School of Veterinary Medicine Policy Document 10.55: Admissions Committee

GOVERNING TTU OP: Not applicable.

PURPOSE: The purpose of this School of Veterinary Medicine (SVM) policy document is to define the role and membership of the SVM Admissions Committee.

DATE OF POLICY: 11JAN2022

REVIEW: This SVM Policy shall be reviewed every third year by the SVM Admissions Committee. Revisions will be forwarded to the Dean’s Executive Leadership Council for review and disposition.

POLICY/PROCEDURE

BACKGROUND: The SVM Admissions Committee has the primary role of selecting veterinary student candidates who will help the school achieve its purpose of serving rural and regional communities. The Admissions Committee membership is made up of TTU SVM faculty, staff, students, and clinical partners and uses a process based on the Association of American Medical Colleges Holistic Review initiative\(^1\) to evaluate each candidate’s life experiences, personal attributes, and metrics. In-person interviews are conducted using a modified multi-mini-interview process. The Admissions Committee makes recommendations to the Sr. Associate Dean of Academic and Student Affairs (ADASA) who makes the final determination of candidates to admit. The ADASA will convey the final decision to the Dean.

ROLES OF THE COMMITTEE: The roles of the SVM Admissions Committee are to:

1. Review and develop, when needed, policies for, and information describing, the admissions process for the SVM;
2. Review applicants for admission;
3. Review criteria annually for pre-screening, screening, interviews, and admission to the SVM;
4. Provide demographic reports on acceptances during the period from offers to open admission cycle to the Sr. Associate Dean for Academic and Student Affairs;
5. Advise and recommend to the Sr. Associate Dean for Academic and Student Affairs the candidates for admission;
6. Provide application and admission reports annually to the Data Synthesis and Analysis Committee and other reports as needed for outcomes assessment; and
7. Review, at least annually, reports from the Data Synthesis and Analysis Committee.

ACTIVITIES OF THE COMMITTEE: The Committee will perform its work relative to the objectives of the TTU SVM are to:

- Graduate practice-ready, competent and confident veterinarians who will serve rural and regional communities;
- Provide access to affordable, high-quality veterinary medical education;
- Develop a research-intensive School that enhances and complements the strengths of TTU and Texas Tech University Health Sciences Center (TTUHSC), and addresses the

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\(^1\) [https://www.aamc.org/services/member-capacity-building/holistic-review](https://www.aamc.org/services/member-capacity-building/holistic-review)
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needs for research and expertise in veterinary medicine, food- and fiber-animal production, and the health sciences;

• Provide opportunities for graduate education and research, and advanced clinical training in internships and residencies;
• Support sustainability of livestock industries as they feed growing populations; and
• Improve human, animal, and ecosystem health by integrating innovative One Health activities into our educational, scholarship, and service activities.

REPORTING: The Admissions Committee reports to the Sr. Associate Dean for Academic and Student Affairs. Recommendations from the committee will be reviewed by the Dean’s Executive Leadership Council.

COMMITTEE MEMBERSHIP AND MEETINGS: This committee will be made up of members, representing faculty, staff, student(s), and community members. Each Committee member, except for the student members, will be appointed by the Dean or the Sr. Associate Dean of Academic and Student Affairs:

• Sr. Associate Dean for Academic and Student Affairs – Chair, perpetual
• Associate Dean for Clinical Programs or Associate Dean for Research
• Director of Admissions and Student Services (non-voting member)
• Admissions and Scholarships Coordinator – minutes (non-voting member)
• 6 faculty members representing various discipline areas
• 5 veterinarians representing various geographical areas of Texas
• 1 veterinarian representing the state of New Mexico
• 2 students, selected by the TTU SVM chapter of the Student American Veterinary Medicine Association (SAVMA).

LEADERSHIP AND TERM LENGTHS: Term lengths of initial members will be staggered. Subsequent terms will be three years. Student membership will be determined by the SAVMA each year. Members can be renominated upon completion of their terms. The Sr. Associate Dean for Academic and Student Affairs serves as the Chair of the Committee.

QUORUM: A quorum, which will consist of two-thirds of the voting membership of the Committee, will be required for all meetings in which issues are to be brought to a vote. The Associate Deans will vote only in the case of a tie.

MEETING FREQUENCY AND AGENDA: The Admissions Committee will meet weekly or every other week at times during the TTU SVM open admission cycle, at least once or twice a semester during the non-open admission cycle; and the agenda will be shared among Committee members at least 48 hours prior to scheduled meetings.