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#### *About the Institute*

The Hunt Institute for Botanical Documentation, a research division of Carnegie Mellon University, specializes in the history of botany and all aspects of plant science and serves the international scientific community through research and documentation. To this end, the Institute acquires and maintains authoritative collections of books, plant images, manuscripts, portraits and data files, and provides publications and other modes of information service. The Institute meets the reference needs of botanists, biologists, historians, conservationists, librarians, bibliographers and the public at large, especially those concerned with any aspect of the North American flora.

Hunt Institute was dedicated in 1961 as the Rachel McMasters Miller Hunt Botanical Library, an international center for bibliographical research and service in the interests of botany and horticulture, as well as a center for the study of all aspects of the history of the plant sciences. By 1971 the Library's activities had so diversified that the name was changed to Hunt Institute for Botanical Documentation. Growth in collections and research projects led to the establishment of four programmatic departments: Archives, Art, Bibliography and the Library.

DEPARTMENT OF EPO BIOLOGY

COMMITTEES 1973-1974

This is a complete list of all departmental committees functioning for 1973-74. They are effective for only one year, July 1, 1973 to June 30, 1974. Other committees may be established, however, if needs for them arise. Committees not here activated but existent in the 1972-73 academic year cease to exist as of June 30, 1973, although they may later be reactivated with the same or different membership. The departmental Charter indicates that the departmental chairman is ex officio member of all departmental committees; he is therefore not listed individually for each committee. No hold-over subcommittees are reconstituted here; those desired by present chairmen must be appointed anew.

1. Alumni Organization. Maintains file of updated alumni addresses, issues newsletters on occasion, promotes interaction of current and past faculty and students.
2. Animal Care. Jones (Chm.), Williams, Winston, 2 graduate students. Selection of the animal caretaker; determination of needs of all faculty; formulation of a schedule or work; supervision of work; recommendations for improvement of service, both in scope and efficiency.
3. Building Proctors. Bushnell (Hale), Jones (Ramaley), Shulls (Denison). Supervise space utilization, responsible in emergencies, assign space.
4. Colloquium. Crumpacker (Chm.), Segal, Bonde, 3 graduate students. Seminar responsibilities must be assigned by the Division Chairmen.
5. Computer Class Need Coordination. Rogers (Chm.) Coordinates class requests and budget allocation for all courses excluding thesis.
6. Curriculum. Crumpacker, Jones (Chm.), Richardson, Assoc. Chm. EPOB, 2 graduate students, 2 undergraduate students. Responsible for proposal of reorganization of course offerings (including scheduling), detection of needed course revisions (content, additions, deletions, whole courses or parts thereof), integration with biological offerings of other departments. Subcommittees may be established as seems desirable.
7. Development. C. Bock, Bonde, Bushnell, Jones, Pennak, Rogers (Chm.), Segal, Winston, 2 graduate students. Exploration of development of the department as a whole, and of segments thereof, with a primary objective of obtaining university, state and federal support. Promotion of investigational, scholarly activities of all faculty members.
8. Division of Biological Sciences Executive Committee. Dept. Chairman, and Chairmen of Divisions. Responsible for representation of EPOB in Divisional matters.
9. Equipment and Stores. C. Norris (Chm.), Shulls, Shushan, Windell, 2 graduate students. Responsible for equipment and regulations for its use; the storeroom and supplies stocked therein; construction of an inventory of special and/or expensive equipment; planning and execution of a system for checking the inventory at regular intervals; codification of duties and evaluation of the Storekeeper (Wayne Taylor). Letter to service and maintain records of all departmental microscopes, check records annually on them, and with approval of the committee chairman to issue microscopes upon request by faculty or graduate students.
10. Executive. The departmental Charter requires that the Executive Committee consist of the chairman of the 3 divisions of the department, plus two at-large elected members, the Associate Chairman and the departmental Chairman (the latter two lack a vote except to break a tie). The 1973-74 voting members are Bushnell (DEB) Crumpacker (EPB), Jones (DOB), Segal (at large) and Williams (at large). In addition for 1973-4 one graduate student representative of the Graduate Student Council has a vote on the EC.

11. Field Facilities. J. Bock (Chm.), Linhart, Maslin, Williams, 1 graduate student. Pursues all potentials for acquisition and development of field facilities.
12. General Biology. C. Bock, J. Bock (Co-Chm.), Cruz, D. Norris (Co-Chm.), Richardson, Windell, Teaching Associates in 101-102, 2 graduate students. Supervises all aspects of conduct of the course in General Biology.
13. Graduate. Assoc. Chm. EPOB(Chm.), Chairmen of 3 disciplinary Divisions (DOB, DEB DPS), 2 graduate students (non-voting). Admission (and system for such considerations), schedules for evaluation of applications; appointments (assistantships, fellowships, scholarships); reappointments (and screening of acceptability therefore); advisor-assignments; advising of unallocated (to Division) students; screening of new students, maintenance and revision of policies and regulations; consideration of petitions from graduate students; graduate publicity (advertising brochure); integration of graduate students and faculty, maintenance of morale and communication.
14. Graduate Student Council. Chairman and 4 other members elected at large by the EPOB Graduate Student Assembly. Council chooses one voting representative for faculty and EC meetings. Organizes selection of graduate students for departmental committees, and establishes committees within the Assembly. Holds elections for replacement.
15. Greenhouse. J. Bock, Bonde (Co-Chm.), Linhart (Co-Chm.), Marr, Rogers, Shushan, 3 graduate students. Arranges for full use of available greenhouse space, in the most fully satisfying and productive way, in consultation with all faculty and students; effects full utilization of caretaker's services; plans for use of greenhouse space; screens for replacement of caretaker, as required; and plans for expansion of botanical facilities, both greenhouse and outdoor (including greenbelt), in the immediate and foreseeable future. Linhart is directly responsible for the Macky greenhouses, Bonde for the Hale greenhouses, but full integration of greenhouse activities must be maintained.
16. Honors. Departmental Subcommittee. Gregg, Williams (Chm.), Winston. Notification of all UG Biology majors of the existence, purpose, limitations and regulations pertaining to the honors program, communicating departmental eagerness for as extensive a utilization of the program as is possible, but exercising control over it to prevent abuse or over-extension. Notification of faculty of the same, and of the procedures involved. University Subcommittee. Bushnell (Chm.), Linhart, Richardson. Activism to improve effectiveness and departmental participation in the program.
17. INSTAAR. Bushnell, Represents EPOB in affairs of INSTAAR, promotes cooperation with EPOB, facilitates successful operation of INSTAAR.
18. Library. Pennak (Chm.)
19. Lichty - Odell. Pennak (Chm.) Administers the funds, screens applications for field support.
20. LSRB. Bushnell (Chm.), Pennak, D. Norris, C. Bock, J. Bock, Linhart. Oversees EPOB use of LSRB, facilitates acquisition and improvement of needed space, collaborates with other entities in assignment and use of LSRB space.
21. Publicity. Shulls, Whitmarsh. Promotes both in-house and external publicity.
22. Rameley. Bonde (Chm.) Administers the fund. Screens applications for botanical field support.
23. Secretary, Faculty. Gregg (Chm.). Transcribes, duplicates and maintains records of Faculty Meeting proceedings.
24. Shop. Jones, Crumpacker, C. Norris (Chm.), Shulls. This committee is responsible for all shopwork, and for documentation of the duties and evaluation of the shop Foreman (James Boratjs).

25. Undergraduate Advising. Linhart (Chm.), C. Norris, Williams. Responsible for coordination of advising, assignment of advisors, maintenance of records, supervision of completions. Implementation of a new system for maintenance of records of students taking all courses is to be considered.
26. Undergraduate Transfer Credit. Williams (Chm.), D. Norris. Responsible, as available, for evaluation of requests for transfer of credit.

Faculty Committee Index (Excluding Subcommittees)

- C. Bock - Graduate (Chm.), LSRB, Executive, General Biology, Curriculum, Development
- J. Bock - Field Facilities (Chm.), General Biology (Co-Chm.), Greenhouse, LSRB.
- Bonde - Development, Ramaley (Chm.), Greenhouse (Co-Chm.), Colloquium.
- Bushnell - Graduate (DEB), Executive (DEB), LSRB (Chm.), DIBSEC, INSTAAR (Chm.), Building Proctor (Hale), Development, Honors (Co-Chm.).
- Crumpacker - Shop, Curriculum, Colloquium (Chm.), Executive (DPS), DIBSEC
- Cruz - General Biology.
- Gregg - Faculty Secretary (Chm.), Honors
- Jones - Animal Care (Chm.), Building Proctor (Ramaley), Shop, Executive (DOB), Curriculum (Chm.), Development, DIBSEC
- Linhart - Greenhouse (Co-Chm.), Field Facilities, Undergraduate Advising (Chm.), LSRB, Honors.
- Marr - Greenhouse, Curriculum.
- \*Maslin - Field Facilities,
- C. Norris - Shop (Chm.), Equipment-Stores (Chm.), Undergraduate Advising
- \*\*D. Norris - Undergraduate Transfer Credit, LSRB, General Biology (Co-Chm.)
- Pennak - Library (Chm.), Lichty-Odell (Chm.), LSRB, Development.
- Richardson - Curriculum, General Biology, Honors
- \*\*Rogers - Development (Chm.), Greenhouse, Computer Class Need Coordination (Chm.)
- Segal - Grants, Colloquium, Executive (at large)
- Shulls - Shop, Equipment-Stores, Building Proctor (Denison), Publicity (Chm.)
- Shushan - Equipment-Stores, Greenhouse
- Williams - Undergraduate Transfer Credit (Chm.), Honors (Co-Chm.), Animal Care, Field Facilities, Undergraduate Advising, Executive (at large)
- \*\*\*Windell - Equipment-Stores, General Biology
- \*\*Winston - Animal Care, Honors

\* Retired

\*\* On leave Spring, 1974

\*\*\* On leave 1973-74 (full year)

## DEPARTMENT OF EPO BIOLOGY

Dr. David Rogers  
Hale

## COMMITTEES 1972-1973

This is a complete list of all departmental committees functioning for 1972-73. They are effective for only one year, ending August, 1973. Other committees may be established, however, if needs for them arise. Committees not here activated but existent in the 1971-72 academic year cease to exist immediately. The departmental Charter indicates that the departmental chairman is ex officio member of all departmental committees; he is therefore not listed individually for each committee. No hold-over subcommittees are reconstituted here; those desired by present chairman must be appointed anew.

1. Animal Care. Jones (Chm.), Williams, Winston. Selection of the animal caretaker; determination of needs of all faculty; formulation of a schedule of work; supervision of work; recommendations for improvement of service, both in scope and efficiency.
2. Building Proctors. Bushnell (Hale), Jones (Ramaley), Shulls (Janison). Supervise space utilization, responsible in emergencies, assign space.
3. Colloquium. Marr (Chm.), Segal, Williams. Seminar responsibilities must be assigned by the Division Chairmen.
4. Curriculum. D. Norris (Chm), Crumpacker, Jones, Marr, and students as desired. Responsible for proposal of reorganization of course offerings (including scheduling), detection of needed course revisions (content, additions, deletions, whole courses or parts thereof), integration with biological offerings of other departments. Subcommittees may be established as seems desirable.
5. Division of Biological Sciences Executive Committee. Dept. Chairman, and Chairmen of DOB and DEB; therefore D. Norris, Bushnell, Smith. Responsible for representation of EPOB in Divisional matters.
6. Equipment and Stores. C. Norris (Chm.), Pennak (Microscope Division), Shulls Shushan, Windell. Responsible for equipment and regulations for its use; the storeroom and supplies stocked therein; construction of an inventory of special and/or expensive equipment; planning and execution of a system for checking the inventory at regular intervals; codification of duties and evaluation of the Storekeeper (Wayne Taylor).
7. Executive. C. Bock, Bushnell, Löve, Marr, D. Norris, Winston. The departmental Charter requires that the Executive Committee consist of the chairmen of the 3 divisions of the department, plus two at-large elected members, the Associate Chairman and the departmental Chairman (the latter two lack a vote except to break a tie).
8. Field Facilities. J. Bock (Chm.), Linhart, Maslin, Lepthien. Pursues all potentials for acquisition and development of field facilities.  
Armstrong, Avila,
9. General Biology. /C. Bock, J. Bock, Bonde, D. Norris, Windell (Chm.). Supervises all aspects of conduct of the course in General Biology.
10. Graduate. C. Bock (Chm.), Chairmen of 3 disciplinary Divisions (DOB, DEB, DPS, therefore Bushnell, Löve, D. Norris), plus elected graduate students. Admission (and system for such considerations), schedules for evaluation of applications; appointments (assistantships, fellowships, scholarships); reappointments (and screening of acceptability therefore); advisor-assignments; advising of unallocated (to Division) students; screening of new students; maintenance and revision of policies and regulations; consideration of petitions from graduate students;

graduate publicity (advertising brochure, etc); integration of graduate students and faculty, maintenance of morale and communication.

- Y
11. Grants, Rogers (Chm.), Bonde, Segal, . Determines grant needs and potentials that pertain to the department as a whole, or groups within the department, as opposed to individuals. This includes training grants, interdisciplinary research projects, equipment and building or facility funds. Seeks sources, both federal and state, and promotes application for them. Promotes search for individual grants. Subcommittees are to be designated as seems desirable.
  12. Greenhouse, J. Bock (Co-Chm.), Bonde (Co-Chm.), Linhart, Løve, Marr, Rogers, Shushan. Arranges for full use of available greenhouse space, in the most fully satisfying and productive way, in consultation with all faculty and students; effects full utilization of caretaker's services; plans for use of greenhouse space; screens for replacement of caretaker, as required; and plans for expansion of botanical facilities, both greenhouse and outdoor (including greenbelt), in the immediate and foreseeable future. J. Bock is directly responsible for the Macky greenhouses, Bonde for the Hale greenhouses, but full integration of greenhouse activities must be maintained. X
  13. Honors, Gregg, Williams (Chm.), Winston. Notification of all UG Biology majors of the existence, purpose, limitations and regulations pertaining to the honors program, communicating departmental eagerness for as extensive a utilization of the program as is possible, but exercising control over it to prevent abuse or over-extension. Notification of faculty of the same, and of the procedures involved.
  14. INSTAAR, Bushnell. Represents EPOB in affairs of INSTAAR, promotes cooperation with EPOB, facilitates successful operation of INSTAAR.
  15. Library, Pennak (Chm.)
  16. Lichty - Odell. Pennak (Chm.) Administers the funds, screens applications for field support.
  17. LSRB, Bushnell (Chm.), Maslin, Pennak, Alexander, D. Norris, C. Bock, J. Bock, Linhart. Oversees EPOB use of LSRB, facilitates acquisition and improvement of needed space, collaborates with other entities in assignment and use of LSRB space.
  18. Ramaley, Bonde (Chm.) Administers the fund. Screens applications for botanical field support.
  19. Secretary, Faculty, Gregg (Chm.) Transcribes, duplicates and maintains records of Faculty Meeting proceedings.
  20. Shop, Jones (Chm.), Crumpacker, C. Norris, Shulls. This committee is responsible for all shopwork, and for codification of the duties and evaluation of the Shop Foreman (James Boratgis).

21. Undergraduate Advising. Linhart (Chm.), C. Norris. Responsible for coordination of advising, assignment of advisors, maintenance of records, supervision of completions. Implementation of a new system for maintenance of records of students taking all courses is to be considered.
22. Undergraduate Transfer Credit. Williams (Chm.), D. Norris. Responsible, as available, for evaluation of requests for transfer of credit.

Faculty Committee Index (Excluding Subcommittees)

- C. Bock - Graduate (Chm.), LSRB, Executive, General Biology,  
J. Bock - Field Facilities (Chm.), General Biology, Greenhouse (Co-Chm.),  
LSRB  
Bonde - Grants, Ramaley (Chm.), General Biology, Greenhouse (Co-Chm.)  
Bushnell - Graduate, Executive, LSRB (Chm.), DIBSEC, INSTAAR (Chm.),  
Building Proctor  
Crumpacker - Shop, Curriculum  
Gregg - Faculty Secretary (Chm.), Honors  
Jones - Animal Care (Chm.), Building Proctor, Shop (Chm.), Curriculum  
Linhart - Greenhouse, Field Facilities, Undergraduate Advising (Chm.), LSRB  
Löve - Greenhouse, Executive, Graduate  
Marr - Colloquium (Chm.), Greenhouse, Curriculum, Executive  
Maslin - Field Facilities, LSRB  
C. Norris - Shop, Equipment-Stores (Chm.), Undergraduate Advising  
D. Norris - Curriculum (Chm.), Undergraduate Transfer Credit, LSRB, DIBSEC,  
Executive, Graduate, General Biology  
Pennak - Equipment Stores, Library (Chm.), Lichty-Odell (Chm.), LSRB  
X Rogers - Grants (Chm.), Greenhouse  
Segal - Grants, Colloquium  
Shulls - Shop, Equipment-Stores, Building Proctor  
Shushan - Equipment-Stores, Greenhouse  
Williams - Colloquium, Undergraduate Transfer Credit (Chm.), Honors (Chm.),  
Animal Care  
Windell - Equipment-Stores, General Biology (Chm.)  
Winston - Animal Care, Honors, Executive

April 21, 1972

TO: All Boulder EPOB Faculty

FROM: Executive Committee

RE: Minutes of April 13 meeting

Present: All voting members (Bushnell, Löve, Norris, Pennak, Segal)

Absent: Dock. Items discussed were as follows.

1. 1972-73 Committees. Approved as follows:

- a. Animal Care: Jones (Chm.), Williams, Winston.
- b. Colloquium: Marr (Chm.), Segal, Williams.
- c. Curriculum: D. Norris (Chm.), Crumpecker, Jones.
- d. Equipment and stores: C. Norris (Chm.), Pennak, Shulls, Shushan, Windell.
- e. Field facilities: Jane Bock (Chm.), Linhart, Mastin, Lepthien.
- f. Grants: Rogers (Chm.), Bonda, Segal.
- g. Greenhouse: J. Bock (Chm.), Bonda, Linhart, Löve, Marr, Rogers.
- h. Honors: Williams (Chm.), Winston.
- i. Shop: Jones (Chm.), Crumpecker, C. Norris, Shulls.
- j. Undergraduate advising: Linhart (Chm.), C. Norris.
- k. Undergraduate transfer credit: Williams (Chm.), D. Norris.

A full list of committees will be issued after all essential elections have been held. Some stable entities, recognized as "committees" primarily to bring proper attention to their existence and services rendered, are omitted here but will be included in the final list.

The Executive Committee on behalf of the department thanks all retiring members of various committees for their indispensable and recognized contributions to the successful conduct of departmental affairs. Without these concrete expressions of the stake we all have in the success of the department, we could not exist as a viable unit. The EC welcomes all new appointees and urges the whole department to give all the enthusiastic moral and material support their responsibilities merit. In some cases plans need to be inaugurated even this semester in order to begin operation this fall. Otherwise these new committees become formally effective Aug. 25, 1972.

2. Space Plans. Much fermentation of ideas from the wildest imaginable spores is working in the administrative barrel. Ultimately a heavy maturation of sound plans for consolidation of space resources may emerge; it is sorely needed. In the meantime feelers fly off in uncoordinated directions. Don't be too disturbed by them. The EC asked that the Chairman request the Space Director (Carl Peters) to exercise restraint over the seemingly self-appointed inspection groups currently wandering uncontrolled about the campus.

3. New FTE's. No concrete progress to report, other than that the delay in securing approval of the algology position by the administration has resulted in certain loss of Tupa, and no doubt in other losses presently unknown.

4. Development Foundation. The request for a total of about \$7000 for varied needs submitted by the faculty was denied in its entirety. A renewed request is in process for the same items from about 250 in-statu foundations.

5. Department Picture. A faculty group picture is to be obtained in the fall when, it is expected, all members can be present. Progress on the collection of individual faculty portraits was urged.

6. Confidence. The EC will solicit at once a closed ballot on level of confidence for continuation of the present Chairman in office, with Drs. Löve and Pennak to tally the results and notify the faculty.

7. Defense of Thesis. The Graduate College has volunteered a direction of attention to the fact that anyone is to be permitted to witness the "defense of thesis" examination of any doctoral candidate, citing the regulation on P. 26 of the Graduate Catalog. The EC asked that the Graduate Committee incorporate into the Graduate Regulations for this Department a provision for conduction insofar as possible of the final oral examination of doctoral candidates in a two part form, including (1) a public seminar announced well in advance, attended and following the public seminar, (2) a meeting of the candidate's committee to evaluate his performance and finalize action.