



Meeting Name:	Executive Committee Meeting		Leader:	Gerald Harmon
Meeting Date:	October 1, 2024		Meeting Time:	4:00-4:45 p.m.
Location:	Microsoft Teams Meeting and Humphries Board Room		Next Meeting Date:	November 5, 2024
Attendees	IN-PERON Bobby Miller Bryan Winters Carla Harkness Craig Stanley Chuck Carter Derek Payne Donna Ray Eric Williams Erika Blanck Falicia Harvey Fiona Hollis Gerald Harmon Jeff Perkins J.T. Thornhill Leo Bonilha Marlene Wilson Norma Frizzell Paul Toriello Predrag Krajacic Robert Rhinehart Roz McConaughy Sandra Kelly	VIRTUAL Alan Sechtin Amy Hildreth Berry Campbell Brian Keisler Chris Mazoue' Caughman Taylor Clinton Webb Ed Behling Edie Goldsmith Emily Miles Holly Jefferson Jamee Steen Lindsie Cone Matt Orr Mitzi Nagarkatti Sharon Weissman Souvik Sen Trae Capers Whitney Williams	ABSENT James Cook James McCallum Meera Narasimhan Michael Ryan Susan Herndon Trey Brown Tripp Bell	Other Attendees Scribe: Lori Anna Davis
Call to Order	Harmon	The meeting was called to order at 4:00 p.m. by Dr. Gerald Harmon.		
Approval of Minutes	Harmon	Meeting minutes from September 3, 2024, were approved as written.		
CQI Task Force Guidelines Review	Capers & Miller	Dr. Trae Capers and Dr. Bobby Miller reviewed the USC SOMC LCME CQI Task Force Guideline handout to all attendees.		



Faculty Handbook Revisions (VOTING ITEM)	Thornhill	Dr. J.T. Thornhill shared information to all regarding the Faculty Handbook – Committees and requested all attending in-person and virtually to vote on updating the language proposed as listed regarding voting privileges/quorum/chair election. Jeff Perkins motioned for a vote, and it was unanimously approved.
Organizational Chart Review	Thornhill	Dr. Thornhill reviewed the provided SOMC organizational chart which listed administrators who directly report to the Interim Dean. Additional departmental organizational charts have been requested as well as succession plan requests were mentioned.
Operational Finance and Administration Report	Payne	Derek Payne noted SOMC HR will hold a benefits fair on October 7 th .
Academic Affairs	Thornhill	No additional report.
Undergraduate Medical Education	Krajacic	Dr. Krajacic shared information regarding SCOPE Survey which will be due by Monday, November 11.
Student Affairs	Williams	Despite Hurricane Helene, Student Affairs held a virtual Family and Friends session on Friday, September 27. The White Coat Ceremony for this year will be deferred to 2025.
Graduate Medical Education	Carter	All residency and fellowship programs have submitted their annual updates requesting ongoing accreditation to their respective ACGME review committees.
Continuous Professional Development and Strategic Affairs	Orr	No report.



Research and Graduate Education	Toriello	Dr. Paul Toriello announced Genetic Counseling 2 nd Year Students attended a conference in New Orleans and a PA alumnus, Logan Seitzer, Class of 2021 passed away.
Faculty Senate	Hollis	Dr. Fiona Hollis shared meeting minutes from the General Faculty Meeting on September 4 and Faculty Senate Meeting notes from September 11, 2024. Next Faculty Senate meeting Wednesday, October 9, 2024.
Staff Senate	Williams	Whitney Williams announced flu shot clinic and wellness fair will be held at the SOMC on Monday, October 7. An additional flu shot clinic will occur on Wednesday, October 23. Open enrollment will take place October 1-31, 2024.
Interim Dean	Harmon	Dr. Harmon shared HSC, LCME and DCI Updates. Mock Site Visit will occur November 18-19, 2024. The estimated timeframe for opening BHC is 2026. Handouts were provided by Dr. Harmon sharing AHEC Medical Education 2023 Reports, which are also available online.
Open Discussion		Mr. Bryan Winters shared naming rights for BHC and HSC have been approved and are available. Mrs. Holly Jefferson mentioned the Dean Awards Dinner will take place on Thursday, October 17.
Adjournment		The meeting was adjourned at 4:44 p.m