

S. Whitman

SCREENING COMMITTEE -- Coordinator of Minority Student Programs

Minutes: June 18, 1974
Present: S. Rolland (chmn.), D. Long, F. Seaman, E. Roybal, S. Whitman, S. Burcaw, S. Gallagher, T. Richardson
Absent: J. Hill, D. Kempthorne

The job announcement was finalized and some discussion concerning procedures was held.

Minutes: June 20, 1974
Present: S. Rolland (chmn.), D. Long, E. Roybal, S. Whitman, S. Burcaw, S. Gallagher, J. Hill
Absent: F. Seaman, D. Kempthorne

It was decided not to send a brief letter with the job announcement. However, individual committee members may wish to send personal notes with the announcements to particular persons or groups.

Dr. Rolland will draft a letter containing the information suggested by the committee. This letter will accompany the application form. The committee will react to the rough draft at the next meeting. Completed applications are to be returned by August 9 and must be accompanied by three letters of reference and/or credentials.

The sample application form was approved with some minor changes.

Advertising sources will be handled by Mr. Whitman and Ms. Gallagher. Committee members are encouraged to submit names of persons or groups who should receive the announcement.

Next Meeting: Tuesday, June 25, 2:00 p.m.

S. Burcaw, Secretary