Michigan State University  
College of Veterinary Medicine  
Regular Fall Faculty Meeting Minutes  
Tuesday, December 20, 2016  
G150 VMC, 4:00 p.m.

Faculty Attendance:  
DCPAH: Hengesbach, Mani, Reams, Thaiwong, Wise  
MMG: Abramovitch, DiRita, Fyfe, Maes, Mulks  
PDI: Agnew, Kiupel, Patterson, Refsal, Scott, Sonea, Stickler, Swenson, Tadros, Thomas, Wagner, Williams  
PHM: Hegg, Lauver, Neubig  
PSL: None  
SCS: Arnoczky, Beal, Dejardin, Holan, Kim, Koenigshof, Komaromy, Kruger, Levy, Nelson, Pazak, Pease, Perry, Petersen, Rosser, Sikarskie, Upchurch, Vilar Saavedra  
Vet Med Dean: Abreu, Baker, Chaddock, Funk, Grabill, Gray, Malinowski, Yuzbasiyan-Gurkan  
Veterinary Technology Program: Judge, Mayer, Vani

Meeting Notes:  
1. Call to order. Dr. Linda Mansfield, Chairperson, College Advisory Council, called the meeting to order at 4:00 p.m.  
2. Approval of agenda. A motion was made and seconded that the agenda be approved as distributed. Motion carried.  
3. Approval of minutes. A motion was made and seconded that the minutes of the April 27, 2016, spring faculty meeting be approved as printed and distributed to the faculty. Motion carried.  
4. Approval of standing/ad hoc committee annual reports: A motion was made and seconded that all 2015-16 standing/ad hoc committee annual reports be approved as distributed. Motion carried.  
5. Dean's college update. Increasing educational debt, decreasing applicant-to-seat ratio and low starting income is creating a perfect storm with regard to educational debt in U.S. veterinary colleges. We are disadvantaged in that our non-resident tuition is one of the highest in the country and is coupled to the fact that there is no pathway for nonresident students to achieve resident status. We are down 120 non-resident applicants from last year.  
To survive and thrive, we must take a multifaceted approach to address the issues:
• The dean has made a request to the Provost that DVM non-resident tuition be frozen at the current level for 5 years to allow us to reposition ourselves to attract the best non-resident students.
• The dean has been working with MSUFCU to explore better loan options for our students.
• Increase scholarships (#1 priority in Development).
• Continue efforts with other colleges and veterinary organizations for revisions in federal student loan policies.
• Trying to reduce preveterinary requirements so that they can be completed in 2 years.
• Improve student education in personal finance and career counseling.
• Reinvent the curriculum so that it can be more efficiently delivered.
• Demonstrate to prospective students that there is value added to a DVM degree from MSU.

**Accreditation.** Dean Baker shared the schedule for upcoming accreditation evaluations.

<table>
<thead>
<tr>
<th>Year</th>
<th>Season</th>
<th>Program</th>
<th>Accreditation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>Spring</td>
<td>MSU</td>
<td>AAALAC – Accreditation for use of Animals in Teaching and Research (completed – fully AAALAC accredited)</td>
</tr>
<tr>
<td>2017</td>
<td>April 9-12</td>
<td>DCPAH</td>
<td>AAVLD accreditation – American Association of Veterinary Laboratory Diagnosticians</td>
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<tr>
<td>2018</td>
<td>Fall</td>
<td>Veterinary Technology Program</td>
<td>AVMA COE – American Veterinary Medical Association Council on Education</td>
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<tr>
<td>2018</td>
<td></td>
<td>Veterinary Medical Center</td>
<td>AAHA – American Animal Hospital Association</td>
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<tr>
<td>2019</td>
<td>Fall</td>
<td>DVM Program</td>
<td>AVMA/AAVMC Council on Education</td>
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• Accreditation standards for the DVM Program have changed; limited accreditation is no longer an accreditation classification.
• Accreditation classifications include:
  1) Accredited (no deficiencies in any of the Standards; accreditation granted for period of up to seven years).
  2) Accredited with Minor Deficiencies (one or more minor deficiencies in one or more of the Standards; if minor deficiencies are not corrected within one year, college will be placed on Probationary Accreditation for one additional year).
  3) Probationary Accreditation (one or more major deficiencies in one or more of the Standards; deficiencies must be corrected in two years).
  4) Terminal Accreditation (assigned to a college that is unable to correct deficiencies within the specified time period).
• We have some facility issues and may not be able to correct all of them in advance of site visits. We need to demonstrate an understanding of the deficits and have a plan and timeline in place to address them.
• We need to keep working on maintaining cleanliness and reducing clutter. This starts with faculty; faculty need to lead by example.
• Dr. Helene Pazak is overseeing accreditation for the DVM Program; a college ad hoc Accreditation Committee has also been established.
• Stephanie Smith-Edwards is the CVM Biosafety Officer.
• An outside consultant has been identified and arrangements have been made for an unannounced evaluation of our program; the only individuals who know when that review will occur are Dean Baker and Dr. Pazak.

Budget
• 1% efficiency; 1% budget cut

Faculty Recruitment
• Certain specialties in veterinary medicine are commanding very high salaries in the private sector; this affects our ability to recruit faculty as salaries are getting beyond our reach.

Income vs. Mission
• Decreasing support for higher education in Michigan – impact on teaching and scholarship.

Development
• Capital Campaign - CVM has third highest goal on campus ($100M) and first college to meet goal. Development is everyone’s responsibility.
• CVM will receive $12.6M from the estate of 1950 alumnus Albert Dehn to support endowed chairs.
• Matilda Wilson Fund - $2M for scholarships.
• Padwee estate - $1M will be applied toward outstanding debt on the Oncology Center.

6. Ad hoc MSU CVM Faculty and Staff Awards and Recognition Committee
Dr. Arnoczky notified the faculty that in an effort to recognize the many meritorious scholarly and service achievements of the CVM faculty and staff, the Dean’s Office has established the MSU CVM Faculty and Staff Awards and Recognition Committee. The committee’s charge is to develop a database of awards and recognitions available to our faculty and staff, as well as, provide information on application/nomination procedures, timelines, and other details. This information will be accessible on a secure link on the CVM website.

In an effort to establish an archive of past CVM award winners, Dr. Arnoczky will be contacting faculty and staff and asking them to provide a detailed summary of past awards they have received.

7. Discussion/Action Item: Proposed revision to CVM Bylaws – Committee on Diversity and Inclusion
Dr. Hilda Mejia Abreu, Assistant Dean for Admissions, Scholarships, Diversity and Inclusion presented a proposed revision to the CVM Bylaws with regard to the membership composition of the CVM Committee on Diversity and Inclusion (see attached).

A motion was made to approve the proposed revision. Discussion followed. A suggestion was offered that the proposal be expanded to include one representative each from the Veterinary Medical Center and the Diagnostic Center; the Directors of those units would be responsible for identifying the respective representatives.

A motion was made to approve the proposal as amended; the motion was seconded and approved. A ballot will be distributed to the approved voting faculty.
8. **Discussion/Action Item: Proposed CVM Academic Visitor Policy.**
   Dr. Julie Funk, Associate Dean for Academic Programs and Student Affairs, presented an updated CVM Academic Visitor Policy (see attached). Discussion followed, after which a motion was made to approve the revised policy as distributed; the motion was seconded and approved.

9. **Strategic Planning Updates.**
   Short updates were provided by Dr. Julie Funk (Goal 1, Curriculum Reinvention); Drs. Rachel Reams and Chris Gray (Goal 2, Environment of Excellence); and Dr. Vilma Yuzbasiyan-Gurkan (Goal 3, Research Advancement).

10. **Faculty Comments.** None

11. **Introduction of new faculty.**
   - Dr. Reams introduced the following faculty from DCPAH:
     Dr. Nora Berghoff
     Ms. Lindsy Hengesbach, Specialist
   - Dr. Thomas introduced the following faculty from PDI:
     Dr. Lisa Tadros
   - Dr. Neubig introduced the following faculty from PHM:
     Dr. Adam Lauver
   - On behalf of Dr. Grooms, Dr. Carr introduced the following faculty from LCS:
     Dr. Melissa Esser
     Dr. Andrew Huff
   - On behalf of Dr. Olivier, Dr. Kruger introduced the following faculty from SCS:
     Dr. Andrew Claude
     Dr. Sonia Honkisz
     Dr. Nyssa Levy
     Dr. Kirk Munoz
     Dr. Sarah Shull

11. **Faculty years of service recognition.** The following faculty members were recognized for their years of service to CVM:

   **Large Animal Clinical Sciences**
   Dr. Ron Erskine, 25 years
   Dr. John Caron, 30 years
   Dr. Paul Bartlett, 35 years
   Dr. Frank Nickels, 35 years

   **Pathobiology and Diagnostic Investigation**
   Dr. Mohammed Faisal, 15 years
   Dr. Matti Kiupel, 15 years
   Dr. Mike Scott, 15 years
   Dr. Kurt Williams, 15 years
   Dr. Cheryl Swenson, 25 years
   Dr. Tom Mullaney, 35 years
   Dr. Julie Stickle, 35 years
Small Animal Clinical Sciences  
Dr. Loic Dejardin, 25 years  
Dr. Bari Olivier, 30 years

Veterinary Medicine Dean's Office  
Dr. George Bohart, 25 years

12. Adjournment. A motion was made and seconded to adjourn. Motion carried and the meeting was adjourned at 5:25 p.m.

Minutes submitted by Terrie Bunn, CVM Dean’s Office.
Proposed Revision to CVM Bylaws
(For review and discussion for possible action at the Fall 2016 CVM Faculty Meeting)

4.7. Committee on Diversity and Inclusion

Current Bylaws:

4.7.1. The committee shall consist of all elected diversity officers of the other College standing committees, a veterinary medical student diversity representative selected/elected by the CVM Student Advisory Council (SAC), a CVM graduate student selected/elected from the graduate students currently enrolled, and a student member from the Veterinary Technology Program. The Assistant Dean for Diversity and Inclusion serves as an ex-officio member without vote.

If this required membership does not include a member from each of the departments/units of the College, the unrepresented unit(s) may select/elect a member to serve. With the exception of the Assistant Dean for Diversity and Inclusion, all members serve with vote.

Proposed Revision Endorsed by Dean and CAC (proposed changes denoted in red italics):

4.7.1. The committee shall consist of one representative from each CVM-only department, selected/elected by the department for a two-year term, the elected diversity representatives of the other College standing committees, a veterinary medical student selected/elected by the CVM Student Advisory Council (SAC), a CVM graduate student selected/elected from the graduate students currently enrolled, and a student member from the Veterinary Technology Program. The Assistant Dean for Diversity and Inclusion serves as an ex-officio member without vote.

The shared departments of the College may select/elect a single faculty member from one of those departments to serve on the committee with vote for a term of two years.

RATIONALE

Challenges experienced by Diversity and Inclusion Committee as a result of Bylaws revisions approved spring 2016:

1) Timeframe for identifying committee membership for upcoming academic year.
   • Membership for faculty composition on this committee is now dependent upon the other college standing committees convening to elect officers for the upcoming year. Most standing committees do not schedule their initial meeting of the year until fall semester has already started, and sometimes several weeks
into the semester. This hinders the Diversity and Inclusion Committee's ability to set goals and begin planning prior to the start of the academic year.

If the three CVM-only departments elected a Diversity and Inclusion Committee representative (2-yr term) in early spring when elections for the other college and university standing committees are conducted, this committee could then meet as soon as the new committee assignments begin July 1, or even sooner by inviting outgoing, incoming and continuing members to participate in initial planning. The DVM, Veterinary Technology and Graduate Student representatives could also be identified in the spring. As the standing committees elect their respective diversity representatives, those individuals would also be included as members of the Diversity and Inclusion Committee.

2) **Election of diversity/inclusion representatives from the clinical departments for a 2-year term would facilitate continuity in membership.**
   - Standing committee officers are elected to serve for one year, so continuing with the current selection process for Diversity and Inclusion Committee representatives does not necessarily provide continuity.
   - The CAC discussed the possibility of revising the service term of officers on standing committees to two years; however, that would result in standing committees being limited to electing officers/diversity representatives from among those members who have either just been re-elected for a second term or newly elected to that committee.
   - If this proposed revision is approved by the faculty, it is recommended that the initial term of one of the CVM-only department representatives be for one year rather than two, resulting in staggering of the terms of service of the CVM-only department representatives.
The visitor policy as written here is an internal document. The only public aspect of the visitor policy will be a message like paragraph one below—with a link to the visitor form.

**MSU CVM Academic Visitor Policy**

Michigan State University’s College of Veterinary Medicine welcomes visitors, for academic purposes, as a core component of its mission. Visitors promote mutual success and understanding through the sharing of knowledge and perspectives, help reveal our many assets to the rest of the world, and facilitate recruitment of excellent faculty, graduate students, residents, interns, and students.

1) In order to guarantee the quality and safety of the visitor’s experience, it is essential that communication processes be in place to notify the appropriate parties of who is visiting the College, when they will be visiting, and the nature/expectations of their visit.

2) Each visitor must have a CVM host. It is the responsibility of the host to ensure that the visitor has an agenda and is accompanied while in the College. In addition, the visit must be pre-approved by the director of each service unit in which the visitor will participate, participating clerkship moderators (as applicable), and the department chair(s) as appropriate. DVM student visitors participating in clerkships must also be approved by the Associate Dean for Academic Programs and Student Success. This approval is managed by the CVM staff responsible for visitors (see check list for contacts).

3) Each visitor must complete the Visitor form (link). This will be posted on the CVM website and be very basic—name, contact information, what they are interested in doing while at CVM.

4) The assessment of fees for activities during visits are at the discretion of the unit supervisor. In cases where visitor activities utilize service units (Veterinary Medical Center and Diagnostic Center for Population and Animal Health), the visitor requires approval by both the department(s) and service unit(s) involved in the visitor’s activities. Standardized fee tables are managed by individual units. Costs/necessary resources associated with visitor activities (identification, parking, office space, laboratory resources) are the responsibility of the host unit. It is the responsibility of the host/hosting unit to inform visitors of costs that they will personally incur as a component of their visit.

5) Hosting visitors without the appropriate approval process will result in penalties, including, but not limited to, restrictions in the ability to host visitors, and impact on annual performance reviews. Visitors are expected to follow MSU and CVM policies and procedures and are subject to removal if they are in violation.

6) Visitors that will have contact with livestock must comply with MSU and USDA biosecurity guidelines to reduce risk of foreign animal diseases.
Visitor Checklist

This checklist is for internal guidance only. Visitor hosts and units should identify appropriate processes for each visitor.

___ A College faculty member is identified and has agreed to the responsibilities of hosting the visitor.

___ The visitor form is completed.

___ The visitor(s) name(s), dates of attendance and activities have been communicated to and approved by all relevant units (the host is responsible for this approval process; whether required documentation of this approval is necessary, and type of approval, is determined by the unit; please see list of CVM staff responsible for visitors below).

Potential approvals needed:
- Section Chief(s)
- Service Unit(s)
- Department Chair(s)
- Associate Dean for Academic Programs and Student Success
- Office for International Programs

___ Visitor name(s), host name, dates of attendance, agenda and activities and relevant approvals are submitted to the appropriate units' staff members:

College Staff responsible for managing visitors:

Tammy Pike – All DVM visiting students interested in LCS/SCS clerkship rotations, VIRMP, Resident/Intern and visitors to the Veterinary Medical Center.
Denise Harrison – All DVM visiting students interested in PDI clerkship rotations.
*Once visitors are approved, provide the clerkship information to Lori Headley in order to update the clerkship scheduler.
TBD – All DCPAH requests.

___ Host ensures that all necessary policies, procedures and resources are implemented for the visitor. Here is a list to help guide decision-making regarding visitor needs. Each unit will determine their specific needs.

___ Spartan Card and appropriate building access
___ Parking/transportation
___ Apparel/Personal Protective Equipment requirements
___ Locker space
___ Office space
___ Key/keycard access
___ Information Technology requirements (e.g. VetStar, VTH Online, D2L, email, network folders, etc.)
___ Regulatory and Safety requirements (as appropriate)
___ Immunizations, other health requirements
____ Environmental Health and Safety Training
____ Licensure requirements
____ Animal Use Training
____ Biosecurity requirements and restrictions
____ Foreign animal disease risk evaluated and proper biosecurity steps taken
____ Housing
____ Verified Individualized Services and Accommodations (VISA)
____ Insurance (e.g. health, liability, etc.)
____ Visitor is added to relevant email and other communications lists (phone, etc.)
____ Payment for activities/training during the visit (at the discretion of the hosting units).

____ A college announcement is sent prior to the visit to welcome the visitors (*this can be managed between designated college staff and communications---a component of the CVM newsletter*).

____ Annually: Visitors are surveyed regarding their experience at the CVM. This will be managed via each hosting unit at the time of visit completion.