



Noorda College of Osteopathic Medicine Deans Council
January 5th, 2023 – The Boardroom

Present

John Dougherty, DO – Dean
Jennifer Brown, NTP, MS Ed - Associate Dean of Academic Affairs
Schyler Richards, BA – Vice President for Institutional Advancement
Alexa Levine, MA – Assistant Dean of Institutional Effectiveness
Kimberly Henrie, Ed. E, MBA – Interim CFO
Chris Milliken, BS – Director of Technology Operations
M'Lindsey Romero, DO, BUS – Faculty in Osteopathic Principles and Practice
Alice Akunyili, MD – Assistant Dean for Academic Affairs
Leslie Manley, PhD – Director of Assessment
Kyle Bills, DC, PhD – Associate Dean for Research
Lynsey Drew, DO – Assistant Dean for Clinical Affairs
Michael Rhodes, MD – Associate Dean for Clinical Affairs
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
Kristen Anderson, MSW – Assistant 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: Dr. Embley

Second: Dr. Jepson

Dean

- Started budget cycle
- Please submit all budget request by end of February; Finance committee will review by mid-March, then will be submitted to BOT before 4/30.
- Building update: Outside almost complete, carpet being laid on second and third floors, framing is done, drywall is 85% complete, paint is complete on first floor. On target for mid-summer move in.
- Dean Dougherty leaving for annual Dominican Republic trip next Wednesday; Dr. Rhodes will be regulating
- Admins please add events to students (new) master calendar; Class of '25 cohort and '26 calendars are available
- Early registration deadline for AACOM is 1/17/23

- COCA standard changing; All CQI (Continued Quality Improvement) processes will need to be approved and signed off by faculty council
- Board of Deans have requested comments regarding traffic guidelines

Curriculum Committee

- Met middle of Dec '22, next meeting is week of 1/9/23
- SCOPE report for SBL was received
- Both classes' syllabi was approved (for spring semester); Still pending Surg, Peds, Clinical Management review
- Several courses have moved to a pass/fail grading system

Finance

- Reports regarding budget were sent out mid-December
- QuickBooks reliable for tracking expenditures, updating to Blackbaud due to more budget tools and resources for budget center managers
- Scheduling time with departments to be sure budget managers and admins are familiar with the new system
- Tuition rates were finalized (for upcoming class) during last board meeting (up 8.5% from last year); Previous classes tuition rates are locked in
- Working towards transparency becoming apparent across the institution
- Better management of transactions of credit card, as opposed to funds coming directly out of bank account with a debit card, hence, the transition from debit cards; Will continue to work through the challenges associated with transition.

Advancement

- Group of approximately 20 legislators of Utah County officials visiting campus Monday (9-11 AM); "You've been accepted for a day in the life of a student at Noorda" (ie: pod demonstration of students showing how to work through a pod activity, standardized patients will be in OSCI's, simulation and OMM demo's, and Q & A with Dr. Wright to discuss strategic planning)
- Legislative session to begin 1/17/23; Noorda day at the legislature is 2/13/23; Two bill drafts are with drafters (1 - Physician tax credit incentive 2 - Related to physician insurance)
- All legislative relations need to come through Advancement office first
- United Way campaign raised approximately \$20,000; Donations should be coming out of future paychecks
- Successful focus group regarding The Navigator; Jenna K. creating a report based on input
- Working with IT team on ring tree for telephone number and (most likely) creating new Noorda number

Committees and Bylaws

- Clin. Ed. Bylaws – Removed specific names (Add titles instead); Following, we will do an electronic vote

GME / CME

- Noorda-COM is applying to become an ACGME Institutional Sponsor
- GME Dept is collaborating with the University of Utah to create an ACGME forensic psychiatry fellowship program
- CME Committee is meeting today
- CME Office is finalizing the Controlled Substance Provider content. Will send application to DOPL tomorrow for approval.
- CME Office is exploring developing a 6-part Grand Rounds CME on Neurodivergence
- CME Speakers Bureau is being updated this month
- Shared data from the Physician Suicide and Burnout CME's evaluation findings

Research

- Series of different policies being worked on, including grant submission workflow; Anything dealing with financials will go through Presidents Council for approval
- New hire: Engineer starting Friday
- Positive developments regarding meetings with Rocky Mountain discussing integration of Noorda faculty researchers with RM facilities
- Meeting with BYU law school and MPH scheduled; DOJ and DOMPH correlations and overlaps to be discussed.
- Research portion ARIS training being set up
- Finalizing research phase of items needed to make downstairs lab fully functional for cell culture; May be functional as early as next incoming class
- Research accelerator series being organized
- Seeking CLIA certification (benefit: human sampling, run human tests that could be certified and used)
- Department chairs, please discuss research goals and grant submission goals with your faculty
- Established relationship with Vive Adolescence Psychiatric Hospital in St. George, Utah
- Integrated with Intermittent Healthcare's NSQIP (repository of surgical data, tissue samples, genetic data...)
- Will coordinate with finance team, then submit indirect costs application to NIH
- Met with investing group yesterday; Interested in biotech startup companies and incubators (may be beneficial for biomedical sciences)

Faculty Council

- Nothing to report

Media and Information Technologies

- How invoices and reimbursements are submitted will be changing; Module in Blackbaud is called Expense Management (30 minute training will be available)
- Soft go-live will be occurring February (Blackbaud will run concurrent with Quickbooks)
- Replacement for Anthology (Jenzabar Sonis) soft-live occurred 12/20/22 (students financial records and course lists – among other things – are available on system); No hiccups thus far

- New hire: Part-Time Video Quality Specialist (Luke Campbell), starting Monday

Student Affairs

- 3277 total applications, 1666 verified, 57 scheduled interviews on 1/18/23, 231 active offers, deadline for payment of acceptance fees is 1/26/23, 149 acceptance fees paid, 21 students are fully paid
- Jamie D. is recruiting for the next class of ambassadors
- Working on orientation for class of 2027, and welcome back for 2026
- Welsh Scholarship was awarded to Noorda-COM student
- Student gala is scheduled at Marriott, 2/24/23
- Additional counseling resources from Dr. Jackson-Vann are now available to our students

Academic Affairs

- Goals of this semester are improvement processes and finalizing board prep
- There are minimum quantity of students working to pass CEPA 101 (retakes will be held Mon & Tues); All students passed CEPA 104
- Dr. Jasti worked diligently through the time zone difference to commence new semester; First year students have returned, second year students will resume Monday
- First daily test for semester has been submitted by students; Two others in progress for this week
- Taking an active role in board exam preparation; Board questions will be disseminated to students
- Learning services has met with approximately half of second year students regarding study plans for boards
- By end of month, date for scheduling boards should be available
- Updating procedures for at-risk students and academic referrals
- Students provided feedback regarding last semesters incorporation of technology into curriculum
- Clinical Management course will be offered May – June and will be set up to run like clinical rotations of a third year (based on Phys, Path, and Pharm)
- Remind students Canvas is their main source of content and course information; Navigators origination was when students were schooling from home, may now need to be rethought
- Planning mandatory trainings for Panopto and Smartsheets to be sure content is not being duplicated

Clinical Affairs

- New hires: Dr. Treseder and Dr. Saturnino
- Dr. Edgington (Director of Communications) has retired; Content is being spread between Dr. Yorgason and others
- Clinic starting this summer
- Covid tests are available if needed; Reminders and caution information will be sent in the Navigator.
- Working towards web-based Global Health Elective rotation course; Hopeful financial aid will apply

- Earlier today, gained access to VSLO (Visiting Student Learning Opportunities); Site for students to find opportunities of rotations across the country
- Seeking preceptors for rotations

New Business

- Nothing to report

Adjournment: 2:40

Minutes prepared by: Sarah Miles, BS