



1-29-1988

## Commission/Committee Structure

Commission for Blacks

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THE UNIVERSITY OF TENNESSEE  
KNOXVILLE

Received 2/4/88-C  
Office of Affirmative Action

M E M O R A N D U M



Commission for  
Blacks

To: Members of the UTK Commission for Blacks  
From: John M. Jackson, Jr., <sup>JM</sup> Chairperson  
Date: January 29, 1988  
Re: Commission/Committee Structure

In keeping with the committee structure of the Commission as established by our written objectives and membership assignments, I offer you the following format:

- o Each committee chair or designee shall call and conduct as many committee meetings as necessary to maintain compliance with our prescribed reporting timetable.
- o Minutes of each committee meeting shall be submitted to the Commission Office, located at 415-B Alumni Hall, within (3) days after a meeting.
- o Each committee shall be responsible for the acquisition and research of objective information.
- o Each committee shall authenticate and compile its information before reporting to the entire Commission.
- o Each committee report should be concise, conclusive, and should contain action recommendations.

Please find a committee reporting timetable attached to this memorandum.

A comprehensive report derived from committee reports will be drafted and reviewed by the Commission before being submitted to the Chancellor of the University. A response from the Chancellor will be requested and documented.

If you have any questions or concerns regarding this format, please share them with me in our meetings or call me at 974-2146.

Thank you for your participation and cooperation.

JMJ/elf

## COMMITTEE REPORTING TIMETABLE

- FEBRUARY 19, 1988 - Each committee will deliver an initial report to the body.  
(10 minutes allowed per report)
- MARCH 18, 1988 - Each committee will deliver an update on its activity to the body.  
(12 minutes allowed per update)
- APRIL 15, 1988 - All committee reports are due by 4:00 p.m. at the close of the commission meeting.
- APRIL 29, 1988 - Final report draft review  
(To be mailed)
- MAY 20, 1988 - Vote to approve final report.
- MAY 25, 1988 - Final report submitted to the Chancellor along with a response request.
- JUNE 1, 1988 - The Commission will meet briefly to discuss the report response.
- JUNE 17, 1988 - The Commission will address any residual information regarding the report during this regular meeting.