Michigan State University
College of Veterinary Medicine

2014-15 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 need to convene during 2014-15)
Committee on Honor Code and MSRR Hearings – report pending
Committee on Promotion and Tenure
Committee on Student Performance

Ad hoc Committees

Information Technology Advisory Committee
Scholarships Committee
Michigan State University  
College of Veterinary Medicine  
Committee on Student Admissions  
2014-2015 Annual Report  
(June, 2015)

Submitted by  
Norma Baptista, PhD, Assistant Dean of Admissions and Scholarships  
Ann Rashmir, DVM, Chair

Committee Members for July 2014 through May 2015  
Sarah Abood  
Jill Brester (Vice-Chair)  
Jane Merrills  
Sheba MohanKumar  
Thomas Mullaney  
Frank Nickels  
Ann Rashmir (Chair)  
Robert Sanders  
Jamie Snow  
Jim Wagner

Julie Funk, Associate Dean for Academic Programs & Student Affairs  
Norma Baptista, Assistant Dean/Admissions & Scholarships  
Donna Grooms, Admissions Counselor  
Brian Mavis, Statistics Consultant  
Pat Peterson, Secretary

This report summarizes the major activities, decisions and responsibilities of the Committee on Student Admissions (CSA) for the selection of the Class of 2019.

The primary responsibility of the CSA for the year was the evaluation of applications for the CVM Class of 2019 and selection of the class members who will matriculate in fall 2015. A profile of the admitted CVM Class of 2019 is attached. The CSA also reviewed files for Veterinary Scholars and Production Medicine Scholars, who will for the most part matriculate in fall 2016 and 2015 respectively.

Minor changes were made in the supplemental application to better address and collect information related to the breadth and depth of veterinary and/or animal experience, agricultural background and/or animal food systems experience and interest, original or funded research program leading to a publication, poster presentation, or an advanced degree (MS or PhD), socio-economic (personal) challenges or hardships overcome while attaining education and unique cultural, career or community experiences. Also, in every one of the above sections, the applicant is asked to expand on how these experiences have impacted or affected his or her education, and how the experiences will make him/her a better veterinarian. The changes were approved by the committee during the CSA retreat in May 13th, 2015. The new changes will be used during the file review for the 2015-16 cycle and the selection of the Class of 2020.

The minimum acceptable Scholastic Indicator Score or SIS is still 790. Applicants not meeting the minimum SIS score, were sent a letter of denial in mid December. Applicants, who had a SIS of 790 and above, were reviewed by two faculty members of the CSA. 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 eighty (83) three applicants with a SIS of 890 or greater. Fifty two (52) of these were from Michigan and thirty one (31) were from out-of-state.

According to the VMCAS/WebAdmit report, there were 979 applicants for the 2015-16 cycle. However, of the 979 applicants, 76 did not complete the VMCAS/WebAdmit application. The total number of applications processed was 901 or 196 Michigan residents and 705 non-Michigan residents. Six Michigan applicants did not complete the supplemental application and two were missing an evaluation letter of recommendation or ELOR. Of the non- Michigan applicants, fifty nine (59) did not complete the supplemental application, four were missing an ELOR and three (3) did not have a GRE.

The CSA completed file reviews for 502 applicants. This was an increase of 22 files over the previous year. 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.

This year, all applicants who had a file review done were also invited to interview. The interview format was the Multiple Mini Interview or MMI. Four hundred sixty (460) accepted the invitation to interview and four hundred thirty (430) completed the interview.

A Subcommittee was organized to plan and implement the MMI. The subcommittee also reported to the CSA and the Associate Dean of Academic Programs and Student Affairs. There were numerous meetings with college faculty, students, vet technicians and private practitioners. Two MMI pilots were conducted during summer and fall of 2014. There were also group and individual training sessions for evaluators. Interviews were done between December of 2014 and February 2015 at the Learning Assessment Center or LRC. Interviews started at 8:00 AM and ended at 5:00 PM. One hundred and fifty five (155) people participated as evaluators.

Total Invited to interview: 533
In State Attended: 130
Out of State Attended: 331
Total Attended: 461

**MMI implementation total cost: $39,032.68**

After file review and MMI interview, applicants were ranked. Offers were made to a total of 238 and 121 accepted the offer of admissions. Seventy seven (77) applicants were placed on the alternate list. Nineteen were from Michigan and fifty eight (58) were non-Michigan.

**MMI Impact on Selection of students**
- 8 are in the class due to MMI
  - 5 Non-Michigan
  - 3 Michigan
- 5 applicants did not receive offers due to MMI
  - 1 Non-Michigan
  - 4 Michigan
**As of July 17th, 2015, the Class of 2019 cohort consists of 119 students of which 7 are Veterinary Scholars, 5 are Production Medicine Scholars. Of the 119, 71 are from Michigan and 48 are non-Michigan. There are 2 deferment students from the previous year who are included in the total number of students in the class. **As of 7/17/15, one hundred fifteen (116) students were enrolled in the Class of 2019.

This year’s SIS range for the admitted class is 796-1008.

**Non-Academic Characteristics**
- Men: 24
- Women: 95
- Age Range: 19-33 (average is 22)
- 100% have a Bachelor’s degree; 3 have a Master’s Degree and 1 has a PhD
- 28% have a Bachelor’s degree from MSU

**Production Medicine Scholars Admissions Pathway option**
This year 9 students applied for admissions through this pathway. All these students were reviewed by the sub-committee and 5 of them were selected via the pathway. Of the 5 selected, four (4) accepted the offer of admissions. Of the five who were not selected, 3 rolled over their application to the general pool. Two (2) of them were eventually selected as regular applicants and one (1) was place on the alternate list. One (1) did not roll over her application to the general pool.

**Veterinary Scholars Admission Option**
This year 12 students applied for admission through the pathway. All these students were reviewed by the sub-committee and 9 of them were selected to start in the fall of 2016. Of the 9 selected, eight (8) accepted the offer of admissions. Of the 3 who were not selected, 2 did not roll over their application into the general pool and one (1) withdrew after being selected.

**Deferments**
Three deferment requests were reviewed by the CSA. Two of these were approved and one was denied on May 13th, 2015. These two students will join the Class of 2020 and will start in the fall of 2016.

**Re-applicants**
There were thirty five (35) re-applicants. Eighteen (18) of these had an offer of admissions and accepted the offer, six (6) were placed on the alternate list and three (3) were denied after the interview.

**Underrepresented in the Profession**
- Ethnic Minorities: 11
  - Hispanic - 6
  - Asian - 3
  - African American - 1
  - Native American/Hispanic - 1

**Scholarships Awards Based on High Scholastic Indicator Score or SIS**
The following table includes the list of students in the Class of 2019 who based on their SIS score, were selected to receive the Cunkelman, Hutton and Bailey (this one is new) scholarships. The Cunkelman and the Hutton could be renewed annually if the student maintains a good academic standing.
<table>
<thead>
<tr>
<th>Scholarship</th>
<th>Name</th>
<th>SIS</th>
<th>State</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cunkelman</td>
<td>Kiera Lowry</td>
<td>1008</td>
<td>TX</td>
<td>$5000.00</td>
</tr>
<tr>
<td></td>
<td>Daniel Biggs</td>
<td>1005</td>
<td>MI</td>
<td>$5000.00</td>
</tr>
<tr>
<td></td>
<td>Jackeline Maeroff</td>
<td>1000</td>
<td>MI</td>
<td>$5000.00</td>
</tr>
<tr>
<td></td>
<td>Elizabeth Haiderer</td>
<td>995</td>
<td>MI</td>
<td>$5000.00</td>
</tr>
<tr>
<td>Hutton</td>
<td>Elizabeth Fisk</td>
<td>992</td>
<td>MI</td>
<td>$5000.00</td>
</tr>
<tr>
<td></td>
<td>Ivamae Arnold</td>
<td>988</td>
<td>FL</td>
<td>$5000.00</td>
</tr>
<tr>
<td></td>
<td>Holly Drankhan</td>
<td>983</td>
<td>MI</td>
<td>$5000.00</td>
</tr>
<tr>
<td></td>
<td>Michelle Dunn</td>
<td>979</td>
<td>MI</td>
<td>$5000.00</td>
</tr>
<tr>
<td>Bailey</td>
<td>Emily Alampi</td>
<td>973</td>
<td>MI</td>
<td>$5000.00</td>
</tr>
<tr>
<td></td>
<td>Corinna Applegate</td>
<td>970</td>
<td>MI</td>
<td>$5000.00</td>
</tr>
</tbody>
</table>

The profile of the Class of 2019 is included below.

7/17/2015

nb
ar
Total Applications.............................................901

Statistics
Number of Michigan Residents.........................71
Number of Non-Residents................................47
Mean cumulative GPA........................................3.61
Mean science GPA...........................................3.57
Mean last 3 semester GPA................................3.74
Mean Verbal GRE.............................................157
Mean Quantitative GRE..................................156
Mean Age.........................................................22
Age Range......................................................19-33
Number with advanced degree..........................4
Number with Bachelor's degree........................116
Male/Female Ratio...........................................24/95

Unique Attributes
Exceptional Research Experience......................22
Exceptional Food Animal Experience...............16
Exceptional Vet /Animal Experience................31
Overcame socio-economic barriers....................41
Significant Cultural Experience.......................14
Significant Community Service........................3
Veterinary Medicine is a 2nd Career..................4
NCAA College Athlete.....................................6

Undergraduate Majors
Accounting & Finance, Animal Science, Anthropology,
Biochemistry, Biology, Biomedical Science, Biomedical
Diagnostic & Therapeutic Services,
Biopsychology/Neuroscience, Business Administration,
Cellular & Molecular Biology, Chemical Engineering,
Chemistry, English, Genomics/Molecular Genetics, German,
Health Science, History, Human Biology, Latin American
Studies, Marketing & Management, Microbiology, Music,
Neuroscience, Packaging, Philosophy, Physiology, Poultry
Science, Premedical Science, Psychology, Sociology,
Spanish and Zoology.

Graduate Majors
MS Physiology, MS Animal Physiology, MS Biochemistry,
PhD Physiology

Colleges Attended (Degree Awarded)
Alma College (2), Bel-Rea Institute, Butler University, Cornell
University, Colgate University, Dallas Baptist University,
Eastern Michigan University (2), Ferris State University, Florida
International University Grand Valley State University (3),
Indiana Wesleyan University, Lake Michigan College, Lake
Superior State University (2), Lansing Community College,
Loyola University of Chicago, Macomb Community College,
Metropolitan State University, Miami Dade College, Miami of
Ohio, Michigan State University (36), Minneapolis Community
& Technical College, National Taiwan University, Northern
Michigan University (5), Northwestern Michigan College,
Oakland University (3), Oberlin College, The Ohio State
University, Penn State University, Purdue University (2),
Rochester Institute of Technology, Saginaw Valley State
University, San Jose State University, Seattle Pacific
University, Simmons College, Texas A&M, Texas State
University, University of Akron, University of Alabama
Tuscaloosa, University of Alaska Fairbanks (2), UC Berkeley,
UCLA (3), University of Dayton, University of Detroit Mercy,
University of Findlay (3), University of Georgia, University of
Illinois Urbana-Champaign, University of the Incarnate Word,
University of Kentucky, University of Michigan (8), University
of New Hampshire (2), University of North Carolina Chapel Hill,
University of Puerto Rico Rio Piedras, University of South
Florida, University of Virginia, University of Vermont, University
of Wisconsin Madison, University of Wisconsin Milwaukee,
University of Wisconsin River Falls, Utica College, Vassar
College, Washtenaw Community College, Walsh College,
Wayne State University, Wesleyan University, Western
Michigan University and West Virginia University Morgantown.
CVM Committee on Curriculum
ANNUAL REPORT: July 1, 2014 – June 30, 2015

Committee members:
Bidwell, Lori (LCS)
Buckley, Alexa (CVM 2015)
Carr, Betsy (LCS; UCC rep)
Mayer, Helen (Vet Tech Program rep)
MohanKumar, P.S. (PDI), Diversity rep
Mulks, Martha (MMG; Basic Sciences departments [MMG, PHM, PSL] rep)
Nelson, Laura (SCS), Secretary
Norby, Bo (LCS)
Patterson, Jon (PDI), Chair
Pease, Tony (SCS), Vice Chair
Porter, Megan (CVM 2016)
Schmitt-Matzen, Emily (CVM 2017)
Tobias, Jackie (CVM 2018)
Funk, Julie (Associate Dean)

The CVM Committee on Curriculum met 4 times in Fall Semester 2014, and 5 times in Spring Semester 2015.

Spring Semester 2014 and Fall Semester 2014 required Pre-clinical and Selective courses were reviewed. For Spring Semester 2014 courses, which included required professional program courses in Semesters 2 and 4 and Selectives in Semester 4, a total of 24 courses were reviewed. For only 12 of these courses, however, was an End-of-Course Summary Report provided by the course moderator.

For review of Fall Semester 2014 courses, a different approach was taken. Course moderators were invited to the monthly CVM Committee on Curriculum (CCC) meetings to discuss their courses, rather than the CCC simply reviewing and discussing written documents. A total of 6 courses were reviewed in this way (1 course from Semester 1, 2 courses from Semester 3, and 3 courses from Semester 5), which provided immediate feedback to the course moderators. For all 6 of these courses, an End-of-Course Summary Report was provided by the course moderator. Among the 17 other required professional program courses in Fall Semester, only 3 course moderators provided End-of-Course Summary Reports for review. However, the CCC did not schedule time to review these other 17 required courses or Fall Semester selectives. Clerkships also were not reviewed.

The value of the CCC’s review of courses was discussed extensively at one monthly Fall meeting. It seems that the committee’s efforts in course review have become “busy work,” with questionable impact on change or improvement in courses. The committee questioned whether department chairs take course reviews seriously, and discuss CCC feedback with their faculty who serve as course moderators. Dr. Funk agreed to meet with department chairs regarding this issue. This discussion led to the new approach to course review taken during Spring Semester 2015.
At the April 23, 2015 meeting, the CCC discussed the following items related to evaluation of teaching with PDI Curriculum Committee members Drs. Mike Scott and Ioana Sonea. The PDI Curriculum Committee had worked for approximately 2 years developing proposals related to these items:

1) a revised college SIRS form, which would be more in line with the university’s approach to course and instructor evaluation;
2) the development of a teaching portfolio template that could be used by faculty in all departments;
3) the development of a peer evaluation of teaching system, also for consideration for all of CVM.

Dr. Scott provided several documents which summarized the work of the PDI Curriculum Committee concerning these 3 components. In summary:

1) Revising the college SIRS forms so that they are more in line with course and instructor evaluation criteria important to the University would be in the best interest of faculty considered for promotion, tenure, reappointment, and even for certain university-wide awards.

2) There appears to be support for the concept of a teaching portfolio by department chairs and faculty. The concept must also be championed by higher administration. Issues include coming up with a template that can used by faculty in all departments, and that is not onerous for the faculty to use. It would be nice if the teaching portfolio could replace the portion of the annual review forms concerned with teaching.

3) A system for peer evaluation of teaching will be most difficult to “sell” to faculty. There would have to be different systems for evaluation of classroom teaching vs. evaluation of clinical teaching. Evaluators must be trained, and this will involve time. Evaluators also should be recognized for their participation in the program, as part of their annual reviews.

The CVM Curriculum Committee was in support of all 3 components of the proposed system for evaluation of teaching. The next step is for PDI Curriculum Committee and CVM Curriculum Committee representatives meet with departmental faculty to discuss the proposals.

Jon S. Patterson,
Chair, CVM Committee on Curriculum
2014-2015
Diversity Committee Chair – Andras Komaromy

**VOICE**
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. Each year the VOICE E-board may experience transition before the Spring semester with 3rd year students going to clinic. Diversity Committee member efforts were focused on assisting the outgoing officers with recruiting new candidates to run for office.

**VOICE E-Board 2014-15:**
*Newly elected board – start Spring 2015*
- President – Krysta Haggins
- Vice President – Hannah Sim
- Treasurer - Pedro Soto
- Secretary – Elizabeth Seppanen

*Outgoing board – Spring 2013-Fall 2014*
- President – Jennifer Yee
- Vice President – Kat Baker
- Treasurer – Laura Emmanuelli
- Event Coordinator – Rothman Reyes

**VOICE activities:**
*Fall 2014 Events*
- Experiences from Abroad
- Emergency Spanish Workshop (guest speaker: Dr. Roberts)
- Cultural Food Event

*Spring 2015 events*
- Medical Spelling Bee
- Vet-a-visit Table

**DIVERSITY COMMITTEE MEMBERS UPDATES:**

**Research**
- Undergraduate Student Summer Research Program in Biomedical Sciences – (Drs. Susan Ewart and Vilma Yuzbasiyan-Gurkan). The 12-week program is intended for those students from diverse backgrounds underrepresented within biomedical research.

**Office of Diversity Programs**
- Vetward Bound K-12 activities
  - “Science Discovery Club” Science Fair – elementary student participants in clubs throughout 4 different Lansing elementary schools culminating event presenting their science projects they have worked on during the academic year. Event at Impressions 5 Science center in downtown Lansing.
- Vetward Bound Enrichment Summer Program 2015
- Seven-week residential program open to undergraduate students in the U.S. and U.S. territories. The College expects 52 students attending this summer’s programming, the largest program since the summer program started.

- Martin Luther King Day Event (University-wide – Office of Inclusion)
  - Diversity Committee discussed options for the annual Martin Luther King Day Celebration. The 2015 session welcomed Office of Diversity alumni back to the college. Drs. Robert Sills, NIEHS, National Toxicology Program, Branch Chief, Cellular and Molecular Pathology and Malcolm Williams, Senior Environmental Health Scientist/Toxicologist with the Centers for Disease Control/Agency for Toxic Substances and Disease Registry. As post-doctoral students in the late 70’s and 80’s, they provided their unique perspectives of “then” at CVM and shared what that experience has meant to them over the ensuing years. Continuing with the University’s theme honoring the 60th anniversary of the Supreme Court’s Brown versus Board of Education - Topeka and the 50th anniversary of the passage of the Civil Rights Act, CVM looks at “that was then – this is now”.
Members

Vilma Yuzbasiyan-Gurkan  
Steve Carey, Diversity Representative  
John Kruger, Vice Chair  
Cari Hearn, Secretary  
Susan Holcombe, Chair  
Roger Maes  
Katheryn Meek  
P.S. MohanKumar  
Maciej Parys  
Patrick Venta  
Representative  
Chenfang Yang, Diversity Representative

Dean's Representative
Small Animal Clinical Sciences Representative
Small Animal Clinical Sciences Representative
Graduate Student Representative
Large Animal Clinical Sciences Representative
Pathobiology and Diagnostic Investigation Representative
Shared Department Representative
Ex-Officio, University Graduate Studies Committee Representative
Graduate Student Representative
Shared Department
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 accepted funding proposals three times this year. For the October 2014 application deadline, sixteen project grant proposals were submitted, of which eleven were approved for funding. The CGSR accepted general funding proposals again in March 2015. Ten proposals were submitted during this funding cycle and six were approved for funding. The final funding cycle in June 2015 was restricted to proposals dealing with Innovations in Teaching and Learning. The CGSR is currently deliberating the funding status of the two Innovations in Teaching and Learning grant proposals received in June.

From nominations submitted by CVM faculty, the CGSR selected the recipients of the 2015 Zoetis Award for Veterinary Research Excellence and the 2015 CVM Veterinary Student Research Award. The student awards were presented at 2015 Senior Awards Banquet prior to graduation. The faculty award will be presented at the 2015 Phi Zeta Research Day award ceremony.
Annual Report

College of Veterinary Medicine
Committee on Reappointment, Promotion and Tenure

2014 - 2015

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

The CVM Committee on Reappointment, Promotion and Tenure (CVM RP&T) met on September 22, 2014. It was decided that to maintain continuity following the appointment of a new Dean, the previous year’s officers would remain in place for another year. These are Chair: Steven Arnoczky, Vice-chair: Patti Ganey, Secretary: Simon Petersen-Jones, Diversity officer: John Caron.

Also present at that meeting, by invitation, was Dr. Susan Ewart, CVM Faculty Excellence Advocate. Dr. Ewart had been present at the University level Promotion and Tenure discussions for the 2014 CVM candidates and she provided some general insights into the University level P&T process.

Dr. Arnoczky noted that, based on their tenure ‘clock’, four tenure track candidates are due for evaluation (3 candidates for reappointment and 1 candidate for promotion to associate professor with tenure). In addition, one tenure track candidate will be evaluated for promotion to full professor.

In addition, 5 Health Professions (HP) faculty members will be evaluated for promotion. Since there was no prior provision for the evaluation of HP candidates for promotion, the College Advisory Committee (CAC) passed a motion forming an ad hoc committee to provide college-wide review of Health Professions candidates for promotion. This committee would consist of the current CVM reappointment, promotion, and tenure committee as well as two additional HP or fixed-term faculty members. These new HP members for 2015 were Dr Elizabeth Carr (LACS) and Dr Sheila Robertson (SCS). The CAC stated in their motion that the HP candidates "will be reviewed according to the criteria and standards specified in their departmental bylaws and the University’s statement on ‘Appointment, Reappointment, Promotion and Tenure Recommendation’. “

In early January 2015, Dr. Arnoczky was notified that the dossiers of 5 HP faculty and 3 tenure track faculty were submitted for review by the CVM RPT committee and the ad hoc HP committee. Two tenure track faculty previously scheduled for review (one for reappointment and one for promotion to associate professor with tenure) had been granted one year extensions to their tenure ‘clock’ and, therefore would not be evaluated.
The Chair assigned a primary and secondary reviewer for each candidate and the committee met on January 26th to discuss the candidates. The ad hoc HP promotions committee met first to discuss the HP candidates. After presentations by the primary and secondary reviewers the candidates were discussed and each candidate was voted on by way of a secret ballot.

Following the evaluation of the HP candidates, the two HP faculty representatives on the HP promotions committee were excused and the CVM RP&T committee members then reviewed and voted on the 3 tenure track faculty in a similar manner.

The Chair then drafted letters to the Dean which reflected the Committee’s discussions and recommendations for each candidate. Following review by members of the two committees, the final letters were approved and sent to the Dean on January 28th.

Respectfully submitted,

Steven P. Arnoczky, Chair
College of Veterinary Medicine Committee on Promotion and Tenure
Michigan State University College of Veterinary Medicine  
Committee on Student Performance  
2014-2015 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 seven times during the academic year of 2014-2015. There were two end-of-semester meetings to meet with students in the preclinical curriculum with academic difficulties, two meetings to discuss clerkship failures, one meeting for review of a previous decision, and two meetings to discuss and rewrite the academic policy.

Academic Policy Clarification and Update  
The committee felt that clarifying the language and grammar within the Academic Policy document would be helpful to students and faculty alike. The committee met on January 26 and April 8, 2015, to edit and reconfigure the Academic policy without making any changes in the content or defined protocols. The CAC did not need to review our document, as no changes were made in the content. The committee was successful in this endeavor and used the updated document during the spring 2015 end-of-semester meeting and felt that the new format was much clearer, concise, and easier to follow.

End-of Semester Meetings  
On December 16, 2014 the committee met with seven 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.

- A 5th semester student earned a 0.0 grade in VM 555. The student felt she knew the material, attended lectures, but only studied cases and didn’t review other materials. The student cited personal issues, for which therapy was being sought. The student had an extended curriculum once already, and due to the current academic policy, another could not be offered. The committee unanimously dismissed the student from the professional program.
- A 3rd semester student earned three grades less than 2.0. The student acknowledged struggling in the semester and was sick and fell behind. The student cited difficulty focusing, sleeping, and concentrating. The student acknowledged that a 3rd semester of poor performance would result in automatic dismissal. The committee recommended consultation with a medical professional and to seek an extended curriculum if deemed necessary. The committee voted unanimously to allow the student to continue with the current class.
• A 1st semester student earned two grades less than 2. The student shared a rough start to the semester, met with professors, and improved over the course of the semester. The student felt that too much time had passed between a master’s degree and veterinary school. The committee recommended that the student remain on Level 1 academic probation while continuing with the current class.

• A 1st semester student earned two grades less than 2. The student has accommodations that were not in place at the beginning of the semester and took time with the APSS office to sort out. The committee expressed concern that the student did not take responsibility for the outcome of the semester and blamed the problems on the disability. The committee recommended that the student remain on Level 1 academic probation while continuing with the current class.

• A 1st semester student earned two grades less than 2. The student started the semester out poorly, was in tutoring for three courses, volunteered for Pet Loss Helpline and clubs, and had personal issues at home. The committee recommended consultation with Dr. Grabill or another counselor and that the student remain on Level 1 academic probation while continuing with the current class.

• A 1st semester student earned three grades less than 2 with an overall GPA of less than 2. The student cited long driving distance, extended time between undergraduate coursework and veterinary school, and difficulty learning the material. Student met with Learning Resource Center, changed study habits, and improved over time. The committee recommended that the student remain on Level 1 academic probation while continuing with the current class.

• A 1st semester student earned a semester GPA of less than 2. The student was enrolled in the MPH program and MS in animal science concurrently with veterinary school. The student met with a counselor due to personal health issues. The committee recommended sitting out one year to finish one program or discontinuing either program to focus on veterinary school. The committee also recommended that the student remain on Level 1 academic probation while continuing with the current class.

On May 12, 2015 the committee met with 11 students who failed a clerkship, received a grade of 0.0, earned two or more grades < 2.0 in the Spring Semester.

• A clinical student earned a 0.0 in SCS 695 (Emergency Medicine and Critical Care). There was concern from evaluators about the student’s knowledge base, but a good attitude was cited. The committee discussed reading appropriate texts/sources for information to build knowledge base, and stated that the failed clerkship must be repeated and another clerkship failure will result in automatic dismissal from the professional program. Unanimous vote for student to continue with the current class.

• A 4th semester student earned 0.0 grades in PDI 553 and MGM 565, and a 1.0 in VM 546. The student previously remediated a course in semester 1. Did poorly in multiple courses despite attending all classes and labs, most tutoring sessions, studying alone, and with a study group. The committee unanimously voted for dismissal from the professional program.

• A 4th semester student earned a 1.0 in PDI 553 and 1.5 in VM 546. The student was previously recessed under the old academic policy. The student went to most tutoring sessions but didn’t feel that they helped. The student also had a baby early in the semester.
and returned four days after the birth to take exams. Discussed another extended curriculum with student, who preferred to continue with class. Committee also reiterated that automatic dismissal would occur with another academic probation. Unanimous decision by committee to continue with class and recommended extended curriculum initiated by student, find local child care, and seek counseling for navigating work/child issues.

- A 4th semester student earned less than 2.0 in both PDI 553 and VM 546. The student cited poor performance early in semester and multiple personal issues. Improved over semester with study group, asking for help, and decreased work hours. The committee recommended that the student remain on Level 1 academic probation while continuing with the current class, along with counseling for personal issues.

- A 4th semester student earned less than 2.0 in both PDI 553 and VM 546. The student cited personal/family issues and didn’t have good school/life balance. Sought counseling, began regular exercise program, and improved study habits. The committee recommended that the student remain on Level 1 academic probation while continuing with the current class.

- A 4th semester student earned less than 2.0 in both MMG 565 and VM 543. The student did not meet with the committee. The student had not been on academic probation previously and did not ever meet with a committee member. In absentia, the committee recommended that the student remain on Level 1 academic probation while continuing with the current class.

- A 4th semester student earned less than 2.0 in both MMG 565 and VM 543. This was the student’s first time before the committee and first probation. The student did poorly on mini exams in one course and the final for the other. Student was ill for four weeks and fell behind on the material. The student had a comprehensive plan for covering the missed material over the summer, studying for the fall, and making contact with professors sooner when problems arise. The committee recommended that the student remain on Level 1 academic probation while continuing with the current class.

- A 4th semester student earned less than 2.0 in both MMG 565 and VM 546. The student shared medical issues and improvement with treatment. The student went to the Learning Resource Center for assistance, attended all offered tutoring, and shared a plan for studying and relaxing in the summer. The committee recommended that the student remain on Level 1 academic probation while continuing with the current class.

- A 4th semester student earned less than 2.0 in both VM 543 and VM 546. The student is currently enrolled in the MPH program. Despite doing poorly in the beginning of semester, grades improved overall, and the student felt like things were getting better with a current study group. The committee recommended that the student remain on Level 1 academic probation while continuing with the current class.

- A 4th semester student earned a 1.5 in each MMG 565, PDI 553, VM 543, and VM 546. The student described extensive personal issues, physical concerns, poor study group dynamics, and attendance at the SCAVMA symposium as contributing factors to poor performance. The committee voted to offer an academic extended curriculum, retaking MMG 553 in the fall with other courses to continue with financial aid, seek counseling for personal issues, and follow up with RCPD.

- A 4th semester student earned less than 2.0 in both PDI 553 and VM 543. The student cited misdiagnosis of medical condition with poor performance up until now, and feels
confident that academic performance will also improve. Has support system with parent living with student. The committee recommended that the student remain on Level 1 academic probation while continuing with the current class.

**Clerksip Failures and other Meetings**

On October 22, 2014 the committee met with a student who earned a 0.0 in PDI 630. Academic dishonesty was cited, as the student copied and pasted other student’s work on one exam question, which resulted in failure of the exam, failure of 40% of the clerkship, and ultimately failure of the entire clerkship. Wrong doing was admitted by the student, and severe depression, along with other personal issues, were cited. The committee voted unanimously to let student continue with class and repeat the clerkship.

On October 27, 2014, the committee met with a student who earned a 0.0 in SCS 626. The course moderator cited combative behavior, communication issues, and knowledge base concerns. The student is known to the committee for prior academic performance and these known issues. The committee recommended a modified schedule in order to allow for intensive counseling/treatment, with subsequent return at the start of next semester. The committee voted unanimously to let student continue with class and repeat the clerkship.

On February 16, 2015, the committee met a second time with a student that was previously dismissed at the December 2014 meeting (5th semester student with 0.0 in VM 555 and previous academic extended curriculum). The student felt that the current academic policy did not apply, since matriculation occurred under a previous version of the policy. The student also cited extensive personal gains made with counseling/therapy since the dismissal. The committee voted to allow a second academic extended curriculum, per the previous version of academic policy.

**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 to rectify academic difficulties. Eleven students were referred to such a meeting in fall 2014 (for academic difficulties in SS14) and another eleven in spring of 2015 (for FS14). Records of some of these meetings are filed with the APSS office.

**Future Aspirations for the Committee on Student Performance**

With each meeting, the committee has discussed making changes to the Academic Policy. The goals include clarifying our college’s academic expectations, fairly and uniformly enforcing deviations from those academic benchmarks, and simplifying the processes of probation and dismissal. Our initial steps involve evaluating the academic policies from other Colleges of Veterinary Medicine. The committee, spearheaded by Dr. Funk, is committed to working on a useable document to present to a focus group of faculty and students in the coming year.

Thank you,

Kristy A. Mietelka, Chair, Committee on Student Performance
Academic Year 2014-2015
Ad Hoc Information Technology Advisory Committee Report, 2014 – 2015

Membership:

In 2015, Dean Baker reactivated the ad hoc IT Advisory Committee, which is now comprised of the following members:

- Dean
- Associate Dean for Academic Programs
- Director of DCPAH
- Director VMC
- College Budget Officer
- Director of IT
- Faculty representative
- 2 Student Representatives

Current membership:

- Dr. John Baker – Dean
- Dr. Julie Funk – Associate Dean for Academic Programs
- Dr. Tom Mullaney – DCPAH director
- Dr. Chris Gray – VMC Director
- Laureen Thornhill - College Budget Officer
- Dr. Robert Malinowski – Director, IT
- Dr. Tony Pease (Chair) - Faculty representative
- Charles Catlin and Alexander Strauch – Student Representatives
Accomplishments:

The committee had been inactive during the transition between Dean Brown and Dean Baker and while the IT group restructured. It was reactivated in February 2015 and met for two meetings over the past year on February 10, 2015 and March 10, 2015 to provide guidance to the CVM information technology group in the following areas:

- Migration to Outlook
- Transition to Windows 7 and server update
- Review of EMR timeline
- Review of IT user email policy guideline and matrix for timelines of removal of email after students or employees leave the CVM
- Discussion and guidance on the Electronic Medical Record to include DCPAH as well as the VMC.
  - Possibility of hiring a consultant to aid with the process mapping to determine the best workflow options
- Finalized the IT budget.
- Provided discussion on Chief Information Officer for IT group
- Moved forward with 3rd party imaging platform to allow rDVMs and clients access to images without compromising our PACS system.

In addition to the above guidance, the committee was kept up to date on the IT budget.

Committee Charge:

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

The ad hoc 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:

- Help and guide the development of 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
- Serve as a communications channel for other stakeholders
- Help evaluate the effectiveness of IT services
- Review final draft of TLE request on annual basis

August 24, 2015
Future of the CVM-IT Advisory Committee

The CVM-IT Advisory Committee has been inactive since March 10, 2015 due to the current restructuring of IT through the exploration of the scope of IT services currently offered both internally and available centrally. The Committee Chair still works with Dr. Malinowski and Dean Baker to determine if a meeting needs to be held. For the past 6 months, the CVM-IT Advisory group has been updated via e-mail rather than meetings on any issues needing attention. As the process to explore the scope of IT is made and if any advice or discussion is needed, the IT Advisory Committee stands ready to provide guidance and input on IT decisions based on our current charge.

Respectfully submitted,

Anthony Pease, DVM, MS, DACVR
Chair, Ad-Hoc IT Advisory Committee

August 24, 2015
Michigan State University

College of Veterinary Medicine
Scholarships & Loans Annual Report 2014-15

Ad-hoc Scholarship Committee Members

Dr. Elizabeth Ballegeer
Dr. Norma Baptista
Ms. Kristen Flory
Dr. Daniel Grooms
Dr. Chandra Grabill
Ms. Joy Hannibal
Dr. Colleen Hegg
Dr. Jennifer Owen
Dr. Robert Sanders
Ms. Diane Young
Ms. Tracey Zambeck

Scholarship Administration Team

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

MSU CVM Scholarships – Fall Semester 2014

- The Scholarship Committee completed 1,574 Application for the Fall Cycle
- 35 Scholarships were offered in the Portal for the Fall Cycle.
- 99 Students were awarded Scholarships via the portal. Few of these students received more than one award.
- Total awarded Fall = $299,528

Distribution of Awards per Class:

<table>
<thead>
<tr>
<th>Class</th>
<th>Amount Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>VM 2015</td>
<td>$92,133.00</td>
</tr>
<tr>
<td>VM 2016</td>
<td>$83,517.00</td>
</tr>
<tr>
<td>VM 2017</td>
<td>$58,595.00</td>
</tr>
<tr>
<td>VM 2018</td>
<td>$65,283.00</td>
</tr>
<tr>
<td>Total</td>
<td>$299,528.00</td>
</tr>
</tbody>
</table>
MSU CVM Scholarships – Spring Semester 2015
- The Scholarship Committee completed 955 Applications for the Spring Cycle
- 34 Scholarships were offered in the Portal for the Spring Cycle.
- 47 Students were awarded Scholarships via the portal. Few of these students received more than one award.
- Total awarded this spring = $434,645

Distribution of Awards per Class:

<table>
<thead>
<tr>
<th>Class</th>
<th>Amount Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>VM 2015</td>
<td>$96,000.00</td>
</tr>
<tr>
<td>VM 2016</td>
<td>$120,099.00</td>
</tr>
<tr>
<td>VM 2017</td>
<td>$131,402.00</td>
</tr>
<tr>
<td>VM 2018</td>
<td>$87,144.00</td>
</tr>
<tr>
<td>Scholarship Award Total</td>
<td>$434,645.00</td>
</tr>
<tr>
<td>Graduation Award Total</td>
<td>$84,000.00</td>
</tr>
<tr>
<td>Total</td>
<td>$518,645.00</td>
</tr>
</tbody>
</table>

MSU CVM Scholarships Awards – Fall & Spring 2014-15
- 2,529 application reviews between fall and spring semester application cycles
- 64 Scholarships offered between Fall & Spring
- 109 Students were awarded Scholarships (Some students received scholarships both Fall & Spring and few received more than one award)
- Total awarded for 2014-2015 academic year: $734,173.00

Scholarships not Included in the Portal or External
- Six Flags $500
- MSU Federal Credit Union: $2,500
- The Race for Education: $4,503.88
- Dr. Kakuk Scholarship: $1,500
- Westminster Scholarship: $15,000
- Zoetis Veterinary Student Scholarship: $20,000
- Merck Foundation Scholarship: $15,000
- Total award from reported external scholarships: $56,003.88
Renewable Scholarships not Included in the Portal

1. Cunkelman
2. Hutton.
3. Barbara Brown Memorial (formerly Abrams, was not renewed due to lack of funding).

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: $46,988

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 $5,000 were distributed among CVM students during the 2014-15 academic year

<table>
<thead>
<tr>
<th>Scholarship Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSU CVM Scholarship</td>
<td>$734,173.00</td>
</tr>
<tr>
<td>MSU CVM Graduation</td>
<td>$84,000.00</td>
</tr>
<tr>
<td>MSUCVM Total</td>
<td>$818,173.00</td>
</tr>
<tr>
<td>MSU Loan distributed (Robert L. Young and Vine)</td>
<td>$51,988.00</td>
</tr>
<tr>
<td>Emergency Short Term Loan distributed</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Total</td>
<td>$56,988.00</td>
</tr>
<tr>
<td>Total distributed among scholarships and loans</td>
<td>$875,161.00</td>
</tr>
<tr>
<td>Reported Total of External Scholarships</td>
<td>$56,003.88</td>
</tr>
</tbody>
</table>
Students who receive a scholarship award are required to give a Thank You card to the Office of Admissions and Scholarships. 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 throughout the year.

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>
</tr>
</thead>
<tbody>
<tr>
<td>VM 2015</td>
<td>$188,133.00</td>
</tr>
<tr>
<td>VM 2016</td>
<td>$203,616.00</td>
</tr>
<tr>
<td>VM 2017</td>
<td>$189,997.00</td>
</tr>
<tr>
<td>VM 2018</td>
<td>$152,427.00</td>
</tr>
<tr>
<td>Scholarship Award Total</td>
<td>$734,173.00</td>
</tr>
<tr>
<td>Graduation Award Total</td>
<td>$84,000.00</td>
</tr>
<tr>
<td>Total</td>
<td>$818,173.00</td>
</tr>
</tbody>
</table>

The following table contains the total amount of internal and external scholarships awarded to MSU CVM students for the academic year of 2014-15:

<table>
<thead>
<tr>
<th>Internal &amp; External Scholarship Awards</th>
<th>Amount Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSU CVM Scholarship Award Total</td>
<td>$734,173.00</td>
</tr>
<tr>
<td>Reported External Scholarship Total</td>
<td>$56,003.88</td>
</tr>
<tr>
<td>Total</td>
<td>$790,176.88</td>
</tr>
</tbody>
</table>