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

**March 4, 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

**Not Present - Excused**  
Jennifer Brown – Associate Dean for Academic Affairs  
GME  
COSGP  
IT  
Associate Dean for Student Affairs  
  
**Ad Hoc**  
Alexa Levine, MA – Executive Director

**Meeting Minutes**

**Call to Order - 1:00 PM  
  
Approve Minutes from February 4, 2020.   
Unanimous Vote**

**February 19 Dean’s Council meeting cancelled.**

**COSGP**  
Nothing to Report

**Curriculum Council**Ready to begin curriculum Council. Curriculum Council is an open meeting. Any faculty member can have input but cannot vote. Quorum at 50%. Curriculum council to include IT, Assessment Coordinator, Assistant Dean for Academic Affairs, Assistant Dean for Clinical Affairs, Associate Dean for Student Affairs, Biomedical Sciences Chair, and Chair of Medicine.

**To Do:**   
Academic Affairs and Clinical Affairs to review second year courses   
Create syllabus, how assessments will be accomplished, goals and objectives   
CEPA: Research, Academic Affairs, Clinical Affairs and OPP to create syllabus  
Schedule meeting re: Credit Hour Definition   
Include Craig in Curriculum Council

**Finance**Department budgets distributed. Will scheduled 1/1 budget meetings.

**Committees & Bylaws**Rank and Promotion: will have full council in July. New employees will apply for rank through faculty members not through the Dean’s Office.

**To Do:**   
Redistribute Rank and Promotion Guidelines to team

**Faculty Council**Beginning in January. Faculty must have an established committee available for internal communication. Chair of Faculty Council has a seat on Dean’s Council and President’s Council.

Chairs Managers and Directors: has a seat at President’s Council

Administrative Professionals: has a seat at President’s Council

**Media and Information Technologies**

**Clinical Affairs**Finalizing Adjunct Clinical Faculty app

11 hospitals in Utah County

**Goal for Clinicals:**   
Specialty rotations: Four students per year   
Primary Care: Six students per year  
For students to receive credit, physician must sign and complete form indicating student attendance and involvement. Students must complete one month on a core rotation with a resident.

Clinical Recruiting: Reviewing budget

**Student Affairs**Casey start date April 1, 2020. Casey will review Director of Admissions job description and begin interview applicant process. Director of Admissions start date expected mid-May around when we anticipate receiving “rights to recruit”.

**To Do:**  
Dr. Bills – Introduce Casey to BYU and UVU admissions teams.

**Research**Dr. Bills met with Dean of College of Science, ABP and Premed Advisor at UVU to discuss Noorda-COM/UVU faculty cross collaboration re: creating sister cities and multiple lab locations. Looking into creating addiction and treatment program, can include Dr. Danto and Dr. Prinster.

Discussed pre-matriculation program for students to start research training at lab locations and dual DO/MBA program curriculum.

Received approval for students to apply to Ph.D. programs at BYU. Met with the Dean of Graduate Studies will defer to approve Psych, neuro, family and social science programs.

Anticipate having satellite labs at BYU and UVU by the end of summer  
  
**To Do:**  
Utah County Biomedical Research Consortium: round table meeting with Dixon Holmes to explore possibilities   
Needs one point of contact for IHC, Utah Valley and ADP to tour lab facilities  
Schedule meeting with McEntire and Horns  
Casey to be included in recruitment communication and will review dual enrollment protocols.

**Professional Development**Professional development module creation. We will begin prioritizing professional development opportunities by building course template modules available during onboarding. Faculty to create Canvas course combination ideas for students. Adjunct faculty are required to complete professional development for promotion.

Anticipate beginning recording professional development modules by the end of first quarter and complete modules by end of second quarter. Will determine which modules faculty must complete to receive certification

Creating microbiology game anticipate being completed by next Dean’s Council meeting. Game platform intended to incentivize faculty and students to create new ideas.

**Due Process Resolution**Nothing to Report

**New Business**:   
Schedule meeting with Sam from GoReact to review applicant pool after Casey starts  
May move up CME Director’s start date

**Adjournment**: 2:20 PM

**Next Dean’s Council Meeting:** Wednesday March 18, 2020