BOX 1 (1964-65)

Board of Trustees:
- General. Includes policy re: use of state vehicles, determination of student residency, residence halls, use of profits from canteen and bookstore.
- Board of Women Visitors. Primarily re: nominations to.
- Drafts. Of board minutes.
- Minutes.
- Secretary to the Board. Includes building repairs, student fees, housing, role of trustees.

Bonds. For construction.

Budget:

Commencement. Arrangements for.

Committees:
- General. Includes list of committees, scholarships, physical education, engineering curriculum.
- Discipline. Summary report.
- Distinguished Teacher Award. Selection and nominations.
- Faculty Advisory. Minutes.
- Faculty Welfare. Includes policies re: promotions, minutes.
- Honor System. Study of, recommendations for reorganization.
- Honorary Degrees. Nominations and selection.
- Interdepartmental Graduate Programs in Social Sciences. Re: proposed doctoral program in political science and international studies.

Councils:
- Academic Advisory. Includes minutes, admissions, engineering curriculum, associate degree program, library holiday hours.
- Administrative Advisory. Minutes.
- Council of Presidents, Academic Deans. Includes transfer of credits, possible cooperative program.

Departments & Schools:
- Aerospace Studies. Name change, enrollment and grade reports, ROTC vitalization act.
- Anthropology & Sociology. Faculty activities.
- Associate Dean of Learning Resources & Educational Services. Re: regional campuses, educational TV.
- Athletics. Finances.
- Band. Conflict over use of field for band practice.
- Biology. Space needs, custodial problems, supplies, curriculum, faculty activities, grant.
Business Administration. Includes faculty activities, secretarial science program, doctoral program, research.

Bureau of Urban & Regional Affairs. Establishment of, faculty duties.

Chemistry. Faculty activities, funding.

Data Processing. Includes computer equipment, faculty & staff matters, proposal for computerized registration.

Dean of Administration:
- General. Includes housing, parking, security, use of campus facilities, ID cards, registration, landscaping, fees.
- Budget Director. Primarily financial reports.
- Director of Institutional Studies & Research. Primarily re: enrollment.
- Director of Planning. Renovations, signage in buildings, procedure for work orders.

Dean of Arts and Science. Visiting professor, courses, summer workshop, grades, faculty.

Dean of Graduate School. Includes report on graduate credit at extension centers.

Dean of Students:
- General. Includes duties of foreign student advisor, staff tuition assistance, student assistants.
- Director of Student Union. Russell House utilization reports, staff duties, report on Bell Camp.

Dean of the University:
- General. Includes curriculum, budget, tuition fees, two-year nursing program, dairy science instructor.
- Fulbright Advisors. Re: visiting scholars.
- USC-Clemson. Nursing program.

Director of Admissions & Registration:
- General. Includes enrollment reports, registration procedures, admissions, policies, computerized registration.

Director of Institute of Science & Technology. Includes proposal for grants and contracts central office, research survey.

Director of Computer Science Center. Procedures.

Director for Development. Includes summer seminar, gifts, naming opportunities.

**BOX 2 (1964-65)**

Education. Includes transfer credits, faculty activities, workshops, financial gifts.

Educational TV. Primarily re: equipment, faculty needs, programming.

Engineering:
- General. Includes curriculum, computers, utilization of faculty members, grant, faculty activities.
- Chemical. New lab.
- Civil. Faculty activities.
- Electrical. Faculty activities.
- Mechanical. Research, faculty activities.
English. Includes consultant’s report on department, publication of William Gilmore Simms’ works, faculty activities, enrollment.

Extension Division:
   Administration. Includes faculty matters, proposed Allendale campus, associate degree in General Studies.
   Beaufort. Faculty, statistics on Beaufort students.
   Florence. Resignation, educational TV.
   Lancaster. Faculty, College Night, computers.
   Nursing. Development of two-year program.
   Secretarial Studies. Possible expansion of.
   Union. Establishment of.

Fine Arts. Statement on standards and principles, slides, air conditioning.
Foreign Languages. Includes salaries, enrollment figures, lab equipment.
Geography. Re: summer institute, retirement.
Geology. Salaries, field transportation.
History. Includes enrollment figures, faculty matters, visiting professors, Warwick Exchange program.

International Studies. Includes faculty activities, visiting ambassador, lecture series.
Journalism. Primarily dean search.
Libraries: McKissick. Includes problems with understaffing, faculty requests for keys to library, acquisitions, departmental book budgets.
Mathematics. Primarily faculty matters.
Music. Includes security problems at McMaster, fees.
Nursing. Includes curriculum changes, laboratory assistants, space needs, plans for associate degree program.
Personnel Office. Holidays, leave policies, insurance, dismissal policies.
Pharmacy. Laboratory use, speakers, pamphlet.
Physical Education. Primarily faculty matters.
Physics. Faculty matters, neutron generator, budget.
Political Science. Faculty activities, lecture series, activities report, fellowship.
President’s Office:
   General. Includes work-study program, dismissing classes for football games, grant, social studies, speech correction program, integration.
   Assistant to. Includes salary, legislative program, University annual report.

Psychology. Proposed psychological services center, workshop, air conditioning.
Treasurer. Includes tax-exempt status, financial reports, salaries, fees.
University Press. Includes efforts to publish the Laurens papers.
Work Study. Guidelines.

Faculty Meetings. Includes minutes.

Faculty & Staff:
   General. Figures on faculty ranks and degrees, teaching assistants.
Leaves of Absence & Sabbaticals. Granting of.
Outside Employment. Requests for approval.
Promotions. Recommendations.
Resignations. Letters of.
Retirement. Notices of.
Salaries. Chart.

Foundations:
Educational Foundation:
   General. Includes minutes, financial reports, report on band scholarships.
   Chair Endowments. Awarding and funding of.
   Guignard Lectures. Arrangements for.
   Projects & Liaison Committee. Recommendations.
National Science Foundation. Notices of awards.

Garden Club. Re: symposium.

Policies. Political activity, late fees, hiring and promotion.

Patterson, William H. Invitations to various University events.

Questionnaires. Includes correspondence courses, academic calendar, faculty health.

Research. Award notices.


Students. Scholarship recipients, summer school guide, report of student body president,
   boycott of Campus Shop.

Summer School. Faculty, enrollment.