

Almanac

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Two Press Books Mark Black History Month

For black Americans the solution of providing a better education and of eliminating the major problem of functional illiteracy lies not in desegregation but in the black community itself, asserts Vincent P. Franklin in *The Education of Black Philadelphia*, published by the University of Pennsylvania Press.

The problems of underachievement, segregation and inadequate facilities, according to Franklin, have been overcome only when blacks assumed primary responsibility for their own education, regardless of city and school administrators' opposition.

Franklin, who was born in Philadelphia and is now an assistant professor of history and Afro-American studies at Yale University, spent more than six years examining the "public and community education of black Philadelphia, primarily between 1900 and 1950, within the changing social, political and economic context for the black minority."

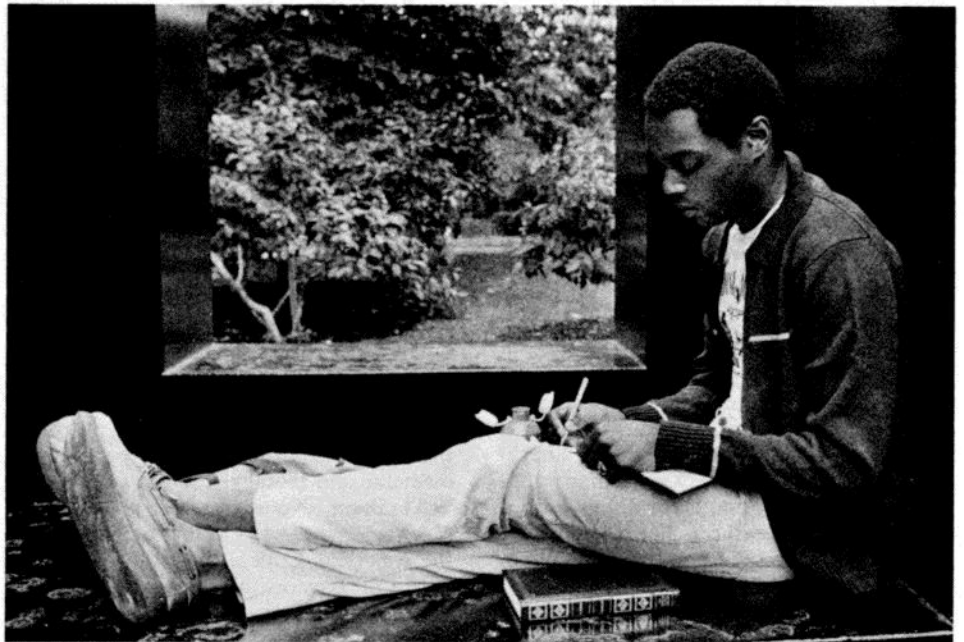
During the 19th and 20th centuries, Franklin points out, the public education available to blacks in Philadelphia, which had one of the largest urban black communities in the country, "was generally inferior to that of whites because the white majority in the city held certain beliefs and attitudes about the character and capacities of Africans, and the public schooling reflected these beliefs."

The Franklin book is one of two books published by the University of Pennsylvania Press in time to celebrate February as Black History Month: a time for all Americans to examine and learn from the history of blacks in the United States.

The second offering from the University Press is *Freedom's First Generation* by Robert Francis Engs. The book illustrates what race relations in *post bellum* America might have been by focusing on Hampton, Va.

Black pride flourished in Hampton, even before the Civil War. The blacks of Hampton were the first to step forward and declare that the Civil War was a war of emancipation, Engs said.

Why was the American dream realized in Hampton and not in other American cities? Engs points out that before the Civil War, Hampton contained an above-average number of black fishermen, artisans and tradesmen—both slave and free—and an unusual amount of black pride.



Engs, an associate professor of history at the University, said that in Hampton, emancipation and reconstruction worked for black people. They acquired property and political office, their children were educated and a tradition of black success was solidly established. Further, Engs said, throughout reconstruction and the latter half of the 19th century, Hampton Institute, a predominantly black college, trained the most articulate spokesmen for the black race, including Booker T. Washington.

Engs tells the exhilarating story of winning freedom, but also of the devastation caused by the resurgence of racism and the

implementation of Jim Crow laws at the close of the 19th century.

Franklin lectures at 7:30 p.m. this evening at the Afro-American Historical and Cultural Museum, 7th and Arch Streets. His lecture will be followed by commentary from community leader Samuel Evans; Ruth Wright Hayre, former superintendent of District Four Schools in Philadelphia; Robert Poindexter, former associate superintendent of schools; and Wade Wilson, president of Cheyney State College.

The reception is sponsored jointly by the Afro-American Historical and Cultural Museum and the University of Pennsylvania Press. It is free and open to the public.

Fraternity Suspended

Kappa Sigma Fraternity was informed Monday of their suspension from campus for their "established pattern of disruptive behavior." The fraternity's national organization is working with the local chapter to qualify for reinstatement. Documents on the Kappa Sigma suspension will appear in ALMANAC by the end of the month.

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Penn People

• **Professor Norman E. Smith**, director of graduate studies and chairman of the graduate group in music was awarded a fellowship from the National Endowment for the Humanities for completion of his study of the *Magnus liber organi*, the most important collection of medieval polyphonic music.

• **Bertram Greenspun**, D.O., clinical director of the department of physical medicine and rehabilitation at HUP was named a member of the Medical Advisory Committee of the Greater Delaware Valley Chapter of the National Multiple Sclerosis Society. Greenspun will join 12 neurologists and two physical medicine specialists on the Committee, which advises the local chapter of the National Multiple Sclerosis Society on medical developments regarding the disease.

• **Murray G. Murphrey**, chairman of the American Civilization department, and **John F. Szwed**, professor of folklore, have received grants from the National Endowment for the Humanities for the 1980 Summer Seminars for College Teachers. Murphrey will teach "New Perspectives in American Studies," which will concentrate on the growing body of theory in the study of American civilization. Szwed will direct a seminar on "Sociolinguistics and Literature," which will use recent work in sociolinguistics as starting points for discussions of various world literatures. The seminars are held for undergraduate and two-year college teachers in the United States.

• **Douglas Clark**, a veteran of Canadian national and international rowing and coaching competition, has been appointed assistant heavyweight crew coach at Pennsylvania by Athletic Director Charles Harris. Clark has been an active coach of both men's and women's teams for 18 years, and served as head coach of the Canadian national team at last summer's World Championships. He was named Canada's Rowing Coach of the Year in 1975. His most recent international victory was as head coach of the gold medal-winning United States eight-oared boat at last summer's Pan-American Games in Puerto Rico.

• **Herman P. Schwan**, professor of bioengineering and one of the founders of the bioengineering department at the University, has been named as the recipient of the U.S. Senior Scientists Award. The award, one of the major international engineering awards, cites Schwan for his contributions to science and education.

His general fields of specialization are in biophysics and biomedical engineering, and his research covers electrical and ultrasonic properties of biological systems. His findings have helped set the standards for microwave ovens, and his research has also promoted the development of ultrasound techniques in medicine and biology.

• **Abraham Noordergraaf**, professor of bioengineering, was elected to fellowship in the American College of Cardiology by the Board of Trustees in December.

• **Steve Bilsky**, former Pennsylvania basketball hero and current chairman of the University Health Professions Advisory Board, has been chosen recruiting coordinator and admissions liaison for the athletic department, Director of Athletics Charles Harris has announced.

A native of Roslyn, New York, Bilsky was graduated from the Wharton School in 1971, after serving as an all-Ivy guard on two of the University's finest basketball teams. After competing in Israel for a year, Bilsky attended the University of Oregon, receiving his master's degree in counseling and psychology in 1975. The next year he returned to the University as assistant director of career advising and resources. Bilsky has also assisted basketball coach Bob Weinbauer on a part-time basis.

• **David Solomons**, Arthur Young professor of accounting, was elected to the Board of Directors of Accountants for the Public Interest. API is a national, non-profit organization which provides independent accounting advice to nonprofit organizations and to public bodies on public policy issues.

• **Aris Protopapadakis**, lecturer in finance, and **Hans Stoll**, associate professor of finance, received a grant from the Center for the Study of Future Markets at Columbia University.

• **Robert Dyson Jr.**, dean of FAS, presided over the Centennial Celebration of the Archeological Institute of America held in Boston December 27-30.

Speaking Out

Editor:

We wish to express our disappointment over the ... decision to accept funding from the Arab nations for "Training for Junior Diplomats of the United Arab Emirates" [ALMANAC, 20 December 1979]. It can only [be due] to the naivete of members of the committee to believe that Arab nations contribute money in America for any other purpose than propaganda against Jews, as many other universities have already learned.

As long as this policy prevails we plan to withhold our annual gift.

Vera Taplinger Sloane, Ed. '38
Paul Sloane, M.D.C. '22
Gloucester, MA

Editor:

The recent revelations in the *Philadelphia Inquirer* of a secret agreement between the Catholic Church and the United Way to exclude agencies from United Way member-

ship whose services are in opposition to the Catholic Church poses serious questions about the University of Pennsylvania's participation in the United Way. The agreement has been specifically directed against agencies that provide information or services on family planning, birth control and abortion. The implication of the agreement is that the United Way is philosophically committed to keeping poor women pregnant, ignorant, destitute, and dependent on the welfare system and the beneficence of the United Way Agencies.

We believe the United Way has seriously misrepresented itself by keeping a major element of its philosophy secret, and demand that the University immediately withdraw from participation in the United Way.

Carol E. Tracy
Director, Penn Women's Center
Jeanne Jensen
President, Women for Equal Opportunity
at the University of Pennsylvania (WEOUP)

Almanac

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Around Academia

Historians and civil libertarians have won a federal district court decision ordering the Federal Bureau of Investigation to stop destroying files. Much of the information in the records, obtainable through the Freedom of Information Act, is useful as primary sources for scholarly research and as evidence for those seeking to discover whether their legal rights have been violated by the agency.

Judge Harold Greene of the district court for the District of Columbia said that United States archivists failed to prevent the FBI from disposing of its files in violation of the Freedom of Information Act.

The decision will be a boon for scholars interested in recent American history. Unfortunately, important documents on the internment of Japanese-Americans during World War II and Selective Service investigations and prosecutions have already been lost.

The suit was filed against the FBI, the National Archives, and the General Services Administration by several civil rights and public interest groups as well as 40 individuals including Historians for Freedom, the American Indian Movement, Daniel Ellsberg, and several historians.

Ralph Nader's Learning Research Project issued a report last month criticizing both the Educational Testing Service's claims about their tests and the manner in which colleges and universities use them. The report renewed many long-standing criticisms of the tests. The report charged that they are biased against members of low income and minority groups, that they favor students who are proficient test takers, and that coaching seminars, which can be taken at high cost, can improve scores, thus favoring wealthier students.

The report, written primarily by Columbia undergraduate Allan Nairn also contends that the tests are of minimal value in predicting college performance, and that in many cases are abused by colleges in their admissions policies. The report also criticized the power of certain tests alone in determining an individual's career. Nader's group intends to rectify the situation through truth-in-testing legislation, and the application of pressure to schools to change their admissions policies.

ETS claimed that the tests do not create socio-economic differences but merely expose them, and that the statistical methods Nader's group used were inaccurate. Nader's response was that the results used have been confirmed by other researchers using other methods, and that ETS has used the same methods as those in the report in its own documents.

Copies of the 554-page report, *The Reign of ETS: The Corporation That Makes Up*

Minds, are available for \$30 from the Learning Research Project, P.O. Box 19312, Washington, D.C. 20036.

Counsel for the National Collegiate Athletic Association (NCAA) contend that colleges and universities cannot be bound to comply with the recently issued Department of Health, Education and Welfare "athletic policy interpretation" of Title IX of the Education Amendment of 1972. The lawyers object to the guidelines as being overly complex, heavy-handed and sometimes in conflict with the intent of the original legislation. Moreover they consider them invalid as they have not yet been reviewed by Congress.

Title IX deals with equalizing resources provided to men's and women's athletics. The NCAA decision to oppose the new guidelines is thought by counsel for the Association of Intercollegiate Athletics for Women (AIAW) as a way to dodge the larger group's responsibilities to women's athletics.

NCAA attorneys have urged its members not to ignore the guidelines, although the group will provide legal assistance to schools accused of guideline violations. The association will also provide a technical advisory service for institutions attempting to comply with Title IX.

In a move that could affect already declining enrollment in America's colleges and universities, President Carter said last month he would ask Congress to revive registration for the military for all youths from 18 to 26. Carter is concerned that the nation may not be able to mobilize quickly in the event of an international military crisis.

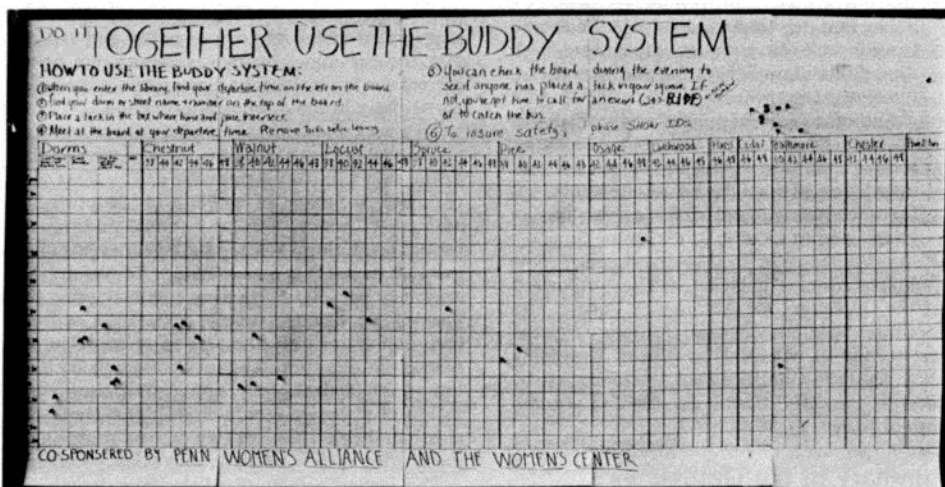
While Congressional support for registration and a possible return of the draft are uncertain, Barry Lynn, chairman of the Committee Against the Registration for the Draft predicted "there is going to be massive resistance" to registration.

No one could be inducted without an act of Congress approving a draft.

The demographic depression of the next two decades produced by the passing from the traditional college age years of the post-war baby boom will lower enrollments and effect basic changes in many American colleges and universities, if the predictions of the final report of the Carnegie Council on Policy Studies in Higher Education hold true.

By the year 2000, at least half of the students will be "non-traditional:" older people, members of minorities, or part-time students. Because of the smaller supply of students, the entering scholar will have more power, while faculty members may face losses of real income, and administrators may suffer from more "harrassment." Research universities, selective liberal arts colleges, and public two-year schools are predicted to face the greatest problems in recruitment, as are schools in the East and Midwest.

The council concluded that aggressive addressing of the problems by all levels of those involved in higher education from the student to the University president to federal officials will preserve the system. Quality of institutions must be maintained, and accrediting agencies were urged to develop more meaningful criteria for measuring academic standards.



Don't want to walk home at night alone? The Penn Women's Alliance has the solution: the "Buddy System" bulletin board in the basement of Van Pelt Library outside the Rosengarten Reserve Reading Room. You simply place a thumb tack in the grid representing your destination and departure time, and meet others headed the same way at the board when you're ready to leave campus. Departure times are every half hour from 5 p.m. to 2 a.m.

University Regulations

This section of ALMANAC is designated *University Regulations*. Publication in this section will be a standard and required step in the adoption of new University regulations. The provost shall be responsible for forwarding to ALMANAC those Senate and Council actions which are accepted by the administration. His failure to submit for publication shall be construed as disapproval. President's and Provost's Memoranda intended as University regulations shall be forwarded by the president or the provost for publication in the *University Regulations* section of ALMANAC. Each University regulation published in ALMANAC shall carry an identifying numerical code designating its appropriate place in the *Handbook for Faculty and Administration*.

Guidelines for Admissions Policies and Procedures

On April 25, 1979, the Faculty Senate passed the "Guidelines for Admissions Policies and Procedures" recommended by the Senate Committee on Students, chaired by Professor Richard C. Clelland (see ALMANAC, April 10, 1979). Section V.(A) of the guidelines was then amended on the recommendation of the Senate Advisory Committee (see ALMANAC, September 2, 1979), so that the present paragraph on curriculum and degrees in the Statutes of the Corporation would be replaced by the following two paragraphs:

Subject to general policies established by the trustees of the University, the responsibility for determining the quality of the student body that each college or school seeks to attract shall rest with the faculty of that college or school or, in the case of undergraduate programs, with all relevant faculties jointly. Each faculty shall articulate the criteria for selection of applicants for admission and shall establish a written admissions policy that describes these criteria. Each faculty shall also monitor implementation of this admissions policy and amend it when necessary.

Subject to general policies established by the trustees of the University, each faculty shall also set its regulations for instruction of students and requirements for recommendations for degrees in course and in faculty.

Provost Gregorian has accepted the Senate recommendation, as amended, and has authorized that the Guidelines for Admissions Policies and Procedures be published in the *University Regulations* section of ALMANAC as official University policy. The following document, therefore, is to be added to the 1979 *Handbook for Faculty and Administration*, as Section III. K.

Summary of the Guidelines

This document describes the way in which the admissions policies of the University of Pennsylvania should be formulated and implemented. It prescribes neither particular policies nor the details of the admissions process. The purpose of

these guidelines is to protect the integrity of the admissions process.

The admissions function may be divided into three parts. First, the legislative function establishes the substantive provisions of an admissions policy, i.e., standards and goals describing the qualities of the students sought that can be applied to the applicant pool. Second, the administrative function translates admissions standards and goals into procedures for attracting a suitable body of qualified applicants, for differentiating among them and for persuading those who best fit the admissions criteria to attend the University. Third, the monitoring function involves regular evaluation both of the validity of the norms set in admissions policies and the efficacy of administrative practices in fulfilling the normative standards and goals. Accordingly, the responsibility for this function rests mainly with the several faculties.

The *legislative function* is essentially a determination of educational policy. Accordingly, the guidelines place responsibility for this function on the several faculties after appropriate consultation with administrators and student groups. Each faculty's policy is subject to any overriding University policy.

The *administrative function* is a responsibility of academic administrators. For graduate professional schools and colleges, the dean is the officer charged with executing the admissions policy. For the Ph.D. programs and those master's degree programs managed by the graduate groups, the provost, working with the relevant deans and graduate group chairpersons, is the responsible officer. The provost is also ultimately responsible for the administrative function for joint degree programs in cases where at least one of the degrees of concern is the Ph.D. The administrative function of other joint degree programs at the graduate level is the joint responsibility of the relevant deans. In the admission of undergraduate students, a centralized office, reporting to the vice-provost for University life and working with the undergraduate deans, serves all the schools and colleges.

The *monitoring function* is, in major part, a responsibility of each faculty. Regular review of prior experience provides a basis for possible amendment of the admissions policy and assures that the prevailing policy's standards are being carried out faithfully. The University Council also participates in the monitoring function.

To assure that the various admissions functions are carried out with integrity, the University relies upon two familiar safeguards. The first is a required *formality* of action. In adopting an admissions policy, a faculty should endorse by formal resolution a written statement of its policy that can be publicly disseminated. Administrative staff members, in developing and evaluating the files of applicants, should preserve a written record that includes the source of any item of relevant information. Though confidentiality is an important element of any application, the preservation of a written record enables consideration, either in the decision-making process or during a monitoring review, of all actions taken by others.

The second safeguard of the integrity of the process is *collective action*. The relevant voting faculty should participate in final adoption of any admissions policy statement. A final decision to accept or reject an applicant should be made by an appropriately constituted group of persons.

Educational values are primary in the establishment of any admissions policy. Matters of institutional concern may also be reflected in any admissions policy.

Responsibility of the Legislative Function

The admissions process is integral to the educational mission of the University. Primary responsibility for that process is vested in the several faculties of instruction, the bodies best suited to decide matters of educational concern. For the undergraduate programs, this function lies with the several undergraduate faculties. For the Ph.D. programs and the master's degree programs administered by graduate groups, this function is carried out by the Council of the Graduate Faculties and the various graduate groups. For the professional degree programs, this function is carried out by the faculties of the individual schools. Policies of general applicability to admissions may be adopted by the trustees after careful study by the appropriate faculty bodies and administrative offices.

The Office of the Provost is the primary focus of University-wide actions to oversee the fulfillment of the legislative function of the faculties of instruction. Accordingly, the provost should be kept informed of actions by the faculties; in return he will disseminate to the faculties general University policies on admissions.

General Standards for Faculties Policies

While the primary responsibility for developing admissions policies is delegated to the faculties of instruction, there are certain University-wide principles or regulations that govern these bodies.

1. The admissions policy for each school should be consonant with the overall policies of the University.

2. The criteria for admission of applicants to a degree program, or to a non-degree program, should be related to and derived from the educational mission of the school or college and its cognate activities.

3. In determining the admissions policy for a school or college, a faculty should consider the relationship among the several schools and colleges and avoid unnecessary parochialism in admissions criteria. Among the undergraduate schools and colleges, common admissions policies should be followed. There are also common minimum standards for admission to the University's Ph.D. programs. The vice-provost for University life working with the undergraduate deans should provide coordinating services in the case of undergraduate admissions; for graduate admissions this function should be carried out by the provost working with the graduate deans.

4. Admissions policies for all schools and colleges should conform to any obligations or constraints imposed by laws of the United States or of the Commonwealth of Pennsylvania.

5. An admissions policy statement should be sufficiently complete and precise that those persons charged with its implementation can carry out their responsibilities faithfully.

6. The selection of individuals for admission to any academic program may not be delegated to any extra-University group.



Procedures for Each Faculty's Action

1. An admissions policy statement can be adopted or amended through formal action by the voting faculty of a school or graduate group. Assistance may be rendered by staff members, by faculty committees or by coordinating councils within the University.

2. The prevailing admissions policy statement for a school or graduate group should be generally available within the University and, as appropriate, in the larger community. Upon adopting or amending a policy statement, a faculty should promptly forward a copy to the provost through its dean. The bulletin or other equivalent publication of a school or college should contain an accurate description of the admissions policy.

Responsibility for the Administrative Function

Allocation of Responsibility

The decentralization of admissions policy to the several faculties implies concomitant distribution of administrative responsibility. While the provost, as chief academic officer of the University, oversees the administration of admissions throughout the University, the deans of schools and colleges are its primary administrators.

In the undergraduate sector, a single officer under the provost supervises the implementation of admissions policies for all of the schools and colleges; the administrative head of the office reports to the vice-provost for University life. For doctoral program admissions, the graduate office of the faculties is the central administrative agency. Professional schools maintain separate admissions offices.

Procedures for the Administration of Admissions Programs

In most schools and colleges applications are sufficiently numerous that they cannot be efficiently processed without the assistance of a special staff functioning under the supervision of a dean or of the vice-provost for University life. The following practices should guide the admissions staff in the processing of individual applications.

1. It is the responsibility of the applicant to ensure the completeness of his or her file as regards requirements for admission. All applicants should be assured that whatever the decision on their application, each will receive full and equitable consideration under the prevailing admissions policy. All written communications about an applicant must be placed in the applicant's file; a record of oral messages must also be filed in each case where such messages are taken into consideration in the admissions decision. Communications from applicants that require a response should be acknowledged promptly. Admissions staff members may give applicants a preliminary estimate of the probable final decision on their applications.

2. The contents of an applicant's admissions file are subject to the University's guidelines on the confidentiality of student records. Each dean shall identify in writing those individuals who, under the guidelines, may have access to admissions files without the consent of an applicant; the vice-provost for University life shall do so in the case of the undergraduate admissions office. All members of a graduate group have access to the files of applicants to that group.

The protection of individual privacy does not

extend to actions on behalf of the University in processing applications. Thus final decisions to accept or reject applications, as well as preliminary estimates of the probable final decisions, are matters that can be disclosed through the informed discretion of authorized University personnel without violating the principle of confidentiality.

3. Persons other than applicants are normally involved in the completion of an application. When a response is appropriate, admissions staff members should reply to communications from these persons promptly and courteously. In all responses to correspondents about applicants, staff members should be mindful of the general policy of confidentiality of admissions information. Examples of several common types of communications follow:

(a) Various persons send letters of appraisal about applicants. In many instances, admissions procedure requires applicants to arrange for submissions of this type; in other instances, individuals may volunteer information about applicants. Both types of communications must be placed in the applicant's file.

(b) University staff members, assigned to recruit potential groups of applicants and to assist them through the admissions process, regularly communicate with admissions personnel on behalf of such applicants. These staff members usually act in behalf of programs for the enrollment of specific categories of students identified by the admissions policy statements. They have access to applicants' files if and only if their names appear on the approval list for such access. Since they are filling an advocacy role, they should be sensitive to the partisan aspect of their functions.

(c) Persons related to the University often express interest in the application of a candidate. Communications of this kind may come from a wide variety of sources. The weight of these endorsements in the ultimate decisions is determined by the admissions policy statements. In instances where this seems appropriate, the admissions staff may notify the dean or an appropriate University officer of the communication. These officials may respond to queries from such interested outside parties, but they should avoid taking the initiative in such interchanges prior to the admissions notification.

4. University officials not engaged in the admissions process may receive inquiries concerning admissions applicants. Ordinarily these communications can be referred to the appropriate admissions staff persons for proper response. If the University official concludes that it is desirable to have additional response by the dean or by some other University officer, a suggestion to this effect should be made and acted upon. A response may be transmitted through the University official initially contacted.

5. Final decisions on applicants are made in accordance with stated admissions policies. Whenever possible, two or more individuals should participate in the evaluation process leading to each admissions decision. Exceptions may be made for preliminary screening activity in those schools that receive large numbers of applications and for final decisions in faculties admitting small numbers of students, such as certain graduate groups. In these cases, it may be appropriate or a single individual to make the decision. Participation by faculty members

throughout the decision process can be valuable in assuring conformity with the criteria adopted by the responsible faculty; each faculty should determine how faculty members should be selected for this purpose. A complete record for each application should identify the decision reached, the persons who participated in that judgment and the basis for the decision in applicable criteria.

No one having any personal interest in the disposition of an application should take part, directly or indirectly, in the final decision-making process. Persons with advocacy responsibilities should avoid involvement at this stage.

6. In all cases, notification of the final decision on an application must be sent to the applicant first. Thereafter, the dean of a school or college or other appropriate University officer may, in the exercise of informed discretion, disclose to others the decision reached. When a disclosure is made, record should be made in an applicant's files of the person authorizing the communication and the person to whom the information is being given.

7. The files of applicants for admission, as of matriculants, should be retained for at least three years beyond the matriculation date stated in the application. Confidential letters of appraisal in the admissions files of students who have matriculated should not be merged with records pertaining to those students that are used for purposes other than admissions. Admissions files should be available to representatives of the faculties or to University official charged with responsibility for reviewing the implementation of admissions policies.

Responsibility for the Monitoring Function

Responsibility for assuring that the admissions process is reaching its goals and operating within the limits set by appropriate authorities exists at all levels of University governance. Regular procedures should exist for examination and review of prior actions taken. Through such auditing, those charged with establishing the content of admissions policy statements can ascertain that existing policies are valid or that amendments to admissions policies should be developed. Likewise, procedures should exist for periodic accounting by those who bear responsibility for the administrative function. Primarily, oversight of administrative actions should be accomplished by the respective faculties. Within the University as a whole, the Office of the Provost should be charged with coordinating efforts to protect the integrity of the admissions process.

Implementation of These Guidelines

To implement these guidelines, changes in basic University documents are required. The major change is described below.

Statutes of the Corporation

The Statutes of the Corporation are the primary document, under the charter of the University, for declaration of principles of governance. The main purpose of the statutes is to define the responsibilities of the major segments of the University. To affirm the role of the faculties of instruction in the admissions function, the statutes should contain the following provision:

(continued on page 6)

For the Record

(continued from page 5)

"Subject to general policies established by the trustees of the University, each faculty shall also set its regulations for instruction of students and requirements for recommendations for degrees in course and in faculty."

This provision would replace the paragraph on curriculum and degrees currently in the Statutes of the Corporation. The present paragraph in the Statutes is:

"Each faculty, subject to such regulations as the Executive Board may prescribe, shall set its own subject requirements for admission, regulations for instruction of students, and requirements for recommendations for degrees in course and in faculty."

Standing Resolutions of the Trustees

The operative provisions in these guidelines should be included in a standing resolution of the trustees. Additional actions by the trustees concerning admissions policies, if and when taken, may be added to the standing resolution.

Administrative Memoranda

These guidelines contemplate that from time to time the University administration will issue memoranda discussing the implementation of certain aspects of the admissions process. The existing provost's memorandum on confidentiality of student records is a case in point, and a revision of this memorandum will be in order with the adopting of these guidelines. The Office of the University's General Council may also be a source of such memoranda.

Education Fund Committee Named

In accordance with the proposal submitted to the Exxon Education Foundation for an undergraduate academic development fund at the University of Pennsylvania, I have appointed a committee to advise me in administering the fund. This advisory group, called the Provost's Committee on Undergraduate Education, will review proposals from the deans of the undergraduate schools for grants from the fund. The student members of the committee were chosen on the recommendation of the Nominations and Elections Committee. The faculty members, who have all shown leadership in educational planning, include recipients of the Lindback Awards for Distinguished Teaching, members of the Council of University Scholars, members of the Benjamin Franklin Scholars/General Honors Committee, and former members of the Committee on Undergraduate Education chaired by Professor J. Robert Schrieffer. Associate Provost Benjamin Shen and Vice Provost for University Life Janis Somerville will serve *ex officio*. In my absence, Vice Provost Somerville will chair committee meetings.

Faculty

Jacob M. Abel, mechanical engineering
Ralph D. Amado, physics
Elijah Anderson, sociology
Sandra T. Barnes, anthropology
David DeLaura, English
Robert F. Giegengack, geology

Henry Gleitman, psychology
Robert A. Gorman, Law School
Neville R. Kallenbach, biology
Victoria E. Kirkham, Romance languages
Abba M. Krieger, statistics
Richard D. Lambert, South Asia regional studies
Barbara J. Lowery, School of Nursing
Peter C. Nowell, pathology
Michael Zuckerman, history

Students

Mindy Crandus, WH '81
Peter Donahoe, FAS '81
Suanne Rudley, FAS '80

Ex Officio

Benjamin S. P. Shen, associate provost
Janis I. Somerville (vice-chairman)
vice provost for University life.

The following guidelines have been developed for the administration of the Undergraduate Academic Development Fund.

I. **Purpose.** The purpose of the Undergraduate Academic Development Fund is to support innovation in undergraduate education through the development of curriculum embodying the creative tension and intellectual discourse among the liberal arts disciplines and with the professional disciplines that draw upon them. The fund will be administered by the provost in consultation with the Provost's Committee on Undergraduate Education.

II. **Criteria.** The committee will review proposals from the deans of the undergraduate schools of the University for grants from the fund according to the following criteria:

- the extent to which the proposal will amplify specialized knowledge traditionally acquired in the major or concentration by linking it to paradigms of learning in other disciplines
- the extent to which the proposed curriculum can be tested through experimental offerings in the General Honors/Benjamin Franklin Scholars Program
- the probability that the proposed curriculum will become a permanent part of the departmental major or concentration

III. **Categories of Grants.** Grants may be made in the following categories:

- Undergraduate Fellow, for release time for new course development
 - Undergraduate Faculty Seminar Grant, in support of new course development
 - Undergraduate Departmental Workshop Grant, to support introduction of new courses
 - Undergraduate Professorship, to release a professor from other departmental duties in order to teach a new course
 - Undergraduate Book Award, to recognize faculty efforts towards development of new curriculum
 - Undergraduate Student Award, to support student participation in the testing of new curriculum
 - Undergraduate Senior Thesis Award, to recognize outstanding senior theses that amplify specialized knowledge
 - Undergraduate School Grant, to support the efforts of deans of undergraduate schools to promote, implement and evaluate new curriculum
- Vartan Gregorian
Provost

Worth Noting

• Sigma Xi, the national honorary society for the sciences, is sponsoring awards for outstanding doctoral dissertations in science. The award is valued at \$200.00. A letter of nomination from the dissertation advisor, a letter of recommendation from the departmental chairman or other faculty member and the abstract of the dissertation should be sent to Jane Vanderkooi, Department of Biochemistry and Biophysics/G3, by March 26.

• In the spirit of the day, HUP will offer lovers of all ages a unique Valentine's Day gift: free blood pressure screenings from 11 a.m. to 7 p.m. in the lobby of the Hospital at 34th and Spruce Streets. The screenings will be a service of the Hospital and the United Way.

Gift Announced

A contribution of \$5,000 to the University's Italian Studies Center by the Sons of Italy's Grand Lodge of Pennsylvania was announced by Judge Paul A. Tranchitella at a meeting of the Commonwealth Lodge held last month.

Speaking in his capacity as state president of the Sons of Italy, Judge Tranchitella urged members of the Italian-American community to give their financial support to the Italian Studies Center, describing it as "a most worthwhile project," one that can do a great deal to advance the cultural objectives of all Italian-Americans.

In thanking the Grand Lodge of Pennsylvania for the contribution, Professor Jerre Mangione, acting director of the Italian Studies Center, reported that the center had made "great progress" since it was begun in December 1978.

Help for the Handicapped

As a safeguard against fire, explosion, gas leaks or other emergencies, the University would like to know the names of any persons who have a physical condition or handicap which would make it difficult for them to get to a fire tower or out of a building in case of an emergency.

If you have difficulty with sight, walking, hearing or some other condition, please notify immediately the University Safety Office (ext. 6921) or your building administrator. This information will be confidential and will be used only for your safety in case of an emergency building evacuation.

Opportunities

The following listings are condensed from the personnel office's bulletin of February 7. Because of the delay occasioned by printing schedules, these listings should not be considered official. Some positions may no longer be available.

Bulletin boards at several campus locations list full job descriptions. New listings are posted every Thursday. Bulletin board locations are: Franklin Building: outside personnel office, Room 130; Towne Building: mezzanine lobby; Veterinary School: first floor, next to directory; Leidy Lab: first floor, outside Room 102; Anatomy-Chemistry Building: near Room 358; Rittenhouse Lab: east staircase, second floor; LRSM: first floor, opposite elevator; Johnson Pavilion: first floor, next to directory; Logan Hall: first floor, near Room 117; Social Work/Caster Building: first floor; Richards Building: first floor, near mailroom; Law School: Room 28, basement; Dietrich Hall: first floor, outside E-108.

For further information, call personnel services, Ext. 7285. The University is an equal opportunity employer. Where qualifications include formal education or training, significant experience in the field may be substituted. The two figures in salary listings show minimum starting salary and maximum starting salary (midpoint). An asterisk (*) before a job title indicates that the department is considering promoting from within. Openings listed without salaries are those in which salary is yet to be determined.

Administrative/Professional

Accountant I (2694) \$10,375-\$14,375.
Assistant to the Chairman (2795) \$10,375-\$14,375.
Assistant Comptroller (2744).
Assistant Director (2831).
Assistant Director (2569).
Assistant Director, News Bureau (2830) \$14,850-\$20,550.
Assistant for Development and University Relations (2772) writing and editing for development and commonwealth relations; determination of policy; drafting and editing major proposals, speeches and position papers (at least 8 years experience in public relations or fund raising). \$24,650-\$34,750.
Assistant Director for Utilities (2789) \$18,625-\$26,250.
Associate Development Officer III (2740) \$18,625-\$26,250.
Associate Development Officer III (2541) \$18,625-\$26,250.
Associate Director (B113) \$14,850-\$20,550.
Associate Director of Athletics (2710) \$21,450-\$30,225.
Assistant Director for Staff Compensation (2786) \$18,625-\$26,250.
Career Counselor (2631) \$12,900-\$17,850.
Coordinator of Summer Sessions and Institutes (B112).
Deputy Director (02651).
Director of Admissions and Financial Aid (2798) \$16,125-\$22,725.
Director of Communications (2724) \$28,325-\$39,950.
Director, Residence Unit (2630) \$10,375-\$14,375.
Director of Student Services (2799) \$12,900-\$17,850.
Director, Upperclass Admissions (2752) \$12,900-\$17,850.
Executive Assistant for Development and University Relations (2772) \$24,650-\$34,750.
Financial Analyst (2824) \$14,850-\$20,550.
Fiscal EDP Coordinator (2415) \$12,900-\$17,850.
Fiscal Coordinator (2742) \$10,375-\$14,375.
Foreman, Repair and Utility (2689) \$12,900-\$17,850.
Fresh Rowing Coach (2713).
Group Practice Administrator (B137).
Heating/Ventilating Instrumentation Control Foreman (2790) \$12,900-\$17,850.
Job Analyst (2625) \$10,375-\$14,375.
Junior Research Specialist (6 positions) \$10,375-\$14,375.
Librarian I (2767) \$11,250-\$15,850.
Placement Counselor \$12,900-\$17,850.
Programmer Analyst I (4 positions) \$12,900-\$17,850.
Programmer Analyst II (2 positions) \$14,850-\$20,550.
Project Manager (2433) \$16,125-\$22,725.
Public Information Officer (B54).

Regional Director of Admissions (2592) \$14,850-\$20,550.
Research Specialist I (3 positions) \$11,250-\$15,850.
Research Specialist II (4 positions) \$12,900-\$17,850.
Research Specialist III (3 positions) \$14,850-\$20,550.
Research Specialist IV (B206) \$18,625-\$26,250.
Senior Systems Analyst (2 positions) \$16,125-\$22,725.
Special Assistant to the Director of the Office of the President (2707) \$18,625-\$26,250.
Staff Writer II (2679) \$12,900-\$17,850.
Staff Nurse (B142) \$10,375-\$14,375.
Superintendent of Construction and Repairs (2690) \$14,850-\$20,550.
Supervisor, Mechanical Systems (2791) \$14,100-\$17,850.
Supervisor, Scientific Glassware (B176) \$7,575-\$9,600.

Part-Time Positions in Administrative/Professional

Associate Editor (2774) Hourly wages.
Research Specialist II (2727) Hourly wages.

Nineteen part-time support staff positions are listed on campus bulletin boards.

Support Staff

Accounting Clerk \$6,875-\$8,750.
Administrative Assistant I (4 positions) \$7,975-\$10,150.
Bookstore Clerk I (2766) \$5,500-\$7,000.
Clerk IV (2838) \$7,425-\$9,450.
Computer Operator (2781) \$7,975-\$10,150.
Coordinating Assistant (3 positions) (2757) prepares interview schedules for employers and students; writes/updates interview procedures and disseminates to students; types brochures and supplements (2 years of college or secretarial school preferred; B.A. desirable; ability to type); (B219) supervise staff; administer budget; coordinate study materials, exams; (background in English; editing and typing skills); (B221) coordinate administrative aspects of graduate programs; maintain records and correspondence; prepare reports and publicity (ability to type; shorthand required; 2 years college and/or business school training) \$8,625-\$10,950.
Coordinator Services (B205) \$7,975-\$10,150.
Data Entry Operator (2807) \$7,425-\$9,450.
Draftsman (2828) \$10,000-\$13,800.
Electron Microscope Technician II (2 positions) \$9,650-\$12,225.
Electronic Technician I (B144) \$8,575-\$10,850.
Engineer (2854) Trouble shoot and carry out repairs independently (knowledge of HVAC systems and controls and other allied mechanical equipment; knowledge of steam and its components; dental equipment maintenance required) union wages.
Executive Secretary to the Vice President (2782) \$10,000-\$12,725.
Repairs Expeditor (2776) \$7,975-\$10,150.
Head Laboratory Assistant (B0189) \$6,700-\$8,450.
Herdsmen I (B90) \$5,500-\$7,025.
Laboratory Assistant (B0178) \$7,575-\$9,600.
Medical Receptionist (2842) \$6,875-\$8,750.
MCST Operator (2482) \$7,425-\$9,450.
Office Automation Operator (B204) \$6,875-\$8,750.
Office Automation Operator (B220) screens correspondence; types; arranges appointments, conferences, meetings, trip reservations; maintains file system; uses word processing system; may maintain budgets or assist in their preparation (ability to type and use dictaphone; high school graduate with 3-4 years secretarial experience) \$7,375-\$9,375.
Parking Attendant (2 positions) operate University parking facilities (knowledge of cashing skills) Union wages.
Pressure Chamber Operating Engineer (B207) \$12,350-\$15,625.
Programmer I (A937) \$9,725-\$11,800.
Project Budget Assistant (2678) \$7,975-\$10,150.
Psychology Technician I (B215) Collects, collates and stores data, administers psychological tests; key-punches data for computer entries; assist in preparation of research reports (ability to type and use keypunch; B.A. in social sciences; statistical experience) \$9,659-\$12,225.
Receptionist (2852) \$5,900-\$7,525.
Recorder (2688) \$7,425-\$9,450.

Research Laboratory Technician I (A971) \$7,575-\$9,600.
***Research Laboratory Technician** (2850) 2½ days of semen analysis per week; 2½ days research in male infertility (B.S. in biology) \$7,575-\$9,600.
Research Laboratory Technician II (3 positions) \$8,575-\$10,850.
Research Laboratory Technician III (9 positions) \$9,650-\$12,225.
Research Machinist I (B28) \$9,525-\$12,200.
Secretary II (10 positions) \$6,875-\$8,750.
Secretary III (14 positions) \$7,425-\$9,450.
Secretary, Medical/Technical (5 positions) \$7,975-\$10,150.
Secretary/Technician, Word Processing (2 positions) \$7,975-\$10,150.
Scientific Glasswashing Attendant (B203) \$6,700-\$8,450.
Stack Attendant (2857) maintains order of library materials; substitute for desk clerks and exit attendants; provide information; serve as messenger; pack books and prepare materials for shipping; union wages.
Technician, Physical Laboratory II (B-0169) \$8,575-\$10,850.
Technician I (B92) \$7,575-\$9,600.
Electrician I (2794) Union wages.
Pipefitter (4 positions) Union wages.
Stack Attendant (2826) Union wages.

Van Pools Organized

Seven van pools are in operation for University personnel, and computerized car pools are being formed by the University department of transportation.

Each of the seven van pools needs driver-coordinators, back-up drivers or full-time or part-time riders.

A driver-coordinator, a back-up driver and two or three full-time riders are needed for pool #1, originating in Drexel Hill at Burmont Road and Township Line Road. Pool #2 of Media is looking for full-time riders from Media and Swarthmore.

A back-up driver is wanted for the Waterford Works, New Jersey pool #3, which uses Routes 73 and 30. Full-time riders are needed to fill pool #4, which runs on the Lancaster Pike and Montgomery Avenue.

Van pool #5, which starts in Aldan and serves parts of Clifton Heights, Collingdale, and Darby, needs a back-up driver. Pool #6 may be cancelled unless a full-time driver, a back-up driver and several full-time riders are found. The route covers the Collingdale, Aldan, Clifton Heights and Darby areas.

South Jersey's pool #7 is looking for part-time riders.

Anyone interested in participating in the van pools should contact Hugh O'Doherty at Transportation and Parking, Ext. 8667.

Employees interested in joining the car pools should submit their name, address and telephone number to Transportation and Parking, Room P-107, Franklin Building Annex/16. Match ups will be made by a computer and lists of people in the same areas will be distributed to those interested.

On Campus

Thursday 14

Blood Drive: The University Hospital sponsors a blood drive from 1 to 7 p.m. in High Rise East.

Lectures: The South Asia Program features Pauline Kolenda of the University of Houston on *Marriage Networks and Marriage Alliance: A Comparative View* at 11 a.m. in Classroom 2, University Museum.

The School of Medicine presents the fourth Robert G. Ravdin Memorial Lecture with Dr. C. Everett Koop, chief of pediatric surgery at Children's Hospital, speaking on *Childhood Cancer: A Catastrophe in the Family and in the Community* in Medical Alumni Hall at 4 p.m.

Movies: The International Cinema Series of the International House offers Borau's *Furtivos* at 7:30 p.m. and Brault's *Les Ordres* at 9:30 p.m. at International House. Admission: \$2.

The Penn Union Council presents Richard Dreyfuss and Marsha Mason in *The Goodbye Girl*, a Valentine film for \$1 in Irvine Auditorium at 8 and 10:30 p.m.

Sports: Women's swimming takes on LaSalle at Sheerr Pool at 4 p.m.; women's squash competes against Harvard and Tufts at Harvard at 5 p.m.; men's junior varsity basketball plays Philadelphia Community College at 7:30 p.m. at the Palestra.

Theater: The McCarter Theatre Company performs Moliere's *The Miser* at Zellerbach Theatre in the Annenberg Center through February 17. Today's matinee is at 1 p.m., evening performance at 8 p.m. Call Ext. 6791 for reservations.

The Pittsburgh Public Theater presents *Loot* at the Annenberg School Theater running through Friday the 24th.

Friday 15

Dance Concert: The Penn Union Council opens the "Mortuary" in the West Lounge of Houston Hall with the *Bloodless Pharaohs* at 9 p.m. Admission is \$2.50 with Penn ID, \$3.50 general public.

Lecture: The English department goes west with Professor Richard Slotkin of Wesleyan University in a lecture on *Buffalo Bill's Wild West and the Mythologization of American History* at 3 p.m. in the Alumni Hall of the Towne Building.

Movies: International Cinema at the International House presents *Furtivos* at 4 and 9:30 p.m. Matinee showing is \$1 and the evening screening is \$2.

Sports: Both the women's and the men's basketball teams battle the Bulldogs at Yale, 5 and 7:30 p.m. respectively; the women's squash team is pitted against Smith/Amherst away at 2 p.m.; the men's volleyball team travels to the Pitt Invitational; the men's squash team is also on the tournament road, competing in USSRA through Sunday at Princeton. At home in the Palestra, the men's wrestling team grapples with Columbia at 2:30 p.m.



John Carpenter in a scene from the Pittsburgh Public Theatre production of *Loot*, an English detective comedy by Joe Orton. *Loot* plays at the Annenberg Center through February 24. For information and reservations call Ext. 6791.

Saturday 16

Movies: The Penn Union Council presents two classics of the 1960s with *Carnal Knowledge* at 8 p.m. and midnight and *The Graduate* at 10 p.m. Both can be viewed in Irvine Auditorium for \$1.

For younger audiences, the University Museum is showing *Pippi Longstocking* at 10:30 a.m. in the Harrison Auditorium as part of the Saturday morning children's film series. Admission is free.

Performance: Group Motion, a dance collective, presents *Wakedreams*, a spontaneous creation, in the Harold Prince Theater of the Annenberg Center at 8 p.m. Tickets are \$2.50 for students, \$4 others. Call Ext. 6791 for more information.

Sports: The men's basketball team moves to duel Brown in Providence at 7:30 p.m.; men's gymnastics meet CCNY and the Coast Guard at CCNY at 1 p.m.; the women's squash team matches rackets with Williams and Vassar at Williams at 2 p.m.; the men's swimming team pools its talents against Harvard there at 2 p.m.; the women's track team takes part in the Bucknell Invitational; and the grapplers are in the Palestra, against Cornell and Southern Connecticut at 1 p.m.

Sunday 17

Concert: *Silly Wizard*, a program of Scottish folk music is presented by the Philadelphia Folksong Society and the Cherry Tree Folk Club at Hopkinson House at 8 p.m. Admission is \$3.50 for members, \$4.50 non-members.

Movie: The University Museum will show *The Shameless Old Lady*, starring French actress Sylvie, as part of its Sunday film series at 2:30 p.m. Admission is free.

Sports: Both the men's and the women's gymnastics teams will compete at Yale at 2 p.m.; the men's indoor track team will travel to Delaware.

Tuesday 19

Blood Drive: The University Hospital conducts a blood drive at the Dental School.

Seminar: The School of Medicine hosts Dr. Elliott Rosen, of the University's physiology department in a seminar on the use of *Cultured Vascular Endothelial Cells as an In Vitro Model for Cellular Senescence*, Physiology Library of the Richards Building at 12:30 p.m.

Sports: The women's basketball team travels to the opponent's court at Kutztown at 8 p.m.; the women's badminton team meets F&M away at 7 p.m.; and the women swimmers face Glassboro in Sheerr Pool at 7 p.m.

Wednesday 20

Lecture: The Language in Education Colloquium series sponsors Brian Sutton-Smith on *The Child's Mind as a Poem* at 7 p.m. in Room B-21, Stiteler Hall.



Sea horses that once decorated the billiard room in Houston Hall are just one of the fascinating pieces of Penn memorabilia in *Two Centuries and Beyond: Designs and Dreams for the University of Pennsylvania's Campus*. The exhibit continues through the end of the month at the gallery of the Graduate School of Fine Arts. Gallery hours are Tuesday, 10 a.m.-7:30 p.m.; Wednesday-Friday, 10 a.m.-5 p.m.; Saturday and Sunday, noon-5 p.m.

Movies: International Cinema at the International House presents a round-up of short foreign features along with a Werner Herzog production. *The Cost of Cotton*, *I Spent My Life In the Mines*, and *Listen, Caracas* will be shown at 7:30 p.m., with Herzog's *Woyzeck* following at 9:30 p.m. Admission is \$2.

Sports: The men's junior varsity basketball team takes on Drexel's JV at 7 p.m. in the Palestra; both sexes' fencing squads trade blades with Princeton at Princeton at 7 p.m.

Thursday 21

Blood Drive: The University Hospital will conduct a blood drive at the Hillel House.

Discussion group: University Ad Hoc discussion group on reproductive freedom will meet at noon in the Smith-Harrison-Penniman room of Houston Hall.

Lectures: The South Asia program presents David Lalvel of the University of Minnesota on *Urdu as a Public Language: A Social History* at 11 a.m. in Classroom 2, University Museum.

The physical therapy department features Dr. Robert Davies on *Biochemical Energetics and Muscle Contraction* at 11 a.m. in Room 212, Nursing Education Building.

The School of Public and Urban Policy sponsors Allen Kneese on the *Ethical Foundations of Benefit-Cost Analysis* at 2 p.m., School of Public and Urban Policy.

The Folklife Center of International House presents Indian music at 8 p.m. in the last of its series of five lectures entitled *Making Music Together: Improvisation in Five Traditions*. Admission is \$2 for the general public and \$1.50 for House members.

Movies: The International Cinema will present *Just Like at Home* at 7:30 p.m. and Herzog's *Woyzeck* at International House. Admission is \$2.

Sports: The women's basketball team entertains Temple at the Palestra at 7 p.m.; the women's badminton team takes on Drexel in Weightman Hall at 6:30 p.m.

Friday 22

Movies: International Cinema repeats *Woyzeck*, at a 4 p.m. matinee for \$1, and screens *Inside Women Inside* and *A Dream is What You Wake From* at 7:30 p.m., with *Just Like At Home* following at 9:30 p.m. Admission: \$2.

Sports: The men's basketball team battles Harvard in the Palestra at 8 p.m.; the women's squash team takes on Yale at 7:30 p.m. in the Ringe Courts; the men swim away at Cornell at 4 p.m.; the women's swim team seeks laurels at the Ivy Tournament at Princeton through Sunday; the men's volleyball team faces Pittsburgh across the nets at Weightman Hall.