

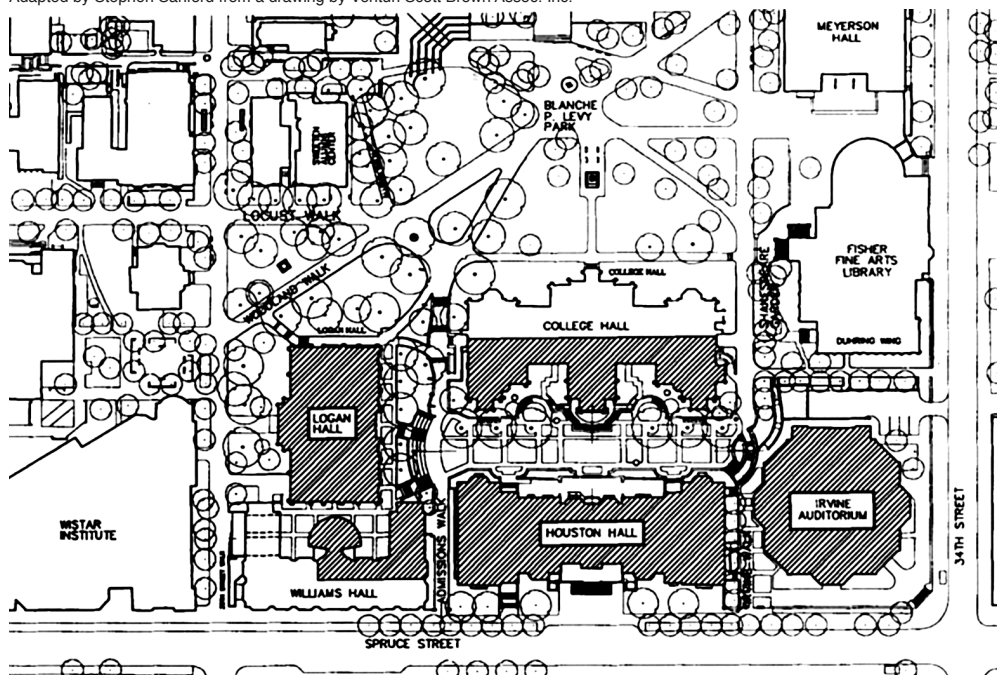
# Almanac

Tuesday, January 31, 1995

Published by the University of Pennsylvania

Volume 41 Number 19

Adapted by Stephen Sanford from a drawing by Venturi Scott Brown Assoc. Inc.



## INSIDE

- SEC Agenda 2/1; Council Agenda 2/8, p. 2
- Death of Dr. Solomon Erulkar, p. 2
- Speaking Out, p. 3 • Procurement Card, p. 3
- For Comment: Outlines of Judicial and Academic Integrity Charters; Code, pp. 4-6
- Council: Update on 'Strengthening'; Interim Reports on Communications, Safety, p. 7
- For Comment: UA Project 2000, pp. 8-9
- Gourmet Coffee Talk on Locust Walk, p. 9
- Update, CrimeStats, p. 11
- Benchmarks: Jean Brownlee, p. 12

Pullout: February at Penn

## Footprint of a New/Old Quad

In the drawing at left, shading indicates the buildings involved—some at ground-floor only—in creating the proposed Perelman Quadrangle.

*Houston Hall* and *Irvine Auditorium*, both refurbished, would belong in their entirety to the campus center complex. The parking lot between Fisher and Irvine would become a park, with deliveries underground and tunnels from Irvine to Houston and College Halls.

*College Hall's* central south entrance would be reopened as the front doorway to Admissions. (SAS Graduate Offices move to Logan Hall.) The statue of Provost Pepper, moved to this site about 1980, would be found another new home.

*Williams Hall's* exterior colonnade would shelter a lighted glass atrium for 24-hour study, and its steep outdoor stairwell would be replaced with usable indoor space.

*Logan Hall's* ground floor would become part of the student activities/performance complex—Logan 17 and the former AV headquarters would provide small performance/recital halls, accessible from the Quad side when a concrete balcony is removed. On the western side of the corridor, exhibition space is proposed.

A new approach to restructuring Irvine would preserve the Curtis Organ but in a smaller auditorium ringed by more office and rehearsal spaces.

## Back to the Center: A Proposed Quadrangle Linking Houston Hall and Its Neighbors

At the first University Council meeting last fall, Provost Stanley Chodorow announced that the new administration was putting all capital projects "on hold" for rethinking in the light of academic priorities.

Last week, a result of this rethinking came to light: Instead of building a scaled-down Revlon Center north of Walnut Street, the President and Provost have proposed to the trustees a new Quad anchored by Houston Hall; a restructuring of Irvine Auditorium that preserves the Curtis Organ; and the use of Logan Hall's ground floor for performance and exhibition space.

The plan would also make use of Williams Hall's large covered outdoor passageway, building into it a glass-walled atrium, housing a 24-hour study hall, "glowing like a lantern" to light the area at night.

Although no commitment has been made by any prospective donor, the Provost emphasized, he confirmed *The Daily Pennsylvanian's* report last week that Trustee Ronald O. Perelman, W '64, WG '66, now chairman and CEO of MacAndrews & Forbes Group, Inc., in New York, has been approached as a potential sponsor of the project, which would be named the Perelman Quadrangle in honor of his family.

A private view of the new concept was given

to trustees during the January full board meetings, but before an official announcement had been determined the story came out in the *Daily Pennsylvanian* on Wednesday under the heading, "Rodin, Chodorow scrap Revlon Center."

The project is to be outlined in detail at the University Council meeting February 8.

In a briefing Friday for members of the University who had been involved in the planning of the original full-scale Revlon Center, the Provost outlined several factors that converged for him and President Rodin as they looked at capital projects, funding and land use.

In the campus center plan, he said, they saw an underfunded, expensive project that in its scaled-down form would not meet the needs that had been identified by the use survey, on a site that promised problems of safety and security—meanwhile leaving "derelict" at the heart of the campus two venerable buildings (Houston and Irvine) also facing expensive renovation if they were to be preserved.

As Dean Rosemary Stevens wrestled with the problem of turning Houston Hall into academic space, for which it proved ill-suited, an idea contributed by architects Venturi Scott Brown when they were working on the restoration of the Furness Building (Fisher Fine Arts Library) was

revived. The firm was asked to develop a preliminary design which sets out the basics of a new Quadrangle (see drawing above). It incorporates most of Dean Stevens's earlier plans for Logan Hall: the return of humanities departments from Market Street and of the College offices from the Mellon Building, plus the relocation of Graduate Arts and Sciences from College Hall to Logan.

## The Irvine Factor

The outlined plan carries a rough price tag of \$50 million to \$60 million, the Provost said, but the final figure will be determined primarily by what is done with Irvine Auditorium—which must in any case be brought up to code. The preliminary design shows a smaller, flexible-seating auditorium that could be adjusted for audiences of 500, 800 or 1400, with increased space on the periphery for lounges, galleries, practice rooms and student offices. Theatre workshops are included in the plan.

The plan retains the Curtis Organ, which was proposed for elimination in a 1985 design that drew protest from alumni and present members the University who have been involved in the Organ's restoration.

Dr. Chodorow said that according to acousti-

(continued next page)

cians consulted during this planning round, Irvine Auditorium has the potential to be redesigned with "outstandingly good" acoustics, but added that in view of conflicting advice given in 1985, any architects chosen for the project will be asked to consult specialists in theater design.

Other performance spaces indoors would include Logan 17, seating 330, and the former Audio-Visual Services space, for recitals seating about 100. Houston Hall Auditorium, which now divides the second floor, would be reoriented with its stage to the south, its floor slightly raked for theater-style seating, and a corridor left along the north wall as a walk-through.

Houston Hall restorations would aim toward recapturing the spirit of the structure when it was created as the nation's first student union. On the first floor, partitions that have been added over the years to make office space would be removed, restoring natural light to the large open lounge. A first-floor cafe would be restored as well. Bodek Lounge, briefly considered for performance space, would remain a lounge for flexible use.

The outdoors will also have informal performance space: from a shallow amphitheater on Logan Hall's back terrace, and a "forum" effect near Irvine's northwest corner where the terrain drops sharply.

A small park would replace the parking lot between Irvine and Duhring Wing. Deliveries would be made underground, with tunnels linking Irvine to College and Houston Halls. "But who parks there, anyway?" shrugged the Provost, "Judy, me..."

## SENATE

### From the Senate Office

*The following agenda is published in accordance with the Faculty Senate Rules.*

#### Agenda of Senate Executive Committee Meeting Wednesday, February 1, 3-5:30 p.m.

1. Approval of the minutes of January 11, 1995
2. Chair's Report
3. Past Chair's Report on activities of the Academic Planning and Budget Committee and on the Capital Council
4. Coopers & Lybrand Report on Administrative Restructuring
5. Revision of the just cause procedure and discussion on faculty vote on the procedure
6. Other new business
7. Adjournment by 5:30 p.m.

Questions can be directed to Carolyn Burdon, Executive Assistant to the Faculty Senate Chair, by e-mail: [burdon@pobox.upenn.edu](mailto:burdon@pobox.upenn.edu) or by telephone: 898-6943.

## COUNCIL

#### Agenda of University Council Meeting Wednesday, February 8, 4-6 p.m.

- I. Approval of the minutes of January 18, 1995
- II. Reports of the President, Provost, Chair of the Steering Committee, and Chairs of the Graduate and Professional Student Assembly, Undergraduate Assembly, Penn Professional Staff Assembly, and A-3 Assembly. *Time limit for above reports and clarifications: 30 minutes*
- III. Continued discussion on judicial reform [see pp. 4-6 of this issue—Ed.]. *Time limit: 30 minutes*
- IV. Benefits for part-time professional staff members. *Time limit: 5 minutes presentation, 10 minutes discussion.*
- V. Interim committee reports on Admissions and Financial Aid; International Programs; and Student Affairs. *Time limit: 5 minutes each.*
- VI. Reports by the President and the Provost on the Perelman Quadrangle proposal. *Time limit: 15 minutes presentation, 15 minutes discussion.*
- VII. Adjournment by 6 p.m.

## DEATHS

Dr. R. Jean Brownlee (see page 12).

Dr. Solomon D. Erulkar, 70, emeritus professor of pharmacology and an internationally known researcher in neurophysiology, died January 19 at his home in Bala Cynwyd.

Dr. Erulkar spent much of his 40-year career in the laboratory, trying to answer fundamental questions about how nerves communicate with each other, and in classrooms at schools around the world spreading that knowledge.

"He was one of the best-loved physiologists in the world," said his friend and colleague, Dr. Brian Salzberg, professor of neuroscience and physiology at Penn's medical school. "He was a very energetic worker in the laboratory, but what made him outstanding was his absolute integrity as a scientist. He was a warm and helpful man, generous with time and advice. He was only interested in finding the truth, and it didn't matter to him who made the discovery. He never put down another's contributions."

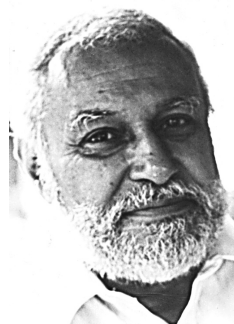
His discoveries aided medicine's understanding of how nerve cells communicate with one another, although they did not immediately result in medical treatment.

"Three of his findings were particularly significant," said Dr. Trevor Penning, acting chairman of the department of pharmacology. "He was a member of the first research team to make electrophysiological recordings from single nerve cells in the auditory cortex (the part of the brain that deals with hearing); he determined the role of calcium and magnesium in neural transmission in the central nervous system, and he explained the role steroid hormones played in spinal-cord neural transmission."

His work was known internationally. A symposium on neuroscience held in his honor on November 13, 1993, drew scientists from around the world to the campus. At that time, John Nicholls, a professor at the University of Basel in Switzerland, spoke of his "wisdom, tolerance, humor and infectious, enthusiastic creativity. The main feeling one has about Sol is the honor he did us by being our colleague in experiments, our friend, and our wise and gentle counselor."

The son of an adviser to Mahatma Gandhi, Dr. Erulkar was born in Calcutta, India, and educated in England. After studying at New College, Oxford, from 1942 until 1945, he earned bachelor's and master's degrees at the University of Toronto, and his doctorate at Johns Hopkins Medical School in Baltimore.

He joined Penn in 1960, after earning a second doctorate at Oxford University, and continued the neurophysiological research he had begun at Johns Hopkins. He was named a full professor in 1966.



Dr. Erulkar was a visiting professor at Hadassah Medical School in Hebrew University in Jerusalem, and exchange professor at L'Univer-sité Pierre et Marie Curie in Paris, distinguished visiting professor at the Biozentrum of the University of Basel in Switzerland, and

the Rosenblueth visiting professor at the Centro Investigacion y de Estudios Aranzados in Mexico. He spent time as an honorary research associate at the department of biophysics, University College, London, and as a consulting scientist at the National Institutes of Health in Bethesda.

Dr. Erulkar was the founder of the Philadelphia chapter of the Society for Neuroscience and was the author of more than 70 articles, including the 1989 *Encyclopedia Britannica* entry on "Nerves and Neurons."

He was as successful in the classroom as in the laboratory. "He was the most effective teacher I ever knew," said Dr. Paul Bianchi, professor of pharmacology at Thomas Jefferson University. In 1971, he won the Lindback Award, given by Penn for excellence in teaching.

He is survived by his wife, Tass; two sons, Matt, and Ben, his granddaughter, Rachel, and his two sisters, Mary and Sarah.

A memorial service will be held at the Austrian Auditorium in the Clinical Research Building March 9, 4-5 p.m. A reception will follow.

To perpetuate Dr. Erulkar's international approach to science, the Department of Pharmacology has established a travelling fellowship for pre- and postdoctoral students to visit and work in laboratories abroad, Dr. Penning said. "We wish to provide funds for one person per year to visit a laboratory of his or her choice. We believe that this fellowship captures the spirit of Solomon Erulkar and is a fitting memorial to his scientific accomplishments." Donations are payable to the Trustees of the University of Pennsylvania and may be sent to Mrs. Drita Taraila at the Department of Pharmacology/6084.



# Speaking Out

## Justice in 'Just Cause'?

On the proposed Sanction procedures, revision of December 8, 1994, to be discussed by SEC February 1, 1995:

The revised proposal is getting better but still (1) amounts to a wholesale invasion of the appeals rights of *all* 2000+ faculty, (2) widens the charges that can lead to termination or suspension, (3) ousts SCAFR from its Statutory position as sole interpreter of the "just cause" procedures, (4) vests the President with sole powers to hear appeals, to decide procedural questions and to determine penalties different from those recommended by a hearing board, and allows the President (with the consent of two Senate Chairs) to do what even the Trustees cannot do now: *increase* a penalty beyond that recommended by a trial board. Presently the President has none of these powers and is a Prosecutor, not a sentencing and appeals judge.

Now do you, colleagues, who presently have the right to be tried only by your School's CAFR, and have a right to an immediate appeal, with *personal* hearing by the Trustees, and the right, first to appeal for a trial *de novo* by your *whole* School faculty, with a subsequent right of appeal and personal hearing by the Trustees—who have no power to increase a recommended penalty—do you consider the proposal to be an improvement in the name of justice? Do you recognize that it is a fundamental change in the terms of your contract with the Trustees, and an open invitation to invasions of academic freedom (as happened when the Provost and three Chairs approved a penalty that SCAFR found invaded a professor's academic freedom for two whole years!)?

These revisions are supposed to be a response to *one* case that had an unpalatable result, as I explained in *Almanac* May 4, 1993. There was no issue concerning appeals in that case at all! One case, and we all go to the guillotine!

Those appeals rights, and protection from vindictive action by an administrator (and let me tell you I saw vindictive intent when I dealt

with some cases through SCAFR), belong to you by virtue of your present contracts and cannot be diminished, in my opinion, without your *individual* consent. Mere Statutory change and binding resolution, even if a majority of faculty voted approval, would be legally insufficient to change the basic protections you now have. This proposal *must* be rejected.

The proposal, if enacted, will not reduce litigation; it will make an industry of it for every case, including the glaring (and national scandal of a) class action for money damages and injunctions for invasion of the tenure rights of the entire faculty. What is the good of this? Why not repair what we have?

At the risk of repetition, notice the proposals: Faculty members lose the right to appeal to their own faculties for a trial by the whole body (to which they have been entitled for nearly forty years, since the McCarthy persecutions), and to appeal to the Trustees both procedurally and substantively; Schools lose their independence in judging their own faculty; there is no longer a provision for SCAFR to be the interpreter of the procedure and no provision for faculty to appeal to SCAFR from procedural rulings by "hearing boards" that have no institutional history and may be inconsistent with one another; the power of the President is bloated into a legal monster: to act as his/her own appeals court on both procedure and substance, to be a sentencing judge who (with the concurrence of two Senate Chairs) can increase a punishment, even up to termination, with no appeal at all (except an appeal without hearing to the Trustees for a Presidential penalty *substantially* greater than the trial board recommended).

The role of the Senate Chairs, already overburdened with distracting duties, who are not elected to perform any judicial function at all, but to perform political ones, is converted to act as sentencing judges in concert with the President.

Under the proposals, there is no assurance that a faculty member will have some form of hearing in cases of minor sanctions

(which can involve no raise, less space, loss of assistants, supervised research), except on appeal through a grievance procedure that takes too long. There is no provision against self-incrimination; no provision that information, documents or witnesses, given by a respondent in an informal hearing, cannot be employed to convict him/her in a formal one, or for a more serious penalty. And the "gate" in serious offense cases has been reversed: presently a CAFR has to find that, if true, the facts alleged *would* amount to just cause for dismissal or suspension, in order to go ahead to a trial of the matter. The proposal now is that if the facts alleged *might*, if true, amount to just cause, and if there is *probable cause* to think the facts will be proved, then there is a formal hearing to suspend or terminate. In effect, the hearing board has to go ahead unless "the grounds stated, if true, would clearly *not* constitute just cause for a major sanction." That is not a minor difference. In the present case you don't go ahead to find out whether the offense, if proved, amounts to cause to terminate, etc.; you go ahead to find out whether an offense serious enough to terminate or suspend is satisfactorily proved.

The Senate Executive Committee should appoint an entirely new drafting committee to prepare a version of these unified procedures that makes the improvements we notice throughout, but reinstates the basic independence of schools, keeps the procedure of appeals both to the whole school faculty and to the Trustees, and repeals the amendment of 1991, where a person found guilty of a serious offense can escape with a minor penalty.

In fact, each individual faculty member should vote disapproval of the proposed revisions, if the text is put to a general vote. The proposals are a personal contractual invasion.

— James F. Ross,  
Professor of Philosophy

**Ed. Note:** The Senate Office indicated that a mail ballot on the revised proposals on just cause is planned after SEC completes its current discussions.

*Speaking Out welcomes reader contributions. Short timely letters on University issues can be accepted Thursday noon for the following Tuesday's issue, subject to right-of-reply guidelines. Advance notice of intention to submit is appreciated.—Ed.*

## Reengineering in Progress at Purchasing: A Procurement Credit Card

The Procurement Credit Card is a relatively new procurement tool which offers an alternative to the existing University procurement processes and provides an extremely efficient and cost-effective method of purchasing and paying for small-dollar transactions by placing the means of completing the purchase transaction at the point of demand. (Small-dollar transactions are defined as purchases valued at less than \$500.)

The Procurement Credit Card has now been tested at Penn in a pilot program that ran for more than three months, with participants from virtually every school and center using the card to complete their low dollar value purchases. At the end of the test period, all participants were surveyed in order to determine the effectiveness of the Procurement Card as a purchasing tool. The results of that survey were overwhelmingly positive. Based on the experience and information derived from the pilot program, a determination has been made to offer the program to the entire campus.

Letters have been issued to senior business officers at each school and center requesting names of potential card recipients. After names are received, applications will be sent to all who request a card. Training of new card users will begin in late February. We expect University-wide implementation of the Procurement Card to be completed by the end of March.

Credit card usage is an integral part of the long-range procurement/disbursement reengineering plan now being implemented.

In addition to placing the authority and means of completing procurement transactions at the point of demand, the program delegates to card holders the responsibility for using the card in accordance with Procurement Card Program policies and procedures.

If you are interested in obtaining a Procurement Credit Card please contact your senior business administrator.

—Robert N. Michel, Purchasing Director

## To the University Community:

The following documents present an outline of the proposed Student Judicial System Charter to handle alleged violations of the Student Code of Conduct and the parallel, but separate, system to handle alleged violations of the Code of Academic Integrity. The two systems have the same procedures, but they are separate because the purposes of the system for academic integrity cases are broader than those for conduct cases. The student committee also is proposing some changes in the Code for Academic Integrity. The revised code would be promoted and managed by an Honor Council composed of students. The Council would educate students about academic integrity and monitor the performance of the academic integrity code. The students serving on hearing panels for academic integrity cases would be selected from the Honor Council.

The Judicial Charter proposes that many cases be referred to a mediation service. This center does not now exist, so that approval of the Charter would require its creation. The center would very likely have a professional director who would manage it and train student mediators. We would be interested in readers' views about the wisdom of allocating resources to such a center.

One issue—whether the decision of the hearing boards is final or advisory to the Provost or designee—remains unresolved. The committee proposes that the hearing panel be authorized to decide both the facts and the penalty. The administrator who received the panel's report would then be limited to carrying out the decision. The committee believes that without the power of a final decision, the proposed Judicial process cannot gain the trust and the respect of the community necessary for its success. I agree that the panel's finding of facts should be authoritative, but I think the panel's judgment of penalty should be a recommendation to an appropriate officer of the University. The penalty is imposed by the University, which must answer any challenge to the action. This authority and responsibility requires that the University act through an officer. The officer should have determined that the hearing process was fair and according to the University's rules—so that the finding of facts can be taken as sound—and then should make the final decision about the penalty. We would be interested in receiving your views upon this issue as well.

Following public comment and further discussion at University Council and with the Faculty Senate, this document will serve as the basis for drafting the actual Charter document which I will forward to the individual Deans and Schools for final adoption during the spring term. We expect to have this new, largely student-designed, judicial system in place by the start of the 1995-96 academic year.

Comments should be directed to me; to Wilton Levine, student chair of the working group on the judicial charter; or to Ashley Magids, student chair of the Academic Integrity group; or by e-mail (*judicial@pobox*). They should be received no later than February 15, 1995.

— Stanley Chodorow, Provost

## Student Judicial Charter Outline

### I. Preamble

The Student Judicial Charter sets out the structure of the Student Judicial System at the University of Pennsylvania, in accord with the rights and responsibilities outlined in the University's Code of Student Conduct (*Almanac* July 12 and September 27, 1994), the Statutes of the Trustees of the University of Pennsylvania, and other University policies and procedures. In particular, the Charter establishes a Student Judicial Council to advise the University officer responsible for the judicial system, assist in the handling of individual cases, and serve as the pool from which hearing boards will be created when necessary.

*Student Judicial Council: Shall consist of five faculty members and eleven students and shall be chaired by an undergraduate member. The SJC undergraduate members will be selected by the Nominations and Elections Committee, graduate members by GAPSA, and faculty members by the Faculty Senate.*

*Student Judicial Council Chair: One student member of the SJC who has served on the SJC for at least one year. The chair will be chosen by majority vote of the SJC. The chair's duties include choosing the hearing board for each individual case, scheduling monthly meetings for the SJC, and serving as one of three members of the SJC Executive Committee. In addition, the chair will act as a liaison to the Judicial Office and the university community.*

### II. Preliminary Steps in Resolving Disputes and Allegations

A. An allegation that a student has violated the University's Code of Student Conduct may be brought to the Judicial Office by any member of the University community.

*Judicial Officer: The official responsible for the administration of the Judicial Office, including scheduling, records, and other duties as outlined below or assigned by the Provost. The JO collects information for each case, decides on the initial handling of each case as described below, and, when appropriate, settles cases. The Judicial Officer is a university administrator who serves at the pleasure of the Provost.*

B. Once a complaint has been received by the Judicial Officer, he is responsible for investigating the complaint.

C. The Judicial Officer will consult with the Student Judicial Council Executive Committee regarding the disposition of individual cases.

*SJC Executive Committee: A three member committee consisting of the SJC Chair, a graduate student, and a faculty member. This committee will meet with the JO weekly to discuss cases as they enter the system and advise the JO on the handling of the cases.*

D. The Judicial Officer, in consultation with the Student Judicial Council Executive Committee, will then choose one of the following options:

1. Decide not to pursue the case;
2. Refer the case to other appropriate bodies (e.g. Residential Living);
3. Refer the case to the Mediation Center for voluntary resolution;
4. Attempt to settle the case through negotiation; or
5. Refer the case to a hearing board.

*Hearing Board: A five member board consisting of three students and two faculty members. A student member of the hearing board will chair the hearing board for each individual case.*

E. Should the SJC Executive Committee fail to meet with or be available for consultation with the JO, the JO has full authority to decide on the disposition of individual cases and to make other appropriate decisions necessary to the efficient functioning of the judicial system.

F. The JO will notify the respondent as to the allegation and the procedure, as well as the rights and responsibilities of the respondent. A list of available, trained advisors will be included with this letter. Also, the complainant will be notified that the case is proceeding through the system, but the details will remain confidential.

*Respondent: A student accused of having violated the University's Code of Student Conduct.*

*Advisor: A respondent may choose any individual he wishes to be his advisor to assist him through the judicial process. Advisors are advisors, not representatives or advocates, and they will not be permitted to speak as participants or on behalf of Respondents*

during any judicial procedures, mediation or settlement conferences, or in meetings with University officials.

### III. Mediation

*Mediation: A voluntary discussion and agreement for resolution of a dispute or allegation between the respondent and the complainant, facilitated by a trained mediator. The University is not a party to such agreements and assumes no responsibility for their enforcement. (See also Settlement.)*

A. A case may be referred to the Mediation Center upon designation by the JO.

B. The complainant and respondent will be notified by the Mediation Center as to when they will meet for mediation.

C. The Mediation Center will appoint a mediator or a team of mediators to oversee the mediation.

D. If an agreement is reached, the mediator will write up it up to be signed by both parties. Mediation is considered successful and the case closed once this agreement is signed.

E. If an agreement is not reached, the case will be referred back to the Judicial Officer for further disposition.

### IV. Settlement

*Settlement: An agreement between the JO (acting for the University) and the respondent regarding the outcome of an alleged violation of the Code of Student Conduct. Complainants are not involved in Settlement agreements. The University is a party to Settlement agreements and assumes responsibility for their enforcement.*

A. The Judicial Officer may attempt to settle a case at any time until the case is referred to a hearing board, except during mediation.

B. By definition, all settlements must be voluntary agreements between the Judicial Officer and the respondent.

C. If a settlement agreement is reached, the case is closed.

D. If a settlement agreement is not reached, the case will be referred to a hearing board by the JO.

### V. Pre-Hearing Procedures

A. Once the Judicial Officer determines that a case will be sent to a hearing, he will send a letter to the Respondent detailing the ensuing procedure.

B. The complainant is not a party to a hearing. He or she will not participate in a hearing unless called as a witness.

C. The chair of the Student Judicial Council will appoint two faculty members and three students from the Student Judicial Council to sit

on the hearing board for a particular case, one of whom will chair the hearing board. Depending on the case, the students appointed will be graduate, undergraduate, or some combination.

D. The Judicial Officer will present the facts of the case in writing to the hearing board before the hearing.

E. The respondent may request of the chair of the hearing board that certain witnesses be heard during the hearing.

F. The Judicial Officer will notify necessary witnesses of the hearing. At the discretion of the hearing board, additional witnesses and evidence may be brought by the Respondent or JO at the time of the hearing.

### VI. Hearing

A. The respondent and relevant witnesses will present their stories to the hearing board.

B. The hearing board controls the hearing and asks all questions of the parties and witnesses. Participants will only speak when requested to do so by the chair of the hearing board.

C. The Judicial Officer or appropriate delegate will be present at all hearings and available to be questioned by the hearing board.

D. After the conclusion of the hearing, the hearing board will decide, by majority vote, whether the respondent was in violation of the University's Code of Student Conduct.

E. If the hearing board determines that no violation has occurred, the case is closed.

F. If the hearing board determines that a violation has occurred, then appropriate sanctions will be imposed.

***OUTSTANDING ISSUE: Since penalties must be implemented by the University, decisions of the hearing board should be in the form of recommendations to the Provost or designee, who actually implements the decisions.***

G. Notice of the hearing board's decision will be sent to the Judicial Office and the Provost or designee, who will implement sanctions (if applicable). The Judicial Office will be responsible for keeping appropriate records of decisions handed down by the hearing board and for notifying the Dean of the student's school, if appropriate.

### VII. Appeal

A. Written appeals by the respondent will be read by the Provost.

B. The only grounds for appeal are allegations of bias or procedural error.

C. A decision may be reversed on appeal or sanctions may be lowered. More severe sanctions may not be imposed upon appeal.

D. The Provost's decision on appeal is final.

## Student Academic Integrity Charter Outline

### I. Preamble

The Student Academic Integrity Charter sets out the structure of the Student Honor System at the University of Pennsylvania, in accord with the rights and responsibilities outlined in the University's Code of Academic Integrity, the Statutes of the Trustees of the University of Pennsylvania, and other University policies and procedures. In particular, the Charter establishes the Honor Council to advise the University officer responsible for the Honor System, to assist in the handling of individual cases, to serve as the pool from which the student members of hearing boards will be chosen when necessary, and to educate students about academic integrity and monitor the performance of the academic integrity code.

*Honor Council: Shall consist of no more than sixteen students.*

*Honor Council Chair: One member of the Honor Council who has served on the Honor Council for at least one year. The chair will be chosen by majority vote of the Honor Council. The chair's duties include choosing the student hearing board members for each individual case and presiding over regularly scheduled meetings of the Honor Council. In addition, the chair will act as a liaison to the Judicial Office and the University community.*

### II. Preliminary Steps in Resolving Disputes and Allegations

A. An allegation that a student has violated the University's Code of Academic Integrity may be brought to the Judicial Office by any member of the University community.

*Judicial Officer: The official responsible for the administration of the Judicial Office, including scheduling, records, and other duties as outlined below or assigned by the Provost. The JO collects information for each case, decides on the initial handling of each case as described below, and, when appropriate, settles cases. The Judicial Officer is a University administrator who serves at the pleasure of the Provost.*

B. Once a complaint has been received by the Judicial Officer, he is responsible for investigating the complaint.

C. The Judicial Officer will consult with the chair of the Honor Council regarding the disposition of individual cases and with the course instructor during the initial investigation.

D. The Judicial Officer, in consultation with the chair of the Honor Council, will then choose one of the following options:

1. Decide not to pursue the case;
2. Settle the case; or
3. Refer the case to a hearing board.

*(continued next page)*



*Hearing Board: A five member board consisting of three faculty members and two students. The hearing board will select one of its members to chair the hearing board for each individual case.*

E. Should the chair of the Honor Council fail to meet with or be available for consultation with the JO, the JO has full authority to decide on the disposition of individual cases and to make other appropriate decisions necessary to the efficient functioning of the judicial system.

F. The JO will notify the respondent as to the allegation and the procedure, as well as the rights and responsibilities of the respondent. A list of available, trained advisors will be included with this letter. Also, the complainant will be notified that the case is proceeding through the system, but the details will remain confidential.

*Respondent: A student accused of having violated the University's Code of Academic Integrity.*

*Advisor: A respondent may choose any individual he wishes to be his advisor to assist him through the judicial process. Advisors are advisors, not representatives or advocates, and they will not be permitted to speak as participants or on behalf of Respondents during any judicial procedures, settlement conferences, or in meetings with University officials.*

### III. Settlement

*Settlement: An agreement between the JO (acting for the University) and the respondent regarding the outcome of an alleged violation of the Code of Academic Integrity. Complainants are not involved in Settlement agreements. The University is a party to Settlement agreements and assumes responsibility for their enforcement.*

A. A case may be settled only if the respondent admits responsibility for the alleged violation and accepts the recommended sanction.

B. If a settlement agreement is reached, the case is closed.

C. If a settlement agreement is not reached, the case will be referred to a hearing board by the JO.

### IV. Pre-Hearing Procedures

A. Once the Judicial Officer determines that a case will be sent to a hearing, he will send a letter to the Respondent detailing the ensuing procedure.

B. The complainant is not a party to a hearing. He or she will not participate in a hearing unless called as a witness.

C. The chair of the Honor Council will appoint two student members and the Faculty Senate will establish a pool of faculty members from which three will be appointed by the Judicial Officer to sit on the

hearing board for a particular case; the hearing board will select one of its members to serve as chair of the hearing board.

D. The Judicial Officer will present the facts of the case in writing to the hearing board before the hearing.

E. The respondent may request of the chair of the hearing board that certain witnesses be heard during the hearing.

F. The Judicial Office will notify necessary witnesses of the hearing. At the discretion of the hearing board, additional witnesses and evidence may be brought by the Respondent or JO at the time of the hearing.

### V. Hearing

A. The respondent and relevant witnesses will present their stories to the hearing board.

B. The hearing board controls the hearing and asks all questions of the parties and witnesses. Participants will only speak when requested to do so by the chair of the hearing board.

C. The Judicial Officer or appropriate delegate will be present at all hearings and available to be questioned by the hearing board.

D. After the conclusion of the hearing, the hearing board will decide, by majority vote, whether the respondent was in violation of the University's Code of Academic Integrity.

E. If the hearing board determines that no violation has occurred, the case is closed.

F. If the hearing board determines that a violation has occurred, then appropriate sanctions will be imposed.

**OUTSTANDING ISSUE:** *Since penalties must be implemented by the University, decisions of the hearing board should be in the form of recommendations to the Provost or designee, who actually implements the decisions.*

G. Notice of the hearing board's decision will be sent to the Judicial Office and the Provost or designee, who will implement sanctions (if applicable). The Judicial Office will be responsible for keeping appropriate records of decisions handed down by the hearing board and for notifying the Dean of the student's school, if appropriate.

### VI. Appeal

A. Written appeals by the respondent will be read by the Provost.

B. The only grounds for appeal are allegations of bias or procedural error.

C. A decision may be reversed on appeal or sanctions may be lowered. More severe sanctions may not be imposed upon appeal.

D. The Provost's decision on appeal is final.

## Proposed Code of Academic Integrity

Since the University is an academic community, its fundamental purpose is the pursuit of knowledge. Essential to the success of this educational mission is a commitment to the principles of academic integrity. Every member of the university community is responsible for upholding the highest standards of honesty at all times. Students, as members of the community, are also responsible for adhering to the principles and spirit of the following Code of Academic Integrity.

### Academic Dishonesty Definitions

Activities, that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. Examples of such activities include but are not limited to the following definitions:\*

**A. Cheating:** using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work or preventing, or attempting to prevent, another from using authorized assistance, material, or study aids.

*Example:* using a cheat sheet in a quiz or exam, altering a graded exam and resubmitting it for a better grade, etc.

**B. Plagiarism:** using the ideas, data, or language of another without specific or proper acknowledgment.

\* If a student is unsure whether his action(s) constitute a violation of the Code of Academic Integrity, then it is that student's responsibility to consult with the instructor to clarify any ambiguities.

*Example:* copying another person's paper, article, or computer work and submitting it for an assignment, cloning someone else's ideas without attribution, failing to use quotation marks where appropriate, etc.

**C. Fabrication:** submitting contrived or altered information in any academic exercise.

*Example:* making up data for an experiment, fudging data, citing nonexistent or irrelevant articles, etc.

**D. Multiple submission:** submitting, without prior permission, any work submitted to fulfill another academic requirement.

**E. Misrepresentation of academic records:** misrepresenting or tampering with or attempting to tamper with any portion of a student's transcripts or academic record, either before or after coming to the University of Pennsylvania.

*Example:* forging a change of grade slip, tampering with computer records, etc.

**F. Facilitating academic dishonesty:** knowingly helping or attempting to help another violate any provision of the Code.

*Example:* working together on a take-home exam, etc.

**G. Unfair advantage:** attempting to gain unauthorized advantage over fellow students in an academic exercise.

*Example:* gaining or providing unauthorized access to examination materials, obstructing or interfering with another student's efforts in an academic exercise, lying about a need for an extension for an exam or paper, continuing to write even when time is up during an exam, destroying or keeping library materials for one's own use, etc.

## An Update on Recommendations of the Commission on Strengthening the Community

At its January 18 meeting the University Council heard a report from the Committee on Pluralism, which was charged last year to track the administrative response to recommendations made by the Commission on Strengthening the Community.

Pluralism Committee Chair Helen C. Davies noted that the Committee has held 13 meetings, well attended by both members and invited guests, and she commented on the Commission's Recommendations by section in the order given in the Commission Report:

**A. Policies and Procedures Regarding Conduct:** Issues of student speech and the University's duty to educate for community were discussed at the April 6, 1994, Council meeting by Dr. David Hackney and Ms. Beth Hirschfelder. The Code of Student Conduct was discussed in June 1994, amended in July 1994, and printed in September 1994; the Code is currently being implemented. The University Drug and Alcohol Policy is published in the July 12, 1994, *Almanac*. Responding to a request, a crisis team was established to oversee campus and community events and to implement strategic interventions.

**B. Faculty Roles and Responsibilities:** The Committee understands that the Faculty Senate is looking at a broadly representative *ad hoc* faculty committee on faculty roles and responsibilities, and the Committee on Pluralism will meet with the Chair-Elect and Chair of Faculty Senate within the next few months to discuss the expectations regarding faculty roles and responsibilities.

The Division of University Life, in cooperation with the provost, held a conference on helping students to learn, engaging faculty in a discussion of resources and programmatic efforts.

There is an effort to have faculty, senior administrators, teaching assistants, and other academic supervisors periodically informed about issues concerning harassment. The Working Group on Implementation of Sexual Harassment Policy, chaired by Prof. Susan Stern, published a report in the November 15, 1994, *Almanac*; however, the Committee has not yet had a chance to examine this report. New department chairs and center directors discussed harassment with the provost in the fall.

On behalf of the Committee, Dr. Davies asked for a resumption of reports that were once issued regarding efforts to recruit and retain women and minority faculty. The provost responded that he plans to bring these up to date in the spring.

The Committee is also awaiting the appointment of the Director of the Office of Affirmative Action. President Rodin stated that there is currently an offer before a candidate.

Dr. Davies commended the effort of faculty, administration and students to increase the number of minority Ph.D. students. From 1990-1994, the number of students has increased from 135 to 195 as the total number of graduate students has decreased; as a result, the percentage of minority graduate students has increased from 3% to 4%. However, the Committee would like to see a greater increase.

**C. Academic Issues:** An expanded series of courses taught by faculty and graduate students in residence were taken by a large number of undergraduates. The Committee and students

have been pleased with the expansion.

Many schools have been part of an effort to promote community service, particularly the School of Social Work, the Medical School, and the Nursing School.

**D. Residential Living:** The Committee is waiting to see the outcome of the plan for 21st Century Undergraduate Education before commenting on the Report recommendations for residential living.

**E. The General Campus Environment:** A barrier-free coffeehouse will be established on Locust Walk, and the 1920 Commons currently has such a meetingplace (see page 9). The Committee has expressed concern for the safety of Bookstore staff who will be working at night.

Members of the Committee on Pluralism are working with the provost to ensure that a Campus Center becomes a reality. The Committee also strongly endorses efforts to make Locust Walk as representative of the community as possible. Dr. Davies expressed interest in seeing a timetable for the Women's Center's move to Locust Walk.

The Committee has seen and is impressed by many of the new plans for improving public safety. A police advisory board has been formed by the Executive Vice President, and added attention has been brought to the issue of lighting. A consistent response by public safety to matters of alcohol and drug abuse has been initiated as outlined in the July 12, 1994, *Almanac*.

**F. Communication:** In response to the recommendation to urge the *Daily Pennsylvanian* to carry a rotating student information bulletin board that lists student resources free, the Committee will invite the former and current editor of the newspaper to a meeting in January or February to discuss the implementation of such a service. The Committee would urge the *Daily Pennsylvanian* to consider the use of an ombudsman.

**G. Quality of Work Life:** The Committee has had much discussion of the "G" issues with Dr. Phyllis Lewis, Director of Human Resources, but has not yet followed through on those relating to the Coopers & Lybrand report. The Committee

has recommended that A-3 staff participate in the development of a process for "down-up" evaluations (evaluation of supervisors by staff). The Committee is still interested in seeing the results of the pay equity study made public.

A progress report on minority permanence at Penn appeared in the May 12, 1994 *Almanac*, and continued efforts should be made in this direction.

### Response from the President

President Judith Rodin thanked Professor Davies and the Committee on Pluralism for their efforts. President Rodin noted areas of significant progress including the functioning and development of a revised student disciplinary process, increasing faculty involvement, and improving minority permanence. She added that Penn fulfilled its minority permanence goal of \$35 million in the Campaign for Penn and received 25 Patricia Roberts Harris Fellowships for minority graduate students, more than any other institution.

President Rodin also highlighted several recommendations of the Report that have been or will be implemented this semester:

- Creation of a coffeehouse in the Bookstore
- Creation of a dispute resolution service
- Creation of a crisis management team
- Communication of clear norms of civility
- Formation of the Police Advisory Board
- Conclusion of the ROTC study
- Formation of a President's Initiative Fund
- Publication of a Student Resource Guide
- Distribution of an Employee Handbook
- Centralization of listing of student activities
- Development of a new Code of Conduct, Code of Academic Integrity, and Judicial System

Dr. Rodin said in conclusion that the administration intends to fulfill the Commission on Strengthening the Community's charge to focus on building a community which capitalizes on people's differences.

### Interim Reports of Committees: Communications...Safety and Security

**Communications:** Ira Winston as chair reported that the Committee has discussed granting the right of electronic access to all members of the University community since many staff—especially A-3s—do not have such access. Two subcommittees are currently drafting an electronic privacy policy and discussing future directions for the PennInfo system.

In response to a proposal by Barbara R. Stevens, Vice President and Secretary of the University, and Dr. Stephen P. Steinberg, Assistant to the President, on merging *The Compass* and *Almanac*, the Committee passed the following resolution:

"The University Council Committee on Communication endorses the proposed merger of *Compass* and *Almanac* and expresses the hope that the revised publication will be genuinely inclusive of all staff, especially the A-3 staff, that its editorial independence will be ensured, and that consistent distribution to the University community will be achieved."

**Safety and Security:** Dr. George Palladino as chair reported that the Committee has discussed the University response to the death of Al-Moez Alimohamed; blue light phones; security in underground SEPTA stations; walking escort service; victim support; plans for a new personal safety training vehicle; plans for a Penn student town watch program; football game safety, and pedestrian safety.

The Committee has conducted two light walks and held a joint meeting with the Committee on Community Relations which determined that the two committees will form a joint subcommittee on neighborhood issues.

Following his report, Council discussed the increasing problem of pedestrian safety around campus. The president said that Penn must aggressively go after the city to achieve any change in the current traffic light system. Commissioner John Kuprevich said that he would be meeting again with city engineers to discuss problem intersections and crossing areas. He also reported increased ticketing of moving violations around campus.

## To the University Community

*Below is the Executive Summary for the Undergraduate Assembly's Project 2000—a five-year plan for the undergraduate experience. It covers all areas of student life at the University, from academics to technology to facilities. The UA has not approved Project 2000 yet, but we have released it to get public feedback on its proposals before we finally approve it on February 5. The UA will then begin lobbying the administration to implement our proposals.*

*Many of these proposals will not seem new to you; they are not. Many of them have been discussed before, but never acted upon. Project 2000 attempts to lay out a specific plan for how to implement the below proposals (something that cannot be fully captured in this short summary). Project 2000 is over fifty pages long and has over twenty-five proposals in it. The summary below cannot possibly capture the detail that is in the full report. Project 2000 is available at the UA office in 112 Houston Hall, at the front desk of any Residence Hall, or at the front desk of any academic building. While we are primarily interested in hearing student input, the input of faculty and staff are also greatly appreciated. If you have comments, please send them to the UA office at 112 Houston Hall or e-mail them to ua@dolphin.*

*— Dan Debicella, W '96, Chair of the Undergraduate Assembly*

# Executive Summary of the Undergraduate Assembly's Project 2000

## Academics

- 1) University Minors
  - a) To open all existing minors to all students of the University
    - i) The Undergraduate Assembly will work with the Deans of the College and other schools as well as the Provost's office to resolve the budgeting problems for opening up College minors.
  - b) To create SCUE's proposed University Minors program
    - i) The Marketing and Psychology departments should appoint a team of faculty for the creation of appropriate courses and any necessary refining that needs to be done to create a Consumer Psychology Minor.
    - ii) Based on the success of this minor, the other minors suggested by SCUE should be enacted.
- 2) To schedule more classes in the dormitories, utilizing the existing space within the dorms.
- 3) The College of Arts and Sciences and the Wharton School should adopt an academic advising system that uses the faculty as the primary advisors. A staff of professional advisors should provide support for the faculty advisors as well as perform specific tasks.
- 4) That all professors and teaching assistants be required to be proficient in English.

## Campus Living

- 1) In considering any Residential College plan, we recommend the following:
  - a) It must build on the strengths that currently exist in the University, not try and supplant what is already working.
  - b) Students must not be forced to live in the College Houses after freshman year.
  - c) College Houses should not be based on pure academic interests.
  - d) At least six faculty members must live in a 300-person College House. Higher quality rooms need to be built to attract them onto campus.
  - e) Centralized student services must not be cut in a College House system. Rather, additional student services at the College House level should be created.
- 2) A binding referendum be run for any College House plan that the administration proposes.
- 3) That the following specific steps be taken in order to improve the quality of on-campus living,

while attempting to keep costs for students at approximately the same level.

- a) Improve efficiency and responsiveness of residential maintenance by establishing a rule that residential complaints are given priority over other maintenance jobs around campus and by responding to all calls within 48 hours.
- b) Implement a program to gradually refurbish and beautify all of the existing dorm rooms, hallways, and lobbies.
- c) Eliminate problems with insects and rodents through more effective extermination measures.
- d) Gradually upgrade quality of existing furniture and carpets.
- e) Initiate a late summer room inspection program to prepare rooms for fall occupants.

## Career Planning

- 1) Attract more employment from areas outside the Northeast.
- 2) Attract more non-business oriented employment.
- 3) Make researching jobs easier and less time-consuming.

## Dining

- 1) Dining Services should go to a "debit card" system of purchasing meals, where dollars or points will be used to buy meals (not individual food).
  - a) A Task Force be immediately formed to devise a way for this plan to be financially feasible for Dining Services.
  - b) If it is found to be financially feasible, a pilot program could be instituted for spring, 1996. If successful, a full "debit card" system be developed for fall, 1996.
- 2) Nutrition information on food be not only made available for students, but made convenient for them to see.
- 3) Dining Services should reduce the minimum number of union workers it is required to have in the negotiations for their labor contract.
  - a) In the 1995 negotiation of the labor contract with AFL-CIO Local Union No. 54, reduce the minimum number of union Dining Service workers from 125 to 115.
  - b) When union workers leave in the normal course of attrition, replace them with work-study students.\*

c) Create incentives to hire additional work-study students.

d) In the 1998 negotiation of the labor contract, reduce the minimum number of union Dining Service workers from 115 to 100.

## Facilities

- 1) That a Campus Center be built on the corner of Walnut and 36th Street.\*\*
  - a) The President and Provost immediately commit to the Revlon Center as the top student life priority for the next year.
  - b) The Revlon Center must be a newly constructed building and not just declaring spruced-up old buildings the "campus center."
  - c) A final plan for the Center, incorporating the best aspects of the previous plans, be created.
- 2) In the event that full funding cannot be found for the Campus Center through alumni donations or the regular University budget, a referendum should be held in which undergraduates will vote on whether or not they want an additional fee added on to their tuition in order to construct the Campus Center.

## Finance

- 1) The Board of Trustees and the administration commit to keeping the increase in tuition to no more than five percent a year for the next five years. This proposal includes financial data to show that this is financially feasible given that inflation remains low.
- 2) To have student advisory boards created for each student-oriented area of the University and have them take a full participatory role in preparing the goals and budgets of that area.
- 3) The University should reform the responsibility center budgeting system so that cost controls can be enforced from the central administration.

*(continued next page)*

---

\* Since these recommendations were written, the chair has been advised that government regulations prohibit the use of work-study positions to replace union positions. —Ed.

\*\* Since these recommendations were written, a new concept and site have replaced those proposed here. See the Perelam Quadrangle, p 1.—Ed.



**UA Project 2000 Executive Summary** *continued from page 8*

**Greek Life**

1) That the University make every effort to keep the Greek system as strong as it is now into the next century, especially if the University should decide to go to a College House system.

**Penn and Philadelphia**

1) Make University City area more aesthetically pleasing.

a) Renovation of the SEPTA stops on campus.

b) The University should work with businesses around the area to establish and maintain competitive enterprises.

c) Research the benefits of more University ownership of property in University City and West Philadelphia area.

2) The University should work with the City of Philadelphia to make the two more beneficial to each other.

a) The City of Philadelphia should give incentives to Penn students to stay in the city after graduation.

b) The University should facilitate students' use of the city whenever possible.

3) The University should make every effort to promote economic development in West Philadelphia.

4) To encourage more of the Penn community to live in West Philadelphia through incentive systems and increased security.

5) That the University turn the experience of students helping the West Philadelphia community into an educational one.

**Safety**

1) To create a new system of distribution of police on and off campus that will have foot or bike patrol teams "own" a certain area, know it extensively, and thus increase presence and security.

a) The Penn Police Department creates a system where police are distributed on three eight-hour shifts of a specific area (a few blocks of West Philadelphia or area of campus). The Police shall be assigned to this specific area for a long period of time, and shall know their area intimately. This will increase police presence and improve safety.

b) The Police continue to develop a focus on foot and bike patrols, with only minimal emphasis on car patrols.

**Student Life/Social Life**

1) For the University to start a "City Social Life" campaign to get students to take advantage of Philadelphia.

a) Begin "Penn Nights" at various spots in

Philadelphia, including buying sections for Penn students at sporting events, cultural events (plays, orchestras, etc.), comedy clubs and other fun spots.

b) Provide a "city shuttle" to stop at social centers throughout the city one night a week (Friday or Saturday).

2) Ideas for Social Programming

a) Performances by non-University performers,

b) Dances,

c) Midnight Madness.

**Technology and the University**

1) That the University should increase student awareness and knowledge of network computing technology through a mandatory session during freshman orientation and voluntary classes for continued learning for upperclassmen.

2) To turn the PennCard into a Debit Card.

a) A commitment from the administration to have a Debit Card system in place by Fall, 1997.

b) Immediate action to get a "mini-debit card" for on-campus vending.

c) Action to either develop an internal system for operations or take bids for an outside vendor to handle the operations of a debit card.

**Council Expansion Under New Bylaws**

At Council on January 18, Steering Committee Chair Barbara Lowery reported that the new Council Bylaws were ratified by a vote of 41-6, and Steering was unanimous in its decision to allow the new Council

members to assume their seats at that meeting. The new members, all from the UA, are Mosi Bennett, C '97; Sabrina Gottlieb, C '97; Seth Gribetz, C '97; Jessica Pollock, C '95; and Nancy Solnik, W '97.

**Gourmet Coffee Talk— Morning, Noon or Night on Locust Walk**

Two new gathering places will soon be open along Locust Walk, one at each end of the 38th Street footbridge.

Both projects stem from a single paragraph in the *Report of the Commission on Strengthening the Community* (Almanac April 5, 1994): "A barrier-free coffee house and gathering place should be established on Locust Walk. This space should be accessible to all members of the University community and should be open late in the evening. We also recommend that the Bookstore have extended hours and consider adding a coffee and browsing area."

Both will be operated under the auspices of Business Services, whose Vice President Steve Murray said the addition creates "a nucleus on the west side of campus that will work nicely in tandem—they will complement each other, and create a critical mass."

**Chats**, opening February 8 in the 1920 Dining Commons, will be a barrier-free place for students, faculty and staff to gather for a snack, to watch TV, study—or, well, *chat*. With a capacity for 250 people, it will feature several vendors, including Gene's Beans, the espresso cafe; Vie de France for croissants and pastries; Taco Bell Mexican food; and New Age beverages serving non-alcoholic drinks.

Chats will be a cashless environment. An Automatic Debit Machine (ADM) will be located in the lobby entrance of Chats enabling patrons to swipe their PennCard and

deposit cash there. Students can charge to their Student Financial Services statement as they can already do at the Bookstore. Faculty, staff and graduate students may open a Debit Account with a minimum of a \$20 deposit or using a budget code. For more information call Dining Services and Hospitality Services at 898-7585 or 898-9457. The hours will be:

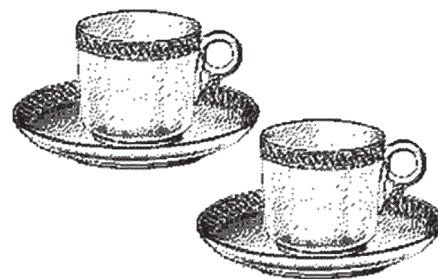
Monday-Thursday, 11:30 a.m.- 3 p.m.,  
and 8 p.m.-1 a.m. (after regular  
dinner is served 3-8 p.m.)

Friday, 11:30 a.m.-3 p.m. and 8 p.m.-2 a.m.  
Saturday, noon- 2 a.m.

Sunday, noon-midnight;

The manager of Chats, Carl Devits, comes to Penn from Pizza Hut. He wants the campus community's input about the variety of foods and drinks offered and any suggestions for additional items to be added next semester. Ideas and comments may be sent via e-mail to [don@dining1.dining.upenn.edu](mailto:don@dining1.dining.upenn.edu). Executive Director of Hospitality Services Donald Jacobs said that especially for faculty and staff, "Chats will be an ideal place to meet with students; Dining Services can provide space for you in 1920 Commons."

**The Bookstore Cafe**, slated to open about mid-March, will be located along the west side of the main Locust Walk entrance. This will be an atmosphere like that found in some of the well-known super bookstores, according to Mr. Murray, with gourmet coffees, a cappuccino bar and a variety of muffins. It will be a partnership with the Bookstore and My



Favorite Muffin. There will be a seating area constructed for 28 people with two entrances so that Bookstore customers can have easy access to the Cafe, but with the Cafe able to operate different hours from the Bookstore, Director Michael Knezic said. One entrance will be from the store and the other directly from the Walk. The hours (subject to change) will be:

Monday-Friday, 7 a.m.-11 p.m.

Saturday, 7 a.m.-11 p.m.

Sunday, opening later, closing earlier  
The Bookstore will extend its hours of operation Monday-Thursday until 8 p.m. once the Cafe opens, on a trial basis through the end of the spring semester.

To make room for the Cafe, the Bookstore moved its receiving area to a nearby store (formerly Encore) and relocated 750 square feet of the Trade Book section within the main Bookstore. The Science section and Children's book section have also been reconfigured.

— M.F.M.

# The W-2 Form For Calendar Year 1994

Form <b>W-2 Wage and Tax Statement 1994</b>		9 Advance EIC payment	1 Wages, tips, other compensation <b>A</b>	2 Federal income tax withheld <b>B</b>
c Employer's name, address, and ZIP code <b>The Trustees of the University of Pennsylvania Philadelphia, Pa 19104-6284</b>		10 Dependent care benefits <b>C</b>	3 Social security wages <b>D</b>	4 Social security tax withheld <b>E</b>
		12 Benefits included in Box 1 <b>F</b>	5 Medicare wages and tips <b>G</b>	6 Medicare tax withheld <b>H</b>
		e Employer's name, address, and ZIP code		
13 See instrs. for Box 13 <b>I J K</b>		14 Other <b>L</b>		
15 Statutory employee <input type="checkbox"/> Deceased <input type="checkbox"/> Pension plan <input type="checkbox"/> Legal rep. <input type="checkbox"/> 942 emp. <input type="checkbox"/> Subtotal <input type="checkbox"/> Deferred comp. <input type="checkbox"/>		b Employer's identification number		
16 State Employer's state I.D. number		d Employee's social security number <b>M</b>		
17 State wages, tips, etc. <b>N</b>		18 State income tax <b>O</b>	19 Name of locality	20 Local wages, tips, etc. <b>P</b>
		21 Local income tax <b>Q</b>		

Copy 2 To Be Filled With Employee's State, City, or Local Income Tax Return

Dept. of the Treasury - IRS

The University has recently mailed over 26,000 Calendar Year (CY) 1994 W-2 Forms to our employees' home addresses as they appear on the current Payroll File (Employee Data Base). Accordingly, it is now appropriate to publish an explanation of some of the amounts and other data that appear on your W-2 Form in order to assist you in preparing your Federal and State Income Tax Returns.

An explanation of the contents of the various boxes on the form is as follows:

**A. Wages, tips, other compensation:** this represents the total amount of Federal Taxable compensation paid or imputed to you during calendar year 1994 through the University Payroll System. This amount includes:

a. The value of your taxable graduate and/or professional tuition benefits, if you, your spouse and/or your dependent children have received such benefits;

b. The value of Group Life Insurance coverage for amounts greater than \$50,000. The premium payments for this excess coverage, if any, have been included as imputed income (see Excess Insurance Premium, below);

c. Certain other fringe benefits relating to imputed income are included here as well. If you have received any of these benefits, you will be or were contacted individually concerning their taxability.

Amounts which are excluded from this amount are:

d. Tax deferred annuity contributions (i.e., TIAA/CREF);

e. Health and Dental insurance premiums that have been sheltered;

f. Amounts voluntarily contributed to a dependent care or medical reimbursement account.

**B. Federal income tax withheld:** this represents the amount of Federal Income tax which was withheld from your earnings during the year and paid to the Internal Revenue Service, on your behalf, by the University.

**C. Dependent care benefits:** this represents the total amount which you have voluntarily "sheltered" for dependent care expenses, regardless of whether you have been reimbursed by the University for the expenses associated with this "shelter" as of December 31, 1994.

**D. Social security wages:** this represents the total amount of compensation paid to you during calendar year 1994 which was subject to Social Security (FICA/OASDI) tax, including all of your tax deferred annuity contributions and excess life insurance premiums, if applicable, but excluding health and dental insurance premiums and any voluntary dependent care or medical reimbursement account contributions which you have "sheltered".

**E. Social security tax withheld:** this represents the total amount of Social Security (FICA/OASDI) tax which was withheld from your earnings during the year and paid to the Social Security Administration, on your behalf, by the University.

**F. Benefits included in box 1:** if you have received certain fringe benefits, the value of such benefits is shown here, and is also included in Box 1, Wages, tips, other compensation. These benefits include the value of taxable graduate and/or professional tuition benefits and other benefits relating to imputed income. If you have received any of these benefits the University has recently advised you, individually and personally, concerning their taxability; please refer to those communications specifically.

**G. Medicare wages and tips:** this represents the total amount of compensation paid to you during calendar year 1994 which was subject to Medicare tax, including all of your tax deferred annuity contributions and excess life insurance premiums, if applicable, but excluding health and dental insurance premiums and any voluntary dependent care or medical reimbursement account contributions which you have "sheltered".

**H. Medicare tax withheld:** this represents the total amount of Medicare tax which was withheld from your earnings during the year and paid to the Social Security Administration, on your behalf, by the University.

**I. Excess insurance premium:** the Internal Revenue Service requires that the premiums paid by an employer for group life insurance coverage in excess of \$50,000 be imputed as income to the employee. The amount which appears in Box 13 and labeled (C) is the value of the premiums paid for this excess insurance coverage. This amount is based on an Internal Revenue Service (IRS) table which identifies premiums for different age groups.

**J. Tax deferred annuity contributions:** this represents the total amount of contributions made by an employee to a retirement plan on a tax deferred basis. The amount is shown in Box 13 and labeled (E).

**K. Excludable moving expense reimbursements:** this represents the nontaxable moving expenditures that were paid to you as a reimbursement or paid directly to a third party. The amount is shown in Box 13 and labeled (P). If any reimbursements or third party payments were deemed to be taxable income you were notified of these amounts under separate cover.

**L. Other:** this is the total amount of State Unemployment Tax (S.U.T.) that was withheld from your earnings during calendar year 1994 and paid to the Commonwealth of Pennsylvania, on your behalf, by the University.

**M. Employee's social security number:** this is the number that the Federal and State Governments use to identify you with the tax returns that you file, so please review it for accuracy. If the number is incorrect, then the University Payroll system is also inaccurate and you should contact the Payroll Office, immediately, before you file your returns.

**N. State wages, tips, etc.:** this represents the total amount of compensation paid to you during calendar year 1994 which was subject to Pennsylvania State Income Tax, including all of your deferred annuity contributions.

**O. State income tax:** this represents the total amount of Pennsylvania State Income Tax withheld during calendar year 1994 and paid to the Commonwealth of Pennsylvania, on your behalf, by the University. If you do not live in Pennsylvania and if you submitted the "Employee Statement of Nonresidence in Pennsylvania" form to claim exemption from Pennsylvania State Income Tax, no amount will be reflected in this box.

**P. Local wages, tips, etc.:** this represents the total amount of compensation paid to you during calendar year 1994 which was subject to Philadelphia City Wage Tax, including all of your deferred annuity contributions.

**Q. Local income tax:** this represents the total amount of Philadelphia City Wage Tax withheld from your earnings during calendar year 1994 and paid to the City of Philadelphia, on your behalf, by the University.

When you receive your W-2 form, please review it immediately to ensure that your name is spelled correctly and that your Social Security number is correct. If you feel that any information on your W-2 is incorrect, review your calculations carefully and compare the information on the form with your final 1994 pay stub. If you have availed yourself of certain taxable benefits please review any additional information which was provided to you, under separate cover, concerning these benefits and their impact on your tax status. If you still believe that your W-2 is in error, please contact the W-2 Office at 573-3277 or write to James Curran, W-2 Office, Room 310, Franklin Building/6284.

You should have received, via the U.S. Postal Service, your Federal and State Income Tax Forms and related instructions for filing. Federal Tax forms are available at the Internal Revenue Service, 6th & Arch Streets, Philadelphia, and most U.S. Post offices and at certain banks. Pennsylvania Income Tax forms are available at the State Office Building, 1400 Spring Garden Street, Philadelphia, State Stores and may be obtained by writing to the Department of Revenue, Personal Income Tax Bureau, Harrisburg, Pennsylvania 17129.

—Alfred F. Beers, Comptroller

## Safety Training: Bloodborne Pathogens and Chemical Hygiene

The following training programs are required by the Occupational Safety & Health Administration (OSHA) for all employees who work with hazardous substances including chemicals, human blood, blood products, fluids, and human tissue specimens. The Office of Environmental Health & Safety (OEHS) will be conducting a variety of training programs for new and previously untrained laboratory personnel. Attendance is required at one or more of the following training sessions depending upon the employee's potential exposures.

### Chemical Hygiene Training

Required for all University employees who work in laboratories. Training provides a comprehensive introduction to laboratory safety practices and procedures at Penn and familiarizes the chemical user with the Chemical Hygiene Plan.

February 9 1:30-2:30 p.m. John Morgan Class of '62 Lecture Hall

### Occupational Exposure to Bloodborne Pathogens

Required for all University employees potentially exposed to human blood or blood products, human body fluids, and/or human tissue. Information regarding the Exposure Control Plan, free Hepatitis B vaccination, recommended work practices, engineering controls and emergency response are discussed.

February 23 1:30-2:30 p.m. John Morgan Class of '62 Lecture Hall

Attendees are requested to bring their Penn ID cards to facilitate course sign-in. Additional programs will be offered on a monthly basis during the spring. Check PennInfo for dates and time. If you have any questions, please call Bob Leonzio at 898-4453.

## The University of Pennsylvania Police Department Community Crime Report

This summary is prepared by the Division of Public Safety and includes all criminal incidents reported and made known to the University Police Department between the dates of **January 23 through 29, 1995**. The University police actively patrol from Market Street to Baltimore Avenue, and from the Schuylkill River to 43rd Street in conjunction with the Philadelphia Police. In this effort to provide you with a thorough and accurate report on Public Safety concerns, we hope that your increased awareness will lessen the opportunity for crime. For any concerns or suggestions regarding this report, please call the Division of Public Safety at 898-4482.

**About the Crime Report:** Below are all Crimes Against Persons and Society listed in the campus report for the period **January 23 through 29, 1995**. Also reported were Crimes Against Property, including 46 thefts (including 1 burglary, 10 of auto, 6 from auto, 5 of bikes & parts); 9 incidents of criminal mischief & vandalism; 1 of trespassing & loitering. Full reports are in *Almanac* on PennInfo. — *Ed*.

### Crimes Against Persons

**34th to 38th/Market to Civic Center:** Aggravated assaults—2, Threats & harassment—4

01/23/95	8:53 AM	Vance Hall	Threatening messages received
01/23/95	11:15 AM	Provost Tower Dorm	Unwanted mail received
01/23/95	12:41 PM	Bookstore	Officer assaulted
01/26/95	12:27 PM	3401 Walnut St.	Suspicious package received
01/27/95	12:59 PM	Chestnut Dorm	Unwanted communication received
01/28/95	3:48 PM	Stouffer Triangle	Unwanted phone calls received

**38th to 41st/Market to Baltimore:** Robberies (& attempts)—2, Simple assaults—3, Threats & harassment—1

01/23/95	3:58 AM	Van Pelt House	Unwanted calls received
01/25/95	2:47 PM	106 S. 38th St.	Robbery of cash
01/26/95	5:33 PM	3935 Walnut St.	Assault/complainant to HUP
01/27/95	4:38 AM	Pi Lambda Phi	Assault by party guest
01/29/95	2:25 AM	100 Blk. 41st	Actor hit complainant
01/29/95	6:03 PM	4000 Blk. Sansom	Robbery of cash at knife point

**30th to 34th/Market to University:** Threats & harassment—2

01/23/95	3:00 PM	Hayden Hall	Unwanted phone calls received
01/23/95	3:44 PM	Museum	Unwanted phone calls received

### Crimes Against Society

**34th to 38th/Market to Civic Center:** Disorderly conduct—1, Alcohol & drug offenses—1

01/24/95	5:30 PM	Gimbel Gym	Disorderly conduct/citation
01/26/95	8:37 PM	3400 Blk. Sansom	Drug offense/citation

**38th to 41st/Market to Baltimore:** Disorderly conduct—2

01/23/95	7:59 PM	4000 Blk. DeLancey	Disorderly conduct/citation
01/28/95	7:27 PM	300 S. Preston	Disorderly conduct/citation

**30th to 34th/Market to University:** Disorderly conduct—1

01/28/95	6:34 PM	100 Blk. 33rd	Ticket scalping/arrest
----------	---------	---------------	------------------------

## Crime Alert: Stolen Cars

January 27, 1995

In the past week, unknown person(s) have stolen two (2) vehicles from Garage #7 (located at South and Convention Avenues). The stolen vehicles were of the following year/make/model:

1988 Oldsmobile Delta 4 door  
1989 Oldsmobile Cutlass

On Friday, February 3, between the hours of 8 a.m. and 10 a.m., uniformed police officers from the University of Pennsylvania Victim Support/Crime Prevention Unit will be on location at Garage #7 to distribute auto theft prevention literature and to sell The Club (an anti-theft device for vehicles; \$25 for the Econo Club and \$32 for the Regular Club).

Checks will be accepted from persons holding a valid PennCard. Learn how to reduce the chance of your vehicle being stolen. Learn what days and time periods auto thefts are most likely to occur.

### Safety tips for vehicle owners:

- If possible, park your vehicle near the entrance or the attendant's booth when it is staffed.
- When parking your vehicle at night, try to park in well-lighted and well-traveled areas.
- Avoid leaving your vehicle for prolonged periods of time especially at night or on unattended lots.
- Do not leave any valuables in plain view. If you do not take your valuables with you, be sure to secure them inside your trunk *prior* to arriving at your destination.

For additional information or comments, please contact Victim Support & Special Services, 3927 Walnut Street/6175; 898-4481; 898-6600 (24 hour emergency telephone number).

— *Division of Public Safety*

**Correction:** Last week's *Almanac* identified the alma mater of the Greenfield Center's new director, Rev. Lawrence Burnley, as the University of Cleveland; it should have read *Cincinnati*. We regret the error. — *Ed*.



*Almanac*

3601 Locust Walk Philadelphia, PA 19104-6224  
(215) 898-5274 or 5275 FAX 898-9137  
E-Mail ALMANAC@POBOX.UPENN.EDU

The University of Pennsylvania's journal of record, opinion and news is published Tuesdays during the academic year, and as needed during summer and holiday breaks. Guidelines for readers and contributors are available on request.

EDITOR	Karen C. Gaines
ASSOCIATE EDITOR	Marguerite F. Miller
EDITORIAL ASSISTANT	Mary Scholl
STUDENT AIDES	Libby Bachhuber, Suma CM, Julia Gusakova, Zack Miller, Karen Now, Stephen J. Sanford, Jenny Tran

ALMANAC ADVISORY BOARD: *For the Faculty Senate*, Martin Pring (Chair), Jacqueline M. Fawcett, Phoebe S. Leboy, William Kissick, Barbara J. Lowery, Ann E. Mayer, Paul F. Watson; *for the Administration*, Stephen Steinberg; *for the Staff Assemblies*, Berenice Saxon for PPSA (formerly A-1 Assembly), Diane Waters for the A-3 Assembly, David Azzolina for Librarians Assembly.



# Rebecca Jean Brownlee, 1911-1995

*The successive steps in the academic career of Jean Brownlee at Pennsylvania seem to reflect the progression in status of the women students for whom she was a principal champion for more than four decades.*

Thus begins a 1975 citation to the longtime dean of the College for Women as she retired from one career, as CW's first woman dean, and took up another, as dean of advising for the newly merged men's and women's undergraduate liberal arts colleges at Penn.

By that time Jean Brownlee had been part of the Penn family for over 40 years, starting with her enrollment as a freshman at Penn—not, of course, in CW. The College for Women was still on the drawing boards at the time, and Penn's College of Arts and Sciences was exclusively for men. So, like many aspiring Philadelphia women of her day, Jean Brownlee entered by Penn's side door to the liberal arts, a School of Education that offered a bachelor of science degree in education and at the same time gave access to liberal arts classes. But the education school was already reshaping itself toward the graduate school it was later to become, and a women's liberal arts college was in the works. By the time she took her baccalaureate degree in 1934, the College for Women had been founded (in 1933, led briefly by Dr. Merle Odgers, who was soon succeeded by Dr. Karl G. Miller).

Between 1934 and 1936, while she completed her M.A. here, she was also "directress" (as the term then went) of Sergeant Hall, Penn's undergraduate women's residence on 34th Street. In the next few years Jean Brownlee was to teach at all levels in Philadelphia, from kindergarten to high school, and at college level at Temple. She also earned her Ph.D. from Penn in political science in 1942, wrote a financial history of Delaware, then spent three "War Years" as the chief local administrator for the Civil Service Commission—the highest post held by a woman in the entire city. In 1947 she returned to Penn as assistant professor of political science and also took charge of the personnel office of the College for Women. When Dr. Miller stepped down in 1958, Dr. Gaylord Harnwell named her acting dean; a year later she was made dean, and undertook the series of changes that made CW stand out among its peers.

"From the beginning it was an administrative unit without its own faculty or its own funds. Its only power was persuasion," Dean Brownlee was to say years later. She might have added the power of creative organization to its arsenal.

As the education school became exclusively a graduate school, CW adopted a rigorous teacher preparation program in the arts and sciences, but one in which a talented and diligent student could earn both a baccalaureate degree and master's in four years. Heading into the 'sixties, CW found a demand among women—notably its own alumnae—for a highly academic and demanding part-time program, and thus was born the Continuing Education Program for Women headed by Dean Brownlee's longtime colleague Mrs. Virginia Henderson. Still later, CW was to give shelter to a then-controversial idea in higher education, the Women's Studies Program which now thrives as part of the College. Thematic study, crossover among disciplines, combined degrees and submatriculations were common to CW as the college sought to guide each woman as an individual through the maze of choices beginning to open up for her.

In multiplying women's options, CW also increased the complexity of choosing, and from this realization came the CW philosophy that put a premium on advising. "The advisors in the College for Women are the generalists who seek to open eyes and open doors in this complex environment," Dr. Brownlee said in 1974. CW advising was so openly the envy of the men's College that when the merger took place in 1975, SAS Dean Vartan Gregorian named Jean Brownlee to the new post of Dean of Advising for all the undergraduates in the arts and sciences. Still later, she was to coordinate the formation of a coed alumni committee for the merged colleges.

Jean Brownlee's last major assignment for the University was a volunteer one, as the driving force behind a revived Friends of the Library of the University of Pennsylvania. Along the way she dedicated herself to many other projects that were not quite part of her job but were part of her work: helping found the Women's Faculty Club here (now the Association of Women Faculty and Administrators, who presented her with its first Leonore Rowe Williams Award in 1983), pursuing "home rule" for Philadelphia as secretary of the Citizens' Charter Committee; serving on the World Affairs Council, the Philadelphia Committee on Foreign Relations, the International Federation of University Women and many other organizations.

Among her many awards were the 1963 Alumna Award of Merit from Penn, the 1972 Distinguished Alumna Award of Friends' Select, the Governor's designation as Distinguished Daughter of Pennsylvania in the bicentennial year of 1976, and the honorary doctorate of laws here in 1986. The trustees' citation on that Commencement day called her "Rebecca Jean Brownlee, perennial Philadelphian, Distinguished Daughter of Pennsylvania, and esteemed and evergreen colleague."



On January 23, almost a year after she suffered a severe stroke, Dr. R. Jean Brownlee died at the Quadrangle in Haverford at the age of 83. She left a bequest of more than \$400,000 to establish an endowment fund for the libraries, whose director and vice provost, Dr. Paul Mosher, said of her, "Jean Brownlee always understood the Penn Library as central to learning and the life of the mind at Penn. She was our counselor and friend. Her presence will be felt by countless future generations of students and librarians." In her memory, the University has established the R. Jean Brownlee Fund in Women's Studies, to which contributions may be sent c/o The Penn Fund, 601 Franklin Building.



She is survived by intimate friends S. Robert Teitelman, Helena Clark, Elizabeth and William McLean, and her goddaughter, Sandra McLean.

All members of the University are invited to a memorial service to be held Wednesday, February 8, at 4 p.m. in Van Pelt Library.

— K.C.G.