



UNIVERSITY OF
SOUTH CAROLINA
School of Medicine

COMMITTEE MEMBERSHIP

2018-2019

1 July 2018

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University of South Carolina
School of Medicine

**Committee Membership
2018-2019**

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:
Ericka Blanck, Cell Biology and Anatomy, 2016-2019
Shekhar Patel, Cell Biology and Anatomy, 2018-2019

2 elected clinical faculty members:

Matthew Lee, Pediatrics, 2016-2019

Kaustubh Joshi, Neuropsychiatry and Behavioral Science, 2018-2021

2 faculty members elected at large:

Trey Brown, Pediatrics, 2016-2019 (Chair)

James Gambrell, Pediatrics, 2017-2020

2 faculty members appointed by the Dean:

Larry Reagan, Pharmacology, Physiology, and Neuroscience, 2016-2019

Jay Potts, Cell Biology and Anatomy, 2018-2021

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 DVAMC: Sue Haddock

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

E. J. Mayeaux, Family and Preventive Medicine

Helmut Albrecht, Internal Medicine

Souvik Sen, Neurology

Meera Narasimhan, Neuropsychiatry and Behavioral Science

Judith Burgis, Obstetrics and Gynecology

Chris Mazoue', Orthopaedic 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 who should be from basic science departments:

Erika Blanck, Cell Biology and Anatomy, 2016-2019

Jay Potts, Cell Biology and Anatomy, 2018-2021

Trey Brown, Pediatrics, 2018-2021

Associate Deans: William Anderson, Morris Blachman, Carol McMahon, Jeff Perkins, J. T. Thornhill, Frank Spinale, Bernard DeKoning (DVAMC), Mark Williams (PH), Kathy Stephens (PH)

Assistant Deans: Suzanne Bertollo, Falcia Harvey, Robert Rhinehart, Nancy Richeson, Ruth Riley, Eric Williams, Derek Payne

Director of Legal Affairs: Craig Stanley

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

Assistant Dean for Medical Student Education (Florence): William Hester

Institute Directors: Richard Hoppmann (Ultrasound Institute)

Senior Director of Development: Kim Riggi

Communications Manager: Alyssa Yancey

Associate Director for Alumni Affairs and Development: Holly Jefferson

DVAMC ACOS for Education: James McCallum

- 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: Falcia 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

Lucia Pirisi-Creek, Pathology, Microbiology, and Immunology

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 June and January and additional meetings as required

MEMBERS:

Chairs of all departments:

Wayne Carver, Cell Biology and Anatomy
E. J. Mayeaux, Family and Preventive Medicine
Helmut Albrecht, Internal Medicine
Mitzi Nagarkatti, Pathology, Microbiology, and Immunology
Souvik Sen, Neurology
Meera Narasimhan, Neuropsychiatry and Behavioral Science
Judith Burgis, Obstetrics and Gynecology (Chair)
Jack Wells, Ophthalmology
Chris Mazoue', Orthopaedic Surgery
Caughman Taylor, Pediatrics
Marlene Wilson, Pharmacology, Physiology, and Neuroscience
Tripp Bell, Radiology
Daniel Clair, Surgery

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

Erika Blanck, Cell Biology and Anatomy, 2016-2019

Jay Potts, Cell Biology and Anatomy, 2018-2021

Trey Brown, Pediatrics, 2018-2021

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/June and December/January and additional meetings as required

MEMBERS:

4 elected faculty members:

Norma Frizzell, Pharmacology, Physiology, and Neuroscience, 2016-2019

Michy Kelly, Pharmacology, Physiology, and Neuroscience, 2017-2020

Emily Lowell, Pediatrics, 2017-2020

Robert Startz, Pathology, Microbiology, and Immunology, 2017-2020

Student Promotions Committee Chair: Judy Burgis (ex officio)

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: Jim Papadea (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 faculty advisors appointed by the Dean:

Larry Reagan, Pharmacology, Physiology, and Neuroscience, 2017-2020

Jeff Holloway, Pediatrics, 2028-2021

Medical Students:

Zachary Seymour, M-II

Jason Pecorella, M-II

Alison Augsburg, M-II

Daniel Altman, M-II

Katlyn Taylor, M-II

Timothy Wilkening, M-II, Chair

Frank Rodgers, M-IV Advisor

- 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:

Sharon Weissman, Internal Medicine, 2016-2019

Julie Anderson, Pediatrics, 2016-2019

Christine Wheeler, Pathology, Microbiology, and Immunology, 2017-2020

Alex McDonald, Pharmacology, Physiology, and Neuroscience, 2018-2021

Renu Pokharna, Neurology, 2018-2021

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

Jack Barnes, M-IV

Jaya Ruffin, M-IV (alternate)

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

Assistant Dean for Clinical Curriculum and Assessment: Nancy Richeson

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

Andrew Sides, Internal Medicine, 2016-2019

3 elected faculty members:

Katie Stephenson, Pediatrics, 2016-2019

Donna Ray, Internal Medicine, 2016-2019

Karen McMullen, Library, 2016-2019

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

Sue Lessner, Cell Biology and Anatomy, 2018-2021

3 elected faculty members from clinical departments:

Emily Lowell, Pediatrics, 2016-2019

Jennifer Hucks, Pediatrics, 2017-2020

Rita Dixon, PA Program, 2018-2021

1 representative appointed by the Dean:

Chris Turley, Pediatrics, 2018-2021

2 SOM alumni/ae appointed by the Dean:

Victoria Vincent, Genetic Counseling, 2016-2019

Antoinette Williams, Internal Medicine, 2017-2020

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

Kris Ford, Pharmacology, Physiology, and Neuroscience, 2016-2019
Kim Riggi, Development, 2017-2020

Medical Students:

Michaela Myers, M-II
Courtney VanderMeersch, M-II
Marie Plante, M-II

Graduate Student:

Kaitlyn Pilarzyk

SOM Liaison Officer serve as ex officio, non-voting members: Lucia Pirisi-Creek, Pathology, Microbiology, and Immunology

- 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

Udai Singh, Pathology, Microbiology, and Immunology, 2016-2019
Britt Wilson, Pharmacology, Physiology, and Neuroscience, 2016-2019
Bob Price, Cell Biology and Anatomy, 2017-2020 (Chair)

Faculty members appointed by the Department Chair

Erika Blanck, Cell Biology and Anatomy, 2017-2020
Claudia Grillo, Pharmacology, Physiology, and Neuroscience, 2017-2020
Carol McMahon, Pathology, Microbiology, and Immunology, 2018-2021

- 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 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) from each clinical department

Kaustubh Joshi, Neuropsychiatry and Behavioral Science, 2016-2019

Sharon, Weissman, Internal Medicine, 2016-2019

Swamy Venkatesh, Neurology, 2016-2019

David Rotholz, Pediatrics, 2016-2019

Janice Edwards, Obstetrics and Gynecology, 2018-2021

James Nottingham, Surgery, 2018-2021 (Chair)

Chuck Carter, Family and Preventive Medicine, 2018-2021

Frank Voss, Orthopaedic Surgery, 2018-2021

- 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.

MEMBERS:

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

Daniel Clair, Surgery, 2016-2019

Susan Lamb, Pediatrics, 2017-2020

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

Mohamad Azhar, Cell Biology and Anatomy, 2017-2020

Director of Legal Affairs: Craig Stanley

Assistant Dean for Executive Affairs: Ruth Riley

Associate Dean for Clinical Affairs/Chief Medical Officer: Bill Anderson

Associate Dean for Continuous Professional Development and Strategic Affairs: Moss Blachman

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 12 faculty members elected at large:

Robin Welsh, Pediatrics, 2017-2020

Jack Goldsmith, Cell Biology and Anatomy, 2017-2020

Anna Kathryn Burch, Pediatrics, 2017-2020

Khalid Alkimawi, Internal Medicine, 2018-2021

Mohit Datta, Neurosurgery, 2018-2021

Hugh Willcox, Surgery, 2018-2021

Up to 12 faculty members appointed by the Dean after consultation with the FRC:

Luther Williams, Retired Faculty Member, 2016-2019

Marty Evaldi, Florence Campus, 2016-2019

James McCallum, Dorn VA Medical Center, 2017-2020

Roy Mathew, Dorn VA Medical Center, 2017-2020

Eric Williams, Student Services, 2018-2021

Roy Wilson, Neuropsychiatry and Behavioral Science, 2018-2021

Medical Students:

Elizabeth McDougal (M-II)

Nisha Patel (M-II)

Rachel Parker (M-IV) (Florence)

Ibrahim Askar (M-IV)

Neelam Mulji (M-IV)

Collin Homer-Bouthiette (M-IV)

Rebekah Ward (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
Carole Oskeritzian, Pathology, Microbiology, and Immunology, 2016-2019
Andrew Sides, Internal Medicine, 2016-2019
James Cook, Obstetrics and Gynecology, 2016-2019
Brian Keisler, Family and Preventive Medicine 2016-2019
Anil Yallapragada, Neurology, 2016-2019
Phillip Prest, Surgery, 2016-2019
Guillaume Dumont, Orthopaedic Surgery, 2016-2019
Sompong Kraikit, Florence Campus, 2016-2019
Gregg Talente, Internal Medicine, 2017-2020
Britt Wilson, Pharmacology, Physiology, and Neuroscience, 2017-2020
Jim Fadel, Pharmacology, Physiology, and Neuroscience, 2017-2020 (Chair)
Holly LaVoie, Cell Biology and Anatomy, 2017-2020
Joseph Markowitz, Neuropsychiatry and Behavioral Science, 1 July 2018-31 March 2019; Pete Loper, 1 April 2019-30 June 2021)
Ioulia Chatzistamou, Pathology, Microbiology, and Immunology, 2018-2021
Dan Brown, Pediatrics, 2018-2021

Medical Students:

Baker Mills, M-II
Allie Augsburg, M-II
Abbye Clark, M-IV
Ahad Abid, M-IV
John Shillinglaw, M-IV (Florence)

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: Nancy Richeson (non voting)

Assistant Dean for Medical Student Education (Florence): William Hester (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

staffed by Administrative Assistant, Office of Curricular Affairs and Media Resources:
Tish Green

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
Traci Testerman
Holly LaVoie
Carole Oskeritzian
Gregg Talente
Britt Wilson (Chair)

Medical Students:

Baker Mills, M-II
Abbey Clark, M-IV

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
Joseph Markowitz (through April 2019)
Peter Loper (beginning May 2019)
Renu Pokharna
Brian Keisler
Anil Yallapragada
Guillaume Dumont
James Cook (Chair)
Andrew Sides
Renee Connolly
Sompong Kraikit

Medical Students:

Ahad Abid, M-IV
John Shillinglaw, M-IV (Florence)

Assistant Dean for Clinical Curriculum and Assessment: Nancy Richeson (ex officio)

Assistant Dean for Medical Education (Florence): William Hester (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:
Course Directors (ex officio)
Donna Ray (Chair)

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

- 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:

Britt Wilson, Chair, MI/MII Subcommittee

James Cook, Chair, III/IV Subcommittee

Donna Ray, Chair, Interdisciplinary/Interdepartmental Integration Subcommittee

Mary Foertsch, Chair, Core Student Assessment Subcommittee (Chair)

Renee Connolly, Director of Educational Development USC PH

Medical Student:

Allie Augsburg, M-II

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

Assistant Dean for Clinical Curriculum and Assessment: Nancy Richeson (ex officio)

Assistant Dean for Medical Student Education-Florence: William Hester (ex officio)

Program Coordinator: Michael Tucker (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 Director of Program Assessment.

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

Traci Testerman, 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 Biomedical Science 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

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 Biomedical Science 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, Director, University Affiliated Programs, Pediatrics

Emily Jordon, Obstetrics and Gynecology

Victoria Vincent, 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:

Interim Director: Therin Hill (Chair)

4 appointed faculty members:

Rita Dixon, PA Program

Therin Hill, 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:

David Mott, Pharmacology, Physiology, and Neuroscience, 2016-2019

Daping Fan, Cell Biology and Anatomy, 2018-2021

Narendra Singh, Pathology, Microbiology, and Immunology, 2018-2021

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:

James Stallworth, Pediatrics, 2016-2019 (Chair)

Traci Testerman, Pathology, Microbiology, and Immunology, 2016-2019

Caroline DiBattisto, Pediatrics, 2017-2020

Swamy Venkatesh, Neurology, 2017-2020

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

Kaustubh Joshi, Neuropsychiatry and Behavioral Science, 2016-2019

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:

Christine Wheeler, Pathology, Microbiology, and Immunology, 2016-2019

Ioulia Chatzistamou, Pathology, Microbiology, and Immunology, 2017-2020

Swapam Ray, Pathology, Microbiology, and Immunology, 2017-2020
Marjorie Cloninger, Pediatrics, 2018-2021
Mark Humphrey, Family and Preventive Medicine, 2018-2021

Medical Students:

Jennifer Joseph, M-IV
Michael Patetta, M-IV
Dani Russell, M-IV (Florence)

Consultants:

Bank of America Representative: Pam Carroll

Douglas Scholarship representative: Claude Smith

Cantey Scholarship representative: William Cantey

Chief Business Officer and Senior Director of Budget, Finance, Facilities, and Research Administration: Jeff Perkins

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:

Norma Frizzell, Pharmacology, Physiology, and Neuroscience, 2016-2019
Roz McConnaughy, Library, 2016-2019
Tan Platt, Family and Preventive Medicine, 2016-2019
Anna Mrelashvili, Pediatrics, 2017-2020
Emily Lowell, Pediatrics, 2018-2021

Medical Students:

MariClare Martin, M-II
Justin Hutchinson, M-II
Sally Allen, M-IV

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

Olabisi Badmus, Family and Preventive Medicine 2016-2019

Karen McMullen, Library, 2018-2021

1 appointed faculty member

Eileen Walsh, Pediatrics, 2016-2019

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

Ann Faulks, Pediatrics, 2016-2019

Robin Todd, PA Program, 2017-2020

Nicki Holt, Pathology, Microbiology, and Immunology, 2017-2020

Medical Students:

Chris Birdsey, M-II

Justin Sindoni, M-II

Sarah Christenberry, M-IV (Florence)

Bonnie White, M-IV

Graduate Student:

Austin Worden

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:

Olabisi Badmus, Family and Preventive Medicine, 2016-2019

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

Shekhar Patel, Cell Biology and Anatomy, 2016-2019

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:

Brittany Thomas, M-IV
Louis Mercado, M-II
Amber Bartelle, M-II

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

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:

James Catroppo, Pathology, Microbiology, and Immunology, 2016-2019
Jason Hawn, Pediatrics, 2016-2019
David Rotholz, Pediatrics, 2016-2019
Mohamad Azhar, Cell Biology and Anatomy, 2017-2020
Renu Pokharna, Neurology, 2017-2020
Udai Singh, Pathology, Microbiology, and Immunology, 2017-2020
Paul Bornemann, Family and Preventive Medicine, 2018-2021

Medical Students:

Victoria Sullivan, M-IV
Taylor Masters, M-IV

Graduate Student:

Nicholas Maxwell

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:

Mary Foertsch, Medical Education and Academic Affairs, 2017-2020

EJ Mayeaux, Family and Preventive Medicine, 2017-2020

Scott Strayer, Family and Preventive Medicine, 2017-2020

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

Pavel Ortinski, Pharmacology, Physiology, and Neuroscience, 2018-2021

Medical Students:

Amber Armstrong, M-II

Myers Heritage, M-II

Richard Bidwell, M-II

Assistant Dean for Preclinical Curriculum: Falcia Harvey

Assistant Dean for Clinical Curriculum and Assessment: Nancy Richeson

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 Faculty Senate of the USC.

CHAIR: None

TERM OF OFFICE: 3-year, staggered terms

MEETING FREQUENCY: Monthly

MEMBERS:

Susan Wood, Ph.D., Pharmacology, Physiology, and Neuroscience, 2016-2019

Carole Oskeritzian, Ph.D., Pathology, Microbiology, and Immunology, 2017-2020

Lucia Pirisi-Creek, M.D., Pathology, Microbiology, and Immunology, 2017-2020
Jay Potts, Ph.D., Cell Biology and Anatomy, 2017-2020
Traci Testerman, Ph.D., Pathology, Microbiology, and Immunology, 2017-2020
Robert Dawson, Ph.D., Neuropsychiatry and Behavioral Science, 2018-2021
Alexa Gandy, Ph.D., Pathology, Microbiology, and Immunology, 2018-2021
Ali Rizvi, M.D., Internal Medicine, 2018-2021

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