



UNIVERSITY OF
South Carolina

School of Medicine Columbia

COMMITTEE MEMBERSHIP

2020-2021

1 July 2020

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University of South Carolina
School of Medicine

**Committee Membership
2020-2021**

Authority

Except as otherwise required by USC and/or LCME regulations and policies (e.g., the Student Academic Responsibility Committee, Admissions Committee, Curriculum Committee), all 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.

Selection of student members

At the mid-point of the spring semester, the Assistant Dean for Student Affairs sends each enrolled medical student a memorandum in which student self-nominations for service on School of Medicine committees and subcommittees for the next academic year are sought. The Assistant Dean for Student Affairs, in consultation with other personnel in the Office of Medical Education and Academic Affairs, assesses each interested student's eligibility for service, as well as his/her area of personal interest and ability and his/her willingness to serve prior to informing the Dean of eligible nominees. The Associate Dean for Medical Education and Academic Affairs then selects student members of committees and subcommittees from the list of eligible nominees. To be eligible to serve on School of Medicine 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 School of Medicine committees or subcommittees until the repeat semester/year has been completed successfully.

Other USC and SOM committees

The revised committee structure does not relate to membership on other committees of USC, the SOM Educational Trust, of 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.

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 will advise 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

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.

[N.B. In the USC *Faculty Manual*, “faculty” is defined as “the President, the Provost and all academic vice presidents and academic associate and assistant vice-presidents; all deans, associate and assistant deans of all schools and colleges; professors, associate professors, assistant professors, all full-time academic instructors and full-time lecturers who are not degree candidates at the University of South Carolina; visiting faculty members, emeriti faculty members, the Vice-President for Student Affairs, Director of University Libraries, professional librarians, Director of Admissions, and such other persons as the faculty sees fit to elect.”

Additionally, “the following members of the faculty shall have the right to present motions and to vote: the President, the Provost, the academic vice presidents, the deans of schools and colleges, chairs of academic departments, professional librarians, full-time faculty in ROTC programs, and those regularly appointed professors, associate professors, assistant professors, and any administrative official who has tenure as a faculty member.”

Finally, “the faculty of a college, school, or department shall consist of all its members having the rank of professor, associate professor, assistant professor, and all full-time instructors and part-time lecturers. Voting rights within a college, school, or department are based upon the same standards as in the University faculty.”]

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. In addition, records of attendance at committee and subcommittee meetings should be kept for each member. July is designated the first month of the academic year, and June is designated the final month of the academic year.

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:** formulates specific criteria for tenure and promotion of faculty members in SOM basic science departments, assesses candidates for tenure and/or promotion, and makes recommendations to the SOM Dean.
CHAIR: Elected by members
TERM OF OFFICE: Continuous
MEETING FREQUENCY: As required
MEMBERS: All tenured faculty members in SOM basic science departments
- B. **Clinical Unit Tenure and Promotion Committee:** formulates specific criteria for tenure and promotion of faculty members in SOM clinical departments, assesses candidates for tenure and/or promotion, and makes recommendations to the SOM Dean.
CHAIR: Elected by members
TERM OF OFFICE: Continuous
MEETING FREQUENCY: As required
MEMBERS: All tenured faculty members in SOM clinical departments
- C. **Medical Library Unit Tenure Committee:** formulates specific criteria for tenure and promotion of SOM medical librarians, assesses candidates for tenure and/or promotion, and makes recommendations to the SOM Dean.
CHAIR: Elected by members
TERM OF OFFICE: Continuous
MEETING FREQUENCY: As required
MEMBERS: All tenured medical librarians in the SOM Medical Library

II. Committees related directly to the Office of the Dean:

- A. **Faculty Representation Committee:** coordinates the process of nomination and election of faculty members to SOM committees; advises the Dean on the appointment of faculty members to SOM and University committees; advises 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: Elected by members
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:
Shekhar Patel, Cell Biology and Anatomy, 2018-2021
Michy Kelly, Pharmacology, Physiology, and Neuroscience, 2019-2022

2 elected clinical faculty members:

Kaustubh Joshi, Neuropsychiatry and Behavioral Science, 2018-2021
Trey Brown, Pediatrics, 2019-2022

2 faculty members elected at large:

Kari-Claudia Allen, Family and Preventive Medicine, 2020-2023
Katie Stephenson, Pediatrics, 2020-2023

2 faculty members appointed by the Dean:

Jay Potts, Cell Biology and Anatomy, 2018-2021
Erika Blanck, Cell Biology and Anatomy, 2019-2022

Executive Dean: Les Hall

Associate Dean for Medical Education and Academic Affairs: J. T. Thornhill

Associate Dean for Research and Graduate Education: Frank Spinale

Assistant Dean for Executive Affairs: Ruth Riley

Representative from the Columbia VA Health Care System: **Vacancy**

B. **Executive Committee:** advises the Dean about administration of the SOM.

CHAIR: Dean

TERM OF OFFICE: All positions are ex-officio

MEETING FREQUENCY: Monthly

MEMBERS:

Executive Dean: Les Hall (Chair)

Chairs of all departments:

Wayne Carver, Cell Biology and Anatomy
Jamee Steen, Family and Preventive Medicine
Sharon Weissman Internal Medicine (Interim Chair)
Souvik Sen, Neurology
Meera Narasimhan, Neuropsychiatry and Behavioral Science
Berry Campbell, Obstetrics and Gynecology
Chris Mazoue', Orthopedic Surgery
Mitzi Nagarkatti, Pathology and Microbiology
Caughman Taylor, Pediatrics
Marlene Wilson, Pharmacology, Physiology, and Neuroscience
Tripp Bell, Radiology
Daniel Clair, Surgery

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

Jay Potts, Cell Biology and Anatomy, 2018-2021
Erika Blanck, Cell Biology and Anatomy, 2019-2022
Trey Brown, Pediatrics, 2019-2022

Associate Deans: Carol McMahon, J. T. Thornhill, Frank Spinale, Chuck Carter (Prisma Health)

Assistant Deans: Falicia Harvey, Robert Rhinehart, Brian Keisler, Ruth Riley, Eric Williams, Derek Payne, Lindsie Cone, Matt Orr, Alan Sechtin; James Cook

Director, Cardiovascular Research Center: Clinton Webb

Director of Educational Program Assessment and Quality Improvement: Mary Foertsch

Director of Human Resources: Susan Herndon

Director, Legal Affairs: Craig Stanley

Interim Director, Research Center for Transforming Health: Kevin Bennett

Columbia VA Health Care System ACOS for Education: James McCallum

Senior Director of Development and Alumni Relations: Kim Riggi

Associate Director for Alumni Relations and Development: Holly Jefferson

Communications Manager: Alyssa Yancey

Academic Program Manager/Director of Reporting and Analysis: Gloria Johnson

UofSC Chief Operating Office: Jeff Perkins

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

CHAIR: Elected by members

TERM OF OFFICE: All positions are ex-officio

MEETING FREQUENCY: Quarterly

MEMBERS:

Executive Dean: Les Hall (Chair)

Chairs of all basic science departments:

Wayne Carver, Cell Biology and Anatomy

Mitzi Nagarkatti, Pathology, Microbiology, and Immunology

Marlene Wilson, Pharmacology, Physiology, and Neuroscience

Associate Dean for Research and Graduate Education: Frank Spinale

Assistant Dean for Preclinical Curriculum: Falicia Harvey

Associate Dean for Medical Education and Academic Affairs: J. T. Thornhill

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

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.

Susan Lessner, Cell Biology and Anatomy
Jay Potts, Cell Biology and Anatomy
Bob Price, Cell Biology and Anatomy
David Mott, Pharmacology, Physiology, and Neuroscience
Shekhar Patel, Cell Biology, and Anatomy
John Eberth, Cell Biology and Anatomy

Associate Dean for Research and Graduate Education: Frank Spinale

- E. **Student Promotions Committee:** advises the Dean about the academic standing of medical students enrolled in the SOM.

CHAIR: Elected by members annually in June

TERM OF OFFICE: All positions are ex-officio

MEETING FREQUENCY: Twice a year in May and December and additional meetings as required

MEMBERS:

Chairs of all departments:

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

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

Jay Potts, Cell Biology and Anatomy, 2018-2021
Erika Blanck, Cell Biology and Anatomy, 2019-2022
Trey Brown, Pediatrics, 2019-2022

staffed by Assistant Dean for Student Affairs: Eric Williams

ex officio non-voting member: Associate Dean for Medical Education and Academic Affairs:
J. T. Thornhill

1. **Academic Review Subcommittee:** makes recommendations for consideration by the Student Promotions Committee regarding the academic standing of medical students enrolled in the SOM.

CHAIR: Chair of Student Promotions Committee

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:

4 elected faculty members:

James Stallworth, Pediatrics, 2019-2022

Stacy Cobb, Pediatrics, 2020-2023

Michy Kelly, Pharmacology, Physiology, and Neuroscience, 2020-2023

Robert Startz, Pathology, Microbiology, and Immunology, 2020-2023

Student Promotions Committee Chair: Tripp Bell

staffed by Assistant Dean for Student Affairs: Eric Williams

2. **Honor Committee:** encourages the students of the USC SOM to uphold the highest standards of integrity; informs the students of the USC SOM of the expectations set forth by the written Honor Code; informs the students of the USC SOM of the process of the Honor Council; and serves as a pool of hearing panel members for the Honor Council.

CHAIR: Nicholas Harris

TERM OF OFFICE: 3-year, staggered terms for faculty advisors; 1 year for Chair (always an M-II)

MEETING FREQUENCY: As needed

MEMBERS:

2 faculty advisors appointed by the Dean:

Jeff Holloway, Pediatrics, 2028-2021

TBD

Medical Students:

2023

Nic Brandt

Carolyn Gregorie

Carra Lyons – Chair 2020-2021

Sydney Rush

Mikaela York

2022

Kayla Ferguson

Nicholas Harris

Charlotte Hawkins

Brendan Lutz

Cameron Myers

2021

Daniel Altman

Alison Augsburg

Jason Pecorella

Zachary Seymour

Katlyn Taylor

Timothy Wilkening – M-IV Advisor

Florence Campus Liaison

Timothy Wilkening

- F. **Academic Standards Committee:** is responsible for the maintenance of academic excellence in the SOM, 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: 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:

Executive Dean: Les Hall (Chair)

5 elected faculty members:

Renu Pokharna, Neurology, 2018-2021

Jack Goldsmith, Cell Biology and Anatomy, 2019-2022

Robert Nahouraii, Pediatrics, 2019-2022

James Gambrell, Pediatrics, 2020-2023

Wenbin Tan, Cell Biology and Anatomy, 2020-2023

1 M-IV student (1 M-IV alternate)

Sydney Mick (M-IV)

Ryan Alexander (M-IV) (Alternate)

Associate Dean for Medical Education and Academic Affairs: J. T. Thornhill

Assistant Dean for Clinical Curriculum and Assessment: Brian Keisler

Registrar: Robert Rhinehart

Director of Program Assessment and Quality Improvement: Mary Foertsch

staffed by Assistant Dean for Preclinical Curriculum: Falicia Harvey

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: Associate Dean for Medical Education and Academic Affairs

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

MEETING FREQUENCY: As required

MEMBERS:

1 faculty member of the Academic Standards Committee selected by Academic Standards Committee members as the representative to the Grade Change

Subcommittee: Wenbin Tan

3 elected faculty members:

Kaustubh Joshi, Neuropsychiatry and Behavioral Science, 2019-2022

Katie Stephenson, Pediatrics, 2019-2022

Julia Balance, Pediatrics, 2020-2023

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

staffed by Director of Enrollment Services/Registrar: Robert Rhinehart

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

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:

Michy Kelly, Pharmacology, Physiology, and Neuroscience, 2018-2021 (Chair)
Sue Lessner, Cell Biology and Anatomy, 2018-2021

3 elected faculty members from clinical departments:

Rita Dixon, PA Program, 2018-2021
Yuliya Rekhman, Pediatrics, 2019-2022
Zoe Foster, Family and Preventive Medicine, 2020-2023

1 representative appointed by the Dean:

Mary Foertsch, Curricular Affairs, 2020-2023

2 SOM alumni/ae appointed by the Dean:

Julie Anderson, Pediatrics, 2019-2022
Jennifer Hucks, Internal Medicine, 2020-2023

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

Shelley Streeter, Admissions and Enrollment Services, 2019-2022
Kim Riggi, Development, 2020-2023

Medical Students:

Hannah Puckett (M-IV)
Loren Smith (M-IV)
Kirklen Petersen (M-II)
Alyssa Holden (M-IV)

Graduate Students:

Taylor Kupneski (Genetic Counseling)
Kaitlyn Laird (PA)
Emily Mason (PA)
Sophie Bruckmeier (Biomedical Sciences)

SOM's AAMC Women's Liaison Officer serve as ex officio, non-voting member: Jennifer Hucks

H. **Appointment and Promotion Committee for Non-Tenure-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, Microbiology, and Immunology, 2019-2022

Kevin LeBlanc, Nurse Anesthesia Program, 2019-2022

Britt Wilson, Pharmacology, Physiology, and Neuroscience, 2020-2023

Bob Price, Cell Biology and Anatomy, 2020-2023 (Chair)

Faculty members appointed by the Department Chair

Carol McMahon, Pathology, Microbiology, and Immunology, 2018-2021

Claudia Grillo, Pharmacology, Physiology, and Neuroscience, 2020-2023

Erika Blanck, Cell Biology and Anatomy, 2020-2023

- I. **Appointment and Promotion Committee for Non-Tenure-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 or 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

Janice Edwards, Obstetrics and Gynecology, 2018-2021

James Nottingham, Surgery, 2018-2021 (Chair)

Chuck Carter, Family and Preventive Medicine, 2018-2021

Frank Voss, Orthopedic Surgery, 2018-2021

Kaustubh Joshi, Neuropsychiatry and Behavioral Science, 2019-2022

David Rotholz, Pediatrics, 2019-2022

Swamy Venkatesh, Neurology, 2019-2022

Sharon, Weissman, Internal Medicine, 2019-2022

- J. **Conflict of Interest Committee:** addresses situations when outside financial interests may overlap or conflict with their activities at the USC SOM and manage compliance with University, SOM, 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 some overlap with the SOM. If there is COI question that is strictly SOM, then it will be sent to the SOM 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, 2019-2022

Matthew Lee, Pediatrics, 2020-2023

1 faculty member from a basic science department appointed by the Dean after consultation with the FRC:

Shekhar Patel, Cell Biology and Anatomy, 2020-2023

Director of Legal Affairs: Craig Stanley

Assistant Dean for Executive Affairs: Ruth Riley

Chief Contracting Officer: Tan Platt

III. Committees related to the Office of the Dean through the Office of Medical Education and Academic Affairs (Offices of Admissions and Enrollment Services, Curricular Affairs and Media Resources, Graduate Studies, and Student and Career Services):

Through Office of Admissions and Enrollment Services:

A. **Admissions Committee:** establishes application/admissions policies and procedures for the SOM; evaluates and recommends to the Dean applicants for admission.

CHAIR: Associate Dean for Medical Education and Academic Affairs

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

MEETING FREQUENCY: Weekly from September through March

MEMBERS:

Up to 24 members appointed by the Dean:

Garrett Helms, Family and Preventive Medicine, 2019-2022

Donald Wouri, Retired Faculty Member, 2019-2022

Ioulia Chatzistamou, Pathology, Microbiology, and Immunology, 2020-2023

Jack Goldsmith, Cell Biology and Anatomy, 2020-2023

Donna Ray, Internal Medicine, 2020-2023

Jim Wells, Cell Biology and Anatomy, 2020-2023

Christine Wheeler, Pathology, Microbiology, and Immunology, 2020-2023

William Hester, Retired Faculty Member, 2020-2023

Michelle Stanek, Family and Preventive Medicine, 2020-2023

Kerry Sims, Obstetrics and Gynecology, 2020-2023

Susan Lamb, Pediatrics, 2020-2023

James McCallum, VA Representative, 2020-2023

Eric Williams, Student Services, 2020-2023

Medical Students:

Jamie Russell (M-II)

Reagan Farmer (M-II)

Marie Plante (M-IV)

Zalak Shah (M-IV)

Shyam Desai (M-IV)

Courtney Petersen (M-IV)

Associate Dean for Medical Education and Academic Affairs: J. T. Thornhill

Associate Dean for Diversity and Inclusion: Carol McMahon

Director of Medical Student Recruitment: James Stallworth

staffed by Director of Enrollment Services/Registrar: Robert Rhinehart

Through Office of Curricular Affairs and Media Resources:

B. **Curriculum Committee:** is responsible for the development of and oversight over 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.

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: Monthly

MEMBERS:

1 faculty member from each clinical department and 2 faculty members from each basic science department:

Tripp Bell, Radiology

Renu Pokharna, Neurology, 2018-2021

Ioulia Chatzistamou, Pathology, Microbiology, and Immunology, 2018-2021

Dan Brown, Pediatrics, 2018-2021

Alexa Gandy, Pathology, Microbiology, and Immunology, 2019-2022

Andrew Vaughn, Family and Preventive Medicine 2019-2022

James Cook, Obstetrics and Gynecology, 2019-2022

David Koon, Orthopedic Surgery, 2019-2022

Samantha Cox, Surgery, 2019-2022

Britt Wilson, Pharmacology, Physiology, and Neuroscience, 2020-2023

Jim Fadel, Pharmacology, Physiology, and Neuroscience, 2020-2023

Brittany Peters, Neuropsychiatry and Behavioral Science, 2020-2023

Holly LaVoie, Cell Biology and Anatomy, 2017-2020

David Giovaninni, Internal Medicine, 2020-2023

Erika Blanck, Cell Biology and Anatomy, 2020-2023

Medical Students:

Madelyn Welch (M-II)

Alec Giakas (M-II)

Baker Mills (M-IV)

Patrick Desai (M-IV)

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

Assistant Dean for Preclinical Curriculum: Falcia Harvey (non-voting)

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

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

Consultants:

Director Faculty Development: Donna Ray

Assistant Dean for Student Affairs: Eric Williams

Director of Library Services: Ruth Riley

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

Director of Enrollment Services and Registrar: Robert Rhinehart

Executive Director of the South Carolina Area Health Education Consortium: David Garr

Associate Dean for Diversity and Inclusion: Carol McMahon

Director of Educational Development – GME: Renee Connolly

Director of Educational Program Assessment and Quality Improvement: Mary Foertsch

staffed by Administrative Assistant, Office of Curricular Affairs and Media Resources:
Freda McCray

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:

Erika Blanck
Ioulia Chatzistamou
Lindsie Cone
Jim Fadel
Alexa Gandy
Holly LaVoie, PhD

Medical Students:

Alec Giakas, M-II
Madelyn Welch, M-II

Assistant Dean for Preclinical Curriculum: Falcia Harvey (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 Preclinical 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:

Tripp Bell
Dan Brown
Renee Connolly
Samantha Cox
David Giovaninni
Brittany Peters
Renu Pokharna
Andrew Vaughan

Medical Students:

Patrick Desai, M-IV
Baker Mills, M-IV

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

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

Clerkship 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 Clinical Curriculum.

- c. **Interdepartmental/Interdisciplinary Integration Subcommittee:** is responsible for the periodic review and update of vertical curricula and for the integration of interdepartmental and interdisciplinary educational efforts.

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:

David Koon
Donna Ray
Robert Rhinehart
Eric Williams
Roz McConnaughy

Medical Students:

Baker Mills, M-IV
Madelyn Welch, M-II

Ex Officio Voting Members

Vacant – Assistant Dean for Clinical Learning
Jack Goldsmith – Evidence in Medicine (ACE)
Chris Goodman – Health and Society
Ashley Jones – Screening and Treatment of Substance Use Disorders
James Cook – Health Systems Science
Vacant – Integrated Ultrasound
Vacant – Nutrition

- d. **Core Student Assessment Subcommittee:** is responsible for serving as consultants for assessment projects and otherwise serving as leaders to support a culture of assessment throughout the SOM; regularly reviewing SOM assessment policies and procedures and recommending improvements to the SOM Curriculum Committee supporting SOM 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: Chairs of the curriculum committee's four subcommittees will serve 3-year staggered terms. 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:

Renee Connolly
Mary Foertsch, Chair
TBD – Chair, MI/MII Subcommittee
TBD – Chair, MIII/MIV Subcommittee
TBD – Chair, Interdisciplinary/Interdepartmental Integration Subcommittee

Medical Students:

Patrick Desai, M-IV
Alec Giakas, M-II

Assistant Dean for Preclinical Curriculum: Falcia Harvey (ex officio)

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

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

2. *Ad hoc* subcommittees

- a. **Curriculum Accommodations Subcommittee:** establishes policies and procedures for testing under non-standard conditions, reviews applications, and selects qualifying students.

CHAIR: Assistant Dean for Preclinical Curriculum

TERM OF OFFICE: 1-year terms for faculty member; other member is ex-officio

MEETING FREQUENCY: Once per year in July/August and additional meetings as required

MEMBERS: Appointed as needed

Assistant Dean for Preclinical Curriculum: Falcia Harvey (Chair)

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

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

CHAIR: Elected by members

TERM OF OFFICE: All members are ex-officio

MEETING FREQUENCY: As required

MEMBERS:

All directors of SOM graduate programs

Edie Goldsmith, Biomedical Science Graduate Programs

Shekhar Patel, Biomedical Science Certificate Program

Kevin LeBlanc, Nurse Anesthesia Program

Kerry Lachance, Rehabilitation Counseling Programs

Janice Edwards, Genetic Counseling Program

Greg Mangione, Physician Assistant Program

Associate Dean for Research and Graduate Education: Frank Spinale

- D. **Biomedical Science Graduate Subcommittee:** Develops and oversees the content, structure, and pedagogy of the curriculum leading to the M.S., Ph.D., and Post-Baccalaureate Certificate 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: Academic Director for Biomedical Science Graduate Programs

TERM OF OFFICE: All faculty members are ex-officio

MEETING FREQUENCY: As required

MEMBERS:

Academic Director for Biomedical Science Graduate Program: Edie Goldsmith

2 appointed representatives from each basic science department:

Holly LaVoie, Cell Biology and Anatomy

Angela Murphy, Pathology, Microbiology, and Immunology

Jason Kubinak, Pathology, Microbiology, and Immunology

David Mott, Pharmacology, Physiology, and Neuroscience

Claudia Grillo, Pharmacology, Physiology, and Neuroscience

Shekhar Patel, Cell Biology and Anatomy

Associate Dean for Research and Graduate Education: Frank Spinale

Director of the Biomedical Certificate Program: Shekhar Patel

Consultant: Jerel Arceneaux, Assistant Director of Student and Career Services

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

CHAIR: Academic Director of Graduate Nurse Anesthesia Program

TERM OF OFFICE: All faculty members are ex-officio

MEETING FREQUENCY: Twice per year and additional meetings as required

MEMBERS:

Academic Director of Graduate Nurse Anesthesia Program: 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

Consultant: Jerel Arceneaux, Assistant Director of Student and Career Services

- F. **Rehabilitation Counseling Graduate Subcommittee:** establishes policies and procedures for the Graduate Rehabilitation Counseling Program consistent with USC and SOM 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: Kerry Lachance, 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

Consultant: Jerel Arceneaux, Assistant Director of Student and Career Services

- G. **Genetic Counseling Graduate Subcommittee:** establishes policies and procedures for the Biomedical Science Graduate Genetic Counseling Program consistent with USC and SOM 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:

Director: Janice Edwards (Chair)

4 appointed faculty members:

Richard Ferrante, Research Professor Pediatrics
Whitney Dobek, Obstetrics and Gynecology
Amy Wardyn, Obstetrics and Gynecology
Jessica Fairey, Obstetrics and Gynecology

Consultant: Jerel Arceneaux, Assistant Director of Student and Career Services

- H. **Physician Assistant Graduate Subcommittee:** establishes policies and procedures for the Physician Assistant Program consistent with USC and SOM 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:

Director: Greg Mangione (Chair)

4 appointed faculty members:

Rita Dixon, PA Program
Greg Mangione, PA Program
James Stallworth, PA Program Medical Director
Frank Spinale, Associate Dean for Research and Graduate Education

Consultant: Jerel Arceneaux, Assistant Director of Student and Career Services

- I. **Certificate Program Admissions Committee:** establishes admissions policies/procedures and evaluates applications for the Post-Baccalaureate Certificate in Biomedical Sciences at the SOM; makes recommendations to the Dean for admission of students.

CHAIR: Associate Director of the Certificate Program

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

MEETING FREQUENCY: Once every two months

MEMBERS

3 appointed faculty members representing each of the three Basic Science departments:

Daping Fan, Cell Biology and Anatomy, 2018-2021
Narendra Singh, Pathology, Microbiology, and Immunology, 2018-2021
David Mott, Pharmacology, Physiology, and Neuroscience, 2019-2022

Associate Director of the Certificate Program: Shekhar Patel

Through Office of Student and Career Services:

- J. **Leave of Absence Committee:** makes recommendations to the Associate Dean for Medical Education regarding leaves of absence from the SOM 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:

Karen McMullen, Library, 2019-2022
Ana Pocivavsek, Pharmacology, Physiology, and Neuroscience, 2019-2022
Norma Frizzell, Pharmacology, Physiology, and Neuroscience, 2020-2023
Melanie Blackburn, Pediatrics, 2020-2023

1 appointed faculty member in the Department of Neuropsychiatry and Behavioral Science:
Kaustubh Joshi, Neuropsychiatry and Behavioral Science, 2019-2022

staffed by Assistant Dean for Student Affairs: Eric Williams

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

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:

Marjorie Cloninger, Pediatrics, 2018-2021
Mark Humphrey, Family and Preventive Medicine, 2018-2021
Jason Kubinak, Pathology, Microbiology, and Immunology, 2019-2022
Scott Carney, Pediatrics, 2020-2023
Fiona Hollis, Pharmacology, Physiology, and Neuroscience, 2020-2023

Medical Students:

Gage Branham (M-II)
Madison Ott (M-IV)
Travis Hawkins (M-IV)

Consultants:

Bank of America Representative: Pam Carroll

Douglas Scholarship Representative: Claude Smith

Cantey Scholarship Representative: William Cantey

Educational Foundation Representative: Susan Butler

Assistant Dean for Administration and Finance: Derek Payne

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

- L. **Student Services Committee:** makes recommendations to the Assistant Dean for Student Affairs-Columbia on ways to improve or implement services to students; selects recipients of annual SOM student awards; makes recommendations to the Assistant Dean for Student Affairs-Columbia and the Associate Dean for Medical Education and Academic Affairs regarding SOM student publications and the SOM *Bulletin*; hears appeals regarding student assignment to Greenville program and lottery issues.

CHAIR: Assistant 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:

Emily Lowell, Pediatrics, 2018-2021

John Eberth, Cell Biology and Anatomy, 2019-2022

Jason Hawn, Pediatrics, 2019-2022

Christine Wheeler, Pathology, Microbiology, and Immunology, 2019-2022

Marjorie Cloninger, Pediatrics, 2019-2022

Medical Students:

Christopher Merritt (M-IV)

Bailey Alkhatib (M-II)

Chandler Melton (M-II)

Assistant Dean for Student Affairs: Eric Williams (Chair)

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

Consultant: Associate Director for Alumni Affairs and Development: Holly Jefferson

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

Committees related to the health and safety of SOM faculty members, students, and staff members:

A. **Wellness Promotion Committee**: coordinates and promotes wellness activities for SOM 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:

2 elected faculty members

Karen McMullen, Library, 2018-2021 (Co-Chair)

Morgan Adams, Family and Preventive Medicine, 2019-2022

1 appointed faculty member

Lauren King, Internal Medicine, 2019-2022 (Co-Chair)

3 non-faculty SOM staff members appointed by the Dean:

Alyssa Yancey, Marketing and Communications, 2019-2022

Shelley Streeter, Admissions, 2020-2023

Debra Poston, Pharmacology, Physiology, and Neuroscience, 2020-2023

Medical Students:

Chris Birdsey (M-IV)

Aiden Warner (M-II)

Alexandra Tamura (M-II)

Graduate Student:
Kimberly Smith (Nurse Anesthesia)

Director of the Student Success and Wellness Center: Falcia Harvey (ex officio)

V. Committee related to the Office of the Dean through the Office of Diversity and Inclusion:

A. **Diversity and Inclusion Committee:** plans and implement means of increasing the number of students from groups under-represented in the medical profession who are prepared for, recruited to, matriculate at, and graduate from the SOM and who continue their training in residency programs available throughout the state of South Carolina and plans and implements means of increasing the number of under-represented minority faculty in the SOM.

CHAIR: Associate Dean for Diversity and Inclusion

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

MEETING FREQUENCY: As Needed

MEMBERS:

1 clinical faculty member appointed by the Dean after consultation with the Associate Dean for Diversity and Inclusion:

Suchita Pancholi, Internal Medicine, 2019-2022

1 basic science faculty member appointed by the Dean after consultation with the Associate Dean for Diversity and Inclusion:

Jim Fadel, Pharmacology, Physiology, and Neuroscience, 2019-2022

2 minority SOM alumni/ae appointed by the Dean:

Crystal Johnson
Cedric Rivers

1 representative of Historically Black Colleges and Universities (HBCUs) appointed by the Dean:

Karen Rutherford, Benedict College

1 community representative appointed by the Dean:

Everett Dargan

1 representative of the SC Area Health Education Consortium:

Angelica Christie

Medical Students:

Shannon Howard (M-IV)
Parmida Parsa (M-II)
Jennifer Plascencia (M-IV)

Associate Dean for Diversity and Inclusion: Carol McMahon (Chair)

Assistant Dean for Diversity and Inclusion: Robert Rhinehart

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:

Paul Bornemann, Family and Preventive Medicine, 2018-2021

Stuart Cramer, Pediatrics, 2019-2022

Laura Pirich, Pediatrics, 2019-2022

Christine Wheeler, Pathology, Microbiology, and Immunology, 2019-2022

James Catropo, Pathology, Microbiology, and Immunology, 2019-2022 (Chair)

Shilpa Shivakumar, Pediatrics, 2020-2023

Heather Staples, Pediatrics, 2020-2023

Medical Students:

Will Crane (M-II)

Ashley Fellers (M-II)

Graduate Student:

Samantha Bouknight (Biomedical Science)

Director of Library Services: Ruth Riley

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 SOM 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:

Ioulia Chatzistamou, Pathology, Microbiology, and Immunology, 2018-2021

Kevin Bennett, Family and Preventive Medicine, 2020-2023

Nick Patel, Internal Medicine, 2020-2023

Eric Williams, Medical Education and Academic Affairs, 2020-2023

Brandon Busbee, Pathology, Microbiology, and Immunology, 2020-2023

Medical Student:

TM Hornaday (M-II)

Assistant Dean for Preclinical Curriculum: Falcia Harvey

Assistant Dean for Clinical Curriculum and Assessment: Brian Keisler

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

Manager of Computer Resources: Robert Watson

Director of Library Services: Ruth Riley (ex officio)

IX. Members of the Faculty Senate

Faculty Senate: 5 SOM tenure-track faculty members and 3 clinical faculty members are elected to the UofSC Faculty Senate.

CHAIR: None

TERM OF OFFICE: 3-year, staggered terms

MEETING FREQUENCY: Monthly

MEMBERS:

Robert Dawson, Ph.D., Neuropsychiatry and Behavioral Science, 2018-2021 (Clinical)

Alexa Gandy, Ph.D., Pathology, Microbiology, and Immunology, 2018-2021 (Clinical)

Ana Pocivavsek, Ph.D., Pharmacology, Physiology, and Neuroscience, 2019-2022 (Tenure-Track)

Taixing Cui, Ph.D., Cell Biology and Anatomy, 2019-2022 (Tenure-Track)

Helmut Albrecht, M.D., Internal Medicine, 2020-2023 (Tenure-Track)

Mohamad Azhar, Ph.D., Cell Biology and Anatomy, 2020-2023 (Tenure-Track)

Kandy Velazquez, Ph.D., Pathology, Microbiology, and Immunology, 2020-2023 (Tenure-Track)

Sherri Taylor, M.D., Obstetrics and Gynecology, 2020-2023 (Clinical)

APPENDIX 1

SOM 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 SOM committees is not only encouraged, but necessary for the SOM 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
- Relative of student

Admissions Committees

- Current or former close personal relationship with applicant
- Current professor of applicant
- Relative of applicant

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