

ANNUAL REPORT
of the President
Valdosta State College

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

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President

VALDOSTA STATE COLLEGE
Valdosta, Georgia

June 30, 1992

PART ONE
NARRATIVE

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One of the most exciting developments to occur at Valdosta State was the initiation of Distance Learning. Transmission service has been obtained, a Distance Learning classroom has been installed on campus and comparable facilities at Abraham Baldwin Agricultural College, Bainbridge College, South Georgia College, and Waycross College which permit classroom interaction among the five sites. In the fall quarter the facilities probably will be used continuously from 9:00 a.m. until 10:00 p.m., Monday through Friday. A second on-campus Distance Learning classroom will soon be developed, and the system will be expanded to two military installations, two high schools, four technical institutes, and a medical center. Truly, much of our 41-county service region will have many college classes and services made available in a format unimaginable a short while ago.

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During the year, Pound Hall, the School of Business Administration building on North Campus, was fully renovated to become what may be the finest physical facility for such

a school in the state. This achievement was attained by raising one-third of the renovation funds locally. Every administrative and faculty office is computerized, and electronic classrooms and a fine new Decision Center provide the ultimate computer facilities for faculty and students.

The technical details to consummate the purchase of Brookwood Hall continued, and the Board of Regents authorized the purchase of Brookwood Plaza, the former shopping center diagonally across from the campus. Funds were made available for the complete exterior renovation of the Plaza in the Spanish Mission style of architecture similar to that of the main campus. An appreciable portion of the interior of the Plaza will be reconstructed at this time. Included in this area will be a 40,000 square foot Student Center which will give Valdosta State one of the finest such facilities in Georgia.

All of these developments pale in significance to the Regents' action in authorizing Valdosta State's becoming Georgia's second regional university by July 1, 1993. To meet the Regents' definition of a regional university, Valdosta State in the years ahead will develop a limited number of doctoral degrees, undertake a variety of applied research projects concerned with the problems and opportunities of South Georgia, and provide continuing education activities which will enable individuals in the work force throughout the region to maintain state-of-the-

art capabilities in their professions and vocations. The faculty and staff will work closely with the Regents' Office in developing new, carefully selected programs which will enable the institution to fulfill its expanded mission.

The budget reductions during FY 92 caused some delays in program development. The Bachelor of Science in Computer Information Systems, which was submitted to the Regents' Office during 1990-91, is in the final review stages and should be submitted to the Board of Regents during FY 93. Programs approved by the Academic Committee for submission to the Board include the Bachelor of Science with a major in Health Fitness (final proposal), the Bachelor of Arts degree in Legal Assisting (final proposal), and the Bachelor of Business Administration major in Business Information Systems (preliminary proposal). Program plans for FY 93 include a preliminary proposal for a Bachelor of Technology degree and a proposal for reactivation of the Master's in Business Administration. Submission of a proposal for a B.F.A. degree in Radio and Television is anticipated. A final proposal of a Master's in Art Education will also be submitted.

Significant appointments during FY 92 will be extremely beneficial to the institution. Dr. Robert Michael was named Associate Vice President for Academic Affairs and will be responsible for the administrative coordination of assessment, evaluation, and self-studies. Dr. John Gaston

was appointed Head of the Department of Communication Arts; Dr. Bruce Buskirk, Head of the Department of Marketing and Economics; and Dr. Janet R. Kenney, Studio Supervisor for Valdosta State's Peach State Public Radio Station. Ms. Mary Watson became Director of Grants and Contracts, a new position which will aid Valdosta State in continuing its improvement in obtaining funds from external sources.

In the athletic area, Herb F. Reinhard was appointed Director of Athletics; Bart Shuman, Assistant Baseball Coach; and Hal Mumme, Head Football Coach.

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

a. **Faculty**

In FY 92, Valdosta State College had 307 full-time teachers, administrators, and librarians. Of this number, 213 were males and 94 were females. One hundred sixty-three (163) faculty members were tenured, 119 were non-tenured, and 25 were designated Non-Tenure Track. The faculty included 87 professors, 84 associate professors, 116 assistant professors, and 20 instructors, with 219 holding the doctorate and 88 the first professional, Master's, or Educational Specialist's degrees.

b. **Students**

During FY 92 there were 10,321 registrations of students at Valdosta State College, counting no student more than once. They registered for 320,328 credit hours

(exclusive of ROTC). Financial aid to students included \$3,710,292 in Pell Grants, \$10,236,701 in Guaranteed Student Loans, \$191,464 in Perkins Loans, \$85,800 in Supplemental Grants, \$406,518 in Work Study monies, and \$241,311 in Student Incentive Grant Awards.

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

a. **Library**

Despite the numerous revisions to the College's operating budget during FY 92, no funds were deleted from the library materials budget, and most operating accounts were maintained.

The strengths of the library continued to be its collections, its services, and its personnel. The most significant weakness of the library, the COM catalog, was corrected by the purchase and implementation of the library automation system. Access to the collections was dramatically improved by the installation of the new on-line system, affectionately named DRAGON by the library staff (for Data Research Associates/Gertrude Odum Network).

Early in the fiscal year Digital Equipment Corporation (DEC) delivered the library's VAX 4000/200 computer and associated equipment as part of a \$150,000 matching grant awarded to Valdosta State. During the remainder of the year the library and the academic computing staffs installed the internal network linking all the computer terminals. Concurrently, both staffs began the process of installing

the Data Research Associates (DRA) software and building the data base of library records. Early in the spring, the system began operating on a test basis in the library, and by the end of the fiscal year all procedures were completed to bring the automated catalog on-line.

As the library built an internal network for its automation system, the academic computer services staff installed a major portion of a campus-wide fiber optic network. The computer room in the library became a central switching area for the network, allowing access by the network to the library system.

Growth of the collections continued with a materials budget of \$500,000, supplemented by \$100,000 at the end of the year as part of the funding for transition to university status. Additionally, services to students and faculty increased in number and quality.

Special Accomplishments

Acquisitions: The library shifted from a manual to an automated serials system by changing vendors. The serials system is linked to the Faxon Company via the campus network and PeachNet.

Archives: This unit continued to index The Valdosta Daily Times and the Lowndes Historical Society Newsletter. All Faculty Senate memoranda, reports, minutes, and committee reports are now being added to the archives.

Bibliographic Instruction: Services were provided for 3,828 undergraduate students in 154 classes and 551 graduate students in 31 classes. An increased number of professors made library instruction part of their courses.

Cataloging: Profiles were completed for the public access catalog and the authority control for the automation system. The department was reorganized, allowing assignment of two staff members to other departments.

Circulation: Increases occurred in all aspects of service: Circulation of materials, 12 percent; reserves and in-building use, 9 percent; attendance, 4 percent; A/V materials, 7 percent; and equipment, 6 percent. The microfilm collection was moved to allow for more growth and the newspaper room was reorganized for more efficient use.

Fine Arts Materials Center (FAMC): The entire collection was shifted to improve access. The Music Department spent most of its allocation on CDs, replacing many older records.

Government Documents: The collection now includes over 200 documents on CD-ROM.

Interlibrary Loan: Increased demand occurred because of greater use of electronic data bases. Valdosta State continued to lend more materials than it borrowed.

Off-Campus: As off-campus programs were developed and expanded, library staff communicated directly with students explaining library services and policies.

Photocopying Services: Responding to heavy student use of journals on microfilm, a new Minolta semiautomatic threading microfilm reader-printer was added at the end of the academic year. An additional reader-printer will need to be added in FY 93, as well as upgrades for several photocopy machines.

Reference: Greater and more effective reference service was provided by using electronic data bases and new technology.

b. Business and Finance

A multiplicity of activities, new initiatives, and reforms occurred in the various units operating under the Office of Business and Finance. The space constraints of this report limit discussion to only a few of them.

- Auxiliary Services

Bookstore. The bookstore completed the second year of administering higher educational resale agreements with Apple, Inc., and IBM. These agreements provide computer hardware to faculty, students, and staff at greatly reduced prices. Sales continued to increase steadily in this area in spite of a weak marketing program. The book department cooperated with Continuing Education to provide books for a number of seminars in the local community. The merchandise department concentrated on the development of in-house computer software programs to manage inventories and to provide tighter fiscal controls.

The bookstore joined the Collegiate Stores Cooperative buying group to maximize the benefits of combined purchasing power. The number of used books available for sale was increased by extensive use of the store's computerized inventory and ordering system. The industry average for the sale of used books in a store of VSC's size is 27 percent of textbook sales, while the FY 92 VSC bookstore average (through March, 1992) was 38 percent.

Food Services. Until FY 92, it was impossible to determine the profitability of areas such as catering or concessions. By establishing six rather than two cost centers, Food Services now has precise accounting for its operations.

In FY 92, the meal card system was restructured to provide a declining balance account valid in all cost centers except concessions. After fall quarter, participation in the declining balance program was voluntary, but revenue increased every quarter. The conversion to a declining balance account required certain physical changes in the Palms Dining Center, the first phase of which was completed in the summer of 1991 and the second in the summer of 1992. A change from the old Validine Series 3 to the Validine Series 4E computer system was also necessary. This new system is so versatile that its applications are almost unlimited.

In February, for the first time, Food Services Catering served the Annual Black Tie Dinner on its premises, to everyone's satisfaction. This event was later entered in the annual National Association of College and University Food Services' (NACUFS') competition and was awarded "First Runner-Up" among 183 entries.

Sales in the Blazer Cafe increased by 30 percent over the anticipated revenue, with an average of 775 customers served daily.

- Business Services

A new form for use by departments to request services from most of the Business Services units was implemented. The new method for purchasing small items from local suppliers was utilized on a broader trial basis.

With two delivery stops per day at departments, the Campus Mail Service made 40,000 delivery stops during the year (80 departments x 2 stops x 250 work days). Approximately 750,000 pieces of mail were posted, and an amount equal to or exceeding that was received. Intercampus mail added to the total amount of mail handled in the unit. Total postage costs were approximately \$200,000 for the year.

Purchasing processed 3,100 purchase requests, 380 prepaid orders, 4,000 check requests, 90 State purchase requests, 300 telephone bids, and 150 written bids. The check requests amounted to approximately \$1.3 million.

The equipment property inventory was completed for all campus departments during the year, and the property system was brought into the Regents' Inventory Program on the T.I. computer. Over 2.5 million copies were made on campus copy units in the various buildings. A new high speed copier was added to the Central Copy Center in Brookwood Plaza. Printing Services was scaled back significantly because of the budget reductions. Four full-time positions were eliminated, and a fifth was reallocated to the College Relations office.

- Financial Services

The unit processed over 26,000 checks for vendors to pay for goods and services and over 30,000 payroll checks for faculty, staff, and students. Student Financial Services processed over 1,500 Short Term Loans which assisted students in meeting their financial obligations. Much effort was also expended by Student Financial Services to collect various loans, a program which reduced the overall default rate of Valdosta State. Working very closely with the Internal Auditor, Regents' Internal Auditors, and the State Department of Audits, the unit implemented procedures that will strengthen the internal control of all areas of the campus.

- Public Safety

During this year the department completed the installation of the GCIC/NCIC computer terminal which allows

officers and investigators access to motor vehicle registration files, drivers license/history information, criminal arrest records, and communication with other law enforcement agencies nationwide.

Through an expanded program, the department offers intermediate and advanced courses of training recognized by the state Peace Officers Standards and Training Council for local law enforcement agencies and for the regional police academy.

The Parking and Traffic Unit established the first Traffic Court Docket System, which provides students, staff, and faculty easier access to the parking appeals process and affords improved tracking of parking citations and decisions of the Parking Appeals Committee.

- Personnel Services

Benefit seminars were held during fall quarter to inform faculty and staff of available programs and to assist in their financial planning. Particular emphasis was placed on the value of the pre-tax spending accounts for dependent child care and non-reimbursed medical expenses. As a result, participation in these programs increased by 39 percent, with pre-tax contributions increasing 29 percent.

Employee orientation became a more formalized process with insurance department personnel conducting in-depth sessions with faculty and staff employees. In FY 92 the

benefits department processed approximately 12,500 insurance claims for current employees and 3,900 for retirees.

One hundred twenty-six staff placements of temporary, part-time, and summer help were made. Terminations during the year, excluding faculty, totaled 61. The Personnel Office received over 400 applications for employment during this period, not counting those received in the satellite personnel operations of Plant Operations and Food Services.

- Administrative Computing

A certification program was developed for the Registrar's Office. Modifications were made in the Admissions, Public Safety, and the Auxiliary Services systems. Documentation was refined and new documentation written. The Central Stores system was further developed, and other enhancements were made to this system. Additions were made to the error detection system with respect to database accuracy. Conversion from the utilization of student numbers to social security numbers was completed. Many special computer programs were written, and program modifications were made for a number of departments.

- Plant Operations

The department added a new employee orientation program to the programs already in existence. Many of its employees were enrolled in a campus adult literacy program (PALS), and three employees graduated from phase I of the program.

Environmental Health and Safety worked with campus counselors to help employees with drug and/or alcohol problems. Some employees have been admitted to programs that otherwise would be unavailable to them.

In the area of facilities, the remodeling of Pound Hall was completed and was paid for, in part, by using Major Repair/Rehabilitation Funds (MRRF) over a three year period. Several other major and many minor projects were completed during FY 92.

Major Capital Priorities are:

Brookwood Plaza - Southside Renovation (69,500 gross square feet)	\$ 6,700,000
Biology, Chemistry, Nursing Building (125,000 gross square feet)	15,125,000
Library Addition (97,000 gross square feet)	<u>9,300,000</u>
TOTAL:	\$31,125,900

c. Internal Audits Department

The internal auditor was appointed February 1, 1991. In FY 92, in the revenue area, audits were done on Residence Halls (rents) and Bookstore (textbook sales). In the expense area, audits were done on Student Assistants Payroll and Library Books Purchases. In the computer area, extensive audit work was done on computer files for Vendors and Payroll. As a result, a number of operational changes were made to improve internal controls and efficiency and make subsequent audits easier. The internal auditor

increasingly used both mainframe and personal computers to assist him in his work.

d. College Advancement Division

The College and VSC Foundation enjoyed a successful fund-raising year in 1991 with total private gift support increasing by almost 100 percent to \$1.2 million. Equally encouraging was the significant progress made by the VSC Alumni Association in organizing its efforts to provide support appropriate to a regional university.

- Advancement Services

Considerable progress was made in improving the quality and efficiency of the advancement database. The BMS alumni and development software was installed in a new 10-station network, and the records on the old database were converted. The BMS general ledger software was installed, and conversion from manual to automated financials will occur early in FY 93.

A number of initiatives were undertaken to find missing data elements for biographical records, which will result in the production of a new alumni directory. As Advancement Services assumes responsibility for tracking lost alumni, significant improvements should result. The division now has the benefit of a state-of-the-art computer system which is virtually self-sufficient and thus is not a burden on the Micro-Computer Support Center.

The groundwork for a prospect research program has been put in place. Although it will be modest, it will be of significant benefit in expanding development opportunities.

- Alumni Relations

During FY 92, staff support enabled the Alumni Association to move more aggressively. It implemented a reorganization that has resulted in a number of new thrusts. In addition to five receptions in the spring, a concerted effort was mounted to begin formal chapters with especially favorable results in Macon. Most encouraging was the assumption of leadership roles by alumni in the Annual Fund drive.

As record-keeping duties are transferred to Advancement Services, additional staff support will be available to enhance the Alumni Association's programs promoting growth and development.

- College Relations

While the office did well to maintain minimum services and to support efforts like the SunBelt Exposition exhibit and the Bird Supper program, the aborted search for a director, the absence of a manager of publications, and the resignation of a key technical support person limited progress.

- Development

Annual Giving: A year-end appeal and an invigorated athletic drive helped to increase 1991 gifts by 20 percent.

A comprehensive drive is being implemented during 1992 with a \$325,000 goal and an increased alumni participation goal. The 1993 drive should see continued progress and that of 1994 ought to attain results equal to that of all but a few of the institution's peers.

Capital Giving: Considerable progress was made in completing the Pound Hall Renovation Fund drive. Limited efforts have been made to secure additional endowment support. A Title III proposal for a \$500,000 endowment challenge grant has been submitted.

Special Giving: This area needs improvement, but the employment of a grants coordinator and the new work of the coordinator of prospect research should make a difference.

Planned Giving: Much of the available staff time has gone into developing and refining the Foundation's management and in channelling the evolution and organization of the Board of Trustees into a leadership group. An especially encouraging development is the formation of the Board of Governors of the Blazer Athletic Boosters.

Next year, the division will conduct searches for a Director of College Relations, a Manager of Publications, an Annual Fund Secretary, and a Clerk Typist, in each of which redoubled efforts will be made to secure outstanding minority candidates. Some planning activities have been undertaken, most notably in the Foundation, and preliminary goals and objectives are being reviewed. Planning will be a

priority for the coming year; a resource analysis will be made and a financial plan presented.

e. Student Affairs

Many of the hours students spend in college are outside the classroom. The Division of Student Affairs offers services and support for that time to maximize the students' educational experience and opportunities for personal development.

The variety and availability of services to students, faculty, and staff are the primary strength of the division. Planning and programming with different schools, departments, organizations, and students throughout the college enrich the number and nature of the services provided.

- Career Planning and Placement

Students and employers who contact this office desire quick, competent, and compassionate assistance. During the year, 1,532 students utilized the computerized career guidance program, and over 2,800 placement files were forwarded to 834 employers. Career interest inventories were administered to 263 students. Four career days were held in which 571 students and 124 employers participated; 98 employers participated in campus interviews. Ninety-eight classes and orientation/workshop sessions, held in the career library, attracted 2,450 student participants.

- Cooperative Education

A major strength of the Co-op Program is in the diversity of students and employers it serves. During the year, a total of 129 students, from 24 different academic majors, were placed with 61 different employers including IBM, BellSouth, Georgia Power Company, Gulfstream Aerospace, U.S. Marshals Service, IRS, and the CIA. In addition, 13 students were placed in one-quarter internships. The part-time J.O.B.S. service aided some 100 employers to hire students who earned over \$130,000.

- Counseling Center

During the academic year 1991-1992, the Counseling Center provided individual and group counseling to 605 students who accounted for over 1,894 client contact hours. The Center also offered 23 different groups sessions and seminars. Consistent with the Center's preventative outreach model of counseling, the staff had contact with over 3,642 students outside of the office. Students were usually seen within 24-48 hours after requesting an appointment, and emergencies were given immediate attention. The Counseling Center is still in need of an additional counselor, preferably a minority, and additional space for groups and seminars.

- Financial Aid

The Office of Financial Aid was fortunate to have a stable, dedicated staff to cope with an ever-increasing work

load. Again in FY 92 both the number of student applicants and the dollar amount of financial aid, especially loans, increased greatly. All federal financial aid programs are scheduled for re-authorization this year, and many changes will be implemented in all programs. In the next two years, an increase in the number of applicants will continue, and the personnel will have to be retrained to handle impending programmatic changes.

- Housing and Residence Life

During the past year, the office's commitment to the Freshman Residency Requirement was strengthened; changes were made in the apartment assignment procedure; the mainstreaming of student athletes into the total residence hall population occurred; and some relief was received in the area of indirect operating expenses. Special interest floors for both men and women include (1) 24-hour quiet floors, (2) an honors floor, and (3) wellness floors (no smoking or drinking).

Careful selection and training of personnel provided Housing and Residence Life with a student staff as competent as any comparable group in the country. The students' performance was closely related to the organization's success.

- Panhellenic

The Panhellenic area had a very eventful year including the hosting or participation in Fall Rush, the Rho Lambda

Honor Society tapping, the VSC Phone-a-Thon, the Southeastern Panhellenic Conference, the Greek Assembly, and Greek Week.

The enthusiasm of the coeds participating in Rush was exceptional, and the initiation percentage increased drastically. The Panhellenic Council sponsored a number of projects benefiting the college and community, including a Rape Seminar attended by over 200 students and assistance in the publication of a book dealing with child abuse.

- Orientation

The Orientation/Insight Program was very successful in FY 92. The changes and additions made in the program in 1990 which provided more information sessions for students and for parents were well received. New students and parents were welcomed to VSC in such a manner that many of their needs were anticipated and their self-confidence increased.

- Student Activities

Valdosta State students have a strong desire to participate in student activities, an enthusiasm which provides a challenge to the staff. Fortunately, the College Activities Board, Intramurals, the Interfraternity Council, the Facilities Coordinator, and the Student Government Association are located near the Student Activities Office. This fact helps in avoiding schedule conflicts and in developing a uniform system of rules for each organization.

Many times city facilities must be used for student activities because VSC facilities are always booked to capacity. Valdosta State is in great need of a multi-purpose (indoor and outdoor) facility to help in meeting recreational needs. The Intramural Department has to use the City Parks and Recreation Department's softball fields for the spring leagues, a condition that will become increasingly difficult as needs increase.

- Farber Student Health Center

The Farber Student Health Center offers comprehensive outpatient care to students enrolled for six or more quarter credit hours. The total number of patient visits in FY 92 was 18,732. There were 42 overnight admissions, patients staying one day to four days. Twenty-two in-patient beds are available for students too ill to return to dorms or classes. Staff and faculty are seen for on-the-job injuries. The student health fee of \$33 per quarter entitles the student to unlimited visits, most medicines needed, and lab tests by a certified lab technologist. The available lab tests include complete blood counts, blood tests for marriage, pregnancy tests, tests for mononucleosis, gonorrhea, syphilis, chlamydia, and sickle cell anemia, throat cultures for streptococcal infection, urinalysis tests for blood, ova and parasites in stool specimens, and monitoring of blood glucose. Also included

in this nominal fee are the services of a full-time physician, Monday through Friday.

- Student Life

During the year, the Student Affairs Office, which has one administrative employee, counseled 1,346 students on personal and social concerns, 15 on withdrawal, 60 with absentee problems, and 246 who had illness and other emergency crises. Seventeen organizations including four minority and five majority sororities, and three minority and five majority fraternities were advised.

- Testing

The Office of Testing is responsible for administering undergraduate admission, placement, proficiency, exemption for college credit hours, independent study, graduate admission, and professional tests to traditional and non-traditional students.

For the academic year, 111 test administrations were provided for 7,333 students who took 10,787 exams. There was an 11.64 percent increase in the number of students tested, compared to the previous year.

The results of a survey returned by 32 units of the University System revealed that the Office of Testing at Valdosta State College is understaffed. With the anticipated enrollment increase, in future years, this condition will be addressed.

f. Faculty Senate

During the Winter Quarter 1991, the VSC General Faculty endorsed the concept of a Faculty Senate. Later, in the Spring Quarter 1991, the General Faculty passed new Statutes providing for a Faculty Senate. In anticipation of approval of those Statutes by the Board of Regents, the Faculty Affairs Committee (as constituted under the old Statutes) implemented a Transition Document which called for the election of Senators and a series of organizational measures. To permit the Faculty Senate to be fully operational when the Statutes were approved by the Board of Regents, President Bailey appointed an Ad Hoc Committee on Organization and Procedure to which persons who were designated to be Faculty Senators were appointed. The Ad Hoc Committee met on September 26, 1991 and elected Dr. Elizabeth Derrick as Chair. The committee met again on October 24, and during the fall a Bylaws Committee and a Handbook Committee continued to work on organizational matters for the new governance structure.

In September, college representatives met with members of the Chancellor's staff to discuss aspects of the proposed Statutes. As a result, modifications were made which necessitated another vote on the proposed Statutes at a called meeting of the General Faculty on December 6. The new Statutes were approved by the Board of Regents on

December 11, 1991, formally establishing a Faculty Senate at Valdosta State College.

The Faculty Senate met in its first official meeting at 3:00 p.m. on January 23, 1992. Dr. Dennis Marks was appointed Parliamentarian, and organizational actions taken by the Ad Hoc Committee on Organization and Procedure, including Bylaws for the Senate, were accepted. A report from the Faculty Handbook Committee was forwarded to an Editorial Committee. Because of the Senate's late start in the academic year, terms of Senators and committee members were extended by a year.

During the remainder of the academic year, the Senate and the Executive Committee met on a regular basis and handled a number of organizational matters, including the establishment of Standing Committees and two Special Committees.

Although all other positions will continue into the 1992-93 academic year, Dr. Derrick, the Executive Secretary, who will be on leave, resigned, and Dr. Tom Jackson was chosen to succeed her effective September 1, 1992. During FY 92, the Valdosta State College Faculty Senate progressed from inception to action, and as the Executive Secretary appropriately observed, those involved "progressively learned how to be a Faculty Senate."

g. Athletics

The special accomplishments of the unit in FY 92 included:

- (a) Hiring of a Director of Athletics and reorganization of the two athletic components, football and "other sports," into one unit.
- (b) Second place finish in men's Gulf South Conference all-sports race.
- (c) Reorganization of Blazer Athletic Boosters and selection of Board of Governors.
- (d) A softball record of 32-13, the best in school history.
- (e) Development of a planning retreat for coaches, assistant coaches, and departmental secretaries.
- (f) Establishment of a varsity club organization.
- (g) Establishment of a student advisory committee.
- (h) Establishment of quarterly hot dog socials for student athletes.
- (i) Establishment of the first academic luncheon for student athletes.
- (j) Season ticket sales campaigns and sponsorship packages to enhance the budget.
- (k) A GPA of 3.0 or better by 44 students in the winter quarter and 59 in the spring quarter.
- (l) The golf team finishing seventh nationally.
- (m) The baseball team earning a NCAA Regional Tournament bid.
- (n) Establishment of the Academic Services program for student athletes.

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

During the academic year, 116 full-time faculty were employed in the School of Arts and Sciences, and one position remained vacant. While teaching and academic advising demanded much of their time, the faculty published five books and three lab manuals, produced 20 book reviews, and published 60 articles and short stories and eight poems. And in spite of limited travel funds, they presented 59 papers at professional meetings. They had nine external grant proposals funded.

The Dental School of Emory University, which is being closed, gave the Department of Biology a substantial amount of laboratory glassware, chemicals, and equipment, much of it new. The department provided microcomputers and printers for almost all its faculty. Ninety-one percent of the biology faculty now have computing/word-processing capabilities in their offices.

Since the School of Nursing has doubled the size of its entering classes, the Chemistry Department will have to offer a new section of both CHM 105 and CHM 106 each quarter. During 1992, a large portion of the CHM 331-332 laboratory was converted to Microscale experiments, with

three positive results: (1) decreased use of chemicals; (2) less chemical waste; (3) greater number of experiments performed. Because less space is needed for equipment storage, more laboratory desks were made available, and the department was able to add a winter-spring section for this sequence. The department has added a SUN Sparc3 station to computer holdings, and students were able to carry out modeling studies on complex chemical structures.

The English Department hosted a Fulbright Scholar-in-Residence, Dr. Ebele Eko of Nigeria; co-sponsored a visit by award-winning author Maya Angelou; provided a new Honors Program Director, Dr. Byron Brown, and offered many Honors courses; sponsored an ACE Fellow, Dr. Tom Dasher, head of the department, who spent the academic year at Florida State University; co-sponsored a public forum, "Words, Words, Words: The Language of Gender in the Professions," underwritten by a Georgia Humanities Council grant; sponsored jointly with Career Planning and Placement a successful program for "Major Monday"; continued to develop internships with local newspapers for students in journalism; provided judges for the area high school literary meet; actively participated in the Community Partners in Education Program, providing help to two local schools; furnished speakers for many local groups, including book review clubs, civic organizations, and churches; continued to help develop a viable Women's Studies Program,

Minority Affairs Program, and an International Studies Program; provided faculty for the SCOPE program through Continuing Education; offered new courses in English as a second language; sponsored a series of poetry and fiction readings for students, faculty, and members of the community; provided a director and tutors for the Writing Center and established a special course to train tutors; sponsored a film series for students, faculty, and members of the community; and again provided the co-editor of Notes on Teaching English.

English faculty remained current in their fields of expertise and worked on areas as diverse as the use of myth in Native American literature, the Victorian poet E.J. Milliken, contemporary Southern authors, the autobiographies of African-American women writers, iterative narrative, dialect in 18th century British novels, and the development of medieval romance. In addition, at least five members of the department were actively involved in writing their own poetry and fiction.

Without any increase in full-time faculty and with minimum use of part-time faculty, the History Department increased its overall enrollment and credit hours generated by 11.05 percent over FY 91. On average, each faculty member taught thirty-three students more in FY 92 than in FY 91 and eighty-nine students more in FY 92 than in FY 86.

A major accomplishment of the Mathematics Department was the design of an electronic classroom and an adjoining computer lab which were built by VSC's Plant Operations. With the upgrade of forty-eight 386-Zenith computers and an additional six SUN work stations, the department was able to introduce technology into several of its mathematics courses as well as improve its existing computer science program. The department hired a statistician and began working with other faculty in developing materials for computer applications for the statistics courses. It also participated in a nationally conducted Beta test of computer-assisted-instructional software featuring DOS, WordPerfect, and Lotus 1-2-3. The computer science student programming team placed 28th out of 68 teams at the Southeastern Regional ACM programming contest.

The Foreign Language/International Culture Center provided community courses in conversational Spanish for law enforcement, health services, and human resources personnel in Brooks County and Lowndes County. The Director of the Center organized a one-week stay in Valdosta for thirty-five students and faculty from the Lycee Frederic Chopin in Nancy, France. More than 1,000 students in the Valdosta elementary schools received foreign language instruction through the FLES/FLEX program funded by the Center. Mrs. Elsie Nicholas, Mrs. Anne-Marie Bourg, and Professor Lee

Bradley provided introductory Spanish and French lessons for children in kindergarten through the sixth grade.

The Department of Modern Foreign Languages became the Headquarters for the Southern Conference on Language Teaching (SCOLT) located at Valdosta State College. Professor Lee Bradley serves as its Executive Director.

Dr. Dennis Hale, who was certified in May 1991 by the American Council on the Teaching of Foreign Languages as an Oral Proficiency Tester in Spanish, is currently the only certified interviewer in Spanish in Georgia.

The department was awarded the administration of the International Intercultural Studies Program summer study program in Spanish in Guadalajara, Mexico for 1992-1994.

Area high school and college foreign language instructors collaborated through the South Georgia Academic Alliance of Foreign Language Teachers, which is one of the strongest such organizations in the state. Its quarterly meeting attracted key instructors from throughout the region.

The Philosophy Department continued to provide unique services through its Center for Professional and Applied Ethics. It offered numerous academic courses, sponsored public programs, and furnished consultants in applied ethics for medicine, industry, business, community service, and continuing education. Other colleges and universities have

sought its advice on establishing similar centers in their service areas.

The Department of Physics, Astronomy and Geology has helped meet the regional needs in the field of engineering and engineering related fields. The Coordinator of Pre-Engineering, with the aid of a new faculty member in Electrical Engineering, worked closely throughout the year with students to assure their success. Among the VSC students who have transferred to Georgia Tech, 88 percent are in good academic standing or have graduated with degrees in engineering.

In the area of applied research, the department received several gifts of scientific equipment, including a VAX 11/780 from the University of Georgia and a Vacuum Thin-Film Coating Unit from Virgo Corporation. Dr. William Pollard's research on semiconductors published in the Journal of Applied Physics has been widely cited in scientific literature.

In the area of regional service, three faculty members, Dr. Dennis Marks, Dr. Martha Leake, Dr. Kenneth Rumstay, and four student assistants made 82 planetarium presentations for 4,169 patrons, mostly school children. The Planetarium Program continued to be one of VSC's best public relations efforts and a model of effective science education.

The department faculty made progress in implementing the SACS recommendation concerning teaching loads in the

Math and Science Departments. While maintaining the same quarter hour production, the department decreased faculty contact hours by 10.36 percent.

The department signed an agreement with the National Center for Resource Innovation-Southeast (NCRI-SE) and the South Georgia Regional Development Center (SGRDC), which permits the receipt of SPOT satellite imagery, the highest quality unclassified satellite data available, for use in Geographic Information Systems courses and converts its format for use by the NCRI-SE/SGRDC.

A major accomplishment of the Department of Political Science was completion, after five years of planning, of a proposal for a BA degree in Legal Assistant Studies. A second achievement was the continued growth and increase in quality of the undergraduate program. Enrollment grew in the pre-law courses, and the diversity of offerings in the comparative/international area remained high.

The Department of Sociology, Anthropology, and Criminal Justice developed a Criminal Justice Program in London for the summer quarter, 1992. The department is investigating the possibility of faculty and student exchanges with the Polytechnic of Central London (soon to be renamed Westminster University).

Departmental faculty organized a series of lectures in association with Victim's Rights Week, an event co-sponsored

with the Georgia State Board of Pardons and Paroles and the Lowndes County Victim Witness Assistance Program.

Dr. Kathe Lowney was awarded a Fellowship by the National Endowment for the Humanities which involved eight weeks of intensive research and seminars at Southern Illinois University. Her research will focus on the media and satanism.

Dr. Ginger Macheski (project leader), Dr. Stephen Childs, and Dr. Jack Hasling utilized a grant from the Levi-Strauss Foundation for work on a project concerning race relations in Valdosta (Project Change). Dr. Macheski served on several occasions as a consultant and participated in the overall design of the project.

Dr. Pamela Manley coordinated and chaired a workshop on ethics which was co-sponsored by the South Georgia Association of Social Workers and Area Mental Health. Dr. Bernie Patterson completed an extensive study of crime in Valdosta, which was presented to various community groups, and also participated in the 1992 Summer Fulbright Study Tour in Tanzania.

b. School of Business Administration

The School of Business Administration's planning process resulting in the Business Plan continued to be an effective instrument in measuring the school's progress toward specific goals and development of appropriate strategic plans. The process also permitted assessment of

the effectiveness of the school's programs and activities. A comprehensive revision of the Business Plan is scheduled for the Summer and Fall Quarters, 1992.

Continued emphasis on appropriate research activity was a highlight of the school's year. In 1992, it is anticipated Business faculty will produce 20 refereed journal articles, 6 books, 10 other publications, and 3 published proceedings.

Although five of seven participating institutions opted to divest available funds to offset FY 92 budget reductions, the Valdosta State South Georgia Research and Development Center (SGRDC) continued to evolve into an effective organization for the delivery of support services for regional economic development.

The Business faculty completed an 18-month comprehensive revision of the school's curriculum. This revision incorporated a number of important changes that will strengthen the overall quality of business programs.

Professor Fred Ware led the school in the development of a Regional International Business Resource Center. This effort was coordinated with a number of statewide organizations, and local support was provided through the SGRDC.

Professor Mel Schnake was selected as Editor of the Proceedings for the Southern Management Association, and

Professor Bill Fredenberger served as Bibliographer for the Turnaround Management Association.

c. School of Education

The designation of Valdosta State as a University by July 1, 1993, was, without question, the highlight of the year for the School of Education. At least two departments began plans for doctoral degrees, and other departments looked at courses to develop for cognate areas. The planning and experience gained with the cooperative doctoral programs place the school in an advantageous position to assume a leading role in the new regional university.

Even with limited travel funds, attendance and presentations at professional meetings increased. The number of grants written in the School of Education also grew significantly. Most notable was a National Science Foundation grant which will provide over \$700,000 to the school during the next five years for training middle school math and science teachers. The school faculty submitted 29 proposals, 13 of which were funded, with awards payable this year of \$344,489.

Minority enrollment grew in the School of Education. There was a 16 percent increase in majors and a 5.7 percent increase in African-American graduates. The school was also encouraged to find it was already implementing or planning to implement many of the recommendations in the Plan for Change.

For the first time in FY 92, the School of Education was involved in a team teaching effort on a scale never undertaken before. For years team teaching has been done within departments. This year successful efforts were initiated among departments and between the Middle Grades Department and the Department of Physics, Astronomy, and Geology in the School of Arts and Sciences.

The summer school program conducted for students in grades K-7 continued to grow and improve, serving 200 students. It not only provided service to the community but also afforded preservice and graduate students an opportunity to observe and work in a school that was implementing the results of the latest research findings.

The use of technology in the School of Education continued to expand with the addition of a Macintosh lab and new software. The establishment of a distance learning classroom greatly enhances the delivery of graduate courses, staff development courses, and other seminars to the teachers and students of South Georgia schools.

One of Education's major accomplishments was the establishment of an Essential Skills Program (ESP). The school identified all freshman education majors who, at the end of fall quarter 1991, were placed on academic warning. Eleven were enrolled in an essential skills course taught by a faculty member. At the end of winter quarter, seven of

education offerings and a 45 percent expansion in its fast fitness program. The department produced eight publications and provided ten consultations, primarily for public schools. The department's "Share the Wealth" conference attracted huge numbers from the state and throughout the southeast.

The Department of Middle Grades Education provided area middle grade students with two competitive events, a social studies fair and a mathematics tournament. The undergraduates, graduates, and area teachers had a chance to attend the Middle Grades Education Department's first annual middle grades conference, which featured three nationally recognized middle grades educators.

The School of Education was designated as a Regional Thinking Skills Center. The Psychology, Counseling and Guidance Department had an increase in the released-time requested and received by faculty to perform service and research.

The Department of Vocational Education received over \$185,000 to train vocational education teachers across the state. It played a leading role in teaching courses on the three military bases in South Georgia where the Technical, Trade and Industrial Education major is offered. Concurrently the department continued to offer popular courses in computer education in which 300 students matriculate each quarter.

Considerable progress was made in the examination of teacher-preparation programs through departmental review efforts and by the Goodlad Group, faculty volunteers interested in establishing a dialogue on new directions for teacher preparation programs. The group held meetings with colleagues in other schools of the College, sponsored a peer observation project, and completed a grant proposal submitted to the Fund for the Improvement of Postsecondary Education.

Outreach services of the School of Education continued to be extensive and significant. A workshop was held for educators, business and governmental leaders from throughout South Georgia in connection with "America 2000" and the "Georgia 2000" effort. Off-campus programs were offered in Bainbridge, Waycross, Douglas, Tifton, and Kings Bay. In addition, faculty members spent countless hours providing research, evaluation, and consultation services to the area public schools. Indicative of the broad and innovative nature of these outreach services, the Distance Learning Program was established for pilot testing in the summer quarter of 1992.

The School of Education also strongly supported professional development both for its faculty and for public school faculty and staff. Departmental reports reflect the extensive nature of these activities, which included the Language Arts/Young Authors Conference, the Principals

Assessment Center, a Minority Recruitment Reception, and a Share the Wealth Conference.

The Dean of the School of Education remained active in several state-wide committees and projects, including the Professional Standards Commission, the Georgia Chamber of Commerce's Partnership for Excellence in Education, the Board of Regents Academic Advisory Committee on Teacher Education, and the Georgia 2000 Committee which is designed to lead Georgia in educational reform.

Dr. Tom Reed worked to lead the school in infusing technology into teacher preparation programs. Dr. Robert Michael again served as the director of the NASSP assessment center as well as centers in the Chatham County Schools.

d. School of the Arts

FY 92 was one of great accomplishment for the School of the Arts. The degree programs of the three departments grew in enrollment and quality. Outreach programs continued to expand as the school worked toward its goal of establishing a presence in every South Georgia county.

ArtSouth, the framework for the regional outreach programs of the School of the Arts, expanded its activities and contacts throughout the Valdosta State service area. A regional arts conference for area Chambers of Commerce and other community development agencies was held in January. The conference, entitled "The Arts Means Business," featured Lt. Governor Pierre Howard as keynote speaker and six

panelists who described various arts development projects and their impact on the economy of the communities involved.

School programming included the addition of student and faculty exhibits which were shown in high schools, libraries, and other venues in the region. The Valdosta State theatre presented a children's program created by the VSC Dancers to twenty-seven audiences, composed of 6,450 elementary school students. Concerts by Music Department faculty and students were taken to thirty-two regional schools.

ArtSouth Associates, a consortium of organizations including local arts councils, theatre groups, music clubs, schools, and Chambers of Commerce, now numbers twenty-four members. An important objective of ArtSouth is to establish communication with and involvement of a large number of citizens. Eight groups consisting of 224 persons are now organized as Boards of Advisors, Visiting Committees, and Boards of Directors for School of the Arts programs.

The Valdosta Symphony Orchestra (VSO) expanded its subscription concert series from three to four concerts for the 1991-92 season and took a performance to Douglas, Georgia, under the sponsorship of the Coffee Arts Alliance. The Orchestra included seventy-two members, with fifty faculty, students, and local professionals, and twenty-two visiting artist members. The scholarship program supported by the Symphony made awards to fourteen string students

enrolled at Valdosta State. The Georgia Council for the Arts has granted the Orchestra \$2,000 for use as a matching fund for support of a children's concert during the 1992-93 season. The concerts of the 1991-92 season were sold out, and one hundred-eighteen (118) patrons made contributions above the price of tickets. The VSO String Quartet performed for school and civic organizations and for many social functions throughout the region.

The Jekyll Island Musical Theatre Festival, which completed its second season on August 15, 1991, began the third season on June 26, 1992. It has experienced a dramatic increase in attendance and artistic quality. Strongly supported by the Jekyll Island Authority and many contributing patrons as well as by Valdosta State, the professional rotating-repertory company presents three musical comedies for a total of forty-two performances in the Jekyll Island Amphitheatre. The production team of VSC personnel has become expert and efficient in the operation of the Festival, which is a great enhancement of the BFA Theatre degree program and is the focus of a graduate program now being designed. Eight Georgia high school students have been given the opportunity to work with the 1992 Festival as apprentices. The company totals fifty-eight (58) persons, twenty-three (23) of whom are VSC faculty or students.

The Art Department inaugurated the South Georgia Regional Art Conference for Georgia and Florida art teachers and high school students in FY 92 and continued to serve as a regional art exhibition center for the public and the schools. More than two thousand (2,000) elementary school students visited the Fine Arts Gallery during the year. The department has applied for accreditation by the National Association of Schools of Art and Design (NASAD) and is making the needed modifications and improvements recommended by the NASAD Visiting Committees. The accreditation report is expected in the Fall of 1992. Every faculty member exhibited art work in one or more shows during the year with one member (Stephen Andersen) having work shown in fifteen locations.

In FY 92, the Music Department created a new concert series, the VSC Music Society Musicales. The series of three concerts featuring faculty performances generated scholarship funds and was received enthusiastically by the public. Members of the newly-formed VSC Music Society include supporters of the Music Department and former scholarship donors.

A new ensemble, the VSC Steel Drum Band, was inaugurated through the collaboration of Dr. David Morris and Fulbright Scholar Dr. Colville Young of Belize. The Steel Band was received with the roaring approval of several school audiences and presented a concert on campus.

The VSC Jazz Ensemble, a Music Department asset of long standing, performed at the annual "Bird Dinner" in Atlanta, which was attended by many members of the Georgia General Assembly. The music faculty gave a total of 191 musical performances during the year.

In the Department of Communication Arts, funds were made available at the end of the fiscal year to replace aging television production equipment, which will greatly improve the effectiveness of departmental programs. Student demand for the course COM 105, Speech Communications, continued to exceed the department's ability to offer sections. With the requirement of this course in more and more degree programs, demand has greatly increased.

e. School of Nursing

During the year, faculty of the School of Nursing taught 69 undergraduate and 18 graduate courses. These numbers represent a 76 percent increase in undergraduate courses and a 61 percent increase in graduate courses over FY 91. Full implementation of a new undergraduate curriculum was attained, and a new series of graduate clinical courses in Advanced Maternal-Child Nursing was initiated. Credit hour production was above that for FY 91.

The school's faculty members conducted five Saturday workshops for the nurses of South Georgia. They taught CPR classes for faculty and students, and a fully equipped

manikin and five individual teaching models were obtained to teach CPR.

The School of Nursing created audio-visual facilities for individual student learning to permit students to learn and review on their own. The video tapes on health assessment and basic nursing skills, plus other materials, may be viewed on five VCR players, to help students improve their performance in the clinical laboratory.

f. The Graduate School

Graduate enrollment improved slightly every quarter during FY 92 except Spring, when some departments in the School of Education began making acceptance into the M.Ed. program more difficult. During the year, a total of 411 graduate degrees (330 Masters, 81 Specialists) were conferred by Valdosta State College, and the Ph.D. was conferred by Georgia State University on three students enrolled in the cooperative doctoral program.

Valdosta State awarded \$12,500 in scholarships to six minority graduate students under the Regents' Opportunity Scholarship program. An endowment fund continued to provide additional scholarships to graduate minority students. To date a total of \$11,700 has been given to the fund.

g. Division of Aerospace Studies

Enrollment in Air Force ROTC decreased this year, mirroring national trends. National publicity given to the downsizing of the military may have led students to believe

there are fewer opportunities for a career in the Air Force. Beginning enrollment was 55 cadets, and nine officers were commissioned during the year. Currently, an aggressive recruiting program is under way, and the detachment expects an increase in enrollment.

Valdosta State cadets continued to receive top quality training to become highly effective Air Force officers. The Air Training Command Inspector General Team administered its biannual inspection of the detachment in January and found it organized and functioning well as it produces high caliber officers.

h. Developmental Studies

In FY 92 the Department of Developmental Studies served 840 students, 626 of whom were new freshmen. Of this total, 300 students enrolled in Developmental Studies English; 248 in Developmental Studies Reading; and 450 in Developmental Studies Math. Approximately half of these students exited the program by passing the appropriate Collegiate Placement Exams by the end of Spring Quarter, 1992. The exiting numbers were 214 students in English, 154 in reading, and 212 in math.

A major accomplishment of the department was the preparation of records for students required to take the Collegiate Placement Exam; (873 students took the English exam, 879 the reading exam, and 834 the math exam). Those

who remained in Developmental Studies were properly advised and placed in classes.

i. Office of International Programs

In its third year of operation, the Office of International Programs (OIP) consolidated and expanded its services to students, broadened outreach activities, and continued its efforts to provide comprehensive services in international education.

The OIP hosted two Fulbright scholars, Dr. Ebele Eko, a Nigerian Scholar-in-Residence attached to the English Department, and Dr. Colville Young, a Belizean research scholar in music. Two VSC-sponsored summer studies abroad programs were developed and successfully launched, and the college assumed sponsorship of an IISP study abroad program in Guadalajara, Mexico. Two grant proposals to external agencies were funded: a county-wide program to place international students in elementary school classrooms as resource persons and, in the summer of 1992, a seminar in Tanzania for faculty from across Georgia. Student exchange programs in England and Japan, introduced in the previous year, expanded in number and range of students involved. In May, the OIP hosted a visiting faculty member from Sunderland University, the institution in England with which VSC is affiliated; this visit sparked new interest in the exchange program.

The Model United Nations Program was expanded and strengthened, and the Spring Focus Series included course offerings in three departments of Arts and Sciences. International student enrollment continued to increase, with a 20 percent growth in numbers over the 1990-91 academic year.

j. Honors Program

Through interdisciplinary seminars and small, interactive courses, the Honors Program continued to serve some of VSC's most gifted freshman and sophomore students, helping to prepare them for academic leadership in a variety of majors. The program:

- * established a new Honors Advisory Committee, comprised of department heads offering Honors courses;
- * had the Honors Director designated advisor for all LAS honors students;
- * computerized the Honors Program records;
- * developed, for the first time, a two-year rotation of course offerings;
- * separated freshman and upper-level seminars to help eliminate the high number of freshman withdrawals from dual-numbered seminars;
- * revised and extended the VSC Bulletin description of the program to clarify entrance and certificate requirements;
- * prepared and printed two new recruiting brochures;
- * prepared and implemented a three-letter recruitment series for freshmen entering Fall Quarter, 1992;
- * revitalized the Honors Student Association;

- * developed an Honors Course Evaluation Form to help assess the program in the coming academic year; and
- * saw the addition of an Honors Floor as a special housing option for FY 93.

k. Office of Admissions

	Beginning Freshmen	Transfer Under- graduate	Audit and Trans- ient	90-91 Total	91-92 Total
No. Completed Applications	2792	1637	134	4204	4563
No. Accepted	2580	1632	134	3962	4346
No. Accepted for On-Trial	1587			1452	1587
No. Not Accepted:					
a. Academic Reasons	214	3		242	217
b. No Space					
c. Other Reasons					
Total Not Accepted	214	3		242	217
No. Incomplete Applications	461	100	10	315	571
Withdrawn Applications	557	57		636	614
Total Applications Generated				5155	5748

l. Office of the Registrar

The Office of the Registrar and the Administrative Computing Center completed the programs for the on-line certification process during the academic year. This system provides a means of certifying enrollment in response to student requests and inquiries from financial aid providers.

The application of financial aid awards to quarterly tuition and fees was completed during the fall quarter. This process eliminated the need for students to pay

outstanding fees with award checks. In addition, all related registration activities were relocated to the Physical Education Complex during the scheduled telephone registration period.

Several computer program applications (PC-File 6.0, Windows 3.1, and DOS 5.0) were modified or upgraded for computer equipment by the office. The "Incomplete/NR" grade change process was modified so that the grade change forms are printed by computer.

The office revised all manual processing forms to conform to a standard format. Supplies were stocked in the Valdosta State College Warehouse so that academic units can purchase these forms.

Goals for future academic years include the modification of the telephone/terminal registration system to include many enhancements and optional features, 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.

m. Public Services

Special accomplishments in Continuing Education during FY 92 include the completion of a Legal Assistant cycle of courses after which 19 students were awarded master certificates and two students passed all seven sections of the national certification examination given by the National

Association of Legal Assistants. There was a 15 percent increase in the number of students participating in SCOPE (School-College Outreach Program of Enrichment). Several new programs were offered, and the Fine Arts Academy continued to be well-received in the communities it serves.

During the year, the Off-Campus Credit Program improved its reporting processes and the typesetting used for its publications. Several off-campus external degree program students were recognized for their high scholastic achievements at the annual Academic Honors Day program. An undergraduate external degree program in Nursing was initiated at Waycross and an undergraduate external degree program in Middle Grades Education at Douglas.

Special accomplishments in the military program included establishment of a new center at the Marine Corps Logistics Center in Albany, Georgia, where a Bachelor of Science in Education degree with a major in Technical, Trade and Industrial Education was offered. Enrollments increased from 20 students in the fall quarter to 50 in the spring quarter.

At the Kings Bay Naval Submarine Base, there were increased enrollments and inauguration of a bachelor's degree in Early Childhood Education and a Master's degree in Vocational Education. The provision of criminal justice courses permitted the offering of additional classes in the General Studies program.

Special accomplishments of the Evening Program included identification of 12 evening undergraduate concentrations, establishment of guidelines for offering core curriculum evening classes, updating of a core curriculum evening rotation schedule, and development of a formal definition of an evening student.

A staff development plan for public school personnel was approved by the Georgia Department of Education. Valdosta State College, through the Office of Public Services, is now authorized to grant staff development units to school personnel for courses taught by Valdosta State College and approved by the Georgia Department of Education.

n. **Faculty Development**

Faculty Development activities were greatly curtailed because of budget constraints. However, the activities undertaken constitute 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 in that it is virtually free of overhead costs, with a budget spent directly on the promotion of academic and instructional growth and overseen by an accountable faculty committee.

During the year \$7,442 was awarded in 76 grants to individuals in 21 academic departments and teaching areas.

o. Office of Institutional Research and Planning

The Office of Institutional Research and Planning (IRP), which consists of a director and a part-time secretary, has completed its fourth year of operation. It has established especially good rapport and working relationships with the offices of the Registrar and Admissions and with the Administrative Computing Unit. These relationships have resulted in the office's ability to obtain, on short notice, institutional data from the college's existing data tapes and to respond to research needs. For example, to acquire effectiveness information related to the recruitment process of specific needs of schools and departments, five additional questionnaires were developed and sent to alumni as part of the annual institutional survey of alumni. Reports will be prepared and submitted to the units during July and August of 1992.

The IRP Office has established a computerized planning process that links specific departmental budget resources to institutional goals and objectives. All academic departments and student affairs units have completed the required information and summary tables, and departmental requests have been made available for further consideration.

During the year, the Office produced the following planning and effectiveness documents which have been distributed to administrators and/or faculty:

1991 VSC Fact Book

External Information for use in Planning Programs and Services

VSC 1991 Planning Calendar

1985-86 Alumni Perceptions of their VSC Experiences

1989-90 Alumni Perceptions of their VSC Experiences

1990-91 Senior Perceptions of their VSC Experiences

Summary of the 1991 VSC Student Opinions of their VSC Experiences

Summary of the Fall 1991 New Students Opinions of their VSC Experiences

The last five documents also included for each department a print-out of the students' opinions of their academic experiences for that department or major. In addition, the School of Education (and three departments) and the School of Business Administration had specific Alumni Questionnaires that were administered by this office as part of the institutional alumni survey. The office also prepared summary reports for the schools and departments based on this customized information.

In program assessment, the IRP office prepared various studies in support of administrative and academic planning and decision-making; developed comprehensive, computerized data bases for use in internal analysis and external reports; administered surveys of students, faculty, administrators, alumni, and employers of graduates; and improved computerized data bases for institutional planning.

C. Affirmative Action/Equal Opportunity

1. Employees

a. **Summary of Changes in Race and Gender Composition**

Blacks EEO Category	Number Employed			
	FY 1991 Number	% of Category	FY 1992 Number	% of Category
Exec/Adm/Managerial	10	9.90	9	9.4
Faculty	12	4.40	15	5.5
Prof/Non-Faculty	4	7.00	4	8.3
Sec./Clerical	19	13.80	21	15.6
Tech/Paraprof.	3	7.00	3	7.9
Skilled Crafts	7	13.70	9	18.4
Service/Maintenance	140	73.70	122	76.7
Total	195		183	

Women EEO Category	Number Employed			
	FY 1991 Number	% of Category	FY 1992 Number	% of Category
Exec/Adm/Managerial	31	31.70	27	28.1
Faculty	91	33.10	92	33.6
Prof/Non-Faculty	28	54.90	28	58.3
Sec./Clerical	126	91.30	124	91.9
Tech/Paraprof.	8	21.0	9	23.7
Skilled Crafts	0	00.0	2	4.1
Service Maintenance	84	44.2	75	47.2
Total	368		357	

b. **Summary of minority and female faculty and staff recruitment, enrichment, and retention activities**

An examination of the EEO data shows a decrease in the number of minorities from 195 to 183, and of the number of women from 368 to 359. This decrease was due primarily to the overall reduction of the work force, and the percentage of minorities and females increased in most EEO categories.

An effective strategy, begun several years ago, was continued. The top minority candidate in all searches for

faculty, professional staff, and administrative vacancies is invited for an interview, usually first. If the area of the vacancy is underrepresented by minorities, a strong justification must be given for not making an offer to the candidate. Also, in the academic area, incentives in the form of additional positions or special budgetary considerations for the employment of outstanding minorities have been made available. Advertisements targeting minorities are still required in all searches; these search strategies and announcements must be approved by the Affirmative Action Officer to ensure that special efforts are made to attract minority applicants.

The following is a list of minorities promoted or hired during FY 92:

Promotions-

<u>Name</u>	<u>Title*</u>
Dr. Shirley Hardin	Associate Professor of English
Dr. William Pollard	Associate Professor of Physics, Astronomy and Geology
Willie Aikens	Groundskeeper II
Norvell Kinchen	Custodian II
Robert Hayes	Custodian II
Donald Hall	Equipment Operator I
Freddie Joiner	Custodian II
Ivory Davis	Utility Worker II
Lisa Shiver	Custodian II

* The title is that of the higher position held by the individual.

New Hires-

<u>Name</u>	<u>Title</u>
Dr. Bobby Blake	Assistant Professor of Music and Acting Head
Margretta Cunningham	Instructor of Nursing
Willie Harris	Temporary Instructor of Health and Physical Education
Jewrell Rivers	Counselor, Minority Advising Program

2. Studentsa. **Summary of changes in minority enrollment since the previous year**

In FY 91 there were 1,732 cumulative unduplicated black registrants at VSC, which was 17.3 percent of all registrants. The total number of black registrants decreased in FY 92 to 1,683, which is 16.31 percent of registrants. Black registrants continued to persist at higher rates than whites, an accomplishment due primarily to the positive environment and special support programs provided by the institution.

b. **Summary of methods and techniques employed for recruiting and retaining minority students**

Schools with high concentrations of minority students are selected for special attention, and follow-up letters are sent to those students who attend Insight sessions to encourage their enrollment in the fall. This effort has proven successful. Also, the Assistant to the President for Affirmative Action and Minority Affairs continued to visit minority churches in targeted areas, encouraging minority students to pursue higher education.

The college assumed a leadership role in activities related to the Levi Strauss initiative to reduce racial isolation in the Valdosta/Lowndes County community. This action was in keeping with Valdosta State's goal of fostering an environment where a diverse student and employee population can work, live, and learn. As such, many community groups have accepted and supported efforts in this regard. During the year, one of these, the Minority Advisement Committee, held four meetings on campus and one at the home of the chairperson. The focus of these meetings continued to be the development of strategies to assist the institution in its efforts to increase opportunities for minority groups. Retention and graduation data indicate that these efforts are reaping positive results.

Other activities include:

- * A fall orientation for minority students which gives Deans, Directors, and Department Heads an opportunity to inform students about their programs as well as recruit for their school, division or department. Also, students meet with their peer advisor and mentor for the first time. Consequently, minority students are able to build a valuable support network early and increase their probability for academic success.
- * Monthly general sessions and socials which allow students, advisors, and mentors collectively address problems or difficulties that come up. These sessions are purposely held a few days prior to registration, mid-term and final exams because these are the periods in which students are confronted with making critical decisions and are in need of academic advice and counseling.
- * Small group sessions with Peer Advisors which provide an opportunity for advisees to bond with other students who have similar experiences.

During these sessions, the peer advisor is on hand to inform students about resources as well as address any problems.

- * Daily tutorial labs which provide academic assistance in several subjects.
- * The development of a network with the athletic program to increase retention and graduation rates among student athletes. The program provides student athletes with the necessary support to balance academics and athletics, establish priorities and achieve successfully.
- * An awards ceremony recognizing freshmen minority achievers. This event was held in order to reinforce those who had performed exceptionally well and to encourage those who had not.
- * Financial aid workshops conducted to instruct students on the application for an distribution of awards, short-term loans, book vouchers, and fee payment schedules.

Special activities that were initiated revolved around Black History Month. These activities were designed to educate and sensitize students and staff to black culture and to the contributions of Afro-American heritage to society. Black History Month events included:

- * The Martin Luther King, Jr. Commemorative Program
- * Beyond the Dream IV: A Celebration of Black History
- * A Video Teleconference on Cultural Diversity
- * Guest Speaker: Maya Angelou, Phenomenal Woman

c. Degrees Conferred

During FY 92, 150 degrees were conferred on (black) students. This number represents 10.51 percent of all degrees conferred.

3. Plans for Improvement

- a. **Areas of the institution which will receive special attention during the coming year so far as affirmative action is concerned**

In at least three instances, new positions filled by minorities have been added for FY 93. These positions are in addition to those where minorities have emerged as top candidates and are still being examined for employment on an interim basis in other units until a vacancy occurs in their area of expertise. As a result of these strategies, it appears certain that at least seven positions will be filled by minorities for FY 93. Each area of the institution will continue to be examined where there is an under-representation of minorities. When vacancies occur, special efforts will be made to increase the presence of minorities.

- b. **President's Plan of Action**

In all instances where minorities are underrepresented in an area, each search will not be approved until the department presents definitive strategies that enhance the opportunity for the employment of a minority.

D. Institutional Planning and Assessment of Effectiveness

1. Summarize changes and advances in institutional planning and assessment activities during the preceding twelve months. Include the following features:

a. **A brief summary of goals which were adopted during the preceding year.**

The institution's goals are as follows:

(1) The College will exceed the eligibility criteria for university status in anticipation of becoming a regional university on the targeted date of July 1, 1992.

(2) The College will implement an enrollment management program that will fully integrate the institution's efforts in recruiting a diverse and quality student body and providing support services that will improve the retention and graduation rates.

(3) The College will develop and implement a marketing plan that will enhance the image of the institution.

(4) The College will provide opportunities for students to expand their educational experiences by offering minors and double majors.

(5) The College will develop a campus-wide interactive information technology system that will make it a regional center for the applications of computer and communications in administrative services, data management systems, instruction, and research.

(6) The College will develop new programs and alternative delivery systems that will meet the needs of the South Georgia region.

(7) The College will use economic indicators and work force needs of its service area as a guide for program planning.

(8) The College's core curriculum and major requirements will provide for the development of oral, written, critical thinking and computational skills; knowledge and understanding of the socio-cultural and physical universe; and artistic expression and appreciation.

(9) The College will review and update its master plan which will serve as the basis for the development of facilities to meet instructional, research, service, and extracurricular functions.

(10) The College will develop plans to distribute resources appropriate for performing its educational, research, and service functions.

(11) The College will use the affirmative action goals for each academic and administrative unit as a guide to diversify the campus.

(12) The College will enhance the quality of life in the region by providing educational, artistic, cultural, technological and economic development activities and programs.

(13) The College will substantially increase the ratio of external funding to State appropriations.

(14) The College will expand resources and services for professional, instructional, and faculty development.

(15) The College will use a formal planning process involving all employees.

(16) The College will provide career, personal, and academic counseling for all students.

(17) The College will internationalize the curriculum, faculty, and students with dual emphases on intercultural education and the development of an intercultural orientation for the South Georgia region.

b. A brief summary of institutional goals which were achieved during the past year.

(1) The College will maintain achievement levels above the minimum levels of the eligibility criteria for university status in anticipation of becoming a regional university on the targeted date of July 1, 1992.

Although a date has been specified for conversion to university status, the College will continue to maintain the appropriate data bases to ensure that the criteria are maintained or exceeded.

(2) The College will implement an enrollment management program that will fully integrate the institution's efforts in recruiting a diverse and quality student body and providing support services that will improve the retention and graduation rates.

Initial efforts on meeting this goal have been to begin pilot programs in the School of Education. During FY 92, a sample of students on academic warning was required to enroll in a Learning Skills course. Data on the retention rates of students enrolled in the course compared with a control group will be analyzed at the end of the Fall Quarter, 1992.

One of the goals of the Financial Aid Office is to provide improved support services to students through establishing an electronic link with the students' academic and financial account information and to have the Microfaids financial aid software fully operational. The Microfaids financial aid software is fully operational and during the next FY the electronic link with the computer center will be established via the fiber optic cable installed between buildings.

Another improvement in student support services was the introduction of the Validine Series 4E meal card system. This declining balance account system is versatile and can be used by other college departments such as the bookstore or housing. The card can also be used as an entry control system for college activities or for college services such as the infirmary or athletic activities. Thus, students can, with one card, have easy access to many different college services and activities.

(3) The College will develop and implement a marketing plan that will give students, employees, and the public at-large a positive, concrete, and consistent image of the institution.

Some progress was made during the year. With the hiring of the Director of Publications more emphasis will be placed on developing an institutional marketing plan.

(4) The College will provide opportunities for students to expand their education experiences by pursuing minors and double majors.

The object has been achieved in that a number of minors have been implemented. A proposal for a minor in Women's Studies will be submitted to the Board of Regents during FY 93 and a proposal for a minor in African-American Studies will be developed.

(5) The College will develop a campus-wide interactive information technology system that will make the College a regional center for the applications of computer and communications in administrative services, data management systems, instruction, and research.

During FY 92, substantial progress was on the achievement of this goal. Accomplishments include: automated library system that became active on July 1, 1992; completion of the backbone for fiber optic connectivity; complete computerization of Pound Hall for the School of Business Administration. This school is the first on campus

in which every administrative and faculty office has computers. The building also has electronic classrooms and a student laboratory. New computer equipment was obtained for the mathematics, computer science, and science departments in part by funds from a SUN grant. A computerized Modern Foreign Language Laboratory was created which has down-link satellite capacity that has international connectivity. An electronic classroom was developed for English and journalism and a School of the Arts laboratory that has state-of-the-art equipment and software for radio, television, communication arts, public relations, music, art, dance, and theatre.

(6) The College will develop new programs and alternative delivery systems that will meet the needs of the South Georgia region.

New program development has been below the level expected. Action on the B.S. degree in Computer Information Systems by the Board of Regents has been delayed.

A major achievement in the area of alternative delivery systems has been the implementation of a Distance Learning System on a trial basis made possible by the cooperative efforts of DOAS, OIT, and Compression Laboratories, which has provided the College the necessary equipment to test distance learning approaches with South Georgia College, Abraham Baldwin Agricultural College, Waycross College and Bainbridge College. The test has been successful. It is

anticipated that the Distance Learning classroom facility will be in use five days per week beginning fall quarter.

(7) The College will continuously study economic indicators and work force needs of its service area which influence decisions relative to program offerings.

Economic indicators and work force needs have been collected to support the needs for new programs (Computer Information Systems, Health Fitness, Radio and Television, Legal Assisting, Social Work, Technology and Allied Health).

(8) The College's core curriculum and major requirements will provide for the development of oral, written, critical thinking and computation skills; knowledge of the socio-cultural and physical universe; and artistic expression and appreciation.

Recommendations by the Valdosta State College Committee on the Assessment of General Education will provide the criteria by which the College can better evaluate its performance on this goal. The appointment of an Associate Vice President to coordinate assessment, program evaluation, and self-studies should assist in a more formal assessment of the achievement levels for the goal.

(9) The College will continuously review and update its master plan which will serve as the basis for the development of facilities required to meet instruction, research, service, and extracurricular functions.

The master plan is under review by the Strategic Planning Committee.

(10) The College will develop plans to distribute resources appropriate to perform its educational research and service function.

Although a formalized plan has not been developed, the Academic Affairs area has made significant progress in bringing together the planning and budgeting process. Departmental objectives were used, to the extent possible, in the allocation of resources for FY 93 and in developing the proposed budget for FY 94.

(11) The College will use the affirmative action goals for each academic and administrative unit as a guide to diversify the campus at-large.

The College has had a successful year in recruiting minority faculty members. Departments filling positions with minority applicants include Communication Arts (Department Head), English (Instructor), Special Education (Assistant Professor), Minority Affairs (Assistant Director and Assistant Professor of Educational Administration, and Secondary Education (Assistant Professor). The position of Assistant Director of Special Services with non-tenure academic rank will also be filled with a minority candidate. One minority faculty member was promoted to Assistant Dean of the School of the Arts.

(12) The College will enhance the quality of life in the region by providing educational, artistic, cultural, technological and economic development activities and programs on campus and throughout the region.

All academic units at Valdosta State College play direct and indirect roles in achieving this life enhancement goal. Units with specific roles to play in the enhancement of the quality of life are: the South Georgia Research and Development Center, ArtSouth, the Teacher Education Center, the Foreign Language and Intercultural Center, Public Services, and the Gertrude Odum Library. A brief synopsis of the performance highlights of each of these units follows.

South Georgia Research and Development Center has sponsored 19 programs in Americus, Bainbridge, and Valdosta for over 300 participants and has organized a Quality Management Initiative Team that will provide services to businesses and organizations throughout the region. ArtSouth presented a children's program created by the VSC Dancers to 27 audiences totaling 6,450 elementary school students. It also supported the Valdosta Symphony Orchestra and the Jekyll Island Theatre which enhanced the region's artistic and cultural activities and provided meaningful experiences for VSC faculty and students. The Teacher Education Center offered a summer school program for 200 K-7 students. The program provides an important service for the

community and an opportunity for preservice and graduate students to observe and work in a school that practiced alternative teaching and learning strategies. Additionally, the Literacy Program was expanded by implementing a cooperative effort with Valdosta Technical Institute. The continued success of the Literacy Program was made possible by the use of institutional funds to supplement those received under a federal grant. The Foreign Language and Intercultural Center provided foreign language instruction for over 1,000 students in the Valdosta elementary schools through its FLES/FLET programs for foreign language instruction. The new Modern Foreign Language Laboratory will be one of the best in the Southeast and will provide down-link satellite potential for the transmission of MFL programs from countries throughout the world. Public Services increased the head count and enrollment in off-campus programs and courses and in the on-campus evening program; non-credit activities included Spanish Functional Conversation for law enforcement and emergency personnel, forestry-current information, international awareness experiences, seminars co-sponsored with the Valdosta-Lowndes Chamber of Commerce, the Legal Assistant Program, and the Real Estate Program. The Gertrude Odum Library's completion of an automated library system significantly increased its capability to provide services to other colleges throughout

the state, region, and the U.S. Valdosta State College continued to loan more materials than it borrowed.

(13) The College will substantially increase the ratio of external funding to State appropriations.

The goal was accomplished in that the level of funding for grants and contracts experienced a 131 percent increase. A large proportion of the increase in grants can be attributed to the high objective set by the School of Educaiton. Over 50 percent of its 23 proposals were approved. In addition, the College for the first time has hired a full-time Coordinator of Grants and Contracts who will work with faculty and staff to increase grant writing productivity.

(14) The College will expand resources and services for faculty, professional, and instructional development.

Even with the budget reductions for FY 92, a high level of activity in course and curriculum development, presentations at professional meetings, and instructional activity was maintained.

(15) The College will adopt and require the use of a formal planning process involving all employees.

The planning process has made substantial progress especially in the area of Academic Affairs. The unit development of objectives related to the institutional planning priorities was an essential component of the planning process. The "expected results" of activities

planned in the areas of instruction, research, and services that are recounted in the FY 92 annual reports offer evidence that the planning process is beginning to work but show a need for continuous review and revision. The annual reports also offer evidence of a need to develop objectives that are more conducive to measurement and assessment.

(16) The College will provide adequate career, personal, and academic counseling for all students.

Major developments have included the expansion of the Peer Advising Program in Minority Affairs and the implementation of the Office of Special Services. Academic counseling for physically handicapped students and students with learning disabilities was provided for 102 students in FY 92. A comparable figure for FY 91 was eight students.

The Office of Housing and Residence Life implemented a program with a goal of increasing by 10 percent residence hall students' usage of the services provided by the career, academic, and counseling areas. The 10 percent goal was achieved; the number of students using the Counseling Center grew by 34 percent and the number using the Career Planning and Placement Center by 44 percent.

(17) The College will continue the institutional focus on internationalizing the curriculum, faculty, and students with dual emphasis on intercultural education and the development of an intercultural orientation for the South Georgia area.

Some progress was made in internationalizing the curriculum. Examples include the development of African literature courses and curriculum revision in the School of Business Administration that will increase the international emphasis.

c. A brief summary of improvements made in the assessment program during the period.

An Associate Vice President for Academic Affairs was appointed. His major responsibility will be to work with academic departments on student outcome assessment for the majors and program evaluation. Effective assessment and program improvement occurred in a number of departments during the year. The History Department completed a program review using standards prescribed by the American Historical Association. As a result of the evaluation, the department will implement a number of recommendations including a senior comprehensive examination for history majors. The Chemistry Department administered the American Chemical Society Cooperative Examination to all students who complete the general chemistry sequence. When the sample becomes large enough, the department will develop local norms that can be compared to national norms. The results will be used to improve the chemistry courses 121, 122, and 123. The Educational Administration and Supervision (EAS) Department revised its M.Ed. internship based on the institutional evaluations of its graduates. Of the 19 students who graduated with an M.Ed. in EAS, 94 percent passed the TCT on

the initial attempt and 100 percent passed on the succeeding attempt. The Developmental Studies Department revised its writing skills course to increase the number of students who passed English 101. From FY 91 to FY 92, the percentage of developmental studies students passing English 101 improved 8.8 percent compared to 3.5 percent for the non-developmental studies students.

2. Briefly describe any major changes that have occurred in the last year in either the general or special purpose accreditations held by the institution.

No major changes occurred during the year.

PART TWO
STATISTICS

SUMMARY OF GRANTS, CONTRACTS, AND GIFTS
FOR PROGRAMS OF INSTRUCTION, RESEARCH,
AND PUBLIC SERVICE
For Fiscal Year Ending June 30, 1992

Valdosta State College
Institution
Lee Bradley, 11 August 92
Person Preparing

page 1 of 2 pages

Institutional Department or Unit Receiving Award	Type*	Description Title / Granting Agency	Amount of Award
Academic Computing Services	I	Gift -SUN Microsystems, Inc.: SPARC 4/280 Server, 96 MB memory, two 892 MB disks, 6250 tape, Sun/OS Documentation	\$168,000
Academic Computing Services / Library	I	Gift - DEC VAX 4000/200 computer and associated equipment for a Library Automation System [Digital Equipment Corporation]	182,000
Assistant to the President for Minority Affairs	PS	Community Development Grant [Levi Strauss Foundation]	10,000
	PS	H.I.P.P. Grant [Levi Strauss Foundation]	9,000
Business and Finance	PS	Governor's Honors Program	541,000
Early Childhood and Reading Education	PS	Language, Literacy, Learning: A Cross-Cultural Perspective [Georgia Council for the Humanities]	1,990
English	PS	Words, Words, Words: The Influence of Gender on the Language of Professions [Georgia Council for the Humanities]	6,000
Health, Physical Education, and Athletics	PS	Just Say Yes [Plan For Social Excellence Inc.]	2,500
International Studies	I	Faculty & Curriculum Development Seminar in Tanzania [Fulbright-Hayes, U.S. Department of Education]	68,000
International Studies	PS	International Awareness Experience [National Association of International Educators]	3,095
Mathematics and Computer Science	I	Inductive Thinking in Middle School Mathematics - subgrant, Eisenhower Program [U.S. Department of Education]	12,076
Music	PS	Research Guides in Language Arts, Physical Education, Fine Arts, Foreign Languages [Georgia Department of Education] - Contract	90,000

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

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page 2 of 2 pages

Institutional Department or Unit Receiving Award	Type*	Description Title / Granting Agency	Amount of Award
Physics, Astronomy, and Geology	I	Gifts - VAX 11/780 Computer, \$75,000 [University of Georgia]; Thin-film coating unit, \$4,500 [Virgo Corp]; 64 Laser Diodes, \$12,800 [Loral Corporation].	92,300
Secondary Education	I	Five subgrants, Eisenhower Program for the Improvement of Math and Science Education [Title II, U. S. Department of Education] - Applications of Technology Workshop (\$8,400); Marine Science (\$8,639); Migrating Butterflies Workshop (\$2,860); Qualitative Literacy Workshop (\$13,000); Improving Math and Science Instruction in Georgia (\$6,000)	38,899
Special Education/Secondary Education	R	Effects of Closed-Captioned Educational Video [U.S. Department of Education]	89,890
Veterans Affairs	I	Veterans Education Outreach Program [U.S. Department of Education]	12,103
Vocational Education	I	Georgia Instructor Training Institute [Board of Technical and Adult Education]	131,000
Vocational Education	I	Vocational Education Training [Georgia Department of Education]	54,100
		Subtotal for Public Service	663,585
		Subtotal for Instruction	758,478
		Subtotal for Research	89,890
		TOTAL - Valdosta State College - FY 92	\$1,511,953

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

Part A - NUMBER OF PUBLIC SERVICE OUTLETS, FISCAL YEAR 1992

Line No.	Item	Number
01	Branch and independent libraries (Exclude main or central library)	0

Part B - LIBRARY STAFF, FALL 1992
 (EXCLUDE MAINTENANCE AND CUSTODIAL STAFF)

NOTE: Report data to two decimals

Line No.	Staff	Number of FTE*
02	Librarians and other professional staff	13
03	All other paid staff (except student assistants)	22
04	Contributed services staff	0
05	Student assistants from all funding sources	10
06	Total FTE staff (Sum of lines 2 thru 5)*	45

*FTE = Full-time equivalent

Part C - LIBRARY OPERATING EXPENDITURES, FISCAL YEAR 1992
Note: Do not report the same expenditures more than once

Line No.	Category	Amount (Whole dollars only)
07	Salaries and Wages (exclude fringe benefits) Librarians and other professional staff	\$ 498,425
08	All other paid staff (except student assistants.)	173,932
09	Student assistants	90,341
10	Collections Books, serial backfiles, and other print materials (exclude current serials and all microforms)	155,958
11	Current serials (exclude microforms, audiovisual materials and machine-readable materials)	316,906
12	Microforms (include current serials)	24,711
13	Audiovisual materials (include current serials)	40,302
14	Machine-readable materials (include current serials)	41,095
15	Other	0
16	Preservation	21,112
17	Furniture and equipment (include computer equipment)	20,096
18	All other operating expenditures	125,849
19	Total Operating Expenditures (Sum of lines 7-18)	\$ 1,508,727

Part D - LIBRARY COLLECTIONS, FISCAL YEAR 1992

Line No.	Category	Total number added during fiscal year (1)	Total number held at end of fiscal year (2)
20	Books, serial backfiles and government documents that are cataloged (include bound periodicals and newspapers and exclude microforms) VOLUMES	6,604	360,903
21	TITLES	3,760	253,379
22	Government documents (include government documents that are not reported elsewhere) UNITS	4,112	78,356
23	TITLES	1,645	31,342
24	Current serials (include periodicals, newspapers and government documents) TOTAL NUMBER OF PAID AND UNPAID SUBSCRIPTIONS	89	2,798
25	TITLES (number of unique titles)	89	2,787
26	Microforms UNITS	48,304	785,736
27	TITLES	8,375	362,864
28	Manuscripts and archives LINEAR FEET	3.5	343.5
29	Cartographic materials UNITS	422	3,304
30	Graphic materials UNITS	378	24,164
31	Audio materials UNITS	234	9,714
32	TITLES	128	6,038
33	Film and video materials UNITS	226	1,957
34	TITLES	168	1,617
35	Machine-readable materials UNITS	143	711
36	TITLES	36	448
37	Other library materials UNITS	36	13,180

Part E - LIBRARY SERVICES, FISCAL YEAR 1992

Line No.	Category	Number
	Circulation transactions	
38	General collection	80,486
39	Reserve collection	161,093
	Interlibrary loans	
40	Provided to other libraries	4,187
41	Received from other libraries	2,303
	Information service to groups	
42	Number of presentations	184
43	Number of persons served in presentations	4,379

Part F - LIBRARY SERVICES, TYPICAL WEEK, FALL 1992

Line No.	Category	Number
44	Public service hours	92.25
45	Gate count	11,855
46	Reference transactions	808