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

**September 16, 2020**

**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

**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**: Dr. Rhodes

**Standing Committees**

**COCA Update**  
Virtual Inspection scheduled October 5-7. Will need four rooms set up for inspection. Each department gets 30 minutes to speak with COCA inspectors. Everyone can participate via Zoom or in person.

Mock Inspection  
Each department will have COCA mock inspection reviews prior to virtual inspection. The agenda indicates any inspector can ask about any standard during the inspection. Expecting inspectors will ask mostly about facilities 4.1. The construction across the street is an additional facility. Noorda-COM is capable and has the facilities needed for all four years.

**COSGP**  
Nothing to Report

**Curriculum Council**Working through assessment policies and subcommittees to discuss how delated students and advanced content will be handled  
Expecting to have 3-4 Curriculum Council meetings before COCA visit

**Finance**  
Jeff will continue to send budget managers their budgets until we purchase an automated system. Tell Jeff in advance prior to making large purchases.

**Committees & Bylaws**  
Nothing to Report

**Faculty Council**  
Meeting scheduled for Friday September 25th. Dr. Manley is Chair and Darell is Vice Chair. Next year council can reevaluate members

**Media and Information Technology**  
Jorge first Dean’s Council

Working on getting our own data plan for phones and internet.  
Working on Canvas customization  
Beginning on moving office suites. All employees are to remove their items from their cubes by end of day tomorrow. Plan to move everything out by Friday.   
CAE Apollo was delivered today

**Academic Affairs**Faculty development modules are live and being tested  
Starting to outline OPP and foundations in medicine curriculum with Exxat. Exxat is to begin building a data system.  
Faculty interviews are being conducted – expecting to have all faculty contracted by the end of the quarter.

**Clinical Affairs**  
COVID   
Number of positive cases are trending up – current numbers 747. 7-day rolling average is 588 mainly from individuals between ages of 17-25. Hospitalizations have not increased. Still in vaccine testing phase.

Affiliation Status  
Finalized affiliation agreements with IHC, Central Valley, and Nephi  
Will reach out to Richfield for rural rotations  
Working on Canyon View Medical and HCA

Preceptors  
952 preceptor names have been submitted to COCA. Working with Exxat on transferring data into their system  
Meetings scheduled with Dr. David Brown, Dr. Mark Greenwood, and Dr. Monroe at Timp.   
Meeting tomorrow with ER doctor for additional ER rotations

2017 COCA standards require 120% of rotations. All rotations with the exception of ER are over 120% - need one more ER rotation a month to reach the 120%.

**Student Affairs**Admissions Update1098 total applicants, 467 verified applicants. Should have close to 500 verified applicants by this time tomorrow.   
Gained additional applicants from the virtual diversity conference  
Dr. Halvorsen will participate in a Q&A session to provide medical student perspective   
Kristen and Mark are working on building WebAdmit  
Planning one interview day for the last week of October with applicants willing to provide feedback  
  
Hiring Timeline  
Interviewed and contracting a registrar and financial aid director   
Interviewing for admissions coordinator

Student Scholarships  
In contact with Sallie Mae for student financial aid options   
Schyler is working on scholarship donations – need $5 million to cover the first class

**Research**AOA grant is live – hired first two lab techs. Data will be gathered within the next few months to present first phase of funds  
Two more NIH grants have been submitted last week  
Another NIH R15 grant will be submitted in October and two more in December  
Plan to submit first hosted grant in December, 4 papers in process that will be sent out by the end of the year, two projects with IHC (pain management and NICU) with Kent Richardson   
Dr. Richardson is a member of Rank and Promotion Committee

Research Consortium   
Scheduled for Thursday September 24th at 1:00 PM  
Representatives from BYU: College of Nursing, Marriage and Family Counseling, Neuro will attend  
Representatives from UVU, Roseman, and RMU will attend  
Dr. Nielsen, Dr. Dougherty President Worthen, President Timenez, and Dr. Kauffman will present about mental health

501c3   
Will create two foundations (Noorda and Consortium). Intend to keep the consortium housed and hosted by Noorda-COM

**Professional Development**  
Safe Colleges modules have been assigned to employees  
Casey working on interviewing modules  
Faculty council content can be reviewed before COCA inspection  
Interviewing for IPE position this week

**Due Process Resolution**  
Nothing to Report

**New Business**  
Construction Update – Jorge will be included in meetings  
Doug Evans starts October 1  
Will start removing trash November 16, steel has been purchased and micropyles will be placed around November   
Topper ceremony will most likely happen in the spring (April May).

BOT Meeting scheduled via zoom for November 6

**Adjournment: 2:20 PM**