

ACVM Board of Governors December Meeting

December 6, 2015

9AM-12PM

1. Call to Order (C. Chase) Meeting called to order at 10:14 CST.

Present: Chris Chase, Amelia Woolums

BOG members present: T. Frana, J. Daniels, E. Thacker, D. White (by phone). R. Wilkes

Additional Diplomates present: C. Hayhow, A. Phipps, M.M. Chengappa, T. Besser,

S. Kariyawasam, S. Rajeev, M. DeBey, and S. Olsen

2. Approve Agenda (C. Chase) A motion to approve the agenda was made by T. Frana, seconded by J. Daniels and unanimously approved.

3. Moment of Silence- A moment of silence was taken to recognize Brenda Love and Kumaran Subbiah.

4. Consent Calender (C. Chase)

A motion was made by T. Frana to approve the July minutes, seconded by E. Thacker, and unanimously approved.

5. Officer Reports

- a. A. Woolums- Administrative Assistant (AA) for ACVM; A. Woolums circulated a document containing lists of Secretary and Treasurer duties that could be performed with aid from an AA. J. Daniels was asked to contribute to the list for duties for the Exam Committee chair. A. Woolums will prepare the document by the first of 2016 to send to the BOG for approval to obtain bids, ideally from three different entities.

- b. R. Wilkes, Secretary and ABVS- R. Wilkes mentioned that the application process has now been added to the website, completing this phase of website development. R. Wilkes also mentioned that the 5 year and annual report have been submitted to ABVS and the next ABVS meeting will be held in Feb. 2016. Annual banquet to be held at Weber Grill on Monday evening, Dec. 7th- discussion concerning alcoholic beverages and costs to ACVM took place, including the need to spend a minimum of \$2100 for use of the banquet room. R. Wilkes made a motion for ACVM to pay for beer/wine service for 2 hours during the banquet at \$23/person, seconded by T. Frana and unanimously approved.
- c. T. Frana – Treasurer Report, inactive members and Website; T. Frana presented the current budget (ACVM current total worth is \$75000, with \$57,000 in checking/savings and \$18,000 in CDs) and presented a projected budget for 2016. T. Frana mentioned the migration of dues payments from a database and Excel files to the website database and the work he has done with Sephone to update diplomate payment records and set up the system to automatically track dues payments. Reminders for payment of dues were sent out through Sephone in July and November. Another reminder will be sent in Jan.
- Diplomates that are >2 years in arrears need to be converted to inactive diplomate status. Current contact information is still lacking for many of these people. A. Phipps suggested sending letters to last know addresses, showing a good faith effort to contact the individuals, in accordance with the requirement in the by-laws to inform individuals in writing of the delinquency and intended action to remove them from the website and ACVM roll.

T. Frana discussed a proposal from Sephone for enhancement to the current application feature on the website which will allow administration to search applicants, exams, etc. for reporting purposes, as well as the addition of tracking of credits for the recertification process through the website. The cost would be approximately \$10,000 to the College to add these features. A. Woolums suggested beta testing of the credit tracking feature and R. Wilkes mentioned the idea of the BOG testing the feature, if approved, prior to its release to the College.

T. Frana made a motion to approve the proposal from Sephone, seconded by E. Thacker, and unanimously approved.

There is an outstanding balance of \$3000 that needs to be paid to Midwest Solutions for the digitizing of the old files.

T. Frana suggested the purchase of another CD in the amount of \$10,000, but this will be reconsidered at the March BOG meeting, following payment of expenses for CRWAD and exams, etc.

- d. Laurel Gershwin (COBTA)- L. Gershwin serves as an Immunologist for COBTA and she gave the COBTA report, including the work that has been done by the Task force on antibiotic resistance through the AAVMC and the statement on use of antibiotics. COBTA is also addressing developing a policy on the use of stem cells- what is and is not appropriate use, additionally, COBTA is focusing on trying to educate pharmacists through the Pharmacy Association about the danger of substituting drugs that are being prescribed for animals.

- e. Chris Chase- CRWAD, C. Chase mentioned that there are now 4 ACVM diplomates on the CARWAD council (M.M. Chengappa, A. Woolums, L. Gershwin, C. Chase). C. Chase mentioned the intention of CRWAD to develop a program committee for the annual meeting with members from each satellite organization to be involved. Mentioned CRWAD meeting might be changing to a different time of year. Dr. Benfield is talking with the Marriott hotel to try to determine another time for the meeting, but based on a survey that went out the CRWAD members, the meeting will still be held in Chicago each year.

6. Old Business

- a. Consultation Update –Stalley- C. Chase mentioned archiving is almost complete, minus the old application files. R. Wilkes will send C. Chase an example of how the files are currently stored in digital format so this can be done for the old hard copies.
- b. Exam committee- Exam results, Exam Soft, Job Task Analysis Survey and Psychometrician-J. Daniels

J. Daniels provided the results from the exams (7/13 passed the micro general exam, 1/7 passed the Immunology specialty, 4/15 passed the Virology specialty, 1/7 passed the Bacteriology/Mycology specialty, 7/7 passed the Parasitology general exam, and 5/6 passed the Parasitology specialty exam). E. Thacker moved for the BOG to accept the exam results, seconded by T. Frana, and unanimously approved. This resulted in 7 new diplomates (5 in parasitology and 2 in virology). Also, three diplomates added a new specialty.

Discussion took place concerning the potential of combining the parasitology and micro general exams into a single exam. This was discussed in the past but it was determined that those taking the micro general did not want to study parasitology and those taking the parasitology exam do not want to study microbiology. No changes are currently planned for the layout of the exams.

Job analysis- J. Daniels mentioned that our previous job task analysis done in 2012 was not performed in a way to produce an exam blueprint, resulting in the need for the new job task analysis survey. J. Daniels mentioned about 80 people have responded to the online survey which will be open until the end of the year. This information will be used to blueprint the exam and questions in the exam bank will be tagged to correspond to the blueprint. This will allow for standards setting for the exam to standardize the difficulty of the exam from year to year and allow for cut scores by a Modified Angoff method rather than using an arbitrary cut score as we do now. J. Daniels suggested starting with Bacteriology/Mycology to begin the process of blueprinting and question tagging, which would be done in a workshop.

J. Daniels also mentioned his plan to convert the entire exam to ExamSoft to be used for the 2016 round of exams. He suggested the exam be administered at The Ohio State next December, where ExamSoft is already used, because there would be IT support there for it if something were to go wrong. The exam will likely be administered prior to CRWAD next year (assuming CRWAD is still in Dec.). This would make it easier for new diplomates to attend the banquet for recognition.

- c. Continuing Education- T. Frana mentioned that the mini-symposium that was held in conjunction with AAVLD- sponsored by the AAVLD bacteriology sub-committee and partially supported financially by ACVM was very well attended. The symposium was sold out and many people had to be turned away.
- d. ACVM Residency Subcommittee- L.Ballweber could not attend the meeting and nothing new was presented for the residency pathway.
- e. Recertification document- A correction to the document was suggested by C. Hayhow. E. Thacker moved to accept the document with the correction, seconded by J. Daniels and unanimously approved.
- f. By-laws Amendment- Recertification Committee addition- E. Thacker made a motion to accept the by-laws amendment to add the Recertification Committee (submitted by D. Volokhov, M. DeBey, and R. Wilkes), seconded by J. Daniels and unanimously approved.

7. New Business

- a. Kumaran Subbiah- How to Honor- Award; A. Woolums suggested initiating student travel awards to CRWAD to honor Kumaran Subbiah and Brenda Love. The Kumaran Subbiah award would preferentially be given to a student presenting a virology paper and the Brenda Love award would be preferentially given to a student presenting a Bacteriology/Mycology paper. The awards would be \$1000 each and awardees determined through an application process and selection by the Grad Student Awards Committee. Motion was made by A. Woolums, seconded by E. Thacker, and unanimously approved.

- b. Replacement- BOG, A motion was made by E. Thacker that Andrew Phipps be given the open BOG seat, seconded by A. Woolums, and unanimously approved.
- c. Nomination Committee report- suspension of by-laws for President; M. DeBey mentioned that the nominations for BOG, Microbiologist of the Year, and Honorary Members have not yet been approved by all the members of the Nominating Committee. M. DeBey stated that the Nominating Committee would like to only put forth one name for President for voting for 2016. They request C. Chase to run unopposed as President. A. Woolums made a motion to suspend the by-laws requiring two nominees from the Nominating Committee for President but to still allow for submission of other nominee by the Membership if so desired, seconded by E. Thacker, unanimously approved. (Nominations committee approved all nominees and the information was sent to the BOG by email on 12/11/2015 for voting).
- d. Graduate Student Awards Committee; S. Olsen requested help judging presentations and posters for the graduate student competition.
- e. Brainstorming- How can ACVM be seen by AVMA and other associations as the go to group for infectious disease/immunology expertise
Discussion took place regarding ACVM statements on hot topics in the news dealing with infectious diseases. Suggested we could post information on our website in these situations, not so much as a position statement, but as informational. T. Frana suggested use of a Google Scholars page and a link on our website to make it easy to determine everyone's area of expertise. A. Phipps suggested use of an ACVM LinkedIn page as an easy means of social media

exposure without having to maintain a Facebook page or Twitter.

(Communications Committee Chair, D. White, has developed an ACVM

LinkedIn page).

- f. Honoraria for secretary, treasurer, and exam committee chair. A. Woolums made a motion to provide \$1500 for the secretary, \$1000 for the treasurer, and increase the \$500 honorarium to \$750 for the exam committee chair. The motion was seconded by E. Thacker. T. Frana, J. Daniels, and R. Wilkes excused themselves from voting, and due to the loss of a quorum, voting could not take place. (The vote was held by email and the motion was unanimously approved by the BOG on 12/11/2015).
8. Adjourn A motion to adjourn was made by T. Frana, seconded by J. Daniels, and unanimously approved. The meeting adjourned at 11:30 am CST.