A PROPOSAL FOR THE RECRUITMENT OF BLACK STUDENTS

AT DUKE UNIVERSITY

Submitted to the Duke University Admissions Office
16 March 1970
by the Duke University Afro-American Society
AFRO-AMERICAN ADMISSIONS COMMITTEE

Purpose

To organize and carry out the recruitment of Black high school students.

To follow up this recruitment with continual contact with the students.

To function with the aid of the Minority Group Counselor as the primary interviewing and subsequent personal evaluating component of the Black students' applications.

Structure

Review Board: 1 Black member from each undergraduate division of the University; 1 member at large (senior); Minority Group Counselor.

Recruiters: 2 Black students from each class; 1 alternate from each class.

Membership: 18 members.

Selection:

Prior to the beginning of second semester, applications from undergraduates will be reviewed by the Afro-American ad hoc committee on admissions.

From interviews and scrutiny of credentials, a committee will be selected to serve for 1 year terms.

A chairman will then be selected from among the chosen group.

A secretary will be selected for the review board as well as for the entire admissions committee.

Chairman

Coordinate the activities of the component parts of the Admissions Committee.

Establishing and working intimately with the Admissions Office:
   a) monthly evaluation of progress of recruitment program
   b) monthly assessment of expenditures
   c) constant contact with key members of Admissions Committee

Chief spokesman for Afro-American Admissions Committee (AAAC).

Integrates all phases of program.
NOTE: A student selected for Afro-American Admissions Committee can hold no other office or work on any other committee in the Afro-American Society.
Secretary

Responsible for upkeep of files on all students.

Responsible for all paperwork, letters, etc.

Record minutes of AAAC meetings.

REVIEW BOARD

Structure

1. Black student from each of the following undergraduate areas:
   a) Engineering School
   b) Woman's college
   c) Trinity College
   d) School of Nursing
   e) Senior Class-member at large
   f) Minority Group Counselor

Function

1. To interview and make a written evaluation (in duplicate) of all prospective Black students.

2. Convey this evaluation through the Minority Group Counselor to the Admissions Committee with the understanding that this evaluation will be weighed equally as are other credentials at the time of a final decision.

3. Each member is responsible for completing his own evaluation which is done in duplicate, and this along with a group report is given to the Minority Group Counselor.

4. Aid in the recruitment of students in Phase I of this proposal.

Recruiters

Two from each undergraduate class as permanent members.

One alternate from each undergraduate class.

Selection

Prior to second semester, applications must be filed with the ad hoc committee on admissions.

Interviews with ad hoc committee
Those candidates who can academically devote the time and attention and who are most interested and, who in the opinion of the ad hoc committee, are most qualified will be selected.

**Functions**

1. Will carry out Phase I.

2. Make personal contacts with administrative officials and prospective students.

3. Talk with groups of students at schools, centers, and wherever possible in target areas.

4. File written report of the following:
   a) expenditures
   b) general observations
   c) general impressions, etc.
   (Note: all of the above are in duplicate)

5. Begin file with secretary for each student contacted by having at the time of the first visit each student fill out the following:
   a) Information sheet
   b) Preliminary application

6. Meet periodically with the AAAC to report progress in each area.

**MINORITY GROUP COUNSELOR**

**Function**

Act as the liaison between AAAC and the Admissions Office

Sit on the Review Board of AAAC.

Sit on Admissions Committee at the time of decisions on Black Students' applications to voice the opinion of the Review Board

Have voting power on the Admissions Committee

Work with chairman of AAAC and Director of Admissions

Work with chairman of AAAC to contact and follow-up those students contacted in Phase I.

Meet periodically with AAAC to give progress and status of Black students' applications
Communicate to the AAAC throughout Phase II about those students who have made applications.

Set up interviews for Review Board with Black applicants.

ADMISSIONS OFFICE

Relaying to AAAC all eligible candidates from available sources.

Make initial contact with administrative officials at schools in target areas to which recruiters will be going.

Work in conjunction with the chairman of AAAC in setting up budget and supervising expenditures:
   a) Providing for transportation, housing accommodations, meals for recruiting trips.
   b) Funds for administrative activities (stationery, files, newsletters, calls, etc.)
   c) Sharing of three-quarters of expense for publication of an admissions brochure to be distributed along with other materials during recruiting trips.

Establish a close working relationship with Afro-American Admissions Committee.

LOGISTICS

Office

One room of the fourth floor Union building

Equipment Needed

| file cabinets | stationery
| files | telephone
| stencils | maps
| typewriters (2) | Duke catalogues
| directory of high schools
| admissions information
| CEEB Publications
| Directory of UPWARD BOUND, NATIONAL SCIENCE FOUNDATION and other Summer Projects. |
PHASE I

1. Get a list of all the black high schools on the east coast, in the South, and in major Eastern urban areas.

2. Get a list of all integrated and/or recently consolidated high schools.

3. Get a list of all prep schools.

4. Select target areas where thrust of recruiting will take place.

5. The Director of Admissions, after consultations with Minority Group Counselor and AAAC chairman, makes initial contact and provides for logistics of recruiting trips.

6. Recruiters go out to "target areas" where they confer with administrative officials and high school students.

7. Have high school students fill out information sheets, preliminary applications; give out brochure and other Duke information; collect these for files.

8. Recruiters file financial report, general observations with AAAC and Admissions Office.

9. Send out Newsletter in May.

Summer Component

1. Send letter to find out interest, summer activities, etc.

2. Get in contact with UPWARD BOUND, NATIONAL SCIENCE FOUNDATION, and other summer programs in target areas to initiate Phase I, if this has not already occurred.

PHASE II (Follow-up)

1. Send out letter to each person contacted in Phase I.

2. Ascertain through minority group counselor, which students have already made applications to the University.

3. Set up interviews with Review Board for candidates.

4. Evaluate each candidate and turn in one copy to Minority Group Counselor and one copy to file in AAAC office. (Evaluation to be weighed equally with other credentials in the final decision).
5. At periodic intervals during peak Admissions activity, find out the status of applications and have reported to AAAC.

PHASE III

1. Contact those students who have been accepted.

2. Urge decisions on all applications.

3. Follow-up by obtaining status of applicant's reply.

4. Review acceptee's applications as for possibilities for summer program.
   a) Newsletter
   b) Personal questionnaire

5. Turn matter over to Summer Program.

TIME SCOPE

Phase I: February 1 - June 1

Summer: June 1 - August 31

Phase II: September 1 - February 1

Phase III: February 1 - May 1