



UNIVERSITY OF
South Carolina

School of Medicine Columbia

COMMITTEE MEMBERSHIP

2024-2025

Updated October 14, 2024

*This document is maintained by Lori Anna Davis. Please email LoriAnna.Davis@uscmed.sc.edu with edits/updates

Table of Contents

	Page
Authority	4
Nomination/Election Process	4
Voting Privileges/Quorum/Chair Election	4
Selection of Student Members	4
Other USC and SOMC Committees	5
Minutes of Committee and Subcommittee Meetings	5
Committees Related to the <u>University of South Carolina</u>	6
Committees Mandated by the University of South Carolina <i>Faculty Manual</i>	6
Basic Science Unit Tenure and Promotion Committee	6
Clinical Unit Tenure and Promotion Committee	6
Medical Library Unit Tenure Committee	6
Committees Related Directly to the <u>Office of the Dean</u>	7
Faculty Representation Committee	7
Executive Committee	8
Culture and Climate Committee	9
Basic Science Advisory Committee	10
Biomedical Engineering Committee	11
Student Promotions Committee	11
Honor Committee	12
Academic Review Committee	12
Women in Science and Medicine Committee	13
Appointment and Promotion Committee for Professional-Track Basic Science Faculty	14
Appointment and Promotion Committee for Professional-Track Clinical Faculty	14
Conflict of Interest Committee	14
Committees Related to the Office of the Dean Through the <u>Office of Undergraduate Medical Education (Offices of Admissions and Enrollment Services and Student and Career Services)</u> and the <u>Office of the Associate Dean for Research and Graduate Education</u>	15
Through <u>Office of Undergraduate Medical Education</u>	16
MD Program Policy and Procedure Committee	16
Through the <u>Office of Admissions and Enrollment Services</u>	16
Admissions Committee	16
Through the <u>Office of Undergraduate Medical Education</u>	18
Curriculum Committee	18
Standing Subcommittees	19
M-I/M-II Subcommittee	19
M-III/M-IV Subcommittee	20
Distributed Curricula Subcommittee	21
Assessment and Evaluation Subcommittee	22
Academic Standards Subcommittee	23
Grade Change Subcommittee	23

Table of Contents

	Page
Through the <u>Office of the Associate Dean for Research and Graduate Education</u>	23
Graduate Education Committee	23
Biomedical Science Graduate Committee	24
Integrated Biomedical Sciences Committee	24
Nurse Anesthesia Graduate Committee	24
Nurse Anesthesia Program Admissions Committee	25
Nurse Anesthesia Curricular Review/Planning Committee	25
Rehabilitation Counseling Graduate Committee	26
Genetic Counseling Graduate Committee	26
Physician Assistant Graduate Committee	26
Physician Assistant Graduate Program Admissions Committee	26
Physician Assistant Graduate Program Student Progress and Promotion Committee	27
Through the <u>Office of Student Affairs and Career Advising</u>	27
Leave of Absence Committee	27
Scholarship and Loan Committee	27
Student Services Committee	28
Committee Related to the Office of the Dean Through the <u>Office of Administration and Finance</u>	29
Faculty Budget Committee	29
Committees Related to the Health and Safety of SOMC Faculty Members, Students, and Staff Members	29
Wellness Promotion Committee	29
Committee Related to the Office of the Dean Through the <u>Office of Access and Engagement</u>	30
Access and Engagement Committee	30
Committee Related to the Office of the Dean Through the <u>Medical Library</u>	31
Library Committee	31
Committee Related to the Office of the Dean Through the <u>Office of Information Technology</u>	31
Information Technology Committee	31
Committee Related to the Office of the Dean Through the <u>Continuous Professional Development & Strategic Affairs</u>	32 2
Faculty Affairs Committee	32 2
Members of the Faculty Senate	33
APPENDIX 1 - SOMC Committee Membership Recusal Policy	34

University of South Carolina
School of Medicine

**Committee Membership
2024-2025**

Authority

Except as otherwise required by USC and/or LCME regulations and policies, SOM committees and subcommittees are advisory to the Dean and operate in accord with the policies and procedures contained in the *USC Faculty Manual*. All chairs of committees must be faculty. The following committees are empowered with exclusive authority and are not advisory to the Dean:

- Student Academic Review Committee
- Curriculum Committee
- Admissions Committee
- The Basic Science, Clinical Science, and Library Units of the Tenure and Promotions Committees.

Nomination/Election Process

The Faculty Representation Committee is responsible for developing and administering the procedures for nomination and election of faculty members to committee and subcommittee places designated for elected members. The Faculty Representation Committee also advises the Dean on the selection of faculty members for committee and subcommittee places designated for appointees. It is expected that each faculty member under consideration for nomination for an elected committee and subcommittee position will, prior to the election, discuss his/her nomination with the chair of his/her department.

Voting Privileges/Quorum/Chair Election

Consistent with the policies and procedures of *The Faculty Manual* for operation of USC colleges, schools, and departments, all faculty, students, administrators, and non-faculty SOM staff members, who are members of SOM committees and subcommittees, whether elected, appointed, or ex officio, are eligible to vote unless otherwise specified. Consultants and other individuals specifically identified as staff to committees and subcommittees are not eligible to vote on SOM committees and subcommittees. A quorum for all committees will consist of half the total of voting members plus one and the majority of those voting must be faculty. Unless otherwise noted due to ex officio status or committee guidelines, the chair of each standing committee will be elected by the voting members for a two-year term. A chair may serve no more than two consecutive terms.

Selection of Student Members

In the spring semester, the Associate Dean for Student Affairs sends members of the M-I and M-III classes a memorandum to invite them to self-nominate for service on SOM committees and subcommittees for the next academic year. Each student may self-nominate for up to two committees, for which members of that class vote for those representatives, in addition to the Admissions Committee and/or Curriculum Committee, whose student members are selected through an interview process by the Offices of Admissions and Undergraduate Medical Education, respectively. To be eligible to serve on SOM committees and subcommittees, a student must be currently enrolled and in good academic standing. No student repeating an academic semester or year is eligible for service on SOM committees or subcommittee until the repeat semester/year has been completed successfully.

Other USC and SOMC Committees

The SOM committee structure does not relate to membership of other committees of USC, the SOM Educational Trust, the SOM-affiliated hospitals, or the SOM strategic planning process. The process of selection for membership on these committees is distinct from the selection process for faculty, administrative, and joint faculty/administrative committees.

Minutes of Committee and Subcommittee Meetings

The Chair of each committee and subcommittee will ensure that minutes of each meeting are kept and distributed to committee and subcommittee members and made available to SOM faculty upon request.

I. **Committees Related to the University of South Carolina**

Committees Mandated by the University of South Carolina *Faculty Manual*

- A. Basic Science Unit Tenure and Promotion Committee:** Responsible for formulating and updating specific criteria for the appointment, retention, promotion, and/or tenure of faculty members in SOM basic science departments. The committee also assesses candidates for appointment, retention, promotion, or tenure (as the case may be) and makes recommendations to the SOM Dean regarding the candidate faculty member based on the applicable established criteria.
- AUTHORITY: The committee has the sole authority to formulate criteria for appointment, retention, promotion, and tenure of basic science faculty members and make candidate recommendations to the Dean, Provost, and the University Committee on Tenure and Promotions.
- CHAIR: The Chair of the Basic Science Unit Tenure and Promotion Committee shall be elected by the members of the committee for a two-year term. Current chair: Holly LaVoie, Cell Biology and Anatomy
- TERM OF OFFICE: Continuous
- MEETING FREQUENCY: As required
- MEMBERS: All tenured faculty members in SOMC basic science departments
- B. Clinical Unit Tenure and Promotion Committee:** Responsible for formulating and updated specific criteria for the appointment, retention, promotion, and/or tenure of faculty members in SOM clinical science departments. The committee also assesses candidates for appointment, retention, promotion, or tenure (as the case may be) and makes recommendations to the SOM Dean regarding the candidate faculty member based on the applicable criteria.
- AUTHORITY: The committee has the sole authority to formulate criteria and make candidate recommendations for appointment, retention, promotion, and tenure of clinical science department faculty to the Dean, Provost, and the University Committee on Tenure and Promotions.
- CHAIR: The Chair of the Clinical Unit Tenure and Promotion Committee shall be elected by the members of the committee for a two-year term. Current chair: Kevin Bennett, Family and Preventive Medicine
- TERM OF OFFICE: Continuous
- MEETING FREQUENCY: As required
- MEMBERS: All tenured faculty members in SOMC clinical departments
- C. Medical Library Unit Tenure Committee:** Responsible for formulating and updating specific criteria for the appointment, retention, and/or tenure of SOM medical librarians. The committee also assesses candidates for appointment, retention, or tenure (as the case may be) and makes recommendations to the SOM Dean regarding the candidate librarian based on the applicable established criteria.
- AUTHORITY: The committee has the sole authority to formulate criteria and make recommendations for appointment, retention, and tenure of SOM medical librarians to the Dean, Provost, and the University Committee on Tenure and Promotions.
- CHAIR: Laura Kane, School of Medicine Library
- TERM OF OFFICE: Continuous
- MEETING FREQUENCY: As required
- MEMBERS: All tenured medical librarians in the SOMC Medical Library

II. Committees Related Directly to the Office of the Dean:

- A. Faculty Representation Committee:** Responsible for soliciting nominations, prescribing procedures for, and supervising all elections by the faculty of faculty members who have been nominated for committee and/or subcommittee electable positions to any such committees. The Faculty Representation Committee is also responsible for recommending faculty members for service as appointed members of committees to the Dean for any such appointable positions. Furthermore, the Faculty Representation Committee is responsible for resolving disputes and questions related to such faculty nomination and election processes and procedures if and when they arise.

AUTHORITY: Solicits interest and nominations of faculty candidates for service on SOM committees and subcommittees. Administers elections for all electable faculty representation seats on such committees. Advises the Dean on the appointment of faculty members to SOM and University committees; advised the Dean on the number and purpose of SOM committees and subcommittees; and clarifies, with elected and appointed committee chairs, the charges for each SOM committee and subcommittee; addresses with the Dean all matters referred to it by faculty members; and assists the Dean in obtaining faculty members' input into decision making. The members of the FRC elect 3 members (2 of whom must be from basic science departments) of this committee to represent the faculty on the Executive Committee and 3 members (2 of whom must be from basic science departments) to represent the faculty on the Student Promotions Committee.

CHAIR: The Chair of the Faculty Representation Committee shall be elected by the members of the committee for a two-year term. Current chair: Trey Brown, Pediatrics

TERM OF OFFICE: 3-year, staggered terms; other members are ex officio

MEETING FREQUENCY: At least once annually in June and additional meetings as required

MEMBERS:

2 elected basic science faculty members:

Kiesha Wilson, Pathology, Microbiology, and Immunology, 2024-2027

Mohamad Azhar, Cell Biology and Anatomy, 2024-2027

2 elected clinical faculty members:

Trey Brown, Pediatrics, 2022-2025 (Chair)

Andrew Mather, Obstetrics and Gynecology, 2024-2027

2 faculty members elected at large:

Donna Ray, Medical Education, 2023-2026

David Mott, Pharmacology, Physiology, and Neuroscience, 2023-2026

2 faculty members appointed by the Dean:

Erika Blanck, Cell Biology and Anatomy, 2022-2025

Norma Frizzell, Pharmacology, Physiology, and Neuroscience, 2022-2025

1 faculty member appointed by the Dean from the Florence Regional Campus

Wade Lamb, 2022-2025

Interim Dean: Gerry Harmon

Associate Dean for Academic Affairs: J.T. Thornhill

Senior Associate Dean for Research and Graduate Education: Leo Bonilha

Representative from the Columbia VA Health Care System: Michael Ryan

B. Executive Committee: Advises the Dean about administration of the SOM. The committee approves school-wide policies, oversees the CQI process and strategic plan for the SOM, and approves the Faculty Handbook.

AUTHORITY: Approves the Faculty Handbook of the SOM and advises the Dean on administrative and operational matters of importance to the SOM and the medical and/or graduate programs.

CHAIR: The Chair of the Executive Committee shall be the Dean of the SOM

TERM OF OFFICE: All positions are ex officio

MEETING FREQUENCY: Monthly

MEMBERS:

Interim Dean: Gerald Harmon (Chair)

Chairs of all departments:

Edie Goldsmith (Interim), Cell Biology and Anatomy
Mitzi Nagarkatti, Pathology, Microbiology and Immunology
Marlene Wilson, Pharmacology, Physiology, and Neuroscience
Jamee Steen, Family and Preventive Medicine
Sharon Weissman, Internal Medicine
Souvik Sen, Neurology
Meera Narasimhan, Neuropsychiatry and Behavioral Science
Berry Campbell, Obstetrics and Gynecology
Jack Wells, Ophthalmology
Chris Mazoue', Orthopedic Surgery
Caughman Taylor, Pediatrics
Tripp Bell, Radiology
Amy Hildreth, Surgery

1 member appointed from the Florence Regional Campus:

Ed Behling, 2022-2025

3 members elected from the FRC, 2 of whom should be from basic science departments:

Erika Blanck, Cell Biology and Anatomy, 2022-2025

Trey Brown, Pediatrics, 2022-2025

Norma Frizzell, Pharmacology, Physiology, and Neuroscience, 2022-2025

Faculty Senator Representative from the SOMC (selected from among all SOMC faculty senators by their vote): Fiona Hollis

Staff Senate Representative: Whitney Williams

Vice Dean: Jeff Perkins

Associate Deans: J. T. Thornhill, Eric Williams, Chuck Carter, Matt Orr; Alan Sechtin, Predrag Krajacic, Robert Rhinehart, Leo Bonilha

Assistant Deans: Falcia Harvey, Brian Keisler, Derek Payne, Lindsie Cone, James Cook; Donna Ray, Sandra Kelly, Paul Toriello, Bobby Miller

Director, Cardiovascular Research Center: Clinton Webb

Director of Educational Program Assessment and Quality Improvement: Travien Capers

Director of Human Resources: Susan Herndon

Director of Employee Development and Special Projects: Carla Harkness

Director of Legal Affairs: Craig Stanley

Columbia VA Health Care System ACOS for Education: James McCallum

Lead Senior Director of Development: Bryan Winters

Director of Alumni Engagement and External Affairs: Holly Jefferson

Director of Communications and Marketing: Emily Miles

Interim Director of Library Services: Roz McConnaughy

- 1. Culture and Climate Committee:** assesses and monitors the overall culture and climate within the SOMC and recommends organizational strategies, policies, and practices that will enable a diverse, welcoming, and supportive working/learning environment that embodies the SOMC values and builds a culture of civility, professionalism, inclusion and wellbeing. Reports through the SOMC Executive Committee. The Staff Council Subcommittee reports through the Culture and Climate Committee.

CHAIR: Faculty member appointed by the Dean

CO-CHAIR: Staff member appointed by the Dean

TERM OF OFFICE: 3-year, staggered terms

MEETING FREQUENCY: As needed

MEMBERS:

8 elected faculty members (at a minimum 1 tenure-track faculty member, 1 basic science professional-track faculty member, and 1 clinical professional-track faculty member

Tenure-Track Faculty

Ana Pocivavsek, Pharmacology, Physiology, and Neuroscience, 2021-2025
(Chair)

Cameron McCarthy, Cell Biology and Anatomy, 2022-2025

Kandy Velazquez, Pathology, Microbiology, and Immunology, 2024-2027

Basic Science Professional-Track Faculty

Erika Blanck, Cell Biology and Anatomy, 2023-2026

Clinical Professional-Track Faculty

Taryn Richardson, Rehabilitation Counseling, 2023-2026

Michele Stanek, Family and Preventive Medicine, 2024-2027

Paul Toriello, Research and Graduate Education, 2024-2027

Catherine Gutshall, PPN – Nurse Anesthesia, 2024-2027

5 staff members appointed by the Dean:

Shantia Muller, Pharmacology, Physiology, and Neuroscience

Whitney Williams, Human Resources (Co-Chair)

Heather Willingham, Cell Biology and Anatomy

Jessica Burchett, Research Center for Transforming Health

Bruce Harsey, Facilities

Medical Students:

Timothy Pitts, MII

Renee Parris, MIII

Allen Khodab, MIII

Caroline Kerrison, MIV
Evdokia Angelidis, MIV

Graduate Students:
TBA

Post-doctoral Fellow:
TBA

Resident:
TBA

Strategic Advisor: Matt Orr, Continuous Professional Development and Strategic Affairs
(ex officio)

Employee Development: Carla Harkness (ex officio)

Director of Communications: Emily Miles (ex officio)

Employee/Student Health Nurse: Jennifer Evans (ex officio)

Director of Faculty Development in Continuous Professional Development & Strategic
Affairs: Morgan Rhodes (ex officio)

C. Basic Science Advisory Committee: advises the Dean about issues related to the basic sciences in the SOMC.

CHAIR: Elected by members

TERM OF OFFICE: All positions are ex officio

MEETING FREQUENCY: Monthly

MEMBERS:

Interim Dean: Gerald Harmon (Chair)

Chairs of all basic science departments:

Edie Goldsmith (Interim), Cell Biology and Anatomy

Mitzi Nagarkatti, Pathology, Microbiology, and Immunology

Marlene Wilson, Pharmacology, Physiology, and Neuroscience

Senior Associate Dean for Research and Graduate Education: Leo Bonilha

Interim Assistant Dean for Pre-Clerkship Curriculum: Sandra Kelly

Director of Biomedical Sciences Graduate Program: David Mott

Director of the Instrumentation Resource Facility: Austin Worden

Director of the CV Translational Research Center: Clinton Webb

Associate Chief of Staff for Research, Columbia VA Medical Center: Michael Ryan

Assistant Dean for Finance and Administration: Derek Payne

Vice Dean: Jeff Perkins

D. Biomedical Engineering Committee: advises the Dean on issues related to biomedical engineering in the SOMC.

CHAIR: Elected by members every two year

TERM OF OFFICE: No term limit

MEETING FREQUENCY: As required

MEMBERS:

Faculty who have a research interest in biomedical engineering or who participate in the Biomedical Engineering Program.

Clinton Webb, Cell Biology and Anatomy/Cardiovascular Center

Jay Potts, Cell Biology and Anatomy

Wayne Carver, Cell Biology and Anatomy

David Mott, Pharmacology, Physiology, and Neuroscience

Mark Uline, Biomedical Engineering

Jason Kubinak, Pathology, Microbiology, and Immunology

Senior Associate Dean for Research and Graduate Education: Leo Bonilha

E. Student Promotions Committee: The Student Promotions Committee addresses allegations of student breaches in professional behavior that have been referred to them by the Honor Committee. The Student Promotions Committee in addressing allegations of misconduct and will ensure the due process rights of the individual in question.

AUTHORITY: The Student Promotions Committee will make decisions concerning the appropriate action and improvement for a student who has been found to have violated the Honor Code.

CHAIR: The Chair of the Student Promotions Committee shall be elected by the committee members for a two-year term. Current chair: Tripp Bell, Radiology

TERM OF OFFICE: All positions are ex officio

MEETING FREQUENCY: As needed.

MEMBERS:

Chairs of all departments:

Edie Goldsmith (Interim), Cell Biology and Anatomy

Mitzi Nagarkatti, Pathology, Microbiology, and Immunology

Marlene Wilson, Pharmacology, Physiology, and Neuroscience

Jamee Steen, Chair, Family and Preventive Medicine

Sharon Weissman, Internal Medicine

Souvik Sen, Neurology

Meera Narasimhan, Neuropsychiatry and Behavioral Science

Berry Campbell, Obstetrics and Gynecology

Jack Wells, Ophthalmology

Chris Mazoue', Orthopedic Surgery

Caughman Taylor, Pediatrics

Tripp Bell, Radiology (Chair)

Amy Hildreth, Surgery

Kevin Bennett, Translational and Clinical Science

3 faculty members elected from the FRC, 2 of whom should be from basic science departments:

Erika Blanck, Cell Biology and Anatomy, 2022-2025

Trey Brown, Pediatrics, 2022-2025

Norma Frizzell, Pharmacology, Physiology, and Neuroscience, 2022-2025

Staffed by Associate Dean for Student Affairs: Eric Williams

Ex officio non-voting member: Associate Dean for Undergraduate Medical Education:
Predrag Krajacic

1. **Honor Committee:** The Honor Committee is comprised of students and faculty, this committee educates the student about the USC Honor Code.
AUTHORITY: Makes recommendations to the Student Promotions Committee regarding non-academic issues of professionalism and student behavior.
CHAIR: The chair will be elected by the members annual for a one-year term and must be an M-II. Current chair: Logan Hitchcock, M-II
TERM OF OFFICE: 3-year, staggered terms for faculty advisors; 1 year for Chair (always an M-II)
MEETING FREQUENCY: As needed

MEMBERS:

2 elected faculty advisors:

Lisa Myrick, Physician Assistant Program, 2023-2026

Duncan Norton, Pediatrics, 2024-2027

Medical Students:

2025

Kylie Truong, MIV (Florence Regional Campus)

Paul McQuillen, MIV (Advisor)

Sheldon Carpenter, MIV

MaryKathryn McGregor, MIV (Florence Regional Campus)

Andrew Nielson, MIV

2026

Gabrielle Gee, MIII

Yvone Shametaj, MIII

Hannah Gandy, MIII

Daniel Jaraki, MIII (Florence Regional Campus)

2027

Johnathan Finley, MII

Kathryn Klein, MII

Kaylee Williams, MII

Logan Hitchcock, MII (Chair)

Meredith Phillips, MII

Graduate Students

Kashish Khanna, Genetic Counseling

Emily Waigi, Biomedical Sciences

Lindsey Veit, Rehabilitation Counseling

Leatha Ferdon, Physician Assistant

- F. **Academic Review Committee:** The Academic Review Committee reviews students who have not met academic standards and ultimately makes decisions regarding the students continued enrollment and/or academic progress in the School of Medicine.
AUTHORITY: The committee is empowered with the authority to require a student to remediate coursework or be dismissed.
CHAIR: The Academic Review Committee will have co-chairs. The Associate Dean for Student Affairs will serve as one co-chair (ex officio/non-voting). The other co-chair will be elected by the committee members and serve a one-year term. Current co-chairs: Eric Williams, Associate Dean and TBD
TERM OF OFFICE: 3-year, staggered terms for faculty members; Chair is ex officio
MEETING FREQUENCY: Twice a year in May and December and additional meetings as required.

MEMBERS:

3 elected basic science faculty members:

Ben Hawfield, Cell Biology and Anatomy, 2023-2026
Avery Dingle, Pathology, Microbiology and Immunology, 2024-2027
Jay Potts, Cell Biology and Anatomy, 2024-2027

3 elected clinical faculty members:

Kaustubh Joshi, Neuropsychiatry and Behavioral Science, 2023-2026
Andrew Mather, Obstetrics and Gynecology, 2024-2027
Jeanette Fulton, Radiology, 2024-2027

3 faculty members appointed by the Dean:

Rita Dixon, Physician Assistant Graduate Program, 2024-2027
Kevin LeBlanc, Nurse Anesthesia Graduate Program, 2024-2027
Kerry Sims, Obstetrics and Gynecology, 2024-2027

Associate Dean for Student Affairs: Eric Williams (co-chair/ex officio/non-voting)

Associate Dean for Undergraduate Medical Education: Predrag Krajacic (ex officio/non-voting)

G. Women in Science and Medicine Committee: advises the Dean on issues related to women students, faculty, and staff of the SOMC.

CHAIR: Elected by members

TERM OF OFFICE: 3-year, staggered terms for faculty and staff members and 1-year terms for graduate and medical students; other members are ex officio

MEETING FREQUENCY: Monthly

MEMBERS:

2 elected faculty members from basic science departments:

Kiesha Wilson, Pathology, Microbiology, and Immunology, 2024-2027 (Chair)
Camilla Wenceslau, Cell Biology and Anatomy, 2024-2027

3 elected faculty members from clinical departments:

Megan Weis, Family and Preventive Medicine, 2022-2025
Courtney Sanchez, Neuropsychiatry and Behavioral Science, 2024-2027
Carol Alan, Obstetrics and Gynecology, 2024-2027

2 representatives appointed by the Dean:

Zoe Foster, Family and Preventive Medicine, 2023-2026
Falicia Harvey, Student Success and Wellness, 2023-2026

2 SOMC alumni/ae appointed by the Dean:

Suchita Pancholi, Internal Medicine, 2022-2025
Stephanie Paolini, Neurology, 2023-2026

2 SOMC non-faculty staff members appointed by the Dean:

Natalie Hawkins, Surgery, 2022-2025
Elizabeth Caulder, Pathology, Microbiology, and Immunology, 2023-2026

Medical Students:

Allison Dortilus, MII
Mary Parker, MIV

Graduate Students:

Jordan Williams, Biomedical Sciences
Maggie Stuhlreyer, Genetic Counseling

Jerzy Zito, Rehabilitation Counseling
TBA, Physician Assistant
TBA, Nurse Anesthesia

SOMC's AAMC Women's Liaison Officer serve as ex officio, non-voting member: Zoe Foster

Three Honorary Members: Kasie Roark, Stephanie Wilczynski

- H. Appointment and Promotion Committee for Professional-Track Basic Science Faculty:** evaluates the curriculum vitae and application materials for candidates requesting appointment at the Associate Professor or Professor level or promotion to the Associate Professor of Professor level and recommends to the Dean the appropriate faculty rank for the candidate.

CHAIR: Elected by members

TERM OF OFFICE: 3-year, staggered terms

MEETING FREQUENCY: As required

MEMBERS: Associate Professor or Professor (non-tenure track) from each basic science department appointed by the Faculty Representation Committee; Professor (tenure track or non-tenure track) from each basic science department appointed by the Department Chair

Faculty members appointed by the Faculty Representation Committee

Narendra Singh, Pathology, Microbiology, and Immunology, 2022-2025

Kevin LeBlanc, Nurse Anesthesia Program, 2022-2025

Britt Wilson, Pharmacology, Physiology, and Neuroscience, 2023-2026 (Chair)

Jack Goldsmith, Cell Biology and Anatomy, 2023-2026

Faculty members appointed by the Department Chair

Ioulia Chatzistamou Pathology, Microbiology, and Immunology, 2022-2026

Erika Blanck, Cell Biology and Anatomy, 2023-2026

Claudia Grillo, Pharmacology, Physiology, and Neuroscience, 2023-2026

- I. Appointment and Promotion Committee for Professional-Track Clinical Faculty:** evaluates the curriculum vitae and application materials for candidates requesting appointment at the Associate Professor or Professor level or promotion to the Associate Professor of Professor level and recommends to the Dean the appropriate faculty rank for the candidate.

CHAIR: Elected by members

TERM OF OFFICE: 3-year, staggered terms for departments with more than one full professor

MEETING FREQUENCY: As required

MEMBERS: Associate Professor or Professor (non-tenure track) appointed by the Department Chair from each clinical department

Adrian Balica, Obstetrics and Gynecology, 2024-2027

Chuck Carter, Family and Preventive Medicine, 2024-2027

Jesse Clanton, Surgery, 2022-2025

Jeff Guy, Orthopedic Surgery, 2022-2025

William Hester, Florence Regional Campus, 2024-2027

Kaustubh Joshi, Neuropsychiatry and Behavioral Science, 2022-2025

Mary Beth Poston, Internal Medicine, 2023-2026

David Rotholz, Pediatrics, 2022-2025 (Chair)

Swamy Venkatesh, Neurology, 2022-2025

- J. Conflict of Interest Committee:** addresses situations when outside financial interests may overlap or conflict with their activities at the USC SOMC and manage compliance with University, SOMC, and national policies regarding intellectual or financial conflicts of interest. The committee will provide oversight for recognizing the importance of the research and educational missions to the University and acknowledge that it is enhanced when members of the University community interact with other groups and organizations, including businesses,

government entities, not-for-profit groups, professional societies, and other academic institutions, and reasonably address potential conflicts of interest.

CHAIR: Elected by members

TERM OF OFFICE: 3-year, staggered terms for appointed faculty members; all other members are ex officio

MEETING FREQUENCY: As needed. Since the group meets via email and most issues are clinical, most of the COI questions get sent to the Medical Group, which has SOMCe overlap with the SOMC. If there is a COI question that is strictly SOMC, then it will be sent to the SOMC Conflict of Interest Committee.

MEMBERS:

2 faculty members from clinical departments appointed by the Dean after consultation with the FRC:

Kaustubh Joshi, Neuropsychiatry and Behavioral Science, 2022-2025
Cory Jones, Pediatrics, 2022-2025

2 faculty members from a basic science department appointed by the Dean after consultation with the FRC:

Deepak Bhare, Pathology, Microbiology, Immunology 2022-2025
Frank Spinale, Cell Biology and Anatomy, 2022-2025

Director of Legal Affairs: Craig Stanley

Associate Dean for Continuous Professional Development and Strategic Affairs: Matt Orr

III. Committees Related to the Office of the Dean Through the Office of Undergraduate Medical Education, including Offices of Admissions and Enrollment Services and Student and Career Services:

Through Office of Undergraduate Medical Education:

- A. MD Program Policy and Procedures Committee:** ensures that the content of policies governing the MD program meet University guidelines, LCME requirements for Element 4.6, and are aligned with the SOMC's Strategic Plan. The purpose of the committee is to review and revise or approve policies submitted by administrative and other units of the MD program, in addition to developing policies and procedures for the MD program to ensure that all students, faculty, and staff are treated equitably, and expectations of behavior are clear.

AUTHORITY: The committee is advisory to the Dean in regard to policies that involve the MD program and makes recommendations to the Executive Committee concerning policies that involve other educational/research/clinical/administrative programs in the SOMC.

CHAIR: Elected by members

TERM OF OFFICE: 3-year, staggered terms

MEETING FREQUENCY: Quarterly or as needed

MEMBERS:

3 elected faculty members

Elizabeth Nodelman, Obstetrics and Gynecology, 2023-2025
Jodi Dingle, Pediatrics, 2024-2026
Wayne Carver, Cell Biology and Anatomy, 2024-2027

2 staff members appointed by the Dean:

Phil Schneider, Undergraduate Medical Education, 2023-2026
Stephany Smith: Student Affairs, 2023-2026

Medical Students:
Wesley Caudle, MII
Danielle Harpen, MIV

Associate Dean for Academic Affairs: J.T. Thornhill (Chair)

Associate Dean for Student Affairs: Eric Williams

Associate Dean for Undergraduate Medical Education: Predrag Krajacic

Director of Legal Affairs: Craig Stanley

Through Office of Admissions and Enrollment Services:

B. Admissions Committee: The Admissions Committee holds the responsibility of applying the requirements for admission to the medical education program. The charge extends to students applying to any joint graduate MD program(s) that may exist. The Admissions Committee will decide which of the candidates meeting these requirements will be admitted. All decisions made by the committee are final. The Admissions Committee is also responsible for evaluating applicants in alignment with the academic standards, mission, vision, and values of the SOM, and developing a wait list from which additional candidates are chosen to receive an offer of admission as positions become available. In cooperation with the Curriculum Committee, the Admissions Committee is also responsible for maintaining, updating the technical standards, and ensuring that the technical standards are properly disseminated to the applicants at an appropriate time during the application process.

AUTHORITY: The Admissions Committee alone has the authority to admit, deny, and develop a waitlist for the admission of applicants to the medical education program.

CHAIR: The Associate Dean for Admissions and Student Recruitment serves as the chair of the Admissions Committee (ex officio). Current chair: Robert Rhinehart, Associate Dean

TERM OF OFFICE: From one to three years at the pleasure of the Dean and Chair of the Admissions Committee and 1-year terms for medical students; other members are ex officio

MEETING FREQUENCY: Each Wednesday from 1:30-5:00 p.m. from mid-September until the end of March. Committee members are expected to attend at least 75% of the meetings. For the 2023-2024 academic year, committee meetings and interviews will be virtual.

MEMBERS:

24 faculty members, students, alumni, and community representatives. 12 faculty members are elective for three-year terms and up to three community members/alumni/faculty appointed by the Dean upon recommendation of the Faculty Representation Committee for a one-year term. Membership should be broad-based and include clinical partner representatives and at least one representative from the Florence Regional Campus. Up to 7 medical students serving one-year terms including at least one representative from Florence Regional Campus.

Kari-Claudia Allen Harrington, Family and Preventive Medicine, 2022-2025

Ioulia Chatzistamou, Pathology, Microbiology, and Immunology, 2024-2025

Christine Wheeler, Pathology, Microbiology, and Immunology, 2024-2025

J.T. Thornhill, Associate Dean for Academic Affairs, 2024-2025

Myron Bell, Community Representative, 2024-2025

Donald Wouri, Retired Faculty Member, 2024-2025

Hugh Wilcox, McLeod Medical Center, 2024-2026

Tanya Dillihay, Retired Faculty Member, Spring 2025

Richard Webb, Lexington Medical Center, 2024-2027

Juan Camps, Surgery, 2024-2027

Catherine McClung-Smith, Surgery, 2024-2027

Andrew Mather, Obstetrics and Gynecology, 2024-2027

Mohamad Azhar, Cell Biology and Anatomy, 2024-2027

Josh McCain, Community Representative, 2024-2025

Josnel Faiivae, Neuropsychiatry and Behavioral Science, 2024-2027
Adrain Balica, Obstetrics and Gynecology, 2024-2027
James McCallum, VA Representative, 2024-2025
Nosizwe Sellers, Community Representative, 2024-2025
Roz McConnaughy, Library, 2024-2025 (alternate)
Predrag Krajacic, Associate Dean for Undergraduate Medical Education, 2024-2025
(alternate)

Medical Students:

Kyla Manning, MII
Ryan Titus, MII
Chris Cooke, MIV
Janu Patel, MIV
Jessica Pia, MIV
Emily Blumenfeld, MIV
Anna Baucom, MIV
Mattie Kennedy, MIV
Bryce Justus, MIV – Florence
Kaylee Williams, MII - Alternate

Associate Dean for Admissions and Student Recruitment and Registrar: Robert Rhinehart
(Chair)

Director of Medical Student Recruitment: James Stallworth

Through Office of Undergraduate Medical Education:

- C. Curriculum Committee:** is responsible for the development of, oversight over, and the periodic review of the content, structure, and pedagogy of the curriculum leading to the M.D. degree and for ensuring that students learn the knowledge, skills, attitudes, and behaviors necessary for the successful practice of medicine. The Curriculum Committee is also responsible for ensuring that the educational curriculum adheres to applicable accreditation requirements. Furthermore, in cooperation with the Admissions Committee, the Curriculum Committee is responsible for reviewing and updating the Technical Standards to ensure that the standards adequately reflect the physical and cognitive requirements of students necessary to properly participate in and complete all required curricular activities and satisfy applicable learning objectives.

AUTHORITY: The Curriculum Committee shall have the authority to determine policy, overall design, integration, management, evaluation, and enhancement on any matter concerning the MD curriculum, in order to ensure a coherent and coordinated medical curriculum.

CHAIR/CHAIR-ELECT: The Chair of the Curriculum Committee is elected by the members for a two-year term, the first year as Chair-Elect and then the second year as Chair. The Chair-Elect position is elected annually and alternates between a basic science and a clinical committee member. Current chair: Andy Sides; Current chair-elect: Jack Goldsmith

TERM OF OFFICE: 3-year (see above for new terms) staggered terms for faculty members and 1-year terms for medical students; other members and consultants are ex officio

MEETING FREQUENCY: Monthly

MEMBERS:

1 faculty member from each clinical department, 2 faculty members from each basic science department, and 1 faculty member from the Florence Regional Campus.

Alexa Gandy, Pathology, Microbiology, and Immunology, 2022-2025

Andrew Vaughn, Family and Preventive Medicine 2022-2025

James Cook, Obstetrics and Gynecology, 2022-2025

John Walsh, Orthopedic Surgery, 2022-2025

Marwan Elya, Florence Regional Campus, 2022-2025

Andy Sides, Internal Medicine, 2023-2026 (Chair)

Tripp Bell, Radiology, 2023-2026

Courtney Sanchez, Neuropsychiatry and Behavioral Science 2023-2026

Erika Blanck, Cell Biology and Anatomy, 2023-2026

Britt Wilson, Pharmacology, Physiology, and Neuroscience, 2023-2026

Jim Fadel, Pharmacology, Physiology, and Neuroscience, 2023-2026

Jack Goldsmith, Cell Biology and Anatomy, 2024-2027

Swamy Venkatesh, Neurology, 2024-2027

Ioulia Chatzistamou, Pathology, Microbiology, and Immunology, 2024-2027

Dan Brown, Pediatrics, 2024-2027

David Moffatt, Surgery, 2024-2027

Medical Students:

Jonathan Davis, MII

Melanie Tieman, MII

Mikaela Ruvolo, MIV

Grant Morgan, MIV

Aaron Justus, MIV Florence

Non-Voting Members

Assistant Dean for Clinical Learning: James Cook (non-voting)

Associate Dean for Undergraduate Medical Education: Predrag Krajacic (non-voting)

Assistant Dean for Clinical Curriculum and Assessment: Brian Keisler (non-voting)

Interim Assistant Dean for Pre-Clerkship Curriculum: Sandra Kelly (non-voting)

Associate Dean for Medical Student Education (Florence): Alan Sechtin (non-voting)

Associate Dean for Academic Affairs: J. T. Thornhill (non-voting)

Non-Voting Consultants:

Director of Educational Program Assessment and Quality Improvement: Travien Capers

Assistant Dean for Information Technology and Chief Information Officer: Lindsie Cone

Representative for Associate Dean for Graduate Medical Education: Renee Connolly

Interim Director of Library Services: Rozalynd McConnaughy (non-voting consultant)

Assistant Dean for Student Professional Development and Director of Educational Innovation:
Donna Ray (non-voting consultant)

Associate Dean for Admissions and Student Recruitment and Registrar: Robert Rhinehart (non-voting consultant)

Associate Dean for Student Affairs: Eric Williams (non-voting consultant)

Staffed by Administrative Coordinator, Office of Undergraduate Medical Education: Katrina Garvin

1. Standing Subcommittees:

- a. **M-I/M-II Subcommittee:** is responsible for periodic review and update of all required M-I and M-II courses.
CHAIR: Elected by members
TERM OF OFFICE: 1-year terms for faculty members and 1-year terms for medical students; other members are ex officio
MEETING FREQUENCY: Called at the discretion of the chair or at the direction of the chair of the Curriculum Committee.
MEMBERS:
At least 4 faculty members appointed by the Curriculum Committee Chair from a roster of basic science and clinical Curriculum Committee members who have expressed interest in this subcommittee:
Course Directors:
Christopher Gainey
Edie Goldsmith
Erika Blanck
James Cook
Britt Wilson

Block Directors:
James Catroppo
Alexa Gandy
Ioulia Chatzistamou
Lawrence Reagan

Jim Fadel (Chair)

Medical Students:

Jonathan Davis, MII
Melanie Tieman, MII
Michaela Ruvolo, MIV

Holly LaVoie (non-voting member)

Assistant Dean for Information Technology and Chief Information Officer: Lindsie Cone (non-voting consultant)

Interim Assistant Dean for Pre-Clerkship Curriculum: Sandra Kelly (ex officio)

Course Directors (ex officio)

Representation from both basic science and clinical departments is essential; the subcommittee may also invite as members other faculty members who are not Curriculum Committee members. With the approval of the Subcommittee chair, minutes will be taken and distributed by the Assistant Dean for the Pre-clerkship Curriculum.

- b. **M-III/M-IV Subcommittee:** is responsible for the periodic review and update of all required M-III and M-IV courses.

CHAIR: Elected by members

TERM OF OFFICE: 1-year, terms for faculty members and 1-year terms for medical students; other members are ex officio

MEETING FREQUENCY: Called at the discretion of the chair or at the direction of the chair of the Curriculum Committee.

MEMBERS:

At least 4 faculty members appointed by the Curriculum Committee Chair from a roster of basic science and clinical Curriculum Committee members who have expressed interest in this subcommittee:

Andrew Vaughan (Chair) – Family Medicine
Andrew Sides – Internal Medicine
Staphanie Paolini – Neurology
Katelyn Fisher – OB/GYN
James Stallworth – Pediatrics
Courtney Sanchez – Psychiatry
Phillip Prest - Surgery
Tripp Bell
Dan Brown
Swamy Venkatesh
Marwan Elya, Florence

Medical Students:

Aaron Justus, MIV Florence
Grant Morgan, MIV
Mikaela Ruvolo, MIV

Associate Dean for Medical Education (Florence): Alan Sechtin (ex officio)

Assistant Dean for Clinical Curriculum and Assessment: Brian Keisler (ex officio)

Representation from both basic science and clinical departments is essential; the subcommittee may also invite as members other faculty members who are not Curriculum Committee members. With the approval of the Subcommittee chair, minutes will be taken and distributed by the Assistant Dean for Clinical Curriculum.

- c. **Distributed Curricula Subcommittee** – Perform, under the supervision of the Curriculum Committee, periodic reviews and assessments of distributed curricula for medical students. Make reports and recommendations, based upon the findings of the periodic reviews and assessments of distributed curricula, to the Curriculum Committee. Review elements of the curriculum that span both pre-clinical and clinical learning environments and identify them as distributed curricula.

CHAIR: Elected by members

TERM OF OFFICE: 1-year terms for faculty members; other members are ex officio

MEETING FREQUENCY: Called at the discretion of the chair or at the direction of the chair of the Curriculum Committee.

MEMBERS:

Alexa Gandy
Jack Goldsmith
James Cook
Tripp Bell

Medical Students:

Jonathan Davis, MII
Aaron Justus, MIV Florence

Thread Directors – Voting Members

Ben Thompson – Ethics and Professionalism

Chris Goodman – Health and Society

James Cook – Health Systems Science

TBA – Nutrition

Tripp Bell – Point of Care Ultrasound

Tripp Bell - Radiology

Ashley Jones – Screening and Treatment of Substance Use Disorders

Avery Dingle, PMI (non-voting member)

Jeannette Fulton, Radiology (non-voting member)

Associate Dean for Student Affairs: Eric Williams (non-voting consultant)

Assistant Dean for Student Professional Development and Director of Educational Innovation: Donna Ray (non-voting consultant)

Associate Dean for Admissions and Student Recruitment and Registrar: Robert Rhinehart (non-voting consultant)

- d. **Assessment and Evaluation Subcommittee:** is responsible for serving as consultants for assessment projects and otherwise serving as leaders to support a culture of assessment throughout the SOMC; regularly reviewing SOMC assessment policies and procedures and recommending improvements to the SOMC Curriculum Committee supporting SOMC assessors with information and resources, including technology recommendations, to maintain and carry out assessment plans--this includes recommending or providing assistance in the development of specific assessments of student learning outcomes.

CHAIR: Elected by members

TERM OF OFFICE: The other 3 standing subcommittees of the Curriculum Committee have Chairs elected at the beginning of the academic year who serve 1-year terms and whose terms will be extended if they are the subcommittee chair for multiple years. The medical student will serve a 1-year term. The assistant deans and director of program assessment are ex officio.

MEETING FREQUENCY: Called at the discretion of the chair or at the direction of the chair of the Curriculum Committee.

MEMBERS: Chairs of the subcommittees:

Jim Fadel – Chair, MI/MII Subcommittee

Andrew Vaughan – Chair, MIII/MIV Subcommittee

TBD – Chair, Distributed Curriculum Subcommittee

Medical Students:

Melanie Tieman, MII

Grant Morgan, MIV

Director of Educational Program Assessment and Quality Improvement: Travien Capers (non-voting consultant)

Representative for Associate Dean for Graduate Medical Education: Renee Connolly (non-voting consultant)

Associate Dean for Medical Student Education-Florence: Alan Sechtin (ex officio)

Interim Assistant Dean for Pre-Clerkship Curriculum: Sandra Kelly, (ex officio)

Assistant Dean for Clinical Curriculum and Assessment: Brian Keisler (ex officio)

Interim Director of Library Services: Rozalynd McConnaughy (non-voting consultant)

- e. **Academic Standards Subcommittee:** responsible for the maintenance of academic excellence in the SOMC, establishes criteria for determination of satisfactory academic performance for promotion and graduation of medical students; establishes consistent standards for methods of assessing quality, assigning grades, and correcting academic deficiencies of medical students.

CHAIR: The Associate Dean for Undergraduate Medical Education serves as the chair of the Academic Standards Subcommittee (ex officio). Current Chair: Predrag Krajacic, Associate Dean

TERM OF OFFICE: 3-year staggered terms for faculty members and 1-year terms for medical students; other members are ex officio

MEETING FREQUENCY: Twice a year and additional meetings as required

MEMBERS:

5 elected faculty members:

Ron Wells, Pediatrics, 2023-2026

Aaron Jasnow, Pharmacology, Physiology, and Neuroscience, 2023-2026

Stacey Cobb, Pediatrics, 2024-2027

Kerry Sims, Obstetrics and Gynecology, 2024-2027

Matthew Nodelman, Family and Preventative Medicine, 2024-2027

Medical Students:

Malone Locke, MIV

Paul McQuillen, MIV

Associate Dean for Undergraduate Medical Education: Predrag Krajacic (chair)

Assistant Dean for Clinical Curriculum and Assessment: Brian Keisler

Associate Dean for Admissions and Student Recruitment and Registrar: Robert Rhinehart

Director of Program Assessment and Quality Improvement: Travien Capers

Assistant Dean for Pre-Clerkship Curriculum: Sandra Kelly (Interim)

1. **Grade Change Subcommittee:** hears, assesses, and decides upon requests from faculty members for grade changes for medical students in courses, clerkships, and electives.

CHAIR: The Associate Dean for Admissions and Student Recruitment (Registrar) will serve as chair of the Grade Change Subcommittee (ex officio). Current chair: Robert Rhinehart, Registrar

TERM OF OFFICE: 3-year terms for faculty members; other members are ex officio

MEETING FREQUENCY: As required

MEMBERS:

1 faculty member of the Academic Standards Subcommittee selected by Academic Standards Subcommittee members as the representative to the Grade Change Subcommittee: TBD

3 elected faculty members:

Tameka Funny, Internal Medicine 2024-2027

Norma Frizzell, Pharmacology, Physiology, and Neuroscience, 2023-2026

Kaustubh Joshi, Neuropsychiatry and Behavioral Science, 2022-2025

Staffed by Associate Dean for Admissions and Student Recruitment (Registrar): Robert Rhinehart (Chair)

Through Office of the Associate Dean for Research and Graduate Education:

- C. **Graduate Education Committee:** oversees all the Graduate Programs in the SOMC. Establishes policies and procedures for the graduate programs consistent with USC and SOMC guidelines.

CHAIR: Elected by members

TERM OF OFFICE: All members are ex officio

MEETING FREQUENCY: As required

MEMBERS:

All directors of SOMC graduate programs

David Mott, Biomedical Science Graduate Program

Kevin LeBlanc, Nurse Anesthesia Graduate Program

Christine Sacco-Bene, Rehabilitation Counseling Graduate Program

Whitney Dobeck, Genetic Counseling Graduate Program

Rita Dixon, Physician Assistant Graduate Program

Senior Associate Dean for Research and Graduate Education: Leo Bonilha

- D. Biomedical Science Graduate Committee:** develops and oversees the content, structure, and pedagogy of the curriculum leading to the M.S. and Ph.D. in Biomedical Sciences degrees and for ensuring that students have solid knowledge and skills in biomedical sciences. Ensures that program requirements are met by departments, research focus groups, and students.

CHAIR: Director for Biomedical Science Graduate Programs

TERM OF OFFICE: All faculty members are ex officio

MEETING FREQUENCY: As required

MEMBERS:

Biomedical Science Graduate Program Director: David Mott

2 appointed representatives from each basic science department:

Mohamad Azhar, Cell Biology and Anatomy

Angela Murphy, Pathology, Microbiology, and Immunology

Jason Kubinak, Pathology, Microbiology, and Immunology

Aaron Jasnow, Pharmacology, Physiology, and Neuroscience

Claudia Grillo, Pharmacology, Physiology, and Neuroscience

Camilla Wenceslau, Cell Biology and Anatomy

Senior Associate Dean for Research and Graduate Education: Leo Bonilha

Health Professional Sciences Concentration Director: Ioulia Chatzistamou

Applied Biotech Concentration Director: Austin Worden

- E. Integrated Biomedical Sciences Admissions Committee:** reviews applications for admissions to the Integrated Biomedical Sciences first-year program

CHAIR: Biomedical Science Graduate Program Director

TERM OF OFFICE: All faculty members are ex officio

MEETING FREQUENCY: As required

MEMBERS:

Biomedical Science Graduate Program Director: David Mott

1 appointed representative from each of the following departments/schools:

Department of Chemistry and Biochemistry: Wayne Outten

Department of Biological Sciences: David Reisman

Department of Drug Discovery and Biomedical Sciences: Doug Pittman

SOMC Basic Science Department: Aaron Jasnow

- F. Nurse Anesthesia Graduate Committee:** establishes policies and procedures for the Graduate Nurse Anesthesia Program consistent with USC and SOMC guidelines. Ensures that program requirements are met.

CHAIR: Graduate Nurse Anesthesia Program Director

TERM OF OFFICE: All faculty members are ex officio

MEETING FREQUENCY: Twice per year and additional meetings as required

MEMBERS:

Graduate Nurse Anesthesia Program: Director: Kevin LeBlanc (Chair)
Assistant Program Director – Columbia Site: Catherine Gutshall
Assistant Program Director – Greenville Site: Richard Wilson
Faculty of Graduate Nurse Anesthesia Program: Tab King and Marc Benz
Nurse Anesthesia Program Clinical Coordinator (Columbia): Catherine Rhea

- G. Nurse Anesthesia Program Admissions Committee:** evaluates applications, interviews potential candidates, and makes recommendations for admission to the Graduate Program in Nurse Anesthesia in accordance with university policy.

CHAIR: Nurse Anesthesia Faculty Member appointed by the Program Director

TERM OF OFFICE: 2 years

MEETING FREQUENCY: During admissions cycle, typically 6 interview days in early November

MEMBERS:

Program Director: Kevin LeBlanc

5 appointed faculty members:

Richard Wilson
Catherine Rhea
Sheena Morris
Winston King
Catherine Gutshall

- H Nurse Anesthesia Curricular Review/Planning Committee:** evaluates, discusses, and makes recommendations regarding the didactic and clinical curriculum. It is a major component of the Continuous Self-Assessment Plan to determine purposeful change and needed improvement.

CHAIR: Nurse Anesthesia Faculty Member appointed by the Program Director

TERM OF OFFICE: 2 years

MEETING FREQUENCY: 3 times per year—meeting typically occurs at the end of each semester

MEMBERS:

Program Director: Kevin LeBlanc

5 appointed faculty members:

Catherine Gutshall (Chair)
Catherine Rhea
Sheena Morris
Winston King
Richard Wilson

1 elected faculty member:

Pamela Wilson, Physician Assistant Program, 2023-2025

- I. Rehabilitation Counseling Graduate Committee:** establishes policies and procedures for the Graduate Rehabilitation Counseling Program consistent with USC and SOMC guidelines. Ensures that program requirements are met.
CHAIR: Rehabilitation Counseling Graduate Program Director
TERM OF OFFICE: All faculty members are ex officio
MEETING FREQUENCY: As required
MEMBERS:
 Academic Director of Rehabilitation Counseling Graduate Program: Christine Sacco-Bene, Neuropsychiatry and Behavioral Science (Chair)
- 3 appointed faculty members:
 Michael Walsh, Neuropsychiatry and Behavioral Science
 Robert Dawson, Neuropsychiatry and Behavioral Science
 David Leach, Neuropsychiatry and Behavioral Science
- J Genetic Counseling Graduate Committee:** establishes policies and procedures for the Biomedical Science Graduate Genetic Counseling Program consistent with USC and SOMC guidelines. Ensures that program requirements are met.
CHAIR: Genetic Counseling Graduate Program Director
TERM OF OFFICE: All faculty members are ex officio
MEETING FREQUENCY: As required
MEMBERS:
 Program Director: Whitney Dobek (Chair)
- 3 appointed faculty members:
 Whitney Dobek, Obstetrics and Gynecology
 Amy Wardyn, Obstetrics and Gynecology
 Jessica Fairey, Obstetrics and Gynecology
- K. Physician Assistant Graduate Committee:** establishes policies and procedures for the Physician Assistant Program consistent with USC and SOMC guidelines. Ensures that program requirements are met.
CHAIR: Physician Assistant Program Director
TERM OF OFFICE: All faculty members are ex officio
MEETING FREQUENCY: As required
MEMBERS:
 Program Director: Rita Dixon
- 4 appointed members:
 Pamela Wilson, Director of Didactic Education
 Lisa Myrick, Director of Clinical Education
 James Stallworth, Physician Assistant Program Medical Director
 Paul Toriello, Assistant Dean for Clinical Graduate Programs
- L. Physician Assistant Graduate Program Admissions Committee:** interviews and selects Physician Assistant Program applicants.
CHAIR: Physician Assistant Graduate Program Admissions Director
TERM OF OFFICE: 2 years
MEETING FREQUENCY: Interviews are held over one week, typically in September
MEMBERS:
 Physician Assistant Program Director: Rita Dixon
- Program Faculty:
 Kirby Cranford (Chair)

Pamela Wilson
Annette Rauch
Lisa Myrick
Kelly Clark

2 elected faculty members:

Jeanette Fulton, Radiology, 2023-2025

Christine Wheeler, Pathology, Microbiology and Immunology, 2024-2026

1 Physician Assistant Program Staff Member: Tracey Goldson

M. **Physician Assistant Graduate Program Student Progress and Promotion Committee:** evaluates student academic and professional progress and makes recommendations for action to the program director.

CHAIR: Physician Assistant Program Medical Director

TERM OF OFFICE: 2 years

MEETING FREQUENCY: as needed, typically meet more often during the spring semester

MEMBERS:

Program Faculty:

Kirby Cranford

Pamela Wilson

Annette Rauch

Lisa Myrick

Kelly Clark

1 elected faculty member:

Rebekah Blankenship, Pediatrics, 2023-2025

Physician Assistant Program Medical Director: James Stallworth

Through Office of Student Affairs and Career Advising:

N. **Leave of Absence Committee:** makes recommendations to the Associate Dean for Undergraduate Medical Education regarding leaves of absence from the SOMC for medical students.

CHAIR: Elected by members

TERM OF OFFICE: 3-year, staggered terms for faculty members

MEETING FREQUENCY: As required.

MEMBERS:

4 elected faculty members:

Garrett Helms, Family and Preventive Medicine, 2022-2025

Karen McMullen, Library, 2022-2025 (Chair)

Matthew Khayata, Pediatrics, 2023-2026

Renu Pokharna, Neurology, 2023-2026

1 appointed faculty member in the Department of Neuropsychiatry and Behavioral Science:

Christine Sacco-Bene, Rehabilitation Counseling, 2022-2025

Staffed by Associate Dean for Student Affairs: Eric Williams

O. **Scholarship and Loan Committee:** awards all SOMC scholarships and awards all long-term loans administered by the SOMC.

CHAIR: Elected by members

TERM OF OFFICE: 3-year, staggered terms for faculty members and 1-year terms for medical

students; other members and consultants are ex officio

MEETING FREQUENCY: Twice a year in the spring and fall semesters

MEMBERS:

5 elected faculty members:

Brandon Busbee, Pathology, Microbiology, and Immunology, 2022-2025

Ron Wells, Pediatrics, 2023-2026

Dan Foster, Pharmacology, Physiology, and Neuroscience, 2023-2026

Karen McMullen, Library, 2024-2027

Kylie Whittle, Family and Preventative Medicine, 2024-2027

Medical Students:

Gabriel Patrautanu, MIV

Julia Thoppil, MIV

Consultants:

Bank of America Representative: Pam Carroll

Douglas Scholarship Representative: Claude Smith

Cantey Scholarship Representative: William Cantey

Education Foundation Representative: VACANT

Assistant Dean for Administration and Finance: Derek Payne

Associate Dean for Admissions and Student Recruitment and Registrar: Robert Rhinehart

Staffed by Associate Dean for Student Affairs: Eric Williams and Assistant Director of Student Affairs/Financial Aid: Jerel Arceneaux

- P. Student Services Committee:** works with the Associate Dean for Student Affairs and Career Advising to advocate for, promote, and implement opportunities in order to improve the culture and collaboration among all USC SOMC students and enhance the student experience. The Student Services Committee strives to preserve and promote students' physical, social, emotional, and cognitive wellness.

CHAIR: Associate Dean for Student Affairs Columbia

TERM OF OFFICE: 3-year, staggered terms for faculty members and 1-year terms for medical students; other members are ex officio

MEETING FREQUENCY: As needed or twice a year in the Spring and Fall semesters

MEMBERS:

5 elected faculty members:

Julie Anderson, Pediatrics, 2022-2025

Edie Goldsmith, Cell Biology and Anatomy, 2022-2025

Victor Jenkinson, Library, 2022-2025

Lisa Myrick, Physician Assistant Program, 2022-2025

Melanie Blackburn, Pediatrics, 2024-2027

Medical Students:

Logan Hitchcock, MII

Elizabeth Rowan, MIV

Graduate Students:

Cassidy Lena, Genetic Counseling

Laura Scherck, Physician Assistant

Madison Lovejoy, Rehabilitation Counseling

Emily Waigi, Biomedical Engineering
Kyle Tackeberry, Nurse Anesthesia

Associate Dean for Student Affairs: Eric Williams (Chair)

Assistant Director of Student and Career Services/Financial Aid: Jerel Arceneaux

Consultant: Assistant Director for Alumni and Student Engagement: Paige Stiles

IV. **Committees Related to the Office of the Dean through the Office of Administration and Finance:**

- A. Faculty Budget Committee:** serves in an advisory capacity to the school's financial and academic leaders regarding financial and budgetary issues. This committee will serve as a liaison between the unit administration and the faculty on matters pertaining to the SOMC budget, advocating for faculty priorities on matters of budget and budgetary policy, and providing a venue for discussing faculty questions and concerns about the SOMC budget and budgeting process. This committee will support the key role that chairs and directors play in the school's budget decision making.

CHAIR: Elected by the members

TERM OF OFFICE: The faculty member receiving the highest number of votes in each of the three categories will serve a three-year term. For tenured/tenure track and professional track faculty categories, the faculty members who receive the second most votes will serve an initial two-year term. Following the initial terms, all terms will be for three years.

MEETING FREQUENCY: At least quarterly

MEMBERS:

2 elected tenure-track or tenured faculty members:

Susan Wood, Pharmacology, Physiology, and Neuroscience, 2023-2026

Reilly Enos, Pathology, Microbiology, and Immunology, 2023-2025

2 elected professional-track faculty members:

Jeff Hall, Family and Preventive Medicine, 2023-2026 (Chair)

Rita Dixon, Physician Assistant Program, 2023-2025

1 elected librarian:

Rozalynd McConnaughy, Library, 2023-2026

Interim Dean: Gerry Harmon

Assistant Dean for Administration and Finance: Derek Payne

V. **Committees Related to the Health and Safety of SOMC Faculty Members, Students, and Staff Members:**

- A. Wellness Promotion Committee:** coordinates and promotes wellness activities for SOMC faculty, staff, and students.

CHAIR: Elected by members

TERM OF OFFICE: 3-year, staggered terms for faculty and staff members, 1-year terms for medical and graduate students

MEETING FREQUENCY: Six times per year

MEMBERS:

3 elected faculty members

Kandy Velazquez, Pathology, Microbiology, and Immunology, 2022-2025

Ben Hawfield, Cell Biology and Anatomy, 2022-2025 (Chair)
James Selph, Neurology, 2024-2027

3 non-faculty SOMC staff members appointed by the Dean:
Jon Crain, Facilities, 2023-2026
Nikita Stanley, Student Services, 2023-2026
Nicole Holt, 2024-2027

Medical Students:
Katherine McClure, MII
Zola Jane Aplin, MII
Thomas Sanders MIV

Graduate Students:
Hayden Petee, Rehabilitation Counseling
Emily Kallis, Rehabilitation Counseling
Cammi Galley, Genetic Counseling
Jordan Howze, Biomedical Sciences
Madeline Andrews, Physician Assistant

Senior Assistant Dean for Student Success and Wellness: Falicia Harvey (ex officio)
Student Success and Wellness Center Coordinator: Cameron Holbrook (ex officio)

VI. Committee related to the Office of the Dean through the Office of Access and Engagement:

A. Access and Engagement Committee: plans and implement means of increasing the number of students from groups underrepresented in the medical profession who are prepared for, recruited to, matriculate at, and graduate from the SOMC and who are committed to considering their residency training at Prisma Health; plans, implements, and supports efforts to increase the number of basic science and clinical faculty members from under-represented backgrounds.

CHAIR: Associate Dean, Admissions and Student Recruitment

TERM OF OFFICE: 3-year, staggered terms for faculty members, alumni, and HBCU, community; 1-year terms for medical students; other members are ex officio

MEETING FREQUENCY: As Needed

MEMBERS:

2 clinical faculty members appointed by the Dean via the Faculty Representation Committee process.

Sunita Paudyal, Internal Medicine, 2022-2025
TBA, 2024-2027

2 basic science faculty members appointed by the Dean via the Faculty Representative Committee process.

Ioulia Chatzistamou, Pathology, Microbiology, and Immunology 2022-2025
TBA, 2024-2027

1 staff member appointed by the Dean after consultation with the SOMC Staff Senate Representative/

TBA, 2024-2027

2 faculty members affiliated with Prisma Health who are from backgrounds underrepresented in medicine appointed by the Dean after consultation with Associate Dean, Admissions and Student Recruitment

TBA, 2024-2027

TBA, 2024-2027

1 representative of Historically Black Colleges and Universities (HBCU's) appointed by the Dean.

Walden Ai, Benedict College, 2024-2027

1 SOMC alumni who is from an underrepresented medicine background appointed by the Dean after consultation with Associate Dean, Admissions and Student Recruitment.

TBA

Medical Student:

TBA

Graduate Student:

TBA

VII. Committee Related to the Office of the Dean through the Medical Library:

- A. **Library Committee:** advises Director of Library Services on policy matters, especially relating to the collection and staffing of the Medical Library.

CHAIR: Elected by members

TERM OF OFFICE: 3-year, staggered terms for faculty members and 1-year terms for graduate and medical students; other members are ex officio

MEETING FREQUENCY: Twice per year and as needed

MEMBERS:

7 elected faculty members:

Robert Dawson, Rehabilitation Counseling, 2022-2025

Emily Lowell, Pediatrics, 2022-2025 (Chair)

Christine Wheeler, Pathology Microbiology, and Immunology 2022-2025

Kirby Cranford, Physician Assistant Program, 2023-2026

James Catroppo, Pathology, Microbiology, and Immunology 2023-2026

Anna Hoppmann, Pediatrics, 2024-2027

Rita Dixon, Physician Assistant Program, 2024-2027

Medical Students:

Mary McElveen, MII

Ross Duffett, MIV

Graduate Students:

Kaitlyn Gmitro, Genetic Counseling

Christian Wohlfeld, Biomedical Sciences

Katherine Strongarone, Rehabilitation Counseling

Interim Director of Library Services: Rozalynd McConnaughy

Assistant Dean for Information Technology and Chief Information Officer: Lindsie Cone (ex officio)

VIII. Committee Related to the Office of the Dean Through the Office of Information Technology:

- A. **Information Technology Committee:** advises the Assistant Dean for Information Technology and Chief Information Officer on policy matters, especially relating to computer needs of students and faculty as they relate to educational programs and research activities and to the structure and function of the SOMC computer network and communication systems.

CHAIR: Elected by members

TERM OF OFFICE: 3-year, staggered terms for faculty members and 1-year terms for medical students; other members are ex officio

MEETING FREQUENCY: Twice per year and as needed

MEMBERS:

5 elected faculty members:

Joe McQuail, Pharmacology, Physiology, and Neuroscience 2023-2026

Robert Dawson, Rehabilitation Counseling, 2023-2026

Austin Worden, Instrumentation Resource Facility/Cell Biology and Anatomy, 2024-2027, (Chair)

Eric Williams, Student Affairs, 2024-2027

Colin Evans, Cell Biology and Anatomy, 2024-2027

Medical Students:

Alex Barnette, MII

Riley Reasons, MII

Robert Loomis, MIV

Matthew Staub, MIV

Interim Assistant Dean for Pre-Clerkship Curriculum: Sandra Kelly

Assistant Dean for Clinical Curriculum and Assessment: Brian Keisler

Assistant Dean for Information Technology and Chief Information Officer: Lindsay Cone

Manager of Computer Resources: Stan Laraque

Interim Director of Library Services: Rozalynd McConnaughy (ex officio)

Director of Communications and Marketing: Emily Miles (ex officio)

Senior Associate Dean for Research and Graduate Education: Leo Bonilha (ex officio)

IX. Committee Related to the Office of the Dean Through the Continuous Professional Development & Strategic Affairs:

- A. Faculty Affairs Committee:** Advises the Dean on issues concerning the faculty to include professional development and mentorship, recruitment and retention, faculty well-being and vitality, SOM/USC policy impact on faculty, and recognition and/or rewards for faculty teaching/research/clinical excellence. (The committee does not address issues of Tenure/Promotion.)

CHAIR: Basic Science or Clinical Department Chair (appointed by the Dean)

TERM OF OFFICE: 3-year staggered terms for faculty members; other members are ex-officio

MEETING FREQUENCY: Quarterly

MEMBERS:

- 4 elected faculty members
- 3 faculty members appointed by the Dean after consultation with the Faculty Representation Committee
- The appointment of faculty members by the Dean must ensure that there is an appropriate balance of faculty from the basic science and clinical departments.

- Basic Science or Clinical Department Chair (to serve as chair):
- Associate Dean for Academic Affairs
- Associate Dean for Continuous Professional Development and Strategic Affairs
- Director of Faculty Development
- Staffed by the Office of Continuous Professional Development and Strategic Affairs and/or its designee.

X. Members of the Faculty Senate

Faculty Senate Representatives: The Faculty Senate of the University of South Carolina, having been created by direction of the University Faculty to act by and for that body, is endowed with all the powers and authority of the University Faculty except those powers specifically reserved by that body itself, provided that the University Faculty may amend or repeal any general policy decision adopted by the Faculty Senate.

CHAIR: None

TERM OF OFFICE: 3-year, staggered terms

MEETING FREQUENCY: Monthly

MEMBERSHIP: The Faculty Senate is composed of the voting members of the University Faculty chosen by each college or school or other academic unit for membership in the Senate. 5 SOM tenure-track faculty members and 3 clinical (professional-track) faculty members are elected by their respective SOM faculty (tenure-track or professional-track) to serve three-year terms in the USC Faculty Senate.

MEMBERS:

Fiona Hollis, Ph.D., Cell Biology and Anatomy, 2022-2025 (Tenure-Track)

Clinton Webb, Ph.D., Cell Biology and Anatomy, 2022-2025 (Tenure-Track)

J. T. Thornhill, M.D., Neuropsychiatry and Behavioral Science, 2022-2025 (Clinical Professional-Track)

Deepak Bhere, Ph.D., Pathology, Microbiology, and Immunology, 2023-2026 (Tenure-Track)

Aaron Jasnow, Ph.D., Pharmacology, Physiology, and Neuroscience, 2023-2026 (Tenure-Track)

Joseph McQuail, Ph.D., Pharmacology, Physiology, and Neuroscience, 2023-2026 (Tenure-Track)

Michael Cryer, M.D., Internal Medicine, 2024-2027 (Clinical Professional-Track)

Mark Humphrey, M.D. Family and Preventative Medicine, 2024-2027 (Clinical Professional-Track)

APPENDIX 1

SOMC Committee Membership Recusal Policy May 2015

Purpose: The purpose of this policy is to formally state those instances when committee members should recuse themselves from voting on actions specifically aimed at applicants and current students in the School of Medicine.

Rationale: While participation, particularly of faculty, on SOMC committees is not only encouraged, but necessary for the SOMC to function and conduct business; there are instances, specifically involving actions concerning applicants or current students, where the faculty member is expected to recuse his/herself from voting. This is necessary to protect the applicant/student from unfair bias in the process. While the list of committees and potential conflicts is not meant to be all inclusive it is expected that committee members will exercise good judgement and will recuse themselves from the committee prior to the discussion of the applicant/student. A faculty member's recusal should be noted as part of the official minutes of the committee meeting.

Academic Review Committee

- Close personal relationship with the student
- Current course/clerkship director of student (Note: unable to serve on this committee)
- Relative of student

Admissions Committees

- Current or former close personal relationship with applicant
- Current professor of applicant
- Relative of applicant (unable to serve during the academic year that the relative is applying to medical school)

Honor Committee

- Close personal relationship with the student
- Current course/clerkship director of student
- Relative of student

Leave of Absence Committee

- Close personal relationship with the student
- Current course/clerkship director of student
- Relative of student

Student Promotions Committee

- Close personal relationship with the student
- Current course/clerkship director of student
- Relative of student

Student Services Committee

- Close personal relationship with the student
- Current course/clerkship director of student
- Relative of student

Endorsed by the Faculty Representation Committee – 5/29/15; Approved by the Executive Committee – 7/07/15