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

**October 27, 2021**

**Present**John Dougherty, DO – Dean  
Alejandro Rosas Sosa, MBA – Chief Financial Officer  
Michael Rhodes, MD – Associate Dean for Clinical Affairs  
Lynsey Drew, DO – Assistant Dean for Clinical Affairs  
Casey Himmelsbach, MSML, MBA – Associate Dean for Student Affairs  
Alice Akunyili, MD – Assistant Dean for Academic 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  
Kyle Bills, DC, PhD – Associate Dean for Research  
Schyler Richards

**Ad Hoc**  
Alexa Levine, MA – Executive Director   
Mike Malmgren, MBA, MAcc – Financial Controller  
Becky Ortinez, MBA – Project Manager in Technology Operations

**Meeting Minutes**

**Call to Order - 1:00 PM   
  
Motion to Approve Minutes**  
**Motion**: Akunyili  
**Second**: Drew

**Dean**  
Employee Holiday Party – Scheduled for December 16th. Will send information when finalized  
Topper Ceremony/BOT Meeting – Scheduled for December 7th. Will send information when finalized  
Presidential Search – Search Committee is interviewing via Zoom next week with applicants. Will provide BOT with identified applicant of interest at December meeting.

Student Emergency Fund  
Employees can donate $2 per pay period. Raised close to $5,000

**Standing Committees  
Curriculum Committee**  
CEPA – Approved Syllabus   
OPP Score Report – Scheduled for November 11 open to all employees  
Biomedical Sciences Term Review scheduled for May 31 and Clinical Sciences Term Review scheduled for June 3

**Finance**Email was sent to employees explaining the updated SmartSheets Check Request Form  
Budget managers to submit receipts for an accurate budget

**Committees and Bylaws**  
Nothing to Report

**Faculty Council**  
Schedule next meeting after midterms  
Dr. Manley to discuss agenda with Dr. Dougherty

**Media and Information Technology**Suite 100  
Hoping to mount TV monitors – waiting on special cables and ceiling mounts

Technology Survey  
Send survey to employees before Thanksgiving break

WIFI in Suite 132  
Suite 132 WIFI is connected to RMU. WIFI is ready but students will need to connect initially

**Academic Affairs**Pod Work  
Students have been requesting to work on pod content online rather than coming to campus

Foundations of Medicine  
Mean is 68  
Drs. Nuebel and Ramana to review some questions  
Dr. Manley is working on ExamSoft student details  
Close to getting a 3-digit collective score

Progress Insights  
Software updated weekly providing course data and learning objectives on individual student progress.

SGA  
Discussed request for more study space. Plan to place dividers and can use Suite 131 as study space when not in use

Feedback in Review Styles  
Students do not want exam reviews on exam days  
Requested if pod activities rather than curriculum can be completed in pods  
Bottom performing students are in pod groups of 1-3   
Top performing students are in pod groups of 5 or more  
Students requested a mixer with RMU students to get to know each other better  
Changing Tuesday/Thursday pod sessions to 3 hours a day instead of 2  
Monday/Wednesday/Friday pod sessions are 3 hours

**Clinical Affairs**Remote Online Learning  
COVID Taskforce wants to be sure online learning is possible should there be a campus wide shut down  
For online learning manual options must be selected   
Video server adapts to bandwidth without closing content

Hiring Update  
OPP Faculty – Dr. Halma   
OPP Faculty – Dr. Rice – starting between February-April   
Assistant Dean GME – Dr. Jepson  
Clinical Affairs Administrative Director – Dr. Drew has scheduled multiple interviews   
  
Flu Shots  
Patrick Murphy ordered 120 flu shots for students  
Once all students receive their flu shot employees can take the rest  
Students can sign up for flu shots through eNCOMpass

COVID Update  
IHC vaccination mandate goes into effect by January. Religious and health exemptions submitted by mid-December  
Noorda-COM student vaccinations must be completed before holiday break and have first shot by return to campus January 3 2022  
Without vaccinations students will not be able to complete their rotations  
COVID boosters available to those in need

Clinic  
Soft Opening scheduled for November 29  
Four providers covering Monday-Thursday mornings  
Ribbon cutting will be after the new year

Shadowing  
First year students will not be allowed to shadow community physicians   
Students must complete scribe course prior to rotations   
Motion: Dr. Drew  
Second: Casey

Casey to write paragraph explaining students will not be shadowing in the first year

Exxat  
System using to track 3rd year rotations and preceptors, photos and immunizations

iHuman  
Will use in second semester curriculum  
OMM content will be added to software – Danto and Mecham working on curriculum  
Clinical faculty training scheduled for next week   
Student training scheduled for end of November

Clinical Education Specialty Group  
Group to start creating content   
Providing 1.5 years prior to content requirement deadline

Donated Medical Equipment  
Will provide physician with a donation acceptance letter for OMT office equipment

Lab Space  
Space is open and available for student use starting this Saturday   
All portable tables will be moved on Friday  
OMM exam is scheduled for Monday in RMU building

OMM Student Program  
Dr. Danto is working on allowing second year students help first year students

Scholars Program   
Additional year in school and residency program

Administrative Director for Clinical Affairs  
Plan to help with internal and external rotations   
Will review FTE and work on hiring both applicants

Dr. Drew was accepted to the MBA program

**Simulation**SIM team meets Thursday mornings to discuss labs for each week  
Hololens can connect to laptops and TVs in pods – can include livestreaming over 60 feet away from TV

**Student Affairs**  
Admissions Update  
1748 verified, 803 secondary applications sent, 513 completed, 488 invited to interview. Exceeds the 430 spots we had set. May need more interviewers.

Acceptance Update  
sent 81 acceptance updates, 5 paid deposits, 2 declined, average MCAT 507, average GPA 3.6, 56% male, 46% female. 20% URM.   
Acceptance packet went from three separate DocuSign to a 13 page document that they have to initial in 17 places and sign 5 times. Technical standards, vaccinations, etc.

Pre-Matriculation Partnerships  
Different levels with UVU, BYU, CSU, private school in Houston, HBC southeast.

DO/MBA   
Dr Drew is one of first participants  
Six total signed up

Catalog Edits  
Plan to submit Catalog edits to Freda by February 2022

Club Fair  
Encourage students and faculty to participate the club fair  
Students with course or boards failure will have to rescind their club, org, and SGA participation

Cost of Attendance  
Will send finalized policy to Dr. Dougherty by December 7  
Cost of Living Increase up to 5.1%  
Additional housing funding for students   
Max financial aid is $81,000

Student Engagement  
Working on helping students get happy

Campusgroup  
Documents can be added – website is live

**Research**

Meeting with BYU Department of Cellular Biology went well  
They are interested in collaborating with the Confocal Microscope

Our faculty received adjunct status at The Roseman University School of Medicine!

* 1. Kota Ramana, PhD – Biochemistry
  2. Esther Nuebel, PhD – Biochemistry
  3. Victor Jimenez, PhD – Microbiology
  4. Venkata Atluri, PhD – Immunology
  5. Voicu Ciobanu, MD - Pathology
  6. Kyle Bills, DC, PhD - Neuroscience
  7. Steve Prinster, PhD - Pharmacology
  8. John Kriak, PharmD – Pharmacology
  9. David Sant, PhD – Genetics

Dr. Bills has a list of faculty that they submitted for reciprocal affiliate appointments

**Professional Development**Received 35 responses from survey sent out last week  
Will have HR send survey again to collect more responses

**Due Process Resolution**  
Nothing to Report

**New Business**  
Nothing to Report

**Adjournment: 2:15 PM**