BIENNIAL REPORT

1. List all critical and major recommendations from your last Report of Evaluation and describe the steps taken to meet the recommendations. If a recommendation has been met and addressed in a previous report, please reference the date of that report. If a recommendation is unmet, provide an appropriate timetable for their satisfaction.

Critical Recommendations:

1. The Program Director must be appropriately credentialed.
   
   (See Interim Report, February 2002, page 1)

2. Appropriate Portions of courses in animal diseases, anesthesia and surgical assistance must be taught by a veterinarian.

   (See Interim Report, February 2002, page 1)

3. A veterinarian must be hired to fill the teaching position vacated by the former Program Director, Dr. Allen Jacobs.

   (See Biennial Report, September 2003, page 1)

Major Recommendations:

1. A full-time animal caretaker must be hired.

   Two college aides (17 hours/week each) continue to provide the day to day care of animals utilized in the VST program.

   (See Biennial Report, September 2003, page 1)

2. A readily accessible emergency kit be made available.

   (See Interim Report, February 2002, page 3)

3. Companion animal hands-on instruction must be increased.

   (See Biennial Report, September 2003, page 1)

2. List all minor recommendations from your last Report of Evaluation and describe progress toward meeting them.

Minor Recommendations:

1. Periodicals of specific interest to veterinary technicians be purchased through the library budget.

   A recent addition to the library periodicals is the Journal of the North American Veterinary Technician Association. See Appendix A.

   (See Interim Report, February 2002, page 4)
BIENNIAL REPORT

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   A recent addition to the library periodicals is the Journal of the North American Veterinary Technician Association. See Appendix A.

   (See Interim Report, February 2002, page 4)
2. **Housekeeping in the surgical area be improved.**

   (See *Interim Report*, February 2002, page 5)

3. **The cement floor in the outdoor kennel area be sealed appropriately.**

   (See *Biennial Report*, February 2003, page 2)

4. **Student awareness of state and national professional organizations be increased.**

   (See *Biennial Report*, February 2003, page 2)

   See Appendix B

   The VST program continues to provide students (as well as alumni) information for several professional organizations at the Vet Tech Club’s yearly Veterinary Science Technology Conference.

   On October 17, 2004 the Vet Tech Club hosted the NYSAVT Conference at the College’s Sagrudos Theatre.

   Marilyn Cute, LVT (member of the NY Veterinary Medical Board), lectured to the Vet Tech Club students in January 2003 regarding professionalism and involvement in professional organizations.

5. **A student member be added to the Advisory Committee**

   (See *Biennial Report*, February 2003, page 2).

   In the 2004 – 2005 academic year, three students participated as members of the VST Advisory Committee (day program: 2 students, evening program: 1 student). See Appendix C

6. **Several items of non-essential equipment be purchased.**

   A Vocational Technical Education Act (VTEA) grant for $60,000.00 was approved for the purchase of diagnostic equipment and supplies for the VST program. The following equipment has been purchased with VTEA grant dollars and in use since the spring of 2005:

   - High frequency stationary x-ray machine (replaces previously used single-phase Bennett x-ray machine)
   - Portable high frequency portable x-ray machine
   - Dental x-ray machine
   - Automatic Dental Processor
   - Enhanced Visual Assessment Digital Dental Imaging Software
   - Computer for storing and viewing dental images
   - i-STAT portable chemistry machine

   The following non-essential equipment items were purchased with funds from the 2003-2004 and the 2004-2005 fiscal year’s budget:

   - SCA 2000 Coagulation Analyzer
   - i-STAT (non-grant purchase)
   - Windows-based Improved Veterinary Managing System
   - Donated AVIMark Veterinary Managing System
   - VideoPath Veterinary Imaging System and Monitor
   - Computer upgrade for the surgical EKG monitoring program (Vetronics)
   - A new EKG machine (EK19)
2 PanOptic Ophthalmoscopes
2 ChallengAire Cage Dryers
Uriys 1100 Urine Chemistry Analyzer

7. Consideration given to increasing the frequency of Advisory Committee Meetings.

(See Biennial Report, February 2003, page, 3)

3. Briefly describe program or organizational changes since the last report.

(See Biennial Report, February 2003, page, 4)

4. Briefly describe any distance learning the program is conducting or anticipating (if not a DLP).

N/A

5. Describe efforts to meet the new June 2004 Standards of Accreditation related to developing standardized criteria for evaluating essential skills.

As of the fall of 2005, incoming students will receive an individual “Essential and Recommended Tasks Log” for every course the student is enrolled in. Student logs will be collected at the end of each semester and filed as part of their student record. Instructors will use the logs to sign off and evaluate tasks completed by each individual student. Instructors will also keep copies of exams given (in addition to grade books) to further document assessment of essential and recommended skills.

6. Provide the number of students at each stage of the curriculum for the current academic year:

<table>
<thead>
<tr>
<th></th>
<th>First Year</th>
<th>Second Year</th>
<th>Continuing*</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day program</td>
<td>40</td>
<td>35</td>
<td>8</td>
<td>83</td>
</tr>
<tr>
<td>Evening program</td>
<td>19</td>
<td>13</td>
<td>0</td>
<td>32</td>
</tr>
</tbody>
</table>

* Includes students completing the program in both day and evening classes. These students will not graduate with their original incoming classmates.

7. Is your program on a semester or quarter term?

Semester terms

8. Total number of credit hours of the curriculum?

Sixty nine to seventy credit hours

9. What is primary focus of the curriculum (i.e. companion animal, laboratory animal, large animal)? List in rank order if more than one.

Companion animal
Large animal
Laboratory animal

10. Total number of clock hours of any externship/preceptorship(s)?

240 hours divided over the final two semesters of the program.
11. Provide the following attrition information:

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>How many students entered academic year?</th>
<th>How many students from this class have dropped out from the program?</th>
<th>During which terms do the majority of students drop out?</th>
<th>Primary reason for attrition: (Sum should equal 100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>% Academic</td>
<td>% Personal</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
</tr>
<tr>
<td>Two Years Past Fall 2002</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day</td>
<td>53*</td>
<td>16</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>0%</td>
</tr>
<tr>
<td>Evening</td>
<td>25</td>
<td>12</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>8.3%</td>
</tr>
<tr>
<td>Prior Year Fall 2003</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day only</td>
<td>48</td>
<td>13</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>0%</td>
</tr>
<tr>
<td>Current (YTD) Fall 2004</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day</td>
<td>47**</td>
<td>7</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>0%</td>
</tr>
<tr>
<td>Evening</td>
<td>25</td>
<td>6</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>0%</td>
</tr>
</tbody>
</table>

* Four students accepted as 2<sup>nd</sup> year students
** Two students accepted as second year students

12. Please give gender of program students enrolled:

The following statistics include both the day and evening programs.

<table>
<thead>
<tr>
<th>Gender</th>
<th>Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>12</td>
</tr>
<tr>
<td>Female</td>
<td>103</td>
</tr>
</tbody>
</table>

13. Please give ethnic composition percentages of program students enrolled:

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Day</th>
<th>Evening</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>White/Caucasian</td>
<td>61</td>
<td>31</td>
<td>92</td>
</tr>
<tr>
<td>African American</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Asian</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Hispanic</td>
<td>11</td>
<td>0</td>
<td>11</td>
</tr>
<tr>
<td>Native American</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>8</td>
<td>0</td>
<td>8</td>
</tr>
<tr>
<td>Totals</td>
<td>83</td>
<td>115</td>
<td>198</td>
</tr>
</tbody>
</table>

14. Please provide the average age of current program students: 35
15. Please provide total current tuition and fees information (This is total cost to student from admission to graduation): Including additional VT related fees i.e. labs, field trips, uniforms, etc.

<table>
<thead>
<tr>
<th></th>
<th>Full-time Suffolk County Student*</th>
<th>Out-of-State or Non-Suffolk County &amp; Full-time</th>
<th>Part-time Students (average 6 credits/semester) **</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Program Costs:</td>
<td>$8000.00</td>
<td>$13,800</td>
<td>$10,600</td>
</tr>
<tr>
<td>Admission to Graduation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The approximate costs listed above are inclusive of books fees and other related expenses. Costs were calculated using the fee schedule for the 2004 calendar year. See Appendix D

* SCCC has a reciprocity policy with surrounding counties; students who complete an annual form with their county’s tax assessor’s office will pay Suffolk county tuition. See Appendix E

** A majority of part-time evening students enter the VST program with transfer credits, which may reduce the overall costs listed.

16. Provide the number of graduates the program had for the following academic years:

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Number of Graduates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two Years Past 2003</td>
<td>31</td>
</tr>
<tr>
<td>Prior year 2004</td>
<td>37</td>
</tr>
<tr>
<td>Current YTD 2005</td>
<td>26 *</td>
</tr>
</tbody>
</table>

*Pending successful completion of the program.

17. Provide the number of students that have taken and passed the VTNE for the following calendar years:

<table>
<thead>
<tr>
<th>Year</th>
<th>Number taking the VTNE for the first time</th>
<th>Total number taking the VTNE</th>
<th>Number of first time takers passing the VTNE</th>
<th>Percentage passing of first time takers</th>
<th>Average scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2003</td>
<td>7</td>
<td>7</td>
<td>6</td>
<td>86%</td>
<td>502</td>
</tr>
<tr>
<td>June 2003</td>
<td>30</td>
<td>31</td>
<td>28</td>
<td>93%</td>
<td>566</td>
</tr>
<tr>
<td>January 2004</td>
<td>5</td>
<td>6</td>
<td>5</td>
<td>100%</td>
<td>492</td>
</tr>
<tr>
<td>June 2004</td>
<td>36</td>
<td>37</td>
<td>36</td>
<td>100%</td>
<td>585</td>
</tr>
<tr>
<td>January 2005</td>
<td>0</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>550</td>
</tr>
</tbody>
</table>

18. Provide the number of students that have taken a state veterinary technician examination (if applicable). See question 17 (as directed by Julie Horvath to Dr. E. Colon-Mallab, 5/26/05)

5
19. Please indicate the number of faculty/staff directly involved with the veterinary technology program. Do not include general education instructors:

<table>
<thead>
<tr>
<th>Position</th>
<th>Number</th>
<th>FTE*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterinarian, Full-time</td>
<td>3</td>
<td>4.33</td>
</tr>
<tr>
<td>Veterinary Technician, Full-time VST Faculty</td>
<td>2</td>
<td>2.43</td>
</tr>
<tr>
<td><strong>Other (describe) Full-time VST Faculty</strong></td>
<td>1</td>
<td>1.1</td>
</tr>
<tr>
<td>***Veterinarian, Part-time VST Faculty</td>
<td>1</td>
<td>0.4</td>
</tr>
<tr>
<td>Veterinary Technician, Part-time VST Faculty</td>
<td>2</td>
<td>0.57</td>
</tr>
<tr>
<td><strong>Other Part-time VST Faculty</strong></td>
<td>1</td>
<td>0.53</td>
</tr>
</tbody>
</table>

*One FTE = 15 contact hours per week for full-time instructors. Veterinary technicians work as professional/teaching assistants. The workload for a full-time professional assistant is equivalent to 35 hours per week. Please note: The program admits 48 students annually for the full-time day program and 24 students in alternate even years for part-time evening study. FTE’s will vary yearly with the total student cohort.

** The faculty in this category includes non-veterinarian instructors (anatomy and physiology courses and the laboratory animal course) in the VST program.

*** The work-load for part-time faculty is up to 8 credit hours a semester.

20. Please provide the following salary information for veterinary technology program faculty/staff:

<table>
<thead>
<tr>
<th>Position</th>
<th>Full-Time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is average annual salary for DVM instructors/faculty</td>
<td>$55,034.00</td>
<td>$5,436.00</td>
</tr>
<tr>
<td>What is average annual salary for Veterinary Technician instructors/faculty?</td>
<td>$61,121.00</td>
<td>$8,485.00</td>
</tr>
<tr>
<td>What is average annual salary for other program instructors/faculty?</td>
<td>$86,170.00</td>
<td>$7,505.00</td>
</tr>
</tbody>
</table>

21. Are above reported salaries for a 9-month, 10-month, 12-month, or other appointment?

10-month
Appendix A
## Records 1 - 7 of 7

<table>
<thead>
<tr>
<th>#</th>
<th>Author</th>
<th>Title</th>
<th>Year</th>
<th>Call Number</th>
<th>Collection</th>
<th>Campus</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>National Association of Veterinary Technicians in America.</td>
<td>The NAVTA journal</td>
<td>Shelved by Title</td>
<td>Periodicals</td>
<td>Grant Library</td>
<td>Availability</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Veterinary medicine (Edwardsville, Kan.)</td>
<td>Veterinary medicine</td>
<td>59-69, 92-4/96 (Micro 51-55, 60-63, 70-93)</td>
<td>Periodicals</td>
<td>Grant Library</td>
<td>Availability</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Veterinary parasitology.</td>
<td>v.9- ; 1981-10/1993</td>
<td>Periodicals</td>
<td>Grant Library</td>
<td>Availability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>American journal of veterinary research.</td>
<td>v.39-v.54; 1978-1993</td>
<td>Periodicals</td>
<td>Grant Library</td>
<td>Availability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Veterinary medicine.</td>
<td>1959-1963 (Microfilm 1951-55;1960-63)</td>
<td>Periodicals</td>
<td>Grant Library</td>
<td>Availability</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Appendix B
New York State Association of Veterinary Technicians

Conference

October 17, 2004
3 PM - 3:30 PM

Accupressure and Physical Therapy

Long Island Veterinary Specialists, Plainview, NY

John Thompson, DVM, Dip. AVIM

Management of the Diabetic Patient

1 PM - 1:30 PM

A Day in the Eye Clinic

Lunch

12 PM - 1:30 PM

West Hills Animal Hospital, Huntington, NY

Heidi Hoeters, DVM, Dip. AVPM, Avian

Nutrition Care for the Small Exotic Animal

11 AM - 12 PM

Phin Farms Avian Disease Center

Deb Blum, BVSc, MRCVS, Senior Small Animal Veterinarian

10 AM - 10:30 AM

Fostering Animal Welfare

9 AM - 10 AM

Registration

**Topics:**

NYAVT

PPE: 4000

Veterinary

Special thanks to the following organizations for providing food and beverages for the conference:

- [Organization Name]

- [Organization Name]
2003 Workshop Schedule

SUNY CANTON
September 20, 2003
9:00-9:30am  Registration and Refreshments
9:30-12:00pm Welch-Allyn — Diagnostic Equipment: The Way of The Future
12:00-1:00pm Sponsored lunch
1:00-1:45pm "I Can" by Aggie Kiefer, graduate of SUNY Canton, Editor in Chief, Veterinary Technician Journal
1:45-2:00pm Break
2:00-3:30pm Pfizer — Pain Management
3:20pm Wrap up session

SUNY DELHI
October 19, 2003
9:30-10:30am  Registration
10:00-11:00am ProHeart 6 — Heartworm Prevention by Ann Kulak
Sponsored by Fort Dodge
11:00-12:00pm The latest information on the use of Dermax by John Demott
Sponsored by Novartis
12:00-12:30pm Lunch
12:30-3:00pm Recognition and Documentation of Animal Abuse by Dr. Lilia Miller
2:00-3:00pm Overview of the use of Oxygen by Donna Murphy, District Sales Manager
Sponsored by Biopure

ADIRONDACK COMMUNITY COLLEGE
October 19, 2003
Science Building Room 5210
8:30-9:00am  Registration
9:00-10:00am Canine Lyme Disease: Pathogenesis, Diagnosis, Treatment Issues and Prevention by Andrew Eschner, DVM
10:00-10:30am Break
10:30-11:30am Human Infection from Pets and their Parasites: Facts and Myths by Andrew Eschner, DVM
11:30-12:30pm Lunch
12:30-1:30pm Management and Finances of the Large Animal Practice by David Horn, DVM
1:30-3:30pm A Discussion and Demonstration of Ultrasound and Echocardiography by Michael Verra, DVM

MEDALLE COLLEGE
October 19, 2003
9:30-9:50am Registration and Refreshments
9:50-10:00am West Nile Virus in Equines by Tara Woyton, LVT
10:00-11:00am Hills Food Company New MD Diet by Jeaninne Call
11:00-12:00pm Animal Assisted Therapy by Jennifer Basilo, LVT, CCRP
12:00-1:00pm Lunch Provided
1:00-2:00pm CO2 and Blood Pressure in anesthetic patients by Jerry Maute, Surgivet Representative

MERCY COLLEGE
October 26, 2003
8:45-9:15am  Registration and Refreshments
9:15-10:15am Anesthesia with Sevoflurane by Tom Long, Abbott Animal Health
10:30-12:00pm Taking Terror Out of Bioterrorism by Philip M. Tierno, Jr. Ph.D., Director, Clinical Microbiology and Immunology, New York University Medical Center
12:00-1:00pm Luncheon and Annual Student-Alumni Reception
1:00-3:00pm Medicine and Husbandry of Rabbits by Lorelei Tibberts, LVT, Head Technician, St. Mark's Veterinary Hospital, New York City
2:00-3:00pm Medicine and Husbandry of Reptiles by Diane Wannamaker, LVT, Head Technician, Staten Island Zoo

CORNELL UNIVERSITY
November 8, 2003
8:30-9:00am  Registration
9:00-11:00am Understanding and Reading an Electrocardiograph by Dr. Gelzer and Dr. Kauss
11:30-11:59am Break
11:59-12:10pm Pain Management by Dr. Daly
Sponsored by Pfizer
12:10-12:45pm Lunch
Sponsored by Biopure
12:45-1:45pm Oxyglobin by Donna Murphy
Sponsored by Biopure
1:45-2:20pm Subcutaneous Catheters by Dr. Burke
2:20-2:30pm Break
2:30-3:30pm Radiation Overview and Management of Side Effects by Dr. Burke
Fall Workshop Series
PRE-REGISTRATION FORM

Name ____________________________

Address __________________________

City ____________________________ STATE ______ Zip ______

Phone ____________________________ Fax ____________________________

Registration Fee
☐ NYSAVT Member ($35.00) ☐ NYSAVT student member (Free)
☐ Non-Member ($45.00) ☐ Student Non-Members ($5.00)

Locations:
☐ SUNY Canton ____________________________ September 20, 2003
☐ Medaille College ____________________________ October 19, 2003
☐ SUNY Delhi ____________________________ October 19, 2003
☐ Adirondack Community College ____________________________ October 19, 2003
☐ Mercy College ____________________________ October 26, 2003
☐ Cornell University ____________________________ November 8, 2003

For more information contact the NYSAVT office at (518) 436-7920. Please mail or fax payment and pre-registration form to: NYSAVT 90 South Swan St. Albany, NY 12210 or (518) 436-7920 fax.

Type of Payment
☐ Check (make payable to NYSAVT)
☐ Credit Card (MC, Visa, Discover)

Credit Card Number ____________________________
Expiration Date ____________________________
Name on Card ____________________________
Phone ____________________________
Authorized Signature ____________________________
Billing Zip Code ____________________________

The New York State Association of Veterinary Technicians (NYSAVT) annual workshop series offers a diversity of topics at a convenient location to all Association members.

All members of the veterinary team are welcome to attend. Discounts are given to NYSAVT members.

When possible, please register in advance. On-site registration is permitted, space allowing. No refunds are given without three-day advance notice prior to the workshop date.

NYS Association of Veterinary Technicians
90 South Swan Street
Albany, NY 12210
(518) 436-7920
www.nysavt.org
Appendix C
Veterinary Science Technology Program
Minutes of the Advisory Committee Meeting
7:00 p.m., March 17, 2005
Health Sports & Education Center – MA 120

In attendance: Associate Dean Gary P. Campbell (PhD), Program Coordinator Elia Colon-Mallah (DVM), Marilyn Cute (LVT), Susan Fowler (VT grad), Dr. Richard Jacobson (DVM), Brian McKenna (LVT), Maridee Miller (LVT), Caroline Murray (LVT), John Salig (MS), student Nancy Scari (day class of 2006), student Kenneth Small (day class of 2005), Professor Richard Telloni (PhD), Instructor Frank Valensizi (DVM) and student Mary Swenson (evening class of 2006).

Absent: Miriam Deitsch (PhD), Dennis Dougherty (DVM), Patricia Raff (LVT) and Neal Saslow (DVM).

I. Welcome: See attendee list above

II. Minutes for October 28, 2004 meeting are approved. Marilyn Cute requested that minutes get to all as soon as possible after the last meeting for the best input regarding changes.

III. VST Reports
   A. January VTNE Exam results: 100% pass rate. One graduate from the program took and passed the exam.
   B. Vocational & Technical Education Grant (VTEA) Grant 2004-5 ($60,000.00 was awarded to the VST program. Elia Colon-Mallah is the grant writer.)
      1. Equipment received: All of the following equipment is currently in use in VS 41 “Surgical Nursing and Anesthesiology” to meet VTEA grant requirements for use by students by the end of the 2005 academic year.
         a. High frequency stationary x-ray machine with a digital control panel.
         b. Portable high frequency x-ray machine – Will be formally introduced into the VS 33 “Cardiology/Radiology” course laboratories beginning this fall 2005.
         c. Automatic dental processor – With daylight loader (to load films in a room with light) and automatic chemistry replenishment.
         d. Dental x-ray machine (AFP model used in many practices) – Also to become a part of the VS 33 labs this fall.
         e. Digital dental imaging software “Enhanced Visual Assessment” (EVA) will enable the students to perfect their dental x-ray techniques without having to wait for film to be processed. Also to become a part of the VS 33 labs this fall.
         f. Computer for using the EVA software and storing dental images.
         g. i-STAT portable chemistry – Enables students to run bloodwork on patients on-site, as they are needed for anesthesia.
      2. Supplies orders are in progress and include materials that will be used with the equipment listed above.
C. VST Curriculum - Minutes of the VST staff meeting in February were provided.

1. Biology courses: The VST department must meet with the biology department for implementation/further discussion of the following.
   a. BY 42 Parasitology - Elected to expand the current course in content only (as opposed to increasing credit hours). Staff consensus was to increase the time students spent processing fresh fecal samples as opposed to just reviewing preserved specimens.
   b. BY 41 Zoology - Consensus could not be reached regarding this topic. Further discussion with the VST program and biology department will occur to reach a final decision.

   Reasons for not removing course from VST curriculum:
   - This course is part of an articulation agreement with Cornell University’s College of Agriculture and Life Sciences. Altering the course to only include vertebrate physiology would render it non-transferable.
   - Provides students with an opportunity for repeat review of vertebrate physiology.

   Reasons for removing this course from the VST curriculum:
   - Vertebrates are covered in VS 13 Anatomy and VS 23 Physiology
   - Invertebrates are covered in BY 42 Parasitology
   - A review of 28 Veterinary Science Technology programs revealed that most (25/28) do not offer a course in Zoology
   - Removal of this course would allow for development of existing courses (by adding credit hours) and would still keep us in compliance with general education credits.

   Alternative: Have the BY 41 offered in the summer before the first/third semester for the incoming day/evening students.

2. Minimum grade of "C" for VST courses. Brian McKenna requested the reason for this change. Dr. Colon-Mallah stated that the goal is to increase the minimum requirements for graduation from the VST courses/program. Currently students must have an overall 2.0 (C) average to graduate; this allows them to get a grade as low as a D in some (critical) VST courses and still be eligible to graduate from the program. This change will increase the minimum standard for passing to “C” = “average” and eliminate the possibility of a “below average” grades in VST courses.

   Miriam Deitsch recommended (in absentia) being careful with the wording of these curricular items to allow for assessments of students on a case-by-case basis. Richard Jacobson stated that he felt that any “loopholes” would defeat the purpose of the changes proposed. Nancy Scuri stated that she believes that most courses already incorporate individual consideration of each student.

   A survey of the Association of Veterinary Technician Educators (AVTE) revealed that most programs had this minimum in place. This change will become effective in the next SCCC catalog (2006). Implementation of this minimum grade may increase attrition within the VST program. Dr. Campbell stated that attrition may not necessarily increase/decrease. He stated that the VST program has retained 42 of the original 48 students admitted into the program last
fall. This minimum change can only increase the caliber of the students graduating from the program/taking the VTNE exam.

3. A VST student failing a course will be allowed to repeat a course only once. This rule was created to limit the number of times a student could repeat a course as a result of the first change. After failing a course twice, the student would not be eligible to complete the program. Richard Jacobsen wanted to know if we could accommodate any potential increase in students repeating courses or failing to meet the minimum course grades. Elia Colon-Mallah stated that we are already accommodating (a few) students repeating courses as well as those students that are completing courses on a “non-traditional” track (not graduating with their original incoming classes). Susan Fowler and Brian McKeena stated that the possibility also exists that students failing to meet the “C” minimum (or failing a course) may also decide to drop the program in its entirety.

4. Discussions in progress: Limit years lapsed to resume/complete VST program (<6 years for both day and evening program?). Surveys of other programs to be conducted as well.

D. AVMA
1. Elia Colon-Mallah updated the advisory committee on the news that the VTNE is being considered for purchase by the AAVSB.
2. Essential Tasks log has been revised to comply with the changes requested by the AVMA. The revised task log (put together by Maridee Miller) will accommodate signatures from instructors as to completion of the essential and recommended tasks. Each completed task will also be assigned a “S” (Satisfactory) or “U” (Unsatisfactory) grade by the instructors. The new log will be implemented with the incoming class this fall.

Elia Colon-Mallah pointed out that assessment of task completion was already taking place in course exams/practicals. The logbooks will make assessment and completion readily evident to anyone interested. Richard Jacobsen asked if the students will be held accountable for getting all of the required signatures. Elia Colon-Mallah stated that a student not submitting a completed task log will receive a grade of “incomplete” until the logbook is submitted with the required signatures. Instructors are to keep copies of exams/practicals given and grade rosters to demonstrate instruction in and assessment of essential and recommended task completion.

3. Mission statement was put together by members of the VST staff. Susan Fowler stated that the mission statement should not contain bullets and could be modified to include all the material presented. She will forward her edited version to Elia Colon-Mallah.

4. Elia Colon-Mallah requested that committee members assist with the search for a non-affiliated licensed veterinary technician and a public person for the site visit. The most recent copy of the AVMA accreditation guidelines request that we submit suggestions for these two site visit members.
E. NYSAVT Conference Report – Co-sponsored by Bayer, Novartis, Pfizer and NYSAVT (Conference cost total of $400.00). Elia Colon-Mallah organized the conference with the assistance of Vet Tech Club students. Organization of future NYSAVT conferences will be determined by student participation in this process.

1. 20 paid attendees including SCCC VST program graduates. Each paid a minimum of $35.00 to attend.

2. 22 student attendees, 19 from the VST program. Only three students became a member of NYSAVT as a result of this event. NYSAVT originally wanted to charge students the membership fee to attend this event, but the college wanted students to participate in the event gratis in exchange for facilities use.

IV. Upcoming Events -

A. VST Conference – 9 to 4pm, Sunday, April 10, 2005. VST website http://www3.sunysuffolk.edu/academics/dept/vetscience/events.asp has the itinerary. This link appears on the posters for the event and is listed on the college’s homepage www.sunysuffolk.edu. Advertised in the LIVMA newsletter (for $130.00); LIVMA is also participating and sponsoring. Flyers/posters will also be sent to area practices via mail and local veterinary supply companies/students. Gary Campbell suggested that the incoming class also be sent invitations—all in attendance thought that would be a great way to get the incoming students to get an idea of what they would be learning in the program.

B. Pinning Ceremony – Date changed to Friday May 13, 2005. President Pippins will attend this event. The Center for Specialized Veterinary Care will sponsor the purchase of the pins and a copy of the Vet Tech’s Oath for the graduating students. Invitations will be mailed in mid-April.

V. Adjournment 8:30 pm.
Appendix D
FULL TIME - (12 CREDITS OR MORE)

TUITION $1,445  COLLEGE FEE $72  MANDATORY MINIMUM F/T
      TECHNOLOGY FEE $38  INS.Accid.$14  $1,567 + FEES
      REC Mgmt $8

PART TIME

1 CR. $121.00 COLLEGE FEE $18.00 TOTALS $139.00 + APPL. FEES
2 CR. 242.00 18.00 260.00
3 CR. 363.00 18.00 381.00
4 CR. 484.00 18.00 502.00
5 CR. 605.00 18.00 623.00
5.5 CR. 665.50 18.00 683.50
6 CR. 726.00 36.00 762.00
7 CR. 847.00 36.00 887.00
8 CR. 968.00 36.00 1,004.00
9 CR. 1,089.00 36.00 1,125.00
10 CR. 1,210.00 36.00 1,246.00
11 CR. 1,331.00 36.00 1,367.00

SPEC/TECH FEE $19.00  RECORDS MGMT. $4.00  VEHICLE FEE $10.00

FEES (IF APPLICABLE)

Application Fee.............................. $30.00 - (first time students/non-refundable
Records Management Fee........ 8.00 - full-time
Records Management Fee........ 4.00 - part-time
Lab Fee/Telecourse/Equip/Spec Prg. 40.00 - per course
Physical Ed. Fee/Distance Ed.Fee 40.00 - per course
Liability Insurance fee........ 50.00 - per course
Late Reg. Fee (f/t)........ 25.00 - per session
           (p.t)........ 15.00
Place/evaluation fee.............. 25.00
Challenge Exam..................... 100.00 - per course
Tuition Deposit......................... 100.00
Tuition Payment Plan Admin. fee... 40.00
Tuition Payment Plan late fee. 25.00
Graduation Review Fee........... 27.00 - certificate program - 25 credits
    Fee automatically added to bill - degree program - 60 credits
Lost ID Card.................. 5.00
Accident Insurance fee(optional) 14.00
Portfolio evaluation........... 100 (supplementary fee 1/3 tuition of credits

Ammerman Campus
535 College Road
Selden, New York 11784-2899
(631) 431-4110

Grant Campus
Crooked Hill Road
Brentwood, New York 11717-1992
(631) 451-6700

Eastern Campus
121 Spanish River Road
Riverhead, New York 11901-2499
(631) 448-2510

D
Appendix E
CERTIFICATE OF RESIDENCE

GUIDE LINES

A. The County Treasurer, by law, can issue a Certificate of Residence no more than 60 (sixty) DAYS PRIOR TO YOUR REGISTRATION AT A COMMUNITY COLLEGE.

B. A Certificate of Residence CANNOT BE ISSUED AFTER YOU HAVE REGISTERED.

C. A Certificate of Residence is valid for a College Year. A COLLEGE YEAR COVERS THE PERIOD FROM SEPTEMBER 1st THROUGH AUGUST 31st OF THE FOLLOWING YEAR.

D. If a Certificate of Residence is issued for the fall semester and you fail to register and attend the fall semester a NEW CERTIFICATE OF RESIDENCE WILL BE REQUIRED PRIOR TO YOUR REGISTRATION FOR EITHER THE SPRING OR SUMMER SESSION(S).

E. If a Certificate of Residence is issued for the summer session(s), IT IS ONLY VALID FOR THE SUMMER SESSION(S).

F. If a Certificate of Residence is issued for the FALL SEMESTER and you register and attend the FALL SEMESTER, THE CERTIFICATE IS VALID FOR SPRING AND/OR SUMMER SESSION(S).

NOTE: FAILURE TO OBTAIN A CERTIFICATE OF RESIDENCE IN COMPLIANCE WITH THE REQUIREMENTS OF THE STATE EDUCATION LAW WILL RESULT IN THE COUNTY REJECTING ANY CLAIM FROM THE COMMUNITY COLLEGE YOU ATTEND AND THE COLLEGE WILL CHARGE YOU ACCORDINGLY.

TREASURER OF NASSAU COUNTY
ACCOUNTING SECTION 3rd FLOOR
240 OLD COUNTRY ROAD
MINEOLA, NEW YORK 11501
(516) 535-5008
State University of New York regulations provide that Form F8-2M, APPLICATION for Certificate of Residence, be completed by the student and presented to the Chief Fiscal Officer in the county in which the student has had resident status during the six month period to application. The title and position of the Chief Fiscal Officer will vary from county to county, and THE STUDENT MUST INVESTIGATE THE OFFICE IN HIS/HER OWN PARTICULAR COUNTY.

The CERTIFICATE OF RESIDENCE received from the Chief Fiscal Officer of the student's county must be brought to the Cashier's Office at the College.

Students living in the counties listed below may bring the Application for the Certificate of Residence to the officials indicated.

NASSAU COUNTY: COUNTY TREASURER
NASSAU COUNTY
MINEOLA, NEW YORK 11501
(516) 535-5008

KINGS (BROOKLYN):
FIRST DEPUTY COMPTROLLER
NEW YORK (MANHATTEN):
MUNICIPAL BUILDING, ROOM 703
QUEENS:
1 CENTER STREET
BRONX:
NEW YORK, NEW YORK 10000
RICHMOND (STATEN ISLAND):
(212) 669-2784