Research Day; Turns out there are more active research projects than we were aware; Will be sure availability to showcase projects
- Will send publication details (to the Navigator) for students to see accomplishments

### **Professional Development**

- Meeting held; Set up to do lists. Follow up meeting will be held after Thanksgiving holiday
- Would like dept. leads to be made aware of what is available, then during year end evaluations, can recommend accomplishing available materials to individuals
- Dr. Dougherty is fulfilling a request and developing Roberts Rules of Orders

### **New Business**

- Nothing to report

**Adjournment: 2:15**

**Minutes prepared by: Sarah Miles, BS**