

# Almanac

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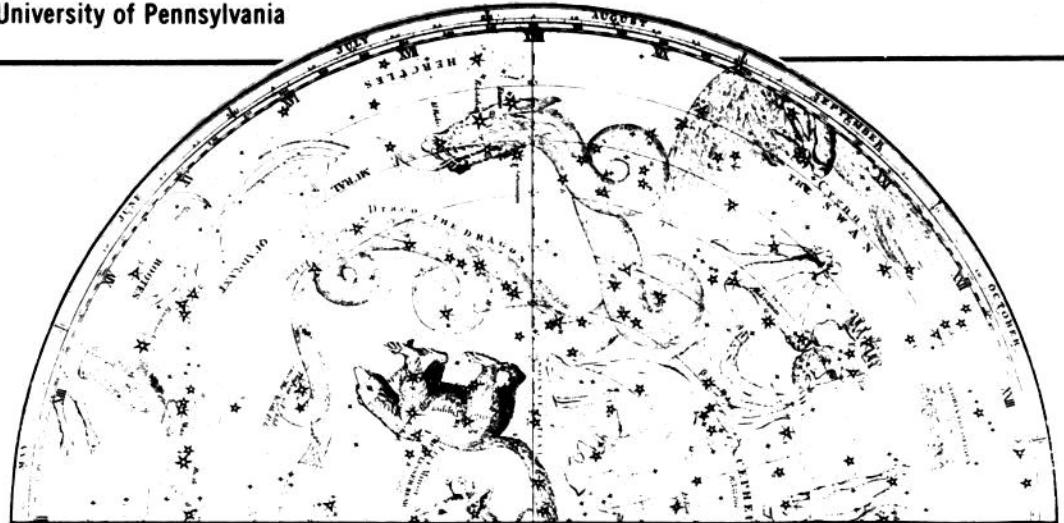
October 12, 1976

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SUPPLEMENT: *Toward a More Responsive Library:  
Five Years of Progress (De Gennaro)*

*Stargazing is one of the  
Things To Do . . .  
page 8*



BURRITT'S GEOGRAPHY OF THE HEAVENS, 1856

## SWINE FLU SHOTS: DATE TO COME

The Student Health Service is preparing to offer swine flu immunization to all students, faculty and staff. As yet, the vaccine is lacking, but officials at the Philadelphia City Health Department indicate that a sufficient supply may be available by mid-November.

Dr. Paul F. Schrode has announced that SHS will set up its immunization procedure in Houston Hall for one or two days, depending on the availability of the equipment from the City.

The SHS will probably only provide immunization with monovalent vaccine, according to Dr. Schrode. This means that individuals 65 or older, or who have chronic diseases, should get the bivalent vaccine (swine flu plus the Victoria strain) at one of the Philadelphia health centers. Children will not be vaccinated at Houston Hall, since special techniques are required; these will be available at pediatric centers.

"At the moment no one knows whether one injection of swine influenza vaccine will adequately protect individuals under 25," Dr. Schrode added. "We are waiting for some final pronouncement from the federal government as to whether a second injection will be required for these people. If it is required, we will arrange a secondary immunization procedure. Happily there is no significant incidence of swine influenza in the world, so the delay in producing the vaccine may not be as critical as it seemed."

## FACULTY ASSISTANT: DR. BAKER

Dr. Houston Baker, professor of English and director of the Afro-American Studies Program, has been named faculty assistant to the President and the Provost. He will assist and advise on a wide range of academic and administrative issues.

## ACTING O.R.A. DIRECTOR: TONY MERRITT

Anthony Merritt has been named acting director of the Office of Research Administration, replacing Reagan Scurlock, who left the University to become head of the committee on government

relations of the National Association of College and University Business Officers (NACUBO). See other *Staff Changes*, page 6.

Mr. Merritt has been with the University for eleven years, having also served as business administrator and assistant director of the ORA.

## HONORARY DEGREES: FOUR IN COMMUNICATIONS

The University will award four honorary degrees at a bicentennial convocation in the Annenberg School Auditorium this Friday. The four recipients, all of them prominent in communications, are:

Oveta Culp Hobby, editor and chairman of the board of the *Houston Post* and former director of the Women's Army Corps and Secretary of the Department of Health, Education, and Welfare; Doctor of Humane Letters;

Harold Dwight Lasswell, Ford Foundation Professor Emeritus of Law and the Social Sciences at Yale; Doctor of Science;

Lord Robbins, former chairman of *The Financial Times*, chancellor of Stirling University, and professor of economics at the London School of Economics; Doctor of Humane Letters;

Frank Stanton, retired president of CBS and chairman of the American Red Cross; Doctor of Science;

The convocation begins at 2 p.m. and is followed by a colloquium at 3:30 p.m. in the Colloquium Room of the Annenberg School. "Pioneers Look at New Developments in Communications" is the panelists' topic.

## TIGHTENING THE CONTROLS

In keeping with administration promises to the Trustees that tighter controls will be exercised on expense budgets, two important memoranda are published on page 6 of this issue. One, by Provost Eliot Stellar, prohibits the transfer of salary funds to operating budgets; the other, by Comptroller J. Jerrold Jackson, warns that within operating budgets where transfers are permitted, his office will not pay bills unless internal budget transfers have already been made to cover the amounts.

## BIOMEDICAL GRANTS AVAILABLE

Funds are available from the federal Biomedical Research Support Grant for support of research activities in the biomedical sciences. Types of activities which may be supported include:

Pilot projects;

Initial investigations in new fields and in fields new to the investigator;

Unanticipated opportunities and requirements;

New and more effective patterns of use of resources within and without the grantee institution;

Central shared resources;

Enhancement of investigator's biomedical research skills;

Expansion of research capabilities through improved research opportunities for minorities and women;

Animal welfare improvement.

Support is not normally provided for hiring of new personnel, for faculty salaries, or for continuing support of ongoing research. Awards rarely exceed several thousand dollars. Brief proposals may be submitted at any time to D. N. Langenberg, Vice-Provost for Graduate Studies and Research, 106 College Hall/CO.

## A Modest Experiment

A year ago, after the calendar discussion, I suggested (*Almanac* Oct. 21, 1975) we urge students to use the extended winter vacation to prepare for the spring term. Since I was not teaching in the spring, I did not have a chance to try the idea myself, but we have tried it over the summer for the fall term, and this letter is a report of how it went.

Three of us—Gino Segre, Walter Wales and I—are teaching Physics I this fall. This is the introductory physics course taken largely by pre-meds. Most students take it as sophomores or juniors, by which time their high school mathematics training has been largely forgotten. In previous years we gave a diagnostic quiz (not for credit) in high school math the first day of class so that students with sketchy mathematics could work on it, but of course the first day of term is late to start this remedial work and we found that inadequate mathematics facility plagued the course through the term.

This year we sent a letter in July to all students pre-registered for Physics I. We told them of the problem, sent them a copy of a diagnostic quiz and a few pages of math review, and suggested a book from the Schaum's outline series for their review if needed. The first day of class we again gave a diagnostic quiz. The results were much better than in previous years. On the quiz we also asked students if they had received our letter, if they had done any work over the summer on the math, and what they thought of the idea. Some 70 percent had received the letter (the rest were transfers, late registrants, etc.). Most of these did at least some review and thought that it was a useful approach to the course.

We are aware that our sampling technique was not very sophisticated and that we have not "proved" the success of our "experiment". But the students seemed better prepared, they were not outraged by the vacation work, and they appreciated the opportunity to do the preparation. We plan to try to use the winter vacation for routine preparation and review as well. The disadvantages of a shorter vacation in winter are compensated by the fact that preregistration lists will be far more complete. I urge others to try as well to use the vacation for routine preparation, background reading, etc. so that we can train students in self-teaching and so as to use our terms more effectively.

—Ralph D. Amado, Professor of Physics

## On the Privacy Act

Last month Provost Eliot Stellar began a survey of the educational records held by various University offices, under the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) which requires the institution to "compile and publish" a list of types and location of education records maintained. "Education records," the Provost notes, are those which are directly related to students (individuals who are or have been in attendance). They *do not include*, among other things:

- records maintained by faculty members or administrative personnel, not accessible or revealed to others;
- records created or maintained by a physician, psychiatrist or psychologist acting in his or her professional capacity, used only in connection with treatment and not disclosed to anyone other than those providing treatment; or
- records which contain only information relating to a person after that person has ceased being in attendance (i.e. certain alumni records).

Records which do come under the category of "education records" are subject to confidentiality except for specific items which are outlined in the memorandum below.

### OF RECORD



### CONFIDENTIALITY OF RECORDS

*The following memorandum was sent by the Provost on September 15, 1976, to all deans, directors, and chairmen of departments and graduate groups.*

Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, the University designates the following categories of personally identifiable information as "directory information" which it may (but need not) disclose from the records of an individual who is or has been in attendance at the University without his consent:

*Name*

*Address (Local and Home)*

*Social Security Number*

*Telephone Number*

*Date and Place of Birth*

*Major Field of Study*

*Participation in Officially Recognized Activities and Sports (Including Social and Honorary Fraternities)*

*Weight and Height of Members of Athletic Teams*

*Dates of Attendance and Degrees and Awards Received*

*Previous Educational Institution(s) Attended*

Individuals in attendance have the right to refuse to permit the designation of any or all of the above categories as directory information with respect to them. In order to do so, they must notify the University in writing of the category or categories as to which designation as directory information is refused by October 31, 1976. Written notification should be addressed to the Office of the Registrar, Attn. FERPA, Franklin Building, 3451 Walnut Street/16, Philadelphia, Pennsylvania 19174.

This designation and notice of University policy supersedes previous University policy with respect to directory information. However, it has no bearing on the publication of the 1976-1977 *STUDENT DIRECTORY*, the information to appear in which has already been specified by individuals in attendance.

*Failure to respond to this notice will not result in the routine disclosure of one or more of the designated categories of personally identifiable information. The University will continue to exercise informed discretion in responding to requests for information contained in records maintained by it which directly relate to students.*

—Eliot Stellar, Provost

*Nominations are due by November 19 for the election of students to the University Scholars Program, now in its fourth year. Only the faculty may nominate students, and the Council of University Scholars will elect by the procedures outlined below. Any unanswered questions may be directed to Ms. Ida Haynes, Assistant to the Vice-Provost, at 3533 Locust Walk, Ext. 6066. Note that nominations and supporting materials go to 106 College Hall, addressed to Dr. Alan Epstein, Chairman of the Council of University Scholars.*

## The University Scholars Program: Year IV

### NATURE OF THE PROGRAM

The University Scholars Program was set up to enable some of our most talented students to enroll simultaneously for an undergraduate and graduate degree or for an undergraduate and professional degree. The object is to draw the two kinds of educational experience together into a coherent program without restriction of time, with the following results in mind: (1) much greater breadth of knowledge than is usually the case; (2) several subjects mastered with greater depth of knowledge than is usually the case. Each University Scholar will have one advisor in the appropriate undergraduate program and one in the appropriate graduate or professional program. All of the scholars become members of a Society of University Scholars for the exchange of ideas and experiences across many fields of knowledge.

The program encourages young men and women to love ideas, to develop their mental powers and to aspire to intellectual enterprise.

### WHO IS ELIGIBLE?

Eligible students will have shown, through their potential and accomplishments, that they are capable of using the advantages of the program effectively. Some students of unusual promise with clear graduate or professional goals come from the entering freshman class. Some, having demonstrated in their first year the qualities of talent and motivation required for the program, are enrolled during their freshman year. Others, depending on when their talents and their graduate or professional goals have revealed themselves to the appropriate faculty members, might be chosen during their sophomore or junior years.

### THANKSGIVING SAVING TIME

This year, Thanksgiving recess is a four-day extended weekend beginning Thursday, November 25. Because a recess period is coupled with a weekend, we have a unique opportunity to realize significant energy savings by eliminating waste.

Whenever you leave a space, please check to see that all lights are out, all equipment is turned off, and all windows and doors are closed tightly.

The Energy Office is working with each building administrator to develop special building operation programs over Thanksgiving recess. If you have any questions concerning the program for your building, please contact your building administrator or call us at Ext. 4644.

—Francine McQuade, Energy Office

### TO BECOME A UNIVERSITY SCHOLAR

**Current Students:** Students presently enrolled at the University of Pennsylvania who wish to apply to the Program must acquire a faculty sponsor. The sponsor, who must be closely acquainted with the student, nominates the student to the Council only if the student is unusually qualified. A faculty member may also initiate the nomination process. Seniors will not be considered and, usually, nominees should not be more advanced than the first semester of the junior year. Faculty members should reserve the nomination privilege for the truly superior student. Those considered most promising after their credentials are reviewed will be interviewed by the Council. The final decision will be made by the Council *only* after it has obtained the consent of the appropriate graduate or professional admissions group.

A dossier consisting of the following materials should be transmitted by the faculty sponsor or the nominee to Dr. Alan Epstein, Chairman of the Council of University Scholars, 106 College Hall:

1. Pertinent scholarly or research papers written by the nominee and showing unusual achievement.
2. A letter of endorsement by the faculty sponsor, together with other supporting letters.
3. A letter from the nominee to the Council indicating how he or she will use the advantages of the program in arranging a special study sequence, together with a statement of long-term goals and personal aspirations.
4. A high school transcript.
5. A transcript from the undergraduate school.

**Future freshmen:** If the Dean of Undergraduate Admissions is convinced that a candidate meets the standards for nomination as a University Scholar, he will ask the Council of Scholars to review the application of the candidate. The Council may interview the candidate, and then report to the Dean. The election of a scholar will be made by the Council *only* after the consent of the appropriate graduate or professional admissions group has been obtained.

Candidates for admission to the University can request, without prejudice to their candidacy, that their application be read with this program in mind. It is assumed that the strength of the candidate will be thoroughly exhibited in the application. If this is not the case, the candidate should appropriately augment his application. No applicant for admission to the University of Pennsylvania will be interviewed for the University Scholars Program until a completed application is on file with the Office of Admissions.



## SENATE

The Senate Advisory Committee met on October 6, 1976, and on behalf of the Faculty Senate appointed Professors Richard A. Cooper and Walter D. Wales to membership on the Senate Advisory Committee for the year 1976-77.

In addition, Professor Lee Benson was appointed to the University Computer Committee. (A second appointment to this committee will be announced next week.)

SAC also began the process of forming a new Senate Nominating Committee; analyzed reports on faculty reorganization and on reorganization of graduate education; and set an agenda for the November 17 plenary session of the Faculty Senate.

—Robert F. Lucid, Chairman

## ENCORE FOR FACULTY AND STAFF

ENCORE '76—the program of retirement advice set up originally for alumni but now open to over-fifty-year-old faculty and staff, their widows and widowers, and parents of Penn students—begins October 29. For *University personnel retiring this year*, the program is free—and the Personnel Office urges supervisors to release staff to attend the four Friday sessions. For other participants, the fee is \$35 for one person, \$60 for a couple, or \$85 for a couple-plus-a-friend. The topics and speakers this year:

*Travel: The Great Adventure*, by Gimbel Award-winning alumna Ruth Wier Miller, and *Life's Experiences: Ph.D.*, by Placement Director Arthur Letcher; October 29.

*Background for Investing and Investing Today*, by alumni George W. Connell, and Theodore Aronson of Drexel Burnham with Penn development staff members Norman S. Fink and Francis J. McGovern; November 5.

*Current Legal Topics in Health Care*, by Dr. Arnold Rosoff of the Wharton School; and *The Fear of Death and What to Do About it*, by Nursing alumna Marianne G. Everett of Temple University; November 12.

*Planning a Will and an Estate*, by Wharton Emeritus Professor Charles R. Whittlesey; and *Synthesis*, a question-and-answer wrap-up by Dr. Whittlesey with estate planner Charles B. McCaffery and ENCORE's new chairman Joseph R. Campbell, former senior vice-president of the Federal Reserve Bank; November 19.

For additional information contact ENCORE staff director Dr. Raymond Saalbach, 417 FB (Ext. 7927).

## TO THE UNIVERSITY COMMUNITY:

An Ad Hoc Review Committee on Safety and Security for Women has been appointed by Provost Eliot Stellar to look at the effectiveness of Penn's program in women's safety and to evaluate recent criticism of it.

The Committee welcomes written suggestions, comments or criticisms from the University community. In addition, we will shortly begin to schedule interviews for those who wish to discuss safety and security in person. Both letters and interviews will be held in strict confidentiality. Letters may be sent to the Committee chairman at 101 Morgan Building/D7. To schedule interviews, please call her at Ext. 8285.

Joette Clark, associate in nursing (chairman)

Dr. Audrey C. Bedford, assistant to the director, Annual Giving

Andrew J. Condon, director of student activities

Dr. Helen C. Davies, associate professor of microbiology (Med.)

Dr. A. Leo Levin, professor of law

Karen Miselis, assistant dean, College of General Studies

Dr. Elliott Mossman, associate professor and chairman of Slavic languages

Sharon Mullalley, coordinator of the Women's Center

Dr. Marvin E. Wolfgang, professor of sociology and criminology

Claire A. Koegler, '77 GRF

Kenneth Taber, '77 WR

## WXPN FALL SCHEDULE

At 88.9 on the FM dial, University of Pennsylvania radio station WXPN offers the following schedule for this fall:

### Monday through Friday

6 a.m.-9 a.m.: *Crossroads*—wake-up music and public service

9 a.m.-12 a.m.: *Homegrown*—folk country and blues

12 p.m.-1 p.m.:

Monday: *No Subscription Necessary*—news magazine

Tuesday: *Women's Consciousness Raising*

Wednesday: *Penumbra*—rebroadcast of Sunday's show

Thursday: *Women's Music Hour*

Friday: *Relax with Alpha*—mind control (Barry Rosenberg)

1 p.m.-4 p.m.: *Aeolia*—classical music

4 p.m.-5 p.m.: *Pictures of a Gone World*—reading hour

5 p.m.-10 p.m.:

Monday, Wednesday, Friday:

5 p.m.-7:30 p.m.: *Diaspar I*—progressive rock, etc.

7:30 p.m.-10 p.m.: *Directions in Music*—avant-garde

Tuesday, Thursday:

5 p.m.-8 p.m.: *Diaspar I*

8 p.m.-10 p.m.: *Diaspar II*

10 p.m.-2 a.m.: *Blue Genesis*—jazz (very progressive)

2 a.m.-6 a.m.: *Mosaic* experimental music

### Saturday

6 a.m.-10 a.m.: *Sleepy Hollow I*—gentle wake-up

10 a.m.-12:30 p.m.: *Sleepy Hollow II*

12:30 p.m.-1:30 p.m.: *Spoken Word*—poetry and literature

1:30 p.m.-3:30 p.m.: *Penn Sports*—football

3:30 p.m.-5 p.m.: *Rhythm and Blues*—Black vocal groups ('50's)

5 p.m.-6 p.m.: *Salt and Peanuts*—post-World War II jazz

6 p.m.-8 p.m.: *Sunnyside*—country and western

8 p.m.-9 p.m.: *Cherry Tree*—live recorded folk music

9 p.m.-1 a.m.: *The Blues Show*—city and country blues

1 a.m.-6 a.m.: *Star's End*—experimental space music

### Sunday

6 a.m.-9:30 a.m.: *Sleepy Hollow I*

9:30 a.m.-12:30 p.m.: *Sleepy Hollow II*

12 p.m.-1 p.m.: *Penumbra*—features

1 p.m.-2 p.m.: *Amazon Country*—lesbian feminist show

2 p.m.-3 p.m.: *Sunshine Gaydream*—gay programming

3 p.m.-4 p.m.: *News and Views*—third world (Jason Guy)

4 p.m.-5 p.m.: *Revival*—gospel music

5 p.m.-6 p.m.: *International Music Hour*

6 p.m.-9 p.m.: *Unicorn*—British and Irish traditional music

9 p.m.-10 p.m.: *Funday Sunnies*—comedy

10 p.m.-1 a.m.: *Roots of Jazz*—from ragtime to swing

1 a.m.-6 a.m.: *Star's End*

## FELLOWS IN RESIDENCE

Seven faculty members from small colleges around the country are spending the current academic year at the University as Fellows-in-Residence in Classics. Under the program, which is sponsored by the National Endowment for the Humanities, the participants study and conduct research and take part in a seminar specifically designed for them at one of the larger universities.

An accompanying series of lectures open to the public will be announced as plans are confirmed (see THINGS TO DO).

Attending Dr. Martin Ostwald's seminar, "Concepts of Fate and Necessity in Ancient Greek Literature," are Professors Thomas M. Falkner, Georgia State University; John G. Gammie, University of Tulsa; Rev. Wilfred C. Johannes, Loras College; John D. Noonan, University of South Florida; Lea T. Olsan, Northeast Louisiana University; Mark T. Riley, California State University at Sacramento; and John M. Wickersham, Ursinus College.

# COUNCIL

## PROPOSED CHANGES IN BYLAWS

Below are three proposed changes in Bylaws that are before the University Council, to be voted upon at the November 10 meeting. The first two—one creating a charge for the new Educational Planning Committee and the other revising the charge of the Facilities Committee—were placed before Council at its September 22 meeting. The third, which makes the former Faculty Affairs Subcommittee on Honorary Degrees into a free-standing committee, was mailed to Council members by the Steering Committee after its September 29 meeting. At that meeting, the Steering Committee voted to cancel the October meeting because of the limited number of items on the agenda.

### EDUCATIONAL PLANNING COMMITTEE

1. Delete Article VI-5 (Committee on Educational Policy) and renumber succeeding committee descriptions in Article VI as required.
2. Remove from Appendix B (Special Committees) the description of the Academic Planning Committee and substitute the following description of the Educational Planning Committee:

#### *Educational Planning Committee*

The Educational Planning Committee shall verify the existence of ongoing academic planning on all levels and in all areas of the University, monitor changes in academic planning and actions relative to these changes, and conduct investigations on its own initiative with respect to academic planning. It shall require administrative officers to submit new academic plans—before implementation—to the appropriate faculty and student committees for their information and comment.

The committee shall be selected by June 1 of each academic year as follows:

- a) Nine faculty members chosen from nominations made by the Senate Advisory Committee. These shall be for a three-year term and staggered so that in each year the Senate Advisory Committee shall nominate six from which the Steering Committee will choose three.
- b) Six faculty members, administrators, or students chosen from nominations made by the President. These shall be for a three-year term, staggered so that in each year the President shall nominate four from which the Steering Committee will choose two.
- c) Five students—three graduate and graduate-professional students, and two undergraduates—each nominated by the appropriate student groups. These shall be for a one-year term. Six graduate and graduate-professional students shall be nominated, from which the Steering Committee will choose three, and four undergraduates shall be nominated, from which the Steering Committee will choose two.

The Associate Provost for Academic Planning shall be an *ex-officio* member of the committee. In case of a vacancy the Steering Committee will fill the unexpired term from nominations made by the appropriate person or group. These nominations shall be for twice the number of vacancies to be filled. The Steering Committee will select the committee chairman from among the membership.

### FACILITIES COMMITTEE

Replace Article VI—9 (description of the University Facilities Committee) with the following:

9. *University Facilities Committee.* The University Facilities Committee shall be responsible for keeping under review the planning and operation by the University of its physical plant and all services associated therewith, including transportation and parking. The chairman of the committee, who is *ex officio* a member of the Space Committee (an administrative committee of the University), shall be responsible for bringing before the Facilities Committee for its review any matter dealt with or to be dealt with by the Space Committee which he considers to be of major importance and therefore to warrant such review.

The description presently reads:

The University Facilities Committee shall have cognizance of the planning and operation of buildings and grounds and associated services, including transportation and parking. It is understood that the Committee will have a subcommittee on transportation and parking.

## HONORARY DEGREES COMMITTEE

Insert new Article VI-15 as follows:

### 15. Honorary Degrees Committee.

The Honorary Degrees Committee solicits nominations from faculty and staff members and students for honorary degrees to be awarded by the University at Commencement and at special convocations and submits a slate of nominees for action by the trustees. It makes recommendations to the president regarding Commencement speakers and the conduct of special convocations. The chairman of the Committee on Faculty Affairs is an *ex officio* member of the committee.

## ADMINISTRATIVE RESPONSE TO COUNCIL

In accordance with Council procedures used since 1974, the President and the Provost prepare a statement each year on the disposition or current status of administrative response to Council actions. This report was entered in the Council record on September 22, 1976.

### I. Recommendations not completely resolved by last academic year's first fall meeting of Council (September 17, 1975)

*Task Force on Graduate Education* (April 10, 1974): Council recommended that the Office of the Provost establish a University Task Force on Graduate Education, chaired by the Vice-Provost for Graduate Studies (then not yet appointed) and that a subgroup of the Graduate Council "take cognizance of implementation of recommendations."

*Action:* A plan for a task force was drawn up by Vice-Provost for Graduate Studies and Research Donald Langenberg. However, implementation was deferred pending resolution of fundamental questions regarding the structure and governance of graduate education at the University. A structure acceptable to all parties appears finally to be in hand. When this has officially been resolved and all major appointments made and structure in place (e.g., a Graduate Council) the Vice-Provost for Graduate Studies, the Provost, the deans and others, in consultation with the Steering Committee, should reformulate the mechanics of, and the charge to, a task force.

*Year-Round Calendar* (May 8, 1974): Council recommended establishment of a committee to study academic and financial consequences of alternative calendars, particularly a year-round calendar. The Steering Committee appointed a study group as a joint subcommittee of Budget and Academic Planning, with Professor Richard Clelland as chairman.

*Action:* The committee was appointed and charged by the President upon the advice of the Steering Committee in November, 1974. The committee did extensive surveys of calendars elsewhere and of preferences of Penn deans and others. An interim report was presented to the Council on September 17, 1975. The full report was presented to the President, the chairmen of the parent committees, the chairman of the Senate, the deans, and others on June 9, 1976. The report recommends a few minor changes and some experimentation in certain advanced professional programs, but recommends against a year-round calendar for the University.\*

### II. Recommendations from the 1975-76 academic year

*Energy Calendar* (September 17, 1975): Council recommended that the Provost rescind the 1975-76 calendar change—the so-called "energy calendar" recommended by the Advisory Committee on Energy Conservation chaired by Professor Ezra Krendel.

*Action:* The Provost turned to an ad hoc task force chaired by Professor Robert Lucid to devise a compromise calendar for the 1976 spring term and to make other recommendations on the calendar from the standpoint of energy conservation. The "compromise calendar" was announced October 7, 1975.

*Energy Calendar* (March 10, 1976): Council heard further recommendations from the Ad Hoc Task Force on the Spring 1976 Calendar. The Council recommended: (1) that efforts continue to save energy; (2) that the 1976-77 calendar be based on the 1974-75 one; and (3) that the Steering Committee establish a committee to study the costs and benefits of the 1975-

\*Authorized Summary: *Almanac* September 21, 1976.



76 "compromise calendar" and to explore other calendar-related initiatives for energy conservation.

*Action:* The Steering Committee appointed the committee recommended in (3) above, chaired by Professor Lucy Behrman. The 1976-77 calendar is based on the 1974-75 one.

*Smoking Rules* (October 8, 1975): Council adopted a modification of the smoking rules.\*\*

*Action:* The Provost issued a memorandum to the schools reminding them of the smoking rules and its modification.

*Class Size* (February 11, 1976): Council endorsed efforts by the Committee on Undergraduate Admissions and Financial Aid to establish operating procedures whereby it can participate in the class size decision-making process.

*Action:* The Dean of Admissions is working with the committee to this effect.

*Racial Data Collection* (May 12, 1976): Council adopted the recommendations of the Committee on Faculty Affairs regarding the collection of racial data.

*Action:* The Provost and the committee reached agreement on a method for the collection and maintenance of racial data.\*\*\*

*Tuition Payment Schedule* (May 12, 1976): Council resolved that (1) a special committee be established to evaluate the effects of the 1976 change in deadlines for tuition payments; (2) the deadlines for 1977-78 be based on 1975-76 unless changed following review by the evaluation committee; and (3) all fees for legitimate deferments be eliminated.

*Action:* The Steering Committee referred evaluation to the Committee on Student Affairs, rather than established a special committee.

\*\* *Almanac* October 14, 1975, and February 10, 1976.

\*\*\* *Almanac* May 11, 1976.

## STAFF CHANGES

### ATHLETICS

Head crew coach Ted Nash announced the appointment of *Stan Bergman* as assistant crew coach.

### DEVELOPMENT/PUBLIC RELATIONS

*Margaret R. Gilbert*, associate director of information and records, has taken on the additional duties of coordinator of alumni records, following the retirement of Maud Tracy. *Ellin Cavaliere* has been named to the stewardship staff, and *Judy Goldstein* has joined the Development Office staff to work in Hospital capital fund-raising.

### HUP

*Myra Stayton* has been named director of public information and marketing for University Hospitals. Replacing her as director of public relations there is *Shay McConnell*. *Donald Thomas* has been appointed director of personnel management and employee relations and *Arthur Piper* has been named director of financial affairs. *Cleve Killingsworth* is now in charge of admissions, information desks, communications, and evening and weekend administration of the hospital.

### PERSONNEL

George W. Budd, director of personnel and labor relations, has announced several staff changes: *Barbara D'Ulisse* has been named assistant director of personnel relations for the School of Dental Medicine. *Ercelle Ridley* has been named office manager for the Offices of Personnel Relations and Personnel and Labor Relations, and *Odessa McClain* has been named manager of personnel relations. Ms. McClain will supervise the Office of Personnel Relations. (Details in *Pennline*, the Personnel Office's insert in the October 5 *Almanac*.)

### PUBLICATIONS

*Louise Stone*, former administrative director of the Afro-American Studies Program, has been named assistant director at the Publications Office, which she joined in 1974.

## COMPTROLLER

Following are recent bulletins sent by Comptroller J. Jerrold Jackson to all deans, directors, and business administrators.

### LIMITS ON SPECIAL CHECKS

It is the policy of the Comptroller's Office to produce special checks in three to five days only for the following reasons:

1. To take advantage of vendor discounts.
2. Travel advances and reimbursement of travel expenditures.
3. To reimburse petty cash funds.
4. Subscriptions, dues and/or registrations which have to be paid by a particular date prior to the regular semi-monthly payment date.
5. Overdue invoices or invoices which are submitted as special to avoid an additional vendor charge.
6. Travel reimbursement, consulting fees, honoraria or lecture fee payments to visitors that are of an emergency nature.
7. To meet all due payments for leases.

The Accounts Payable and University Management Information Service offices can produce only a limited number of special checks daily without encountering significant scheduling problems. When the system is extended beyond its capacity, delays are encountered.

Regular checks are produced through normal channels twice a month. All forms will go through our regular semi-monthly system unless they meet one of the qualifications listed above. In general, all C-Forms received by the 12th of each month will result in a check by the 30th of the month. If C-Forms are received by the 24th of the month a check will be produced the 15th of the following month.

Accounts Payable will monitor all special requests and when the request is not for one of the above seven reasons, the request will be returned to the originating office.

### CONTROLS ON OVERDRAFTS, C-FORMS AND REQUISITIONS

This is to notify all administrators of University unrestricted and research project budgets that, in accordance with University policy, the Comptroller's Office plans to continue control on the levels of spending in all unrestricted and restricted funds. Expense allowable in these funds will be limited to the expenses budgeted in the accounting system.

C-Forms presented to the Accounts Payable Department and purchase requisitions sent to the Purchasing Department for items of current expense or equipment which will result in a budget overdraft *will be returned to the originator* for transfer of budget funds from an account with an unexpended budget balance. For sponsored projects, requisitions and C-Forms which exceed the project budget amount available *will be returned to the originating office and will not be accepted* until budget funds are available.

Your monthly reports and all ongoing financial reporting will be more meaningful when decisions to reallocate resources have been processed as budget adjustments.

### NO SALARY BUDGET TRANSFERS

During the last two fiscal years it has become necessary to restrict transfers of budgeted salary funds. We have planned the fiscal year 1977 unrestricted budgets based on *prohibiting salary transfers* from the outset.

For FY 1977 then, all transfers of budgeted expense funds from salaries (subcode 100s) and University services (subcode 300s) to current expense (subcode 200s) will have to be approved by my office. Approval will be given for justified budget transfers where a balanced operation for the year can be realistically projected; where there is a projected deficit, only the very highest priority items will be approved.

I hesitate to introduce these restrictions because they are not completely compatible with responsibility center management. However, in view of the importance of balanced operation to the success of the ongoing campaign, it is clear that we are going to have to do everything possible to prevent future deficits of individual centers. I believe the outlined procedure speaks well to all these various concerns.

— *Eliot Stellar, Provost*

# OPENINGS

The following listings are taken from the Personnel Office's bulletin of October 6. Dates in parentheses refer to the Almanac issue in which a complete job description appeared. The full list is made available weekly via bulletin boards and interoffice mail. Those interested should contact Personnel Services, Ext. 7285, for an interview appointment. Inquiries by present employees concerning job openings are treated confidentially.

The University of Pennsylvania is an equal opportunity employer. Qualified candidates who have completed at least six months of service in their current positions will be given consideration for promotion to open positions.

Where qualifications for a position are described in terms of formal education or training, significant prior experience in the same field may be substituted.

The two figures in salary listings show minimum starting salary and maximum starting salary (midpoint).

## ADMINISTRATIVE/PROFESSIONAL

**ACCOUNTANT II** for distribution of tuition under the guidelines of responsibility center accounting; distribution of Associated Income Fund income and total return; administrative support to the trust section of office. Helps in preparing audited financial statements of the University. Prepares other reports and administers special projects as required. *Qualifications:* Familiarity with general accounting principles and cost accounting techniques. B.S. in accounting and a minimum of three years of accounting experience. \$11,300-\$15,250.

**CAREER ADVISOR** (9-28-76).

**DIRECTOR OF ADVANCED PLACEMENT** (9-21-76).

**DIRECTOR OF CGS & SUMMER SCHOOL** (9-14-76).

**DIRECTOR OF RESOURCE MANAGEMENT** (9-14-76).

**DRAFTSMAN** (9-14-76).

**FACILITIES PLANNER** (9-28-76).

**JUNIOR RESEARCH SPECIALIST (NEW BOLTON CENTER)** to perform beginning-level professional work in tissue culture and virology. *Qualifications:* Bachelor of Science degree and some graduate work in a related field. \$9,100-\$12,275.

**LIBRARIAN II** (9-14-76) with Arabic, Persian, Turkish language competence.

**OFFICE MANAGER** (9-14-76).

**SECURITY SPECIALIST** (9-14-76).

**VOCATIONAL ADVISOR** to advise students on career opportunities in business and help them determine their interests. Duties may include administering and analyzing vocational tests, setting up conferences or talks on careers; advisory role in admissions decisions. *Qualifications:* Demonstrated skills in vocational counseling and career advising. Sincere interest in students of all backgrounds and willingness to listen. Five years' business experience or MBA and three years' experience with broad knowledge of business community and opportunities. \$11,300-\$15,250.

## SUPPORT STAFF

**ACCOUNTING CLERK** (10-5-76).

**ADMINISTRATIVE ASSISTANT I (NEW YORK)** (10-5-76).

**BILLING ASSISTANT** (9-28-76).

**BOOKSTORE CLERK** to answer telephone and keep records. Coordinates and maintains record of supply requests, etc. *Qualifications:* Knowledge of bookstore operations helpful. \$2.37 hourly.

**CASHIER** *Qualifications:* Knowledge of cash register procedures would be helpful but we will train. Ability to serve customers efficiently and cordially a must. \$2.37 hourly.

**CLERK III** (9-14-76).

**CLERK IV (TEMPORARY)** (10-5-76).

**COLLECTION ASSISTANT** to work primarily with departmental (in-house) accounts, writing routine letters and statements to each debtor. Receives, deposits, and records all payments, preparing deposit slips for cash and checks; maintaining correct balances for each account. Reconciles monthly collection agency statements, notifying departments involved of payments received, updating collections' records, etc. Prepares all files for archives storage. *Qualifications:* Must be self-motivating and reliable, able to work without constant supervision, flexible, able to work well with student debtors as well as personnel in other University departments, to compose simple letters, to maintain accurate records. Should be capable of advancement. \$6,500-\$8,125.

**FOREMAN** (10-5-76).

**HARD SURFACE** (8) (10-5-76).

**MEDICAL SECRETARY** (5) (9-14-76).

**MC/ST OPERATOR** (10-5-76).

**RESEARCH LABORATORY TECHNICIAN II** for enzyme analysis of bacterial mutants, isolation and characterization of enzymes; special skills in isolation and assay of enzymes, DNA isolation. *Qualifications:* College courses in the sciences, some lab experience. \$7,425-\$9,300.

**RESEARCH LABORATORY TECHNICIAN III** (8) 1) Biochemical analysis of specimens, occasional handling of small animals—B.S. or B.A. degree in chemistry or biology, must have had organic chemistry. 2) Enzyme assay, column chromatology, spectrophotometry, enzyme preparation—experience in biochemistry research preferred. 3) Tissue culture, spectrophotometric enzyme assays, use of radioactive isotopes, chromatographic and electrophoretic procedures. 4) Electrophoresis, purification of enzyme antibodies, injecting small animals—experience in immunochemistry and cytochemistry with a background in biology. 5) Assists research personnel in the preparation of equipment and reagents—previous experience in cell cultivation and radioisotope labelling procedures, electronic cell counting equipment and liquid scintillation systems, familiarity with radiobiological techniques. 6) Heart and liver perfusion of rats, preparation of isolated cells and isolated mitochondria, work-up of experimental material by tissue extraction and assay of metabolites by spectrophotometric and fluorometric procedures—chemistry background, lab experience preferably with tissue culture. 7) Physical chemistry of concentrated protein (hemoglobin) solutions, determination of buffer properties, ion binding and ligand binding—special skills in spectrophotometry, pH electrode, mathematics and chemistry. Using existing software, independently carrying out analog-to-digital conversion, data analysis and computer plotting using the PDP 12 and 10 computers, construction, debugging and documenting Fortran programs from flow charts; orders electronic parts and constructs circuits from diagrams, tests and evaluates above circuits, assists in canine surgery—must have computer and electronics experience. 8) Performs experiments in the area of somatic cell and human biochemical genetics, expected to master cell culture techniques which require sterile procedures and biochemical procedures based primarily on analysis of variety of cell extracts of human origins—background in biochemistry or biology preferred. \$8,375-\$10,475.

**SECRETARY II** (6) (9-14-76).

**SECRETARY III** (9). Some require working with figures; all require excellent typing skills, shorthand and/or dictaphone, ability to perform varied duties as assigned. \$6,500-\$8,125.

**SECRETARY III** for plant records (9-14-76).

**STUDENT WORKER (TEMPORARY)** (2) 1) Teaching assistant in student laboratories in inorganic, organic, and biochemistry. Corrects student laboratory reports in above area. Proctoring examinations. 2) Correcting laboratory reports in above area; assists students in laboratory and supervises their work. *Qualifications:* Must be a registered nurse; knowledgeable in organic, inorganic, and biochemistry. Ability to operate microbalances, pH meters, spectrophotometers. Familiar with solution preparation. *Salary: to be determined.*

**TYPIST II** (10-5-76).

**SUPERVISOR-MECHANICAL SYSTEMS** monitors/analyzes information taken from JC30 system and dispatches appropriate staff/craft people to handle service requests. Prepares periodic statistical reports on service functions. *Qualifications:* High school graduate. Five years as journeyman

in mechanical, electrical, heating, ventilating or air-conditioning field. Ability to supervise personnel. \$12,225-\$15,275

## PART TIME

**CASHIER (PART-TIME)** 28 hrs./wk. General cashier responsibilities. *Qualifications:* Must have knowledge of photography, film processing, and darkroom procedure. Must be available on Saturdays. \$2.50 hourly.

**SECRETARY II (PART-TIME)** (10-5-76).

## LA FETE A PHILADELPHIE

The French Contemporary Arts Festival brings a panoply of culture with it October 17-22. *Philadelphie*, a brochure tells us, is one of only four places that *Le Pavillon au Bord de la Riviere* is playing in the U.S. The musical production of a Chinese legend was a joint project of composer Betsy Jolas, director Bernard Sobel, and musical director Jean Leber. *The Iks*, a Peter Brook adaptation of anthropologist Colin Turnbull's book *The Mountain People*, is presented by the *Centre International de Recherche Theatrale*. *Musique Vivante*, a French contemporary music ensemble, and *Collegium Musicum*, a not-so-contemporary Penn group, play their separate kinds of music. Jacques Tati, Alain Robbe-Grillet, and Nelly Kaplan lead discussions of their own films. And workshops run throughout. If you want to get in on the action, or just one act, call the Annenberg Center box office, Ext. 6791.

## THINGS TO DO

### MIXED BAG

*Good Heavens* can be seen on mostly cloudless Monday and Thursday nights from the observatory on the DRL rooftop. An attendant will help gazers use the telescope from 7:30 to 9 p.m. For questions (and answers), call the astronomy department at Ext. 5996 or 8176.

*Wake up and swim* at Sheerr Pool in Gimbel Gym Monday, Wednesday, and Thursday mornings from 8 to 9 a.m. For information, call Ext. 6102.

October 15 is the end of registration for *life planning workshops* sponsored by Resources for Women. The sessions are for women who are changing jobs or returning to the job market. Information: Ext. 5537.

Readers may have wondered what date the *Penncentennial football dinner* (*Almanac* October 5) takes place. It's on October 22. Walter Cowan, Ext. 6110, can be called for reservations.

### THEATER

Mime Leo Berliner explores the *Fantasy World of the Common Man* in the third production of the Wilma Theatre Project's Mime Festival at the CA. His shows are October 14-17, 8 p.m., in the CA Auditorium, \$2.50. Classes are open on Saturday and Sunday (\$30 per student).

### MUSIC

Tonight hear the newfangled *Daddy Banjo* played by its inventor, Frank Davis, one of the Houston artists participating in the Philadelphia-Houston Exchange at the ICA. In the September 28 *Almanac* we incorrectly reported that only the Texas artists were on display now; actually the dozen or so Philadelphia artists are also on exhibit until November 19, when the whole show begins to move to Houston for the spring. The concert is at 6 p.m. in the ICA Gallery.

*Music for women* is performed by Bev Grant and by Jeanne Mackey and Mary Trevor October 16, 8 p.m.; West Lounge, Houston Hall; \$3.

The Campus Performance Society presents Penn student Holly Senft and others in a program of *flute and piano music* October 17 at 8 p.m. on the fourth floor of College Hall.

The first concert of the University Museum String Orchestra features the work of *Georg Philipp Telemann*, October 24, 2:30 p.m., in the Harrison Auditorium of the Museum.

A bicentennial is only half of it: the Collegium Musicum's *Four Centuries of French Music* only lasts one evening, though, and costs \$1: October 20, 8 p.m., University Museum.

## FILM

*Memories of Underdevelopment*, a Cuban film, and *The Passenger*, starring Jack Nicholson, are the October 14 and 15 Christian Association offerings; \$1; 7:30 and 9:45 p.m.; Hopkinson Hall of International House.

The PUC midnight movie this Saturday is *Rebel Without a Cause*, the John Daly-James McArthur classic. Cost: \$.50; Fine Arts B-1.

Robert Bresson's *Lancelot Du Lac* is the University Museum film this Sunday at 2:30 p.m., Harrison Auditorium.

The Annenberg Documentary Film series continues with *Berlin: The Symphony of a Great City* by Walter Ruttmann and *The City* by Willard Van Dyke and Ralph Steiner at 4 and 7 p.m. on October 20 in the Studio Theater of the Annenberg Center.

The CA *Real to Reel* series presents *Union Maids*, a documentary on women in the labor movement, at 8 p.m. on October 20; \$1; CA Auditorium.

## EXHIBIT

The winners' frame: the best entries in the Bicentennial Photography Contest sponsored by the General Alumni Society and *The Pennsylvania Gazette* are on display in the Klein Corridor of the Van Pelt Library until October 31. Hours are 8:45 a.m. to midnight Monday through Thursday, until 10 p.m. on Friday; 10 a.m. to 6 p.m. on Saturday; and noon to midnight on Sunday.

## LECTURES

University Museum Bicentennial lectures are *Biblical Archaeology* by Dr. James Weinstein, associate curator in the Egyptian section of the Museum, October 13, and *The Friendly Underground* by Dr. John Cotter, visiting associate professor of American civilization, October 20. The talks are in the Rainey Auditorium of the Museum at 3 p.m.

*Squaring the secular*, Dr. Nancy Gish, assistant professor of English, presents "Four Quartets: A Religious Poem in a Nonreligious World" on October 14 at 4 p.m. in the second program of the Philomathean Society's faculty lecture series for the fall. Philo has its activities on the fourth floor of College Hall.

An October 14 joint colloquium of the sociology and history departments features Peter Mayer of the University of Reading in England; title: *Editing Tocqueville*; 285 McNeil, 4 p.m.

For women whose mothers or who themselves may have taken *D.E.S.* (Diethylstilbestrol), the Women's Center is co-sponsoring a panel discussion. The drug, now linked to vaginal cancer, is to be discussed by Dr. Joan Celebre, secretary of the American Society of Colposcopists, and others at the Friends Conference Center, 4th and Arch Streets, October 14, 4 p.m.

*Tantric Buddhism* comes to the University Museum October 16. Gomang Khen Rampoche, abbot of Gomang College of the Drepung Monastery, and Nechung Rimpoche, grand lama of Nechung Monastery (the seat of the state oracle of Tibet), speak and show slides from 1 p.m. to 5 p.m. in Rainey Auditorium.

The annual Owen J. Roberts Memorial Lecture at the Law School is *Fundamental Rights in the United Kingdom: The Law and the British Constitution*, given by Queen's Counsel Anthony Lester, former special advisor to the Home Secretary of England; October 18, 8 p.m., Harrison Auditorium, University Museum.

Brian O'Doherty, former editor of *Art in America* and current director of visual arts programs for the National Endowment for the Arts, speaks on *Jackson Pollock* in the ICA's "Emerging Traditions" series; 7:30 p.m., October 19, Fine Arts Auditorium.

The Annenberg Colloquium series continues with *The Media and the Decision-Making Process* on October 18. The speaker is Sylvester L. (Pat) Weaver, former chairman of NBC. Four p.m. in the Colloquium Room of the Annenberg School.

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