

UNIVERSITY OF MINNESOTA
COLLEGE OF MEDICAL SCIENCES

1961-1962
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)

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. Bieter
Dr. L. Hay
Dr. Charles Morgan

9/30/64
9/30/63
9/30/62
9/30/65

Ex-Officio Member

Assistant Dean (Dr. W. Fleeson), 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. P. Hebtel

9/30/62
9/30/64

Ex-Officio Member

Assistant Dean (Dr. W. Fleeson), Secretary

Responsibilities

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

ANIMAL HOSPITAL COMMITTEE

Members

Term Expires

Dr. W. Kubicek, Chairman	9/30/63
Dr. R. Varco	9/30/64
Dr. L. Wannamaker	9/30/62
Dr. John Johnson	9/30/65
Dr. John Spizizen	9/30/66

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

Ex-Officio Members

Assistant Dean (Dr. W. Fleeson)
Director, Division of Environmental Health & Safety, Health Service
(R. Bond)

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. O.H. Wangenstein	9/30/62
Dr. B.J. Kennedy	9/30/63
Dr. D. Mosser	9/30/65
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.

CANCER COORDINATING COMMITTEE
SUBCOMMITTEE ON TUMOR CLINIC

Members

Dr. P. Lober
Dr. R. Fusaro
Dr. B. Kusske
Dr. W. Krivit
Dr. B.J. Kennedy
Dr. P. Arneson
Dr. D. Mosser
Dr. W.A. Sullivan
Dr. Robert Gurlin (Dentistry)
Mr. G. Mitchell

Ex-Officio Member

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

Director of Comprehensive Clinic Program (Dr. R. Magraw)

Responsibilities

Overseeing the operation of the Tumor Clinic as an interdepartmental activity.

CARDIOVASCULAR COORDINATING COMMITTEE

MembersTerm Expires

Dr. Robert Good, Chairman
 Dr. Richard Varco
 Dr. Ivan Frantz
 Dr. Ellis Benson
 Dr. Victor Lorber

9/30/63
 9/30/66
 9/30/65
 9/30/62
 9/30/64

Ex-Officio Members

Cardiovascular Coordinator, Secretary (Dr. N.L. Gault)
 Dean of Medical Sciences (Dr. R.B. Howard)

Ex-Officio consulting members

Assistant 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

MembersTerm Expires

Dr. Charles Morgan, Chairman	9/30/62
Dr. F. Kottke	9/30/66
Dr. Eugene Grim	9/30/65
Dr. J.B. Carey, Jr.	9/30/64
Miss Ruth Hovde	9/30/63
Mrs. Dorothy Geis	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

MembersTerm Expires

Dr. Arnold Lazarow
 Dr. M.B. Visscher
 Dr. J. Spizizen
 Dr. Wesley Spink

9/30/64
 9/30/65
 9/30/63
 9/30/62

Ex-Officio Members

Chairman of Graduate Group Committee (Dr. C.P. Barnum), Chairman
 Director of Special Educational Services (Dr. R. Bieter), Secretary

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

MembersTerm Expires

Dr. N. Lifson, Chairman
Dr. F. Halberg
Dr. J. Bearman
Dr. L. Zieve
Dr. Robert Evans

9/30/64
9/30/65
9/30/66
9/30/62
9/30/63

Ex-Officio Member

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

CURRICULUM COMMITTEE

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 1961-62 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. Arnold Lazarow	9/30/63
Dr. James Dawson	9/30/62
Dr. Dennis Watson (representative of Faculty Consultative Committee)	

Clinical

<u>Members</u>	<u>Term Expires</u>
Dr. D.W. Hastings	9/30/64
Dr. F. Kottke	9/30/63
Dr. J.L. McKelvey	9/30/62
Dr. Paul Winchell (representative of Faculty Consultative Committee)	

CURRICULUM COMMITTEE

SUBCOMMITTEE ON COMPREHENSIVE CLINIC PROGRAM

Dr. Edward DeFoe
Dr. Richard Anderson
Dr. Paul Arneson
Dr. A.B. Baker
Dr. Phillip Berger
Dr. J.B. Carey, Jr.
Dr. Donald Creevy
Dr. Lyle French
Dr. John Harris
Miss Gertrude Gilman
Dr. Frederic Kottke
Dr. Francis Lynch
Dr. Edgar Makowsky
Mr. Glenn Mitchell
Dr. Donn Mosser
Dr. Kurt Pollak
Dr. Albert Sullivan

Ex-Officio Member and Chairman

Dr. R. Magraw, Director, Comprehensive Clinic and Assistant Dean

CONSULTATIVE MEMBERS

Miss Annie Laurie Baker
Miss Irmagene Sanford

DEAN'S COMMITTEE FOR VA HOSPITAL

<u>Members</u>	<u>Term Expires</u>
Dr. James Dawson	9/30/63
Dr. W. Armstrong	9/30/62
Dr. D. Hastings	9/30/65
Dr. C.J. Watson	9/30/64
Dr. O.H. Wangensteen	9/30/66

Ex-Officio Members

Dean of Medical Sciences (Dr. R.B. Howard), Chairman
 Assistant Dean for VA Hospital Affairs and Director of Professional Services,
 Minneapolis VA Hospital (Dr. Stanley Crosbie), Secretary
 Manager, Minneapolis VA Hospital (Dr. H. Vogl)
 Chairman, Medical Graduate Group Committee (Dr. C.P. Barnum)
 Dean, School of Dentistry (Dr. W. Crawford)
 Dean, School of Pharmacy (Dean George Hager)

Responsibilities

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

DISASTER - CIVIL DEFENSE COMMITTEE

MembersTerm Expires

Mr. Glenn Mitchell, Chairman
 Dr. W.A. Sullivan
 Miss Mary Ann McIntyre
 Mr. Gus Scheffler
 Dr. Donn Mosser

9/30/64
 9/30/63
 9/30/62
 9/30/66
 9/30/65

Ex-Officio Member

Assistant Dean and MEND Coordinator (Dr. W. Fleeson), 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

MembersTerm Expires

Dr. L. French, Chairman	9/30/63
Dr. J.F. Hartmann	9/30/62
Dr. F.W. Hoffbauer	9/30/64
Dr. John Johnson	9/30/65

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.

JOINT CONFERENCE COMMITTEE

Members

Dean of the Medical Sciences (Dr. R.B. Howard), Chairman
Director of University Hospitals (Mr. R. Amberg), Vice Chairman
Assistant Dean (Dr. R. Magraw), Secretary
Head, Department of Medicine (Dr. C.J. Watson)
Head, Department of Surgery, (Dr. O.H. Wangensteen)
Head, Department of Pediatrics (Dr. John Anderson)
Head, Department of Obstetrics-Gynecology (Dr. J.L. McKelvey)
Head, Department of Psychiatry & Neurology (Dr. D.W. Hastings)
Laboratory and Pathological Services (Drs. G.T. Evans and J.R. Dawson,
in alternate years. For 1961-62: Dr. Dawson)
Clinical Specialties (Drs. L. Boies, J.E. Harris, and F. Van Bergen,
every 3rd year. For 1961-62: Dr. Boies)
Special Hospital Services (Drs. H.O. Peterson and F. Kottke in alternate
years. For 1961-62: Dr. Kottke)

Consulting Members

Director of Nursing Services, University Hospitals (Miss Florence Julian)
Director of University Health Service (Dr. Donald Cowan)
Director of Comprehensive Clinic Program (Dr. R. Magraw)
Directors of Outpatient Services (Drs. J.B. Carey and Edward DeFoe)

Responsibilities

Determination of policies regarding operation of University Hospitals.

Meetings

Regular meetings - Second Monday of Fall, Winter and Spring Quarters,
3:30 p.m. in the Faculty Room

Special Meetings - At the call of the Chairman

NOTE

Members of the Committee may, when necessary, send representatives
in their stead with the understanding that such representatives
have authority to act for them.

JOINT CONFERENCE COMMITTEE

Subcommittee on Professional Insurance

<u>Members</u>	<u>Term Expires</u>
Dr. J. Harris, Chairman	9/30/62
Dr. R. Ulstrom	9/30/62
Mr. G. Mitchell	9/30/64
Dr. J.B. Carey	9/30/64
Dr. J.B. Aust	9/30/63
Dr. J. McKelvey	9/30/63

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.

LECTURESHIP COMMITTEEMembersTerm Expires

Dr. Richard Anderson	9/30/64
Dr. M.J. Murray	9/30/65
Dr. W.D. Armstrong	9/30/62
Dr. A. Lazarow	9/30/63

Ex-Officio Member and Chairman

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

Responsibilities

Lectureships at the Medical School can conveniently be considered in the following categories:

- A. General Lectures of an inter-departmental or non-departmental nature.
- B. General Lectures for which individual departments or divisions have had primary responsibility.
- C. Special Lectures. These are lectures which are arranged on an ad hoc basis, taking advantage of the more or less suddenly arising availability of a distinguished visitor. Frequently lectures of this type are of interest primarily to members of an individual department, although some of them are of broad general interest.

The Lectureship Committee will have the following responsibilities toward each of the various types of lectures:

- A. Inter-departmental or non-departmental lectures. The Committee will be responsible for setting the time the lecture will be held and for selecting the speaker.
- B. Departmental lectures. The Committee will be responsible for selecting the times for such lectures, but not the speakers.
- C. Special lectures. The Committee will have no responsibilities concerning lectures of this type. Departments planning such lectures, however, will be asked to consult informally with the Committee Chairman before making final arrangements in order to avoid scheduling conflicts.

LIBRARY COMMITTEE

FOR THE COLLEGE OF MEDICAL SCIENCES

Members

Term Expires

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

9/30/63
9/30/62
9/30/65
9/30/64

Ex-Officio Member

Assistant Dean (Dr. W. Fleeson), Secretary

For the School of Dentistry

Dr. Anand P. Chaudhry

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 Fleeson serve as a sub-committee for the formulation of policies regarding departmental and other libraries within the College of Medical Sciences.

MASONIC HOSPITAL COMMITTEE

MembersTerm Expires

Dr. B.J. Kennedy, Chairman
 Dr. D. Mosser
 Dr. E. Makowski
 Dr. J.B. Aust

9/30/62
 9/30/63
 9/30/65
 9/30/64

Ex-Officio Members

Assistant Dean (Dr. W. Fleeson), Secretary
 Assistant Director of U of Minnesota Hospitals (G. Mitchell)

Ex-Officio Consulting Member

Hospital Nursing Supervisor of Masonic Hospital (Miss Margaret Vanderkraan)

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

<u>Members</u>	<u>Term Expires</u>
Dr. L. French, Chairman	9/30/64
Dr. R. Bieter	9/30/65
Dr. R. Ulstrom	9/30/62
Dr. L.R. Boies	9/30/63
Dr. N. Lifson	9/30/64
Dr. Charles Carr	9/30/66

Ex-Officio Members

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

9/30/64

Dr. J. Dawson

9/30/62

Dr. E. Benson

9/30/66

Dr. Dennis Watson

9/30/65

Ex-Officio Member

Assistant Dean (Dr. N.L. Gault), 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. Robert Good, Chairman
Dr. John Johnson
Miss Ruth Hovde
Dr. Leonard Schuman
Miss Edna Fritz
Mr. Glenn Mitchell

9/30/64
9/30/63
9/30/62
9/30/66
9/30/65
9/30/65

Ex-Officio Member

Cancer Coordinator (Dr. J.B. Aust), 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. John Perry, Chairman	9/30/63
Dr. Fred Goetz	9/30/65
Miss Isabel Harris	9/30/66
Dr. Charles Edwards	9/30/64

Ex-Officio Member

Assistant 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

Dr. D. Mosser, Chairman	9/30/63
Dr. W.D. Armstrong	9/30/62
Dr. Ivan Frantz	9/30/66
Dr. E. Grim	9/30/65
Mr. Ralph Wollan	9/30/62
Dr. Gaylord Anderson	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
 9/30/63
 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 PROMOTIONS COMMITTEE

Ex-Officio Chairmen:

Assistant Deans responsible for the respective classes.

For 1961-62, Freshman & Junior Promotions Committees, Dr. W. Fleeson,
Chairman

For 1961-62 Sophomore & Senior Promotions Committees, Dr. N.L. Gault,
Chairman

Ex-Officio Members

Heads of Departments and Directors of Divisions responsible for teaching during the respective years. Unit heads may, at their discretion, name representatives to substitute for themselves.

Responsibilities

Meeting at the call of the committee chairman, committee members will consider instances of students failing to meet minimum scholastic standards and will make appropriate recommendations concerning such students.