

3
Biol. & Life Sciences
4/22/86

Dr. Clark

As you ARE AWARE,
we do allow schools to
request waiver for one-year
Temporary appts —

As far as Advertising them
in a "bloc" — my only
question is — Would funds
be available to support
the positions AT the time
of the Advertisement —
or would they just be
making an Assumption — that
funding would be come available

Leaves with full pay

If THAT assumption is
being made - advertising in
"Bloc" would appear the
as long as the advertisement
alerts "The applicants"

to this fact -

The recruitment requirements
for post doctorals as noted
in letter, I believe, are
procedures required by
Agric & Life Sci _____
so Dr Luthrie really
needs to address this
issue first with
Agric.

PL

Jobing requires an open mind
Eliminate pending file

Payroll records will be accurate
Will NOT be removed for payroll
without termination papers
clear personnel records

TURN-AROUND Documents

Pending file

letters

Does Date have to
be changed in order
to not flag "y"?

~~Can be on~~

use code for a definite
that we are for Contingency

Budget don't see

payroll needs payment

Could this be put somewhere
else or file

Clear current letters +

apps. -



North Carolina State University
School of Agriculture and Life Sciences

March 21, 1986

Lovoy Clark
Please respond
if possible
Mack
W

Toxicology Program
Box 7633
Raleigh, N. C. 27695-7633

Dr. N. N. Winstead
Provost & Vice Chancellor
109 Holladay Hall
Campus Box 7101

Dear Provost:

I have written you previously about our postdoctoral recruitment plan but have not received a reply from you or Dr. Clark.

Our present postdoctoral affirmative action plan causes us problems in two ways.

1. We must presently recruit postdoctorals in exactly the same manner as new faculty positions. The former is a temporary position for which there should be a much more simple procedural form.
2. The present "advertisement" for a postdoctoral does not address the somewhat peculiar conditions for a training program (as we presently have in toxicology). Present rules state that each postdoctoral opening must be advertised separately. This is fine for a "one-time" position. But, in our program we need to advertise essentially continuously since postdoctoral associates leave as they find permanent positions and a separate announcement for each possible opening is not only nearly impossible but would be very expensive. Moreover, a new candidate could go to almost anyone in our program, depending upon their background and interests. To put out a special announcement for each person is quite awkward and could easily result in an error in hiring.

Could you reconsider the present procedure and permit us to issue a general announcement for pre and postdoctoral positions once a year.

Very truly yours,

Frank E. Guthrie

Frank E. Guthrie
Professor of Toxicology
and Entomology

FEG/dl

cc: Dr. R. J. Kuhr

106 Smokehouse Lane
Cary, NC 27607
November 12, 1986



Dr. Lawrence Clark
201 Holiday Hall
Box 7101
North Carolina State University
Raleigh, NC 27695-7101

Dear Dr. Clark:

I am a part-time graduate student at NCSU in the Department of History. One of my requirements for the program is to select a graduate committee to be composed of two professors from my department and one faculty member from another department in the university. I would be honored if you would serve as a committee member during the final stages of my program.

Presently, I am about half way through my studies with intentions of completing the program in the next year and a half. Please call me at 828-4451 Ext.237 (work) or 467-7374 (Home) if there are further questions. Any consideration given is much appreciated.

Thank you.

Sincerely,

Linda Simmons-Henry
Linda Simmons-Henry

December 4, 1986

I will be pleased to serve on this committee.

Lawrence M. Clark
Lawrence M. Clark



North Carolina State University

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

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

December 18, 1986



Dr. Lawrence M. Clark
Associate Provost
Box 7101
NCSU Campus

Dear Larry:

I appreciated the time you spent with me recently as I initiate my associations here at N. C. State. Dr. Glazener has established many superb working relationships on and off campus through the years. His willingness to introduce me to key individuals such as yourself will aid the transition in the School a great deal.

Thank you again for sharing some time with me; I am looking forward to interacting with you.

Sincerely,

James L. Oblinger
Associate Dean and
Director of Academic Affairs
Designee

JLO/fbk

Neenah Bond
75% COTTON FIBER

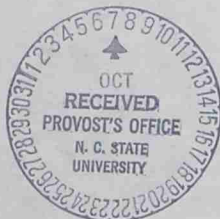


North Carolina State University

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

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

October 6, 1986



Dear Colleague:

On October 22 at 3:00 p.m. in 216 Poe Hall, the Commission on Advising will report in a Provost's Forum. The Commission consists of students, staff, and faculty.

The agenda will be divided into two parts. The Commission will first make a report under three headings: short-term strategies, long-term strategies, and strategies for evaluating effective advising. Then the Forum will be opened for discussion of these items in the order in which they have been presented. Dr. John Riddle will moderate this discussion.

All members of the University Community--faculty, students, and staff--are urged to attend. The Commission on Advising has been at work since early last fall and is working toward completing a report later in the semester. Please call attention to this meeting to your colleagues. Also, we shall appreciate your posting the enclosed announcements on bulletin boards in your area.

Sincerely yours,

E. W. Glazer
Chairman of the Commission

EWG/fbk

Enclosures



North Carolina State University

Office of the Dean
Box 7601
Raleigh, NC 27695-7601
919-737-2668

School of Agriculture and Life Science

Academic Affairs, Extension & Research

July 1, 1986



MEMORANDUM TO: Dr. L. M. Clark
Associate Provost

SUBJECT: Retention - Recruitment

We are submitting retention and recruitment data for the School of Agriculture and Life Sciences for the quarter of April 1, 1986 through June 30, 1986.

RESIGNATIONS:

Animal Science

001906	Behlow, R. F.	Professor of Animal Science Retired effective June 30, 1986 Position presently on hold due to financial situation
000046	Goode, Lemuel	Professor of Animal Science Retired effective June 30, 1986 Position has been filled by J. M. Armstrong
000053	Leatherwood, J. M.	Professor of Animal Science Retired effective June 30, 1986

Economics and Business

001996	Nichols, T. E., Jr.	Philip Morris Professor of Ec. & Business Retired June 30, 1986
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Food Science

001942	Miller, N. C., Jr.	Ext. Professor of Food Science Retired June 30, 1986
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Horticultural Science

001972	Hughes, G. M.	Professor of Horticultural Science and Ext. Specialist in Charge Retired June 30, 1986 Position is on hold to meet budget cuts. M. A. Powell's title changed to Ext. Specialist in Charge, but he will remain in position #001968.
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July 1, 1986

RESIGNATIONS (Continued):

Poultry Science

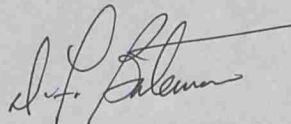
001983	Harris, J. R.	Extension Professor of Poultry Science Retired June 30, 1986
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CHANGE IN POSITION:

Dr. K. L. Esbenshade formerly in position #001748 filled position #000035 (Myers position) effective July 1, 1986. Recruitment will begin for position #001748.

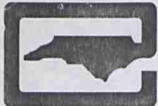
CHANGE IN DUTIES:

Dr. W. K. Collins, Philip Morris Professor, Assoc, Department Head and Extension Specialist in Charge, assumed title for position #001920 (G. L. Jones position) but remained in position #000090. The Jones position will remain frozen due to budget cuts.



D. F. Bateman, Dean

DFB/rh



**AGRICULTURAL
EXTENSION
SERVICE**

*North Carolina State University
School of Agriculture and Life Sciences*

Address reply to:

Home Economics Extension
Leadership Development Specialist
Box 7605, Raleigh, NC 27695-7605
919 737-2770

The North Carolina Agricultural Extension Service is sending you material which we think may be of interest to you.

The North Carolina Agricultural Extension Service provides educational service to North Carolina in the areas of agriculture, home economics, community development and for 4-H and youth.

Our office locations are shown on the opposite side. Our county offices will be glad to give you further information regarding their services.

Sincerely,

Brenda Allen, Ed.D.
Leadership Development Specialist



Cooperative Extension Work in Agriculture and Home Economics A&T and N.C. State Universities, 100 Counties and U. S. Department of Agriculture

For more information:

Dr. Joseph H. McMillan
Conference Coordinator
Office of Minority Affairs
University of Louisville
Louisville, Kentucky 40292
(502) 588-6656

Dr. Joseph H. McMillan
Office of Minority Affairs
University of Louisville
Louisville, KY 40292

The Black Family in America:

The Black Man Call for Papers



The Thirteenth Annual
National Conference on
the Black Family
in America

March 13, 14, 15, 1986

Office of Minority Affairs
and
Pan-African Studies

UNIVERSITY of LOUISVILLE

Cynthia Harris
Upward Bound Counselor
North Carolina State Univ.
Raleigh, NC 27607

Non-Profit Org.
U.S. Postage.
PAID
Permit No. 769
Louisville, Ky.

Abstract of Papers

300 to 500 words currently being reviewed.

Deadline for submission of papers:
November 21, 1985

Notice of acceptance no later than:
January 15, 1986

Because of the increasing number of papers, abstracts will be screened carefully to ensure that papers reflect the theme of the conference.

Some Topics of Consideration

- Black Male: Father of the Race
- Black Male: An Endangered Species
- Black Church Programs/Events Directed Toward Black Male Children
- Black Men and Their Future Employment Outlook (Professional/Non-Professional)
- The Black Male Minister

- Unwed Fathers
- Black Man's Relationship with Offspring
- Today's Status of Black Male/Female Relationships
- Black Male and the Military
- Black Man's Use of Legal & Illegal Drugs
- Black Men and Their Social Relationships with One Another
- Black Disciples—Past/Present
- Black Man's Challenge to Control "His" Economy
- Black Male: Infant Mortality
- Prison Incarceration and Black Males
- Health Care and the Black Man

Annual National Conference on the Black Family in America

- Workshops
- Symposia
- General Sessions

Reply Form The 13th Annual National Conference on the Black Family in America March 13, 14, 15, 1986

Will submit paper
(Pre-registration form will be forwarded in January with additional details)

Will not submit paper but
would like to receive registration details

Would like to suggest a presenter
Please attach list if necessary

Name	Position	Name	Position
Business Address	Mailing Address	City	State
City	City	State	Zip
Home Address	City	State	Zip
City	City	State	Zip
Business Phone	Home Address	City	State
Paper Title	Home Phone	City	State
		City	Zip

Would like to suggest a conferee Please attach list if necessary



North Carolina State University
School of Agriculture and Life Sciences

Department of Microbiology
Box 7615
Raleigh, NC 27695-7615

March 10, 1986

MEMORANDUM

TO: Dr. Lawrence Clark
Associate Provost

FROM: L. W. Parks
Microbiology

SUBJECT: Postdoctoral funds for Dr. Gregory Fenner

Pursuant to our telephone conversation of this morning, I am supplying a copy of the memorandum that I sent to Dr. Cook, seeking assistance to offer a postdoctoral appointment to Dr. Fenner.

Please do not hesitate to contact me, if I may supply additional information.

LWP/c
enclosure

A handwritten signature in cursive script, appearing to read "L. W. Parks".





North Carolina State University

Office of the Dean
Box 7601
Raleigh, NC 27695-7601
919-737-2668

School of Agriculture and Life Science
Academic Affairs, Extension & Research

April 14, 1986

LMC

MEMORANDUM

TO: Dr. Larry Clark
FROM: D. F. Bateman, Dean
SUBJECT: Specialist-in-Charge Position/Department of Horticultural Science

D. F. Bateman

Dr. George Hughes, who now holds the above position in the Department of Horticultural Science, will retire as of June 30, 1986. Because of budget cuts to the North Carolina Agricultural Extension Service, a decision has been made to close a position in that department. Thus, the proposed procedure is to appoint an existing faculty member to this Specialist-in-Charge post following internal recruitment. Thus, the position in question will not be recruited for in the usual manner.

Please keep this memorandum in your files for Affirmative Action purposes. If there are concerns concerning this matter, give me a call.

DFB:rs

cc: Mrs. Rachel Harris

Faculty Board

*4/16 copy to Mary Strickland
Should you have questions,
please call Rachel Harris
C. Ingram*





North Carolina State University
School of Agriculture and Life Sciences

Department of Food Science
Box 7624
Raleigh, NC 27695-7624

Dr. L. M. Clark
Associate Provost
Box 7101
Campus



April 16, 1986

LMC

Dear Dr. Clark:

Nominations and applications are invited for the position of Associate Dean and Director of the North Carolina Agricultural Research Service, School of Agriculture and Life Sciences, North Carolina State University. The position will be available September 1, 1986. Responsibilities include the administration, supervision, coordination and development of research programs in 21 departments; budget development and allocation of fiscal and physical resources pertaining to research; and recruitment, evaluation and promotion of research faculty.

Qualified applications should have the Ph.D. and demonstrated ability in research and administration. They must have a sensitive awareness of agricultural needs. An understanding of and appreciation for agricultural, biological and social science research is required. A position announcement is enclosed.

Please forward names and address of potential candidates to the Chairman of the Search Committee. Nominees will be invited to apply. Those interested in applying without preliminary nomination may do so by supplying a letter of interest, a current curriculum vitae, names of four references and a brief statement of the candidate's philosophy of research administration to the Search Committee Chairman. The closing date for applications is August 1, 1986 or until the position is filled.

The Search Committee has scheduled two hearings to obtain expressions from the University community and clientele groups concerning criteria for the selection of candidates for this position. These hearings will be held on Thursday, May 1, at 1:00 p.m. in the McKimmon Room, Williams Hall (NCSU) and on Friday, May 2, at 1:00 p.m. in the Jane S. McKimmon Center (NCSU) (room number will be posted in the lobby).

Thank you for your participation in helping us fill this important position at North Carolina State University. Please circulate this notice to others in your unit.

Sincerely,

David R. Lineback, Chairman
Search Committee

Enclosure

POSITION ANNOUNCEMENT

- TITLE:** Associate Dean and Director of Research
- POSITION DESCRIPTION:** The Associate Dean and Director of Research is responsible to the Dean of the School of Agriculture and Life Sciences for leadership in the administration, supervision, coordination and development of the research programs for the School. These responsibilities include working with faculty members, department heads, other administrators and industry clientele to provide a high quality, productive research program. Responsibilities of the office include cooperation with other administrative personnel in formulation of budget proposals; allocation of fiscal resources; and employment, evaluation and promotion of faculty.
- The individual in this position is to function as a member of an administrative team with the Dean and the Associate Deans for Academic Affairs and Extension. As Director of Research, the individual would be Director of the North Carolina Agricultural Research Service and represent the School of Agriculture and Life Sciences in state, regional and national meetings.
- QUALIFICATIONS:** Candidates should have the Ph.D. and demonstrated ability in research and administration. Applicants must have the desire and capacity to work with people. Candidates must have a sensitive awareness of agricultural needs. They also must possess an understanding of and appreciation for agricultural, biological and social science research.
- AVAILABILITY:** Position open Sept. 1, 1986. Closing date for nominations and applications is August 1, 1986 or until the position is filled.
- SALARY:** Commensurate with qualifications and experience.
- RESPOND TO:** David R. Lineback, Chairman
Search Committee
Department of Food Science
North Carolina State University
Box 7624
Raleigh, NC 27695-7624



North Carolina State University

Office of the Dean
Box 760
Raleigh, NC 27695-7601
919-737-2668

School of Agriculture and Life Science

Academic Affairs, Extension & Research

May 1, 1986

MEMORANDUM

TO: Dr. Nash N. Winstead
✓ Dr. L. M. Clark
Dr. E. W. Glazener
Dr. C. D. Black
Dr. J. L. Apple
Dr. W. H. Johnson

FROM: Dr. D. F. Bateman, Dean

SUBJECT: Visit to A&T State University

A handwritten signature in cursive script, reading "D. F. Bateman".

Our annual administrative visit to A&T State University at Greensboro will be held May 6th. We plan to leave at 7:45 a.m. in order to arrive in Greensboro by 9:30. We plan to drive two cars. I will pick up Dr. Winstead and Dr. Clark at Holladay Hall and Dr. Black will pick up Dr. Glazener, Dr. Johnson and Dr. Apple in front of Patterson Hall.

Dean Webb has indicated that he would like to discuss the following topics: international programs, student recruitment, graduate study opportunities, and collaboration for cooperative research efforts.

DFB:rs



North Carolina State University

School of Agriculture and Life Sciences

Department of Biological
and Agricultural Engineering
Box 7625, Raleigh 27695-7625

November 15, 1985

MEMORANDUM

TO: Dean J. E. Legates

FROM: F. J. Hassler *F. J. Hassler*

SUBJECT: Reappointment of George M. Chescheir



Mr. Chescheir was appointed for the term October 1, 1984 - December 31, 1985 to work with Dr. R. W. Skaggs on his BARD grant, "Development of Methods for Designing Drainage Systems for Irrigated Lands with Nonuniform Boundary Conditions". He is also working on a grant from the Water Resources Research Institute, "Pollutant Removal Effectiveness and the Hydraulics of Wetland Filter Areas for Pumped Agricultural Drainage Water".

The BARD project was extended three (3) months with a report due on June 1, 1986 and the WRRRI project terminates June 30, 1986. Mr. Chescheir is now working on project reports for both projects. We wish to reappoint him for the period January 1, 1986 to June 30, 1986 so that he can complete these project reports.

I have discussed the conditions of the appointment with Dr. Lawrence M. Clark and he has invited the requested extension.

FJH:en

encl.

APPROVED:

J. E. Legates
 J. E. Legates, Dean
 SALS

L. M. Clark
 L. M. Clark
 Univ. Affirmative Action Officer

*11/26/85
Original to
Bov. Cople*



North Carolina State University

Office of the Dean
Box 7601
Raleigh, NC 27695-7601
919-737-2668

School of Agriculture and Life Science
Academic Affairs, Extension & Research

January 20, 1986



TO: Friends of J. E. Legates
FROM: *Paul E. Dew*
Paul E. Dew, Chairman
"J. E. Legates Appreciation Reception and Dinner"

Dean Legates will be stepping down as Dean of the School of Agriculture and Life Sciences on January 31, 1986 after almost 15 years of distinguished service in this role. You are cordially invited to attend a "J. E. Legates Appreciation Reception and Dinner" on February 14th at the McKimmon Center in Raleigh. The reception will be from 4:30-6:00 and the dinner at 6:30. This will provide an opportunity for you to thank Dean Legates for the outstanding leadership he has provided the School of Agriculture and Life Sciences over the past 15 years. Gifts will be presented to the Legates family during the program after dinner.

Listed below are ways his friends can participate. Please help us plan for this occasion by appropriately filling out and returning the notice below by February 5, 1986 to Dr. Paul E. Dew, Box 7602, Raleigh, NC 27695-7602.

-
1. \$ _____ Enclosed is \$12.50 for each person who plans to attend the dinner.
 2. \$ _____ Enclosed is a contribution toward a personal gift for Dean Legates. (Make check for #1 and 2 payable to J. E. Legates Arrangement Committee.)

Name _____

Address _____



North Carolina State University

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

Down MS 10
Clark
fill
W

Department of Plant Pathology
Box 7616, Raleigh, 27695-7616

January 24, 1986

Dr. Nash Winstead
Provost & Vice Chancellor
Box 7101
Campus

Dear Dr. Winstead:

Nominations and applications are invited for the position of Associate Dean and Director of Academic Affairs, School of Agriculture and Life Sciences, North Carolina State University. The position will be available July 1, 1986. Responsibilities include administration of academic degree programs in 20 departments, recruitment and promotion of teaching faculty, budget development, and allocation of fiscal and physical resources.

Qualified applicants must have an earned doctorate, a distinguished record of scholarship, understanding of the land-grant university system, and capability for administrative leadership. Please forward names and address of potential candidates to the Chairman of the Search Committee. Nominees will be invited to apply. Those interested in applying without preliminary nomination may do so by supplying a resume, a covering letter of application, and names and addresses of three (3) references to the Search Committee Chairman. The closing date for applications is April 15, 1986.

The Search Committee has scheduled a hearing to obtain expressions from the University community concerning criteria for the selection of candidates for this position. This hearing will be held on February 7, at 2:00, Rm 2, Patterson Hall.

Thank you for your participation in helping us fill this important position at North Carolina State University. Please circulate this notice to others in your unit.

Sincerely,

W. L. Klarman

William L. Klarman, Chairman
Search Committee

Enclosure

NORTH CAROLINA STATE UNIVERSITY
SCHOOL OF AGRICULTURE AND LIFE SCIENCES

POSITION ANNOUNCEMENT

TITLE: Associate Dean and Director of Academic Affairs

POSITION DESCRIPTION:

The Associate Dean and Director of Academic Affairs is responsible for administration of academic programs in the School of Agriculture and Life Sciences. The individual holding this position is responsible to the Dean of the School of Agriculture and Life Sciences, and functions as a member of an administrative team with the Dean and the Associate Deans for Research and Extension.

This position requires coordination of program efforts with the Directors of Research and Extension, and close cooperation with department heads and faculty to provide the highest quality academic programs consistent with the mission of the School of Agriculture and Life Sciences. Specific areas of responsibility include: Administration of Academic Affairs Budget--faculty recruitment, salary adjustment, promotion, appointments to Graduate Faculty, and support services; Curricula Supervision--curricula development, and new undergraduate programs; Student Relations--student advising, student clubs, honors programs, scholarship awards, internship and career planning, and student placement; Agricultural Institute--oversight and coordination; External Relations--recruitment of students, solicitation of scholarship funds, and information programs for high school counselors and general public.

The School of Agriculture and Life Sciences is comprised of 20 academic departments with a current enrollment of approximately 2500 undergraduate and 700 graduate students. An additional 280 students are enrolled in the two-year Agricultural Institute.

QUALIFICATIONS:

Candidates should have a doctorate degree in some discipline related to agriculture or in one of the life sciences, experience in teaching at the college level, and a strong commitment to continued development of excellent academic programs. They also must understand and support the essential relationships with research and extension required to implement effective academic programs.

AVAILABILITY: Position open July 1, 1986 (applications accepted until April 15, or later until a suitable candidate is identified)

SALARY: Commensurate with qualifications and experience

RESPOND TO: Dr. W. L. Klarman, Chairman
Search Committee
2518 Gardner Hall
North Carolina State University
Raleigh, North Carolina 27695-7616

NORTH CAROLINA STATE UNIVERSITY IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.



North Carolina State University
School of Agriculture and Life Sciences

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

January 23, 1986

MEMORANDUM

TO: African-American Coordinators
FROM: W.C. Grant *Bill*
SUBJECT: Three announcements

Please inform students about the three different meetings and programs that are described on the attached sheets.

Thanks.



MEDICAL/DENTAL CAREER CONFERENCE

Representatives of the Medical Education Development Program (MED Program) at the School of Medicine, University of North Carolina at Chapel Hill will discuss their summer program and health career opportunities.

SPEAKERS: Visitors from MED Program,
School of Medicine, UNC-Chapel Hill

DATE: Wednesday, February 5, 1986

TIME: 7:00 p.m.

PLACE: 3533 Gardner Hall, NCSU

CONTACT: Dr. William C. Grant (737-2402) or
Ms. Wandra P. Hill (737-7841)

ADDITIONAL INFORMATION

The MED Summer Program consists of exposure to clinical and laboratory sciences and sessions on preparation for the MCAT and DAT. Participants in the summer program are paid a stipend.

INTERESTED IN APPLYING TO
MEDICAL, DENTAL, OR
OPTOMETRY SCHOOL?

MEET WITH THE
PREPROFESSIONAL HEALTH SCIENCES REVIEW COMMITTEE
WEDNESDAY, FEBRUARY 12, 3:30 P.M., 2722 BOSTIAN HALL

WE WILL DISCUSS APPLICATION PROCEDURES, ADMISSIONS
TESTS (MCAT, DAT, OCAT), AND ANSWER ANY QUESTIONS
CONCERNING THE COMMITTEE'S ROLE AND THE STUDENT'S
RESPONSIBILITY IN THIS APPLICATION PROCESS.

PODIATRIC MEDICINE CAREER CONFERENCE

INTERESTED IN:.....Podiatry?

Sports Medicine?

Please attend the health career session described below:

SPEAKER:	Dr. Terri Justofin Ohio College of Podiatric Medicine
DATE:	Monday, February 10, 1986
TIME:	2:00 p.m.
PLACE:	2704 Bostian Hall, N.C. State University
CONTACT:	Dr. William C. Grant (737-2402)



Monday Tho

North Carolina State University

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

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

November 8, 1985

MEMORANDUM

To: Dr. Murray S. Downs

From: *E. W. Glazener*
E. W. Glazener

Subject: Exceptions to 2.0 Graduation Requirement

0000 240

inc

W. G. Glazener

We have received your memorandum of October 29 and have reviewed it in conjunction with the early warning lists from the ADA files. According to our calculations, there are approximately 30 students in the School of Agriculture and Life Sciences who entered prior to the summer of 1982 and will probably complete requirements for graduation during the summer or fall of 1986 with less than a 2.0 grade point average. If these students meet the requirements for graduation that were in effect at the time they entered the University, we believe that legally they should be allowed to graduate, and we would be willing to ask for an exception to the 2.0 graduation requirement. For your information, attached are copies of the Automated Degree Audit and grade reports on five students. As you will note, these students entered prior to the summer of 1982. We would be willing to recommend as exceptions to the 2.0 graduation requirement these students and similar cases.

In relation to the future, we believe there should be some transition period for accommodating students who entered prior to the summer of 1982, and we would certainly work with these students on a case-by-case basis. We would, however, support the graduation policy established for students who entered in the summer of 1982 and thereafter and only ask for exceptions to the 2.0 requirement in very rare cases.

In response to your request, we are also enclosing a copy of the School of Agriculture and Life Sciences Grievance Policy.

Please feel free to call if you have questions or need additional information or clarification.

EWG:pbm

Enclosures

ALS



North Carolina State University

School of Agriculture and Life Sciences
School of Physical and Mathematical Sciences

Department of Biochemistry
Box 5050, Raleigh, N. C. 27650-5050
Telephone: (919) 737-2581

May 7, 1985



MEMORANDUM

TO: Dean J. E. Legates

SUBJECT: Dr. William E. Walden

In response to your memo of May 2, 1985, we have drawn up a position description which is enclosed. We agree with you completely that affirmative action is the responsibility of all levels of administration. Indeed, it was in this spirit that we searched for and found Dr. Walden, and invited him to give a seminar to ascertain if he is a person of the caliber we would want on our faculty. I am happy to report that our initial impressions were very positive.

For a number of years, several members of the faculty have felt that the undergraduate program needed an additional course in the more modern aspects of biochemistry and molecular biology that would build on the subject matter in Introductory Biochemistry (BCH 451). Such a course would be important training, not only to biochemistry majors but could form an important elective to any undergraduate program directed toward biotechnology. There were two problems that precluded its implementation. First, the old biochemistry program was so crowded, there was no room to schedule such a course. With the new undergraduate program, there is more room and such a course would now fit in. Secondly, we had no faculty member able to teach it. Hence we considered this an unlikely possibility in the near future.

The training and background of Dr. Walden makes him eminently qualified to teach such a course, and judging from his seminar, he would be an excellent teacher. If we could add Dr. Walden to our faculty, we could then make a major step in putting us even more in the forefront of training in biotechnology.

With respect to our contributions to financing this position, there are two possibilities. The first is based on a suggestion from you, i.e. that we recover funds from the Biotechnology Program to cover the half-time position of Dr. Armstrong as Director of the Biotechnology Program. In conversation, you indicated that since Dr. Armstrong is a University Professor, this is deemed impossible. The second is to find the funds within our departmental program. I would again remind you that we are a small department, consisting of only ten faculty in addition to Dr. Armstrong.

Dean Legates

Page 2

May 7, 1985

The only other source of funds would be graduate student stipends. We are currently funding 23 graduate students from funds within the department at a maximum stipend of \$7200/year, considerably below that of our competition. Of these, 13 are funded by grants (9) and Agricultural Foundation Assistantships (4). Several of these grants are up for renewal, and should they fail to be renewed, the only flexibility would be the EPA graduate student stipends. Therefore, the faculty and I feel that the release of any graduate student stipends to contribute salary monies to Dr. Walden would damage the program to an intolerable degree; hence we do not consider this a feasible option.

Yesterday you stated at the Department Head Meeting that NCSU needed a gain of ten additional black faculty to meet the court decree. I have also heard on several occasions that if we found a competent black faculty member, a position would be created. It was in this context that we sought Dr. Walden. If this is not true, then a false message has been given to department heads. If, on the other hand, there is such a pledge, then I ask that the position be created with funding, and that we be allowed to pursue the possibility of attracting Dr. Walden.



Samuel B. Tove, Head
Department of Biochemistry

jhf

Enclosure

POSITION DESCRIPTION

POSITION: Assistant Professor of Biochemistry

EFFECTIVE DATE: January 1, 1986

LOCATION: Department of Biochemistry

SALARY: Competitive, commensurate with experience

QUALIFICATIONS: Ph.D. degree with at least two years' experience with mechanisms and control of protein synthesis.

DUTIES: To develop and maintain a competitive research program on nucleic acid metabolism and control of protein synthesis. To provide advice and expertise to other members of the University Community on biotechnology, with emphasis on control of protein synthesis. To participate in the departmental teaching program by developing and giving an undergraduate course in the more modern aspects of biochemistry and molecular biology, and to serve as an advisor to graduate students.



North Carolina State University

7
School of Agriculture and Life Sciences

Academic Affairs
Office of the Associate Director
Box 7601, 107 Patterson Hall
Raleigh, NC 27695-7601
919-737-3248

May 1, 1985



Dear Faculty:

Enclosed is a copy of the long-awaited revision of the Agricultural Institute catalog. Copies are being mailed to all public and private schools, community colleges and county extension offices.

If you need additional copies, please contact us.

Sincerely,

H. B. Craig
H. B. Craig
Associate Director
Academic Affairs

Enclosure



North Carolina State University

Search Committee for Dean,
School of Agriculture and Life Sciences

Box 7112, Raleigh 27695-7112
(919) 737-2665

June 19, 1985



COMMITTEE MEMBERS

- Terrence M. Curtin
Chairman
- J. Lawrence Apple
Executive Secretary
- Lois G. Britt
- C. Clark Cockerham
- W. K. Collins
- Eric L. Ellwood
- William C. Grant
- D. G. Harwood
- Martha R. Johnson
- Eugene J. Kamprath
- George J. Kriz
- Ronald J. Kuhn
- Samuel B. Tove
- Paula Woodall

Dr. L. M. Clark
Associate Provost
Box 7101
Campus

Dear Dr. Clark:

The period has been extended for receipt of nominations and applications for the position of Dean, School of Agriculture and Life Sciences, North Carolina State University. Several circumstances beyond its control have prompted the Search Committee to receive additional nominations and applications and to allow additional time for the candidate documentation process. The closing date has been extended to September 1, 1985.

As you know, Dean Eric Ellwood was seriously injured a few weeks ago in a motorcycle accident, and I have been named Chairman of the Search Committee in his absence.

Please call this opportunity to the attention of persons whom you consider qualified and potentially interested in this position. Copies of an announcement brochure are enclosed for your use and distribution. Nominations and applications should be directed to:

Dr. J. Lawrence Apple, Executive Secretary
Search Committee for Dean of SALS
Box 7112
North Carolina State University
Raleigh, NC 27695-7112

Thank you for assisting with the selection of an individual to fill this important position in our University.

Sincerely,

Terrence M. Curtin
Terrence M. Curtin, Chairman
Search Committee for Dean of SALS

Enclosure
(demail1)



ANNOUNCEMENT OF POSITION

DEAN

NORTH CAROLINA STATE UNIVERSITY SCHOOL OF AGRICULTURE AND LIFE SCIENCES

Nominations and applications are invited for the position of Dean of the School of Agriculture and Life Sciences. The position will be filled as quickly as good recruiting practices permit.

The Search Committee will be grateful for your assistance in nominating qualified persons or in forwarding this announcement to others who may wish to make nominations or become applicants.

Applications should be received by September 1, 1985.

Duties of Dean

The Dean is responsible to the Chancellor. Duties include but are not limited to the following:

- Administering Academic Affairs (resident instruction), the N.C. Agricultural Research Service and the N.C. Agricultural Extension Service.
- Planning and decision making concerning personnel, programs and budgets for domestic and international activities.
- Initiating, developing and evaluating long range goals of the School.
- Serving as spokesperson and advocate for the interests of agriculture and life sciences to all publics.

Criteria for Selection of Dean

The following criteria will be used to aid in selecting a dean for the School of Agriculture and Life Sciences:

- Demonstrated administrative ability; leadership in policy decision making, fiscal planning and management, personnel management, and program development.
- Thorough understanding of the Land Grant University System.
- Proven scholarship and accomplishments in an agricultural or life science discipline, earned doctorate and professional accomplishments that qualify for a professorship in the appropriate department of the School.
- Ability as spokesperson and advocate of the School within the University.
- Ability to communicate effectively with all constituency groups.

The School of Agriculture and Life Sciences

The Land Grant philosophy and tradition provide the basis for the programs of the University's School of Agriculture and Life Sciences. These programs in resident instruction, research and extension are designed around the mission of the School, which is to

- Teach the principles and application of the sciences in the classroom
- Seek new knowledge through research and critical inquiry
- Provide knowledge to the State's citizens and communities for solutions to problems and needs
- Enhance the development of the human, agricultural and natural resource potentials of the State
- Assist in regional, national and international efforts to meet human needs by preventing famine and hunger in the world.

The School is organized into the divisions of Academic Affairs, the N.C. Agricultural Research Service and the N.C. Agricultural Extension Service. Leadership is provided each division by an Associate Dean and Director, and they report to the Dean.

The School has 21 departments, six of which are jointly administered with other schools on the campus. The teaching, research and extension functions are integrated within the respective departments. The departments are Adult and Community College Education, Agricultural Communications, Animal Science, Biochemistry, Biological and Agricultural Engineering, Botany,

Crop Science, Economics and Business, Entomology, Extension Home Economics, Food Science, 4-H and Youth Development, Genetics, Horticultural Science, Microbiology, Plant Pathology, Poultry Science, Sociology and Anthropology, Soil Science, Statistics and Zoology.

Student enrollment is approximately 3,700, with about 700 working in masters and doctoral programs and almost 300 in the two-year Agricultural Institute. Some 2,700 undergraduates are enrolled in the more than 30 programs and options in curricula leading to the bachelor of science degree. Graduate degrees are offered by all academic departments.

The N.C. Agricultural Research Service is the research arm of the School of Agriculture and Life Sciences, School of Forest Resources and the School of Veterinary Medicine at NCSU, and the School of Home Economics at the University of North Carolina at Greensboro. The research programs are carried out by 238 full time faculty equivalents representing some 400 faculty. Forty-seven USDA-ARS scientists hold joint appointments in the respective departments. Facilities include six units in the Raleigh area and 15 research farms strategically located across the State.

The N.C. Agricultural Extension Service extends the knowledge and services of the School to the entire State through offices in each of the 100 counties. These offices are staffed by 575 agents who are supported by a specialist staff of over 160.

The annual appropriated budget of the School of Agriculture and Life Sciences is approximately \$75 million, with a total tenurial faculty complement of 550.

North Carolina State University

North Carolina State University is one of the nation's major public universities. It is located in Raleigh, the State Capital, a center of state government, education, high technology industry and one of the anchor cities of the Research Triangle.

The University shares the distinctive character of land grant universities nationally, with broad academic offerings, extensive public service, national and international activities, and extensive research and extension programs.

NCSU has 23,000 students in 94 undergraduate programs in 87 fields of study and in 100 masters and 47 doctoral programs. Research activities span a broad spectrum of over 700 scientific, technological and scholarly endeavors. Extension programs in 12 areas are broad in scope and span the entire State.

The University is organized into nine academic schools and the Graduate School. The nine schools are Agriculture and Life Sciences, Design, Education, Engineering, Forest Resources, Humanities and Social Sciences, Physical and Mathematical Sciences, Textiles, and Veterinary Medicine.

The annual University budget is \$280 million. There are more than 2,400 faculty and professional staff, including 1,337 graduate faculty and 200 adjunct faculty. Total employment is approximately 5,500.

Application Procedure

Applications will be received until September 1, 1985.

Applications should include a letter of application, a resume, and the names, addresses and telephone numbers of three references. Mail to:

Dr. J. Lawrence Apple
Executive Secretary, Search Committee
Box 7112

North Carolina State University
Raleigh, North Carolina 27695-7112
(919) 737-2665

North Carolina State University Is
An Equal Opportunity/Affirmative Action Employer

(7) *Ag & Life Science*

DEPARTMENT OF ZOOLOGY
NORTH CAROLINA STATE UNIVERSITY
PHONE 737-2741

Raleigh, N. C.
27650

May 27, 1985 Date

TO: Dr. Lawrence Clark
FROM: Bill Grant



Larry,

Here's a copy of the memo to Dr. Glazener indicating the need for additional personnel and resources for African-American Affairs and Health Affairs.

- JCS -



North Carolina State University
School of Agriculture and Life Sciences

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

May 22, 1985

Handwritten mark resembling a stylized 'L' or 'E' with a long tail.

MEMORANDUM

TO: Dr. E. W. Glazener
FROM: W. C. Grant *W. C. Grant*
SUBJECT: Enhancement of Special Programs in SALS

As you know, I accepted responsibilities as Coordinator of Special Programs on January 1, 1983. This position includes coordination of Minority Affairs and Health Affairs. Minority Affairs activities have focused on recruitment and retention of Afro-American students. My work in Health Affairs represents a continuation and expansion of my previous duties as health career advisor and Chairman of the NCSU Preprofessional Health Sciences Review Committee.

In addition to my role as Coordinator of Special Programs, I am engaged in teaching, research, academic advising of 70 undergraduate students, and work with graduate students (Co-chairman, 1 Ph.D. committee; member of 4 Ph.D. committees, 2 Master's committees). I also serve on several university, school, and departmental committees.

In view of the above activities, assistance is needed in the Special Programs area. Moreover, it is recommended that an Office of Special Programs be established, staffed, and equipped to enhance our School's effectiveness in Minority Affairs and Health Affairs. This recommendation is consistent with our earlier discussions about the continued development of Minority Affairs activities. Some of the other Schools (e.g. Engineering and Physical and Mathematical Sciences) have taken steps toward development of Offices of Minority Affairs, and the School of Agriculture and Life Sciences has an opportunity to provide leadership in this area. The recommendation to establish an Office for Special Programs is based on the following observations:

Minority Affairs

Minority recruitment efforts have included sending many letters (e.g., 721 in 1984) to prospective applicants and making telephone calls to admitted students who had not yet confirmed that they would attend NCSU. Visits to high schools and middle schools are made in response to requests for lectures on specific topics or requests for information on opportunities in SALS. I have also been involved in the SALS-4H Pilot Project to inform students about opportunities in agriculture and the life sciences.

Retention efforts directed toward Black students have included individual conferences and group activities such as those of the Preprofessional Health Society, a student organization. To facilitate our School's retention efforts, I have interacted with administrators in the Provost's office, the Academic Skills Program, and several units in the Division of Student Affairs as well as with Minority Coordinators from the other Schools. Attempts are made to foster interaction between students and their advisors and professors. I have also held individual conferences with Black students who were experiencing academic difficulty.

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

Greater emphasis must be placed on assisting Black students to adjust to a large university such as North Carolina State University. These efforts would be coordinated with those currently conducted by the Provost's office and the Chancellor's Advisory Council on African-American Affairs. In these programs, attempts are made to help Black students develop a more positive self-image and an appreciation of their heritage and culture, since students who have a positive self-image and well-defined goals have greater potential for academic success.

Future Activities in Minority Affairs

Current activities will be evaluated and continued or modified as deemed appropriate. In addition, the following activities would be emphasized by personnel in the proposed Office for Special Programs:

Recruitment

1. Maintain contact with the University Admissions Office regarding general admissions procedures and trends. Communicate with the Admissions Office about recruitment activities in the School of Agriculture and Life Sciences.
2. Compile information on the various academic, research, and professional programs in the School of Agriculture and Life Sciences 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 the School of Agriculture and Life Sciences.
5. Establish contacts with public school administrators, counselors, and teachers.
6. Establish contacts with other professionals who interact with students in various communities.

Recruitment (continued)

7. Visit groups of prospective students at their schools.
8. Develop other appropriate means of identifying and contacting prospective students for SALS programs.

Retention

1. Continue efforts to identify and remove the psychological pressures that impede learning and realization of a meaningful educational experience.
2. Inform students about various learning resources and counseling resources on campus and encourage them to use these resources regularly.
3. Expand the dialogue with other faculty members in the School of Agriculture and Life Sciences, and solicit their assistance in a variety of efforts to maximize student retention.
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.

Health Affairs

Work in Health Affairs has been very effective, in terms of acceptance of NCSU's students by professional schools. Our continued success in Health Affairs has required extensive student contact and interaction with health educators and administrators. For example, each year I hold individual conferences with about 100 students interested in medicine, dentistry, optometry, and allied health, and I conduct several group sessions and health career seminars.

The NCSU Preprofessional Health Sciences Review Committee evaluates approximately 75 students annually, and about 500 composite evaluations are prepared and mailed each year since each student applies to several professional schools. As Chairman of the above committee, I value Mrs. Nancy Cochran's assistance and her constructive suggestions during this process. Mrs. Cochran's extensive work with the Committee and with preprofessional health science students is of the highest calibre. Yet her valuable contribution to the Committee and the University transcends data management and relates to student development for she serves as a vital link between the Committee and our applicants to professional schools.

In February 1985 we instituted a group information session for prospective applicants to professional schools. Two sessions will be held annually, and it is anticipated that the Committee's work and the necessary paperwork (i.e., number of composite evaluations) will increase substantially as additional students learn of our services. Thus, there is a need to prepare for this expected increase in demand for services and a need to provide additional services in an effort to maintain or exceed our current high level of acceptance of our students by professional schools.

Future Activities in Health Affairs

Current activities that pertain to the NCSU Preprofessional Health Sciences Review Committee and applicants to professional schools will be continued. The following are among the activities that would be emphasized by personnel in the proposed Office for Special Programs:

1. Refinement and continuation of the newly-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 sciences students to pursue their goals more effectively

Recommendation

It is recommended that an Office of Special Programs be established in the School of Agriculture and Life Sciences. Institution of an Office of Special Programs would greatly enhance our School's efforts in Minority Affairs and in Health Affairs. To achieve this result, several types of resources would be needed including the following:

- A. Annual Budget for Programs and Activities
- B. Additional Personnel
 - 1. Assistant Coordinator (Recruiter/Developer). Full-time EPA position.
 - Qualifications:
 - Master's degree or Bachelor's degree, preferably in a natural science
 - Experience in organizing conferences or seminars
 - Good interpersonal and communication skills
 - Experience in working with students
 - Duties:
 - Recruitment activities directed toward Black students
 - Assistance with planning and implementation of programs and activities to enhance retention of Black students
 - Organizing conferences and seminars
 - Organizing study sessions and other opportunities for academic advancement of Black students
 - Development and implementation of other opportunities to facilitate academic advancement of Black students
 - 2. Administrative Assistant (full-time SPA position; Level III)
 - Qualifications:
 - Clerical expertise
 - Experience with word processor and information storage and retrieval systems
 - Supervisory experience helpful
 - Familiarity with health career options and educational requirements
 - Good interpersonal interaction and communication skills
 - Duties:
 - Assist with program development and implementation in Minority Affairs and Health Affairs, with primary emphasis on Health Affairs
 - 3. Secretary (Full-time SPA position; Level III)
 - Qualifications:
 - Clerical expertise
 - Experience with word processor and other data systems
 - Duties:
 - General clerical responsibilities, including typing, filing, and telephone work
- C. Appropriately-located Office Space (including reception area) for Coordinator and the above Personnel
- D. Office Equipment and Furniture
 - Standard modern office equipment
 - Office furniture
 - Computer/word processor
 - Videocassette system with monitor and cart

SCHOOL OF AGRICULTURE AND LIFE SCIENCES
Proposed Budget for Office for Special Programs
(Minority Affairs and Health Affairs)

Annual Expenses

A. Annual Budget for Programs and Activities -----	\$14,000
Conferences and seminars	
Speakers (honoraria)	
Supplies	
Correspondence	
Travel	
 B. Salary for Additional Personnel	
Assistant Coordinator -----	27,000
Administrative Assistant III -----	22,000
Secretary III -----	14,000

Subtotal: \$77,000

One-time Expenses

Office Equipment and Furniture

A. Equipment

Copier (Panasonic FP-3002) 1 @ \$2,391 -----	2,391
Typewriters (Olympia Supertype II, 8 pgs. memory) 2 @ \$930 -----	1,860
Computer/Word Processor IBM PC 1 @ \$2,107 -----	2,107
Printer (letter quality) Juki 1 @ \$732 -----	732
Sony Videocassette Recorder-Player System (1/2") -----	1,200
Video-monitor (RCA; 25") -----	600
Cart for Videocassette Recorder System (height: 5'-6') -----	200

Subtotal: 9,090

B. Office Furniture

Lateral files (Four 42" drawers)	3 @ \$360 ea. -----	1,080
Executive desks	2 @ \$350 ea. -----	700
Secretarial desks		
Modular desk unit (with typewriter/ computer space)	2 @ \$530 ea. -----	1,060
Chair for executive desk	2 @ \$300 ea. -----	600
Chair for secretarial desk	2 @ \$165 ea. -----	330
Chair for computer desk	1 @ \$165 -----	165
Desk lamps (for typing)	2 @ \$65.40 ea. -----	130.80
Chairs for reception area	4 @ \$600 ea. -----	2,400
Table for reception area	1 @ \$150 -----	150
Computer table	1 @ \$114 -----	114
Chair mats	4 @ \$29.60 ea. -----	118.40

Subtotal: \$ 6,848.20

Total: \$92,938.20

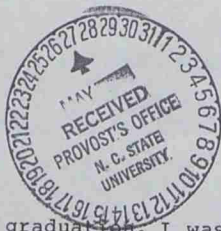


North Carolina State University

Office of the Dean
Box 7601
Raleigh, NC 27695-7601
919-737-2668

School of Agriculture and Life Science
Academic Affairs, Extension & Research

May 22, 1985



Dr. L. M. Clark
Box 7101
NCSU Campus

Dear Larry:

At our recent graduation, I was pleased to note the lively participation of so many black families. As I came from home by Avent Ferry Road to the Coliseum, I noted a number of families walking from Mission Valley to the exercises. The entire family, including the youngsters, were a part of the occasion.

Upon leaving the Coliseum, as usual, there was much exuberance. Yet, I also felt that the black families had a sense of belonging, and that they were now a part of North Carolina State University. They had a graduate and an alumnus in their family. Many of these had graduated because of your special efforts, which I know they and we also appreciate.

Sincerely,

J. E. Legates
J. E. Legates, Dean

JEL:rs



North Carolina State University
School of Agriculture and Life Sciences

Department of Zoology
P. O. Box 5577
Raleigh, N. C. 27650

June 13, 1985

W



MEMORANDUM

TO: Provost
Associate Provost
Admissions Office
Pre-Dental Committee
Advisors

FROM: W. C. Grant, Chairman *W. C. Grant*
Preprofessional Health Sciences Review Committee

SUBJECT: Dental School Admissions, Fall 1984

Enclosed is information from the Preprofessional Health Sciences Review Committee concerning dental school admissions for 1984.

nc

NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

Pre dental Review Committee Information on
Dental School Admissions

Entering Class: 1984

Number of Students Accepted: 6

Mean Undergrad. GPA (for 5 of 6 students)	DAT SCORES (mean) (Data for 5 of 6 students)							
	AC* AV	PAT**	Quant.	Reading Comp.	Biol.	Inorg. Chem.	Org. Chem.	Total Science
3.08	5	5	4	4	5	5	5	5

*Average of quantitative reasoning, verbal reasoning, reading comprehension, biology, and chemistry scores.

**Average of Perceptual Motor Ability sections 2D and 3D (two and three dimensional problems).

Dental Schools

Number of NCSU Students Accepted

UNC-Chapel Hill

6

Additional Information

Number of males: 3

Number of females: 3

DEPARTMENT OF ZOOLOGY
NORTH CAROLINA STATE UNIVERSITY

PHONE 737-2741
Campus Box 7617
Raleigh, N.C.
27695-7617

April 22, 1985

Date

TO: Dr. Lawrence Clark
FROM: Bill Grant *Bill*

A draft of the memo that I mentioned is attached. I would appreciate your suggestions. I kept a copy, so feel free to write on the attached memo as you see fit.

Thanks.

---WCG---



April 18, 1985

LWC

MEMORANDUM

TO: Dr. E.W. Glazener

FROM: W.C. Grant

SUBJECT: Enhancement of Special Programs in SALS

As you know, I accepted responsibilities as Coordinator of Special Programs on January 1, 1983. This position includes coordination of Minority Affairs and Health Affairs. Minority Affairs activities have focused on recruitment and retention of Afro-American students. My work in Health Affairs represents a continuation and expansion of my previous duties as health career advisor and Chairman of the NCSU Preprofessional Health Sciences Review Committee.

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In view of the above activities, assistance is needed in the Special Programs area. It is recommended that an Office of Special Programs be established, staffed, and equipped to improve our School's effectiveness in Minority Affairs and Health Affairs. This recommendation is consistent with our early discussions about the continued development of Minority Affairs activities. The recommendation is based on the following observations:

Minority Affairs

Minority recruitment efforts has have included sending many letters (e.g., 721 in 1984) to prospective applicants and making telephone calls to admitted students who had not yet confirmed that they would attend NCSU. Visits to high schools and middle schools are are made to in response to requests requests for lectures on specific topics or requests for information on opportunities in SALS. I have also been involved in the SALS-4H Pilot Project to inform students about opportunities in agriculture and the life scie sciences.

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I have interacted with administrators in the Provost's office, the Academic Skills Program, and several units in the Division of Student Affairs as well as with Minority Coordinators from the other Schools. Attempts are made to

foster interaction between students and their advisors and professors. I have also held individual conferences with Black students who were experiencing academic difficulty.

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

Greater emphasis must be placed on assisting Black students to adjust to a large university such as North Carolina State University. These efforts would be coordinated with those currently conducted by the Provost's office and the Chancellor's Advisory Council on African-American Affairs. In these programs, attempts are made to help Black students develop a more positive self-image and an appreciation of their heritage and culture, since students who have a positive self-image and well-defined goals have greater potential for academic success.

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Recommendation

It is recommended that an Office of Special Programs be established in the School of Agriculture and Life Sciences. Institution of an Office of Special Programs would greatly enhance our School's efforts in Minority Affairs and in Health Affairs. To achieve this result, several types of resources would be needed including the following:

A. Annual Budget for Programs and Activities

B. Additional Personnel

1. Assistant Coordinator (Recruiter/Developer). Full-time EPA position.

Qualifications:

Master's degree or Bachelor's degree, preferably in a natural science
Experience in organizing conferences or seminars
Good interpersonal int and communication skills
Experience in working with students

Duties:

Recruitment activities directed toward Black students
Assistance with planning and implementation of programs and activities to enhance retention of Black students
Organizing conferences and seminars
Organizing study sessions and other opportunities for academic advancement of Black students
Development and implementation of other opportunities to facilitate academic advancement of Black students

2. Program Assistant (full-time SPA or EPA position)

Qualifications:

Clerical expertise
Experience with word processor and information storage and retrieval systems
Good interpersonal interaction and communication skills

Duties:

Assist with aspects of program development and implementation in Minority Affairs and Health Affairs, with primary emphasis on Health Affairs.

B. Additional Personnel (continued)

3. Secretary (3/4 to full-time)

Qualifications:

Clerical expertise

Experience with word processor and other data systems

Duties

General clerical responsibilities, including typing,
filing, and telephone work

C. Appropriately-located Office Space for Coordinator and the above Personnel

D. Equipment

Standard modern office equipment

Computer/ Word processor



North Carolina State University

Office of the Dean
Box 7601
Raleigh, NC 27695-7601
919-737-2668

2

School of Agriculture and Life Science
Academic Affairs, Extension & Research

March 19, 1985

MEMORANDUM TO: J. L. Apple
D. F. Bateman
L. M. Clark ✓
E. W. Glazener
R. C. Wells
N. N. Winstead

SUBJECT: Agenda for Meeting with N. C. A & T Administration

Attached is an agenda to guide our discussion with N. C. A & T personnel on March 22. Note we are meeting at the Faculty Club and we will conclude with lunch.



JEL
J. E. Legates, Dean

JEL:rs

Attachment

MEETING OF NORTH CAROLINA A & T AND
NORTH CAROLINA STATE UNIVERSITIES ON
AGRICULTURE PROGRAMS

March 22, 1985
State Room - Faculty Club

10:00	Refreshments	
	Introduction and Purpose of Meeting	J. E. Legates
	Remarks	Ronald Smith N. N. Winstead L. M. Clark
	Academic Affairs	B. C. Webb E. W. Glazener
	Research Programs	Sidney Evans D. F. Bateman
	Extension Programs	D. D. Godfrey R. C. Wells
	International Activities	Richard Robbins J. L. Apple
	General Discussion and Summary	
	Lunch at Faculty Club	





North Carolina State University

Office of the Dean
Box 7601
Raleigh, NC 27695-7601
919-737-2668

School of Agriculture and Life Science

Academic Affairs, Extension & Research

April 23, 1985

MEMORANDUM TO: J. L. Apple
D. F. Bateman
C. D. Black
L. M. Clark
Sidney Evans
E. W. Glazener

D. D. Godfrey
Richard Robbins
Ronald Smith
B. E. Webb
R. C. Wells
N. N. Winstead

SUBJECT: Minutes of March 22, 1985 Meeting

A copy of the minutes of our March 22, 1985 meeting of the North Carolina A & T and North Carolina State Universities Agricultural Administration is attached. I feel it was a productive session. Nonetheless, there is much yet to be accomplished. We look forward to the continuation of our cooperative efforts.

Please let us know of any errors or omissions, and we will make the necessary corrections.

J. E. Legates
J. E. Legates, Dean

JEL:rs

Attachment



NORTH CAROLINA A & T AND NORTH CAROLINA STATE UNIVERSITIES

AGRICULTURAL DEAN AND DIRECTORS' MEETING

March 22, 1985

The meeting of Agricultural Administrators and other University officials was convened in the State Room at the North Carolina State University Faculty Club. Dean J. E. Legates welcomed the group to the meeting, indicating that these annual sessions had been held since 1970. They had been extremely valuable in communicating the program thrusts of the two institutions, and it was hoped that they also had been valuable in stimulating program cooperation. Dean Legates introduced Dr. Ronald Smith, Assistant Vice-Chancellor for Academic Affairs and Director of Agricultural Programs at A & T, who expressed his pleasure at being able to participate in the sessions. Provost N. N. Winstead and Associate Provost L. M. Clark also reflected the hope that these meetings had been helpful in the strengthening the broad academic pursuits of both of our institutions.

Those present were:

J. L. Apple, Coordinator of International Programs, NCSU
D. F. Bateman, Associate Dean and Director of NCARS, NCSU
R. C. Wells, Associate Director of NCAES, NCSU
L. M. Clark, Associate Provost, NCSU
Sydney Evans, Research Administrator, NCA&T
E. W. Glazener, Associate Dean and Director of Academic Affairs, NCSU
D. D. Godfrey, Associate Dean and Administrator for Extension, NCA&T
J. E. Legates, Dean of Agriculture and Life Sciences, NCSU
D. H. McAfee, Assistant Administrator for Extension, NCA&T
Charles Panton, Associate Research Administrator, NCA&T
W. E. Reed, Associate Dean of Research and Special Projects, NCA&T
Richard Robbins, Coordinator for International Programs in Agriculture
Ronald Smith, Assistant Vice Chancellor for Academic Affairs,
and Director of International Programs, NCA&T
B. C. Webb, Dean of Agriculture, NCA&T
N. N. Winstead, Vice Chancellor and Provost, NCSU

The agenda which had been distributed and which is attached was reviewed, and it was agreed that the items of primary concern were included.

Academic Affairs

In the discussion of academic programs, a key concern of both institutions was that of student recruitment and retention. At North Carolina State, special emphasis has been given to diagnostic tests in order to place the students in the course levels for which they are qualified to compete. Students which have deficiencies must contract for the Academic Skills Program at the time of their entry, so that they can move into regularly scheduled credit courses with the necessary background. At A & T, the summer apprenticeship program has been more productive in bringing students into the agricultural programs, than at NCSU. Up to 50 percent of the students in the summer positions have elected to continue at A & T; however, North Carolina State University has not had as much success. The possibility of utilizing the funds for merit scholarships rather than apprenticeships was discussed as a more attractive and positive means of enrolling new minority students.

It was reported that Dr. Boyd had returned from graduate study and would be on hand to assist with the Food Sciences joint program between North Carolina State University and North Carolina A & T. Unfortunately, funding for this specific purpose was not now available and Dr. Boyd would have to work this responsibility into his overall program of work.

The need to enroll more minority graduate students was brought to the groups attention. Over 40 black graduate students are now

enrolled in the School of Agriculture and Life Sciences, but additional qualified students are needed in many areas. Five minority research assistantships have been reserved for the various departments in the School of Agriculture and Life Sciences to encourage the additional recruitment for black candidates.

Research Programs

Dr. Evans reported that collaborative efforts were moving along well between our institutions, and that a comprehensive plan for agriculture research for North Carolina was submitted as required under the Farm Bill legislation. This plan provided a brief overview of the areas which each of our institutions have under way which is of a collaborative nature. Beyond these efforts between our two institutions, A & T has collaborative work with Human Nutrition in progress with the UNC at Greensboro.

Dr. Bateman indicated that it might be desirable for the A & T research group to have a member participate with the Water Management Coordinating Committee which has been developed to give direction to our research and extension efforts in water conservation and utilization. Other emphases on research in which our institutions have a joint interest involves Systems Research in its broadest context, plus the economic security of our small farmers.

It was pointed out that progress had been made in the appointment of adjunct faculty between our institutions. The Departments of Animal Science have developed a memorandum of understanding and have arranged for one or more adjunct appointments.

Extension Programs

Dr. McAfee reported that A & T was continuing its efforts in support of small farm operations. A component of this program involves the TVA plus the other regular program support from appropriated funds. Special emphasis has been given to pick-your-own operations in many locations throughout the State. The Task Force on small farms has been a joint endeavor of both A & T and North Carolina State University in support of a many faceted program.

Other joint programs were identified by Dr. Godfrey and Dr. Wells. These included the joint delivery in terms of our total county extension program, our joint 4-H program plus our State Advisory Council and Lay Leaders activities. Dr. Godfrey reported that the National Seminar on Extension Policy for both 1862 and 1890 institutions was held at the 4-H Center recently. In the State Rural Development Committee, which Dr. Chester D. Black chairs, a small farm emphasis has been approved.

International Programs

Dr. Robbins pointed out that two new program initiatives had been entered into by A & T. This included a beef production project with Niger and a small holders agricultural production project in Guinea, East Africa. Each of these are collaborative efforts with other institutions and the small holders program is administered through SECID. It was pointed out that the international program support grant would become effective for A & T on July 1, 1985, and it will replace the strengthening grant activities which had previously been in effect. It also was related that Dr. Smith had been appointed to lead the

international program effort on the campus, and that each of the schools at A & T were to have a person to represent International Programs.

Dr. Apple reported that North Carolina State University had completed an internal campus study on the needs for International Programs. One key concern was that of faculty support and recognition for the contributions which they make in International Programs with regard to promotion and salary adjustments. We are working to strengthen these ties; however, much work needs to be done in the individual departments to assure the recognition of international efforts by peer faculty.

Efforts at North Carolina State University to develop institutional linkages with other universities was indicated. Currently, North Carolina State University is developing such agreements with the University of the Philippines at Los Banos, the Universidad Agaria at Lima, Peru and Nagoya University in Japan.

The need for the public to understand the importance of our international programs was related. Dr. Apple is now compiling a survey among leading academic institutions in order to examine the public awareness, sensitivity and knowledge concerning International Programs. In this light, it was also suggested that more could be done to provide study tours for students in order that they might have a first hand experience with language and cultural activities in other countries during their regular college program.

In closing the discussion during lunch, it was pointed out that much valuable information had been exchanged during the sessions. A continuance of close working relationships on all phases of agricultural

programs was encouraged. By working together a broad comprehensive program can be developed for North Carolina to utilize to best advantage the limited resources available for several important programs that are in progress.



North Carolina State University

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

Academic Affairs
Office of the Director
Box 7601, Raleigh 27695-7601
(919) 737-2914

April 15, 1985

MEMORANDUM

To: Dr. Murray S. Downs

From: *E. W. Glazener*
E. W. Glazener

Subject: Use of Animals in Teaching Laboratories

As per our earlier discussions, the faculty in the Biological Sciences and the Department of Zoology have formalized a statement on the policy of the use of animals in teaching laboratories. Attached are copies for your information.

EWG:pbm
Enclosures
cc: Provost Nash Winstead
Dr. John Vandenberg
Dr. Charles Lytle

POLICY ON THE USE OF ANIMALS IN TEACHING LABORATORIES

Biological Science Interdepartmental Program North Carolina State University

Biology is the study of living organisms, and many biological science courses involve the study of living and preserved animals in the laboratory or in their natural environment. Certain Biological Science courses include laboratory exercises in which students handle live or preserved animals, in which preserved or freshly sacrificed animals are dissected, or in which anaesthetized animals may be used for physiological experiments to illustrate basic life processes. Such laboratory work is essential in the training of premedical and preveterinary students, as well as for future research workers, science teachers, and many agricultural workers. It is also important to the understanding of basic life processes expected of all biology students.

The Biological Sciences Interdepartmental Program encourages only appropriate, necessary, and humane treatment and use of living and preserved animals. The use of models, computer programs, films, projection slides, and other visual aids enhance learning in biology but do not adequately replace the practical experience gained from actual work with living or preserved animals.

Students majoring in Biological Science and those taking Biological Science courses required in certain other curricula are expected to take courses in which living and/or preserved animals are handled and/or dissected. Faculty members and Graduate Teaching Assistants in all Biological Science courses have a basic respect for all animal life and are sensitive to the concerns of individual students regarding the use of animals. Students will be informed of the nature of the laboratory work involving living or preserved animals during the first week of each course. Students electing courses in the life sciences who object to contact with or to the study of living or preserved animals can chose from several alternative life science courses in which there is no laboratory or field work with animals such as courses in Botany, Horticulture, Genetics, and FW 221, Conservation of Natural Resources. Students wishing to avoid laboratory work involving the handling of animals can also elect courses in areas allied to biology such as biomathematics, marine sciences, and the history and philosophy of science.

Arrangements for alternative laboratory experiences for students with philosophical objections to the use of animals will be made when possible and when these alternatives are compatible with the educational objectives of the course as determined by the best professional judgement of the professor in charge. Students objecting to laboratory practices should follow the normal route for academic concerns. They should discuss their concerns with the professor in the course and, if not satisfied, they should see the Coordinator of the Biological Sciences Program. Situations that cannot be satisfactorily resolved at this level can be taken to the Dean of the School of Agriculture and Life Sciences.

The Biological Sciences Committee on Laboratory Practices will examine the syllabi and laboratory guides for each Biological Science course periodically to ensure appropriate use of animals in the teaching laboratories. If problems are identified, the committee will consult with the instructor of the course and the Program Coordinator.

Adopted April 11, 1985

ZOOLOGY POLICY ON THE USE OF ANIMALS IN TEACHING

To gain an appropriate appreciation for the structure and functioning of living organisms, students taking some courses offered by the Department of Zoology will handle live animals or dissect preserved and/or freshly sacrificed animals. The Department encourages only the appropriate use of living or preserved specimens. The use of models or other visual aids can enhance learning but cannot completely replace the experience gained from living or preserved material.

Students majoring in Zoology or those taking required courses are expected to take courses in which animals are handled, dissected or vivisected. Students will be informed of the need for contact with animals prior to the end of the drop-add period in each course. Students interested in electing courses in the life sciences who object to the contact or study of living or preserved animals can choose from several courses in which no animals are used directly such as: courses in Botany, and Genetics as well as ZO 221. Students are also able to take courses in areas allied to zoology such as: biomathematics, marine sciences, philosophy of science, etc.

Professors and Teaching Assistants in courses will be sensitive to the concerns of individual students regarding the use of animals. Arrangements for alternative laboratory experiences will be made wherever possible and whenever compatible with the objectives of the course as judged by the professor. Students objecting to practices can bring

their objection to the Teaching Assistant or Professor in the course and, if not satisfied, to the Department Head. Situations that cannot be resolved can be taken to the Dean of SALS.

The Departmental Curriculum Committee will examine course syllabi to ensure to appropriate use of animals. If problems are sensed, the Committee can discuss the matter with the instructor of the course or bring the issue to the Head of the Department.

Approved by Zoology Faculty
3-27-85



Department of Zoology
Box 761
Raleigh, N. C. 27695-7611

North Carolina State University
School of Agriculture and Life Sciences

February 26, 1985



MEMORANDUM

TO: Dr. Hugh Fuller,
FROM: W. C. Grant *Bill Grant*
SUBJECT: University Undesignated Freshman Program Advisory Group

I hereby resign my membership on the University Freshman Program Advisory Group, effective March 15, 1985. This is due to a significant increase in my professional obligations that include research and teaching activities as well as membership on numerous departmental, school, and university committees. I also serve on the executive committees of two regional professional societies, and their activities are intensifying. In addition, I was chosen recently to serve on the Search Committee for the Dean of the School of Agriculture and Life Sciences, and I anticipate the need to devote a considerable amount of time to the work of that committee.

I have enjoyed my work on the Advisory Group and will try to remain abreast of the Group's efforts to assist students. You have my best wishes for continued success.

nc

cc: Dr. Lawrence M. Clark ✓
Dr. E. W. Glazener
Dr. John G. Vandenberg



**AGRICULTURAL
EXTENSION
SERVICE**

*North Carolina State University
School of Agriculture and Life Sciences*

Address reply to:
County Extension Office

April 2, 1985

P. O. Box 1457
Smithfield, N. C. 27577

Luc

Heena B



Dr. Lawrence M. Clark
Associate Prov. & Affirm. Act.
Professor Math. & Sci. Education
N. C. State University
Raleigh, N. C. 27695

Dear Dr. Clark:

I read with much interest your article in The Carolinian dated Monday, April 1, 1985 on Professor Finds Minorities Lacking In Math and Science. I share this concern with you and salute you for your effort toward finding solutions to the problems.

I am pleased to send you two copies of our Johnston County 4-H School Enrichment Program. I hope that this will give you an idea on how we are trying to meet some pressing needs of our youth through 4-H.

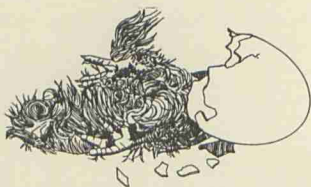
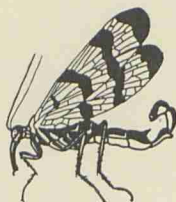
If you find that our 4-H School Enrichment Program addresses some of your concerns, please let the key people in the North Carolina Agricultural Extension Service know.

Sincerely,

William H. Clayton
William H. Clayton
Extension Agent 4-H

WHC:pa

**Johnston County
4-H SCHOOL ENRICHMENT
1985**



**Johnston County Agricultural Extension
Service 4-H**

Johnston County Public Schools

Organized by

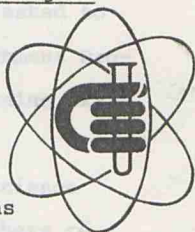
William H. Clayton
Extension Agent 4-H

Yuevonne Stewart
Teacher Selma Elementary

The Johnston County 4-H School Enrichment Program

I. The Johnston County 4-H School Enrichment

Program grew out of a need recognized by 4-H and elementary school personnel to provide hands on learning experiences for students in grades K-6. Since 4-H is based on "learning by doing," it was recognized that 4-H projects incorporated into the school curriculum would be an effective way to make teaching interesting and learning fun. It was also recognized by the Agricultural Extension Service that this concept would foster 4-H program growth.



In November, 1982 the 4-H School Enrichment Concept was established with cooperation between Johnston County Schools and the Johnston County Agricultural Extension Service.

The 4-H mission remained unchanged, except that it now served non-organized 4-H club youth. Six subject matter areas (Poultry Science, plant science, entomology, marine science, forestry and meteorology in Agriculture and Life Sciences are utilized as curriculum course of instruction.

The course of instruction is given in class size units, except certain subjects in plant science and marine science which are given to groups not exceeding 60 students. The 4-H course of instruction is treated as a part of the school curriculum.

The task of conducting the 4-H School Enrichment Program was not easy. The concept was an innovative approach to exposing youth to 4-H project work in Johnston County through classroom instruction. Conducting a new program and maintaining traditional 4-H programs required special skills and time management.

Keeping this in mind, principals and teachers were asked to volunteer for participation in the 4-H School Enrichment Program that were committed to providing hands on learning experiences to students through 4-H project work.

Four-H projects in poultry sciences and plant science were used for the initial 4-H program thrust. Teachers reported that as a result of these projects, the quest for facts on the part of the students increased. These facts were more easily translated into knowledge of the subject matter being studied by students.

The two subject matter areas expanded to six and student participation expanded from 275 (1983) to 5,027 in (1984) - reaching 12 elementary schools.

The 4-H School Enrichment Program has been observed by local school and County Agricultural Extension Administrators and other leaders of education in those agencies. Also, State Agricultural Extension Leaders as well as Dean of School of Agriculture and Life Sciences and Department Heads of North Carolina State University and Donald Stormer, Former State 4-H Leader and now Assistant Administrator (USDA).

II. Purpose

1. To make students and parents aware of and develop positive attitudes toward 4-H.
2. To offer students a wide range of educational services and experiences that will complement the regular school curriculum.
3. To make 4-H youth and parents aware that 4-H work does not exist in a vacuum - interrelating 4-H and "reality".

III. 4-H Program Modules

The 4-H School Enrichment Program consist of six "modules". Each component addresses a certain area of the science curriculum. Each module includes activities, teaching

guides, materials, and resources pertaining to that area of the curriculum.

A. Exploring the World of Plants and Soil

I. Soils

1. What is soil
2. How soil is formed
3. Separate sand, silt and clay of soils
4. The importance of soil

II. Plant Growth Factors

5. Effect of Planting on germinating
6. Light and plant growth
7. Direction of plant growth
8. Effect of water on plant growth
9. Effect of temperature on plant growth
10. Effect of light on plant growth

III. Plant Characteristics

11. Parts of a plant and functions
12. Parts of a flower and functions

IV. How Plants Reproduce

13. The Life Cycle of a plant
14. How are seeds produced
15. How seeds germinate and grow
16. Swelling of seeds by water
17. How seeds are distributed in nature
18. Roofing plant cuttings
19. Building a terrarium
20. Growing a carrot plant from the root
21. Growing a potato from the root
22. Using plants

B. Entomology

I. Bug Out

1. Building insect home
2. How insects live and grow
3. Pre-test and post test
4. Social Life of honey bees
5. Mystery bug
6. Insect structure
7. Building a bug
8. How do they grow
9. Sort a bug

II. How to Make an Insect Collection

1. Killing jar
2. Collecting insects with a net
3. Where to look for insects
4. Insect pins and card board points
5. Vials and alcohol
6. Storage box on insect display case
7. Insect repellents
8. Where to pin insects
9. How to spread moths, butter flies etc.
10. How to label insects
11. Where to locate insects
12. Key to adult insect orders winged

C. Marine Science

I. Marine Aquarium Science

1. Tanks
2. Filtration
3. Biological Filtration
4. Mechanical Filtration
5. Chemical Filtration
6. Substrate and pH
7. Water
8. Biomass
9. Temperature
10. Light
11. Conditioning

II. Marine Aquarium Operation

1. Setting up the aquarium
2. Assembly
3. Selecting Animals

III. Maintaining the Aquarium

1. Daily insection
2. Evaporation control
3. Periodic water changes
4. Tips for a successful aquarium
5. Handling living animals
6. Feeding the animals

D. Forestry

I. How a Tree Grows

Instruction and demonstration of how a tree grows.

Utilizing a cross section of a pine tree show the annual rings and describe the differences between spring growth

and summer growth. Also how to show the rate of growth per 10 years period.

II. How to identify trees by their leaves

Show examples of different leaf types and leaves from evergreen and deciduous trees.

III. Leaf Collection

Show how to collect, press, and dry leaves.

Demonstrate how to properly mount them and label them by common name and how man uses the tree and its products.

IV. Leaf Printing

Show how to make leaf prints utilizing block printing ink. Various colors can be used to create natural art work if desired. Leaf prints can be collected, labeled and used instead of the actual leaves.

V. Seed Collection

Collect, identify, and mount on poster board the various kinds of tree seeds. Seeds such as pine can be planted in a soil mixture and young seedlings grown for planting outside.

VI. How People and Wildlife Depend on Trees

Study the products that trees produce for humans and wildlife. Trees are nature's "air conditioners".

They also produce food, serve as homes for wildlife, and produce products that are essential in everyday life.

Essays, poems, posters, or just listings of the benefits

of trees could be prepared.

E. Embryology

1. What is an incubator and how it is used.
2. Use math with eggs
3. New words about eggs
4. Show and Tell
5. Other uses for eggs
6. Know parts of the egg - (label)
7. Know parts of the embryo (draw)
8. Know how to operate an incubator
9. Understanding changes which occur during incubation
10. How nutrition affect living things
11. Keeping records
12. New vocabulary
13. Study embryological development
14. Descriptive writing

F. Meteorology

1. Meteorologist
2. Four seasons
3. Air
4. Sun
5. Earth
6. Water
7. Air is real stuff
8. Air takes up space
9. Direct rays
10. Plant growth
11. Dew point
12. Temperature
13. Thermometer
14. Meteorology vocabulary

Embryology-Sample Lesson

Instructional Setting

Grade level - 1

Group size - Total Group

Objectives

1. To observe development of chick embryo
2. To develop vocabulary
3. To develop writing skills

Time Required

30 minutes to 1 hour

Materials Needed

Incubator

Fertilized eggs

Saucer

Drawing of chick embryo at this particular stage

Magnifying glass

Vocabulary cards

Activities

1. Break an egg into a saucer allow each child to observe the embryo.
2. Discuss what the children observed
Label parts of embryo on drawing
3. Have students write a few sentences describing what they saw. Stress use of vocabulary words.



Entomology-Sample Lesson

Instructional Setting

Grade level 2

Group size - total group

Setting - playground and classroom

Objectives

1. To provide an opportunity to go out and collect an insect using an insect net.
2. To create an interest in collecting insects at home for a classroom or individual collection.
3. To observe the habits of an insect kept in captivity.
4. To feed an insect in captivity.

Materials Needed

Insect net

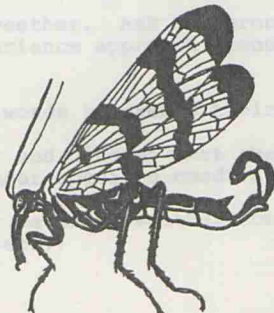
Wide mouth jar

Insect home

Hand lens

Activities

1. Prepare an insect home in the classroom using a 2 liter plastic drink container, a butter container, soil, and clover.
2. Class collects an insect on the playground using an insect net.
3. Class collects small insects (such as grasshoppers to feed a praying mantis).
4. Discuss what the children observe as the insect is kept in captivity.



Meteorology - "Weather"

Instructional Setting

Grade Level - 1

Group Size - Total group

Time Period - 2 weeks

Objectives

1. Learn the factors affecting weather
 - a. sun
 - b. sea
 - c. wind
2. Develop a vocabulary related to weather
3. Help develop good writing skills using the vocabulary
4. Learn how to recognize a thermometer and its purpose
5. Recognize specific names of weather changes (Example - rain, snow, sun etc.)



Materials Needed

Pencil & crayons

Thermometer

Chart paper (recording words)

Books related to weather (illustrated well)

Magazines (cutting out weather conditions)

Drawing paper

Activities

1. Discuss the factors affecting weather; afterward illustrate these individually.
2. List words related to weather. Ask for group discussion using the language experience approach (recording the words)
3. Give students specific words to create their own sentences
4. Observe the thermometer and discuss what they see and what the thermometer does under specific conditions
5. List & illustrate their favorite weather condition. (Example - snow, sun, etc.)

Leaf Prints - Art Lesson with Leaves

Instructional Setting

Grade 1

Group size - 6-8 children

Objectives

1. To make cover for leaf book or to use as wall art.
2. To have children observe and see the similarities and differences in leaves.

Time required

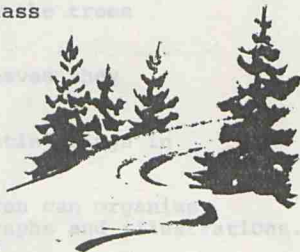
30 minutes per group

Materials needed

Block printing ink (green, red, orange, yellow, purple)
 Rubber roller
 Several 10 x 10 or so squares of plexiglass
 Newspapers
 Construction paper

Activities

Squeeze ink on glass
 Roll out ink on glass to cover
 Put newspaper on glass
 Squeeze ink on newspaper
 Spread out ink with roller so it is even
 Put leaf on newspaper with bottom side down
 Put another newspaper on top of leaf
 Use rubber roller to roll on top of leaf. Be sure to press down firmly with the roller.
 Pull up newspaper
 Pull up leaf
 Place leaf on paper you wish to decorate
 Place clean newspaper on top
 Roll on top with rubber roller
 Lift off paper and leaf to see the print left behind on the construction paper



Trees - First Grade Teaching Plan

Trees provide the children with an available source to begin their observation of plant life.

Various activities for a unit on trees:

1. Observe the differences - similarities in trees.
2. Observe the differences - similarities between trees and other plant life.
3. Identify and label parts of a tree.
Know their purpose.
Vocab-crown, trunk, roots, leaves, bark, heartwood, sapwood, phloem
4. Identify and label parts of a leaf.
Vocab-compound, simple, alternate, opposite, blade, midrib, vein, netted veins, petiole, stripules, smooth, rough, blade
5. Collect leaves to make a leaf book.
6. Children go on a tree walk to observe the trees in their environment.
7. Children make leaf ink prints from leaves they have collected.
8. Describe trees growth and age by counting rings in various slices of wood.
9. Stressing their vocabulary the children can organize their facts in stories, sequencing, graphs and illustrations.

10. Use the use of hydrometer to measure salinity level.
11. Record data on actual tracking the tank with sea life.
12. Record how life is adjusting to new habitat. If deaths occur, give point in which order they die. Point out those that are the hardest and discuss reasons for their survival.
13. If tank life continues to die, test the acid level of tank water with litmus paper and add base accordingly. Be sure to record what is being done and why.
14. Lead discussion on the necessity of water being "balanced" to provide proper environment for sea life to survive.

Oceanography - Brackish Water Fish Tank

Instructional Setting

Grade 5 - Total Class

Objectives

1. To observe and record observations on proper tank balance for brackish water life to survive.
2. To develop correlative vocabulary words: salinity, bacteria, brackish, hydrometer, acid and base.
3. To use reasoning skills to deduct outcomes.

Time required

10-15 minute daily observations for a 4-5 week period
 30-45 minute culminating discussion

Materials Needed

1. An operating fish tank with brackish water
2. Brackish sea life (Hermit crab, star fish, mummichogs)
3. An hydrometer
4. Litmus paper

Activities

1. Using journal, record the setting up of the fish tank with salt being added to reach proper salinity level. Point out the use of hydrometer to measure salinity level.
2. Record data on actual stocking the tank with sea life.
3. Record how life is adjusting to new habitat. If deaths occur, pin point in which order they die. Point out those that are the hardiest and discuss reasons for their survival.
4. If tank life continues to die, test the acid level of tank water with litmus paper and add base accordingly. Be sure to record what is being done and why.
5. Lead discussion on the necessity of water being "balanced" to provide proper environment for sea life to survive.

4-H Science of Plants and Soil

Instructional Setting

Grade Level - two

Group Size - Total Group and Small Groups (6-8)

Time Required

Use Time-Line

Objectives

1. To teach children to be aware of the many natural beauties which surround them in everyday life.
2. To improve powers of observation, reasoning and discoveries.
3. To develop the ability to use experimental findings to help in problem solving.
4. To develop science vocabulary.
5. To develop creative writings and strengthen writing skills.

Materials Needed

Small Containers: Plastic cups and flower pots
 Seeds: Beans, squash, pumpkins, carrots, sunflowers, etc.
 Soil: Garden soil, sand, potting soil and big brown bag
 Films: Filmstrips
 Science Books and References
 Science Magazines
 Resource People
 Labeled Pictures
 Tagged Items
 Signs Attached to Equipment

Science Concepts

Plants make food
 Plants need water, sunshine, air, nitrogen and carbon dioxide
 Plants have different parts
 Plants change with the seasons
 We eat different parts of different plants
 Some plants grow from parts of plants other than seeds
 Some plants rest in winter
 Seeds are many different sizes and shapes
 Seeds travel in different ways



Activities

Integrating 4-H school projects and the School Curriculum

- Set up experiments with identical plants
- Water one; do not water the other.
- Put one in sunlight; the other in the dark.

- Start plants from seeds and from bulbs
- Plant a small garden; keep record; write creative stories
- Look at leaf buds
- Make a chart to show what plant parts we eat
- Take a walk to collect seeds and leaves; make leaf people
- Make a collection of garden seeds and seeds found in wooded areas
- Discover ways in which seeds travel - bulletin board display
- Draw and label parts of a plant (i. e. roots, stem, leaves)

Integrating 4-H project work into the school curriculum provides a springboard for various types of learning and educational experiences which appear at different times throughout the program.

When 4-H modules are integrated into the school curriculum, it can provide for independent self-activity or for total group work depending on the needs of the particular class. The 4-H modules provide for individuality in that the student sets his own level of participation and aspiration.

Students participating in the 4-H modules will be encouraged to continue their learning experiences and broaden their horizons of study by joining an after-school or community 4-H club led by volunteers to be recruited and trained by the 4-H staff. Recruitment forms and organized club information will be distributed in the classroom. All youth will be encouraged to take advantage of summer camping and special events offered by the 4-H staff and volunteer leaders.

Interrelating 4-H School Enrichment and the School Curriculum

For each 4-H program module, the classroom teacher evaluates its content to establish the relationship between the school curriculum and the 4-H module's learning experiences. Once this relationship is established, the proper 4-H module content is selected to be integrated into the school curriculum. Then, 4-H provides materials and support such as consultants while the teacher adjusts the content to her particular situation.

Integrating 4-H project work into the school curriculum provides a springboard for various types of learning and educational experiences which appear at different times throughout the program.

When 4-H modules are integrated into the school curriculum, it can provide for independent self-activity or for total group work depending on the need of the particular class. The 4-H modules provide for individuality in that the student sets his own level of participation and aspiration.

Students participating in the 4-H modules will be encouraged to continue their learning experiences and broaden their horizons of growth by joining an after-school or community 4-H club led by volunteers to be recruited and trained by the 4-H staff. Enrollment forms and organized club information will be distributed in the classroom. All youth will be encouraged to take advantage of summer camping and special events offered by the 4-H staff and volunteer leaders.

V. Managing the Program

1. Personnel

A. 4-H Agent - The role of the 4-H agent is to organize resources needed to implement 4-H project modules. He is to utilize the Land Grant Universities (N. C. State University and A. & T. State University) knowledge base for support in 4-H School enrichment program development. The 4-H agent will organized teacher staff development workshops with school science coordinator K-6 supervisor and director of instructions. He is to structure 4-H project modulers to complement school curriculum and not duplicate. The 4-H agents is to assist K-6 teachers in organizing the learning situation. He is to plan and execute follow-up after school activities with youth and encourage parent participation with these activities. The 4-H agent is to promote public relations between the School System and the Agriculture Extension System.

B. Science coordinator and K-6 supervisor - The School Science Coordinator and K-6 supervisor will determine type and grade level staff development workshops for K-6 teachers. They will interact with 4-H agent and K-6 teachers to determine staff development needs and assist in planning executing and evaluating programs to meet those needs.

They will assist in coordinating special school - 4-H events such as science fair.

Together the 4-H agent, science coordinator, K-6 supervisor and K-6 teachers will work to make the 4-H School Enrichment more meaningful to students, promote the general 4-H program and public relations between the School System and Agricultural Extension.

C. Teacher - The classroom teacher will integrate 4-H project work into school curriculum. He or she will work with 4-H agent, 4-H science coordinator and K-6 supervisor in assisting 4-H agent, subject matter agents and Extension Specialist in developing and expanding 4-H project modules.

D. Student - The student will organize his own search for knowledge through hands on participation with 4-H project modules.

2. Resources - Extension Specialists, subject matter Agricultural Extension Agents and support personnel from the School of Agriculture and Life Sciences are to assist in staff development programs, assist in establishing follow through after school activities (Day Camps, tours, N. C. State or A. & T. State University and develop, teach materials to be used in 4-H project modules).

Local business, parents and volunteers are to become actively involved in assisting in conducting the 4-H School Enrichment program. They may assist youth in the classroom with 4-H project work, assist in organizing after school 4-H groups or activities and provide materials and financial support where needed.

VI. Follow-up Reporting Recording Results

Youth involved in the 4-H School enrichment will be recognized for their effort by receiving ribbons, certificates at special assemblies. They will be encouraged to participate in Local and District Science Fairs. Also, they will be given the opportunity to redesign their projects to meet the requirement for 4-H demonstrations. Progress reports will be written in order that proper evaluation can be made on the value of the 4-H School Enrichment Program to public education and 4-H.

- VII. Expansion of 4-H Program - Youth participating in the 4-H School Enrichment Program will be provided the opportunity to participate in organized 4-H clubs, special interest events. Parents and volunteers will be encouraged to work with youth beyond their classroom experiences. It is hoped that this concept will foster stronger support for 4-H in Johnston County. The 4-H project modules will expand from six modules into other curriculum areas as deemed necessary.

Mrs. John H. Stewart - Wilson's Mills Elementary

Mrs. Carolyn E. Smith - South Smithfield Primary

Mr. Bruce H. Stanford - County Extension Chairman

Miss Jane Caldwell, Extension Quality Specialist, WCHS

Miss Ann Whitley - 4-H Student Entomology, WCHS

Mr. William H. Clayton - Extension Agent 4-H

REFERENCES

References - 4-H project materials of the North Carolina Agricultural Extension Service was used as references for each 4-H project module.

Also, Carolina Biological Supply 1975 45-7180 Carolina Marine Aquarium; Burlington, N. C.

The 4-H Handbook on the Johnston County County 4-H School Enrichment Program was taken from actual learning experiences conducted by some of Johnston County's Elementary School Teachers. This project grew out of cooperation between Johnston County Schools and the Johnston County Agricultural Extension Service. Mrs. Ann Parrish, Director of Instruction, Johnston County Schools; Mrs. Ann Ogburn, Supervisor K-6; Keith Beamon, Science Coordinator; Joe Lansinger, 4-H Program Assistant; and William H. Clayton, Extension Agent 4-H coordinated the successful effort between the two agencies.

Contributing Materials for the Project were:

- Mrs. Yuevonne Stewart - Selma Elementary
- Mrs. Barbara Barnes - Selma Elementary
- Miss Vicki Temple - South Smithfield Primary
- Mrs. Jane Embler - South Smithfield Primary
- Mrs. Julia Hinnant - Wilson's Mills Elementary
- Mrs. Rogerlyn D. Smith - South Smithfield Primary
- Mr. Bruce H. Woodard - County Extension Chairman
- Miss Jane Caldwell, Extension Poultry Specialist, NCSU
- Miss Sue Whitley - Grad Student Entomology, NCSU
- Mr. William H. Clayton - Extension Agent 4-H

Schools that have been visited by representatives from North Carolina State University, Johnston County Schools and Johnston County Agricultural Extension Service:

- Benson Elementary, Mr. Tom Williams, Principal
- Clayton Elementary, Mr. Romie L. Grantham, Principal
- Clayton Primary, Mrs. Berneice Jones, Principal
- Four Oaks Elementary, Mr. John Floyd, Principal
- Selma Elementary, Mr. Calvin Warren, Principal
- South Smithfield Primary, Mr. Jack Temple, Principal
- Wilson's Mills Elementary, Mr. William Gilbert, Principal
(Mr. Dwight Hinnant now at Clayton High)

Visitors

- Dr. J. E. Legates, Dean, School of Agriculture and Life Sciences, NCSU
- Dr. Bob Wells, Associate Director of the North Carolina Agricultural Extension Service, NCSU
- Dr. Donald Stormer, State 4-H Leader (now Assistant Administrator USDA)
- Dr. Billy Caldwell, Head Crop Science, NCSU
- Dr. Ron Kuhr, Head Entomology, NCSU
- Dr. A. A. DeHertogh, Head Horticultural Science, NCSU
- Dr. Robert E. Cook, Head Poultry Science, NCSU
- Dr. Bill Grant, Associate Professor, Zoology, NCSU
- Dr. Brad Craig, Director of Agricultural Institute, NCSU
- Dr. Edward Glazner, Associate Dean and Director of Academic Affairs, NCSU
- Dr. Dalton Proctor, State 4-H Leader, NCSU
- Dr. Hugh Liner, District Extension Chairman, NCSU
- Dr. James West, District Program Leader, NCSU
- Miss Sharon Runion, 4-H Specialist, NCSU
- Miss Jane Caldwell, Poultry Specialist, NCSU

- Miss Sue Whitney, Grad Student Entomology, NCSU
- Dr. James Ellerbe, Superintendent of Johnston County Schools
- Mrs. Glenda Hales, Assistant Superintendent of Johnston County Schools
- Mrs. Ann Parrish, Director of Instruction, Johnston County School
- Mrs. Ann Ogburn, K-6 Supervisor, Johnston County Schools
- Mr. Keith Beamon, Science Coordinator, Johnston County Schools
- Mr. Bruce H. Woodard, Johnston County Agricultural Extension Chairman
- Mrs. Lou Woodard, Extension Agent 4-H
- Mr. Joe Lansinger, 4-H Program Assistant
- Mrs. Ethel R. House, 4-H Program Assistant
- Mr. William H. Clayton, Extension Agent 4-H
- Mr. Phillip R. Ricks, Agricultural Extension Agent
- Mr. Wade H. Stephenson, Chairman of Johnston County Board of Education
Chairman of Johnston County 4-H Development Fund
- Miss Lundie Spence, Sea Grant, NCSU

② Agriculture & Life Sciences

NORTH CAROLINA STATE UNIVERSITY at RALEIGH

School of Agriculture and Life Sciences
Academic Affairs, Extension and Research

Office of the Dean
112 Patterson Hall

Date December 20, 1984

MEMORANDUM TO: J. L. Apple
D. F. Bateman
C. D. Black
L. M. Clark ✓
E. W. Glazener
N. N. Winstead

SUBJECT: Confirmation of Scheduled Meeting

This is to confirm the meeting recently scheduled as follows:

Date Friday, March 22, 1984^S
Time 10:00 A.M.
Place Room 2, Patterson Hall, NCSU *Change to Club State Room*
Purpose: A&T and NCSU Agriculture Administrative Conference

CC: Dean B. C. Webb

J. E. Legates
J. E. Legates, Dean

NORTH CAROLINA STATE UNIVERSITY at RALEIGH

School of Agriculture and Life Sciences
Academic Affairs, Extension and Research

Office of the Dean
112 Patterson Hall

Date December 20, 1984

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J. E. Legates, Dean

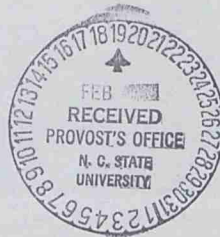


North Carolina State University

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

Academic Affairs
Office of the Director
Box 5847, Raleigh 27650
(919) 737-2614

February 18, 1985



Dr. L. M. Clark
Associate Provost
Box 7101
NCSU Campus

Dear Dr. Clark:

Many thanks for your contribution to the counselor seminar held on Wednesday, February 13, 1985. All the presentations were very well done and we appreciate your being a part of the program.

The counselors were most complimentary of the opportunities they had during the day. They especially liked being able to see and visit in the different areas.

Sincerely yours,

E. W. Glazener
E. W. Glazener
Associate Dean and
Director of Academic Affairs

EWG:pbm

cc: Dr. H. B. Craig



North Carolina State University

Office of the Dean
Box 7601
Raleigh, NC 27695-7601
919-737-2668

School of Agriculture and Life Science

Academic Affairs, Extension & Research

February 8, 1985

*Don't miss
Clayton
4 then to Mary
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copy to Mary
2/19
LAC*

MEMORANDUM TO: D. R. Lineback, Chairman, Food Science
P. B. Hamilton, Poultry Science
C. H. Hill, Poultry Science
G. A. Martin, Poultry Science
J. F. Ort, Poultry Science
H. A. Ramsey, Animal Science
H. A. Underwood, Zoology

SUBJECT: Head, Department of Poultry Science

We are pleased to let you know that Dr. James E. Marion, now Chairman of the Poultry Science Department at the University of Florida, has accepted our offer to become Professor and Head of our Poultry Science Department, effective July 1, 1985. I enjoyed working with you on this assignment, and we deeply appreciate your assistance in this search. I want to add that the appointment must be approved by the Board of Trustees and the Board of Governors; hence, this information must not be publicized.

Effective March 1, 1985, Dr. R. E. Cook will assume his responsibilities as Assistant Director of Research, North Carolina Agricultural Research Service. On that same date, Dr. C. H. Hill will accept responsibilities as Acting Head, until Dr. Marion joins us.

J. F. Legates
J. F. Legates, Dean

JEL:rs

cc: Provost N. N. Winstead
Administration and Department Heads
Poultry Science Faculty



North Carolina State University

School of Agriculture and Life Sciences

Academic Affairs
Office of the Associate Director
Box 7601, 107 Patterson Hall
Raleigh, NC 27695-7601
919-737-3248

January 15, 1985



Dear Counselor,

In December we wrote you about an orientation program for junior high (6th-9th grades) counselors in eight counties around and including Wake. Plans for this event are now finalized and we want to extend this invitation to you to participate.

As indicated in our earlier letter, the purpose of this activity is to familiarize you with programs in the School of Agriculture and Life Sciences at North Carolina State. We will visit in several departments and discuss preparation of junior high and high school students for entrance to N. C. State.

The event is scheduled to begin at 9:30 a.m. in Room 105 Schaub Hall (Food Science Building). A schedule of the day's activities is attached.

In order for us to arrange for lunch and visits to departmental areas, please complete the enclosed card and return by January 28. As soon as we receive the card indicating your attendance, a parking permit will be mailed to you. Enclosed is a map showing the location of Schaub Hall and the designated parking area.

We will be pleased to have you as our guest for lunch. Also, we will reimburse you for travel at the rate of 20¢ per mile. Travel vouchers will be completed at the seminar.

We hope you will be able to attend. We look forward to seeing you.

Sincerely,

H. B. Craig
Associate Director
Academic Affairs

Enclosures

Wed. Feb. 13

SEMINAR FOR JUNIOR HIGH SCHOOL (6th-9th) COUNSELORS

WEDNESDAY, FEBRUARY 13, 1985

SCHEDULE

- 9:30 - 9:45 Registration and Coffee - 105 Schaub Hall
- 9:45 - 10:00 Welcome and Comments
Dr. E. W. Glazener, Associate Dean and Director of Academic Affairs
Dr. Larry Clark, Associate Provost
- 10:00- 10:45 Overview of the School of Agriculture and Life Sciences- Dr.E.W.Glazener
- 10:45- 11:25 Programs and Facilities in the Department of Biological and Agricultural Engineering - 123-B D. S. Weaver Labs
Mr. George Blum Dr. Robert Sowell
Dr. Frank Abrams Dr. Roger Rohrback
- 11:30- 12:15 Programs and Facilities in the Department of Food Science- 105 Schaub Hall
Dr. Dave Lineback
Dr. Victor Jones
- 12:15- 1:15 Lunch and Film - 105 Schaub Hall
- 1:15 - 1:30 Move to Room 3707 E Bostian Hall
- 1:30 - 2:30 Programs and Opportunitites in Biological Sciences - Dr. Charles Lytle
Interrelationships in Agriculture and Life Sciences - Dr. Jon Ort
Health Related Programs - Dr. W. C. Grant
- 2:30 - 2:35 Move to Room 2215 Williams Hall
- 2:35 - 3:20 Programs and Opportunities in Soils, Agronomy and Conservation
Dr. Donald Emery
- 3:20 - 3:30 Summary and Adjourn

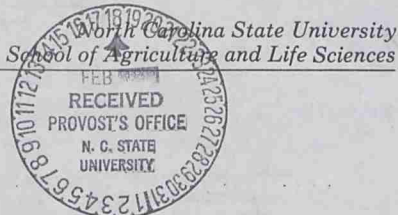


**AGRICULTURAL
EXTENSION
SERVICE**

Agricultural Extension Service
Office of the Director
Box 7602
Raleigh, N. C. 27695-7602

VACANCY LISTING # 02-15-85

DEADLINE FOR APPLICATION: MARCH 15, 1985 or until a suitable
candidate applies, whichever is later.



<u>POSITION</u>	<u>AREA(S) OF RESPONSIBILITY</u>	<u>LOCATION</u>	<u>DATE AVAILABLE</u>
County Ext. Chairman	Administration & Appropriate Subject Matter	Alamance	06-01-85
Ext. Agent, Home Ec.	All Areas of Home Economics	Alexander	Immediately
Ext. Agent, Home Ec.	4-H, Housing & House Furn., Clothing	Haywood	Immediately
Ext. Agent, Agri.	Apple Production and Marketing	Henderson	03-01-85
County Ext. Chairman	Administration & Appropriate Subject Matter	Perquimans	03-01-85

See reverse for position description and requirements.

If you wish to apply for any positions, please follow one of these procedures:

NEW CANDIDATES: Contact Dr. Michael A. Davis, Extension Personnel Development Specialist, Box 7602, Raleigh, N.C. 27695-7602.

APPLICANTS IN 6-MONTH ACTIVE STATUS: Indicate your interest in particular positions in writing to the above address.

APPLICANTS IN POST SIX-MONTHS STATUS: Call Extension TELETYPE 1-800-662-7301 (N.C.) or 1-919-737-3737 (out-of-state) to receive information about currently available positions. Request tape #P-85. New position vacancies will be placed on TELETYPE by the 20th of each month. Then, indicate your interest in particular positions in writing to the above address.

CURRENT EMPLOYEES: Contact your county or district chairman prior to writing Dr. Paul Dew, Assistant Director, County Operations.

Sincerely,

Michael A. Davis

Michael A. Davis
Extension Personnel Development Specialist

(over)

AGRICULTURAL EXTENSION SERVICE

POSITION DESCRIPTION

Requirements for the available positions are listed below. Please do not apply for positions for which you are not academically or otherwise qualified.

POSITION CATEGORIES	BASIC REQUIREMENTS ^{1/}	GENERAL DUTIES
County Extension Chairman	<p>Bachelor's degree in relevant field; minimum 6 years* of service with the Agricultural Extension Service, or equivalent experience; two years of experience with the N.C. Agricultural Extension Service; M.S. highly preferred.</p> <p>*A Master's degree may substitute for 1 year of experience and a Ph.D. for 2 years.</p>	<p>Provides administrative and supervisory leadership for the development, organization and implementation of an effective total Extension program in agriculture, home economics, 4-H, and community and rural development to meet the needs of the people in the county. Has program responsibility in assigned areas.</p>
County Extension Agent, Home Economics	<p>Bachelor's degree in Home-Economics-related concentration or Home Economics Education; M.S. preferred. Significant course work in the area of responsibility listed.</p>	<p>Provides leadership for the development and implementation of an effective educational program within assigned areas of home economics and related areas to meet the needs of the people in the county.</p>
County Extension Agent, Agriculture	<p>Bachelor's degree in Agricultural-related concentration or Agricultural Education; M.S. preferred. Significant course work in the area of responsibility listed.</p>	<p>Provides leadership for the development and implementation of an effective educational program within assigned areas of agricultural responsibility and related areas to meet the needs of the people in the county.</p>
County Extension Agent, 4-H	<p>Bachelor's degree in Agriculture or Home Economics, related Behavioral Sciences, or Education; M.S. degree preferred.</p>	<p>Provides leadership for the development, organization and implementation of effective 4-H programs that will meet the needs of the people in the county.</p>

^{1/} All positions require: a minimum cumulative grade point average of 2.5 on a 4-point scale, or a 3.0 in the major field of study, or completion of a Master's degree; personal automobile; valid driver's license; skill in oral and written communications; interest in and ability to work effectively with people.