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

**July 7, 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  
Casey Himmelsbach, MSML, MBA – Associate Dean for Student Affairs  
Alice Akunyili, MD – Assistant Dean for Academic Affairs  
Jennifer Brown – Associate 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  
Kyle Bills, DC, PhD – Associate Dean for Research

**Not Present - Excused**  
GME  
COSGP  
  
**Ad Hoc**  
Alexa Levine, MA – Executive Director   
Mike Malmgren, MBA, MAcc – Financial Controller

**Meeting Minutes**

**Call to Order - 1:00 PM   
  
Motion to Approve Minutes**  
**Motion**: Dr. Rhodes  
**Second**: Casey

**Minutes**  
June 23rd minutes – Add correct date, and add that budgets will be loaded not are loaded

**Dean**  
CEO/CFO Updates  
CEO  
Dr. Wright has been nominated by the BOT as Interim President. BOT will use a national search firm to recruit a permanent president.  
CFO  
Offer letter was sent – waiting to hear back from applicant

CBRE  
Employees are to contact Doug for any facility related inquiries. Employees are not to contact CBRE directly

**Standing Committees**  
Curriculum Council  
Syllabus is being populated  
Grading policy was approved last meeting  
Scheduled a meeting before orientation as needed

**Finance**   
**Budget**Budgets are ready pending last few changes  
Budget managers are to contact Jeff if deciding to budget in more detail  
Jeff plans to upload final budgets by the end of the week  
Mike plans to send budget managers their budget monthly. To receive an accurate budget all debit expenses are to be submitted through SmartSheets

SIM Operating Expense  
RQI sub-contracted effort was placed in CapEx budget. Discuss with Jeff on moving funds from CapEx to OpEx after new fiscal year

SmartSheets   
Check request process has been updated for easier use. Check request Excel forms are no longer needed. Invoices are to be submitted via SmartSheets

Mike to connect with Zions Bank rep for credit card ETA

**Faculty Council**Survey was emailed to all faculty regarding their participation preferences in the research houses  
Dr. Manley to provide Dean’s Letter overview in next scheduled Faculty Council

Media and Information Technologies  
SIS  
Working on implementation

Surface Pros  
Waiting for surface pro delivery for clinical department lab scheduling. Expect delivery within the next couple of weeks

Suite 100  
Microphones and speakers are to be set up ASAP

**Academic Affairs**  
Quarantine Plan  
Dr. Dougherty to review quarantine contingency plan

Hiring Updates  
Director of Learning Services – Ashley Hansen start date July 8  
Microbiologist – start date August 1  
Anatomy – Reviewing candidate applications

Parker is putting together completed anatomy content. Will include Dr. Patterson’s clinical review and Dr. Dougherty’s MSK lectures.

**Clinical Affairs**CME  
Director of Continuing Medical Education - Reid Barker   
Working on ACCME accreditation to co-sponsor CME conferences and events

GME  
Assistant Dean for GME – interviewed qualified applicant   
Working on letter of support from IHC and Utah Hospital Association regarding funding opportunities

OPP Faculty  
OPP Faculty – Harkins Meecham start date July 7 part-time employee

Health Clinic  
Selected Athena Health EMR  
Plan to have employees begin training   
Interviewing applicant to work part-time with Noorda-COM and Dr. Bills’ clinic to maintain clinic  
Working on getting health clinic credentialed, licensed, etc.

Community Health Center – Mountain Lands  
Meeting to discuss potential collaboration between Noorda-COM and Mountain Lands  
Plan for Dr. Romero and students to practice between both organizations

COVID Update  
1100 Delta variant case rise in Utah over the weekend  
80% of state cases are from Delta variant and unvaccinated people  
State has not required the mask mandate yet  
Noorda-COM will accept positive antibody tests and are encouraging masks for unvaccinated employees

Population Health Presentation  
Today at 2:30 PM  
Presentation will be recorded and will use snippets of the presentation for content

**Simulation**Blood Pressure Trainer  
CAE mailed an Aries mannequin with a build in arm attached for blood pressure training  
Employees are to review and plan how to record content

Vimedix   
Working on training   
Intros to augmented reality training will begin next week. Highly recommend employee participation

SIM Meetings/Email  
For SIM inquiries employees can email [teamSIM@noordacom.org](mailto:teamSIM@noordacom.org) which is available to all SIM department employees for quick responses

**Student Affairs**Admissions Update  
Over 2500 applicants to date for next cycle   
Almost have inaugural cohort filled

Orientation  
Orientation events can be found on the Student Affairs calendar  
Employees are welcome to join for breakfast and lunch during orientation week

SIS  
SIS went live on Friday  
Working on getting the API finalized  
Students should be able to make payments via check and credit card right away. Mike is still working on getting ACH payments set up for students

**Research**Research Houses  
Survey was emailed to all faculty regarding their participation preferences in the research houses  
Will provide students with the opportunity to change research houses if needed  
Can use data collected by the Learning Services Director from student personality tests   
Dr. Bills to email all faculty with the survey to complete

Noorda-COM/Roseman Affiliation  
Affiliation agreement is official  
Working on purchasing lab equipment timeline  
Affiliation provides faculty from both institutions to collaborate with all departments  
Working on faculty co-appointments   
Integrated with the Roseman master’s program to sit on committees and be part of their program  
Dr. Bills to connect with Academic and Clinical Affairs departments on time for faculty to work with lab equipment

Lucid Charts  
Working on institutional license for all faculty to use lucid charts  
Want to connect faculty research projects and student participation in research

Director of Sponsored Projects   
Start date July 7   
Working on committee chairs for IRB and IACUC to start running committees ASAP

**Professional Development**Docent Training  
Training will be scheduled the week before orientation

Faculty have access to view student participation through Progress IQ

Pod Support Training  
Proto App training will be provided for both faculty and students

Clubs & Orgs  
Jamie will begin scheduling meetings with clubs & org advisors on responsibilities before matriculation   
Club start dates are determined by the individual club  
Will adopt COSGP early upon matriculation to fulfill student requirements in President search committee, student admissions recruiting, SCOPE meeting, and Diversity Committee

**Due Process Resolution**  
Nothing to Report

**New Business**  
Policy Procedure Library  
Teams group is created for policies  
Working on hiring an intern to help manage Intranet

Scheduling Ownership  
Interviews for shared administrative assistant for Dean’s Office and HR   
Academic Affairs to create student scheduling modules   
Want to collect pod information relative to when students are in the pods and what furniture they use most for future purchases

Org Chart  
Dave to share updated org chart to all staff

**Adjournment: 2:00 PM**