

### Council on Education Member Application

Name	AVMA Member Number
Address	
Phone	E-mail
Position Applied for:	Licensed in (if applicable)
Private Small Animal Clinical Practice	

**CANDIDATE AGREEMENT TO SERVE** – I agree to serve on the Council if selected, and I am professionally active in the area specified, if any, for the position to which I am applying. I agree to comply with the Council’s statement on confidentiality and code of conduct in Section 18.2-18.3, 21.1 Appendix A, and 21.10 Appendix J of the *Accreditation Policies and Procedures of the AVMA Council on Education* at: [https://www.avma.org/ProfessionalDevelopment/Education/Accreditation/Colleges/Documents/coe\\_pp.pdf](https://www.avma.org/ProfessionalDevelopment/Education/Accreditation/Colleges/Documents/coe_pp.pdf)

I certify that I am a current voting member of the AVMA, and the information provided in this application is true and accurate to the best of my knowledge.

\_\_\_\_\_  
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 veterinary education and the scope and future of veterinary medicine
- Demonstrated competence in the designated area of veterinary medical activity that will be represented on the Council
- Strong written and verbal communication skills and the ability to communicate electronically
- Ability to critically evaluate data, formulate questions and objectively evaluate outcomes
- Basic understanding of the role of accreditation in education
- Appreciation for the role of innovation in veterinary medical education
- Appreciation for the diversity in the form and delivery of veterinary medical educational programs
- Ability to effectively work in a group setting, respect opinions of others and support the decisions of the Council

**Candidate requirements:**

- Must be an AVMA member in the appropriate professional activity code
- Must be available to attend site visitor training August 28-30, 2020 at AVMA Headquarters, Schaumburg, IL
- Able to invest 10-14 days per year away from home, with additional preparation time for meetings or other council business
- Able to travel nationally and internationally with a valid passport
- Provide a signed statement of confidentiality
- Sign an agreement to abide by the COE Code of Conduct
- Participate in COE site visitor training

All candidates for Council positions on the COE must:

1. Be available for a short phone interview.
2. Submit the application and curriculum vitae electronically to Diana Olivera at [dolivera@avma.org](mailto:dolivera@avma.org). Applications are due on or before March 15, 2020.
3. Provide curriculum vitae:
  - a. No longer than two pages
  - b. Demonstrating competence in the designated area of veterinary medical activity that you will be representing on the Council.
  - c. The CV must include current clinical activities, education history, and list service within and outside of the veterinary profession
4. No references, endorsements, or other supporting documentation should be submitted. If such documents are submitted the committee will not consider them.
5. Answer the following two questions (Answers limited to space provided on application).
  - a. Why are you interested in being on the COE (in 200 words or less)?

- b. What is your understanding of the role of accreditation in veterinary medical education? (in 200 words or less)

6. List Continuing Education meetings you attended in the past three years:

## 7. Sample college evaluation exercise

Complete the following exercise. Please confine your response to one page on this form. Your response should demonstrate your ability to critically evaluate data, formulate questions, and reach conclusions. Please note that there may be multiple right answers.

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For the purpose of this problem assume you are a member of the COE and are evaluating Institution X for areas of concern for the site team to address or areas to delve into more deeply. The information addressing Standard 7 Admission was part of Institution X's Self-study.

Using Standard 7 Admission, as printed from the current *Accreditation Policies and Procedures of the AVMA Council on Education* below, and the excerpted sample of a self-study response from Institution X to this particular Standard, generate comments and questions for the site team to verify during their site visit regarding Standard 7.

Examples might include:

- What concerns do you have about Institution X's admissions process as compared to Standard 7?
- What questions would you want answered to further understand this school's admission process and how it relates to Standard 7?

For reference, see the elements of the self-study required to be addressed by the Institution at <https://www.avma.org/ProfessionalDevelopment/Education/Accreditation/Colleges/Pages/coe-pp-elements-of-the-self-study.aspx>.

## **Standard 7, Admission**

The college must 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 for Institution X's Self-Study**

The School of Veterinary Medicine takes pride in providing a significant amount of easily accessible information to prospective students on admissions requirements. The selection of students for admission to the professional DVM program is critical to the faculty, and to the profession, and is approached with dedication and commitment by the faculty, staff and practitioners involved in the process. Significant time and effort is committed to the fair and unbiased review, evaluation and selection of candidates for admission.

### **MINIMUM REQUIREMENTS FOR ADMISSION**

- The minimum acceptable grade point average for consideration of admission for all applicants is 1.80 for both the required sciences and cumulative undergraduate/graduate coursework.
- All applicants are required to take the Graduate Record Examination (General Test) within 15 years of the time the application is submitted, and no later than October 1. A minimum GRE score is required if an applicant does not qualify with the minimum 1.80 GPA.
- Applicants must have completed 108 quarter units or 72 semester units in an accredited college or university prior to matriculation.
- All required coursework must be completed prior to matriculation with a minimum of 1.80 in all remaining coursework.

### **Core Requirements**

- One year of general biology
- One semester of biochemistry
- One year of general chemistry
- One semester of systemic physiology
- One year of organic chemistry
- One semester of vertebrate embryology
- One year of physics
- One semester of genetics

### **Additional Required Courses**

None

- Must complete a minimum of 10 hours of veterinary experience.

### **STUDENT SELECTION PROCESS**

As a method of assessing the large number of applications to the School, a quantitative evaluation procedure exists to rank applicant nominees and provide a mechanism to advise applicants of their strengths and weaknesses. Criteria considered in this evaluation process are:

#### **Academics - Intellectual achievement and/or ability**

##### **A. College coursework:**

- GPA of all undergraduate/graduate coursework
- GPA of required science coursework
- GPA of last 45 semester or 72 quarter units of undergraduate /graduate work

##### **B. Graduate Record Examination (General Aptitude Test only)**

#### **Non-Academics**

None

#### **Evaluation of all qualified applicants**

The Admissions Committee consists of three tenured faculty members from various department/disciplines within the School and four outside non-faculty private practitioners and the state veterinarian. This Committee reviews and scores the top 15% of the applicant pool based on grades and Graduate Record Examination scores.

The Associate Dean of Student Programs reviews all applicants not in the top 15%, and recommends to the Admissions Committee those applicants that have demonstrated knowledge and experience in an identified area where there is a greater demand for veterinarians. A small number of “uniquely” qualified candidates (based on ethnicity, gender, and age) are admitted.

**Generate comments and questions for the site team to verify during the site visit, using the Standard provided and the excerpted sample of a self-study response from Institution X (one-page limit):**