

Date: \_\_\_\_\_

5/24/76

PROVOST'S OFFICE

- TO: Dr. N. N. Winstead
- Mr. W. H. Simpson
- ~~Dr.~~ Murray S. Downs
- Dr. Lawrence M. Clark
- Dr. Marvin H. Gehle
- Dr. LeRoy B. Martin
- Dr. Clauston L. Jenkins

*Claudia*

- Sylvia Jamison
- Gloria Johnson
- Barbara Ann Peters
- Fran Rasette
- Elsie Mae Stephens
- Mary Strickland
- Mary Watson

Return to \_\_\_\_\_ or Return for filing \_\_\_\_\_

*reptain file - -*

*Dr. Downs has history  
matter reptain  
E.S.*

Office Copy

May 14, 1976

MEMORANDUM

TO: Dr. J. A. Mulholland

FROM: M. S. Downs

SUBJECT: Classroom Maps

In response to your invitation for classroom map requests, I should like to ask that the following maps be available in whatever classroom (HA 352?) I am assigned for HI 351E:

- B16 Roman Empire
- H1 Barbarian Migrations
- H5 Saxon & Norman England
- H6 England & France
- H11 England 1543-1643

I should also like to have the map entitled something like "Medieval Trade - Europe" and numbered something like "H8" but I did not see one on the inventory. At one time, we had several of these.

Many thanks.

MSD/fr

(DRAFT)

TO: Chancellor Thomas  
FROM: Nash N. Winstead  
SUBJECT: Attached Booklet Framework

I have reviewed with my staff the attached Framework for Evaluating Institutional Commitment to Minorities prepared by the American Council on Education.

My staff thinks and I agree that to become involved in another self-study at this time may be counterproductive. As you are aware we are deeply involved in a Title IX Self-Evaluation and development of addendum to our current Affirmative Action Plan which expires June 30, 1976.

I think it might be wise to wait a year and then assess our needs in this area.

I have prepared the attached draft for your consideration.

(DRAFT)

Dr. Roger W. Heyns, President  
The American Council on Education  
Suite 801  
One Dupont Circle  
Washington, D. C. 20036

Dear Dr. Heyns:

My staff has reviewed in detail the Framework for Evaluating Institutional Commitment to Minorities. We agree with your basic assumption that institutional self-evaluation is an important stimulus to constructive change and improvement in institutional operations.

Presently, our institution is deeply involved in

- (1) preparing a second three-year Affirmative Action Plan under Executive Order 11246
- (2) conducting a self-evaluation under Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally-assisted education

I feel that another self-evaluation at this time and during the next academic year would be counterproductive for our institution.

However, as we assess our institutional needs during the next academic year we shall give some thought to a self-study in this area.

We wish to be continuously informed of the Council activities and findings in this area. I have designated Dr. Lawrence M. Clark, Assistant Provost/Affirmative Action Officer as the person with whom members of your staff should contact.



(DRAFT)

March 2, 1976

MEMORANDUM

TO: School Deans  
Chairman, Faculty Senate

FROM: Nash N. Winstead, Provost

SUBJECT: Modifications in Proposed Tenure Policy

The proposed Policies and Regulations Concerning Academic Tenure at NCSU dated February 12, 1976, revised by the NCSU Tenure Committee in response to recommendations by Vice President Dawson and Dr. Phay on behalf of the Committee on Personnel and Tenure of the Board of Governors, was reviewed by the Faculty Senate on February 17 and by the Administrative Council on February 25.

On the basis of recommendations from the Faculty Senate and from members of the Administrative Council we are prepared to recommend to the Chancellor and the Board of Trustees approval of the February 12 draft with the following modifications:

1. Section III-A-3: Delete the word "professional" in the phrase "professional incompetence," but include in the Chancellor's letter of transmittal to President Friday a formal request that the Board of Governors modify Chapter Six of the UNC Code to add the term "professional" to "incompetence" wherever the latter is given as a basis for discharge.
2. Section III-D: Add "statement of" to the first sentence so that it will read "The statement of appointment, reappointment, or promotion . . . ."

3. Section V-D-2: Delete the phrase "a simple, unelaborated statement of" so that the last sentence of the first paragraph will read: "Notice of nonreappointment shall be given in a letter from the Chancellor containing the decision not to reappoint."
4. Section V-D-3: Add the phrase "through appropriate channels" so that the section will read: "A faculty member who decides to resign his employment has the obligation to give, through appropriate channels, timely written notice of his intention to the Chancellor."
5. Section VII-B-22 (first and fourth paragraphs): Delete the term "professional," as in item 1 above.
6. Initial Implementation-B: Modify the sentence to read: "Assistant professors with service in that rank at NCSU prior to July 1, 1976, who at that time have not been notified in a letter from the Chancellor that they will not be reappointed, shall be offered either (1) during the second year of the first three-year term or (2) during the second year of their second three-year term, if reappointed, the option of having their reappointment, tenure, or promotion postponed by one year."

An information copy of the February 12 draft has been furnished to Dr. Phay with the request that he notify us of any portions of our draft which are likely to be unacceptable to the Committee on Personnel and Tenure of the Board of Governors. He has not yet been able to review our document. Institutional policies for

School Deans  
Chairman, Faculty Senate  
Page 3  
March '2, 1976

ASU, NCA&T, NCCU, PSU, UNC-A, and UNC-C have been formally approved by the Board of Governors.

If you have questions or recommendations concerning any of the above modifications, please notify me or Assistant Provost M. S. Downs as soon as possible but no later than March 10. The proposal must be retyped and sent to the members of the NCSU Board of Trustees at least a week in advance of their meeting on March 24.

MSD:sj  
cc: Chancellor Thomas  
Dr. A. C. Barefoot

February 20, 1976

MEMORANDUM

TO: School Deans  
Dean Droessler  
Dr. L. B. Martin  
Dr. I. T. Littleton

FROM: M. S. Downs, Assistant Provost

SUBJECT: Latest Draft of Parts of UNC Long-Range Plan

Chancellor Thomas received this week a draft of several chapters of the proposed UNC Long-range Plan for 1976-81. This draft has been tentatively adopted by the Committee on Educational Planning, Policies, and Programs of the Board of Governors. That Committee is expected to take final action on this draft on February 27. The complete planning report is to be printed for submission to the General Assembly when it meets on May 3.

The chapters received are: One - Introduction (pp. 1110-1320); Three - Constraints, Assumptions, and Projections Affecting Planning for Higher Education (pp. 3101-3801); and Five - Instruction, Research, and Public Service (pp. 5101-5216) plus the "Academic Program Plan" for NCSU (pp. 5401-5403 & 5466-5478).

The chapters not received are: Two - The State of Higher Education in North Carolina, 1976; Four - Mission, Goals, and Objectives; Six - Administration and Resources, 1976-1981; and Seven - Future Planning.

The general approach in the material we have seen is to explain and to justify the current activities and programs throughout the UNC system and to indicate that policies and procedures will be in effect for modifying the Plan (adding or deleting programs) and for periodic review of current programs. According to the Table of Contents, these policies and procedures will be contained in Chapter Seven, which we have not received.

We are enclosing those portions of what has been received of particular interest to your unit or activity. If you spot any significant error or omission or any provision that should be questioned or challenged prior to action by the Committee of the Board of Governors, please let me know by phone, if possible, by noon Tuesday, February 24.

MSD/mg

Enclosure

cc: Chancellor Thomas  
Dean Stannett  
Dean Rigney  
Dr. S. B. Tove



February 20, 1976

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Dr. L. B. Martin  
Dr. I. T. Littleton

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MSD/mg

Enclosure

cc: Chancellor Thomas  
Dean Stannett  
Dean Rigney  
Dr. S. B. Tove

February 20, 1976

MEMORANDUM

TO: Vice-Chancellor Turner  
Vice-Chancellor Talley  
School Deans  
Dean Droessler  
Dr. L. B. Martin  
Dr. I. T. Littleton

FROM: M. S. Downs, Assistant Provost

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Latest Draft of Parts of UNC Long-range Plan  
Page 2  
February 20, 1976

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MSD:sj

Enclosure

cc: Chancellor Thomas  
Dean Stannett  
Dean Rigney  
Dr. S. B. Tove (to Biochemistry Dept.) ?

January 26, 1976

MEMORANDUM

TO: School Deans

FROM: Murray S. Downs, Assistant Provost

SUBJECT: UNC Long-range Plan

Enclosed are some materials concerning the proposed UNC Long-range Plan as it pertains to academic programs:

1. A letter from Vice-President Sanders to the Chancellors (December 2, 1975) enclosing tables and graphs on degree productivity throughout the UNC system. The letter also indicates that the Board of Governors Committee on Educational Planning, Policies, and Programs is currently reviewing a draft of the academic program section of the Long-range Plan.
2. A summary of the major points contained in a draft (July 30, 1975) for Chapter V of the UNC Long-range Plan which was being considered by the staff of the General Administration during the fall. We have no information at present whether any or all of these major points are contained in the draft referred to by Vice-President Sanders.
3. A preliminary tabulation of degrees conferred 1974-75 according to HEGIS Code categories. The figures to the left of the vertical lines represent NCSU degree categories which are added to give HEGIS Code "discipline specialty"

School Deans  
Page 2  
January 26, 1976

categories on the right. It is the latter category, together with (1) the average number of degrees awarded for the past five years and (2) the date of initiation of the program, that is pertinent to determining which programs may be subject to special review because of low productivity.

MSD:sj  
cc: Chancellor Thomas  
Vice Chancellor Talley  
Dean Stannet  
Dean Peeler

(DRAFT)

January 26, 1976

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School Deans  
Page 2  
January 26, 1976

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MSD:sj  
cc: Chancellor Thomas  
Vice Chancellor Talley  
Dean Stannet  
Dean Peeler

DRAFT

December 3, 1975

MEMORANDUM

TO: Title IX Unit Coordinators  
Title IX Advisory Committee Members

FROM: Lawrence M. Clark

The Advisory Committee members, Unit Coordinators, and selected Task Force members will meet Monday, December 15, 1975, at 9:00 a.m. until 12:30 p.m. in the University Student Center Ballroom. This meeting will be devoted to identifying specific questions to be answered and/or specific studies to be conducted. As you are aware, the most difficult phase of the Title IX Self-Evaluation is that of identifying specific questions.

We feel that a nuts-and-bolts session will not only be useful in identifying questions but will provide some degree of uniformity across units and will provide the Advisory Committee members with a degree of continuity from the beginning phase.

LMC:sj



DRAFT

November 21, 1975

Mr. Randolph Bazemore  
Wage and Hour Division  
U.S. Department of Labor  
Room 408  
310 New Bern Avenue  
Raleigh, North Carolina 27601

Dear Mr. Bazemore:

Attached is the information on salaries which you requested for your study on EPA faculty and security personnel salaries. The EPA faculty data includes full-time teaching, research, and extension faculty in the ranks of professor, associate professor, assistant professor, and instructor. Those faculty in these academic ranks who have administrative responsibilities at the level of Department Head or above have not been included. The EPA faculty data includes information by Schools and Departments and includes name, rank, salary and sex. The salaries of employees who have a 12 month employment period have been converted to a 9 month basis so that all salaries are reported on an academic year basis.

A code sheet for the Schools and Departments and faculty ranks is included.

In addition, general guidelines with respect to the academic year 1975-1976 merit salary increases, which was sent from the Provost to School Deans, are included.

The security personnel data includes the title of each employee, the current annual salary, sex, and race.

Nash N. Winstead  
Provost & Vice Chancellor

cc: Acting Chancellor Rigney  
Dr. Lawrence M. Clark  
Mr. George Worsley *Mr. Richard Robinson*

D R A F T

November 12, 1975

TO: Title IX Coordinators  
FROM: Lawrence M. Clark  
SUBJECT: Guidelines for Title IX Unit's Self-Evaluation

Sufficient time and attention should be directed in advance of initiating the unit self-evaluation inquiry. The initial need of the unit coordinator and the Task Force is a clear understanding of the requirements against which current unit performance is to be measured. The regulations do not always supply clear and meaningful statements of those requirements. Hence, the unit coordinator and Task Force must generate from the regulations and position papers specific questions to be answered and/or specific studies to be conducted in the face of interpretative difficulties.

1) By December 20, 1975

Initiation of unit's self-evaluation process

Action required: Formulate the technique of inquiry. Generate the specific questions to be answered and/or studies to be conducted.

Report required: Your unit report should describe your technique of inquiry and should have sufficient detail and be as concise as possible. Your report should identify each area of evaluation, state briefly the specific questions you will seek to answer and/or studies you will conduct.

2) By January 30, 1976

a) Unit Evaluation and Change

Action required: Complete and document unit self-evaluation and initiate any necessary changes (which do not need University action) on a permanent basis in all areas except: (1) intercollegiate athletics and (ii) those areas where interpretation has been sought from H.E.W. or system-wide (University System) action has been undertaken, and necessary information

has not been provided to the unit. For each area of activity, provisions should be made for monitoring to assure identification of any future noncompliance, by providing a report at least once a year. Report required: Your report should be a summary, rather than a recapitulation of the entire inquiry, but it should have sufficient detail to stand alone as proof of your compliance effort (e.g., upon review by the University Title IX Advisory Committee). Within that guideline, it should be as concise as possible.

The report should identify each area of evaluation, state briefly the questions you sought to answer and the conclusions you formed, and either indicate why you believe no change was necessary, or describe the changes implemented and how they will meet whatever problems were identified. If a change will not be fully implemented until after spring semester 1976, please give the schedule for implementation and the basis for selecting it. You should also describe the monitoring system you will use and how it will demonstrate to you that changes are being implemented satisfactorily so that you may direct further action if necessary. Finally, you should state what areas of inquiry or change remain unsolved, and why. Isolate those areas which will require University action.

b) Remedial Measures

Action required: For each policy or practice addressed under Item 2-a in which change of past policies or practices is required and no University action is necessary, determine whether some remedy can be afforded students and/or employees who may have been disadvantaged by it, or whether remedy is impractical.



For each area in which remedy is feasible, it should be afforded beginning with the 1976 winter quarter or semester in all individual cases, and in all areas where a group or class is affected and that group or class is in the final year of its degree program.

Identify those policies and practices which need University action, and how changes in University policies would afford remedies.

Report required: Your report should describe each policy or practice which requires change, state for each whether a remedy is practical; and if no, state the reasons for that determination. It should then describe the nature of any remedy, and how and when it will be provided.

Indicate those policies and practices which need University action. Give specific reasons for each recommended change in University policy and how this change would afford a remedy.

c) Intercollegiate Athletics

Action required: (i) Develop a complete plan for intercollegiate athletics for the academic year 1976-77, which demonstrates substantial progress toward effectively providing males and females equal opportunity to accommodate their interests and abilities. This plan should be specific as to: choices of sports, levels and breadth of competition, and choices between combined or separate teams; student skills and interests identified and the manner in which the proposal accommodates them; the staff, grant-in-aid, financial and other resources which will support men's, women's, and combined programs; and the schedule by which it will be refined, tested, adopted, and implemented. (ii) Develop a proposal for long-range compliance which will equally accommodate the interests and abilities of males and

females "as expeditiously as possible" (86.4(d)) but no later than fall 1979, and a schedule of continuing efforts to refine, test, adopt, and implement a final plan on a schedule providing increasingly equal opportunities in each year until then.

Reports required: (i) You should submit the plan in sufficient supportive detail to demonstrate that it does provide significantly greater opportunity and that its adoption and implementation are feasible.

(ii) You should submit the proposal and schedule in sufficient supportive detail to demonstrate that they will provide equal opportunity and that their adoption and implementation are feasible and will occur "as expeditiously as possible."

e) Employment

In all cases with respect to policies and practices which are related to SPA and EPA employees the Affirmative Action Representative should be consulted.

Each unit must submit at least 10 copies of each report to the Title IX Compliance Officer. The unit reports will be submitted to the University Title IX Advisory Committee.

LMC/va

# NORTH CAROLINA STATE UNIVERSITY

RALEIGH, N. C. 27607

P. O. Box 5067, RALEIGH, N. C. 27607

OFFICE OF THE PROVOST AND VICE-CHANCELLOR

November 10, 1975

## MEMORANDUM

TO: School Deans

FROM: Murray S. Downs, Assistant Provost *MSD*

SUBJECT: Draft 2 (November 7, 1975) of Tenure Policies and Regulations

Enclosed is a copy of the revised version of the proposed Tenure Policies and Regulations. Many changes incorporated into this version were based upon recommendations from the Faculty Senate, the Administrative Council, and Dr. Robert Phay of the staff of the UNC General Administration. These changes from Draft 1 (October 9, 1975) are intended to be editorial in nature and are not intended to alter the substantive or procedural provisions of the earlier draft. The medical disability provisions have been removed from the section on termination and placed in a new section on retirement. The details of the initial implementation have been removed for more careful study by this office in consultation with the School Deans and the Faculty Senate.

The enclosed Draft 2 will be reviewed by the Faculty Senate at their regular meeting on November 11 and by the Board of Trustees on November 14. If you spot any significant substantive or procedural problems in the revised draft, please let me hear before the Trustees meeting on Friday.

MSD:sj

Enclosure

cc: Chancellor Rigney  
Provost Winstead  
Faculty Senate Chairman Tove  
Dr. A. C. Barefoot



(Draft)

November 5, 1975

MEMORANDUM

TO: School Deans  
FROM: Murray S. Downs, Assistant Provost  
SUBJECT: Implementing Procedures for Proposed NCSU Tenure Policy

There does not appear at this time any assurance that the staff of the General Administration or the Board of Governors will act on our proposed NCSU Tenure Policy in advance of the deadlines for personnel actions which must be taken during this academic year. Furthermore, the procedures spelled out in proposed Section X (INITIAL IMPLEMENTATION) have raised unresolved questions as they have been hypothetically applied to a number of actual individual cases. Finally, there is some question about the desirability of making the procedures for transition a permanent part of the policy document itself.

Therefore, we are considering and request your advice on the following actions:

1. That we recommend to Dr. Barefoot's Tenure Committee and to the Faculty Senate the following modification of Section X:

X. EFFECTIVE DATE

These policies and regulations, to the extent that they are in addition to and not part of Chapter Six of the UNC Code, shall be in effect beginning on July 1, 1976, or on the date of formal approval by the Board of Governors, whichever is later. All provisions herein, which are not already required

by Chapter Six of the UNC Code or by present NCSU policies and procedures, shall apply to all personnel actions taken after the effective date.

XI. INITIAL IMPLEMENTATION

The initial implementation of these policies and procedures shall not be used to the disadvantage of any faculty member.

2. That a memorandum be sent from the Provost to School Deans and Department Heads as follows:

"It is our intention that the proposed NCSU Tenure Policies and Regulations shall be effective beginning on July 1, 1976, or on the date of formal approval by the Board of Governors, whichever is later and that all provisions therein, which are not already required by Chapter Six of the UNC Code or by present NCSU policies, shall apply to all personnel actions taken after the effective date.

Therefore, until further notice please follow current NCSU policies and procedures as published in the Faculty Handbook and in administrative memoranda for all personnel actions and decisions taken this year, even though the date of the initial appointment, reappointment, promotion, or conferral of tenure will be after June 30, 1976.

Between now and the time that the Board of Governors formally approves our proposed new Tenure Policies and Regulations, we intend to develop, in consultation with the School Deans and the Faculty Senate subject to the approval of the Chancellor, procedures for assuring that no faculty member shall be disadvantaged

School Deans  
Page 3  
November 5, 1975

by the initial implementation of the proposed policy and that, wherever appropriate, faculty members be given the opportunity to chose between the time-in-service provisions of the current policy and those of the proposed policy, whichever the faculty member perceives as more favorable."

If at all possible, please respond by phone or memorandum before noon, Tuesday, November 11.

MSD:sj

cc: Chancellor Rigney  
Faculty Senate Chairman Tove  
Dr. A. C. Barefoot

November 3, 1975

TO: J. E. Legates  
C. E. McKinney  
C. J. Dolce  
R. E. Fadum  
E. L. Ellwood  
R. O. Tilman  
A. C. Menius, Jr.  
D. W. Chaney  
V. T. Stannett

W. L. Turner  
B. C. Talley, Jr.  
J. D. Wright  
W. R. Casey  
B. R. Younts  
F. R. Drews  
I. T. Littleton  
H. D. Berry  
A. C. Barefoot

SUBJECT: Title IX -- Self-Evaluation

Title IX of the Education Amendments of 1972, prohibiting sex discrimination in educational institutions became effective on July 21, 1975. The Title IX regulations cover students, and both EPA and SPA employees. For compliance under Title IX, NCSU must take the following action:

- (1) Appoint a Compliance Officer with support personnel.
- (2) Disseminate an institutional non-discriminatory sex policy to students, employees, and alumni by October 19, 1975.
- (3) Conduct a self-evaluation within one year, i.e., by July 21, 1976. [The athletic program is given three years for compliance.]

By July 21, 1976 NCSU must have:

- (a) evaluated its policies and practices for purposes of identifying any areas of noncompliance.
- (b) changed any policies or practices found to be at variance with the non-discrimination requirements.
- (c) eliminated the continuing effects of any such discriminatory policies or practices.



November 3, 1975

- (4) Adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints alleging any action which would be prohibited by the regulations.
- (5) Take corrective, remedial, and affirmative action, i.e., Section 86.3(a), (b), and (c) of the regulations which states

If the Director [H.E.W.] finds that a recipient [Institution] has discriminated against persons on the basis of sex in an education program or activity such recipient shall take such remedial action as the Director deems necessary to overcome the effects of such discrimination.

In the absence of a finding of discrimination on the basis of sex in an education program or activity, a recipient may take affirmative action to overcome the effects of conditions which resulted in limited participation therein by persons of a particular sex.

Each recipient educational institution shall [by July 21, 1976]... modify any of these policies and practices which do not or may not meet the requirements of this part; and take appropriate remedial steps to eliminate the effects of any discrimination which resulted or may have resulted from adherence to these policies and practices.

The inquiries mandated by the self-evaluation regulations are substantial and permeate every facet of the institution including recruitment and admissions, financial aid, student services and activities, academic programs and related activities, athletics, and employment.

In addition, documentation of evaluative and remedial processes must be maintained for at least three years following the "Self-evaluation".

The Central Administration has indicated that it will monitor our self-evaluation progress and has indicated that the self-evaluation should be completed by January 30, 1976. In order for us to carry out our self-evaluation we shall use the following procedures:

1. A University Title IX Advisory Committee
2. A Coordinator from each of the following units with a Task Force from each unit:
  - The eight Schools
  - The Graduate School
  - University Extension
  - Student Affairs
  - Business Affairs
  - Athletics
  - Alumni Affairs
  - Physical Education
  - The Library
  - Information Services
  - Special Units (this includes the Computing Center, University Studies, the Sea Grant Program, and the Center for Marine and Coastal Studies)

The units will present to the Advisory Committee their self-evaluation reports. The Advisory Committee will review the reports, recommend certain remedial action, and recommend to the Chancellor changes which may be needed in existing University policy.

I am requesting that you appoint a Coordinator from your unit and establish a workable Task Force for your unit self-evaluation. Please give the names of your Coordinators and Task Force members to Assistant Provost Larry M. Clark by November 7. Dr. Clark will serve as the Compliance Officer for all activities with respect to Title IX.

Attached for your information is a set of Title IX regulations and a synopsis. It is most important that you give this matter your prompt attention. If you have any questions, please contact Dr. Clark (Ext. 3148).

J. A. Rigney  
Acting Chancellor

cc: Provost Winstead  
Attachment



November 3, 1975

TO: J. E. Legates  
C. E. McKinney  
C. J. Dolce  
R. E. Fadum  
E. L. Ellwood  
R. O. Tilman  
A. C. Menius, Jr.  
D. W. Chaney  
V. T. Stannett

W. L. Turner  
B. C. Talley, Jr.  
J. D. Wright  
W. R. Casey  
B. R. Younts  
F. R. Drews  
I. T. Littleton  
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By July 21, 1976 NCSU must have:

- (a) evaluated its policies and practices for purposes of identifying any areas of noncompliance.
- (b) changed any policies or practices found to be at variance with the non-discrimination requirements.
- (c) eliminated the continuing effects of any such discriminatory policies or practices.

- (4) Adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints alleging any action which would be prohibited by the regulations.
- (5) Take corrective, remedial, and affirmative action, i.e., Section 86.3(a), (b), and (c) of the regulations which states

If the Director [H.E.W.] finds that a recipient [Institution] has discriminated against persons on the basis of sex in an education program or activity such recipient shall take such remedial action as the Director deems necessary to overcome the effects of such discrimination.

In the absence of a finding of discrimination on the basis of sex in an education program or activity, a recipient may take affirmative action to overcome the effects of conditions which resulted in limited participation therein by persons of a particular sex.

Each recipient educational institution shall [by July 21, 1976]... modify any of these policies and practices which do not or may not meet the requirements of this part; and take appropriate remedial steps to eliminate the effects of any discrimination which resulted or may have resulted from adherence to these policies and practices.

The inquiries mandated by the self-evaluation regulations are substantial and permeate every facet of the institution including recruitment and admissions, financial aid, student services and activities, academic programs and related activities, athletics, and employment.

In addition, documentation of evaluative and remedial processes must be maintained for at least three years following the "Self-evaluation".

The Central Administration has indicated that it will monitor our self-evaluation progress and has indicated that the self-evaluation should be completed by January 30, 1976. In order for us to carry out our self-evaluation we shall use the following procedures:

1. A University Title IX Advisory Committee
2. A Coordinator from each of the following units with a Task Force from each unit:
  - The eight Schools
  - The Graduate School
  - University Extension
  - Student Affairs
  - Business Affairs
  - Athletics
  - Alumni Affairs
  - Physical Education
  - The Library
  - Information Services
  - Special Units (this includes the Computing Center, University Studies, the Sea Grant Program, and the Center for Marine and Coastal Studies)

The units will present to the Advisory Committee their self-evaluation reports. The Advisory Committee will review the reports, recommend certain remedial action, and recommend to the Chancellor changes which may be needed in existing University policy.

I am requesting that you appoint a Coordinator from your unit and establish a workable Task Force for your unit self-evaluation. Please give the names of your Coordinators and Task Force members to Assistant Provost Larry M. Clark by November 7. Dr. Clark will serve as the Compliance Officer for all activities with respect to Title IX.

Attached for your information is a set of Title IX regulations and a synopsis. It is most important that you give this matter your prompt attention. If you have any questions, please contact Dr. Clark (Ext. 3148).

J. A. Rigney  
Acting Chancellor

cc: Provost Winstead  
Attachment

(Draft)

November 3, 1975

MEMORANDUM

TO: Academic Department Heads  
FROM: Nash N. Winstead, Provost  
SUBJECT: Mini Grant Proposals for Spring Semester, 1976

Mini Grant proposals for the support of experiments in innovative classroom techniques during the Spring Semester, 1976, should be submitted no later than December 1, 1975. The Mini Grant Program was instituted this fall for the improvement of instruction and learning at the undergraduate level. Proposals should involve clearly experimental and innovative activities by particular teachers within the context of particular undergraduate courses. The University Teaching Effectiveness and Evaluation Committee will assist with the review of the proposals.

Approximately \$6000 is available to the Mini Grant Program for the Spring Semester. Individual grants can be up to \$500.

Proposals should not exceed two pages in length and should be sent in twenty-five copies to Assistant Provost M. S. Downs in 201 Holladay Hall. They should contain the following information:

1. The purpose and a brief description of the experiment
2. The course(s) to be taught Spring, 1976, in which the project is to be implemented.
3. The amount of funds requested, giving the items and amounts of how the funds are to be spent: temporary labor (budget code 11030), supplies and equipment (12000), other expenses, such as telephone, printing and binding, equipment rental, etc. (19000). Do not request funds for "miscellaneous," "contingency," "refreshments," or other matters inappropriate for



November 3, 1975

expenditures from state appropriated funds.

4. Provisions for the evaluation of the experiment. This is an essential part of the Mini Grant Program.
5. Potential applicability to other sections or courses.
6. The endorsement of the Department Head and the School Dean.

Please note that if the proposal calls for paying students, currently taking a course, to provide labor for a project connected with that course, there must be an explicit understanding by all parties that the course work and the work for wages must be separate and distinguishable activities. The work done for wages must not be evaluated in terms of course assignments or grades, and work done as course assignments must not be counted as labor for wages. Academic credit and wages should not be given for the same activity. Guidelines on appropriate wages for student employees, depending upon the type of work and the amount of experience, may be found in the most recent Work-Study Classification list sent to all departments by the Financial Aid Office.

If there are questions about the Mini Grant Program, please consult Assistant Provost M. S. Downs (2194) or Dr. M. H. Gehle (3125), ex officio member of the University Teaching Effectiveness and Evaluation Committee. Copies of Mini Grant proposals which were funded this fall may be reviewed in 201 Holladay Hall.

April 1, 1976, is the probable deadline for submission of Mini Grant proposals intended for implementation during <sup>semester</sup> Fall, 1976.

NNW:sj

cc: Chancellor J. A. Rigney  
Mr. George Worsley  
School Deans  
Chairman, Faculty Senate  
Chairman, Teaching Effectiveness Committee  
Chairman, Academy of Outstanding Teachers

(DRAFT)

October 29, 1975

TO: Vice President Dawson  
SUBJECT: Central Faculty Applicant Listing Service

This letter is to inform you that NCSU will participate in the Central Faculty Applicant Listing Service. We are designating Dr. Lawrence M. Clark, Assistant Provost, as the person who will coordinate activities related to this program. We would appreciate it if you would address communications in this area directly to him.

J. A. Rigney  
Acting Chancellor

D R A F T

October 29, 1975

TO: Department Heads, Directors

FROM: Lawrence M. Clark

SUBJECT: Central Faculty Applicant Listing Service

The Revised North Carolina State Plan for the Further Elimination of Racial Duality commits the Board of Governors to establish a Central Faculty Applicant Listing Service. The purpose of this service is ". . . to inform department chairmen and other officers of the University who are seeking faculty members of the availability of additional applicants from within and outside the University, all to the end that greater racial diversity within the facilities of the constituent institutions of the University may be achieved."

The Central Administration plans to initiate this service during the fall. We have informed the Central Administration that NCSU plans to participate.

PROCEDURES

The Central Administration has designed a form similar to that used for the Position Listing Service to distribute this information in which each application received would be summarized. This service would be available to faculty members both from the institutions of The University and from outside.

Any faculty member interested in being included on this list should send a summary of his or her curriculum vitae to Vice President Dawson. The Vice President plans to include on the list all those applicants who do not specify a particular institution in which they are interested. If the faculty member indicates interest in only one of sixteen institutions, the Vice President will send the information directly to that institution.

The Central Administration will send copies of each compilation to each campus for such distribution as is deemed appropriate by the Chancellor.

Central Faculty Applicant Listing Service

Page 2

Would you please inform your faculty of this service by utilizing the attached notice.

LMC/va

Attachment

CC: Chancellor Rigney

School Deans



October, 1975

Central Faculty Applicant Listing Service

The Board of Governors has implemented a central faculty applicant listing service, as called for in The Revised North Carolina State Plan for the Further Elimination of Racial Duality.

This service is available to faculty members within and without institutions comprising the University of North Carolina. If you wish to use this service, you may ask that your availability be made known to designated campuses of The University of North Carolina, or to all 16 campuses. The office of the Vice President for Academic Affairs will compile a summary of all applications for distribution to all the campuses of The University. A file will be kept in that office of the applications and/or curricula vitae.

If you are interested, please send a summary of biographical information (or an application or a curriculum vitae) to:

Vice President for Academic Affairs  
General Administration  
The University of North Carolina  
Post Office Box 2688  
Chapel Hill, North Carolina 27514

This information should include:

- discipline or field of interest
- name and address
- educational background (degrees, dates, institutions)
- teaching/professional experience (dates, places, ranks or titles)
- specific teaching/research interests
- publications (summary), professional memberships
- availability
- specific location desired (if any)

If you have any questions, please contact Assistant Provost Larry Clark at 3148.

(Draft)

October 31, 1975

MEMORANDUM

TO: Academic Department Heads  
FROM: Nash N. Winstead, Provost  
SUBJECT: Mini Grant Proposals for Spring Semester, 1976

Mini Grant proposals for the support of experiments in innovative classroom techniques during the Spring Semester, 1976, should be submitted no later than December 1, 1975. The Mini Grant Program was instituted this fall for the improvement of instruction and learning at the undergraduate level. Proposals should involve clearly experimental and innovative activities by particular teachers within the context of particular undergraduate courses. The University Teaching Effectiveness and Evaluation Committee will assist with the review of the proposals. Awards will be limited to \$500 each.

Proposals should not exceed two pages in length and should be sent in twenty-five copies to Assistant Provost M. S. Downs in 201 Holladay Hall. They should contain the following information:

1. The purpose and a brief description of the experiment
2. The course(s) to be taught Spring, 1976, in which the project will be implemented.
3. The amount of funds requested, giving the items and amounts of how the funds are to be spent: labor (budget code 11030), supplies and equipment (12000), rentals, etc. (19000). Do not request funds for "miscellaneous," "contingency," "refreshments," or other matters inappropriate for expenditures from state appropriated funds.

October 27, 1975

4. Provisions for the evaluation of the experiment. This is an essential part of the Mini Grant Program.
5. The endorsement of the Department Head and the School Dean.

Please note that if the proposal calls for paying students, currently taking a course, to provide labor for a project connected with that course, there must be an explicit understanding by all parties that the course work and the work for wages must be separate and distinguishable activities. The work done for wages must not be evaluated in terms of course assignments or grades, and work done as courses assignments must not be counted as labor for wages. Academic credit and wages should not be given for the same activity.

If there are questions about the Mini Grant Program, please consult Assistant Provost M. S. Downs (2194) or Dr. M. H. Gehle (3125), ex officio member of the University Teaching Effectiveness and Evaluation Committee.

NNW:sj

cc: Chancellor J. A. Rigney  
Mr. George Worsley  
School Deans  
Chairman, Faculty Senate  
Chairman, Teaching Effectiveness Committee  
Chairman, Academy of Outstanding Teachers

DRAFT

October 24, 1975

Dr. Robert W. Williams  
General Administration  
The University of North Carolina  
Post Office Box 2688  
Chapel Hill, North Carolina 27514

Dear Bob:

I regret that we did not catch an apparent error in our initial review of the draft (7/30/75) for Chapter V of The UNC Long Range Plan.

On page 40, dealing with "Instructional Programs and Program Mission" at NCSU, there is a statement that we are "authorized to offer a combined program leading to a baccalaureate degree in textiles and a master's degree in mechanical engineering, which will be classified as 4999 - Interdisciplinary." This appears to have been an understandable misreading of an item on page II-10 in the NCSU Long Range Report (October 1974) concerning proposed new programs: "f. Textiles inter-school programs with Design at the B.S. level and Mechanical Engineering at the M.S. level."

The proposed new programs are described as follows in the Report on page II-13: "Textiles - Interdisciplinary Options. The School of Textiles will develop a new program in Textile-Design jointly with the School of Design. This will be offered at the undergraduate level and will require one faculty position to implement. The School of Textiles will offer an interdisciplinary Textiles-Mechanical Engineering degree at the Master's level jointly with the School of Engineering. This program will not require additional faculty, but it will require laboratory equipment."



If it is still possible to insert corrections in your Chapter V draft, we would submit for your consideration the following substitute language for page 40:

"This institution shall strengthen program offerings in these areas and shall plan, in accordance with established procedures, two new baccalaureate programs for implementation during or after the year indicated, in the following discipline specialties:

Fine and Applied Arts:

1009 Textile Design (1976)

Public Affairs and Services:

2104 Social Work (1975)."

The proposed Textiles-Mechanical Engineering program could be considered merely a new master's level track within the discipline specialty of Textile Technology (0994) or it could be considered a new interdisciplinary discipline specialty (4999).

Please let me know if additional information on the two proposals would be useful.

Sincerely,

Nash N. Winstead  
Provost and Vice Chancellor

CC: Chancellor J. A. Rigney  
Dr. Murray S. Downs

DRAFT

October 24, 1975

Dr. Robert W. Williams  
General Administration  
The University of North Carolina  
Post Office Box 2688  
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Please let me know if additional information on the two proposals would be useful.

Sincerely,

Nash N. Winstead  
Provost and Vice Chancellor

CC: Chancellor J. A. Rigney  
Dr. Murray S. Downs

(Draft)

October 21, 1975

MEMORANDUM

TO: Deans, Directors, and Department Heads  
FROM: Nash N. Winstead, Provost  
SUBJECT: End of the Official Drop Period

Friday, October 31, 1975, is the last day this semester in which students may (1) drop courses or (2) withdraw from the University (by dropping all course work) without academic penalty or courses being recorded on the students' permanent academic records; (3) submit requests for credit-only grades (S-U) in free elective courses to a maximum of 12 semester hours; or (4) submit requests for changes from credit to audit. Item (4) represents a change in policy, recommended by the Faculty Senate, that the last day to change from credit to audit be the same as for dropping courses without academic penalty. Otherwise, procedures for these actions are as given in the Advisers Handbook 75-76: Audits on pp. 3-4; Credit Only on p. 809; Dropping Courses on pp. 10-11; and Withdrawal on pp. 47-48.

The Approved Grade System which became effective in the Fall Semester, 1974, states that "after the Official Drop Period, no dropping of courses is permitted." There is no longer any "late drop" period or procedure (the old "late drop" forms are obsolete). After October 31, the dropping of a course will require a waiver of University policy which will involve action by a Dean and the Provost and will be limited to exceptional circumstances.

Please bring this policy to the attention of your faculty.

NNW:sj

cc: Chancellor Rigney, Vice Chancellor Talley, Faculty Senate, Mr. James H. Bundy, Dr. Robert K. White



(Draft)

October 17, 1975

MEMORANDUM

TO: Deans, Directors, and Department Heads  
FROM: Nash N. Winstead, Provost  
SUBJECT: End of the Official Drop Period

Friday, October 31, 1975, is the last day this semester for students (1) to drop courses without academic penalty, (2) to withdraw from the University by dropping all course work without the courses being recorded on the students' permanent academic records, and (3) to submit requests for credit-only grades (S-U) in free elective courses to a maximum of 12 semester hours.

The Approved Grade System which became effective in the Fall Semester, 1974, states that "after the Official Drop Period, no dropping of courses is permitted." There is no longer any "late drop" procedure (the old "late drop" forms are obsolete). After October 31, the dropping of a course involves a waiver of University policy which requires action by the Dean and the Provost and is limited to exceptional circumstances.

Please bring this policy to the attention of your faculty and encourage them to inform their students and advisees.

NNW:sj  
cc: Chancellor Rigney  
Vice Chancellor Talley  
Faculty Senate

September 30, 1975

There are in existence today 104 colleges and universities founded especially for blacks. Ten of these are located in North Carolina. Of the 104, eighty-five (85) are four-year institutions granting the bachelor's degree and 19 are two-year junior colleges. The 85 four-year colleges include 35 publicly supported institutions and 50 private institutions. All but two of these 85 institutions are located in 18 Southern and border states and the District of Columbia. In 1970, these 85 enrolled only about 42 percent of the black students attending degree-granting colleges throughout the country; however, they granted 70 percent of the bachelor's degrees actually earned by blacks.

With current emphasis on affirmative action in recruiting new faculty, attention is focused on universities from which appropriately qualified young holders of doctorates are most likely to be obtained. McCarthy and Wolfe stated in an article entitled "Doctorates Granted to Women and Minority Group Members", which appeared in the September 12, 1975, edition of Science, that blacks received 2.7 percent of all doctorates awarded in 1973 with 60 percent of these concentrated in Education.

Thus the prospects are not bright for any substantial number of blacks being available for faculty appointments in either black or white institutions in the near future unless graduate and professional schools develop a greater sense of urgency about this situation.

I suggest that we here at NCSU give some attention to increasing the graduate enrollment of qualified blacks.

The proposed conference should be looked upon as a vehicle to aid in narrowing the communication gap between faculty at predominantly black institutions and faculty at NCSU. This would be one positive step which may aid in increasing the minority presence in graduate programs.

October 8, 1975

MEMORANDUM

TO: Chancellor Rigney  
FROM: Lawrence M. Clark  
SUBJECT: Title IX (Nondiscriminatory Sex Policy)

Attached is a draft policy which conforms to the necessary components set forth in the Title IX regulations. If this meets with your approval, I shall see that it is properly disseminated.

LMC:sj  
Attachment



DRAFT

NORTH CAROLINA STATE UNIVERSITY  
NONDISCRIMINATORY SEX POLICY

North Carolina State University does not discriminate on the basis of sex in the educational programs or activities which it operates. North Carolina State University is subject to the requirements of Title IX of the Education Amendments of 1972 prohibiting sex discrimination in Education, as interpreted and administered by the Department of Health, Education and Welfare. The requirement not to discriminate in education programs and activities extends to employment in and admission to the University.

Inquiries concerning the application of Title IX with regard to NCSU may be referred to:

Dr. Lawrence M. Clark, Compliance Officer  
208 Holladay Hall  
North Carolina State University  
Raleigh, North Carolina

Telephone: (919) 737-3148

Draft

September 29, 1975

MEMORANDUM

TO: \_\_\_\_\_

FROM: Nash N. Winstead, Provost

SUBJECT: Mini Grant for the Improvement of Instruction and Learning

We are pleased to inform you that the University Teaching Effectiveness and Evaluation Committee has reviewed the Mini Grant proposals recently submitted and has recommended that your proposal be funded. We concur with the recommendation. Effective immediately, we are allocating \$ \_\_\_\_\_ to your Department for use in support of your project in accordance with the budgetary codes listed below. All purchases and expenditures must be made following existing University policies and procedures.

Some of the proposals contained amounts designated for student labor. In hiring students, currently taking a course, to provide labor for a project connected with that course, there must be an explicit understanding by all parties that the course work and the work for wages must be separate and distinguishable activities. The work done for wages must not be evaluated in terms of course assignments or grades, and work done as course assignments must not be counted as labor for wages. In other words, academic credit and wages should not be given for the same activity.

At the end of the experiment, or by the end of the 1974-75 academic year, we should like to receive a brief report (not to exceed two pages) on your experiment. This report should include reference to your evaluation data and the conclusions you have drawn from it, but the data itself need not be included. Since these grants are intended to assist experiments, please do not hesitate to provide us with negative results or conclusions, if such be the case.

Page 2  
September 29, 1975

Mini Grant Allocation:

NNW:sj  
Attachment  
cc: Chancellor Rigney  
Mr. George Worsley  
School Dean  
Department Head  
Chairman, Teaching Effectiveness Committee

Ho

Conference on Minorities in Graduate Programs  
Sponsored by NCSU  
February 19, and 20, 1976

Purpose

The purpose of the two-day Conference is two-fold: (1) to increase the dialogue between NCSU Department Heads and Department Heads at predominately black institutions and Pembroke State University, and (2) to give an over-view of the NCSU graduate programs.

Tentative Program Outline

Thursday  
February 19, 1976

1:30-2:30 p.m.  
General Session  
~~Student Center or Poe Hall~~  
~~Site on Campus~~

Presiding  
Welcome  
Introduction of the Speaker  
Keynote Speaker

2:45-4:15 p.m.  
Group Sessions  
~~Student Center or Poe Hall~~  
~~Site on Campus~~

Groups

Arts and Humanities

Education

Engineering, Mathematics and Physical Sciences  
(Forest Resources, Textiles and Design)

Life Sciences and Agriculture  
(Forest Resources and Design)

Social Sciences



Page 2

Evening Session  
Faculty Club

Reception  
Presiding  
Introduction of the Speaker  
Banquet Speaker  
Musical Selection

Friday  
February 20, 1976

9:00-10:00 a.m.

School of Forestry Resources  
(visitation by entire group)

10:30-12:30 p.m.

Visitation to Selected Departments or Schools

Adjourn

25

To Members of administrative Council

From Lawrence M. Clark

Subject Proposed Conference on Minorities  
in Graduate Programs

~~Attached is proposal proposal  
attached~~

~~Attached is a proposal with  
respect to NCSU serving as  
the host for institutions~~

~~My name~~  
~~Mr~~

Attached is a proposal which  
may aid in narrowing the  
communication gap between WCSU  
and the Black institutions and  
Pembroke State University. <sup>great for chan.</sup> May I  
have your comments and suggestions.

With current emphasis on affirmative action in recruiting new faculty, attention is focused on universities from which appropriately qualified young holders of doctorates are most likely to be obtained. McCarthy and Wolfe stated in an article entitled "Doctorates Granted to Women and Minority Group Members", which appeared in the September 12, 1975, edition of Science, that blacks received 2.7 percent of all doctorates awarded in 1973 with 60 percent of these concentrated in Education.

Thus the prospects are not bright for any substantial number of blacks being available for faculty appointments in either black or white institutions in the near future unless graduate and professional schools develop a greater sense of urgency about this situation.

I suggest that we here at NCSU give some attention to increasing the graduate enrollment of qualified blacks.

The proposed conference should be looked upon as a vehicle to aid in narrowing the communication gap between faculty at predominantly black institutions and faculty at NCSU. This would be one positive step which may aid in increasing the minority presence in graduate programs.

(DRAFT)

40

September 30, 1975

In

Introduction  
Inductives

There are in existence today 104 colleges and universities founded especially for blacks. Ten of these are located in North Carolina. Of the 104, eighty-five (85) are four-year institutions granting the bachelor's degree and 19 are two-year junior colleges. The 85 four-year colleges include 35 publicly supported institutions and 50 private institutions. All but two of these 85 institutions are located in 18 Southern and border states and the District of Columbia. In 1970, these 85 enrolled only about 42 percent of the black students attending degree-granting colleges throughout the country; however, they granted 70 percent of the bachelor's degrees actually earned by blacks.

When one looks at the rate, in 1970, of participation of blacks at each level of the four-year undergraduate course, a disturbing pattern emerges. In the freshman year, blacks represented 8.3 percent of total enrollment; in the sophomore year, 6.8 percent; in the junior year, 5.4 percent; and in the senior year, less than 5 percent. This of course, is partially attributable to an expanding annual entry of blacks into higher education and in part reflects the number of blacks now going to two-year community and junior colleges. However, it also reflects a high attrition rate.

Going farther up the ladder, one finds that in 1970 blacks constituted only 4.1 percent of the full-time enrollment in graduate and professional schools, including such vital fields as law and medicine. Although the past two or three years have seen some improvement in regard to black students reaching the highest levels of academic and professional training there is clearly considerable progress still to be made in this area.



Copy

## Tentative Budget

Keynote speaker		\$300.00
Banquet dinner (150 x \$6.00)		900.00
Overnight lodging ( <del>40</del> 80 x \$11.50)		840.00
<u>Miscellaneous</u>		<u>\$100.00</u>
Total	<u>1150</u> 80 20	<u>2,140.00</u>

\* Travel expense to <sup>21</sup>~~80~~ lu paid by participants

C.L. Provost

(DRAFT)

September 19, 1975

TO: Lawrence M. Clark (EEO Officer)  
John F. Bogdan (Textiles)  
John F. Ely (Engineering)  
Carl J. Dolce (Education)  
Richard A. King (Human Relations Council)  
Francis J. Hassler (Agriculture)  
Randolph T. Hester (Design)  
Charles B. Lynam (Business Affairs)  
Cyrus B. King (Library)  
R. A. Mabry (University Extension)  
Jasper D. Memory (PAMS)  
LeRoy C. Saylor (Forest Resources)  
Samuel C. Schlitzkus (Business Affairs)  
Thomas H. Stafford (Student Affairs)  
A. C. Barefoot (Administration)  
Robert O. Tilman (Liberal Arts)  
Banks C. Talley, Jr. (Student Affairs)  
Elizabeth C. Theil (At large member)  
Barbara H. Baines (Faculty Senate)  
Tommy E. Wynn (At large member)  
\* William R. Calloway (Business Affairs)

SUBJECT: Affirmative Action Committee

I would appreciate your serving or continuing to serve on the Affirmative Action Committee. At this time we have not been informed by HEW of the status of our Revised Affirmative Action Plan which was submitted in February, 1974. However, NCSU believes in equal opportunity practices which conform to both the spirit and letter of all laws against discrimination. To this end, the Committee should function to aid in implementing the "good faith effort" component of our Affirmative Action Program.

The responsibilities of the Committee include:

1. reviewing the current policies, practices, and programs of the University to determine their

impact upon the opportunities for minority group members and women;

2. advising the Administration about the revision of current policies, practices, and programs which have had a disparate impact upon minority group members and women;
3. recommending to the Administration the formulation of new policies, practices, and programs which may aid the University in meeting its responsibilities for minority affairs and affirmative action;
4. facilitating the communications of their divisions, colleges, and/or schools with respect to the affirmative action guidelines provided by the Equal Opportunity Officer;
5. aiding in the implementation of affirmative action programs as they relate to their divisions, colleges, and/or schools;
6. acting as special assistants to their Deans or Directors with respect to problems and programs of affirmative action;
7. being available as initial contacts for counseling and referral services to employees in their unit;
8. screening complaints which imply discrimination and referring the same to appropriate grievance bodies.

Affirmative Action Members  
Page 2  
September 19, 1975

Lawrence M. Clark, Assistant Provost, will serve as our  
Equal Employment Opportunity Officer and Chairman of this  
Committee.

Sincerely yours,

J. A. Rigney  
Acting Chancellor

cc: Provost Winstead  
Dean Toole



(DRAFT)

September 12, 1975

MEMORANDUM

TO: Professor John B. Easley, Chairman  
Registration, Records, and Calendar Committee

FROM: Nash N. Winstead, Provost

SUBJECT: Student Records

The question of the need for some University guidelines for the compilation, maintenance, and review of student records on this campus was raised last spring by Dean Carson. The question has become more urgent as we attempt to comply with the many provisions of the Family Education Rights and Privacy Act of 1974 (Buckley Amendment). Therefore, we are asking the University Registration, Records, and Calendar Committee to study the need for University guidelines in this matter and, if it is agreed that there is such a need, to recommend what these guidelines should be.

Enclosed are copies of Dean Carson's letter and a response to it from Mr. Bundy. Since that time Assistant Dean Solomon and Assistant Provost Downs have been working with the schools and departments in connection with the Buckley Amendment. Enclosed is a copy of a survey which they prepared. Dr. Downs will be able to share with the Committee the data which has been received in response to that survey.

NNW:sj  
Enclosures  
cc: Vice Chancellor Talley  
Faculty Senate Chairman Tove  
Mr. Solomon  
Dr. Downs

# First Seminar

- 1 Robert Aycock
- 2 Billy E Caldwell
- 3 Larry M Clark
- 4 Donald Dean
- 5 Carl J Dolce
- 6 Frederick Drews
- 7 William G. Franklin
- 8 Alan C Gonzalez
- 9 Thomas I Hines
- 10 James E Legates
- 11 Donald Locke
- 12 Dorcas Lucas
- 13 Donald Martin
- 14 Glen Ray Noggle
- 15 William M Roberts
- 16 William A Smith
- 17 Herbert E Speece
- 18 Elizabeth C. Theil
- 19 William M Whaley
- 20 Richard R Wilkinson
- 21 Bernard Wisby
- 22 Tommy Wynn

- Plant Pathology
- Crop Science
- Provost Office
- Civil Engineering
- School of Education
- Physical Education
- Speech - Communication
- Foreign Language + Literature
- Recreation Resource Administration
- School of Agr + Life Sciences
- Guidance and Personnel
- English
- Computer Science
- Botany
- Food Science
- Industrial Engineering
- Math + Science Ed.
- Biochemistry
- Textile Chemistry
- Landscape Architecture
- History
- Botany

DRAFT

September 10, 1975

TO:

SUBJECT: Race Relation Seminar

During the academic year 1974-1975 the Provost and Chancellor sponsored a two-day Race Relation Seminar for key administrators.

The Seminar participants recommended unanimously that other deans and department heads should have similar experiences.

As you know, North Carolina State University has made great strides in recent years in creating an atmosphere where persons from different races may come to live, work, and study together. However, our University, as most universities, still faces the challenge of increasing the opportunities for racial stability and understanding. The central administration here is totally committed to developing still further an environment of human understanding free from racial prejudice.

To that end, a second seminar sponsored by the Chancellor



Race Relation Seminar Participants

Page 2

September 10, 1975

and Provost are planned to be held at a retreat setting on October 13th, 14th and October 16th, 17th to examine in full dimension the University's racial problems, and how together the leadership in various areas can come up with unified approaches and action.

As one of the deans, department heads, or faculty, your attendance and input at one of these Seminars will be of vital importance. The Seminars will be conducted by a highly-rated consulting firm, Urban Potential Inc., of Atlanta, Ga. Urban Potential utilizes a hard hitting incisive approach to problem solving, particularly as applied to achieving better intergroup and interracial understanding. You should be expected therefore to be prepared for two days of intense, honest appraisal and planning for the future for both your school and the University at large.

Selection of those in attendance has been carefully done to achieve maximum top-level direction and achievement of the goals stated above.

The first Seminar at Betsy-Jeff Penn 4-H Center, Reidsville, N. C. will begin at 8:00 a.m. on Monday, October 13th until 5:00 p.m. the same afternoon.

The second session, 8:00 a.m. to 5:00 p.m. Tuesday, October 14th. Housing will be provided for your arrival on Sunday evening, October 12th-Tuesday afternoon October 14th.

(The second Seminar at Betsy-Jeff Penn 4-H Center, Reidsville, N. C. will begin at 8:00 a.m. on Thursday, October 16th until 5:00 p.m. the same afternoon. The second session, 8:00 a.m. to 5:00 p.m. Friday, October 17th.



Race Relation Seminar Participants

Page 3

September 10, 1975

Housing will be provided for your arrival on Wednesday evening, October 15th-Friday afternoon October 17th.)

Please clear your calendar for the first Seminar days, and provide your own transportation from your school or division funds. Dress, of course is casual and with the exception of your overnight toilet articles, all other accommodations and needs will be provided at the retreat setting.

Please confirm your attendance with Larry M. Clark, Assistant Provost, no later than September 15, 1975. If you cannot attend the first Seminar and can attend the second, please indicate. Dr. Clark will also be available to answer any questions that you might have.

J. A. Rigney

# Second Semester

1	William G Block	Politics
2	Robert J Bryon	Phil & Rel
3	Car L Bungardner	Chemistry
4	Larry S Champion	English
5	Dave W Chaney	School of Textile
6	Larry M Clark	Provost Office
7	John F Ely	School of Engineering
8	Annette Henderson	Plant Pathology
9	Keneth L Knight	Entomology
10	Carlton J Leith	Geosciences
11	John Lass	Architecture
12	Sely C Mayo	Sociology + Anthropology
13	Claude E McKimney	School of Design
14	A.C. Menzies	School of PAMS
15	Howard G Miller	Psychology
16	Larry K Monleith	Electrical Engineering
17	Barbara Parranone	Curriculum + Instruction
18	James W Strabel	Horticultural Science
19	William D Toussaint	Economics + Business
20	Augustus M Witherpoon	Biology
21	Odell Wyzell	Sociology
22	Carl F Zorowski	Mechanical + Aerospace

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J. A. Rigney

September 8, 1975

## MEMORANDUM

TO: Dr. Samuel B. Tove, Chairman  
Faculty Senate

FROM: Nash N. Winstead, Provost

SUBJECT: 15-Minute Interval Between Classes

On June 6, 1975, the Registration, Records and Calendar Advisory Committee recommended to the Chancellor that the University adopt a minimum 15-minute interval between classes with an effective date August, 1976.

The proposed schedule which gives the M,W,F and T,Th lecture periods (See attachment)

1. Retains the present 50-minute class contract unit.
2. Allows a minimum 15-minute interval between classes in the daily schedule through 6:00 p.m.
3. Makes no change in class meetings after 6:00 p.m.
4. Reduces the number of class sessions (periods) between 8:00 a.m. and 6:00 p.m. (M,W,F) from the current 10 to 9.
5. Sets the starting time for the first class session (period) Monday through Friday at 8:05, thus eliminating the present 7:45 a.m. starting time on T and Th.

The current two-hour and three-hour laboratory periods, two 50-minute lecture periods, coupled with a laboratory period, and the option of the M,W,F schedule on T and Th are feasible under the proposed schedule.

The members of the Administrative Council have had an opportunity to review the proposed schedule.

At this point we are forwarding the proposed schedule to the Faculty Senate for its review. (May I have the Faculty Senate's

Dr. Samuel B. Tove  
Page 2  
September 8, 1975

comments and/or suggestions no later than

or Send any comments and/or suggestions to Dr. Larry M. Clark no  
later than

Please feel free to contact Mr. James H. Bundy, Registrar,  
Mr. Robert A. Robinson, Assistant Registrar and Dr. Larry M. Clark,  
Assistant Provost. They have additional information with respect  
to the proposed schedule.

NNW:sj  
cc:



(DRAFT)

September 2, 1975

MEMORANDUM

TO: All Teaching Faculty  
FROM: Nash N. Winstead, Provost  
SUBJECT: Survey of Academic Misconduct at NCSU

On the recommendation of the Faculty Senate and the concurrence of the Student Senate, Chancellor Caldwell last spring appointed an ad hoc committee to study the question of academic misconduct on this campus. This committee, composed of faculty and students, has developed the attached survey in order to obtain essential data on faculty perceptions of the extent of academic misconduct on this campus and on faculty experiences in dealing with it.

I am asking all faculty who have previously taught at NCSU to complete the survey and return it through the campus mail to the chairman of the ad hoc committee, Dr. Ron Rousseau, Chemical Engineering Department, 107 Riddick, before September 26, 1975.

The survey is designed to be anonymous. Suggestions and comments are solicited, but there will be no follow-up mailing. The report and recommendations of the committee are scheduled to be submitted to the Chancellor at the beginning of the spring semester, after consultation with the Faculty Senate and the Student Senate.

NNW:sj  
Attachment  
cc: Chancellor Rigney  
Vice Chancellor Talley  
Members of the Ad Hoc Committee



(Draft)

August 27, 1975

MEMORANDUM

TO: Dean David W. Chaney  
Dean Carl J. Dolce  
Dean Eric L. Ellwood  
Dean Ralph E. Fadum  
Dean J. E. Legates  
Dean Claude E. McKinney  
Dean Arthur C. Menius  
Vice Chancellor Banks C. Talley  
Dean Robert O. Tilman  
Vice Chancellor William L. Turner  
Vice Chancellor John D. Wright

FROM: Nash N. Winstead, Provost

SUBJECT: The Report of the Ad Hoc Study Committee-on Audio  
Visual Media

On October 14, 1974, I appointed an Ad Hoc Study Committee on Audio Visual Media. The Committee was asked:

1. To survey the current resources and future needs for audio visual media at N. C. State University.
2. To recommend appropriate University policies and procedures concerning audio visual media: procurement, dissemination, services, maintenance, and production.
3. You should attempt to define which functions should be the responsibilities of the Schools and which should be handled on a University-wide basis.
4. If you should conclude that some functions should be administered on a University-wide basis, your recommendations should include a plan to accomplish your recommendations with estimated costs.

Page 2  
August 27, 1975

In April, 1975, the Committee completed its study and made specific recommendations. These recommendations are given on pages 3, 4 and 5 of the attached report.

Would you review these recommendations and forward any comments and/or suggestions to Assistant Provost Lawrence Clark on or before October 1, 1975.

NNW:sj

Attachment

August 27, 1975

MEMORANDUM

TO: Dean David W. Chaney  
Dean Carl J. Dolce  
Dean Eric L. Ellwood  
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Vice Chancellor Banks C. Talley  
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1. To survey the current resources and future needs for audio visual media at N. C. State University.
2. To recommend appropriate University policies and procedures concerning audio visual media: procurement, dissemination, services, maintenance, and production.
3. ~~You should~~ <sup>To</sup> attempt to define which functions should be the responsibilities of the Schools and which should be handled on a University-wide basis.
4. If ~~you should~~ <sup>the committee</sup> conclude <sup>that</sup> some functions should be administered on a University-wide basis, <sup>we asked for</sup> your recommendations <sup>and</sup> should include a plan to <sup>implement these</sup> accomplish your recommendations with estimated costs.

School Deans, Vice Chancellors Sallay, Turner, and Wright  
Page 2  
August 27, 1975

In April, 1975, the Committee completed its study and made specific recommendations. These recommendations are given on pages 3, 4 and 5 of the attached report.

Would you review these recommendations and forward any comments and/or suggestions to ~~Assistant Provost~~ <sup>Dr.</sup> Lawrence Clark <sup>M.</sup> on or before October 1, 1975. ~~we will discuss it~~ ~~plan to~~ discuss the Committee's report at an ~~Administrative~~ Council meeting this fall.

NNW:sj

Attachment

cc Chancellor Ryzny ✓  
Asst. Provost Clark

Dr. I. T. Littleton) → Note Mr. Keener  
Chancellor, Faculty Senate ✓ has a ~~report~~ copy  
of the report  
ms. Hoge wholly → Note Mr. Wright  
has a copy of the  
report



Date

8/4/75

PROVOST'S OFFICE

TO: Dr. N. N. Winstead  
Mr. W. H. Simpson  
Dr. Murray S. Downs  
Dr. Lawrence M. Clark  
Dr. Marvin H. Gehle  
Dr. LeRoy B. Martin

Sylvia Jamison  
Gloria Johnson  
Fran Rasette  
Ada Sanders  
Elsie Mae Stephens  
Mary Strickland  
Wanda Wentz

After document has been approved/  
initialed, please

Return to \_\_\_\_\_

Return for filing.

I do not file  
drafts — it  
would be better  
for you to keep  
drafts — after  
final letter then I'll  
get that for file. E✓

(DRAFT)

August 11, 1975

President William Friday  
General Administration  
The University of North Carolina  
Chapel Hill, N. C. 27514

Dear President Friday:

We have received your letter of July 29, 1975, enclosing a memorandum by Mr. Robinson concerning compliance of the NCSU Faculty Mediation Procedure with the requirements of Section 607 of the revised Chapter Six of the UNC Code. It is my intention to submit to the Faculty Senate and the Board of Trustees for their concurrence a revised statement of Item j. Appeal Process as attached. This is slightly modified from Mr. Robinson's recommendation, but we believe it incorporates the essential arguments which he made.

Sincerely,

Jackson A. Rigney  
Acting Chancellor

cc: Vice President Raymond Dawson  
Provost Nash N. Winstead  
Mr. Richard H. Robinson, Jr.  
Mr. Robert Phay

(DRAFT)

August 11, 1975

MEMORANDUM

TO: Dr. Samuel B. Tove, Chairman  
Faculty Senate

FROM: Jackson A. Rigney, Acting Chancellor

SUBJECT: Modification of Appeal Process in Faculty Mediation  
Procedure

President Friday has informed me that his staff has reviewed our Faculty Mediation Procedure for compliance with the requirements of Section 607 of the recently revised Chapter Six of the UNC Code. It appears that, despite the modification adopted by the Board of Trustees on January 18, 1975, the appeal process as currently described in our Faculty Mediation Procedure is not in compliance with the UNC Code. Therefore, I am asking the Faculty Senate to consider the attached alternative statement of the appeal process. With your concurrence, I shall submit it to our Board of Trustees.

Attachment  
Enclosures  
cc: Provost Winstead  
Assistant Provost Downs

(DRAFT)

August 11, 1975

MEMORANDUM

TO: Dean L. C. Saylor  
School of Forest Resources

FROM: Nash N. Winstead, Provost

SUBJECT: Report of the Joint Subcommittee

Many thanks to you and the members of the Joint Subcommittee of the Graduate Administrative Board and the University Courses and Curricula Committee for your report of August 7, 1975.

By a copy of this memorandum I am asking Dr. Peeler and Dr. Downs to coordinate the review by their respective bodies of the recommendations made by your subcommittee and to relay to me any recommendations for changes in policies or procedures agreeable to both groups which would require my approval.

NNW:sj  
cc: Dr. R. J. Peeler  
Dr. M. S. Downs



(DRAFT)

August 7, 1975

MEMORANDUM

TO: School Deans  
FROM: Murray S. Downs, Assistant Provost  
SUBJECT: Student Access to Their Education Records

Under the Family Education Rights and Privacy Act of 1974, every educational institution must provide their students with a list of the location and types of education records which are maintained and must develop policies and procedures for according students their rights to inspect and review their individual records, to obtain copies of their records, to receive a response to reasonable requests for explanations and interpretations of those records, and to an opportunity for a hearing to challenge the content of those records.

Dean Solomon is drafting policies and procedures which would pertain to students' access to their education records in the various offices of the Division of Student Affairs. I have been asked to draft comparable policies and procedures which would pertain to students' access to whatever records are maintained in the schools and academic departments.

We are asking each of the offices of the school deans to provide us with the following categories of information which should include any types of student records maintained by the school or any of its subdivisions:

1. The categories of education records (e.g., Dean's Office, Departmental Office, Faculty Adviser) and the kinds of information maintained in each. (Note: the extent to which policy or practice has standardized the kinds of information maintained should be ascertained, but if there are significant variations these should be indicated.)
2. The name and position of the official responsible for the maintenance of each category of records. (Note: we intend to assume that the Dean is responsible for the school-level records and that the Department Head is responsible for the department-level records, including those of Faculty Advisers. Please indicate only the exceptions, using student curriculum code designations.)
3. The types of University or other persons who have access to each category of record and the purposes for which they have access. (Note: a general statement or list for each category should suffice unless there are significant variations among departments, which should be noted.)
4. The policies of the school or department for reviewing and expunging these records. (Note: The University Records, Registration, and Calendar Committee will be asked this fall to study and recommend guidelines for the maintenance and review of student records. If your school or departments currently have such policies, please describe them.)

School Deans  
Page 3  
August 7, 1975

Please provide us with the above information or, at least, a status report, indicating when you expect to have the information available, by August 22, 1975. Thereafter a policy and information statement will be developed and the students notified as soon after the beginning of the semester as possible.

Copies of this memorandum are enclosed for transmission to Department Head or other persons responsible for student records.

MSD:sj  
Enclosures  
cc: Associate and Assistant Deans  
Mr. Charles F. Kolb  
Dean Donald H. Solomon



5. The extent to which your school or departments release to third parties (other than appropriate NCSU faculty and staff) by publication or oral communication any "directory information" on individual students. (Note: Directory information can be released to third parties without explicit written consent, provided public notice is given of the categories of information to be so designated and provided the student, after a reasonable time following such notice, does not inform the institution that any or all of the information designated should not be released without his prior consent. Unless additional categories are recommended, we intent to give notice using the categories as specified by the law: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.)



(DRAFT)

August 6, 1975

MEMORANDUM

TO: Chancellor Rigney  
FROM: N. N. Winstead  
SUBJECT: Draft of Chapter V, UNC Long-Range Plan

On July 31, Dr. Robert Williams visited with Dean Stannett, Dr. Downs, and myself to review with us his draft of Chapter V, dealing with the academic inventories of all sixteen campuses and the allocation of academic programs among the sixteen. I had been asked to review for him confidentially an earlier draft, and I was pleased to discover that he had incorporated most of our suggestions. Dean Stannett, Dr. Downs, and I have copies of the current draft, which you may wish to see, and Dr. Downs has prepared the following summary of some of the more important items therein:

1) The academic inventory for the 16 campuses is proposed to be based on HEGIS Code "Discipline Divisions" and "Discipline Specialties." What NCSU calls degree programs and options will be listed as "tracks" within a "Discipline Specialty." Presumably our terminology, especially the term "option", may continue to be used for our purposes, though the word itself will not appear in the inventory.

2) Productivity counts (number of graduates per year, etc.) will be based upon "Discipline Specialties" with all of our degrees or options within a specialty lumped together by levels (baccalaureate, professional, master's, and doctorate).

3) New Discipline Specialties <sup>to be authorized if this draft is approved</sup> for NCSU ~~contained in this~~ approved

~~draft~~ include:

(Baccalaureate)

HEGIS CODE 2104 Social Work (implementation 1975 or later)

(Master's)

HEGIS CODE 0506 Business Management and Administration  
(implementation in 1977 or later)

HEGIS CODE 0701 Computer and Information Sciences  
(implementation 1975 or later)

Interdisciplinary: Textiles (BS) and Mechanical Engineering (MS)

It appears that the proposed Master of Engineering proposal may be able to be added to the list of approved "tracks" prior to the submission of the Plan to the Board of Governors.

4) Virtually no new doctoral programs are being authorized at this time anywhere in the system (exceptions Veterinary Medicine for NCSU and Medicine for ECU). This means that our "Long Range" proposals for Ph.D. programs in geology, meteorology, computer science, recreational resources, and ecology are not being approved for planning or implementation at this time.

5) By implication no current academic program on this campus is to be curtailed at this time, and procedures for approving new tracks (i.e., degree programs and options) are to be streamlined:

a. "New tracks within existing programs (i.e., discipline specialties) requiring no new resources may be established by authority of the President without prior planning authority or formal program proposal on the part of the proposing institution."

b. "Any institution may propose that master's level programs be added to The Plan in any Discipline Specialty for which it has been authorized to offer baccalaureate degrees provided" a minimum of 15 bachelor's degrees during preceding year with some evidence of the quality of the program graduates (test scores) and provided that at least two qualified FTE faculty per term be allocated to the new program without any diminishing of undergraduate instruction in that Discipline Division.

c. A similar provision is made for moving to sixth-year programs in Discipline Specialties for which an institution has been authorized to offer master's level program.

6. A review of all programs (discipline specialties) for which there are indications of low productivity (fewer than 10 bachelors or fewer than 5 master's or fewer than 2 doctorates or fewer than a total of 7 master's and doctorates) must be completed and recommendations for continuation or phasing out made by June 1976.
7. All other programs (discipline specialties) are to be reviewed on a qualitative basis beginning July 1976, on a schedule to be negotiated. Priority is to be given to the following Discipline Divisions: Education, Computer and Information Sciences, Allied Health Professions, Foreign Languages, and Public Affairs and Services.
8. The Instructional Program Plan (Chapter V, UNC Long Range Plan) is to be reviewed and revised annually, in July.



There is apparently no intent for the institution<sup>al</sup> Long Range Plan to be massively revised but for it to be amended only in those instances in which new or revised proposals are to be made or priorities among proposals are to be revised.

9. It appears that the submission of the draft of Chapter V to the Board of Governors may be delayed because of the fact that the General Administration staff has not been able to draft the other chapters of the UNC Long Range Plan.

NNW:sj