

UNIVERSITY OF MINNESOTA  
COLLEGE OF MEDICAL SCIENCES

1963-1964  
COMMITTEE ASSIGNMENTS

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ADMINISTRATIVE COMMITTEE OF THE COLLEGE OF MEDICAL SCIENCES

Members (all ex-officio)

Dean of Medical Sciences, Chairman  
Assistant Deans of Medical Sciences  
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)

Administrative 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 Manager 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. Charles Morgan  
Dr. F. E. Shideman

9/30/64  
9/30/66  
9/30/65  
9/30/67

Ex-Officio Member

Assistant 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  
9/30/64

Ex-Officio Member

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

Responsibilities

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

ANIMAL HOSPITAL COMMITTEE

Members

Term Expires

Dr. W. Kubicek, Chairman	9/30/67
Dr. R. Varco	9/30/64
Dr. F. Shideman <i>Surgery</i>	9/30/66
Dr. John Johnson <i>Pharmacology</i>	9/30/65
Dr. John Spizizen <i>Physiology</i>	9/30/66
	<i>microbiology</i>

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

Ex-Officio Members *College of*

Assistant 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. C. P. Barnum, Jr., Chairman	9/30/64
Dr. Carlos Martinez	9/30/66
Dr. R. C. Lillehei	9/30/67
Dr. B. J. Kennedy	9/30/68
Dr. Merle Loken (interim appointment)	9/30/64
Dr. Lee Wattenberg	9/30/65

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

Members

Term Expires

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. Victor Lorber	9/30/64

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 (Glenn 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. Charles Morgan, Chairman	9/30/67
Dr. F. Kottke	9/30/66
Dr. Eugene Grim	9/30/65
Dr. J. B. Carey, Jr.	9/30/64
Miss Ruth Hovde	9/30/68
Miss Peggy Brown	9/30/66
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  
Dr. M. B. Visscher  
Dr. J. Spizizen  
Dr. Lewis Wannamaker

9/30/64  
9/30/65  
9/30/63  
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  
Assistant Dean (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 COMPUTER FACILITIES

Members

Term Expires

Dr. N. Lifson, Chairman  
Dr. F. Halberg  
Dr. J. Bearman  
Dr. Ed Sulzer  
Dr. Richard Varco

9/30/64  
9/30/65  
9/30/66  
9/30/67  
9/30/68

Ex-Officio Member

Assistant Dean (Dr. H. M. Cavert), Secretary

Responsibilities

Liaison with All-University Computer Facilities; formulation of policies relating to use of computer facilities by College of Medical Sciences; exploration of ways of expanding use of computer facilities.

The Curriculum Committee of the Medical School will consist of the Heads of Teaching Departments, the Dean, and the Assistant Deans.

In order to provide continuing evaluation of the curriculum and in order to be able to deal rapidly and effectively with day-to-day curricular problems as they arise, Subcommittees representing respectively the basic science departments and the clinical departments are being established. Each of these will consist of three department heads and a representative of the Faculty Consultative Committee. The department heads will be asked to serve on a rotational basis.

For 1963-64 membership on these Subcommittees will be as follows:

Basic Science

<u>Members</u>	<u>Term Expires</u>
Dr. W. D. Armstrong	9/30/64
Dr. James Dawson	9/30/66
Dr. Fred Shideman	9/30/65
Dr. Dennis Watson (representative of Faculty Consultative Committee)	

Clinical

<u>Members</u>	<u>Term Expires</u>
Dr. D. W. Hastings	9/30/64
Dr. John Harris	9/30/66
Dr. C. J. Watson	9/30/65
Dr. Paul Winchell (representative of Faculty Consultative Committee)	

## DEAN'S COMMITTEE FOR VA HOSPITAL

MembersTerm Expires

Dr. James Dawson	9/30/68
Dr. J. Spizizen	9/30/67
Dr. D. Hastings	9/30/65
Dr. C. J. Watson	9/30/64
Dr. O. H. Wangenstein	9/30/66

Ex-Officio Members

Dean of Medical Sciences (Dr. R. B. Howard), Chairman  
 Assistant 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, 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

9/30/64  
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. F. W. Hoffbauer, Chairman  
Dr. S. G. Bradley  
Dr. John Johnson  
Dr. L. R. Boies

9/30/64  
9/30/67  
9/30/65  
9/30/66

Ex-Officio Member

Assistant 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.

## COMMITTEE ON PROFESSIONAL INSURANCE

MembersTerm Expires

Dr. J. Harris, Chairman  
Dr. R. Ulstrom  
Mr. G. Mitchell  
Dr. J. B. Carey  
Dr. K. Prem  
Dr. W. A. Sullivan

9/30/65  
9/30/65  
9/30/64  
9/30/64  
9/30/66  
9/30/66

Responsibilities

Development of a plan to make it possible to collect, for school and departmental use, professional fees payable under terms of health insurance policies carried by county and per diem patients; development of a policy in regard to professional liability insurance coverage for fellows and staff.

CLINIC DIRECTORS COMMITTEE

Members

Dr. Leon Adcock, Chairman  
Dr. T. P. Bellville  
Dr. Paul Arnesen  
Dr. Joseph Aust  
Dr. Phillip Berger  
Dr. James Carey  
Dr. Shelley Chou  
Dr. Donald Creevy  
Dr. Edward DeFoe  
Dr. Robert Fisch  
Dr. Arndt Duvall  
Dr. Ramon Fusaro  
Dr. Glen Gullickson  
Mr. Glenn Mitchell  
Dr. James Moriarty  
Dr. George Tani  
Miss Irmagene Sanford  
Dr. Maynard Jacobson  
Dr. Arnold Leonard  
Dr. Lyle French (Alternate)

Ex-Officio Member

Director of Comprehensive Clinic Program (Dr. Richard Magraw), Secretary



LIBRARY COMMITTEE

FOR THE COLLEGE OF MEDICAL SCIENCES

Members

Term Expires

Dr. Gaylord Anderson, Chairman  
Dr. Wesley Spink  
Dr. Wendell Hall  
Miss Edna Fritz

9/30/67  
9/30/66  
9/30/65  
9/30/64

Ex-Officio Member

Assistant Dean (Dr. H. M. Cavert), 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 Cavert serve as a sub-committee for the formulation of policies regarding departmental and other libraries within the College of Medical Sciences.

MASONIC HOSPITAL COMMITTEE

Members

Term Expires

Dr. E. J. Kennedy, Chairman  
Dr. K. Prem  
Dr. J. B. Aust

9/30/66  
9/30/65  
9/30/64

Ex-Officio Members

Assistant Dean (Dr. N. L. Gault), Secretary  
Associate Director of U of Minnesota Hospitals (G. Mitchell)

Ex-Officio Consulting Member

Hospital Nursing Supervisor of Masonic Hospital (Miss Patricia Kline)

Responsibilities

Advising the Joint Conference Committee, the Director of the University Hospitals, and the Dean, concerning operational policies of the Masonic Hospital; until a full-time professional position has been established in the Masonic Hospital, the Committee will be responsible, through its chairman, for admissions, transfers, and discharges.

MEDICAL SCHOOL ADMISSIONS COMMITTEE

Members

Term Expires

Dr. L. French, Chairman  
Dr. R. Bieter  
Dr. A. B. Baker  
Dr. N. Lifson  
Dr. Charles Carr  
Dr. B. C. Schiele

9/30/64  
9/30/65  
9/30/67  
9/30/64  
9/30/66  
9/30/68

Ex-Officio Members

Assistant Deans (Doctors N. L. Gault and H. M. Cavert), Secretaryship will alternate, Dr. Gault acting in this capacity for classes applying for admission in odd numbered years, Dr. Cavert for even numbered years.

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  
Dr. J. Dawson  
Dr. E. Benson  
Dr. Dennis Watson

9/30/64  
9/30/67  
9/30/66  
9/30/65

Ex-Officio Member

Assistant Dean (Dr. H M. Cavert), 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

<u>Members</u>	<u>Term Expires</u>
Dr. Robert Good, Chairman	9/30/64
Miss Ruth Hovde	9/30/67
Dr. Leonard Schuman	9/30/66
Miss Edna Fritz	9/30/65
Mr. Glenn Mitchell	9/30/65
Dr. Eugene Grim	9/30/68

Ex-Officio Member

Assistant 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

Members

Term Expires

Dr. Fred Goetz, Chairman  
Miss Isabel Harris  
Dr. Charles Edwards  
Dr. Shelley Chou

9/30/65  
9/30/66  
9/30/64  
9/30/67

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

<u>Members</u>	<u>Term Expires</u>
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. Gaylord Anderson	9/30/64
Dr. Merle Loken	9/30/64

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

MembersTerm Expires

Dr. Carl Heggstad, Chairman  
 Dr. S. Thomson  
 Miss E. Whitney  
 Dr. John Harris

9/30/66  
 9/30/64  
 9/30/67  
 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

Members

Dr. R. Ulstrom, Chairman  
 Dr. Dennis Watson  
 Dr. James Dawson  
 Dr. H. O. Peterson  
 Dr. F. Goetz

Term Expires

9/30/67  
 9/30/66  
 9/30/65  
 9/30/64  
 9/30/68

Psychiatric Consulting Member (Dr. George Williams)

Alternate Members

Dr. W. D. Armstrong  
 Dr. C. D. Creevy  
 Dr. F. Shideman  
 Dr. J. B. Aust

Ex-Officio Member (without vote)

Assistant Deans (Drs. H. M. Cavert and N. L. Gault) will alternate in this capacity. For 1963-64, Dr. Gault will serve.

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, three 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.
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.

(cont'd.)

Student Scholastic Standing Committee (Cont'd.)

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.