OFFICE OF MINORITY AFFAIRS

PLAN OF OPERATION

Presented by:

Peter Stewart
Director

January 23, 1973
Central in the development of the Office of Minority Affairs is the development of the faculty, staff, students, and concerned citizens of the community,* in the formulation of policies and in the administration of the affairs of the Office of Minority Affairs.

It is felt that related programs can best be facilitated through the community which will allow for involvement on the part of the faculty, students and concerned citizens.

The committees will draw upon a wealth of experience, contact and expertise in the realization of our broad range of objectives.

It is axiomatic that the combined thinking and efforts of a group working together will produce better results than the best efforts of any one individual. However, provisions will be made for the infusion of individual along with group ideas, in the governance of the Office of Minority Affairs as shown in the attached schematic diagram of organization.

*Community representative - local physicians or persons involved in industry, local educational institutions or concerned citizen.
GOALS AND OBJECTIVES

OFFICE OF MINORITY AFFAIRS

GOAL I. More minority physicians in the State of Mississippi

Objectives:

1. To work with colleges and universities in directing more minorities into the field of medicine.

2. To work with junior and senior high schools in identifying minority students with medical potentials.

3. To increase enrollment of minorities in each freshman class.

4. To recruit minorities to return to the State of Mississippi internship, residency and practice.

GOAL II. More minorities in Health Related Fields

Objectives:

1. Coordinate recruitment efforts of the Allied Health Program with the efforts of the Office of Minority Affairs. (Nursing, Nurse Practitioner, Nurse Midwifery, Dental Hygiene)

2. Solicit members of the Admissions Committee of the Medical Center to participate in the recruitment efforts of the Office of Minority Affairs.

3. The Director or his appointee participate on the Recruitment Committee.

GOAL III. To retain those minorities that enter the medical school

Objectives:

1. Provide guidance and counseling services for minority students.

2. Administer a program of student recreational and social activities.

3. Provide for communication and cooperation within and among the various units of the Medical Center through meetings, written memoranda, conferences and other appropriate procedure.
GOAL III (Continued)

Objectives:

4. To develop a conducive atmosphere in which students experiencing academic and social problems will feel free to discuss such difficulties.

5. Establish a regular tutorial and remedial program if necessary.

6. Assist with financial aid as necessary.

GOAL IV. To improve the level of health care services in medically deprived areas of Mississippi

Objectives:

1. Decrease the patient-physician ratio in the State of Mississippi.

2. Solicit medical programs and positions for the rural areas of Mississippi.

3. Recruit medical students from rural areas and seek financial assistance from the trainee's immediate area while he or she is in training. It is felt that this will prove beneficial to students while training and will enhance his or her practice once he returns to his community.

GOAL V. Channel funds into the Medical Center for special projects and scholarships so that the Medical Center will be able to compete with other Centers across the states for the recruitment of minority students.

Objectives:

1. Establish a Scholarship Committee that will write proposals and make contacts with:

   a. Local businesses and industries
   b. National businesses and industries
   c. Local civic and social organizations
   d. Religious organizations
   e. National social and civic organizations
   f. Private foundations
   g. State and Federal grants

2. Establish a non-profit Educational Foundation or Endowment fund.

3. Efforts will be made to secure summer employment for medical students in medical related fields whenever possible.
COMMITTEES

Each committee will be composed of a faculty member, student representative and a community representative.* The Chairman of each committee will be a faculty member of the Medical Center.

COMMITTEE FUNCTIONS

Each committee should meet at least once per month, and more frequently where there are urgent problems to solve. Each committee chairman is expected to make a monthly report and submit two copies of the minutes of all meetings to the Coordinator.

1. Executive Committee

   Purposes:

1. To coordinate the activities of the major administrative segments of the Office of Minority Affairs.

2. To serve as a liaison between Recruitment, Allied Health Counseling, Summer Employment, Scholarship, Project Thrust, New Programs Committees and the Coordinator.

3. To review proposals and activities as presented by the above mentioned committees and make recommendations.

4. To establish procedures for fuller faculty and student participation on committees.

5. To make recommendations to the Coordinator concerning membership of all committees.

6. To evaluate the effectiveness of all committees.

2. Scholarships, New Programs, Summer Employment Committee

   Purposes:

1. To recommend policies and procedures which will assure

*See Page 1
Committees

general acceptance of the efforts of Minority Affairs in securing financial support.

2. To assist in planning and coordinating the development activities of Minority Affairs.

3. To determine and recommend to the Director the fund drives to be conducted.

Faculty and Student Advisory Committee

Purposes:

1. To facilitate communication between students, administration and faculty in emergency situations.

2. To discuss problems and potential problems prior to signs of dissent.

3. To provide for communication, problem solving and coordination in eradicating the problems.


Recruitment Committees

Purposes:

1. To plan for the recruitment of students.

2. To assist in the retention of able students.

3. To help in securing funds and time to send faculty members and other office personnel throughout the state for recruitment purposes; for example: district festivals, special programs such as the Science Fair.

4. To prepare brochures describing special features not listed elsewhere.

Counseling & Tutorial Committee

Purposes:

1. To assist in the coordination of counseling and guidance services at the Center.
Committees

Page 3

2. To assist in the involvement of the faculty and students in furthering the development of the Medical Center's Counseling Services.

3. To serve as a media for the mutual exchange of ideas and information concerning the operation of Center's Counseling Services.

4. To project and plan for tutorial programs should it become necessary.

5. To encourage innovative programs in all areas of Counseling Services at the Center.

Allied Health Committee

Purposes:

1. A representative from each Allied Health field is to assist in the development of a total recruitment package. (Nursing, Nurse Practitioner, Midwifery, etc.)

Project Thrust Committee

Purpose:

1. The Project Thrust Committee will develop programs and procedures in identifying junior and senior high school students that have medical potentials.

2. The Project Thrust Committee will devise ways and means in directing these students into matriculating in related medical curricular activities on the college level.