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Tuskegee Institute

FOUNDED BY ROBERT T. RUSSELL, 1881

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TUSKEGEE INSTITUTE
ALABAMA

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December 21, 1955

President G. W. Gore, Jr.
Florida A. and M. University
Tallahassee, Florida

Dear President Gore:

You may have had your attention drawn to the Self-study which is under way at Tuskegee Institute. Tuskegee is now completing its seventy-fifth year of service and it has seemed desirable to examine our program critically at this time with two purposes in view: First, to chart the future course of the Institute's development; and second, to investigate our curriculum, our teaching, and our administrative practices to discover ways to strengthen our work.

We earnestly seek your cooperation in calling to our attention any pertinent information about similar undertakings either in your own institution or elsewhere, and in giving us the benefit of any suggestions that occur to you.

We enclose a copy of "The Organization for Conducting the Self-Study" and some of the early reports which the Director has sent the members of the faculty and staff. Your reactions to these or to subsequent reports, if you wish to receive them, will be very welcome.

Season's Greetings.

Cordially yours,

L. H. Foster
President

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Enclosures

TUSKEGEE INSTITUTE
ALABAMA

THE ORGANIZATION FOR CONDUCTING THE SELF-STUDY

(Approved by the Steering Committee for the Study on October 1, 1955)

1. The Steering Committee - as found on page E15, March 26th Proposal.
 - a. The duties of the Steering Committee, operating through its Executive Secretary, and with the advice of the consultants, shall be:
 - (1) To lay out the general duties of the several study committees named below.
 - (2) To appoint the members of the committees where indicated below.
 - (3) To stimulate the work of the committees by receiving periodic reports and reacting to those reports and
 - (4) To prepare the final Institute report to the Board of Trustees, using whatever materials are appropriate, and to arrange for subsequent publication in accord with the wishes of the Board.
 - b. An Executive Committee of the Steering Committee (5 persons) should be appointed by the Chairman to act for the Steering Committee between meetings.
 - c. The chief consultant will serve primarily as consultant to the Steering Committee and its Executive Secretary.
2. Director of the Tuskegee Institute Study (Dr. Reid).
 - a. The duties of the Director shall be:
 - (1) To serve as Executive Secretary of the Steering Committee
 - (2) To carry out the instructions, decisions, and policies of the Steering Committee.
 - (3) To organize for presentation to the Steering Committee the progress reports of the several study committees, and to carry back to the study committees the reactions of the Steering Committee.
 - (4) To make recommendations to the Steering Committee concerning any matters he finds essential to the

THE ORGANIZATION FOR CONVENTION FOR SELF-STUDY

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progress of the Institute Study.

- (5) To prepare preliminary drafts of reports which the Steering Committee is to make wherever the Committee has not provided for the drafting otherwise.
3. Chief Consultant to advise Steering Committee on procedures, on selection of other consultants, and on final report; to advise two study committees as indicated below; and to prepare a critique of the completed study (Dr. Kelly).
4. Committees to study functions:
- a. Committee on Instruction, with its supporting research and student counselling.
- (1) Each member to be chosen by ballot of faculty members teaching in the given department regardless of the school which has administrative jurisdiction over it.
- (2) The following members to be so chosen - 21 in all:
- Agriculture, exclusive of supporting sciences and Agricultural Education, 1 member
Education, including Psychology and exclusive of Social Sciences, 1 member
Engineering, 1 member
Home Economics, 1 member
Mechanical Industries, 1 member
Nursing, 1 member
Veterinary Medicine, exclusive of Bacteriology, 1 member
Institutional Management, Commercial Dietetics and Hospital Dietetics, 1 member
Military and Air Science, 1 member
Physical Education, 1 member
Library, 1 member
Music, 1 member
English and Foreign Languages, 1 member
History, Economics, Sociology, Geography, 1 member
Mathematics and Physics, 1 member
Chemistry, 1 member
Bacteriology, Botany, Human Biology, Zoology, 1 member
- At large, 2 members appointed by the President.
Ex officio, the student member and the elected alumni member of Steering Committee.
- (3) Chairman to be designated by President.
- (4) Most inviting the several departmental faculties to