



North Carolina State University
School of Agriculture and Life Sciences

Department of Zoology
Box 7617
Raleigh, N. C. 27695-7617

May 22, 1988

MEMORANDUM

TO: Dr. Lawrence M. Clark

FROM: W.C. Grant *Bill*

SUBJECT: African-American Coordinators' Retreat on May 24

Larry, I am leaving for South Carolina today (Sunday) and will need to be there for one or two days. Therefore I might not be able to get back in time for our Coordinators' Retreat.

I have attached a draft of comments based on the outline that you provided during a recent Coordinators' meeting. It is only a draft, but it may help to stimulate discussion. If you think that it will be useful, feel free to duplicate it for use during the discussions.

I hope that I can get back in time. If not, I apologize for my absence.

STATEMENT ON AFRICAN-AMERICAN COORDINATORS AT NORTH
CAROLINA STATE UNIVERSITY, AND COMMENTS ON ACTIVITIES IN
THE COLLEGE OF AGRICULTURE AND LIFE SCIENCES

William C. Grant
May 22, 1988

Rationale

The purpose of African-American Coordinators at North Carolina State University (NCSU) is to facilitate success of African-American students in academic and personal development. The major prerequisite for student success in these crucial areas is strong self-esteem based on a keen awareness of the rich cultural heritage of African-Americans and of the myriad contributions of Africans and African-Americans. In addition, African-American students need a sense of belonging---a feeling that they are an important part of the University, and that the University is their University. Achievement of this objective will necessitate changes in certain attitudes and practices within the University that impede progress.

The success of African-American students at NCSU requires the commitment and cooperation of African-Americans and other members of the University community who appreciate the importance of cultural diversity and the need to maximize the potential of all students. Moreover, individuals who are already committed to this goal must seek effective means to develop and nurture that awareness in those who have not yet attained that level of understanding.

Position within the Organizational Structure of the College

The African-American Coordinator in each college should be positioned administratively in the office of the Dean and have the opportunity to communicate regularly with the Dean. Since most of the African-American Coordinators' activities are of an academic nature, a working relationship should be established and maintained with the Associate Dean for Academic Affairs.

In the College of Agriculture and Life Sciences (CALs), the African-American Coordinator works currently in the office of the Associate Dean and Director of Academic Affairs. Fiscal matters are handled in that office.

Duties of the African-American Coordinators

As facilitators of the success of African-American students, a significant portion of the Coordinators' efforts is devoted to retention, in the broadest sense. Coordinators are also involved in recruitment, although the extent of this role varies among the colleges and schools.

College of Agriculture and Life Sciences

The African-American Coordinator in CALs has the title "Coordinator of Special Programs" to reflect dual responsibilities: Health Affairs and African-American Affairs.

Activities in Health Affairs include health career advising and chairmanship of the NCSU Preprofessional Health Sciences Review Committee that assists applicants to medical, dental, and optometry schools.

Activities in African-American Affairs are concerned with recruitment and retention of African-American students. Recruitment efforts have included sending letters to prospective applicants and making telephone calls to accepted students who had not yet confirmed that they would attend NCSU. Visits are made to high schools and middle schools. I have also been involved in the CALs-4H Pilot Project to inform students about opportunities in agriculture and the life sciences. Retention efforts have included individual conferences and group activities. Attempts are made to foster interaction between students and their advisors and professors.

Need for Staff and Resources

Greater emphasis must be placed on assisting African-American students to adjust to a large university such as NCSU. These efforts would be coordinated with those currently conducted by the Provost's Office, the Chancellor's Advisory Council on African-American Affairs, and the other African-American Coordinators.

Additional personnel and resources are needed to monitor students' performance more closely and to ensure that students avail themselves of essential academic support services. Additional academic support services are needed.

Coupled with the capacity to monitor students' academic progress, the African-American Coordinator should have the authority to monitor and modify students' schedules and course loads and to participate in decisions on late-dropping of courses. Similarly, the Coordinator should participate in decisions regarding exceptions to the admissions policy.

In May 1985 and again in December 1987, I communicated the following needs to two successive Associate Deans for Academic Affairs in CALS:

"It is recommended that the Special Programs area be expanded and strengthened to enhance our College's efforts in African-American Affairs and in Health Affairs. To achieve this result, several types of resources are needed, some of which might be added incrementally. Among the needed resources are the following:

- A. Annual budget for programs and activities
- B. Additional personnel
 - 1. Assistant Coordinator (Recruiter/Developer). Full-time EPA position
 - 2. Administrative Assistant (Full-time SPA position)
 - 3. Secretary (Full-time SPA position)
- C. Appropriately-located office space (including reception area) for Coordinator and the above personnel
- D. Office equipment, furniture, and audiovisual equipment"
(The latter item was listed in detail in the original memorandum.)

Program Activities

Future Activities in African-American Affairs (CALs)

Retention

1. Continue efforts to identify and remove the psychological pressures that impede learning and realization of a meaningful educational experience.
2. Expand the dialogue with other faculty members in CALs, and solicit their assistance in a variety of efforts to maximize student retention.
3. Inform students about various learning resources and counseling resources on campus, and encourage them to use these resources regularly.
4. Monitor students' overall progress, and be available (in cooperation with the academic advisor) for counseling or referral to appropriate resource persons.
5. Plan, develop, and coordinate other activities to facilitate student achievement.

Recruitment

1. Maintain contact with the University Admissions Office regarding general admissions procedures and trends. Communicate with the Admissions Office about recruitment activities in CALs.
2. Compile information on the various academic, research, and professional programs in CALs for use in recruitment.
3. Develop appropriate audiovisual materials for use in recruitment and education.
4. Plan and coordinate seminars and other activities to inform prospective students about opportunities in CALs.

5. Establish contacts with public school administrators, counselors and teachers.
6. Establish contacts with other professionals who interact with students in various communities.
7. Visit groups of prospective students at their schools.
8. Develop other appropriate means of identifying and contacting prospective students for CALS programs.

Future Activities in Health Affairs

Current activities that pertain to the NCSU Preprofessional Health Sciences Review Committee and applicants to professional schools should be continued. The following are among the activities that could be emphasized by personnel in an expanded Special programs area:

1. Refinement and continuation of the recently-instituted group information sessions for prospective applicants to professional schools.
2. Development of additional methods (e.g., audiovisual resources) to provide health career information and counseling to enable students to make informed curricular and career decisions.
3. Expansion of the series of health career information seminars featuring invited speakers.
4. Broadening of opportunities for students to prepare for various health professions admissions tests.
5. Development and implementation of other activities to assist preprofessional health science students to pursue their goals more effectively.



North Carolina State University
College of Education and Psychology

8-31-88 X cpy L. Clark
+ return to BRL

Larry?
-3146

Office of the Dean
208 Poe Hall
Box 7801
Raleigh, NC 27695-7801
(919) 737-2231

August 25, 1988

RECEIVED

Chancellor Bruce R. Poulton
North Carolina State University
Box 7001
NCSU Campus

AUG 30 1988
CHANCELLORS OFFICE

Dear Bruce:

As requested, I am providing you with the budget requests by the College of Education and Psychology African-American Coordinator. I am providing you with the budget that is divided into two parts: (1) one-time costs, and (2) continuing costs.

	<u>One-time Costs</u>	<u>Continuing Costs</u>
1. Renovation to provide more suitable office space for advising	\$10,120	
2. Student wages to assist in mailings, etc.		\$ 700
3. Communications - Installation of a main line	150	
4. Main line annual charges		450
5. Postage		250
6. Travel		1,300
7. Supplies and Printing		800
8. Honoraria		<u>500</u>
	<u>\$10,270</u>	<u>\$4,000</u>

I reduced the amount requestd for honoraria for Black speakers because I feel that \$500 should be sufficient with a reduced frequency of meetings. I eliminated the \$1,000 requested for a fall reception and for a dinner because I think that the Education Foundation should attempt to raise the funds.

Whatever you can do to assist would be appreciated.

Sincerely,

Carl

Carl J. Dolce, Dean



North Carolina State University

SCHOOL OF DESIGN
Architecture · Landscape Architecture · Product Design
Box 7701, Raleigh, North Carolina 27695-7701

Office of the Dean

September 20, 1988

MEMORANDUM

TO: Dr. Bruce R. Poulton, Chancellor
North Carolina State University

FROM: Deborah W. Dalton, Interim Dean *Deborah Dalton*
School of Design

SUBJECT: Support Program for African-American Students in the School
of Design

Assistant Dean Joyner has developed an excellent program that will greatly assist our African-American students. I believe this is an important on-going step in our efforts to attract and retain African-American students.

We would like to be able to develop foundation support for a program like this, but that will take a minimum of five years to establish. As you requested at the August 24 Dean's Council meeting, I am writing to detail what I can contribute to the support of this program.

This year, the maximum support that can be contributed from the School of Design is \$4,000.00 to cover the tutorial sessions. We would be able to work graduate assistants against salary money available because I am doing double duty as Dean and Department Head. Assistant Dean Joyner and I have begun working out the specifics for this semester. I believe that the other elements of the proposal are equally important and would welcome any assistance you can give. We were able to reorganize the proposal and reduce the total by \$1,500 to \$10,000.

DWD/jr

Attachment: 1

RECEIVED

SEP 20 1988

CHANCELLORS OFFICE
NCSU



North Carolina State University

SCHOOL OF DESIGN

Architecture · Landscape Architecture · Product Design
Box 7701, Raleigh, North Carolina 27695-7701

MEMORANDUM

TO : Debby Dalton, Interim Dean
School of Design

FROM: Charles Joyner, Assistant Dean *Ch Joyner*

RE : Support Program for African-American Students in the School of Design

DATE: 12 September 1988

At the request of Dr. Lawrence Clark, Associate Provost, I submitted a memorandum to him dated June 10 outlining a support program for African-American students. This program if funded could help to increase African-American student retention in the school by providing tutorial sessions in our highly technical courses and for other academic support programs.

In this memorandum I have tried to more clearly define the needs for my request. Through my association and work with African-American students, I have placed the highest priorities on the following areas.

1. TUTORIAL SESSIONS

Funds are requested to staff tutorial sessions in highly technical courses such as architectural structures, construction and materials in both architecture and landscape architecture, and site planning. Two graduate teaching assistants could be responsible for tutorial sessions to assist undergraduate students who are experiencing difficulties in these courses. Although it has been a long standing practice in other schools, the School of Design offers no tutorial sessions to assist students. **Amount of funding requested: \$4,000 to appoint two graduate students at 1/8 time.**

2. AFRICAN-AMERICAN DESIGNERS VISITING LECTURERS

A special effort should be made to seek out and invite to the School of Design African-American designers who are making important contributions to design education and the design professions. Not only will this lecture series attract African-American professional role models, it will serve as an important outreach to the professional communities illustrating our concerns and efforts to increase African-American presence in the design profession. **Amount of funding requested: \$3,000**

3. PROFESSIONAL DEVELOPMENT FOR AFRICAN-AMERICAN STUDENTS
(STUDENT TRAVEL GRANTS)

Professional organizations in design serve as important links for students who will enter the work place in the near future. African-American students are often absent from national conferences, workshops, seminars, and other important events because of a lack of personal funds. To encourage more African-American student participation in these events, funds are requested to award student travel grants to students who take an active role in professional organizations. Students would be required to submit a travel proposal for funding. **Amount of funding requested: \$2,500**

4. DISCRETIONARY FUNDS

Discretionary funds are requested to assist students when emergencies occur related to classroom work and major projects. These funds would only be used to purchase supplies when a student is unable to complete a studio assignment because of a lack of funds. **Amount of funding requested: \$500**

TOTAL AMOUNT OF FUNDING REQUESTED:

TUTORIAL SESSIONS	\$4,000
AFRICAN-AMERICAN VISITING LECTURES SERIES	\$3,000
AFRICAN-AMERICAN STUDENT TRAVEL GRANTS	\$2,500
DISCRETIONARY FUNDS	<u>\$500</u>

GRAND TOTAL: \$10,000

AFRICAN-AMERICAN COORDINATORS MEETING

TUESDAY, NOVEMBER 8, 1988

10:30 a.m. - ALUMNI CONFERENCE ROOM

A G E N D A

1. Ms. Elizabeth Riley - Admission's Office
2. Dr. Faheem Ashanti - Counseling Center
3. Students Academic Standing
4. Dr. Charles Finch
5. Other Concerns

Minutes
African-American Coordinators Meeting
Tuesday, October 11, 1988

Members Present: Mr. Andy Barner
Ms. Pat Smith
Ms. Wandra Hill
Mr. Eddie Lawrence
Mr. Jerry Bettis
Dr. William Grant
Ms. Joan Griffin
Ms. Anona Smith
Ms. Janet Howard
Mr. Arnold Bell
~~Dr.~~ Beverly McLaughlin
Dr. Lawrence Clark

The meeting was called to order by Lawrence M. Clark. The following items were discussed.

1. African-American Student Retreat was held at the Aqueduct Conference Center, Chapel Hill. The theme of the retreat was, "Heritage and Leadership" - 32 students attended.
2. Student academic standing printouts by College distributed to each Coordinator for review and discussion.
3. A trip to Africa for selected faculty/staff and students in the area of research and extension. This trip is scheduled for 1989.

There being no further business the meeting was adjourned.

Carolyn R. Ingram
Carolyn R. Ingram
Administrative Assistant

AFRICAN-AMERICAN COORDINATORS
TUESDAY, OCTOBER 11, 1988
10:30 A.M. - ALUMNI CONFERENCE ROOM

AGENDA

1. Students Performance
2. Students Academic Standing
3. Budget
4. Other Concerns

Minutes
African-American Coordinators
Tuesday, September 13, 1988

Members Present: Jerry Bettis
Joe Brown
Wandra Hill
Andrew Barner
Anona Smith
William Grant
Eddie Lawrence
Augustus Witherspoon
Lawrence M. Clark

Guests: Rebecca Leonard
Ilu Moses

The meeting was called to order by Lawrence M. Clark. The following items were discussed.

1. Program of Academic Advising - Drs. Rebecca Leonard and William Grant are in the process of designing a Program of Academic Advising. As part of this program, Drs. Leonard & Grant will conduct prototype workshops on Academic Advising. These workshops will help to assist the associate deans and the African-American Coordinators in enhancing their relationship with African-American students. These workshops will take place during the Spring semester of 1989.
2. African-American Heritage Societies - Five groups have been organized. They are the Literary Society, Student National Technical Association, Oratorical and Debating Society, Visual Aesthetics Society and the Historical Society. The Societies will be comprised of student members, a board of advisors, and an executive secretary. The Societies will convene its first heritage Day on October 1, 1988.
3. There was discussion on review of students performance. The information gathered will be discussed at the next meeting.
4. The next meeting of the Coordinators will be held on October 11, 1988.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Carolyn Ingram
Carolyn Ingram
Administrative Assistant

AFRICAN-AMERICAN COORDINATORS
TUESDAY, OCTOBER 11, 1988
10:30 A.M. - ALUMNI CONFERENCE ROOM

AGENDA

1. Students Performance
2. Students Academic Standing
3. Budget
4. Other Concerns
5. Student Retreat - 32 in attendance
Strategy for future Retreats
Theme: Heritage & Leadership
Concern

Coordinators Meeting

Present: Andy Barner
Pat Smith
Wandra Hill
Eddie Lawrence
Jerry Bettis
William Grant
Joan Griffin
Grona Smith
Larry Clark
Janet Howard

Arnold Bell
Beverly McLaughlin

Student Retreat - Agueduct - Chapel Hill

Theme: Heritage & Leadership

- Unity

32 in attendance

Concern: ① function of SAAC

② Male/female Relationships
respect of mind - recognition

Lawrence Clark

- ^{through leadership} ^{want to} exercise form of power -

Power is given to them from the group.

- How do you unite the people,
understanding of oneself, heritage that
will unite the people.

- Perception of Elders (No-perception) (distrust

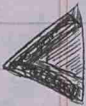
10. to get someone from the State Department to talk about
foreign services



Set up meeting deans for LMC to discuss
trip to Africa

African Scholar will be linked ~~into~~ in
with Coordinators

- other African Scholars on ncsu Campus
and other Campuses



African - American Coordinators

(10/11 - 10:30)

- 1) Jerry Bettis - Yes
- 2) Bobby Pettis - NO / Hoffman (out of the office)
- 3) Thomas Conway - Yes No Sick today
- 4) Charles Joyner - No (father's in the hospital having surgery)
- 7456 5) Joan Huffman - ~~Left Message~~ (10/10) Yes
- 7343 / 7334 6) Joe Brown - No answer
- 7) William Grant - Yes (Will have to leave at 11:30)
- 8) Marva Motley - NO (St. Augustine's will be having its Graduate/Prof. Day)
- 7160 9) Anona Smith - ~~Left Message~~ (10/10) Yes
- 10) Andrew Barner - Yes
- 11) Wandra Hill - Yes
- 12) Beverly McLaughlin - Yes
- 3435 13) ~~E. Eddie Hall~~ Eddie Lawrence
- 14) Augustus Witherspoon - NO (Will be at Mass College)
- 7007 15) Janet Howard - ~~Left Message~~ (10/10)
- 16) Aakeem Ashanti - NO
- 17) Frankye Artie - Yes
- 18) Pat Smith - Yes
- 19) Larry Clark

Conway
Out Sick

Frankye Artie
will come.

Liz Riley
Wants to come to the Coordinators
Meeting in November

Invite Pat Grantham to
Showing of Slide from Africa -

Differences are not deficiencies

2 powers in Communication (metrical or asymmetrical)

Equal & Unequal

friends

Husbands & Wives

Conversation is a Partnership

May 10, 1988
African American Coordinators Meeting

1. Pat Smith
2. Marva Matley
3. Ashanti, Johnson
4. Bill Grant
5. Eddie Lawrence
6. Anona Smith
7. Andy Barner
8. Lawrence Clark
9. Jean Griffin
10. Joe Brown
11. Wandra Hill
12. Endia Hall

Position

Barner is now Under Assoc. Dean

Griffin - deans should give thought to what they see position being about.

0122 104, 10 - report 2

- Grant: Logical place for it to be - work out authority and budget
- A. Smith - would like to report directly to school dean

Duties

1. Support, advice, resources ^{7counselor} person, direction (Griffin)
2. Brainstorming - Davis - Smith
- 3.

Advising of Student

new focus to include white students.

Grant - dual program.

Ashanti - Have a counselor in ^{each} school to release Coordinator of Counseling to focus on more administrative/academic concerns

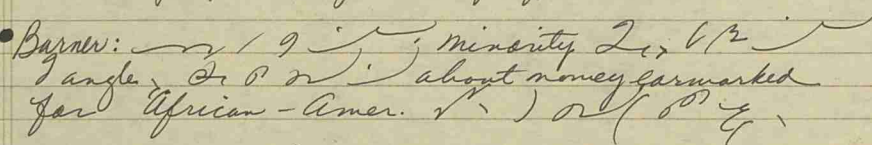
Page 2

Clark = Will need a document to outline duties

Coordinators should have an overall profile of every student: Dean's list, mentoring, identify good students,

Hall - Does anyone have uniformity?

Hill - Everybody is doing something different

• Bayner:  minority 2, 1/2
angle, Dr P or about money earmarked for African-Amer. st.)

Advisory Group = Pie leverage something or

Griffin = 9 minority 2, 1/2

Week of 23 of May say May 24

Grant go back and work on draft and answer questions on outline

~~Need to com.~~

Dr. Bayner will schedule McKinnon Center

AFRICAN-AMERICAN COORDINATORS
TUESDAY, SEPTEMBER 13, 1988
10:30 A.M. - ALUMNI CONFERENCE ROOM

1. Organizational Structure - Support Group in Various Schools
2. Budget Update
\$6,200 Bill Grant (Total) - Got \$5,000
- ✓ 3. African-American Heritage Societies (2)
- ✓ 4. Advising & Mentoring African-American Students (1)
5. Future Activities - Input/Discussion
6. Other Concerns

*We need a session on Data Reporting
Arnold Bell is working
on this.*

*The next mtg talk about Strategies -
for Retention*

*Time Set up support group - don't make it
too large -*

AFRICAN-AMERICAN COORDINATORS
TUESDAY, SEPTEMBER 13, 1988
10:30 A.M. - ALUMNI CONFERENCE ROOM

1. Organizational Structure - Support Group in Various Schools
2. Budget Update
3. African-American Heritage Societies
4. Advising & Mentoring African-American Students
5. Future Activities - Input/Discussion
6. Other Concerns

Invite Leonard to meeting
of Coordinators - Dr. Grant
and Dr. Leonard will discuss
Institute on Advising

To

Time Date



**NORTH CAROLINA
STATE UNIVERSITY**

**WHILE
YOU WERE
OUT**

M

of

Phone No.

- | | |
|--|---|
| <input type="checkbox"/> Telephoned | <input type="checkbox"/> Please call back |
| <input type="checkbox"/> Called to see you | <input type="checkbox"/> Will call again |
| <input type="checkbox"/> Left the following
message:— | <input type="checkbox"/> Returned your call |

.....
.....
.....

.....

Operator



North Carolina State University

Box 7101, Raleigh, N. C. 27695-7101

Office of the Provost
and Vice Chancellor

August 25, 1988

MEMORANDUM

TO: African-American Coordinators

FROM: Carolyn R. Ingram *CR*
Administrative Assistant

RE: Fall 1988 Meetings

The monthly meetings of the African-American Coordinators have been scheduled for the Fall 1988 semester.

The meetings will be held in the Alumni Building Conference Room on the following dates:

- Tuesday, September 13, 1988 - 10:30 a.m. to 12:00 p.m.
- " October 11, 1988 - 10:30 a.m. to 12:00 p.m.
- " November 8, 1988 - 10:30 a.m. to 12:00 p.m.
- " December 13, 1988 - 10:30 a.m. to 12:00 p.m.

Please schedule these meetings on your calendars. If you have any scheduling conflicts, please call Liz Riley (x-3148)

ci



North Carolina State University

Box 7101, Raleigh, N. C. 27695-7101

Office of the Provost
and Vice Chancellor

July 7, 1988



MEMORANDUM

TO: Mrs. Evelyn Alberg
College of Education

FROM: Carolyn R. Ingram *C. Ingram*
Administrative Assistant

SUBJECT: FALL 1988 MEETINGS

*Reserved: Alumni Conf. Rm.
Cathy Rackley
4-3375*

I am in the process of securing a meeting place for the African-American Coordinators who will be meeting once a month on the second Tuesday at 10:30 a.m. Please advise me if we can use one of the rooms in Poe Hall. For the Spring meetings, you provided us with Room 616 and we found this room to be adequate. We anticipate having at least 20 members present at each meeting.

The following is the proposed dates and times of the Coordinators meetings.

- Tuesday, September 13, 1988 - 10:30 a.m. to 12:00 p.m.
- Tuesday, October 11, 1988 - 10:30 a.m. to 12:00 p.m.
- Tuesday, November 8, 1988 - 10:30 a.m. to 12:00 p.m.
- Tuesday, December 13, 1988 - 10:30 a.m. to 12:00 p.m.

As always, your assistance in this matter is greatly appreciated.

NOTES: CONCEPT OF AFRICAN-AMERICAN COORDINATORS

I. The African-American Coordinators will work directly with the Associate Deans for undergraduate activities in each college in providing a viable situation for African-American students leading to successful completion of their college careers.

II. The Coordinators will meet on a monthly or bi-monthly basis with the Associate Provost to discuss the overall University thrust regarding retention and to share successful strategies among colleges. The Associate Provost's office will offer guidance and assist in specific measures to be accomplished.

III. Duties

A. Each Coordinator will maintain an academic profile for each African-American student in their college indicating:

1. course load
2. academic standing
3. course combinations

B. Coordinators will provide individual counseling with African-American students in conjunction with their regular faculty academic counselor.

C. Coordinators will assist students in relationship to tutorials, developing study skills, time management and assist them in finding and utilizing campus resources already in place.

D. Coordinators should be aware of students' financial needs vis a vis work situations, work conflicts with academic performance and finances as they relate to students' lifestyles.

E. Coordinators should be concerned with assisting students in selecting appropriate social activities and in dealing with peer pressure.

F. Coordinators should be concerned with identifying those students who are most successful and assist them in developing mentoring situations with regard to directing them on toward graduate school.

G. Coordinators (and Academic Deans) should be aware of special situations of African-American students with regard to recruitment and placement in co-op situations.

IV. Underlying the Coordinator's activity is the basic philosophy that AFRICAN-AMERICAN STUDENTS MUST HAVE A SENSE OF BELONGING AND SELF ESTEEM, factors that are necessary for coping in an environment such as NCSU (predominately white). In order for this to be done successfully there must be a clear understanding of that basic philosophy both on the part of the Coordinator and the Associate Dean with whom the student works.

May 24, 1988 African American Coordinators

Purpose - In response to

⇒ Chancellor Paulton > Comprehensive document for review by Chancellor Paulton to get additional support from Deans

→ Define our Name

AW
Dr. Brown

Students have asked for office of Minority Affairs.

Chancellor's surprise

group is saying students should be

networking w/ white student

other group is saying

black students should be bicultural. Another

group is saying we're

trying to create a sub culture (under)

Suggestion Prepare a Position Paper

Rationale = 2 C.P.M. & P.A.
2 P.C. & 9 M.P.C. - broader
S.C. = 0 P.C. & 0

P.C. & P.C. by 9061 = Bobby Pettis

L. c. Univ. Effort
— propose 1st
P. G. (i) 5 Provost
Office w/ Budget to
C. G. coordinate
" or 2

Need:

Help 2 & 2
— 1 mentor black ✓

School of Textiles

Chair. African Amer. Advising - Pam Banks Lee

Rationale

Grants overall rationale is suitable for each
coordinators

Organizational Structure - agree w/ Bill Grants
model

Duties

Student Development

Career & Personal Development

Retention

Recruitment

Brochure

Pre-College

Travel

Summer Programs

Admissions / Liaisons

Scholarships

Newsletter - Brochures - Retention

Deferred Gratification

Pre-College

High m ~~or~~

Apprentice ✓

Career Development

Co-op Education

Award Banquet

Retention

Liaison w/ other Coordinators

Student Faculty Mixer

Newsletter

Deferred Gratification

Early Warning & Monitoring

African American Symposium

Evaluation

Statistical Analysis

Gathering

Professional Development

Personal Development

African American Symposium

Awards Banquet

Coordinator's Duties

Duties

Recruiting

Brochures, Newsletters, Retention

Admission

Academic Advising

Personal, Social, Financial Counseling

Summer Transition

Summer Intern / Placement

Scholarship

Professional Development

Liaison between Coordinator & Advising

Liaison w/ other Coordinators

Support Program

Tutorials

Academic Skills

Retention

Early Warning

Monitoring System

African-American Alumni Night

Cooperative Education

Referrals - (Racial Harassment)

Statistical Analysis

Gathering Analysis

Annual Report

Test Anxiety

Management

Time

Stress

Motivational Workshops

Career Development

High School Outreach

Student Faculty mixer to enhance interaction

Can We talk (Coordinator & Associate Dean)

News Letter

Plant Visitation

Pre-College Program

Engineers Week

Historical Professional Profile

Walk-ins

Deferred Gratification

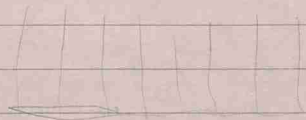
African-American Symposium

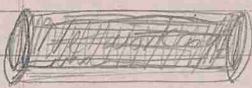
Coordinating Workshops on Advising

Awards Program

(376) Human Growth & Dev (Baker-Ward)

Soc. 301





Needs

Staff Needs

Clerical Support

Space (Appropriate - conducive to privacy & counseling)

Equipment = (Computer Facilities)

Data Retrieval System

→ Create Right Environment w/ furniture (should set forth right tone)

FAMS (1/2-time Student)

Grad. Assistant

or Jr. Sr. Undergrad.

↓
Appropriate Setting
Atmosphere

Education

Office

Clerical Support

Travel (\$2,000)

Humanities & Soc. Sciences

Full-time Clerical Support

Mailings

Telephone Contacts

Budgeting (Postage)

All Coordinators Should have A Budget

Educational Supplies --

Travel

Student Wages

Non-Student Wages

Contractural Services

Other Contractural Services

Communication (Printing & Binding)

Equipment

Vides Equipment / Audio Visual Equipment

* Dr. Clark needs
to contact
- Charles Jones
- Jerry Betts
- Marva Motley

Target Date To Finalize and get
document to Chancellor Poulton

/// May 30, 1988 ///

Coordinators

Identify Grad. & Undergrad. African
Students in each school

From Coordinators

- Need on _____ of _____
- Resources (state one time items and need on a continuing Basis)
- Faculty Development
- Space (Setting - Atmosphere - Environment)

*
Send
Coordinators

Budget
Lines Program Activities
Expand on programatic duties



Academic Affairs
Office of the Director
Box 7601, Raleigh 276
(919) 737-2614

original post-it removed 10/07/11 H-A Coordinators

Dr. Clark:

- for your information.

WCG

iversity

ge of Agriculture and Life Sciences
Academic Affairs, Extension & Research

ril 20, 1988

Handwritten signature/initials

MEMORANDUM

TO: Dean D. F. Bateman
Associate Dean J. L. Oblinger

FROM: William C. Grant *William C. Grant*
Coordinator of Special Programs

As you know, Provost N. N. Winstead suggested that discussions related to the Forum on Racism be continued in the colleges. I met with African-American students in the College of Agriculture and Life Sciences on the evening of April 12 to facilitate further discussion and prepare a list of students' concerns for your consideration. The list is attached.

A few of the students and I have an appointment with you on Wednesday, April 27 at 9:00 a.m. to discuss their observations and concerns and learn of your response regarding the crucial issues that they have identified. We appreciate the opportunity to meet with you on April 27.

db
Enclosure

A-A Coordinators



North Carolina State University

College of Agriculture and Life Sciences
Academic Affairs, Extension & Research

Academic Affairs
Office of the Director
Box 7601, Raleigh 27695-7601
(919) 737-2614

April 20, 1988

unc

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db
Enclosure

CONCERNS EXPRESSED BY AFRICAN-AMERICAN STUDENTS IN
THE COLLEGE OF AGRICULTURE AND LIFE SCIENCES

April 12, 1988

University-wide Concerns

1. "Technician." Racist article and picture of lynching in "April Fool" issue, April 1988
2. Little or no coverage of Black events, especially not of positive events
3. Small number of Black faculty. Are Black faculty members being overworked by carrying out their regular duties plus heavy involvement on committees and work with Black students and student organizations?
4. Need to expand efforts to recruit Black students and faculty
5. Need to improve composition of, and procedures of search committees
6. Inadequate advising

Problems and Concerns Experienced with Professors in Other NCSU Colleges

1. English instructors' biases about African-American students' writing style
2. Inconsistency in grading Black students
3. A French faculty member's lack of time for conferences with Black students

Concerns about the College of Agriculture and Life Sciences

1. Cultural Awareness Seminars are needed for CALS faculty (e.g. C. T. Vivian Seminars scheduled by Provost's office).
2. Inadequate counseling by faculty advisors. Inadequate advice on course loads, and on types of course combinations that are not recommended.
3. Of the twenty-five anticipated new NCSU faculty positions, how many will be placed in CALS? This is an opportunity to increase the number of Black faculty members.

4. Need for improvements in search committees.
Encourage applicants from predominantly Black universities.
Advertise in publications geared toward Black scientists.
5. Student Interns Program:
Black students are underrepresented.
Black student interns are given inadequate notice about activities.
6. Statistics on graduation rates of African-American students
7. Liaison between Dean of the College of Agriculture and Life Sciences
& African-American students:
Need for additional personnel and resources

STATEMENT ON AFRICAN-AMERICAN COORDINATORS AT NORTH
CAROLINA STATE UNIVERSITY, AND COMMENTS ON ACTIVITIES IN
THE COLLEGE OF AGRICULTURE AND LIFE SCIENCES

William C. Grant
May 22, 1988

Rationale

*
Monday
The purpose of African-American Coordinators at North Carolina State University (NCSU) is to facilitate success of African-American students in academic and personal development. The major prerequisite for student success in these crucial areas is strong self-esteem based on a keen awareness of the rich cultural heritage of African-Americans and of the myriad contributions of Africans and African-Americans. In addition, African-American students need a sense of belonging---a feeling that they are an important part of the University, and that the University is their University. Achievement of this objective will necessitate changes in certain attitudes and practices within the University that impede progress.

Excellent
The success of African-American students at NCSU requires the commitment and cooperation of African-Americans and other members of the University community who appreciate the importance of cultural diversity and the need to maximize the potential of all students. Moreover, individuals who are already committed to this goal must seek effective means to develop and nurture that awareness in those who have not yet attained that level of understanding.

*
Networking

Position within the Organizational Structure of the College

The African-American Coordinator in each college should be positioned administratively in the office of the Dean and have the opportunity to communicate regularly with the Dean. Since most of the African-American Coordinators' activities are of an academic nature, a working relationship should be established and maintained with the Associate Dean for Academic Affairs.

In the College of Agriculture and Life Sciences (CALs), the African-American Coordinator works currently in the office of the Associate Dean and Director of Academic Affairs. Fiscal matters are handled in that office.

Duties of the African-American Coordinators

As facilitators of the success of African-American students, a significant portion of the Coordinators' efforts is devoted to retention, in the broadest sense. Coordinators are also involved in recruitment, although the extent of this role varies among the colleges and schools.

College of Agriculture and Life Sciences

The African-American Coordinator in CALs has the title "Coordinator of Special Programs" to reflect dual responsibilities: Health Affairs and African-American Affairs.

Activities in Health Affairs include health career advising and chairmanship of the NCSU Preprofessional Health Sciences Review Committee that assists applicants to medical, dental, and optometry schools.

Activities in African-American Affairs are concerned with recruitment and retention of African-American students. Recruitment efforts have included sending letters to prospective applicants and making telephone calls to accepted students who had not yet confirmed that they would attend NCSU. Visits are made to high schools and middle schools. I have also been involved in the CALs-4H Pilot Project to inform students about opportunities in agriculture and the life sciences. Retention efforts have included individual conferences and group activities. Attempts are made to foster interaction between students and their advisors and professors.

* Need for Staff and Resources

Greater emphasis must be placed on assisting African-American students to adjust to a large university such as NCSU. These efforts would be coordinated with those currently conducted by the Provost's Office, the Chancellor's Advisory Council on African-American Affairs, and the other African-American Coordinators.

Additional personnel and resources are needed to monitor students' performance more closely and to ensure that students avail themselves of essential academic support services. Additional academic support services are needed.

Coupled with the capacity to monitor students' academic progress, the African-American Coordinator should have the authority to monitor and modify students' schedules and course loads and to participate in decisions on late-dropping of courses. Similarly, the Coordinator should participate in decisions regarding exceptions to the admissions policy.

In May 1985 and again in December 1987, I communicated the following needs to two successive Associate Deans for Academic Affairs in CALS:

"It is recommended that the Special Programs area be expanded and strengthened to enhance our College's efforts in African-American Affairs and in Health Affairs. To achieve this result, several types of resources are needed, some of which might be added incrementally. Among the needed resources are the following:

- A. Annual budget for programs and activities
- B. Additional personnel
 1. Assistant Coordinator (Recruiter/Developer). Full-time EPA position
 2. Administrative Assistant (Full-time SPA position)
 3. Secretary (Full-time SPA position)
- C. Appropriately-located office space (including reception area) for Coordinator and the above personnel
- D. Office equipment, furniture, and audiovisual equipment"
(The latter item was listed in detail in the original memorandum.)

Program Activities

Future Activities in African-American Affairs (CALs)

Retention

1. Continue efforts to identify and remove the psychological pressures that impede learning and realization of a meaningful educational experience.
2. Expand the dialogue with other faculty members in CALs, and solicit their assistance in a variety of efforts to maximize student retention.
3. Inform students about various learning resources and counseling resources on campus, and encourage them to use these resources regularly.
4. Monitor students' overall progress, and be available (in cooperation with the academic advisor) for counseling or referral to appropriate resource persons.
5. Plan, develop, and coordinate other activities to facilitate student achievement.

Recruitment

1. Maintain contact with the University Admissions Office regarding general admissions procedures and trends. Communicate with the Admissions Office about recruitment activities in CALs.
2. Compile information on the various academic, research, and professional programs in CALs for use in recruitment.
3. Develop appropriate audiovisual materials for use in recruitment and education.
4. Plan and coordinate seminars and other activities to inform prospective students about opportunities in CALs.

5. Establish contacts with public school administrators, counselors and teachers.
6. Establish contacts with other professionals who interact with students in various communities.
7. Visit groups of prospective students at their schools.
8. Develop other appropriate means of identifying and contacting prospective students for CALS programs.

Future Activities in Health Affairs

Current activities that pertain to the NCSU Preprofessional Health Sciences Review Committee and applicants to professional schools should be continued. The following are among the activities that could be emphasized by personnel in an expanded Special programs area:

1. Refinement and continuation of the recently-instituted group information sessions for prospective applicants to professional schools.
2. Development of additional methods (e.g., audiovisual resources) to provide health career information and counseling to enable students to make informed curricular and career decisions.
3. Expansion of the series of health career information seminars featuring invited speakers.
4. Broadening of opportunities for students to prepare for various health professions admissions tests.
5. Development and implementation of other activities to assist preprofessional health science students to pursue their goals more effectively.

DUTIES OF THE AFRICAN-AMERICAN COORDINATORS
Compiled at the May 24, 1988 Meeting - McKimmons Center


Recruiting
Brochures, Newsletters, Retention
Admission
Academic Advising
Counseling (Social, Personal & Financial)
Summer Transition
Summer Intern/Placement
Scholarship
Professional Development
Liaison between Coordinator & Advising
Liaison with other Coordinators
Support Programs
 Tutorials
 Academic Skills
Retention
 Early Warning
 Monitoring System
 African-American Alumni Night
 Cooperative Education
Referrals (Racial Harrassment)
Statistical Analysis
 Gathering Analysis
 Annual Report
Test Anxiety
Management
 Time and Stress
Motivational Workshops
Career Development
High School Outreach
Student Faculty Mixer to enhance interaction
Can we talk (Coordinators and Associate Dean)
Newsletter
Plant Visitation
Pre-College Program
Engineers Week
Historical Professional Profile
Walk-ins
Deferred Gratification
African American Symposium
Coordinating Workshops on Advising
Awards Program

BUDGET CODES

FAS NUMBER 2-15020

OCU 020101

<u>CATEGORY</u>	<u>OBJECT CODE</u>
SPA Regular Wage	1210
Non-Student Regular Wage	1410
Student Regular Wage	1450
Employee on Loan	1940
Other Contractual Services	1990
Educational Supplies	2300
Office Supplies	2600
Other Supplies	2900
Travel	3100
Communication	3200
Printing and Binding	3400
Freight and Express	3600
Other Current Services	3900
Other Fixed Charges	4900
Office Equipment	5100
EDP Equipment	5200
Educational Equipment	5300



Document Name:
COORDINATOR'S DUTIES

Requestor's ID:
OPRPV12

Author's Name:

Document Comments:

PROPOSED RETENTION ACTIVITIES FOR THE COLLEGE OF AGRICULTURE AND LIFE SCIENCES FOR ACADEMIC YEAR 1988-89

William C. Grant
May 1988

Introduction

Three principal factors detract from the academic success of African-American students at North Carolina State University (NCSU):

1. Low self-esteem or lack of self-confidence
2. Poor study habits
3. Poor test-taking skills.

To address these factors, we propose several programs and activities. We plan a concentrated effort with African-American freshmen as well as continued work with sophomores, juniors, and seniors as indicated below.

Program for African-American Freshmen in the College of Agriculture and Life Sciences (CALs) for 1988-89

1. This effort will be preceded by consultation with the Admissions Office and the NCSU Academic Skills Program to identify African-American freshmen in CALS who might experience academic difficulty. (High school background, high school class size, and high school records will be considered.)
2. These students will participate in regular CALS workshops on (A) Study techniques and skills and (B) Test-taking skills.
3. After freshmen have taken one test (e.g. in General Biology, General Chemistry, or Mathematics), we will identify students who especially need individual attention.

Tutorials

1. It is recommended that tutorials be established in selected subject areas in CALS (e.g. General Biology) to supplement Learning Center activities and other current efforts.
2. It is recommended that Graduate Teaching Assistants be identified, hired, and trained to conduct the above tutorials.

3. We shall continue to encourage African-American students to participate in tutorials offered by other colleges (e.g. PAMS tutorials in mathematics and chemistry). Similarly, African-American students in other colleges will be invited to participate in CALS tutorials.

Follow-up to African-American Symposium

1. It is recommended that the Provost's Office and the Chancellor's Advisory Council on African-American Affairs sponsor several major post-Symposium activities each year.

2. To supplement the above, it is strongly recommended that one or two major post-Symposium activities be held in each college annually and that African-American students from the other colleges be invited.

3. CALS will conduct one or two major post-Symposium activities as well as other activities that foster self-confidence in African-American students

CALS African-American Undergraduate Student Organization

1. For several years, the CALS African-American Coordinator has served as faculty advisor to the Preprofessional Health Society (PPHS) and has utilized this organization to maintain contact with African-American students in the college.

2. We anticipate a modification of the name "Preprofessional Health Society" to reflect and emphasize the fact that the organization is for all CALS African-American undergraduate students, not just those who are interested in health careers.

3. Possible activities of the CALS African-American undergraduate student organization during 1988-89 include the following:

- A. Meetings featuring African-Americans who are recent graduates of CALS programs,

- B. Meetings featuring professionals and/or representatives of the following programs:

- NCSU Graduate School
- NCSU School of Veterinary Medicine
- Pharmacy Schools
- Physician's Assistant Programs
- Physicians and Dentists (possibly in a panel format)
- Optometrists
- High School Science Teacher(s)
- Medical Education Development (MED) Program, UNC-CH School of Medicine
- Center for Student Opportunities (CSO), East Carolina University School of Medicine,

- C. Meeting featuring Ms. Martha Moore for information on Cooperative Education Programs and Placement Services,
- D. Workshops on Time Management and on Study Skills,
- E. Meetings featuring selected NCSU African-American Coordinators,
- F. Other meetings, based on results of a student poll.

CALS African-American Awards Banquet for Undergraduates

1. It is recommended that a CALS African-American Awards Banquet for undergraduates be instituted, beginning in April 1989.
2. All CALS African-American students and their parents would be invited, along with all CALS administrators and faculty.
3. Categories of awards will be determined in the near future. Among the awards, however, would be those recognizing the greatest academic improvement by an individual in each class.

Resources Needed for 1988-89

- A. Database software for student record storage and retrieval
(To be used in a Macintosh Plus computer currently available)

- Compile information by class and curriculum.
- Monitor for potential academic problems.
- Identify and encourage students to apply to graduate programs of interest.

Price: \$ _____

- B. Funds for two speakers for CALS Follow-up to African-American Symposium

Honoraria plus expenses: \$ _____

- C. Field trips
(Visits to research, educational, medical, and biomedical facilities)

Cost: \$ _____

- D. CALS African-American Awards Banquet, April 1989

Cost: \$ _____

- E. Salaries of Graduate Teaching Assistants (or released time from their other responsibilities)

Amount: \$ _____

- F. Funds for supplies and services

Amount: \$ _____

- G. Miscellaneous

Amount: \$ _____

STATEMENT ON AFRICAN-AMERICAN COORDINATORS AT NORTH
CAROLINA STATE UNIVERSITY, AND COMMENTS ON ACTIVITIES IN
THE COLLEGE OF AGRICULTURE AND LIFE SCIENCES

William C. Grant
May 22, 1988

Rationale

The purpose of African-American Coordinators at North Carolina State University (NCSU) is to facilitate success of African-American students in academic and personal development. The major prerequisite for student success in these crucial areas is strong self-esteem based on a keen awareness of the rich cultural heritage of Africans and African-Americans. In addition, African-American students need a sense of belonging---a feeling that they are an important part of the University, and that the University is their University. Achievement of this objective will necessitate changes in certain attitudes and practices within the University that impede progress.

The success of African-American students at NCSU requires the commitment and cooperation of African-Americans and other members of the University community who appreciate the importance of cultural diversity and the need to maximize the potential of all students. Moreover, individuals who are already committed to this goal must seek effective means to develop and nurture that awareness in those who have not yet attained that level of understanding.

Add Third paragraph

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*afternoon
Maslow's
theory of
Hierarchy of
need*

Self-Actualization

*Self-Love
Sense of Belonging*

*Security
Shelter, Clothing*

*Second Paragraph
Cultural
Diversity*

Dean's Office

(over) Networking

*Broaden
no. of students
in how to function
in American
Community*

Networking

→ ^{important} P (AA) ✓ By (5 m) ✓ 2^{function}
- (mainstream culture) ✓ By. ✓ ✓ ✓
• ^{central} (6) ✓ ✓

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3. Expansion of the series of health career information seminars featuring invited speakers.
4. Broadening of opportunities for students to prepare for various health professions admissions tests.
5. Development and implementation of other activities to assist preprofessional health science students to pursue their goals more effectively.

AFRICAN-AMERICAN COORDINATORS
MINUTES

Tuesday, April 12, 1988

Members Present: Andrew Barner, Joan Griffin, Mary Linney, Faheem Ashanti, Thomas Conway, Joe Brown, Wandra Hill, Beverly McLaughlin, Anona Smith, Frankye Artis, Lawrence Clark, Bill Grant and Charles Joyner

The meeting was called to order by Lawrence Clark. The following items were discussed.

1. In handling the issue of racism in the classrooms, coordinators were asked to consider three (3) components: 1) make sure that the students scrutinize the incident, 2) establish a structure for handling racism in the classroom, and 3) design a program for the professors.
2. The Coordinators were asked to give some thought of how to redefine African-American Coordinators role. The Coordinators should also give consideration to obtaining budgetary support from their deans. Also should a problem come up that involves a student, the coordinator should not be blamed for the incidence.
3. The Coordinators suggested that the Culture Center should emphasize a strong academic component as well as have a strong cultural emphasis and not be an entertainment center.
4. It was suggested by the Coordinators that no Black student organization should exist without a strong faculty advisor and that the advisors should periodically get together and give some direction to Black student groups.
5. It was decided that the Coordinators would devote one meeting for discussion of the budget.
6. As a follow-up to the Forum on Racism some coordinators have begun meeting with their students to hear their concerns and then discuss with the dean of the school.

There being no further business the meeting was adjourned.

Respectfully submitted,

Carolyn R. Ingram
Administrative Assistant

AFRICAN-AMERICAN COORDINATORS MEETING

TUESDAY, MAY 10, 1988 - ~~10:00~~ a.m.

AGENDA

10:30

African-American Coordinators Structure and Function

- Rationale or Purpose of the Position
- Where Located and Why in the Organizational Structure of the College or School
- Staff and Why
- Duties
- Advisory Group - Its Role and Function
- Program Activities

Objectives

Evaluation

AFRICAN-AMERICAN COORDINATORS MEETING

TUESDAY, MAY 10, 1988 - 10:00 a.m.

G

AGENDA

African-American Coordinators Structure and Function

- Rationale or Purpose of the Position
- Where Located and Why in the Organizational Structure of the College or School
- Staff and Why
- Duties
- Advisory Group - Its Role and Function
- Program Activities

Objectives

Evaluation

African American Coordinators Meeting
Attendance

April 12, 1988

- Andrew Barber
- Dan Griffin
- Mary Linney
- Ashanti, Fohem
- Thomas Conway
- Joe Brown
- Wandra Hill
- Beverly McLaughlin
- Anona Smith
- Frankie Artis
- Larry Clark
- Bill Grant
- Charles Joper

Put together proposals for May
re-define role of Coordinator

African Amer. Coordinators Mtg.

Open Forum

Three things Emerging

1. Simplicity of students issues
2. Think through things and put together proposals
3. Define (Rede) our Roles - to make job more effective
4. Tie in leverage from top about coordination job
+ tie budget & support to position

Discussion

Racism - describe the incidence (document the incidence including the name of the professor)

What Channel to funnel incidence through =

Make sure student feel this

say to Dean this is what's happening in your dept.

• Three Com

1. Make sure student scrutinize incidence

2. Need ^{structure in place} ✓ - C

3. ^{need a} Program ✓ Professors (education of faculty - sensitivity)

• Establishing a position on Institute on Mentoring
Provost and Clark (Have one component on how they advise and work with Black students.)

Have 6 workshops so attend (check the tape)

How to go about 3 components

12
8-18
4

Wandra Hill Meeting w/ Assoc. Dean and Dept. Head

Clark Need to have a roundtable discussion on Minority Affairs

Culture Center ^{continuous ed. of students} Minority Affairs Office
Library, Program, ^{should be educational} Recruitment,
Focus on Culture ^{emphasize culture}
exhibitions ^{should have} of art ^{diversity of academic} component

Look at Model - Ohio State \$5 million dollar budget (Dr. Hale) or (Mr. Hale)

- Clark → 1. No Black Faculty exist on this campus
 2. Cultural Center need advisory group from beginning, composed of blacks
 3.

← The Black Faculty and Staff should address Use of Cultural Center. →

Needs to identify students (leader vocal) see what's happening academically

72-87
8
64.99

Review

- Racism In Class Room
- Power-Culture Center
- Discuss what Office of African-American Affairs Office should be
- Discuss African-American Miner with Afro-Centric focus

Budget - devote a meeting to this

Call Meeting ←

What you perceive functions/duties
How much time to devote to meeting
(afternoon)

AFRICAN-AMERICAN COORDINATOR'S MEETING

TUESDAY, APRIL 12, 1988

616 Poe Hall - 10:30 a.m.

Structure and Function of the Coordinators

Continue Discussion of Open Forum

Letter from Coordinators to Dr. Winstead on Racism

Social Activity for Coordinators for May

Other Concerns

AFRO-AMERICAN COORDINATOR'S MEETING

Tuesday, March 8, 1988

616 Poe Hall 10:00 a.m. - 12:00 p.m.

A G E N D A

Approval of Minutes of Last Meeting

Counseling Center

Academic Achievement Awards Program - April 7, 1988

Open Forum

Other Concerns

Members Present
Afro-Amer. Coordinators Mtg.
March 8, 1988

Joe Brown
Janet Howard
Anera P. Smith
Jerry L. Bellis, Sr.
A. M. (Gus) Witherspoon
Thomas Conway
Mandell Hill
Pat. Smith
Eddie Lawrence
Beverly A. McLaughlin
William C. Grant
Mary Linney
Isaac C. Schatz

DP2 / T.P. - 3

How To's

Know the name of the state of
Maryland?

Trust Howard

~~extract~~

- Race Specific Variables

Ask for what you want - give Rationale - also state what you are doing now.

Profile of Freshmen 1987

- persons work on Prepare statement of need Rationale

~~Conway~~

Conway
Janet Howard
Pat Smith

Coordinator of the
DP 2 (DP 2) (DP 2) (DP 2)

- Need for additional staff

Letter to Winstead, forum (2) 1987

Using C. T. Vivian Alumni 9 1987

Send list to Janet Howard of C. T. Vivian Alumni

- put in order by College

Plan an activity in May for Coordinators Sat after Mother's Day -

Charlona

Mrs. Irene Clark should attend
Dr. Clark = Luncheon on April 4, 1988 11:30

- Attache Case / meal / card (Marshalls Beckmere)
\$5.00 per person

(Cake -)

(Jal Jalne)

828-3173

Library = Mission Valley (11:30 - 1:30) ^{2.99} ^{Hot} 3.99
(Check on prices and include in letter)

Jerry - dance interpretation

Together 4.98

##

11:30

Program = Janet Neward Wandra Hill, C Ingram
include A.M. Witherspoon

Roast - Bob Allen & Nash Winstead

2 hrs
3/28/88

Accent on Gen - Florist in Carey

Send a
Note on
Wed. include
meal cost

Long Table

Queen Anne

will seat

25

In this Private area

Queen Anne Room

Hot Buffet 3.99
Salad Bar 2.99

Together 4.98
Coffee, Tea Dessert extra

Wanda

Program

4 people

15 minutes

Witherspoon -
Bob Allen - ?
Bill Grant -
Thomas -
Theresa Hayes -
Charles Jorgner -
Downs -
Bruce Paulton - Carol
Carol Maidon - invite
Bereaman

Bill / Brown
Master & Mistress
of Ceremony

Prayer - Pat Smith
Carol - Song

Carol Maidon - Remarks
ask

Closing - Joe Brown

Joe Brown - Video & Camera
vid. contact Thomas Conway

invite Downs / Becky

Call Beverly McLaughlin =
get a list of services from
Counseling Center

Next Meeting -

- Mary Linney come and share what
- Cookout for Faculty & Staff - Mary
bring a picnic lunch (invite senior group leaders
from mental program and leaders for Symposium)
- ~~Review~~ Follow up of Request from
Provost
- Comments from A.M. Witherspoon / LM Clark
Short

Charlona

Mrs. Gene Clark should attend
Dr. Clark, Luncheon on April 4, 1988 11:30

- Attache Case / meal / card (Marshall's) ^{2.60}
\$5.00 per person

(Cake -)

(Jod Lane)

828-3173

Library = Mission Valley (11:30 - 1:30) ^{2.99} ^{3.99}
(Check on prices and include in letter)

Ferry - dance interpretation ^{4.98}

Program = Janet Howard Wandra Hill, C. Ingram
include A.M. Witherspoon

11:30

Roast - Bob Allen & Nash Winstead

2 hrs
3/28/88

Accent on Green - Florist in Carey

Send a
Note on
Wed. include
meal cost

Charlona
828-3173

Long Table

Queen Anne

Mission Valley
INN

will seat 25

Queen Anne Room

Original post-it removed 10/11/11

In this Private Area

Hot Buffet 3.99
Salad Bar 2.99

Together 4.98
Coffee, Tea Dessert extra



North Carolina State University

Box 7101, Raleigh, N. C. 27695-7101

Office of the Provost
and Vice Chancellor

May 5, 1988

MEMORANDUM

TO: African-American Coordinators & Committee
FROM: *Joe Carol Wandra*
Joe, Carol and Wandra
RE: Clark Celebration

We take this opportunity to thank everyone for participating in the Welcome Back Celebration and Birthday Party for our colleague. We are sure that Dr. & Mrs. Clark enjoyed the celebration and the video was an especially creative experience for all of us.

In a continued effort to finalize our financial reporting for this activity, we would appreciate if everyone on the committee would send in your \$5.00. As soon as we receive everyone's contribution, we will send a financial statement.



North Carolina State University

Box 7101, Raleigh, N. C. 27695-7101

Office of the Provost
and Vice Chancellor

May 5, 1988

MEMORANDUM

TO: African-American Coordinators

FROM: Carolyn R. Ingram *CR*
Administrative Assistant

SUBJECT: Next Scheduled Meeting

Our next and last scheduled meeting for this semester will be held on Tuesday, May 10, 1988 at 10:30 a.m. until 12:00 p.m. Please mark your calendars and plan to attend. The meeting will be held in Room 616 Poe Hall.

Neenah Bond
25% COTTON FIBER



North Carolina State University

Box 7101, Raleigh, N. C. 27695-7101

Office of the Provost
and Vice-Chancellor

May 5, 1988

MEMORANDUM

TO: African-American Coordinators & Committee
FROM: *Joe Carol Wandra*
Joe, Carol and Wandra
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Document Name:
COORDINATORS MEMO

Requestor's ID:
OPRPV12

Author's Name:
carolyn Ingram

Document Comments:
memo regarding clark celebration and next meeting reminder

Document Name:
BHAMMTR ENV

Requestor's ID:
OPRPV8

Author's Name:
spencer

Document Comments:
SAVE Dean & Dept Head Envelopes

Document Name:
P ASSOC PROF RU

Requestor's ID:
OPRPV8

Author's Name:
spencer

Document Comments:

Document Comments:

spencer

Author's Name:

OPRPV8

Requestor's ID:

RABJOTCIA

Document Name:

March 1988

Minutes of the African American Coordinators Meeting

Counseling Center - Rev. McLaughlin Services Available

Programs Available - Counseling Center

1. Stress Management (Can invite students to come over + sign up an sign up sheet - Workshop can be requested for a group)
2. Grace Finkle - Graduate Groups
3. Two Personal Growth Groups
4. Afro-American Woman's Group
5. Procrastination Workshop
6. Assertiveness Workshop
7. Social Skills -
8. Study Skills Group
9. ^{Adult} Children of Alcoholics Groups (
10. Incent Advisors Group - (In the Process of Starting)

Duplications of Education

↓
 Educational Process
 group of people - you have a workshop presentation on particular subject matter

Nature of Counseling Center is Changing because of the nature of the students need.

(30 suicidal cases)

verses the clinical aspect where you have one to one therapeutic process going on

Roles Coordinator's can Play

- Not enough of contacts by students w/ coordinators
- How do Coordinator's want counseling staff to work with them?

Re: Forum on Racism

Dr. Winstead wrote letter to coordinators asking them to get together (also sent some letter to Deans) some formalizing of student groups meeting w/ Coordinators w/ school Deans and Key Faculty in the schools. Dr. Winstead has given

PAM
Has 198
Black Students

the Coordinators the go ahead to put some
formal things in place w/ the Deans support
so that students can have input into
that system.

stress on
the academic
environment,

Pat Smith → How do we (Coordinators) get to the point
of making class attendance mandatory?

Minutes of the Afro-American Coordinators
Wednesday, February 9, 1988
532 Poe Hall 10:30 - 12:00

MEMBERS PRESENT: Joan Griffin A.M. Witherspoon
 Wandra Hill Arnold Bell
 Beverly McLaughlin Anona Smith
 Frankie Artis Joe Brown
 Pat Smith Faheem Ashanti
 Andrew Barner Jerry Bettis
 Thomas Conway

The meeting was called to order by Dr. Joe Brown. The following items were discussed.

1. Each coordinator gave an update of his/her activities. The coordinators recommended sending a letter to students with outstanding performance with a copy to Dr. Clark. It was also recommended that a letter be sent complementing the department of the student.
2. It was recommended that personnel from Registration and Records be invited to come and explain the telephonic class registration process.
3. It was the consensus of the coordinators that consideration be given to measures that would allow more input in decision-making related to student courses.
4. Conduct in-house seminars on retention.
5. Mr. Arnold Bell, Academic Skills Program presented a program he developed on GPA projection.
6. As part of the Parent Visitation Program, Dr. Brown asked each coordinator to provide him with student course outlines for discussion with parents.
7. The next meeting of the Afro-American Coordinators will be held on March 8, 1988.

There being no further business the meeting was adjourned.

Carolyn R. Ingram
Carolyn R. Ingram
Recorder



North Carolina State University

Box 7101, Raleigh, N. C. 27695-7101

Office of the Provost
and Vice-Chancellor

March 11, 1988

MEMORANDUM

TO: **African-American Coordinators**, Chancellor's Advisory Council on African-American Affairs, and C. T. Vivian Race Relations Committee

FROM: Carolyn H. Maidon *Carolyn H. Maidon*
Assistant Affirmative Action Officer

RE: Videoconference - Racism on Campus: Toward an Agenda for Action

This is to remind you of the videoconference on March 22, 11:30 a.m. to 3:00 p.m. The program will be received via satellite at the McKimmon Center. It is important to have representation from your group in order to assess the impact of the videoconference and to determine the relevance of any suggestions or recommendations that are made to our situation at North Carolina State University.

I realize the conference is lengthy, but I encourage you to attend as much of the program as your schedule permits. There is a 45 minute break that begins at 1:00 p.m. in which to eat lunch. Feel free to bring your lunch.

For further details on the video conference, please see the attachments.

CHM:lr

cc: Dr. Nash N. Winstead
Dr. Lawrence M. Clark

North Carolina State University will be joining colleges and universities throughout the country in a national videoconference "Racism on Campus: Toward an Agenda for Action" on Tuesday, March 22, 1988. The program will be received by satellite at the McKimmon Center from 11:30 AM to 3:00 PM with a forty-five minute break at 1:00 PM.

Originating live from the Johnson Foundation's Wingspread Conference Center in Racine, Wisconsin and from Governors State University in University Park, Illinois, the videoconference is designed to actively involve students, faculty and administrators in one of the most vexing and distressing issues confronting American society and our nation's campuses.

Videoconferencing brings national representatives to NCSU through satellite communications. Because this will be a live television event, interaction between the guest speakers at Wingspread and viewers at NCSU and other campuses will be part of the program. Many of those participating from Wingspread have had recent experiences in dealing with the issues of racism on campus. In addition to the live portions of the event, a number of case studies and examples of responsive University programs are being taped on location.

The three major segments of the videoconference include:

1. HISTORICAL/CONTEMPORARY PERSPECTIVE: After a brief introduction to the video conference, an 8-10 minute videotape provides a foundation and context for ensuing discussion. This is followed by a panel response, brief discussion and interaction with receive sites.

2. CASE STUDIES: Videotaped case studies include production on location at the University of Michigan at Ann Arbor, the University of Massachusetts at Amherst, and other selected Universities. Examined are incidents of blatant racism, underlying tensions, preconditions and issues, university and other responses, and the aftermath. A live panel reaction and discussion with an interactive segment follows the videotape section.

3. ELEMENTS OF SUCCESSFUL MODELS AND APPROACHES AND BUILDING AN AGENDA FOR ACTION: A number of college and university programs are shown on videotape. These are presented as containing elements of successful models or approaches to avoid or reduce racial conflict and as being responsive to concerns for equity education. Panel discussion follows. Building an agenda for action if developed through panel presentations and interaction with campus receive sites.

The videoconference is co-sponsored by the American Association of University Administrators. Associations cooperating in the effort include the American Council on Education, the National Association of State Universities and Land-Grant Colleges, the National Association of Independent Colleges and Universities, and the Illinois Commission for Black Concerns in Higher Education.

The videoconference is open to all faculty, staff and students. Please share this information with staff members and student organizations. Feel free to invite counter parts on other local campuses. There is no fee for the conference.

Check the console in the lobby of the McKimmon Center for the number of the room being used for the videoconference.

For further information contact Frank Emory at 737-2261.

THE AFRICAN-AMERICAN SCHOLARS PROGRAM

PRESENTS

"THE PROFESSIONALIZATION OF BLACK AMERICANS"

BY

DR. JAMES E. BLACKWELL

UNIVERSITY OF MASSACHUSETTS

Major Books: *Mainstreaming Outsiders: The Production of Black Professionals*, *The Black Community: Diversity and Unity, Cities, Suburbs and Blacks* (with Philip Hart), *Black Sociologists: Historical and Contemporary Perspectives* (with Morris Janowitz), and *Youth Employment and Unemployment*.

TUESDAY, APRIL 5, 1988

3:15 - 4:45 P.M.

FACULTY SENATE ROOM

D.H. HILL LIBRARY

CO-SPONSORS

PROVOST OFFICE

AND

DEPARTMENT OF SOCIOLOGY, ANTHROPOLOGY

AND SOCIAL WORK

NORTH CAROLINA STATE UNIVERSITY



North Carolina State University

Box 7101, Raleigh, N. C. 27695-7101

Office of the Provost
and Vice-Chancellor

March 22, 1988

MEMORANDUM

TO: African-American Coordinators

FROM: Carolyn R. Ingram *CR*
Administrative Assistant

SUBJECT: Welcome Back Celebration - April 4, 1988

The Welcome Back Celebration has been planned for Dr. and Mrs. Lawrence Clark on Monday, April 4, 1988 from 11:30 a.m. - 1:30 p.m. at the Mission Valley Inn. Please send your donation of \$5.00 to Dr. Joe Brown or Ms. Carol Ingram by March 31. (As we discussed in the Coordinators' meeting, the \$5.00 will be used to buy lunch and a gift for Dr. and Mrs. Clark.) Your name will be put on a card/gift for the Clark's.

If you would like to have input on the program that day, please contact one of the following persons: Ms. Carol Ingram (x-3148), Ms. Endia Hall (x-3835), or Ms. Wandra Hill (x-7841).

Phone No. _____
Teledoned Please call back
Called in the AM Will call again
Letter Forwarded Message

Al. Clark

information

To

Time Date



**NORTH CAROLINA
STATE UNIVERSITY**

**WHILE
YOU WERE
OUT**

M

of

Phone No.

- Telephoned
- Called to see you
- Left the following message:—
- Please call back
- Will call again
- Returned your call

.....
.....
.....

.....
Carolyn Ingram
.....
Operator

AFRO-AMERICAN COORDINATOR'S MEETING

Tuesday, March 8, 1988

616 Poe Hall 10:00 a.m. - 12:00 p.m.

A G E N D A

Approval of Minutes of Last Meeting

Counseling Center

Academic Achievement Awards Program - April 7, 1988

Open Forum

Other Concerns



North Carolina State University

Box 7101, Raleigh, N. C. 27695-7101

Office of the Provost
and Vice-Chancellor

February 23, 1988

MEMORANDUM

TO: African-American Coordinators

FROM: Carolyn R. Ingram *Carol Ingram*
Administrative Assistant

RE: March Meeting

Your attendance and participation at our February 9th meeting was tremendous. Our next meeting is scheduled for March 8, 1988 at 10:30 in room 616 Poe Hall. Kindly mark your calendar and make every effort to attend.

I am excited about the work you are doing in your particular areas. I encourage you to keep on doing what you're doing - our students are benefitting. Also, let's continue to share our successes with one another so we will all be aware of new and innovative ways to make this semester an outstanding one. Remember, you are making a significant impact upon this university.

CRI:lr



North Carolina State University

Box 7101, Raleigh, N. C. 27695-7101

Office of the Provost
and Vice-Chancellor

February 19, 1988

MEMORANDUM

TO: African-American Coordinators

FROM: Joe B. Brown, Coordinator of Special Programs *JBB*
Wandra Hill, Coordinator, Physical & Mathematical Sciences *WH*
Carolyn R. Ingram, Administrative Assistant *CA*

RE: Meeting Follow-Up

Needless to say, the meeting held on February 9, 1988 was one of the most outstanding sessions we've held in quite some time. Thanks to each of you for your attendance and participation.

As a reminder, Anona Smith mentioned to us that she contacted her good students by letter to encourage further growth and to reward past performances. Dr. Witherspoon suggested that there was a great deal of merit to this process and that perhaps it should be institutionalized. We all agreed. If each of you can begin to write letters to students whom you feel are deserving of "Meritorious Recognition" from your particular perspective, it would legitimize what we do as African-American Coordinators.

Also be reminded that mid-semester difficulty reports will be out around the twenty-fifth of February. Plan your strategy for working with your students and share this information with other coordinators. We may want to set up some mandatory "HELP SESSIONS" for students with difficulty reports.

Thanks to Dr. Ashanti for a refreshing report from the Counselor's perspective. Also thanks to Arnold Bell for demonstrating a new feature to the counseling process, utilizing a computer program he generated.

And finally to all in attendance, thanks.

JBB/ci

AFRO-AMERICAN COORDINATOR'S MEETING

TUESDAY, FEBRUARY 9, 1988

532 POE HALL 10:30 a.m. - 12:00 p.m.

A G E N D A

Update of Coordinator's Activities by College

Retention Strategies for Success

Parent Visitation Program

Mr. Arnold Bell - GPA Projection Program

Counseling Center Programs

Other Concerns

Adjournment



North Carolina State University

Box 7101, Raleigh, N. C. 27695-7101

Office of the Provost
and Vice-Chancellor

January 27, 1988

MEMORANDUM

TO: African-American Coordinators

FROM: Carolyn R. Ingram *CR*
Administrative Assistant

RE: February Meeting

Our next meeting is scheduled on February 9, 1988 at 10:30 in Room 616 Poe Hall. Please mark your calendar and make every effort to attend. Dr. Clark expressed great concern in keeping our meetings going during his absence.

I am looking forward to seeing you on this date.

NOTE: THE ABOVE MEETING WILL BE HELD IN ROOM 532 POE HALL INSTEAD OF Room 616. Please make a note of this.

Thanks,
C. Ingram
2/4/88



Office of the Provost
and Vice-Chancellor

North Carolina:

Box 7101, Raleigh

original post-it removed 10/07/11

3/11/88

Carol I.

Humble apologies-

*Dr. Clark most certainly
should have received*

Feb. *this even before anyone else.*

2 copies attached for you.

Thanks

Gloria

MEMORANDUM

TO: Coordinators of African American Advising

FROM: Nash Winstead, Provost *Nash Winstead*

SUBJECT: Follow Up To "Forum On Racism"

At the Forum on Racism held Thursday night, February 25, African American students raised several very pertinent issues which I feel should be addressed at several levels within our academic divisions. I observed also that because of time constraints there were persons still standing in line to speak when the academic issues portion of the question and answer session ended.

I am asking that you as the African American Coordinator in your college/school do two things in conjunction with your dean. First, draw together a cadre of students from a cross section of your college's/school's African American population including first year Freshmen as well as the full range of your continuing students. (a) Then, meet with these students to identify issues relating to the experience of African American students they feel should be addressed and (b) meet with other African American Coordinators and compile a university wide list of such concerns to be forwarded to me through Dr. Clark's office.

Second, I ask that you plan ongoing meetings throughout each academic year with the African American students in your college/school. These meetings should serve as a means of regular feedback and dialogue for you, your dean and faculty. In order to address many of the issues presented at the forum, it is important that opportunities be provided for African American students to dialogue with key faculty in your area.

Also, Dr. Clark has spoken with you about efforts to enlist the active support of the growing number of white faculty and professional staff sensitive to multi-cultural issues in an effort to improve the NCSU environment for all students. Methods that might link that group to this initiative should be explored.



Office of the Provost
and Vice-Chancellor

North Carolina State University

Box 7101, Raleigh, N. C. 27695-7101

February 29, 1988 wnt

MEMORANDUM

TO: Coordinators of African American Advising

FROM: Nash Winstead, Provost *Nash Winstead*

SUBJECT: Follow Up To "Forum On Racism"

At the Forum on Racism held Thursday night, February 25, African American students raised several very pertinent issues which I feel should be addressed at several levels within our academic divisions. I observed also that because of time constraints there were persons still standing in line to speak when the academic issues portion of the question and answer session ended.

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Coordinators of African
American Advising

2

March 3, 1988

ad

cc: School/College Deans
Dean Debra Stewart
School/College Associate Deans for Academic Affairs
Chancellor Poulton
Dr. Murray Downs
Mr. Thomas Conway

AFRO-AMERICAN COORDINATOR'S MEETING

TUESDAY, FEBRUARY 9, 1988

532 POE HALL 10:30 a.m. - 12:00 p.m.

A G E N D A

Update of Coordinator's Activities by College

Retention Strategies for Success

Parent Visitation Program

Mr. Arnold Bell - GPA Projection Program

✓ Counseling Center Programs

✓ Other Concerns

Adjournment

For Next Agenda

1. Counseling Center
2. Open Forum
3. Other Concerns - Academic Achievement Awards Program

AFRO-AMERICAN COORDINATOR'S MEETING

TUESDAY, FEBRUARY 9, 1988

532 POE HALL 10:30 a.m. - 12:00 p.m.

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Mr. Arnold Bell - GPA Projection Program

✓ Counseling Center Programs

✓ Other Concerns

Adjournment

For Next Agenda

1. Counseling Center
2. Open Forum
3. Other Concerns - Geo
Dr

CI - 3/3
for Coordinators
Mtg.

ment records

original post-it
removed (01/11)

1988 AFRO-AMERICAN COORDINATORS



North Carolina State University

Box 7101, Raleigh, N. C. 27695-7101

Office of the Provost
and Vice-Chancellor

February 23, 1988

MEMORANDUM

TO: African-American Coordinators

FROM: Carolyn R. Ingram *Carol Ingram*
Administrative Assistant

RE: March Meeting

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CRI:lr

David Costen
3.8 Physiology/Zoology

February 26, 1988

Agenda

✓ Open Forum - Suggestive Strategies

Note: Change mtg to 10:00 a.m.

Ice - Sodas - Snack Food

Brown will invite Kevin Howell

Call
Beverly McLaughlin
and Dr. Ashante



North Carolina State University

Box 7101, Raleigh, N. C. 27695-7101

Office of the Provost
and Vice-Chancellor

February 19, 1988

MEMORANDUM

TO: African-American Coordinators

FROM: Joe B. Brown, Coordinator of Special Programs *JB*
Wandra Hill, Coordinator, Physical & Mathematical Sciences *WA*
Carolyn R. Ingram, Administrative Assistant *CI*

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Thanks to Dr. Ashanti for a refreshing report from the Counselor's perspective. Also thanks to Arnold Bell for demonstrating a new feature to the counseling process, utilizing a computer program he generated.

And finally to all in attendance, thanks.

JBB/ci

Carol Ingram

AFRO-AMERICAN COORDINATOR'S MEETING

TUESDAY, FEBRUARY 9, 1988

532 POE HALL 10:30 a.m. - 12:00 p.m.

A G E N D A

Update of Coordinator's Activities by College

Retention Strategies for Success

Parent Visitation Program

Mr. Arnold Bell - GPA Projection Program

Counseling Center Programs

Other Concerns

Adjournment

*Invite someone from Reg. & Record to
explain telephonic system*

Endia Hall
Coordinator for Afro-American
Affairs
Harris Hall
Box 7314
NCSU Campus
x-3835

EX-OFFICIO
Lawrence M. Clark
Associate Provost
201 Holladay
Box 7101
NCSU Campus
x-3148

Augustus Witherspoon
108 Peele Hall
Box 7102
NCSU Campus
x-7461

Janet Howard
Lifelong Education
210 McKimmon Center
Box 7401
NCSU Campus
x-7007

Faheem C. Ashanti
Counseling Center
Box 7312
NCSU Campus
x-2423

Frankye Artis
Academic Skills Program
100 Reynolds Coliseum
Box 7104
NCSU Campus
x-7053

Minnie Brown
Adult and Comm. College Education
2205 Candyflower Place
Raleigh, NC 27610
833-5956

Pat Smith
Handicapped Student Services
200 Harris Hall
Box 7312
NCSU Campus
X-7653



North Carolina State University

Box 7101, Raleigh, N. C. 27695-7101

Office of the Provost
and Vice-Chancellor

January 27, 1988

MEMORANDUM

TO: African-American Coordinators

FROM: Carolyn R. Ingram *CR*
Administrative Assistant

RE: February Meeting

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I am looking forward to seeing you on this date.

NOTE: THE ABOVE MEETING WILL BE HELD IN ROOM 532 POE HALL INSTEAD OF Room 616. Please make a note of this.

Thanks,
C. Ingram
2/4/88



North Carolina State University

Box 7101, Raleigh, N. C. 27695-7101

Office of the Provost
and Vice-Chancellor

December 8, 1987

MEMORANDUM

TO: Evelyn Alberg

FROM: Liz Riley *Liz Riley*
Secretary to Dr. Lawrence Clark

SUBJECT: Scheduling of Conference Rooms

This is a request to schedule conference rooms in Poe Hall for each month during the Spring Semester.

I need a room big enough for approximately 20 persons. The purpose of this request is the monthly meetings of the African-American Coordinators in each of the nine schools and the graduate school.

A conference room is being requested from 10:00 a.m. to 12:00 p.m. on:

Tues January 12, 1988
February 9, 1988
March 8, 1988
April 12, 1988
May 10, 1988

If you have any questions, please give me a call. Thank You!

/lr

616 Reserved

9th
12-11-87



Liz

Judy Stallings

706 Hillbought St

Rolling, 27603

829-9433

Send all 3 A.A. forms
(5 copies each)

Er

Memo

To: A-A Coordinators

From: King Riley

Secretary to Sr. Clark

~~Out of the office~~

The monthly meetings^s of the A-A Coordinators ~~has~~ has been scheduled for the Spring 1988 semester.

The meetings will be held in Room 616 Poe Hall from ~~10:30-12:00 p.m.~~^{am.}

on the following dates:

— ~~Thurs~~ Jan 7 at 2:30

— Feb 8

— March 14

— April 11

— May 9

Please schedule these meetings
on your calendars. ~~Look forward~~
~~to~~ ~~you~~ ~~can~~ ~~not~~
If you have ^{any} scheduling conflicts
please give me a call.

To: Chancellor's Advisory Council
on A-A affairs

RE: Spring 1987 meetings

The monthly mtgs of the
Chancellor's Adv. Council A-A affairs
has been scheduled for the
following dates:

Wed Jan 13 2:00 - 3:30

Wed Feb. 10

Wed March 2

Wed April 6

Wed May 4.

all of the mtgs. will be held in
Room 5, Holladay Hall. Please

~~block~~
~~schedule~~ ~~of~~ ~~this~~ ~~time~~ ~~on~~ ~~your~~
calendar ~~and~~ ~~if~~ ~~you~~ ~~have~~ ~~any~~ ~~of~~ ~~these~~ ~~are~~
Any of these ~~are~~ ~~any~~ ~~Sched.~~
call or reflect



North Carolina State University

Extension and Public Service

Part-Time Adult Student Services Office

Box 7401, Raleigh 27695-7401

(919) 737-7007

September 27, 1987

TO: Dr. Lawrence Clark
Provost Office

FROM: Janet Howard
Division for Lifelong Education

RE: Retreat Synopsis
Topic: Improving the Graduation Rate of African-American Students at North Carolina State University (NCSU)

The African-American Coordinators at North Carolina State University, under the direction and leadership of Dr. Lawrence Clark, discussed the following and made the listed recommendations.

An important question for the Coordinators was "What is the psychology of African-American students at NCSU?" Some responses were 1) they see themselves as exceptions; therefore, they do not want to associate with the Coordinators or other African-Americans; and 2) they prefer the advice of Orientation advisors rather than advice of Coordinators.

PAMS hopes to resolve the scheduling problem (overload, incorrect mix, etc.) by preparing the schedules and giving those schedules to freshmen.

The most important question is "how can the Coordinators be more effective?"

1. Provide training for the Deans and faculty and address the following: a) Coordinator clout; b) faculty/student interaction; c) SPA/supportive staff sensitizing; d) adequate class space for entering freshmen.
2. Have the authority to approve withdrawals and late drops.
3. Review students' schedules after first week and adjust schedules as necessary.
4. Demand honest and final decision for Engineering Department regarding student admissibility.
5. Add job vs career session to the African-American Symposium.

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To accomplish these goals, the following recommendations were made.

- A. Deans will be informed by the Chancellor of the University's commitment to ameliorate this problem.
- B. Coordinators will assist Deans as they select initial faculty to be trained.

Faculty Workshop

The first training workshop will be provided by school, i.e., one workshop for each school.

Purpose: Describe systemic problem (retention) with supportive data, both positive and negative, and thereby develop strategies to increase the graduation rate of African-American students at NCSU. Supportive data will include information regarding sex; classification; family profile; student work load (on and off campus); and values.

Content: Interaction between faculty/student (emphasize cognitive and affective domain) and how this interaction influences performance/retention/graduation.

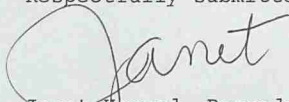
- A. low expectations;
- B. deficient cultural/academic/financial background;
- C. scholarly documentation of inferiority (institutional racism);
- D. lack of interaction with students based on non-acceptance of each student's individuality;
- E. identify language barriers;
- F. assertiveness vs militancy;
- G. interaction with African-American males vs females;
- H. increase the numbers of black faculty who are effective and visible with students and support those faculty members with appropriate consideration and reward;
- I. examine African-American students' attitudes from freshman year to senior year;
- J. define, describe and develop an effective mentoring program;
- K. the invisibility and non-existence of African-American students (avoiding eye contact, avoiding class participation, etc.);
- L. select texts and references that reflect African-American contributions in ALL areas (CURRICULUM);
- M. avoid stereotypes;
- N. faculty racism/discrimination;
- O. academic advising effectiveness and responsibility;
- P. the importance of Student Affairs referrals (counseling, student mentoring, etc.)

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FORMAT: (1 1/2 hour)

1. Video depicting content
2. Brainstorming to problem-solve
3. Develop goals and timetables
4. Assign tasks
5. Schedule continuing mini-workshops for additional training and information, particularly resource information.

Respectfully submitted,

A handwritten signature in cursive script that reads "Janet". The signature is written in dark ink and is positioned above the typed name.

Janet Howard, Recorder



Office of the Provost
and Vice-Chancellor

North Carolina State University

Box 7101, Raleigh, N. C. 27695-7101

December 29, 1987

MEMORANDUM

TO: African-American Coordinators
FROM: Lawrence M. Clark *LMC*
RE: Spring 1988 Meetings

The monthly meetings of the African-American Coordinators have been scheduled for the Spring 1988 semester.

The meetings will be held in room 616 Poe Hall on the following dates:

Thursday, January 7, 1988 - 2:30 p.m. to 4:00 p.m.

Tuesday, February 9, 1988 - 10:30 a.m. to 12:00 p.m.

" March 8, 1988 - 10:30 a.m. to 12:00 p.m.

" April 12, 1988 - 10:30 a.m. to 12:00 p.m.

" May 10, 1988 - 10:30 a.m. to 12:00 p.m.

Please schedule these meetings on your calendars. If you have any scheduling conflicts please call Liz Riley (X-3148).

LMC:lr