**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**