

## Council on Education Site Visitor Application

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/ProfessionalDevelopment/Education/Accreditation/Colleges/Pages/coe-pp-fundamental-principles.aspx>. I certify that the information provided in this application is true and accurate to the best of my knowledge.

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Signature of Applicant

**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 and the 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 10 days per year away from home, with additional preparation time for site visits and for training
- Travel nationally and internationally
- Sign a statement of confidentiality
- Abide by the COE Code of Conduct
- Read the COE Standards and view the COE orientation DVD
- Attend a training session once annually

**All candidates for COE Site Visitors must:**

1. Provide a curriculum vitae, no longer than two pages, demonstrating competence as a Site Visitor. The CV must include education history, and a list of 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. Be available, during the evaluation process, for a 10-minute phone interview.
4. 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/ProfessionalDevelopment/Education/Accreditation/Colleges/Pages/coe-pp.aspx>.

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. The policy shall provide for an Admissions Committee, a majority of whom shall be full-time faculty members. The Committee shall 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.

Subjects for admission shall 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:**

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.