

MSD  
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UNIVERSITY OF MINNESOTA  
COLLEGE OF MEDICAL SCIENCES

1960-1961  
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

If committee member cannot be present for meeting, he is invited to name a substitute to represent his or her unit.

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 FACULTY PROMOTIONS

Members

Term expires

Dr. Lewis Wannamaker  
Dr. Wesley Spink  
Dr. Leonard Schuman  
Dr. C.W. Lillehei  
Dr. Robert Hebbel  
Miss Ruth Harrington

6/30/65  
6/30/61  
6/30/62  
6/30/62  
6/30/63  
6/30/64

ex officio member

Chairman of Graduate Group Committee (Dr. M.B. Visscher)

Responsibilities

To advise the Dean concerning promotions to and within professorial ranks. Will meet at the call of the Dean.

## ADVISORY COMMITTEE ON TRAINING GRANTS

MembersTerm Expires

Dr. N. Lifson	6/30/65
Dr. Charles Morgan	6/30/64
Dr. J.T. Syverton	6/30/63
Dr. L. Schuman	6/30/62
Dr. J. Anderson	6/30/61

## Ex-Officio Member

Assistant Dean (Dr. W. Fleeson), Chairman and Coordinator of Training Grants

Cardiovascular Coordinator (Dr. H. M. Cavert), Secretary  
Cancer Coordinator (Dr. J.B. Aust)

RESPONSIBILITIES

Advising the Dean concerning various aspects of the Training Grant programs within the College, with special reference to the development of a sound policy regarding stipends and appointments of trainees.

## ADVISORY COMMITTEE ON USE OF HUMAN VOLUNTEERS IN MEDICAL RESEARCH

MembersTerm Expires

Dr. Ivan Frantz, Chairman  
 Dr. R. Bieter  
 Dr. L. Hay  
 Dr. E. B. Brown

6/30/64  
 6/30/63  
 6/30/62  
 6/30/61

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 her designee.

ANATOMICAL COMMITTEE

Members

Term Expires

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

6/30/62  
6/30/64

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

MembersTerm Expires

✓ Dr. W. Kubicek, Chairman	6/30/63
Dr. R. Varco	6/30/64
Dr. J. T. Syverton	6/30/62
Dr. John Johnson	6/30/65
Dr. S. Schwartz	6/30/61

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

<u>Member</u>	<u>Term Expires</u>
Dr. C.P. Barnum, Jr., Chairman	6/30/64
Dr. M. Visscher	6/30/61
Dr. O.H. Wangensteen	6/30/62
Dr. B.J. Kennedy	6/30/63
Dr. D. Mosser	6/30/65
Dr. J.T. Syverton	6/30/65

## 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

Member

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 Gorlin (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

6/30/63

Dr. Richard Varco

6/30/61

Dr. Ivan Frantz

6/30/65

Dr. Ellis Benson

6/30/62

Dr. Victor Lorber

6/30/64

## Ex-Officio Members

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

Ex-Officio consulting member (service problems)

Assistant Director of Hospitals (Glenn Mitchell)

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	6/30/62
Dr. Glenn Gullickson	6/30/61
Dr. Eugene Grim	6/30/65
Dr. J.B. Carey, Jr.	6/30/64
Miss Ruth Hovde	6/30/63
Miss Elizabeth Whitney	6/30/61
Ex-Officio Member	
Assistant Dean (Dr. W. Fleeson), 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

<u>Members</u>	<u>Term Expires</u>
Dr. Arnold Lazarow	6/30/64
Dr. W.D. Armstrong	6/30/61
Dr. J.T. Syverton	6/30/62
Dr. John Anderson	6/30/63

Ex-Officio Members

Chairman of Graduate Group Committee (Dr. M.B. Visscher), Chairman  
Assistant Dean (Dr. H.M. Cavert), 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 Admissions Committee.

COMMITTEE ON COMPUTER FACILITIES

Members

Term Expires

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

6/30/64  
6/30/65  
6/30/61  
6/30/62  
6/30/63

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.

CURRICULUM COMMITTEE

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

SUBCOMMITTEE ON COMPREHENSIVE CLINIC PROGRAM

Dr. Ray Anderson  
Dr. Richard Anderson  
Dr. Paul Arneson  
Dr. A.B. Baker  
Dr. Donald Creevy  
Dr. Lyle French  
Dr. John Harris  
Miss Gertrude Gilman  
Dr. Frederic Kottke  
Dr. Richard Lester  
Dr. Francis Lynch  
Dr. Edgar Makowsky  
Mr. Glenn Mitchell  
Dr. M.J. Murray  
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

MembersTerm Expires

Dr. James Dawson	6/30/63
Dr. W. Armstrong	6/30/62
Dr. D. Hastings	6/30/65
Dr. C.J. Watson	6/30/64
Dr. O.H. Wangenstein	6/30/61

## 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. M.B. Visscher)  
 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

6/30/64

Dr. W.A. Sullivan

6/30/63

Miss Mary Ann McIntyre

6/30/62

Mr. Gus Scheffler

6/30/61

Dr. Donn Mosser

6/30/65

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. J.T. Syverton, Chairman

6/30/63

Dr. J.F. Hartmann

6/30/62

Dr. L. French

6/30/61

Dr. F.W. Hoffbauer

6/31/64

Ex-Officio Member

Assistant Dean (Dr. W. Fleeson), Secretary

Consulting members for College units other than Medical School

For School of Nursing - Mrs. Myrtle Coe

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. W. Fleeson), 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 1960-61: Dr. Evans)  
Clinical Specialties (Drs. L. Boies, J.E. Harris, and F. Van Bergen,  
every 3rd year. For 1960-61 : Dr. Van Bergen)  
Special Hospital Services (Drs. H.O. Peterson and F. Kottke in alternate  
years. For 1960-61: Dr. Peterson)

Consulting Members

Director of Nursing Services, University Hospitals (Miss Betty Pederson)  
Director of University Health Service (Dr. R. Boynton)  
Director of Comprehensive Clinic Program (Dr. R. Magraw)  
Directors of Outpatient Services (Drs. J.B. Carey and Warren Warwick)

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

MembersTerm Expires

Dr. J. Harris, Chairman  
Dr. R. Ulstrom  
Mr. G. Mitchell  
Dr. J.B. Carey  
Dr. Alan Thal  
Dr. J. McKelvey

6/30/62  
6/30/62  
6/30/61  
6/30/61  
6/30/63  
6/30/63

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 COMMITTEE

<u>Members</u>	<u>Term Expires</u>
Dr. John Anderson	6/30/64
Dr. J.B. Carey	6/30/61
Dr. E.B. Brown	6/30/62
Dr. A. Lazarow	6/30/63

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

MembersTerm Expires

Dr. Gaylord Anderson, Chairman

6/30/63

Dr. Wesley Spink

6/30/62

Dr. Donald Ferguson

6/30/61

Miss Helen Peterson

6/30/64

Ex-Officio Member

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

COMMITTEE ON LONG RANGE DEVELOPMENT OF PHYSICAL FACILITIES (Ad hoc)

Members

Dr. M.B. Visscher, Chairman

Dr. J. Dawson

Dr. J.T. Syverton

Dr. O.H. Wangensteen

Dr. C.J. Watson

Dr. D. Hastings

Dr. J. Anderson

Dr. G.T. Evans

Mr. R. Amberg

Miss Edna Fritz

Dr. Gaylord Anderson

Ex-Officio Member

Assistant Dean (Dr. W. Fleeson), Secretary

Responsibilities

Consideration of probable growth and expansion of College of Medical Sciences over the next 12 to 15 years and of building needs based on these considerations; formulation of a proposed building program, based on the projected needs, on a careful and realistic appraisal of likely sources of financial support, and on a careful and realistic appraisal of the likely availability of and support for personnel necessary for continuing and expanding programs.

## MASONIC HOSPITAL COMMITTEE

<u>Members</u>	<u>Term Expires</u>
Dr. B.J. Kennedy, Chairman	6/30/62
Dr. D. Mosser	6/30/63
Dr. Konald Prem	6/30/61
Dr. J.B. Aust	6/30/64

## 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 (Mrs. Ellen Fixen)

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. William Scherer, Chairman	6/30/61
Dr. L. French	6/30/64
Dr. R. Ulstrom	6/30/62
Dr. L.R. Boies	6/30/63
Dr. N. Lifson	6/30/64

## Ex-Officio Members

Assistant Deans (Doctors W. Fleeson and H.M. Cavert), Secretaryship will alternate, Dr. Fleeson 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. J.T. Syverton, Chairman

6/30/63

Dr. J. Dawson

6/30/62

Dr. G.T. Evans

6/30/61

Dr. A. Lazarow

6/30/64

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

Members

Term Expires

Dr. Robert Good, Chairman  
Dr. John Johnson  
Miss Ruth Hovde  
Mr. Herbert Bosch  
Miss Edna Fritz  
Mr. Glenn Mitchell

6/30/64  
6/30/63  
6/30/62  
6/30/61  
6/30/65  
6/30/65

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

Members

Term Expires

Dr. S.G. Bradley, Chairman  
Dr. John Perry  
Dr. J. Bearman  
Miss Dorothy Titt

6/30/63  
6/30/62  
6/30/61  
6/30/61

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

<u>Members</u>	<u>Term Expires</u>
Dr. D. Mosser, Chairman	6/30/63
Dr. W.D. Armstrong	6/30/62
Dr. S. Schwartz	6/30/61
Dr. E. Grim	6/30/65
Dr. M. Loken	6/30/61
Mr. Ralph Wollan	6/30/62
Dr. Gaylord Anderson	6/30/64
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

<u>Members</u>	<u>Term Expires</u>
Dr. E.B. Brown, Chairman	6/30/61
Dr. S. Thomson	6/30/64
Miss E. Whitney	6/30/63
Dr. John Harris	6/30/65

Ex-Officio Members

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

Director, Dept. of Medical Art and Photography

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 1960-61, Freshman & Junior Promotions Committees, Dr. H.M. Cavert  
Chairman

For 1960-61 Sophomore & Senior Promotions Committees, Dr. W. Fleeson,  
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.