Michigan State University
College of Veterinary Medicine

2013-14 Standing / Ad Hoc Committee Annual Reports

Standing Committees
Committee on Student Admissions
Committee on Curriculum
Committee on Diversity
Committee on Graduate Study and Research
Committee on Graduate Grievance Hearings (did not convene during 2013-14)
Committee on Honor Code and MSRR Hearings
Committee on Promotion and Tenure
Committee on Student Performance

Ad Hoc Committees
Core Competencies (committee scheduled to sunset May 2014)
Information Technology
Library
Scholarships
This report summarizes the major activities, decisions and responsibilities of the Committee on Student Admissions (CSA) for the academic year 2013-2014.

The primary responsibility of the CSA for the year was the evaluation of applications for the CVM Class of 2018 and selection of the class members who will matriculate in fall 2014. A profile of the admitted CVM Class of 2018 is included. The CSA also reviewed files for Veterinary Scholars and Production Medicine Scholars, who will for the most part matriculate in fall 2015 and 2014 respectively. One file for Post Doc applicants was reviewed and was offered admissions but decided not to accept the offer due to the tuition cost for non-Michigan residents.

Minor changes were made in the supplemental application to better address and collect information related to research and other diversity or inclusion programs. The rubric that was introduced in June 11, 2009 has been revised. The attributes revised were those related to 1) Overcoming significant barriers or challenges, 2) Agricultural background and/or food system interest and 3) Exceptional veterinary and/or animal experience. The changes were approved by the committee during the CSA retreat in August 13, 2014. The new changes will be used during the file review for the 2014-15 cycle.

As per our request, Dr. John Kaneene and RoseAnn Miller re-tested the formula to calculate the Scholastic Indicator Score or SIS and its use to predict first year GPA of veterinary students in MSUCVM. Data from 436 students from three incoming class cohorts (2013, 2014, 2015 & 16) were used to develop a multivariable regression model for predicting first year GPA scores of veterinary student. The metrics included 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 current SIS score was found to continue to be more highly correlated with first year GPA of veterinary students. In conclusion, the 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 formula for the SIS will be reviewed and re-assessed yearly or by-annually to validate and improve its performance.

A minimum acceptable SIS was established as 790/1055.40. Applicants not meeting these minimum standards were sent a letter of denial in mid December. Applicants who met the standards were reviewed by two faculty members of the CSA and ranked by revalued SIS. Applicants with a SIS of 890 or greater were considered to be High SIS or exceptional, but were still reviewed for consistency of information and/or egregious behavior.

There were 916 applicants for the 2013-14 cycle. This represented a moderate increase of 37 applications when over the 2012-2013 cycle – 211 Michigan residents and 705 non-Michigan residents. All applicants received a Supplemental Application, 820 applicants completed the supplemental application and paid the supplemental application fee of $75.

141 offers were made to high-SIS candidates, 47 to Michigan residents and 94 to non-Michigan residents. Of these, 37 Michigan residents accepted the offer and 14 non-Michigan residents accepted the offer.

The CSA completed file reviews for 480 applicants. These included 9 veterinary scholar applicants and 8 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 99 mid-SIS applicants (23 Michigan offers and 76 non-Michigan offers). 60 applicants were placed on the alternate list (19 Michigan alternates and 41 non-Michigan alternates).

Of the 23 Michigan mid-SIS offers made, 23 were accepted. Of the 76 non-Michigan mid-SIS offers made, 29 were accepted. To date, no calls have been made to candidates from the alternate lists for either Michigan or non-Michigan. No deferments were granted. 25 non-Michigan alternates and 2 Michigan alternates withdrew from MSU CVM between April 15th and May 19th, 2014.

The Class of 2018 cohort consists of 113 new students of which 8 are Veterinary Scholars, 5 are Production Medicine Scholars, 48 are high-SIS regular applicants and 50 are mid-SIS regular applicants. There are 76 Michigan and 35 non-Michigan residents in the new class. There are also 2 students from previous years who will join the class of 2018.

This year’s SIS range for the admitted class is 807-1021.

**Production Medicine Scholars Admissions Pathway option**
This year 8 students applied for admissions through this pathway. One student was not academically qualified. Of the 7 students reviewed by the sub-committee, 4 were selected via the pathway.
Scholars Admission Option
This year 9 students applied for admission through this pathway. Two students were not academically qualified. Of the 7 students reviewed by the sub-committee, 6 were selected via the pathway.

Deferments (Update after CSA retreat)
There were no deferment requests.

Accomplishments

1. A total of 480 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 seven Welcome Days were held for selected students between February and July. 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 the Associate Dean of Academic Programs and Student Affairs, Assistant Deans of Admissions & Scholarships, Assistant Dean of Student Programs, college Psychologist, Center for academic Technologies, Financial Aid Office, Student Health Insurance and MSU Federal Credit Union. The candidates also had a tour of the college and the Veterinary Teaching Hospital, they visit the Anatomy Lab an observe classes in progress. The Admissions Staff also answered individual questions concerning pre-requirement deficiencies.
4. As of April 15th, the class was full.
5. As of May 27, 2014 there were 114 confirmed students in the Class of 2018.
6. Nine students with the highest SIS scores in the Class of 2018 received Scholarship awards as follows:
   - Three Michigan and one non--Michigan students were awarded the Hutton Scholarship.
   - Two Michigan and three non-Michigan Students were awarded the Cunkelman Scholarship.
   - The awards listed above have in part contributed to retain these students for the Class of 2018.
7. The new WebAdmit system was used to communicate via e-mail all updates related to any pre-requirement deficiencies and orientation. The Office of Marketing and Communications designed The 2018 Welcome Page with information in preparation to the new class orientation.

8. After discussion with the Committee on Student Admissions and the results of a data analysis comparing students' academic performance with where Eukaryotic Cell Biology was taken, the CSA voted to provide more flexibility in the Eukaryotic Cell Biology requirement. The requirement is now titled Upper-Level Biology and courses such as Histology, Immunology, Physiology as well as Eukaryotic Cell Biology will be accepted to fulfill the requirement.
CVM Committee on Curriculum
ANNUAL REPORT: July 1, 2013 – June 30, 2014

Committee members:
Bidwell, Lori (LCS), Secretary
Buckley, Alexa (CVM 2015)
Carr, Betsy (LCS; UCC rep)
Mayer, Helen (Vet Tech Program rep)
MohanKumar, P.S. (PDI), Diversity rep
Mulks, Mantra (MMG; Basic Sci depts. rep)
Nelson, Nate (SCS)
Norby, Bo (LCS)
Patterson, Jon (PDI), Chair
Pease, Tony (SCS), Vice Chair
Porter, Megan (CVM 2016)
Reinhart, Henry (CVM 2014)
Schmitt-Matzen, Emily (CVM 2017)

Spring Semester 2013 and Fall Semester 2013 required Pre-clinical and Selective courses for which an End-of-course Summary Report was submitted were reviewed by the committee, and feedback was sent to Dr. Coretta Patterson (Associate Dean for Professional Academic Programs and Student Affairs) for review and distribution to department chairs and course moderators. Courses for which the course moderator did not submit an End-of-Course Summary Report were not reviewed, as the only documents available for CCC members to review were student SIRS responses. Clerkships were not reviewed.

A slightly modified End-of-course Summary Report form, to be completed by Course Moderators, was proposed in January 2014, and approved by the CCC. One modification was a question asking the course moderator to briefly summarize the SIRS comments for the course, and to offer a response to the comments. A second modification was a streamlining of the grade summary information for the course. The new form was shared with, and approved by department chairs; they are in favor of whatever would facilitate the Curriculum Committee’s job in course review, and whatever changes might provide more effective constructive feedback to course moderators. The new form was used by some course moderators who completed their End-of-course Summary reports for Spring 2014 courses. It was proposed that having someone (not a Curriculum Committee member, but perhaps an administrative assistant or hired student) summarize the course-related SIRS comments prior to committee review would facilitate the job of the Curriculum Committee.

Discussion of the content of VM 553 (Theriogenology and Urinary Diseases) continued at 2 meetings. Over the past 1-2 years, the committee has heard criticism (mostly from students, in exit interviews, but also from a few faculty) about the potentially excessive proportion of the course content devoted to equine and small animal theriogenology. E-mail exchanges among the key instructors of surgery-related genito-urinary content in VM 553 and VM 557 (Operative Surgery) and Dr. Coretta Patterson took place in November 2013. In January and February 2014, Dr. Patterson consulted with colleagues at other colleges of veterinary medicine about lecture
and laboratory hours devoted to theriogenology and urology in their professional curricula. All schools contacted appear to devote more hours to the urinary system, and less hours to the reproductive system than MSU CVM. Dr. Patterson also gathered information about the amount of large animal theriogenology to which students might be exposed in the Practice-based Ambulatory Program, and information about VTH revenue related to reproductive diseases or issues (small animal and large animal). This information was brought before the CVM Committee on Curriculum for further discussion. Thus far, no consensus solutions or recommendations have been forthcoming. One suggestion was to cut some theriogenology lectures from VM 553, and replace them with more urinary lectures. At the same time, perhaps a new Selective course that provides interested students with more theriogenology (perhaps species-specific, or large animal vs. small animal) could be developed.

At the January 2014 meeting, the committee discussed the CVM Committee on Student Admissions’ proposal to drop Cell Biology as a prerequisite for admission to the professional veterinary program. Dr. Ann Rashmir (Chair, CVM Committee on Student Admissions) and Dr. Norma Baptista (Assistant Dean for Admissions and Student Services) attended the meeting, and presented the Admissions Committee’s position. Currently, only 2 veterinary colleges in the U.S. require Cell Biology for admission (MSU and University of Tennessee). The Committee on Student Admissions feels that the out-of-state applicant pool would increase in number and quality if the Cell Biology requirement was dropped. After some discussion, the Committee on Curriculum voted unanimously to support the Admission Committee’s proposal.

Positive feedback was received from both students and faculty regarding the incorporation of Spanish language instruction in the Special Problems in Large Animal Medicine and Surgery clerkship (LCS 569).

Dr. Martha Mulks was added as the “Basic Sciences” department representative on the committee (representing MMG, PHM, and PSL) in February 2014.

Jon S. Patterson, Chair, CVM Committee on Curriculum 2013-2014
The Diversity Committee served as an important space to collaborate and share community outreach events and opportunities. Members were (re)introduced to the CVM bylaws of the Diversity Committee which included various duties:

- Acting in an advisory mode to the dean on issues related to diversity and affirmative action.
- Assisting in identifying problems and important issues related to roles and participation of underrepresented groups in all activities of the college.
- Responding to problems of diversity or affirmative action that arise during the administration of the college.
- Responding to diversity and affirmative action issues raised by diversity representatives on other standing committees of the college.
- Suggesting solutions to diversity and affirmative action problems identified within the college.

The Diversity Committee continued to work with the student group, Veterinary Students as One in Culture and Ethnicity (VOICE). Support was provided to VOICE officers and towards VOICE programming. This was a transition year and Diversity Committee member efforts were focused on assisting the outgoing officers with recruiting new candidates to run for office. The following are the newly elected VOICE officers:

**E-Board:**
President – Jennifer Yee  
Vice President - Kat Baker  
Treasurer - Gloriani Rosario  
Secretary - Laura Emmanuelli  
Event Coordinator - Rothman Reyes

Additionally the Diversity Committee discussed the annual Martin Luther King Day Celebration. The 2014 session was facilitated by a Vetward Bound alumni – Dr. Curtis Eng, Chief Veterinarian, Los Angeles Zoo. It was entitled “That was then-----this is now.” Dr. Eng discussed his Vetward Bound experience including what it meant to him as he developed professionally. He also covered what it was like as he entered his specialty from a person of color perspective. Dr. Eng ended his talk with the exciting things he's doing through his work at the Los Angeles Zoo - exotic animal practice at a major urban zoological facility.

Committee members were also updated on diversity programs and initiatives in the College including the Vetward Bound Academic Year Program (K-12 outreach programming, VWB-eligible MSU undergraduate and DVM students), Vetward Bound Enrichment Summer Program 2014, Undergraduate Student Summer Research Program in Biomedical Sciences, and the Center of Excellence for Intercultural, Education, Engagement & Research.

Submitted by:  
Joy Hannibal, Dean's Representative  
CVM Diversity Committee
Annual Report
Committee on Graduate Study and Research
College of Veterinary Medicine
7/1/13–6/30/14

Members

William Atchison
Steve Carey, Diversity Representative
Vanessa Cook, Vice Chair
Cari Hearn, Secretary
John Kruger, Chair
Roger Maes
Katheryn Meek
P.S. Mohan Kumar
Maciej Parys
Patrick Venta
Chenfang Yang

Dean's Representative
Small Animal Clinical Sciences Representative
Large Animal Clinical Sciences Representative
Graduate Student Representative
Dean’s Appointee
Pathobiology and Diagnostic Investigation Representative
Shared Department Representative
Ex-Officio, University Graduate Studies Committee Representative
Graduate Student Representative
Shared Department Representative
Basic Science Representative

The purpose of the Committee on Graduate Study and Research (CGSR) is to advise the dean on matters pertaining to graduate education and research, review research proposals submitted for funding through the CVM Endowed Research Funds, and to evaluate nominees for the CVM faculty and student research awards.

The CVM Endowed Research Fund offered two grant cycles this year. For the 2/01/14–1/31/15 grant cycle, 11 project grant proposals were submitted, of which 8 were approved for funding. The 7/1/14–6/30/15 grant cycle was limited to equine and food animal projects. Two food animal grant proposal were submitted; 1 proposal was approved for funding.

From nominations submitted by CVM faculty, the CGSR selected the recipients of the 2014 Zoetis Award for Veterinary Research Excellence and the 2014 CVM Veterinary Student Research Award. The student award and the faculty award will be presented at the 2014 Phi Zeta Research Day award ceremony.
Committee on Honor Code and MSRR Hearings
Annual Report
Prepared by Dr. Laura Nelson, Chair

The Committee on Honor Code and MSRR Hearings (hereafter referred to as the Committee) consisted of the following members:

<table>
<thead>
<tr>
<th>Regular Members</th>
<th>Alternate Members</th>
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<tr>
<td>Dalen Agnew (PDL)</td>
<td>Nate Nelson (SCS)</td>
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<tr>
<td>Madonna (Gemus) Benjamin (LCS)</td>
<td>Bo Norby (LCS)</td>
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<td>Susan Conrad (MMG/shared dept rep)</td>
<td>Stephanie Belhorn (2017)</td>
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<tr>
<td>Laura Nelson (SCS), Chair</td>
<td>Krysta Haggins (2017)</td>
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<tr>
<td>Emily High (2017)</td>
<td>Alex Gentile (2016)</td>
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<td>Edyta Bula (2016)</td>
<td>Samantha Spath (2016)</td>
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<td>Coretta Patterson (Dean’s Representative)</td>
<td>Amelia Gessner (2014)</td>
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<td></td>
<td>Tina Lyngvar (2014)</td>
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The Committee convened on October 18, 2013 to review procedures and elect officers. Susan Conrad was elected Secretary, Dalen Agnew to Vice Chair, and Laura Nelson was elected as chair.

The Committee was convened on January 21, 2014 to review a grievance submitted to the board by a member of the CVM faculty. Following review, the decision was made to invite all parties to meet with a Committee hearing board (consisting of S. Conrad, L. Nelson, C. Knudsen, E. High, A. Merrihew, E. Bula, D. Agnew) to try to resolve the matter. This meeting was convened on February 3, 2014 and resulted in resolution of the grievance without proceeding to a formal hearing.

Respectfully submitted.

Laura L. Nelson
Annual Report

College of Veterinary Medicine
Committee on Promotion and Tenure

2013 - 2014

Members: Drs. Steven Arnoczky (SCS), John Caron (LCS), Patti Ganey (PHM), Jack Harkema (PDI), Kathryn Meek (MMG), Simon Petersen-Jones (SCS), and Lorraine Sordillo (LCS)

The CVM Committee on Promotion and Tenure met on October 21, 2013 and the following officers were elected: Chair: Steven Arnoczky, Vice-chair: Patti Ganey, Secretary: Simon Petersen-Jones, Diversity officer: John Caron.

During that meeting, the Committee requested that Dr. Sue Ewart discuss her role as Faculty Excellence Advocate. Following her presentation, it was suggested and agreed that Dr. Ewart would be asked to sit in on the Committee's review and discussions of faculty being considered for promotion as a non-voting observer. It was felt that Dr. Ewart could provide the Committee with useful feedback that could be used to ensure the assessments made at the College level were in keeping with the central University expectations for tenure and promotion.

The Committee also discussed its role in evaluating Fixed Term/Health Professional (HP) faculty for promotion. This discussion stemmed from the fact that department chairs in PDI, LACS, and SCS were in the process of developing criteria for reappointment and promotion of HP faculty.

Currently, the CVM Faculty by-laws only empower the CVM P&T committee to evaluate reappointments and promotion within the tenure system.

4.10.5.1 To advise the Dean on all reappointments and promotions within the tenure system, and on tenure recommendations required or proposed by the departments.

Dr. Arnoczky personally contacted Dean Brown and Dr. Olivier (chair CAC) and asked that the CAC discuss the role of the CVM Committee on Promotion and Tenure in the reappointment and promotion of fixed term/HP faculty.

The CVM Committee on Promotion and Tenure also met to discuss further progress on the College-wide document on Promotion and Tenure. As the CVM P&T Committee's role is to review departmental documents on Promotion and Tenure and then assess whether those had been followed in the departmental review of candidates for promotion and tenure, it was felt that further discussions on a College-wide document
could not progress until the departments had all finalized their individual guidelines for promotion and tenure. Once approved by the individual department's faculty, the CVM Committee on Promotion and Tenure will review these documents for content and consistency. However, as of 8-1-14, the CVM Committee on Promotion and Tenure Committee's is still awaiting the final, faculty approved, reappointment, promotion and tenure documents from several departments.

In early January 2014, the CVM Committee on Promotion and Tenure was asked to review the dossiers of two tenure-track faculty members: one candidate for promotion to Associate Professor with tenure and one candidate for promotion to Full Professor. The Chair assigned a primary and secondary reviewer for each candidate and the committee met on January 20th to discuss the two candidates. As previously noted, Dr. Sue Ewart was asked to observe the discussions. Each candidate was voted on by way of a secret ballot. The Chair then drafted a letter to the Dean which reflected the Committee's discussions and recommendations for each candidate. Following input from members of the committee, final letter was approved and sent to the Dean on January 23rd.

Finally, in May one of the members of the CVM Committee on Promotion and Tenure resigned.

Respectfully submitted,

[Signature]

Steven P. Arnoczky, Chair
College of Veterinary Medicine Committee on Promotion and Tenure
Michigan State University  
College of Veterinary Medicine  
Committee on Student Performance  
2013-2014 Annual Report  

Members:  
Dr. Kristy Mietelka, Chair  
Dr. Amy Koenigshof, recording secretary  
Dr. Ron Erskine  
Dr. John Fyfe  
Dr. Robert Roth  
Dr. Kurt Williams  
Dr. Vilma Yuzbasiyan-Gurkan  

Meetings:  
The Committee on Student Performance met three times during 2013-2014. At the end of each semester there was an end-of-semester conference with students for potential probation or dismissal. One meeting was held in June to discuss a clerkship failure.  

Academic Policy Changes  
On December 16, 2014, suggested changes to the academic policy, along with the data that support such changes, were presented to the CVM Faculty at the Fall Faculty meeting. These changes, detailed below, were approved by the voting faculty.  

- 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  

Minor grammatical errors and unclear language in the current document were clarified and edited by the current committee in April 2014. A flow chart to help facilitate student understanding of the Committee’s processes is under review by the Associate Dean.  

End-of-Semester Meetings  
On December 17, 2013 the committee met with 11 students who received a grade of 0.0, two or more grades < 2.0 during Fall semester, or earned a Fall semester GPA < 2.0. The new rule stating that a meeting with the committee is required for a student earning two or more grades < 2.0 (the “D” rule) was the reason for the high number of student appearances before the committee.
A 1st semester student earned 0.0 grades in PDI 520 and MMG 559, with a semester GPA of 1.57. This student already received a significant reduction in the course load during the semester but failed to improve academic performance. The committee dismissed the student from the professional program.

A 1st semester student earned a 0.0 grade in PDI 520. The student shared a difficult beginning to the semester, but accepted and attended all offered tutoring sessions, demonstrated gradual improvement over the semester, and met frequently with Dr. Jenny Thomas for advice in enhancing performance in the course. Dr. Thomas allowed remediation, which the student passed successfully and continued with the class while on warning probation.

A 1st semester student earned a 0.0 grade in PDI 520, 1.0 in PDI 518, and 1.0 in MMG 559, with a cumulative GPA of 1.8. The committee recommended several undergraduate courses for the student to enroll in during Spring 2014, in order to better prepare the student for the course work in the professional program. The committee felt that the student should attain grades of 3.0 or better before returning in the Fall of 2014. The committee voted to offer an extended curriculum with these restrictions.

A 1st semester student earned a 0.0 grade in MMG 559, 1.5 in PDI 514, 1.5 in PDI 518, and 1.0 in PDI 520, with a cumulative GPA of 1.75. The student cited personal circumstances for the poor performance. The committee recommended several undergraduate courses for the student to enroll in during Spring 2014, in order to better prepare the student for the course work in the professional program. The committee voted to offer an extended curriculum with these restrictions.

A 1st semester student earned 1.5 in PDI 518 and 1.5 in PDI 520. The student cited personal circumstances for the poor performance. The committee discussed options to remedy the situation and recommended consultation with the college counselor. The committee recommended that the student remain on warning probation while continuing with the current class.

A 1st semester student earned 1.5 in both PDI 520 and PDI 518. The committee recommended that the student remain on warning probation while continuing with the current class.

A 3rd semester student earned 1.5 in both MMG 563 and PHM 557. The committee recommended that the student remain on warning probation while continuing with the current class.

A 3rd semester student earned 1.5 in both MMG 563 and PDI 551. The student was on warning probation for poor performance during the 1st semester. One instructor spoke on behalf of the student in support of continuing in the professional program. The committee recommended that the student focus on her coursework and minimize extracurricular activities. The committee recommended that the student remain on warning probation while continuing with the current class.

A 5th semester student earned a semester GPA of 1.76. The student shared stressful personal experiences and financial challenges that led to the poor performance. The student was also close to the 2.0 cut-off on the grading scale. The committee recommended that the student continue with the current class into the clinical phase of the program.

Two 1st semester students with 2 grades <2 (in MMG 559 and PDI 520 and in MMG 559 and PDI 518) did not appear before the committee due to being out of town. The
committee voted to permit both students to continue with their class on academic probation.

On May 6, 2014 the committee met with four students who received a grade of 0.0 during Spring semester or who received two or more grades < 2.0.

- A clinical student earned a 0.0 in SCS 695 (Emergency Medicine and Critical Care). The student cited base deficits in knowledge, personality and communication issues with some of the less experienced doctors on the rotation, and not enough indication of poor performance during the mid-rotation evaluation. The committee discussed styles of communication more appropriate in the learning environment and reiterated academic policy, stating that the failed clerkship must be repeated and another clerkship failure will result in automatic dismissal from the professional program.

- A 4th semester student earned 1.5 grades in both VM 543 and VM 546. The student experienced medical issues throughout the semester but did not inform the Office of Student Affairs or any instructors as to the situation. The student did not accept tutoring or other assistance. The student is on warning probation and the committee discussed the consequences of a second academic probation.

- A 4th semester student earned a 1.0 in each MMG 565, PDI 554, VM 543. The student described not enough repetitions through study materials, a difficult course load, and personal issues as contributing factors to poor performance. The student participated in cardio club and had tutors in several classes. The student is on warning probation and the committee discussed the consequences of a second academic probation.

- A 2nd semester student that was already on a second extended curriculum attempt was scheduled to meet with the committee for another probation violation. The student withdrew from the professional program.

On June 17, 2014, the committee met with one student that failed a rotation.

- A clinical student earned 0.0 in LCS 615 (Equine Emergency and Critical Care Clerkship). Reasons cited by the evaluators included absenteeism despite warnings, tardiness, incompetence, and lack of professionalism. The student reported tardiness only once or twice, cited a prior history of frequent migraine headaches as the cause of absenteeism, and felt that the end of clerkship evaluation was vague and lacked specific examples. The committee recommended that the student take a leave of absence if there was an underlying medical need and reiterated academic policy, stating that the failed clerkship must be repeated and another clerkship failure will result in automatic dismissal from the professional program.

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.
Thank you,

Kristy A. Mietelka, Chair, Committee on Student Performance
Academic Year 2013-2014

Membership:

In 2014, Dean Brown made changes to the IT advisory committee creating a core and expanded committee. The difference being that the Director of CSS, Mike Szkotnicki and the Director of CAT, Dr. Robert Malinowski are included in the expanded committee. In addition core committee positions were designated as:

- Associate Dean for Academic Programs (or delegate)
- Director of DCPAH (or delegate)
- Director VTH (or delegate)
- Chair Small Animal (or delegate)
- Chair Large Animal (or delegate)
- Chair PDI (or delegate)
- College Budget Officer (or delegate)
- Development/Alumni Relations/Marketing & Communications Representative
- Student Representative
- External Representative

Other changes to the committee over the past year included:

- Dr. Coretta Patterson was added to represent the academic programs.
- Dr. William Horne replaced Dr. Bari Olivier as the representative of Small Animal Clinical Sciences.
- Dr. Tony Pease replaced Dr. Ann Rashmir as representative of Large Animal Clinical Sciences
- Evelyn Griffith-Portee was added to the committee as an ex officio member when she took a role in the college IT leadership.
- Marie Seddon was added to the committee to represent Development/Alumni Relations/Marketing & Communications
- David Korcal stepped down as chair of the committee in March 2014. Dr. Tony Pease replaced him as committee chair.

September 19, 2014
Current membership:

- Dr. Tony Pease (Chair) - Chair Large Animal delegate
- David Korcal – DCPAH Director delegate
- Dr. William Horne – Chair Small Animal
- Dr. James Wagner – PDI Chair delegate
- Laura Novkov – Student Representative
- Laureen Thornhill - College Budget Officer
- Laurie Worgul – VTH Director delegate
- Cynthia Ghering – External Representative
- Marie Seddon - Development/Alumni Relations/Marketing & Communications Representative
- Evelyn Griffith-Portee (Ex officio)

Included in expanded membership:

- Mike Skotnicki (Ex officio)
- Robert Malinowski (Ex officio)

Accomplishments:

The committee provided guidance to the CVM information technology group in the following areas:

- Review of CSS Website, providing feedback regarding layout, contents, links and security
- Review of IT user guide policy & procedures within department areas of new CSS web site providing feedback on user account set up and maintenance.
- Review of Teaching and Learning (TLE) fund requests
- Finalized the IT project plan process, defined as an IT project requiring 120 hours or more of labor or with a budget of $25 K or more.
- Provided feedback on CVM e-mail migration from GroupWise to Outlook.

In addition to the above guidance, the committee was kept up to date on all IT projects and major issues and their corresponding resolution.

The committee work on an employee satisfaction survey which was mentioned in the 2012-2013 annual report was suspended following the restructure of the committee in February 2014. A series of town hall meetings were scheduled in order to obtain end user feedback. These meetings were completed in February and March 2014.

September 19, 2014
Committee Charge:

The committee charge changed following the restructure of the committee, and is outlined below.

The CVM – IT Advisory Committee will provide a governance structure for IT groups supporting the technological needs of the College of Veterinary Medicine. This will be accomplished by:

- Developing the vision for IT
- Identifying the services and service level to be provided by IT
- Prioritizing projects and budget expenditures
- Developing and communicating policy and procedures.
- Serving as a communications channel for other stakeholders
- Evaluating the effectiveness of IT services
- Review final draft of TLE request on annual basis

Future of the CVM-IT Advisory Committee

The CVM-IT Advisory Committee has been inactive since June 30, 2014 due to the current restructuring of IT and the exploration of the HITS group to take over some of the IT services currently offered. The Committee Chair still works with the IT group including Dr. Malinowski and Evelyn Griffith-Portee to determine if a meeting needs to be held; however, for the past 3 months, the CVM-IT group has been updated via e-mail rather than meetings. Once the decision about HITS is made and the e-mail migration is complete, we hope to continue our service to guide the Keller Technology Center based on the new committee charge listed above.

September 19, 2014
Date: Sept. 10, 2014
To: College Advisory Council
From: Sarah K. Abood, DVM, PhD
   Assistant Dean, Student Programs
Re: Ad Hoc Committee Review of the CVM Library Committee (2013-2014)

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 Ad-hoc Library Committee for 2013-2014 included librarian, Andrea Kepsel, as well as 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’ were offered to CVM students by staff from the Academic Technical Support group on campus; they used space in our Reading Room to meet and troubleshoot problems that any student was having with a personal laptop. This type of support relieved some of the burden historically placed on CVM’s Information Technology Center.

Although Andrea Kepsel did not hold regular hours, she was available to address questions or provide instructional sessions. She maintained a research guide with resources available to assist students studying for the NAVLE. In Spring Semester 2014, Andrea 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 attended some clinical rounds, Student Advisory Committee meetings, and one moderator meeting to-date.

It has been 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 meetings in the 2013-2014 academic year were sparse. It is recommended that this ad-hoc committee be discontinued and that the Reading Room space needs be supervised by the Associate Dean for Academic Programs.
Michigan State University

College of Veterinary Medicine
Scholarships & Loans Annual Report 2013-14

Scholarship Committee Members

Dr. Elizabeth Ballegeer  
Dr. Norma Baptista  
Dr. John Caron  
Ms. Kristen Flory  
Ms. Chandra Grabill  
Dr. Dan Grooms  
Ms. Joy Hannibal  
Dr. Colleen Hegg  
Dr. Laura McCutcheon  
Dr. Jennifer Owen  
Dr. Coretta Patterson  
Dr. Robert Sanders  
Dr. Julia Stickle  
Ms. Diane Young

Scholarship Administration Team

Dr. Norma Baptista, Assistant Dean of Admissions and Scholarships  
Gary James, Information Technology Specialist  
Diane Young, Administrative Assistant

MSU CVM Scholarships – Fall Semester 2013

• The Scholarship Committee completed 1157 Application for the Fall Cycle  
• 37 Scholarships were offered in the Portal for the Fall Cycle.  
• 103 Students were awarded Scholarships via the portal. Few of these students received more than one award.  
• Total awarded Fall = $594,407 (This amount includes Cunkelman, Hutton, DePorre Sinkula & Westminster which were not included in the Scholarship Portal for 2013-14)

MSU CVM Scholarships – Spring Semester 2014

• The Scholarship Committee completed 762 Applications for the Spring Cycle  
• 26 Scholarships were offered in the Portal for the Spring Cycle.  
• 44 Students were awarded Scholarships via the portal. Few of these students received more than one award.  
• Total awarded this spring = $124,553

MSU CVM Scholarships – Fall & Spring 2012-13

• 1,919 application reviews between fall and spring semester application cycles  
• 63 Scholarships offered between Fall & Spring
• 147 Students were awarded Scholarships (Some students received scholarships both Fall & Spring and few received more than one award)

Total awarded for 2013-2014 academic year: $718,960

Scholarships not Included in the Portal

Six Flags $500
Pfizer, total awarded: $33,847
Polish National Alliance $2,000
GreenStone Scholarship $15,000
Dr. Kakuk Scholarship $1,500

Total award from reported external scholarships: $52,847

Renewable Scholarships not Included in the Portal

1. Cunkelman
2. Hutton
3. Barbara Brown Memorial (formerly Abrams)

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: $5,000

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: $90,531.00
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.

Total of $4,000 were distributed among CVM students during the 2013-14 academic year

MSU CVM Scholarship Total award = $718,960
MSU CVM Graduation Total Award = $34,751
MSUCVM Total Award = $753,711

MSU Loan award distributed (Robert L. Young and Vine) = $95,531
Emergency Short Term Loan distributed = $4,000
Total amount among loan awards = $99,531

Total distributed among scholarships and loans = $853,24
External Scholarships Total Reported = $32,500

Other

- Students who receive a scholarship award are required to give a Thank You card to the Office of Admissions. These cards are in turn 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
- The office of Scholarships continues working with the MSU Foundation to collect re-payment of loans

The following table contains the total amount of CVM scholarships awarded to each class plus the total graduation awards:

<table>
<thead>
<tr>
<th>Class</th>
<th>Amount Awarded</th>
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<tbody>
<tr>
<td>VM 2014</td>
<td>$154,511.00</td>
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<tr>
<td>VM 2015</td>
<td>$236,741.00</td>
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<tr>
<td>VM 2016</td>
<td>$164,832.00</td>
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<tr>
<td>VM 2017</td>
<td>$162,876.00</td>
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<tr>
<td>Graduation Awards</td>
<td>$34,751.00</td>
</tr>
<tr>
<td>Total</td>
<td>$753,711.00</td>
</tr>
</tbody>
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6-9-14
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