Box 1 (1974-75)

Keith E. Davis:
Greater Columbia Forum. Grant applications, memos re: steering committee.
Riverfront Development Commission. Minutes.

Miscellaneous Files:
Congratulatory Letters. Re: Davis being named Provost.
Institution on Coordinating the Planning Process. Held at Princeton University.
Invitation Acceptances & Regrets.
NASULGC. National Association of State Universities and Land-Grant Colleges, November 17-20, 1974, Washington, D.C.
NIMH. Department of Health, Education and Welfare information.
OIC. Opportunities Industrialization Center of South Carolina. General information.
Orangeburg Rotary Club. Speech.
Speeches. Undated speeches.

Provost:
Admissions Office. Includes Admissions Committee agenda, minutes.
Assistant to the Provost. (Donna Pretty) Includes administrative issues, salary and University 101 information.
Counseling Bureau. Orientation information, memos re: moving offices.
Learning Resources. Grant funding requests, correspondence of Jay Smith, Dean of Learning Resources.
Memos. Re: faculty hiring, courses, internships, grants.
Reorganization of Housing. Contains report to study reorganization of housing services.
Student Affairs. Includes budgets, committee appointments, student organization minutes.

Student Affairs:
Dean of Student Affairs. Miscellaneous correspondence, sorority/fraternity requests.
Financial Aid. Correspondence re: guaranteed student loans.
Foreign Student Affairs. National Association meeting information.
Security. Summary reports.
Student/Faculty Relationship Retreat. Agenda, general information.
Student Health Services. Requests for funding increase, new faculty hires.

Administration:
Affirmative Action Officer. (Anna Durham) Miscellaneous memos.
Board of Trustees. Correspondence re: Distinguished University Professor.
Board of Trustees Meeting January 24-25, 1975.
Board of Trustees Meeting May 27-28, 1975.
Board of Trustees Meeting May 27-28, 1975.
Continuing Education. Includes papers of Milton Baker, Assistant VP for Continuing Education, formation of Division of Continuing Education.

Health Affairs:
Health & Physical Education. Miscellaneous correspondence.
Medical School. Proposal for new USC Medical School.

Box 2 (1974-75)
Nursing. Information re: opening Williams-Brice building for School of Nursing.
Pharmacy. Correspondence re: search for new faculty.
Social Work. Proposal to create doctoral program.
Speech Pathology & Audiology. Correspondence re: development of program.
VP for Health Affairs & Acting Dean of School of Medicine. Miscellaneous correspondence.
Institutional Research. Includes salary information, faculty/student ratios.
Legal Affairs & Legislation. SC General Assembly legislative reports, correspondence.
Personnel Office. Includes sick-leave guidelines, salary, administrative policies.
President’s Office. Miscellaneous memos re: state holidays, smoking policies in buildings.
Proposal for independent Department of Anthropology.
Regional Campuses:
Sumter Campus Convocation.
VP for Regional Campuses. Includes pay schedules and grant information.
SOC. Servicemen’s Opportunity Colleges. General information.
VP for Administrative Services. Correspondence.
VP for Development. Correspondence.
VP for Finance:
General. Includes financial statements, memos.
Budget Reports.
VP for Instruction. Includes memos re: budget, new faculty.
VP for Operations. Includes proposals for additional parking, dining facilities, memos and correspondence, regional campus plans.

Academics:
College of Arts & Letters:
General.
English. Includes correspondence re: James Dickey’s Deliverance.
English as a Second Language. Information re: Institute of International Education.


Philosophy. Correspondence.

Religion. Includes proposal to change department name from Religion to Religious Studies.

Theater & Speech. Includes information re: need for performance space, Myrtle Beach Summer Theatre.

College of General Studies:

General.

Restructuring. Includes plans for central library, Department of Independent Study, plans for recruiting women and minority faculty, merging two-year program with existing degrees.

College of Science & Mathematics:

General. Includes recruitment of high school students.

Biology. Correspondence, new department head.

Chemistry. Includes proposal to develop biochemistry program in medical school, science development grants.

Geology. Includes proposal for Earth Science and Resource Institute.


College of Social & Behavioral Sciences:

General. Salary raises, budget information.

Aerospace Studies. Includes Air Force ROTC, hiring new faculty.

Anthropology & Sociology. Includes plans for separate departments.

Bureau of Governmental Research and Services. Correspondence.

Geography. Contains budget information, undergraduate course descriptions, departmental annual report.


GINT School of Public Affairs. Information re: developing new programs.

History. Includes plan to establish an Applied History Program, information re: “Saints and Legions” educational television program.

Box 3 (1974-75)

Institute of International Studies. Includes “current activities” papers.

Naval Science. Includes appointment of new department head.
Psychology. Includes admission statistics, information re: undergraduate psychology programs, accreditation of school psychology doctoral program.

Social & Behavioral Science Lab. Includes recommendations for development lab.


**Professional Schools:**

Business Administration Includes information re: certification program, “Role of Higher Education in Solving Community Problems in South Carolina.”

Criminal Justice:

- General. Includes plans to develop graduate program.
- Board of Visitors Meeting April 4-6, 1975.

Education. Includes proposal for tripartite agreement for Director of Education between USC, Clemson and South Carolina Department of Education, “Education Reports” newsletter.

Educational Psychology. Communication between colleges of Education and Psychology.

Graduate School:

- General.
- Materials for Board Meeting.

Journalism. General information.

MIBS. Master of International Business Studies. General information, final departmental reports.

Law. Accreditation, budget and faculty information.

Librarianship. Plan to develop continuing education program, accreditation.

**Committees:**

- General.
- Academic Forward Planning. Includes agendas, minutes and committee recommendations.
- Advisory. Special Committee.
- Facilities & Grounds Advisory. Includes restoration of Horseshoe.
- Faculty Advisory. Agendas, minutes, miscellaneous correspondence.
- Faculty Senate. Minutes, resolutions, motions.
- Graduate Faculty. Report from Graduate Council.
- Graduate School Dean Search Committee.
- Honorary Degrees. Nominees, 1972-76.
- Horseshoe Advisory. Recommendations of committee.
- Ideas & Issues. Correspondence.
- Liberal & Cultural Disciplines. Minutes, agendas.

**Box 4 (1974-75)**

Media Arts Advisory. Meeting agenda and minutes.

Riverfront Development:

- General.
Russell Awards. Dr. Paul D. Ellis, recipient.
Space Coordination & Planning. Space requests, committee minutes.
Tenure & Promotions. Appointments to Tenure and Promotion Committee.
Visit of the Committee of 100:
  General.
  December 5, 1974 meeting.
Women’s Studies. Coordinating committee for program development.

Councils:
  Academic. Minutes, correspondence.
  Academic Advisory. Minutes.
  Academic Vice Presidents. Contains information re: Statewide Council.
  Administrative Advisory. Minutes.
  Council of Presidents. Correspondence with Winthrop College.
  Graduate. Proposals for master’s degrees in Computer Science and Applied History.

Alphabetical Files:
  Academic Common Market. Program recommendations, correspondence.
  American Academy in Athens. Correspondence.
  American Academy in Rome. Correspondence.
  American Association of University Professors. Annual survey of academic salaries.
  Awards Programs. Science Fair, fraternity awards.
  Breger, Gerald E. “The Role of Higher Education in Solving Community Problems in South Carolina.”
  Budget. Budget statement, department allocations, state budget information.
  Budget Adjustments.
  Carolina/Clemson Cooperation:
    High School Physics Proposal.
    Natural Resources Information System.
    October 22, 1974 meeting.
    Planning Subcommittee.
    Reports from Convocation.
    September 26, 1974 meeting.
  Center for Cultural Development. Plans to disperse center, correspondence re: resignation of director Bert Dillon.
  Center for the Developmentally Disabled:
    General.
    UAF MAT.
  CEAA. Center for Editions of American Authors. Annual report.
  Chair Professors. List of Chair Professors.
  CLEP. College Level Examination Program. Letter.
  Closed Circuit TV. Contains information re: television instruction, May-June 1975.
Columbia Metropolitan Sewerage Committee. Draft proposals.
Commission on Higher Education:
    General.
    Guidelines.
    Health Education Authority. Minutes, committee member lists.
    New Degree Requirements. Draft of new degree procedures.
Computer Services Division. Includes plan to provide computer services to state agencies and government operations.
Contemporary University. Correspondence.
Copyright & Ownership Guidelines. Contains patent and copyright policy.
Cultural Affairs. Correspondence re: Columbia Music Festival.
Danforth Foundation. Includes information re: Dr. Charles Witten, Liaison Officer.
Dean of Freshmen. Includes student recruiting information.
Educational Foundation. Letter for annual support.
EDUCOM. Includes membership letter and bulletin.
Evaluation of Teaching. Student opinion survey.
Faculty Allocations. Information re: staffing for each department.
Faculty Positions. New and replacement 1975-76.
Ford Foundation. Proposal for “A Pictorial Representation of the Mexican Culture.”
Fundraising. List of chairpersons.
Gambrell Hall. Contains faculty suggestions for building layout and design.
Grades. Memo re: grade inflation survey.
Graduate Teaching Assistantships. Correspondence re: number available.
Honors Program. Contains provisions of honors courses.
IGI. Institutional Goals Inventory. “Report on Faculty and Staff Views.”

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Institutional Self-Study & Planning. Contains program guide.
ISC. Instructional Services Center. Contains information re: work study, television courses.
Media Arts. Information re: Media Arts Special Advisory Committee.
Miscellaneous. Correspondence re: committee appointments, annual faculty reception.
Moving Policy. Information re: moving expenses for new faculty.
Multidisciplinary Training & Research Project. “Project Assist” information.
Newberry College. Title III project information.
Newspaper Clippings.
Open University Systems. Contains information re: ETV’s “University of Mid-America” program.
Placement Bureau. Contains employment and starting salary statistics.
Policies and Procedures for Selection of Department Head and Chairman.
Questionnaires. Miscellaneous questionnaires, completed by Donna Pretty, Assistant to Provost.
Reading Materials. Material ordered by deans for various programs.
Rockefeller Foundation. Humanities Fellowships Program information.
Russell Awards. Letters to recipients.
Sea Grant Program. Contains information re: coastal property owners seminars, Sailing Education Association.
Shakespeare Studies. Memos re: discontinuation of program.
SC State Personnel Division. Correspondence re: career development system.
Southern Atlantic States Association for South Asian Studies. Correspondence.
Southern Studies. Includes information re: classroom space, annual conferences.
Special Programs. Contains information re: Women’s Studies and Mature Students programs.
Student Government Assoc. Correspondence re: professor evaluations.
Student Health Center. Contains memo re: flooding of Health Center.
Tenure & Promotion:
  Criteria & Procedures.
  Policy.
Title IX Replies. Miscellaneous internal memos.
University Associates. Information re: developing new academic programs.
University Libraries. Contains budget requests, information re: moving to new library.
University Union. Correspondence re: USC Awards for Distinction in Literature and the Arts.
University 101. Includes budget reports, correspondence.
USC Catalog Material. Administrative copy of updated material.
Warwick Exchange Program. Rooming costs.
Winthrop College. Contains professional code of ethics information.

State Organizations:
Budget & Control Board. Resolution.
Governor’s Office. Includes correspondence re: “Geographic and Natural Resources Information System.”
Health & Social Development Council. Executive Order from Governor’s Office.
HEW. Contains national program and budget information.
SCETV. Information re: “College Night” program.
State Auditor’s Office. Contains salary requests for recruitment of dean of medical school.
State Personnel Office. Includes information re: joint program with Winthrop, grievance procedures.
TEC Centers. Information re: transfer credits/students, correspondence re: State Board for Technical and Comprehensive Education.