

THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL
27514

SM
Minorities Coordinator

THE SCHOOL OF PUBLIC HEALTH
DEPARTMENT OF HEALTH EDUCATION

M E M O R A N D U M

TO: Dean Mayes
Departmental Chairmen
Minorities Committee
Black Student Group

FROM: Bill Small
Coordinator of
Minority Affairs

DATE: February 18, 1972

SUBJECT: Prospective Minority Students for
the School of Public Health

The following list of names are those of minority applicants who have indicated that the necessary forms for 1972 admission have been submitted to the graduate office. Please present this roster to the members of your departmental admissions committee as a source for identifying applicants interested in specific departments.

| | <u>Dept.</u> | | <u>Dept.</u> |
|---------------------|--------------|-----------------------|--------------|
| Reddick, Alexander | ESE | Lois J. McDonald | HADM or MHCH |
| Ernest Gene Brown | HADM | Judy McKay | ? |
| Sandra Gipson | ESE | Jacqueline Moniquette | MHCH or MENH |
| Marvin E. Hedgebeth | ESE | Ted Parrish | HEED |
| George Henry | ESE | Jacqueline Turk | MHCH |
| Christopher Hunt | ESE | Jimmie Ward | ESE |
| Carlton V. Jackson | PHNU | Margorie Warren | ? |
| Portia LaSonde | HADM | Clyde Williams | ESE |
| George Yu-teh-Liu | BIOS | Paul S. Williams | HADM |

WTS:sr

M E M O R A N D U M

To

Dean Mayes

Date

3-13-72

This is a copy of Dr.
Blue Spruce's reply to
our proposal.



Bill Small

DEAN'S OFFICE
SCHOOL OF PUBLIC HEALTH
UNIVERSITY OF NORTH CAROLINA



DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
PUBLIC HEALTH SERVICE
NATIONAL INSTITUTES OF HEALTH
BETHESDA, MARYLAND 20014

JN

*3/16/72 cc. Mr. Hooper
SPH Minorities Comm.*

BUREAU OF HEALTH MANPOWER EDUCATION

March 8, 1972

RECEIVED

MAR 13 1972

OFFICE OF THE DEAN
SCH. OF PUBLIC HEALTH

Mr. William T. Small
Coordinator of Minority Affairs
School of Public Health
University of North Carolina
Chapel Hill, North Carolina 27514

Dear Mr. Small:

This is to acknowledge receipt of your letter of February 7 and the enclosed proposal seeking funds to support the Minority Students Fellowships Program.

The Office of Health Manpower Opportunity, of which I am director, was recently created to administer a new program entitled "Special Health Career Opportunity Grants" of the Health Manpower Education Initiative Awards, Section 774(b) of the Comprehensive Health Manpower Training Act of 1971 (P.L. 92-157). Our Office will administer grants to support projects designed to enhance and facilitate the enrollment of individuals from minority and disadvantaged backgrounds into schools of health professions, or other health training, and to assure the completion of their education and training, but our authority does not include stipends to students as described in your proposal. Specifically, the Law provides the following authority:

"Sec. 774(b) The Secretary may also make grants to public or nonprofit private health or educational entities to assist in meeting the costs of special projects to--

"(1) establish or operate projects designed to identify, and increase admissions to and enrollment in schools of medicine, dentistry, osteopathy, optometry, podiatry, pharmacy, veterinary medicine, public health, or other health training of, individuals whose background and interests make it reasonable to assume that they will engage in the practice of their health profession in rural or other areas having a severe shortage of personnel in such health profession; or

"(2) (A) identify individuals with a potential for education or training in the health professions (including veterans of the Armed Forces of the United States with training or experience in the health field) who due to

socioeconomic factors are financially or otherwise disadvantaged and encouraging and assisting them (i) to enroll in a school of medicine, dentistry, osteopathy, pharmacy, optometry, podiatry, veterinary medicine, public health, or other health training; or (ii) if they are not qualified to enroll in such a school, to undertake such postsecondary education or training as may be required to qualify them to enroll in such a school;

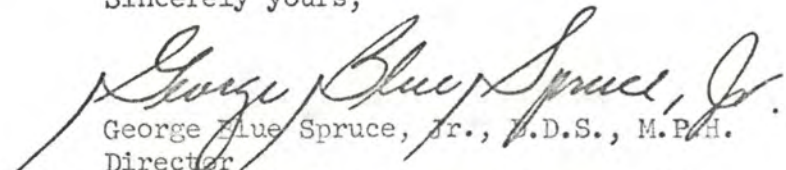
"(B) publicize existing sources of financial aid available to persons enrolled in any such school or who are undertaking training necessary to qualify them to enroll in any such school; or

"(C) establish such programs as the Secretary determines will enhance and facilitate the enrollment, pursuit, and completion of study by individuals referred to in clause (A) (i)."

Consequently, this Office would be unable to fund your proposal as described. It is suggested that you contact Mr. Thomas D. Hatch, Director, Division of Allied Health Manpower, Bureau of Health Manpower Education, Room 3C-39, Bldg. 31, Bethesda, Maryland 20014. This Division operates programs that may be of possible assistance to you relative to the specific issue of stipends.

I hope that this information will be helpful to you.

Sincerely yours,


George Blue Spruce, Jr., D.D.S., M.P.H.
Director
Office of Health Manpower Opportunity

TRANSMITTAL SLIP

Date 16 Mar 72

TO:

Mr Harper

- | | | |
|---|--|--|
| <input type="checkbox"/> Approval | <input type="checkbox"/> Review | <input type="checkbox"/> Per conversation |
| <input type="checkbox"/> Signature | <input type="checkbox"/> Note and see me | <input type="checkbox"/> As requested |
| <input type="checkbox"/> Comment | <input type="checkbox"/> Note and return | <input checked="" type="checkbox"/> Necessary action |
| <input type="checkbox"/> For your information | | |
| <input type="checkbox"/> Prepare reply for signature of _____ | | |

Remarks:

Appro. Fol-up.

From

WJH

Phone

Room

Dept.

Form No. 499



THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL 27514

cc Mr. Harper

SCHOOL OF PUBLIC HEALTH
DEPARTMENT OF BIOSTATISTICS

M E M O R A N D U M

To: Departmental Representatives on the Task Force
From: Bill Small, Coordinator of Minority Affairs
Date: February 24, 1972
Subject: Status of Minority Student Applications

I would like to ask you to help me maintain information concerning the current status of minority student applications to your various departments. I am hoping that the maintenance of such information will enable me to aid with any problems that may arise and to ensure that the student has successfully completed the application process.

Therefore I am attaching a "status record checklist" for each student for whom we already have indication of application to your department. I hope that you will check with the person who handles admissions in your department on the progress of each of these applications approximately once a week to maintain current information concerning their status. Please notify me also if you become aware of additional minority candidates. I am attaching several additional blank checklists for your use for them.

If at any point in the admissions process, you become aware of problems concerning the status of the student's application with which I may be of assistance, please contact me.

Thank-you very much for your help in this matter. If the organization in your department makes it more appropriate for you to delegate this, please notify me of the name of the person you have delegated.

BS:etm

c.c. Dean W. Fred Mayes
Dr. Rolf Lynton
Miss Adeline Gracey

Status of Application for Admission

The applicant named below is a minority student who has requested application for admission forms for graduate study in your department. Please use the check list below as a means of following the status of the application. If any problems or unusual circumstances arise in connection with this application, please contact Mr. William Small.

Name _____ Department _____

APPLICATION FILE

_____ Application received [If the application file is not
_____ Transcript(s) received complete by _____,
_____ References received return this form to Mr. Small.]

Comments:

DEPARTMENTAL RECOMMENDATION

_____ Date acceptance recommended
_____ Date rejection recommended
_____ Financial support offered

Comments:

GRADUATE SCHOOL ACTION

_____ Copy received of Graduate School acceptance letter
_____ Rejected by Graduate School

[If the department has not learned of the Graduate School's decision within one month after the department has recommended admission, the department should contact the Graduate School to inquire about the status of the application.]

REPORT TO MINORITIES COORDINATOR: When final disposition of the application is made, please return this form to Mr. Small.

TRANSMITTAL SLIP

Date 29 Feb 72

TO:

Mr Harper

Approval

Signature

Comment

For your information

Prepare reply for signature of _____

Review

Note and see me

Note and return

Per conversation

As requested

Necessary action

Remarks:

Appro. fol-up.

From:

W. J. M.

Phone

Room

Dept.

THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL

27514

April 7, 1972

SCHOOL OF PUBLIC HEALTH
OFFICE OF THE DEAN

SPH Minorities Com.

MEMORANDUM TO: Rolf P. Lynton, Chairman
SPH Minorities Committee

FROM: Charles L. Harper

SUBJECT: Alternate criteria for admitting new kinds of
students for programs leading to graduate degrees
in Public Health

After discussing this subject with Dean Mayes and Dr. Larsh, we decided not to include it among the agenda items for the Dean's Cabinet for the April 10 meeting.

It seems to us that the proposal needs more elaboration. It would also be appropriate for it to be considered by the School's Academic Program Committee, which in turn would bring it to the Dean's Cabinet for review and possibly for action.

I am not trying to delay this matter. To the contrary, I think it deserves full and early consideration. It seems to me that we will be in a stronger position to deal with the University administration if we pursue the route I have suggested.

CLH:fs

cc: Dean Mayes ✓
Dr. Larsh
Mr. Small

THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL

27514

SCHOOL OF PUBLIC HEALTH
OFFICE OF THE DEAN

Minority Progress Report

Since November 15, 1971, recruiting activities have included visits to fourteen minority colleges and universities in the states of North Carolina, Virginia, and Georgia. Many times repeated visits were necessary in order to adjust scheduling to a time that would permit the greatest number of persons to be present. The minority recruiting team has consisted of School of Public Health faculty and students utilizing varied motivative tactics. It is estimated that more than 500 persons have listened to our presentations.

Although the primary objective of the minorities office is to increase minority enrollment within the School of Public Health, time is also spent discussing other health and health related degree and certificate programs offered by UNC - Chapel Hill, Duke, and North Carolina Central University. As a result of being involved in this mammoth health program and in an attempt to expose more qualified minorities to health professions, the School of Public Health minority office has developed a working relationship with the North Carolina Health Manpower Development Program, headed by Mrs. Eva Clayton. Plans are currently being made to coordinate the recruiting efforts of these two offices in hopes of creating a more organized and efficient program.

The table below will show the current status of minority recruitment per department as of April 21, 1972.

| <u>Dept.</u> | <u>Students Accepted</u> | <u>Incomplete Applications</u> | <u>Stipends Needed</u> | <u>Returning Students</u> |
|--------------|--------------------------|--------------------------------|------------------------|---------------------------|
| BIOS | 2 | 1 | 0 | 1 |
| ESE | 3 (1part/time) | 1 | 1 | 1 |
| EPID | 0 | 0 | 0 | 0 |
| HADM | 7 | 2 | 3 | 1 |
| HEED | 6 | 0 | 1 | 1 |
| MCH | 7 | 1 | 6 | 0 |
| MENH | 2 | 0 | 1 | 0 |
| PALP | 4 | 0 | 0 | 2 |
| PHNU | 3 | 1 | 0 | 1 |
| NUTR | 5 | 0 | 0 | 0 |
| TOTALS | <u>39</u> | <u>6</u> | <u>12</u> | <u>7</u> |

from 4.2 70 } (?)
to 11. 90 }

The September 1971 minority enrollment was twenty (20) students in a total School of Public Health student body population of four hundred seventy (470) or 4.2%. According to the School of Public Health Registrar, Mrs. Palladino, the 1972-73 student enrollment will remain constant at 470. It appears that the minority matriculation will increase to above 50 or close to 11%.

Respectfully submitted,

A handwritten signature in cursive script that reads "William T. Small".

William T. Small
Coordinator of Minority Affairs

(2)

THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL

27514

SCHOOL OF PUBLIC HEALTH
OFFICE OF THE DEAN

TELEPHONE
AREA 919, 966-1113

MEMORANDUM OF RECORD

TO: Dean Mayes
Dean Harper

FROM: J. E. Larsh *J. E. Larsh*

DATE: April 30, 1972

SUBJECTS:

1. Policy of Graduate School in Regard to Admission of Students without an Undergraduate Degree.

A conference was held in Dean Jones' office from 9:00-11:00 a.m. on Friday, March 10, 1972. Deans Jones, Howell, Mayes, Harper and Larsh attended.

Dean Jones declared that the present policy requires an undergraduate degree or an acceptable certification of an equivalency. He indicated that the Graduate School would be glad to consider an equivalency to the undergraduate degree if it were certified by an appropriate part of the University, i.e., School of Arts and Sciences, or some other accredited institution. He did not deem it the responsibility of the Graduate School to develop alternate criteria on an equivalency to the degree. He was not enthusiastic over his predicted possibility that equivalencies might be developed and accepted at some future time.

2. Policy of the College of Arts and Sciences in Regard to Certifying Equivalency for an Undergraduate Degree.

A conference was held in Dean Dawson's office from 2:00-2:30 p.m. on April 20, 1972. Deans Dawson, Mayes and Larsh attended.

Dean Dawson declared that there are no means on this campus for certifying such an equivalency. Degrees are certified after satisfactory completion of prescribed requirements, including some that can be met by course exemption examinations. There are at present no such examinations that cover clusters of courses in a given field or program area, and there is no provision for a comprehensive examination to certify that a person possessed sufficient knowledge to be a good risk in a specific graduate program.

RECEIVED

MAY 3 1972

OFFICE OF THE DEAN
SCH. OF PUBLIC HEALTH

cc

*Dean's Cabinet
Vice Chancellor & Staff
Dr. Ralph Hunter
Mr. Walter Isaacs*

TRANSMITTAL SLIP

Date *5 May 72*

TO: *Dr Larsh*

- | | | |
|---|--|---|
| <input type="checkbox"/> Approval | <input type="checkbox"/> Review | <input type="checkbox"/> Per conversation |
| <input type="checkbox"/> Signature | <input type="checkbox"/> Note and see me | <input type="checkbox"/> As requested |
| <input type="checkbox"/> Comment | <input type="checkbox"/> Note and return | <input type="checkbox"/> Necessary action |
| <input checked="" type="checkbox"/> For your information | | |
| <input type="checkbox"/> Prepare reply for signature of _____ | | |

Remarks:

Thought you'd appreciate having a copy of this letter from Dr. Slups.

From: *Wm Mayes*

Phone

Room

Dept.

(M)

SPH Minutes Com.

March 29, 1972

DRAFT - FOR DISCUSSION ONLY (at this time).

Dr. Cecil G. Sheps
Vice Chancellor, Health Sciences
University of North Carolina
Chapel Hill, North Carolina

Dear Cecil:

Your attention is directed to a serious matter which concerns not only the School of Public Health, but the University generally. The issue is one of policy governing student eligibility for admission to programs of graduate study. As you may know, the question is precipitated because of the need for more equitable representation between minority and majority groups within the student body. The basis question at issue, as we see it, is as follows:

Is the University in a position to develop criteria for admission of students to graduate study which will permit consideration of applicants who do not have at the time of admission, a Bachelor's Degree from an approved school?

Behind this question are the following facts which have relevance:

- (1) The requirement for a prior Bachelor's degree has been the stated policy of this School, as well as the Graduate School.
- (2) At least one exception has been made recently to this policy by the Graduate School, although this exception was made on an individual basis and not on the basis of alternate eligibility for students in general.

March 29, 1972

(3) The Graduate School Dean has stated that he would be willing to consider criteria which the Undergraduate School might develop as equivalent to the Bachelor's degree. This is not the same as alternate criteria which would satisfy the question of whether a student could reasonably be expected to successfully pass graduate level academic studies.

(4) The Graduate School here has no plans, nor thinks it an appropriate task for itself, to develop alternate admission criteria^a for the Graduate School.

(5) The School of Public Health has a commitment to increase the representation of black and other minority group students. The development by the University of alternate admission criteria for persons who have demonstrated their capability for graduate study would be an effective means of accelerating the achievement of his equity.

(6) The School of Public Health has already had several requests from minority persons who would probably be eligible for admission under alternative criteria which addresses itself to the individual's capability of successfully completing graduate study.

(7) There is one particular person, a full-time member of the faculty of the SPH (Lecturer), who is seeking admission to the School of Public Health as a Masters candidate. This person is a Black who has demonstrated to the complete satisfaction of the SPH that he would compete successfully with other students. He has been denied admission because of his not having the Bachelor's degree. His situation accentuates the immediate need for a review of Present University policy.

Sincerely yours,

W. Fred Mayes, M. D.
Dean

cc: Associate Dean Larsh
Associate Dean Harper

M Charles Harper

THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL
27514

SCHOOL OF PUBLIC HEALTH
DEPARTMENT OF MENTAL HEALTH

MEMORANDUM

TO: Members of the Minorities Committee
FROM: Rolf P. Lynton ^{RPL}/_{MP}
DATE: March 28, 1972
SUBJECT: Task Group on Experimental Programs: the U.N.C. criteria for admitting new kinds of students for professional education.

Increasingly in the last few years the University has sought ways of admitting students into programs of professional education who did not meet the usual criteria for admission but were otherwise qualified to work in graduate programs and in due course receive graduate degrees. The procedure has been for such a student to be accepted by a Department in the School and then proposed for acceptance by the Graduate School of the University as an exception. Each of these cases has been treated separately, involving lengthy and often difficult individual decisions. Several have succeeded, some have failed, in this laborious and uncertain process. It now seems that this work has provided valuable experience which can now be summarized in a set of criteria which can cover the admission of these students. This is, of course, very timely just when the School and the University is meeting its commitments to increase substantially the proportion of students from minority groups and when, moreover, there is a growing emphasis on developing an ever closer relationship with professional health practice in the field.

The next step therefore, is to identify a useful set of criteria concretely, for discussion. Proceeding briskly, because of its timeliness, a three step sequence would get the necessary work done within the School.

1. Discussions within all Departments - through your initiative and activity.
2. Feedback of suggestions and comments at Minorities Committee meeting on April 4, and amendment of proposal in the light of the discussion there till the Committee is agreed.
3. Submission of the Committee's proposal to the Deans Cabinet for discussion at its next meeting on April 10th.

The proposal is this:

As is the case now, all candidates must satisfy the admission requirements of the School and of the Department to which they ask admission.

Then, if a candidate does not satisfy all admission requirements to graduate study of the University at large they can be admitted if they satisfy all of the following five additional criteria:

1. satisfactory scores on the Graduate Record Examination
2. one to two years experience in their chosen profession under the supervision of a qualified professional
3. evidence of satisfactory performance of ^{graduate?} (university level) work, study habits, etc.

If they satisfy these three criteria, candidates can be admitted to professional education leading to a graduate degree on these conditions:

1. admission will be conditional on satisfactory performance during the first semester of graduate study
2. the program of study may be elongated, on recommendation from the student's advisor and his Department by up to one extra year, so that the candidate may take some extra courses as required or take a lesser course load than is usual.

dictated but not read

DRAFT - For Discussion Only (at this time).

29 Mar 72

Dear Cecil:

Your attention is directed to a serious matter which concerns not only the School of Public Health, but the University generally. The issue is one of policy governing student eligibility for admission to programs of graduate study. As you may know, the question is precipitated because of the need for more equitable representation between minority and majority groups within the student body. The basic question at issue, as we see it, is as follows:

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CC.
Associate Dean Lorch
Associate Dean Harper

Charles Hargrett

THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL
27514

SCHOOL OF PUBLIC HEALTH
DEPARTMENT OF MENTAL HEALTH

MEMORANDUM

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3. evidence of satisfactory performance of university level work, study habits, etc.

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1. admission will be conditional on satisfactory performance during the first semester of graduate study
2. the program of study may be elongated, on recommendation from the student's advisor and his Department by up to one extra year, so that the candidate may take some extra courses as required or take a lesser course load than is usual.

dictated but not read

TRANSMITTAL SLIP

Date 29 Mar 72

TO: Dr Cecil Sheps
Vice Chancellor

- Approval
- Review
- Per conversation
- Signature
- Note and see me
- As requested
- Comment
- Note and return
- Necessary action
- For your information
- Prepare reply for signature of _____

Remarks:

Here is a discussion draft of an urgent matter which I hope we can discuss during our conference set for Friday morning, 31 Mar 72.

From:

W. J. Mayer

Phone

Room

Dept.

THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL
27514

(Handwritten initials)

5/3/72 rec: D. Lando

SCHOOL OF PUBLIC HEALTH
OFFICE OF THE DEAN



May 4, 1972

RECEIVED

MAY 4 1972

OFFICE OF THE DEAN
SCH. OF PUBLIC HEALTH

Dean W. Fred Mayes
School of Public Health
University of North Carolina
Chapel Hill, North Carolina 27514

Dear Dean Mayes:

On Thursday April 27, 1972 I visited Johnson C. Smith University in Charlotte for the purpose of meeting with some of the faculty and students there and also to test a different recruiting approach - one that we hope to employ during the next school session. Accompanying me were Mrs. Eva Clayton, Director of the North Carolina Health Manpower Development Program, Mrs. Sarah Lucas, a Recruiter Counselor at North Carolina Central University and Mr. John Hatch of our School of Public Health.

During the course of our brief venture at Johnson C. Smith we were introduced to Mr. _____, a Professor in the Biology Department there. Mr. _____ told us that he had applied to the Department of Parasitology and Laboratory Practice, School of Public Health and was refused admission with no specific reasons given for the action taken. He felt that he had been dealt with unjustly. After listening to Mr. _____ present his case, our group felt that there would be no encouragement on his part to have Johnson C. Smith graduates attend the School of Public Health, University of North Carolina.

I told Mr. _____ that I had his name on my minority list but had no prior knowledge of his case. I assured him that I would look into the matter upon returning to Chapel Hill.

The following day I met with Dr. James R. Hendricks, Associate Professor of Parasitology and Laboratory Practice and inquired about Mr. _____'s application. Dr. Hendricks told me that the applicant was applying for the Ph.D program and that there were several factors which led to rejection of the application. Poor recommendations from his peers along with low undergraduate and graduate records were cited as major items which influenced negative opinions. Dr. Hendricks also indicated that the M.P.H. program should have been considered by the applicant before attempting the doctorate program.

I have not seen any written documents from the Department of Parasitology nor from Mr. _____, The above information was received via verbal collaboration.

About eight weeks ago I sent forth a "status of application for admission" form to all departments in the School of Public Health. This form, a copy of which is enclosed with this letter, was designed for the purpose of following the status of a minority application through various process stages and also to further inform the minority coordinator of departmental and graduate school action.

Realization must be placed to the fact that difficulty arises in differentiating minority from non-minority with the present application form makeups. Several departments in the School of Public Health have requested assistance from the Minorities Office in helping to determine the ethnic status of certain applicants. I sincerely hope that I can continue to render this service and that other departments will feel free to share information germane to minority applicants with this office.

Sincerely yours,



William T. Small
Coordinator of Minority Affairs

WTS:mb

Enclosure

cc: Dr. Rolf P. Lynton
Dr. James R. Hendricks
Mr. John Hatch
Dr. Bernard Greenberg

Status of Application for Admission

The applicant named below is a minority student who has requested application for admission forms for graduate study in your department. Please use the check list below as a means of following the status of the application. If any problems or unusual circumstances arise in connection with this application, please contact Mr. William Small.

Name _____ Department _____

APPLICATION FILE

_____ Application received [If the application file is not
_____ Transcript(s) received complete by _____,
_____ References received return this form to Mr. Small.]

Comments:

DEPARTMENTAL RECOMMENDATION

_____ Date acceptance recommended
_____ Date rejection recommended
_____ Financial support offered

Comments:

GRADUATE SCHOOL ACTION

_____ Copy received of Graduate School acceptance letter
_____ Rejected by Graduate School

[If the department has not learned of the Graduate School's decision within one month after the department has recommended admission, the department should contact the Graduate School to inquire about the status of the application.]

REPORT TO MINORITIES COORDINATOR: When final disposition of the application is made, please return this form to Mr. Small.

TRANSMITTAL SLIP

Date 5 May 72

TO: Dr. Larsh

- Approval
- Signature
- Comment
- For your information.
- Prepare reply for signature of _____
- Review
- Note and see me
- Note and return
- Per conversation
- As requested
- Necessary action

Remarks:

Lets' discuss, earliest!

Thank,

From: WJM

Phone

Room

Dept.



TO:

Dean W. Fred Meyer

- | | | |
|---|--|--|
| <input type="checkbox"/> Approval | <input type="checkbox"/> Review | <input type="checkbox"/> Per conversation |
| <input type="checkbox"/> Signature | <input type="checkbox"/> Note and see me | <input checked="" type="checkbox"/> As requested |
| <input type="checkbox"/> Comment | <input type="checkbox"/> Note and return | <input type="checkbox"/> Necessary action |
| <input type="checkbox"/> For your information | | |
| <input type="checkbox"/> Prepare reply for signature of _____ | | |

Remarks:

Dear Dean,

Here's a copy of the schedule for the Compensatory Health Summer program which I promised you. at the bottom is a mathematical rundown of the students according to race and program area interests.

From:

Bill Small

Phone

Room

Dept.

May 31

Basic Sciences Building 1st 105

T. 30 AM

(M)

File

Coord. Minutes Affairs

Mr. Small

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------|-------------------------------|-----------------|-----------------|--------------------|-----------------|
| 8:00 | General Studies | General Studies | General Studies | General Studies | General Studies |
| 9:00 | Biostatistics | Pathology | Biostatistics | Pathology | Biostatistics |
| 10:00 | Biology | | Biology | | Biology |
| 11:00 | Orientation to Health Careers | Micro Math | Micro Math | Micro Math | Micro Math |
| 12:00 | Chemistry | Chemistry | Chemistry | Micro Lab | Chemistry |
| 1:00 | Lunch | Lunch | Lunch | | Lunch |
| 2:00 | Biochemistry | Biochemistry | Biochemistry | Biochemistry | Biochemistry |
| 3:00 | | Faculty Meeting | | Dental Orientation | |
| 4:00 | | | | | |

21 Med
 4 Dent
 6 Nurs
 12 P/H
 2 Pharm
 3 Med-Tech
 6 other
 11 Undecided

50 Black
 7 white
 12 Mex.-American
 5 Indian
 1 Greek

THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL

27514

SCHOOL OF PUBLIC HEALTH
OFFICE OF THE DEAN

TELEPHONE
AREA 919. 966-1113

June 5, 1972

Mr. John W. Hatch, Instructor
Department of Health Education
School of Public Health
University of North Carolina
Chapel Hill, North Carolina 27514

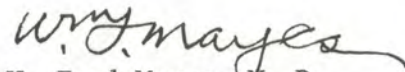
Dear Mr. Hatch:

Thanks for your June 1 note of appreciation for my efforts toward recruiting more Blacks into our School of Public Health student, faculty, administrative and staff support roles. In like manner I should like to compliment and thank you for your spirited, good-humored and effective help in the same effort. And, as you know, there are numerous others -- both within and without the School -- who have worked steadily with us, in this endeavor. It is this kind of teamwork that finally wins out in all our undertakings.

While we are all proud of the excellent showing we have made, in a relatively short time, we have a great deal more to do. With our working team and spirit we must, and will move on to greater things for the School, the University, and the people of North Carolina and the nation.

Best wishes,

Sincerely,



W. Fred Mayes, M. D.
Dean

WFM/fwa

cc: Dean's Cabinet
President Friday
Chancellor Taylor
Vice Chancellor Sheps
Mr. William Small, Jr.
Dr. Rolf Lynton

THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL
27514

THE SCHOOL OF PUBLIC HEALTH
DEPARTMENT OF HEALTH EDUCATION

June 1, 1972

Dr. Fred Mayes, Dean
School of Public Health
University of North Carolina
Chapel Hill, N. C. 27514

Dear Dean Mayes,

I want to let you know how much I appreciate the actions you have taken to increase the level of black enrollment in the school.

I believe a significant increase in the number of minority people in strategic positions in the field of public health will make a difference in the quality and appropriateness of health services. Your action in this direction has set an example we hope others in the University will see fit to follow.

Sincerely,

John W. Hatch

John W. Hatch
Instructor

JWH:go

RECEIVED

JUN 1 1972

OFFICE OF THE DEAN
SCH. OF PUBLIC HEALTH

MEMORANDUM

To:

Beenie Greenberg

From Cecil G. Sheps

Date:

last year the school
adopted and publicized

at 15% target for

minority student admission.

When this is dealt with

again, I think it'd

be good if you talked

about - various aspects,

intending prior. role,
publicity etc. Cecil

7/17/72 cc: Chas. Taylor
Pres. Robinson (RW)
Vice-Chance. & Gees
Dr. Greenberg
Dr. Orkum
Mr. Hooper

RECEIVED

OFFICE OF THE DEAN
SCHOOL OF PUBLIC HEALTH

Roamless Hudson, Jr.
School of Public Health
Department of Environmental Sciences
and Engineering
University of North Carolina
Chapel Hill, North Carolina 27514
July 12, 1972

Dr. W. Fred Mayes, Dean
School of Public Health
University of North Carolina
Chapel Hill, North Carolina 27514

Dear Dr. Mayes:

Thanks for the compliments given to me in your letter of July 5, 1972 concerning my extra-curricular activities in the School of Public Health.

Having served as the first chairman of the minority students in the School of Public Health and having met you in that capacity, I feel that I must express my deep appreciation and admiration for you as one who helped to give substance to our dreams of correcting some of the inequities which have plagued minority people in the field of public health.

Personally, I feel that our aspirations are becoming a reality and that our respect for working within the system has improved tremendously as a result of your fairness and willingness to discuss ideas which we felt could help alleviate a few unjust practices within the system.

It was generous of you to share your time with us, and I appreciate your fine cooperation.

Best wishes to you and your family in your retirement.

Sincerely,

Roamless Hudson, Jr.
Roamless Hudson, Jr.

RECEIVED

RH:mb

13 1972

Vice Chancellor
Health Sciences

THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL
27514

RECEIVED

SEP 11 1972

OFFICE OF THE DEAN
SCH. OF PUBLIC HEALTH

SCHOOL OF PUBLIC HEALTH
DEPARTMENT OF MENTAL HEALTH

MEMORANDUM

TO: B. G. Greenberg, Dean
FROM: Rolf Lynton, Chairman, Minorities Relations Committee
DATE: September 6, 1972

R_{Lynton}

Three forward looking points on different aspects of Minorities health manpower development - perhaps the agenda for a brief meeting with you soon

1. Next steps to diversifying UNC's criteria for admitting students to programs.

This continues to be a live, urgent issue, as you know, and the Committee for Minority Relations of the School of Public Health will again this year have a task group working on it. (I chair this.)

This issue is even more urgent this year than last, with fresh questions crowding in about the relationship between the Summer Compensatory Program and Graduate School Admissions, and the HISMA evaluation program, on top of the outstanding problems of some people already at the School.

At its first meeting yesterday the School of Public Health Committee therefore decided to have again a Task Group working on this issue this year.

2. Reorganization of the Consortium Board of the North Carolina Health Manpower Development Program.

I have accepted the invitation to chair the task group to work on this recommended reorganization, which clearly reflects that the Program is State-wide. The other members are: Capehart (New Careers), Fitts (NCCU), Lindsey (Duke), Watts (Lincoln Hospital). It should be done by November.

The Board now has three members from the School: Arden Miller, Guy Stewart and myself. This calls for review.

3. Work with other educational institutions in the State: a major program for developing more and better faculty.

This issue is wider than Minorities, but dealing with it could give strong support to our efforts with Minorities.

Going by requests we already get every year from students now at the School, we are still short of programs for teaching and training skills, which their health service positions demand. Such programs would also be a major resource if UNC developed a strategy for helping selected key institutions

Memo to Dean Greenberg

September 6, 1972
page 2

in the State develop their faculty and institutional capacity, for instance, for increasing the flow of members of Minority groups into the health services.

This issue could be worked on within the School and also more widely, e.g., with the Office of Medical Studies, the School of Nursing, and perhaps others which share this interest, and have resources to contribute and would collaborate with us.

RL:ml

cc: Dorothea Leighton
Bill Small
Walter Isaacs

dictated but not read

THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL

CAROLINA POPULATION CENTER
407 PITTSBORO STREET
CHAPEL HILL, N.C. 27514

TELEPHONE: AREA 919, 933-3007
CABLE: POPCENTER, CHAPEL HILL, N.C.

MEMORANDUM

TO: Bernard G. Greenberg

DATE: October 10, 1972

FROM: Rolf Lynton *R. Lynton*

SUBJECT: Experimental Admissions to Graduate Programs at School of Public Health

At its meeting today the Committee decided to pursue the task started last year of developing an experimental program of admitting suitable students who come for admission with different qualifications than have been traditionally accepted by Graduate School.

The task group on this consists of Gerry Gourley, Bill Small and me. Maybe a few minutes' talking would put us on the right strategy for pursuing this with most success.

The committee also wants you to know that it is very willing to work on any aspect of the work to recruit more minority faculty members into the School in which its help may be useful.

RECEIVED

OCT 17 1972

OFFICE OF THE DEAN
SCH. OF PUBLIC HEALTH

THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL
27514

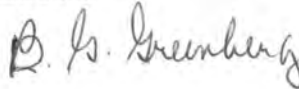
SCHOOL OF PUBLIC HEALTH
OFFICE OF THE DEAN

TELEPHONE
AREA 919, 966-1113

MEMORANDUM

TO: The Minority Advisory Committee

FROM: B. G. Greenberg, Dean



DATE: February 19, 1973

SUBJECT: Resolution on Faculty Employment

I am most appreciative of your memorandum and resolution on the above subject because I interpret this to re-enforce our commitment to the addition of qualified Black faculty members to our school.

I am in complete accord with the Dixon Committee resolution. In fact, our recruitment efforts have been geared toward realization and exceeding the goals expressed in that resolution and the recommendations for implementation which were approved by the Faculty Council on September 15, 1972.

You are aware of the financial restraints facing the school and University, and the uncertainty of our ability to retain some of presently employed and tenured faculty. This fact must be considered in assessing our opportunity to recruit any faculty members at all. I can certainly re-affirm the school's intent to recruit Black faculty members when any form of recruitment is possible.

I cannot agree unequivocally that all hiring will be confined to Blacks, if and when funds are available for recruitment. There clearly could be some situations in which qualified Black faculty are not available despite every effort to locate them. Part of our accountability is to show what efforts were made to do so and why other courses of action were necessary. As Dean of the school, I have been and will continue to be prepared to ask pertinent questions of Search Committees plus any department head recruiting for the school. By the same token, we will be glad to have the Minority Advisory Committee assist in recruitment efforts should positions become available. At the present time, the only position we are proceeding to recruit for 1973-74 is the replacement for Dr. Okun as head of the Department of Environmental Sciences and Engineering. Dr. Grizzle is Chairman of that Search Committee and I am positive he would welcome any suggestions your Committee may have.

Finally, rather than another special committee to approve and monitor plans for recruitment, I believe we have in the Minority Relations Committee a viable organization that already works out of the Dean's Office and represents the school. I should like to use this Committee to serve the purpose of advising and assisting in the recruitment of faculty from minority groups.

cc: Dr. Charles L. Harper

*As I has
copy from
them*

March 2, 1973

MEMORANDUM TO: The Minority Advisory Committee

FROM: B. G. Greenberg, Dean

SUBJECT: Black Faculty Recruitment - Your Memorandum of February 27, 1973

We are proceeding to develop a plan of action that will guide each of our departments in its recruitment efforts to secure Black Faculty members. In particular, I am asking Associate Dean Harper, with the assistance of Mr. Small, to draft the text of a proposed plan within the next several days. Such a plan will be shown to you and the Minority Recruitment Committee for comments and suggestions before being presented to the Dean's Cabinet for approval and adoption. This plan will cover the various points brought out in paragraph three of your February 27 memorandum.

The most recent status of recruitment for new faculty is, of course, of interest to you and to us. I have announced a general policy position that we will not recruit for new faculty members until the financial condition of the School permits us to do so. Any exception to this, such as a critically needed position as replacement for a faculty member who has vacated a position, and where funds are available, must be cleared with me prior to recruitment.

I previously mentioned the status of three Department Head positions which are or will become vacant. We do not expect to recruit for employment in 1973 for those in Mental Health and Public Health Nursing at this time, but are recruiting for the Head of Environmental Sciences and Engineering. In addition, there are two other positions in that department--one a Radiation Physicist to replace the ailing Dr. Newton Underwood; the other a position in the area of water quality as a one-year replacement of Dr. Charles O'Melia. We plan to canvass the field for possible Black persons for these positions.

A final word seems in order relative to the "spirit" as well as the "letter" of School of Public Health policy on Black faculty recruitment. We do not intend to recruit grudgingly, or out of necessity, but out of moral commitment that it is the right thing to do and we want to do it. The mechanism is relatively easy to work out.

2—The Minority Advisory Committee, March 2, 1973.

I hope that everyone in the School, including those who have shown so much interest and concern, and have worked hard to help the School acquire better representation of Blacks among our faculty, accepts this statement of our commitment. If so, the "monitoring" of recruitment efforts is not to be done in a negative spirit, but in a cooperative manner. Perhaps monitoring is not really the appropriate term, as it implies negativism. The plan we propose will establish communication and coordination linkages between Departments and the Minority Relations Committee.

I will welcome any suggestions you have at any time. We expect to have the recruitment action plan from Dr. Harper and Mr. Small for your perusal within the next two weeks.

BCC:fs

SCHOOL OF PUBLIC HEALTH
DEPARTMENT OF MENTAL HEALTH

MEMORANDUM

Minorities Relations Committee Minutes
March 29, 1973 meeting

1. Public letter from Black Students Committee

Bill Small reported on the letter appearing in the Chapel Hill Newspaper over his name. The letter was sent in memo form to a number of newspapers in the state. It was from the Black Students Committee, and Bill's name was given as an address for replies. The paper made an error in printing his name, especially as the letter was not signed. The Newspaper has been notified of this fact, and will print a retraction.

2. Recruitment of Faculty and Students

a. Faculty - The Dean's Cabinet has before it a plan for Black faculty recruitment that will be in effect until each Department has at least one Black faculty member; Departments will then switch to recruitment of faculty members from other minority groups too.

b. Students - There are between 80-90 applicants for the Fall. Most of these students have requested financial aid; the Student Aid Office has advised Bill Small's office that there will be some loans available.

3. Minorities Advisory Committee

This is an ad hoc committee set up by the Dean. The Minorities Relations Committee agreed with the chairman's proposal that he explore the possibilities of merging the two committees.

4. Task force on Experimental Programs

On the basis of the excellent information from Departments about one sample application a specific proposal for an experimental admissions program has been submitted to the university for admitting students without bachelor degrees but with relevant working experience. Departments would see that students in this program would receive supplementary courses, tutoring or extended periods of study, as needed.

5. Summer Program for Disadvantaged Students

This year there will be two programs offered. At Western Carolina in Cullowhee the concentration will be on high school and freshmen and sophomores in college, and hopes to attract participation from the Indian reservation just ten miles distant.

At UNC the program will center on older students. Three courses will be required, one on writing skills and two others in areas of interest to the students. The organizers proposed that a comprehensive course detailing the offerings of the School of Public Health be structured for this group.



Rolf P. Lynton
Chairman
Minorities Relations Committee

B. G. Greenberg

THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL
27514

SCHOOL OF PUBLIC HEALTH
OFFICE OF THE DEAN

TELEPHONE
AREA 919. 966-1113

Memorandum

To: Minority Relations Committee and
Minority Advisory Committee

From: B. G. Greenberg, Dean *B. G. Greenberg*

Date: May 16, 1973

Subject: Reorganization of Minority Relations Committee

The Minorities Relations Committee (MRC) was appointed by Dean W. Fred Mayes as an ad hoc committee during the latter half of the 1960's and was charged primarily with the responsibility (1) of developing feasible strategies for the successful recruitment of minority students and (2) to delineate the possible problems that might be encountered in pursuing this activity.

Initially the committee was composed of representatives from each department within the School with Dr. Rolf Lynton as chairman. As time progressed, additional persons were added to the committee; among them were School of Public Health minority students, the School of Public Health representatives from a standing University Committee on the Disadvantaged, and a member of the North Carolina Health Manpower Development Program. This committee, though not a standing one, has been the functioning body for minority affairs in our School.

In November 1972, I appointed an ad hoc committee of five faculty, five minority students and two Student Union representatives to serve on what is now called the Minority Advisory Committee (MAC). The purpose of this committee was to recommend proposals for solving the problems about racial issues in course work and allied issues which had been voiced by the minority students and to report recommendations directly to me.

I believe that the MAC is accomplishing what it was basically organized to do and will no longer exist as a separate working committee in the School after its charge has been fully completed. With this in mind, I am recommending that the MAC and the MRC consolidate and become a standing committee of the School for minority affairs, henceforth to be known as the Minority Relations Committee. I further recommend that the committee be composed of ten (10) departmental representatives, six (6) minority students, two (2) representatives from the Student Union, a chairman, and Mr. Small and the School of Public Health representative on the University Committee on the Disadvantaged as ex-officio voting members.

The charge of this committee will be as follows:

1. to assist in recruiting minority faculty
2. to assist in recruiting minority students
3. to assist in improving the curriculum to meet the needs of minority groups
4. to assist in dealing with concerns and issues relevant to minority problems.

According to the constitution and by-laws of the School of Public Health, the obligation of appointing the chairman of any standing committee rests with the Dean.

I realize that the proposed composition of the MRC is quite large and may present working problems. A more feasible functioning body might be realized through the organization of small task groups from the members of the larger parent committee. I am certain that the members of the committee can best work out the most effective mechanisms to accomplish these goals.

In concluding, I hope the preceding recommendations are in agreement with what we discussed on Friday, May 11, 1973. If there is any disagreement with this proposal, please see me or Mr. Small as soon as possible.

cc: Dean's Cabinet

BGG:mb

Memorandum

To: The Minority Relations Committee

From: Dr. Bernard G. Greenberg, Dean *Bernard G. Greenberg*
School of Public Health

Date: October 1, 1973

Subject: The approval of The Minority Relations Committee as a
Standing Committee of the School of Public Health

On Monday September 24, 1973, the general faculty of the School of Public Health voted unanimously to amend Article IV, Faculty Committees, Section VI, Standing Committee to read as follows:

The Standing Committees of the School shall be established or terminated by the Dean after consultation with the Dean's Cabinet as required for the orderly administration of the School's business or to meet continuing needs of the faculty, staff and students. Such committees will be designated as Standing Committees when a continuing requirement for the committee becomes evident. Similarly, such committees may be disbanded as required when their usefulness ends or when their functions are assumed by other committees.

The Dean's Cabinet confirmed the action of the faculty at its regular meeting on October 1, 1973.

With the ammendment to the By Laws now official, I am hereby establishing the Minority Relations Committee (MRC) as a Standing Committee of the School for Minority Affairs.

I hope this action will greatly facilitate the committee in its efforts to carry out its charge.

If you have any questions about this action please do not hesitate to let me know.

Memorandum

To: Department Chairmen and Appointing Authorities
for Faculty and Staff Positions

From: Rolf P. Lynton, Chairman, Minority Relations Committee

Date: October 31, 1973

Subject: Implementation of Affirmative Action Plan: Next
Steps and Procedures

Since the beginning of this academic year, one minority member has been appointed to a service position in the School, and a second is about to be appointed. Also, the procedures for explaining why this was not possible for some other positions has become quite well established. At the same time, yet other appointments come to light about which the Minority Relations Committee has not been consulted, as provided in the School's Affirmative Action Plan approved by the Dean's Cabinet in May, nor even informed. This, together with the continued absence of firm programmatic action to develop more minority candidates for faculty positions in fields of chronic shortage has once again created major doubts about the School's commitment to act in accord with its oft repeated professions.

In this unfavorable atmosphere, any concerns that the procedures approved in the Plan may lead to delay and are burdensome sit very badly with the Committee. In the face of generations of monumental injustice, then objections, even if they had substance, would need to be brushed aside in any case. But in fact what threatens to delay the Committee's work most is the overall distrust which stems from not following the Plan in the first place; this makes every decision into a test of intention and sustained commitment. The procedures themselves need not result in any delay at all or in a total - we calculate - of two weeks maximum. That is if the School's May 1973 Plan is in fact followed. The Minority Relations Committee is organized to do its part, and this note will hereby list the steps and contacts which departments and offices need to make. The Committee is also clear that if the steps in the Plan are not followed it cannot do its work. And it will also not pretend.

The key step is to contact the Committee as soon as a vacancy is identified (for contacts see below) and to associate it with the search process. It is at this early stage that we can help ensure that possible new sources for recruitment become known and used. Fuller descriptions of the vacant positions and also of the required competences than often reach us now would be useful for this search to get under way quickly and effectively. If the Committee is associated with the search, then, if all fails, justification for appointing someone from outside the minority groups is also readily to hand.

Three - Step Procedure

The Committee has established a simple procedure for dealing with these matters efficiently.

1. As soon as it receives news of a position to be filled, it designates a member to work specifically with the Department's search process along with the Department's own representative on the Committee: A liaison committee of two. They work with the Department on this till the search is completed and the Department or office is ready to propose a particular person for approval by the Committee. This proposal needs to be accompanied by a statement following Affirmative Action guidelines.
2. Within two weeks of receiving a request for approval the Committee will meet, consider the case in the light of the written information and of the Liaison Committee's report, and decide to advise the Dean for or against the appointment.
3. The Committee's decision will be in writing and will include an explanation if the recommendation is negative. If the Dean disagrees with the Committee's recommendation, the Committee asks for up to three more days to reconsider its stand and, if necessary, appeal the Dean's decision.

Action Priorities

The Committee has also established priorities for concentrating its efforts on faculty and staff recruitment, on three aspects.

1. We monitor all appointments (including research assistants) and will report on all regularly, at least three times a year.
2. At the same time we work most thoroughly on full-time positions of one year or more.

These fall into two categories:

- a. Permanent faculty are, of course, most important. While there are more minority candidates in most fields than is commonly known, we recognize that shortages are more severe in some fields, e.g., BIOS, ESE, than in other. Therefore, where the shortages are most severe, it is also most important, for the development of professorial-level faculty, that junior positions, such as research associate and instructor, are filled by minority candidates. Even if this takes very much effort, this is an essential investment.

- b. Research Assistants. At this level many more appointments of minority candidates seem possible in all fields.

Other kinds of appointments are dealt with more summarily, as follows:

Joint appointments with other parts of the University can usually be approved if information about them also covers the steps taken elsewhere to satisfy the Affirmative Action Plan for the whole University.

Short, adjunct, visiting appointments can also usually be approved quickly, as long as it is clear that no permanent appointment is intended.

A form has been developed to simplify the reporting. Also, efforts are under way to secure special funds for programs to develop more faculty members from minority groups.

Finally, the Committee's work is best done if contact is made early, not with me, but with the particular member(s) responsible for a particular item. If in doubt, contact your own representative on the Committee or Bill Small (tel. 966-1113).

The following list of contact persons should make all this simple, but do let me know how we can be of more help.

| <u>Item</u> | <u>Contact Person</u> | <u>Department</u> | <u>Telephone</u> |
|--|---|-------------------|----------------------|
| <u>Affirmative Plan Review</u> | Dr. Harry Phillips | HADM | 966-3143 |
| <u>Curriculum</u> | Ms. Johnea Faulkner | HADM | 966-4091 |
| <u>Grievance</u> | Ms. Geraldine Gourley Mr. Frankie Barnes | MCH HEED | 966-2010 966-1058 |
| <u>Faculty Recruitment & Development</u> | Dr. Sherman James Mr. Robert Kelley | EPID HADM | 966-2241 966-4091 |
| <u>Student Recruitment</u> | Mr. William Small | DO | 966-1113 |

RPL:mb

cc: Minority Relations Committee

To: Rolf Lynton, SPH Minority Relations Committee
~~Bill Small~~

From: Task Force, Faculty Recruitment and Development
Members: Robert Hines
Sherman A. James
Robert Kelly
David Kleinbaum

Re: Task Force Charge

The following actions are recommended for MRC adoption.

1. All departments within SPH be required to submit to the MRC (attn: Task Force on Faculty Recruitment and Development) a breakdown of all of their EPA positions by ethnic group and sex membership. This information should be in the hands of the MRC no later than November 15, 1973.
2. All departments within SPH be required to develop a directory of minority professionals in the field (s) from which they recruit. Copies of these directories should be forwarded to the MRC (attn: Task Force on Faculty Recruitment and Development) no later than May 1, 1974. Alternative strategies to developing a directory are acceptable, provided they are approved by the MRC. Members of the Task Force on Faculty Recruitment and Development will serve as resources to departments in developing their recruitment strategies.

Rolf -

I'd like this to be placed on the agenda for the next meeting.

S. James
gjk

Dr. Greenberg

Minority Relations Committee
School of Public Health

Record of Meeting 11 December 1973

Present: Sherman James (EPID), David Kleinbaum (Chancellor's Com.),
Rolf Lynton (Chairman), Dick Shachtman (BIOS),
Bill Small (Co-chairman, Minority Coordinator), Dirk Spruyt (HADM),
Elizabeth Tisdale (Community Services), Edna Johnson (Student Union)

(A procedure was agreed to meet the quorum required for Committee decisions.)

The meeting was spent totally on current matters; a request from Dean Greenberg and questions and pending appointments in five Departments. Consideration of the reports from the Task Groups in Student Recruitment and on Faculty Recruitment was therefore postponed to the next meeting.

1. Dean Greenberg's request (memo December 10th) for "official report" from the Committee as to its "feelings about ... allegations" contained in a Memo to him from the Black Student Caucus (December 6).

The allegations are unspecific; nevertheless, our view is that the main issue continues to be the lack of confidence black students feel in the Affirmative Action Plan, in the Dean's office, and in this Committee as the School's vehicle for action. Departments are increasingly working with this Committee (see range of decisions and actions below) but black students, though represented on the Committee, press elsewhere.

Since the needed Actions have been clearly specified, in the School and in the University, it remains to strengthen the Committee in the eyes of all, if it is to be the vehicle for action in the School.

At this time we believe the Dean and the Dean's office can strengthen the Committee by consistently and publicly working through it, and by asking all Departments to work through it as some are already doing. Specifically:

- to channel to the Committee all minority matters (rather than encourage by-passing, through ad hoc or personal arrangements) and to state and reiterate publicly that this will be the way;
- to strengthen departmental representatives on the Committee, by showing that they have the support of Department chairmen and decision-making groups, by assuming representation at all meetings (by substitute where necessary) and by encouraging active participation in the detailed ongoing work e.g., on curriculum changes, faculty and student recruitment and other specific tasks.

2. Departmental questions and appointments

The Committee decided to advise the Dean as follows:

- HADM:
1. Dr. Dan Beauchamp, visiting assistant professor to assistant professor. Approve in view of original search process and Departmental commitment.
 2. New position in Financial management. Committee liaison established for search process.
 3. Non-recruited positions. Approved, on condition that no new funds are involved.
 4. Elizabeth Tisdale: Academic appointment approved.
- PHUN: Search for Department Chairman. Bill Small to continue as Committee liaison.
- MCH: Ms. Cynthia Jenkins prospective half-time appointment. Approved.
- ESE: Dr. Lawrence Strauss visiting professor. Approved on the condition that any extension change in status would require new search process.
- BIOS: Appointments to Pop Lab project. Meeting scheduled Dec. 12.
- Departmental representative requested to take part
 - Approval of proposed appointments contingent on:
 1. Use of available list of black statisticians
 2. Adequate search process for each position, e.g. earlier Committee approval of Dr. de Souza for position in Morococo does not clear him for different positions in the U.S.A.
 3. Continous Committee liaison for search process, as is standard procedure. All arranged
3. Task Group on Student Recruitment. Report received but discussion was postponed.

Chairman of other Task Groups requested to provide, for circulation to Committee, brief statements about work in progress and key issues for consideration by which Committee at this stage.

MINUTES
Meeting of Dean
Dean's Cabinet and Minority Student Group
School of Public Health
Wednesday and Thursday
January 9 and 10, 1974

BACKGROUND

On January 9, and 10, Dean Greenberg and other interested parties including Dr. Lyle Jones, Dean of Graduate School, Dr. Blyden Jackson, Associate Dean of Graduate School, Chairmen of Department's, etc. met with members of the Minority Student Group.

Dr. Greenberg chaired the meeting on January 9, 1974 and began by formally introducing the Dean and Associate Dean of the Graduate School.

He also informed the meeting that on January 8, 1974 he and Mr. Moorhead had met with representatives of the Minority Students Group and Black Faculty of the School of Public Health to formally set an agenda.

AGENDA

1. Student Recruitment
 - A. Admissions Policies
 - B. Financial Assistance
2. Faculty Recruitment
 - A. Development Plan
 - B. Hiring of currently qualified faculty
3. Curriculum
 - A. Evaluation of Courses
 - B. Consideration of new Courses
4. Research - Human Subjects Review Committee
5. Grievance Procedure

1. Student Recruitment

Dean Greenberg gave history of Black student enrollment in School of Public Health and presented Table below. He suggested that the employment of Mr. William Small and associated positive actions were responsible for the substantial increase between 1970-71 and 1972-73. That no significant increase occurred this past year was probably due largely to the uncertainties of Federal government support for Traineeships.

| <u>Academic year</u> | <u>Percent of Black students in SPH</u> |
|----------------------|--|
| 1970-71 | 1% |
| 1971-72 | 4% |
| 1972-73 | 10% |
| 1973-74 | 11% (vs 5% in Univ. of N.C. and 5% in Grad. School.) |

Future plans for recruitment of Black students call for a goal of 17% minimum. This is based on a formula that attempts to bring enrollment of Black students in line with the per cent Blacks represent of the two principal population sources from which the student body generally derives.

- a. 1/3 of students in SPH are from N. C.
- b. 30% of N. C. population is Black, therefore $(1/3) \times (.30) =$ representation from N. C.
- c. 2/3 of students in SPH are from remainder (non N.C.) of U. S. population.
- d. 11% of U. S. population is Black, therefore $(2/3) \times (.11) =$ U. S. representation.
- e. Therefore $(1/3) (.30) + (2/3) (.11) = \underline{17\%}$ * (See last page)

Above excludes foreign students.

Other recruitment issues include under-representation in certain departments, such as PALP, BIOS, and ENVR. Special efforts are being made to recruit applicants for these areas, while continuing efforts for other departments.

- A. Admission Policies - The question was raised of whether admission requirements and/or standards were lowered to achieve the 11% Black student enrollment. Dean Greenberg indicated that in some cases a change of standard was effected, but never a lowering. The comment was made and accepted that the action referred to was not a change in policy after all, as it had been previously done for a white student. The Dean indicated that he believed a matter of greater importance was whether standards for graduation had to be lowered and they had not been lowered in anyway.
- B. Financial Assistance - Source and kind of financial assistance for students was explored. A determination of the per cent of the total student body receiving Federal traineeships in 1973-74 was requested. Mr. Moorhead indicated the number to be approximately twenty-five (25) per cent. Other sources of support were also questioned. These come from service appointments, research assistantships, other government funds and private sources. The question of whether foreign students receive financial aid was raised. They may only receive research assistantships, as they are not eligible for traineeships unless they have been admitted for permanent residency.

2. Faculty Recruitment

Dean Greenberg gave some background on the subject. Presently there are 135 full-time faculty in SPH. Although the Dixon Committee resolution was passed in fall 1972 and stated that each department should hire at least one Black faculty member in 1972-73, the goal was never fully realized. Funding cutbacks severely reduced the general hiring level throughout the University. Nevertheless, SPH did hire 3 Black faculty in 1973. The University also instituted an Affirmative Action Plan for the hiring of minorities, in September 1973, and that has essentially replaced the Dixon resolution.

The three faculty are Howard Barnhill, Sherman James and Elizabeth Tisdale. Mr. Kelley expressed dissatisfaction that except for Dr. James, these are not full

time teaching faculty, but are primarily involved with other duties such as AHEC and field placement. Dr. Grizzle observed that this condition was standard procedure for most faculty and that by this definition only one member of his department would be considered full-time teaching faculty. The balance all have a variety of duties (research and service) in addition to teaching.

- A. Development Plan - Mr. Kelley requested a proposal to develop, train, and hire additional Black faculty. Dean Greenberg suggested the following action pending approval by the Dean's Cabinet. Department Heads submit to him a plan indicating means for developing potential faculty. Within 2-4 weeks, each Department submit to the Dean a plan to rectify the present situation of lack of Black faculty. Dr. Barnhill commented that HEW is going to request such a write-up anyway so we might as well be prepared. They (HEW) say that present methods are not working.

3. Curriculum

A. Evaluation of courses

Dean Greenberg stated that a need exists to evaluate more effectively on-going courses from the standpoint of content and presentation. This is presently being done for some courses, but needs to be broader and the evaluation instrument needs to be made more relevant. He requested Departments to redesign the evaluation instrument and suggested including student representation from the Minority Student Group in committees charged with this task. Consider also leaving space on instrument for questions of fairness, bias or pre-conceived notions of Black populations. This might be in the form of an open-ended question.

A procedure for students to monitor courses on an on-going basis, that changes may be made concurrently and that a commitment be made to react to the evaluation was requested by Dr. Lynton.

B. Consideration of new courses

It was suggested that the possibility of adding courses directed to minority concerns to the curriculum be explored. Dr. Lynton suggested that a department should free up student time to work on curriculum development.

Concern was expressed about the input to these courses in terms of subject matter related to the poor, the problems of health of the blacks and concerns of health services for the blacks. The Minority Students' Group notes that it is mandatory to bring in "outsiders" to implement these evaluative efforts, and that attention be given to recruiting students to work on such evaluative endeavors; that they be provided with the resources necessary to perform these tasks in a professional manner. It was suggested as appropriate to provide students with proper recognition for their time and effort and to provide course credit for the work and consultation that they provide.

The meeting adjourned at this point.

10 January 1974

The continuation meeting was convened by Dean Greenberg. He reviewed the happenings of the previous days meeting including the proposed charge to prepare and deliver to the Dean's Office a faculty development plan to train individuals for employment here or elsewhere. This faculty development plan is to represent a coordinated program of recruitment of students and an explicit educational effort to

increase the available supply of black professionals so that several years from now it will be impossible once more to repeat that recruitment efforts have been unsuccessful due to an absence of a pool of available faculty members. This faculty development plan is to be generated within the next four weeks. The faculty development plan is to focus primarily on the Ph.D. training programs but will also utilize the research associate pool.

4. Research - Human Subjects Review Committee

The Dean directed attention to Item 10 of the memorandum of December 7: "A clearing house procedure for review and comment by Black faculty, the Coordinator of Minority Affairs and Black students on all research and grant proposals from each department, the administration and affiliated programs of the School of Public Health." He outlined the review procedures currently in effect in the School of Public Health and estimated that there were some 250 to 300 grants per year which went through these procedures.

The request for grants and contracts review by the Black faculty, the coordinator of minority affairs, and Black students was then discussed and the reasons for this review were identified as follows:

Research pertaining to Black people and/or Black communities should be determined not to be objectionable, unethical nor misguided. For example, the illustration was cited of informed consent statements signed by individuals incapable of understanding the document signed. Additional reasons for review included the identification of new faculty and staff who might be required for the proposed research. An effort should be made to monitor how the research is to be done. There was an expressed concern with burdening the community with demands upon individuals' time and their contribution to the research all for the selfish purpose of investigators. The illustration was cited of white investigators asking black individuals to take time off work to engage in surveys, the results of which were of no utility, but the investigator using them for personal and professional advantage without any of the rewards of such research flowing back into the community.

A classification of issues involved resulted in the following: (1) concern for the rights of the human subjects who might be the object of the investigation, (2) hiring practices, (3) impact on communities and (4) the black students requested that they obtain knowledge of all ongoing school activities.

Included in this was the review of the narrative content of all grants. It was pointed out that several proposals that had been reviewed recently by black students resulted in the detection of instances of stereotyping which were objectionable. For example, in the narratives of some proposals, statements were noted regarding the "lowering of standards to fit black students" and statements which were misleading regarding the number of black faculty.

The Dean identified the following activities in relationship to the objectives of the review process: (1) personnel: he felt that the current Affirmative Action program was adequate and required no modification; (2) human rights: he proposed adding a black faculty member to the Human Subject Research Review Committee; (3) black students' review of the narrative content: he felt that this as a proposal was something that he personally might approve provided the black student review could be provided within 24 to 48 hours of submission of the grant and provided that a report of the review by the black students was returned. It was pointed out that this proposal of the Dean's was his only and not a commitment of the faculty. The recommendation must be approved by the faculty.

The issue of investigator's rights was raised, including the confidentiality of creative material being developed by academicians which they did not necessarily wish to share with others until it had been fully developed; academic freedom; the identification of subject matter which should go through the review process; and the choice of selection by investigators of reviewers who in effect act as co-developers of his grant. The issue of academic freedom was one which the Dean identified and the implication of which had to be discussed within the context of this proposal.

It was pointed out that a black student review mechanism is in effect at the University of Michigan School of Public Health. One action which the Dean is to take is to check with Dean Wegman regarding the mechanisms for implementation of this program.

An alternate mechanism suggested was that black students be designated within each department to work with faculty in the review of narrative issues and that this would provide student reviewers more knowledgeable in the substantive content, and more qualified to assist in the development of the research and more expeditiously to provide input to the program.

There was considerable discussion regarding the large volume of work the review mechanism would generate. A suggestion was made that a list of grants be submitted from which the black students would choose those for detailed narrative review.

Action Taken

The Dean recommended that a group of two to three faculty and two to three black students work out mechanisms for possible review. The charge to the group was to work out a mechanism to provide students' input in the design, review of the proposal, and monitoring of the research and to make recommendations based on their review. This was to be done without a delay in the administrative processing of the application. The group was also to make recommendations regarding the freedom of individual investigators to identify individual grant applications which they did not wish to have subjected to review. The working group is to make recommendations to the Dean within two to four weeks after appointment.

5. Grievance Procedure - Was not discussed and postponed until the next meeting of the Minority Student Group with the Dean and the Dean's Cabinet.

The meeting adjourned at 10:00 P.M.

*NOTE: For Informational Purposes.

It should be noted that the 17% figure is not in any way to be considered a "quota" for admission of students. It is a goal or guideline against which we can measure our success in achieving a reasonable proportion of Black students in our student body. It should not be taken as an indication of favoritism toward the admission of Blacks, nor should it be interpreted as a lowering of standards for admission. More than anything else, it implies a recruitment effort so that we can obtain a sufficient number of applications from black persons so that eventually we can look forward to an approximate 17% black enrollment. In any case, such students will be admitted on their own merits in competition with all applications received.

Memorandum

February 11, 1974

From: Minority Relations Committee
To: Bernard G. Greenberg, Dean
Re: Policy proposal

The MRC has begun consideration of several proposals for developing within the School of Public Health a systematic basis for assuring appropriate address to minority related issues in the formal curriculum and in other functions of the School. In coming weeks we expect to submit other proposals which will have the effect of establishing a basic minimum of such address in a number of areas of the School's activities. As a first step towards this broader plan we wish to recommend adoption of the following proposal as policy of the School. We assure by representatives of the Black Student Caucus that this proposal, while by no means meeting all of their goals with respect to curriculum is seen as a positive step in that direction.

Proposal: That a series of special lectures and colloquia addressed to minority relevant issues and presented invited minority persons, of broad interest to public health students and professionals, be organized and conducted under the auspices of the Dean's office. The goal of better understanding of minority issues at all levels in the School would suggest wide participation, and that at least several such colloquia be held in each academic year.

In implementation of this proposal we recognize that the format and approach might change from time to time, and so have made the proposal quite open-ended. One possible organization for the coming year might be a series of such presentations around the theme of "Poverty and Health" - thus relating it to the theme of this year's APHA. The policy we propose would require that several of the invited participants be minority persons specifically invited present minority aspects of the overall theme. Both the Minority Relations Committee and the Black Student Caucus are prepared to assist you in the planning of such a series, in the identification of appropriate speakers, or in other ways you may ask of us.

THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL
27514

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BSS

SCHOOL OF PUBLIC HEALTH
OFFICE OF THE DEAN

RECEIVED

TELEPHONE
AREA 919. 966-1113

MAR 4 1974

OFFICE OF THE DEAN
SCH. OF PUBLIC HEALTH

M E M O R A N D U M

TO: Dr. B. G. Greenberg, Dean, School of Public Health
FROM: William T. Small, Director, Student-Alumni Minority *BS*
DATE: March 1, 1974
SUBJECT: Minority Relations Committee Action on Pending Appointments

The Minority Relations Committee, as a result of action taken in its regular meeting held on February 28, 1974, recommends approval of the following appointments:

1. Ms. Marva Price as Family Nurse Practitioner in Maternal and Child Health
2. Dr. Mildred Francis as Assistant Professor in Biostatistics
3. Ms. Elizabeth Tisdale as Lecturer in Health Administration
4. Mr. Sherman Brooks as Technical Assistant Director in Division of Community Health Studies
5. Dr. Wendell Smith as Assistant Professor in Biostatistics

In other business, the committee, acting upon additional supportive information received from Dr. James Grizzle in behalf of Dr. C. M. Suchindran and Dr. Peter Imrey, recommends the approval of their appointments to the department as Assistant Professors.

WTS:bb

cc: Mr. Moorhead
Mr. Schoenfeld

SCHOOL OF PUBLIC HEALTH
ANNUAL REPORT OF THE MINORITY RELATIONS COMMITTEE
FOR THE 1973-74 ACADEMIC YEAR

The Committee, representing all Departments, The Student Union and the Black Student Group met 12 times during the year. It had five Task Groups which also met, as needed:

Curriculum

Johnea Faulkner Kelley - Health Administration
Richard Shachtman - Biostatistics
John Filley - Mental Health

Student Recruiting

Bill Small - Dean's Office
Howard Barnhill - Health Education
Jon Regis - Health Administration

Monitoring

Harry Phillips - Health Administration
Ronald McLean - Health Education

Faculty Recruitment and Development

Robert Hines - Health Education
Robert Kelley - Health Administration
Sherman James - Epidemiology
David Kleinbaum - Biostatistics

Grievance

Geraldine Gourley - Maternal and Child Health
Frankie Barnes - Health Education

I. Significant Activities and Accomplishments

a) Faculty Appointments

As the Affirmative Action Plan came into force University-wide in the Fall 1973, the Committee has spent the greater part of its time considering its recommendations to the Dean about series of appointments for EPA positions proposed by Departments and the Dean's Office. A total of 42 appointments were considered and recommended approved including 6 Black, 1 Indian, and 7 women, and 5 were not recommended approved in the initial review.

The Committee laid down for itself these guidelines: for recommending a minority member for appointment, it would require no special search to have been made; to put forward any other appointment, a full search procedure was required and the association with that procedure of a liaison person appointed from the Minority Committee. In regard to temporary and visiting appointments, the committee needed only to be informed, but a full search and liaison was required, if a temporary or visiting appointment was to lead on to a permanent appointment.

b) Liaison Persons

Sherman James
William Small
David Kleinbaum
Richard Shachtman
Johnea Faulkner
John Read

c) Student Recruitment

Bill Small made visits to North Carolina Central University, North Carolina A & T State University, Bennett College, Johnson C. Smith University, St. Augustines College, Shaw University, Fayetteville State University, Howard University, Livingstone College, Alabama State University, The Cherokee Reservation High School, and Chapel Hill High.

The following faculty and students joined in these visits.

David Kleinbaum-(BIOS)
Dick Shachtman-(BIOS)
Mike Symons-(BIOS)
Robert Kelley-(HADM)
Phyllis Gunn-(HADM)
Anthony Moore-(HEED)
Henry Debnam-(HEED)
Cynthia Jenkins_(MCH)
Marvelyn Fuller-(HEED)
Dara Murphy-(HADM)
Estelia Jackson-(HADM)

In addition to the above persons, recruiting support came from the following persons outside the School:

William Darity, Alumnus - HEED
Katie Yelverton, Former Faculty - BIOS
Caswell Evans, D.D.S. - Soul City
Stan Roman, M.D. - Soul City
Lorenzo Reid, Director, Healthco - Soul City
Roamless Hudson, Alumnus - ESE
Bettie Nelson, Alumnus - BIOS
Hector Farias, Office of Medical Studies - HEED

d) Curriculum

General lines for curriculum review and addition were worked out but the energies and mechanisms for actually working out needed changes have still not been developed in most Departments.

The Committee backed the plans and funding by the Dean's Office of a Seminar Series in Black Affairs. The first Seminar scheduled for April 22 was presented by Dr. Paul B. Cornely of The United Mine Workers Association.

e) Faculty Development

Criteria were worked out for reviewing the Departmental plans for developing Minority faculty members and a procedure for improving the plans where necessary and for helping them start systematically. Action is required in the Dean's Office and in Departments.

2. Needs and Problems

1. Concerned and committed persons to fill vacancies on the committee who have the strong support of their Departments and Student Organizations.
2. Greater dissemination of information about the activities of the committee throughout the School.
3. Public acknowledgement of contributions of committee members.
4. Continuous support from the office of the Dean on matters related to minority affairs, especially curriculum, faculty recruitment, etc.

THE MINORITY RELATIONS COMMITTEE - 1973-74

Rolf Lynton, Chairman
William Small, Co-chairman
Howard Barnhill, Health Education
John Filley, Mental Health
Phyllis Gunn, Black Student Caucus, Health Administration
Geraldine Gourley, Maternal and Child Health
Marion Highriter, Public Health Nursing
Robert Hines, Black Student Caucus, Health Education
Sherman James, Epidemiology
Edna Johnson, Student Union, Public Health Nursing
Johnea Faulkner Kelley, Black Student Caucus, Health Administration
Robert Kelley, Black Student Caucus, Health Administration
*David Kleinbaum, Chancellors Committee
**Ronald McLean, Black Student Caucus, Health Education
Tina Pascullis, Student Union, Health Education
*Mohammed Paydarfar, Student Union, Biostatistics
Harry Phillips, Health Administration
John Read, Parasitology
Jon Regis, Black Student Caucus, Health Administration
Richad Shachtman, Biostatistics
Boyd Switzer, Nutrition
Elizabeth Tisdale, Division of Community Health Service
***Don Willhoit, Environmental Sciences and Engineering

*Resigned

**Graduated

***Succeeded by Phil Singer

THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL

27514

SCHOOL OF PUBLIC HEALTH
OFFICE OF THE DEAN

TELEPHONE
AREA 919, 966-1113

M E M O R A N D U M

TO: Members of the Minority Relations Committee
School of Public Health

FROM: B. G. Greenberg *B. G. Greenberg*
Dean

DATE: June 13, 1974

SUBJECT: Appreciation for Services Rendered.

I want to express my sincere appreciation to each and every member of the Minority Relations Committee for the excellent work which you have done this past year, and for the many hours which have been devoted to the various tasks. I think we made good progress this past year and that we have made an excellent start toward conformity with the University's Affirmative Action Plan.

Nevertheless, much remains to be done in the way of recruiting of black and female faculty plus the other areas of concern such as curriculum development and review. I understand that these deficiencies are not in any way the failing of the Minority Relations Committee, and, indeed, perhaps it was best that the committee this past year spent its time mainly on affirmative action matters.

I am moving toward a somewhat different construction for the future than we have had in the past. Basically, I am changing the affirmative action review procedure to that of an administrative procedure rather than a faculty-student committee task. It is intended, however, that the administrative procedure will include faculty and minority input. I am also organizing two additional committees - the first on minority recruitment and development and the second on minority and disadvantaged curriculum concerns. At the same time, we are discharging the Minority Relations Committee as it now exists. An announcement of the new committee structure will be mailed to the faculty within the next few days but I wanted to give you advance notice as well as to express my sincere appreciation and gratitude for the fine work you did for the past year.

No doubt that several of the members of the Minority Relations Committee will be asked to serve on one of the new committees. I

Members of the Minority Relations Committee
Page 2
June 13, 1974

ferverently hope that if you are asked to serve on a new committee that you will consent to do so. We believe that the work of this coming year, while not by any means easy, will be less time-consuming and somewhat more enjoyable because of the absence of large numbers of affirmative action matters to review.

In any case, I again want to express our genuine appreciation for your work in the past, and it is our hope that we may call upon you for help in related matters in the future.

BGG:bce

cc: Dr. Cecil G. Sheps
Mr. Douglass Hunt

File - Archives
Race Relations

M E M O R A N D U M

TO: Faculty, Staff and Students
School of Public Health

FROM: B. G. Greenberg *B. G. Greenberg*
Dean

DATE: June 14, 1974

SUBJECT: Reformulation of Minority Relations Committee.

After a great deal of consideration and conversations with many interested parties, I have decided to reformulate the Minority Relations Committee and to redefine the responsibilities previously assigned to that committee. While the details have not been completed, it is anticipated that the new arrangements will be approximately as follows:

1. Enforcement of the Affirmative Action requirements placed upon us by the University will become an administrative rather than a faculty and student committee matter. This is the procedure followed in all other schools and departments of the University, and promises to speed up the process a great deal, and to remove from the faculty-student committee the more routine tasks of review of appointments. I have asked Mr. Moorhead and Mr. Small in the Dean's Office to review all Affirmative Action statements, using the President of the Minority Student Group (currently Mr. Robert Kelley) and Mr. John Hatch (HEED faculty member) as consultants. Other faculty consultants will be utilized as required in particular situations. It should be noted that this in no way implies a relaxation of our commitment to affirmative action or an easing of the requirements for adequate proof that minority candidates have been given an appropriate opportunity and fair consideration for any EPA position available. The purpose is merely to remove what has become a very arduous task for a faculty-student committee and to replace it with a stringent administrative review.
2. A new committee on minority faculty development and recruitment will be appointed. This committee will consist of three to five members plus student representation from both the Student Union and the Minority Student Group. The committee will be responsible for the formulation of plans for the active development and recruitment of faculty for every department and division in the School of Public

Faculty, Staff and Students

Page 2

June 14, 1974

Health. It is expected that such a committee will work very closely with the department heads and the departmental affirmative action officers to ensure that we are actively engaged in the recruitment and development of minority faculty, including females. The charge to this committee has not been completed but it is anticipated that specific tasks with more or less firm deadline dates for reports will be established. Members of the committee will be chosen to include persons who have a particular interest and commitment toward the development and recruitment of minority faculty.

3. A separate committee will be established on minority curriculum affairs. This committee will be charged with the responsibility of reviewing our existing curriculum for the purpose of ascertaining whether adequate account is taken of the concerns of minority persons, as well as to work with departments to propose new courses and course content where appropriate to ensure that the curriculum reflects the concerns of minority persons. In particular, the committee will work with the Academic Programs Committee to be certain that our curriculum takes into account the special health problems which face economically disadvantaged groups. Here again, it is anticipated the faculty and students selected for this committee will have exhibited a special concern in this area, and definite tasks with specific deadlines will be established.
4. Responsibility for recruitment of more minority student and North Carolinians will be reassigned to the office of Mr. William Small. In addition, he will be responsible for student affairs in general. It has been recommended that his title be changed to Assistant Dean as of July, 1974 and that he will function as a Dean of Students.

It is our belief, that, by this mechanism, we can look forward to a considerable improvement in our ability to deal with the concerns of minority groups. It is intended, moreover, that we will take both an immediate and a long-term view of the problem. Most of the work of these two new committees will be directed toward long-term solutions of our problems rather than burdening them with the everyday crises as in the past. We intend to give the committees sufficient time to plan how to meet their charges with the expectation that the recommendations will be approved by the Dean's Cabinet. After such approval, the School will follow through on the recommendations made. I urgently solicit the assistance of faculty, staff, and students in this new approach to a complex problem facing the School and the nation.

BGG:bce

cc: Dr. Cecil G. Sheps
Mr. Douglass Hunt

June 14, 1974

CHARGE FOR COMMITTEE ON MINORITY FACULTY DEVELOPMENT AND RECRUITMENT

The Committee on Minority Faculty Development and Recruitment will perform the following tasks:

1. Work with departments to develop a list of qualified persons who might be recruited to our faculty as positions become available. Such lists should be continually refined and updated and should include persons who might be eligible for Research Assistant and/or Research Associate positions with the later possibility of faculty appointment. When possible, brief biographical sketches will be obtained and maintained on file for consideration any time an EPA position becomes available.
2. Catalog lists of faculty and non-faculty EPA positions available now or likely to become available within the next few years, including the basic qualifications required. Contingencies, such as funding, continuation of projects, etc. should be explicitly stated.
3. In cooperation with department heads, develop complete faculty development plans, including specifics as to the likelihood of meeting specified faculty hiring goals. Such plans should be "department specific" to take into account the particular situation in each department with consideration of such things as current proportion of minority faculty, pools of eligibles, etc. Where necessary, the plans should indicate student recruitment goals for doctoral programs.
4. Establish monitoring systems to ensure that objectives outlined above are accomplished and, where appropriate, updated as necessary.
5. Advise, assist, and make recommendations to the Dean as requested by the Dean, and as seems appropriate to the members of the committee, on all matters relative to the development and recruitment of minority faculty. The committee should feel free to take as its charge the whole area of minority faculty recruitment and development, and to develop whatever plans and procedures that seem to be required to ensure that the School of Public Health conforms to both its moral and legal obligations in the area of minority recruitment.

June 14, 1974

CHARGE FOR THE COMMITTEE ON MINORITY CURRICULUM AFFAIRS

The committee on minority curriculum affairs is charged with the following tasks:

1. Examine each course presently offered by the School to ensure that material is relevant to the health concerns of minority groups.
2. Receive and investigate charges of racial bias or discrimination in course content, presentation, and grading procedures and make recommendations to the Dean for the removal of such biases.
3. Develop methods and procedures to obtain minority student evaluation of courses and course presentation, specifically as such opinions might bear on the appropriate inclusion of new material relevant to the concerns of minority persons.
4. Receive, investigate, and report to the Dean on instances where material is included which unjustifiably tends to show minority groups in an unfavorable light. Nothing in this portion of the charge should be taken to imply that instructors are to be inhibited from presenting items of basic scientific merit or that instructors are to be encouraged to withhold information purely on the basis of the fact that tends to show certain groups are the victims of problems which are not true of society as a whole. It is purely to remove the stereotypical kinds of materials which are neither of specific scientific merit or of particular concern to the health of minority persons.
5. Consider the feasibility, where appropriate, of introducing new courses, seminars, or inviting guest lecturers when the current curriculum fails to meet specific needs of minority students.

Owing to the fact that this committee deals with matters which are of major concern to the Academic Program Committee, for reporting purposes the committee will be considered a Task Force of the Academic Program Committee, will meet with the Academic Program Committee where appropriate and will make its recommendations to the Associate Dean for Academic Programs as well as the Dean's Cabinet.

THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL

27514

SCHOOL OF PUBLIC HEALTH
OFFICE OF THE DEAN

TELEPHONE
AREA 919, 966-1113

June 21, 1973

Dr. Rolf Lynton
Department of Mental Health
School of Public Health
Chapel Hill, North Carolina 27514

Dear Rolf,

On May 16, 1973, in a memorandum addressed to the Minorities Relations Committee and Minority Advisory Committee, I recommended that these two committees merge and become a Standing Committee of the School for minority affairs, henceforth to be known as the Minority Relations Committee (MRC). I further recommended that this new committee be composed of ten (10) departmental representatives, six (6) minority students, two (2) representatives from the Student Union, a chairman, and Mr. Small and the School of Public Health representative on the University Committee on the Disadvantaged as ex-officio voting members. These recommendations were approved by members of both committees.

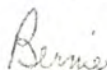
The charge of the MRC will be as follows:

1. to assist in recruiting faculty from minority groups
2. to assist in recruiting students from minority groups
3. to assist in improving the curriculum to meet the needs of minority groups
4. to assist in dealing with concerns and issues relevant to problems of minority groups

I am fully aware of your interest in our School's efforts to develop workable programs in minority affairs and your skill in achieving these goals. For these reasons I am writing you to consider serving as chairman of the newly organized MRC for the 1973-74 academic year. I do hope that you will give it favorable consideration.

Please let me know whether or not you will be able to serve in this capacity as soon as convenient. Thanks.

Sincerely,



B. G. Greenberg
Dean

BGG:mb
cc: Mr. William T. Small