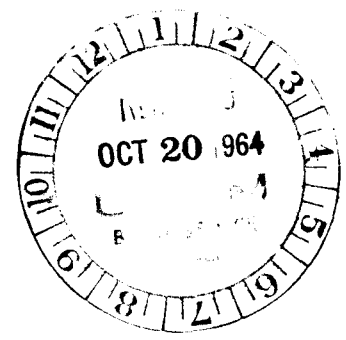


MSD  
galca

UNIVERSITY OF MINNESOTA  
COLLEGE OF MEDICAL SCIENCES

To - D.D.  
L.R.V.  
10-21-64

1964-1965  
COMMITTEE ASSIGNMENTS



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ADMINISTRATIVE COMMITTEE OF THE COLLEGE OF MEDICAL SCIENCES

Members (all ex-officio)

Dean of Medical Sciences, Chairman  
Associate Dean of Medical Sciences  
Associate and Assistant Dean, Medical School  
Director of School of Public Health  
Director of School of Nursing  
Heads of Medical School Departments  
Director of University Hospitals  
Director of University Health Service

Secretary (ex-officio and non-voting)

Executive Secretary of College of Medical Sciences

Term of Service: Duration of tenure in position indicated.

Responsibilities

Over-all policy direction of the College of Medical Sciences.

NOTE: Because of the close relation between the College of Medical Sciences and the Minneapolis Veterans Administration Hospital, the Director of the VAH or his designated representative is regularly invited to meet with the Administrative Committee.

ADVISORY COMMITTEE ON USE OF HUMAN VOLUNTEERS IN MEDICAL RESEARCH

Members

Term Expires

Dr. Ivan Frantz, Chairman  
Dr. R. C. Lillehei  
Dr. F. E. Shideman  
Dr. Robert Hebbel

9/30/69  
9/30/66  
9/30/67  
9/30/68

Ex-Officio Member

Associate Dean (Dr. N. L. Gault), Secretary

Legal Member

Professor Allan McCoid (Law School)

Responsibilities

Formulation of policies concerning use of human volunteers in medical research; consultation with agencies, e.g., state prison, where such research is carried out.

NOTE: When requested to do so by the University Administration, this Committee will serve to advise concerning the use of human volunteers in research in other units of the University. In such instances, the Committee will also include the Director of the University Health Service and/or his designee.

ANATOMICAL COMMITTEE

Members

Term Expires

Dr. A. Lazarow, Chairman  
Dr. R. Hebbel

9/30/66  
9/30/68

Ex-Officio Member

Assistant Dean (Dr. R. J. McCollister), Secretary

Responsibilities

Administration of law of State of Minnesota - as it relates to procurement and use of bodies for dissection.

ANIMAL HOSPITAL COMMITTEE

<u>Members</u>	<u>Term Expires</u>
Dr. W. Kubicek, Chairman	9/30/67
Dr. R. Varco	9/30/68
Dr. F. Shideman	9/30/66
Dr. John Johnson	9/30/65
Dr. Dennis Watson	9/30/66

Dr. C. M. Stowe (Appointed by the Dean of Veterinary Medicine)

Ex-Officio Members

Associate Dean (Dr. N. L. Gault)  
Director, Division of Environmental Health & Safety, Health Service  
(George Michaelson)

Responsibilities

Procurement of animals and animal food; assignment of laboratory and cage space; establishment of standards of animal care and enforcement of maintenance of these standards; supervision of fiscal operation.

CANCER COORDINATING COMMITTEE

Members

Term Expires

Dr. B. J. Kennedy, Chairman	9/30/68
Dr. Carlos Martinez	9/30/66 *
Dr. R. C. Lillehei	9/30/67
Dr. G. J. D'Angio	9/30/69
Dr. Lee Wattenberg	9/30/65

\*Dr. William Krivit to serve during 1964-65 while Dr. Martinez is on leave of absence.

Ex-Officio Members

Cancer Coordinator, Secretary (Dr. J. B. Aust)  
Dean of Medical Sciences (Dr. R. B. Howard)

Ex-Officio consulting member

Director of Cancer Detection Center (Dr. Victor Gilbertsen)

Responsibilities

Supervision of training grants and institutional research grants and fellowships in the field of cancer.

CARDIOVASCULAR COORDINATING COMMITTEE

<u>Members</u>	<u>Term Expires</u>
Dr. Robert Good, Chairman	9/30/68
Dr. Richard Varco	9/30/66
Dr. Ivan Frantz	9/30/65
Dr. Ellis Benson	9/30/67
Dr. Maurice B. Visscher	9/30/69

Ex-Officio Members

Cardiovascular Coordinator, Secretary (Dr. H. M. Cavert)  
Dean of Medical Sciences (Dr. R. B. Howard)

Ex-Officio consulting members

Associate Director of Hospitals (Glenm Mitchell)  
Assistant Director of Cardiovascular Clinical Center Project (Dr. Yang Wang)

Responsibilities

Supervision of training grants and institutional research grants and fellowships in the field of cardiovascular disease; advising the Joint Conference Committee and the Dean concerning inter-service problems related to the cardiovascular field.

COMMITTEE ON CAREERS IN THE HEALTH SCIENCES

<u>Members</u>	<u>Term Expires</u>
Dr. Eugene Grim, Chairman	9/30/65
Dr. F. Kottke	9/30/66
Dr. J. B. Carey, Jr.	9/30/69
Miss Ruth Hovde	9/30/68
Mrs. Peggy Stivers	9/30/66
Dr. J. Van Pilsum	9/30/69
 Ex-Officio Member	
 Director of Special Educational Services (Dr. R. Bieter), Secretary	

Responsibilities

Planning and implementation of programs designed to attract well qualified students to careers in the health sciences. These programs may include preparation of brochure material, arrangement of visits to "career days", conferences with premedical advisors in the various colleges, and other activities deemed appropriate by the committee. The committee should also consider ways and means of assisting students to remain in school once they have entered a program in the Health Sciences.



COMMITTEE ON COMBINED MEDICAL-GRADUATE PROGRAM

Members

Term Expires

Dr. Arnold Lazarow	9/30/68
Dr. M. B. Visscher	9/30/65
Dr. Dennis Watson	9/30/66
Dr. Lewis Wannamaker	9/30/67

Ex-Officio Members

Chairman of Graduate Group Committee (Dr. C. P. Barnum), Chairman  
Director of Special Educational Services (Dr. R. Bieter), Secretary  
Associate Dean, Medical Student Affairs, (Dr. H. M. Cavert)

Responsibilities

Determination of policies relating to combined medical-graduate programs;  
consideration of means of financing and publicizing such programs;  
recommendation of candidates for such programs to Graduate Group Committee  
and Admission Committee.

COMMITTEE ON DATA PROCESSING FACILITIES

<u>Members</u>	<u>Term Expires</u>
Dr. A. Lazarow, Chairman	9/30/69
Dr. F. Halberg	9/30/65
Dr. J. Bearman	9/30/66
Dr. Ed Sulzer	9/30/67
Dr. Richard Varco	9/30/68
Dr. Otto Schmitt	9/30/68
Dr. Leslie Zieve	9/30/67
Dr. Robert Evans	9/30/66
Dr. N. Lifson	9/30/69
Ex-Officio Member	
Associate Dean (Dr. H. M. Cavert), Secretary	

Responsibilities

Liaison with All-University Computer Committee; formulation of policies relating to use of computer facilities by College of Medical Sciences; exploration of ways of expanding use of computer facilities; establishment of Data Processing Center for College of Medical Sciences.

## DEAN'S COMMITTEE FOR VA HOSPITAL

<u>Members</u>	<u>Term Expires</u>
Dr. James Dawson	9/30/68
Dr. Dennis Watson	9/30/67
Dr. D. Hastings	9/30/65
Dr. C. J. Watson	9/30/69
Dr. O. H. Wangensteen	9/30/66

Ex-Officio Members

Dean of Medical Sciences (Dr. R. B. Howard), Chairman  
 Associate Dean, College of Medical Sciences (Dr. N. L. Gault), Secretary  
 Director, Minneapolis VA Hospital (Dr. E. Mandel)  
 Chairman, Medical Graduate Group Committee (Dr. C. P. Barnum)  
 Dean, School of Dentistry (Dean Erwin Schaffer)  
 Dean, College of Pharmacy (Dean George Hager)

Responsibilities

Formulation of policy regarding the Medical School - VAH program;  
 supervision of the program.

DISASTER - CIVIL DEFENSE COMMITTEE

Members

Term Expires

Mr. Glenn Mitchell, Chairman  
Dr. W. A. Sullivan  
Miss Beatrice Swanson  
Mr. Gus Scheffler  
Dr. James B. Carey

9/30/69  
9/30/68  
9/30/67  
9/30/66  
9/30/65

Ex-Officio Member

Director of Special Educational Services and MEND Coordinator (Dr. R. Bieter),  
Secretary

Responsibilities

Formulation of plans for providing medical care to victims of disasters such as floods and fires; formulation of plans for evacuation and relocation of University Hospitals and College of Medical Sciences in face of disaster, war, or threat of war; coordination of efforts with local, state, and national Civil Defense agencies.

HONORS AND AWARDS COMMITTEE

Members

Term Expires

Dr. L. R. Boies, Chairman	9/30/66
Dr. S. G. Bradley	9/30/67
Dr. John Johnson	9/30/65
Dr. W. W. Spink	9/30/68

Ex-Officio Member

Associate Dean (Dr. N. L. Gault), Secretary

Consulting members for College units other than Medical School

For School of Nursing - Miss Edna Fritz  
For School of Public Health - Dr. Gaylord Anderson  
For Course in Medical Technology - Miss Ruth Hovde

Responsibilities

Presentation to Administrative Committee of nominations for Outstanding Achievement Award; selection of medical students for the various prizes and honors awarded through the Dean's Office.

LIBRARY COMMITTEE

FOR THE COLLEGE OF MEDICAL SCIENCES

Members

Term Expires

Dr. Gaylord Anderson, Chairman	9/30/67
Dr. Wesley Spink	9/30/66
Dr. Wendell Hall	9/30/65
Miss Edna Fritz	9/30/68

Ex Officio Member

Associate Dean (Dr. N. L. Gault), Secretary

For the School of Dentistry

Dr. R. Gorlin

For the Botany Department

Dr. A. O. Dahl

For the Zoology Department

Dr. Franklin Wallace

Responsibilities

Liaison with University Librarian and all-University Library Committee regarding policies of operation of Biological Medical Library. Drs. Anderson, Spink, Hall and Gault serve as a sub-committee for the formulation of policies regarding departmental and other libraries within the College of Medical Sciences.

MEDICAL SCHOOL ADMISSIONS COMMITTEE

Members

Term Expires

Dr. A. B. Baker, Chairman	9/30/67
Dr. R. Bieter	9/30/65
Dr. Charles Carr	9/30/66
Dr. B. C. Schiele	9/30/66
Dr. James Matthews	9/30/69
Dr. Robert Hebbel	9/30/69

**Ex-Officio Members**

Associate Dean, Medical School, (Dr. H. M. Cavert) and Assistant Dean  
(Dr. R.J. McCollister)  
will be responsible for indicating each year which will serve as  
secretary.

Representative of Division of Clinical Psychology (Dr. William Schofield)

Responsibilities

Selection of students for admission and readmission to Medical School;  
formulation of recommendations to the Administrative Committee concerning  
premedical requirements.

MICROSCOPE RENTALS COMMITTEE

Members

Term Expires

Dr. A. Lazarow, Chairman	9/30/69
Dr. J. Dawson	9/30/67
Dr. E. Benson	9/30/66
Dr. Dennis Watson	9/30/65

Ex-Officio Member

Assistant Dean (Dr. R. J. McCollister), Secretary

Responsibilities

Formulation of policies concerning rental of microscopes to students; arrangements for rentals supervision of repair and replacement of microscopes.



COMMITTEE ON NON-ACADEMIC PERSONNEL

Members

Term Expires

Dr. Leonard Schuman, Chairman	9/30/66
Miss Ruth Hovde	9/30/67
Miss Edna Fritz	9/30/65
Mr. Glenn Mitchell	9/30/65
Dr. Eugene Grim	9/30/68
Dr. Fred Goetz	9/30/69

Ex-Officio Member

Associate Dean, College of Medical Sciences (Dr. N. L. Gault), Secretary

Responsibilities

Advising the Civil Service Personnel Department in all matters relating to the employment of non-academic personnel within the College of Medical Sciences.

PARKING COMMITTEE

<u>Members</u>	<u>Term Expires</u>
Dr. Shelley Chou, Chairman	9/30/67
Dr. Fred Goetz	9/30/65
Dr. Isabel Harris	9/30/66
Dr. Morris Smithberg	9/30/68

Ex-Officio Member

Associate Director of Hospitals, (Mr. Glenn Mitchell) Secretary

Responsibilities

Assignment to personnel of University of Minnesota Medical Center of available spaces in Mayo Memorial Garage and other parking areas assigned to the College of Medical Sciences; consideration of ways by which parking facilities for Medical Center personnel might be increased.

RADIATION COMMITTEE

Members

Term Expires

Dr. W. D. Armstrong, Chairman	9/30/67
Dr. Ivan Frantz	9/30/66
Dr. E. Grim	9/30/65
Mr. Ralph Wollan	9/30/68
Dr. Harry Foreman	9/30/69
Dr. Merle Loken	9/30/69

Ex-Officio Member

Cancer Coordinator (Dr. J. B. Aust), Secretary

Responsibilities

Supervision of use of radiation and radioisotopes; consideration of teaching programs in field of radiation.

RADIO AND T V POLICY COMMITTEE

Members

Term Expires

Dr. Carl Heggstad, Chairman	9/30/66
Dr. S. Thomson	9/30/69
Miss E. Whitney	9/30/67
Dr. John Harris	9/30/65

Ex-Officio Members

Director, Dept. of Continuation Medical Education (Dr. W. A. Sullivan),  
Secretary

Director, Dept. of Medical Art and Photography (Mr. John Parker)

Responsibilities

Formulation of policies regarding participation of College of Medical Sciences or its constituent units in radio and television activities; exploration of potential uses of these media for teaching within the College.

## STUDENT SCHOLASTIC STANDING COMMITTEE

MembersTerm Expires

Dr. W. D. Armstrong, Chairman	9/30/67
Dr. Dennis Watson	9/30/66
Dr. James Dawson	9/30/65
Dr. J. B. Aust	9/30/69
Dr. F. Goetz	9/30/68

Psychiatric Consulting Member (Dr. George Williams)

Alternate Members

Dr. C. D. Creevy  
 Dr. F. E. Shideman  
 Dr. N. Lifson  
 Dr. E. Humphrey  
 Dr. N. L. Gault (for 1964-65 only)

Ex-Officio Member (without vote)

Associate Dean H. M. Cavert and Assistant Dean R. J. McCollister will share this responsibility. Dr. Cavert will indicate each year which will serve in this role.

Responsibilities

As a stable standing committee comprised of senior faculty members, this committee will consider the cases of students doing unsatisfactory Medical School work (with exceptions as noted below) at the end of each academic quarter and recommend appropriate disposition of each such case. Questions of suitability for advancement from year to year and for graduation will be within the purview of this committee. This standing committee will carry out the functions previously assigned to a series of ad hoc promotions committees.

Organization and Procedures

1. The Committee will be a permanent committee consisting of five senior members of the faculty, alternates, and a psychiatric consultant.
2. The chairman of the Committee will be one of the permanent members.
3. Committee action will require the presence of five members with one or more alternate members eligible to serve and vote in the event of absence of a regular member or members.
4. The Committee meetings will be scheduled in advance for each academic year on a date just prior to the beginning of the next quarter. An immediate subsequent date should be set also to permit the committee to hear appeals.
5. Consideration of students in all classes will be held on the one scheduled day each quarter.
6. The Committee will delegate authority to the Dean's Office to arrange make-up examinations, if the department so recommends, for all students who have only one course deficiency.

(Cont'd)

STUDENT SCHOLASTIC STANDING COMMITTEE (Cont'd)

7. The Committee will review the records of all students with more than one course deficiency during the academic year.
8. The department may request a Committee hearing for any student it believes requires attention, even though he or she has but one course deficiency.
9. Representatives of the departments teaching the student under consideration will be present to provide student evaluation for the Committee.
10. Only members of the Committee will vote for disposition of cases brought to its attention.