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

**February 17, 2021**

**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
Jorge Quintana, MSIS, MSISA – Director for Technical Operations
Maria Vazquez-Amaral, JD, Med – Assistant Dean for Medical Simulation
Leslie Manley, PhD – Director of Assessment

**Not Present - Excused**
GME
COSGP

**Ad Hoc**
Alexa Levine, MA – Executive Director

 **Meeting Minutes**

**Call to Order - 1:00 PM

Motion to Approve Minutes**
**Motion**: Jen
**Second**: Casey

**COCA**
Waiting to hear from COCA onsite inspection dates

**Construction Update**Negotiating building a bridge for BLM since Westland crossed 18 inches into their property
Second order of steel is secured
Micropyles will begin once we hear from Oppenheimer

**Curriculum Committee**
Working on core clinical syllabus draft – working on OMS I and II

**Finance**
Oppenheimer
Working on raising funds. Expecting funding to come through mid-March

Budget
Will formalize a budget system by next year

**Committees and Bylaws**
Dr. Dougherty emailed Committee Assignments

**To Do:**
Add Sara B-W to PACC
Will set up meeting to talk to chairs about administrative support
Will start working on Policy Library
Will start assigning student docents

**Faculty Council**
Executive Committee met last Dean’s Council
Will provide more information to Dean’s Council after next Curriculum Committee meeting

**Media and Information Technology**
Spectrum seems better for Operations and IT closets. Discussed power requirements

Hiring Update
Project Manager – good candidates
Help Desk – looking for candidates

**Academic Affairs**
Working on content creation
Production check in each Monday

Hiring Update
Micro – applicants
Pharm – applicants
Administrative Assistant – Sue is leaving – looking for a new admin
Director of Learning Specialists - applicants

**Clinical Affairs**Hiring Update
OMM Faculty Member – recruiting
Table Trainers – interviewing

Content Creation
Faculty are getting trained on PowerPoint and Sway
Access completed content through Teams
Requesting for Academic Affairs to place course content in one location for faculty to find easily

Affiliation Update
HCA/Mountain Star
Still waiting for updates

IHC
Making good progress with IHC with electronic medical record for sim lab cerner version

Equipment List
Finalized equipment list for students
Have two bids
Moving $75 parking fees to equipment fee line in Cost of Attendance

Student Health Center
Working on finding a temporary location. Possible availability in Springville
Difficult to find short term leases

COVID Update
Salt Lake Chamber of Commerce and legal firm will help with vaccination policy
Will not be mandating vaccinations at this time
Employees must follow guidelines (2 vaccinations and masks) to return to campus

Statewide/ICU numbers are trending down
Keeping an eye out for variants
Vaccine protection is good against both strains
CDC Guidelines indicate immunized not required to quarantine if exposed within 90 days of after vaccine unless showing symptoms

Exxat
Preceptor data have been entered – working on remaining issues

**Simulation**
Hiring Update
Director of Simulation Operations – David Clegg was hired
Simulation Tech – positions posted

IHC Simulation Training
Three-day introduction to SIM training program in Provo
$1250 per person requiring minimum of 14 employees
All faculty wanting to debrief in SIM must complete training

Credentialing
Need to go through education and training for credentialing

Equipment Purchase Requests
Will discuss with Dr. Dougherty

Apollo Training
Employee training software
UVH intro to SIM this Friday

**Student Affairs**Student Acceptance
98 acceptance sent. 64 in first batch and 34 in second batch
12 from first batch declined acceptance offer
81% acceptance rate
68 paid $1000 fee, 12 paid matriculation fee
50% are from Utah, 34 females, 33 males, 1 declined to identify gender
URM is 14, 21% of class. 3 African American males, 4 African American females, 2 Hispanic females, 1 African and Hispanic female, 2 Hispanic and American Indian male, 1 American Indian male
MCAT average – 504, highest MCAT 519, lowest is 502. 26% of class has a graduate degree or higher

Safe Space Training
Kristen completed the training and will make training available to employees

Black Men in White Coats
Great feedback from Screening and Q&A

Financial Aid
Both lenders are live and available through both portals
Working on a third lender

Scholarship Review
We are not providing full-ride scholarships for students. Information was included in Press Release by mistake. Scholarship opportunities are listed on the website and students are eligible to apply.

Student Information System
Need to work with HR to align calendars going forward

Intranet
Intranet is ready and has been handed off to IT
Faculty corner can be linked to server
Jamie is mentoring a UVU marketing team – will reach out to UVU students about animation internships

Acceptance Day
Planning a hybrid event. In person and virtual booths are available to limit exposure
Will include Events Committee in planning

Orientation Planning
May have Orientation on CBRE property this year due to COVID restrictions

**Research**Meeting with Academic VP at BYU and Roseman – including RMU
Goal is to set strategic goals and priorities, MOU
Opportunity will provide students with access and privileges on campus at other institutions

501c3
Working with RMU foundation to house funding until Noorda-COM 501c3 is ready

Team Coordination
Dr. Bills met with collaborator who developed an AI tool that allows patient records to turn to searchable fields. The algorithm correlates data outcomes, etc. to make predictions in behavioral health

Working on connecting with Utah Valley Hospital and others to use data from primary care, psychological practices, etc. to define categories for conditions

Grants
STTR NIH Grant was scored – submitted 30-page documentation

NIH grant may be funded early next week
2 Phase Grant – entirely housed at BYU. Funding increases from $200,000 to $500,000

R15 Grant
Will submit next Wednesday as a PI

Articles
Another article was accepted to the Journal or Neurosystems and Journal of Engineering re: enhancing sleep architecture and developing different techniques

**To Do:**
Brainstorm Research house banners and mascots

**Professional Development**Will create a calendar with employee related events
Darell has been working on vendor training

**Due Process Resolution**
Nothing to Report

**New Business**
Nothing to Report

**Adjournment: 2:30 PM**