

ANNUAL REPORT
of the President
Valdosta State University
to
THE CHANCELLOR
and
THE BOARD OF REGENTS
of the
UNIVERSITY SYSTEM OF GEORGIA

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Valdosta, Georgia

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TABLE OF CONTENTS

PART I - NARRATIVE

Executive Summary	1
A. Description of the State of the Institution	2
B. Highlights of the Year's Work	7
C. Affirmative Action/Equal Opportunity	13
D. Institutional Strategic Planning	14
E. Assessment of Institutional Effectiveness.	15

PART II - APPENDICES

Appendix A.	1
Appendix B.	2
Appendix C.	3
Appendix D.	3
Appendix E.	4
Summary of Grants, Contracts, and Gifts.	5
Academic Libraries Survey	16

PART I: NARRATIVE

Executive Summary
Valdosta State University's Annual Report

Major developments during FY 96 included the following:

- The Doctoral Program in Education with three majors and the Master of Social Work Program were inaugurated with capacity enrollments.
- Dramatic strides were made in inaugurating the P-16 initiative, notably in the establishing of a Center for the Advancement of Teaching and Learning.
- The installation and utilization of technology continued at a record pace. A satellite uplink was ordered and positions advertised to implement its use. Three hundred twenty computers were installed; three new student labs were opened; Distance Learning was more fully utilized than ever; and the campus became the first to implement all aspects of the Banner system.
- Previously defined institutional goals were grouped into related clusters and brought into conformity with the University's Mission Statement.
- The faculty had 1,486 papers or presentations published and/or presented during the year.
- Mandatory advising, implemented through the use of computer access to Banner, was begun as one of many efforts to increase student retention.
- The College of Education received two citations of exemplary practice, an extremely rare occurrence, from NCATE.
- The College of Nursing received NLN reaffirmation of accreditation, with only one minor recommendation.
- Minority and international enrollments reached record highs, and minority students continued to persist and graduate at higher rates than the overall student body.
- The College of the Arts presented hundreds of performances on- and off-campus. Fifty-seven theater performances were presented to 17,100 people off-campus, the Symphony Orchestra gave 13 performances, and the Jekyll Island Musical Theater played to over 12,000. ArtSouth gave substantial support to Arts Councils throughout south Georgia.
- Funding of \$22.8 million was obtained for the construction of a much-needed Biology/Chemistry Building.
- Students approved the levying of a fee to construct a Student Recreation Center.
- The new University Center was dedicated in October and fully opened winter quarter.
- The number of grants received for the University increased by 45 percent.
- For the first time, the Annual Fund exceeded \$2 million.
- Record enrollments occurred each quarter.

A. Description of the State of the Institution

1. Overall health of the institution

FY 96 was a year of continued growth and analysis at Valdosta State University. All components of the University spent much time studying their roles in a regional institution. As a result, the 22 previously defined institutional goals were grouped into related clusters and brought into conformity with the University's new Mission Statement. Many academic departments also created "vision statements." Each unit of the University will address "required goals" and report on those considered "optional" as well.

In the institution's continued self-analysis, it became clear that the ability of the University to fulfill its goals will be increasingly dependent upon cooperation and collaboration with P-12 institutions and other units of the University System and upon the utilization of Information Technology. Therefore, in addition to the University's having a full-time representative at Waycross College, personnel have been placed on the campuses at ABAC and Bainbridge College. The University has provided \$50,000 for housing its operation at Bainbridge. Next year, a full-time representative will be placed on the South Georgia College campus.

The Board of Regents has funded a satellite uplink which will greatly enhance VSU's instructional technology capabilities. The University has funded and has advertised for full-time positions to permit the fullest utilization of this important medium. The B.B.A. and the B.N. degrees, many components of Education degrees, and a number of Arts and Sciences and Post Secondary Option courses are offered by distance learning.

During the last three years, over \$8 million have been expended on Information Technology. This year, 320 computers were added on campus, and three additional student laboratories opened, bringing the total number to 19 laboratories and more than 1,950 computers.

Extensive collaboration with the public schools of the area has continued. A funded project, "Connecting Teachers with Technology," is enabling faculty from the Colleges of Arts and Sciences and Education to work with faculty from local high schools. They have formed eight disciplinary teams to demonstrate the effective infusion of technology into instruction. The Colleges have also created a Center for the Advancement of Teaching and Learning in the facilities of the Valdosta City Schools.

The College of Education's programs received reaffirmation of accreditation from NCATE and were cited for two "Exemplary Practices," an almost unprecedented achievement. These citations were for the use of technology in instruction and for cooperation with the College's many constituencies. The College of Nursing received reaffirmation of accreditation from NLN, with only one minor recommendation.

Throughout the year, campus diversity continued to increase. Students matriculated from each of Georgia's 159 counties, from 47 of the 50 states, from American Samoa, Puerto Rico, the Virgin Islands, and 52 foreign countries. Non-Caucasians comprised 23 percent of the student body, and African-Americans, who comprised 20 percent, had higher retention and graduation rates than the overall

student body. Much of this success was due to the work of the Minority Advising Program and the Office of Equal Opportunity Programs and Multicultural Affairs.

During the year the new, distinctive University Center opened with 22 classrooms, four computer labs, 43 faculty offices, and a 40,000 square foot University Union. VSU also received \$22.8 million funding for a Biology/Chemistry Building which will provide state-of-the-art facilities in these important disciplines.

The faculty engaged in 823 scholarly activities (primarily publications) and made 663 paper presentations at professional meetings. The University subsidized a great deal of this work through \$127,000 in direct grants and by reassignment of workloads. There was a 45 percent increase in grants and contracts to \$3.76 million, and, for the first time, the Annual Fund of the VSU Foundation exceeded \$2 million.

The University obtained strong, new leadership. Dr. Lloyd W. Benjamin, III, became Vice President for Academic Affairs, and Dr. Louis Levy became Assistant Vice President for Academic Affairs. The Faculty Senate and the Council on Staff Affairs provided much needed assistance in formulating University policy. The Student Government Association obtained 5,120 signatures, leading to the levying of a fee to fund the construction of a new Student Recreation Center. Throughout the campus, there is a pervasive spirit of optimism and mission which augers well for the institution.

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

a. Faculty

In FY 96, Valdosta State University had 435 full-time teachers, administrators, and librarians. Of this number, 269 were males and 166 were females. One hundred eighty-four (184) faculty members were tenured, 210 were non-tenured, and 41 were designated Non-Tenure Track. The faculty included 116 professors, 106 associate professors, 166 assistant professors, and 47 instructors, with 290 holding the doctorate and 145 the first professional, Master's, or Educational Specialist degrees.

b. Students

During FY 96, there were 12,340 registrations at Valdosta State University, counting no student more than once. They registered for 408,476 credit hours (exclusive of ROTC). Financial aid to students included \$4,584,242 in Pell Grants, \$22,966,538 in Federal Direct Loans, and \$3,779,283 in Hope Scholarships. The total of all loans, scholarships, and grants was \$37,411,675.

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

a. Library

The Odum Library made significant advancements in the areas of technology and library access/utilization in FY 96. Its number of bound volumes grew to 387,692, an increase of 10,236. The

total collection grew by 3.2 percent to 1,451,679 items. Eighteen GALILEO workstations and three networked printers were installed. The total materials budget increased by 12 percent (to \$724,900). The new Ed.D. programs received a \$50,000 allocation, and the new M.S.W. program received \$30,000 in funds.

During the year, door count for the main library increased 14 percent (to 401,435). Circulation of materials from the main desk increased 6 percent (to 87,197). Several areas experienced declines in utilization of "hard copy" materials due to advances in technology, e.g., photocopies decreased 10.7 percent, largely as a result of the use of GALILEO. Since September, GALILEO users logged in 24,451 times, performed 47,841 keyword searches resulting in 93,983 citations displayed. A new software module, ReportWriter, was added to the library system. Technological changes too numerous to mention kept the library at the cutting-edge of developments in its field. Electronic reference service was even provided via e-mail to VSU faculty teaching in Hungary.

b. Business and Finance

The University Bursary instituted a great improvement by providing a drive-through window open even in evening hours. Computer hardware and procedure upgrades provided substantiation for auditors and reduced staff hours needed to perform accounting duties. The William D. Ford Direct Lending program was implemented to provide loans to students quickly and efficiently.

Valdosta State is moving toward "paperless billing." The Banner Student Information System allows students to register by telephone or computer and immediately know their tuition and fees.

The Personnel Services Division's move to Ashley Hall was a positive change, providing an environment which affords identity and confidentiality. The Personnel Division received 1,219 applications for positions and processed 368 new hires during FY 96. There were 165 terminations of all types.

In FY 96, the Division of Auxiliary Services was marked by financial stability, in part, because of increased enrollment and careful planning. It made strides in automating its work processes and developed a uniquely organized set of pages for the World Wide Web. As a result, Auxiliary Services has been asked to present a workshop on using the web at the national meeting of the Association of College Administration Professionals.

The Plant Operations Department, although it has inadequate facilities, completed numerous renovation/remodeling/addition projects of considerable value and at significant savings compared to contracted prices. These included the remodeling of Hopper Hall, Brookwood Hall, and the second floor, Powell Hall (East). The renovation of 15,000 square feet in the University Center for the College of the Arts is under way.

Warehousing implemented a control system for requisition of repair parts and payment of invoices. Inventory Control loaded 40 percent of its inventory data into a new base that makes an automatic inventory adjustment when usage is reported. The Custodial Division concentrated on the reduction of inventory in buildings and better control of materials.

The Grounds Division completed landscaping of University Center and of Brookwood Hall, and replaced centipede with bermuda grass on the main campus lawn. Engineering continued to digitize building prints in autocadd format and established a work management system to track labor and material costs.

Maintenance made great progress by dividing workers into maintenance and construction crews with dedicated teams assigned to specific areas and by implementing preventive maintenance, inventory management, and work management programs.

c. Information Technology

VSU continues to be recognized as a technology leader in the University System. In the last three years it has expended over \$8 million on the development of its operations. It was the first to implement all facets of the Banner software systems, which included the self-registration of over 11,000 students. It has the first and most mature Distance Learning structure in the State by which in FY 96 it delivered over 500 hours of instruction to eight remote sites. The extensive, reliable campus-wide data network comprised of 18 miles of fiber and 55 miles of copper connects every building, office, lab, and classroom, and 1,950 computer workstations provide easy access to the Internet, World Wide Web, e-mail, and other resources.

d. Office of Internal Audits

During FY 96, individual audits were done on the faculty payroll, endowment funds, student housing rents, enrollment application fees, and football home-games revenues. On an on-going basis, audits were done on electronic funds transfers and cash funds. These audits resulted in improvements in accounting procedures and in the system of internal controls.

e. University Advancement Division

The 1995 Annual Fund Campaign received, for the first time, gifts totaling more than \$2 million, and donor participation increased by 33 percent. There were 2,211 alumni donors, an increase of 41 percent. The VSU Foundation continued to acquire valuable property adjacent to the main campus and purchased Lake Louise (175 acres) as a living laboratory for the Biology Department.

The VSU Foundation sponsored its first "House in the Woods" luncheon, honoring pre-1950 alumnae. This program received the Grand Award presented by CASE District III. CASE also presented two Special Merit Awards to the University in the "Public Affairs" and "Media Projects" categories. University Relations designed and produced more than 960 publication and graphics projects, including a second alumni magazine which was distributed to more than 30,000 alumni. It produced a new television show, VSU-TODAY, and coordinated a number of special projects, including campus tours for more than 6,400 school children.

f. Student Affairs

The Division of Student Affairs has many strengths, especially the range of services provided by its professional staff. During FY 96, the Office of Career Planning and Placement implemented a

program which allows students to create résumés and have them referred electronically to potential employers.

The Co-op Program continued to achieve much support from smaller and local employers, a development that is important in light of national employment trends. There were 152 Co-op placements.

The Counseling Center was moved to the second floor of Powell Hall (East) to obtain additional space for training, library resources, and meetings. The staff provided counseling for 981 individuals, offered 24 different seminars, and met with 2,082 individuals outside of its offices.

The Office of Financial Aid almost completed installation of the Banner software. The Direct Loan Program proved to be a great benefit to students and the operation of the office. The office has been selected to participate in the U.S. Department of Education's Quality Assurance Program, which will allow it to perform many verification procedures for itself.

The Office of Housing and Residence Life had occupancy levels at or above 100 percent all three academic year quarters, and summer occupancy reached a record high. The addition of another Residence Hall Director, enhanced security measures, and renovations had positive impacts. Revenue for the FY 96 exceeded that of FY 95 by more than 5 percent, providing funds to meet renovation and replacement needs.

The Student Government Association presented a petition with 5,120 student signatures approving an increase in student fees to build a much-needed \$4.9 million Student Recreation Center. Attendance at Campus Activity Board events was 27,804. In addition, students participated in many informal recreational activities (aerobics, gymnastics, swimming, weight lifting, etc.)

The Farber Student Health Center had 17,020 patient visits during the year. Health service was provided twenty-four hours a day when the dormitories were open. Students receive unlimited clinic visits, Health Center hospitalization, laboratory work-ups, and most prescribed medications.

The Office of Testing was among the first four units of the University System to pilot computer-based testing and administered 21 different types of tests to 11,223 students.

g. Faculty Senate

In its fourth full academic year of operation, the Faculty Senate met nine times, resolved seventeen issues, and referred thirteen to committees. The Grievance Committee heard the grievance of a faculty member and adopted modifications of its procedures. The Senate also approved a University revised Mission Statement and Statutes. A special senate committee was formed to develop a post-tenure review policy. Procedures were approved for faculty appointments and for administrative evaluations. Updating of the *Faculty Handbook* began with changes to be published for the 1996-1997 academic year.

Policies were approved relating to semester system conversion, general education outcomes of core courses, sexual harassment, academic renewal, dual majors, and admission standards for the next

five years. A student progress policy and a final examination schedule were also approved. During FY 96 Senate members worked diligently and successfully addressed many of the needs of the students, the faculty, and the administration of Valdosta State University.

h. Athletics

The growth and development of the Athletic Department paralleled that of the University. Two of VSU's 11 intercollegiate sports teams (golf and men's tennis) advanced to NCAA post-season national championship play. The University's programs finished second in the Gulf South Conference Men's All-Sports Competition and had 10 student-athletes earn Gulf South Conference All-Academic honors. Two student athletes earned honorable mention All-American honors and six earned All-Region and 21 All-Conference awards. More than half of the \$985,000 needed for additions to Billy Grant Baseball Field were received or pledged.

B. Highlights of the Year's Work

1. and 2. **Special accomplishments of the institution over the last year, including those of the faculty, administration, and students**

a. College of the Arts

The College of the Arts received approval for the Master of Art Education degree and added a Jazz Performance track to the Bachelor of Music in Music Performance degree. A new Art Gallery Director was employed, and the Art Department faculty assisted in designing art and dance studio space in the University Center for occupancy in the Fall of 1996.

Students and faculty from the College of the Arts provided the University, the community, and the region more than two hundred musical performances. They presented 57 theater performances, including nine dance performances, in schools off-campus to an audience of 17,100. In addition, the campus theater season included 56 theater and dance performances for audiences of more than 11,000. VSU's ArtSouth Program provided consultative services to arts presenters, arts councils, and civic organizations in 41 counties in south Georgia and several north Florida counties. The Valdosta Symphony Orchestra (VSO) presented 13 performances, including three performances in other cities in the region and four Youth Concerts for area middle-school students. The South Georgia String Project sponsored thirteen string instruction classes in area schools for more than 200 students, and the Valdosta Symphony Youth Orchestra performed for several occasions. The VSO was named for the third year to the Touring Roster of the Georgia Council of the Arts.

The Jekyll Island Musical Theater Festival presented thirty-eight performances of three Broadway musicals during the Summer of 1995, to a total audience of more than 12,000. Designated "The State Musical Theater of Georgia," the Festival has become an important cultural resource for coastal Georgia and a valuable laboratory for Valdosta State University faculty and students.

The College of the Arts faculty engaged in 173 scholarly activities and presented 65 papers at professional meetings. The College increased its number of music scholarship awards as a result of the support of the Music Society, which sponsored a series of fund-raising concerts.

b. College of Arts and Sciences

The College placed top priority on its participation in the South Georgia Region P-16 Program, working with the College of Education, the Chamber of Commerce, Valdosta Tech, ABAC, and local school systems to improve education for all students. Representatives from the College twice visited the nationally recognized K-16 Site in Pueblo, Colorado, attended state-wide P-16 meetings, and served on the Steering Committee to develop a major grant proposal.

The College is playing a vital role in planning the transition to the semester system. Eight of the thirteen members of the Core Conversion Task Force are A&S faculty, and four participated in the prestigious Asheville Institute on General Education. As a result of these efforts, a model for a new Core was selected with exciting interdisciplinary curricula placed in regional and global perspectives. A&S faculty helped select the architectural team which will design the \$22.8 million Biology/Chemistry Building and served as advisors to it.

The A&S Council on Undergraduate Research sponsored the Second Annual Symposium on Undergraduate Research with over thirty participants. Students also participated in the National Symposium on Undergraduate Research, and three faculty attended the Sixth National Conference on Undergraduate Research. Faculty teams also attended three different NSF-funded Project Kaleidoscope workshops.

The A&S faculty had a 23 percent increase in the number of publications and scholarly activities (308), a 36 percent increase in presentations at professional meetings (210), and a 38 percent increase in grant activities. Two faculty received NASA awards through the Joint Venture Program (JOVE) project, and others were involved with the state-wide Pulp and Paper Initiative, the Carpet, Textiles, and Apparel Initiative, and the Food Processing Initiative.

Arts and Sciences expanded its role in utilizing technology. With the support of a grant from the Coca Cola Foundation and in collaboration with the College of Education and the local public schools, eight disciplinary-based teams developed plans to infuse technology into teaching. With a grant from the Connecting Teachers and Technology Initiative, a high-tech classroom was developed for the Departments of History, Modern Foreign Languages, Philosophy, and Political Science. The College continued to expand its involvement in Distance Learning and the use of the WWW in specific courses. Many faculty received computer upgrades, and the computer labs in Mathematics and Computer Science were equipped with Pentium computers.

The College increased its participation in international activities by conducting faculty exchanges with universities in Russia and Hungary. It confirmed its commitment to promote diversity and access to higher education through participation in Black History Month, Diversity Week, and Project Right Track, a program for 7th grade, at-risk students. In its first year, the African American Studies Program established itself as a visible, interdisciplinary program through its sponsored activities, academic offerings, and popular minor. The Women's Studies Program sponsored a successful conference and an oral history of Georgia State Woman's College, VSU's predecessor.

c. College of Business Administration

During the year, the College of Business Administration completed its Self-Evaluation Report for reaffirmation of AACSB accreditation of its undergraduate programs and initial accreditation of its MBA program. It received approval to submit a formal proposal for the Masters of Accountancy program.

The College adopted *Challenge 2001: A Vision of Excellence* which establishes a framework for its pursuit of excellence for the next five years. The faculty published 79 articles, presented 29 papers at professional meetings, and delivered the undergraduate management major via Distance Learning to three off-campus locations. International initiatives at three "sister" schools, Syktyvkar State University in Russia, Sunderland University in England, and University College in Belize, were begun. The South Georgia Institute conducted significant projects, including analysis of sales and workshops for national manufacturers, consulting and training projects for regional companies, and a regional economic forecast.

d. College of Education

The College of Education continued to be a centerpiece of teacher training and educational research and service. The College had a highly successful visit by teams from the National Council for Accreditation of Teacher Education (NCATE) and Georgia Professional Standards Commission (PSC). The College met all 20 of the NCATE standards, and the NCATE report cited it for Exemplary Practices in its "Integration of Technology" and its "Collaborative Relationships."

The College implemented the first cycles of the new Ed.D. programs during the Winter Quarter, 1996. It helped create the South Georgia P-16 Council under which a Center for the Advancement of Teaching and Learning will be developed with the local schools. The first year's focus will be an identification of P-16 disciplinary standards and their assessment.

The College offered a wide array of off-campus and Distance Learning courses. The Department of Early Childhood and Reading Education offered its undergraduate program at Waycross and Kings Bay; the Vocational Education Department offered the Trade and Industrial Education B.S.Ed. program at Kings Bay; and a number of departments made M.Ed. programs available at off-campus locations, including Bainbridge, Albany, and Waycross.

Faculty in the College published 236 articles/scholarly works and presented 326 papers. They played a critical role in the establishment of a South Georgia League of Professional Schools, which conducts action research to improve instruction. Under a Coca-Cola grant, they worked closely with the College of Arts and Sciences and the local high schools in infusing technology into instruction. Faculty members were awarded over 1.25 million dollars in external funding, a majority being for the improvement of the uses of technology in the P-16 environment.

The College obtained two mobile computer labs which were used at schools throughout VSU's region. It received funding for an Early Intervention Project, The Babies Can't Wait, to organize a network of community agencies to give young, at-risk children access to needed services.

The College of Education also continued to test methods of making science and mathematics more relevant for middle grades and high school students through the GIMS project. It participated in an NSF

grant for high school teachers of discrete mathematics and supported first-year teachers through The Model Teacher Induction Program funded by BellSouth. It continued to provide services for fifty P-K children, through the VSU Child Care Center, a regional model which includes students with disabilities. It also conducted major regional and national conferences in the Departments of Middle Grades Education, Health and Physical Education, and Vocational Education.

e. College of Nursing

The faculty and staff had a productive year with many activities centering on the reaffirmation of the College's accreditation by the National League for Nursing. The faculty completed nine scholarly publications and presented 16 papers at professional meetings. Thirty-six students received M.S.N. degrees, and a Nurse Practitioner track was implemented in the graduate program.

The College provided more than \$65,000 in health assessment services to Valdosta Head Start and established a partnership with two local school systems to provide services designed to enhance the health of children.

The physical facilities of the College were greatly improved by the complete renovation of Brookwood Hall. VSU nursing students participated in 50 community activities in addition to their clinical assignments, and a VSU student was elected President of the Georgia Association of Nursing Students.

f. Developmental Studies

In Fall 95, Developmental Studies taught 719 new freshmen and 249 students from previous quarters. By the end of the Winter Quarter, 410 students successfully completed the program. Its faculty published two manuals and presented a paper at a professional meeting.

g. Division of Social Work

This was the first year for the M.S.W. program. Thirty-two students, seven of whom were African-Americans, were admitted. As a result of a five-day visit by the Commissioner of the Council on Social Work Education in August, 1995, the program received candidacy status in record time.

The Division engaged in collaborative projects with various regional groups, including those concerned with aging, schools, mental health, health, early childhood intervention, DFCS, and hospices. The Division introduced the Georgia Rural Network to south Georgia and hosted its first meeting in May 1996. It established networking relationships with many other units including Education, a geriatrics interest group, and an early childhood intervention program.

h. Graduate School

Total credit-hour production for graduate courses, minority enrollment, and the number of Master's Degrees conferred increased by 3 percent in FY 96. A second MBA class and a new Master of Social Work program was begun. VSU's first doctoral work, an Ed.D. with three majors, began Winter 96, with thirty-one students in the first cohort groups. Two Ed.D. students received \$5,000 scholarships through Delta Kappa Gamma Society International.

The first cohort of M.S.N. students with a Nurse Practitioner concentration was graduated. The school awarded \$12,500 of Regents Opportunity Scholarships to eight graduate students and conferred a degree on VSU's first Fulbright Latin American Scholar Program student.

i. Air Force ROTC

Enrollment in AFROTC increased from 56 students in October, 1994, to 88 in October, 1995. Implementation of two university scholarships for on-campus housing attracted the first four-year AFROTC scholarship winners in several years. The detachment commissioned 10 second lieutenants in 1996 and projects 13 in 1997 and 18 in 1998. It arranged for ABAC students to enroll in VSU's AFROTC program. Each of ten AFROTC junior and senior cadets received a Professional Officer Incentive Scholarship of \$2,000, in addition to \$1,350 in annual stipends. Three others received AFROTC academic scholarships that paid full tuition, books, fees, and \$1,350 annual stipends. Cadet Erika Martin was selected as the Air Force Association's Outstanding AFROTC Cadet of the Year for Georgia.

j. Office of Public Services

This year, Public Services wrote the satellite uplink proposal which was funded for \$792,000 and continued to develop the VSU Distance Learning Program which delivered 47 courses to 886 students taught by 41 faculty. Undergraduate Business external degree cycles were completed at Bainbridge College, Waycross College, and South Georgia College. Undergraduate Nursing external degree cycles were initiated at ABAC, South Georgia College, and Waycross College. The second year of Post-Secondary Option courses were offered to regional high schools.

Off-campus, 133 faculty taught 202 courses to 1,690 students. There was a 3 percent increase in the number of evening students. The Continuing Education Program won the Georgia Adult Education Association's 1995 Marketing and Promotion Award, initiated a Certificate in Management program, and became a partner providing the Georgia StarTech satellite program series for manufacturers.

k. Office of International Programs

The Office of International Programs implemented a collaborative structure with USG two-year institutions, which provided visits of international guests to their campuses. Foreign student enrollment increased by 8 percent to 148 students from 52 countries.

The office designed a system-wide faculty development seminar in the United Kingdom, coordinated a visit to VSU of faculty members from the University College of Belize, hosted administrators from the University of Northumbria at Newcastle and EKTTC in Hungary, and coordinated the International Brown Scholar Program which sponsored a business professor from Finland in the College of Business Administration. It developed successful proposals for external funding, including a Fulbright Scholar-in-Residence for the 1996-97 academic year, REAP scholarships for a Russian and an Azerbaijani student, and Soros scholarships for students from Macedonia and Kazakhstan. It also sponsored an award-winning Model UN program and organized and presented a five-part Spring Lecture series on China.

l. Admissions

For Fall 1995, Admissions generated 6,242 undergraduate applications, an increase of 11.7 percent, and was instrumental in enrolling a freshman class of 1,847, an increase of 10.6 percent. The office implemented the admissions and transfer modules of the Banner System, gave campus tours to 3,500 persons, handled 6,500 requests for information, contacted 4,200 prospective students via VSU's student telecounseling program, hosted three visitation days for 2,700 prospective students and parents, and held a reception for the Georgia School Counselors' Association in Savannah.

m. Registrar

The Registrar's Office coordinated the first phase of mandatory advising, assisted with the implementation of the Banner system and the Epos telephone registration system, cooperated in training 250 faculty and staff in the use of Banner, and adopted a new office mission statement with student-centered goals. It coordinated renovations of its office and developed a new registration appeals process.

n. Office of Grants and Contracts

The office reached a funding total for FY 96 of \$3.76M, an increase over FY 95 of \$1.17M. It developed and presented workshops for clients on and off campus and assisted faculty and staff in the development of approximately 120 proposals of which 108 were fully processed. It instituted a new e-mail list for sharing information. The Grants and Contracts Home Page on the World Wide Web was revised, and the office moved most of its communications from paper to electronic handling.

o. Office of Academic Projects

Mr. Lee Bradley served as editor of the *VSU Graduate and Undergraduate Bulletins* and provided support for the Japanese and Russian language programs. The multi-media resources of the Foreign Language/International Culture Center were almost doubled. The Office conducted a meeting of the South Georgia Academic Alliance of Foreign Language Teachers, published two editions of *SCOLTalk*, the newsletter of the Southern Conference on Language Teaching, and SCOLT's new volume, *Dimension '96*, directed the annual meeting of SCOLT in Mobile, and presented programs on international cultures at Waycross College and South Georgia College.

3. New degree programs, institutes, centers, and divisions approved by the Board of Regents within the last year

The following degrees were approved during the year: The A.A.S. in Dental Hygiene with Valdosta Technical Institute, the B.A.S., the Master of Art Education, and the A.A.S. in Business, Health, Services, and Technology with various Technical Institutes. The Ed.D. with three majors and the M.S.W. were inaugurated with capacity enrollments.

4. Special activities in instruction, research, and public service which were initiated or concluded in the last year (See section B. 1-2)

C. Affirmative Action/Equal Opportunity

1. Employees

a. Summary of changes in race and gender composition since the previous year and data indicating five-year trend in minority employment

The total number of African-American employees grew from 222 to 245, and the total number of females from 550 to 638. (See Appendix A.) Minority employment grew from 183 in FY 92 to 245 in FY 96. (See Appendix B.)

b. Summary of minority and female faculty and staff recruitment, enrichment, and retention activities (e.g., training programs)

Five workshops on diversity were held for faculty members and a session exclusively for new faculty members. All deans, assisted by the Equal Opportunity Officer, conducted quarterly department heads' meetings dealing with diversity. The University funded faculty and staff attendance at a number of meetings dealing with minority relations. All applicants for positions were screened to see, if available, that minority and female candidates were included as finalists.

2. Students

a. Summary of changes in minority enrollment since the previous year and data indicating five-year trends for minority enrollment

African-American enrollment grew from 2,284 students in FY 95 to 2,496 in FY 96. (See Appendix C.) Over the five-year period, it grew from 1,683 or 17.3 percent of registrants in FY 92 to 2,496 or 20 percent of registrants in FY 96. (See Appendix D.)

b. Summary of methods and techniques employed for recruiting and retaining minority students including progress made toward further integration of the student body

To recruit minority students, University representatives participated in all recruitment fairs in Georgia and Florida. The Assistant Director of Admissions and the Assistant to the President spoke to groups in churches and schools which have concentrations of minority students. Many P-12 minority students were attracted to campus, notably for the "Right Track" program.

There has been a significant increase in minority enrollment and graduation rates. Minority students were retained and graduated at higher rates than majority students. Much of this success can be attributed to the Minority Advising Program, which in FY 96 had almost 6,000 contacts with students, 1,572 of which were made by peer advisors. Eighty percent of the students who sought academic assistance from the program were in "good academic standing" at year's end.

Many programs were undertaken to aid students in adjusting to the campus and increasing their appreciation of diversity. Included among them were: the first Diversity Week entitled, "Strength in

Unity," the Martin Luther King Commemorative Celebration, African-American History Month, the Gospel Choir, and the Electronic Mentoring Program.

c. Summary of changes in graduation rates of minority students since the previous year and five years

In FY 95, 200 African Americans received degrees (11.58 of the total conferred). In FY 96 the number was 231 (13.21 percent). In FY 92 the number was 153 (10.6 percent). (See Appendix E.)

3. Plans for Improvement

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

Two departments have been identified for special attention because of their lack of minority faculty. Qualified minority applicants will be considered extensively before approval is given to fill any positions in these departments. Efforts will continue to be made to increase the pool of minority and female applicants.

b. The plan of action for improving the employment and retention of minority employees and the enrollment and retention of minority students

The process of revising the *Recruitment Handbook* will receive special attention and will address changes in philosophy, policies, and regulations. The best qualified minority and female applicants will continue to receive special consideration for interviews. Prominent in this process will be a thorough analysis on a quarter by quarter basis of the number of minority faculty members in each department.

The Minority Advising Program, already considered one of the best in the System, will expand services to include non-traditional students. The program will be augmented by the Electronic Mentoring Program funded by a grant from the Board of Regents.

D. Institutional Strategic Planning

a. A brief summary of planning priorities and goals that were adopted or changed

During this year, the Faculty Senate reaffirmed VSU's Institutional goals and modified the process of implementing the goals at the unit level. The twenty-two goals were clustered into four groups related to the Mission Statement: (A) Instructional, (B) Scholarship/Research/Creative Activities, (C) Service, and (D) Professional Environment and Institutional Effectiveness. Units will analyze their specific mission statements in light of the newly clustered goals. Some are "required" to be met, while others are "optional."

b. A brief summary of institutional planning goals which were achieved

The VSU planning goals are (A) reviewed each year by the Institutional Planning Committee and (B) written in a flexible style so that the University can respond to new opportunities. This year the

planning goals "achieved" included the inaugural of the Ed.D. with three majors and the M.S.W., development of a Center for the Advancement of Teaching and Learning, the increased use of Distance Learning, and a forty-five percent increase in funding for grants and contracts.

c. The connections between VSU's and the System's strategic planning

VSU's planning process requires that VSU's goals be prioritized to reflect the Board of Regents' Strategic Planning Policy Directives. In addition, each goal assesses its importance in relationship to the System's "access to excellence" and other planning efforts. Funding is made to activities which promote the strategic plan of the University and the System's Policy Directives. For example, there were large allocations in FY 96 to fund the Ed.D. and M.S.W. programs, the Center for Advancement of Teaching and Learning, and Distance Learning.

E. Assessment of Institutional Effectiveness

1. Summarize accomplishments and changes in VSU's assessment program

VSU continued to refine its conceptual and measurement options for general education. The University also prepared a schedule of major assessment activities. The departments' Major Area Assessment results were used to improve the quality of degree programs. This year assessments have been focused on the core curriculum, outcomes in the majors, and improving efficiency and responsiveness in academic offerings.

Curricular assessment was accomplished through diverse means. In the general education area, normed tests and analysis of data were used to determine rates of student success in making the transition from general education to study in the major. Indirect indicators used include faculty focus groups and revision of expectations of student learning. The creation of Math 102 grew out of a study of student needs and success rates. Greater attention was given to pre-requisite sequencing (achieved through mandatory advising), modification of textbooks, introduction of technology to achieve new learning outcomes, increased opportunities for undergraduate research, and creation of opportunities for increased writing, critical thinking, and oral communication in classes.

The Core Conversion Task Force identified student learning outcomes which all students will be expected to attain. At least two forms of assessment must be used to evaluate the level of competency or skill achieved. Assessment findings in the majors led to revisions in course content, changes in course sequencing, increased use of technology and active learning strategies, and growth in undergraduate research.

2. Major changes in either general or special purpose accreditations held by VSU

The College of Education received reaffirmation of accreditation of its programs from NCATE. The College of Nursing received reaffirmation of accreditation from NLN.

PART II: APPENDICES

Appendix A
Changes in Race and Gender Composition, FY 1995-FY 1996

Blacks EEO Category	FY 1995	% of Category	Employed FY 1996	% of Category
Exec./Adm./Mgr.	15	10.9	18	11.76
Faculty	20	5.6	24	5.1
Prof./Non-Fac.	7	6.6	6	6
Sec./Clerical	36	16.36	32	14.61
Tech./ Paraprof.	4	8.8	7	12.9
Skilled Crafts	9	16.36	9	16.36
Service Main.	131	71.90	149	51.5
Total	222		245	
Women EEO Category				
Exec./Adm./Mgr.	55	40.1	59	38.5
Faculty	141	39.83	149	40.3
Prof./Non-Fac.	59	55.66	57	57.57
Sec./Clerical	192	87.27	194	88.5
Tech. Paraprof.	12	26.66	12	22.2
Skilled Crafts	0	-100	1	1.8
Service/Main.	91	50	166	57.4
Total	550		638	

Appendix B
Five-Year Trend in Minority Employment

Blacks EEO Category	FY 1992	FY 1993	FY 1994	FY 1995	FY 1996	% Change
Exec./Adm./Mgr.	9	12	11	15	18	100
Faculty	15	18	20	20	24	20
Prof./Non-Fac.	4	5	7	7	6	50
Sec./Clerical	21	22	32	36	32	52.3
Tech./ Paraprof.	3	3	4	4	7	133
Skilled Crafts	9	9	10	9	9	0
Service Main.	122	127	131	131	149	22.3
Total	183	196	215	222	245	33.8
Women EEO Category						
Exec./Adm./Mgr.	27	38	48	55	59	81.4
Faculty	92	98	111	131	149	61.9
Prof./Non-Fac.	28	36	63	59	57	103.5
Sec./Clerical	124	138	173	192	194	56.4
Tech. Paraprof.	8	9	9	12	12	50
Skilled Crafts	2	1	1	0	1	-50
Service/Main.	75	78	87	91	166*	121
Total	357	398	492	540	638	78.7

Appendix C
Changes in Minority Enrollment, FY 1995-FY 1996

	1995	1995	1996	1996
Class	Male	Female	Male	Female
Freshman	160	298	167	260
Sophomore	137	260	154	311
Junior	111	236	143	261
Senior	141	351	174	441
Trans. Und. Grad.	15	12	8	15
Spec. Studies	92	186	96	192
Graduate	63	221	71	202
Dr. Candidates	1		1	
Totals by Sex	720	1,564	814	1,682
Totals	2,284		2,496	
Percentage by Race	19		20	

Appendix D
Changes in Minority Enrollment, FY 1992-FY 1996

	1992	1993	1994	1995	1996	Change
Number	1683	1813	2104	2284	2496	813
Percent	17.3	16.31	17	18	20	48

Appendix E
Changes in Minority Graduation Rates, FY 1995-FY 1996

	FY 1995	FY 1996	Totals
Blacks	200	231	431
All Others	1527	1517	3044
Totals	1727	1748	3475
Percent	11.58	13.21	12.40

Changes in Minority Graduation Rates, FY 1992-FY 1996

	FY 1992	FY 1993	FY 1994	FY 1995	FY 1996	Totals
Blacks	153	184	199	200	231	967
All Others	1282	1365	1429	1527	1517	7120
Totals	1435	1549	1628	1727	1748	8087
Percent	10.66	11.8	12.22	13.09	13.22	11.95

**SUMMARY OF GRANTS, CONTRACTS, AND GIFTS
FOR PROGRAMS OF INSTRUCTION, RESEARCH,
AND PUBLIC SERVICE**

For Fiscal Year Ending June 30, 1996

Valdosta State Univ.
Institution
Dr. M. H. Watson
Person Preparing

(1) Institutional Department or Unit Receiving Award	(2) Type*	(3) Description Title/Granting Agency	(4) Amount of Award
College of Education	R	USDOE - Development, Field Test and Evaluation of a CD-R Prototype for Non-aversive Behavior Intervention for Young Children	104,577
College of Education	R	USDOE - Developing Classroom Interactive Multimedia (IMI): An Instructional Technology Delivery Model for the Preparation of Teachers	108,161
Physics, College of Arts and Sciences	R	American Astronomical Society - Small Research Grant Program: CCD Imaging and Photoelectric Photometry	4,000
College of Education	I	Georgia - GIMS: Southwest Center at VSU - Year 4 Funding	92,670
College of Education	R	U.S. Department of Education FACETS - year 3 (Sub-award - University of Kansas)	18,000
South Georgia Institute, College of Business Administration	R	CCACTI - Compensation Management for the Apparel, Carpet and Textile Industries	7,860

Valdosta State Univ.
Institution
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Person Preparing

Person Preparing

(1) Institutional Department or Unit Receiving Award	(2) Type *	(3) Description Title/Granting Agency	(4) Amount of Award
Sociology, College of Arts and Sciences	R	Pulp & Paper FY96 Projects - FY96 Projections of Availability & Quality	25,000
Institution (see units below)	I	Equipment, Technology and Construction Trust Fund (Georgia Lottery Funds) Technology Matching Funds matched with the following grants: Coca Cola Grant = \$70,500 Foundation Funds = \$30,006 Private Contributions = \$36,000 Helene Fuld Foundation = \$15,000 American Astronomical Society = \$4,000 Industry Contributions = \$20,844 Technology Trust Fund (ETAC Grant - no match)	175,000 175,000
Arts & Sciences & Education University Advancement Athletics Office College of Nursing Physics, Astronomy, Geology Information Technology Institution			
Chemistry, College of Arts and Sciences	R	Georgia Pulp/Paper Initiative: Generation of Ozone by an Inductively Coupled Plasma - FY97	37,409
Chemistry, College of Arts and Sciences	R	Georgia Pulp/Paper Initiative: Reduction and Disposal of Sludge from Recycle Mills	13,799
College of Business Administration	R	CCACTI - Solid Waste Assessment	3,176

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FOR PROGRAMS OF INSTRUCTION, RESEARCH,
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For Fiscal Year Ending June 30, 1996

Valdosta State Univ.
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(1) Institutional Department or Unit Receiving Award	(2) Type *	(3) Description Title/Granting Agency	(4) Amount of Award
South Georgia Institute, College of Business Administration	PS	FOODPAC : Workforce Development	49,750
College of Business Administration	R	CCACTI - Heavy Metal Reduction Process Gas Effluent Analysis and Control	4,684
South Georgia . Institute, College of Business Administration	PS	FOODPAC: Workforce Development FY-96	60,000
Sociology, College of Arts and Sciences	R	Sub-award through Georgia Pines Community Service Board: WOODSONG - Evaluation Program	70,200
College of Education	R	University of Kansas - subaward Demonstration and Evaluation: Technology, Educational Media and Material for Individuals with Disabilities	34,236

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For Fiscal Year Ending June 30, 1996

Valdosta State Univ.
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(1) Institutional Department or Unit Receiving Award	(2) Type*	(3) Description Title/Granting Agency	(4) Amount of Award
College of Education	R	University of Kansas - Subaward: Regular Education Graduate Personnel Preparation: Kansas Rural Full Education Model	21,704
Philosophy, College of Arts & Sciences	PS	Georgia Humanities Council: Land Use in the 21st Century - Diverse Challenges for Wetland Conservation	6,000
Political Science, College of Arts and Sciences	R	Georgia Humanities Council: Georgia Living History: The Southside Community of Valdosta	6,527
Biology, College of Arts & Sciences	R	NASA Testing an Algae Based Air Regeneration System	34,566
Chemistry, College of Arts & Sciences	R	Pulp and Paper Initiative - Increase Current Grant	11,819
International Programs and Sociology, College of Arts and Sciences	I	Fulbright - Scholar in Residence	7,404
Physics, Astronomy and Geology, College of Arts and Sciences	R	Georgia Food Processing Initiative - Environmental Technical Assistance Program	17,192

*I - Instruction R- Research PS - Public Service

D = Development

8/1/96

**SUMMARY OF GRANTS, CONTRACTS, AND GIFTS
FOR PROGRAMS OF INSTRUCTION, RESEARCH,
AND PUBLIC SERVICE**

For Fiscal Year Ending June 30, 1996

Valdosta State Univ.
Institution
Dr. M. H. Watson
Person Preparing

(1) Institutional Department or Unit Receiving Award	(2) Type*	(3) Description Title/Granting Agency	(4) Amount of Award
College of Education	I	Man in the Biosphere Program - Interdisciplinary Workshop	6,832
College of Education	I	University of Kansas - Subaward FACETS	18,000
College of Education	I/PS	Georgia Dept. of Human Resources: "Babies Too Soon"	75,000
College of Education	I	GIMS (UGA) Contract Revision - Increased Current Contract	92,670
English, College of Arts & Sciences	I/PS	National Writing Project - South Georgia Writing Project	14,000
Mathematics and Computer Science, College of Arts and Sciences	I	Eisenhower Math & Science (UGA) TI-92 Summer Workshop for In-Service Teachers	9,336
Mathematics and Computer Science, College of Arts and Sciences	I	Eisenhower Math & Science (UGA) Interdisciplinary Applications of Statistics for the Middle Grades	10,583
Academic Affairs	R	State of Georgia Initiative P-16 - Planning Grant Proposal	10,000

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8/1/96

**SUMMARY OF GRANTS, CONTRACTS, AND GIFTS
FOR PROGRAMS OF INSTRUCTION, RESEARCH,
AND PUBLIC SERVICE**

For Fiscal Year Ending June 30, 1996

Valdosta State Univ.
Institution
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(1) Institutional Department or Unit Receiving Award	(2) Type *	(3) Description Title/Granting Agency	(4) Amount of Award
College of Education	R	Georgia State University, Council for MAA - School Performance: Evaluation Project - Impact of Lottery Dollars on Technology	25,000
Mathematics and Computer Science, College of Arts and Sciences	I	Tensor Foundation: MATHWORKS An Enrichment Program in Mathematics for Female High School Students	5,000
Public Services	I/PS	Georgia, Instructional Technology, Public Services: Satellite Uplink Proposal	792,000
College of Education	I/PS	Dept. of Human Resources - Georgia: Child Care Council Grant - Extension	31,000
Biology and Physics, Astronomy and Geology, College of Arts and Sciences	R	NASA - JOVE Project - year 1	41,554
College of Education	I	Gilmer County, GA - contract for staff development courses	25,000

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8/1/96

**SUMMARY OF GRANTS, CONTRACTS, AND GIFTS
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For Fiscal Year Ending June 30, 1996

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(1) Institutional Department or Unit Receiving Award	(2) Type *	(3) Description Title/Granting Agency	(4) Amount of Award
Biology, College of Arts and Sciences	I	Georgia Board of Regents - Connecting Teachers and Technology Program; Technology Supported Course Development for BIO 201 Society and Religion in Early Modern England	19,700
College of Education	I	UGA - Contract: A Collaborative Distance Learning Model for the Graduate Education of Speech- Language Pathologists	18,200
Division of Social Work	I	Georgia Dept. of Human Resources, Lowndes Co.: Project for Protection and Permanency for Children	30,000
College of Education	I/PS	Lowndes County Public Schools: Video Tapes for Media Alliance Project	8,950
College of the Arts	R	Georgia Folklife Program: South Georgia Folklife Survey	5,000
Mathematics and Computer Sciences, College of Arts & Sciences	I	VMARK Software: Software for Computer Classes	35,195

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8/1/96

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For Fiscal Year Ending June 30, 1996

Valdosta State Univ.
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(1) Institutional Department or Unit Receiving Award	(2) Type *	(3) Description Title/Granting Agency	(4) Amount of Award
Sociology, College of Arts & Sciences	R	Pulp & Paper Initiative - Survey	10,000
College of Education	I	Georgia Dept. of Education - Early Childhood Programs: Instructional Service	59,679
College of Education	I	GIMS - UGA Subaward: Southwest Center at VSU - GIMS	70,000
Office of Equal Opportunity Programs and Multicultural Affairs	PS	Georgia Dept. of Education - Connecting Students to Services: An Electronic Mentoring Program	98,248
College of Education	R	US Department of Education: Year 2 "Development , Field Test and Evaluation of a CD-R Prototype for Non-Aversive Behavior Intervention for Young Children" - Continuation	104,577
College of Education	R	US Department of Education: Year 2 Developing Classroom Interactive Multi-Media Instruction (IMI)	113,738
Office of Equal Opportunity Programs and Multicultural Affairs	I	Board of Regents, Georgia: Program RIGHT TRACK - Summer 1996	57,400

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8/1/96

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For Fiscal Year Ending June 30, 1996

Valdosta State Univ.
Institution
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Person Preparing

(1) Institutional Department or Unit Receiving Award	(2) Type*	(3) Description Title/Granting Agency	(4) Amount of Award
College of Education	R	U.S. Dept. of Education: Effects of Individualized Closed-Captioned Video Prompt Rate on Reading Skills of disabled/ Non-Disabled Elementary Students - Non-Inclusive Classrooms - No-cost extension	-
Division of Social Work	I	Scholarships for Division of Social Work FY97: Practical Training Spring - Summer 96	6,532
College of Education	I	NSF - Sub-Contract with Boston College: NSF - Discrete Mathematics Year 2 Funding	112,790
Division of Social work	I	Georgia GHR (Fed. HHS): Student	58,911
Business Affairs	I	Georgia - Governor's Honors Program: Summer 1996 (June, July) 660 Students	473,220
Physics, Astronomy and Geology, College of Arts and Sciences	R	FOODPAC - Georgia Initiative: Environmental Technical Assistance	10,250

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8/1/96

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(1) Institutional Department or Unit Receiving Award	(2) Type *	(3) Description Title/Granting Agency	(4) Amount of Award
Sociology, Anthropology, and Criminal Justice, College of Arts and Sciences	R	Dept. of Health and Human Services: WOODSONG Evaluation Program	70,200
College of Education, Education	R/PS	Georgia Dept. of Human Resources: Babies Can't Wait - FY97 Extension	80,000
Biology, College of Arts and Sciences	R	Georgia Dept. of Natural Resources, Wildlife Resources Division: Kings Bay Rare Plant Survey	19,800
College of Education	R	Office of School Readiness, State of Georgia: Design Child Care Center	50,000
		Sub-Total Public Services	222,948
		Sub-Total Research	1,063,029
		Sub-Total Instruction	2,471,122
		TOTAL FOR THE INSTITUTION FOR FY96	\$ 3,757,099

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8/1/96

**SUMMARY OF GRANTS, CONTRACTS, AND GIFTS
FOR PROGRAMS OF INSTRUCTION, RESEARCH,
AND PUBLIC SERVICE**

For Fiscal Year Ending June 30, 1996

Valdosta State Univ.
Institution
Dr. M. H. Watson
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(1) Institutional Department or Unit Receiving Award	(2) Type *	(3) Description Title/Granting Agency	(4) Amount of Award
THE FOLLOWING GRANTS ARE FOR FACULTY DEVELOPMENT ACTIVITIES - FY96			
English, College of Arts and Sciences	D	The Newberry Library - Summer Cartography and History: Using Maps in Teaching the Humanities	3,750
English, College of Education	D	AASCU - Incorporating Japanese Studies into the Undergraduate Curriculum	Declined
English, College of Arts & Sciences	D	NEH - Chinese Classics in Translation	4,000
English, College of Arts & Sciences	D	NEH - Summer Institute	Declined
Sociology, College of Arts and Sciences	D	NSF-SDAN: Census in the Classroom Workshop (estimated amount)	3,500
		Sub-Total Faculty Development	11,250
<u>TOTAL FOR PUBLIC SERVICE, RESEARCH INSTRUCTION AND FACULTY DEVELOPMENT FOR FY96</u>			\$ 3,768,349

*I - Instruction R- Research PS - Public Service
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8/1/96

FORM IPEDS-1
10-1-94

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR THE
U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICS

NOTE - The completion of this survey, in a timely and accurate manner, is **MANDATORY** for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094(a)(17).

For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

DRAFT #1
(01/30/94)

INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM

ACADEMIC LIBRARIES SURVEY 1996

Please read the accompanying instructions before completing this survey form. Report data ONLY for the institution in the address label. If data for any other institutions or branch campuses are included in this report because they CANNOT be reported separately, please provide a list of these schools.

Please correct any errors in the name, address, and ZIP Code.

If there are any questions about this form, contact a Bureau of the Census IPEDS representative at (800) 451-6236 or FAX number (301) 457-1542, 7:30 a.m.—4:30 p.m. EST.

RETURN TO

Date due: November 15, 1996

1. Name of respondent George R. Gaumond	2. Title of respondent University Librarian	3. Telephone Area code, number, extension 912 333 5860
4. E-Mail address Odum Library Valdosta, GA 31698	FAX number 912 333 5862	

Does your institution have its own library as defined in Part A of the instructions?

☐ Yes

☐ No

— Please return this blank survey to the address shown above.

PURPOSE OF THE SURVEY

The National Center for Education Statistics (NCES) collects these data periodically to obtain and report a comprehensive picture on the status of collections, transactions, staff, service per typical week, and library operating expenditures in postsecondary institutions. The survey is being conducted in compliance with the Center's mission "to collect, and analyze, and disseminate statistics and other data related to education in the United States . . ." (P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a)).

USES OF DATA

Collection of these data over time will enable the nation to plan effectively for the development and use of postsecondary education library resources. Congress uses the data to assess the need for revisions of existing legislation concerning libraries and the allocation of Federal funds. Federal agencies need the data to evaluate and administer library programs. State education agencies and college librarians and administrators use the data for regional and national comparisons of library resources to plan for the effective . . . of funds. Finally, the . . .

Part A — NUMBER OF PUBLIC SERVICE OUTLETS, FISCAL YEAR 1996

Line No.	Item	Number
01	Branch and independent libraries — <i>Exclude main or central library.</i>	

Part B — LIBRARY STAFF, FALL 1996
(*Exclude maintenance and custodial staff.*)

NOTE: Report data to two decimals.

Line No.	Staff	Number of FTE*
02	Librarians and other professional staff	14.00
03	All other paid staff (except student assistants)	23.00
04	Contributed services staff	.00
05	Student assistants from all funding sources	12.00
06	Total FTE staff — (Sum of lines 2 through 5)	49.00

*FTE = Full-time equivalent

Part C — LIBRARY OPERATING EXPENDITURES, FISCAL YEAR 1996

L

NOTE: Do not report the same expenditures more than once.

Line No.	Category	Amount (Whole dollars only)
	Salaries and wages — <i>Exclude employee fringe benefits.</i>	
07	Librarians and other professional staff	\$ 767,968
08	All other paid staff (except student assistants)	232,314
09	Student assistants	106,034
	Information resources	
10	Books, serial backfiles, and other print materials — <i>Exclude current serials and all microforms.</i>	166,382
11	Current serials — <i>Exclude microforms, audiovisual materials, and machine-readable materials.</i>	342,660
12	Microforms — <i>Include current serials.</i>	29,652
13	Audiovisual materials — <i>Include current serials.</i>	38,518
14	Computer files and search services — <i>Include current serials.</i>	114,844
15	Document delivery/interlibrary loan	0
16	Other	0
17	Preservation	32,844
18	Furniture and equipment — <i>Exclude computer equipment.</i>	6,295
19	Computer hardware and software — <i>Include maintenance.</i>	77,258
20	Bibliographic utilities, networks, and consortia	37,320
21	All other operating expenditures	202,151
22	Total operating expenditures (Sum of lines 7 through 21)	\$ 2,154,240
23	Employee fringe benefits (if paid from the library budget)	\$ 242,029

Part D — LIBRARY COLLECTIONS, FISCAL YEAR 1996

Line No.	Category	Total number —	
		Added during fiscal year (1)	Held at end of fiscal year (2)
	Books, serial backfiles, and government documents that are accessible through the library's catalog — <i>Include bound periodicals and newspapers and exclude microforms.</i>		
24	Volumes	10,236	387,692
25	Titles	4,701	270,991
	Government documents — <i>Include government documents that are not reported elsewhere.</i>		
26	Units	5,527	91,415
27	Titles	2,211	36,566
	Current serials — <i>Include periodicals, newspapers, and government documents.</i>		
28	Total number of paid and unpaid subscriptions	49	2,977
29	Titles (number of unique titles)	49	2,965
	Microforms		
30	Units	28,008	915,524
31	Titles	3,394	420,458
32	Manuscripts and archives — Linear feet	20	440
33	Cartographic materials — Units	50	4,193
34	Graphic materials — Units	42	24,991
	Sound recordings		
35	Units	519	11,036
36	Titles	393	7,066
	Film and video materials		
37	Units	307	3,414
38	Titles	241	2,698
	Computer files		
39	Units	49	1,218
40	Titles	29	806
41	Other library materials — Units	(48)	12,196

Part E — LIBRARY SERVICES, FISCAL YEAR 1996

Line No.	Category	Number
	Circulation transactions	
42	General collection	87,197
43	Reserve collection	13,516
	Document delivery/Interlibrary loan provided to other libraries	
44	Returnable	1,187
45	Non-returnable	2,325
46	Total	3,512
	Document delivery/Interlibrary loan received from other libraries or commercial services	
47	Returnable	1,106
48	Non-returnable	3,007
49	Total	4,113
	Information service to groups	
50	Number of presentations	212
51	Number of persons served in presentations	5,514

Part F — LIBRARY SERVICES, TYPICAL WEEK, FALL 1996

Line No.	Category	Number
52	Public service hours in a typical week	81.00
53	Gate count in a typical week	13,577
54	Reference transactions in a typical week	1,207

Part G—ELECTRONIC SERVICES

This section requests information about the availability of electronic services in the library, from elsewhere on campus, from off campus to your primary clientele, and from off campus to other users. — Please respond to each item by marking an (X) in the appropriate column.

Line No.	Category	Mark (X) appropriate column:							
		Access from —				Access off campus by —			
		Within library		Elsewhere on campus		Primary clientele		Others	
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
		Yes	No	Yes	No	Yes	No	Yes	No
	Does the library or parent institution offer the following services?								
55	An electronic catalog that includes the library's holdings	X		X		X		X	
56	Electronic indexes and reference tools	X		X		X			X
57	Electronic full text periodicals	X		X		X			X
58	Electronic full text course reserves		X		X		X		X
59	Electronic files other than the catalog (e.g., finding aids, indices, manuscripts) created by library staff		X		X		X		X
60	Internet access	X		X		X		X	
61	Library reference service by e-mail		X		X		X		X
62	Capacity to place interlibrary loan/document delivery requests electronically		X		X		X		X
63	Electronic document delivery to patron's account/address		X						
64	Computers not dedicated to library functions for patron use inside the library	X							
65	Computer software for patron use inside the library (e.g., word processing, spreadsheet, custom applications, etc.)	X							
66	Technology in the library to assist patrons with disabilities (e.g., TDD, specially equipped work stations)	X							
67	Instruction by library staff on use of Internet resources	X							