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

**June 24, 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

**Not Present - Excused**  
GME  
COSGP  
IT  
  
**Ad Hoc**  
Alexa Levine, MA – Executive Director

**Meeting Minutes**

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

**Standing Committees**  
**COCA Update**Dr. Dougherty had a phone call with COCA commissioners re: hospital affiliation concerns, adjunct faculty app process, number of available parking spaces and certificate of occupancy. Should have no additional concerns. Pre-accreditation is not granted before July 1.

COCA commissioner meeting scheduled via Zoom on Saturday June 27th. Dr. Dougherty sent the COCA webinar registration link to the All Staff email should anyone wish to participate

**Construction Update**

Under the direction of COCA leadership, the Noorda-COM primary location was changed to RMU’s building, which already has a certificate of occupancy. Noorda-COM future primary location is temporarily listed as an additional facility, eliminating our need for a contingency plan.

COCA will require a pre-operational site visit, will have on-site inspection in February but do not anticipate questions relative to construction as RMU is listed as primary location. New COCA submission deadline is January 1, 2021.

Between now and January 1 we will need curriculum council minutes, departmental meetings, research submissions, new employees hired, and scholarly activity

Micropyles are in transit. Deposit on steel. Expecting to see movement on construction site after July 4th. Water permit is not required to begin overall construction.

**COSGP**  
Nothing to Report

**Curriculum Council**  
Should start August

**Finance**SLC Chamber of Commerce  
New law re: public infrastructure district allows for public bonding to build out road and highways.   
Developers received approval from Provo City and the State. Noorda-COM expecting to receive $40 million for roads, drainage, light poles, etc. Will help accelerate construction timeline.

**To Do:**  
Budget managers are to review hiring timeline

**Committees and Bylaws**President’s Council to approve signature contract authority. Budget managers have up to $70,000 approval, Dean and President have $250,000.

**To Do:**  
Send completed policy to All Staff  
Will work on exceptions for research grants that exceed limits.

**Faculty Council**  
Nothing to Report

**Media and Information Technologies**  
Expecting Director of IT to begin August 1st. Dr. Dougherty interviewed a few applicants will begin narrowing the list.

**Academic Affairs**  
Faculty Development   
Working on Canvas template to begin testing content. Austin has put together an instructional video and PDF to record content at home and is working on coding.   
Beginning process of Examsoft integration and single sign on.   
Will be using SafeColleges software to eliminate duplicating content  
Implemented GoReact for faculty recruitment   
Working on student policies and procedures

Faculty Recruiting  
Posted multiple biomedical sciences positions  
Interviewed an anatomist and neuroscientist

**To Do:**  
Begin developing modules  
Dr. Rhodes and Dr. Drew to take over content  
Schedule group brainstorming meeting to discuss template formatting  
Log in for Leslie to begin working in Examsoft and Canvas  
Post positions for pathology and physiology  
Begin scheduling curriculum council meetings  
  
**Clinical Affairs**Coronavirus   
IHC is concerned they do not have enough physicians to run tents and be in lab. Lab result turn around can take up to seven days. IHC will begin diverting coronavirus patients from hospital.   
Utah County has 19 patients at Utah Valley. Lehi clinical testing is closed, will divert patients to American Fork Hospital or Timpanogos Hospital. Hospitalizations in Utah County is 171. To date, 52.1% of infected is between 22-44 years old.

Department Meeting  
Dr. Drew ran today’s department meeting. Updated Clinical Affairs team on COCA, affiliation agreements, hiring timeline, med mal, OMM curriculum content creation of formative and summative questions. Content recording can take up to half a day to a full day to record one learning objective. Will work on being more efficient.

Dr. Rhodes, Dr. Drew, and Dr. Danto will meet on Friday to discuss onboarding, contracts for Dr. Porter and Dr. Mecham with the anticipated start date of July 1, 2021.   
Dr. Drew has a meeting at Nephi Hospital and Canyon View Medical Group to meeting about affilitations. Should be set with Utah County rotations.

Dr. Rhodes has been designated as the Noorda-COM Chief Medical Officer. Will make title official and put on website.

Assistant Dean for GME   
Interview with Dr. Kalliny went well. Interested in extending offer.  
  
**To Do:**  
Dr. Rhodes to reassess COVID to determine if we should come back to work after July 4th.

**Student Affairs**Mirroring employee handbook to create student handbook  
Casey and Jamie are creating AACOMAS profile

Student Interviews  
Kristen is at a conference learning about virtual interviews. Most schools are unprepared and looking into different ideas. Schools are unsure what to do about MCAT scores. Casey and Jamie have been looking into interviewing platforms. Will increase number of secondary interviews from 300 to 400. Expecting interview day to include one faculty member paired with one staff member.

Casey is connecting with RVU Associate Dean for Student Affiars to discuss financial aid and policies/procedures.   
  
UVU students are coming up with great marketing ideas  
  
Diversity and inclusion policy statement will be shared with students. Will need to create diversity policy and minutes for COCA inspection. May reach out to community members interested in being part of diversity committee.

Kristen’s start date is August 1. Looked at potential recruiter applicant and student affairs admin

**To Do:**  
Add language representing student speech in professionalism policy   
Include RMU as primary location on AACOMAS website   
Will reach out to community members for help interviewing  
Will create guidelines/brown shorts questions for students  
Work on DO/MBA curriculum   
Dr. Bills will reach out to BYU members interested in joining diversity committee  
Dr. Dougherty to start diversity committee bylaws

**Research**Submitted a RO1 NIH grant, which was not approved this round. Will revise and resubmit in another few months.   
Dr. Bills reviewed assistant research professor position who submitted a presentation teaching on GoReact. This applicant may be able to teach research and genetics

Dr. Bills met with Heather Pickett from DoTerra re: interest in adjunct teaching

Dr. Bills met with John Benfield and Robin Hocket at Utah Valley Pain Management re: research projects and connections with IRB in IHC. Moxy company interested in submitting technology transfer grant making muscle oxygen saturation detectors interested in doing some clinical trials. Will meet to finalize details of STT grant.   
  
Budget funds may be available late July or middle of August depending on the PID. Oppenheimer funding is delayed because of COCA delays.

Working on finalizing coappointments with RMU to take on first PhD students. Dr. Bills is looking into identifying two PhD candidates to do a two year research program working with Student Affairs re: matriculation. Candidates expressed significant interest to begin first of the year.

Dr. Bills sent a proposed outline for the Utah County Research Consotrium. Waiting for branding approval from Mayor’s Office. Will hand deliver invitations to UVU, BYU, Clinics, etc. Anticipate September date depending on Mayor’s availability. Once branding is approved Dr. Bills will send out to Dean’s Council.

**Professional Development**  
See Above

**Due Process Resolution**  
Nothing to report

**New Business**  
New Office Location  
Dr. Dougherty and Alexa looked at Building 5 first floor office space. Potential to move into 11,000 sq. ft. space with four large conference rooms. We are not expecting to move into the suite next door.

Schyler Richards, VP of Institutional Effectiveness starts July 17 will set up 501c3.

**Adjournment: 2:12 PM**

**Next Dean’s Council: Wednesday July 8, 2020**

