Box 1 (1963-64)

Academic Advisory Council. Includes academic regulations, minutes, admissions requirements for School of Education, evening school enrollment.

Board of Trustees:
- General. Includes land acquisitions, organization of faculty, fees, job descriptions, employees’ political activities.
- Integration. Includes USC plan for integration.

Bonds. Financial reports.

Budget:
- 1963-64. Includes justification of appropriations, financial reports, salaries, audit.
- 1964-65. Includes departmental requests, financial reports.

Building Program:
- General. Includes report on building program, land acquisition, dorms, physical science building, greenhouse, campus lighting.
- Administration Building. Addition to.
- Electric Distribution System. Re: upgrades.
- Land Acquisition. Includes justifications for expansion of east campus, purchases of land, funding.
- Neutron Generator Building. Addition to.
- Physical Science Building. Includes outline specifications, proposal for funding.
- President’s House. Remodeling of, including plans.
- Urban Renewal. Acquisition of property, funding.

Commencement. Arrangements for.

Committees:
- Civil Defense. Duties of members.
- Council of Presidents. Includes minutes, reports & correspondence re: academic policies, curricula, faculty employment.
- Curriculum Planning for Transportation Research. Re: proposed coursework.
- Distinguished Teacher Award. Procedures & selection of.
- Faculty Advisory Committee. Includes minutes.
- Faculty Welfare. Includes minutes.
- Fringe Benefits. Re: insurance.
- Graduate Work Off Campus. Re: establishing graduate courses at regional campuses.
- Honorary Degrees. Selection of, biographies.
- Insurance Plan. Includes table of insurance benefits.
- Libraries. Includes reports on committee’s work.
- Political Activity of University Staff. Formulation of policy.
- University Press. Re: funding program.

Departments & Schools:
- Anthropology & Sociology. Request to assign State Archaeologist Office to USC.
- Athletics. Re: finances.
- Band. Concert, scholarships, band camp, instrument needs.
- Biology. Faculty activities, classroom space, report on status and future of
William H. Patterson, 1963-1964, page 2
Records, Office of the Provost, USC Archives

department.
Business Administration. Visiting professor, new degree program, computer use.
Chemistry. Budget needs, graduate assistant stipends, equipment inventory.
Comptroller. Includes housing operations, fees, audit, purchasing, maintenance of accounts.
Dean of Administration:
  General. Includes registration, administrative policies and procedures, parking, campus maintenance and improvements, budget, dean’s annual report.
Director of Institutional Studies & Research. Includes enrollment projections, graduate program costs, suspension statistics.
Director of Planning. Use of vehicles, need for inventory, parking, air conditioning.
Dean of Arts & Science. Includes auditing courses, need for secretarial help, credit hours.
Dean of Graduate School. Comparison chart of other graduate programs, graduate work at extension campuses.
Dean of Students. Includes handbook for men’s residence hall counselors, orientation, integration, activities fees, financial aid program.
Dean of the University. Includes salaries, higher education legislation, test scores, dean’s annual report.
Director of Admissions & Registration:
  General. Primarily enrollment figures, admission policies, registration.
  Examining & Counseling. Examination statistics.
Director for Development. Fundraising.

Box 2 (1963-64)
Education. Includes reading clinic, special education courses, enrollment, faculty matters, curriculum.
Educational TV. Reports on use of.
English. Primarily re: faculty matters and activities.
Engineering:
  General. Faculty activities, curriculum, using educational television, equipment inventory.
  Chemical. Faculty activities.
  Civil. Faculty activities.
  Electrical. Faculty activities.
  Mechanical. Faculty matters, programmed instruction.
Extension Division:
  General. Includes field courses, televised courses, use of vehicles, faculty matters, location of Continuing Education Center.
  Coastal Carolina. Use of vehicles, library, staffing of center.
  Nursing. Development of program.
  Secretarial Studies. Development of program.
Fine Arts. Security problems at McMaster.
Foreign Languages. Library books, faculty, budget.
Geology. Drilling and x-ray equipment, faculty.
History. Faculty matters, enrollment.
International Studies. Faculty activities, grants, budget, visiting ambassador.
International Studies, Ph.D. program. Proposal for.
Journalism. Primarily dean search.
Law School. Elevator, faculty matters, dean’s report, outside review of school
Libraries:
  McKissick. Includes annual report, interest in graduate library school, 
    staff matters, budget.
  Undergraduate. Requests for information on new building.
Machine Records. Income, use reports, equipment needs, faculty activities.
Mathematics. Faculty matters, extension courses, report on academic year 
    institute, complaint about professor’s religious and anti-Communist flyers.
Music. Security problems at McMaster, faculty matters, curriculum
Nursing. Faculty matters, need for new building, reports on nursing education at 
    USC and in South Carolina.
Personnel Office. Annual leave policies, holidays, legislative report, benefits, 
    salaries, Christmas party.
Pharmacy. Report on pharmacy school at Medical University of SC, order for 
    supplies.
Physical Education. Report on possible unification of physical education and 
    athletic departments, basketball tournament, misplaced credentials of 
    faculty member.
Physics. Faculty matters.
Political Science. Master’s program, faculty activities, grant for summer 
    program.
President’s Office. Includes integration and the media, Currell portrait, school of 
    communications, parking, construction.
President, Assistant to. Includes review of student publications, possible new lab, 
    Currell portrait.
Psychology & Philosophy. Possible school psychologist program, fellowships, 
    graduate assistantships.
Treasurer. Finances, including student union and housing.
University Press. Includes scientific volumes, Wildflowers of South Carolina.

Environmental Research. Correspondence re: possible duplication with Clemson 
    program, establishment of USC Institute.

Faculty & Staff:
  Graduate Assistants. Duties and stipends of.
  Faculty Manual. Draft.
  Outside Employment. Statements of and requests for approval.
  Promotions. Recommendations for.
  Resignations. Letters of.
  Retirement. Notices of.
  Sabbatical Leave. Approval of.
Tenure. Recommendations for.

**Faculty Meetings.** Re: faculty organization, list of committees, minutes.

**Foundations:**
- Educational Foundation:
  - Projects & Liaison Committee. Includes recommended uses of funds.
- National Science Foundation. Primarily notices of awards.

**Garden Club.** Re: symposium.

**Graduate Programs.** Primarily re: coordination of engineering programs and comparison with Clemson.

**Mathematics Institute.** Funding for.

**Patterson, William H.** Lectures for History 237.

**Research.** Notices of grants, organization of environmental research institute, compliance with nondiscrimination regulations.

**Southern Association of Colleges & Schools.** Includes follow up report to self-study.

**Students.** Includes student government constitution, speeding cars on campus.

**Summer School.** Summer session faculty, brochure for students.