

# Almanac

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Pullout: March at Penn

**The Annual Meeting of the  
Faculty Senate  
will be held Wednesday,  
April 15, 1992,  
5-5:30 p.m. in 200 College Hall.**

**Correction:** The beginning date for Open Enrollment for benefits is March 30, not March 3 as mistyped in last week's issue (p.3). *Almanac* regrets the error.—K.C.G.

## Indirect Cost Agreement

The University has reached agreement with the Department of Health and Human Services (DHHS), the federal agency that both audits Penn's indirect cost proposals and negotiates Penn's indirect cost rate. The agreement establishes our indirect cost rate for the next three fiscal years. The agreement, which I signed on behalf of the University, provides for on-campus, pre-determined indirect cost rates as follows:

Fiscal Year ending June 30, 1993	62.5%
Fiscal Year ending June 30, 1994	62.5%
Fiscal Year ending June 30, 1995	63.5%

As many of you are aware, the on-campus indirect cost rate for the current year ending June 30, 1992 is 65%.

These new indirect cost rates were negotiated with the Division of Cost Allocation (DCA) of DHHS, based upon a proposal prepared by the University under the guidelines contained in OMB Circular A-21. The proposal, which was submitted July 31, 1991, included a thorough review of costs by both the Comptroller's Office and Coopers and Lybrand, our external auditors.

We are pleased to have finalized our indirect cost rates for the next three fiscal years, and, thereby, provide an element of revenue stability during a time of great fiscal uncertainty for both Penn and for the entire higher education community. In looking ahead, we are developing additional accounting system controls and concurrent training programs for those University personnel who collectively process more than one million transactions per year against University accounts.

The results of these efforts will be communicated to the University community this spring, implemented for the FY 1993 budget cycle, and permit us to further improve our indirect cost allocation processes in the future.

—Selimo C. Rael  
Vice President for Finance

## Term Chair for Dr. Zigmond of Biology

Dr. Sally Zigmond, a leading cell biologist who joined the Penn faculty in 1976, is the first holder of a new SAS term chair—the Emily Lovira Gregory Term Professorship, named for the first female biologist ever to teach at Penn.

Dr. Zigmond, chair of the biology department since 1990, is a 1966 Wellesley alumna who took her Ph.D. at Rockefeller and did postdoctoral work at Strangeways Lab and Yale Medical School before taking an assistant professorship here in 1976. She was promoted to associate professor in 1982 and to full professor in 1987, when she also became chair of the graduate group in cell biology and associate chair of the department. She has also served on NIH study sections and site visit teams, edited the 1990 *Seminars in Cell Biology*, and held editorial positions on three other journals while conducting research programs resulting in some 66 papers in leading cell biology journals.

Dr. Zigmond's work focuses on the locomotion and chemotaxis of polymorphonuclear leukocytes, the cells that serve as the body's first line of defense against bacterial pathogens. Bacteria and other foreign materials activate the release of various mediators of inflammation, called chemoattractants, and these in turn activate the leukocytes to move; when present in a gradient they direct their migration up the gradient. Upon reaching the bacteria, the leukocytes ingest and kill them. Dr. Zigmond studies aspects of the process such as the sensory physiology of how the cells detect the chemical gradient; the cell surface receptors for chemoattractants; the processing of the signal from the cell surface to the motile machinery; and the changes induced in the motile machinery.

## Another March Virus Alert for IBM and IBM-Compatibles

All users of IBM and IBM-compatible systems should be aware that *three* destructive computer viruses set to trigger in March have now been detected in the Philadelphia area: the Michelangelo virus set for March 6, the Maltese Amoeba for March 15, and the Jerusalem virus (a.k.a. Friday the 13th virus) for March 13.

These viruses do not affect users of Macintosh systems.

On their respective trigger dates, these viruses will render infected floppy and hard disks unusable. None of these viruses displays a message warning of its presence.

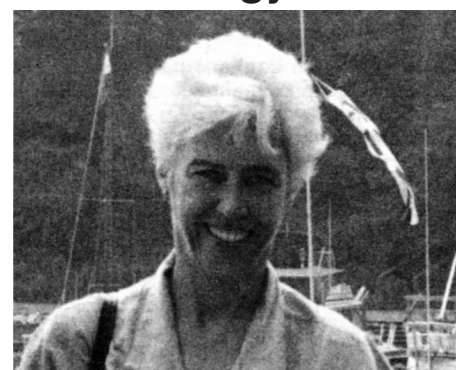
To protect your IBM or compatible system against these viruses, you should be using version 8.0 of Vi-Spy, the free University site-licensed antiviral software. To obtain your copy of Vi-Spy, take a blank diskette to the Computing Resource Center at 38th and Locust Walk. For more information, you can reach the CRC by phone at Ext. 8-9085 (select option 1), or via e-mail at CRC@al.relay.upenn.edu.

—Don Montabana, Manager of User Services, CRC

## Seminar For Supervisors: April 1 and 2

The Office of Human Resources and representatives of other University resource offices will sponsor a free two-day seminar April 1 and 2 on *The Aspects of Comprehensive Performance Management*. The seminar will take place from 9 a.m.-5 p.m. in the John Morgan Building. Presenters are Rogers Davis, director, Human Resources; Wanda Whitted, manager, Staff Relations; Joann Mitchell, director, Office of Affirmative Action; and Neil Hamburg, associate general counsel, Office of General Counsel.

The program is designed for faculty who have staff supervisory responsibility as well as for managers and supervisors. It covers how to document, improve, and evaluate staff performance, increase productivity, and minimize litigation. To register: Ext. 8-6093.



Dr. Zigmond

**Gift of Ms. Zabel.** The new chair was given by a 1966 CW alumna, Deborah Miller Zabel of New York, founder and president of the marketing firm of Panache imports LTD. Ms. Zabel who is on the Trustees Council of Penn Women asked that the chair be named for a woman representing a role model for women at Penn. According to Meyerson and Winegrad's *Gladly Learn and Gladly Teach* (U. of P. 1978), Lovira Gregory (1841-1897) taught school until, at the age of 35, she entered Cornell and earned a B.A. in 1881. "After obtaining her doctorate in botany in Zurich, she took the position of teaching fellow in the department of biology at the University of Pennsylvania, thus becoming the first woman to teach on the faculty as well as one of the earliest to give instruction at any but a women's college." Dr. Gregory left Penn for Barnard, where  
(continued next page)

# 1992 Reduced Hours and Compensation Policy (Formerly Referred to as Summer Hours)

It is the practice of the University of Pennsylvania to reduce its regular scheduled work week for staff employees during the months of July and August. Due to the varying operational needs throughout the University, the policy has been revised to provide schools and centers more flexibility in implementing the reduced work schedule.

As a result, departments may elect to implement the Reduced Hours policy in July and August or in the alternative, elect any consecutive two (2) month period during the fiscal year (e.g. January and February). In addition, schools and centers may opt to have staff employees work their regular hours during July and August and receive compensatory time in lieu of monetary compensation.

Any unit choosing to maintain the regular work week schedule during July and August and observe the reduced hours schedule during two other consecutive months, must discuss this decision with the Division of Human Resources, Staff Relations Department (898-6093) prior to April 1, 1992.

Outlined below are guidelines to assist departments in implementing the Reduced Hours Policy.

## A. Guidelines for Implementation

When implementing the Reduced Hours Policy a particular department may need to adopt a flexible schedule to meet its particular needs. However, the number of hours worked cannot exceed the reduced weekly schedule indicated below without additional compensation. Supervisors should advise employees as soon as possible of what the reduced work schedule will be in their department or school.

The reduced schedule of hours worked at the University will be ½ hour per day totaling 2 ½ hours per week (e.g. 9 a.m. to 4:30 p.m., Monday through Friday with a one-hour lunch period, resulting in a work week of 32.5 hours).

### Reduced Hour Schedules:

- 35.0-hour work week is reduced to 32.5 hours;
- 37.5-hour work week is reduced to 35.0 hours;
- 40.0-hour work week is reduced to 37.5 hours.

Departments are given flexibility in the scheduling of the reduced work week. Some examples:

### Scheduled Work Week

(Using a 35-hour work week reduced to 32.5 hours)

Option I. Monday through Friday, 9 am, to 4:30 p.m.

Option II. Staggered hours to extend daily coverage:

Employee 1: Monday through Friday, 8:30 a.m. to 4p.m.

Employee 2: Monday through Friday, 9 a.m. to 4:30 p.m.

Employee 3: Monday through Thursday, 9 a.m. to 5 p.m., Friday, 9 a.m. to 2:30 p.m. \*

## B. Compensation Practices

1. All employees working the reduced schedule of hours are to be paid their regular weekly salary.
2. If a weekly-paid employee works more than the reduced schedule of hours, that employee is to receive, in addition to the regular weekly salary, compensatory time equal to the additional straight-time hours worked up to forty hours in the work week. Supervisors may choose to provide monetary compensation if compensatory time is not an option.
3. If the employee elects to take compensatory time, it must be taken between **September 1, 1992 and February 28, 1993**. The use of such leave requires prior supervisory approval.
4. If a weekly-paid employee works more than forty hours in a work week, that employee is to receive compensation at time and one-half (1 ½) for all hours worked in excess of forty (40) hours.

### Examples

Regular Hours	Reduced Schedule	Hours Worked	Straight Time Hours paid	Overtime Hours Paid	Total Hours Paid
35	32.5 hrs.	32.5	35.0	0	35.0
		35.0	37.5	0	37.5
		40.0	42.5	0	42.5
		42.0	42.5	2	45.5
37.5	35 hrs.	35.0	37.5	0	37.5
		37.5	40.0	0	40.0
		40.0	42.5	0	42.5
		42.0	42.5	2	45.5
40	37.5 hrs.	37.5	40.0	0	40.0
		40.0	42.5	0	42.5
		42.0	42.5	2	45.5

## C. Exclusions

Regular part-time employees, temporary employees, University employees working in clinical areas at the Medical Center, HUP, the Dental School and the Veterinary School whose units choose not to observe the reduced hours schedule, and employees covered by collective bargaining agreements are excluded from this reduced hours procedure.

## D. Questions

Any questions concerning the above should be directed to the Division of Human Resources, Staff Relations Department at Ext. 8-6093.

—Division of Human Resources

\* Employees choosing to take the 2 ½ hours off in any one day must work the regularly scheduled hours during the remaining four days in order to accrue the 2 ½ hours. Paid time off, (i.e. sick, vacation, personal days, etc.) does not count as days worked.

Dr. Zigmund (from page 1)

she became the first woman full professor “played an active part in championing the cause of graduate students and encouraging laboratory assistants by paying them out of her own funds.”

## DEATHS

**Dr. Saul Gorn**, a pioneer in computer and information science who was a member of the School of Engineering and Applied Science for more than 30 years, died on February 22 at the age of 79.

A 1931 graduate of Columbia in mathematics, cum laude, Dr. Gorn took a diploma from the University of Bordeaux in 1932 and returned to New York City for teaching and editorial work while earning the Ph.D. in mathematics at Columbia, which he received in 1942.

During his years in the U.S. Army Air Force during World War II and afterward he served as staff mathematician at the Aircraft Radiation Lab at Wright Field, Ohio, and from 1954-55 he was mathematics advisor to the computer lab at Aberdeen Proving Ground in Maryland, the unit that interfaced with Penn in the development of ENIAC.

Dr. Gorn joined the University in 1955 as associate professor in the Moore School of Electrical Engineering. In 1957 he added the post of director of the computing center, and he became director of the Office of Computer Research and Education the following year. He was made full professor in 1964, and became emeritus professor in 1983.

Two colleagues, Dr. John W. Carr III and Dr. Noah Prywes, recall Dr. Gorn as a national philosopher of computer development, a central figure in computer language design, in which he foresaw the future impact of the computer on society at large. As Dr. Carr reports, “His theory of mechanical languages, based on work of twentieth century philosophers, has become a central guideline for both theorists and practical computer language developers.

“The first Ph.D. in Computer Science — anywhere — was given at Penn under his guidance, while he was serving as chairman of the graduate group in computer and information science. Perhaps the first mention of computer science as a discipline was given in his 1967 paper, ‘The Computer and Information Sciences and the Community of Disciplines,’ published both in English and French translation in social science journals here and abroad. Now hundreds of computer science and equivalent departments are active in Universities all over the world.

“Saul Gorn was in essence a renaissance man of the computer revolution, applying broad educational and life experience to convince his contemporaries within the computer field of the philosophical, as well as practical, importance

(continued on page 3)

## February 26 Service for Dr. Gorn

A funeral service for Dr. Gorn will be held Wednesday, February 26, at 3 p.m. in the Goldstein Funeral Home, 6410 North Broad Street. A reception will follow at the Gorns’ address in Center City.

## Death of Dr. Gorn (from page 2)

of the electronic stored program computer in the intellectual and scientific life of the twentieth century... Knowledgeable in music and the dance, he produced many original ideas as to how computers might aid these arts, including investigations into usage of choreographic languages with computers. Many present-day similar formal methods of description, carried over into computers, fit under his rubric of 'mechanical languages.'"

Dr. Gorn twice served as undergraduate curriculum chairman in computer and information science—in 1975-77 and 1979-83—while teaching mathematics and mechanical languages, publishing numerous papers, and conducting a worldwide career as lecturer and visiting professor. His research and publication focused primarily on mechanical and computer languages and numerical methods. He also consulted widely, including advising the American Standards Institute, NSF Office of Scientific Information Services, and the New Jersey Department of Higher Education, and he served on the National Academy of Science's Committee on Information in Behavioral Science.

He was selected to the American Association for the Advancement of Science, the American Mathematical Society, the Association for Computing Machinery (ACM)—which presented him its 1974 Distinguished Service Award and was also a member of the Franklin Institute, Phi Beta Kappa, Sigma Xi, and the Society for Industrial and Applied Mathematics.

Dr. Gorn is survived by his wife, Frances Schlesinger Gorn.

**Dr. Howard N. Simons**, clinical associate professorial dermatology at HUP and winner of the 1989 Distinguished Teaching Award voted residents there, died on February 18 at the age of 56.

An alumnus of Penn, his M.D. from Hahnemann Medical School in 1962. At the time of his death Dr. Simons was chief of dermatology at Abington Memorial Hospital in addition to his post at HUP.

He is survived by his wife, Louise Frank Simons; his sons, David, Theodore and Stephen; his daughters, Julia and Deborah; a brother, and a sister.

**Viola Summer**, former custodian at the University, died at age 78 on February 8. Ms. Summer had retired in 1979 after 22 years of service with Physical Plant. She is survived by her husband, Bennie Summers; four daughters, Thelma Spells, Essie Crew, Elizabeth Little, Ruby Singleton; four sons, Bernie, Rev. Eugene, Clarence, and Roger Summers; 32 grandchildren, 8 great-grandchildren, and 4 great-great-grandchildren.

**Correction:** Survivors of Carol Pournaras were given incorrectly in the February 11 *Almanac*. Mrs. Pournaras' survivors are her husband, Constantine; two daughters, Debbie Pournaras and Linda Gilleean; a son, James Pournaras; and two grandchildren, Christopher and Jamie.

## Memorial Giving

Now and then, faculty and staff receive inquiries about gifts to the University in memory of recently deceased alumni. The Penn Fund Office can help with questions regarding memorial giving. Call the Penn Fund Memorial Program at Ext. 8445 for further information.

—Jerry Condon, Director, Penn Fund

# Speaking Out

## Recruiting Science Majors

The University's PENNlincs continues to recruit science and engineering majors as mentors to Philadelphia school students. Due to the extraordinary commitment and energy of Penn students, PENNlincs is succeeding in its goal of promoting science at the elementary school level.

PENNlincs is currently recruiting mentors for the Spring semester and is beginning to look towards the Fall. All Penn students in science and science-related fields of study are invited to participate as mentors in the program. It provides a wonderful opportunity for University students to engage younger students in the excitement of science.

The groups are small—one mentor to four or five students—and the dividends, for school children, college students, and the educational community are enormous.

— Linda Fahy Newman, PENNlincs

## Air Today, Cone Tomorrow

It's gotten to the point where I can't get in the door without seeing something in *Time* magazine that I should have known about 10 years ago (a complaint I raised here mildly on February 4).

This time, the issue is the Ozone Layer and how CFCs are eating it up—to the point where life on this planet is being

threatened (see *Time*, Feb. 17, 1992, p.60 ff). At first, I just griped to myself about my colleagues in the social sciences, sitting on their duffs playing with their models while the ozone layer disappears and them with it.

But my second thought was about Smith Hall (which, by the way, I've never seen and have no special affection for). I know you thought this was the one issue we had finally buried, with the Trustees' decision. But I firmly believe this was a bad decision and ought to be reversed. The simple reason is that Smith Hall is pre-CFC. They are going to replace it with some modern building exuding the stuff. The irony is they are going to bulldoze Smith Hall for the chemists, who invented CFCs 50 years ago and then discovered in 1974 the monster they had created I think I'm going to have to chain myself (or somebody else, preferably the latter) to Smith Hall.

And what are we going to do with all these buildings on campus whose windows can't be opened, like the one I reside in (McNeil), so addicted have we become to air-conditioning and the CFCs it needs? That's where the bulldozers ought to be directed. Just let me get myself and my stuff out first. But that's pure vanity.

— Daniel R. Vining, Jr., Associate Professor of Regional Science

## Video Bulletin Board: Showcasing Campus Events, Musicians

The Annenberg School for Communication is proud to announce the debut of Channel 2 on the University Academic Video Network. Currently showing on Channel 2 is the Video Bulletin Board produced by the Annenberg School's Multimedia Technology Group. The Video Bulletin Board presents weekly information regarding all sorts of events on campus, including Academic Calendar, Exhibits, Films, Lectures, Meetings, Music, On Stage, Satellite Channels, Special Events, Sports, and Workshops. Currently, all listings are taken from *Almanac*. An updated Bulletin Board is created each week and runs from Friday through the following Thursday.

The Video Bulletin Board is produced on an IBM PS/2 running Audio Visual Connection ("AVC") software. IBM's Video Capture Adapter translates the computer presentation to a video signal which is then videotaped. Those wishing to add information to the Bulletin Board can send an AVC Image file, an AVC story file or an Arts & Letters file exported as a TIFF image. Please contact Mary Griffin at Ext. 8-3106 for more details.

The music heard on the Video Bulletin Board was composed and performed by Harold Parker, a member of the ASC Security Service. If you are part of a musical performing arts group on campus, your music can be showcased on the Video Bulletin Board for one week. We simply require an audio tape of your group's performance, the name of the group, and a list of the members.

The Video Bulletin Board is designed to be a service to the University community. If you have any comments or suggestions, please write to Mary Griffin at 222 ASC/6220 or at amg@asc, or call at Ext. 8-3106.

— Catherine Schifter, Assistant Dean, The Annenberg School for Communication

## OSHA Seminar: February 28

A seminar, "Occupational Exposure to Bloodborne Pathogens," mandated by the Occupational Health and Safety Administration (OSHA), will be presented by the Office of Environmental Health and Safety in the Medical School on February 28 from 10:30-11:30 a.m., in the Class of '62 Lecture Hall in the John Morgan Building.

This program is designed to help protect personnel from occupational exposure to

bloodborne pathogens such as the Hepatitis B Virus and the Human Immunodeficiency Virus. Information pertaining to the safe handling of infectious diseases will be presented.

Information regarding free Hepatitis B vaccination for all eligible personnel (faculty, research technicians, research specialists, research assistants, support staff) will be available. Please call me at Ext. 8-4453 to register or if you have any questions.

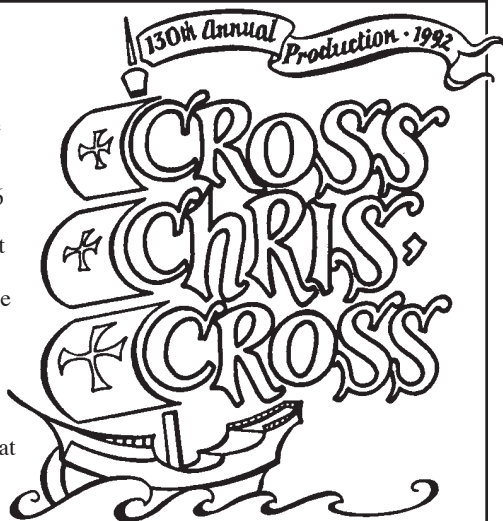
— Barbara Moran, Training Specialist



## Glee Club's Triple Celebration

On February 27, 28 and 29, the Penn Glee Club's 130th Annual Production spoofs a fabled adventure of 500 years ago. After the February 28 show, a reception toasts the student performers and Bruce Montgomery, who has been directing the Glee Club for 36 years. "Cross Criss Cross has the enticing harmonies, spirited dancing and cerebral wit you have come to expect," said the director. Tickets for the show-only on any of the three nights are \$8, \$6 for Penn students, faculty and staff. Showtime is 8 p.m. at the Zellerbach Theatre, Annenberg Center. Reservations: 898-6791.

For the reception and show combined, the price is \$10 and reservations must be made at the General Alumni Society, Ext. 8-7811.



## University of Pennsylvania Police Department

This report contains tallies of part 1 crimes, a listing of part 1 crimes against persons, and summaries of part 1 crime in the five busiest sectors on campus where two or more incidents were reported between **February 17, 1992 and February 23, 1992.**

**Totals:** Crimes Against Persons —3, Thefts —19, Burglaries —2, Thefts of Auto —1, Attempted Thefts of Auto —2

Date	Time	Location	Incident
<b>Crimes Against Persons</b>			
02/17/92	11:28 PM	100 blk 34th	Purse taken/simulated gun
02/18/92	12:15 AM	36th & Sansom	Attempt purse snatch/actors fled in auto
02/19/92	1:42 AM	3611 Locust	Student robbed by 2 males with guns
<b>32nd to 33rd; South to Walnut</b>			
02/17/92	11:12 PM	Rittenhouse Lab	Secured bike taken from rack
02/21/92	8:53 PM	Lot S	1990 Cherokee Jeep taken
02/21/92	9:04 PM	Hutchinson Gym	Bike taken from rack
02/23/92	12:57 PM	Hutchinson Gym	Unattended backpack taken from gym
<b>37th to 38th; Spruce to Locust</b>			
02/20/92	5:12 PM	Steinberg Cntr	VCR taken from room
02/22/92	4:51 PM	Steinberg Cntr	85 Olds steering column broken
02/22/92	7:56 PM	McNeil Bldg.	Bike taken
<b>36th to 3701; Locust to Walnut</b>			
02/18/92	1:26 PM	Hillel Foundtn	Unattended backpack taken
02/19/92	1:42 AM	3611 Locust Walk	See crimes against persons
02/21/92	5:14 AM	Phi Sigma Kappa	Suspicious male in bldg., apprehended
<b>34th to 36th; Spruce to Locust</b>			
02/21/92	4:03 PM	Houston Hall	Cash taken from register
02/22/92	7:29 PM	Williams Hall	Computer taken
<b>39th to 4001; Locust to Walnut</b>			
02/20/92	1:30 AM	High Rise North	Bike part taken from secured bike
02/21/92	12:03 AM	High Rise North	Secured bike taken from handrail

**Safety Tip:** Purse snatchers look for easy targets and quickly grab and run with your purse. If your purse is snatched make noise by yelling and screaming 'thief' and direct attention of others toward the culprit. Remember as much as you can about their description. Call the University Police immediately: 898-7333 off campus or 511 on campus.

## 18th District Crimes Against Persons

Schuylkill River to 49th Street, Market Street to Woodland Ave  
12:01 AM February 10, 1992 to 11:59 PM February 16, 1992

**Totals:** Incidents —11, Arrests —0

Date	Time	Location	Offense/Weapon	Arrest
02/10/92	3:00 PM	4800 Market	Robbery/gun	No
02/12/92	12:20 AM	4500 Sansom	Robbery/bottle	No
02/13/92	3:37 AM	3400 Civic	Robbery/gun	No
02/13/92	9:00 PM	4739 Hazel	Robbery/unknown	No
02/13/92	11:45 PM	4100 Sansom	Robbery/knife	No
02/14/92	5:30 PM	3400 Civic	Robbery/strong arm	No
02/14/92	10:00 PM	4512 Baltimore	Robbery/gun	No
02/15/92	12:40 AM	4600 Walnut	Robbery/gun	No
02/16/92	10:05 AM	4500 Spruce	Robbery/knife	No
02/16/92	11:27 AM	4600 Spruce	Purse Snatch/strong arm	No
02/16/92	6:42 PM	4301 Walnut	Robbery/strong arm	No

# Update

FEBRUARY AT PENN

## FILMS

**28** *A Power Thing*; Zeinabu Davis, *Land Where My Fathers Died*; Daresha Kyi; 7:30 p.m., International House. This double feature is part of a series celebrating the 20th anniversary of Women Make Movies, a New York City based media arts organization which is the largest US distributor of films and videos by and about women. Tickets \$6, adults; \$5, students, international House Members and senior citizens. (Neighborhood Film/Video Project).

## MUSIC

**29** *Compositions by Penn Graduate Students in Composition*; featuring works by Jennifer Barker, Jen Morgo, Robert Patterson, and Andrian Pervazov, performed by students at the Curtis Institute; 8 p.m., Curtis Institute of Music 1726 Locust Street (Music Department).

## TALKS

**27** *Nutrition in the Nursing Home*; Tom Lawrence, geriatric medicine fellow; 8-9 a.m., 2nd Floor Conference Room, New VA Nursing Home (DGIM).

*45-Year Old Man with Hypertension and Hypokalemia*; noon-1 p.m., General Medicine Conference Room, 3 Silverstein (DGIM).

*Invasive Pneumococcal Disease in Blacks & Whites: A Delaware Valley Case-Control Network*; Richard Sims, geriatric medicine; 9-10 a.m., Room 313, Nursing Education Building (DGIM).

*Pork, the Press, and Ph.D.'s: Recent Coverage of the National Endowment for the Humanities*; Catherine Stimpson, dean of Graduate School, Rutgers University; 3 p.m., Room 111, Annenberg School (Annenberg School's Robert Lewis Shayon Colloquium).

**28** *Management of Mitral Stenosis*; Howard C. Herrmann, cardiology; noon-1 p.m., Agnew-Grice Conference Room, 2 Dulles (DGIM).

**Deadlines:** The deadline for the April at Penn calendar is noon, March 17 and for May at Penn it is April 14.

The deadline for the weekly update is each Tuesday for the following week.



*Almanac*

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