



**Noorda College of Osteopathic Medicine Deans' Council**  
**June 22<sup>nd</sup>, 2022 – West Conference Room**

**Present**

John Dougherty, DO – Dean  
Alice Akunyili, MD – Assistant Dean for Academic Affairs  
Alejandro Rojas-Sosa, MBA – Chief Financial Officer  
M'Lindsey Romero, DO, BUS – Faculty in Osteopathic Principles and Practice  
Jennifer Brown, NTP, MS Ed - Associate Dean of Academic Affairs  
Leslie Manley, PhD – Director of Assessment  
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  
Kristen Anderson, MSW – Assistant Dean for Student Affairs  
Alexa Levine, MA – Assistant Dean of Institutional Effectiveness

**Not Present – Excused**

Chris Milliken, BS – Director of Technology Operations  
Steven Embley, DO, MBA, BA – Assistant Dean for Clinical Sciences  
Maria Vazquez-Amaral, JD, Med – Assistant Dean for Medical Simulation  
Schlyler Richards, BA – Vice President for Institutional Advancement  
Casey Himmelsbach, MSML, MBA – Associate Dean for Student Affairs  
Kyle Bills, DC, PhD – Associate Dean for Research

**Ad Hoc**

Becky Ortinez, MBA – Project Manager in Technology Operations  
Sarah Miles, BS - Administrative Assistant for HR/Dean

**Meeting Minutes**

**Call to Order – 1:05 PM**

**Motion to Approve Minutes**

**Motion:** Dr. Dougherty

**Second:** Dean Brown

**Dean**

- Ninety percent of the items on the wish list have been approved

**Curriculum Committee**

- Meeting next week to approve final syllabi for the fall; It will be sent to COM 25 and COM 26 by the end of this month
- Subcommittees have been working to update recommendations for grading policies and course structure (ie: lab scheduling)

## **Finance**

- Fiscal year was more successful than anticipated
- Transitioning from Quickbooks; Will run two systems in parallel until transition to Blackbaud is complete.
- Transitioning from Zamp HR to Paycor; We will be using a broker for the benefits
- Just received the stake holder's approval to move into the Sykes building; Will begin moving over the next 4-6 weeks

## **Committees and Bylaws**

- CAP Council bylaws were approved (Motioned by Dean Brown, seconded by Dr. Rhodes)

## **Faculty Council**

- Faculty council meeting is on Friday; If you would like anything brought up, please let Dr. Romero know. There will be a break from meetings during the month of July.

## **Media and Information Technology**

- New hire: Chris Milliken (Director of Operational Technologies)
- Questions and clarification about the new scheduling software (Skedda) are promptly being addressed (can be used for scheduling of labs, as well)
- Campus groups will still be used for scheduling of extracurricular activities
- Blackbaud and Jenzabar implementations are going well

## **Academic Affairs**

- Faculty retreat was successful in regard to connecting, training and development, and reviewing Noorda's academic results from the previous year.
- Reviewing policies and procedures for next year with Library Learning Services and Curriculum

## **Clinical Affairs**

- The career counseling platform is finished
- Virtual training will first be offered to faculty be sure they have access, and training on material; Roll out to students will be in August.
- LCM is 95% complete; Dr. Rhodes has been communicating with Intermountain
- Consolidation of policies (regarding vaccination holds) is approved by Dr. Dougherty; Dr. Drew will continue working with Dean Levine on this.
- "Vaccine hold" will be changed to "Required Document Hold"
- Shadowing policy was previously approved in Deans Council; Dr. Drew will be sending students an email reminding them of this policy which does not allow shadowing until they are 3<sup>rd</sup> and 4<sup>th</sup> year students.
- At a later time, we will further discuss undergrad students shadowing during lab time; For the time being, it is only happening on a limited basis.
- Covid task force met Friday; Campus will re-open Monday.
- Met with Dr. Scott Jacob (past president of Utah Valley Medical Staff); Biggest concern is regarding the outpatient arena. Trying to set up a traditional teaching and patient service where the residents are supervising the student's residency.

## **Simulation**

- Nothing to report

**Advancement**

- Nothing to report

**Graduate Medical Education**

- Have been discussing with Timpanogos Regional start-up of six residency programs; Eighty (plus) residency positions may come from this. Projection: Year one = Pediatrics, Year two = OB, Psyche, and Internal Medicine, and Year three = ER. Timpanogos Regional will help determine eligibility for GME funding.

**Student Affairs**

- Incoming class, 134 students are fully paid. There are solid applicants bolstering Noorda's waitlist. 44% female, 56% male. 14% URM. Coming from 25 states, 71 with Utah ties, 51 from Utah county ties, 79 from within the region. Average MCAT 505, average GPA 3.47. There are 2000 (plus) applications coming down the pipeline.
- Finishing up acceptance forms by next Deans council (for approval) so if you have anything that you want added to the acceptance forms packet, please forward them to SA (for students to sign as part of their enrollment).
- Orientation schedule is complete
- Sara Hicken has joined Student Affairs; Freda continues to train her

**Research**

- Nothing to report

**Interprofessional Development**

- The form that will be used for professional development was received. AA will be providing educational professional development for faculty as well as staff; Docent training will also be provided beginning in July.

**Due Process**

- There is a meeting with a student today to discuss immunization policy

**New Business**

- July 12<sup>th</sup> (Lunch and Learn) - We will be walking through the plans of the new building
- July 14<sup>th</sup>, Dr. Dougherty will be joining the student government officers in Chicago at the House of Delegates
- July 22<sup>nd</sup>, there will be a yearly kickoff to get ready for student orientation; Meal will be provided.

**Adjournment: 2:00**

**Minutes prepared by: Sarah Miles**