

ANNUAL REPORT
of the President
Valdosta State College

to
THE CHANCELLOR
and
THE BOARD OF REGENTS
of the
UNIVERSITY SYSTEM OF GEORGIA

Hugh C. Bailey
President

VALDOSTA STATE COLLEGE
Valdosta, Georgia

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PART ONE
NARRATIVE

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A. Description of the State of the Institution

1. Overall health of the institution

Fiscal Year 1989 was in many ways "the worst of times and the best of times" at Valdosta State College. The discovery of the improper investment of Auxiliary Surplus Funds and the loss of approximately three million dollars was a tragic development that should not have occurred. It is our hope that at least some of these funds will be recovered.

Despite this development, a sense of expectancy pervaded the campus in FY 1989. The faculty and staff were involved in intense studies which will lead to reaffirmation of accreditation by the Southern Association of Colleges and Schools, the National Council for the Accreditation of Teacher Education, the National League for Nursing, and the reattainment of undergraduate accreditation by the American Assembly of Collegiate Schools of Business. Exceedingly fruitful studies were made by committees dealing with engineering/technology, university status, and the campus master plan. The Education, Research and Development, and Modern Foreign Language/International Culture Centers financed by the Special Funding Initiative were effectively launched and did a great deal to broaden and deepen the College's outreach throughout South Georgia.

The entire campus community was stimulated and encouraged by the Regents' approval "in principle of a change-of-status for Valdosta State College from a Type II (four-year) to a Type I (regional university) institution" when it meets the

requirements prescribed by the Board. A careful analyzation revealed that the College meets almost all the requirements, and changes have been instituted to insure that all will be met very soon. The raising of admissions standards perceptibly, the tightening of readmission policies, and the abolishment of the "forgiveness clause" for repeated courses should place the institution near the top of four-year schools in SAT scores and improve retention.

While these admission and retention changes were being made, an intense effort was under way to recruit and retain students. Unlike some other institutions, approximately 70 per cent of Valdosta State College students come from the southern portion of the state which has the lowest SAT scores in Georgia. Careful counseling and nurturing should be able to offset the student losses associated with higher standards.

The self-confidence and pride which pervaded the College were due, in part, to appreciation of the quality of 54 new faculty members that have been appointed in the last three years. Many are regionally and nationally recognized in their disciplines as is attested by the fact that the group has produced 35 books and 331 refereed articles. There is also general awareness that the quality of instruction is excellent. This is demonstrated in that since June, 1987, 31 graduates of the College have received M.D. degrees and that participants in the Regents' Transfer Engineering Program (RTEP) with Georgia Tech perform as well or better than those who begin their studies at Georgia Tech. There is pride also in the fact

that the College library has reached more than one million bibliographical entries and much emphasis is being placed on collection development.

For many, the reoccupation of the beautifully restored West Hall is symbolic of a new period of progress and service for the College. It is indeed a setting worthy of a regional university.

The continued growth of the endowment funds that are used primarily for scholarships is also most encouraging. They have now reached three million dollars and are enabling scores of students to attend Valdosta State College who would not otherwise be able to do so.

Throughout the year program development continued to be of prime importance at Valdosta State College. Preliminary proposals for the offering of the Bachelor of Arts degree with a major in Legal Assisting and the Master of Fine Arts in Studio Arts are being developed, and exploratory discussions will be held with Dr. Anne Flowers.

Key administrative appointments during the past year will have very positive effects. Dr. George Gaumond became Director of the Library on January 1, 1989; Lt. Col. Warren Matthews assumed the Director's position in Air Force R.O.T.C.; Dr. Roy Nicely became Head of the Department of Marketing and Economics; Dr. Louis Levy assumed the position of Head of the Department of Sociology, Anthropology, and Criminal Justice; Dr. Tracy Harrington became the Director of International Programs; and Dr. Patricia Bohannon has been approved by the Board of Regents to become Dean of the School of Nursing.

A concerted effort was made to attract and hire minority faculty members during the year. Applications from minorities for all advertised positions on campus were carefully reviewed by Dr. Jerry Hardee, Affirmative Action Officer, and all minorities who met the criteria of the ads were invited to campus for interviews. New minority faculty members with doctoral degrees were employed in the Department of Physics, Astronomy, and Geology, and in the Department of Music.

2. General profile of the institution including a brief description of the characteristics of the faculty and the student body

a. Faculty

In FY 1989, Valdosta State College had 308 full-time teachers, administrators, and librarians. Of this number 214 were males and 94 were females. One hundred forty-nine (149) faculty members were tenured, 138 were non-tenured, and 21 were designated Non-Tenure Track, distributed among the academic ranks of 80 professors, 89 associate professors, 116 assistant professors, and 23 instructors, with 201 holding the doctorate, and 107 the first professional, Educational Specialist, and Master's degrees.

b. Students

During FY 1989 there were 10,012 registrations of students at Valdosta State College, counting no student more than once. They registered for 291,394 credit hours (exclusive of ROTC). Financial aid to students included \$2,451,809 in Pell Grants, \$3,323,883 in Guaranteed Student Loans, \$200,000 in Perkins Loans, \$99,084 in Supplemental Grants, \$461,141 in Work-Study monies, and \$248,350 in Student Incentive Grant Awards. There

continue to be more VSC students eligible for Work-Study, Supplemental Grants, and National Direct Student Loans than awards available. All the programs are increasingly difficult to administer because of more stringent certification requirements. The Office of Education tends to change the regulation at the last minute which produces problems in processing aid applications, especially during the summer months.

3. Information concerning the library, physical plant, fiscal affairs, and general administrative services

a. Library

The Valdosta State College Library completed another successful year in fulfilling its mission as the academic center of the campus. At the end of the fiscal year, the Library had a collection of nearly 340,000 bound volumes and 688,500 microforms; it currently subscribes to some 2,700 magazines and journals.

A primary indicator of the strength of the Library is the level of circulation of materials to faculty and students, where increases reached 66,804 items checked out of the building and 127,373 items used within the building and as reserves. In addition to book use, reference services provided answers to 25,117 directional, informational, and telephone requests.

Despite excellent materials and services, there are some weaknesses. The most pressing problem is the need to replace the COM (microfiche) catalog, the primary access tool for locating materials, with a completely automated library system.

b. Business and Finance

During Fiscal Year 1989, Valdosta State College received much needed increased appropriations from the Board of Regents of the University System of Georgia. For the first time Special Initiative Funds totaling \$725,000 were allocated to the College to fund primary activities aimed at improving instruction, research, and public service in the College's region of service.

The Auxiliary Services Division maintained a high level of service to students, faculty, and staff during the year. This was the first year of operating under increased meal rates in Food Services, which enabled the division to operate effectively and efficiently. New cash registers and ice dispensers were installed in the Palms Dining Center, and an automatic dishwasher machine has been purchased. The Bookstore finished the year with a completely renovated facility and, perhaps partially as a result of these improvements, sales were up by fifteen per cent. A computerized inventory control system for the textbook department has made it possible to increase used book sales to 32 per cent of total textbook sales which provides lower book prices to students in many courses.

The new College and University Funding accounting software package provided and supported by the Board of Regents continued to furnish a wealth of on-line data and reliable financial information to assist administrative units at all levels in the effective allocation and use of limited institutional resources. However, the TI 990 Computer System can

no longer handle the increasing volume of financial accounting data being generated at the College. New equipment must be purchased next year.

One of the major undertakings of the Personnel Services Division during the year was the implementation of flexible spending accounts. This action followed numerous seminars explaining the potential value of such programs to the faculty and staff. The medical and dependent care spending accounts were well received with first year participation justifying the implementation costs of the programs. Barring any change in the I.R.S. code, which will make this benefit more restrictive, it is anticipated that participation levels will increase next year.

The transition to Aetna Life and Casualty as claims administrator, coupled with premium rate hikes, has led to morale problems related to the group health insurance program. Certain problems relative to Aetna not maintaining or being aware of the University System's insuring philosophy have been addressed and should be minimized as the company becomes more familiar with the master health policy. As efforts were made to control health care costs, employee complaints regarding tighter claims control and policy restrictions were often received.

The recent internal audit by the Board of Regents Internal Audit Division has resulted in a number of changes especially in purchasing procedures. The full, positive impact of these changes will come next year.

The Public Safety Department through its continuing efforts has made the campus a reasonably secure environment. USA Today recently conducted a survey of crimes on college campuses, and its findings reflect favorably on Valdosta State College when compared with other colleges of similar size throughout the nation. Also, the recent F.B.I. Uniform Crime Reports documents the relative safety of the campus in terms of violent crimes and property damage crimes as compared to Georgia Southern College and West Georgia College. The safety of our students and employees as well as the security of buildings and grounds will continue to occupy a high priority in the services rendered by the Public Safety Department.

This year the Plant Operations Division completed a number of projects of special significance to the campus. During the summer quarter both the interior and exterior of Brown Hall, the largest men's dormitory, were completely renovated, and an open air concert stage was constructed adjacent to it. The last electrical transformers on campus containing PCB's were replaced at Georgia and Patterson Halls. Also, major repairs on the underground electrical distribution system were accomplished during the early part of the year. The Library fountain was restored to its original condition, and, through an allocation of Major Replacement Rehabilitation Funds, the roof on the Education Center was replaced. New offices were constructed at Brookwood Plaza to serve several College departments. An extensive renovation of the Alumni House continued during the year with its occupancy anticipated

in the fall of 1989. This is only a partial list of projects completed by the division which even with this workload continued a high level of maintenance throughout campus facilities and grounds.

Major Capital priorities are:

a. Capital Outlay Priority Number 1

Brookwood Hall - Purchase
1300 N. Patterson Street
(19,177 gross square feet) \$ 1,000,000

Brookwood Plaza - Purchase
1200-1300 N. Patterson Street
(126,000 gross square feet) 4,450,000

Brookwood Plaza - Renovation
(133,480 gross square feet) 9,150,000

b. Pound Hall Remodeling
(Phase I and Phase II) 975,000

c. Roof Replacement, Library 175,000

d. Campus Greenhouse 75,000

e. Capital Outlay Priority Number 2

Biology, Chemistry and Nursing Building
(98,000 gross square feet) 9,725,000

f. Resurface Oak Street Parking Lot 225,000

g. Capital Outlay Priority Number 3

Library Addition
(80,000 gross square feet) 6,325,000

h. Oak Street Parking Lot Addition
(Curb, gutter, lighting, and landscaping). . . 300,000

TOTAL CAPITAL FUNDS \$32,400,000

c. Public Relations

A partial list of accomplishments of the Public Relations Office included placing college professors, administrators,

and other personalities on 33 area television interview programs averaging about 10 minutes' air time each and producing a total of 5.5 hours tv exposure for Valdosta State College, covering a wide variety of subjects from food services, educational programs for the public, to new academic programs, and research. Two large educational exhibits (Sunbelt Agricultural Exposition and Valdosta Mall) were organized and managed and were visited by over 100,000 people. Exhibits were also presented at the Georgia Association of Educational Leaders conference and the State meetings of the Georgia Municipal Association.

The Public Relations Office made arrangements for 6,320 public school students to visit the VSC Planetarium and Observatory as well as 2,426 students to visit the Library and Art Gallery. It released 303 individual news stories, 81 photographs and 119 electronic news stories. Most of the news stories appeared in 25 newspapers throughout the state.

The Public Relations Office moved into the Desk Top publishing field this year producing for printing the Honors Day program, five Commencement programs, the Quarterly Calendar of Events for the public, the Capsule for campus distribution, the quarterly Alumni Bulletin, and the Speakers Bureau listing for distribution to civic organizations.

d. Alumni Affairs

The planning priorities, goals, and objectives for Alumni Relations center around the establishment and maintenance of contact with 22,000 alumni to build loyalty and support

for the College and the creation of an immediate bond with students through the Student Alumni Association, the Ambassadors. Broad objectives in these areas include:

1. Production of a tabloid newspaper, the Alumni Bulletin, on a quarterly schedule.
2. Planning, promoting, and conducting receptions for alumni in selected locations around the state.
3. Conducting reunions for special interest groups.
4. Planning and conducting various events and activities for homecoming.
5. Maintenance of alumni services, such as travel programs.
6. Management of the Student Alumni Association, emphasizing quality, growth, and service expansion. Currently, there are 33 VSC Ambassadors.

Since the creation of the alumni office in 1984, there has been no change in staff, while alumni records have increased by the approximately 5,300 degrees conferred in the same period.

e. College Development

One of the major strengths that the Development Office has is its continued growth in spite of national and state reports that contributions are declining by 6 per cent for the average college or university. In an effort to avert this problem, the Development Office has initiated a broader scope of fund raising.

Eight new scholarships were awarded this year through Development Office activities. The first graduate minority scholarship fund was created and committees established to assist in this endeavor. In addition, the GAR Foundation awarded \$17,000 for equipment to help renovate Pound Hall Auditorium.

The Phone-a-Thon hit an all-time high in pledges reaching \$80,439. The Faculty/Staff Annual Fund Drive produced more money than in any previous year, pledges totaling \$40,343. These monies were in addition to the monies the faculty and staff gave to the Capital Campaign.

The Development Office assisted with the opening of an ATM machine on campus and mailed over 15,700 letters to parents and students to inform them of the new facility. The VSC VISA affinity credit card continued to grow with 584 cards now in use.

The Georgia International Insurance Company in conjunction with the Development Office recently created an innovative program for deferred giving. Although the program will not begin until August, 1989, the plans have been completed.

Although the Development Office is a small operation with only one administrator and three secretaries, it sent out over 27 major mailings consisting of over 100,000 pieces of mail, and undertook many other operations. As the operating arm of the Valdosta State College Foundation, its success is vital to the College's future.

f. Student Affairs

The Division of Student Affairs made many contributions to the institution this past year, the most popular being the successful Homecoming activities in connection with the appearance of Bob Hope. Especially significant was a progressive year enjoyed by the Student Government Association (SGA) which accomplished many of the goals it had set for itself.

The SGA officers accepted their responsibilities admirably, and their persistence was invaluable in seeing that senate bills were implemented.

Student Activities

The Campus Activities Board (CAB) had a busy, successful year. The CAB brought a variety of entertainers to the South Wing of the Palms Dining Center for Happy Hour which proved to be very popular. Fall quarter the Aerobic classes were increased to four days a week, and 50-60 students attended each class meeting.

A week of Homecoming activities in the fall quarter began on Tuesday, and events were held every day through Saturday. Friday night capped off the week with "An Evening of Bob Hope" at which some 5,000 were entertained by this legendary performer. Saturday morning the annual Homecoming parade was held followed by the Homecoming game.

Recreation tournaments held throughout the year included: ping-pong, two-man billiards, billiards, women's billiards, two-man volleyball, bowling, pictionary, and putt-putt. Some of the more popular tournaments were repeated from quarter to quarter. An attempt was made to send students to participate in the Regional ACU-I games tournaments. A marked increase in participation was noted at all the recreational events. VSC students attended the Southeastern NACA Regional Conference in Winston-Salem North Carolina as well as the National NACA in Nashville, Tennessee.

A variety of other events were presented throughout the year. Included in these were: a skate night, candy making

classes, basic car repair, wellness fair, bridal fair (which was attended by some 250 people), hot dog night, fall fashion show, and make-up demonstrations. The Spring Quarter concert featured "New Kids On The Block" which drew one of the largest crowds ever to the VSC P.E. Complex.

Intramurals

To involve as many students as possible, the Intramural Department continued to offer many different activities. It is the desire of this department for every student to participate in some type of sport, competition, or activity. All events that were offered to the men were also offered to the women, and in some activities, (Co-Rec), they participated together.

This year, the Intramural Department ran over 2,500 contests in 42 events. Aside from on-campus activities, five teams participated in the state flag football championship. The Co-Rec football team won the state championship. Two football teams qualified and traveled to the national flag football championships in New Orleans, Louisiana. A men's team finished second at the national tournament. In addition, two teams participated in the state 3 on 3 basketball championship and four teams competed in the state softball championships. VSC captured first place in the men's and Co-Rec divisions.

Testing

The area of Testing within the Division of Student Affairs continued to accommodate students with the required standardized tests as mandated by the Board of Regents. Prospective

and enrolled students were administered exams for undergraduate and graduate admissions, placement, and proficiency. The coordination, preparation, supervision, administration, security of testing materials, administrative details, scoring of answer sheets of some tests, and submitting test scores to appropriate offices were on a quarterly cycle. Tests from the Board of Regents, Educational Testing Service, the Psychological Corporation Law School Admissions Council, and others were given in 108 administrations to 5,688 students.

As a National Test Center, surveys, questionnaires, and evaluations were provided and conducted by test takers and testing agencies with favorable results. Beginning with the summer of 1990, higher S.A.T. scores required for admission will increase the number of students needing to take placement examinations.

Fraternities

FY 1989 was a year of new ideas and great plans for the future fraternal system at Valdosta State College. Rival fraternities have come together and formed new bonds of friendship. A commitment has been made by all fraternities to help the smaller chapters rush and improve in numbers so that the overall Greek system will be strengthened.

This past year saw progress made in alcohol education on campus, with far fewer alcohol/Greek related problems reported than last year. A number of the fraternities continued to host "Alcohol Education Sessions" in their chapter houses for their members and little sisters. As always the IFC played

down the importance of alcohol at chapter houses and encouraged non-alcoholic functions as much as possible.

As earlier stated, Fall rush is about to change dramatically from previous years. To aid the smaller fraternities, four of the six fall rushing fraternities agreed to cut one-third of the total rushees by the first Tuesday of rush.

Colleen Hughs-Nugent was the guest speaker at this year's Greek Assembly. Her message centered around AIDS on the college campus and protection from the disease.

Although there is work that needs to be done on leadership abilities in some of the individual fraternities, most are constantly striving to better themselves and work closely with their advisor and the College administration at large.

Panhellenic

The Panhellenic area had an exciting and eventful year. The strengths of Panhellenic came from many of the events hosted during the year. Some of these events during the FY 1989 year included: Fall Rush, the first annual Panhellenic Scholarship Skit Night, Open House, VSC for Kids, Rho Lambda Tapping, Phone-a-Thon, Southeastern Panhellenic Conference, About Greeks, Greek Assembly, and Greek Week.

During the past year, the Panhellenic Council experienced one of the most successful Fall Rush weeks in the history of the Greek system at VSC. There was a 25 per cent increase in the number of young women going through Rush. Officer elections were successful, with one of the strongest groups of officers in several years.

The first Greek newsletter, About Greeks, was created and printed during Spring Quarter and will continue to be published once a month. Fourteen Greek women were tapped into Rho Lambda Honor Society, and 13 Greek women were selected to become members of the Order of Omega at the Greek Assembly. All of the sororities participated in various community service projects during Greek Week and during the year. These included: The Cancer Society, Soup Kitchen, Shands Hospital, and Camp Adventure.

Counseling Center

The Counseling Center staff offers a wide variety of services to VSC students to assist with personal, social, educational, and/or vocational concerns which might arise during the college experience. During the academic year 1988-1989, the Center provided individual and group counseling to 450 students which accounted for over 1,725 client contact hours. Individual counseling currently averages four sessions per student.

During 1988-1989, the Center offered a total of 19 groups/seminars. A total of 115 students (223 contact hours) participated in the following groups: Strategies of Study, Test Anxiety Reduction, Time Management, Managing Stress, How To Sleep Better, Learning Self-Hypnosis, Overcoming Shyness, Overcoming Speech Anxiety, Understanding Your Emotions, and Math Anxiety.

A major emphasis this year was in the area of outreach activities which was consistent with the Center's philosophy

of a preventative model of counseling. It is estimated that the three staff members had contact with over 3,400 students outside of the office. Approximately 500 students participated in the annual "Thirsty Thursday" Alcohol Awareness Fair. Outreach services extended into the residence halls, fraternities and sororities, classes, church organizations, and many special interest groups on campus and in the community. These activities/programs included: Open Campus Day, Health Fair, InSight, Orientation, Positive Attitudes, Study Skills, Regents' Test Anxiety Reduction, Suicide Assessment, Alcohol Awareness, Wellness Fair, Communication Skills, Rape Awareness, Student Leadership, Conflict Resolution, Stress Management, Relaxation Training, Assertiveness Training, Time Management, Math Anxiety Reduction, Hypnosis, Eating Disorders, Sleep Disorders, class projects, and many more.

Career Planning and Placement

The Office of Career Planning and Placement continued to aid students in developing, evaluating and implementing their career goals. This office also empowered students to present themselves as effective candidates for full-time employment after graduation. To help students identify viable prospective employers, career fairs, on-campus interviews, and resume referrals were primarily employed.

This report outlines the services provided students for the academic year 1988-1989.

Placement Activities: Forty-five (45) company representatives participated in the on-campus interview program.

Two hundred and fifty-four (254) new placement files were established. Three hundred and sixty-eight (368) placement files were forwarded to prospective employers at their request and/or the request of students. The first "Government Career Day" at Valdosta State College was organized, and 22 agencies were represented, with 72 students interviewed. A "Nurse's Career Day," "Career Day for Educators," and "Employment Opportunity Day" were held with a total of 137 employers represented. Four hundred and ten (410) students participated in these events. The office co-hosted with the School of Business, a Business Reception in which 25 business representatives and 112 students participated.

One hundred and sixty-five (165) career counseling assessments were made during this academic year. One hundred and thirty-five (135) student resumes were critiqued, and 129 class/group presentations were made. Thirty-eight workshops on the following topics were conducted: Resume Preparation, Interview Techniques, and Job Search Strategies. Two hundred and eighty (280) students utilized the DISCOVER career guidance program.

Farber Student Health Center

	<u>Summer Quarter</u>	<u>Fall Quarter</u>	<u>Winter Quarter</u>	<u>Spring Quarter</u>	<u>Total</u>
Number Patients Treated	1876	5236	5970	4788	17,870
Number Patients Admitted	14	23	42	22	101
Number Patients Referred to SGMC or Private Physician	31	79	46	70	226

The 1988-89 statistics indicate there were 17,870 patient visits. There were 101 overnight admissions, each patient staying at least one day with the maximum days being four.

There were forty-five admissions with gastroenteritis; nineteen admissions with influenza; one admission with costochondritis; five admissions with acute pharyngitis; one admission with hypokalemia; two admissions with renal calculi; one admission with streptococcal pharyngitis; two admissions for observation after seizures; five admissions with alcohol overdose; two admissions with fever; one admission with a sprained ankle; one admission with syncope; one admission with headache; one admission with vertigo, one admission with mononucleosis; one admission with dysmenorrhea; three admissions with pyelonephritis; three admissions for observation after a head injury; two admissions with cellulitis; one admission after a drug overdose; and three admissions with pancreatitis.

There were two cases of chicken pox diagnosed and treated during the school year. One patient had to receive the rabies vaccine series. There was one appendectomy and three cases of pneumonia. One patient was diagnosed and treated for Legionnaires disease, and another was diagnosed with Lyme's disease. There were two cases of cancer diagnosed, one of the testis and another of the kidney.

The Women's Health Clinic on Thursday afternoons continued. A total of 275 females had complete physicals and pap smears this year.

Financial Aid and Veterans' Affairs

During the year Financial Aid installed the GHEAC LION loan processing software on personal computers, and it has been of tremendous help in processing student loans. Also, the files were audited by the Department of Audits of the State of Georgia and the Program Review Staff of the Georgia Finance Commission. Both audits revealed that the files were in order and that there were no monetary liability.

Financial Aid submitted six Pell Grant Progress Reports, the Regents' Report on Financial Aid, the Fiscal Operations Report, and Application for Funds for the 1989-1990 academic year, plus a report each quarter on Veterans to the Regents' Office.

Residence Life

The Residence Life year was marked by several highlights. The Residence Hall Association developed a foundation that should allow it to continue to grow in future years. The student staff had to be rebuilt. Beginning Fall Quarter, 37 of 44 Resident Assistants and 7 of 8 Head Residents were new. Occupancy was improved, but not as much as anticipated. Fall Quarter showed 94.9 per cent occupancy, Winter Quarter 84.1 per cent, and Spring Quarter 75.9 per cent.

Fall Quarter marked the reopening of Reade and Brown Halls for residents after extensive renovations. The security of the halls was enhanced by increasing front desk coverage to twenty-four hours in all residence halls and by adding

alarms to limit entrance to the lobby. The control of damages and inventory was improved through changes in the physical inventory system. A better program of inservice training also benefited both staff and residents. The Auxiliary Courtesy Express was initiated Spring Quarter and met with success in easing the problem of fee payment and registration.

The Residence Hall Association held some excellent programs for the dorm students which garnered outstanding attendance figures for a first year group. Lowndes Hall received the Program of the Year award for its luau theme party, but other halls had events worthy of recognition.

Educational programming continued to be well received by the residents. The Resident Assistants continued to develop new and interesting programs which enhanced student interest. An award was also given to the hall which presented the most educational programs and the staff member who participated the most in programming. Eleven students were taken to the National Association of College and University Residence Halls Conference in May which focused on programming.

Discipline again was fairly light this past year. The primary problem during Spring Quarter was improper use of the alarm doors following activation of the alarms on the end doors to reduce theft and vandalism. This problem should decrease as students become more accustomed to the system. Quiet hour and visitation violations accounted for most of the rest of the discipline violations.

Cooperative Education

The VSC Co-op Program continued to increase in size and quality with a record number of employers and students participating in the program during the year. A major strength of the program was the broad base of the participation. During the year, a total of 48 employers hired 107 students representing 19 different academic majors. New employers added to the program included the Central Intelligence Agency, Corning-Revere Ware, Georgia Power Company, Georgia Pacific Corp., Jed-Co Construction, U.S. Department of Agriculture, and many others.

A potential weakness of the program is that more and more responsibilities are being asked of the office without the addition of any new staff members. The Co-op Office assumed responsibility for the off-campus part-time job referral service (J.O.B.S.) Fall Quarter 1988. Over 800 students were served through this program during the year. One additional staff member is needed to handle the J.O.B.S. program.

Discipline

Forgery was the main reason for cases being brought to the VSC Judicial Committee. In all cases where charges were made, the individuals were found guilty and were suspended from VSC.

Underage consumption of alcohol was by far the major reason for having administrative hearings. Implementation of detection devices were used to determine blood/alcohol level and offenders were referred to State Court.

Orientation

The Orientation program had a very successful year. In both the Winter and Spring sessions an average of 150 students and 20 parents attended. During Winter Quarter, 30 new InSight leaders were selected and trained, and they attended the SGA Leadership Retreat in May. During both Winter and Spring quarters, the Coordinator planned and organized the InSight Brochure for summer use. To prepare this brochure, members of the Division met with the administration to discuss needed improvements.

During 1988-89, the InSight program grew in numbers. The figures were as follows: Summer, 1988: InSight I - 380, II - 390, III - 255, IV - 238; Fall, 1988 - 280.

B. Highlights of the Year's Work

Accomplishments and activities of major organizational areas within the institution

A summary of activities in the schools, divisions, and academic support areas follows:

a. School of Arts and Sciences

In the Biology Department Dr. Richard Carter was invited to be a participant in the treatment of Cyperaceae program in the Flora of North America project at Missouri Botanical Garden, supported by the National Science Foundation. Dr. Carter began his work at Missouri Botanical Garden on June 12 and will work there through December, 1989.

A significant accomplishment in the Chemistry Department was the acquisition and utilization of a Perkin Elmer atomic absorption spectro photometer and Johnson-Matthey magnetic

susceptibility balance. Incorporation of the PAL electro-chemical analyzer in the laboratory program increased the number of experiments available to students.

An outstanding accomplishment by the English Department this year was the visit of the poet, Richard Wilbur, former Poet Laureate of the United States and recent Pulitzer Prize winner for his Collected Poems.

Department of History faculty had a number of notable accomplishments. Among those were the publication of a book, eleven articles, and four book reviews, plus the reading of four papers at academic conferences.

In the Department of Mathematics and Computer Science, a committee was established to develop a C.I.S. program proposal which will be submitted for approval in the Fall Quarter, 1989. The department placed special emphasis on its lower division mathematics course offerings by hiring a coordinator to oversee the management and curriculum development at this level.

offered advanced courses in the evening for the benefit of in-service secondary language teachers, provided independent studies when necessary, and strongly supported the South Georgia Academic Alliance of Foreign Language Teachers. Language enrollment was at an all-time high during the past academic year.

The Philosophy Department planned and proposed the establishment of an Institute for Applied and Professional Ethics

to serve the academic and non-academic communities of South Georgia and North Florida. Off-campus coursework was developed in applied ethics, in medical ethics, and in applications of critical thinking skills among college undergraduates.

The Department of Physics, Astronomy, and Geology continued development of the curriculum in Engineering and in Geology and the establishment of an international travel program in Bahamian Studies. The pre-engineering program continued to develop. Dr. Arnold E. Somers, Coordinator of the Pre-Engineering Program, drafted a three-year plan for engineering education at Valdosta State College. The essence of the plan is to diversify the general engineering education into four specific areas - mechanical engineering, electrical engineering, civil engineering, and industrial engineering. The mechanical engineering component was implemented last year with courses in Statics, Dynamics, and Deformable Bodies. The electrical engineering component will be implemented in the next academic year with three 300-level courses in electrical engineering approved this year by the Academic Council.

Principal strengths of the Political Science Department include the M.P.A. degree, undergraduate pre-law courses, and assorted courses in international politics. The most significant accomplishment this year was the growth of the M.P.A. program whose public sector management track expanded because of program quality and the convenience of the weekend format.

In the Department of Sociology, Anthropology, and Criminal Justice, at the undergraduate level, the social services concentration was revised. At the graduate level, the department experienced a growth in the concentration of Family Sociology, and the first awarding of Departmental Post-Master's Certificates was made. The Family Therapy Advisory Council was organized and practicum placements for students in the Departmental Post-Master's Certificate Program were developed.

b. School of Business Administration

During the current year, the School of Business Administration has made significant strides in increasing its research activity. By hiring new faculty with proven publication records and increasing the research of existing faculty, the School's productivity has increased dramatically.

The South Georgia Research and Development Center (SGRDC) was implemented with a \$250,000 Special Funding Initiative from the Board of Regents. The SGRDC has implemented numerous programs aimed at increasing economic development in South Georgia.

The School of Business Administration lost AACSB Accreditation of its undergraduate program in February 1988. During Spring Quarter 1988, the School's faculty voted to reattain their accreditation at the earliest possible time and to phase out the M.B.A. program until sufficient strength can be developed which will permit a new program to meet AACSB standards. The initial step for undergraduate accreditation--the Self-Study Report--was completed in June, 1989. A Visitation

Team from the AACSB will visit VSC in November, 1989. It is anticipated undergraduate accreditation will be awarded in April, 1990.

c. School of Education

The School of Education is developing a Library Media Science master's degree and the specialist degree in Physical Education. It has established a Middle Grades Education Department, the only one of its kind within the State of Georgia and one of only a few such programs throughout the United States. Its development reflects the pro-active stance of the school in addressing the critical needs of all teacher education levels. The school has also continued offering programs at a number of off-campus sites, including Early Childhood programs at Bainbridge and Waycross.

The School of Education's administration and faculty have focused on three major areas during the last year. First, accreditation documentation has been prepared for the November, 1989, NCATE visitation. Second, a number of Regional Education Center activities, supported by Special Initiative Funding, have been implemented and evaluated. Third, a number of faculty members and students have made contributions to specialized areas of study which have earned recognition state and nationwide.

Based on the Georgia Department of Education's evaluation of VSC degree programs, a number of changes in programs of study have been implemented to address the concerns of the visitation team. The changes include:

Major revisions in courses and additional courses in the Health and Physical Education major have addressed the state department's concern for more courses in health education.

The Middle Grades Education Department revised the B.S.Ed., M.Ed., and Ed.S. programs of study to include more content courses.

The Department of Special Education added three new courses to the M.Ed. program in mental retardation to address its professional organization's evaluation.

d. School of the Arts

A proposal for the establishment of a Master of Fine Arts degree in studio art was developed during the year. Changes in the curricula for the Bachelor of Fine Arts degrees in Theatre and Speech Communications were implemented.

The Department of Music, which formerly was an Associate member, became a full member of the National Association of Schools of Music. The Departments of Art and Music participated in the self-study of the School of Education for NCATE accreditation. All departments participated in the campus wide self-study for SACS accreditation.

The B.F.A. in Art Education degree program was cited by the State Department of Education as being well above the minimum standards set for Art Education programs in Teacher Training Institutions in Georgia.

The Art Gallery/Department held its first National Juried Exhibition, Valdosta Paper Works, in February, 1989.

e. School of Nursing

The major accomplishments in the School of Nursing for FY 1989 included considerable progress in course work completion in the newly developed B.S.N. curriculum and development of the Advanced Adult Health Clinical Nurse Specialist functional emphasis in the M.S.N. curriculum.

The Department of Undergraduate Studies implemented new, innovative teaching strategies, learning experiences, and clinical opportunities for students. A National Council Licensure Examination for Registered Nursing (NCLEX-RN) review course was conducted for recently graduated students. All Georgia students who took the State Boards for the first time passed the exam!

The B.S.N. program is accredited by the National League for Nursing through 1990. The faculty is currently preparing the NLN Self-Study Report for reaccreditation of the B.S.N. program and initial accreditation of the M.S.N. program.

f. Division of Aerospace Studies

The threatened closing of the unit two years ago has resulted in some decrease in enrollment. One hundred fifty-seven (157) students were enrolled Fall Quarter 1987. Fall Quarter 1988 enrollment was 101, and the projected Fall Quarter 1989 enrollment is 130. Air Force ROTC is being made more professionally appealing, not only for retention but also for recruiting. Increased numbers of students are anticipated in the basic classes and later in the advance program. This past year VSC had one of the most distinguished and honored

graduating classes in the history of the program, and it continues to attract top-notch cadets.

The former Director, Lt. Col. William McCrary, was transferred in July of 1988 and was replaced by Lt. Col. Warren Matthews in December, 1988.

The detachment commissioned 20 cadets as Second Lieutenants at graduation ceremonies throughout the year.

g. Division of Graduate Studies

An evening graduate registration was established using computer terminals for the first time Spring Quarter. This registration was held during the late afternoon and early evening hours to accommodate graduate students' work schedules. Students evaluated the evening registration as very successful. A trial telephone registration system was piloted by graduate students Summer Quarter.

In FY 1989, 287 Master's and 118 Education Specialist degrees were conferred by Valdosta State College. The Ph.D. was conferred by Georgia State University on three students who were enrolled in the cooperative doctoral program.

h. Developmental Studies

The curriculum of the Department includes one course in developmental reading, one course in developmental English, and two courses in developmental math. Additional courses should be added in developmental reading and English. A second reading course should enable students to develop reading skills in the content areas and a second English course could

emphasize the mastery of writing fundamentals and the writing or composing process. Additionally, a study skills course needs to be added because the students are under-prepared and need help in developing these skills.

The number of developmental studies students increased from 414 in the fall of 1987 to 537 in the fall of 1988. The Department received a report from the Board of Regents Internal Auditors stating that its records were in excellent order.

i. Division of International Studies

Three important events occurred in International Studies during the 1988-89 year, the production of the International Studies Newsletter, participation in the National Model United Nations (NMUN) program, and the Spring Quarter Focus Series, which was sponsored by the Department of History in cooperation with the Department of Political Science. This year the series, which attracted hundreds of guests, focused on the Soviet Union.

j. Office of Admissions

Valdosta State College had 1,819 new undergraduate students in the Fall Quarter, 1988, the largest new student population ever enrolled in a Fall Quarter. The Admissions Office generated 5,226 applications for the four quarters during the fiscal year, an increase of 10.1 per cent.

In addition, the Admissions Office hosted four successful counselor breakfast visits for counselors from the Metro-Area

of Atlanta, an over-night bus trip for counselors from the Atlanta area to visit the campus, and three successful Open Campus Days for prospective students. Two members of the staff participated in the Probe Choice program for tenth graders at ten area high schools.

The college preparatory curriculum guidelines were integrated accurately and efficiently into the admissions process.

As of June 1, 1989, total applications were up 9.1 per cent.

k. Office of the Registrar

The primary responsibility of the Office of the Registrar is to maintain the integrity of the student academic records. A recent report from the Regents' Internal Auditors confirmed the accuracy of records maintained as well as adherence to prescribed policy.

The student record system, although maintained on a computer system, is a punch-card oriented system developed during the 1960's. New computer hardware has been installed; however, the software or computer programs associated with the student record system remain unchanged. On-line access by academic and administrative offices is essential to serve adequately the student needs of a regional university. Common databases are necessary to eliminate the duplication of effort and the errors in multiple entry of data. On-line telephone/terminal registration is planned to be implemented during the 1989-90 academic year. In addition, a pre-payment fee system is needed to relieve the problems associated with students who advance register but who do not return the following quarter.

Goals for FY 1990 include the implementation of a telephone/terminal registration system, the expansion of the microfilming process to eliminate additional paper files, the increased use of computer and microcomputer equipment, and the improvement of the enrollment certification process.

1. Public Services

The Office of Public Services includes two operations--the continuing education non-credit program and the off-campus credit program. The off-campus credit program includes the programs offered by Valdosta State College at two military installations, Moody Air Force Base and Kings Bay Naval Submarine Base. Improvements have been made in both programs this year. Continuing education has added courses in the area of professional development, enrollment has increased in the off-campus program, and a new staff member has been added at the Kings Bay Naval Submarine Base.

Special accomplishments in continuing education include: establishing a Legal Assistant Program, revising and implementing the new state procedures for crediting CEUs (Continuing Education Units), expanding the computer course offerings, organizing and coordinating the largest SCOPE series ever, and expanding services to work with various campus departments or groups to sponsor and coordinate meetings and programs.

Special accomplishments for the off-campus program include preparing for and hosting the SACS team visit and revising programs at the military bases to meet recommendations from the SACS team.

Enrollment figures show that off-campus credit programs have had increased enrollment each quarter this year. All requests from school systems and other units of the University System have been responded to positively.

m. Office of Projects and Sponsored Programs

The Office of Projects and Sponsored Programs coordinated the three quarterly Open Campus Days for prospective students and their parents. Also, this unit was charged with coordination of the Foreign Language/International Culture Center (FLICC) for Valdosta State College, Albany State, Darton College, Abraham Baldwin Agricultural College, South Georgia College, Waycross College, and Bainbridge College. FLICC was able to obtain a contract with the Georgia Department of Education to revise the K-12 Foreign Language Curriculum Guide and produce Level I Resource Guides for French, German, Latin, and Spanish, to be used by all public school teachers and systems throughout the state. A third accomplishment was the completion of a grant proposal for \$1.5 million, submitted in April, 1989; a response is expected in late summer.

Enrollment in VSC 101, Freshman Orientation, which was coordinated by Projects and Sponsored Programs, continued to be strong. A major improvement was made by hiring a Coordinator and principal instructor for the program, beginning in September, 1989. Finally, the Director of Projects and Sponsored Programs was appointed Executive Secretary of the Southern Conference on Language Teaching (SCOLT), and SCOLT headquarters were moved to Valdosta State College in January, 1989.

For the coming fiscal year, the FLICC expects to begin a pilot program in Japanese (credit and non-credit). The goal is 20 students enrolled in the Japanese credit classes and a total of 50 students in the several Japanese non-credit classes. Also, FLICC expects to expand its pilot program of FLES (Foreign Languages in the Elementary Schools) by training and placing at least six teaching consultants in the public schools of Lowndes County and Valdosta. FLICC will begin offering ESL (English as a Second Language) through Public Services in an effort to meet the growing demand for this service in South Georgia.

n. Faculty Development

Grant activities represented a rich and diverse set of academic and teaching improvement endeavors and speak well for an active faculty committed to instructional development. The program is unique among faculty development programs. Overhead is virtually cost-free, with a budget spent directly on the promotion of academic and instructional growth.

1. Total amount of grants awarded 1988-89: \$51,292.08
2. Number of grants awarded 1988-89: 134
3. All academic schools received grants, as well as the Library, Projects & Sponsored Programs, and the Office of Minority Affairs.
4. Number of academic departments and teaching areas receiving grants: 26

C. Affirmative Action/Equal Opportunity

1. Employees

The number of minority employees has remained rather stable. However, maintaining this stability required expending extra effort to ensure that minorities were considered for new positions created by retirements and general attrition.

The Assistant to the President for Affirmative Action and Minority Affairs has spent considerable time collecting information, attending workshops and meetings, and working with various search committees to increase the number of viable minority applicants for key positions. Great strides have been made in this area. The following actions are being taken to increase the College's ability to attract and retain outstanding minority faculty and staff.

- (a) When the credentials for the top three candidates for each faculty and administrative position are submitted, if no minorities are included, the dean or administrator is required to also submit the credentials of the top minority applicant. If the minority applicant meets the qualifications specified in the position announcement, the applicant is invited for an interview. This procedure has resulted in the employment of at least two minorities during the past year.
- (b) In instances where there are no minority applicants, a strong justification must be submitted relative to the effort expended in attracting minority applicants for the position.

(c) A recruitment handbook is being developed which will outline in detail specific requirements ensuring that minorities are vigorously recruited for all positions.

<u>Blacks</u> <u>EEO Category</u>	<u>Number Employed</u>			
	<u>FY 1988</u>		<u>FY 1989</u>	
	<u>Number</u>	<u>% of Category</u>	<u>Number</u>	<u>% of Category</u>
Exec/Adm/Managerial	8	9.76	6	6.97
Faculty	8	3.38	10	4.69
Prof/Non-Faculty	4	8.89	4	8.50
Secretarial/Clerical	19	13.67	17	13.60
Technical/Paraprof.	4	8.51	3	7.80
Skilled/Crafts	9	19.57	12	23.50
Service/Maintenance	<u>132</u>	81.99	<u>129</u>	
Total Employed	<u>184</u>		<u>181</u>	

<u>Women</u> <u>EEO Category</u>	<u>Number Employed</u>			
	<u>FY 1988</u>		<u>FY 1989</u>	
	<u>Number</u>	<u>% of Category</u>	<u>Number</u>	<u>% of Category</u>
Exec/Adm/Managerial	23	28.05	24	27.9
Faculty	76	32.07	73	30.5
Prof/Non-Faculty	26	57.78	26	55.3
Secretarial/Clerical	125	89.93	114	91.2
Technical/Paraprof.	8	17.02	7	18.4
Skilled Crafts	1	2.17	1	1.9
Service/Maintenance	<u>69</u>	42.86	<u>74</u>	46.5
Total Employed	<u>328</u>		<u>319</u>	

2. Students

a. In FY 1988 there were 1,437 cumulative unduplicated black registrants at VSC which was 14.37 per cent of all registrants. The number of black registrants increased in FY 1989 to 1,531 or 15.29 per cent of registrants.

b. Recruitment and retention of minority students will continue to be one of the primary goals of the College. Several programs already in place have significantly increased the retention rates for minority students. One such program is

the Minority Peer Advising Program which continues to provide significant service as a part of the total retention efforts of the College. Important to this effort has been the assignment of a room for meetings and conferences with students. These meetings are held with faculty mentors and peer advisors once a month and with peer advisors, as a group, on a bi-weekly basis. Agendas have consisted of reports from each peer advisor on the number and nature of contacts with advisees. In addition, there is an informational presentation each meeting by a faculty member, an invited guest or the Assistant to the President. These presentations are designed to enlighten and encourage peer advisors to improve in some area the services provided to the students assigned to them. For the first time, there has been significant participation by majority faculty. It is anticipated that more will be encouraged to become involved in the program next year.

Minorities are invited to be principal presenters or participants in major campus activities on a regular basis.

A few examples of such invitees are:

Regent Joseph Greene, Honors Convocation Speaker

Silver Anniversary Program featuring the first black graduates of the College, Robert Pierce and Drewnell Thomas.

Coors Beer presented the first 6 of a series of 24 Black History Prints to VSC.

Brenda Davenport, Associate Director of Student Affairs SCLC, guest speaker during Black Awareness Week.

An Exhibit and lecture by Black artist, Joe Pinckney, displayed in the VSC Library during Black Awareness Week.

Lura English-Robinson, noted soprano, featured in concert during Black Awareness Week.

Dr. Cornelius Henderson, Superintendent of the Northern District of the United Methodist Church, guest speaker for the Martin Luther King Commemorative Program.

Honorable Andrew Young, mayor of the city of Atlanta, featured in an open forum and public appearances.

State Senator Hildred Shumate, featured in an open forum and classroom lectures.

c. In FY 1988 Valdosta State College had 134 black students who received degrees which constituted 9.73 per cent of the graduates. The number of black graduates increased in FY 1989 to 188 which was 12.98 per cent of all graduates. This is a figure of which the institution is extremely proud.

3. Plans for Improvement

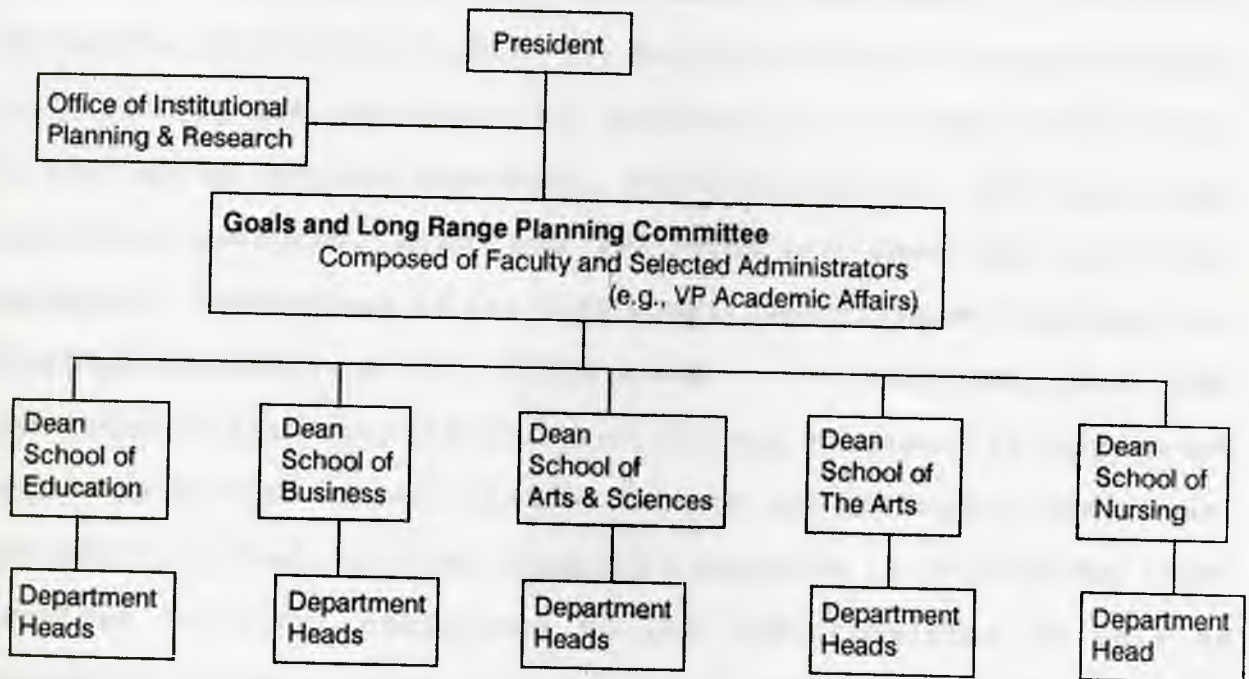
a. Continued emphasis will be placed on improved recruiting of both students and faculty and retention of students.

b. Each department will be monitored more closely than ever to see it has done an exhaustive search for minority applicants and that qualified minority applicants receive every possible consideration for appointment. Those minority people employed will be given careful orientation and support during their first year on campus.

All of the successful techniques for attracting minority students will continue to be utilized. Additional black faculty and staff will enable the minority advising and peer advising programs to work better than ever. Black parents and students will be utilized in the recruitment process to a greater extent than before. The Minority Advising Committee will continue to be used to keep abreast of trends and to develop techniques which will aid in recruitment and retention.

D. Institutional Effectiveness

1. Provide a brief description of the organization and procedures for planning at your institution, including:
 - a. An organization chart which describes the planning structure at the institution.
 - b. A timetable of planning activities over the institution's planning cycle.

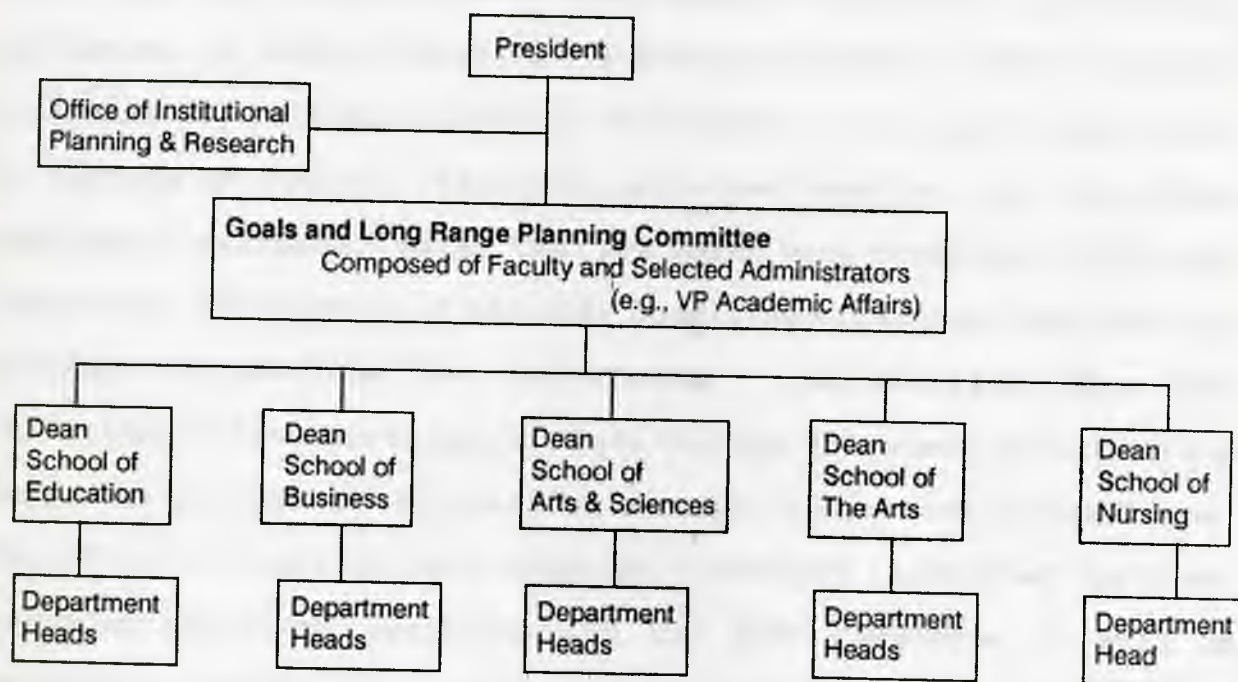


Description:

At Valdosta State College the Planning and Assessment Processes are evolving. Not all of the parts are in place, but the College is moving toward a systematic process that includes changes in College programs based on departments' evaluation results. Eventually, the process will require departments to develop budget requests based on their evaluative information. Currently, the planning and assessment activities are decentralized with department heads responsible for developing plans and assessing outcomes. The goals and assessment activities are reported to the Dean as part of the department's annual reports. The Deans compile the information and prepare their

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planning/assessment activities as part of their annual report to the President.

The Goals and Long Range Planning (GLRP) Committee provides overall direction to the deans and department heads. For example, this year the Committee instituted a Program Purpose and Evaluation (PPE) Form that required each department to develop a (1) Statement of Purpose (2) Education Goals (3) Research Goals (4) Public Service Goals and (5) Methods of Overall Evaluation. All goals were stated to include an outcome statement, expected results, and associated evaluation measures. After the PPE Forms were developed by the departments, the members of the GLRP Committee critiqued the plans and provided suggestions for improvement. In addition, the GLRP Committee revised the Valdosta State College Statement of Purpose and began the process of ratification through the college's committees. The Office of Institutional Planning & Research (initiated May 1988) provides technical assistance to the GLRP Committee as well as producing reports, based on surveys of students, faculty, alumni, employers, and community members, related to the effectiveness of the College's programs and services.

The College has completed the first year of a three-year cycle for establishing a planning and assessment process. During this year, the GLRP Committee completed a revised College Statement of Purpose and instituted a Program Purpose and Evaluation Form to guide departments in setting priorities and evaluating the results. Also, during the year the Office of Institutional Planning and Research developed surveys and collected information from the following groups: Exiting Seniors, Students, Alumni (1 and 3 years from graduation), Faculty, Employers, Off-campus, Credit-Course Students, and

Non-credit, Continuing Education Students. Appropriate reports have been prepared for Deans and Department Heads.

During the second year, it is anticipated that the departments will finalize the statements of intended Educational, Research, and Service outcomes and link them to specific evaluation activities. During the third year, it is anticipated that departments will implement their plans and begin to determine their effectiveness relative to their specific intended outcomes, and revise their outcome statements.

Specifically, the following planning/assessment activities occur each quarter:

Fall Quarter

Departments

- Review effectiveness plan prepared for Department's Annual Report
- Review priorities, statement of expected results, and evaluation process
- Review previous year's actual results (should occur first time during Fall 1991)
- Prepare an Effectiveness Plan [including (1) College/school priorities affecting department and (2) Up to four major effectiveness priorities with statements related to expected results, assessment process, and use of assessment findings.]

Deans review the plans

Office of Institutional Planning & Research

- Produces a Factbook summarizing critical planning variables for the last fiscal year
- Produces results of last fiscal year's exiting seniors
- Produces results of Employer Survey (Every 4 years, beginning 1988-89)
- Processes the Senior Exit Questionnaires (which is a continuous activity during the year)
- Conducts Faculty Survey (Every 3 years, beginning 88-89)

Registrar prepares the Fall Quarter Enrollment Analysis

Document on current student information

President prepares Annual Report for Chancellor

Winter Quarter

Departments

-- Implement evaluation plans

-- Prepare budget requests based on evaluation results

Deans compile department's requests and prepare school budgets;
submit to VP for Academic Affairs

Office of Institutional Planning & Research

-- Conducts Alumni Survey (First & Third year Graduates)

-- Produces Results of Faculty Survey (Every 3 years)

-- Produces Retention Report

Registrar prepares the Winter Quarter Enrollment Analysis
Document on current student information

Spring Quarter

Departments continue assembly of current year's actual
evaluation results

Office of Institutional Planning & Research

-- Conducts survey of student body (Every 2 years, beginning
88-89)

-- Produces Results of Alumni Surveys

Registrar prepares the Spring Quarter Enrollment Analysis
Document on current student information

Summer Quarter

Departments prepare Annual Report containing evaluation
information and recommended program changes

Deans compile information and prepare their Annual Reports to
President

Office of Institutional Planning & Research

-- Conducts survey of Employers (Every 4 years, beginning 88-89)

-- Produces Results of Student Body Survey (Every 2 years,
beginning 1988-89)

Registrar prepares the Summer Quarter Enrollment Analysis
Document on current student information

2. Provide a list of the institution's current planning priorities, goals and objectives.

The institution's current planning priorities are as follows:

1. The college will maintain its SACS accreditation in April 1990.
2. The college will increase undergraduate head count enrollment 4 per cent each year.
3. The college will increase graduate head count enrollment 2 per cent each year.
4. Graduate programs should increase the number of graduates 5 per cent a year, beginning with a base of 400 graduates.
5. The college will continue to see that at least 65 per cent of the faculty offering instruction at the junior/senior level hold the terminal degree.
6. The college will continue to see that at least 90 per cent of the faculty offering instruction at the graduate level hold the terminal degree.
7. The SAT average of entering freshmen should increase to 840 by fall quarter, 1991.
8. The college's graduate and professional programs should have and maintain specialized accreditation.
9. The college will increase revenue for external grants, gifts, and contracts by 10 per cent a year, beginning with a base of \$300,000.
10. The college will increase its retention rate for entering full-time freshmen to 80 per cent.
11. The college will increase its graduation rate to 35 per cent for full-time freshmen (after 5 years).

The priorities established by the departments should support the accomplishment of the above priorities set by the College.

3. Provide a brief description of the assessment program at your institution indicating how the primary expected results were identified and adopted.

First, the primary expected results were identified and adopted at the departmental (or other unit) level through the completion of the Program Purpose and Evaluation Form developed by the Goals and Long-Range Planning Committee and implemented during the 1988-89 school year. The department's primary expected results were critiqued by members of the committee and returned to the department where they were revised, if necessary. It is these primary expected results that departments are currently using to develop measurement processes and the collection of evaluation information.

The assessment program at VSC is organized as follows:

I. Cognitive Assessment Instruments

A. Cognitive Assessment Instruments used internally by VSC

1. Each department has identified Cognitive Assessment Instruments where appropriate. Currently, the departments are generally not using specific instruments. However, one example for the 1990 Fiscal Year is the Business School that is administering the AACSB Core Curriculum Assessment Program test (Developed by ACT) to assess 1989 fall freshmen and 1990 spring seniors.
2. The RTP is administered to all qualifying students to measure their reading and English ability.

B. Cognitive Assessment Instruments that are external to VSC, such as:

1. TCT (Teacher Certification Test) is administered by the Georgia Department of Education to all students who complete the education degree and who apply to take it. The test measures the content that teachers are supposed to master.

2. TPAI (Teacher Performance Assessment Instrument) is administered by the Georgia Department of Education to first year teachers. The test measures the teaching performance of the VSC education graduate.
3. Nursing graduates are administered a Georgia State Test to secure their state license as a nurse. For FY 1989, all VSC nursing graduates passed the state examination.

II. Attitudinal (opinion) Surveys

- A. During FY 1989, VSC has initiated the following surveys:
 1. Alumni Questionnaire
 2. Employer Questionnaire
 3. Current Student Questionnaire
 4. Exiting Senior Questionnaire
 5. Faculty Questionnaire
- B. The questionnaire items are related to SACS criteria or to specific concerns of VSC programs and services. See the response to question 1 for the dates that these questionnaires will be administered.

III. Assessment-Related Information from Institutional Data Systems

- A. VSC produces two documents that present information related to the attainment of specific numerical goals (e.g., 4 per cent increase in enrollment). These documents are:
 1. Quarterly Enrollment Analysis Documents (Distributed each quarter)
 2. Fact Book that provides summary and annual data for use by department heads
- B. The Quarterly Enrollment Analysis Documents have been published since 1981 and serve as a useful tool for longitudinal analysis of enrollment factors.

4. Provide a list of the primary expected results which were adopted by the institution for FY 1989 in each of the following areas:
 - a. Educational programs;
 - b. Research programs (if applicable);
 - c. Service programs;
 - d. Academic Support programs; and
 - e. Administrative Support programs

As indicated in question 1, VSC began the process of identifying the primary expected results during the 1989 Fiscal Year; therefore, they were not adopted during this time period. Also, as is the case with many new implementations, not all units progress at the same rate of development. In this instance, the academic support programs and the administrative support programs have not been included in the process. In future years, these two groups will be required to develop their primary expected results and obtain evaluative information to determine their effectiveness.

5. For each primary expected result, present a brief summary of the most recent assessment data and information which demonstrate the effective level of attainment of that result.

At this time the College has not collected the assessment data related to the newly developed primary expected results. However, external measures such as all nursing graduates (in FY89) passing the Georgia License Examination provide evidence that that program is achieving one of its major expected results.

The most recent information from the Georgia Teacher Certification Testing Program shows that for all VSC fields in education there is an overall passing rate of 94 per cent. Thus, these programs have one type of evidence to indicate that their graduates are successful in obtaining certification.

6. Provide a brief description of how the assessment results have been used to improve the programs and services of the institution and to facilitate the achievement of its goals and objectives.

The college is still in the developmental stage of setting priorities and collecting evaluation information that can be used to improve programs and services. However, the following example indicates the capacity that the college is developing in order to respond to problems and improve programs. As stated earlier, one goal is to increase the retention rate of undergraduates. The winter 1989 enrollment was not as high as expected so the Office of Institutional Planning and Research conducted a telephone interview of students who began as new freshmen during the 1987 fall quarter; half of the students interviewed were still enrolled during the 1989 winter quarter and half were not enrolled during the 1989 winter quarter. One of the findings from the assessment was that a greater proportion of the students still enrolled had participated in VSC 101. Previous enrollment data of students who participated in VSC 101 were examined, and it showed, that on the average, VSC 101 participation increased retention between 5 to 6 per cent. The survey data also showed that not all the students were completely satisfied with the VSC 101 experiences so a revised curriculum was developed. Over the summer personnel were trained to teach VSC 101 using the new and expanded curriculum. Also, the new freshmen were encouraged to take VSC 101. Although the information is not yet available, it appears that about 90 per cent of all new freshmen are enrolled in VSC 101. Evaluations of student satisfaction with the course will be obtained, and the retention of these students will be followed to determine the effects of the revised VSC 101 course.

During the year, the college conducted an external review of its retention programs and admission practices. One result of the evaluator's recommendations was that the President appointed a Committee on Recruitment and Retention. This committee is composed of faculty and staff who will begin work during the 1989 fall quarter to study the report's recommendations and make their own suggestions to the President.

In addition, two changes have been implemented that should contribute to improving retention. To attract and retain more qualified students, increased admission standards will be in effect for the 1990 summer quarter. The second change is that a more rigorous suspension policy has been instituted this year. Both actions should contribute to the college achieving its retention goal by fall 1991.

7. Provide a list of the additional primary expected results to be sought by the institution during the year ahead and the methods and criteria to be used to measure achievement of those results by the institution during FY 1990.
 - a. Educational programs;
 - b. Research programs (if applicable);
 - c. Service programs;
 - d. Academic Support programs; and
 - e. Administrative Support programs

Although departments have developed primary expected results during the first year of the planning and assessment cycle, the college is in the process of reconfiguring the format and reporting process for these results. Nevertheless, the primary expected results for FY 1990 are the same as those initially written during FY 1989. The material is not yet in a form to list for this report.

However, to illustrate the type of planning and assessment system that the college is trying to implement, the example described in question 6 will be continued. The students in the revised VSC 101 course will be administered the Noel Levitz RMS which will provide the students information about their study habits and potential success in specific fields. In addition, results will be furnished advisors to use in counseling students about college programs and potential difficulties. This process will provide the college an opportunity to study its advisement program and services and determine whether this type of information increases student satisfaction with advising. For example, based on the results of 1988-89 Senior Exit Questionnaire, it is known that the seniors average rating of the availability of the advisor for the core curriculum was 2.77 (SD = 0.89) and a 2.98 (SD = 1.00) for helpfulness of the core curriculum advisor (both ratings based on a 4 point scale). It is anticipated that the administration and use of the RMS will increase students' satisfaction with their advisors (and, increase their attachment to the college); thus, the expected result is that the students' average ratings for these two items will be a one-half standard deviation higher than the average for seniors who did not use the RMS.

8. Provide a brief description of any major changes that have occurred in the general and special purpose accreditations held by the institution.

During the FY 1989, the Department of Music became a full fledged member of the National Association of Schools of Music (NASM). Previously it has been an Associate Member.

PART TWO
STATISTICS

DEGREES AND CERTIFICATES CONFERRED
SUMMER 1988 - SPRING 1989

DEGREE AND CERTIFICATE PROGRAM/ MAJOR		I I	NUMBER CONFERRED	I I
ASSOCIATE OF ARTS	CORE CURRICULUM (AACC - 24010100)	I	20	I
		I		I
		I		I
ASSOCIATE OF APPLIED SCIENCE		I		I
INFORMATION PROCESSING	(11030100)	I	8	I
TECHNICAL STUDIES	(30999900)	I	8	I
	==== TOTAL ====	I		I
		I	16	I
AAS IN AIR TRAFFIC CONTROL	(AASATC - 49010500)	I	0	I
AAS IN INFORMATION PROCESSING	(AASIP - 11030100)	I	0	I
AAS IN TECHNICAL STUDIES	(AASTS - 30999900)	I	0	I
		I		I
BACHELOR OF ARTS		I		I
FRENCH	(16090100)	I	0	I
SPANISH	(16090500)	I	2	I
ENGLISH	(23010100)	I	19	I
MATHEMATICS	(27010100)	I	0	I
PHILOSOPHY	(38010100)	I	5	I
PSYCHOLOGY	(42010100)	I	7	I
ECONOMICS	(45060100)	I	3	I
HISTORY	(45080100)	I	13	I
POLITICAL SCIENCE	(45100100)	I	17	I
SOCIOLOGY & ANTHROPOLOGY	(45110100)	I	43	I
SPEECH & DRAMA	(50010100)	I	0	I
ART	(50070100)	I	3	I
MUSIC	(50090100)	I	1	I
	==== TOTAL ====	I		I
		I	113	I
		I		I
BACHELOR OF BUSINESS ADMINISTRATION		I		I
RURAL RESOURCES MANAG	(01010200)	I	0	I
MANAGEMENT	(06010100)	I	119	I
ACCOUNTING	(06020100)	I	64	I
FINANCE	(06030100)	I	30	I
ECONOMICS	(06050100)	I	9	I
MARKETING	(06140100)	I	83	I

DEGREES AND CERTIFICATES CONFERRED
SUMMER 1988 - SPRING 1989

DEGREE AND CERTIFICATE PROGRAM/ MAJOR		I I	NUMBER CONFERRED	I I
MGT. INFORMATION SYSTEMS	(11050100)	I	0	I
	==== TOTAL ====	I	305	I
BACHELOR OF FINE ARTS	(13130200)	I	0	I
ART EDUCATION	(13139900)	I	0	I
DSPEECH EDUCATION	(23100100)	I	0	I
SPEECH COMMUNICATION	(50010100)	I	95	I
THEATRE ARTS	(50070100)	I	15	I
ART		I		I
	==== TOTAL ====	I	110	I
BACHELOR OF GENERAL STUDIES	(BGS - 24019900)	I	72	I
BACHELOR OF MUSIC	(13131200)	I	9	I
MUSIC EDUCATION	(50090300)	I	0	I
MUSIC PERFORMANCE		I		I
	==== TOTAL ====	I	9	I
BACHELOR OF SCIENCE	(07060100)	I	6	I
OFFICE ADMINISTRATION	(11010100)	I	11	I
COMPUTER SCIENCE	(17031000)	I	0	I
DMEDICAL TECHNOLOGY	(26010100)	I	18	I
BIOLOGY	(27030100)	I	13	I
APPLIED MATHEMATICS	(40020100)	I	1	I
ASTRONOMY	(40050100)	I	1	I
CHEMISTRY	(40080100)	I	4	I
PHYSIC	(42010100)	I	19	I
PSYCHOLOGY		I		I
	==== TOTAL ====	I	73	I
BACHELOR OF SCIENCE IN CRIMINAL JUSTICE	(BSCJ - 43010400)	I	44	I
BACHELOR OF SCIENCE IN EDUCATION		I		I

DEGREES AND CERTIFICATES CONFERRED
SUMMER 1988 - SPRING 1989

DEGREE AND CERTIFICATE PROGRAM/ MAJOR		I I	NUMBER CONFERRED	I I
SPECIAL EDUCATION	(13100100)	I	19	I
TEACHING FIELD - MENTAL RETARDATION	(13100601)	I	0	I
TEACH FIELD-SP & L PATHOL	(13101201)	I	0	I
MIDDLE CHILDHOOD EDUCATIO	(13120300)	I	27	I
EARLY CHILDHOOD EDUCATION	(13120400)	I	101	I
SECONDARY EDUCATION	(13120500)	I	35	I
BUSINESS EDUCATION	(13130300)	I	5	I
TEACHING FIELD - ENGLISH	(13130501)	I	0	I
TEACHING FIELD - SPEECH	(13130502)	I	0	I
TEACHING FIELD - FRENCH	(13130602)	I	0	I
TEACHING FIELD - SPANISH	(13130603)	I	0	I
TRADE & INDUSTRIAL EDUC.	(13130900)	I	31	I
TEACHING FIELD - MATHEMATICS	(13131101)	I	0	I
PHYSICAL EDUCATION	(13131400)	I	12	I
TEACHING FIELD - SCIENCE	(13131601)	I	0	I
TEACHING FIELD - BIOLOGY	(13131602)	I	0	I
TEACHING FIELD - CHEMISTRY	(13131603)	I	0	I
TEACHING FIELD - PHYSICS	(13131605)	I	0	I
TEACHING FIELD - SOCIAL SCIENCE	(13131701)	I	0	I
TEACHING FIELD - HISTORY	(13131802)	I	0	I
SPORTS MEDICINE	(17059900)	I	7	I
		I		I
		I	237	I
		I		I
BACHELOR OF SCIENCE IN NURSING	(BSN - 18110100)	I	33	I
		I		I
		I		I
		I		I
TWO YEAR CERTIFICATE		I		I
SECRETARIAL TECHNOLOGIES	(07060100)	I	0	I
		I		I
		I	0	I
		I		I
		I		I
SPECIALIST IN EDUCATION		I		I
ADMIN. & SUPERVISION	(13040400)	I	47	I
SCHOOL PSYCHOLOGY	(13080100)	I	0	I
SPECIAL EDUCATION	(13100100)	I	5	I
TEACHING FIELD - GIFTED	(13100401)	I	0	I
TEACHING FIELD - BEHAVIOR DISORDERS	(13100501)	I	0	I
TEACHING FIELD - MENTAL RETARDATION	(13100601)	I	0	I
TEACHING FIELD - MULTIPLE HANDICAPPED	(13100701)	I	0	I

DEGREES AND CERTIFICATES CONFERRED
SUMMER 1988 - SPRING 1989

VALDOSTA STATE COL.
INSTITUTION

PAGE: 4

DEGREE AND CERTIFICATE PROGRAM/ MAJOR		I	NUMBER	I
		I	CONFERRED	I
TEACHING FIELD - LEARNING DISABILITIES	(13101101)	I	0	I
COUNSELING & GUIDANCE	(13110100)	I	0	I
MIDDLE CHILDHOOD EDUC.	(13120300)	I	14	I
EARLY CHILDHOOD EDUCATION	(13120400)	I	29	I
SECONDARY EDUCATION	(13120500)	I	8	I
BUSINESS EDUCATION	(13130300)	I	6	I
TEACHING FIELD - ENGLISH	(13130501)	I	0	I
TEACHING FIELD - MATHEMATICS	(13131101)	I	0	I
READING	(13131500)	I	1	I
TEACHING FIELD - SOCIAL STUDIES	(13131801)	I	0	I
		I		I
==== TOTAL ====		I	110	I
		I		I
MASTER OF ARTS		I		I
ENGLISH	(23010100)	I	3	I
MATHEMATICS	(27010100)	I	0	I
HISTORY	(45080100)	I	1	I
		I		I
==== TOTAL ====		I	4	I
		I		I
MASTER OF BUSINESS ADMINISTRATION	(MBA - 06040100)	I	25	I
		I		I
		I		I
MASTER OF EDUCATION		I		I
ADMIN & SUPERVISION	(13040400)	I	17	I
SPECIAL EDUCATION	(13100100)	I	18	I
TEACHING FIELD - GIFTED	(13100401)	I	0	I
TEACHING FIELD - BEHAVIOR DISORDERS	(13100501)	I	0	I
TEACHING FIELD - MENTAL RETARDATION	(13100601)	I	0	I
TEACHING FIELD - MULTIPLE HANDICAPPED	(13100701)	I	0	I
TEACHING FIELD - LEARNING DISABILITIES	(13101101)	I	0	I
TEACHING FIELD - SPEECH CORRECTION	(13101201)	I	0	I
TEACHING FIELD - HOME & HOSPITALIZED INSTRUCTION	(13109901)	I	0	I
COUNSELING & GUIDANCE	(13110100)	I	6	I
MIDDLE CHILDHOOD EDUC.	(13120300)	I	27	I
EARLY CHILDHOOD EDUCATION	(13120400)	I	76	I
SECONDARY EDUCATION	(13120500)	I	21	I
BUSINESS EDUCATION	(13130300)	I	5	I
TEACHING FIELD - ENGLISH	(13130501)	I	0	I
TEACHING FIELD - SPANISH	(13130603)	I	0	I

DEGREES AND CERTIFICATES CONFERRED
SUMMER 1988 - SPRING 1989

DEGREE AND CERTIFICATE PROGRAM/ MAJOR		I I	NUMBER CONFERRED	I I
VOCATIONAL EDUCATION	(13130900)	I	17	I
TEACHING FIELD - MATHEMATICS	(13131101)	I	0	I
HEALTH & PHYSICAL EDUC.	(13131400)	I	6	I
READING	(13131500)	I	4	I
TEACHING FIELD - SCIENCE	(13131601)	I	0	I
TEACHING FIELD - HISTORY	(13131802)	I	0	I
VOCATIONAL EDUCATION	(13132010)	I	0	I
		I		I
==== TOTAL ====		I	197	I
		I		I
MASTER OF MUSIC EDUCATION	(MMED - 13131200)	I	8	I
		I		I
MASTER OF PUBLIC ADMIN	(MPA - 44040100)	I	42	I
		I		I
		I		I
MASTER OF SCIENCE		I		I
PSYCHOLOGY	(42010100)	I	6	I
SOCIOLOGY	(45110100)	I	19	I
		I		I
==== TOTAL ====		I	25	I
		I		I
MASTER OF SCIENCE IN NURSING	(MSN - 18110100)	I	5	I
		I		I
		I		I
		I		I
***** TOTALS BY LEVEL *****		I		I
ASSOCIATE		I	36	I
BACHELORS		I	996	I
MASTERS		I	306	I
EDUCATION SPECIALIST		I	110	I
GRAND TOTAL		I	1,448	I

SUMMARY OF GRANTS, CONTRACTS, AND GIFTS
FOR PROGRAMS OF INSTRUCTION, RESEARCH,
AND PUBLIC SERVICE
For Fiscal Year Ending June 30, 1989

VALDOSTA STATE COLLEGE

Institution
LEE BRADLEY

Person Preparing

Institutional Department or Unit Receiving Award	Type*	Description Title / Granting Agency	Amount of Award
BIOLOGY	R	BOTANICAL RESEARCH GRANT (MISSOURI BOTANICAL GARDENS) (AWARDED FY89, EFFECTIVE 1 JULY 1989)	\$ 12,000
BUSINESS & VOCATIONAL EDUCATION	I	VOCATIONAL EDUCATION TRAINING GRANT (GEORGIA DEPARTMENT OF EDUCATION, OFFICE OF INSTRUCTIONAL PROGRAMS)	68,976
BUSINESS & VOCATIONAL EDUCATION	I	POSTSECONDARY TRAINING GRANT (GEORGIA BOARD OF POST- SECONDARY AND VOCATIONAL EDUCATION)	72,369
CHEMISTRY	R	CYCLODIPHOSPHAZ(V)ANE RESEARCH (RESEARCH CORPORATION, TUSCON, AZ) (AWARDED FY89, EFFECTIVE 1 JULY 1989)	10,000
COOPERATIVE EDUCATION	I	CO-OP EDUCATION PROGRAM (U.S. DEPARTMENT OF EDUCATION)	28,856
EARLY CHILDHOOD & READING EDUCATION	I	GEORGIA PLAN--MATHEMATICS (TITLE II RE-GRANT VIA GEORGIA DEPARTMENT OF EDUCATION)	2,640
ENGLISH	PS	RICHARD WILBUR--POET & TRANSLATOR (GEORGIA HUMANITIES COUNCIL)	1,787
MODERN FOREIGN LANGUAGES	PS	FOREIGN LANGUAGE K-12 CURRICULUM GUIDE REVISION AND LEVEL 1 RESOURCE GUIDES (GEORGIA DEPARTMENT OF EDUCATION)	29,700
MODERN FOREIGN LANGUAGES	I	GEORGIA PLAN--FOREIGN LANGUAGES IN THE ELEMENTARY SCHOOL METHODOLOGY COURSE (TITLE II RE-GRANT VIA GEORGIA DEPARTMENT OF EDUCATION)	6,000
SCHOOL OF EDUCATION	PS	COASTAL PLAINS HEAD START PROGRAM (COASTAL PLAINS ECONOMIC OPPORTUNITY AGENCY)	9,600

* I = Instruction; R = Research; PS = Public Service

SUMMARY OF GRANTS, CONTRACTS, AND GIFTS
FOR PROGRAMS OF INSTRUCTION, RESEARCH,
AND PUBLIC SERVICE
For Fiscal Year Ending June 30, 1989

VALDOSTA STATE COLLEGE

Institution

LEE BRADLEY

Person Preparing

Institutional Department or Unit Receiving Award	Type*	Description Title / Granting Agency	Amount of Award
SECONDARY EDUCATION	I	GEORGIA PLAN--SECONDARY EDUCATION (TITLE II RE-GRANT VIA GOERGIA DEPARTMENT OF EDUCATION AND THE UNIVER- SITY OF GEORGIA)	\$ 43,000
SOCIOLOGY, ANTHROPOLOGY, AND CRIMINAL JUSTICE	PS	FOREIGN STUDENT ORIENTATION PROJECT (NATIONAL ASSOCIATION FOR FOREIGN STUDENT AFFAIRS, NAFSA)	1,689
SUB-TOTAL PUBLIC SERVICES			42,776
SUB-TOTAL RESEARCH			22,000
SUB-TOTAL INSTRUCTION			221,841
<u>TOTAL</u> FOR VALDOSTA STATE--FY89			286,617

* I = Instruction; R = Research; PS = Public Service

UNIVERSITY SYSTEM OF GEORGIA
LIBRARY SURVEY
1988-1989

Name and mailing address of institution

The Library
Valdosta State College
Valodsta, GA 31698

Name, title, telephone number of respondent

George R. Gaumond
Director
333-5860

PART I — COLLECTION DATA

CATEGORY	LINE NO.	Held 6/30/88	Added 7/1/88 to 6/30/89	Deleted 7/1/88 to 6/30/89	Held 6/30/89
		(1)	(2)	(3)	(4)
BOOKS, BOUND SERIALS AND GOVERNMENT DOCUMENTS (INCLUDE BOUND PERIODICALS AND NEWSPAPERS AND EXCLUDE MICROFORMS)					
NUMBER OF VOLUMES	1	329,168	11,357	672	339,853
NUMBER OF TITLES*	2	222,169	7,280	114	229,335
NUMBER OF GOVERNMENT DOCUMENT TITLES* (NOT REPORTED ON LINES 1 and 2)	3	60,159	2,807	2,734	60,232
CURRENT SERIAL SUBSCRIPTIONS (INCLUDE PERIODICALS, NEWSPAPERS AND GOVERNMENT DOCUMENTS)	4				
NUMBER OF TITLES*		2,560	152	24	2,688
MICROFORMS					
NUMBER OF BOOK TITLES* REPRESENTED BY MICROFORMS	5	NA			
NUMBER OF SERIAL TITLES* REPRESENTED BY MICROFORMS	6	* 331,310	* 10,883	* 9	* 342,184
NUMBER OF GOVERNMENT DOCUMENT TITLES* REPRESENTED BY MICROFORMS AND NOT ALREADY COUNTED	7	NA			
TOTAL NUMBER OF PHYSICAL UNITS (NOT TITLES) OF ALL TYPES OF MICROFORMS	8	671,288	24,843	188	695,943
MANUSCRIPTS AND ARCHIVES (IN LINEAR FEET)	9	320	6	0	326
CARTOGRAPHIC MATERIALS, NUMBER OF UNITS	10	2,091	533	0	2,624
GRAPHIC MATERIALS, NUMBER OF UNITS	11	1,442	859	0	2,301
AUDIO MATERIALS, NUMBER OF TITLES*	12	5,682	36	2	5,716
FILMS, NUMBER OF TITLES*	13	555	0	1	554
VIDEO MATERIALS, NUMBER OF TITLES*	14	438	99	0	537
MACHINE READABLE MATERIALS, NUMBER OF TITLES*	15	402	3	3	402
OTHER LIBRARY MATERIALS, NUMBER OF TITLES*	16	1,129	60	2	1,187

INCLUDE DUPLICATE COPIES * Total count of all microform titles including
serials, book titles and government documents
not already counted.

PART II — STAFF DATA
(EXCLUDE MAINTENANCE AND CUSTODIAL STAFF)

STAFF	LINE NO.	NUMBER OF FTE
LIBRARIANS	17	11
ALL OTHER PAID STAFF	18	21.5
CONTRIBUTED SERVICES STAFF	19	0
STUDENT ASSISTANCE FROM ALL FUNDING SOURCES	20	13
TOTAL FTE STAFF (SUM OF LINES 17 THROUGH 20)	21	45.5

PART III — LIBRARY EXPENDITURE DATA

CATEGORY	LINE NO.	AMOUNT (WHOLE DOLLARS ONLY)
SALARIES AND WAGES	22	\$ 626,182
COLLECTIONS PRINT MATERIALS (EXCLUDE SERIAL SUBSCRIPTIONS AND MICROFORMS)	23	\$ 144,264
CURRENT SERIAL SUBSCRIPTIONS (INCLUDE ALL PHYSICAL FORMATS)	24	\$ 241,843
MICROFORMS (EXCLUDE CURRENT SERIAL SUBSCRIPTIONS)	25	\$ 10,296
MACHINE READABLE MATERIALS	26	\$ 0
AUDIOVISUAL MATERIALS	27	\$ 21,956
OTHER	28	\$ 26,675
ONLINE REFERENCE TRANSACTION DATABASE SEARCHES	29	\$ 5,954
PRESERVATION	30	\$ 0
EQUIPMENT FURNITURE AND EQUIPMENT	31	\$ 10,587
COMPUTER HARDWARE	32	\$ 11,648
COMMUNICATIONS POSTAGE	33	\$ NA
TELECOMMUNICATIONS	34	\$ 7,360
CONTRACTED COMPUTER SERVICES	35	\$ 29,046
ALL OTHER OPERATING EXPENDITURES	36	\$ 56,673
TOTAL OPERATING EXPENDITURES (SUM OF LINES 22 THROUGH 36)	37	\$ 1,192,484

PART IV -- DEVELOPMENT AREAS

CATEGORY	LINE NO.	NUMBER
A. CIRCULATION OF MATERIALS		
CIRCULATION TRANSACTIONS GENERAL COLLECTION	38	66,804
RESERVE COLLECTION	39	127,373
INTERLIBRARY LOANS PROVIDED TO OTHER LIBRARIES	40	3,926
RECEIVED FROM OTHER LIBRARIES	41	1,714

B. LIBRARY SERVICE TYPICAL WEEK, FALL 1988

CATEGORY	LINE NO.	NUMBER
PUBLIC SERVICE HOURS	42	92.25
ATTENDANCE IN LIBRARIES	43	7,933
REFERENCE TRANSACTIONS	44	675
ONLINE REFERENCE TRANSACTION DATABASE SEARCHES	45	5
FORMATION SERVICE TO GROUPS NUMBER OF PRESENTATIONS	46	22
NUMBER OF PERSONS SERVED IN PRESENTATIONS	47	212

C. PARTICIPATION IN/WITH COOPERATIVES, CONSORTIA, NETWORKS, OR COMMERCIAL DATA BASE VENDORS

1. List the names of consortia, cooperatives, and networks to which this library belongs or participates:

SOLINET

SGAL (South Georgia Associated Libraries)

2. List the names of commercial, on-line data based vendors which the library employs (exclude microform bases such as magazine traders):

DIALOG