ANNUAL REPORT
OFFICE OF THE ASSOCIATE PROVOST, LAWRENCE M. CLARK
1983 - 1984

The following is a brief summary of the activities of the Affirmative Action Office during 1983-84.

COMMITTEES

Ad Hoc Committee on Handicapped: The Ad Hoc Committee on Handicapped met nine times during 1983-84 and during the year, membership on the Committee expanded to include representatives from the Graduate School, Undergraduate Admissions, the Housing Department, Horticultural Science, and Campus Planning and Construction. The majority of the Committee's time revolved around the following topics: 504 revisit, updating the "Guide to Services for the Handicapped", updating the campus accessibility map, a proposal for a handicap services coordinator, and coordinating the count of handicapped people on campus.

Chancellor's Advisory Council on Afro-American Affairs: The Council met regularly during 1983-84 and was involved with a number of projects. Chief among these were the Afro-American Students/Organizations Fall Retreat (October 21-23), held at the Hill Forest Camp and the coordination and implementation of the Afro-American Symposium. This Symposium is designed to help students understand some of the obstacles they will face in a University setting and teach them strategies to use in overcoming these obstacles and enhancing their academic career.

Chancellor's Advisory Council on Women's Affairs: The Council on Women's Affairs was officially established by a January 3, 1984 letter of appointment from Chancellor Poulton. All members were appointed to a one-year term to expire December 31, 1984. The initial meeting of the Council was held on
February 15 at which time the Chancellor charged the Council with the responsibility of advising the Chancellor and Provost on matters pertaining to the needs of women at NCSU, and to the enhancement of a positive, harmonious University environment supporting the fullest development of all human potential. On March 8, the Council participated in a one-day retreat at the Aqueduct Conference Center to further identify their work, set objectives and begin their course of action.

WORKSHOPS/SEMINARS/SPECIAL PROGRAMS

Race Awareness Seminars: Six Race Awareness Seminars were held at the Aqueduct Conference Center in Chapel Hill during 1983-84. Three of these seminars (October 17-18; March 26-27; and April 18-19) were sponsored by the Provost's Office. A seminar on March 24-25 was jointly sponsored by the Provost's Office and the Division of Student Affairs; 17 student leaders participated.

The Division of Finance and Business co-sponsored a seminar on October 19-20 (for Finance and Business personnel) and sponsored entirely a seminar on March 21-22 for public safety officers.

"Power Communication" Workshop: On April 24, 1984 the Provost's Office sponsored the annual women's seminar - a workshop entitled, "Power Communication". Workshop leader for this two-session program was Dr. Julie White, president of White and Associates and former Director of Old Dominion University's Institute of Management. Approximately 400 faculty and staff attended this program.

Ivan Van Sertima Lecture: Dr. Ivan Van Sertima, Professor of African Studies at Rutgers University, revisited NCSU on January 31, 1984 to lecture on "Early African Science and Technology" and "African Presence in Ancient America".
Dr. Van Sertima's visit offered the University a scholar to talk about cultural diversity and share some of his research findings on science and innovations of ancient Africans and its impact on western civilization.

William Sedlacek Workshop: "Retention of Minority Students and Academic Advising" was the topic of the workshops presented by Dr. William Sedlacek on February 16 and 17, 1984. In particular, he discussed his research on recruitment and retention of Black students and non-cognitive indicators of success to be used in admissions criteria and in setting up retention programs. North Carolina State University will be field testing these variables. Dr. Sedlacek is a Professor in Educational Research and works in conjunction with the Counseling Center at the University of Maryland.

University-Community Brotherhood Dinner: December 6, 1983 marked the second annual University-Community Brotherhood Dinner hosted by Chancellor and Mrs. Poulton. More than 400 guests from the University community and Wake County Black community attended this holiday dinner. Coordinated by the Affirmative Action Office, the theme for the evening was "A Tribute to an Emancipator and Scholar: Dr. John Hope Franklin". Guest speaker for the occasion was Dr. Alfred Pasteur, Professor of Psychology at Hunter College of the City University of New York.

OTHER ACTIVITIES

Personnel: A new EPA position was established for the Affirmative Action office during 1983-84. Effective September 1, 1983, Ms. Claudia Pattison, was promoted to the position of Assistant Affirmative Action officer. Ms. Carolyn Ingram filled the vacant secretarial position in the office on October 10, 1983.
Race Awareness Seminar Study: The Affirmative Action Office is in the process of conducting a quasi-experimental research study on the C.T. Vivian Race Awareness Seminar. Preliminary research into the methodology began in late fall 1983 and pre-test/post-test data was collected during the spring of 1984. Results will be tabulated during July with a technical paper forthcoming in August.

EPA Professional Vacancies Listing: During January, the Affirmative Office began coordinating the publication of a list of EPA Professional, Non-Faculty Vacancies for distribution to on-campus offices and a number of external organizations. It was felt that this effort would enhance public relations and broaden the recruiting pool for these positions. Published bi-weekly, the first listing was distributed on February 1, 1984 and has received a very favorable response.

Workshop Presentations: Dr. Clark presented several workshops on race awareness during 1983-84. Two workshops were presented at Enloe High School March 12 and April 19. A Third workshop was conducted at Laney High School in Wilmington, N.C. on May 4. On March 15, Dr. Clark and Ms. Pattison jointly conducted a race awareness seminar for the faculty of the North Carolina School of Science and Mathematics.

Committees: During 1983-84, Ms. Pattison assumed chairmanship of the Ad Hoc Committee on Handicapped and was appointed to the Chancellor's Advisory Council on Women's Affairs. Dr. Clark served as a member of the Education Committee of the Board of Science and Technology and was appointed to a two-year term on the NCSU Athletics Council. Additionally, he served on Search Committees for: Associate Dean of Research for the School of Education, Director of Institutional Research, and the Minority Academic Coordinator in the School of Humanities and Social Sciences.
<table>
<thead>
<tr>
<th>Conferences/Meetings Attended:</th>
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<tr>
<td><strong>Clark</strong></td>
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<tr>
<td>February 23-24, 1984</td>
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<tr>
<td>Black History Month, speaker at W. McDowell Jr. High School, Marion, NC</td>
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<td>March 1-2, 1984</td>
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<td>March 29 - April 1, 1984</td>
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<td>&quot;Blacks Achievement in Predominantly White Institutions&quot;, paper presented at the Southern Regional Convention of Alpha Phi Alpha Fraternity, Inc., Biloxi, Mississippi</td>
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<td><strong>Pattison</strong></td>
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<td>October 28, 1983</td>
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<td>&quot;Image and Self-Projection Workshop&quot;, Marriott Inn, Raleigh, NC</td>
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<td>June 6, 1984</td>
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<td>&quot;Affirmative Action: Targets, Trends and Tools for the '80s&quot; (Conference sponsored by the Office of State Personnel), Jane S. McKimmon Center, NCSU</td>
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MEMORANDUM

TO: Dr. Lawrence M. Clark, Associate Provost

FROM: George R. Dixon, Director of Admissions

RE: Waiver of EPA Vacancy Announcement

As a result of a spousal job change out of the Raleigh area, I have an unexpected EPA vacancy. Mrs. Phama Larsen, Assistant Director of Admissions, will be moving to Wilson as a result of her husband's recent employment there. Mrs. Larsen's job title and description are identical to that of an EPA Assistant Director of Admissions vacancy we advertised and filled less than 45 days ago. Since we had several outstanding candidates interested in the earlier vacancy, I am requesting permission to waive announcing the new vacancy and be allowed to invite the top 4-5 earlier candidates in to interview.

I look forward to hearing from you at your earliest convenience.

GRD:mlb

FYI

Already called George and asked to submit CF+ itinerary with new number and attach a memo saying using the same pool of candidates for position #1 (which is identical) to no waiver needed.  CEn
MEMORANDUM

TO: Dr. Lawrence M. Clark, Associate Provost

FROM: George R. Dixon, Director of Admissions

RE: Waiver of EPA Vacancy Announcement

May 10, 1989

As a result of a spousal job change out of the Raleigh area, I have an unexpected EPA vacancy. Mrs. Phama Larsen, Assistant Director of Admissions, will be moving to Wilson as a result of her husband's recent employment there. Mrs. Larsen's job title and description are identical to that of an EPA Assistant Director of Admissions vacancy we advertised and filled less than 45 days ago. Since we had several outstanding candidates interested in the earlier vacancy, I am requesting permission to waive announcing the new vacancy and be allowed to invite the top 4-5 earlier candidates in to interview.

I look forward to hearing from you at your earliest convenience.

GRD:mlb

Mr. Simpson will be coordinating the preparation of the Annual Report for the Provost's Office again this year. Please have your portion of the report to him not later than Friday, June 15.
Claudia

These particulars will need to be considered in preparation of Annual Report. Carola

6-8
MEMORANDUM

To: Deans and Directors of Divisions

From: Bruce R. Poulton, Chancellor

Subject: ANNUAL REPORT

April 4, 1984

I will need to have your Annual Report covering 1983-84 by Friday, June 22, 1984.

Please do not feel restricted to the following outline, but I would like you to use it as a checklist for reporting anything significant on the subjects indicated.

Two copies of your report are needed by this office. The original should be typed on good grade bond paper as all annual reports are filed in Archives.

Academic Units

In the report for the academic unit you represent, please cover as economically as is practical the following main points:

1. Students
   Enrollment and prospects
   Quality and trends
   Recommendations

2. Faculty and Staff
   Quality in teaching
   Quality in research
   Salary situation (list specific examples of salary disadvantages or advantages you are experiencing)
   Conditions of work
   Honors received
   Minorities and Women represented on faculty
3. **Program**

**Instruction**
- Efforts to improve
- Problems and recommendations
- Curriculum developments and prospects
- Student involvement
- Interdisciplinary developments

**Research**
- Efforts to encourage
- Level of activity
- Significance of activity (call attention to specific achievements of significance)
- Problems and recommendations

**Extension, Public Service, Continuing Education, etc.**
- Level of activity
- Opportunities unrealized
- Suggestions

4. **Aims and philosophy of your unit**

5. **General**

Anything else bearing upon the excellence and service of your School and the institution as a whole deserving, in your judgment, administrative and Board concern or attention.

I suggest that your reports be limited to essentials. It should not be necessary to exceed ten double-spaced pages. Since the institutional report to the President must be limited to approximately twelve pages, if there are specific points that you think most significant, please indicate these in an attached summary. Please feel free to depart extensively from this outline. Non-academic units in particular should report in a more general way significant developments, accomplishments, prospects, and concerns for the reporting period.
MEMORANDUM

TO: Robert D. Bereman
    Gordon A. Berkstresser
    Terrence M. Curtin
    Deborah Dalton
    Carl J. Dolce
    John F. Ely
    Francis J. Hassler
    Mary F. Hester
    J. E. Legates

FROM: Lawrence M. Clark, Associate Provost
      and Chairman of the Affirmative Action Committee

SUBJECT: Second National Conference on Desegregation in Postsecondary Education

 Attached is some literature on the Second National Conference on Desegregation in Postsecondary Education which will be held at the Sheraton University Center in Durham, North Carolina during the period October 9-12, 1984. This conference is sponsored by the North Carolina Central University Institute on Desegregation.

Your assistance in posting and distributing this literature is very much appreciated.

CI

North Carolina State University is North Carolina's original land-grant institution and is a constituent institution of The University of North Carolina.
ON DESEGREGATION IN POSTSECONDARY EDUCATION
"The Continuing Search For Equality"

OCTOBER 9-12, 1984
SHERATON UNIVERSITY CENTER
DURHAM, NC

A conference designed to bring together leaders, practitioners, scholars and researchers from the higher education community, national and state governments, and the general public to discuss policies, strategies, plans and programs to promote the desegregation process.
2ND NATIONAL CONFERENCE ON DESEGREGATION IN POSTSECONDARY EDUCATION

"The Continuing Search For Equality"

Sheraton University Center • Durham, NC • October 9-12, 1984 • (919) 683-6433

Sponsored by

The Institute on Desegregation at North Carolina Central University, with supportive contributions and services from: the American College Testing Program, the North Carolina State Department of Community Colleges, ERIC Clearinghouse on Higher Education, the Institute for Higher Education Law and Governance, the Southern Education Foundation, the Educational Testing Service, the Offices of University Affairs and Institutional Research of the University of North Carolina at Chapel Hill, and the General Administration of the University of North Carolina system.

MAJOR TOPICS

The Impact of Desegregation in Higher Education on:
- Student Recruitment and Enrollment
- Student Retention
- The Survival of Traditionally Black Postsecondary Institutions
- State-wide Systems of Higher Education
- Traditionally Black Colleges and the New Technology
- What Can Be Learned From Research On Elementary and Secondary School Desegregation

Including general sessions with keynote speakers, pre-conference workshops, concurrent sessions, and an array of contributed papers.

MAJOR SPEAKERS

- Mary F. Berry, Professor of Law and History, Howard University, and member of the United States Commission on Civil Rights
- Edgar G. Epps, Marshall Field IV Professor of Urban Education at the University of Chicago
- Willis D. Hawley, Dean of Peabody College, Professor of Education and Political Science, School of Education and Human Development, Vanderbilt University
- Michael A. Olivas, Associate Professor of Education and Law and Director of the Institute of Higher Education Law and Governance, University of Houston
NATIONAL DESEGREGATION CONFERENCE  
c/o Jeff E. Smith, Director  
Institute On Desegregation  
North Carolina Central University  
Durham, North Carolina 27707
NATIONAL CONFERENCE ON DESEGREGATION IN POSTSECONDARY EDUCATION
OCTOBER 9-12, 1984 SHERATON UNIVERSITY CENTER DURHAM, NC 27707

REGISTRATION Fee: $65 ($80 if postmarked after Sept. 18, 1984) includes 3 Continental breakfasts, 1 luncheon, and 1 banquet dinner.

☐ PLEASE REGISTER ME FOR THE CONFERENCE (Check enclosed) $_________
Make check payable to INSTITUTE ON DESEGREGATION.

☐ PLEASE SEND FURTHER INFORMATION.

☐ CANNOT ATTEND BUT I AM INTERESTED IN PROCEEDINGS.

Student Fee: $30 (meals and a copy of the proceedings at additional cost)

Name ___________________________ Phone ___________________________
Title ___________________________ Institution _______________________
Address ___________________________
City ___________________________ State ___________________________ Zip ___________________________

A hotel reservation form will be mailed to you along with a registration receipt.
AFFIRMATIVE ACTION FORM

NAME: (Optional) ________________________________ 

(First) ___________ (Middle) ___________ (Last) ___________

SEX: (Circle) Male Female

AGE: (Date of Birth) ________________________________

(Month) ___________ (Day) ___________ (Year) ___________

Ethnic Background (Circle)

White (not of Hispanic origin)
Black (not of Hispanic origin)
Hispanic
Asian or Pacific Islander
American Indian or Alaskan Native

Citizenship: (Country) ________________________________

Handicap: ________________________________
AFFIRMATIVE ACTION FORM

NAME: (Optional) 

SEX: (Circle) Male

AGE: (Date of Birth) 9-20-83

Ethnic Background (Circle) White (not of Hispanic
Black (not of Hispanic
Hispanic
Asian or Pacific Islander
American Indian or Alaskan

Citizenship: (Country)

Handicap:

Dr. Sanford asked Dr. Clark to look at this card to be sent to all job applicants in Sec. Dept. Dr. Clark said it is O.K.
AFFIRMATIVE ACTION COMMITTEE 1983-1984

Lawrence M. Clark, Chairman
Robert D. Bereman
Gordon A. Berkstresser
William R. Calloway
Margaret P. Corriher
Terrence M. Curtin
Deborah Dalton
Carl J. Dolce
John F. Ely
Francis J. Hassler
Mary F. Hester
J. E. Legates
Nancy B. Martin
Sandra O. Paur
Wilma C. Peebles
LeRoy C. Saylor
Thomas H. Stafford, Jr.
Banks C. Talley, Jr.
Robert O. Tilman
Augustus M. Witherspoon
Ex officio: Claudin F. Pattison
Ag. & Life Sciences
Pessl
Negtie
Design
Jewell
Debra Hulda

Education
Hulda
Klein

Engineering
Ely

Forest Resources
Leyton

F463
PAMS
Berenson
Pauze

Teplitz

Berestessky
Martin

Veterinary Medicine

Corrider
Curtin

Student Affairs

Stafford
Talley

Business Affairs

Callaway

University Extension

Foster
Graduate School

Wheeler
Waterspoon

Waterspoon