

## **2. Mission and Goals:**

Originally established in 1968 by the Department of History, the Lawrence de Graaf Center for Oral and Public History (COPH) is the outgrowth of the department's oral and public history programs. With more than 6,000 audio and video recorded interviews, related transcripts, photographs and other materials, COPH maintains the largest regionally-focused oral history archive in the state of California. COPH's holdings encompass material relating to virtually every civic and ethnic community in Orange County and beyond, as well as interviews related to science and technology, private industry, the environment, education, and war. This diverse collection is available for student or community use through the center's office in Pollak Library South 363, Monday through Friday.

COPH embraces a three-fold mission. First, COPH collects and preserves the stories of distinctive individuals and diverse communities whose historical experiences have shaped the collective memory of Southern California, defined national and transnational identities, and reflected life in an era of globalization. Second, COPH undertakes and provides support services for public history projects, particularly those designed to share oral histories with public audiences in Southern California and beyond. Third, COPH trains CSUF students in the research methods of collecting oral histories, interpreting these histories and presenting important regional, national and global stories to the public. Ultimately, COPH seeks to combine the strengths of oral history and public history in order to build better connections between Cal State Fullerton and the communities - local, national and global - to which it is tied.

In addition, COPH provides oral history workshops for the campus and the community and offers a number of oral and public history courses taught by history faculty. The center also provides transcribing and binding services.

The Center is closely aligned with CSUF Strategic Plan 2013-18 Goal 1 ("Develop and maintain a curricular and co-curricular environment that prepares students for participation in a global society and is responsive to workforce needs") by emphasizing student participation in community-oriented high impact practices, including oral history projects and museum exhibitions. The Center also fulfills Goal 4 of the 2013-18 plan ("Increase revenue through fundraising, entrepreneurial activities, grants, and contracts") with an ambitious program of grant-funded oral and public history projects and capital campaign fundraising that leads all other Humanities & Social Sciences centers and departments in total amount raised over the three-year review period. Much of this effort has been concentrated on a long-term goal of moving the Center to the library's sixth floor to provide state-of-the art archival storage and an exceptional student learning environment.

## **3. Activities**

The Center is involved in a wide range of activities involving scholarship, education, and community outreach, all of which are measured against the mission and goals of the Center. Activities over the past several years have included:

*Lawrence de Graaf Center for Oral and Public History*

- Oral History Projects: Collecting the stories of distinctive individuals and diverse communities is a key element of the mission. Oral history projects are usually multi-year, grant-funded projects that create new knowledge through oral history interviews and original research.
- Public History Projects: In its ongoing effort to present oral history research to the public and provide lab situations for student training, the Center has undertaken a series of museum exhibitions and historic preservation projects that present history outside of the classroom context.
- Archival Projects: Preserving the Center's 6,000-plus oral history archive is a central part of the mission and a continual challenge as it grows, demanding organizational acumen and, over time, greater access in a range of historical fields and a larger climate-controlled physical space.
- Public Events/Community Engagement: Public lectures, gala fundraising events, exhibition openings, and oral history workshops are among the ways COPH provides original history-based public programming for students, the wider campus, and the community.

All of these activities have involved CSUF students as they not only learn but practice research methods of collecting oral histories and interpreting them in a variety of contexts, from public exhibitions and presentations to master's capstone projects. Student interns, volunteers, and graduate assistants gain and even deeper knowledge of the field and of archival practices by working at the Center.

For an annotated list of COPH activities, see Appendix 1.

#### **4. Organizational Structure and Governance**

The Center has a director and as of 2012, two associate directors (down from three from 2008-12) comprised of full-time faculty members from the Department of History. The Center has an Advisory Board comprised of representatives from across the university. The Advisory Board meets 1-2 times per semester.

For full details on Center governance, see the Center's Constitution and Bylaws, Appendix 2.

#### **5. Resources and Sustainability**

COPH does not have a dedicated budget line funded by the University, College, or History Department. It relies in in-kind and volunteer support, student internships, faculty FTE contributions, an active development and grant writing program, and an in-house binding service for revenue. The following lists revenue for COPH projects for the previous three fiscal years only:

- Center for Oral and Public History, account# 30400 = \$30,484.00
- Hansen Lectureship and Fellowship Fund in History = \$1,700.00
- LULAC Project, account# 30465 = \$4,400.00; Pledge received during fiscal year 2013 from The John Randolph Haynes and Dora Haynes Foundation = \$20,000.00

*Lawrence de Graaf Center for Oral and Public History*

- CPH OC Politics Project, account# 30466 = \$62,817.00
- CPH Build Out Project - \$698,250.00; Pledges = \$861,744
- El Toro Marine: Farmers to Flyers, account# 30464 = \$5599.00

Notes:

*Hansen Fund:* In addition to the Hansen Lecture, the funds support annual student scholarships in oral and public history.

*OC Politics:* The fundraising apparatus for this project is an annual gala honoring three Orange County politicians. The most recent (March 2018) gala achieved a record of \$27,750 raised before expenses.

*COPH Build-Out:* This has been the centerpiece of fundraising efforts over several years and also represents the key element in the Center's long-range Strategic Plan developed in 2009. The three-year fiscal total represents more half of the goal of \$1.5 million. Combined with previous fundraising, this success has activated plans to begin work on the new sixth-floor home for the Center in the Library sometime in 2018-19 (the Center currently occupies third-floor quarters). The naming gift by Lawrence de Graaf, a founding faculty member of the University and of the original Oral History Program, represents a major fundraising achievement of these years.

Faculty Time Base Hours, 2013-17:

Director:	.25 FTE per semester- College (Fundraising)
	.25 FTE per semester- College (Director)
	.25 FTC per semester- History Department
Associate Director:	.25 FTE per semester- History Department
Internship Coordinator/Associate Director:	.25 FTE per semester- History Department

Note: Department-funded Internship Coordinator also functions as Associate Director.

Archivist:	Full-time (College)
Administrative Support Coordinator I:	Full-time (College)
Graduate Assistant:	1 per semester @ 10-20 hours/week- Department
Project Managers:	1-2 grant-funded positions at .75 time each.
Student Interns:	approximately 3 per semester @ 120 hours each= 2,160 hours.
Community Volunteers:	This figure varies widely, but generally the Center receives at least 5-10 volunteer hours per week.

The Center has been able to sustain the current level of activity thanks to an active and successful development program that underwrites major projects and the support of the College and Department. College support for the directorship has declined over the past several years but with the History Department undertaking the 3-3 teaching load with the fourth unit to be project- and service-based assigned time, the department should be able to take up the slack. The Center will always depend on student interns and volunteers; students especially receive an enriched academic experience as CPH interns and several have gone on to work as Graduate Assistants

or even COPH staff members. College support for the Archivist and Administrative Support Coordinator is crucial for the success of the Center.

## **6. Highlights and Accomplishments**

Looking back from 2010, the Center's greatest accomplishments include:

- A successful capital campaign for a new workspace and archive on the Library's sixth floor with work set to begin in 2018-19.
- Establishing public history as a substantial component of the Center's activities through exhibition and other projects and the involvement of faculty trained in public history.
- Establishing the Archivist position as a key element in the management of the Center's 6,000 oral histories.
- Continued oral history projects that have established new knowledge in a wide realm of history fields pertinent to California and beyond.
- Expansion of the Center's community-oriented activities, including oral history workshops, exhibitions, event programming, and social media/podcasts.
- Education and training of students in the field, many of whom have gone on to work in oral and public history positions, doctoral education, and independent scholarship.
- The Center's advocacy of digital history as a new specialty in the Department of History with strong ties to the oral and public history curriculum and to the Center.

## **7. Planning and Strategic Outlook**

The Center's directorship undertakes initial strategic planning. The draft plan is then provided to the Advisory Board for review and input. The Department of History via the Strategic Planning Committee also reviews the Center's Plan. The Center's first strategic plan, adopted in 2009, projected short-, medium-, and long-range goals over one, five, and ten years respectively. The most significant long-term goals resulting from that round of strategic planning included:

- A capital campaign to create improved archival facilities to house the Center's collections and provide additional workspace for students and staff.
- Finding firm support for a full-time Archivist to manage the growing collection.
- A commitment to create a series of projects that integrated oral and public history, resulting in a series of public history projects informed by oral history research.
- Rewriting the mission statement to better reflect the activities of the Center, especially given the advent of public history faculty and the possibilities for new types of projects.

Progress has been made on these goals. The capital campaign has resulted in plans for the sixth-floor build-out "groundbreaking" in 2018-19, and the many activities in the public history realm have indeed found ways to integrate the oral and public history educational experiences of our students. The Center has a full-time archivist who provides access to the collections to students, scholars, and the community. The mission not only suits the activities of the Center but aligns with the University's Strategic Plan as well.

*Lawrence de Graaf Center for Oral and Public History*

In 2017-18, the directorship developed a new strategic plan outlining goals in the same format. This latest plan has been approved by the Advisory Board and is under review by the History Department. The major areas addressed by the Plan include:

- **Curriculum:** The Center has worked with the Department of History to introduce greater coherence to the curriculum offered by Oral, Public, and Digital historians. In some cases, new courses have been created and course numbers changed as well as elective requirements for graduate students. The goal here is to imagine a well-rounded curriculum that may eventually include newer areas such as archival training and documentary courses while increasing enrollment at both the undergraduate and graduate levels.
- **Fundraising:** Completing the current capital campaign is the major near-term fundraising goal. Over time, the Center hopes to fund digitization and accessibility projects for the archive, stabilize and grow the Hansen Fund, and endow the directorship. The Center hopes to add a second major fundraising event in the coming years.
- **Leadership:** The Center wishes to both deepen its relationship to the History Faculty and broaden its reach to faculty beyond that department, creating greater opportunities for faculty-led projects and creating an affiliated faculty group that will meet occasionally and strategize ways to integrate the Center's resources across the curriculum. The Center also hopes to develop a community advisory board that will provide advice and assistance in programming and fundraising.
- **Social Media:** through a revamped web site, the podcast, and other means, the Center hopes to increase its digital footprint to increase its community impact and develop new partnerships.
- **Staffing:** A key element in the Center's success is the stabilization of staffing in the Archivist and Administrative Support Coordinator positions. Increasing the ASC's standing to ASC II and perhaps adding a project manager are among long-term goals.
- **Partnerships:** The Center is always on the lookout for possible partnerships in the community, especially those that potentially build on our strengths in diverse social histories and politics. These may be on-campus, both within the College and with others, or off-campus with other educational institutions or nonprofit organizations. The Center also hopes to increase its national profile through its involvement with national oral and public history organizations and partnerships with similar archives in other regions of the country.

No strategic plan achieves all of its goals and new possibilities can arise that take up a certain amount of bandwidth. The Center's commitment to making use of its Advisory Board, developing a Community Advisory Board, and working with a range of Affiliated Faculty all present areas of support and sounding boards for its activities. The Center's leadership, in partnership with the Advisory Board, the History Department, and the College of Humanities and Social Sciences, is determined to evaluate and adjust the plan on a regular basis. Meanwhile, it is committed to achieve as much of the plan as possible and—as revealed over time an in concert with various advisory bodies—desirable.

For the full 2018 Strategic Plan draft, see Appendix 3.

APPENDIX 1: Annotated COPH Project List

Oral History Projects

- *Women, Politics, and Activism Project since Suffrage* (2014-17): Funded in part by a Haynes Foundation grant, WPA records oral histories with women involved in politics, community organizing, and grassroots political movements within Southern California. (Natalie Fousekis)
- *El Toro Marine Air Corps Station* (2010-17): This ongoing project, begun in 2008 and completed in 2017, records the memories of military personnel, dependents, civilian workers, and the surrounding communities of Marine Air Station El Toro near Irvine, California. The project yielded more than 500 interviews. (Natalie Fousekis)
- *Orange County Politics* (2014-17): This bipartisan project records oral histories with elected officials and activist organizers in Orange County. The project honors three interviewees each spring at a gala fundraising event. (Natalie Fousekis)
- *From Hitler's Europe to the Golden State* (2014-17): This project brings an international dimension to Center activities. It records the stories of Europeans who lived through the Third Reich and World War II who later migrated to Southern California. (Cora Granata)
- *Southern California Food Culture and Visionaries* (2010-17): This project interviews founders of Southern California restaurants and chains. (Allison Varzally)

Public History Projects

- *Chávez Special Resource Study* (2010-12): A project for the National Park Service to determine the significance and suitability of sites related to César Chávez and the United Farm Workers. Students contributed to this study, which was used in the authorization of César E. Chávez National Monument in 2012. (Raymond Rast)
- *New Birth of Freedom: Civil War to Civil Rights in California* (2010-12): A two-part exhibition installed at the Fullerton Arboretum traced California's complicated history of freedom and equality. The exhibition's success led to a six-month extension beyond its original closing date; recipient of Cal Humanities grant. (Benjamin Cawthra)
- *A Class Action: The Grassroots Struggle for School Desegregation in California* (2010-12): An exhibition created in partnership with the Museum of Teaching and Learning, *A Class Action* used oral histories and artifacts to tell its story in the Old Orange County Courthouse Museum in Santa Ana. (Raymond Rast)
- *Hard Times in the OC: Voices from the Great Recession* (2012-13): Student oral history interviews and research led to this exhibition created in partnership with the Oakland Museum of California, which housed the exhibition when it opened in 2013 for a six-month residence. (Benjamin Cawthra)
- *Kathy Sloane's Keystone Korner: Portrait of a Jazz Club* (2014-15): A Salz-Pollak Atrium Gallery exhibition of photographs and artifacts from San Francisco's Keystone Korner, a legendary multicultural performance space and a center of community in the 1970s and 1980s Bay Area. Students toured San Francisco's North Beach neighborhood and met with Sloane at the Oakland Museum of California. (Benjamin Cawthra)
- *Lange Tafel Berlin/Long Table Los Angeles* (20xx-17): An ongoing cultural exchange public history project involving students in Berlin as part of their Study Abroad

*Lawrence de Graaf Center for Oral and Public History*

experience; they then helped plan and participate in a Los Angeles Long Table. (Cora Granata)

- *Voces de Liberación: Latinas and Politics in Southern California* (2016-17): An exhibition based on oral history interviews with Latina politicians and activists in Orange County and Los Angeles. *Voces* began as an exhibition at the Heritage Museum of Orange County before its expansion and installation in the Salz-Pollak Atrium Gallery. It will be the first Center exhibition to tour California. (Margie Brown-Coronel)
- *For the Record: A Story Engagement Area in North Long Beach* (2017-18): A partnership with innovative public history/historic preservation organization We Are the Next to create an outdoor and digital history exhibition focusing on one of Long Beach's largest and most diverse and underserved neighborhoods. (Benjamin Cawthra)

Public Events/Workshops

The Center sponsored an ongoing speaker series, the Hansen Lecture in Oral and Public History. These lectures, open to the public, featured the following speakers:

- *Robert K. Sutton*, chief historian, National Park Service, "Civil War to Civil Rights: The Sesquicentennial in the National Park Service, March 22, 2010. (Benjamin Cawthra)
- *Stephen D. Smith*, Shoah Foundation Executive Director, "Auschwitz 2045: What Will Become of the Holocaust?," April 11, 2011. (Cora Granata)
- *Tom Hayden*, author and activist, "Students, Democracy Movements, and the Future," April 26, 2012. (Raymond Rast)
- *Alessandro Portelli*, oral historian, "Harlan County, Kentucky: Thirty Years of Field Work," April 26, 2013. (Cora Granata)
- *Kathy Sloane*, photographer and oral historian, "The Chosen Ones: Preserving and Expanding Our History Through a Wider Lens," February 12, 2015. (Benjamin Cawthra)
- *Saul Gonzalez*, public broadcasting journalist and producer, "The Search for the Story: An Interviewer's Field Guide," April 11, 2016. (Natalie Fousekis)
- *Keir Pearson*, Oscar-nominated screenwriter, "History and Hollywood: The Power of Storytelling Through Film," April 5, 2017. (Cora Granata)
- *Sam Stephenson*, author and documentarian, "Wide-Angle View: An Experimental Approach to Writing and Documentary Work," October 25, 2017. (Benjamin Cawthra)

Other community outreach events included:

- *U.S. Representative John Lewis*: Civil rights activist and congressman John Lewis of Georgia spoke at the *New Birth of Freedom* exhibition, February 26, 2012. (Natalie Fousekis)
- *A Night at Keystone Korner*: In partnership with the School of Music, a gathering of jazz musicians, including George Cables and Eddie Henderson, who had played at the historic club for a special public concert at Meng Concert Hall, February 13, 2015. (Benjamin Cawthra)
- *Voces de Liberación Opening Reception*: An opening night event featured most of the women interviewed for the project, along with an oral history performance based on the transcripts of the interviews, April 25, 2017. (Margie Brown-Coronel)

*Lawrence de Graaf Center for Oral and Public History*

- *Oral History Workshops*: The Center hosted free workshops open to the public each semester to teach oral history methods (Natalie Fousekis, Cora Granata).
- *Outspoken: A COPH Podcast*: Inaugurated in 2017, the podcast examines intersections among the oral/public history field, the Center's activities, and current issues and events. Nine episodes have been completed as of early 2018. (Benjamin Cawthra)

Archival Projects

The Center continues its efforts to make available in digital form its significant collections. The largest of these projects include:

- *Japanese-American* (2015-17): A National Endowment for the Humanities-funded project to digitize the Center's large holdings of Japanese American oral histories.
- *California LULAC* (2013-16): The Center processed archival materials from the League of United Latin American Citizens, California chapter.
- *African American* (2017-18): The Center is applying for grant funding to make more accessible African American oral histories from across the archive.



APPENDIX 2: CPH Constitution and By-Laws

**CONSTITUTION  
LAWRENCE DE GRAAF CENTER FOR ORAL AND PUBLIC HISTORY  
Adopted 4 October 2006  
Revised with new Mission Statement, May 2011  
Revised with friendly amendments from Advisory Board, February 2018**

**ARTICLE I**

**Name**

The name of this institution shall be the **Lawrence de Graaf Center for Oral and Public History**, hereafter known as “COPH”.

**ARTICLE II**

COPH is an auxiliary of the Department of History, responsible directly to the Dean of the College of Humanities and Social Sciences (HSS) at California State University, Fullerton.

**ARTICLE III**

**Mission**

The Center for Oral and Public History (COPH)—a component of the Department of History and the College of Humanities and Social Sciences at California State University, Fullerton—embraces a mission that integrates preservation and exhibition with teaching and learning. COPH collects and preserves the stories of distinctive individuals and diverse communities whose historical experiences have shaped the collective memory of Southern California, defined national and transnational identities, and reflected life in an era of globalization. COPH undertakes and provides support services for public history projects, particularly those designed to share oral histories with public audiences in Southern California and beyond. COPH trains CSUF students in the research methods of collecting oral histories, interpreting these histories, and presenting important regional, national, and global stories to the public. Ultimately, COPH seeks to combine the strengths of oral history and public history in order to build better connections between Cal State Fullerton and the communities—local, national, and global—to which it is tied.

**ARTICLE IV**

**Advisory Board**

The number of members of the Advisory Board is to be not less than five (5) of whom three (3) are from the History Department. Members of the Board must be full-time CSUF faculty,

*Lawrence de Graaf Center for Oral and Public History*

administrators, or full-time staff from departments, programs, or other university units whose missions relate to the mission of COPH. Membership must consist of representatives from at least two distinct CSUF departments, programs, or other university units.

**ARTICLE V**

**Election To and Membership On the Advisory Board**

The manner in which the Advisory Board members are elected is as follows:

The Advisory Board shall consist of the Chair of the Department of History who will serve as Chair of the Board and such other members as may be elected by a majority vote of the Advisory Board.

If Board Members shall fail consistently to attend meetings, the Chair of the Board shall enquire about their status and then make a recommendation to the Board about the member's continued status. Vacancies shall be filled for the unexpired term by a majority vote of the Advisory Board.

The Dean of the College of Humanities and Social Sciences (or designee) and the Director of the COPH (or designee) are *ex officio* members of the Advisory Board.

**ARTICLE VI**

**Appointment and Function of COPH Director**

The chief officer of COPH, recommended by the Advisory Board and confirmed by the Dean of the College of Humanities and Social Sciences and serving at their pleasure, shall be the COPH Director, whose duties shall be those as defined by the bylaws of the institution. The length of appointment of the Director is three years. There is no limit to the number of appointments a Director may serve.

**ARTICLE VII**

**Membership**

In addition to the voting members of the Advisory Board, other classes of members, who shall be non-voting, may be established by the Advisory Board.

**ARTICLE VIII**

**Amendments**

These articles may be amended at any time by a three-fifths (3/5) vote of the Advisory Board then in office.

## **CENTER BYLAWS**

### **ARTICLE I**

#### **Name and Nonprofit Policy**

**Section 1. Name.** This institution shall be known as the Lawrence de Graaf Center for Oral and Public History, hereinafter referred to as "COPH."

**Section 2. Nonprofit Policy.** COPH shall not be operated for profit, and its entire properties, assets, and facilities shall be devoted to the purposes for which it is organized as set forth in its constitution, and which may from time to time be amended.

### **ARTICLE II**

#### **Purposes**

The purposes of COPH are exclusively educational in nature. To further this mission, COPH engages in teaching, training, research, publication, and community service. COPH, through the History Department, offers undergraduate and graduate coursework in oral and public history.

COPH connects the University with broader audiences and enriches historical understanding in public memory by promoting historical skills and services.

### **ARTICLE III**

#### **Advisory Board**

**Section 1. Election and Powers.** The Advisory Board shall oversee COPH, its collections, property and other assets. The Advisory Board shall be elected annually, and each Board Member shall serve until his or her successor is elected and qualified, unless his or her Advisory Board membership be theretofore vacated by resignation, death, removal, or otherwise.

**Section 2. Number.** The number of the Advisory Board shall be not less than five (5) nor more than fifteen (15), and shall be fixed by resolution of the Advisory Board. The Advisory Board, by a three-fifths (3/5) vote of all members of the Board, may resolve to increase or decrease the number of Advisory Board members to the extent permitted in the Constitution of COPH, provided that no decrease shall shorten the term of any incumbent Board member.

**Section 3. Terms.** Each Board Member, except the Chair, shall serve a term of two (2) years, except as provided hereafter in this Article. For the purpose of staggering their terms of office,

the Advisory Board shall be divided into two (2) classes, as nearly equal in numbers as may be, and the term of office of one class shall expire each year in regular rotation. There is no limit to the number of terms a Board member may serve.

**Section 4. Vacancies.** In case of any vacancy in the Advisory Board, the remaining members of Advisory Board shall elect a successor to fill the unexpired term.

**Section 5. Absences.** If any Board Member shall fail to attend two (2) consecutive meetings of the Board of Advisory Board without excuse accepted as satisfactory by the Board, such Board Member shall be deemed to have resigned and the vacancy shall be filled.

**Section 6. Removal.** At any meeting of the Board of Advisory Board duly called, any Board Member may, by vote of three-fifths (3/5) of the entire Board, be removed from office and another may be elected according to Section 4.

**Section 7. Meetings.** The Advisory Board shall meet twice each semester, and if possible once in the summer. Regular meetings of the Advisory Board shall be held at such times as the Chair may determine. Special meetings of the Advisory Board shall be held at any time, on call by the Chair of the Board.

**Section 8. Notice of Meetings.** Notice of the time and place of every meeting of the Board shall be electronically mailed to each Board Member's e-mail address.

**Section 9. Quorum.** A majority of the entire Board shall constitute a quorum at any meeting of the Board, a majority in number of such quorum shall decide any question that may come before the meeting.

**Section 10. Committees.** The Chair, with the approval of the Advisory Board, may establish committees, each of which shall consist of at least two (2) Advisory Board members and may designate other persons to committees.

#### **ARTICLE IV**

##### **Officers**

**Section 1. Officers.** The Advisory Board shall have as officers a Chair and a Secretary. The Chair of the Advisory Board shall be the Chair of the Department of History. The Secretary shall be elected from among the Advisory Board members at the first meeting each Fall of the Board. The Secretary's term is one year.

##### **Section 2. Chair.**

The Chair shall:

a. Serve as principal liaison between the Advisory Board and the Director and provide the Director with guidance and interpretation of Board actions and policies.

- b. Preside at all meetings of the Board.
- c. With the Secretary, prepare the agenda for Board meetings.

**Section 3. Secretary.**

The Secretary shall:

- a. Be responsible for the keeping of Minutes of all meetings of the Advisory Board.
- b. Be responsible for the custody of the records of COPH.
- c. Keep the original copy of these bylaws as amended or otherwise altered.
- d. With the Chair, prepare the agenda of Board meetings.

**ARTICLE V**

**Membership**

In order to provide a means of attracting interest in and support for the activities of COPH, the Advisory Board may establish from time to time one or more classes of membership as it deems fit, on such terms and conditions as the Board by resolution shall determine.

**ARTICLE VI**

**COPH Staff**

**Section 1. Director.** The chief officer of COPH, recommended by the Advisory Board and confirmed by the Dean of the College of Humanities and Social Sciences and serving at their pleasure, shall be the COPH Director, whose duties shall be those as defined by the bylaws of the institution. The length of appointment of the Director is three years. There is no limit to the number of appointments a Director may serve.

**Section 2. Duties of Director.** The Advisory Board shall ordinarily delegate to the Director the responsibility and authority for carrying out the policies and purposes that have been adopted and approved by the Board. The Director shall

- a. Be the chief officer of the staff of the COPH.
- b. Shall appoint, supervise and, when necessary, discharge individuals who occupy staff positions authorized by the Board.
- c. Shall have such powers and duties as may be designated by the Board.

**Section 3. Associate Directors.** COPH may have one or more associate directors, recommended by the Board and appointed by the Dean of HSS. The Board may occasionally recommend to the Director some duties for the Associate Directors, for example serving in lieu of the Director when circumstances warrant. Ordinarily, however, the Director shall be responsible for assignments.

## **ARTICLE VII**

### **Amendments and Other Provisions**

**Section 1. Amendments.** These Bylaws may be adopted, amended or repealed in whole or in part by the affirmative vote of three-fifths (3/5) vote of the Advisory Board, provided that written notice of the proposed amendment shall be e-mailed to each member of the Board, together with a concise statement of the changes proposed to be made.

**Section 2. Conduct of Meetings.** Except as otherwise provided in these bylaws, by applicable law or by resolution of the Board of Advisory Board, all meetings of the Board or of any committee designated by the Board shall be conducted in conformity with Robert's Rules of Order, Revised, as amended from time to time.

**Section 3. Financial Reporting.** For financial reporting purposes the COPH shall report from 1 July to 30 June, and shall be included in the Annual Report required by the College of Humanities and Social Sciences.

### APPENDIX 3: 2018 COPH Strategic Plan

#### **LAWRENCE B. DE GRAAF CENTER FOR ORAL AND PUBLIC HISTORY STRATEGIC PLANNING DRAFT, FEBRUARY 2018**

The Lawrence B. de Graaf Center for Oral and Public History will soon enter an exciting new phase when its new physical space is completed in the next few years. This new location was a centerpiece of the Center's previous long-range planning initiative undertaken by the then four-person directorship in 2008-2009. Fundraising efforts for that space and for COPH projects have raised the profile of the Center on campus and in the community. A series of projects in oral and public history have created substantial archival resources, public events, and student learning experiences. As we approach the 60<sup>th</sup> anniversary of the Oral History Program—the Center's precursor—now is a good time to think about the priorities and possibilities for the future of the Center. The current directors have been involved in leading COPH continuously for from between ten and fourteen years. We believe the Center's best years are yet to come.

*Natalie M. Fousekis, Director*

*Cora Granata, Associate Director*

*Benjamin Cawthra, Associate Director*

#### **SHORT-TERM: 1 year**

*What can be done now? Short-term goals are problems to be solved right away and plans come to fruition that require implementation.*

#### **Curriculum**

*Department of History graduate curriculum adjustments, the Concentration in Oral and Public History, and the advent of our digital history curriculum inform the following actions.*

Make changes to Oral and Public History (OPH) graduate requirements:

- Students in the concentration must take one oral, one public, one digital history course.
- OPH courses become part of 3-unit Professional Skills requirement that is within the 30 units maximum of required units for all graduate students, regardless of concentration.

Oral History class requirement for history projects or theses using oral histories

Curriculum: Submission of 401B Oral History World

History and Editing: Develop plan for replacement once 2018-19 year ends. Determine how the journal might fit into COPH mission.

#### **Fundraising**

*COPH is the flagship fundraiser in the College for Humanities and Social Sciences. Here are the fundraising priorities over the next year.*

*Lawrence de Graaf Center for Oral and Public History*

Complete fundraising for buildout by Fall 2018; we have raised over \$2 million; \$1.5 million to go (please keep these confidential)

- Secure a major gift from Segerstrom Family in ~~early~~ 2018
- Secure donations from two additional prospects totaling between \$150,000-\$250,00

Begin construction on new space in 2018

OC Politics Event: Raise between \$15,000-\$20,000 at the 2018 event.

Apply for Council of Library and Information Resources Hidden Collection grant for Black History Collections in COPH's archive. Submit May 2018.

### **Leadership**

*The goal here is to broaden official faculty involvement in the Center, extending its resources beyond the History Department.*

- Create an Affiliated Faculty List
- Begin by inviting faculty in History Department and then expand to additional faculty in H&SS and in other colleges across campus.
- One meeting per year of affiliated faculty
- Promote affiliated faculty's work on the COPH website and on COPH social media
- Clarify RTP standards for oral/public/digital historians

### **Social Media/Podcast/Radio Documentary**

*In a sign of COPH's potential reach, new possibilities for partnerships are in view.*

- Cited podcast UBC/Toronto partnership – exploring a collaborative Knight Foundation grant -- in conjunction with 4 oral history centers across the United States, including COPH.

Outspoken, COPH's own podcast, will evolve from taped interviews to a produced "story" format; reduce episodes from 8 to 4 per year.

Formatted: Font: (Default) Times New Roman, Italic

### **MID-RANGE: 1-5 years**

*Mid-range goals are often more complex—they often require more time, negotiation, and fine-tuning. They require constant vigilance in order to maintain their vitality and presence. But they drive the daily work of the Center forward.*

### **Curriculum:**

*A major goal is to bolster the efforts of the History Department and HSS by increasing enrollment in Oral, Public, and Digital (OPD) History ~~PD~~ courses, especially focusing on undergraduates.*

- Increase number of undergraduates in OPD Oral, Public, and Digital History courses by 100 percent.



*Lawrence de Graaf Center for Oral and Public History*

- Increase number of undergraduates completing Internships in History 498.

Potential course development:

- 406B Historical Archives (potential)
- 407 History and Documentary Film (potential)

### **Fundraising**

*With fundraising for the buildout complete or nearly so, the next phase will target specific areas of need.*

Stabilize funding for Hansen Fellowship/Lecture/ \$25,000 minimum

Endow the directorship

Fundraising (grants and donations) for transcriptions and other public dissemination of existing collections of oral histories within the archives that have scholarly and community value.

### **Leadership**

*The Center has benefited from long-term commitments by a stable directorship able to see long-term goals through to completion while developing institutional memory through years of successfully completed projects. The hiring of new professors with expertise in public and digital history signal their exciting potential to strengthen the Center.*

Stabilizing directorship:

- Secure long-term support for Director, including appropriate assigned time
- Secure long-term support for Associate Directors, including assigned time
- Support RTP of Margie Brown Coronel (public), Anelise Shroud (digital), Jamila Moore Pewu (digital)
- Determine best way for them to be formally affiliated with COPH (with the appropriate amount of assigned time):  
Brown-Coronel: Director of Latina/o History Projects  
Shroud/Moore: Specialists in Digital History

Create an external Board of Directors comprised of community and business leaders. Board members will assist fundraising efforts, help develop new community partnerships, and raise or donate \$1,000 per year.

### **Staffing**

*The Center depends on qualified, creative staff without whom its projects cannot not be sustained.*

Staffing goals:

- Reclassify Office Manager job to ASC-2 or some other job classification; the last three staff members in this position had master's degrees in history or library science (the last two have stayed less than two years each). The job is much more than a typical ASC-1 staff job; the current office manager (in addition to managing COPH's budgets and

*Lawrence de Graaf Center for Oral and Public History*

finances) is processing collections and writing abstracts in her spare time, producing our podcast, and carrying out a social media strategy for COPH.

- Hire a full-time project manager with a \$40,000 salary; responsible for managing interns, grad assistants, work flow on major oral and public history projects, and coordinate students involved in these projects outside oral and public history courses.

### **Partnerships**

*The Center not only depends on partnerships both on- and off-campus; they are central to COPH's mission and mode of work.*

Create partnerships with other colleges within the university:

- Partner with the College of the Arts on Oral history performance and *Lange Tafel* performance art installation
- Work with the College of Communications, in particular with the Communications department, the Cinema and Television Arts department, and Titan Communications (Titan TV and Titan Radio), to produce radio and film/video documentaries.

Explore possible partnerships with other universities, such as with the UCI Southeast Asian Archive or the Urban Archives Collections (Labor and Ethnicity) at CSU Northridge.

Develop relationships with area museums for exhibition project partnerships. The Autry National Center, the Bowers Museum, the Japanese American National Museum, the Go For Broke National Education Center, and the Wende Museum of the Cold War are natural partners for COPH.

Maintain **and deepen** current international partnerships with non-profits in Berlin including Historical Eyewitness Exchange and *Lange Tafel* Berlin. Develop further international partnerships in Germany or other relevant locations such as Mexico, Italy, Vietnam, China based on affiliated faculty and student interests, perhaps through affiliation with the Study Abroad program.

Maintain and develop community partnerships, including becoming part of community-based initiatives. Current examples include Applied Social Research Institute of Cambodia's Cambodian Diaspora Victims' Participation Project and Japanese American Living Legacy.

Partner with the Pollak Library to continue a series of exhibitions in the Salz-Pollak Atrium Gallery.

### **LONG-RANGE: 5-10 years**

*Long-range goals are more than dreams—they help define the ways COPH fulfills its mission. Without long-range planning, the coming buildout could never have occurred. Not all of these goals will be fulfilled, and perhaps not all of them could or should be. But they all are part of a vision for an even greater Center to come.*

### **Fundraising:**

*Lawrence de Graaf Center for Oral and Public History*

- Add a second major fundraising event for the Center that highlights or draws in communities interested in our other projects.
- Create an endowment
- Develop a CSUF legacy or preservation initiative targeting alumni interested in preserving or documenting CSUF institutional history or other feature of the campus.

**University Relations**

Develop and strengthen relationships with multiple colleges on campus

**Community Relations**

Multiple community relationships/local/regional/international:

- Perhaps expand affiliated faculty to community members working on important oral and public history work.
- Create a formal community partners list on our website
- Hold Community-based events highlighting key COPH oral history projects based on affiliated faculty/student/community/scholarly interest

**Academic Relations**

Develop and maintain partnerships with allied academic institutions such as the Southern Oral History Program at UNC-CH, Columbia University's Oral History Program, California Historical Society

Host Oral History Association and or National Council on Public History conferences.

Develop online quarterly or bi-annual journal on the intersections among oral, public, and digital history