AGENDA
FOR
COUNCIL OF DEANS

ADMINISTRATIVE BOARD

WEDNESDAY, FEBRUARY 22, 1989
6:30 PM – 10:00 PM
THOROUGHBRED ROOM

THURSDAY, FEBRUARY 23, 1989
7:30 AM – 12:30 PM
MILITARY ROOM

WASHINGTON HILTON & TOWER HOTEL
WASHINGTON, D.C.
COUNCIL OF DEANS
ADMINISTRATIVE BOARD MEETING

Washington Hilton Hotel & Towers
Washington, D.C.

AGENDA

Wednesday, February 22, 1989

6:30 p.m. - 7:30 p.m.
Joint Boards Session with Guest Speaker
Thoroughbred Room

7:30 p.m.
Joint Boards Reception/Dinner
Thoroughbred Room

Thursday, February 23, 1989

7:30 a.m. - 9:00 a.m.
Breakfast with Representative J. Robert Traxler
"VA Matters"
Military Room

8:30 a.m. - 12:30 p.m.
COD Administrative Board Meeting
Military Room
COD Administrative Board Meeting
Thursday, February 23, 1989
9:00 a.m. - 12:30 p.m.
Military Room

AGENDA

I. Call to Order

II. Report of the Chairman

III. Approval of Minutes ................................................................. 1

IV. Report of the President

V. Action/Discussion Items

A. Recommendations for the Format and Content of the 1991 MCAT
   (See Executive Council Agenda...p. 24)

B. AIDS Committee Report
   (See Executive Council Agenda...p. 46)

C. AAMC Strategic Planning
   (See Executive Council Agenda...p. 62)

D. Ethics in Patient Referrals Act
   (See Executive Council Agenda...p. 63)

E. AAMC Framework Document for Institutional Policies and
   Procedures to Deal with Misconduct in Science
   (See Executive Council Agenda...p. 74)

F. GPA Sponsored Program on Development (Joan Hartman-Moore) ......... 9

G. Efforts to Counter Antivivisection Activities in Medical Schools
   (Private Freestanding School Deans) ............................................. 11

H. Conference for Deans on VA Affiliations (Joseph A. Keyes, Jr., J.D.)

I. Review of Spring Meeting Activities (William T. Butler, M.D./
   L. Thompson Bowles, M.D., Ph.D./Louis J. Kettel, M.D.)

J. Nominating Committee Structure (William T. Butler, M.D.)

K. Annual Meeting Sunday Afternoon Session (William T. Butler, M.D.)
COD Administrative Board Meeting
February 23, 1989
Agenda (Continued)

VII. Information Items

A. Reports from the Groups

--Group on Business Affairs
(See Executive Council Agenda...p.91)

--Group on Faculty Practice
(See Executive Council Agenda...p. 93)

--Group on Institutional Planning
(See Executive Council Agenda...p. 94)

--Group on Public Affairs
(See Executive Council Agenda...p. 95)

--Group on Student Affairs
(See Executive Council Agenda...p. 96)

B. AAMC School Visit Program
(See Executive Council Agenda...p. 98)

C. MEDLOANS Changes (Robert L. Beran, Ph.D.)

VIII. Report of OSR Chairman

IX. Old Business

X. New Business

XI. Adjourn
ASSOCIATION OF AMERICAN MEDICAL COLLEGES
ADMINISTRATIVE BOARD OF THE COUNCIL OF DEANS

MINUTES
September 8, 1988
8:00 a.m. - 12:30 p.m.
Map Room
Washington Hilton & Tower Hotel
Washington, D.C.

PRESENT:
(Board Members)
William T. Butler, M.D., Chairman
William B. Deal, M.D., Chairman-elect

Executive Council Representatives
L. Thompson Bowles, M.D., Ph.D.
John Naughton, M.D.
Richard S. Ross, M.D.
Henry P. Russe, M.D.
Robert E. Tranquada, M.D.

Members-at-Large
Phillip M. Forman, M.D.
Robert L. Friedlander, M.D.

OSR Representatives
Clayton Ballantine
Kimberly Dunn

Assembly Officials
D. Kay Clawson, M.D.*

*Present for part of the meeting

ABSENT:
(Board Members)

Executive Council Representative
W. Donald Weston, M.D.

Member-at-Large
George T. Bryan, M.D.

(AAMC Staff)
Robert Beran, Ph.D.
Sarah Carr*
Edwin Crocker
Paul H. Jolly, Ph.D.
Robert F. Jones, Ph.D.
Donald G. Kassebaum, M.D.
Louis J. Kettel, M.D.
Joseph A. Keyes, Jr., Esq.
Jack Krakower, Ph.D.*
Elizabeth Martin
Wendy Pechacek
Gladys V. Peters
Robert G. Petersdorf, M.D.*
August G. Swanson, M.D.
Kathleen Turner*
I. CALL TO ORDER

Dr. William T. Butler, Chairman, called the meeting to order at 8:05 a.m.

II. REPORT OF THE CHAIRMAN

Dr. Butler ordered an executive session for the purpose of receiving the President's Report. The executive session ended and the Board continued discussion of its agenda items.

III. APPROVAL OF MINUTES

The Administrative Board Minutes of June 23, 1988 were approved as distributed.

IV. Discussion Items

A. Ad Hoc Committee to Study the Nominating Process Report:

Dr. Kettel and the following Past Nominating Committee Chairs, Drs. William T. Butler, George T. Bryan, Richard C. Reynolds, and Alan I. Sutnick, met via conference call. This ad hoc Committee suggested guidelines as follows:

1. Each COD membership should be solicited annually to provide not more than five names of deans they consider worthy of leadership positions on the Council of Deans and the Executive Council.

2. The AAMC staff should collect and provide the Nominating Committee with resumes for all members of the Council of Deans.

3. The Nominating Committee should meet face-to-face at least once a year; the Spring Meeting seemed the best time. Conference calls should be used only to confirm decisions made at the face-to-face meeting.

4. The Nominating Committee and Council will be provided a list of past members who have served in various offices, noting any exclusion and ineligibility based on the Council of Deans' bylaws.

5. Geographic distribution, gender and ethnic balance will be attempted by the Nominating Committee which will function under its own operational rules with a Chair appointed by the Chair of the Council of Deans.

6. The mail ballot is not recommended.
B. AAMC Strategic Goals:

John Colloton has asked the Administrative Board to review the Draft Strategic Goals recommended by the Staff and Executive Council. The Draft Strategic Goals will be reviewed along with all recommendations at the Officers Retreat in December.

Dr. Kettel noted the goals are not listed in priority. They are numbered for convenience of discussion and editing.

Suggestions:

1. Numbers five and six overlap and could be combined.

2. The Association represents many types of health professionals. Limiting the focus to the M.D. will raise concerns among colleagues.

3. Patient care isn't listed as a specific goal. We are about the business of improving the Nation's health. If it is not stated adequately in the Mission Statement, it should be added to the Strategic Goals.

4. The information gathering and sharing role of the Association with respect to governance, finances and related management issues within medical schools is not specifically referenced.

5. Goal 2 could be modified to read "To promote medical education, research, and patient care of high quality consistent with the future practice of medicine." The word training should be deleted.

6. A Strategic Goal to reach parity in the profession for all major underrepresented groups within the United States should be explicitly stated.

C. Analysis of 1988 Applicant Pool:

Dr. Robert Beran reported that the count for the 1988 entering class is not yet complete. The decline in applications continues in most regions for 1989. The MCAT spring examinee group mean MCAT scores decreased in every area of assessment.
D. 1990 Spring Meeting Plans Revision:

Dr. Kettel reported his executive decision to reject The Breakers' proposal for the 1990 Spring Meeting of the Council of Deans (voted upon at the June 23, 1988 Administrative Board meeting). A last minute substantial increase in room rate charge (from $155 to over $200) is out of the Administrative Board's agreed range.

Gladys V. Peters, Administrative Assistant to Dr. Kettel, reviewed a guaranteed proposal from the Sonesta Sanibel Harbour Resort (15 miles from downtown Fort Myers and 25 minutes from the Southwest Regional Airport) offering to host the 1990 COD Spring Meeting, April 7-11, 1990.

ACTION: The motion to accept the Sonesta proposal carried.

Dr. Butler asked that the site search for the 1991 Spring Meeting commence. The 1991 Spring Meeting site will be selected in the Southwest. Suggested were: Arizona, New Mexico, Hawaii and Southern California.

E. Dues Increase:

Dr. Kettel explained that the major reason for sending Dr. Petersdorf's summer letter was the 35-40% of deans not at the Spring Meeting. They had not heard the dialogue and could come to the Annual Meeting unprepared.

F. Program Sponsorship Requirements for ACGME Accreditation:

Pursuant to the Administrative Board's June 23 request, Dr. Swanson examined the ACGME's special requirements. There is particular concern with the various subspeciality program requirements in internal medicine.

ACTION: The Administrative Board recommends that the AAMC Representatives to the ACGME request the internal medicine RRC add flexibility to subspecialty requirements. Some equivalency should be accommodated which does not require having three certified subspecialty programs every time there is to be a single program. The motion carried.

V. Action Items (Executive Council Agenda)

A. Endorsement of LCME Accreditation Decisions (See Executive Council Agenda, September 7-8, 1988, page 10):

ACTION: The motion that the Executive Council endorse the LCME accreditation decisions carried.

This is a product of four different meetings over the past year. Dr. Robert Jones said the Report does not intend that AAMC write institutional policies, but provides guidelines and considerations. The Report will be distributed under a "blue" memorandum from Dr. Petersdorf.

ACTION: The motion that the Executive Council approve for distribution the Committee's report was carried.

C. Medicare Policy Issues for 1989 (See Executive Council Agenda, September 7-8, 1988, page 44):

ACTION: The motion to endorse all six recommendations of the Medicare Policy Issues carried.

D. Memberships (See Executive Council Agenda, September 7-8, 1988, pages 7, 8, 9):

ACTION: The motion to endorse the recommendations that the Executive Council approve and recommend to the Assembly the Executive Committee's nominations for Distinguished Service Membership; Emeritus Membership (there were no nominations this year); and Individual Membership in the AAMC carried.

E. Revision of ACGME General Requirements (See Executive Council Agenda, September 7-8, 1988, page 60):

Dr. Swanson reported that several of the revisions derived from the report of an ACGME Subcommittee looking at issues surrounding the proposed New York regulations on resident supervision and working hours. The RRCs are required by the ACGME to change their special requirements by March 1989 to include specific statements on supervision and hours. The ACGME Subcommittee opposed stating a specific number of hours. The internal medicine RRC special requirements incorporated the precise AAMC language of 80 hours averaged over a full period. Ten RRCs have changed their special requirements in accord with the ACGME request and no others have mentioned specific hours. The general and specific requirements are published annually in the Directory of Graduate Medical Education Programs.

ACTION: The motion that the Executive Council ratify the revisions of the General Requirements carried.

F. Revision of ACGME Bylaws (See Executive Council Agenda, September 7-8, 1988, page 62):

MOTION: The motion that the Executive Council ratify the revision of the ACGME Bylaws was carried with the following suggested changes:
Information Items

A. Report of Nominating Committee:

When William B. Deal, M.D. accepted the Presidency of the Maine Medical Center, Portland, Maine, the chairman-elect position became vacant. The Nominating Committee, based on past precedents, recommends that Dr. Butler extend his term as Chair for six months and that Dr. Bowles assume his term as Chair six months early. Both Drs. Butler and Bowles agreed to this recommendation.

B. Annual Meeting Plans:

Dr. Kettel reported that arrangements for the COD dinner have been completed. The Board set the reception for 7 p.m., with dinner at 8 p.m., the Art Institute of Chicago, Monday evening, November 14, 1988.

C. CoGME Report (See Executive Council Agenda, September 7-8, 1988, page 78):

The final report went to Congress July 1, 1988. The Administrative Board's concern should be with Association policies that relate to CoGME recommendations. Two areas of concern were identified. The Task Force on Physician Supply will make recommendations for AAMC policy on Manpower. In the spring, the National Board of Medical Examiners recommendation on the uniform examination pathway to licensure may overlap with some recommendations of the CoGME report.

D. Spring Meeting 1989 Planning Committee:

Dr. Bowles agreed to co-chair the Planning Committee with Dr. Butler. Together they will appoint the Committee to meet in Chicago during the Annual Meeting.

Suggested meeting discussion topics are:

Indigent Care

RRC and specialty board standards

Graduate medical education and "whose in charge"
AIDS issues

Fraud and misconduct in scientific research

The impact of the growing dependency on practice revenues and the distortion it causes in academic health science centers and the medical schools

The role of education in a medical school

Suggested theme: What our business is and how it's being impacted by other things.

Other theme suggestions should be sent to Drs. Butler and Bowles. A progress report on activities which happened as a result of last year's meeting should be made at the Spring Meeting. The new deans should be involved in the program early so they feel a part of the meeting.

E. AAMC Staff School Visitations

The AMA visit program by Board of Trustees member, and staff has been effective at some those schools. All medical schools were asked to invite the AAMC staff to visit. Some members have interpreted Dr. Petersdorf's memo to say AAMC would visit all medical schools and take the initiative to schedule the visits. Clarification was requested.

VII. OSR Report

Kimberly Dunn, Chair, OSR Administrative Board, reported on the OSR's annual meeting plans.

- A number of residents have been invited to participate in the meeting. Separate meetings to discuss their educational concern are set. Dr. Petersdorf will meet with the group on Sunday morning.

- An orientation manual for OSR reps will be unveiled at the annual meeting.

- Alfred Gellhorn; Roger Bulger; George Pickett; Roger Jelliffe; Robert Volle; George Engels; David Hayes-Bautista; and Jan Hirschman have agreed to be speakers.

- Progress Notes has been assembled in final draft.

VIII. Old Business

1. Dr. Bowles reported on the August meeting of the Uniformed Examination Pathway to Licensure Task Force (members include representatives from: AAMC, Federation of State Medical Boards, AMA, ECFMG, and HHS). While participants have not yet been
asked to accept the proposal, the idea has been well received. There is a widening perception that it is inevitable, because state legislatures and state licensing boards are increasingly under a banner of equity and fairness which requires there be one licensing exam in each state. The model currently under discussion involves Parts I and II of the National Board of Medical Examiners test, and a third portion that would be a FLEX exam somewhat a combination of the present FLEX I and II. The Board recommended that Robert Volle, Ph.D. be invited to the Spring Meeting.

2. As follow-up to bringing house staff into the Association, there has been no recent "pressure" to proceed. The AAMC staff has recommended this not be done for a while. The item comes up at the Officers' retreat in December 1988.

IX. New Business

1. Dr. John Sherman reports pathologists are concerned about the low autopsy rate in educational programs. The CAS will be discussing the issue. The Administrative Board is asked to see what concerns exist in their schools and Path departments.

2. Dr. Butler reported that a Congressional Committee visited some VA medical centers discovering empty beds because of inadequate staffing. The field fears VACO Administration is not pushing hard enough for funding. There will be Congressional hearings regarding this issue. Dr. Harry Beaty has been asked to represent the AAMC COD. All affiliated medical schools should work with the VA medical centers to keep the pressure on VA Central Office to deal with the issue of funding.

   The Special Medical Advisory Group (SMAG) has formed a Committee chaired by Dr. Bowles. This Committee will work with Dr. John Gronvall and some local people to keep track of what's happening at the congressional level. Dr. Butler as SMAG chair has requested the Office of Management and Budget to fund at least the mandated programs. This communication has been transmitted to the congressional committees approaching the OMB.

3. Dr. Butler will be going to China for the Association's Management Education Program. The China Medical Board is sponsoring a Management Educational Seminar for the Minister of Health.

X. Adjournment
January 19, 1989

MEMORANDUM

TO: Lou Kettel

FROM: Joan Hartman Moore

RE: GPA-Sponsored Program for Deans on Development

The Group on Public Affairs Steering Committee met earlier this month. They were pleased with your assessment that the deans would be interested in a program on institutional development. Several questions arose during their discussion, the answers to which will help them develop a draft agenda to submit to you, and if appropriate, on to the COD:

1. Do you think the deans would find most useful a program that focuses on their role in development, a focus on how the deans can best utilize their development staff, a concentration on problem-solving or a combination of these topics?

2. Do you think they would prefer to have present only those development officers who are serving as speakers and resource personnel or to have a joint session with combined (deans and development officers) speakers and audience—a dialogue, as it were?

3. It seems logical to "piggyback" this program with an existing dean's meeting. Which seems more amenable to the addition of this kind of program, the Annual Meeting or the Spring Meeting? Or is there a third option you would recommend?

4. Is there an opening still on the agenda of the next scheduled session of the meeting you have recommended? How much time would be available?

5. Is next appropriate step, indeed, the submission to you of a proposed program agenda?

A memo or note covering your answers and, of course, any additional recommendations and thoughts would be most helpful to me. Thanks for your help.

cc: Liz Martin
November 28, 1988

Dr. William Butler  
President  
Council of Deans  
Baylor College of Medicine  
1200 Moursund  
Houston, TX 77030

Dear Dr. Butler:

At the Houston meeting, October 1988, the Group of Free-Standing Deans addressed the problems of animal care and use, and the recurrent negative challenges by parties.

It seems that organized medicine does not have a national organization to counteract these thrusts. We recognized the efficacy of our endeavors to our common purposes of research, but the negative action is broadly based, tenacious, dangerous.

What with any organization, and particularly national organizations, the infrastructure could be overwhelmingly costly. But it could be "piggy-backed". Medical Schools throughout the nation could establish an "office" in each of the schools. This office would attend to communications, reportings, education, all in the name of whatever flag, or emblem, or such organization we develop. A school official to receive all of these inputs could be designated on a very part-time basis and address the problems they may rise.

Please consider same as a motion: that each School of Medicine identify an office and person or persons to coordinate efforts to counter antivivisectionists, animal rights movements, anti-experimental laboratories, anti-animal users in research, etc.

Cordially,

Luis F. Sala, M.D.  
President and Dean
AAMC FUTURE MEETING DATES

1989

February 22-23  Executive Council/COD Admin. Board
Washington, D.C.

April 11-16    COD Spring Meeting
   Fess Parker’s Red Lion Resort
   Santa Barbara, California

June 14-15    Executive Council/COD Admin. Board
               Washington, D.C.

September 27-28 Executive Council/COD Admin. Board
                  Washington, D.C.

October 27-Nov. 2 AAMC Annual Meeting
                   Washington, D.C.

December 13-15 Officers Retreat
              Wye Woods Conference Center

1990

February 21-22 Executive Council/COD Admin. Board
Washington, D.C.

April 7-11     COD Spring Meeting
   Sonesta Sanibel Harbour Resort
   Florida

June 27-28    Executive Council/COD Admin. Board
               Washington, D.C.

September 26-27 Executive Council/COD Admin. Board
                  Washington, D.C.
March 6, 1989

Dear Colleague:

The Council of Deans' Administrative Board met in Washington last week, and I thought you might like to be briefed on several items discussed and acted upon at the meeting, and on actions taken by the Executive Council.

We heard presentations from two members of Congress:

1. Senator Durenberger, of Minnesota, the ranking minority member on the Health Subcommittee of the Senate Finance Committee, spoke to the Executive Council in general terms about the very tight budgetary situation in Washington.

2. Congressman Traxler, from Michigan, joined the Administrative Board for a lengthy breakfast session. Traxler is the new Chairman of the Subcommittee on Independent Agencies of the House Appropriations Committee. We invited him to meet with us because his Subcommittee oversees funding for the Veterans Administration. He strongly encouraged us to keep up the pressure to support funding of VA programs. Traxler is worried about the lack of construction monies in the current budget, and believes that we are moving to a critical point where, without additional funding, the quality of patient care may decline to the point that the whole issue of the viability of the VA System will be raised. He urged the deans to invite Subcommittee Chairmen, as well as his Subcommittee members, (lists attached) to visit VA Medical Centers to get a feel for how reductions in personnel are impacting the quality of patient care.

The Executive Council approved implementation of a revised MCAT for 1991. In addition to a wide range of changes which will be reviewed at the Spring meeting, the tests will be 80 minutes shorter than at present, and will include two, 30-minute writing samples.

The AAMC's strategic plan was presented and discussed. The Administrative Board recommended that an emphasis on education be asserted more clearly. This plan also will be presented at the Spring meeting.

We heard an update on proposed regulations and legislation regarding conflicts of interest and misconduct in research. The AAMC staff will continue to monitor these areas of intense activity and keep up abreast of potential actions required.
March 6, 1989
Page 2

The Administrative Board encouraged the AAMC staff to continue to help schools take a more proactive stance in regard to the use of animals in research. Part of the AAMC's strategic plan deals with this issue, and we will hear more about that as recommendations are developed.

The Organization of Students' representatives encouraged the deans to meet with their student representatives at home and discuss the issues of concern to the students. I have done that here at Baylor, and would recommend that to you.

Plans for the Fall meeting were presented. The theme is "Medical Physician Education: Our Heritage and Future." We discussed potential ideas for a special session of the Council of Deans at the Annual Meeting. We would welcome your input for ideas, but, presently, it looks like the conflict of interest issue might be a good one to explore in-depth.

Independent of the Executive Council meeting, Tom Bowles, Chairman-Elect, and I met with the AAMC Committee on Governance, which was appointed by Kay Clawson to look at the broader aspects of the AAMC organization. Each of you has received a request for your thoughts on a series of questions posed by the Committee. Over 150 responses have been received, and I would strongly encourage each of you to think about those issues and respond directly to Dr. John Colloton, Chairman of the Committee. Several members of the Committee plan to attend the Spring meeting of the Council of Deans in order to get our input on such questions as whether the name of the AAMC adequately reflects our mission. Because this matter seems so timely, and because one of our speakers for the Spring meeting has just withdrawn from the Council of Deans, we have decided to use one of the sessions at the Spring meeting to focus on these questions in small group discussions.

We hope that each of you will be able to attend the meetings in Santa Barbara, as a fine program has been put together, and it will be a time to reflect not only on the issues facing the deans, but on the broader issue of the scope and governance of the AAMC.

With personal regards,

William T. Butler, M.D.
HOUSE APPROPRIATIONS COMMITTEE

Jamie Whitten (MS)*
William Natcher (KY)
Neal Smith (IA)
Sidney Yates (IL)
David Obey (WI)
Edward Roybal (CA)
Louis Stokes (OH)
Tom Bevill (AL)
Bill Alexander (AR)
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Bob Traxler (MI)
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Bob Carr (MI)
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Lindsay Thomas (GA)
Chester Atkins (MA)
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Joseph McDade (PA)
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Clarence Miller (OH)
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Joe Skeen (NM)
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Vin Weber (MN)
Tom DeLay (TX)
Jim Kolbe (AZ)
Dean Gallo (NJ)

DEMOCRATS
Bob Traxler (MI)*
Louis Stokes (OH)
Lindy Boggs (LA)
Alan Mollohan (WV)
Jim Chapman (TX)
Chester Atkins (MA)
Jamie Whitten (MS)*

REPUBLICANS
Bill Green (NY)+
Larry Coughlin (PA)
Jerry Lewis (CA)
Silvio Conte (MA)+

*Chairman
+Ranking Minority Member
Ex Officio Member
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Representative Whitten, Chairman
Representative Smith, Ranking Republican

Commerce, Justice, State, & Judiciary
Representative Smith, Chairman
Representative Rogers, Ranking Republican

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