

**Council on Education Site Visitor  
Application**

Email application to [OfficeEVP@avma.org](mailto:OfficeEVP@avma.org)

Name	AVMA Member Number
Address	
Phone	E-mail

**CANDIDATE AGREEMENT TO SERVE** – I agree to serve as a COE Site Visitor and, if selected, I agree to comply with the Council’s statement on confidentiality and code of conduct: <https://www.avma.org/education/accreditation/colleges/coe-accreditation-policies-and-procedures-principles>. I certify that the information provided in this application is true and accurate to the best of my knowledge.

If selected I am available to attend site visitor training August 28-30, 2020 at AVMA Headquarters, Schaumburg, IL.

---

Signature of Applicant (By typing your name you agree that this is valid as your signature)

**Candidates will be evaluated based on their:**

- Demonstrated interest in the scope and future of veterinary medicine
- Demonstrated interest in veterinary education
- Strong written and verbal communication skills.
- The ability and willingness to communicate electronically
- Ability to critically evaluate data, formulate questions and reach conclusions
- Appreciation and openness to the need for change in the future of veterinary education
- Basic understanding of the role of accreditation in education

**If chosen a candidate will be expected to:**

- Invest approximately 5-6 days per year away from home, with additional preparation time for site visits (based on one site visit a year) and for training
- Travel nationally and internationally
- Possess basic word processing skills and the ability to compose and edit documents
- Have a Microsoft Word compatible, portable electronic device to bring on site visits
- Sign a statement of confidentiality
- Abide by the COE Code of Conduct
- Read and be familiar with the *Accreditation Policies and Procedures of the AVMA Council on Education*
- Attend an initial training session (2020 session is August 28-30, 2020 at AVMA Headquarters, Schaumburg, IL) and participate in annual on-line retraining

**All candidates for COE site visitors must:**

1. Provide a curriculum vitae, no longer than two pages, including educational background, credentials relevant to veterinary education, and service within and outside the veterinary profession.
2. Provide a 400-word personal statement regarding your background, interest, and capacity to participate in veterinary education accreditation.
3. Solve the following problem (begins on next page). Answer must be no longer than one typed page, single space, with 12-point type. The answer must demonstrate your ability to critically evaluate data, formulate questions, and reach conclusions, as well as illustrate your basic understanding of the role of accreditation in education. More information on the accreditation process can be found at <https://www.avma.org/education/accreditation/colleges/accreditation-policies-and-procedures-avma-council-education-coe>

For the purpose of this problem, assume that you are a site visitor for the COE and are serving on a site visit team to Institution X. The following statement addressing Standard 7 (Admissions) was part of Institution X's Self Study. Standard 7, as listed in the COE's Policy and Procedure manual, is provided below for your reference.

As a member of the site visit team:

- Do you have any concerns about Institution X's admissions process as compared to Standard 7?
- Why are you concerned?
- What questions would you ask to further understand this school's admission process, and how it relates to Standard 7?

#### **Standard 7 Admission**

The college shall have a well-defined and officially stated admissions policy and a process that ensures a fair and consistent assessment of applicants. The policy must provide for an admissions committee, a majority of whom must be full-time faculty members. The Committee must make recommendations regarding the students to be admitted to the professional curriculum upon consideration of applications of candidates who meet the academic and other requirements as defined in the college's formal admission policy.

The college must demonstrate its commitment to diversity and inclusion through its recruitment and admission processes, as consistent with applicable law. The college's admissions policies must be non-discriminatory, as consistent with applicable law.

Subjects for admission must include those courses prerequisite to the professional program in veterinary medicine, as well as courses that contribute to a broad general education. The goal of preveterinary education shall be to provide a broad base upon which professional education may be built, leading to lifelong learning with continued professional and personal development.

Factors other than academic achievement must be considered for admission criteria.

#### **EXCERPT FROM SELF STUDY:**

All information for admission to the School of Veterinary Medicine is available on-line. Applicants are evaluated on academic performance and professional potential. Applicants are encouraged to major in any area of study as an undergraduate. Significant time and effort is committed to the fair and unbiased review, evaluation, and selection of candidates for admission.

#### *7.1 State the minimum requirements for admission.*

Basic admissions requirements to the program include the following:

- Prerequisite coursework - Applicants must have completed the pre-requisite coursework with a grade of C- or better by the end of spring term, prior to the fall semester in which admission is sought:
  - Biology (Biology w/ Laboratory, 3-5 credits, Zoology w/ Laboratory, 3-5 credits, Genetics, 3-5 credits, Microbiology w/ Laboratory, 3-5 credits, Vertebrate Embryology, 3-5 credits)
  - Physiology (Systemic physiology, 3-5 credits)
  - Embryology
  - Chemistry (General Chemistry w/ Laboratories, 6-10 credits, Organic Chemistry w/ Laboratory, 3-5 credits, Biochemistry 3-5 credits)
  - Physics (Introductory Physics I w/ Laboratory, 3-5 credits, Introductory Physics II w/ Laboratory, 3-5 credits)

- Submission of a complete Veterinary Medical College Application Service (VMCAS) application by the VMCAS application deadline. All transcripts must be received and verified by VMCAS, and Graduate Record Exam (GRE) scores must be from within the last five years. The \$105 application processing fee must also be submitted.
- Achievement of a minimum GPA of 2.0 for all prerequisite coursework.
- Achievement of a minimum GPA of 2.0 for the last 45-semester credit GPA.
- Achievement of a minimum GRE verbal and quantitative percentile rank at the 30<sup>th</sup> percentile.
- Documentation of veterinary, animal, and/or animal health experience.

*7.2 Describe the student selection process, including measures to enhance diversity.*

The Dean of the School has overall responsibility for development of fair and equitable admissions processes. All admissions processes are overseen by the admissions director under the supervision of the Associate Dean of Student Affairs. The Admissions Committee which is composed of one faculty member of each of the three departments, two alumni of the School, two faculty members from the University, and the admissions director, who serves as an ex officio member, makes admissions decisions that are conveyed to the dean, who approves the final list of admitted students.

Two pools of applicants are assessed, resident applicants and non-resident applicants. A quantitative evaluation procedure is used to rank applicants. An in-depth assessment of an applicant's academic standing is conducted. Specifically, prerequisite course GPA, last 45-semester credit GPA, and GRE scores are reviewed and converted to a point system. Thirty points are allotted for the prerequisite course GPA and the last 45-semester credit GPA. The GRE is allotted 30 points with up to 15 points assigned to the verbal score/percentile rank and up to 15 points assigned to the quantitative score/percentile rank.

Two members of the Admissions Committee review each file and assign a numerical score (up to 10 points) based on the diversity of veterinary, animal, and/or animal health experience.

The two scores are combined to make up the final score. Applicants are then ranked by score in each of the pools. The Admission Committee makes its admissions decisions based on each applicant ranking. The number of offers made is based part on historical cutoffs that yield the appropriate number of acceptances to fill the entering class. The School abides by the VMCAS common acceptance RSVP date of April 15. Wait lists are kept for both residents and non-residents. Vacated seats are filled accordingly until the start of the fall semester.