

AAVMC's Admissions & Recruitment Committee Charge

REVISED October, 2018

The Admissions and Recruitment Committee (ARC) is a committee of the Assembly of the Association of American Veterinary Medical Colleges (AAVMC) and is made up of three working groups: ARC Strategic Group; Operations Working Group; and Outreach & Recruitment Working Group. The ARC Strategic Group serves as the main ARC committee with oversight of the other groups.

Charge Summary (Details on linked pages):

[ARC Strategic Group](#) is charged with reviewing and implementing evidence-based student selection practices, embedded within the framework of appropriate pedagogical principles, analyzing student selection outcomes, and planning student selection programming for the AAVMC annual meeting. Coordinating with AAVMC Staff Liaison for recommendations for initiative budget, policy & procedures changes.

[Operations Working Group](#) is charged with overseeing issues related to the veterinary medical college application service (VMCAS) and its vendor, operational admissions issues, AAVMC Admissions Workshop programming at the Annual Conference, coordinating with the ARC Strategic Group on recommendations for initiative budget, policy & procedure changes.

[Outreach & Recruitment Working Group](#) is charged with overseeing activities related to pipeline outreach & development, research and studies related to K-12 (and other) veterinary school recruitment activities, oversight of Pre-Vet / Pre-Health advisor development initiatives, coordinating with the Operations Working Group and the ARC Strategic Group on recommendations for initiative budget, policy & procedure changes.

Committee Structure:

1. The AAVMC Board of Directors and the AAVMC Chief Executive Officer shall have oversight responsibility for the Operation Working Group.
2. The Strategy Group, Operations Group, and the Outreach & Recruitment Group are collaborating groups and will work closely together when moving forward new strategies/initiatives to ensure common goals appropriately align and as they are approved by AAVMC Board of Directors and AAVMC CEO.
3. The Admissions & Recruitment Committee (ARC) shall be composed of five representatives. Four (4) from US Veterinary Institutions and one (1) representing an international veterinary institution. Members are nominated through AAVMC during its annual call for volunteers.
4. Members of the Admissions & Recruitment Committee shall elect annually every March, a chair and chair- elect for the group to AAVMC. The term of office for the chair-elect, chair, and past-chair shall be one year. The chair shall automatically succeed to the office of past-chair. The chair-elect shall automatically succeed to the office of chair. In each successive year, the ARC shall recommend to the President, one member of its nominated working group to serve as chair-elect. The President shall have the authority to accept, reject, or appoint his/her own nominee(s) as chair-elect, chair, or past-chair of the ARC.
5. Members of the ARC shall serve a term of three years. Terms shall be staggered so that two, two & three year terms shall expire each successive years, respectively. Members of the ARC may be reappointed without limitation.
6. Each working group of the ARC shall designate a Group "lead" that will serve as primary contact for the working group.

7. The VMCAS Director or his/her designee shall serve as an ex-officio member of the ARC. The VMCAS Director shall have the authority to cast a vote only in the event of a tie vote on the ARC.
8. The VMCAS Director shall serve as AAVMC's staff liaison to the ARC. The group chair shall be responsible for preparing materials to be distributed to and identify a group member for recording the minutes of the group's meetings.

Operational Guidelines:

1. The ARC, and each Working Group shall endeavor to meet at least once a month via a telephone conference call at a mutually acceptable time. The group shall convene more often as needed at request of one-half of the group or the VMCAS Director.
2. For the purposes of conducting business, quorum shall consist of at least half of the members of the group. A quorum must be established before the group may make a recommendation to the AAVMC Board of Directors. Members may establish a proxy voting policy.
3. The Board of Directors shall have the sole authority to approve all major changes to the VMCAS system. The group shall submit proposed major changes as a recommendation(s) at least one month prior to any regularly scheduled meeting of the AAVMC Board of Directors.

INDIVIDUAL CHARGE DETAILS:

ARC STRATEGY GROUP:

- Oversight of and collaboration with the Operations Sub-Committee
 - The ARC will review all recommendations from the Operations Sub-Committee regarding collaboration with service vendors or any servicing agents with whom the AAVMC may contract to design and maintain a centralized application instrument, the Veterinary Medical College Application (VMCAS)
 - The ARC will review all updates from the Operations Sub-Committee regarding the monitoring of vendor performances and other operational developments over the course of the application cycles and to report all findings on a frequent and regular basis to the AAVMC Board of Directors
 - The ARC will review all research, evaluations, recommendations and proposals from the Operations Sub-Committee regarding VMCAS policies and procedures. Upon approval, recommendations will be made to the AAVMC Board of Directors
- Oversight and collaboration with the Recruitment Sub-Committee
 - The ARC will review all research, evaluations, recommendations and proposals from the Recruitment Sub-Committee regarding creating and implementing a recruitment strategic plan. Upon approval, recommendations will be made to the AAVMC Board of Directors
 - The ARC will distribute Board-approved best practices and recommended guidelines to AAVMC member institutions for their consideration
- Oversight and collaboration with the Community of Interest
 - Along with the sub-committees, the ARC will be responsible for receiving and evaluating recommendations from members of the Community of Interest
 - The ARC will be responsible for providing regular updates to the Community of Interest

- Receive and evaluate recommendations from AAVMC member institutions regarding the improvement and establishment of AAVMC and VMCAS policies and procedures, making recommendations regarding the same to the AAVMC Board of Directors
- Proposing, researching, evaluating, and making recommendations to the AAVMC Board of Directors regarding student selection best practices and outcomes, COE standards in regard to student selection, and VMCAS policies and procedures
- Receive and evaluate recommendations from AAVMC member institutions regarding the improvement and establishment of best practices and recommended guidelines in student selection; making recommendations regarding the same to the AAVMC Board of Directors; and distributing Board-approved best practices and recommended guidelines to AAVMC member institutions for their consideration

OPERATIONS WORKING GROUP:

- Working with application service vendors or any servicing agents with whom the AAVMC may contract to design and maintain a centralized application instrument, the Veterinary Medical College Application Service (VMCAS).
- Collaborating with AAVMC and VMCAS personnel to monitor vendor performance and other operational developments over the course of application cycles, and to report all findings on a frequent and regular basis to the AAVMC Board of Directors.
- Receive and evaluate recommendations from AAVMC member institutions regarding the improvement and establishment of VMCAS policies and procedures and making recommendations regarding the same to the AAVMC Board of Directors.
- Proposing, researching, evaluating, and making recommendations to the AAVMC Board of Directors regarding VMCAS policies and procedures.
- Submitting budgetary needs for group operations, programming, and training to the AAVMC for approval. The AAVMC will remain solely responsible for all financial issues pertaining to the expenditure of funds arising from the application service.
- Ensuring that admissions policies are applied fairly and consistently and reviewing and approving or rejecting applicant deadline extension requests.
- Proposing, planning, and implementing the admissions workshops at AAVMC conferences, meetings, and symposia.

OUTREACH & RECRUITMENT WORKING GROUP:

- Development of project and initiatives related to pipeline development
 - K-12 Initiatives
 - Organizational alignment with existing programming
 - Annual data collection of enrichment / summer programs
 - Development of pipeline tool integration & workflows
- Organization and development of recruitment projects & initiatives
 - Global speaker's database
 - Conference and Lecture database
 - Development of tools and products for veterinary profession information
- Pre-Veterinary / Pre-Health Advisor Development
 - Development of training series project
 - Advisor's Toolkit – website & product development