



## Committee Chair Mid-Year Report

Thank you for submitting your Mid-Year Report. This information is important for improving our Academy, communicating with the membership, as well as ensuring that Committee Chair is accountable for their responsibilities to the Academy as outlined in our [Bylaws](#).

### Name

Chastity	Ketchum
First	Last

### Committee

Examination
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### New or Returning Chair

New Chair
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Have you fulfilled the duties of your Committee as defined in the bylaws?

Yes  No

Please provide specific examples of your bylaw duties that you have performed so far this year.

Section D 1 - I have reviewed the SAIM exam extensively as well reviewing all other specialty exams for content and context. I have notified the exam chair of any concerns. Section D 2 - I have added 23 new examination questions to the bank this year, within the guidelines of the bylaws (rated, reviewed). Section D 3 - This has been accomplished through many volunteer hours to provide an examination. Section D 4 - I will be present at the examination to ensure the administration of the examination adheres to guidelines set forth by the bylaws. Section D 5 - I will assist in grading the examination with the Examination Chair. I will also extensively review the performance of all questions on the examination to help determine a passing score. Section D 6 - I have provided emails to the SAIM examinee (s) to answer any questions that I can regarding the formatting of questions, examination expectations (time, place). I have also reached out to all examinees by email with encouragement and offered any answers to common questions. Section D 7 - As stated. Section D 8 - This is one of my favorite parts of being a DAL. Section D9 - I will help the examination chair with email notifications of failure to pass the examination. Section D 10 - This is determined by the EB. Section D11 yes.

Are you attending the ACVIM

**Forum this year?**

Yes  No

**Please list any special projects you have worked on so far this year:**

I have revamped the knowledge list for SAIM.

**Incoming Chair, were you prepared for this Chair position?**

Yes, the years I have spent as a DAL have prepared me for the examination co chair position. I look forward to adding more responsibility to my plate.

Please list improvements and kudos

**Are there any duties that should be added or removed to your Committee?**

No. However. I do feel we need to establish a better synced time line to improve the rush in May. I would like more regular participation in the exams during the entirety of the year. Emailing DALs every few months with updates to the exam bank. Helping to build the examination bank across all specialties  
Access to recertification questions for all specialties. So that I can pool the question into a document for the DAL to review then possibly add to the bank. Same for applications.

**What are your goals for the remainder of the year?**

see above.

**Please upload a list of Committee members, noting those members who were active, those who were inactive, and those whose participation did not meet your standards**

**Committee Members**  
Subcommittee members.docx

**Date**

5/21/2023

**Signature**



Chastity Ketchum