Box 1 of 1

Board of Trustees. Permanent improvements, enrollment, reorganizations.

Bonds. Financing for permanent improvements.

Budget. Includes surplus funds, audit report, salaries, justification of budget request.

Commencement. Arrangements for.

Committees:

- Academic Advisory Council. Includes minutes, faculty status for librarians, admissions policies.
- Administrative Advisory Council. Minutes.
- Committee on Civil Defense. Re: disaster plan.
- Dedication of Sumwalt College of Engineering. Preparations for.
- Development Advisory Council. Organization of, minutes, funds.
- Faculty Advisory Committee. Minutes, faculty status for librarians.
- Committee on Outstanding Students. Selection criteria.

Departments & Schools:

- AFROTC. Personnel, inspection, new program.
- Anthropology & Sociology. Budget, curriculum.
- Athletics. Reorganization, Field House smoking policy, inquiry into point shaving.
- Biology. Student assistants, lab requirements.
- Business Administration. Includes faculty matters, proposal for reorganization.
- Chemistry. Budget, equipment, remodeling of LeConte.
- Comptroller. Includes budget, parking, space needs.
- Dean of Arts & Science. Includes teaching loads, entrance requirements, reorganization of the college.
- Dean of Graduate School. Extension graduate credits, fellowships.
- Dean of Students. Summer counseling program, service club.
- Dean of the University. Includes establishment of colleges, physical training requirements, dean’s report.
- Director of Admissions & Registration:
  - General. Includes reports on GPAs and enrollment, admission policies.
  - Examining & Counseling. Reports on entrance exams.
- Education. Includes summer institute proposal, band camp, reading clinic, accreditation.
- English. Salaries.
- Engineering. Includes curriculum, faculty, lab needs, project with highway department.
- Extension Division. Includes field courses, renaming of centers, budget, report on expansion.
- Geology & Geography. Includes space needs, gem collection, visiting scientist.
- History. Includes faculty matters, American Studies Institute, conference, fellowships.
- International Studies. Includes establishment of Byrnes Center, grant, refusal to
hire faculty member due to nationality.
Law School. Faculty activities, library, student bar association.
Libraries:
   McKissick. Includes recommendations re: operation of, remodeling.
   Kendall Collection. Remodeling of Kendall Room.
   South Caroliniana. Gifts of money, statue.
   Undergraduate. Inquiries re: construction of.
Machine Records. Includes programming classes, location of new computer
system, automated registration.
Music. Complaint re: department head.
Nursing. Space needs, admission requirements.
Physical Education. Space needs, complaint re: department head.
President’s Office. Includes update on developments over the summer,
educational television, regional campuses budget, student drop-outs.

Faculty & Staff:
   General. Includes committee list, complaints about faculty, summary report of
discipline committee, faculty senate.
   Faculty Manual. Drafting of.
   New Faculty. List of.
   Promotions. Recommendations.
   Salaries. Reports & recommendations.
   Tenure. Recommendations.
   Faculty Meetings. Minutes.

Foundations:
   Education Foundation. Chair endowments, minutes, bylaws.
   National Science Foundation. Grant, fellowships.

Garden Club. Arrangements for symposium.
Guignard Lectures. Includes copies of lectures on Henry Timrod.

Patterson, William H.
   Executive Committee for Self-Study. Duties of self-study committees.
   Committee to Study Practicum Teaching at State Hospital. Memorandum re:
existing practicum situation, appointment of committee.

Questionnaires. Includes faculty salaries, married student housing, construction, civil
defense.
Reports:
   Cresap, McCormick & Paget. Responses to reports.
   Miscellaneous. Includes development, enrollment trends.
Research. Notices of awards, report on federal and state projects at USC.
Russell House. Complaints about lack of preparation for conference held at Russell
House.

Students. Handicapped access on campus, student cars, list of student organizations.