



**Noorda College of Osteopathic Medicine Deans Council
December 8th, 2022 – Conference Room #5**

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
Chris Milliken, BS – Director of Technology Operations
Alice Akunyili, MD – Assistant Dean for Academic Affairs
Leslie Manley, PhD – Director of Assessment
Esther Nuebel, PhD – Faculty in Biochemistry
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

Not Present – Excused

Kimberly Henrie, Ed. E, MBA – Interim CFO
M'Lindsey Romero, DO, BUS – Faculty in Osteopathic Principles and Practice

Ad Hoc

Sarah Miles, BS - Administrative Assistant for HR

Meeting Minutes

Call to Order – 1:10 PM

Motion to Approve Minutes

Motion: Schyler Richards

Second: Dr. Akunyili

Dean

- Changes to policies occurring; All policies are available in teams, and more will be available on website
- Successful, recent town hall meeting
- Student master calendar in Outlook has been created; Calendars can be added for each cohort, and admins may add events (ie: town halls, IPE events, decathlon, after hours events)
- AoA (COCA) president will be stepping down as of 1/1/23
- COCA will be making changes to standards mid-July 2023

Curriculum Committee

- Next meeting to be held next week; Will be finalizing spring syllabi and reviewing SCOPE report
- Today's review was completely full of students
- Faculty, please send all exam content to Assessment team ASAP

Finance

- Tuition rates for next year are currently being determined; Unanticipated expenses (due to inflation) are being considered
- If you have not yet received new credit card, please see Mark Heaps
- Operations budget will be sent out before holiday break
- Building update – Walls are being painted, flooring and cabinetry are being built, first mock glass walls (to check for engineering quality) have been assembled

Advancement

- Holiday party next Thursday at Sundance (6 PM); Today is headcount deadline
- Last week of United Way campaign (24% of employees are currently giving); Donations are tax deductible, and can come out of your paychecks or as an outright gift)
- Twenty volunteers are needed for lip sync for Noorda social media followers (Building one, Tuesday, 1-3 PM); Props are available. Please wear festive attire.
- Eighteen students planning to attend focus group (Monday) to be conducted (with Schyler) regarding revisions to the Navigator and best means for student communication.

Committees and Bylaws

- Updated covid policies, made changes to employee portion; After complete, Dean Levine will send to Presidents Council to review and create Bylaws

GME / CME

- First CME activity held yesterday (38 registered, 25 participated); Results will be available by next Deans Council
- Working with Advancement on marketing and branding for the next course (Prescribed Controlled Substance Program)
- Dr. Dougherty and Jepson attended meeting with Timpanogos; Discussed if Noorda may become a sponsoring institution

Research

- Decathlon (held at Provo Library) was competitive and successful. All task trainers were present. 90% of student attended. Next year even more communication of attendance (of faculty and students) will be expressed.
- Hire for new position soon (project manager/machine learner/programmer)

Faculty Council

- Grant and tuition reduction policies have been written; Are now being reviewed by Dr. Henrie
- Needs Assessment questionnaire for the Research Dept. has been moved forward; Will now need to be put into a form or survey
- Downstairs lab being built by faculty and research team
- IACUC committee needs clarification regarding IRB and NIH laws to write the Bylaws

Media and Information Technologies

- Student information system will be going live 12/21
- Blackbaud implementation is ongoing, anticipated "go live" is 2/1/23
- Interviewing for part time video quality specialist (key role will be to keep the Noorda brand quality focused on the best student experience and outcomes). Hiring date: early January
- Ongoing software expense audit; Looking for efficiencies, educational discounts, consolidation of tools and finding opportunities for license renegotiation
- Phish alert button was added to Outlook
- January, employees should not have to update password quarterly
- A way to collate and mark (outside emails) as non-external can be done; Send helpdesk an email with email addresses

Student Affairs

- Soon as tuition rates are finalized, financial aid will be approved
- Record number of 34 total HPSP students
- Student Information System Implementation is moving forward
- Jamie has organized ice skating for the students to be held after the exam tomorrow
- Each student is receiving a gift before the holiday break
- Planning for spring time gala are coming about
- Food pantry is restocked and open. Grocery bingo for students (next week); Over purchasing, so after game, any/all students may take a bag of groceries.
- 3220 applications have been received, 1617 verified, 523 potential students have been interviewed, 109 scheduled, 235 active offers, 77 acceptance fees have been paid, 16 are fully paid, 51 interviews to be held on Tuesday, January through March more are intended
- Taking 1/3 applicants above seat count; Observation is 80% of declines are from out of region

Academic Affairs

- Noorda-COM has produced 6,249 videos and pod plays (734 hours of content) since origin
- Finals administered 12/9 – 12/19
- Website being strengthened for faculty to work on and with students/faculty individually
- Available in spring, will be options for faculty both for individuals training and for question selections that do not need to be rated from the beginning
- New staff member on Assessment Team
- Vigorous Assessment team currently; Time should now allow strengthening of the website and making of clear instructions for faculty regarding Power BI
- Noorda student won progress IQ's annual scholarship

- Learning services are meeting with each second-year student regarding plan on studying for boards

Clinical Affairs

- Wellness Department – Five students are involved and have started a service council
- There will not be OMM or Clinical practical exams at end of fall semester; Will be held at end of spring semester. However, unit sign-offs do occur every 4-6 weeks.
- Notice the atypical lab scheduled after final. Be sure to send grades by the end of that Wednesday.
- Dr. Bahri has forms for IRB submissions; PI must be the one to submit the form (not students)
- This semester, seventy-two students were non-compliance regarding required docs while out on clinical visits. Dr. Dougherty and Drew will discuss and look at policy; Possibly omission of grace period for submission of required documentation.
- Simulation team are ordering items (peds training, foley catheter training stations, central line) for clinical medical course and third year students

Professional Development

- Beginning 2023, everyone to go through Panopto & Smartsheet training to be sure content creation is not being duplicated

New Business

- LOA's are first submitted to Student Affairs, then Dr. Dougherty reviews checklist

Adjournment: 2:20

Minutes prepared by: Sarah Miles, BS