June 5, 1979

To: Deans McIntosh, Ashley, Eng-Wong - Mr. Calvin Hicks
From: Robert G. Lee
RE: Consultancy on Asian-American Affairs

This memo contains: 1.) an outline of the duties of the coordinator of the "Floating Counselor Program"; 2.) the duties of a half-time consultant on Asian-American affairs might perform; 3.) the duties which might be performed at a quarter-time level of funding; 4.) an indication of my own position vis-à-vis the program at various levels of funding.

I. The duties of the coordinator of the Floating Counselor Program (FCP)/(chronological)

A. Summer - 1979 - 1. plan September training session
   a. training programs
   b. logistics
   2. recruit student assistant
   3. coordinate communications over the summer.
      a. training materials
      b. names of freshmen in counselors' hometowns for summer contact.

B. Fall - 1979 - 1. Execute training program
   2. Plan and execute Fall retreat with MPC's.
   3. Weekly meetings with F.C.'s through November.

Mid-Year - 1979 - Plan and execute mid-year evaluation
   - 80 retreat

Spring - 1980 1. evaluation with SSP
   2. plan with MPC spring retreat
   3. plan for either continuation of program (spring recruitment and training) Or: plan and execute merger with MPC's.

Throughout 1979 1. weekly - then twice monthly meetings of FC's
   - 80
   2. twice monthly meetings with MPC's
   3. twice monthly meetings with SSP steering committee
   4. day-to-day monitoring and communications.
II. Responsibilities of a half-time (20 hrs. a week) consultant on Asian and American Affairs.

1. coordinating the FCP
2. Asian input into SSP
   a. Floating Counselors
   b. TWTW
   c. Special sections
   d. Third World Center (?)
3. developing a working paper on Asians at Brown
4. help develop upper-class counseling
5. liaison with MPC
6. help develop Asian-American studies program
7. help reorganize AASA

III. Responsibilities of a quarter-time (10 hrs. a week) consultant on Asian-American affairs

1. coordinating FCP with strong reliance on student assistant for communications/administrative work (i.e. less involvement with logistics) perhaps less involvement with liaison work with other organizations which would be delegated to students.

IV. My position vis a vis this consultancy

1. At half-time, this would be the optimum position since it would free me from the necessity of accepting a proctorship which requires approximately 15 hours of work in addition to teaching.
2. At a quarter-time level of funding ($3000) I would be forced to accept the proctorship in addition. This would require some sort of payment plan (perhaps payment in two lump sums at the beginning and at the end of the contract) that would avoid overlapping with the proctorship award.
3. Without any funding at all, I would be able to remain in only an informal advisory capacity. I could perhaps offer advice on substantive issues, but not with regard to planning, logistics etc. etc. I suspect that without any substantial funding, my attention will have to turn towards other professional demands, such as preparing my dissertation for publication and/or editing a volume of my "own" for the Mao project.

I am enclosing a copy of my vita for your information.