This report summarizes the major activities, decisions and responsibilities of the Committee on Student Admissions (CSA) for the academic year 2012-2013.

The primary responsibility of the CSA for the year was the evaluation of applications for the CVM Class of 2017 and selection of the class members who will matriculate in fall 2013. A profile of the admitted CVM Class of 2017 is included. The CSA also reviewed files for Veterinary Scholars and Production Medicine Scholars, who will for the most part matriculate in fall 2014 and 2013 respectively. No files for Post Doc applicants were reviewed and none will matriculate in fall 2013.

Some changes were made in the supplemental application to better obtain an applicant’s information and explanation of the non-academic attributes (socio-economic hardship, agricultural background, research skills, breadth and depth of veterinary and animal experience and diverse background) reflecting uniqueness, diversity, and those exemplifying prodigious or unique effort in specific areas. At the end of each category, the following question was added: **How did these circumstances or experiences impact you, affect your education, and how will they make you a better veterinarian.** The rubric that was introduced in June 11, 2009 has been revised and now includes additional examples pertaining to the socio-economic hardships, veterinary and/or animal experience and significant diversity categories. The added examples were approved by the committee during the CSA retreat in May of 2012, and were used to aide in evaluating the applicants’ files.

As per our request, in the summer of 2012, Dr. John Kaneene and RoseAnn Miller worked on the development of new metrics for prediction of first year GPA of veterinary students in MSUCVM. Data
from 323 students from three incoming class cohorts (2013, 2014 & 2015) were used to develop a
multivariable regression model for predicting first year GPA scores of veterinary student. The new
metrics resulted in a new SIS or Scholastic Indicator Score which includes the following variables: GPA
from previous three semesters, GPA from science classes, GRE Verbal Reasoning, GRE Quantitative
Reasoning and Student has a college degree (yes/no). The new SIS score was found to be more highly
correlated with first year GPA of veterinary students. In conclusion, the new score can provide a better
prediction of first year GPA, but other factors outside GPA and GRE scores can and will influence student
performance. The new model that generated the new SIS score will be reviewed and re-assessed yearly
or by-annually to validate and improve its performance.

A minimum acceptable SIS was established as 750/1000. Applicants not meeting these minimum
standards were sent a letter of denial in mid December. Applicants with SIS 750-899 (780-929 for non-
Michigan applicants) were reviewed by two faculty members of the CSA and ranked by revalued SIS.
Applicants with an SIS of 900 (930 for non-Michigan applicants) or greater were considered exceptional,
but were still reviewed for consistency of information and/or egregious behavior.

There were 879 applicants in the 2012- 2013 cycle – 210 Michigan residents and 669 non-Michigan
residents. All applicants received a Supplemental Application, 806 applicants paid the $50 fee for their
supplemental application and 805 completed their supplemental application.
84 offers were made to high-SIS candidates, 25 to Michigan residents and 59 to non-Michigan residents.
Of these, 23 Michigan residents accepted the offer and 5 non-Michigan residents accepted the offer.

The CSA completed file reviews for 576 applicants. These included 12 veterinary scholar applicants and
13 production medicine scholar applicants. The CSA was organized into five teams of two members
each to review files; the composition of each team changed every 2-4 weeks. Dr. Norma Baptista and
Ms. Donna Grooms also reviewed all files for egregious behaviors and consistency of SIS revaluation
according to the rubric. Files were reviewed against a set list of attributes. The SIS score remained
unchanged or was a) partially or b) fully revalued based upon the agreed non-academic attributes
desired to provide uniqueness and diversity. All discrepancies were discussed and resolved by CSA
members prior to or at the bi-weekly meetings.

After file review, applicants were ranked by their revalued SIS. Offers were made to a total of 101 mid-
SIS applicants (44 Michigan offers and 57 non-Michigan offers). 125 applicants were placed on the
alternate list (25 Michigan alternates and 100 non-Michigan alternates).

Of the 44 Michigan mid-SIS offers made, 42 were accepted. Of the 57 non-Michigan mid-SIS offers
made, 9 were accepted. To date, 59 calls have been made to non-Michigan alternates and 21 have
accepted the offer (1 has been granted a deferment). 31 non-Michigan alternates withdrew from MSU
CVM between April 15th and April 29th. No calls have been made to Michigan alternates.

The Class of 2017 cohort consists of 116 students of which 6 are Veterinary Scholars, 7 are Production
Medicine Scholars, 28 are high-SIS regular applicants, 1 is a high-SIS deferment, 51 are mid-SIS regular
applicants, and 21 are mid-SIS alternates. There are also 2 students from previous years who will join
the class of 2017. There are 79 Michigan and 37 non-Michigan residents.

This year’s SIS range for the admitted class is 784-975.
**Production Medicine Scholars Admissions Pathway option**
This year 13 students applied for admissions through this pathway. After file review, 7 applicants were selected, 6 will matriculate this fall and 1 will matriculate fall 2014. Four applicants rolled over into the regular process and 3 were selected for the Class of 2017.

**Scholars Admission Option**
Twelve students applied for admission through this pathway. After file review, 9 applicants were invited to join the CVM class of 2017. Three of the 12 applicants rolled over into the regular process and two were selected for the Class of 2017.

**Deferments (Update after CSA retreat)**
One deferment was denied because of no extenuating circumstances another deferment request was granted to complete a master’s degree.

**Accomplishments**

1. A total of 576 files were reviewed by the CSA
2. Same as in the previous year, at the conclusion of each CSA meeting admissions offers were sent to applicants.
3. A series of six Welcome Days were held for selected students between February and April. 95 candidates attended and 81 of these accepted the offer of admissions. An additional Welcome Day was offered in June to accommodate three admitted candidates who couldn’t attend the previous events and fourteen others from the Alternate List. All of these students accepted the offer of admissions. Therefore, the total number of students who attended Welcome Days was 112 and 98 of them accepted the admissions offer by June 14, 2013. The day included presentations by faculty, visit to a class or anatomy lab in progress, financial aid presentation, scholarships presentation, tours of the college, VTH and the DCPAH. The day included presentations from MSU Housing, MSU Medical Insurance & the MSU Physicians Office and the MSU Federal Credit Union. The Admissions Staff also answered individual questions concerning pre-requisite deficiencies.
4. As of April 16\textsuperscript{th}, 82\% of the class was full.
5. As of June 19, there were 115 confirmed students in the Class of 2017.
6. Each of twelve students with the highest SIS scores in the Class of 2017 received Scholarship awards as follows:
   - Two Michigan and three non-Michigan candidates were awarded the Hutton Scholarship.
   - Three Michigan and one non-Michigan candidates were awarded the Cunkelman Scholarship.
   - Two Michigan candidates were awarded the Bonnie Wilkinson Scholarship.
   - One non-Michigan candidate was awarded the Jean Bidwell Scholarship.
The awards listed above have in part contributed to retain these students for the Class of 2017.
7. The Class of 2017 Facebook Page was set up in March.
8. The 2017 Welcome Page with all information and updates in preparation to the new class orientation was available in June.
9. A preliminary list of students in the Class of 2017 was sent to the Office of Academic Programs on June 11. The final list of all students in the class was sent on July 8.
10. The Class Profile was finalized and posted on the admissions web page in July 8.
11. All students in the class of 2017 had their MSU email account set up by June 11.
12. All students in the class had their CVM email account set up by July 3.
Committee Members for the reporting period included Drs. B. Olivier, Steve Bolin, J Fyfe, N. Kaminski, L. Sordillo, C. Yang, and D Grooms. Ms Alexa Buckley served as the CVM student representative.

The council met approximately monthly throughout the year. Dean Brown updated the council on College and University matters as deemed appropriate including updates on searches for new faculty positions and department chairs, and the search process for the provost position. As part of those discussions, Dean Brown re-iterated the new emphasis on research productivity, while simultaneously acknowledging that the funding sources often used by CVM faculty are not given full consideration when the University assesses research productivity. Strategies for CVM to meet these demands were discussed including an emphasis on high levels of research productivity for future faculty hires.

The need to conduct 5-year reviews of unit administrators was discussed in November of 2012 at the request of several faculty members. Dr. Brown deferred this to the relevant units for further action.

The CAC requested updates on the plan to develop a College-wide graduate program patterned from the CMIB program. Updates were requested by CAC members at each meeting beginning in November of 2012.

The annual fall meeting was held in December of 2012. The CAC invited then Provost Wilcox to attend this meeting to discuss the impact of emerging MSU trends on the College. Other business at the fall meeting included two approved revisions to the College Bylaws relating to the composition of the curriculum committee, and to the responsibilities of the shared department chairs in appointing the related representatives to the standing committees of the College.

The CAC endorsed (approved) the DVM Academic Program Review with only minor suggested edits.

Respectfully submitted,

N. Bari Olivier
CAC Chair
The purpose of the Committee on Graduate Study and Research (CGSR) is to advise the dean on matters pertaining to graduate education and research, and also to review research proposals for intramural funding. With regard to the latter activity, the CGSR evaluated proposals submitted for funding through the CVM Endowed Research Fund.

The CGSR continued to offer two grant cycles per year. For the 12/1/12–11/30/13 grant cycle, 10 project grant proposals were submitted, of which 6 were approved for funding. For the 5/1/13–4/30/14 grant cycle, 7 project grant proposals and 1 equipment grant proposal were submitted; 3 project and 1 equipment proposal were approved for funding.

From nominations submitted by CVM faculty, the CGSR selected the recipients of the 2013 Pfizer Animal Health Award for Research Excellence and the 2013 CVM Veterinary Student Research Award. The student award and the faculty award will be presented at the 2013 Phi Zeta Research Day award ceremony.
Evaluation of the professional veterinary medicine curriculum
In 2012-2013, the college committee on curriculum (the CCC) discussed and reviewed courses, including selectives, from the 2012 Spring and Fall semesters. Additionally, the CCC implemented new procedures to review the clinical clerkship portion of the curriculum for the academic year 2011-2012. A summary evaluation for each course was generated and distributed to the course moderator, department chair, and Associate Dean for Academic Programs and Student Affairs. The moderator was asked to distribute this evaluation to all the course instructors.

There has been a poor return of the requested “end of course” reports from moderators which has negatively affected the CCC’s ability to evaluate the curriculum. In response, the CCC educated and informed the moderators of the importance of the reports, gathered critical feedback from chairs and moderators about the process and as a result increased the details included in the formal CCC feedback. This is a cyclic problem; lacking an informative “end of course report”, the CCC has limited information to base the course evaluation.

This is the third year the committee performed the current pre-clinical curricular review process, and thus, we were able to compare the current year reviews to the prior years and monitor continual, timely refinements.

Recommendation of changes in curriculum and practices related to professional education
Based on the results of the 2009-2012 curricular review, the CCC worked with the moderator of VM 514 Comparative Lifestage Nutrition to modify the instruction modules and class format. The CCC reviewed and approved (1) the creation of a Pharmacology and Toxicology online master’s program (2) changes to VM 611 Veterinary Externship, VM 511 Clinical Competencies I, LCS 560 Clinical Competencies II, SCS 561 Clinical Competencies III, SCS 625 Small Animal General Medicine Clerkship, VM 561 Private Practice Ownership.

Consideration of recommendations from faculty or other committees that relate to curriculum
The CCC is considering how to assist in requests to change VM 541 Veterinary Career Practice Management and to VM 553 Theriogenology and Urinary Diseases.

Finally, the CCC presented a proposed change in the By-laws in regards to the composition of the CCC at the Fall faculty meeting that was approved. The increase in faculty on the CCC will hopefully improve the committee’s ability to assist in the improvement of curriculum.

4.3.1. The committee shall consist of two representatives from each clinical department (SACS, LACS, and PDI), selected by the department; one representative from one of the associated basic science departments (PHM, MMG, PSL), selected according to 4.2.1.6; one representative from the Veterinary Technology Program, selected by the program; a Dean’s Office representative; and one student from each of the four professional (DVM) classes.
4.2.1.6. It shall be the responsibility of the chairpersons of the shared departments, in consultation with the College Advisory Council, to determine their representatives for the Committees on Curriculum, Student Performance, Graduate Study and Research, Graduate Grievance Hearings, and Diversity and Affirmative Action.

Respectfully submitted,
Colleen Hegg, CCC Chair
The CVM Hearing Board organized itself on September 12, 2012. Membership is as follows:

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<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Year</th>
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<tr>
<td>Chair</td>
<td>Dan Grooms (LCS)</td>
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<td>Secretary</td>
<td>Laura Nelson (SCS)</td>
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<td>Diversity Rep</td>
<td>Dalen Agnew (PDI)</td>
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<td>Alternate Vice Chair</td>
<td>Susan Conrad (Shared Dept)</td>
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<td>Alternate Diversity Rep</td>
<td>Nate Nelson (Alternate)</td>
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<td>Alternate</td>
<td>Bo Norby (Alternate)</td>
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<td>Year 1 Student Rep</td>
<td>Edyta Bula (‘16)</td>
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<td>Year 1 Alternate</td>
<td>Alex Gentile (‘16)</td>
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<tr>
<td>Year 1 Alternate</td>
<td>Sam Spath (‘16)</td>
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<td>Year 2 Student Rep</td>
<td>Anna Heckla Merrihew (‘15)</td>
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<td>Kristen Seymour (‘15)</td>
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<tr>
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<td>Debbie Lackey (‘15)</td>
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<td>Year 3 Student Rep</td>
<td>Casandra Knudsen (‘14)</td>
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<td>Amelia Gessner (‘14)</td>
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<td>Year 4 Student Rep</td>
<td>Tina Lyngvar (‘14)</td>
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<tr>
<td>Year 4 Alternate</td>
<td>Nicole Hainer (‘13)</td>
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<tr>
<td>Year 4 Alternate</td>
<td>Jessie Hennessey (‘13)</td>
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<tr>
<td>Year 4 Alternate</td>
<td>Angela Infante (‘13)</td>
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<tr>
<td>Dean’s Representative</td>
<td>Coretta Patterson</td>
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The CVM HB reviewed no complaints and conducted no additional business during the 2012/2013 academic year.

Respectfully submitted,

Dan Grooms DVM, PhD
Chairperson
Annual Report

College of Veterinary Medicine
Committee on Promotion and Tenure

2012 - 2013

Members: Drs. Arnoczky (SCS), Bowker (PDI), Ganey (PHM), Harkema (PDI), Holcombe (LCS), Petersen-Jones (SCS), and Sordillo (LCS)

The following officers were elected: Chair Patti Ganey, Vice-chair Jack Harkema, Secretary Simon Petersen-Jones, Diversity officer Steve Arnoczky.

CVM CPT reviewed one candidate for promotion to Associate Professor with tenure, one candidate for promotion to Associate Professor in a fixed-term position without tenure, and one candidate for reappointment as Assistant Professor.

At the beginning of the year the CVM CPT revisited the document entitled “Reappointment, Promotion and Tenure in the College of Veterinary Medicine” that had been distributed to the departments in May 2012 but not put forth for approval at a college-wide faculty meeting. The committee felt the document was not ready for distribution and worked throughout the academic year to develop it. By the end of the year, that document was still in preparation.

Respectfully submitted,

Chair College of Veterinary Medicine Committee on Promotion and Tenure
Members:
Dr. James G. Wagner, Chair
Dr. Amy Koenigshof, recording secretary
Dr. Ron Erskine
Dr. John Fyfe
Dr. Kristy Mietelka
Dr. Sheba Mohankumar
Dr. Robert Roth

Meetings:
The Committee on Student Performance met four times during 2012-2013; one meeting was held to discuss academic policy changes, two meetings were end-of-semester conferences with students for potential probation or dismissal, and one meeting was held over semester break to complete end-of-semester conferences.

Academic Policy Discussions

On March 20, 2013, the committee met to discuss CVM academic policies including 1) the outcome of the recently adopted “D-rule” (number of classes earning < 2.0) that was in place for academic year 2012-13, and 2) new, member-proposed policy refinements.

1. Six first-semester students were placed on probation as a result of the new “D-rule” which triggers probation for students earning two or more grades < 2.0. These students met with the full CSP committee in December 2012 (detailed below), where two students were recommended for the extended curriculum and four students were allowed to continue with their Class. After spring semester 2013, one second-semester student was placed on probation by the new rule and was offered an extended program. All these students would have previously been required to meet individually with a CSP member but would have maintained “good academic standing” and continued with their Class.

2. The committee worked on four specific revisions to the CVM Academic Policy document and later approved the wordings in a draft document sent to CAC in June (see attached CVM Academic Policy and Guidelines for Academic Recommendations By the Committee on Student Performance). To summarize briefly, these changes included:
   • Clarification of scholarship eligibility during probation for students with overall GPA > 2.0.
   • Defining successful remediation as earning at least 76% of total points
   • Limiting the offer of extended curriculum only once to students in the CVM curriculum
   • Requiring scores of 2.0 or greater in repeated classes during an extended curriculum.

Suggested policy changes to the extended curriculum were made in light of data showing that students given more than one extended program would eventually leave the program without a degree. Changes to remediation policy were made to promote a mastery of the course material, and the allowance for scholarship awards during probation was made in consideration for students with an otherwise high performance.
End-of Semester Meetings

On December 18, 2012 the committee met with five students who received a grade of 0.0 or two or more grades < 2.0 during Fall semester.

- A clinical student earned 0.0 in SCS 695 (Emergency and Critical Care Medicine Clerkship). Underlying reasons included absenteeism, tardiness, lack of participation, poor attitude, critical knowledge gaps, and violations of hospital policies. The student cited outside distractions as underlying causes for underperformance. The committee voted unanimously that the student meet with clinical faculty to develop strategy to repeat SCS 695.
- A 5th semester student earned a 0.0 in VM55 (Neuro/Ophthal). The student cited difficulties on the first exam material and while demonstrated improvement, was unable to recover for a passing grade on the remaining two exams. This is the second probation for the student and therefore precluded the option of remediation. The committee voted unanimously that the student be offered an extended curriculum to repeat the 5th semester in Fall of 2013.
- A 5th semester student who was on medical leave for 10 days and missed 3 of 14 classes earned a 0.0 in VM549 (Applied Diagnostic Imaging). The committee voted unanimously that the student be given a remediation.
- A 5th semester student earned a 0.0 in VM544 (Hematological, Oncological and Dermatological Diseases) and <2.0 in two other courses. External family issues contributed to the student’s performance. The committee voted unanimously that the student be offered an extended curriculum to repeat the 5th semester in Fall of 2013. A plan of study was also recommended for Spring 2013.
- A first semester student earned two grades of less than 2.0 (PDI518 Comparative Veterinary Gross Anatomy I; PDI 520 Veterinary Tissue Structure and Function). This student is out-of-state and cited problems with the geographical transition and adaptation to the rigors of the professional program. The committee voted unanimously that the student be offered an extended curriculum to repeat the 1st semester in Fall of 2013.

On January 2, 2013 (not a typo), the committee met with five students who received two or more grades < 2.0 during Fall semester.

- A first semester student earned a 1.5 in PDI 520 (Veterinary Tissue Structure and Function) and 1.5 in MMG559 (Veterinary Microbiology and Immunology). The student worked 25h/week, missed classes and relied on Camtasia. Student stopped working prior to final exams with higher scores but not sufficient to pass. The committee discussed study and exam-taking strategies and voted unanimously to allow the student to continue with her class.
- A first semester student earned a 1.5 in PDI 520 (Veterinary Tissue Structure and Function) and 1.0 in MMG559 (Veterinary Microbiology and Immunology). Student cited the difference in difficulty of course material compared to undergrad, and potential issues with test anxiety. The student took advantage of tutors and spoke with instructors. The committee recommended for her to take advantage of CVM counseling and learning resources voted unanimously to allow the student to continue with her class.
- A first semester student earned a 1.0 in PDI 520 (Veterinary Tissue Structure and Function) and 1.5 in MMG559 (Veterinary Microbiology and Immunology). The student perfumed poorly on the first exams and improved considerably on subsequent examinations. The student was proactive in seeking help, using tutors and cutting back on external activities. The committee voted unanimously to allow the student to continue with their class.
- A first semester student earned a 1.0 in PDI 520 (Veterinary Tissue Structure and Function), a 1.0 in MMG559 (Veterinary Microbiology and Immunology), and a 1.5 in PDI518 (Comparative Veterinary Gross Anatomy I). The student admitted she was not fully committed to the veterinary profession until November 1, 2012, when she began to study in earnest and enjoyed
her classes the remainder of the semester. The student expressed more interest in public health, possibly MPH. The committee discussed career options and resources within CVM, and voted unanimously that the student be offered an extended curriculum.

- A first semester student earned a 1.0 in PDI 520 (Veterinary Tissue Structure and Function) and 1.5 in MMG559 (Veterinary Microbiology and Immunology). The student cited her wedding during the semester and the difficulty of the veterinary professional curriculum as contributors to her poor performance. The student actively sought help from instructors and other CVM resources, and showed improvement late in the semester. The committee voted unanimously to allow the student to continue with their class.

On May 7, 2013 the committee met with six students who received a grade of 0.0 during Spring semester or who received two or more grades < 2.0.

- A 4th semester student earned a 0.0 in VM 546 (Musculoskeletal Diseases) and a 1.0 in MMG 556 (Microbiology: Viruses). The student cited difficulty with memorization and anxiety issues which she has addressed. The student had adopted new study and test-taking strategies over the last year with mixed success. The committee voted unanimously to offer an extended curriculum which would require repeating 3 classes in Fall 2013.

- A 4th semester student earned a 0.0 in VM543 (Cardiovascular Diseases) and a 1.0 in VM 546 (Musculoskeletal). The student described poor study habits, significant involvement in CVM club activities, the termination not a relationship, and excessive time on Facebook and contributing factors to her poor performance. After Spring semester, the student has accumulated 12 grades < 2.0 during their CVM career. The student has deactivated their Facebook account and is improving study habits and coping strategies with CVM resources. The committee voted 5-2 to offer the student an extended curriculum, with two members advocating dismissal from the program.

- A 4th semester student earned a 0.0 in VM 546 (Musculoskeletal), a 0.0 in VM543 (Cardiovascular Diseases) and <2.0 in two other classes. The student did not offer specific reasons for her performance other than being nervous once she fell behind. The student did not approach instructors for help after the first exam or taken advantage of tutoring services. Attempts to adjust study habits or exam strategies have not helped. The committee voted unanimously to offer an extended curriculum.

- Two second semester students earned a 0.0 in VM548 (Principals of Diagnostic Imaging) and the committee unanimously voted to allow for both students to remediate.

- A second semester student earned a 0.0 in PSL 513 (Animal Physiology for Veterinarians), 1.5 in VM548 (Principals of Diagnostic Imaging), and 1.5 in MMG571 (Veterinary Pathogenic Microbiology: Parasites). Cited anxiety, ineffective study habits as contributing to her performance. This is the second consecutive probation for the student. The committee discussed study and exam-taking strategies and voted unanimously to offer the student an extended curriculum.

- Already in an extended program, a second semester student earned a 1.0 in MMG571 (Veterinary Pathogenic Microbiology: Parasites) and 1.0 in VM 548 (Diagnostic Imaging). Grades of 2.0 were also earned in PDI519 (Comparative Veterinary Gross Anatomy II) and in PSL 513 (Animal Physiology for Veterinarians). The student cited significant issues with test anxiety and working on adaptive strategies. The committee discussed coping strategies and voted unanimously to offer an extended curriculum.

**Other Activities**

At the beginning of each semester, individual committee members also met one-on-one with students who received less than a 2.0 in any class the previous semester. The goal of these meetings was to
identify and intervene early to rectify academic difficulties. Each committee members met with three to five students each semester. Records of these meetings are filed with the Associate Dean.

Respectfully submitted,

James G. Wagner, Chair, CSP
2012-2013
Ad Hoc Information Technology Advisory Committee Report, 2012 – 2013

Membership:
In 2012, Dr. Jim Lloyd joined the advisory committee to represent the Dean’s office and also to provide guidance to the committee. Other changes to the committee included:
- Iduruwe Fernando the IT Services Research Support representative retired from the committee and was replaced by Cynthia Ghering
- Student representative Chris Thibault retired and was replaced by Laura Novkov.
- Dr. John Patterson retired from the committee. It was determined that teaching was well represented by other current members of the committee so the position was not replaced.
- Dr. Jim Lloyd retired from the committee when he separated from MSU in June 2013. He was replaced by Laureen Thornhill.
- Dr. Ann Rashmir stepped down as chair of the committee in June 2013. David Korcal replaced her as committee chair.

Current membership
- David Korcal (Chair)
- Ann Rashmir
- Bari Olivier
- James Wagner
- Laura Novkov (Student Rep.)
- Laureen Thornhill
- Laurie Worgul
- Mike Szkotnicki (Ex officio)
- Robert Malinowski (Ex officio)
- Cynthia Ghering

Accomplishments:
The committee provided guidance to the CVM information technology group in the following areas:
- Review of a policy for ordering new computers
- A review of low cost data storage options
- Reducing file storage communication and practice
- Letter to Class of 2017 regarding IT technology needs
- Request for IT project submission including request form

In addition to the above guidance, the committee has begun work on a CVM Information Technology (IT) User Guide that will aid CVM employees and students in their every day interaction with the college IT group. The plan is to make this guide available to the end users via the web. A deadline of December 2013 has been set for the release of the document. The committee has also recently discussed the format of an upcoming employee satisfaction survey which will be conducted in late 2013 or early 2014. With the reorganization of the IT department, this survey will provide good baseline information regarding customer satisfaction.
Committee Charge:
With the help of Dr. Jim Lloyd, the IT advisory committee reevaluated its charge and it was determined that given the current reorganization of the information technology department, the committee could best serve the college. With the support of the Dean, the IT advisory committee will continue under this revised charge.

Aid College of Veterinary Medicine Information Technology groups in the development and communication of policy and procedures impacting the end users. In addition provide communication back to the Information Technology groups from the end user regarding needs, concerns and satisfaction.
Task Force Membership

- Representing PDI
  - Jennifer Thomas
  - Ioana Sonea
- Representing SCS
  - Amy Koenigshof (replaced Cheri Johnson acting VTH Director)
  - Ed Rosser
- Representing LCS
  - Ann Rashmir
  - Sue Holcombe (replaced Michelle Kopcha who retired)
- Representing the CVM Committee on Curriculum
  - Nathan Nelson
- Representing CVM Dean’s Office
  - Moses Fettets
  - Coretta Patterson
  - James Lloyd

Summary of the Year’s Activity

- Clinical phase – Continued refining of task list and recording methods.
- Reminders sent out as directed by Moses Fettets when tasks begin to drop off. Both faculty and students receive reminders from Associate Dean as needed
- Preclinical phase
  - Finalized task list
  - Competencies were completed as target by all preclinical classes
- Completion of task list approved as graduation requirement by faculty vote in May 2011
  - Effective for Class of 2015
- Continued adoption of tasks as individual course/clerkship requirements
- Completion of preclinical task list approved as requirement for matriculation to clinics by faculty vote in March 2012.
  - Effective for Class of 2016
- Shared information about our system and its construction at St George’s University Fall meeting
- Developed elective lists for large animal (equine emergency) and diagnostic imaging

Plans for Upcoming Year

- Continue fine-tuning task lists and recording processes
- Begin to consider inclusion of elective procedures
- Expand reporting capabilities
  - Administrative
  - Task portfolios for students
For more than 30 years, the CVM Library played a vital role within our college. It served the clinical, educational and research needs of over 600 members of the college in accordance with MSU’s land grant mission. As a result of a 2010 self-study examining resources, space, attendance and the needs of students and faculty, a decision was made to close the CVM branch of the MSU Library but retain the space as a quiet study area and reading room.

The Library Committee includes our librarian, Sheila Bryant, MLIS, AHIP, and faculty representatives from the clinical departments and Veterinary Technology Program: Dr. Sarah Abood, Dr. Rob Malinowski, Dr. P.S. Mohankumar, Dr. A. Mahdi Saeed, Kristi Sneed, LVT, and Dr. Patrick Venta. Student representatives from the professional student classes include: Alisha Massa (2014), Kristin Hummel (2015) and Kimberly Hunt-Lowrance (2016).

Weekly computer ‘help sessions’ are offered to CVM students by staff from the Academic Technical Support group on campus; they use space in our Reading Room to meet and troubleshoot problems that any student may be having with their laptops. This type of support relieves some of the burden historically placed on CVM’s Information Technology Center.

Sheila Bryant continues to hold limited hours on a weekly basis to address questions or provide instructional sessions. She maintains and updates a research guide with resources available to assist students studying for the NAVLE. In 2013, Sheila participated in our annual open house, Vet-A-Visit, as well as represented CVM in the exhibit hall at the Michigan Veterinary Conference to demonstrate electronic resources to conference attendees. She has also conducted a number of informal instruction sessions on library resources and services at DCPAH.

It is the goal of this committee to be pro-active in addressing ongoing needs of students, staff and faculty regarding electronic library resources, technology needs and study space needs in the CVM Reading Room. Prior to Fall 2011, the committee met once per semester and served as an interface with students, staff, and faculty and their respective needs. With the changes resulting from the formal closing of the library, the committee met monthly to discuss issues pertaining to requests for texts and journals, web-page updates and electronic library resources. Attendance at monthly meetings in the 2012-2013 academic year were sparse; therefore, the committee will go back to meeting once per semester. We recommend the continuation of this ad-hoc committee as it serves as a useful advisory committee for the college.
Michigan State University

College of Veterinary Medicine
Scholarships & Loans Annual Report 2012-13

Scholarship Committee Members
Dr. Elizabeth Ballegeer
Dr. Norma Baptista
Dr. John Caron
Ms. Kristen Flory
Dr. Dan Grooms
Ms. Joy Hannibal
Dr. Colleen Hegg
Dr. Laura McCutcheon
Dr. Jennifer Owen
Dr. Robert Sanders
Dr. Julia Stickle
Ms. Diane Young

Scholarship Administration Team
Dr. Norma Baptista, Assistant Dean of Admissions and Scholarships
Moses Fetters, Information Technology II Specialist
Diane Young, Administrative Assistant

MSU CVM Scholarships – Fall Semester 2012
• The Scholarship Committee completed 794 Application for the Fall Cycle
• 32 Scholarships were offered in the Portal for the Fall Cycle.
• 77 Students were awarded Scholarships via the portal. Few of these students received more than one award.
• Total awarded Fall = $563,758 (This amount includes Abrams, Cunkelman, Hutton, DePorre Sinkula & Westminster which were not included in the Scholarship Portal for 2011-12)

MSU CVM Scholarships – Spring Semester 2013
• The Scholarship Committee completed 486 Applications for the Spring Cycle
• 27 Scholarships were offered in the Portal for the Spring Cycle.
• 51 Students were awarded Scholarships via the portal. Few of these students received more than one award.
• Total awarded this spring = $170,380 (This amount includes AVMA PLIT and GreenStone)

MSU CVM Scholarships – Fall & Spring 2012-13
• 1,280 application reviews between fall and spring semester application cycles
• Over 57 Scholarships offered Fall & Spring (Class of ’57 offered twice both Fall & Spring)
• 88 Students were awarded Scholarships (Some students received scholarships both Fall & Spring and few received more than one award)

Total awarded for 2012-2013 academic year: $734,138
Scholarships not Included in the Portal

In-house
GreenStone Scholarship $21,000
Abrams $47,522
Total: $68,522

Non-CVM
Polish National Alliance $3,500
Pfizer, total awarded: $22,000
Total: $25,500

MSU Foundation Loans

Vine Loan
Dr. Ernest L. Vine established a trust called the Wayne A. and Sidney M. Vine Memorial Veterinary Student Loan Fund. These Funds, which are available through the MSU Foundation, are designed to assist needy DVM graduates in their transition from completing their professional education to clinical practice. The Vine Memorial Veterinary Student Loan Fund is thus available to graduating seniors.

The interest rate on this loan is 7.6% per annum. The repayment period begins no later than six (6) months following graduation, and repayment must be completed thirty-six (36) months following graduation. The minimum monthly payment is fifty (50) dollars.
Total awarded: $9,325.74

Young Loan
The Robert L. Young Loan has been established to perpetuate Thomas and Lucille Young’s interest in assisting worthy medical students in the Colleges of Human, Osteopathic, and Veterinary Medicine to realize their full academic potential. The loan amount will be determined by the fund’s board of advisors. The loan features a zero percent interest rate until payment begins three years after graduation, at which time the interest will only be three percent. The loan is available to CVM students
Total awarded: $39,817.50

Emergency Short Term Loan
The College of Veterinary Medicine has limited funds available to students duly enrolled in the professional program. Loans are limited to $2,500 and will be granted for appropriate semester expenses when using verifiable means of repayment.
$5,500 were distributed to students in 2012-13 academic year

MSU CVM Scholarship Total award = $734,138
MSU CVM Graduation Total Award = $28,550
MSUCVM Total Award = $762,688
**Class** | **Amount Awarded**  
--- | ---  
VM 2013 | $135,888.00  
VM 2014 | $201,763.00  
VM 2015 | $200,947.00  
VM 2016 | $195,540.00  
Graduation Awards | $28,550.00  
**Total:** | **$762,688.00**

MSU Loan award distributed = $49,143.24  
Emergency Short Term Loan distributed = $5,500  
**Total distributed among scholarships and loans = $817,331.24**

**Other**
- Students who receive a scholarship award are required to give a thank you card to the Office of Admissions. These cards are sent to the donors/foundation. The CVM Development Office assists with the updated donors’ address information. An electronic record of all cards is kept to be accessed by both the Scholarship Office and Office of Development.
- Dr. Baptista continues to work with the MSU Foundation to collect payment of those loans from delinquent accounts.
- 16 scholarship opportunities from various kennel clubs and other foundations were passed along to the students, up to $40,800 was available.

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