

**DATA BASE DOCUMENT**

**NEW YORK STATE EDUCATION DEPARTMENT**

**OFFICE OF THE EXECUTIVE SECRETARY  
NEW YORK STATE BOARD FOR MEDICINE  
ROOM 3023, CULTURAL EDUCATION CENTER  
EMPIRE STATE PLAZA  
ALBANY, NY 12230**

**Revised October 2004**

## **DATA BASE DOCUMENT**

**New York State Education Department**

### **INSTRUCTIONS**

- 1. Respond to all items as completely as possible. Questions may be adapted to relate to specific circumstances in the institution provided the original question is also stated.**
- 2. Use additional sheets wherever necessary.**
- 3. Replies must be in English. Fiscal items are to be reported in U.S. dollars.**
- 4. Materials such as catalogs, brochures, and policy statements considered useful for understanding of the program should be appended. The current catalog must be provided. (Such materials should be English versions, when available.)**
- 5. This document and all attachments must be supplied in seven copies to:**

**Executive Secretary  
New York State Board for Medicine  
Room 3023, Cultural Education Center  
Empire State Plaza  
Albany, NY 12230**

NAME OF SCHOOL:

**Saba University School of Medicine**

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ADDRESS:

PO Box 1000  
The Bottom  
Saba, Netherlands-Antilles

CHIEF EXECUTIVE OFFICER:

NAME & TITLE: David L. Fredrick, Ph.D.  
ADDRESS: PO Box 386  
Gardner, MA 01440  
TELEPHONE NUMBER: 978-630-5122  
(AREA CODE) (NUMBER)

NAME, ADDRESS AND TELEPHONE NUMBER OF REPRESENTATIVE OF THE SCHOOL IN THE U. S.:

**SAME AS ABOVE**

THIS DATA BASE DOCUMENT IS SUBMITTED BY:

Name & Title: David Fredrick, Ph.D.  
President

Signature

Date

COMMUNICATIONS RELATING TO THIS REVIEW PROCEDURE SHOULD BE ADDRESSED TO:

Name: Patricia Hough, MD, PhD or Sandra Murphy

Address & Telephone number if not provided above

PO Box 386  
Gardner, MA 01440

978-630-5122

**I. LEGAL AUTHORITY TO OPERATE THE SCHOOL OF MEDICINE:**

CHARTER ISSUED, DATE: October 29, 1992

**AUTHORITY GRANTING THE CHARTER:**

NAME: Government of Saba  
ADDRESS: The Bottom  
Saba, Netherlands-Antilles

TITLE: Minister of Health

(ATTACH A COPY OF THE CHARTER)

**II. THE OWNERSHIP OF THE SCHOOL IS VESTED IN:**

TRUSTEES/REGENTS: X

SHARE HOLDERS:

OTHER (EXPLAIN):

**III. NAMES AND ADDRESSES OF OWNERS/TRUSTEES:**

1. Name: Paul L. Dalbec, MD  
Address: Brooklyn, CT 06234

Academic Degrees: MD  
Occupation: Physician

2. Name: Kathryn Warr, BS, CPA  
Address: Augusta, GA 30904

Academic Degrees: BS, CPA  
Occupation: Accountant

3. Name: Pankaj Desai, MD  
Address: Sykesville, MD 21784

Academic Degrees: MD  
Occupation: Assistant Professor of Internal Medicine

4. Name: William DiGiacomo, MD

Address: Short Hills, NJ 07078

Academic Degrees: MD  
Occupation: Clinical Professor of Surgery

5. Name: Eddie Peterson  
Address: The Level  
Saba, Netherlands-Antilles

Academic Degrees: Saba Community Representative  
Occupation: Businessman

6. Name: Dr. David Pepple  
Address: Fort Wayne, Indiana 46835

Academic Degrees: M.D.  
Occupation: Physician  
Clinical Professor of Family Medicine

(ATTACH CURRICULUM VITAE OF EACH OWNER/TRUSTEE)  
(ADD ADDITIONAL PAGES, IF NEEDED)

**IV. HISTORY OF OPERATION:**

A. Medical students were first enrolled in September 1993  
Month/Year

B. Instruction has been given in the current site since September 1993  
Month/Year

Prior to that Date, Instruction took place in: N/A

C. Attach a brief history of the school including identification of all sites in which the school currently operates for any phases of program.

**V. ENROLLMENT OF STUDENTS:**

<u>SCHOOL YEAR</u>	<u>TOTAL</u>	<u>1ST YEAR STUDENTS</u>	<u>2ND YEAR STUDENTS</u>	<u>3RD YEAR STUDENTS</u>	<u>4TH YEAR STUDENTS</u>	<u>GRADUATES OTHERS</u>
2003-2004	576	164	105	168	139	
2002-2003	512	137	109	146	120	
2001-2002	480	120	107	146	107	
2000-2001	494	117	151	124	102	
1999-2000	464	151	132	102	79	

% NATIONALS OF COUNTRY IN WHICH SCHOOL IS LOCATED 4%

% U.S. NATIONALS 68%

% OTHERS - 28 % ( Canada, India-Pakistan, Asia and other)

1. Are graduates of your school eligible for licensure in your country?

Yes X      No      (circle one)

The Minister of Health of the Netherlands Antilles certifies that graduates of the Saba School of Medicine, upon successful completion of their course of studies, and upon presentation of their diploma, will be considered as eligible for licensure to practice medicine in the Netherlands-Antilles.

2. Pass rate on ECFMG (USMLE/FMGEMS) for past five years:

**UNITED STATES MEDICAL LICENSING EXAMINATION (USMLE)**

<u>YEAR</u>	<u>STEP I</u>	<u>STEP II</u>	<u>CSA</u>
2004	96%	92%	94%
2003	99%	90%	94%
2002	98%	91%	89%
2001	87%	87%	86%
2000	97%	92%	93%

\*If more than one class is admitted in one calendar year, adapt the table to identify each class and indicate date(s) of admission.

**VI. OTHER EDUCATIONAL PROGRAMS OF THE SCHOOL:**

	<u>CURRENT ENROLLMENT</u>	<u>DEGREE AWARDED</u>
<u>Hyperbaric Medicine</u>	<u>20</u>	<u>Master's Hyperbaric Medicine</u>
_____	_____	_____
_____	_____	_____

**VII. STUDENT EXPENSES IN U.S. (DOLLARS FOR A TYPICAL SCHOOL YEAR)**

**See attachment**

**VIII. EDUCATIONAL PROGRAM LEADING TO M.D. DEGREE OR EQUIVALENT:**

A. TOTAL DURATION OF THE PROGRAM IN WEEKS: 147

WEEKS IN FIRST YEAR: 45

WEEKS IN SECOND YEAR: 30

WEEKS IN THIRD YEAR: 42

WEEKS IN FOURTH YEAR: 30

OTHER YEAR(S) NA

B. CONTENT OF THE EDUCATIONAL PROGRAM: REQUIRED OF ALL STUDENTS

SUBJECT	YEAR				LOCATION	CLOCK HOURS	
	1	2	3	4		LAB	LECTURE
ANATOMY	X					128	80
Microscopic							
Gross							
Neuro							
Embryology							
BIOCHEMISTRY	X					15	135
NUTRITION							
PHYSIOLOGY							
BIOPHYSICS							
EPIDEMIOLOGY	X					N/A	64
BIOSTATISTICS							
BEHAVIORAL SCIENCE							
PATHOLOGY		X				120	280
PATHOPHYSIOLOGY							
MICROBIOLOGY	X					60	170
PHARMACOLOGY		X				N/A	170
TOXICOLOGY							
PUBLIC HEALTH							
PREVENTIVE MEDICINE							
MEDICAL JURISPRUDENCE	X					N/A	60
HUMAN SEXUALITY							
ALCOHOLISM							
DRUG ABUSE							
COST CONTAINMENT							
ENVIRONMENTAL MEDICINE							
INTRO. TO CLINICAL MEDICINE		X				60	120
INTRO. TO PSYCHIATRY (Taught as part of Medical Psychology)	X					N/A	130
PHYSICAL DIAGNOSIS		X				60	120
CLINICAL DIAGNOSIS		X				60	120
CLINICAL CORRELATION							
CLINICAL PATHOLOGY CONFERENCES							
OTHER:							

- *Nutrition is part of Biochemistry*
- *Biostatistics is part of Intro. to Infomatics, Medical Psychology, and Epidemiology and Public Health*
- *Drug Abuse is part of Medical Psychology*
- *Alcoholism and Smoking are part of Epidemiology and Public Health, Pathology and Medical Psychology*
- *Toxicology is part of Preventative Medicine, Pharmacology and Pathology*
- *Geriatrics is part of Intro Clinical Medicine and Physical Diagnosis*
- *Family Medicine is part of Intro Clinical Medicine in the preclinical curriculum and taken as an elective rotation*
- *Public Health is part of Epidemiology and Public Health*
- *Human Sexuality is part of Medical Psychology*
- *Pathophysiology is part of Pathology I and II and Introduction to Clinical Medicine*
- *Preventive Medicine is part of Epidemiology and Public Health, Intro Clinical Medicine and Pathology*
- *Domestic Violence and Child Abuse are part of Medical Psychology and Epidemiology and Public Health*
- *Teen Pregnancy and Abortion are part of the Medical Ethics Class and the Ob-Gyn Clerkship Rotation*
- *Cost Management is covered in Epidemiology as Medicaid and Medicare programs and in Introduction to Clinical Medicine as part of the A.M. Edwards Hospital experience*
- *Health Maintenance is part of Epidemiology and Public Health and Introduction to Clinical Medicine*

- Utilization Review and Quality Assurance are part of Medical Ethics, Introduction to Clinical Medicine and clerkship experiences in the third and fourth year

CLINICAL INSTRUCTION INVOLVING PATIENTS	CLK HRS OF LECTURE	LOCATION OF INSTRUCTION	DURATION IN WEEKS
INTERNAL MEDICINE		Affiliated Hospital	12
NEUROLOGY		Affiliated Hospital	04-08
DERMATOLOGY		Affiliated Hospital	04-08
RADIOLOGY		Affiliated Hospital	04-08
FAMILY MEDICINE		Affiliated Hospital	04-08
COMMUNITY MEDICINE		Affiliated Hospital	04-08
PEDIATRICS		Affiliated Hospital	06-08
PSYCHIATRY		Affiliated Hospital	06-08
OBSTETRICS		Affiliated Hospital	06-08
GYNECOLOGY		Affiliated Hospital	06-08
PHYSICAL MEDICINE		Affiliated Hospital	04-08
REHABILITATION		Affiliated Hospital	04-08
GERIATRICS		Affiliated Hospital	04-08
GENERAL SURGERY		Affiliated Hospital	12
ANESTHESIOLOGY		Affiliated Hospital	04-08
OPHTHAMOLOGY		Affiliated Hospital	04-08
UROLOGY		Affiliated Hospital	04-08
PLASTIC SURGERY		Affiliated Hospital	04-08
NEUROSURGERY		Affiliated Hospital	04-08
ORTHOPEDIC SURGERY		Affiliated Hospital	04-08
EMERGENCY MEDICINE		Affiliated Hospital	04-08
PRECEPTORSHIP		Affiliated Hospital	
AMBULATORY MED.		Affiliated Hospital	04-08

C. CLINICAL CLERKSHIP LOCATIONS

<b>Hospital</b>	<b>Address</b>	<b># Wks</b>	<b># Students</b>	<b>Rotations</b>
Bridgeport Hospital	Bridgeport, CT	12	2	Internal Medicine
Brookdale Hospital	Brooklyn, NY	6	2	Pediatrics
Cape Cod Hospital	Hyannis, MA	12	1	Surgery
Cherry Hospital	Goldsboro, NC	6	6-8	Psychiatry
Fort Wayne Medical Education Program	Fort Wayne, IN	6	1-2	OBGYN Family Med
Harbor Hospital	Baltimore, MD	12	5-8	Internal Medicine
Holy Cross Hospital	Silver Spring, MD	12 6	2	Int Med OBGYN
Spring Grove Hospital	Catonsville, MD	6	1	Psychiatry
Union Memorial Hospital	Baltimore, MD	12	4	Surgery
Jackson Park Hospital	Chicago, IL	6-12	5-7	All cores
Michael Reese Hospital	Chicago, IL	8	2	OBGYN
St. Anthony's Hospital	Chicago, IL	6 12	6-8	OBGYN Internal Med
Kansas City VA Med Center	Kansas City, MO	6-12	10-12	Psychiatry Internal Med Surgery
St. Luke's of Kansas City	Kansas City, MO	6-12	15-20	All Cores
St Mary's Health Center	St. Louis, MO	12	2	Int Med
Leonard Chabert Med Center	Houma, LA	6-12	15-20	All Cores
Memorial Regional Hospital	Hollywood, FL	12	3-4	Surgery
Peninsula Hospital	Far Rockaway, NY	4-12	2	Surgery Family Med
Lincoln Medical & Mental Health Center	Bronx, NY	6-12	10-15	All Cores
Rochester General Hospital	Rochester, NY	12 12 6	5-7	Int Med Surgery OBGYN
Valley Regional Hospital	Kentville, NS	6-12	2-4	All Cores

*\*\*elective rotations can be between 4-8 weeks at the majority of the above hospitals.*

**IX. ADMINISTRATION:**  
(INCLUDE CURRICULUM VITAE)

CHIEF ADMINISTRATIVE OFFICER

NAME: David L. Fredrick, PhD

EXECUTIVE DEAN

NAME: Arthur Maron, MD, MPA

ASSOCIATE DEAN, Basic Sciences

NAME: Vincent Knight, PhD

ASSOCIATE DEAN FOR CLINICAL AFFAIRS

NAME: Patricia L. Hough, MD, PhD

ASSOCIATE DEAN FOR STUDENT AFFAIRS

NAME: David Paton, MD, DSc

ASSISTANT DEAN FOR ACADEMIC AFFAIRS

NAME: Nickolas P. Macri, Ph.D (LOA for Research 1/05)  
Hugh Duckworth, MD (As of 1/05)

OTHER MAJOR OFFICERS OF ACADEMIC/ STUDENT AFFAIRS (TITLE?)

NAME: Dale Berne, Ed.D Associate Dean of Academic Affairs

REGISTRAR: (PERSON WHO MAINTAINS STUDENT RECORDS)(TITLE?)

NAME: Bernice M. Ouellet

CHIEF FISCAL OFFICER

NAME: David Minchenberg, CPA

FIELD REPRESENTATIVES (LIST NAMES AND LOCATIONS)

N/A

(HOSPITAL COORDINATORS (LIST NAME, NAME OF HOSPITAL AND LOCATIONS))

• Bridgeport Hospital	Bridgeport, CT	Dr. D. Baker
• Brookdale Hospital	Brooklyn, NY	Dr. Myron Sokal
• Cape Cod Hospital	Hyannis, MA	Dr. Herbert O. Matthewson
• Cherry Hospital	Goldsboro, NC	Dr. C. Murthy
• Ft. Wayne Medical Education	Ft. Wayne, IN	Dr. David Pepple
• Harbor Hospital	Baltimore, MD	Barney Johnson, President
• Holy Cross Hospital	Silver Springs, MD	Kevin J. Sexton, President
• Spring Grove Hospital	Catonsville, MD	Dr. David Helsel
• Union Memorial Hospital	Baltimore, MD	Dr. Karim F. Rashad
• Jackson Park Hospital	Chicago, IL	Dr. Peter Friedell
• Michael Reese Hospital	Chicago, IL	Steven Weinstein
• St. Anthony's Hospital	Chicago, IL	Dr. Sheldon Slodki
• Kansas City VA Medical Ctr.	Kansas City, MO	Hugh Doran
• St. Luke's Hospital	Kansas City, MO	Dr. Ralph Hall
• St. Mary's Hospital	St. Louis, MO	Michael Zilm, President
• Leonard J. Chabert Hospital	Houma, LA	Dr. Thomas Ferguson
• Memorial Regional Hospital	Hollywood, FL	Dr. Stanley Marks
• Peninsula General Hospital	Brooklyn, NY	Dr. Gerald Teplitz
• Lincoln Medical and Mental Health Center	Bronx, NY	Dr. Tranice Jackson
• Rochester General Hospital	Rochester, NY	Dr. Anthony Fedullo
• Valley Regional Hospital	Kentville, NS	Dr. Robert Gunn

## DEPARTMENTS OF FACULTY:

*Name of Division* \_\_\_\_\_ *Person in Charge* \_\_\_\_\_ *Academic Title*

*ANATOMICAL* *Dewan Raja, MD., Assoc Prof & Chair*

<i>Gross and Developmental Anatomy</i>	<i>Dewan Raja, MD</i>	<i>Associate Professor</i>
	<i>Bahar Sultana, MBBS</i>	<i>Assistant Professor</i>
	<i>Ibrahim Ekaidi, MBBS</i>	<i>Associate Professor</i>
<i>Neuroscience</i>	<i>William Keller, Ph.D.</i>	<i>Associate Professor</i>
	<i>Bruce Hundley, Ph.D.</i>	<i>Associate Professor</i>
<i>Histology</i>	<i>Joydeep Choudhari, MBBS</i>	<i>Associate Professor</i>

*MOLECULAR* *Renu Agnihotri, Assoc Prof and Chair*

<i>Biochemistry</i>	<i>Renu Agnihotri, MD, MBBS</i>	<i>Associate Professor</i>
	<i>Bruce Hundley, Ph.D.</i>	<i>Associate Professor</i>
<i>Genetics</i>	<i>Renu Agnihotri, MD, MBBS</i>	<i>Assistant Professor</i>
<i>Microbiology and Immunology</i>	<i>Mark Dykstra, Ph. D</i>	<i>Professor</i>
	<i>Basavaraj Jalan, M.S.</i>	<i>Lab Technician</i>

*BEHAVIORAL* *Anita Radix, MD., MPH, Assoc Prof & Chair*

<i>Epidemiology</i>	<i>Anita Radix, MD, MPH</i>	<i>Associate Professor</i>
	<i>Dheeraj Bansal, M.D.</i>	<i>Associate Professor</i>
<i>Medical Informatics</i>	<i>Wendy Ellermeyer</i>	<i>Assistant Professor</i>
	<i>Wayne Gregory</i>	<i>IT Specialist</i>
	<i>Paul Robb, Ph.D.</i>	<i>Associate Dean</i>
<i>Medical and Legal Ethics</i>	<i>Paul Robb, Ph.D</i>	<i>Assistant Professor</i>

*PATHOLOGY & PHYSIOLOGY* *Nick Macri, Ph.D.*

<i>Pathology I</i>	<i>Nick Macri, Ph.D.</i>	<i>Associate Professor</i>
	<i>Aloop Jalan, M.D.</i>	<i>Associate Professor</i>
<i>Pathology II</i>	<i>R. Koteeswaran, MD</i>	<i>Associate Professor</i>
	<i>Michel Yakubovskyy, MD</i>	<i>Associate Professor</i>
<i>Physiology</i>	<i>James Stewart, Ph.D.</i>	<i>Asst. Professor</i>
	<i>Angel Kurtev, MD Ph.D.</i>	<i>Professor</i>

*PRE-CLINICAL*

*Hugh Duckworth, M.D., Professor and Chair*

<i>Intro to Clinical Medicine</i>	<i>Deeraj Bansal, MD, MBBS</i> <i>Mir Saleem, M.D.</i> <i>Hugh Duckworth, M.D.</i>	<i>Associate Professor</i> <i>Associate Professor</i> <i>Professor</i>
<i>Pharmacology</i>	<i>David Paton, M.D.</i> <i>Peter Schnabel, Ph.D.</i>	<i>Professor</i> <i>Assistant Professor</i>
<i>Physical Diagnosis</i>	<i>Ella France MD</i>	<i>Associate Professor</i>
<i>Integrative Study of the Basic Sciences</i>	<i>Aruna Shanmugham, DDS</i>	<i>Adjunct</i>

*CLINICAL MEDICINE Patricia Hough, MD., Ph.D., Assoc Dean & Chair*

<i>Pediatrics</i>	<i>Arthur Maron, MD, MPA</i>	<i>Clinical Professor</i>
<i>Internal Medicine</i>	<i>Thomas Ferguson, MD</i>	<i>Associate Clinical Professor</i>
<i>Surgery</i>	<i>Sewell Dixon, MD</i>	<i>Associate Clinical Professor</i>
<i>OB-GYN</i>	<i>Carl Pearman, MD</i>	<i>Clinical Professor</i>
<i>Psychiatry</i>	<i>Patricia Hough, MD, Ph.D.</i>	<i>Associate Professor</i>

**LIST OF ALL STANDING COMMITTEES OF THE FACULTY:  
NAME OF CHAIRPERSON MEMBERS:**

COMMITTEE	NAME OF CHAIRPERSON
Admissions Committee	Drs. Dale Berne, Dr. John Nekić & Dr. Lucille Collins
Curriculum Committee	Dr. Dewan Raja
Dean's Advisory Committee	Dr. Vincent Knight
Faculty Senate Relations	Dr. Hugh Duckworth
Hurricane, Evacuation and Safety Committee	Mr. Marcello Azocar
Library, Computers and Archives Committee	Wendy Ellermeyer, MLS
Promotion and Academic Policies	Dr. Mark Dykstra
Research Committee	Dr. James Stewart
Conduct and Discipline Committee	Dr. Peter Schnabel
Student Council Committee (SGA)	Dr. David Paton

## X. CHARACTERISTICS OF STUDENTS

MEDICAL STUDENT ATTRITION. IF MORE THAN ONE CLASS IS ADMITTED IN ONE CALENDAR YEAR, ADAPT THIS TABLE TO IDENTIFY EACH CLASS; SHOW STUDENTS WHO WERE ENROLLED DURING ANY PART OF THE YEAR BUT WHO WITHDREW OR WERE DISMISSED DURING THE CLASS YEAR REPORTED.

Reason for Withdrawal or Dismissal

	Current year	1 year ago	2 years ago	3 years ago	4 years ago	Total
<i>Poor Academic Standing</i>	6	4	6	6	3	25
<i>Financial reasons</i>	5	4	4	4	3	20
<i>To pursue in US advanced med'l study</i>	2	3	3	1	1	10
<i>Leave of Absence or other disciplinary reasons</i>	6	7	5	2	0	20
<i>Transferred to another International Medical School</i>	6	9	7	6	3	31
<i>All other personal and health reasons</i>	5	3	3	5	3	19
<i>Withdraw/Dismissed</i>	12	30	28	24	13	125

Listed below all schools to which your students have transferred in the past (four) years and the number of transfers to each school.

School Name	Location	# of Transfers
Hahnemann	US PA	2
University of Louisville	US KY	1
Marshall University	US WVA	3
Medical University of the Americas	Nevis	9
NEOUCOM	US OH	2
Saint George	Grenada	3
Saint Matthews	Belize	3
University of Sint Eustatius	Sint Eustatius	16
University of Buffalo	US NY	1
Finch University	US IL	4
SUNY	US NY	1
Mount Sinai	US NY	1
Ross University	Dominica	1

## SELECTION OF MEDICAL STUDENTS

- A. (1). Chairperson of Admissions Committee: Dr. Dale Berne  
(2). Administrative Officers for admissions program: David Fredrick, Ph.D.; Patricia Hough, MD, Ph.D.; Bernice Ouellet; Vincent Knight, Ph.D, David Paton, MD, Ph.D., Nicholas Macri, Ph.D., and Hugh Duckworth, MD.
- B. Outline and briefly describe the process of selection of entering medical students beginning with receipt of the application forms and ending with enrollment of the class. Cite all criteria for selection, (noting major ones) including cognitive, noncognitive, personal health and other information about the applicant.

Prospective students may apply for admission to Saba University at any time throughout the year. Documents required for admission are as follows: a completed application form, application fee of US currency \$50.00, Birth certificate (copy), Health certificate/proof of Immunization to include rubella, diphtheria, tetanus, polio, tuberculin test within past year, Official transcripts from each college/university or professional school attended, MCAT scores, (official report), TOEFL scores, (official report, if applicable), Two letters of recommendation from college professors or physicians well acquainted with their character and abilities, and two color, passport size photos. Once a student's application packet is complete, and the student is deemed to meet the admission criteria, the Admissions Committee will schedule a telephone conference call or personal interview. The selection of students is based upon academic qualifications as well as personal maturity and motivation to become a responsible compassionate physician. Academically, students need to have a minimum of three years of coursework in an accredited college or university. This would include a minimum of 90 semester hours or 135-quarter hours. Preference is given to applicants who have completed a baccalaureate degree or higher. Premedical studies should normally include: once academic year of general biology or zoology, once academic year of general inorganic and one year of advanced chemistry, one semester of physics is recommended, one academic year of English, and a broad background in humanities/social sciences is recommended. Degrees from non-U.S. or Canadian programs are evaluated by the World Educations Services, Inc., P.O. Box 745, Old Chelsea Station, New York, NY. The decision regarding admission is normally made with one week. Formal acceptance letters are sent to all students indicating the starting semester, including a statement of acknowledgment to be returned within thirty days after the letter of acceptance is received. A tuition deposit of \$750US must be sent along with the signed registration form. The remainder of the tuition and fees are due forty-five days prior to the beginning of the admission semester.

## **IX. CHARACTERISTICS OF STUDENTS (continued)**

### **C. Are all selection criteria established by official faculty/university authority? Describe. Are all criteria published in a formal manner? How?**

The Admissions Committee and the University Registrar established the selection criteria. The Board of Trustees approved it and it is published in the Medical School Catalog under the Admissions section.

The Admissions Committee uses a formal "Admissions Interview Rating Form" to keep the criteria for each applicant uniform. See Exhibit F2i. All students are asked questions regarding their personal qualities, academic qualities, clinically related issues, and financial concerns.

### **D. Is the ability of an applicant to finance his/her medical education considered as one of the criteria for final selection? Explain.**

The Admissions Committee does not consider finances a criterion for admission. (Note: Our tuition is considered to be the most reasonable when compared with other International Medical Graduate Schools.) The committee asks a prospective student how they plan on financing their education to make sure that the student has a plan. That is the opportunity for the committee to apprise the student about the loan option offered by the medical school. It also allows the student to ask questions about tuition, payment plans and room and board. Even if a student claims on their application that they are 100% self pay, the question is asked in their interview..."how do you plan on supporting your education?"

(Note: At present, there are financial student loan officers to help students make decisions about applying for Teri Loans and Med Achiever Loans.)

### **E. Describe the process of selection of transfer students.**

Depending upon space availability, consideration is given to applications for transfer in advanced standing from students at other medical schools. Transfer students must meet all documentation requirements of a new student. Transfer is accepted only from students attending schools listed by the World Health Organization who are in good academic standing. Schools are reviewed for approval by the NCFMEA, the New York State Education Department and the Medical Board of California. The following requirements must be met in making application:

- Credentials from the proper officer of the medical college attended must be presented showing that the applicant was a registered medical student and was in residence at the time for which credit is sought and that he or she met all financial and scholastic obligations.
- An original transcript of the record where work was completed or in progress.
- All transfers to advanced standing are considered individually and their acceptance is contingent upon the recommendation of the Admissions Committee, the recommendation of the Promotion Committee, the approval of the Chief Academic Dean, and the spaces available within the class to which admission is requested.
- Students with unsatisfactory records, or dismissal for any reason from other medical schools are not considered for admission to advanced standing
- Students wishing to transfer directly to the clinical sciences will stand a better chance of acceptance if they have passed the USMLE part I.

- Approval for interview and admission to the clinical sciences requires the signature of the Associate Dean of Clinical Medicine
- A personal interview is required for transfer students.

Transfer is accepted only from students attending schools listed by the World Health Organization who are in good academic standing and have demonstrated LCME comparability of educational standards. Credentials from the proper officer of the medical college attended must be presented showing that the applicant was a registered medical student and 1) in residence at the time for which credit is sought and 2) that he or she met all financial and scholastic obligations. An original official transcript of the record where the work was completed must also be submitted. The Admissions Committee is asked to review the transfer application and makes its recommendation to the Dean and the appropriate Associate Dean.

INDICATE THE NUMBER OF STUDENTS IN THIS CLASS FOR EACH OF THE FOLLOWING CATEGORIES:

ENTERING CLASS 2004

<u>Premedical grade average</u>		<u>Years in college</u>		<u>Highest earned degree</u>	
1. Superior (A or 3.6-4.0)	25	1. 2 years or less	N/A	1. Baccalaureate	112
2. Good (B or 3.0-3.5)	98	2. 3 years	29	2. Masters	18
3. Fair (C or 2.5-2.9)	39	3. 4 years or more	135	3. Doctorate	5
4. Poor (Less than 2.5)	2			4. Other	23
				5. Foreign School	6
<b>Total</b>	<b><u>164</u></b>	<b>Total</b>	<b><u>164</u></b>	<b>Total</b>	<b><u>164</u></b>

ENTERING CLASS 2003

<u>Premedical grade average</u>		<u>Years in college</u>		<u>Highest earned degree</u>	
1. Superior (A or 3.6-4.0)	22	1. 2 years or less	N/A	1. Baccalaureate	114
2. Good (B or 3.0-3.5)	80	2. 3 years	8	2. Masters	8
3. Fair (C or 2.5-2.9)	32	3. 4 years or more	123	3. Doctorate	3
4. Poor (Less than 2.5)	1			4. Other	2
				5. Foreign School	8
<b>Total</b>	<b><u>135</u></b>	<b>Total</b>	<b><u>125</u></b>	<b>Total</b>	<b><u>135</u></b>

ENTERING CLASS 2002

<u>Premedical grade average</u>		<u>Years in college</u>		<u>Highest earned degree</u>	
1. Superior (A or 3.6-4.0)	20	1. 2 years or less	N/A	1. Baccalaureate	104
2. Good (B or 3.0-3.5)	83	2. 3 years	N/A	2. Masters	9
3. Fair (C or 2.5-2.9)	32	3. 4 years or more	123	3. Doctorate	5
4. Poor (Less than 2.5)	2			4. Other	14
				5. Foreign School	3
<b>Total</b>	<b>137</b>	<b>Total</b>	<b>123</b>	<b>Total</b>	<b>137</b>

## ENTERING CLASS 2001

<u>Premedical grade average</u>		<u>Years in college</u>		<u>Highest earned degree</u>	
1. Superior (A or 3.6-4.0)	39	1. 2 years or less	_____	1. Baccalaureate	98
2. Good (B or 3.0-3.5)	54	2. 3 years		2. Masters	4
3. Fair (C or 2.5-2.9)	31	3. 4 years or more	121	3. Doctorate	6
4. Poor (Less than 2.5)	3			4. Other	6
				5. Foreign School	3
<b>Total</b>	<b>127</b>	<b>Total</b>	<b>121</b>	<b>Total</b>	<b>127</b>

## ENTERING CLASS 2000

<u>Premedical grade average</u>		<u>Years in college</u>		<u>Highest earned degree</u>	
1. Superior (A or 3.6-4.0)	36	1. 2 years or less	_____	1. Baccalaureate	66
2. Good (B or 3.0-3.5)	53	2. 3 years		2. Masters	8
3. Fair (C or 2.5-2.9)	316	3. 4 years or more	90	3. Doctorate	5
4. Poor (Less than 2.5)	3			4. Other	17
				5. Foreign School	11
<b>Total</b>	<b>107</b>	<b>Total</b>	<b>90</b>	<b>Total</b>	<b>107</b>

## Entering Class 1999

<u>Premedical grade average</u>		<u>Years in college</u>		<u>Highest earned degree</u>	
1. Superior (A or 3.6-4.0)	41	1. 2 years or less	_____	1. Baccalaureate	106
2. Good (B or 3.0-3.5)	84	2. 3 years		2. Masters	17
3. Fair (C or 2.5-2.9)	21	3. 4 years or more	135	3. Doctorate	9
4. Poor (Less than 2.5)	2			4. Other	16
				5. Foreign School	3
<b>Total</b>	<b>151</b>	<b>Total</b>	<b>135</b>	<b>Total</b>	<b>151</b>

Entering Class 1998

1. Superior (A or 3.6-4.0)	42	1. 2 years or less	_____	1. Baccalaureate	93
2. Good (B or 3.0-3.5)	67	2. 3 years		2. Masters	5
3. Fair (C or 2.5-2.9)	20	3. 4 years or more		3. Doctorate	9
4. Poor (Less than 2.5)	3			4. Other	9
				5. Foreign School	63
<b>Total</b>	<b>132</b>	<b>Total</b>		<b>Total</b>	<b>132</b>

## CLINICAL TEACHING FACILITIES

Name of Hospital	State	# Beds	Annual # Outpatient visits	Annual # Emergency Room visits	Subjects in Clerkship	Is there a residency Program?	Attach copy of clinical affiliation agreement*
<i>Bridgeport</i>	<i>CT</i>	<i>334</i>	<i>144,595</i>	<i>62,924</i>	<i>Cores</i>	<i>Yes</i>	
<i>Brookdale</i>	<i>NY</i>	<i>881</i>	<i>284,196</i>	<i>91,685</i>	<i>Cores</i>	<i>Yes</i>	
<i>Cape Cod</i>	<i>MA</i>	<i>236</i>			<i>Cores</i>	<i>Boston University</i>	
<i>Cherry</i>	<i>NC</i>	<i>662</i>	<i>N/A</i>	<i>N/A</i>	<i>Psychiatry</i>	<i>East Carolina University.</i>	
<i>Fort Wayne Medical</i>	<i>IN</i>	<i>520</i>	<i>21,000</i>	<i>N/A</i>	<i>Electives</i>	<i>Univ. of IN</i>	
<i>Harbor</i>	<i>MD</i>	<i>200</i>	<i>26,152</i>	<i>29,683</i>	<i>Cores</i>	<i>Yes</i>	
<i>Holy Cross</i>	<i>MD</i>	<i>400</i>	<i>226,048</i>	<i>56,909</i>	<i>Cores</i>	<i>G.W. affiliation.</i>	
<i>Spring Grove</i>	<i>MD</i>	<i>295</i>	<i>N/A</i>	<i>N/A</i>	<i>Psychiatry</i>	<i>Univ. of MD</i>	
<i>Union Memorial</i>	<i>MD</i>	<i>242</i>	<i>81,628</i>	<i>36,453</i>	<i>Cores</i>	<i>Yes</i>	
<i>Jackson Park</i>	<i>IL</i>	<i>236</i>	<i>40,559</i>	<i>17,122</i>	<i>Cores</i>	<i>Yes</i>	
<i>St. Anthony</i>	<i>IL</i>	<i>163</i>	<i>56,032</i>	<i>26,186</i>	<i>Cores</i>	<i>Catholic Health Partners/ U of IL</i>	
<i>Michael Reese</i>	<i>IL</i>	<i>286</i>	<i>85,147</i>	<i>26,172</i>	<i>Cores</i>	<i>Yes</i>	
<i>Kansas City VA</i>	<i>MO</i>	<i>135</i>	<i>242,235</i>	<i>11,935</i>	<i>Cores</i>	<i>KU/UMKC</i>	
<i>St. Luke's</i>	<i>MO</i>	<i>480</i>	<i>217,528</i>	<i>28,002</i>	<i>Cores</i>	<i>Yes</i>	
<i>St. Mary's</i>	<i>MO</i>	<i>393</i>	<i>272,776</i>	<i>32,013</i>	<i>Cores</i>	<i>Yes</i>	
<i>Leonard J. Chabert</i>	<i>LA</i>	<i>119</i>	<i>177,452</i>	<i>57,931</i>	<i>Cores</i>	<i>Alton Ochsner</i>	
<i>Memorial Regional</i>	<i>FL</i>	<i>672</i>	<i>332,309</i>	<i>68,138</i>	<i>Cores</i>	<i>Mt. Sinai/Jackson</i>	
<i>Peninsula</i>	<i>NY</i>	<i>235</i>	<i>52,526</i>	<i>14,923</i>	<i>Cores</i>	<i>Yes</i>	

<i>Lincoln Medical &amp; Mental Health</i>	<i>NY</i>	<i>347</i>	<i>357,484</i>	<i>170,000</i>	<i>Cores</i>	<i>Yes</i>	
<i>Rochester General</i>	<i>NY</i>	<i>548</i>	<i>144,974</i>	<i>60,000</i>	<i>Cores</i>	<i>Yes</i>	
<i>Valley Regional</i>	<i>Nova Scotia</i>	<i>210</i>	<i>15,000</i>	<i>33,000</i>	<i>Cores</i>	<i>Yes</i>	

*\*Fiscal arrangements between the institutions must be made clear wither in the appended affiliation agreement or in an accompanying explanatory statement.*

## SCHOOL

### XII. STUDENT AFFAIRS: PERSONAL COUNSELING, FINANCIAL AID, HEALTH

1. Who is in charge of student affairs?

Name David Paton, MD, DSc

Title Assistant Dean

**Academic degree(s)** Bachelor of Medicine, Bachelor of Surgery (MD, ChB)  
Doctor of Medicine  
Doctor of Science

**Date of Appointment** March 2004

2. Student Records:

- a. Is there a central file within the medical school (e.g. Dean's office, medical school registrar's office, etc.) containing student records?

Yes  No  Where?

- b. If YES, indicate which records:

Premedical credentials (transcripts, letter of recommendation, interview resume, MCAT scores,  
 Academic record of medical school performance

Faculty comments on performance

Counselor's comments or recommendations

Other (please specify)

- b. Are all these records available to each student for feedback on performance and/or correction of errors? Explain below:**

In accordance with the Family Education Rights and Privacy Act of 1974, Saba University School of Medicine students have the rights to review, inspect, and challenge the accuracy of information kept in the cumulative file by the institution. Records that may be released to the student for review include: grade and evaluation reports and transcripts which relate to student progress. Student progress notes held by individual faculty which are not part of the student's official file cannot be released. Students are encouraged to call in, fax or e-mail the Clinical Medicine Department to go over their records individually. The medical school asks that students keep in close contact with that department to assure the utmost accuracy with their information. Once investigated, the information is changed in their record and the database, if it is deemed appropriate to do so. Prior to graduation, students receive a copy of their grade report. They are asked to go through it, checking it for accuracy. If preceptors' names are

not correct, or grades, dates, step scores or hospital names are incorrect, staff research the situation and amend it. (Note: Upon the end of the medical school program and upon receipt of their MD degree, a student will receive a copy set of all their grades and evaluations.)

**2. Describe the situation for housing of students; (b) at clinical locations. Does the school operate any housing facilities?**

**Home and community settings**

Mathew Dorm was built in 1995, exclusively for SABA University medical students. The dorm is located in The Bottom within walking distance from the main campus. The Mathew Dorm can accommodate thirty-eight students based on double occupancy. Based on availability, single occupancy may be provided. Each room is fully equipped with a private bath, walk-in closet, ceiling fan, air conditioning, refrigerator, microwave, twin bed, desk, chair and lamp. Laundry facilities are located on the bottom floor of the premises. All new incoming unaccompanied students, single or married, are required to stay in the dorm during their first semester, thereafter, for subsequent semesters, students must live off campus. Residing in the dorm will give students an opportunity to meet classmates, become oriented with the island and the school, and form study groups that may lead to future roommates for off-campus housing.

A new dormitory facility with single rooms radiating off a central living and kitchen are is being constructed by a local company above the main campus to house 48 students. The facility is a modular design with a central room and kitchen with four 100 sq. ft rooms with adjoining bathrooms connected to the center. There will be an onsite administrator and a Laundromat. The first building is scheduled to open January 2005.

All dormitory housing at Saba University is operated by private, local concerns. Saba University maintains a housing list free of charge for local owners and students. Ms. Laura Hassell, administrative assistant, is the student and faculty housing coordinator. The Significant Others of Saba (SOS) also helps families locate suitable housing.

**Clinical Locations**

A few of our major hospitals offer the student room and board as part of their rotation.

Students are sent a confirmation sheet & packet of information upon scheduling of a rotation. The packet of information contains possible housing located in the geographic location of the hospital. Clinical Students are given email links to current students to assist with housing. In some cases, the hospital provides a housing list to assist new student. Students are responsible for these arrangements.

### XIII. FACULTY

#### MEDICAL SCHOOL FACULTY MEMBERS (include those salaried by affiliated hospitals)

Medical School Faculty Members - Residents and Fellows should not be included unless actually serving as faculty members. When joint appointments are held, include only once and in the department of major appointment. The total column should equal the total number, full-time positions. Data are for 2004 (Use most recent data available.)

Basic Science	Full-Time					Part-Time (Paid)	Volunteer (Unpaid)
	Professor	Associate Professor	Assistant Professor	Instructor and other	Total Full-Time		
Anatomy		2	1		3		
Biochemistry		1			1	1	
Microbiology	1				1	1	
Pathology	1	3			4		
Pharmacology	1		1		2		
Physiology	1		1		2		
Hyperbaric					0	2	
Clinical Medicine	1	2			3	1	
Legal Issues in Medicine			1		1		
Physical Diagnosis			1		1	1	
Medical Psychology			1		1	1	
Psychology/ Neurosciences		2			2		
Healthcare Economics	1				0		
Epidemiology – Public Health				1	1	1	
Medical Informatics		1	1		1	1	
Histology/ Embryology		1			1		
Genetics & Cell Biology	1				1		
Basic Science Totals	5	13	6	1	25	9	

#### XIV. PHYSICAL PLANT

*General*

<i>Building Name</i>	<i>Year Completed</i>	<i>Cost in US\$ &amp; Local Currency</i>	<i>Square Ft. useable for Education</i>	<i>Location on Campus or other (specify)</i>	<i>Function</i>
<b>Round Hill</b>	<b>2000</b>	<b>\$2,800,000</b>	<b>23,500sq'</b>	<b>Main, The Bottom</b>	<b>Classrooms, labs&amp; admin</b>
<b>Johnson Library</b>	<b>2001</b>	<b>\$1,600,000</b>	<b>14,000 sq'</b>	<b>Main, The Bottom</b>	<b>Library/computer testing center, student services</b>
<b>Fitness Facility</b>	<b>2004</b>	<b>\$150,000</b>	<b>800 sq</b>	<b>Main</b>	<b>Fitness Center/Generator</b>

Classrooms (for lectures) Teaching Facilities: - **Round Hill Campus**

<i>Classes</i>	<i>Building</i>	<i># Seats</i>	<i>Sq'</i>	<i>Audio/visual equipment per classroom</i>
Classroom 1	Main	50	1221 sq'	LCD projector, slide projector, overhead projector, television monitors, computer
Classroom 2	Main	50	1206 sq'	as above
Classroom 3	Main	50	1075 sq'	as above
Classroom 4	Main	50	1224 sq'	as above
Anatomy	Main	8-10 tables	1730 sq'	as above with shower and sinks; dissection tables
Histology/Pathology	Main	58	1075 sq'	as above with microscopes: 5 trinocular camera ready; 4 dual teaching a 5- headed teaching microscope
Microbiology/Immunology	Main	50	1224 sq'	as above
Multipurpose lab Physio/Phys. Dx	Johnson, third floor	50	1,200 sq'	Exam rooms, plus lab and research equipment
Testing Center	Johnson, ground floor	80	1,200 sq	80 Computer Stations for testing

## **TEACHING FACILITIES**

### **STUDENT LABORATORIES: CHECK ONE**

Anatomy: Dissecting Room            Yes   X      No \_\_\_\_\_  
Anatomy: Microscopic Room        Yes   X      No \_\_\_\_\_  
Biochemistry Lab                    Yes   X      No \_\_\_\_\_  
Microbiology Lab                    Yes   X      No \_\_\_\_\_  
Physiology Lab                        Yes   X      No \_\_\_\_\_  
Pathology Lab                         Yes   X      No \_\_\_\_\_

Others: (list): Physical Diagnosis Lab

**Number of Human Cadavers:** 8-10 cadavers per semester per class.

### **Number of Students per Human cadaver per Lab period:**

Depending upon the teaching assignment, there could be between five to seven medical students at each cadaver teaching station.

### **Number of Human Cadavers used in a single anatomy course:**

At SUSOM, there is an average of eight cadavers per semester per class. In addition, there is one (1) pro section cadaver. It is understood that the class/lab is divided into two teaching groups. At each session, half of the lab class goes to the following learning stations. Learning Station A starts with the pro section demonstration with bone lab accompanied by radiology instruction and then attends to Learning Station B which is the active dissection portion. There is a separate radiology viewing room in the back of the anatomy lab.

### **Are any Human Cadavers used in more than one Anatomy Course?**

Yes \_\_\_\_\_ No   X  

### **Do any students other than medical students use Human Cadavers used by the medical students?**

Yes \_\_\_\_\_ No   X  

### **Number of Cadaver Tables:**

Average of eight student cadaver tables plus one instructor table at the pro section-demonstration table. The anatomy lab will accommodate up to 12 cadaver tables.

### **Number of Student Seats:**

Eight students can work comfortably at each work station.

### **Number of Microscopes:**

SABA University maintains 125 compound microscopes and the following:

5-trinocular viewing microscopes/camera ready; 1-five headed teaching microscope; 2-biocular teaching microscopes; four video conferencing microscopes; Olympus Fluorescent Photomicroscope and digital camera.

**Number of Student Chemical Bench Spaces:**

For the courses in biochemistry and physiology, there exist six chemical bench area spaces for laboratory work. This allows for seven (7) students at a work space bench area in a laboratory measuring 40 feet by 30 feet. (Note: Each 1200 sq feet facility has audiovisual viewing resource capabilities.)

**Number of Student Work Seats:**

For the courses in histology/cell biology, microbiology/immunology, neuroscience and pathology, there are 60 seats which allow for microscope viewing activities as well as organ display areas. (Note: Facilities have audiovisual viewing resources.)

For the course in Introduction to Physical Diagnosis, the laboratory setting has 8 examining areas with office type examination furniture. Students are able to practice skills in small groups and examine community volunteers under supervision.

(See attached pictures)

Special Resources

Medical Photography and Illustration/ digital camera      Yes   X      No \_\_\_\_\_

Electronics Shop      Yes   X      No \_\_\_\_\_

Computer, Data Processing      Yes   X      No \_\_\_\_\_

**Note: 60 computers plus 80 in testing center**

Printing, Duplicating & Reproduction Shop      Yes   X      No \_\_\_\_\_

Machine Shop      Yes   X      No \_\_\_\_\_

Audio Visual-multiple media viewing area      Yes   X      No \_\_\_\_\_

Space for   0   dogs        0   guinea pigs

  0   mice        0   cats

  0   rats        0   other(List)

***NOTE: ATTACH PHOTOGRAPHS OF THE SCHOOLS TEACHING FACILITIES, OR, PAGES FROM BROCHURES***

**XV. LIBRARY**

(A) (1) **Name of Librarian:** Wendy Ellermeyer, M.L.S.

(2) **Year appointed:** 2003    **Professional Degree:** M.L.S.

*From: San Jose State University, California*

(3) **To whom does the Librarian report?**

Associate Dean of Basic Sciences and Executive Dean

(B) **List Professional Schools that this Library serves:**

SABA University School of Medicine

(C) (1) **How many hours per week is the Library open?**            98 Hours

(2) **Note: below the opening and closing hours of the Library for each day of the week.**

<i>Day</i>	<i>Opening Time</i>	<i>Closing Time</i>
Sunday	9:00 a.m.	11:00 p.m.
Monday	9:00 a.m.	11:00 p.m.
Tuesday	9:00 a.m..	11:00 p.m.
Wednesday	9:00 a.m.	11:00 p.m.
Thursday	9:00 p.m.	11:00 p.m.
Friday	9:00 p.m.	11:00 p.m.
Saturday	9:00 a.m.	11:00 p.m.

(3) **How may a student gain access to the Library in off-hours?**

Students are only allowed access to the main library during the hours that the library is open. Under supervision of a faculty member or library staff member, special tutorials may be arranged in the Learning Resource Center or in the Conference Room.

(D) (1) Holdings (indicate below):

# Volumes end of last year	# Volumes added this year	# Serial titles received end of year	Participates in interlibrary loans
Medical School or Health Center Library	2,885 Medical 475 Other titles Circulation: 6,078	280 Periodicals- Saba University also subscribes to Medline, MD Consult and OVID Online	Yes
University Hospital Library	NA	NA	NA
*Affiliated Hospital Libraries (List all)	Please see exhibit D2a-iv		

*\*To be interpreted as any hospital in which any student is currently earning any credit toward the MD degree.*

(2) List below the kinds of interlibrary loans in which each of the libraries above participate:

- Netherlands Institute for Scientific Information Services (NIWI), Amsterdam, Netherlands
- PROSPERO Electronic Document Delivery System: Prior Health Sciences Library at The Ohio State University, Columbus, Ohio
- Regional Interlibrary loans are available through St. Elizabeth Hospital in Curacao, Netherlands-Antilles
- International Library Loans are available through Boston University School of Medicine Alumni Medical Library, Boston, MA
- Saba University is able to obtain additional interlibrary loans for a nominal charge from the Coy C. Carpenter Library at Wake Forest University School of Medicine.
- Saba University students and faculty have access to full text journals through the Library's subscription to journals through OVID Online and through Medline.

**XV. LIBRARY** (continued)

( 5.) Facility

	Square Meters	Seating Capacity
a. Reading areas	3228 sq ft	40
b. Stacks	2980 sq ft	
c. Offices	520 sq ft	6
d. Staff workspace	597 sq ft	3
e. Storage, off-site	328 sq ft	
f. Conference rooms	1166 sq ft	20
g. Audio Visual Rooms	3186 sq ft	14
h. Study carrels		60 computers available
i. Other	2395 sq ft	

(6). Circulation:

- a. Total number of volumes circulated outside library: 6078 volumes/yr
- b. Interlibrary loans:                      Number loaned: 5                      Number borrowed: 102

(7) Budget: (US dollars)

- 1. Acquisitions, expenditures US: \$68,040
- 2. Salaries, wages, etc local: \$104,604 with 8% fringe benefits
- 3. All other expenses US: \$62,940
- 4. Total expenditures for 2003 US: \$ 235,584

(8) Number of Staff:

- 1. Professional full-time librarian:                      1
- 2. Assistant full-time librarian:                      1
- 3. Library Aides:                      3
- 4. Part-time Help                      2