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Board of Visitors

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1981-05-07 Minutes and Appendices

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LONGWOOD COLLEGE BOARD OF VISITORS

Minutes of Meeting

May 7-8, 1981

The Board of Visitors of Longwood College met on May 7-8, 1981, on the College campus.

May 7, 1981

The meeting on May 7, 1981, began at 2 p.m. The following members of the Board were present:

Mr. L. E. Andrews
Mrs. William L. Anfin
Mrs. J. L. Davidson
Miss Gay Kampfmuller
Mrs. Jesse R. Overstreet, Jr.
Mrs. Joshua Pretlow
Mr. Eric L. Robinson
Mr. Thomas D. Rust
Mr. John R. Smyth
Mrs. E. A. West

Board member absent:

Mr. M. Ralph Page

Also present for the meeting were the following College officials: Dr. Janet D. Greenwood, President; Dr. Henry I. Willett, Jr., outgoing President; Dr. Carolyn Wells, Vice President for Academic Affairs and Dean of the College; Dr. William J. Peele, Vice President for Administration; Dr. Leo C. Salters, Vice President for Student Affairs and Dean of Students; Mr. James L. Branscome, Vice President for Finance; Dr. T. C. Dalton, Administrative Assistant to the President; Dr. Ralph P. Hundley, Director of Institutional Advancement; Mr. Joe Mitchell, Director of Public Affairs; Dr. John Peale, Faculty Representative on the Board; Miss Sharon Harrup, Student Representative on the Board.

The Rector, Mr. Robinson, presided. The meeting was opened with prayer by Dr. Peale.

Minutes of the March 6-7, 1981, Meeting of the Board of Visitors. The members of the Board, on motion made by Mrs. Davidson, and seconded by Mr. Rust, approved the minutes of the March 6-7, 1981, meeting as distributed.

Minutes of the Special Meeting of the Board of Visitors on March 15-16, 1981. On motion made by Mrs. Davidson, and seconded by Mrs. West, the minutes of the special meeting of the Board held on March 15-16, 1981, were approved as distributed.

Executive Session. The members of the Board, on motion made by Mrs. West, and seconded by Mr. Rust, voted to go into executive session to discuss legal and personnel matters in accordance with Section 2.1-344(a)(b)(1)(6) of the Code of Virginia.

The Board reconvened in open session at 5:30 p.m. On motion made by Mrs. West, and seconded by Mrs. Overstreet, the meeting was adjourned until 9 a.m. on Friday, May 8, 1981.

May 8, 1981

The Board reconvened in open session at 9 a.m. on May 8, 1981. The following members of the Board were present:

Mr. L. E. Andrews
Mrs. William L. Anfin
Mrs. J. L. Davidson
Miss Gay Kampfmuller
Mrs. Jesse R. Overstreet, Jr.
Mr. M. Ralph Page
Mrs. Joshua Pretlow
Mr. Eric L. Robinson
Mr. Thomas D. Rust
Mr. John R. Smyth
Mrs. E. A. West

Also present for the meeting were the following College officials: Dr. Janet D. Greenwood, President; Dr. Henry I. Willett, Jr., outgoing President; Dr. Carolyn Wells, Vice President for Academic Affairs and Dean of the College; Dr. William J. Peele, Vice President for Administration; Dr. Leo C. Salters, Vice President for Student Affairs and Dean of Students; Mr. James L. Branscome, Vice President for Finance; Dr. T. C. Dalton, Administrative Assistant to the President; Dr. Ralph P. Hundley, Director of Institutional Advancement; Mr. Joe Mitchell, Director of Public Affairs; Dr. John Peale, Faculty Representative on the Board; Miss Sharon Harrup, Student Representative on the Board.

The Rector, Mr. Robinson, presided.

Report of the President. (A copy of the Report of the President to the Board of Visitors is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix A - May 8, 1981.)

1. Consultants. Dr. Greenwood announced that there was a team of consultants on campus who had been called in to do an evaluation of the development, public affairs, and alumni areas. The team is the Virginia-based company of Thompson and Pendel, Associates, of Arlington. They have worked with the University of Virginia, Harvard School of Education, American Council of Education, Association of Governing Boards for State Colleges and Universities, and other groups. They will be talking with faculty members, students, Board members, Foundation Board members, alumni, and community members. After the interviews have been completed, a plan of action for the College will be developed.
2. Proposed Policy Changes. Dr. Willett called the Board members' attention to the proposed policy changes outlined in the Report of the President. After discussion, the following actions were taken:
 - a. Student Appeals. On motion made by Mr. Smyth, and seconded by Mrs. Anfin, the Board approved the following policy regarding student appeals:

Appeals decisions of the Assistant to the Vice President for Student Affairs or the Disciplinary Hearing Committee must be made in writing to the

Vice President for Student Affairs within 24 hours after receipt of the letter describing the final decision. The President of the College may exercise review authority over all separation decisions.

This is a change from the policy in the current Student Handbook which reads:

If a student wishes to note an appeal of the findings of the Administrative Committee, he may do so in writing to the President of the College. Appeals from his decisions may be made to the Executive Committee of the Board of Visitors through the appropriate channels for access to the Board as defined by the Board and published in the Handbook for Students.

- b. Comprehensive Fee. The members of the Board, on motion made by Mrs. West, and seconded by Mr. Rust, approved the following policy regarding the comprehensive fee:

No comprehensive fee will be charged for students enrolled in less than five (5) credit hours. For five (5) through eleven (11) hours, the comprehensive fee will be \$15.00 per credit hour.

- c. Collection Policy for Student Accounts. On motion made by Mrs. West, and seconded by Mr. Rust, the Board members approved the collection policy for student accounts as recommended by the Vice President for Finance. (A copy of this policy is included with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix B - May 8, 1981.)

Items for Discussion:

1. State-wide Energy Costs and Attendant Budgetary Problems. Mr. Branscome stated that the College would probably spend somewhere in the range of \$400,000 above the amount that the State appropriated in the areas of fuel and utilities. A central fund has been set up in Richmond to help with these overexpenditures. The amount allocated to Longwood was \$42,657, which is considerably short of the \$400,000 overexpenditure. Mr. Branscome stated that a number of steps had been taken to cut down the difference between these figures. Only those purchases which are absolutely essential to the operation of the College between now and June 30 will be approved. The staff is reevaluating and rethinking the amount of money that can be transferred from auxiliary enterprises in the area of physical plant recoveries. The State Budget Office has been contacted and there is optimism that \$90,000 in excess revenue will be approved. Mr. Branscome stated this overexpenditure in the fuel and utilities area is the major problem with the budget. This problem also exists at other State institutions and agencies.

2. Comparison of Fees at Other State Institutions. Dr. Willett called the Board members' attention to the fee structure data that had been distributed regarding costs to attend State institutions. He noted that the significant point was the relative position that the College enjoys in relation to the other State institutions. He said that, a few years ago, Longwood was in the top third from the standpoint of the total fee structure for all institutions. The College's relative position, however, has now been greatly improved. Dr. Willett stated that he thought this was something that would be of great interest to the Board in the years ahead.
3. Update on the Management Study. Regarding an update on the management study, Dr. Willett stated that he felt that the information which had been distributed to the Board was self-explanatory. (A copy of this update is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix C - May 8, 1981.)

A question was raised in regard to the Bookstore operation. Mr. Branscome stated that, after reviewing the proposals received regarding this operation, the Administrative Council voted to go with another vendor, subject to a thorough review of the background of the vendor. This revealed that the person did not have the necessary financial resources for the operation of the Bookstore. Therefore, the contract was awarded to the present vendor with the understanding that, during the 1981-82 session, the proposal process would be repeated.

Dr. Peale commented on Item #4, dealing with the role of the Residence Hall staff. Dr. Greenwood stated that the faculty would be asked to join with the College community in looking at the quality of student life in general, including the qualifications of the present residence hall staff.

Report of the Admissions Staff. The members of the Admissions Staff made a presentation to the Board regarding the admissions program. (A copy of the information distributed in connection with this presentation is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix D - May 8, 1981.) Mr. Groneweg, the Director of Admissions, stated that the College had received 14% more applications this year compared with the same date last year. Applications from males are up 25% over last year. Admission was offered to 69% of those who applied.

He commented on the College Entrance Examination Board report that had been included as a part of the President's Report to the Board. He noted several points:

1. The data was obtained from 1,463, or 56%, of the nation's accredited colleges and universities.
2. The study shows that the admissions system is much more diverse, flexible, and considers the individual student more than is normally pictured.
3. Fifty-six per cent of the colleges said they admitted half or more of the applicants who met their admissions criteria.

4. Sixty per cent of the institutions reported that there was no single most important factor used in determining decisions regarding admissions.
5. About 55% of the institutions routinely consider test scores in admissions decisions. Forty per cent used test scores to develop a freshman class profile to help prospective students decide whether or not to apply.

Mr. Groneweg stated that it was not anticipated that there would be any changes in Longwood's admissions policies.

Other members of the Admissions Staff spoke regarding the work that is being done in terms of out-of-state and minority recruiting, Virginia's population projections, special off-campus programs pertaining to placement of graduates, and special programs held on-campus for prospective students.

Athletic Appointments. Dr. Greenwood announced that, after review of the recommendations received, Miss Carolyn Hodges had been named interim head of the athletic program. As Athletic Director, she will be in charge of men's and women's sports.

Miss Jane Miller will assume the position of basketball coach for women.

Mr. Cal Luther, of Murray State College, has been named head basketball coach.

Report of the Finance Committee. Mr. Andrews, Committee Chairman, stated that the Finance Committee had met the day before and he was pleased to report that the budget is in good condition with the exception of the fuel and utilities item. He said he thought there would be a deficit at the end of the year but until some additional funds can be put into the budget, it will not be known where the College stands or what the final figures will be. Additional funds from Richmond have been tentatively promised. Hopefully, these will come through and the deficit will be such that funds can be shifted and we will not have to go into the auxiliary enterprise reserve. He stated that the Committee would like to defer approval of the budget for 1981-82. The Committee will probably meet about the middle of June, he said, and he hoped after that, to make a report regarding the 1981-82 budget.

Mr. Robinson thanked the Finance Committee for its very diligent efforts during the past year.

Report of the Student Liaison Committee. Mrs. Davidson, Committee Chairman, stated that the Committee had a very constructive meeting the day before. The two main topics discussed were the College disciplinary process and the training of student leaders in relation to the disciplinary process.

Report of the Faculty Liaison Committee. The Committee Chairman, Mrs. Anfin, reported that her committee had met on Thursday with the President's Advisory Committee, including the two incoming members of the Committee. Dr. Tinnell asked for questions from the Committee and asked how his group could help the Faculty Liaison Committee. The Committee's response to Dr. Tinnell was that one way would be to provide an agenda in advance.

Dr. Greenwood indicated to the group her plans for faculty leaves, research, and honors. She also gave an update on the various plans that were beginning to take shape to provide for these.

The concerns expressed by the Advisory Committee were:

1. Dr. Greenwood's Schedule for Meeting with Faculty and Faculty Groups. It was noted that Dr. Greenwood had fulfilled 80% of the requests for meetings with her. She has been on a constricted time frame which will be alleviated when she comes to campus full time and there will be more time for meetings of this type.
2. Executive Sessions of the Board. Dr. McCombs noted that she had released one of her classes in order that the students could come and observe a Board meeting. They came to the Board meeting and then the Board went into executive session. She asked if somehow the Board could better schedule open sessions so that those who wanted to attend could.

The members of the Advisory Committee also expressed concern about what is discussed in executive sessions beyond the scope of the law. They were assured that the Board members were bound, by law, when in executive session to discuss only those things for which they go into executive session.

3. Maintenance of Buildings and Grounds. The appearance of the dormitories and classrooms were another area of concern. The Committee members felt that the students needed to be made aware of the fact that one of their responsibilities is to help keep the dormitories and grounds free of trash, etc., and to prevent vandalism. This is a cooperative effort of everyone concerned. One of the most positive things suggested was that there be a student spring clean-up day.
4. Dormitories. The members of the Advisory Committee indicated that order and quiet should be restored in the dormitories. They suggested the establishment of a quiet dorm as well as general quiet in the dorms. Also, there needs to be a reasonable amount of non-disturbance during class hours. Professors have experienced difficulty teaching because of noise, steros, etc.

An interest was also expressed in improving the resident advisory system, particularly in Cox and the Cunninghams.

Report of the Buildings and Grounds Committee. Mrs. Overstreet, the Committee Chairman, indicated that the Committee had met several months earlier to discuss the matter of the French pool. Since that time, Dr. Peele had done extensive work with the architects and with the building contractor. She stated that, after careful study of the matter, it was the recommendation of the Buildings and Grounds Committee that the Board approve an indoor-outdoor pool in French at a cost of approximately \$82,000. Mrs. West seconded the motion and it carried. (Mr. Andrews voted "no".)

Report of the Vice President for Academic Affairs. On motion made by Mrs. Davidson, and seconded by Mrs. Pretlow, the Board members approved the following recommendations of the Vice President for Academic Affairs:

1. The awarding of tenure to the following:

- a. Lt. Colonel (Retired) John E. Carr, III, Chairman of the Department of Business and Economics.
 - b. Mrs. Melinda Ingram Fowlkes, Assistant Professor of Home Economics.
 - c. Dr. William R. Harbour, Assistant Professor of Mathematics.
 - d. Dr. John Peale, Associate Professor of Philosophy.
 - e. Mr. William C. Woods, Assistant Professor of English (Journalism).
2. The granting of leaves of absence for the coming academic year(s) to the following:
- a. Dr. Anthony S. Maurice, Associate Professor of French.
 - b. Mrs. Mary J. Noblitt, Assistant Professor of Business.
 - c. Dr. Quentin Vest, Associate Professor of English.
3. The awarding of summer grants to the following:
- a. Mrs. Toy D. Dowdy, Assistant Professor in the Campus School - \$100.
 - b. Dr. Anita B. Ernouf, Professor of Foreign Languages - \$2,000.
 - c. Mr. Boyd M. Fisher, Assistant Director of Admissions - \$500.
 - d. Mr. Gary C. Groneweg, Director of Admissions - \$500.
 - e. Dr. Bette L. Harris, Assistant Professor of Physical Education - \$300.
 - f. Mr. Richard F. Measell, Instructor in Economics - \$550.
 - g. Mr. Nelson D. Neal, Assistant Professor of Physical Education (Dance) - \$300.
4. The awarding of grants-in-aid for the 1981-82 academic year:
- a. Mr. Boyd M. Fisher, Assistant Director of Admissions - \$250.
 - b. Miss Cecil M. Kidd, Assistant Professor and Director of the Campus School Library - \$250.
 - c. Mr. Nelson D. Neal, Assistant Professor of Physical Education (Dance) - \$250.

5. The awarding of faculty research grants to the following for 1981-82:
 - a. Dr. Patrick G. Barber, Associate Professor of Chemistry - \$350.
 - b. Mr. Frank M. Brasile, Assistant Professor and Program Director, Therapeutic Recreation - \$565.
 - c. Dr. James W. Crowl, Assistant Professor of History - \$400.
 - d. Dr. Donald A. Merkle, Assistant Professor of Biology - \$650.
 - e. Dr. Jung B. Ra, Associate Professor of Education - \$460.
 - f. Dr. Nancy H. Vick, Assistant Professor of Education and Director, Bureau of Teaching Materials - \$75.
 - g. Mrs. Phyllis G. Wacker, Associate Professor of Psychology - \$500.
6. The accepting of the following resignations:
 - a. Dr. Ralph P. Hundley, Director of Institutional Advancement, effective July 1, 1981.
 - b. Mrs. Cathy O. McCanless, Director of Music in the Campus School, effective at the end of the 1980-81 session.
 - c. Mr. Beverly S. Pankey, Instructor in Business, effective at the end of the 1980-81 session.
 - d. Dr. Jerry D. Cardwell, Associate Professor of Sociology and Chairman of the Department of Sociology and Anthropology, effective August 1, 1981.
 - e. Dr. Shirley M. O'Neil, Professor of Health and Physical Education, as Chairman of the Department of Health, Physical Education and Recreation, effective May 31, 1981.
6. The disability retirement of Miss Conway Betty Thompson, Assistant Professor of Art, effective April 1, 1981.
7. The appointing of Dr. Chester C. Ballard as Assistant Professor of Sociology, at a salary of \$16,000.
8. The salaries for the 1981 summer session faculty, including those involved with workshops, and the faculty and administrative staff salaries for 1981-82. (A copy of the "Confidential Report" which contains a listing of these salaries is filed with the Report of the President to the Board of Visitors as "Appendix A - May 8, 1981 - Addenda to Minutes of Meetings of the Board of Visitors".)

Salary Scale. The members of the Board, on motion made by Mrs. West, and seconded by Mr. Rust, approved the adopting of the following salary scale for 1981-82:

	<u>Minimum</u>	<u>Maximum</u>
Instructor	\$11,000	\$19,000
Assistant Professor	13,000	25,700
Associate Professor	18,000	33,000
Professor	22,000	41,800

This scale is based on 10-month equivalent salaries.

Alma Mater. On motion made by Mrs. West, and seconded by Mrs. Pretlow, the Board members approved the adopting of the proposed Alma Mater as the official College Alma Mater. (A copy of the Alma Mater is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix E - May 8, 1981.)

Report of the Vice President for Student Affairs and Dean of Students. In response to a question asked by Dr. Peale as to whether or not the counseling service was running smoothly, Dr. Salters indicated that it was. He stated that he was interested in the possibility of combining counseling and placement and to having a career counselor. He said he felt this would result in increased opportunity to get counseling advice and assistance.

Report of the Vice President for Finance:

1. State Auditor. Mr. Branscome stated that the exit interview with the State Auditor was held on April 16 and he expected the final report within the next two to three weeks. Copies of the audit reports will be sent directly to Board members from the State Auditor's Office. There were eleven items which the Auditor discussed. A tentative response to these items has been completed. Copies will be sent to the Board members, indicating action taken or anticipated. Mr. Branscome noted that of the eleven items, the necessary action had already been taken on nine.
2. Lancer Hall Construction Fee. Regarding this fee, Mr. Branscome indicated that this had been included in the fee structure for 1981-82 in order to begin repaying the revenue bonds for Lancer Hall. At the General Assembly session just passed, the State Treasurer was authorized to sell revenue bonds but he has indicated that these will not be sold until July 1. Mr. Branscome said he would like to recommend that the money received from the \$65.00 construction fee, as included in the fee schedule for 1981-82, be transferred to auxiliary enterprises so that it can be held toward the repayment of the Lancer Hall bonds at the appropriate time. If it remains in E&G, the money would revert to the State.

On motion made by Mrs. West, and seconded by Mrs. Anfin, the Board members approved Mr. Branscome's recommendation.

Presentation to Mr. Page. Dr. Willett presented to Mr. Page a gift in appreciation for his nine years of service to the College as a member of the Board of Visitors.

Recognition of Mr. John Clement. Mr. Robinson thanked Mr. Clement, reporter for the Richmond Times-Dispatch, for his outstanding and generous coverage of the Board's operations and in particular the selection of the new President of the College.

Faculty Representative to Sit with the Board. Dr. Wells stated that she was pleased to inform the Board that, as a result of action taken at its last meeting in which the request was made that the faculty representative to sit with the Board be elected by the general faculty, the election was held and Dr. John Peale had the general support of the majority of the faculty.

Mr. Page recognized that the Board members had earlier that day awarded tenure to Dr. Peale.

Inclusion of Search Procedures in Board Manual. The members of the Board on motion made by Mrs. Davidson, and seconded by Mrs. West, approved the including of the search procedures for a college president in the Board manual.

Executive Session. On motion made by Mrs. Davidson, and seconded by Mrs. West, the Board members approved going into executive session to discuss personnel and legal matters in accordance with Section 2.1-344(a)(b)(1)(6) of the Code of Virginia.

The Board reconvened in open session at 5:15 p.m.

Rank and Tenure for Dr. Greenwood. Mr. Robinson stated that, when Dr. Greenwood was appointed President on March 16, 1981, they overlooked including in the motion that she would be appointed with the rank of full professor with college-wide tenure.

The members of the Board, on motion made by Mr. Smyth, and seconded by Mrs. West, approved this action.

Proposed Changes in the By-laws. On motion made by Mrs. Pretlow, and seconded by Mr. Smyth, the Board members approved the following changes in the Board's by-laws:

1. Article II, Section 1: Change the portion which reads: "The officers shall be elected for one year, at the May meeting of the Board, and their terms of office shall commence immediately."

to

"The officers shall be elected for one year, at the May meeting of the Board, and their terms of office shall commence the following July 1."

2. Article III, Section 1: Change the portion which reads: "Other regular meetings of the Board shall be held on the first Thursday and Friday in November, March, and May of each calendar year."

to

"Other regular meetings of the Board shall be held on the first Thursday and Friday in November, February, and May of each calendar year."

Report of the Nominating Committee. Mr. Page, as Secretary of the Board, assumed the chair for the election of officers. Mrs. Pretlow, Chairman of the Nominating Committee, presented the following slate of officers for 1981-82: Rector, Mr. Rust; Vice Rector, Mrs. Davidson; Secretary, Mr. Andrews; At-large member of the Executive Committee, Mrs. Pretlow.

The members of the Board, on motion made by Miss Kampfmüller, and seconded by Mr. Smyth, approved the slate of officers presented by the Nominating Committee. (Voting "yes" were Mrs. Anfin, Miss Kampfmüller, Mrs. Pretlow, Mr. Robinson, Mr. Rust, Mr. Smyth; voting "no" were Mr. Andrews, Mrs. Davidson, and Mrs. West; abstaining, Mrs. Overstreet.

Next Meeting of the Board of Visitors. Mr. Robinson indicated that the next meeting of the Board would be held on July 16 and 17, 1981.

Remarks by Mrs. Anfin. Mrs. Anfin thanked the retiring members of the Board for the service they had rendered to the College.

The meeting was adjourned at 5:25 p.m.

Secretary

Appendix A - May 8, 1981

LONGWOOD COLLEGE
Farmville, VA 23901

Report of the President
to the
Board of Visitors

May 7-8, 1981

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OFFICE OF THE PRESIDENT

I. Proposed Policy Changes

A. Student Appeals

Appeals decisions of the Assistant to the Vice President for Student Affairs or the Disciplinary Hearing Committee must be made in writing to the Vice President for Student Affairs within 24 hours after receipt of the letter describing the final decision. The President of the College may exercise review authority over all separation decisions.

Approval of this proposal does not involve a change in the by-laws. It does involve a change on page 33 of the Student Handbook as quoted below whereby appeals in the past have been allowed to go as far as the Executive Committee of the Board of Visitors. A review of other State supported institutions reveals that student appeals to the Board at other institutions are very rare.

If a student wishes to note an appeal of the findings of the Administrative Committee, he may do so in writing to the President of the College. Appeals from his decisions may be made to the Executive Committee of the Board of Visitors through the appropriate channels for access to the Board as defined by the Board and published in the Handbook for Students.

B. Comprehensive Fee

No comprehensive fee will be charged for students enrolled in less than five (5) credit hours. For five (5) through eleven (11) hours, the comprehensive fee will be \$15.00 per credit hour.

C. Collection Policy for Student Accounts

See Attachment A

II. Items for Discussion

- A. State-wide energy costs and attendant budgetary problems.
- B. State-wide fee comparisons.
- C. Update on management report.

Respectfully submitted,

Janet D. Greenwood
President

April 29, 1981

Attachment A

POLICY ON COLLECTIONS OF STUDENT ACCOUNTS

Student accounts for tuition and fees must be paid in full or secured to the satisfaction of the Business Manager and Treasurer prior to completion of registration. An account may be secured in lieu of cash payment by any of the following methods:

1. Verification by Financial Aid that student has aid in process.
2. Signing over anticipated earnings for the semester from work study employment.
3. Completion of a deferred payment agreement by parent and student.
4. Verification in writing from outside agency that a scholarship or grant is in process.

If the account becomes delinquent due to default on any of the above categories, the following collection procedures will be implemented:

Collection Procedures

A. Business Office Accounts:

1. Upon an account becoming delinquent, a bill will be sent to both the home address and College address of the student for settlement within ten (10) days.
2. For a student who is currently enrolled, if settlement is not made within this specified period, the student will be notified of impending withdrawal from the College by the Vice President for Academic Affairs.
3. If settlement is not made immediately, withdrawal will be processed. Faculty members involved will be notified not to allow the student back in class without authorization from the Vice President for Academic Affairs.
4. For a student who is not currently enrolled, a letter will be sent to the student's current address and home address stating that the account will be turned over to a collection service if not paid within thirty (30) days.
5. The Registrar will be notified to flag and hold the student's transcripts.
6. The account will be listed with the Virginia Department of Taxation to be applied against any State income tax refund that the student may have in the future.
7. All accounts which are not settled within thirty (30) days from the end of the semester will be submitted to the collection agency with collection costs added to the account.

8. Accounts of \$500 and over which are returned to the College by the collection agency as uncollectible will be submitted to the College attorney to take the appropriate legal actions toward collection.
9. Accounts under \$500 which are returned to the College by the collection agency as uncollectible will be submitted to the College attorney to take the appropriate legal actions toward collection.
10. Accounts which are returned by the College attorney as uncollectible will be submitted to the Board for write-off under the same condition as indicated in #9.
11. Accounts of less than \$5.00 may be written off with the permission of the Vice President for Student Affairs without action of the Board of Visitors.

B. Student Loan Accounts

Collection Procedures

1. All loans which become 120 days delinquent will be submitted to the collection agency with collection costs added to the loan.
2. All short-term loans which are delinquent at the end of an academic year will be converted to long-term loan status with the same collection procedures applied.
3. The Registrar will be notified to flag and hold the student's transcripts.
4. The account will be listed with the Virginia Department of Taxation to be applied against any State income tax refund that the student may have in the future.
5. Accounts of \$500 and over which are returned to the College by the collection agency as uncollectible will be submitted to the College attorney to take the appropriate legal action toward collection.
6. Accounts under \$500 which are returned to the College by the collection agency as uncollectible will be submitted to the Board of Visitors to be written off when they have been in a delinquent status for two years.
7. Accounts which are returned by the College attorney as uncollectible will be submitted to the Board of Visitors for write-off as indicated in #6.

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS
AND DEAN OF THE COLLEGE

I. Tenure

The following five faculty members are recommended to the Board of Visitors for tenure, having fulfilled the requirements for same as stipulated by the College, and as described for each candidate:

A. Lt. Col. John E. Carr, III, Chairman of the Department of Business and Economics

1. Lt. Col. Carr has attained the rank of Professor of Business
2. Lt. Col. Carr has obtained the M.B.A. degree (Syracuse University) which is the recognized terminal degree in his field.
3. Lt. Col. Carr has completed five years, as of May 1981, as a full time faculty member at Longwood College
4. Lt. Col. Carr has demonstrated effectiveness as a teacher both to peers who have observed his teaching and through student evaluations.
5. Lt. Col. Carr has given evidence of scholarly growth through membership in professional organizations, attendance at professional meetings, and delivery of workshops. See attached resume.
6. Lt. Col. Carr is active in the community in areas ranging from political activity to humane and community service projects. He is an active committee member at the college. See attached resume.

PROFESSIONAL RESUME

Name John E. Carr III Date April 2, 1980
 Department Business and Economics Date Appointed 9/1/74
 Rank at appointment Professor Present Rank Professor

I. Educational Data

A. Academic Preparation

	<u>Institution</u>	<u>Area of Study</u>	<u>Dates</u>	<u>Degree</u>
1.	<u>The Citadel</u>	<u>Civil Engr.</u>	<u>8/42-2/43</u>	<u>15 credits</u>
2.	<u>U. of Cincinnati</u>	<u>Civil Engr.</u>	<u>7/43-3/44</u>	<u>30 credits</u>
3.	<u>The Citadel</u>	<u>Commerce</u>	<u>3/46-9/48</u>	<u>BS in Commerce</u>
4.	<u>Syracuse University</u>	<u>Bus. Admin.</u>	<u>7/59-7/60</u>	<u>M.B.A.</u>

B. Title - Master's Thesis "Motivation - An Essential Management Tool".

C. Title - Doctoral Dissertation _____

D. Academic Employment (begin with most recent)

	<u>Institution</u>	<u>Position</u>	<u>Dates</u>
1.	<u>Longwood College</u>	<u>Chairman & Professor of Bus.</u>	<u>2/78-to date</u>
2.	<u>Longwood College</u>	<u>Acting Chairman & Prof. of Bus.</u>	<u>8/77-2/78</u>
3.	<u>Longwood College</u>	<u>Professor of Business</u>	<u>1/76-8/77</u>
4.	<u>Longwood College</u>	<u>Professor of Business</u>	<u>9/74-1/76 adjunct</u>
5.	<u>Longwood College</u>	<u>Vice President for Administration</u>	<u>7/69-8/74</u>
6.	<u>Longwood College</u>	<u>Associate Professor</u>	<u>2/68-6/69</u>
7.	<u>The Citadel</u>	<u>Assistant Professor of Military Science</u>	<u>9/55-6/57</u>

E. Academic Degree Programs or Special Courses of Study in Progress

Institution _____
 Degree of Competence Sought _____
 Present Status _____
 Expected Completion Date (Terminal Degrees) _____

F. Professional Licenses Granting Agency Date Number or Certificates

1. _____
2. _____
3. _____

G. Honors, Biographical Listings, Honorary Societies: (give year)

"Personalities of the South" 1971Who's Who in Finance and Industry 1980

H. Membership in Learned Societies or Professional Memberships: (give year)

1975 - 76

Member, National Society of Public AccountantsMember, Association of Government AccountantsMember, American Institute of Certified Public AccountantsCharter Member, Association of Syracuse Comptrollers

1976 - 77

Member, National Society of Public AccountantsMember, Association of Government AccountantsMember, American Institute of Certified Public AccountantsCharter Member, Association of Syracuse Comptrollers

1977 - 78

Member, National Society of Public AccountantsMember, Association of Government AccountantsCharter Member, Association of Syracuse ComptrollersMember, Southern Business Administration AssociationMember, American Accounting AssociationMember, Southern Finance AssociationMember, Virginia Business Education Association

1978 - 79

Member, National Society of Public AccountantsMember, Association of Government AccountantsCharter Member, Association of Syracuse ComptrollersMember, Southern Business Administration AssociationMember, American Accounting AssociationMember, Southern Finance AssociationMember, Virginia Business Education Association

1979 - 80

Member, National Society of Public AccountantsMember, Association of Government AccountantsCharter Member, Association of Syracuse ComptrollersMember, Southern Business Administration AssociationMember, National Taxpayers UnionMember, Southern Finance AssociationMember, Virginia Business Education Association

1980 - 81

Member, National Society of Public AccountantsMember, Association of Government AccountantsCharter Member, Association of Syracuse ComptrollersMember, Southern Business Administration AssociationMember, National Taxpayers UnionMember, Southern Finance AssociationMember, Virginia Business Education Association

I. Related Experience or Employment

<u>Employer</u>	<u>Position</u>	<u>Dates</u>
1. U. S. Army, Hq. Europe	Comptroller	1962 - 64
2. Hq., Dept. of the Army	Personnel Management Officer	1965 - 66
3. Longwood College	Business Manager & Treasurer	1966 - 68
4. Longwood College Foundation, Inc.	Secretary-Treasurer	1966 - 68
5. Longwood College Foundation, Inc.	Member, Board of Directors	1966 - 68
6. Own and operate, Falkland Farm, Private Investments		1966 - 68
7. Longwood College	Vice President for Administration	1968 - 70
8. Longwood College Foundation, Inc.	Secretary-Treasurer	1968 - 70
9. Longwood College Foundation, Inc.	Member Board of Directors	1968 - 70
10. Farmville Chamber of Commerce	Vice President	1968 - 70
11. Own and operate, Falkland Farm, Private Investments		1968 - 70
12. Longwood College	Vice President for Administration	1970 - 74
13. Longwood College Foundation, Inc.	Secretary-Treasurer	1970 - 74
14. Longwood College Foundation, Inc.	Member Board of Directors	1970 - 74
15. Longwood College Foundation, Inc.	Chairman, Investment Committee, Board of Directors	1970 - 74
16. First National Bank of Farmville	Member Board of Directors	1970 - 74
17. First National Bank of Farmville	Member Trust Committee Board of Directors	1970 - 74
18. First National Bank of Farmville	Member, Branch Bank Committee Board of Directors	1970 - 74
19. Own and Operate, Falkland Farm		1970 - 74
20. Private Investments		1970 - 74
21. Longwood College Foundation, Inc.	Member, Board of Directors	1974 - 75
22. Longwood College Foundation, Inc.	Chairman, Investments Committee Board of Directors	1974 - 75
23. First National Bank of Farmville	Director, Board of Directors	1974 - 75
24. First National Bank of Farmville	Member, Trust Committee Board of Directors	1974 - 75

25. First National Bank of Farmville, Member, Branch Bank Committee
Board of Directors 1974 - 75
26. Own and operate, Falkland Farm 1974 - 75
27. Private Investments 1974 - 75
28. Longwood College Foundation, Inc., Member Board of Directors 1975 - to date
29. Longwood College Foundation, Inc., Chairman, Finance Committee
Board of Directors 1975 - to date
30. First National Bank of Farmville, Director, Board of Directors 1975-to date
31. First National Bank of Farmville, Chairman, Audit Committee
Board of Directors 1975 - to date
32. Public Accountant, Auditing and Tax Services 1975 - to date
33. Financial Advisor 1975 - to date
34. Own and operate, Falkland Farm 1975 - to date
35. Private Investments 1975 - to date

Professional Growth

A. Responsibilities in Formation of Academic Policy (give year)

1. Department Chairman - 1977 to date
2. College Academic Policies Committee 1977 to date
3. State
4. Regional 1977 and 1978 Southern Business Administration Association
Workshops on "Managing the School of Business" (Included curriculum de-
velopment and policy direction).
5. National/International

B. Awards and others: (give dates)

- C. Travel (Purposes of Professional Growth, give year) 1976 - Attended, Asso-
ciation of Government Accountants 2 day Seminar in Washington, D.C. on "The
Federal Budget Process".
- 1977 - Attended, Southern Business Administration Association, 2 day work-
shop at VCU in Richmond on "Managing the School of Business".
- 1978 - Participant in 3 day conference at the Practicing Law Institute in
New York City on "The Emerging Corporate Audit Committee." Attended, South-
ern Business Administration Association 2 day workshop at VCU in Richmond
on "Managing the School of Business." Attended 3 day Annual meeting of the
Southern Finance Association in Washington, D.C. Attended one day seminar

on "Principles of Real Estate" sponsored by the Virginia Real Estate Board in Richmond. Attended one day seminar on "External and Internal Auditing" sponsored by the Virginia Bankers Association in Richmond. Attended the College of William and Mary Annual Tax Conference in Williamsburg, VA.

1979 - Attended three day Annual Meeting of the Southern Finance Association in Atlanta, Georgia. Attended one day seminar on Stocks and Bonds in Richmond sponsored by Paine, Webber, Inc. Attended the College of William and Mary Annual Tax Conference in Williamsburg, Virginia. Participant in one day workshop in Norfolk, Virginia with A. Lee Rawlings, CPA's on "Capital Leases vs. Purchase; Tax Saving through Depreciation and Investment Tax Credits."

1980 (Planned) - Three day Annual Meeting of the Southern Finance Association in Washington, D.C. The College of William and Mary Annual Tax Conference in Williamsburg, Virginia. One day workshop in Norfolk, Virginia with A. Lee Rawlings, CPA's on "The Opinion Audit."

- D. Attendance at Convention, Conference, etc.: (give year) *One day conference on April 25, 1981 in Lynchburg - State-wide Social Security Administration sponsored program.*

III. Applied Scholarship (give year)

- A. Research (1) "The Employee Retirement Income Security Act and Its Effect on a Banking Institution and Employees." Result of research - First National Bank of Farmville made significant changes to its Employees Pension Plan Agreement with Manufacturer's Hanover Trust Company of New York City. (1976)
- (2) "Capital Leasing vs. Purchase - Cash Flow and Tax Implications." Result of research - First National Bank has leased \$188,000 of new computer equipment realizing significant savings in lieu of outright purchase of equipment. (1980).
- B. Publications (1) Case Study for Advanced Accounting students at Longwood (taken from research in Paragraph III A2 above. (1980).
- (2) Article for Longwood College Alumni Association magazine in 1979 - distribution - 11,000 copies.
- (3) Personal Finance Workbook (14 Chapters) - in progress.
- C. Contributions to the Arts

IV. Service to the College Community/Local Community: (give year)

1966 - 68

- a. College Business Manager and Treasurer
- b. Staff responsibility for completion of construction of Jeffers Auditorium and McCorkle Wing of Natural Science building and the Student Activities Building.
- c. Staff responsibility for renovation of Ruffner Hall and French Hall.
- d. Secretary-Treasurer, Longwood College Foundation, Inc.
- e. Member, Farmville Chamber of Commerce.
- f. Member, Farmville Lion's Club.
- g. Director, Board of Directors, Bush River Watershed Project Association.

1968 - 74

- a. Vice-President for Administration - College
- b. Staff responsibility for planning and construction of Wynne Campus School, Curry and Frazier Dormitories, Home Economics, Art and Music buildings.
- c. Secretary-Treasurer, Longwood College Foundation, Inc.
- d. Treasurer, Prince Edward Humane Society
- e. Member and Director, Farmville Lion's Club
- f. Vice-President, Farmville Chamber of Commerce.
- g. Director, Board of Directors, Bush River Watershed Project Association.

1974 - 75

- a. Board of Directors, Longwood College Foundation, Inc.
- b. Director, Bush River Watershed Project Association
- c. Speech to Senior Class, "Contracts, Income and Consumerism".

1975 - 76

- a. Board of Directors, Longwood College Foundation, Inc.
- b. Judge - Longwood College Forensics
- c. Patron ZTA sorority.
- d. Auditor, Miss Longwood Contest.
- e. Auditor, Longwood College Alumni Association.
- f. Speech to Senior Class, "Contracts, Income and Consumerism".
- g. Speech at Wesley Foundation, "Family Budgeting".

1976 - 77

- a. Board of Directors, Longwood College Foundation, Inc.
- b. Judge - Longwood College Forensics.

- c. Patron - ZTA sorority.
- d. Auditor, Longwood College Alumni Association.
- e. Speech to Senior Class, "Contracts, Income and Consumerism".

1977 - 78

- a. Judge, Regional Future Business Leaders of America Competition.
- b. Board of Directors, Longwood College Foundation, Inc.
- c. Auditor, Longwood College Alumni Association.
- d. Speech to Senior Class, "Contracts, Income and Consumerism".
- e. College Academic Policies Committee.
- f. College Promotion and Tenure Committee.
- g. Speech at Wesley Foundation, "Family Budgeting."
- h. Member, Prince Edward County Republican Party.
- i. Member, National Advisory Board, American Security Council.

1978 - 79

- a. Judge, Regional Future Business Leaders of America Competition.
- b. Board of Directors, Longwood College Foundation Inc.
- c. Auditor, Longwood College Alumni Association.
- d. Speech to Senior Class, "Contracts, Income and Consumerism."
- e. College Academic Policies Committee.
- f. College Promotion and Tenure Committee.
- g. Speech to the Board of Visitors, "The Department of Business and Economics."
- h. Member, Prince Edward County Republican Party.
- i. Member, Republican National Committee.
- j. Member, United States Senatorial Club.
- k. Member, National Advisory Board, American Security Council.
- l. Member, Virginia Governmental Employees Association.
- m. Member, Farmville Lion's Club.

1979 - 80

- a. Judge, Regional Future Business Leaders of America Competition.
- b. Board of Directors, Longood College Foundation, Inc.
- c. Auditor, Longwood College Alumni Association.
- d. Speech to Senior Class, "Contracts, Income and Consumerism."
- e. College Academic Policies Committee.
- f. Chairman, College Promotion Review Board.
- g. Speech to Rocky Mount, Virginia Alumni and business executives.

- h. Speech to Longwood College Alumni Spring Council.
- i. Speech to Faculty Liaison Committee, Board of Visitors, "The Department of Business and Economics."
- j. Member, Prince Edward County Republican Party.
- k. Member, Republican National Committee.
- l. Member, United States Senatorial Club.
- m. Member, National Advisory Board, American Security Council.
- n. Member, Virginia Governmental Employees Association.
- o. Member, Farmville Lion's Club.

1980 - 81

- a. Board of Directors, Longwood College Foundation, Inc.
- b. Auditor, Longwood College Alumni Association.
- c. College Academic Policies Committee.
- d. President's Faculty Advisory Committee
- e. Member, Prince Edward County Republican Party, *Treasurer*
- f. Member, Republican National Committee.
- g. Member, United States Senatorial Club.
- h. Member, National Advisory Board, American Security Council.
- i. Member, Virginia Governmental Employees Association.
- j. Member, Farmville Lion's Club.

V. Other Information

A. Semester Credit Hours Developed

<u>Year</u>	<u>Semester</u>	<u>Credit Hours Developed</u>	<u>Faculty FTE*</u>
1974-75 (Adjunct)	Fall (1/2 load)	168	.62
	Spring (3/4 load)	210	.78
1975-76 (Adjunct-Fall)	Fall (3/4 load)	222	.82
	Spring	417	1.54
1976-77	Fall	336	1.24
	Spring	409	1.51
1977-78 (Chairman)	Fall (3/4 load)	285	1.06
	Spring (3/4 load)	378	1.40
1978-79 (Chairman)	Fall (3/4 load)	311	1.15
	Spring (3/4 load)	342	1.27
1979-80 (Chairman)	Fall (3/4 load)	279	1.03
	Spring (3/4 load)	234	.87

*Dept. of Bus. & Econ. 270 Semester Credit Hours = 1 FTE Faculty

B. Courses taught:

Bus. 241 - Elementary Accounting

Bus. 242 - Elementary Accounting

Bus. 257 - Personnel Administration

Bus. 436 - Office Administration

Bus. 325 - Cost Accounting

Bus. 326 - Government Accounting

Bus. 455 - Personal Finance

B. Mrs. Melinda Ingram Fowlkes

1. Mrs. Fowlkes has attained the rank of Assistant Professor of ~~Home~~ Economics
2. She has obtained the recognized terminal degree in her field, the M.Ed. degree (University of Georgia) in Home Economics Education, with an emphasis on Clothing and Textiles. In addition, she has completed two quarters of work at Florida State University toward her Ph.D. degree.
3. Mrs. Fowlkes has completed five years, as of May 1981, as a full time faculty member at Longwood College.
4. Mrs. Fowlkes has been judged to be an effective classroom teacher by her peers. She is quite versatile, handling with ease twelve different courses in clothing and textiles for the institution.
5. Mrs. Fowlkes' resume attests to her scholarly growth. She serves as the director for the "Make It Yourself with Wool Contest" held annually at Longwood College. She serves as treasurer for the central region of the Virginia Home Economics Association.
6. Mrs. Fowlkes is an active contributor to the College and student life. She serves as adviser to the home economics student professional organization, adviser to a sorority, and has served as a speaker to several student groups,

PROFESSIONAL RESUME FOR TENURE REVIEW

1. DATE: December 11, 1980
2. NAME: Melinda Ingram Fowlkes
3. ACADEMIC RANK: Assistant Professor
4. DEPARTMENT: Home Economics
5. DATE OF EMPLOYMENT AT LONGWOOD COLLEGE: August 1976
6. DATE OF PART-TIME EMPLOYMENT AT LONGWOOD COLLEGE: None
7. DATE OF LEAVE OF ABSENCE FROM EMPLOYMENT AT LONGWOOD COLLEGE: None
8. EDUCATIONAL DATA: (in chronological order)

<u>UNIVERSITY</u>	<u>DEGREE</u>	<u>DATE</u>	<u>AREA OF STUDY</u>
University of Georgia	BSHE	June 1971-Dec. 1974	Home Economics Education
University of Georgia	MEd.	June 1975-July 1976	Home Economics Education Emphasis in Clothing and Textiles
Florida State University	PhD	Completed two quarters work: Summers - 1978 & 1979	Clothing and Textiles

9. TEACHING EXPERIENCE: (in chronological order)

<u>INSTITUTION</u>	<u>POSITION</u>	<u>DATES</u>
Crisp County School System	Fourth Grade Teacher	Jan. 1975- Apr. 1975
University of Georgia	Graduate Assistant	Sept. 1975-June 1976

10. RELATED PROFESSIONAL EXPERIENCE: (in chronological order)

<u>LOCATION</u>	<u>POSITION</u>	<u>DATES</u>
Belk Matthews	Clerk/Cashier/Secretary	June 1970 - Jan. 1975 Summer and Christmas Work

(This work experience has been a real asset in teaching Fashion Merchandising classes).

11. PROFESSIONAL MEMBERSHIPS:

- a. American Home Economics Association Feb. 1977 - present
- b. Virginia Home Economics Association Feb. 1977 - present
 Attended the State Conference in 1977, 1978, and 1979.
 Worked on the Steering Committee in establishing the work of the Central Region of the VHEA. Served as the Secretary/Treasurer for the Central Region from 1978 to present.
 Attended the Central Region Workshop in 1978, 1979, and 1980.
 In 1979 the meeting was held at Longwood College. I served as local arrangements chairman.
- c. Association of College Professors of Textiles and Clothing
 May 1978 - present
 Attended the Eastern Region Conference in Washington, D.C. in 1978.
- d. American Association of Textile Chemists and Colorists
 Sept. 1978 - present
- e. Fashion Associates Sept. 1978 - Mar. 1980
- f. Phi Kappa Phi Apr. 1979 - present

12. OTHER SIGNIFICANT MEMBERSHIPS:

- a. Alpha Delta Pi - Chapter Advisor for this social sorority at Longwood College - 1978, 1979, and 1980.

13. PROFESSIONAL RESPONSIBILITIES:**a. COLLEGE/DATES****(1) Committee Work**

English Proficiency Committee 1976 - present
Admissions Committee 1979 - present
Promotion and Tenure Committee 1980 - 1981

(2) Curriculum Changes

Introduced a new course - Consumer Apparel 120 -
Approved October 1978. (Course Outline is available
upon request).

Developed an internship for students concentrating in
Clothing and Textiles and Fashion Merchandising - Field
Experience in Clothing or Textiles Industry 428 - Approved
Spring 1979. (Course proposal is available upon request).
Some of the research done in developing this field experi-
ence included attending an Internship Workshop in Richmond
in 1978, visiting the directors for the Junior Executive
Program at Thalhimers and Miller and Rhodes in Richmond,
talking with the Personnel Director for Leggetts, writing
other colleges and universities for information on their
programs, and talking with college supervisors for the
program at several universities and colleges.

Also introduced two new courses - Fashion Analysis 320
and Fashion Merchandising Fundamentals 321 - Approved
Spring 1979. (Course proposals are available upon request).

b. DEPARTMENT/DATES**(1) Committee Work**

Curriculum Committee 1976-77, 1977-78, Chairman 1979-80

Building and Equipment Committee 1976-77, 1977-78, 1978-79

Publicity Committee 1977-78, 1978-79, 1979-80

Library Committee 1978-79, 1979-80

Promotion Committee 1977-78, Alternate 1978-79, 1979-80

Tenure Committee (non-voting member) 1977-78

Search Committee for Home Economics Chairperson 1976-78

(2) Curriculum Changes

Revised requirements for attaining an emphasis in Clothing and Textiles and Fashion Merchandising in Spring 1978. Have continued to try to open-up the general education requirements in the Home Economics Department.

(3) Classes taught at Longwood College

Consumer Apparel 120

Clothing Selection and Construction 127

Textiles 128

Family Clothing 222

Fashion Apparel Fundamentals 323

Advanced Textiles 324

Creative Pattern Construction and Revision 325

Home Furnishings 348

Tailoring 424

Field Experience in Clothing or Textiles Industry 428

Presentation Techniques 432

Interior Decorating Workshop 446

(4) Class Field Trips**(a) Textiles -**

Burlington Glass Fabrics and Klopman Mills in Altavista, Virginia - Spring 1977 and 1978.

Institute of Textile Technology in Charlottesville, Virginia - Spring 1980.

(b) Advanced Textiles -

Burlington Men's Wear in South Boston and Burlington Knitting Mill in South Hill - Fall 1977.

Institute of Textile Technology in Charlottesville, Virginia - Spring 1980.

(c) Home Furnishings -

Historic area of Colonial Williamsburg, Virginia - Spring 1978.

Tour of the Longwood College Alumni House each year.

Floor Shop in Farmville - Spring 1980.

(d) Interior Decorating Workshop -

Oak Grove Cabinet Shop - Spring 1978 and 1980.

(e) Fashion Apparel Fundamentals -

Belk Store Services in Charlotte, North Carolina - Fall 1978.

Belk Store Services, Carolina Trade Mart, and Mint Museum (Twentieth Century Costume Display) in Charlotte, North Carolina - Fall 1980.

(f) Presentation Techniques -

Roanoke Television Station - Spring 1977.

(5) Student Advising

Advise approximately twenty-five majors.

Faculty advisor for the Student Member Section of the Virginia Home Economics Association - 1976 - present

Accompanied students to workshops at these colleges and universities:

- a. Bridgewater College Fall 1976
- b. Virginia Polytechnic Institute and State University Winter 1977
- c. Virginia State University Fall 1977
- d. Radford College Winter 1978
- e. Virginia Polytechnic Institute and State University Fall 1978
- f. Longwood College Winter 1979
- g. James Madison University Fall 1979
- h. Hampton Institute Fall 1980

(6) Development of Visual Aids

During the school terms of 1978-79 and 1979-80, I began to make slides to use in teaching the Home Furnishings class. The series now includes over a hundred slides. (Slides available upon request.)

This interest in creating visual aids led me to purchase a quality camera and to take Basic Photography in the 1980 summer school at Longwood College. It is my intent to develop slide presentations to be used in other courses as well as to develop presentations to be used outside of class.

In the fall of 1980 I implemented an idea for a new project in several of my classes. This project incorporated my knowledge of photography as well as clothing. The information on this project is included under item fourteen - Significant Research and Publications of this resume.

c. STATE/DATES

(1) Director for the "Make It Yourself With Wool Contest".

This is a nationally sponsored contest. The state contest was held at Longwood College in 1977, 1978, 1979, and 1980, and the regional contest (5 state area) was held at Longwood College in 1978. I have worked closely with this group and with Marilyn Osborn in planning this contest each year. I served as a judge for the competition in 1977, 1978, and 1979. Some of the Virginia contestants have been fortunate enough to win the state and regional competition and to compete on the national level.

(2) Secretary - Treasurer for the Central Region of the Virginia Home Economics Association 1978 - present

14. SIGNIFICANT RESEARCH AND PUBLICATIONS/DATES

- (1) For my Master's degree I chose a research project in lieu of taking a five credit class. This research project was done in 1976. The project was titled "An Analysis of Two Evaluation Devices Used in Grading Garment Construction". It entailed researching methods of evaluation used in grading garment construction. From this information, two evaluation devices were developed - a rating scale and a scorecard.

These evaluation devices were used in several classes at the University of Georgia. The students evaluated their own garment using both the scorecard and the rating scale. Using a questionnaire each student concluded which evaluation device was more effective. From this information conclusions were drawn on how the evaluation devices could be improved.

- (2) In the fall of 1980 I incorporated my knowledge of photography into two of my courses. This research project consisted of making an 8" X 10" black and white print of each student modeling a body suit, leotard, or bathing suit. Each student was then asked to design garments for her individual figure as outlined in the photograph. These garments had to include thirty-six specific design details. Then she evaluated the visual effects these outfits had on her figure. This project was successful in assisting students to visualize the optical illusions that color, line, and form can have on her figure. In addition it taught them the name of specific design details such as raglan sleeves, kimono sleeves, and dolman sleeves.

15. AWARDS AND OTHER/DATES

1979 - Received a grant from Longwood College for summer study at Florida State University.

Phi Kappa Phi 1979

16. OTHER - Student evaluations are available upon request.

C. Dr. William R. Harbour

1. Dr. Harbour has attained the rank of Assistant Professor.
2. Dr. Harbour has obtained the terminal degree in his field, the Ph.D. degree (Indiana University) in Political Science.
3. Dr. Harbour has completed five years, as of May 1981, as a full time faculty member at Longwood College.
4. Dr. Harbour is an extremely effective teacher, judged by his peers to be "first-rate". Exceptional student evaluations attest to the high esteem he enjoys from those in his classroom.
5. Dr. Harbour's scholarly growth is manifested in his preparation of two works for publication: "The Foundations of Conservative Thought" and "Friedrich Nietzsche and Modern Political Theory". Please refer to resume.
6. Dr. Harbour is an active and responsible member of College committees. Please refer to resume.

PROFESSIONAL RESUME

Date: September 30, 1980

Name: Dr. William R. Harbour

Academic Rank: Assistant Professor

Department: History and Government

Date of Employment at Longwood College: August 1, 1976

Date of Leave of Absence from Employment at Longwood College: None

Educational Data:

University of Arizona	B.A.	June, 1970	Government & Philosophy
Indiana University	M.A.	August, 1972	Political Science
Indiana University	Ph.D.	August, 1976	Political Science

Teaching Experience:

Indiana University, Associate Instructor, 1973-74
 Indiana University, Associate Instructor, 1974-75
 Indiana University-Purdue University, Associate Faculty Member, 1975-76
 Butler University, Part-time Lecturer, Summer 1976
 Longwood College, Assistant Professor, 1976 to present

Related Professional Experiences: None

Professional Membership:

American Political Science Association, Spring 1980
 Center for the Study of the Presidency, Spring 1980

Other Significant Membership: None

Professional Responsibilities:

College:

Parliamentarian of General Faculty, 1978
 Colloquium Committee, 1978-79; 1979-80
 Council for Research on Human Subjects, 1979-80; 1980-81
 Institutional Research Committee, 1980-81
 Committee to Study Tutoring Program, 1980-81
 Longwood College Council, 1980-81
 Chairman of the Bylaws Committee for the Organization of the Teaching Faculty, 1980
 Vice President of the Organization of the Teaching Faculty, 1980-81
 Executive Committee of the Organization of the Teaching Faculty, 1980-81
 Committee on Committees of the Organization of the Teaching Faculty, 1980-81
 Adviser, Pi Gamma Mu, 1978-80

Department:

Curriculum Committee, 1976

State:

Longwood Representative to the Faculty Senate of Virginia, 1980-81

Significant Research:

Revision of dissertation, The Foundations of Conservative Thought
and submitted for publication

Longwood College Faculty Colloquium Lecture, "Friedrich Nietzsche
and Modern Political Theory" April, 1980

Revision of Longwood College Faculty Colloquium Lecture, "Friedrich
Nietzsche and Modern Political Theory" and submitted for
publication to the American Political Science Association

D. Dr. John S. Peale

1. Dr. Peale has attained the rank of Associate Professor of Philosophy.
2. He has obtained the terminal degree in his field, holding the Ph.D. degree from the University of North Carolina.
3. Dr. Peale has completed five years of full time teaching at Longwood College as of May 1981.
4. Dr. Peale is a fine teacher. Student evaluations indicate he is a respected, articulate teacher.
5. He is active as a scholar in attendance at state, regional, and national professional meetings. He has completed a manuscript for a textbook on Biblical Themes which is under consideration for publication.
6. Dr. Peale's contribution to College life is active. A summary of his work may be found in his professional resume.

Professional ResumeFor: John S. Peale, Tenure Candidate, 1980 - 81

1. Date: Sept. 15, 1980
2. Name: John Stafford Peale
3. Academic Rank: Associate Professor
4. Department: Department of English, Philosophy and Foreign Languages
5. Date of Employment at Longwood College: Fall 1976
6. Part Time Employment at Longwood: none
7. Leaves of Absence at Longwood: none
8. Educational Data:

Washington and Lee University, B.A., 1958, Philosophy
 Boston University, M.A., 1961, Philosophy
 Union Theological Seminary (NYC), M. Div., 1963, Theology
 University of North Carolina, Ph.D., 1974, Philosophy

9. Teaching Experience:

Elmhurst College, Elmhurst Ill., Assistant Professor of Philosophy, 1965 - 68
 University of North Carolina, Teaching Assistant, 1969 - 71
 Stratford College, Danville, Va., Assistant Professor of Philosophy, Director
 of Humanities Program, 1971 - 74
 Randolph-Macon Woman's College, Assistant Professor of Philosophy, 1974-75
 Ferrum College, Ferrum, Va., Assistant Professor of Philosophy, 1975 - 76
 Longwood College, Assistant Professor of Philosophy, 1976 - 78; Associate
 Professor of Philosophy, 1979 -

10. Related Professional Experiences:

I am an ordained Minister in the Reformed Church of America (Dutch Reformed).
 I have served as Minister prior to my regular teaching duties, most recently
 as interim Minister of the Church of Reconciliation, Chapel Hill, N.C.,
 1969 - 70. Occasionally, I preach in local Churches. Our family has member-
 ships in the College Church, Hampden-Sydney, Va.

11. Professional Memberships:

Virginia Philosophical Association, 1972 -
 American Philosophical Association, 1971 -
 Southern Society for Philosophy and Psychology, 1976 -

12. Other Significant Memberships:

Member, Classis of New York, Reformed Church in America
 Member, Prince Edward County Democratic Committee

13. Professional Responsibilities:

a. College

Admissions Committee, 1978 -
 Longwood Scholars Review Board, 1979 -
 President's Advisory Committee, 1979 - 1982
 Judicial Board Advisor, Spring 1973 - December 1979
 Appeals Board, Judicial Cases, 1980 -
 Student Activities Fees Committee, 1978 - 79
 Longwood College Council, 1979 - 80
 AAUP, 1976 -; Institution Committee Chairman, 1977 - 78; Vice-President,
 1980 - 81

b. Department

Harvest, 1978 -
 Curriculum Coordinator, Religious Studies, 1976 - 1978
 Responsible for the development of a Major in Philosophy, 1978 -
 (with Helen Savage)

c.

c. State

Representation of Discipline of Philosophy at state-wide conference
 on the teaching of Philosophy and other disciplines, sponsored by
 the University Center, Fall, 1977

Committee of student papers of the Virginia Philosophical Society, 1977

14. Significant Research and Publications:

Ph.D. Dissertation: "The Theory of Belief," University of North Carolina, 1974

M.A. Thesis: "The Mystical Approach to Reality in St. John of the Cross
 and Ramakrishna," Boston University, 1961

M.Div. Thesis: "Whitehead's Philosophy of Language," Union Theological
 Seminary, 1963

Papers read at the meetings of the Southern Society for Philosophy
 and Psychology:

April 1977, Nashville, Tenn.: "Belief, Intentionality and Propositional
 Content,"

April 1979, Norfolk Va.,: "Believers."

Faculty Colloquium Lecture, "God in Christ: An Historicist Perspective on
 the Bible," Longwood College, Jan, 1978

Paper read before the Seminar in the Department of English and Philosophy,
 "Revisiting the Ghost in the Machine," Jan. 1979

I have written a text for my course Religious Studies 250: Themes in Biblical Literature. The first edition was completed in August 1978. It was published by the Department of English and Philosophy and was used as "a manual for use by students" in the class. The second edition, completed in August 1980, has become a book. I am currently sending the manuscript out for criticism, and, following some further revision, for publication. The title: Biblical Christianity: An Historicist Perspective.

15. Awards and Other:

National Endowment for the Humanities, Summer Seminar in Philosophy at Brown University, Summer 1976. Topic: "The Self in Recent Philosophy."

Faculty Recognition Award at Longwood graduation, May 18, 1980, inscribed as follows: "In recognition of professional excellence and devoted service to students."

Faculty Representative to Board of Visitors, elected for May and August 1980 meetings. The Organization of the Teaching Faculty will elect a continuing Faculty Representative at its next regular meeting.

Faculty Representative to interview finalists for the position of Vice-President of Student Affairs, Summer, 1980.

Nominated for the presidency of Alma College, Alma, Michigan.

Nominated for the position of Dean of Arts and Sciences at Mercer University, Macon, Ga.

Addenda

I organized and lectured in the "Seminar on Sexual Morality, Nov. 19, 1979. My lecture was entitled "The Search for Ethical Principles in Sexual Morality"

I presented a lecture in the "Seminar on the Sense of the Sacred" held Sept. 30, 1980. My lecture was entitled "The Structure and Importance of Religious Experience."

I was selected by the Search Committee of the Board of Visitors as a member of the Screening Committee, helping to select a new President of Longwood College.

My book, Biblical Christianity: An Historicist Perspective, is now being reviewed by a publishing company.

E. Mr. William C. Woods

1. Mr. Woods has attained the rank of Assistant Professor of English (Journalism).
2. Mr. Woods holds the M.A. degree from Johns Hopkins University. An analysis of the work performed for this degree was conducted by his department, and upon their recommendation, it has been declared to be equivalent to the M.F.A. degree, which is the recognized terminal degree in his field (creative writing). See attached.
3. Mr. Woods has completed five years of full time teaching at Longwood College as of May 1981.
4. Mr. Woods has been judged by his peers to be an effective teacher. To quote from a statement by his chairman: "[His student] evaluations are highly complimentary of his innovative techniques as well as his attention to their needs."
5. Mr. Woods is a scholar of the first order. As attested by his resume, he is a prolific writer and has received a number of awards which support the quality of his work.
6. Mr. Woods' contributions to the College are satisfactory. His participation as chairman of the John Dos Passos Prize Committee in 1979-80 was exceptional.

January 25, 1978

Dr. William L. Frank, Chairman
Division of Language, Literature
and Philosophy
Longwood College

Dear Bill:

I have studied your memo of November 22 to me concerning Mr. Woods. I am appreciative of the time and effort spent in documenting evidence that Mr. Woods' MA is professionally considered to be a terminal degree. I am particularly pleased to have Mr. Barth's letter for my records.

Because of your research, as well as your recommendation and that of your departmental committee, I am now prepared to state for the record, after considerable deliberation, that I will recognize Mr. William Woods' M.A. degree from Johns Hopkins University as one which fulfills the meaning of the term "terminal degree" as used in the Longwood Faculty Handbook.

It must be clearly understood that this judgment should in no way be construed as an opinion on Mr. Woods' candidacy for promotion, his potential candidacy for tenure, or his future employability by the college.

Sincerely yours,

Carolyn Wells

cc: Dr. Susan May
Mr. William Woods

Professional Resume for Tenure Advisory Committee

1. December 1, 1980
2. William Crawford Woods
3. Assistant Professor of Journalism
4. Department of English, Philosophy, and Foreign Languages
5. August 1976
6. None
7. None
8. George Washington University 1962-1964. General studies in liberal arts.

University of North Carolina at Chapel Hill 1964-1965. Comparative literature and philosophy with concentration in aesthetics, criticism, and theory of fiction.

George Washington University 1965-1966. B.A. (Phil.). Concentration in epistemology, scientific method, and modern philosophies.

Corcoran School of Art. 1966. Fine arts.

Defense Information School 1967. Diplomate. Broadcast journalism and radio & television production.

Johns Hopkins University 1968-1969. M.A. (Writing Seminars) 1969. The reading and writing of fiction and poetry.

9. Defense Information School. Instructor in television writing. 1967.
Hitachi Corporation, Tokyo. Instructor in English. 1967.
St. Paul's University, Tokyo. Lecturer in modern British fiction. 1967.
Peabody Conservatory, Baltimore. Instructor in English. 1968.
Longwood College. Instructor(1976-1979) and Assistant Professor of Journalism. 1979 -
Writer's Center, Washington. Teacher of criticism and creative writing. 1977.

10. WUNC-FM, Chapel Hill. Jazz critic. 1964-1965.
Far East Network, Tokyo. Writer, editor, producer, and announcer for news and cultural affairs programming. 1967-1968.
Editor and anchorman of Chemical Executives Audionews for the American Chemical Society. 1970.
The Washington Post. Freelance critical journalist and staff reporter on cultural affairs. 1968-1978.
Sigma Productions/Otto Preminger. Screenwriter. 1970.
The New Republic. Television critic. 1971-1974.
Washington Newsworks. Arts critic. 1974.
Democratic Review. Associate editor and media critic. 1974-1976.

11. Associated Writing Programs 1968-1976
Authors Guild of America (East) 1970-1980
College English Association 1968-1976
Virginia Association of Teachers of English 1976 -
American Association of University Professors 1976 -
South Atlantic Modern Language Association 1939 -

12. None.

13.

a. Member, Library Committee, 1978-1979

Chairman, John Dos Passos Prize Committee, 1979-1980

b. Member, Curriculum Committee, 1976 -

Member, Awards and Scholarships Committee, 1977-1978

Member, Freshman English Committee, 1978-1979

Chairman, Audio-Visual Committee, 1979 -

c. None.

d. None.

e. Member, AAUP Finance Committee (LC Chapter), 1977-1978.

14. "A Sailing Tan," short story, The Carolina Quarterly,
Spring 1965.

"He That Died of Wednesday," short story, Esquire, 1969. ^{June}

"The Viping Hour," short story, New American Review,
August 1969.

"Mayday," short story, The Atlantic Monthly, March 1974.

"Experiments in Prose," criticism, Book World, Spring 1969.

"Jack Kerouac: A Reconsideration," criticism,
The New Republic, December 1972.

"Hunter Thompson: Fear and Loathing," criticism, The
New York Times Book Review, July 1972.

"Bob Dylan," criticism, The Washington Post, January 1974.

"The Band," criticism, The Village Voice, July 1976.

"Max Cleland," political reportage, Rolling Stone, Winter 1978.

The Killing Zone, novel, Harper & Row, 1970.

"Dark Streets," screenplay, Sigma Productions, 1970.

"Soldiers of Circle Trigon," reading of fiction at Longwood College Literary Festival, 1977.

"Television and the Censorship of Experience," paper presented to Virginia Humanities Seminar, 1978.

"Rumors and Random Intelligence: Heart of Darkness & Apocalypse Now," paper presented at Department Seminar Series, Fall 1979.

"Rumors," (revised), presented at South Atlantic Modern Language Association convention, Atlanta, Fall 1980.

"Fiction and the Figures of Death," paper to be presented at Longwood College Faculty Colloquium, Spring 1981.

"Available Light," television play, commissioned by WNET/13, Public Television Service, Fall 1980.

15. "College Life" Award for Fiction, 1965.

Teaching fellowship, Writing Seminars, Johns Hopkins University, 1968-1969.

Roll of Honor and Distinctive Short Story list, Best American Short Stories, 1970.

Year's Best Fiction list, New York Times, 1970.

Alan Collins Fellow in Prose, Bread Loaf Writers Conference, 1971.

Resident Fellow, Wurlitzer Foundation, 1972-1973.

Creative Writing Fellow, National Endowment for the Arts, 1974.

Resident Fellow, The Virginia Center for the Arts, 1974-1976.

Resident Fellow, The MacDowell Colony, 1977.

II. Leaves of Absence - Annual

Three leaves of absence are requested for the coming academic year(s) in addition to the two approved at the last Board meeting.

A. Dr. Anthony S. Maurice, Associate Professor of French

It is recommended that Dr. Maurice be granted a leave of absence, with no pay, for the academic years 1980-81 and 1981-82. Dr. Maurice has been accepted in the M.A. program at the Johns Hopkins School of Advanced International Studies. Dr. Maurice is interested in earning this degree so he will be qualified to teach courses which articulate foreign language and business, a combination that will strengthen our offerings.

B. Mrs. Mary J. Noblitt, Assistant Professor of Business

It is recommended that Mrs. Noblitt be granted a leave of absence with a stipend of \$9,000 for the coming academic year. Mrs. Noblitt will be completing work on her doctorate at the University of Tennessee. She is seeking an Ed.D. in Vocational-Technical Education; she has completed all of her course work and has passed her preliminary written and oral examinations. Work on her dissertation remains; she will develop a prototype for a communications laboratory using modern technology for use in business education.

C. Dr. Quentin Vest, Associate Professor of English

It is recommended that Dr. Vest be granted a leave of absence, without pay, for the 1980-81 academic year. Dr. Vest proposes to research and develop contacts in the business and professional communities of several key American cities, especially in the Houston area. These contacts may prove invaluable for opening up job opportunities for our gifted students in the areas of speechwriting, public relations, corporate consulting, technical writing, etc. His ultimate goal is to develop a top-flight professional writing program upon his return to the department. In addition, Dr. Vest plans to begin work on a new book based upon his experiences in Rumania as a Fulbright Scholar.

III. Summer Grants

Budget = \$5,000

- A. Mrs. Toy D. Dowdy, Assistant Professor in the Campus School, \$100 to take two courses during the summer session at Longwood College to enhance her effectiveness in the classroom. The courses are: Basic Processes and Principles of Photography, and Teaching with the Newspaper (workshop).
- B. Dr. Anita B. Ernouf, Professor of Foreign Languages, \$2,000 to attend Harvard University this summer for intensive updating of her knowledge of French. Dr. Ernouf will be assuming major responsibilities in French during Dr. Maurice's leave.

- C. Mr. Boyd M. Fisher, Assistant Director of Admissions, \$500 to begin work on his doctorate program at the University of Virginia this summer. His program will be in Higher Education Administration.
- D. Mr. Gary C. Groneweg, Director of Admissions, \$500 to continue work on his M.B.A. at Virginia Commonwealth University.
- E. Dr. Bette L. Harris, Assistant Professor of Physical Education, \$300 to attend a workshop-conference on sport psychology sponsored by the North American Society for the Psychology of Sport and Physical Activity, May 18-22, 1981.
- F. Mr. Richard F. Measell, Instructor in Economics, \$550 for work toward his doctorate degree at the University of Maryland (dissertation credit) during the summer.
- G. Mr. Nelson D. Neal, Assistant Professor of Physical Education (Dance), \$300 to work on his doctoral program at the University of Virginia during the summer.

IV. Grants-in-Aid - Regular Session Study.

- A. Mr. Boyd M. Fisher, Assistant Director of Admissions, \$250 to continue his work at the University of Virginia.
- B. Miss Cecil M. Kidd, Assistant Professor and Director of the Campus School Library, \$250 for study toward her M.L.S. degree at the Catholic University of America.
- C. Mr. Nelson D. Neal, Assistant Professor of Physical Education (Dance), \$250 to continue his work at the University of Virginia.

V. Faculty Research Grants.

Budget = \$3,000

The Faculty Research Committee, which is now a committee of the general faculty, has received and analyzed applications for faculty research grants for 1981-82. Their recommendations, which I am pleased to endorse, are as follows:

- A. Dr. Patrick G. Barber - "Growth of Crystals in Gels" - - - - - \$ 350
- B. Mr. Frank M. Brasile - "Preliminary Investigation of Basketball Skills Test for Wheelchair Basketball" - - - - - 565
- C. Dr. James W. Crowl - "Angels in Stalin's Paradise: Western Reporters in Soviet Russia, 1917-1937, A Case Study of Louis Fischer and Walter Duranty" - - - - - 400
- D. Dr. Donald A. Merkle - "Genetic Variations in Isolated Populations of the Eastern Cottonmouth Water Moccasin (Agkistrodon Piscivorous) in Virginia" - - - - - 650

E.	Dr. Jung B. Ra	- "Comparison of American, Japanese, and Korean College Students' Modes of Response to the Bogardus Ethnic Distance Scale" - - - - -	\$ 460
F.	Nr. Nancy H. Vick	- "A Study of the Effectiveness of Selected Media Selection Policies"- - - -	75
G.	Mrs. Phyllis G. Wacker	- "Development of a Partial Ethogram (Catalogue of Behavior Patterns) for the Cichlid Fish <u>Pseudotropheus Zebra</u> " - -	500

VI. Resignations from the Faculty and Administration

Acceptance of the following resignations from the faculty and administration is recommended:

- A. Dr. Ralph P. Hundley, Director of Institutional Advancement and Associate Professor, effective July 1, 1981
- B. Mrs. Cathy O. McCanless, Director of Music in the Campus School, effective at the end of the 1980-81 session
- C. Mr. Beverly S. Pankey, Instructor in Business, effective at the end of the 1980-81 session

VII. Resignation of Department Chairmen

- A. Dr. Jerry D. Cardwell, Associate Professor of Sociology and chairman of the Department of Sociology and Anthropology since 1978 has submitted his resignation from the faculty effective August 1, 1981. Dr. Cardwell's intense professionalism and dedication to the intellectual well being of our students will be deeply missed on our faculty. Dr. Cardwell has accepted the chairmanship of the Department of Sociology at Western Kentucky University.
- B. Dr. Shirley M. O'Neil, Professor of Health and Physical Education and chairman of the department since 1966 has submitted her resignation as department chairman, effective May 31, 1981. It is with deep regret that I recommend acceptance of her resignation. Dr. O'Neil is to be commended for her diligent service to the College. She plans to return to full time teaching within the department.

VIII. Disability Retirement

Conway Betty Thompson has been approved by the Retirement Board for disability retirement effective April 1, 1981. Miss Thompson is Assistant Professor of Art.

IX. Salary Scale

Approval by the Board of Visitors is requested for the salary scale for 1981-82. All contracts have been computed within the confines of these ranges:

<u>Rank</u>	<u>Minimum</u>	<u>Maximum</u>
Instructor	\$11,000	\$19,000
Assistant Professor	13,000	25,700
Associate Professor	18,000	33,000
Professor	22,000	41,800

This scale is based on 10-month equivalent salaries.

X. Faculty Appointment

Appointment of Dr. Chester C. Ballard as Assistant Professor of Sociology, at a salary of \$16,000 is requested. Dr. Ballard fills the position vacated by the resignation of Mr. Henry K. Townsend.

Dr. Ballard received his B.S. degree from Cumberland College in 1973, his M.A. from Western Kentucky University (1977), and his Ph.D. from Texas A & M University (1980). He has two years' teaching experience at Texas A & M, and four years' research experience at the same institution.

XI. Alma Mater

The Student Senate has voted to endorse the proposed Alma Mater that was presented to the Board last November. A copy of the Alma Mater is attached. It is recommended to the Board of Visitors for adoption as the official College Alma Mater.

ALMA MATER

Words by
Quentin Vest

Music by
Louard E. Egbert

40

Faith-ful and de-vot-ed be Thy Sons and Daugh-ters for - ev - er,

Hail to Thee dear Al - ma Ma - ter. Hail to Thee. All Hail.

On - ward ev - er Long - wood, Proud and true e - - ter - nal - ly, Thy

love will al - ways guide and pro - tect and keep them faith - ful to

Thee, Thy love will al - ways guide and protect and keep them faithful to Thee.

The musical score consists of eight systems. Each system includes a vocal line (treble clef) and a piano accompaniment (grand staff). The lyrics are printed below the vocal line. The music is in a 4/4 time signature and features a variety of note values and rests. The piano accompaniment provides harmonic support with chords and melodic lines.

OFFICE OF THE VICE-PRESIDENT FOR ADMINISTRATION

I. Admissions

A. Applications

At this time, Longwood College is experiencing an increased application flow of about 14 percent. Attachment 1 represents the weekly flow of applications for the past three years. We have, also, included in Attachment 1 a three year comparative study reflecting the April 21 disposition of these applicants. We are pleased to report that both the approved addition of 60 resident student spaces and the spaces available upon the August reopening of French Resident Hall have been filled.

Of special interest is the male application rate. As can be seen from Attachment 1, the application rate has increased by 28 percent over the previous year (1980-81) and by 43 percent over the 1979-80 year.

B. Minority Recruiting

Applications from minority students are at about the same level as last year. We have received a total of 142 of which 83 are from black students. The numerical objectives for in-state black students total 81 for the 1981-82 academic year. Of this 81, we have available 50 incentive grants in the amount of \$1,000 for a one year period. We have at this time offered admission to 67 minority students of which 44 are black students. Of this 44 we have offered an incentive grant to 34 qualified students (Virginia residents) of which 20 have paid an advance deposit. For your information, we are listing below the special recruiting techniques we have employed in the area of minority recruiting.

1. Special employment of a minority work-study student to augment the admissions staff in minority student recruiting efforts.
2. Additional follow-up visits to Virginia high schools having high concentrations of minority students.
3. Special verbal invitations for minority students to visit the campus and spend a night in the residence halls.

4. Letter of encouragement written to minority applicants from current minority students.
5. Current development of a "Black Interests" brochure to use at high school visitation.
6. Letters to a select group of top black community college graduates (names obtained through College Board).
7. Phone calls to black applicants from the minority admissions counselor.
8. Special admission consideration placing greater emphasis on high school performance and less emphasis on College Board scores.
9. Minority interests booth at Spring Weekend.
10. Participation in NSFNSS (black organization) college fairs in Virginia.
11. Longwood's Director of Admissions is serving on the State Council Advisory Committee, as the post-secondary representative, dealing with the Virginia Plan for Higher Education.

C. Rolling Admissions

Over the last year or two there have been some questions about rolling admissions and other admissions practices and how we compare to other colleges. For your information, we have attached to this section a summary of a report made by the College Board. We believe you may find some of this information to be helpful as you consider our own admissions efforts.

II. Employee Relations

A. Job Analysis

The job analysis of certain classified clerical positions is continuing, with an expected completion date of April 30, 1981. The analysis of the hourly positions has just started, and this project is expected to be completed by May 15, 1981.

B. Employee Service Awards

The first Employee Service Awards program was a great success, and most of the feedback has been quite positive. Mrs. Harriette Overstreet, Member of the Board of Visitors, very graciously consented to present the awards and was most effective in this role.

C. Benefit Basketball Game

A benefit basketball game between the "Over-the-Hill Gang" and the Lady Lancers was held in Lancer Hall on April 14. This benefit game provided a cash benefit of \$521 to Roy Witt, a Longwood employee, disabled with cancer. Longwood can be proud of the spirit of cooperation and enthusiasm that prevailed during the planning and execution of this event. Students, all levels of staff, administrators, and teaching faculty all joined hands as participants or spectators to make the effort successful.

D. Employee Counseling

Since the last Board meeting, 25 employees have been served by the Employee Relations Director and a variety of subject matters were covered. Two formal complaints were investigated.

E. Semi-Annual Group Personnel Meetings

Group personnel meetings were held during the month of April. The comments generated by those meetings suggest that they were the most informative ever.

F. National Secretary's Week

There were notable observances of National Secretary's Week, not the least of which was a special gift given to the Employee Relations Secretary by members of the Board of Visitors.

G. 1981 Savings Bond Campaign

The 1981 U.S. Savings Bond Campaign was initiated with the volunteer assistance of several employees. As of this writing, there is not a report of the results of that campaign.

H. Employee Count

At the present time we have 159 E. & G classified permanent employees with three vacancies consisting of the Programmer/Analyst, Custodian and Radio Technician. We are in the process of filling the Programmer/Analyst, but are not planning to fill the other two. In addition as of May 1, 1981, we have 1 President, 176 permanent E & G faculty and administrative positions, 56 permanent classified Auxiliary Enterprise positions, 15 permanent administrative and Sports Auxiliary Enterprise positions, 2 sponsored program positions, 13 E & G adjunct faculty, 34 hourly employees totaling 456 employees with 3 classified vacancies.

I. Classified Pay Increase

All classified state employees will receive a 9% salary increase as of July 1, 1981. In addition, employees will also receive any merit increase they will earn during the 1981-82 year. This is an attempt by the Legislature to bring State salaries more in line with the private sector. All steps on the current scale will have this additional amount added to them so that in the future when a person received the merit increase it will be the 4.5% that is now in effect between steps of the scale.

J. Computer Systems Classifications

The Department of Personnel and Training, in cooperation with an interagency task force of data processing experts, has completed a detailed study of classes in the data processing occupational groups, which resulted in clarified roles of the various classes; and, in some cases, salary adjustments to the prevailing rates in the labor market. We have five employees in the data processing area. All were reallocated to different classes with three receiving pay raises and two remaining at the same salary level. The effective date of this change was April 1, 1981.

K. Blue Cross/Blue Shield

Blue Cross/Blue Shield has informed us that as of July 1, 1981, the employee portion of the premium for the family plan will increase from \$39.54 to \$50.00 per month. Longwood's portion will increase from \$61.46 to \$81.30 per month. For the employee only plan, Longwood's portion will increase from \$38.20 to \$51.00 per month. The employees on our Campus who will be affected by this change will be those carrying the family plan who will pay \$125.52 more per year. However, Longwood will have to pay approximately \$310,000 per year which is an increase of approximately \$76,600, starting with 1981-82, for this fringe benefit for its employees.

L. Leave Records

All leave records for College employees have been converted to a new accounting system starting in 1981. The new system consists of a one page annual calendar showing how much leave is earned each month with a place to indicate time off as it is taken and why, thereby giving the employee their accurate current balance at all times. The employee, the supervisor, and the Employee Relations Office will each have a copy as a check with the official records being kept in the Employee Relations Office.

III. Physical Plant

- A. Work accomplished by College employees February 11, 1981 - April 20, 1981.
1. Partitioned storage room in Tabb basement.
 2. Reworked circulator pumps in dining hall.
 3. Poured cement area at Coyner Building.
 4. Reworked showers in South Ruffner dormitory area.
 5. Prepared all air-conditioning systems for summer use.
 6. Put lights in mailbox area in South Ruffner.
 7. Installed area drain in yard at Infirmary.
 8. RegROUTED all showers in Wheeler, where needed.
 9. Fertilized all lawns and athletic fields.
 10. Repaired retaining wall behind dining hall.
 11. Added gravel to all gravel parking lots, where needed.
 12. Installed new roof on Lankford Building.
 13. Completed installing dead bolts on Tabb.
 14. Installed storm doors on chapter rooms in Stubbs.
 15. Added new gutters on residence at 917 Longwood Avenue.
 16. Planted new trees at Coyner and Cox Buildings.
 17. Miscellaneous painting:
 - a. Interior of Iler Gym.
 - b. Interior of 2nd floor, East Ruffner.
 - c. Several rooms in Math Department, Grainger.
 - d. New storage area in Lancer Hall.
 - e. ABC Rooms of Lankford Building.
 - f. Exterior of French - 80% complete.

g. Exterior painting of Alumni House is underway.

18. Completed 1,289 work order requests from February 11, 1981 through April 20, 1981.

B. Capital Outlay Projects

1. 1978-80:

a. Construction of Physical Education Building (Amount appropriated was \$4,758,143.89)

This project is ready to be closed-out with the exception of finalizing the last few items of movable equipment.

b. Recreational Facilities, Iler and Campus School Fields (Amount appropriated was \$100,000)

The Iler Field portion (\$58,926.30) was completed in January, 1980.

Baseball Field Campus School (\$41,073.70) - the project is complete. A completion report will be filed as soon as the project finances are audited.

2. 1980-82:

a. Renovate French Residence Hall (Amount appropriated \$629,900)

Demolition is still in progress on the second floor and gym floor levels. The third floor rooms are being plastered, and the second floor is three-fourths framed. Work is on schedule.

b. Rebuild Parapet Walls on Dining Hall (Amount appropriated \$115,000)

Ladco, Inc., has been awarded the contract and has started to demolish the walls on the west elevation. The job is on schedule.

c. Increase Electrical Service to Hiner Building (Amount appropriated \$47,800)

The contract has been awarded to Armstrong Electric Co. in Lynchburg. Construction submittals are under review and materials placed on order. It is expected that outside work will commence about mid-May.

d. Energy Conservation - Modernize Heating Controls and Install Storm Windows (Amount appropriated \$65,300)

The preliminary drawings are being reviewed. After approval, the construction drawings will be drafted for review. It is expected that a contract will be awarded in mid-July.

e. Power Plant Conversion to Coal (Amount appropriated for Planning Money \$35,800)

The preliminary plans and specifications are currently under review in Division of Engineering. The budget for the working drawings and construction phase has been submitted as Priority #1 in the 1982-84 biennium.

f. Stage Wiring - Jarman Auditorium (Amount appropriated \$45,000 from C-2 Funds by Division of Engineering)

The construction drawings are being reviewed. When completed, we will announce bids and, hopefully, award a contract in June.

g. Renovation: Correct Asbestos Hazards (Amount appropriated \$125,600)

The preliminary plans have been reviewed. We are in the process of drafting the construction plans and should have them ready for review about the middle of May.

h. *Renovation of the Swimming Pool

This project is coupled to the French Renovation Project. The general contractor will discuss the cost of the work in early May. If the scope of work is approved, it is expected that we would commence the repairs in late summer. The first floor in French has priority in the work already in progress.

*(Buildings and Grounds Committee Meeting on Pool - 10:30 a.m. May 7_

The Buildings and Grounds Committee of the Board of Visitors will meet prior to Thursday's full Board session. The purpose of the meeting is to discuss with the architect, contractor, and physical plant staff firm estimates for conversion of present pool to an indoor/outdoor facility. The Buildings and Grounds Committee will, in turn, bring their recommendations to the full Board.)

C. Purchase of New College Bus

The bid for the new college bus was awarded to Sunny Merryman, Inc. of Rustburg, Virginia at a cost of \$61,464. Expected delivery date is August 15, 1981.

D. Capital Outlay Requests for 1982-84

Updated information on the status of our capital outlay requests for 1982-84 will be presented at the Board meeting.

E. Summary Report on Capital Outlay for 1978-82 Projects

This report is attached.

IV. Placement

A. Preparing 1981 Graduates for Job Search

In summarizing the activities of the Office of Career Planning and Placement, a good faith effort was made to reach the 1981 graduates either through personal interviews or through seminars to assist them in preparation for their job search. During the Spring semester, the Director has held 31 seminars and talked to over 200 students individually.

1. Seminars with the following departments/organizations have been held:
 - a. Education
 - b. Psychology
 - c. Home Economics Organization
 - d. English
 - e. Biology
 - f. Chemistry
 - g. Phi Beta Lambda Business Honorary
 - h. Baptist Student Union
 - i. Therapeutic Recreation
 - j. Curry Residence Hall
 - k. Business Communication Classes

1. Phi Mu Sorority
 - m. Personnel Administration Class
 - n. Wesley Foundation
2. Guest speakers on campus in various career opportunities during the year included:
 - a. Seminar by school personnel - "What Does An Employer Look For in a Prospective Teacher?"
 - (1) Wayne Lett - York County Schools.
 - (2) Charles Kline - Lunenburg County Schools.
 - (3) John Daniels - Lynchburg City Schools.
 - b. Nick Markham - Retailing/Merchandising.
 - c. Ron Ferrante - Sales (Insurance).
 - d. Ben Johnson - Accounting.
 - e. Danny Hardy - Banking.
 - f. Robert Cooley - The Minority Student.
 - g. Longwood College Alumni Dinner and Seminar - "Alumni Speak Out."
 - (1) Kim Cave - Claims Approver, Equitable Life Assurance Society.
 - (2) David Daussin - Merchandising Coordinator, Craddock Terry Shoe Corporation.
 - (3) Cam Oglesby - Student, T. C. Williams School of Law.
 - (4) Sherri Barnard Thomas - Administrative Assistant, Thalhimers.
 - (5) Ken Bywaters - Systems Analyst Trainee, Longwood College.

B. Recruiters

Attracting recruiters to campus continues to be a priority. The following employers have been on campus during the year to recruit employees:

1. School Systems
 - a. The Counties of:
 - (1) Alleghany
 - (2) Amherst

- (3) Appomattox
- (4) Bedford
- (5) Botetourt
- (6) Brunswick
- (7) Buckingham
- (8) Chesterfield
- (9) Culpeper
- (10) DeKalb County, GA
- (11) Dinwiddie
- (12) Fauquier
- (13) Fluvanna
- (14) Franklin
- (15) Gloucester
- (16) Halifax
- (17) Henry
- (18) Lancaster
- (19) Loudoun
- (20) Madison
- (21) Nelson
- (22) Orange
- (23) Prince George
- (24) Prince William
- (25) Rappahannock
- (26) Roanoke
- (27) Rockbridge
- (28) Rockingham
- (29) Smyth
- (30) Spotsylvania
- (31) Stafford
- (32) Warren
- (33) Westmoreland
- (34) York

b. The Cities of:

- (1) Buena Vista
- (2) Charlottesville
- (3) Chesapeake
- (4) Colonial Heights
- (5) Covington
- (6) Hopewell
- (7) Lynchburg
- (8) Newport News
- (9) Portsmouth
- (10) Richmond
- (11) Suffolk
- (12) Virginia Beach
- (13) Williamsburg

2. Others

- a. Virginia State Police

- b. U. S. Marine Corp.
- c. Virginia Department of Rehabilitative Services
- d. Metropolitan Life Insurance Company
- e. William and Mary MBA Program
- f. Virginia Department of Personnel and Training
- g. Burroughs Corporation
- h. Thom McAn Shoe Corp.
- i. Virginia Cooperative Extension Service
- j. U.S. Navy
- k. Busch Gardens
- l. Camp Easter Seal
- m. Fort Belvoir
- n. Leggett Stores
- o. Federal Bureau of Investigation
- p. Southern States
- q. Camp Airy/Camp Louise
- r. U.S. Defense Mapping Agency
- s. Blue Cross/Blue Shield of Southwest Virginia
- t. University of Virginia Personnel Office
- u. New York Life Insurance Company
- v. Grafton School

C. Credentials

As of April 24, 1981, 875 placement credentials have been mailed out during this academic year. A comparison of 1,059 files mailed out last year.

D. **Summer Plans for Placement**

The summer months will be busy for the office as we continue to keep in contact with graduates and employers in the job placement effort.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "William J. Peele".

**William J. Peele,
Vice-President for Administration**

April 29, 1981

WEEKLY COMPARISON OF APPLICATIONS 1979-82
(Figures in Parentheses are Male Applicants)

<u>Week Ending</u>	<u>1981-82 Session</u>	<u>1980-81 Session</u>	<u>1979-80 Session</u>
9/26/80	48 (Dorm 15/Day 0)	37 (Dorm 7/Day 0)	58 (Dorm 3/Day 0)
10/ 3/80	68 (Dorm 19/Day 0)	55 (Dorm 9/Day 0)	85 (Dorm 6/Day 0)
10/10/80	102 (Dorm 28/Day 0)	79 (Dorm 14/Day 0)	115 (Dorm 9/Day 0)
10/17/80	132 (Dorm 35/Day 0)	117 (Dorm 20/Day 0)	163 (Dorm 18/Day 0)
10/24/80	188 (Dorm 49/Day 0)	153 (Dorm 25/Day 0)	210 (Dorm 24/Day 0)
10/31/80	261 (Dorm 73/Day 0)	209 (Dorm 30/Day 0)	271 (Dorm 32/Day 0)
11/ 7/80	340 (Dorm 85/Day 0)	280 (Dorm 36/Day 0)	336 (Dorm 45/Day 0)
11/14/80	420 (Dorm 96/Day 1)	349 (Dorm 48/Day 1)	400 (Dorm 51/Day 1)
11/21/80	514 (Dorm 119/Day 1)	449 (Dorm 69/Day 1)	505 (Dorm 66/Day 1)
12/ 5/80	738 (Dorm 182/Day 1)	642 (Dorm 106/Day 1)	699 (Dorm 103/Day 2)
12/12/80	901 (Dorm 221/Day 1)	757 (Dorm 138/Day 1)	832 (Dorm 132/Day 5)
12/19/80	1073 (Dorm 262/Day 1)	895 (Dorm 182/Day 2)	962 (Dorm 160/Day 5)
1/ 9/81	1268 (Dorm 319/Day 1)	1101 (Dorm 237/Day 2)	1178 (Dorm 214/Day 6)
1/16/81	1421 (Dorm 362/Day 3)	1209 (Dorm 268/Day 2)	1294 (Dorm 245/Day 7)
1/23/81	1537 (Dorm 405/Day 6)	1299 (Dorm 289/Day 2)	1390 (Dorm 272/Day 8)
1/30/81	1646 (Dorm 447/Day 7)	1417 (Dorm 332/Day 2)	1474 (Dorm 295/Day 8)
2/ 6/81	1749 (Dorm 486/Day 7)	1513 (Dorm 364/Day 3)	1553 (Dorm 320/Day 8)
2/13/81	1841 (Dorm 528/Day 7)	1591 (Dorm 399/Day 3)	1611 (Dorm 340/Day 9)
2/20/81	1925 (Dorm 559/Day 9)	1660 (Dorm 424/Day 5)	1648 (Dorm 355/Day 9)
2/27/81	2000 (Dorm 589/Day 10)	1731 (Dorm 454/Day 5)	1706 (Dorm 376/Day 10)
3/ 6/81	2073 (Dorm 617/Day 13)	1796 (Dorm 482/Day 7)	1761 (Dorm 395/Day 12)
3/13/81	2134 (Dorm 640/Day 16)	1858 (Dorm 504/Day 7)	1828 (Dorm 420/Day 12)
3/20/81	2190 (Dorm 663/Day 16)	1905 (Dorm 524/Day 8)	1870 (Dorm 433/Day 12)
3/27/81	2237 (Dorm 682/Day 16)	1959 (Dorm 549/Day 9)	1906 (Dorm 453/Day 12)
4/ 3/81	2282 (Dorm 698/Day 16)	2003 (Dorm 569/Day 10)	1952 (Dorm 470/Day 13)
4/10/81	2322 (Dorm 720/Day 18)	2029 (Dorm 579/Day 10)	2003 (Dorm 494/Day 15)
4/17/81	2348 (Dorm 735/Day 18)	2049 (Dorm 582/Day 11)	2037 (Dorm 507/Day 17)
4/24/81	2360 (Dorm 743/Day 18)	2074 (Dorm 582/Day 12)	2069 (Dorm 515/Day 17)

* * * * *

THREE YEAR COMPARATIVE STUDY OF APPLICANTS

	<u>April 21, 1981</u>	<u>April 21, 1980</u>	<u>April 21, 1979</u>
Applications	2,353	2,062	2,050
Admitted:			
Fall Regular	1,375	1,223	1,356
Conditional Fall	7	31	90
Summer/January	81	95	122
Summer/Fall	9	12	5
January Regular	177	103	128
(Waiting list for fall)			
Denied	529	395	214



The College Board
888 Seventh Avenue, New York, New York 10019
(212) 582-6210

Contact: Robert C. Seaver
Cheryl Belli

EMBARGOED FOR RELEASE UNTIL:
Tuesday, January 6, 1981

NEW YORK, NEW YORK -- A newly released study of college admissions in the United States seriously challenges popular conceptions of the process by which some 2.5 million Americans annually make the transition from school to college, the College Board said today.

The study covers a large and representative sample -- 1,463 or 56 percent -- of the nation's accredited colleges and universities, who admitted 52% of all freshmen in 1978. It was conducted over a two-year period by the College Board, a national nonprofit association of schools and colleges, and the American Association of Collegiate Registrars and Admissions Officers, a professional group. The study report was published this week by the College Board.

"College admissions are often pictured as highly selective, rigid, and narrowly focused on academic measures of ability and performance. This study shows that the reality differs sharply from that image in almost every important respect," said George H. Hanford, President of the College Board. "It shows that the system as a whole is much more diverse, flexible, and responsive to individual student circumstances --

in short, much more inclusive than exclusive -- than much recent public discussion would suggest.

"This judgement is supported by the fact that as a group, colleges and universities offer admission to the vast majority of their applicants. That fact also strongly implies that the bilateral process by which students select institutions and institutions select students is effective -- that it is consistent with the commitment to expand educational opportunity, not to erect artificial barriers to it. The study shows, for example, that while institutions want to know how well an applicant is prepared and equipped to do the academic work that is required, only 31 percent rate high school grades as the 'single most important factor' in their decisions, and only two percent rate test scores as that important; 60 percent report no 'single most important factor'. More than half report that they actively recruit students with characteristics other than academic talent, and a significant number indicate that specific formal entrance requirements may be waived for students with special abilities or circumstances.

"This report should go a long way toward replacing ancient myths about college admissions which are based on oversimplified and partial truths. The facts should be immensely reassuring to students approaching the school-to-college transition, especially at a time when admissions practices are being scrutinized in the courts, in the legislatures, and in the homes of potential students."

Confidential

ADDENDUM TO THE BOARD REPORT

Office of the Vice President for Academic Affairs and Dean of the College

I. Resignation

Dr. William Hightower, Assistant Professor of Mathematics, has resigned effective at the end of the 1980-81 session.

II. Athletic Director

Appointment of Miss Carolyn V. Hodges, Assistant Professor of Health and Physical Education, as Athletic Director for the 1981-82 academic year, is recommended. Miss Hodges has served ably as Athletic Director during 1978-79, and as Women's Athletic Director from 1979 to the present time. Miss Hodges will not coach during 1981-82.

III. Chairman, Department of Health, Physical Education and Recreation

Appointment of Dr. Eleanor W. Bobbitt, Professor of Health and Physical Education, as Chairman of the Health, Physical Education and Recreation Department for 1981-82, is recommended. It is further recommended that a chairman's stipend of \$1,000 be added to her salary for the year.

Dr. Bobbitt has been employed by the College since 1954. A respected teacher, Dr. Bobbitt has been active professionally in a variety of organizations. She presently serves as the President of the Southern District Association of the American Association of Health, Physical Education, Recreation and Dance. Dr. Bobbitt holds the doctoral degree from the University of Tennessee.

IV. Chairman, Department of Sociology and Anthropology

Appointment of Dr. James William Jordan, Associate Professor of Sociology and Anthropology, as Chairman of the Department of Sociology and Anthropology for 1981-82 is recommended. It is further recommended that a chairman's stipend of \$1,000 be added to his salary for the coming year.

Dr. Jordan has been employed by the College since 1978. Highly regarded as an able teacher, Dr. Jordan is active professionally. He has been particularly instrumental in establishing the Longwood Archeological Field School, which has attracted nationwide attention. Dr. Jordan holds the doctoral degree from the University of Georgia.

V. Men's Basketball Coach

Appointment of Mr. Calvin Charles Luther as Associate Professor of Health and Physical Education and Head Basketball Coach (Men's) is requested, at a salary of \$28,500, for the period July 1, 1981 - June 30, 1982.

Mr. Luther holds the B.S. degree from Valparaiso University and the M.S. degree from the University of Illinois. He brings to the college thirty years' experience as a coach, athletic director and teacher of physical education. He has coached at the University of Illinois (1951-54, Varsity Assistant), DePaul University (1954-58), and Murray State University (1958-74). He served at

Attachment A

POLICY ON COLLECTIONS OF STUDENT ACCOUNTS

Student accounts for tuition and fees must be paid in full or secured to the satisfaction of the Business Manager and Treasurer prior to completion of registration. An account may be secured in lieu of cash payment by any of the following methods:

1. Verification by Financial Aid that student has aid in process.
2. Signing over anticipated earnings for the semester from work study employment.
3. Completion of a deferred payment agreement by parent and student.
4. Verification in writing from outside agency that a scholarship or grant is in process.

If the account becomes delinquent due to default on any of the above categories, the following collection procedures will be implemented:

Collection Procedures

A. Business Office Accounts:

1. Upon an account becoming delinquent, a bill will be sent to both the home address and College address of the student for settlement within ten (10) days.
2. For a student who is currently enrolled, if settlement is not made within this specified period, the student will be notified of impending withdrawal from the College by the Vice President for Academic Affairs.
3. If settlement is not made immediately, withdrawal will be processed. Faculty members involved will be notified not to allow the student back in class without authorization from the Vice President for Academic Affairs.
4. For a student who is not currently enrolled, a letter will be sent to the student's current address and home address stating that the account will be turned over to a collection service if not paid within thirty (30) days.
5. The Registrar will be notified to flag and hold the student's transcripts.
6. The account will be listed with the Virginia Department of Taxation to be applied against any State income tax refund that the student may have in the future.
7. All accounts which are not settled within thirty (30) days from the end of the semester will be submitted to the collection agency with collection costs added to the account.

8. Accounts of \$500 and over which are returned to the College by the collection agency as uncollectible will be submitted to the College attorney to take the appropriate legal actions toward collection.
9. Accounts under \$500 which are returned to the College by the collection agency as uncollectible will be submitted to the College attorney to take the appropriate legal actions toward collection.
10. Accounts which are returned by the College attorney as uncollectible will be submitted to the Board for write-off under the same condition as indicated in #9.
11. Accounts of less than \$5.00 may be written off with the permission of the Vice President for Student Affairs without action of the Board of Visitors.

B. Student Loan Accounts

Collection Procedures

1. All loans which become 120 days delinquent will be submitted to the collection agency with collection costs added to the loan.
2. All short-term loans which are delinquent at the end of an academic year will be converted to long-term loan status with the same collection procedures applied.
3. The Registrar will be notified to flag and hold the student's transcripts.
4. The account will be listed with the Virginia Department of Taxation to be applied against any State income tax refund that the student may have in the future.
5. Accounts of \$500 and over which are returned to the College by the collection agency as uncollectible will be submitted to the College attorney to take the appropriate legal action toward collection.
6. Accounts under \$500 which are returned to the College by the collection agency as uncollectible will be submitted to the Board of Visitors to be written off when they have been in a delinquent status for two years.
7. Accounts which are returned by the College attorney as uncollectible will be submitted to the Board of Visitors for write-off as indicated in #6.

MANAGEMENT STUDY UPDATE

1. Dining Hall Proposal

Four vendors made proposals in terms of the Longwood College dining hall operation. After careful review and study, the Administrative Council voted to award the contract to ARA and this has been accomplished.

2. Bookstore Operation

Three vendors submitted proposals in regard to the Bookstore operation. After careful review and study, the Administrative Council voted to award the contract to a vendor other than the incumbent. A review of the financial background of the proposed vendor revealed a number of problem areas. The Administrative Council then voted to award the contract for next year to the incumbent, Wayne Harper, with the clear understanding that new proposals would actively be sought during the current year for the 1982-83 academic year.

3. Campus Laundry Operation

A complete review of this function at the College will be undertaken in the early fall of 1981. The fee for this fiscal year is the same as for 1980-81, \$35.00 per student per year.

4. Role and Function of the Residence Hall Staff

A clearer definition of the role and functions of residence hall staff members has occurred and further refinements will be made during the 1981-82 academic year. The three area coordinators will each have an office in their respective areas and their roles in College discipline and in the summer program has been substantially clarified. An attempt is being made to hire more full-time Resident Supervisors (as opposed to students) and a more consistent job description has been developed. The Resident Adviser's function has been broadened to include more student welfare functions and a role in handling minor disciplinary problems.

5. Access to the Residence Halls

Although the concerns raised in this item already have been addressed, a related item is that of residence hall security. Budget permitting, it is planned to implement a night host program in each residence hall. Such a program will consist of hiring resident students to be on duty from the hours of approximately 11 p.m. to 4 a.m. within each locked residence hall. This will significantly improve personal and possession security at an additional cost of \$30,000.

6. Contract with the Golf Professional

A contract for the golf professional has been reviewed and approved by the Attorney General's Office with the following modification. The contract is to be issued on an annual basis.

7. Search of Student Rooms

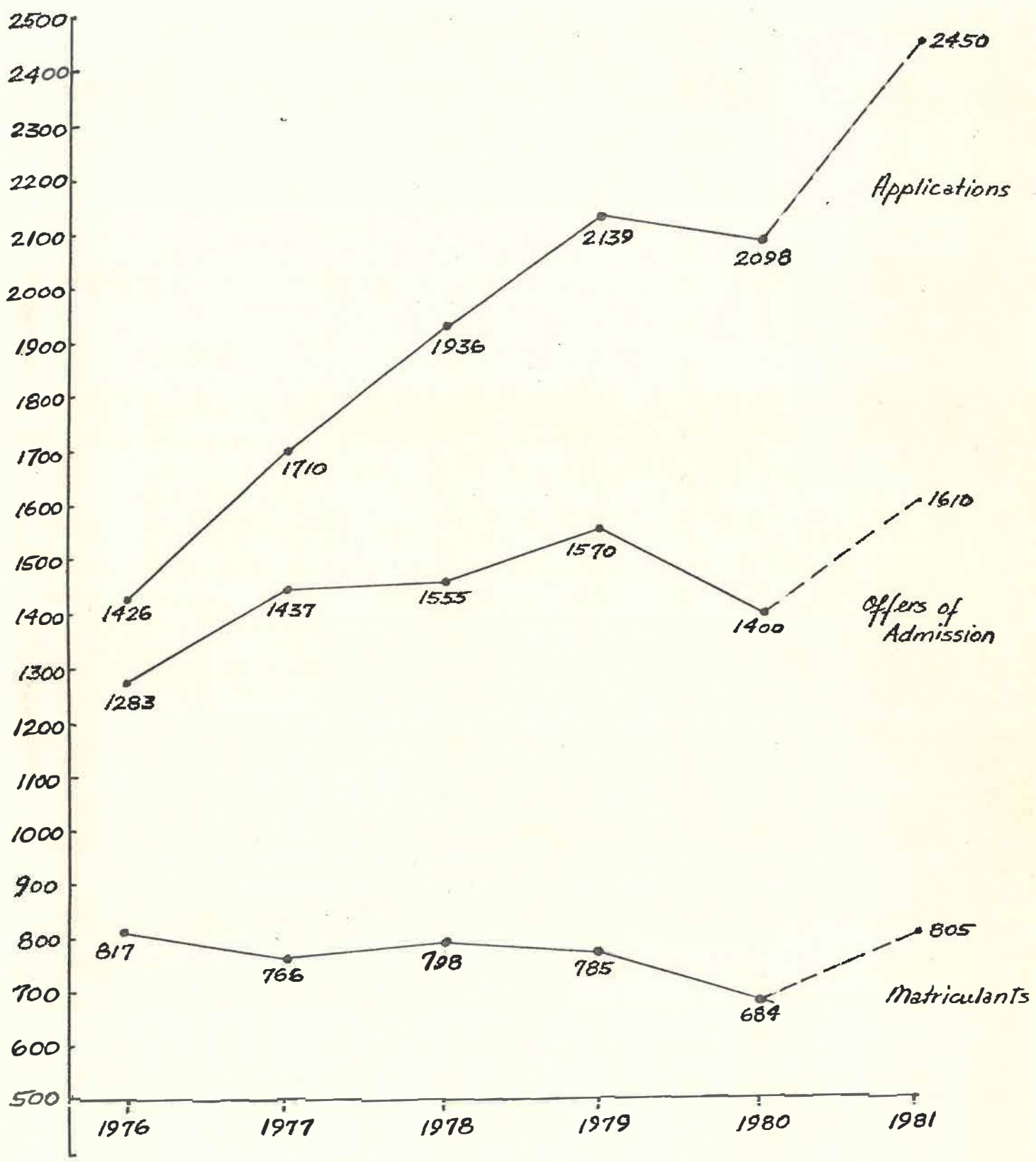
Authorization to search student rooms has been given and transferred to the campus police and members of the residence hall staff. Students are no longer involved in these searches.

ADMISSIONS PRESENTATION

Thursday, May 7, 1981

- I. Current Status and Institutional Positioning - Gary Groneweg
- II. Virginia Demographic Projection - Boyd Fisher
- III. Out-of-state Marketing - Penny Robinson
- IV. Minority Marketing - Jimmy Yarbrough
- V. Special Programs
 - Off-Campus - Niki Fallis
 - On-Campus - Candy Dowdy
- VI. Summary - Gary Groneweg
- VII. Closing Remarks - Dr. Peele

SIX YEAR ADMISSIONS SUMMARY



OUT-OF-STATE HIGH SCHOOL ADMISSIONS DATA

<u>State</u>	<u>1981-1982</u>		<u>1980-1981</u>		<u>1979-1980</u>		<u>1978-1979</u>	
	<u>Applied</u>	<u>Deposits Paid</u>	<u>Applied</u>	<u>Matriculated</u>	<u>Applied</u>	<u>Matriculated</u>	<u>Applied</u>	<u>Matriculated</u>
Alabama	5	2	1	0	-	-	-	-
Connecticut	5	1	4	1	7	3	5	2
Delaware	13	0	11	2	1	0	6	1
District of Columbia	4	1	4	0	2	0	11	3
Florida	3	2	7	2	6	2	6	1
Georgia	2	1	-	-	2	1	2	0
Maine	1	1	-	-	-	-	1	0
Maryland	33	14	28	4	49	18	32	12
Massachusetts	6	1	1	1	5	2	4	2
New Jersey	40	5	42	8	44	9	31	7
New York	61	18	66	15	58	21	44	14
North Carolina	9	2	8	4	5	3	5	0
Ohio	4	2	2	1	2	1	2	1
Pennsylvania	16	5	16	6	8	1	10	2
Texas	2	1	2	1	3	2	1	0
Total	204	56	192	45	192	63	160	45

MINORITY MARKETING

1. Special employment of a minority work-study student to augment the admissions staff in minority recruiting efforts.
2. Additional follow-up visits to Virginia high schools having high concentrations of minority students.
3. Special verbal invitations for minority students to visit the campus and spend a night in the residence halls.
4. Letter of encouragement written to minority applicants from current minority students.
5. Current development of a "Black Interests" brochure to use at high school visitation.
6. Letters to a select group of top black community college graduates (names obtained through College Board).
7. Phone calls to black applicants from the minority admissions counselor.
8. Special admission consideration placing greater emphasis on high school performance and less emphasis on College Board scores.
9. Minority interests booth at Spring Weekend.
10. Participation in NSFNSS (black organization) college fairs in Virginia.
11. I am serving on State Council Advisory Committee, as the post-secondary representative, dealing with the Virginia Plan for Higher Education.

SPECIAL ADMISSIONS ACTIVITIES

Off-Campus

1. Assistance with Alumni chapters
 - a) Attendance at Alumni meetings
 - b) Special recruiting programs sponsored by alumni
2. Involvement with Counseling Services
 - a) High School Counselor dinners and breakfasts
 - b) Community College programs
3. "How to Apply to College" Seminars (upon counselor request)
4. Attendance at 1st National Beta Club Convention

On-Campus

1. Student "Tour Guide" program
 - a) campus tours
 - b) overnight visits
 - c) letters to accepted students
2. Oktoberfest
3. "Shorts from Longwood"
4. Longwood Scholars Program
5. Spring Weekend
6. Development of departmental brochures

VIRGINIA POPULATION PROJECTIONS

for Age Groups 15 - 18

Prepared by Boyd M. Fisher

May 6, 1981

State Map - Planning Districts of Virginia

Planning Districts of Virginia

Names of Planning Districts

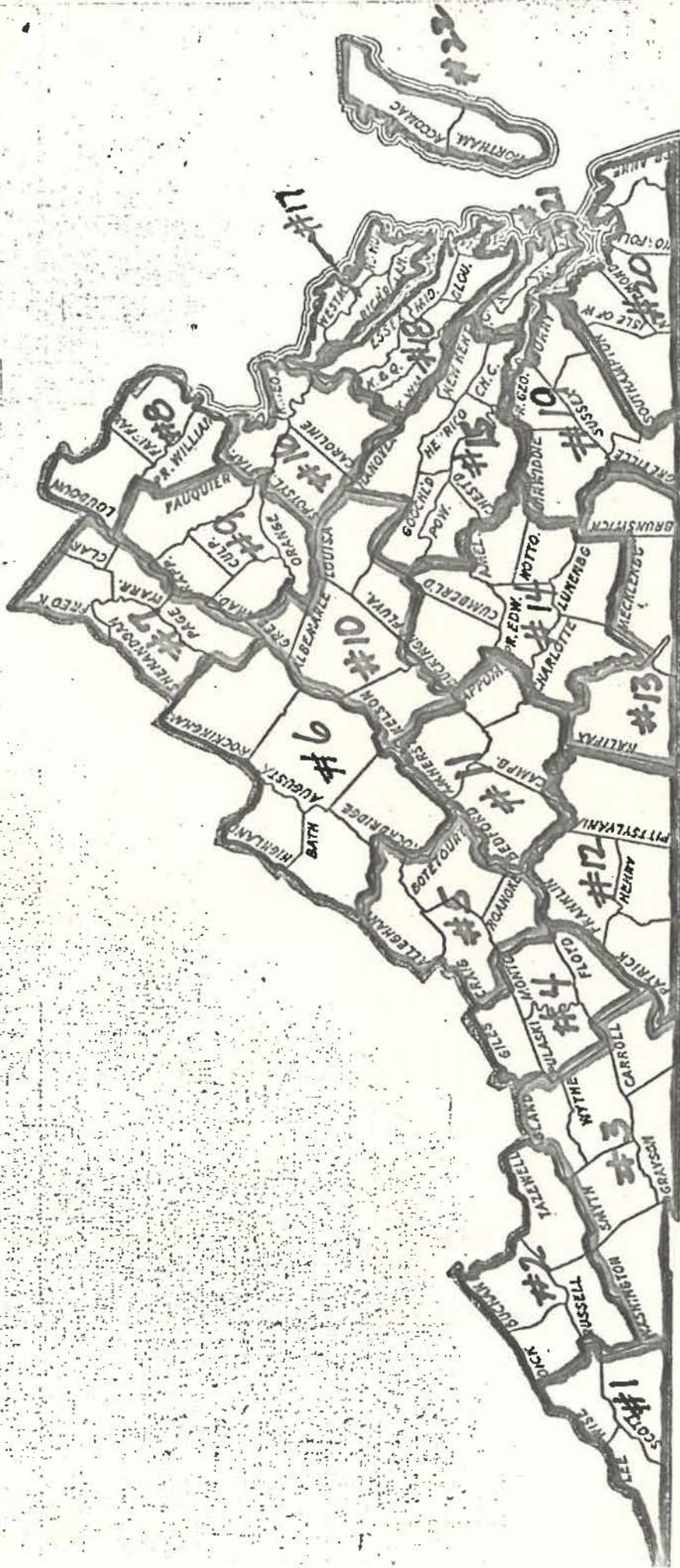
Counties and Cities in each Planning District

Summary Sheet - Statistical Summary of Population Projections for
15 - 18 year olds (State Council of Higher Education for Virginia)

Bar Graph - SCHEV Population Projections

State of Virginia

Individual Planning Districts 1 through 22



PLANNING DISTRICTS OF VIRGINIA

- PD #1 LENOWISCO
- Lee Co.
Scott Co.
Wise Co.
Norton City
- PD #2 CUMBERLAND PLATEAU
- Buchanan Co.
Dickenson Co.
Russell Co.
Tazewell Co.
- PD #3 MOUNT ROGERS
- Bland Co.
Carroll Co.
Grayson Co.
Smyth Co.
Washington Co.
Wythe Co.
Bristol City
Galax City
- PD #4 NEW RIVER VALLEY
- Floyd Co.
Giles Co.
Montgomery Co.
Pulaski Co.
Radford City
- PD #5 FIFTH
- Alleghany Co.
Botetourt Co.
Craig Co.
Roanoke Co.
Clifton Forge City
Covington City
Roanoke City
Salem City
- PD #6 CENTRAL SHENANDOAH
- Augusta Co.
Bath Co.
Highland Co.
Rockbridge Co.
Rockingham Co.
Buena Vista City
Harrisonburg City
Lexington City
Staunton City
Waynesboro City

PD #7 LORD FAIRFAX
Clarke Co.
Frederick Co.
Page Co.
Shenandoah Co.
Warren Co.
Winchester City

PD #8 NORTHERN VIRGINIA
Arlington Co.
Fairfax Co.
Loudoun Co.
Prince William Co.
Alexandria City
Fairfax City
Falls Church City
Manassas City
Manassas Park City

PD #9 RAPPAHANNOCK - RAPIDAN
Culpeper Co.
Fauquier Co.
Madison Co.
Orange Co.
Rappahannock Co.

PD #10 THOMAS JEFFERSON
Albemarle Co.
Fluvanna Co.
Greene Co.
Louisa Co.
Nelson Co.
Charlottesville City

PD #11 CENTRAL VIRGINIA
Amherst Co.
Appomattox Co.
Bedford Co.
Campbell Co.
Bedford City
Lynchburg City

PD #12 WEST PIEDMONT
Franklin Co.
Henry Co.
Patrick Co.
Pittsylvania Co.
Danville City
Martinsville City

PD #13 SOUTHSIDE

Brunswick Co.
Halifax Co.
Mecklenburg Co.
South Boston City

PD #14 PIEDMONT

Amelia Co.
Buckingham Co.
Charlotte Co.
Cumberland Co.
Lunenburg Co.
Nottoway Co.
Prince Edward Co.

PD #15 RICHMOND REGIONAL

Charles City Co.
Chesterfield Co.
Goochland Co.
Hanover Co.
Henrico Co.
New Kent Co.
Powhatan Co.
Richmond City

PD #16 RADCO

Caroline Co.
King George Co.
Spotsylvania Co.
Stafford Co.
Fredericksburg City

PD #17 NORTHERN NECK

Lancaster Co.
Northumberland Co.
Richmond Co.
Westmoreland Co.

PD #18 MIDDLE PENINSULA

Essex Co.
Gloucester Co.
King & Queen Co.
King William Co.
Mathews Co.
Middlesex Co.

PD #19

CRATER

Dinwiddie Co.
Greensville Co.
Prince George Co.
Surry Co.
Sussex Co.
Colonial Heights City
Emporia City
Hopewell City
Petersburg City

PD #20

SOUTHEASTERN VIRGINIA

Isle of Wight Co.
Southampton Co.
Chesapeake City
Franklin City
Norfolk City
Portsmouth City
Suffolk City
Virginia Beach City

PD #21

PENINSULA

James City Co.
York Co.
Hampton City
Newport News City
Poquoson City
Williamsburg City

PD #22

ACCOMACK - NORTHAMPTON

Accomack Co.
Northampton Co.

SUMMARY SHEET FOR VIRGINIA POPULATION PROJECTIONS
State Council of Higher Education for Virginia

State of Virginia (1978-1986)

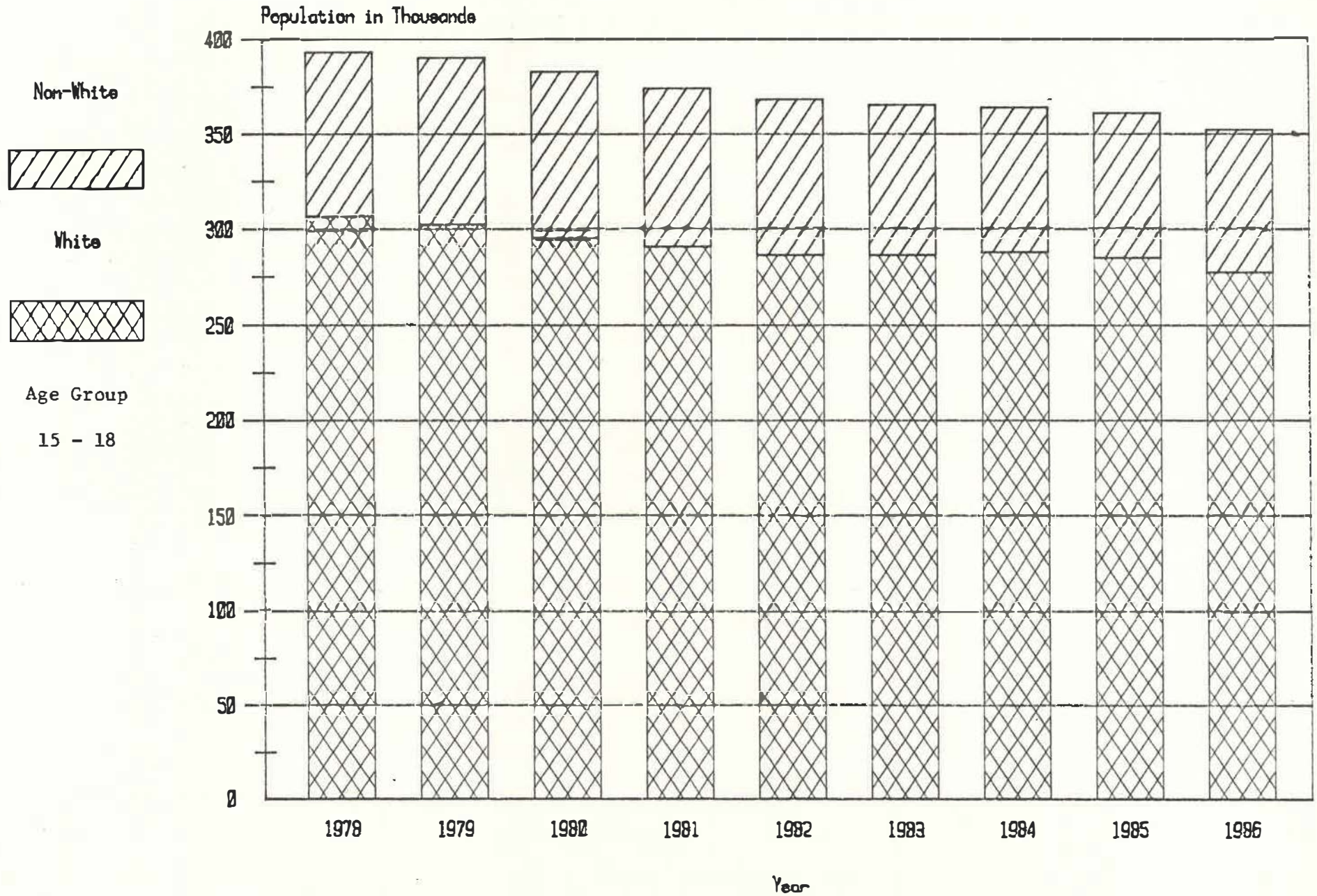
<u>Percent of Total</u>	<u>White</u>	<u>Non-white</u>	<u>Total</u>
10.52% decrease	-29,651	-11,797	-41,448

Planning Districts (1978-1986)

<u>Percent of Total</u>	<u>White</u>	<u>Non-white</u>	<u>Total</u>	
#16	7.73% increase	+ 829	- 220	+ 627
# 1	.87% increase	+ 21	+ 40	+ 61
# 2	1.50% decrease	- 279	+ 123	- 156
# 4	1.83% decrease	- 224	+ 44	- 180
# 7	3.72% decrease	- 328	- 10	- 338
# 3	8.56% decrease	- 992	+ 2	- 990
# 8	9.43% decrease	-9,092	+1,322	-7,770
# 9	9.57% decrease	- 285	- 365	- 650
#20	9.82% decrease	-3,151	-3,133	-6,284
#11	10.00% decrease	- 815	- 537	-1,352
#10	10.04% decrease	- 615	- 455	-1,070
#18	10.13% decrease	+ 20	- 450	- 430
#15	11.73% decrease	-2,620	-2,714	-5,334
# 5	13.15% decrease	-2,118	- 104	-2,222
#21	13.90% decrease	-2,565	- 877	-3,860
# 6	15.63% decrease	-2,249	- 186	-2,435
#19	16.21% decrease	- 727	-1,363	-2,090
#14	16.31% decrease	- 542	- 553	-1,095
#22	16.72% decrease	- 221	- 381	- 602
#12	18.75% decrease	-2,457	- 817	-3,274
#17	20.05% decrease	- 135	- 416	- 596
#13	21.11% decrease	- 688	- 720	-1,408

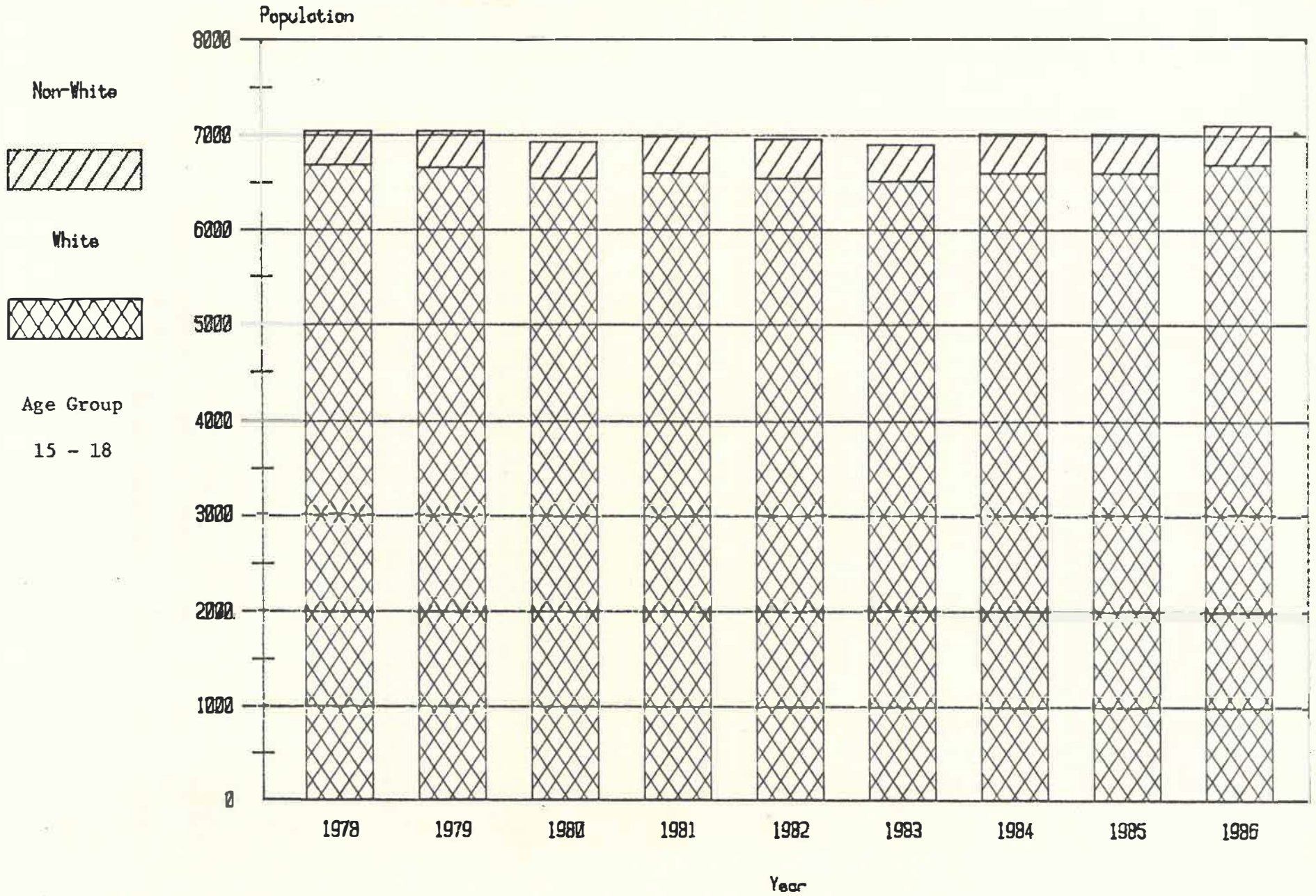
SCHEV Population Projections

State of Virginia (1978-1986)



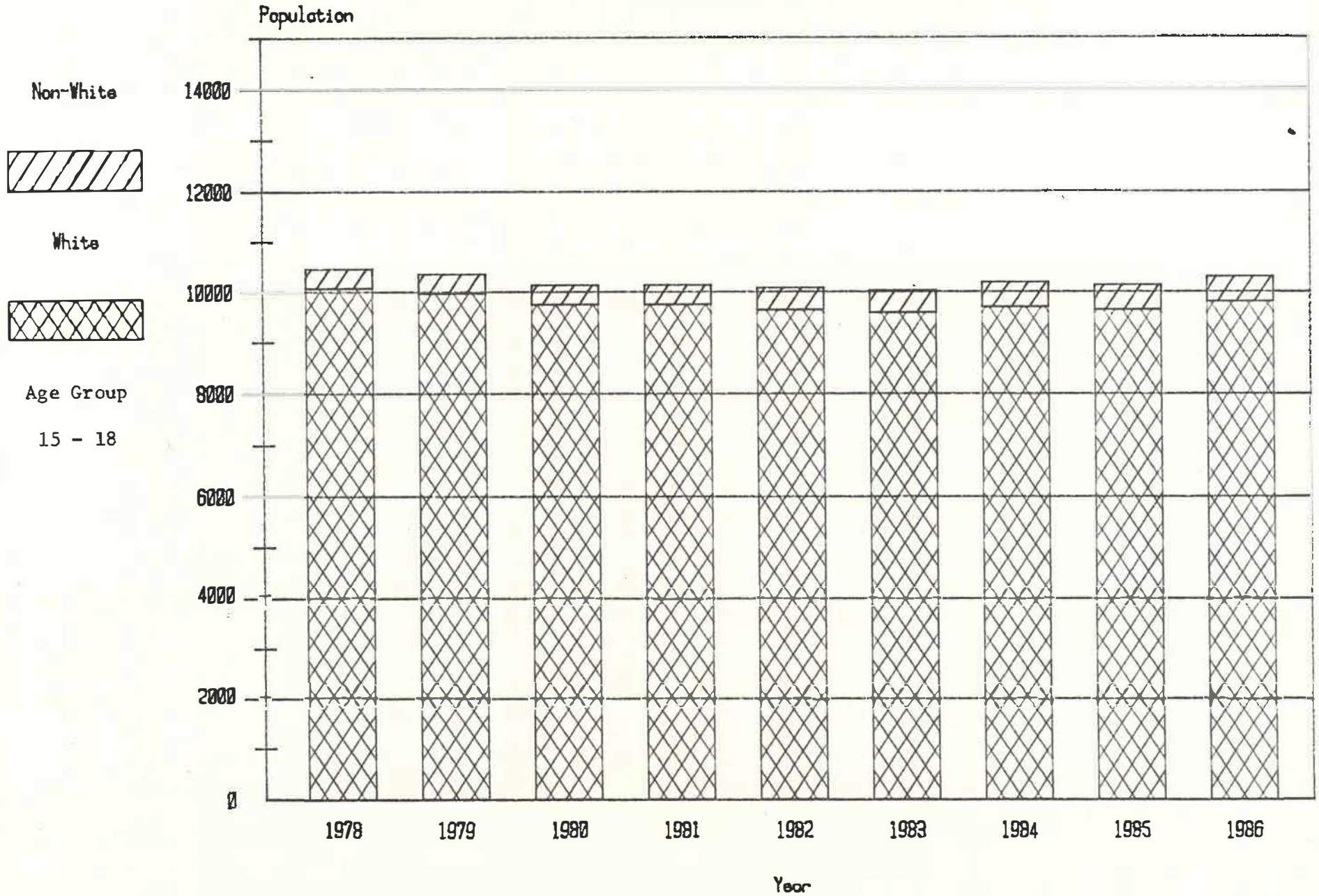
SCHEV Population Projections

Planning District 1 (1978-1986)



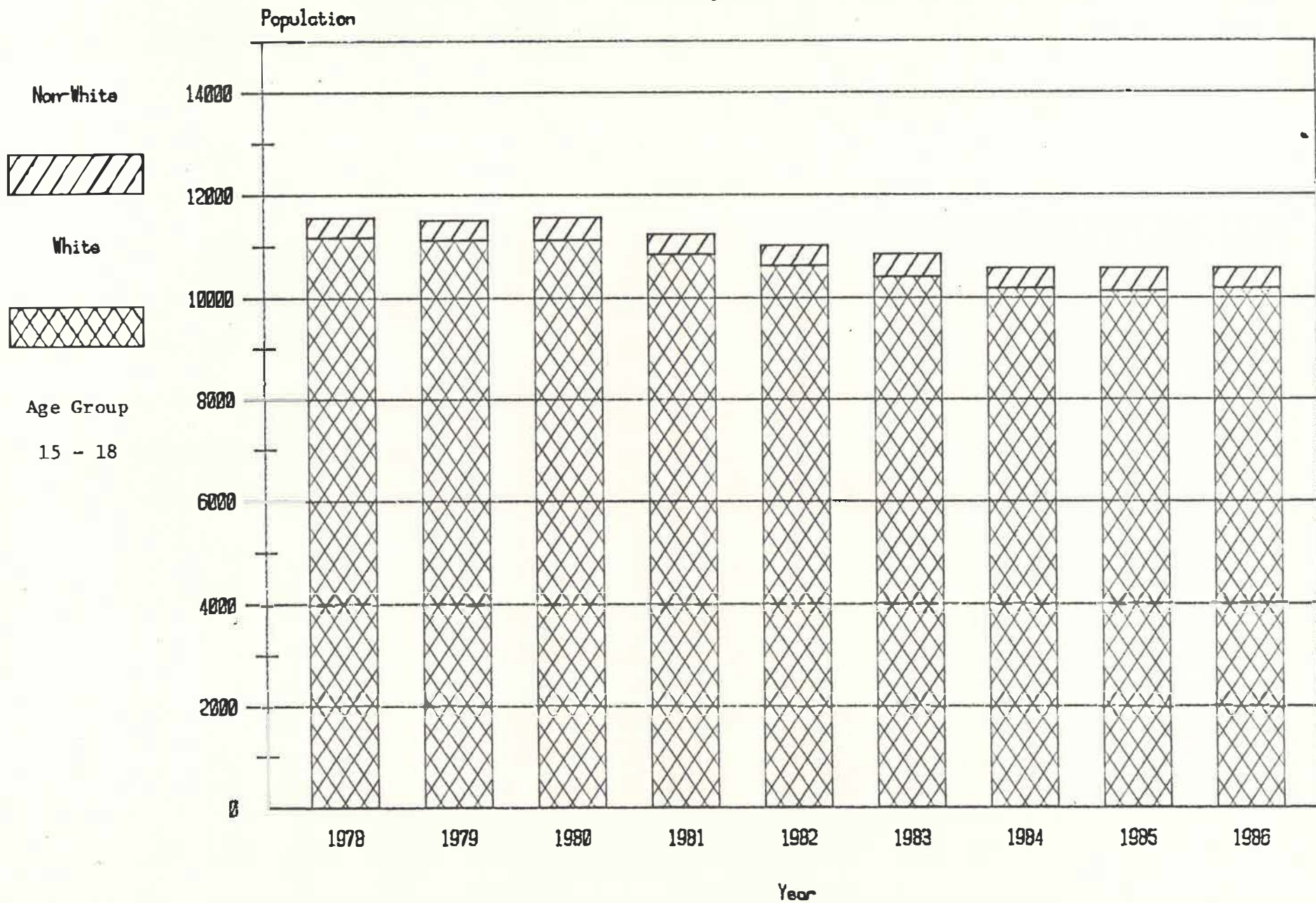
SCHEV Population Projections

Planning District 2 (1978-1986)



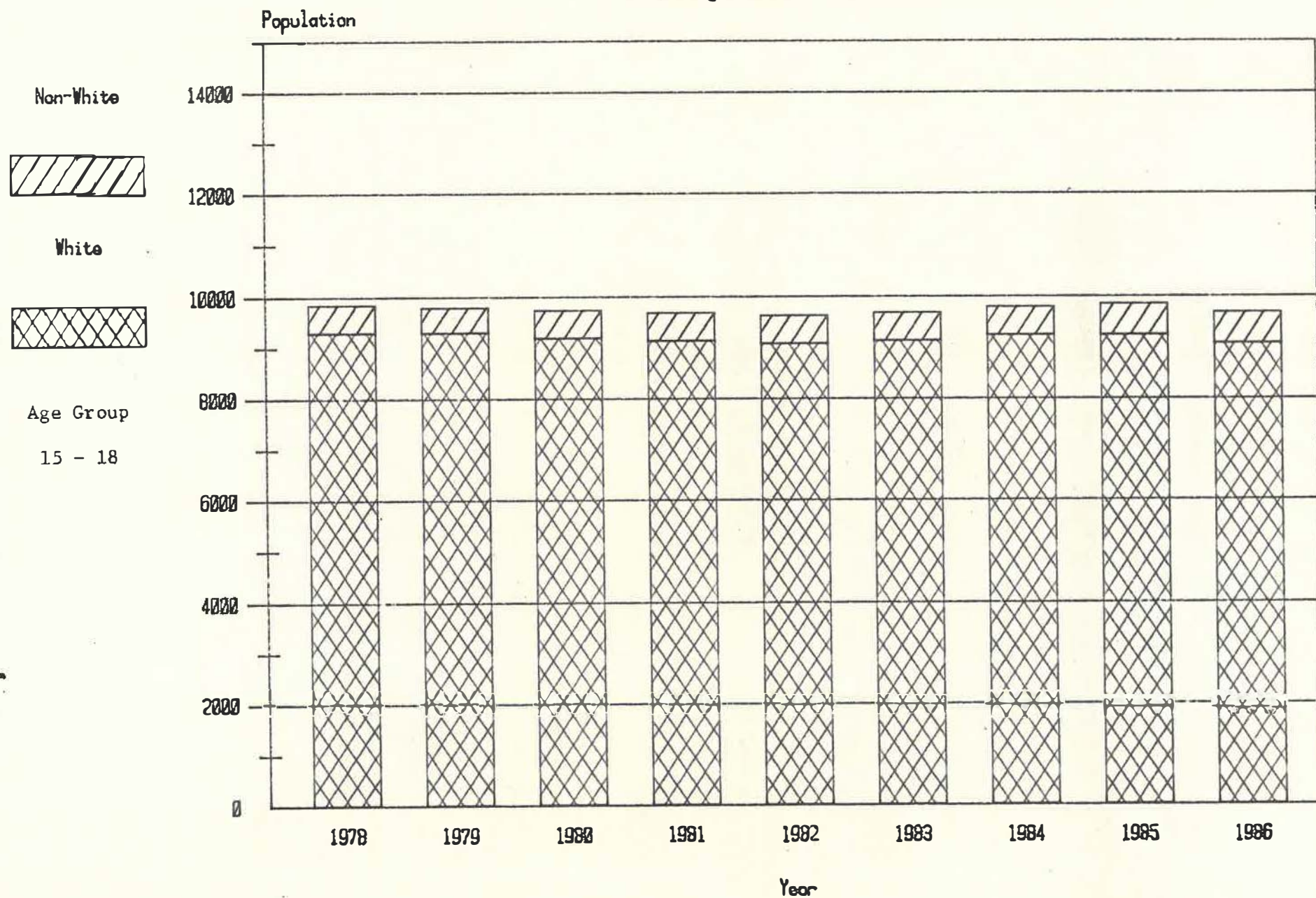
SCHEV Population Projections

Planning District 3 (1978-1986)



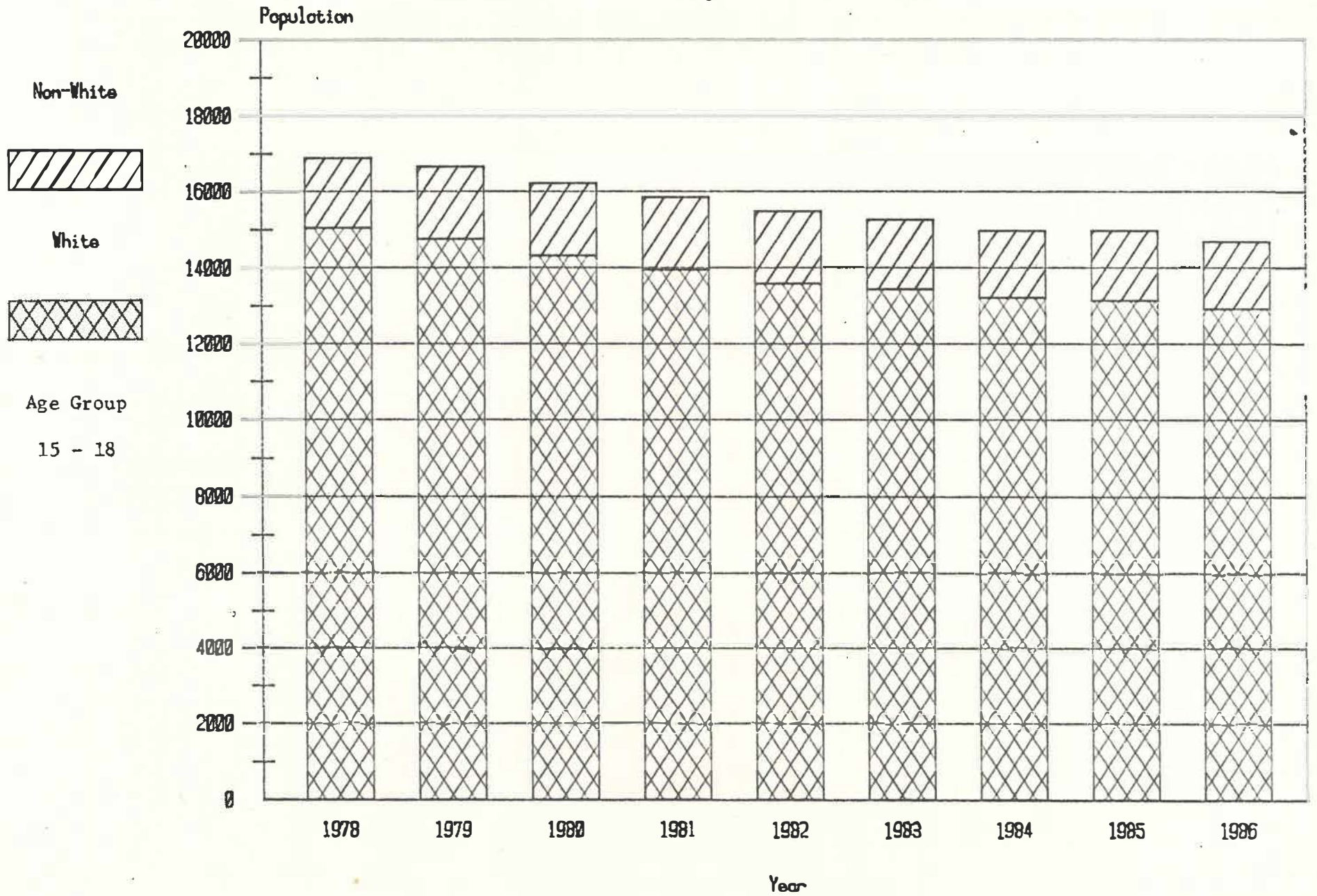
SCHEV Population Projections

Planning District 4 (1978-1986)



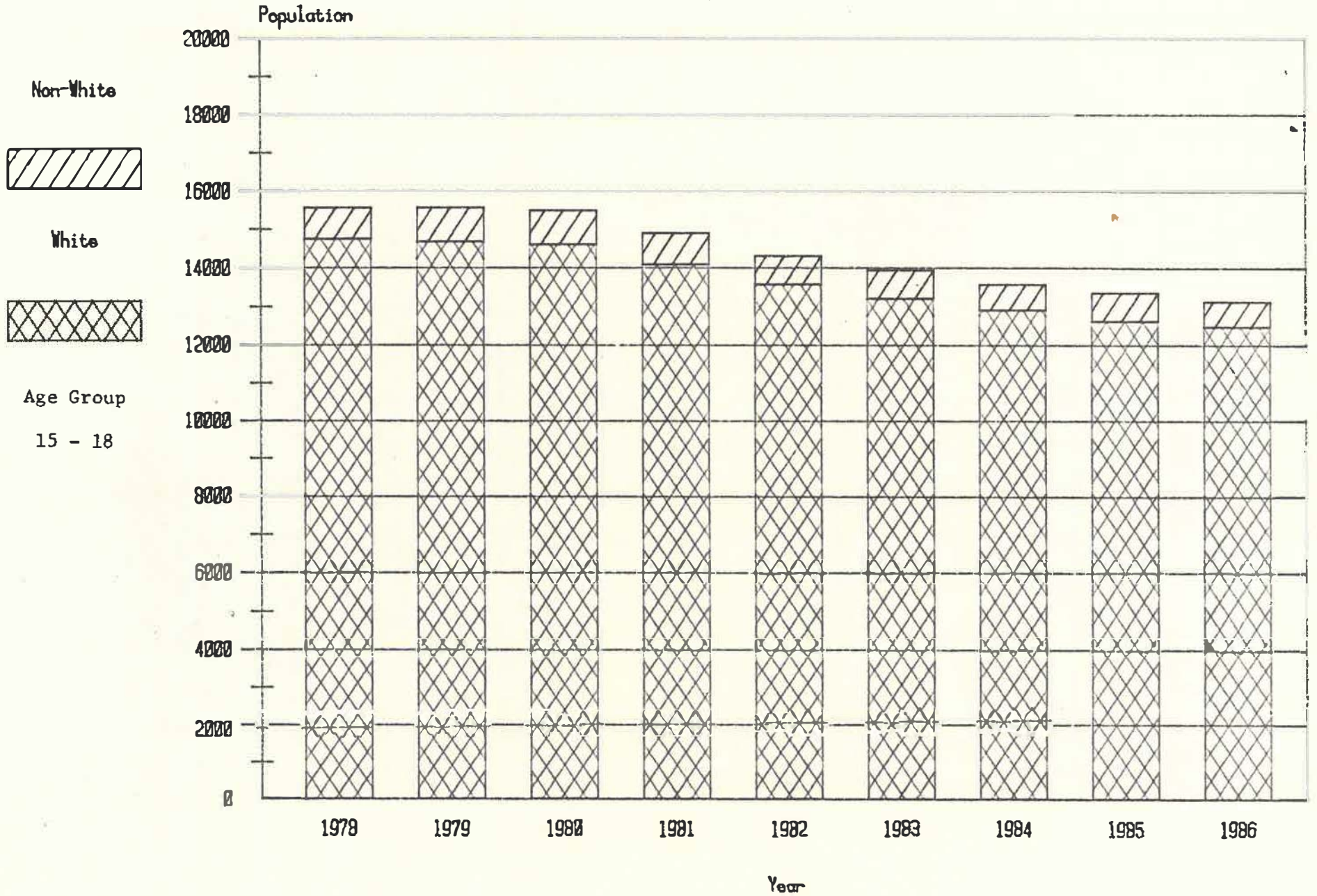
SCHEV Population Projections

Planning District 5 (1978-1986)



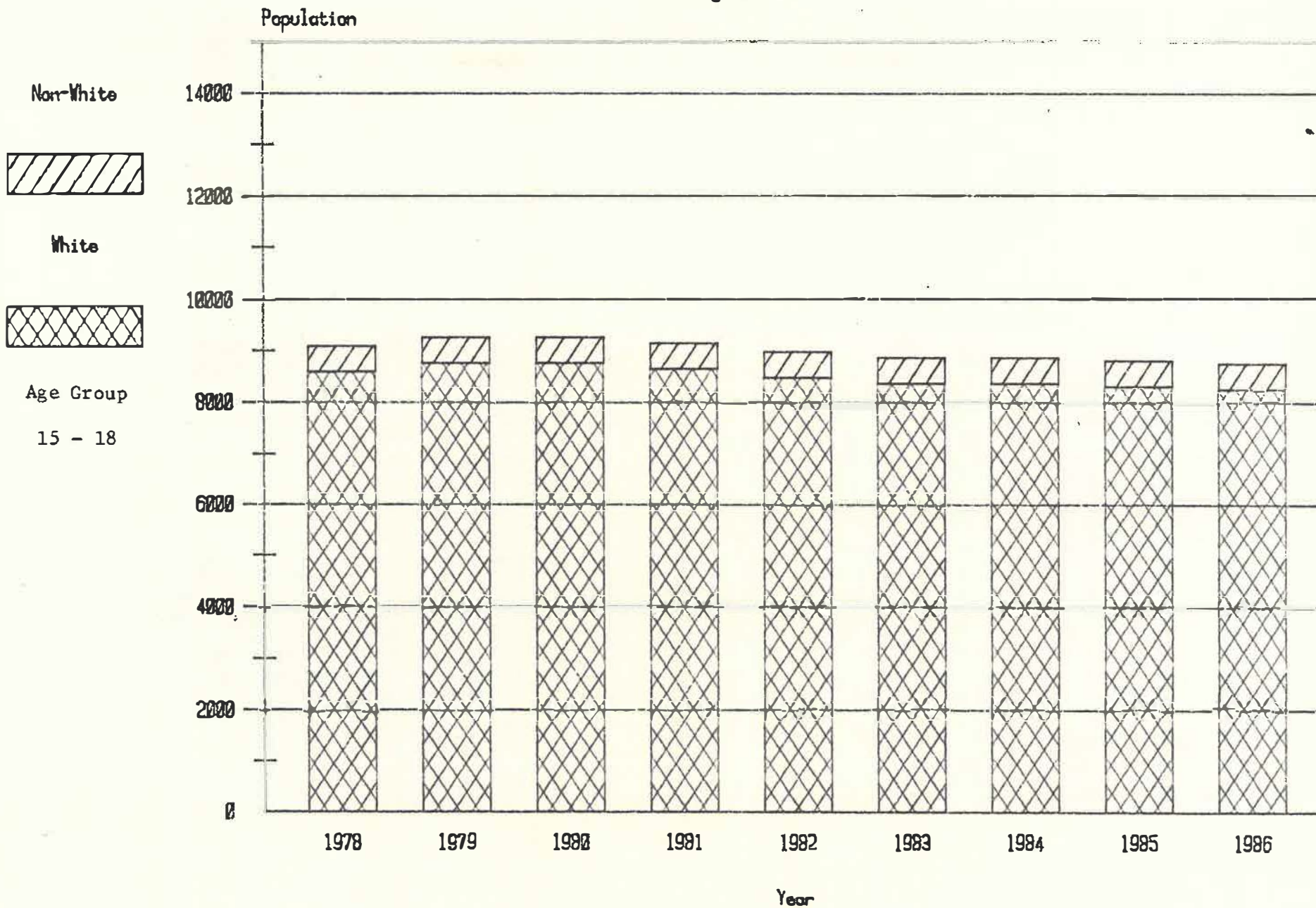
SCHEV Population Projections

Planning District 6 (1978-1986)



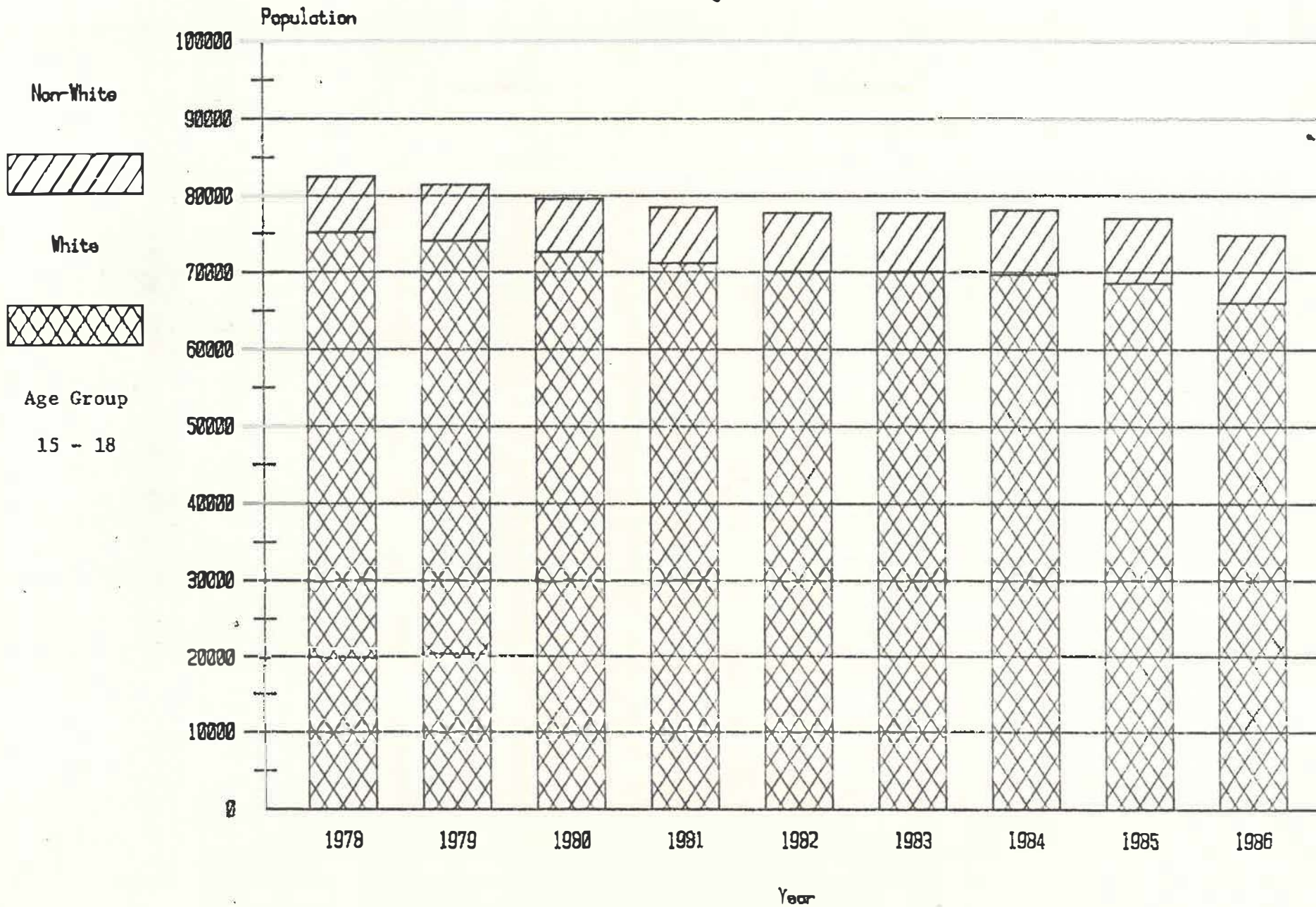
SCHEV Population Projections

Planning District 7 (1978-1986)



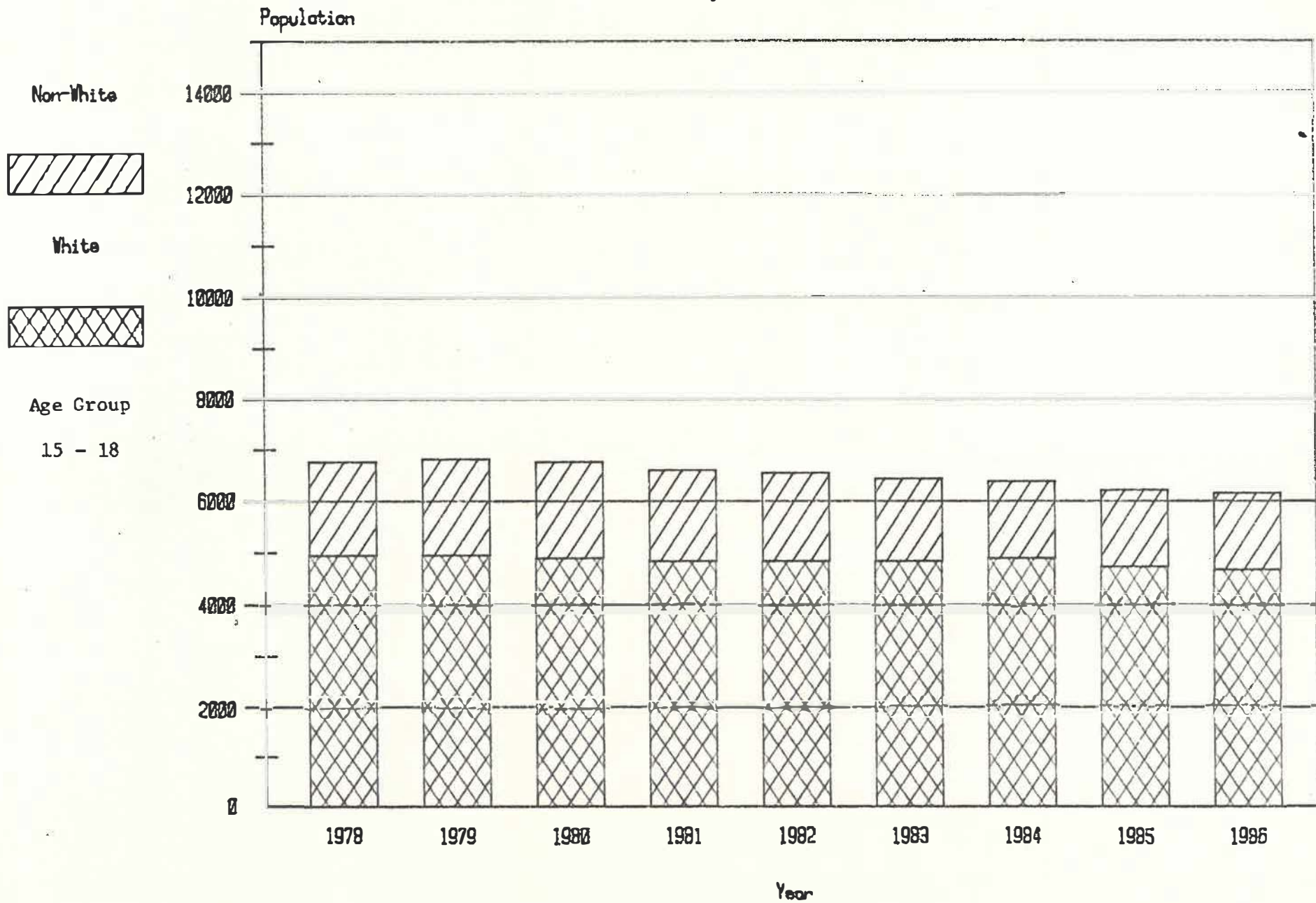
SCHEV Population Projections

Planning District 8 (1978-1986)



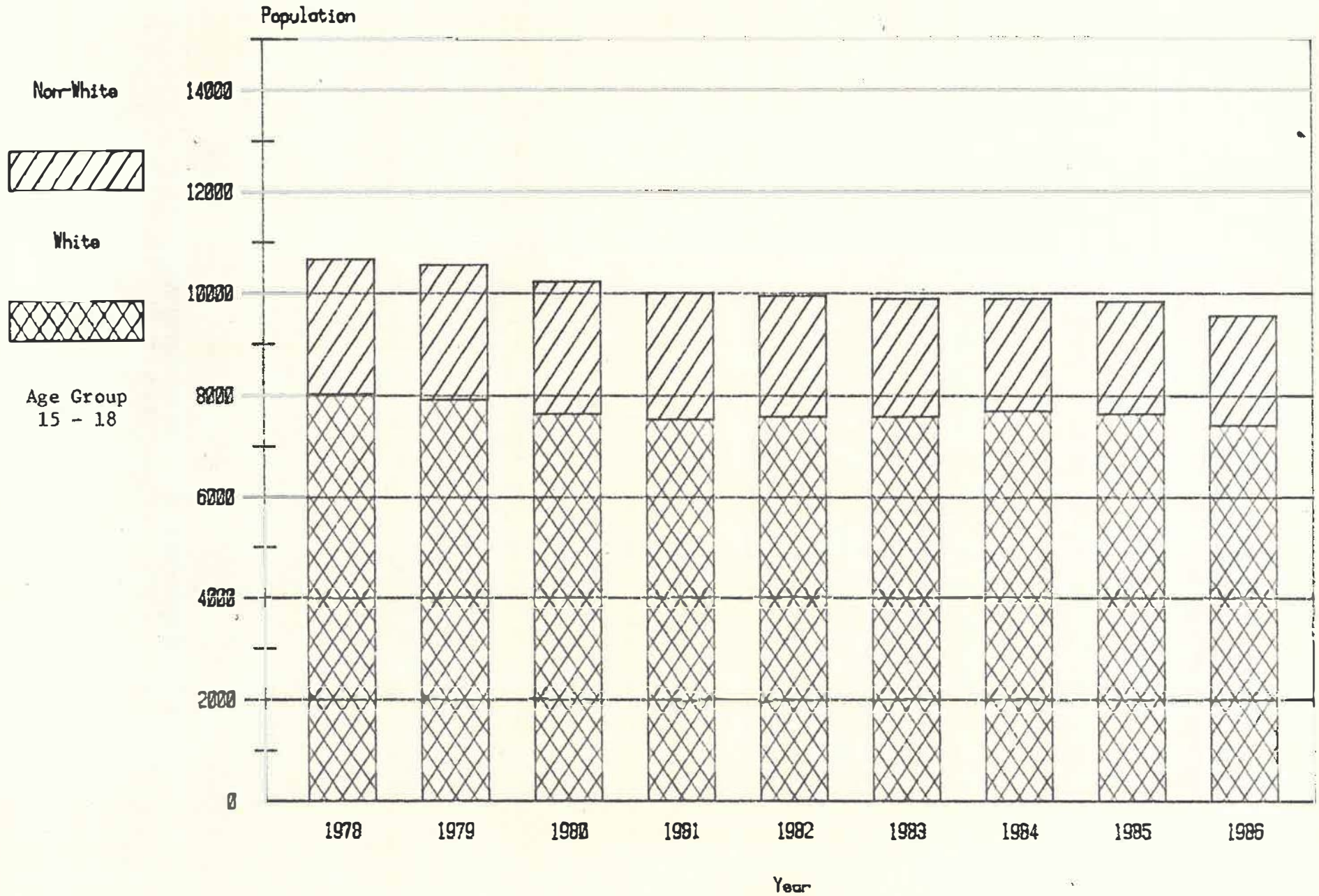
SCHEV Population Projections

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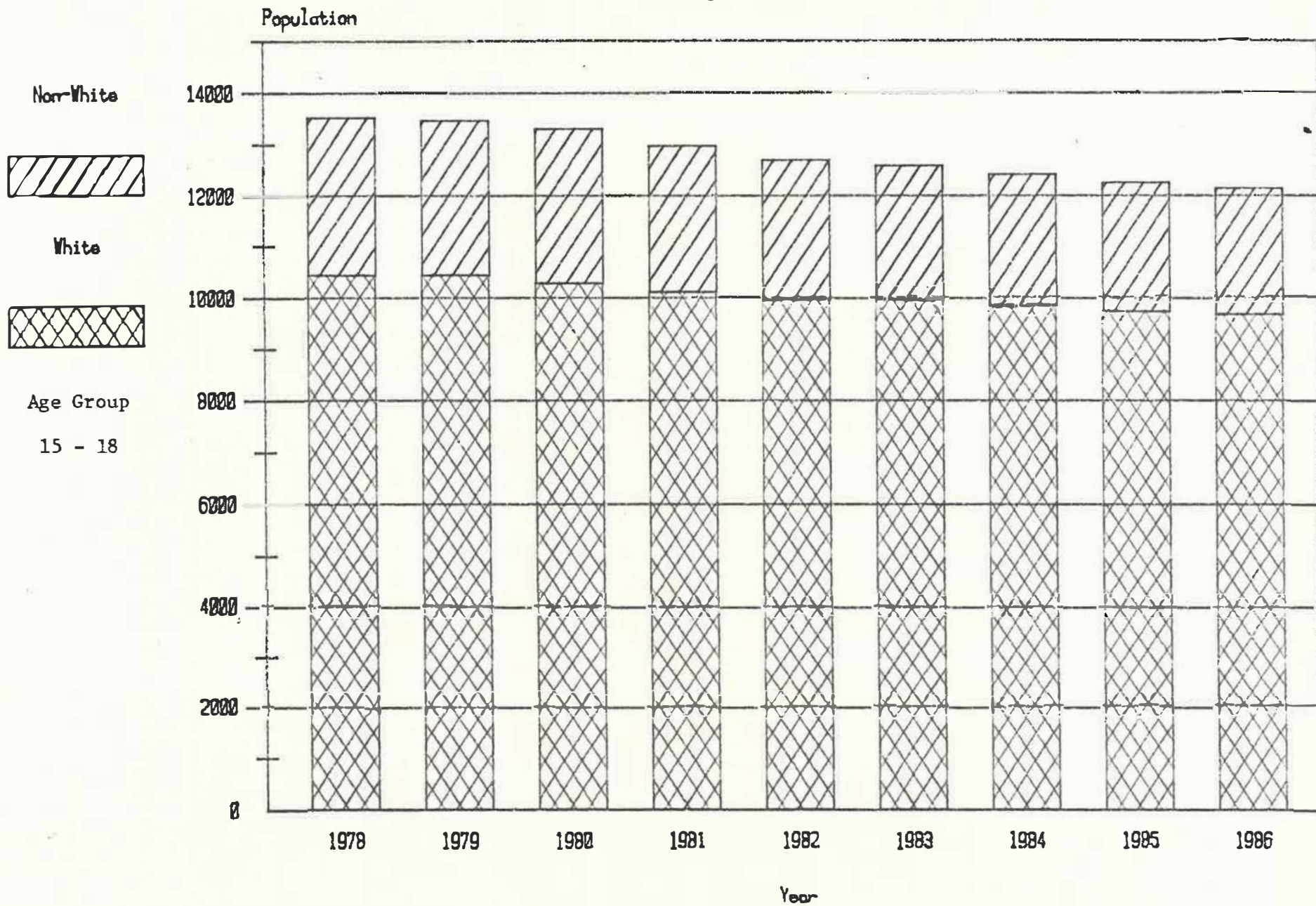
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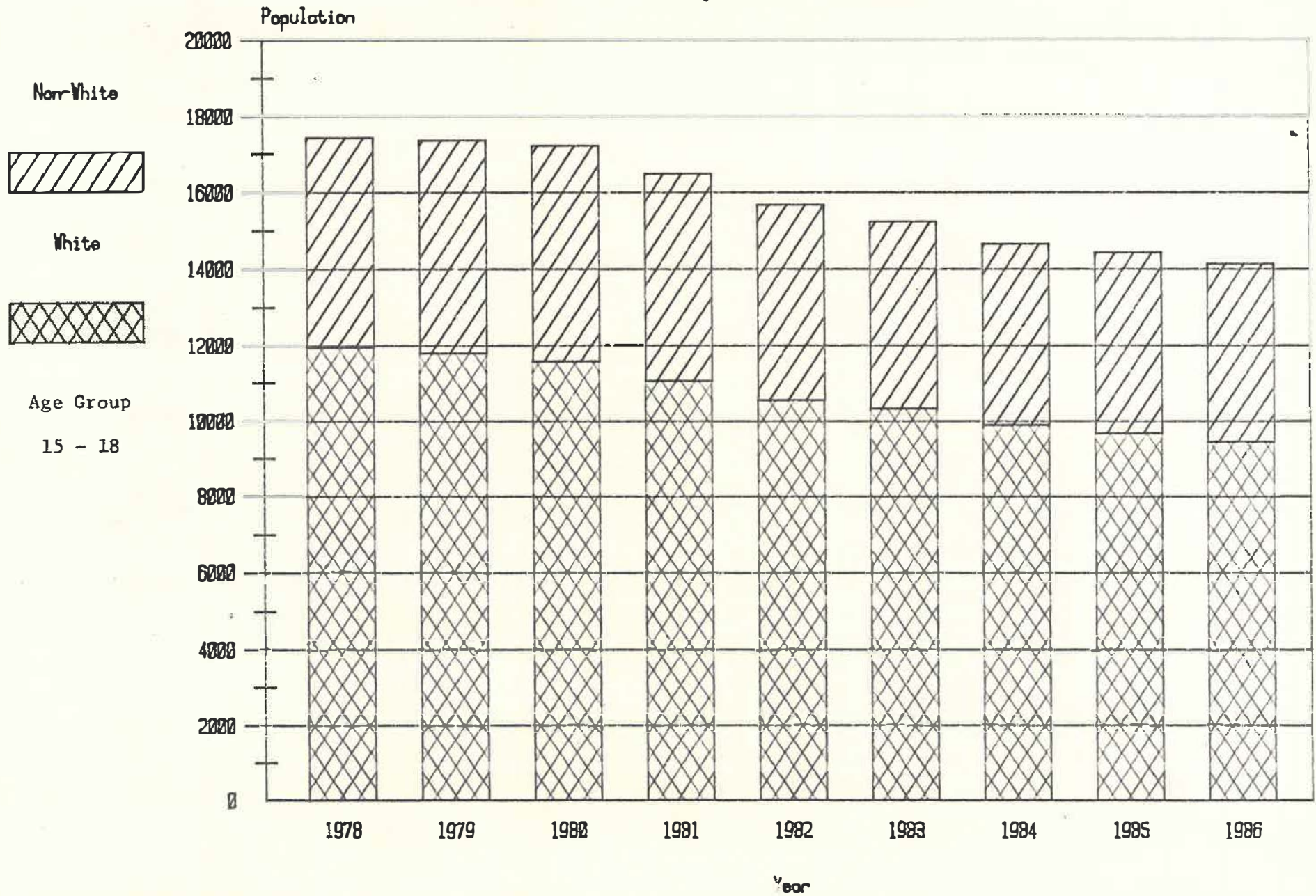
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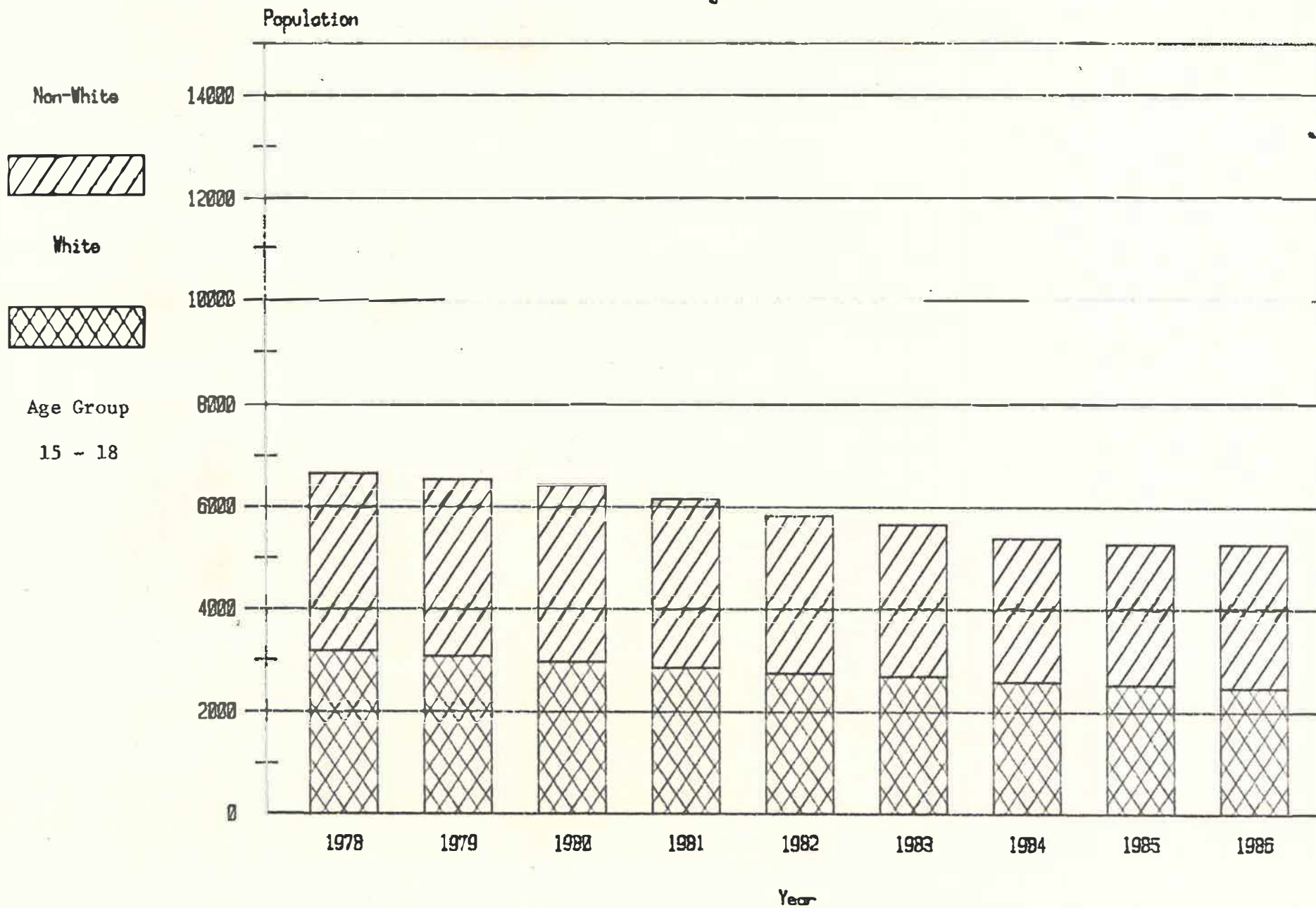
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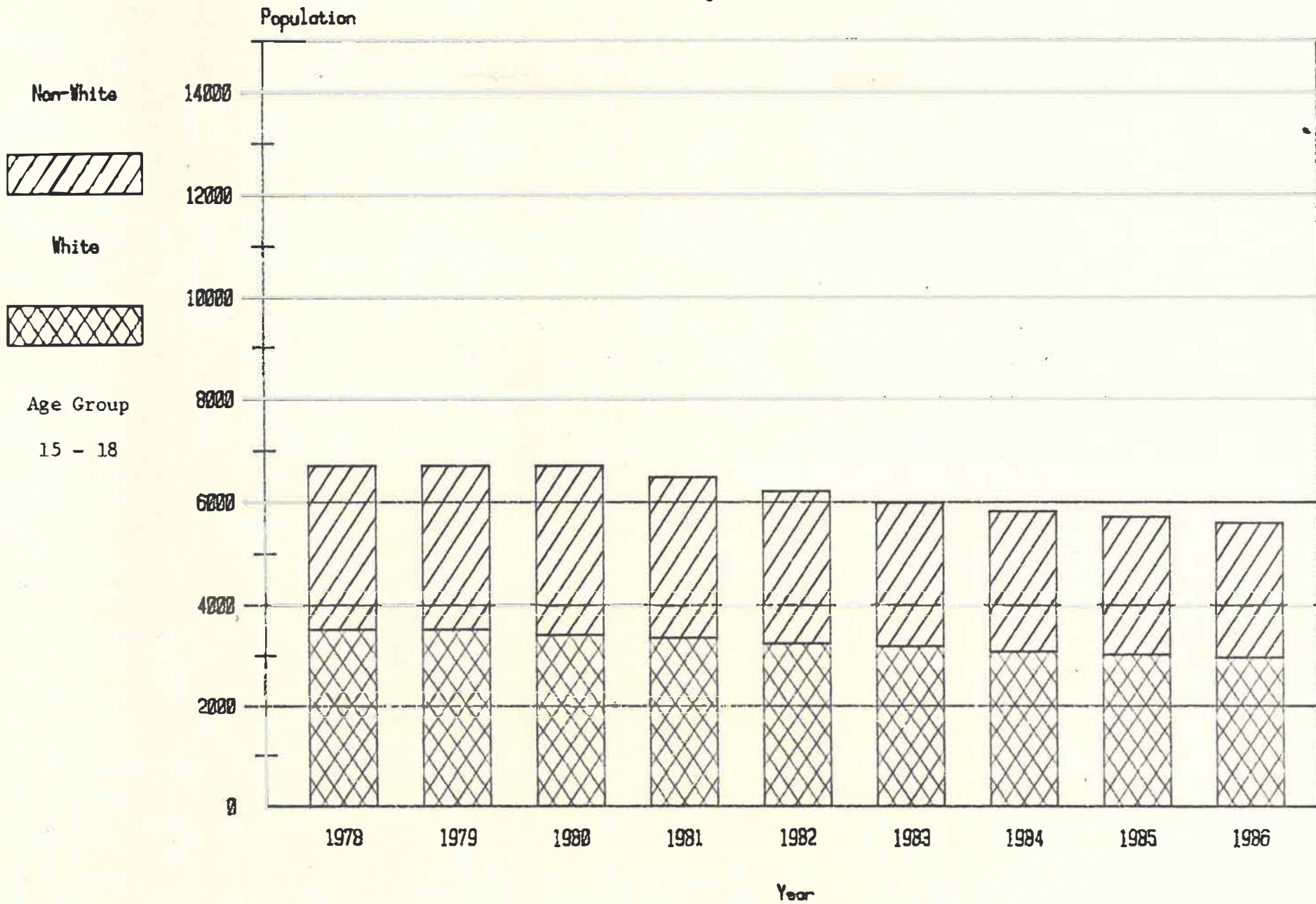
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Planning District 13 (1978-1986)



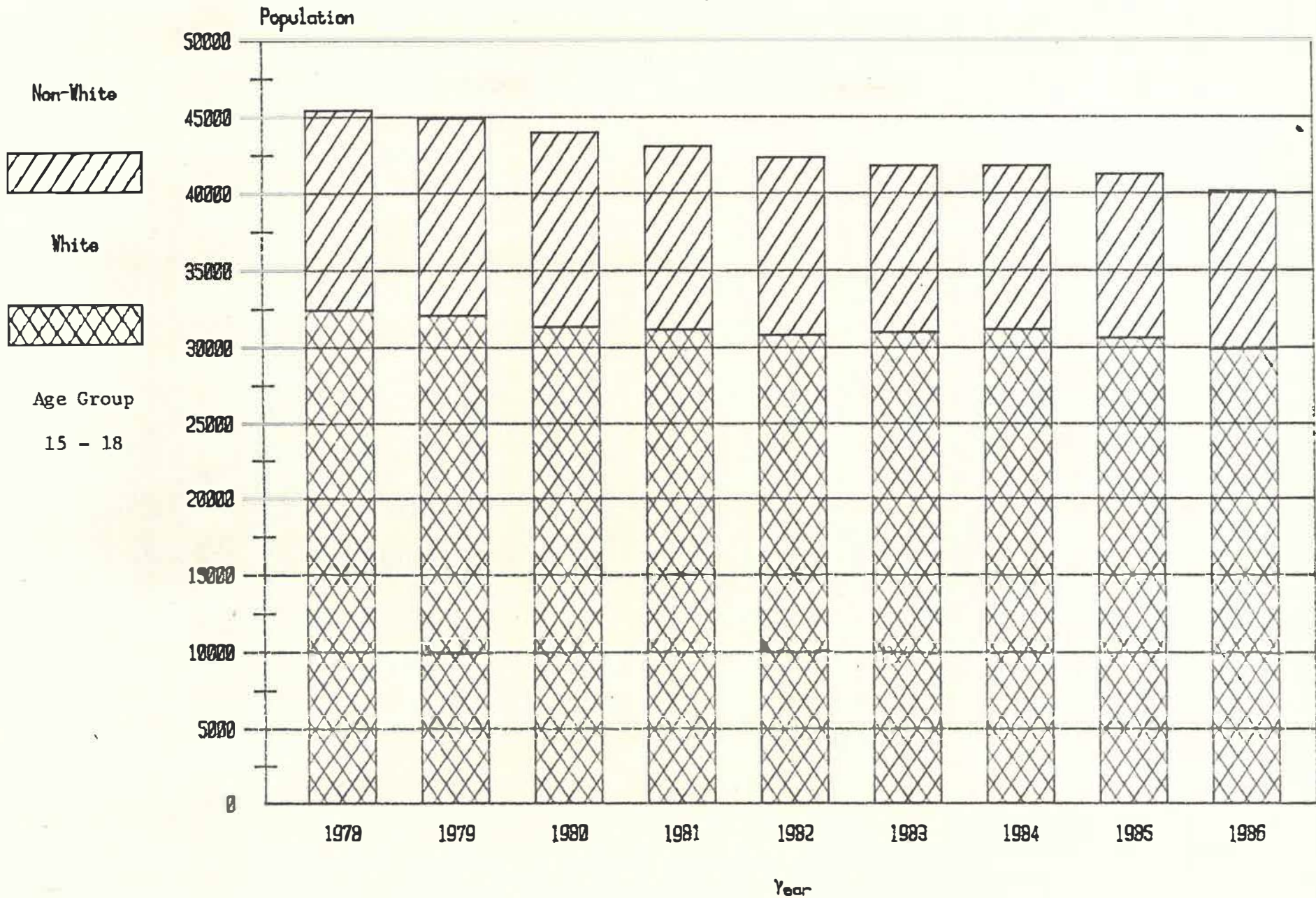
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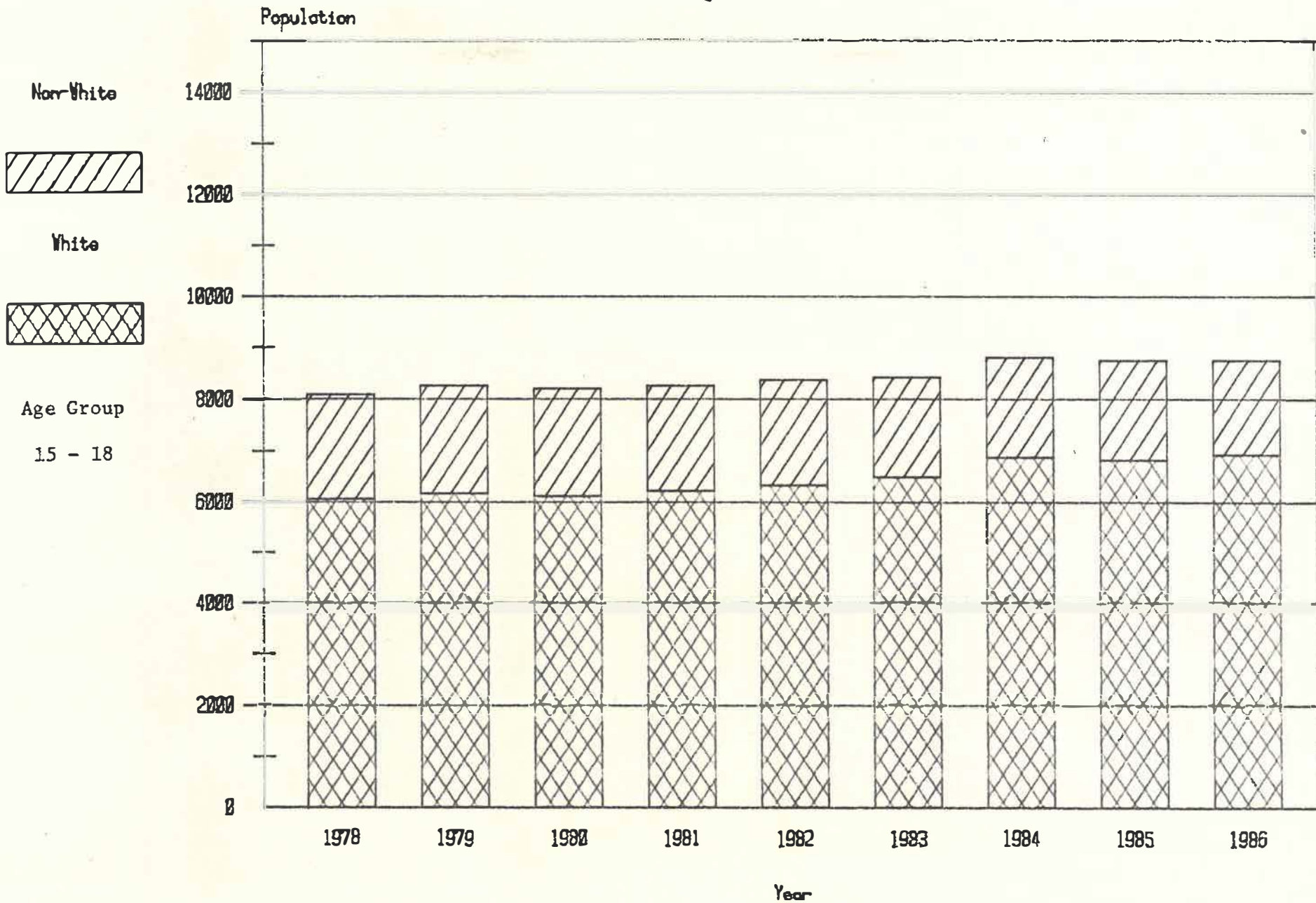
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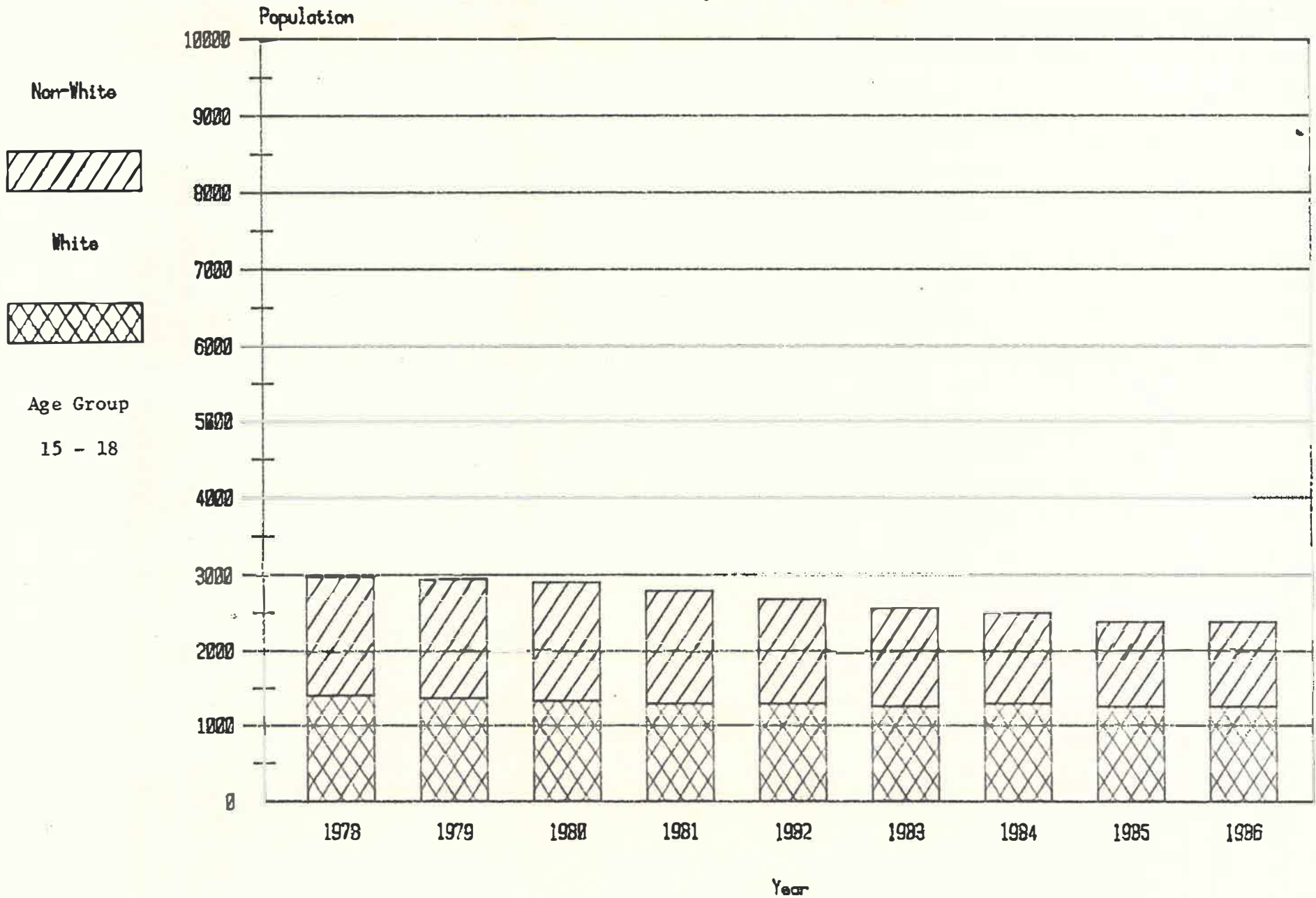
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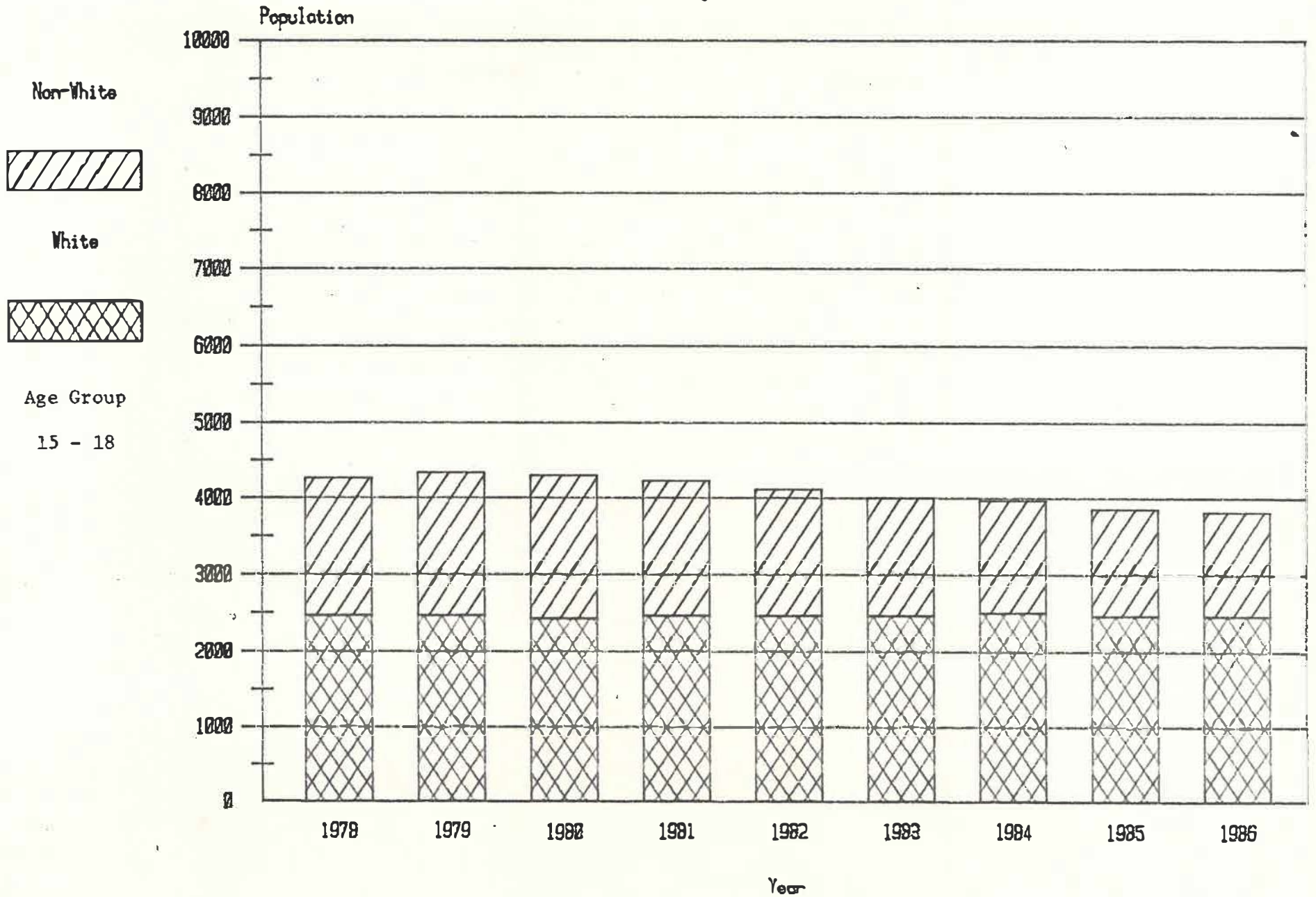
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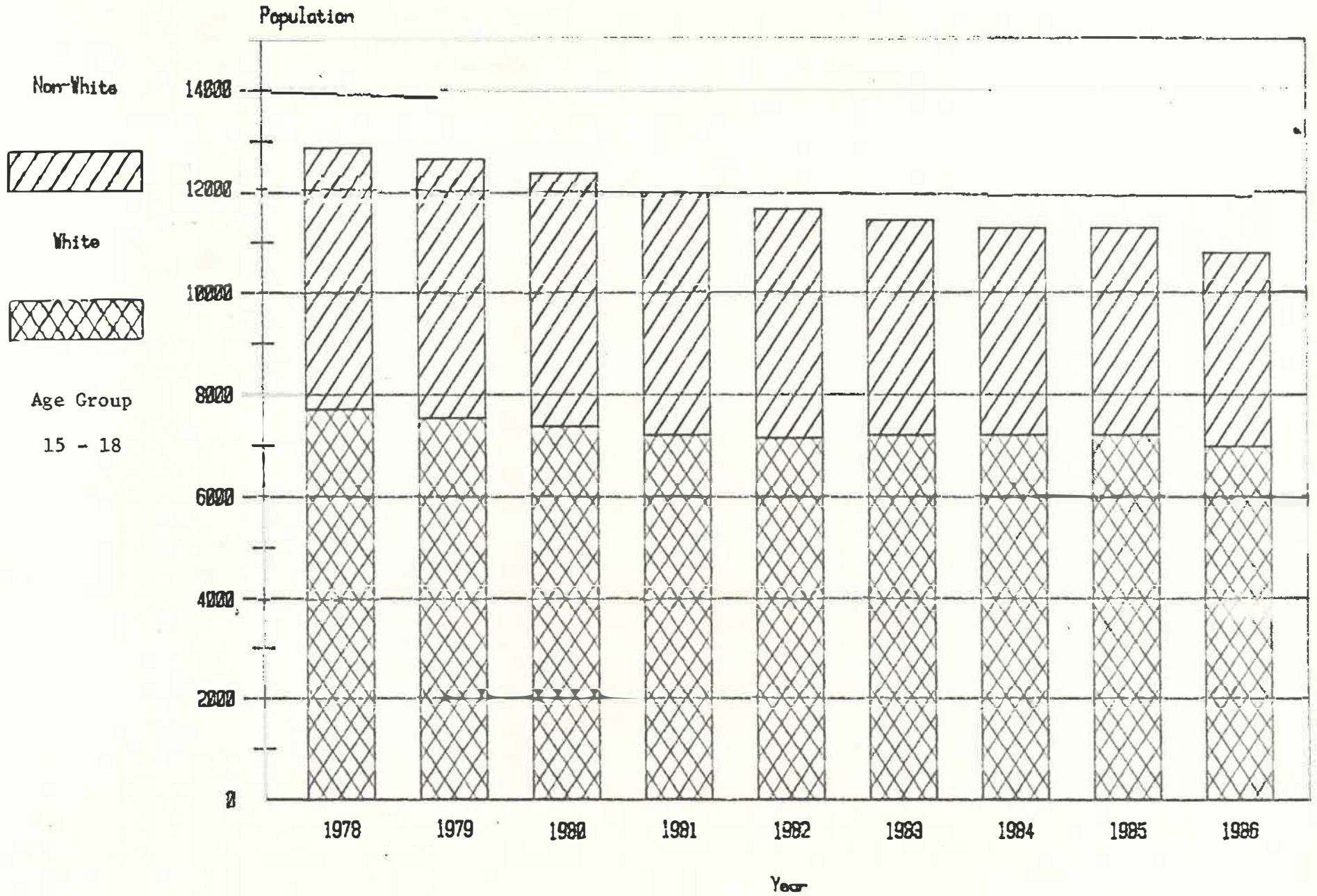
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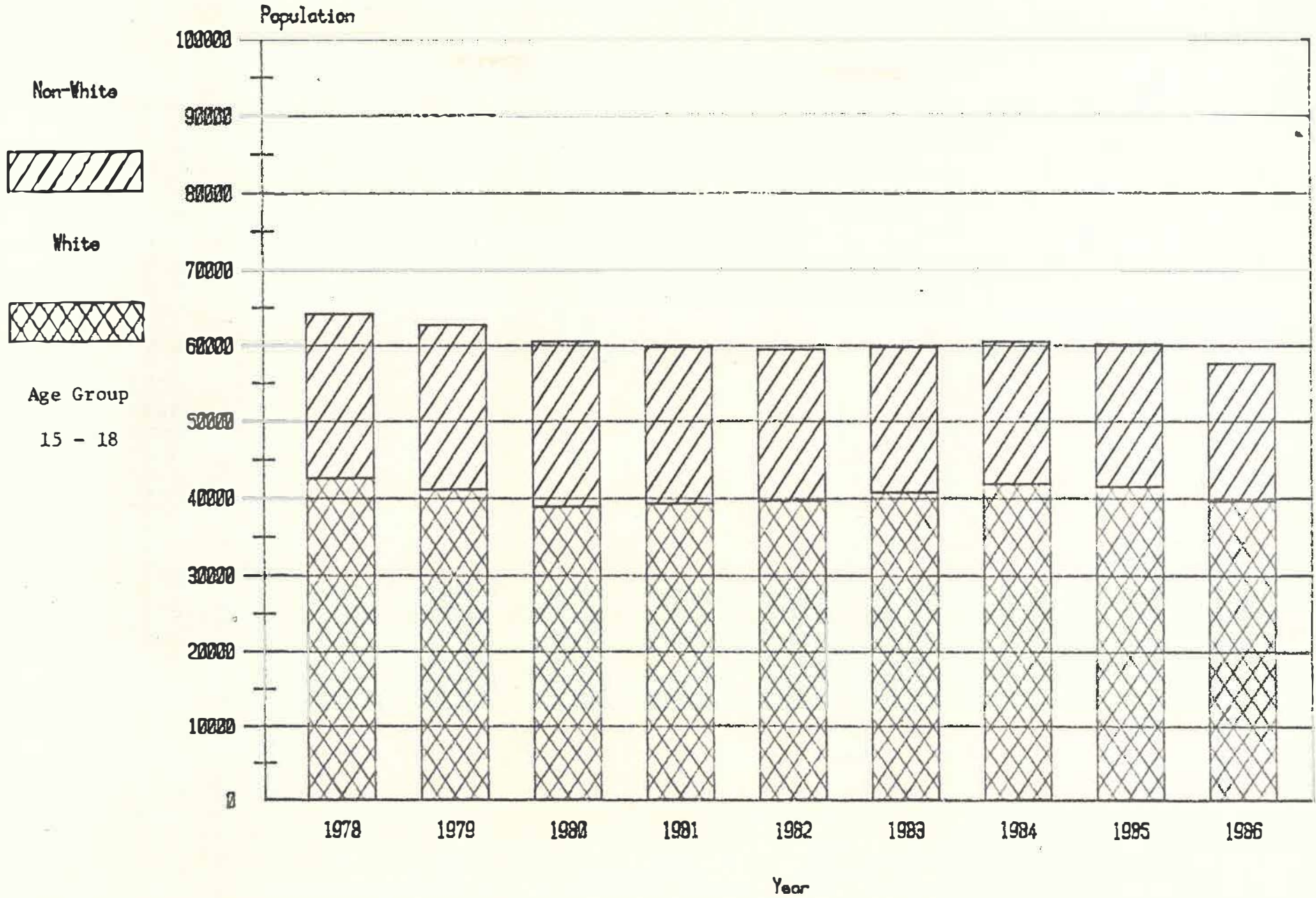
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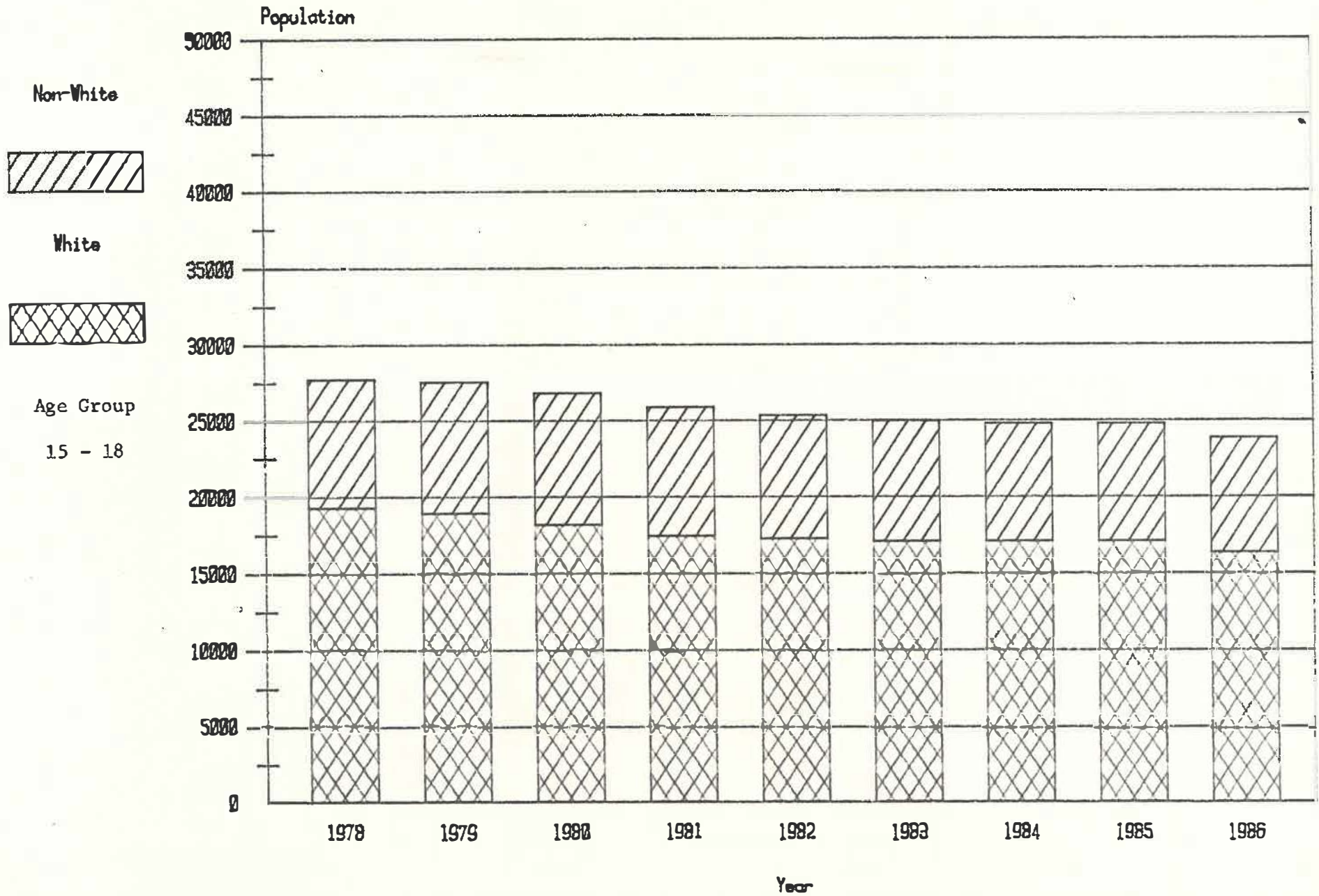
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Planning District 20 (1978-1986)



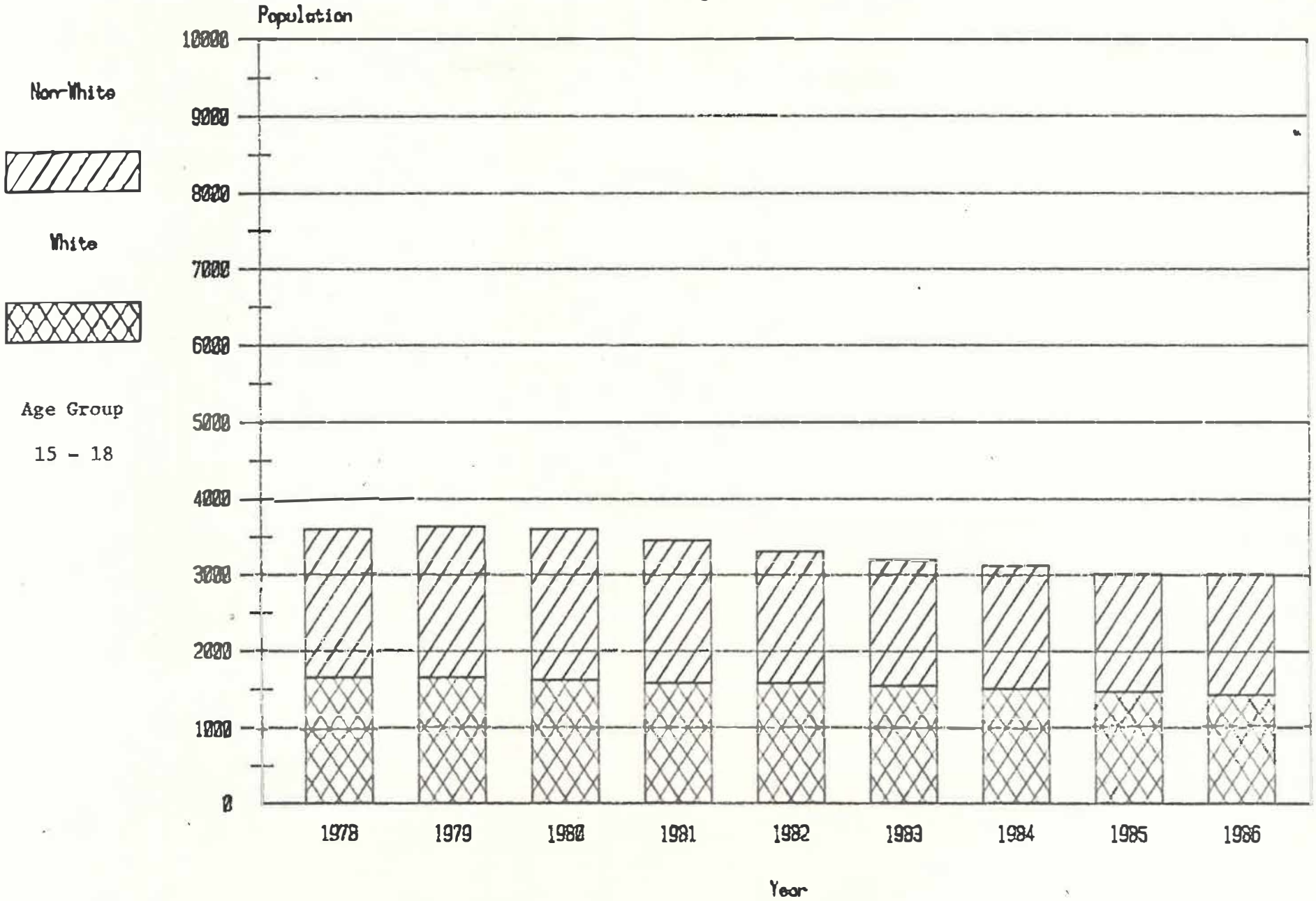
SCHEV Population Projections

Planning District 21 (1978-1986)



SCHEV Population Projections

Planning District 22 (1978-1986)



Words by
Quentin Vest

Music by
Louard E. Egbert

Faith-ful and de-vot-ed be Thy Sons and Daugh-ters for- - ev - er,
Hail to Thee dear Al - ma Ma - ter. Hail to Thee. All Hail.
On - ward ev - er Long - wood, Proud and true e - - ter - nal - ly, Thy
love will al- ways guide and pro- tect and keep them faith-ful to
Thee, Thy love will al-ways guide and protect and keep them faithful to Thee.

The musical score is written in a single system with a vocal line and piano accompaniment. The piano part consists of two staves (treble and bass clef) with a grand staff bracket. The vocal line is on a single staff with a treble clef. The lyrics are placed below the vocal line. The music is in a 4/4 time signature and features a variety of note values and rests. The piano accompaniment provides harmonic support with chords and melodic lines.

JOINT STATEMENT
ON
RIGHTS AND FREEDOMS OF STUDENTS

Prepared by a Joint Drafting Committee representing the American Association of University Professors, U. S. National Student Association, Association of American Colleges, National Association of Student Personnel Administrators, and National Association of Women Deans and Counselors.

Approved by U. S. National Student Association (August 1967)

Approved by Council of American Association of University Professors (October 1967)

Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

I. Freedom of Access to Higher Education

The admission's policies of each college and university are a matter of institutional choice provided that each college and university makes clear the characteristics and expectations of students which it considers relevant to success in the institution's program. While church-related institutions may give admission preference to students of their own persuasion, such a preference should be clearly and publicly stated. Under no circumstances should a student be barred from admission to a particular institution on the basis of race. Thus, within the limits of its facilities, each college and university should be open to all students who are qualified according to its admission standards. The facilities and services of a college should be open to all of its enrolled students, and institutions should use their influence to secure equal access for all students, to public facilities in the local community.

II. In the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not an opinions or conduct in matters unrelated to academic standards.

A. Protection of Freedom of Expression. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve

judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. Protection Against Improper Academic Evaluation. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. Protection Against Improper Disclosure. Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

III. Student Records

Institutions should have a carefully considered policy as to the information which should be part of a student's permanent educational record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records should be separate, and the conditions of access to each should be set forth in an explicit policy statement. Transcripts of academic records should contain only information about academic status. Information from disciplinary or counseling files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs of students. Provision should also be made for periodic routine destruction of noncurrent disciplinary records. Administrative staff and faculty members should respect confidential information about students which they acquire in the course of their work.

IV. Student Affairs

In student affairs, certain standards must be maintained if the freedom of students is to be preserved.

A. Freedom of Association. Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.

1. The membership, policies, and actions of a student organization usually will be determined by vote of only those persons who hold bona fide membership in the college or university community.

2. Affiliation with an extramural organization should not of itself disqualify a student organization from institutional recognition.

3. If campus advisers are required each organization should be free to choose its own adviser, and institutional recognition should not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser. Campus advisers may advise organizations in the exercise of responsibility but they should not have the authority to control the policy of such organizations.

4. Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition.

5. Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.

B. Freedom of Inquiry and Expression.

1. Students and student organizations should be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.

2. Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

C. Student Participation in Institutional Government. As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit, and the actions of the student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

D. Student Publications. Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible

discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Whenever possible the student newspaper should be an independent corporation financially and legally separate from the university. Where financial and legal autonomy is not possible the institution, as the publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary:

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.

2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.

3. All university published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university or student body.

V. Off-Campus Freedom of Students

- A. Exercise of Rights of Citizenship. College and university students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials should insure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

B. Institutional Authority and Civil Penalties. Activities of students may upon occasion result in violation of law. In such cases, institutional officials should be prepared to apprise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of his off-campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

VI. Procedural Standards in Disciplinary Proceedings

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance, and admonition. At the same time, educational institutions have a duty and the corollary disciplinary powers to protect their educational purpose through the setting of standards of scholarship and conduct for the students who attend them and through the regulation of the use of institutional facilities. In the exceptional circumstances when the preferred means fail to resolve problems of student conduct, proper procedural safeguards should be observed to protect the student from the unfair imposition of serious penalties.

The administration of discipline should guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. They should also take into account the presence or absence of an Honor Code, and the degree to which the institutional officials have direct acquaintance with student life, in general, and with the involved student and the circumstances of the case in particular. The jurisdictions of faculty or student judicial bodies, the disciplinary responsibilities of institutional officials and the regular disciplinary procedures, including the student's right to appeal a decision, should be clearly formulated and communicated in advance. Minor penalties may be assessed informally under prescribed procedures.

In all situations, procedural fair play requires that the student be informed of the nature of the charges against him, that he be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision. The following are recommended as proper safeguards in such proceedings when there are no Honor Codes offering comparable guarantees.

A. Standards of Conduct Expected of Students. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life. These general behavioral expectations and the resultant specific regulations should represent a reasonable regulation of student conduct but the student should be as free as possible from imposed limitations that have no direct relevance to his education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevancy and reasonableness. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations.

B. Investigation of Student Conduct.

1. Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained. For premises such as residence halls controlled by the institution, an appropriate and responsible authority should be designated to whom application should be made before a search is conducted. The application should specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed.

2. Students detected or arrested in the course of serious violations of institutional regulations, or infractions of ordinary law, should be informed of their rights. No form of harassment should be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.

C. Status of Student Pending Final Action. Pending action on the charges, the status of a student should not be altered, or his right to be present on the campus and to attend classes suspended, except for reasons relating to his physical or emotional safety and well-being, or for reasons relating to the safety and well-being of students, faculty, or university property.

D. Hearing Committee Procedures. When the misconduct may result in serious penalties and if the student questions the fairness of disciplinary action taken against him, he should be granted, on request, the privilege of a hearing before a regularly constituted hearing committee. The following suggested hearing committee procedures satisfy the requirements of procedural due process in situations requiring a high degree of formality:

1. The hearing committee should include faculty members or students, or, if regularly included or requested by the accused, both faculty and student members. No member of the hearing committee who is otherwise interested in the particular case should sit in judgment during the proceeding.

2. The student should be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity, and in sufficient time, to insure opportunity to prepare for the hearing.

3. The student appearing before the hearing committee should have the right to be assisted in his defense by an adviser of his choice.

4. The burden of proof should rest upon the officials bringing the charge.

5. The student should be given an opportunity to testify and to present evidence and witnesses. He should have an opportunity to hear and question adverse

witnesses. In no case should the committee consider statements against him unless he has been advised of their content and of the names of those who made them, and unless he has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.

6. All matters upon which the decision may be based must be introduced into evidence at the proceeding before the hearing committee. The decision should be based solely upon such matter. Improperly acquired evidence should not be admitted.

7. In the absence of a transcript, there should be both a digest and a verbatim record, such as a tape recording, of the hearing.

8. The decision of the hearing committee should be final, subject only to the student's right of appeal to the President or ultimately to the governing board of the institution.