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Board of Visitors

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1984-04-06 Minutes and Appendices

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LONGWOOD COLLEGE BOARD OF VISITORS

Minutes of Meeting

April 6, 1984

The Board of Visitors of Longwood College met on April 5-6, 1984, on the College campus. The public session was held at 11:15 a.m. on April 6, 1984. The following members of the Board were present:

Dr. Harold W. Conley
Ms. Kathleen Graeber
Mrs. Mary Burton Holland
Lt. General Richard L. Irby
Mr. Charles E. Perry
Dr. Grace M. Pleasants
Mrs. Joshua Pretlow
Mr. Thomas D. Rust
Dr. W. T. Thompson, Jr.
Mr. Hunter R. Watson
Lt. General Samuel V. Wilson

Also present were the following College officials: Dr. Janet D. Greenwood, President; Dr. Verna L. Armstrong, Vice President for Business Affairs; Dr. Michael Haltzel, Vice President for Academic Affairs; Mr. Donald Lemish, Vice President for Institutional Advancement; Ms. Phyllis Mable, Vice President for Student Affairs; Mr. Don Winkler, Executive Director of Public Affairs and Publications. Others in attendance were: Dr. Robert P. Webber, Faculty Representative to Sit with the Board of Visitors; Mr. Randy Chittum, Student Representative to Sit with the Board of Visitors; Mr. Robert Barry, Assistant Attorney General of Virginia.

The Rector, Mr. Rust, presided.

Informational Items:

1. Academic Affairs Committee:

Dr. Conley, Committee Chair, gave the following report of the meeting of the Academic Affairs Committee held on April 5, 1984. (A copy of these minutes is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix A - April 6, 1984.)

The following information items were discussed during the meeting of the Academic Affairs Committee:

Registrar's Report (Item 1 a.). The report listed the number of degree candidates, grade distribution for the fall semester and the Dean's List statistics for the Fall Semester.

Summer School Report (Item 1.b) Longwood will offer two five-week undergraduate sessions and two four-week graduate sessions. The first session of summer school will begin on May 22, which is one week earlier than in the past.

New Program in Special Education (Item 1.c) This program was approved by the State Council two years ago and will be in place at the beginning of the 1984-85 academic year. The program permits selection of one of two tracks--Emotionally Disturbed or Learning Disabled. The primary objectives of this undergraduate program are to prepare students to become skilled teachers; to provide staff development programs in special education for the teachers in Southside Virginia; and to offer support programs for Longwood students in other human service majors.

New Curriculum for the Department of Business and Economics (Item 1.d) The new curriculum contains revisions in the B.S. in Business Administration programs and will meet accreditation guidelines of the American Assembly of Collegiate Schools of Business. The programs in Business Education and Office Administration have also been revised.

1984 Summer Bridge Program (Item 1.e) The program proposal for 1984 has been submitted to State Council and if accepted is designed to offer a six weeks readiness program for approximately 35-40 Virginia residents, principally Blacks. Students accepted into this program will be automatically accepted for admission to Longwood College.

Committee on Committees (Item 1.f) A subcommittee will present its report to the full committee and to the OTF in April 1984 with a final report to be submitted to the Board in July.

Progress Report on Access to Student Records (Item 1.g) This committee has drafted a revised policy and uniform procedures for implementation which will be reviewed by the Office of the Attorney General and by the President before being brought to the Board for action in July.

Appointment of New Department Head (Item 1.h) Dr. Donald C. Stuart, III, Associate Professor of English, has been appointed head of the Department of English, Philosophy and Foreign Languages effective July 1, 1984.

Long-range Planning Coordinators (Item 1.i) The President has selected Professor Maurice Maxwell of the Department of Natural Sciences as Coordinator of Long-range Planning, effective July 1, 1984. He will serve full-time in the summer and one-half time during the academic year. He will report to the President. Ms. Barbara Bishop was appointed by the Board of Visitors in 1978 as Executive Director of Longwood's Fine Arts Center. She will be giving up her responsibilities as head of the Department of Art, effective July 1, 1984, in order to provide leadership for the Fine Arts Center. She will report to Vice President Haltzei.

Progress Report of the College Governance Review Committee (Item 1.J) Ms. Barbara Gorski, Chairperson of the Committee, reported that the committee has come up with many questions and answers, but no final model to present to the Board. Ms. Gorski reported that classified and administrative personnel do not have an organized structure for representation, a fact that has delayed the proposal of a final model to present to the Board. Ms. Gorski stated that her committee would have a final model to present to the Board at its November 1984 meeting.

Note: The item numbers refer to the Report of the President to the Board of Visitors. A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix B - April 6, 1984.

2. Student Affairs Committee:

The following report of the Student Affairs Committee meeting held on April 5, 1984, was given by the Committee Chair, Mrs. Pretlow: (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix C - April 6, 1984.)

Review of Admissions Services

The review of admissions services points out requirements for long-range plans both in admissions and Longwood relevant to in-state/out-of-state, men/women, and numbers. The requirement for a tracking system that identifies prospective students and follows them throughout their Longwood involvement is essential. The necessity for greater personalization during the recruitment and admissions process is also essential.

Staff Development

Student Affairs staff members have been participating in a series of staff development programs to stimulate effectiveness and work quality. Sessions include: stress management, time management, assertiveness, management styles, office conflicts, and public relations.

Student Union

In order to provide increased opportunity for socialization and recreation, the space in the lower level of the Student Union will be developed for greater student involvement and activity: games, large screen television, dancing, and a variety of food and beverage selections.

Mrs. Pretlow stated that they were very pleased and honored to have Ms. Mable as Vice President of Student Affairs. She noted that Ms. Mable would be receiving the Elizabeth A. Greenleaf Alumnus Award from the Indiana University School of Education.

3. Business Affairs Committee:

Dr. Pleasants, Committee Chair, gave the following report of the Business Affairs Committee meeting held on April 5, 1984: (A copy of the minutes of this meeting are filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix D - April 6, 1984.)

Dr. Armstrong gave a brief summary of major items in Legislative Actions.

- a. HB 707 - Requires that two (2) members of Longwood's Board of Visitors be alumni.
- b. Special concern on HJR 77 - Requesting the State Council of Higher Education and the publicly-supported institutions of higher education to develop procedures for the reduction in the scope in Higher Education.

Dr. Armstrong presented the latest on the Boiler Conversion Project (Wood-Burning). The arrival of the equipment in Virginia to start on this project is expected by July. Mr. Barry stated that the bids on the project had been approved by the Attorney General's Office. Shut-down of the wood-burning process in the Boiler Plant will take place in July and August.

4. Internal Audit Committee:

The following report of the Internal Audit Committee meeting on April 5, 1984, was given by the Committee Chair, Dr. Pleasants: (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix E - April 6, 1984.)

Mr. Martin presented the Internal Audit Work Report for fiscal year 1982-83 and July 1, 1983 - December 31, 1983. The Audit Committee accepted the report for distribution to the Board. Mr. Martin stated that he would be doing an Internal Audit Work Report for fiscal year 1983-84 ended June 30, 1984, to be presented in July.

SACS recommendation on reporting of Auditor will be delayed until July. Mr. John Huston, State Internal Auditor, is doing an update review of Longwood College's Internal Auditor. A previous report was done in 1982. This review is done to see that he is up-to-date with these procedures. His report will be submitted in July. Mr. Huston's office has done

approximately 25 reviews for upgrade the Internal Auditor statewide and has been very successful in upgrading internal auditor positions.

General Irby moved that Item 1.a. will be referred to the Board for information and Item 1.b will be delayed until July.

5. Advancement Committee

Mr. Rust, Committee Chair, reported as follows on the meeting of the Advancement Committee which was held on April 5, 1984: (A copy of the minutes of this meeting is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix F - April 6, 1984.)

The Committee reviewed the status of fund raising for the Fine Arts Center. Official pledges, to date, toward the Jessie Ball duPont Religious, Charitable and Educational Fund Challenge Grant total \$62,317. (Item 1.a)

Mr. Lemish distributed Annual Fund contribution reports for January 1, 1984 through March 31, 1984, and for the same period in 1983, for comparison. There has been a significant increase (52.2%) in alumni "unrestricted" giving; \$53,312 in 1984, as compared to \$35,035 in 1983. The total support for first quarter, with 3,067 donors, was \$91,768.05. (Copies of the reports are filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix G - April 6, 1984.) (Item 1.b)

Mr. Lemish distributed 1984 Alumni Annual Telefund Results. The Telefund campaign, conducted by the Longwood Ambassadors, under the direction of Mrs. Brenda Kidd, Director of Annual Funds, ran Monday through Thursday evenings, January 30-April 12, with \$123,021 total dollars pledged; 5,727 pledges. (A copy of the results of the Telefund are filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix H - April 6, 1984.) (Item 1.c)

Mr. Lemish distributed the Capital Funds Prospectus to the Advancement Committee and gave instructions as to how the Prospectus should be reviewed. (Item 1.d)

The Committee reviewed the proposed new Bylaws of the Longwood College Foundation, Incorporated, which will be presented to the Foundation Board for consideration at its annual meeting, June 29, 1984. (Item 1.e(1-20)).

Although not an agenda item, Mr. Lemish distributed a news release on LIVE '84 to the Advancement Committee. He commented on the success of the day and the positive attitude from the community toward the 500 volunteers. Thomas Bailey, a senior Business Administration major and intern in the Office of Institutional Advancement, was chairman of the event.

Mr. Rust commended the Longwood Ambassadors and Mrs. Kidd for the outstanding job they had done with the 1984 Alumni Annual Telefund. He also thanked Mr. Thomas Bailey for his leadership with the LIVE '84 day as well as those who participated. He noted that this is the type of activity that shows the College's involvement within the community and surrounding area and he hoped that it would become an annual event.

6. Executive Committee:

Mr. Rust, Committee Chair, indicated that it was his feeling that there had been a very healthy discussion the day before, centering around the governance issue. He noted that a resolution had been adopted by the Executive Committee, at its meeting earlier that morning, and that it would be presented to the Board as an action item.

In addition, Mr. Rust stated that no action was taken during the time the Committee was in executive session.

Action Items:

1. Minutes of February 3, 1984, Meeting of the Board of Visitors:

The members of the Board, on motion made by Mr. Perry, and seconded by Mrs. Pretlow, approved the minutes of the February 3, 1984, meeting of the Board as distributed.

2. Report of the Nominating Committee:

Mr. Rust stated that there would be no report from the Nominating Committee at this time.

3. Academic Affairs Committee:

a. Personnel Actions:

- (1) On motion made by Dr. Conley and seconded by Dr. Thompson, the Board approved the awarding of the rank of Professor Emeritus to Miss Emily Barksdale, former Associate Professor of Spanish.
- (2) The members of the Board, on motion made by Dr. Conley, and seconded by Dr. Pleasants, endorsed the resignations of Dr. Carol Altizer-Tuning, Dr. Betty A. Bowman, Mr. Hollis W. Powers, and Dr. Charles W. Sydnor, Jr.
- (3) On motion made by Dr. Conley, and seconded by Ms. Graeber, the Board members accepted the salary proposals listed on pages 2.c(2) through 2.e(7) of the Confidential Report. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors: as Appendix I - April 6, 1984.)

b. Promotions:

The members of the Board, on motion made by Dr. Conley, and seconded by Dr. Thompson, approved the following candidates for promotion:

- (1) To Professor: Dr. Paul S. Hesselink
- (2) To Associate Professor: Dr. William R. Harbour
Dr. Bette L. Harris

c. Tenure:

On motion made by Dr. Conley, and seconded by General Wilson, the Board members awarded tenure to: Dr. Patrick G. Barber, Dr. Louard Egbert, Jr., Dr. Owen F. Fields, Dr. James W. Jordan, Mr. Thomas A. Williams.

d. Academic Affairs Policies and Procedures:

The members of the Board, on motion made by Dr. Conley, and seconded by Dr. Pleasants, approved:

- (1) The following policies and procedures as amended: (Copies of these policies are filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendices J, K, L, M, N, O - April 6, 1984.)
 - (a) Access to Materials
 - (b) Commencement
 - (c) Salary Rate--Adjunct and Overload (On and Off Campus)
 - (d) Rank of Lecturer
 - (e) The Selection and Evaluation of Department Heads

The Selection of Department Heads was amended to read: "Department heads shall be appointed for renewable terms not to exceed three years by the President acting upon the recommendation of the Vice President for Academic Affairs. Prior to making a recommendation the Vice President for Academic Affairs will consult with the Dean of the Faculty and with the department faculty in accordance with procedures outlined in the Faculty Handbook.

(f) Summer Compensation for Department Chairmen

(2) The rescinding of the following policies: (Copies of these policies are filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendices P,Q,R,S,T,U,V,W - April 6, 1984.)

(a) Code of Virginia Requirement

(b) Accreditation

(c) Faculty and Administrative Salaries

(d) The Faculty Liaison Committee of the Board of Visitors

(e) Appointment, Reappointment, Promotion and Tenure

(f) Tenure Deadlines/Notifications: Summary of Principal Requirements

(g) Department Heads

(h) Programs and Program Directors

e. Degree Programs:

On motion made by Dr. Conley, and seconded by Mr. Watson, the Board members authorized the submission to the State Council of Higher Education of the program proposals that may be initiated between 1986 and 1993 as cited on page 2.b. (Report of the President.)

f. Delegation of Authority:

The members of the Board, on motion made by Dr. Conley, and seconded by General Wilson, approved the "Delegation of Authority" as amended as it relates to hiring below the Vice Presidential level. The word "approval" on page 2.c(2) line three, was changed to "affirmation". (Report of the President.)

g. Faculty Achievement Awards:

On motion made by Dr. Conley, and seconded by Ms. Graeber, the Board members approved the awarding of Faculty Achievement Awards in the amount of \$1,000 to the following individuals: Mr. Mark Baldrige, Dr. Eleanor W. Bobbitt, Mr. Charles B. Bolding, Dr. David A. Breil, Dr. Martha E. Cook, Dr. L. Raymond Fawcett, Dr. William L. Frank, Dr. William R. Harbour, Dr. Charles Lane, Dr. Michael Lund, Dr. Gilbert J. Millar, Dr. Rosemary Sprague, Dr. Mary S. Woodburn.

4. Student Affairs Committee:

a. Policies Which Direct Practice:

The members of the Board, on motion made by Mrs. Pretlow, and seconded by General Irby, endorsed the following Student Affairs' policies which direct current practice: (Copies of these policies are filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendices X, Y, Z, Aa, Bb, Cc, Dd, Ee, Ff, Gg, Hh, Ii - April 6, 1984.)

- (1) "Undergraduate Application/Readmission Fee - Office of Admissions
- (2) "Advance Deposit Fee" - Office of Admissions
- (3) "Compliance with State and Federal Regulations: - Office of Financial Aid
- (4) "Facilities Reservations" - Office of Student Activities
- (5) "Placement/Credentials File" - Office of Career Planning and Placement
- (6) "Campus Recruitment" - Office of Career Planning and Placement
- (7) "Campus Police Guidelines" - Campus Police
- (8) "Use of Firearms" - Campus Police
- (9) "Student Conduct Policy" -General Student Life

On motion made by Mr. Perry, and seconded by General Irby, this policy was amended by adding the following: "in consultation with appropriate students, faculty, and administrative staff", thus making the policy read: "The Vice President for Student Affairs, in consultation with appropriate students, faculty, and administrative staff, will determine standards for student conduct consistent with academic excellence, student responsibility, freedom of expression, and community welfare. These standards will be distributed to students and disciplinary procedures consistent with the fundamentals of due process will be established."

- (10) "Possession of Firearms" - General Student Life
- (11) "Campus Solicitation" - General Student Life
- (12) "Honor Code" - General Student Life

b. New Policies:

The members of the Board, on motion made by Mrs. Pretlow and seconded by Mrs. Holland, endorsed the following new policies: (Copies of these policies are filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendices Jj, Kk, Ll, Mm, Nn - April 6, 1984.)

- (1) "Health Records" - Student Health Service
- (2) "Vaccinations" - Student Health Service
- (3) "Readmission after Medical Withdrawal" - General Student Life
- (4) "Alcohol Marketing" - General Student Life
- (5) "Ethical Standards" - General Student Life

c. Substantive Revision of Existing Policy:

On motion made by Mrs. Pretlow, and seconded by Mrs. Holland, the Board members endorsed substantive revisions of the following existing policy. (A copy of this policy is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix Oo - April 6, 1984.)

"Publication Code of Longwood College" -
General Student Life

d. Rescind Existing Policy:

The members of the Board, on motion made by Mrs. Pretlow, and seconded by Mrs. Holland, rescinded the following existing policy: (A copy of this policy is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix Pp - April 6, 1984.)

"Statement of Rights and Responsibilities" -
General Student Life

5. Business Affairs Committee:

a. Exemption from Paying Comprehensive Fee:

On motion made by Dr. Pleasants, and seconded by Mr. Perry, the Board members approved the following policy statement which shall replace any preceding policy on this matter:

Longwood College personnel, their spouses and dependent children shall be exempt from paying the comprehensive fee when taking classes full-time or part-time at the College. They shall pay in full other tuition and fees, e.g., tuition, graduation fee, internship fee, room and board, etc.

Note: This recommendation has been cleared with the Attorney General's Office and it is at the Board of Visitors' discretion to pass the policy.

b. Addition to Policy on Collection of Student Accounts:

The members of the Board, on motion made by Dr. Pleasants, and seconded by Mr. Perry, approved the following addition to the policy on Collection of Student Accounts:

In the case of a delinquent account, the College may retain and apply to the account, any deposit or other funds held for the student in question.

c. Offer of the Town of Farmville Re: Paving College Property:

On motion made by Dr. Pleasants, and seconded by General Irby, the Board members approved:

The acceptance of the offer of the Town of Farmville to pave a portion of the College property on Main Street in front of the Wynne Building in return for permitting town residents to park on 10 of the 31 parking spaces thus created. The President, or the contracting officer upon her delegation, shall negotiate an agreement with the Town to formalize the arrangement.

d. Offer of Dr. Elizabeth Burger Jackson to Use Property for Parking:

The members of the Board, on motion made by Dr. Pleasants, and seconded by General Irby, approved the following recommendation:

Longwood accepts the offer of Dr. Elizabeth Burger Jackson to permit the College to use her lot on Pine Street for parking if the College will clear the vacant garage from the property and be responsible for other necessary improvements. The President or, upon her delegation, the contracting officer is empowered to negotiate an agreement with Dr. Jackson formalizing the arrangement.

e. Report on Revenues and Expenditures:

On motion made by Dr. Pleasants, and seconded by Dr. Thompson, the Board members approved the following recommendation:

To accept the report on revenues and expenditures to date and projected revenues and expenditures for 1983-84 in Education and General and Auxiliary Enterprises. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors: as Appendix Qq - April 6, 1984.)

f. Revised 1984 Higher Educational Institution Bond Resolution:

The members of the Board, on motion made by Dr. Pleasants, and seconded by Ms. Graeber, approved the revised 1984 Higher Educational Institution Bond Resolution. (A copy of the revised resolution is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix Rr - April 6, 1984.)

g. Tuition and Fees, 1984-85:

Dr. Pleasants noted that, in the Committee's deliberations, it had as its primary goal the providing of funds necessary to provide educational excellence at the lowest level of tuition and fees as possible. In so doing, the Committee looked at the following factors:

- (1) The legal requirement that the College collect tuition and fees to provide 30% of the necessary funding as recently approved by the General Assembly. Last year, it was 28%. This does not increase monies available to the College but requires shifting the source of some of the College's funding from the State to student tuition and fees.
- (2) Increase in appropriations for:
 - (a) Substantial faculty salary increase.
 - (b) An 8.6% increase in classified salaries.
 - (c) The picking up by the College of the total life insurance premium of all its employees (equivalent to approximately 1% increase in take-home salary).

Note: The salary increases follow a year in which classified employees received no increase and faculty received only a small increase in salaries.

- (3) \$350,000 in appropriations which enables purchase of a computer system, and other funds for the purchase of micro-computers for academic instruction.
- (4) The legal requirement that auxiliary enterprises be fully supported with non-State monies.
- (5) Funding to provide additional recreational opportunities and arts activities for Longwood students.

On motion made by Dr. Pleasants, and seconded by General Irby, the Board members approved tuition and fees for 1984-85 as distributed. (A listing of these fees is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix Ss - April 6, 1984.)

6. Internal Audit Committee:

Internal Audit Charter:

The members of the Board, on motion made by Dr. Pleasants, and seconded by General Irby, approved the Internal Audit Charter as presented to the Board. It was noted that the Internal Auditor needs a charter or guideline manual by which to perform his duties. The update of this charter is an on-going document which will need changes periodically. (A copy of the approved Charter is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix Tt - April 6, 1984.)

7. Advancement Committee:By-laws Change Re: Advancement Committee:

On motion made by Mr. Rust, and seconded by Mr. Perry, the Board members approved the amending of the Board's by-laws approved in November, 1983 and effective July 1984 concerning membership on the Committee. The amended statement reads as follows:

The Advancement Committee. The Advancement Committee shall consist of the Rector (or his or her designee from the Board of Visitors) and two other members of the Board of Visitors, and three members of the Longwood College Foundation, Incorporated. The Rector (or his or her designee from the Board of Visitors) shall be the chair of the Committee. The President of the Longwood College Foundation, Incorporated, shall serve as vice chair of the Committee and shall appoint two additional Foundation directors to membership on the Committee. Ex officio membership shall consist of volunteers at the designation of the Rector and shall include the President of the College and Vice President for Institutional Advancement. The Vice President also will serve as executive secretary of the Committee.

7. Executive Committee:Resolution:

The members of the Board, on motion made by Mr. Rust, and seconded by General Wilson, approved the following resolution:

The Board of Visitors recognizes the legitimate efforts of the Longwood teaching faculty to establish its own governance system during the formation and accomplishment of the Organization of the Teaching Faculty. The Board of Visitors also applauds the efforts of the teaching faculty to address the best interests of the College through its collective efforts over the past few years. The Board further encourages the Organization of the Teaching Faculty to continue to work with the Board, the administration, and the

faculty in furthering the governance process and to develop effective, efficient procedures for instituting policies for the College.

Special Meeting of the Board of Visitors. Mr. Rust announced that there would be a special meeting of the Board of Visitors at 3 p.m. on Friday, May 18, 1984, on the College campus, for the sole purpose of electing officers for the 1984-85 session.

Adjournment. On motion made by Dr. Pleasants, and seconded by General Irby, the meeting was adjourned.

Following the meeting, Dr. Greenwood spoke regarding the 100th anniversary celebration of teacher education and read the Joint Resolution of the General Assembly, congratulating the College on this anniversary. A tape of remarks by the Honorable Terrel H. Bell, U. S. Secretary of Education, was played. Following this, a luncheon was held, honoring teacher educators at the College.

Secretary

Minutes approved by the Secretary of the Board of Visitors.

Appendix I - April 6, 1984

LONGWOOD COLLEGE
Farmville, VA 23901

Confidential Personnel Recommendations
of the President
to the
Board of Visitors

April 6, 1984

CONFIDENTIAL

ACADEMIC AFFAIRS

Presenter: Dr. Harold Conley

Information Item

POLICY: Long-range Planning Coordinators

BY-LAW: Article VII, Sections 3 and 5

The President has selected Professor Maurice Maxwell, faculty member in the Department of Natural Sciences, to serve as the Coordinator of Long-range Planning. Beginning July 1, 1984, Dr. Maxwell will serve as planning coordinator full-time in the summer and one-half time during the academic year. He will report to the President.

In 1978 the Board of Visitors designated Professor Barbara Bishop Executive Director of Longwood's Fine Arts Center. She will be giving up her responsibilities as Department Head in order to provide leadership for the Longwood Fine Arts Center, beginning July 1, 1984. Professor Bishop will report to Vice-President Haltzel.

CONFIDENTIAL

ACADEMIC AFFAIRS

Presenter: Dr. Harold Conley

Information Item

POLICY: Progress Report of the College Governance
Review Committee

BY-LAW: Article VII, Section 3

Ms. Barbara Gorski, chairperson of the College Governance Review Committee, and other members of the committee will be in attendance at the Academic Affairs Committee meeting on April 5, 1984 to give a progress report of the committee's activities.

CONFIDENTIAL

ACADEMIC AFFAIRS

Presenter: Dr. Harold Conley

Action Item

POLICY: Academic Affairs Policies and Procedures

BY-LAW: Article V, Section 2, Academic Affairs Committee

RECOMMENDATION: On behalf of Vice-President Haltzel and the Academic Affairs Staff, I recommend that the Board endorse the proposed changes in the Policies and Procedures governing the operation of the Academic Affairs Office

EXPLANATION:

OFFICE OF ACADEMIC AFFAIRS
ACCESS TO MATERIALS

Existing practice

Access to the library materials and services is provided daily during the hours of library operation. As a public service the library materials and services are provided not only to the Longwood community but to the citizens of the State as well.

Recommendation

ACCESS TO LIBRARY MATERIALS AND SERVICES

Access to the library materials and services is provided daily during the hours of library operation. As a public service the library materials and services are provided not only to the Longwood community but to the citizens of the State as well.

Explanation

This is the current practice, but it has, until now, not received Board of Visitors approval.

OFFICE OF ACADEMIC AFFAIRS
COMMENCEMENT

Existing policy

Commencement exercises are held once a year, in the spring. Those students completing a degree program between commencements will be given, on request, a letter certifying that they have fulfilled all requirements for graduation. They will receive diplomas at the next spring commencement.

Graduating seniors must buy or rent from the college bookstore the caps, gowns, and hoods required for commencement exercises.

Recommendation

AWARDING OF DEGREES

Degrees shall be awarded in May, August and January. Commencement exercises shall be held once a year, after the close of the Spring semester. Students receiving degrees in the preceeding August and January will be invited to participate in the May commencement.

Explanation

Opportunities for employment are enhanced by possession of the degree, and the delay in awarding them seems unjustified.

Recommendation

COMMENCEMENT

Students participating in Commencement exercises are required to wear caps, gowns, and hoods approved by the college.

Explanation

Maintains remainder of existing policy.

OFFICE OF ACADEMIC AFFAIRS
SALARY RATE -- ADJUNCT AND OVERLOAD (ON AND OFF CAMPUS)

Existing policy

The rate of pay of \$1,200, for a three-credit course or its equivalent, for faculty members hired on an adjunct basis, or for faculty members who are teaching overloads, either on or off-campus is authorized. Courses which carry other than three credits will be paid on a PRO-RATA basis.

Adopted by the Board of Visitors August 7, 1980.

Recommendation

The Vice President for Academic Affairs, subject to the review of the President, is authorized to establish the salary of adjunct faculty and compensation for teaching overloads.

Explanation

In certain disciplines and circumstances higher salaries are required to attract adjunct faculty.

OFFICE OF ACADEMIC AFFAIRS
RANK OF LECTURER

Existing policy

The Board of Visitors establishes the rank of Lecturer, to be used for those administrators or faculty members whose services are desirable for the College, but who do not have the credentials required for the ranks of Instructor, Assistant Professor, Associate Professor, or Professor. For 1981-82, the salary level will be determined on an individual basis, with appointments subject to approval by the Board of Visitors. The salary scale will be \$10,000-41,100 on a 10-month basis (\$12,000 - 49,000 on a 12-month basis).

Adopted by the Board of Visitors November 6, 1981.

Recommendation

The Board of Visitors authorizes the President to offer concurrent appointment at the faculty rank of Lecturer to administrators who do not choose to be reviewed, in accordance with the Appointment, Reappointment, Promotion and Tenure: Policies and Procedures, for appointment as Instructor, Assistant Professor, Associate Professor, or Professor.

Explanation

The existing policy is negative in tone, contains salary data that would have to be updated on an annual basis, and does not provide an opportunity for administrators who so wish to apply for other faculty ranks through faculty review.

OFFICE OF ACADEMIC AFFAIRS
THE SELECTION AND EVALUATION OF DEPARTMENT HEADS

Existing policy

SELECTION OF DEPARTMENT CHAIRMEN

Department chairmen shall be appointed annually by the President and the Board of Visitors upon the recommendation of the Dean of the College.

In developing a recommendation for the appointment of a department chairman, the Dean of the College shall proceed as follows:

When, for any reason, a department chairmanship is declared vacant by the President, the Dean shall call a meeting of the department faculty to discuss the general procedures and to determine the procedural details for selecting a new chairman.

Should the Dean and the department faculty be unable to agree on the choice of a candidate from within the department, the Dean shall then establish a search committee to consist of three representatives elected by the department faculty, one department chairman appointed by the Dean, and one administrative officer appointed by the Dean. The search committee shall be charged with developing a slate of three to five candidates and shall be authorized to interview the candidates, to review their credentials, and to take other investigative steps that may be necessary. The search committee shall, upon completion of its work and within a reasonable time, nominate at least three candidates and report its nominees, conclusions and recommendations in writing to the Dean.

Upon receipt of the search committee's report, the Dean shall make a formal recommendation in writing to the President and the Board of Visitors from the list of nominees of the search committee. Each member of the committee shall receive a copy of this recommendation.

The final decision of the President and the Board of Visitors shall be first announced by the Dean of the department faculty. This announcement shall precede general announcements to the college community and to the media.

The Dean shall have the authority to appoint an acting chairman to serve until a new chairman has been appointed.

EVALUATION OF DEPARTMENT CHAIRMEN

Department chairmen shall be evaluated annually by members of their respective departments on a voluntary basis.

The evaluation procedures, to be instituted and completed during the second semester of each academic year, shall be as follows:

At the beginning of the second semester of each academic year, the Dean of the College shall distribute to each faculty member the form entitled "Form for Faculty Evaluation of Department Chairmen."

The evaluation form may be completed and the first and second copies returned signed in a sealed envelope to the Dean of the College within two weeks of the date of distribution. The third copy shall be retained by the evaluator.

Upon receipt of the evaluation forms, the Dean of the College shall schedule an evaluative conference with each chairman. The Dean shall also, not less than two weeks prior to this conference, furnish each chairman copies of the faculty evaluations.

Adopted by the Board of Visitors November 6, 1975.

Recommendation

THE SELECTION OF DEPARTMENT HEADS

Department Heads shall be appointed for ~~one-year terms~~ ^{not to exceed} renewable ^{terms} to a maximum of three years by the President acting upon the recommendation of the Vice President for Academic Affairs. Prior to making a recommendation the Vice President for Academic Affairs will consult with the Dean of the Faculty and with the department faculty in accordance with procedures outlined in the Faculty Handbook.

EVALUATION OF DEPARTMENT HEADS

Department Heads shall be evaluated during the final year of each term or more frequently at the request of the department faculty and/or the Dean of the Faculty. The Dean of the Faculty is responsible for conducting the evaluation. Each department member shall be invited to participate in the evaluative process which shall provide an opportunity for each member to complete a written evaluation form and to discuss with the Dean the Department Head's service.

The Dean of the Faculty shall share the results of the evaluative process with the Department Head in an evaluative conference.

Explanation

The proposed policy will have the following advantages:

- (a) it provides greater flexibility in that it allows terms of one, two or three years for Department Heads;
- (b) it enables the faculty to be involved in more serious

evaluation of the Department Head since the Dean, Vice President and President can devote more attention to the four or five Department Heads who would be reviewed in any one year.

Appendix O - April 6, 1984

OFFICE OF ACADEMIC AFFAIRS
SUMMER COMPENSATION FOR DEPARTMENT CHAIRMEN

Existing policy

Summer compensation for department chairmen equal to 12% of their winter salaries is authorized. The chairmen will be expected to teach one class (for which 6% is normally paid) and to perform all of those necessary administrative duties related to the closing of one session and the opening of another as well as advising students during summer academic planning.

Adopted by the Board of Visitors November 2, 1979.

Recommendation

The Board of Visitors delegates to the President the authority to determine stipends to be provided for service as Department Head.

Explanation

Department Heads bear varying degrees of responsibility. The Office of Academic Affairs is requesting to establish stipends on an individual basis after review of the scope and nature of duties performed during each school term.

OFFICE OF ACADEMIC AFFAIRS
CODE OF VIRGINIA REQUIREMENT

Existing policy

23-1.1. Report of athletic receipts and disbursements - It shall be the duty of the president or chairman of the board of visitors or trustees of every State institution of higher learning which maintains an intercollegiate athletic program to cause to be made out by the proper officer of such institution, and forwarded to the Director of the Budget annually by December thirty-first a detailed statement of all athletic receipts and disbursements of such institution and of any affiliated committee, group, corporation or association charged with administering the athletic program. Such report shall include all receipts from admission tickets, programs, refreshment concessions, radio, television, newsreel or movie rights, and all other receipts related to any athletic contest or event. The report of disbursements shall include the name of each person, firm or corporation to whom such disbursement was made and the amount thereof. The report shall be kept on file by the Director of the Budget and shall be open to public inspection at all reasonable times. (1952, c. 172).

23.2 Penalty for failure to make report - If the report required by 23.1 is not made from any educational institution which receives any portion of the revenue of the Literary Fund, or to which any loan has been made out of the fund, the Comptroller shall withhold, until the report is made, the payment of such portion of the Literary Fund, or proceed to enforce payment of the loan. (Code 1919, 989.)

Recommendation: Rescind

Explanation

Since the existing policy is a Code of Virginia requirement, it need not be Board of Visitors policy.

Appendix Q - April 6, 1984

OFFICE OF ACADEMIC AFFAIRS
ACCREDITATIONExisting policy

The College is fully accredited as a professional school for the undergraduate training of teachers and as a comprehensive college. It is accredited by the Southern Association of Colleges and Schools, the National Council for Accreditation of Teacher Education, and the Virginia State Board of Education. It is on the list of colleges approved by the American Association of University Women. Its pre-medical curriculum is approved by the Council on Medical Education and Hospitals of the American Medical Association. Its pre-professional curricula in nursing, medical technology, pharmacy, dental hygiene and physical therapy prepare students for admission to accredited schools. Its social work program is accredited by the Council on Social Work Education.

The College is a member of the American Assembly of Collegiate Schools of Business; the Association of American Colleges; American Association of Colleges for Teacher Education; Association of Virginia Colleges; National Association for Business Teacher Education; American Association for College Registrars and Admissions Officers; American Library Association, and the Virginia Museum of Fine Arts.

Recommendation: Rescind

Explanation

The existing "policy" is not policy but is a statement of the accreditation status of Longwood College and its programs.

OFFICE OF ACADEMIC AFFAIRS
FACULTY AND ADMINISTRATIVE SALARIES

Existing policy

In the setting of individual salaries, there is no on-going policy at the College for paying any category of the faculty differently from any other category of the faculty. THIS POLICY IS APPLICABLE TO TEACHING FACULTY, CAMPUS SCHOOL FACULTY, LIBRARIANS, COACHES AND ADMINISTRATORS WITH FACULTY RANK. On the other hand, in any given year, there may be some degree of variation between or within categories. The Board and administration will periodically examine the relative standing of the various categories in comparison with the state and national norms as well as other salary information that is available. The Board and administration also reserve the right to recognize promotion and extraordinary meritorious service and to grant additional increases where either one or both are present.

Adopted by the Board of Visitors February 1, 1979; capitalized portions adopted by the Board of Visitors May 3, 1979.

Recommendation: Rescind

Rationale

Longwood is attempting to employ highly qualified persons and to do so must offer salaries comparable to those offered by other institutions. The President is responsible for the salaries of faculty (By-Laws, Article VII).

OFFICE OF ACADEMIC AFFAIRS
THE FACULTY LIAISON COMMITTEE OF THE BOARD OF VISITORS

Existing policy

The Board of Visitors is vitally interested in communication with the faculty as a whole, and with these groups of faculty members which are a part of the structure of college governance (such as committees, departments, etc.) The Board has appointed the Faculty Liaison Committee as a further effort to establish these lines of communication.

While strongly supporting the concept of communication, the Board feels that such dialogue is best accomplished when a small group of representative faculty members meets with the Liaison Committee. Therefore, the Board has established the policy that the Liaison Committee will normally meet with the President's Advisory Committee, which is an elected body, at those times during the year when the Board is in session. Meetings with the faculty as a whole, and with other officially recognized faculty groups, will be held from time to time.

Communication with the Liaison Committee, including requests to meet with the Committee, must follow the normal channels of contact through the President of the College.

Adopted by the Board of Visitors at its meeting on May 6, 1976.

Recommendation: Rescind

Explanation

This policy is no longer necessary since a new structure for communication between the members of the Board of Visitors and campus groups has been established effective July 1, 1984 by Article V of the Board of Visitors.

OFFICE OF ACADEMIC AFFAIRS
APPOINTMENT, REAPPOINTMENT, PROMOTION AND TENURE

Existing policy

GENERAL EMPLOYMENT POLICY

All initial appointments to the teaching staff, except when a faculty member is granted tenure as a condition of initial appointment, shall be on a probationary basis with annual contracts being given under the following conditions:

Instructors shall be appointed annually. If a contract is not to be offered for a subsequent year, written notification will be given as early as possible and no later than March 1.

Assistant professors, associate professors, and professors shall be appointed annually during the five-year probationary period. They are not eligible for tenure until they have completed the five-year probationary period. The President may, with the concurrence of the faculty member involved and the Board of Visitors, extend the probationary period for one year. If the Dean, the President, and the Board of Visitors determine it unadvisable to continue the services of an untenured probationary assistant professor, associate professor, or professor, that faculty member shall receive such notice following any one of his five years and be given a terminating contract of one academic year.

Where cause exists and after appropriate hearing proceedings and approval by the Executive Committee of the Board of Visitors, the President may terminate any contract immediately.

The period while on leave or years of part-time employment will not count in satisfying the tenure requirement of five years' probation.

Approved by the Faculty April 17, 1978.

Adopted by the Board of Visitors February 2, 1979.

Recommendation: Rescind

Explanation

Replaced by the Appointment, Reappointment, Promotion and Tenure: Policies and Procedures approved by the Board of Visitors July 16, 1982.

OFFICE OF ACADEMIC AFFAIRS
TENURE DEADLINES/NOTIFICATIONS:
SUMMARY OF PRINCIPAL REQUIREMENTS

Existing policy

PROCEDURES FOR PROMOTION AND TENURE

Procedures for promotion and tenure shall be developed within each department and applied consistently.

The department chairman shall provide each faculty member with a copy of all departmental procedures on promotion and tenure.

Upon appointment, each faculty member shall initiate and maintain a current professional file. The original responsibility for providing and maintaining the credentials for promotion and tenure rests with the individual faculty member. The organization of this material shall follow a format established by the Promotion and Tenure ADVISORY COMMITTEES.

Each department shall maintain an active committee(s) on promotion and tenure.

Prior to or during the fall semester of each academic year, the departmental tenure committee shall review credentials of each probationary faculty member. After the review is completed, the committee shall send recommendations to the chairman and a copy to the probationary faculty member. Beginning with the second annual review, a copy of the recommendations shall also be sent to the Dean of the College.

Prior to or during the fall semester, the departmental promotion committee shall review the credentials of faculty members who are eligible that year to be considered for promotion. After the review is completed, the committee shall send recommendations to the chairman and a copy to the faculty member. A faculty member may withdraw from consideration by notifying the committee and the chairman.

Except as herein provided, chairmen shall be considered for promotion and tenure in the same way as other members of the faculty. The chairman of a department is promoted and tenured on the basis of his performance as a faculty member and not on the basis of his performance as an administrator. Since the departmental chairman does not receive a separate formal recommendaion from a chairman (as in normal faculty consideration), he may at his option for purposes of promotion and tenure

rely solely upon the evaluation of his department committee(s) on promotion and tenure and the committee recommendation regarding his candidacy to the Dean of the College and the appropriate ADVISORY COMMITTEE.

ask for a committee to be formed, consisting of three members of

the department's promotion or tenure committee (whichever is appropriate) to be elected by the department and three teaching faculty members selected by the Dean of the College from a list of at least five submitted by the department chairman. The committee shall follow the procedures of the candidate's department committees. The committee will send its recommendation to the Dean of the College who will CONSIDER IT IN CONSULTATION WITH THE APPROPRIATE ADVISORY COMMITTEE. The chairman of the committee will present the candidate's credentials to the appropriate ADVISORY COMMITTEE.

The candidate shall have access to all materials relating to his candidacy in his or the committee's file which he or any other person has submitted to the departmental committee for consideration.

Each candidate shall be notified formally at least 10 days in advance by its departmental committee chairman whenever he is to be considered for promotion and/or tenure.

The department chairman and the chairman of the departmental promotion and/or tenure committee(s) shall present orally the recommendations and credentials of the candidate to the DEAN AND THE PROMOTION OR TENURE ADVISORY COMMITTEE.2

The Promotion and Tenure ADVISORY COMMITTEES shall develop and publish their procedures. These procedures are subject to review by the faculty and approval by the President and the Board of Visitors.

When the Dean or President disagrees with a recommendation in which a department chairman and the departmental committee concur, he shall: (a) convene a meeting with the department chairman and the departmental committee at the earliest possible time to explain his action, and (b) give written notice to the faculty member.

THE DEAN WILL SEND COPIES OF HIS LETTERS TO THE CANDIDATE, TO THE DEPARTMENT CHAIRMAN, AND THE CHAIRMAN OF THE APPROPRIATE DEPARTMENTAL COMMITTEE.

If a rehearing is to be held at any level in these proceedings (I.E., THE DEPARTMENTAL COMMITTEE, THE DEPARTMENT CHAIRMAN, THE DEAN AND APPROPRIATE ADVISORY COMMITTEE, OR THE PRESIDENT), the initial request normally must be filed with the appropriate body within two weeks after the negative recommendation has been received by the faculty member. Following the filing of said request, the appropriate body should render its findings within two weeks. An appeal can be carried to the Faculty Status Committee only after a faculty member has appealed the decision through all appropriate channels short of the Board of Visitors.

Approved by the Longwood faculty April 17, 1978.
Adopted by the Board of Visitors February 2, 1979.

1First-year faculty will be reviewed in their second semester.
Revised (capitalized portions) November 10, 1980.

2After the consideration of a department chairman, the departmental committee shall send its recommendation to the Dean of the College who will transmit it to the Promotion and Tenure ADVISORY COMMITTEES. The chairman of the committee will present the candidate's credentials to the DEAN AND THE APPROPRIATE ADVISORY COMMITTEE.
Revised (capitalized portions) November 10, 1980.

Recommendation: Rescind

Explanation

The Board of Visitors approved the new Appointment, Reappointment, Promotion and Tenure: Policies and Procedures on July 16, 1982.

OFFICE OF ACADEMIC AFFAIRS

Policy Adopted by the Board of Visitors, November 5, 1975.

Department Heads shall be appointed annually by the President and the Board of Visitors upon the recommendation of the Dean of the Faculty and of the Vice President for Academic Affairs.

Recommendation: Rescind

Explanation

According to the By-Laws of the Board of Visitors (Article VII, approved May 13, 1983), the President of the College has the responsibility to establish or modify the internal administrative structure of the College.

OFFICE OF ACADEMIC AFFAIRS
PROGRAMS AND PROGRAM DIRECTORS

Existing policy

A PROGRAM is defined as an aggregation of course work leading to a major field of study, and must be approved as such by the State Council of Higher Education. Aggregations of courses leading to minors, emphases or concentrations are specifically excluded from this definition. A PROGRAM must enroll at least 25 majors per year, and produce a minimum of 5 graduates annually. Should a PROGRAM fail to meet these criteria for a period of 3 years, it will be discontinued.

The responsibility of a PROGRAM DIRECTOR will be to ensure academic excellence in the curriculum of the discipline for which he/she is responsible. The PROGRAM DIRECTOR will have the authority to call meetings of the members of the discipline in questions for the purpose of any discussion necessary to maintain academic excellence in the curriculum. Recommendations for change in the content of the curriculum will be made by the PROGRAM DIRECTOR through the Chairman to the Academic Policies Committee. Any other recommendations pertaining to the curriculum will be made to the Dean of the College through the Department Chairman. Although no financial compensation or reduction in teaching load is recommended, PROGRAM DIRECTORS should be exempted from participation in departmental and college committee assignments whenever possible.

Those departments having more than 15 faculty members, and which offer two or more majors, will be eligible for PROGRAM DIRECTORS. These individuals will be appointed by the Board of Visitors upon recommendation by the Dean of the College through the President. The Dean will consult, on an individual basis, with members of the academic discipline comprising the PROGRAM, and with the Department Chairman, before recommending the appointments.

The departments eligible to participate in this form of organization are: Education and Psychology; Health, Physical Education and Recreation; and Natural Science. In certain instances, where duplication of course requirements is extensive between two programs, a single PROGRAM DIRECTOR may be proposed for both PROGRAMS.

Adopted by the Board of Visitors February 1, 1979.

Recommendation: Rescind

Explanation

According to the By-Laws of the Board of Visitors (Article VII, approved May 13, 1983), the President of the College has the

responsibility to establish or modify the internal administrative structure of the College.

CONFIDENTIAL

ACADEMIC AFFAIRS

Presenter: Dr. Harold Conley

Action Item

POLICY: Degree Programs

BY-LAW: Article X, Curriculum

RECOMMENDATION: That the Board of Visitors authorizes the submission on or before July 1, 1984 of program proposals for any or all of the following programs which may be initiated between 1986 and 1993.

1986-1990, Bachelors Level:

Actuarial Science
 Management Information Systems
 Public Justice
 Energy Resources Management
 Public Administration
 Rural Development

1986-1990, Masters Level:

Information Specialist for Schools
 M.S. in Business Administration
 Gerontological Services
 Adaptive Physical Education
 Human Resource Development

1990-1992, Bachelors Level:

Nursing

1990-1992, Masters Level:

M.B.A. in Business Administration

EXPLANATION: The establishment of any of these programs would have academic merit and would likely increase enrollment. This list was drawn up and discussed with the department heads involved.

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ACADEMIC AFFAIRS

Presenter: Dr. Harold Conley

Action Item

POLICY: Delegation of Authority

BY-LAW: Article II, Section 2, b.

RECOMMENDATION: As requested by the Board at its February 1984 meeting, the following resolution, which was prepared by Mr. Robert Barry, of the Attorney General's Office, is presented for the Board's consideration and/or approval.

Whereas the Code of Virginia, Section 23-188, requires the Longwood College Board of Visitors to appoint and fix the salaries of the President and all professors, teachers and agents; and

Whereas that Code section provides that the Board may make all needful rules and regulations concerning the college, employment of all personnel, and generally direct college affairs; and

Whereas the Board has found from time to time that exigencies of administering the affairs of the College require immediate hiring of personnel before such time as this board may convene and act; and

Whereas the administration of the college is well qualified to recruit, evaluate and employ persons holding proper academic or other appropriate credentials;

Now Be It Therefore Resolved by the Longwood College Board of Visitors that certain hiring authority now vested in the Board ought to be and hereby is delegated to the President and administration of the college; and

Be It Further Resolved that such delegation shall include the authority to appoint all necessary academic and administrative personnel where immediate action is deemed by the President to be in the best interest

of the college, provided that all such appointments shall be subject to subsequent board approval, and further, that such delegation shall not apply to the appointment of the President or Vice-Presidents of the college.

Dr. Edward D. Smith, Associate Professor of Education; Dr. Edmond Conway, Dean of the Faculty; and Dr. Michael H. Haltzel, Vice-President for Academic Affairs. The committee drew up a nomination form, which was sent to all teaching faculty. The committee chose to recommend \$13,000 for the awards, rather than the full amount allocated.

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AGENDA

ACADEMIC AFFAIRS COMMITTEE

July 1984

Presenter: Dr. Harold Conley

1. Information Items
 - a. Faculty Summer Assignments/Research Scholarships
 - b. General Merit Awards
 - c. Faculty Productivity Review
2. Action Items
 - a. Personnel Actions
 - b. Policy on Research at Longwood

OFFICE OF ACADEMIC AFFAIRS

Policy Adopted by the Board of Visitors, November 5, 1975.

Department Heads shall be appointed annually by the President and the Board of Visitors upon the recommendation of the Dean of the Faculty and of the Vice President for Academic Affairs.

Recommendation: Rescind

Explanation

According to the By-Laws of the Board of Visitors (Article VII, approved May 13, 1983), the President of the College has the responsibility to establish or modify the internal administrative structure of the College.

CONFIDENTIAL

ACADEMIC AFFAIRS

Presenter: Dr. Harold Conley

Action Items

POLICY: Personnel Actions

BY-LAW: Article VII, Sections 3 and 5

RECOMMENDATION: On behalf of the Committee, I move that the Board endorse the following:

1) Professor Emeritus

The awarding of the rank of Professor Emeritus to Ms. Emily Barksdale, former Associate Professor of Spanish. Ms. Barksdale taught in the public schools, the Pan American Business College, and at Madison College prior to joining the Longwood faculty as an Assistant Professor of Spanish in 1942. She was promoted to the rank of Associate Professor in 1949, a position she held until her retirement in 1963. She holds the A. B. degree from Randolph-Macon Women's College and the M.A. from the National University of Mexico. During her travels to Mexico she brought back native Spanish-speaking students, known as informants, to study at Longwood. Ms. Barksdale was a leading force for academic excellence at Longwood for more than two decades.

2) Resignations

Dr. Carol Altizer-Tuning, Assistant Professor of Mathematics effective at the close of the current academic year. Dr. Altizer-Tuning is currently participating in the Faculty Exchange Program, serving at Virginia State University.

Betty A. Bowman, Professor of Physical Education effective at the close of the current academic year.

Hollis W. Powers, Athletic Trainer, Department of

Athletics, effective June 1, 1984.

Charles W. Sydnor, Jr., Associate Professor of History, effective at the close of the current academic year. Dr. Sydnor is resigning to assume the presidency of Emory and Henry College.

- 3) Salaries for Continuing Education programs for the Spring 1984 semester as attached.

Approval to pay Ms. Frieda Myers \$120 for teaching non-credit piano course during Fall 1983. Her name should have been included in the list when submitted to the Board at the February 1984 meeting.

- 4) Salary Increase for Terminal Degree

Dr. David S. Calihan, Assistant Professor of History, received his Ph.D. degree in Political Science from Miami University in December 1983. He is due an annual salary increment of \$500.

- 5) Adjuncts for the Spring 1984 Semester

Edith, Austin, Instructor in Mathematics, Department of Mathematics and Computer Science, (5 month position) at a salary of \$1,200

Robert A. Bruce, Instructor in Business Law in the Department of Business and Economics, (5 month position) at a salary of \$1,200

Carrol K. Bruce, Tennis Coach in the Athletic Department (5 month position) at a salary of \$1,000

Patrick Burke, Instructor in Social Studies, in the Department of History and Government, (5 month position) at a salary of \$1,200

Frank W. Coffey, Instructor of the Jazz Ensemble, Department of Music, (5 month position) at a salary of \$2,274

Jamie Coy, Instructor of Introduction to the Theatre, in the Department of Speech and Dramatic Arts, (5 month position) at a salary of \$1,200

Carol Gravitt, Instructor of Business Law in the Department of Business and Economics, (5 month position) at a salary of \$2,400

Lowell S. Harper, Instructor in Percussion Concentration, Department of Music, (5 month position) at a salary of \$840

Kim Hull, Athletic Counselor in the Athletic Department, (5 month position) at a salary of \$1,200

Douglas Kilpatrick, Instructor in Brass Concentration in the Department of Music, (5 month position) at a salary of \$480

Linda Kitchel, Instructor of Home Economics, Department of Home Economics, (5 month position) at a salary of \$4,000

Louis Kovacs, Instructor in the Philosophy of Education, Department of Education and Psychology, (5 month position) at a salary of \$1,600

Evangeline McCort, Instructor of Elementary and Intermediate Typewriting, Department of Business and Economics, (5 month position) at a salary of \$2,400

Joyce Phillips, Cheerleading Sponsor, Athletic Department, (5 month position) at a salary of \$500

Mary Hardy Roberts, Instructor of Strings, Department of Music, (5 month position) at a salary of \$320

James Robinson, Instructor of Business Language and Computer Science, Department of Mathematics and Computer Science, (5 month position) at a salary of \$6,000

Janet E. Russell, Instructor of Fabric/Surface Design, Department of Art, (5 month position) at a salary of \$1,200

Mary Willson Schill, Lacrosse Coach, Athletic

Department, (5 month position) at a salary of \$1,200

Betty Jo Simmons, Instructor of the Measurement Module and Student Teacher Supervision, Department of Education and Psychology, at a salary of \$5,000

Rodney B. Taylor, Instructor of Education, Department of Education and Psychology, (5 month position) at a salary of \$3,000.

Patricia Werrell, Instructor of Winds Concentration and the Flute, Department of Music, (5 month position) at a salary of \$ 1,560

Mary Whitlock, Riding Coach, Athletic Department, (5 month position) at a salary of \$800

Raymond Wilkerson, Instructor of Intermediate Accounting and Accounting Theory, Department of Business and Economics, (5 month position) at a salary of \$2,400

Sherry Will, Assistant Lacrosse Coach, Athletic Department, (5 month position) at a salary of \$800

6) Center for Business and Organizational Research

The purpose of the Center will be to strengthen the region's business and industrial base by serving as a support of programs which inspire community and industrial development, entrepreneurship, organization development, productivity, and quality of work life development. The following stipends are requested to fund start-up activities at the Center.

Lawrence Minks, Director of the Center, (5 month position) at a salary of \$1,300

Wayne E. McWee, Assistant Director of the Center, (5 month position) at a salary of \$1,200

Harry J. Schneider, Instructor in the Center, (5 month position) at a salary of \$900

7) Teresa L. Smith, Interim Director of the Learning Skills Development Center and Coordinator of Minority Student

Affairs in the Department of Business and Economics
(5 month position) at a salary of \$3,900

- 8) Katherine Rebecca Palmer, Graduate Athletic Training
Assistant, Athletic Department, (5 month position)
at a salary of \$1,000

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CONTINUING STUDIES

The following are salary requests for the spring of 1984 off-campus program, on-campus evening programs, on-campus regular session workshop programs and non-credit classes that run mid-January through mid-March of 1984.

OFF CAMPUS

Brunswick County:

Robert Gibbons	Curriculum Development in the Elementary School or Curriculum Development in the Secondary, Intermediate and Middle School; 3 credits.	\$1,200.00
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Campbell County:

Edward Smith	Classroom Management - A Behavioral Approach; 3 credits.	\$1,200.00
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Ms. Shannon Pearce (adjunct)	Theories and Practices of Guidance in the Elementary School; 3 credits.	\$1,200.00
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Halifax County:

Freda McCombs	Teaching Science in the Elementary School; 3 credits.	\$1,200.00
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Lacy Venable (adjunct)	Current Issues in School Law (In-Service); 3 credits.	\$1,200.00
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Jean Gore (adjunct)	Advanced Applied Techniques in Educational Supervision; 3 credits.	\$1,200.00
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Mecklenburg County:

Raymond Sizemore	Curriculum Development in the Elementary School or Curriculum Development in the Secondary, Intermediate and Middle School; 3 credits.	\$1,200.00
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Nottoway County:

Robert Banton	Curriculum Development in the Elementary School or Curriculum Development in the Secondary, Intermediate and Middle School; 3 credits.	\$1,200.00	2.e(7)
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REGULAR SESSION WORKSHOPS

Merry Lewis Allen	Introduction to Personal Computing; 1 credit.	\$ 400.00
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Timothy Phillips (adjunct)	Introduction to Personal Computing; 1 credit.	\$ 400.00
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Nancy Vick	Microcomputers for Educators; 3 credits.	\$ 600.00
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John Arehart	Microcomputers for Educators; 3 credits.	\$ 600.00
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NONCREDIT CLASSES

Timothy Phillips	Two Computer Classes for Children	\$ 350.00
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Kim Corvin	Two Baton Classes for Children	\$ 150.00
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Sushila Bales	Stained Glass	\$ 120.00
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Maria Josemans	Tole Painting	\$ 120.00
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Barbara Gorski	Stress Management	\$ 120.00
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Shirby Brown	Aerobics & Exercise	\$ 120.00
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Freida Myers	Piano	\$ 120.00
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CONFIDENTIAL

ACADEMIC AFFAIRS

Presenter: Dr. Conley

Action Items

POLICY: Promotion

BY-LAWS: Article VII, Section 3,a., The President
of the College

RECOMMENDATION: On behalf of the Committee, I move that the
Board approve the following candidates for
promotion:

(1) To Professor

Dr. Paul S. Hesselink, Department of Music

(2) To Associate Professor

Dr. William R. Harbour, Department of
History and
Government

Dr. Bette L. Harris, Department of Health,
Physical Education and
Recreation

EXPLANATION:

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SUMMARY VITAE FOR PROMOTION CANDIDATES

From Assistant to Associate Professor:

William R. Harbour: Dr. Harbour came to Longwood in August 1976 as an Assistant Professor in the Department of History and Government. He received the Ph.D. in Political Science from Indiana University in 1976. Actively involved in college affairs, Dr. Harbour has served on numerous committees. He is presently president of the OTF, a position he has held for the past two years. He was Longwood's representative to the Faculty Senate of Virginia in 1980-81. He wrote a book entitled, The Foundations of Conservative Thought: An Anglo-American Tradition in Perspective which was published by the University of Notre Dame Press in the Fall of 1982.

Bette L. Harris: Dr. Harris came to Longwood in 1979 as an Assistant Professor of Physical Education and Field Hockey Coach. She received the Ed.D. from the University of North Carolina in Greensboro in 1978. She has broad experience in teaching a number of sports and is currently participating in the Faculty Exchange Program with the University of Jyvaskyla, Finland. Dr. Harris is professionally active both at Longwood and in her own areas of special interest. She has presented and published many papers.

FROM ASSOCIATE PROFESSOR TO PROFESSOR

Paul S. Hesselink: Dr. Hesselink came to Longwood in 1966 as an Instructor of Music. He received the D.Mus.A. from the University of Colorado in 1973. He has served on numerous college committees and was the Minister of Music for the Farmville Presbyterian Church from 1968-71. He has published articles in the Journal of Music Theory. Dr. Hesselink has also performed in numerous recitals.

PROFESSIONAL RESUME

DATE: August 9, 1983

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

Committee on Governance, 1981-82
Chairman of the SACS Library Self-Study Committee, 1981-82
President of the Organization of the Teaching Faculty,
1982-83; 1983-84

Department:

Curriculum Committee, 1976
Tenure and Promotion Committee, 1982-83

State:

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

SIGNIFICANT RESEARCH:

The Foundations of Conservative Thought: An Anglo-American
Tradition in Perspective published by University of Notre Dame
Press in Fall of 1982

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

RESEARCH IN PROGRESS:

The Quest for Justice

RESUME

Name: Bette L. Harris

Date of Birth: October 22, 1941

Social Security Number: 227-54-9959

Professional Address:

Department of Health, Physical Education and Recreation
Lancer Hall
Longwood College
Farmville, Virginia 23901
Phone: 804-392-9323

Home Address: 416 Winston Street, Apartment C
Farmville, Virginia 23901
Phone: 392-8431

Education: Ed.D. University of North Carolina at Greensboro 1978
Greensboro, North Carolina

Emphasis: Sociology of Sport
Social-Psychology of Sport

Dissertation Title: Sex-Role Orientation, Fear of Success,
and Competitive Performance of High
School Athletes

M.A. Sam Houston State University 1968
Huntsville, Texas

Thesis Title: The Study of Self Concept of College Women
Enrolled in Selected Physical Education
Activity Classes

B.S. Madison College 1963
Harrisonburg, Virginia

Academic Positions: Assistant Professor of Physical Education 1979 -
Field Hockey Coach
Department of Health, Physical Education and Recreation
Longwood College
Farmville, Virginia 23901

Assistant Professor of Physical Education 1978 - 1979
Women's Tennis Coach
Washington State University
Pullman, Washington

Graduate Teaching Assistant 1975-1978
School of Health, Physical Education, and
Recreation
University of North Carolina at Greensboro
Greensboro, North Carolina

Assistant Professor of Physical Education 1968-1975
(Tenured)
Madison College
Harrisonburg, Virginia

Teaching Assistant 1967-1968
Sam Houston State University
Huntsville, Texas

Physical Education Teacher 1963-1967
Robert E. Lee High School
Staunton, Virginia

Nonacademic Positions: Director of Tennis 1969, 1972, 1973
Camp Pinecliffe
Harrison, Maine

Program Director 1970
Camp Pinecliffe
Harrison, Maine

Teaching Experience: Field Hockey - Madison, 1968-1975
Longwood, 1979 -

Tennis - Madison, 1968-1975
Washington State University, 1978-1979
Longwood, 1979 -

Bowling- Madison, 1968-1975
UNC-G, 1975-1978

Field Sports - Madison, 1968-1973

Fencing - Madison, 1969-1975
UNC-G, 1975-1978
Longwood, 1982-1983

Racketball - Washington State University, 1978-1979

Physical Education Technique Classes:

Tennis - Madison, 1970-1975
Washington State University - 1978-1979
Longwood, 1980

Fencing- Madison, 1969-1975
Longwood, 1982

Field Hockey - Madison, 1969-1975
Longwood, 1979-1981

Field Hockey Officiating - Madison, 1969-1975
Longwood, 1979-1981

Basketball Officiating - Madison, 1969-1975
UNC-G, 1975-1978
Washington State University, 1979
Longwood, 1979 -

Theory:

- Techniques of Officiating, WSU, 1979
- Psychology of Sport, WSU, 1978, 1979
- Athletic Participant, Longwood, 1980, 1981
- Psychology of Coaching, Longwood, 1982, 1983
- Foundations of Physical Education, 1983
- Athletic Administration, Longwood, 1979 - 1981
- Graduate Seminar in Public relations, WSU, 1979

Coaching:

- Fencing, Madison, 1969 - 1972
- Tennis, Sam Houston State University, 1967-1968
Madison, 1969 - 1975
Washington State University, 1978-79
- Field Hockey, Madison, 1969 - 1975
Longwood, 1979 -

Professional Conventions/Workshops:

- State: VAHPER - 1980, 1981, 1982, 1983
- VAIAW - 1979-1983

- National: AAHPERD - Kansas, 1978
Detroit, 1980
Boston, 1981

- NASPSA - California, 1981
Maryland, 1982
Michigan, 1983

Research Interest: Coaching Behavior, Basketball Performance, Maximizing Athletic Performance

Research Grants: Summer Study, Workshop-Conference on sport psychology, Longwood College 1981

Research On Use of Smaller Basketball
 Sponsor: Women's Basketball Coaching Association (\$8000.00) 1983

Current Research in Progress:

- Relationship of Size of Basketball to Specific Basketball Performances Measures
Harris and Dailey (1983)
- Statistical Analysis of 1982-1983 and 1983-1984 Girl's High School Team Performance in Basketball in the state of South Dakota.

- Publications: Harris, Bette L. "How Much Togetherness?"
NAGWS Field Hockey Guide, p. 60-61, 1980-82.
- Harris, Bette L. "Sports Psychology and the Elite Athlete",
Published Proceedings of the United States Olympic Academy V,
June 8-12, 1981.
- Harris, Bette L. "Holistic Coaching", JOHPERD, 1982
53, 29-30.
- Harris, D.V. and Harris, B.L. The Athlete's Guide to Sports Psychology:
Mental skills for physical people, Leisure Press, 1983.

Papers/Presentations at Professional Societies:

- AAHPERD Convention, Kansas City
"Techniques of Officiating"
NAGWS/ABO 1978
- AAHPERD Convention, Detroit
"Sport Psychology"
Midwest District 1980
- Pre-Convention Symposium of Sport Psychology
Academy, Boston
"The Coach's Sport Psychologist Interface: New
Directions in Stress Management" 1981
- AAHPERD Convention, Boston
"Coaches and Officials"
NAGWS/ABO 1981
- United States Olympic Academy, Colorado Springs
"Expanding Olympic Horizons" 1981
- VAIAW Fall Workshop
Keynote Speech: "Coaching Behavior"
Wintergreen 1981
- VAHPER Convention, Wintergreen
"The Athlete and Coaching Behavior"
VAGWS 1981
- VAHPER Convention, Fredericksburg
"Coaching Stress"
VAGWS Panel Moderator 1982

- Service: Department - Physical Education Professional Committee
Athletic Staff Committee
Selected as one of the departmental members to review
state physical education test

College - OTF Member-at-Large 1982-Present
Promotion and Tenure 1981-Present
Chair, Promotion and Tenure 1983-1984
Intercollegiate Athletic Council 1981-1982
Intercollegiate Athletic Council 1983-1984
Achievement Award Committee 1983-1984
Longwood Ethics Committee 1980-1981
Longwood College Ad Hoc Committee on Student
Absence from Class 1980-1981
ROTC Student Award Committee 1979

Professional: National - ABO National Rating Team in Basketball 1975-Present
ABO National Rating Team Chair 1978-1981
ABO National Rating Team Clinician 1975-1983
Chair, United States Girl's and Women's
Basketball Rules Committee 1983-1984
NAGWS Executive Council 1979-1981
NCAA Ad Hoc Basketball Committee 1980-1981

Regional - Chair, Division II Athletic Regional
Advisory Committee, Field Hockey 1982-Present
SAPECW Research Contact 1980-1981
Region II Commissioner of Officials 1979, 1980, 1981

State - Chair, VAGWS 1983-1984
VAHPER Resolution Committee 1973-1975
VAHPER Planning Committee 1975-1977
VAHPER Research Secretary 1981-1982
Convention Manager VAHPERD 1975
Blue Ridge Field Hockey Vice-President 1971-1973
Blue Ridge Field Hockey President 1973-1975
Virginia AIAW Field Hockey Representative 1980
Appointed by State Supervision of Health,
Physical Education to serve as a member of
the evaluation team for Virginia High
School physical education programs 1967, 1970

Membership in Professional Organizations:

Virginia Association for Health, Physical Education,
Recreation, and Dance
American Alliance for Health, Physical Education, and
Dance
Canadian Coaches Association

National Association for Girl's and Women's Sports
North American Society for the Psychology of Sport
and Physical Activity

Honors/Awards: Selected Female Coach of the Year at Longwood	1980
Selected to officiate in National Women's Basketball Tournament Finals	1978, 1980
Selected to be an Exchange Professor with Finland	Spring, 1984

- I. Professional Memberships
- | | | |
|--|--------------|----------------|
| American Guild of Organists | 1963-present | |
| Richmond Chapter | 1966-present | |
| American Musicological Society | 1966-present | |
| College Music Society | 1968-present | Life member |
| Southeastern Historical Keyboard Society | 1981-present | Charter member |
| Organ Historical Society | 1978-present | |
| Phi Mu Alpha Sinfonia | 1961-present | |
| Society for Music Theory | 1980-present | |

II. Professional Growth

A. Professional Responsibilities

1. Department

- a. Tenure and Promotion Committee
- b. Policy Advisory Committee 1974-76 Chairman one year
- c. NASM Self Study Curriculum Committee
- d. Normal temporary committee assignments from year to year

2. College

- a. College Status Committee 1974-76
- b. English Proficiency Committee 1975-76
- c. College Curriculum Committee 1974-76
- d. Faculty Colloquium Committee 1974-77, present
- e. Ad Hoc Committee on Examinations 1975-77
- f. Honors Committee 1980-present
- g. Steering Committee for Art Department NASA Self Study 1980-81
- h. Arts and Sciences Honors Committee 1982-83
- i. Advisory Council for the Allocation of Academic Resources 1982-present

3. State

- American Guild of Organists, Richmond Chapter
 Recital Series Artist Selection Committee 1977-79
 Organ Repertoire Recital Series, General Chairman -
 Coordination of the work of five committees for
 the 1980-81 and 1981-82 series
 Member of Program Planning Committee for the 1983
 summer Regional AGO Convention

C. Attendance at Conventions, Conferences, etc.

- National Convention of the American Guild of Organists
 Cleveland, Ohio June 17-21, 1974
 Northwest Regional Convention of the American Guild of Organists
 Tacoma, Washington June 16-18, 1975
 Far Western Regional Convention of the American Guild of
 Organists
 San Jose, California June 22-26, 1975
 Annual Meeting of the American Musicological Society and the
 College Music Society
 Washington, D.C. November 4-7, 1976
 National Convention of the American Guild of Organists
 Boston, Massachusetts June 20-25, 1976

- Third International Congress of Organists
Philadelphia and Washington August 1-6, 1977
- Conference on Organ Baroque Performance Practices
University of Nebraska
Lincoln, Nebraska November 17, 1978
- Annual Meetings of the American Musicological Society
and the College Music Society
New York City November 1-4, 1979
- Annual Meetings of the American Musicological Society,
The College Music Society, and the Society
for Music Theory
Denver, Colorado November 1980
- Annual Meeting and Conclave of the Southeastern Historical
Keyboard Society
University of Georgia
Athens, Georgia February 26-28, 1981
- Organ Dedication, Conference, Recital and Awarding of
Honorary Doctorate to Jean Langlais
Catholic University, Washington, D.C.
September 19, 1981
- First Maryland Handel Festival
University of Maryland and the Library of Congress
November 6-8, 1981
- Southeastern Historical Keyboard Society Meeting and
Florida State University Harpsichord Festival
Tallahassee, Florida November 4-6, 1982
- Second Maryland Handel Festival
University of Maryland and the Library of Congress
November 12-14, 1982
- National Conference on Organ and Organ Pedagogy
Washington, D.C. June 18, 1982
- National Convention of the American Guild of Organists
Washington, D.C. June 20-25, 1982
- International Festival and Conference on the Occasion of the
Sesquicentenary of the Birth of Johannes Brahms
Library of Congress May 3-6, 1983

D. Other Travel (purposes of professional growth)

- Travel to New York City to see three operas at Lincoln Center
November 23-25, 1979
- Delegate on Music Educator's tour of the People's Republic
of China under the sponsorship of People-to-People
International. Visits to music conservatories in
Peking, Shanghai, Canton.
May 30 to June 13, 1981
- Conference on East Asian Music and Art. Lecture on current
Trends in East Asian Music by composer Chou Wen-Chung
University of Virginia
October 17, 1981

A. Research:

1. Continuing project of building French Double harpsichord.
2. Served as Visiting Associate Professor of Music in Division of Organ and Church Music at the University of Colorado during the academic year 1978-79 and summer, 1979. I taught courses in church music, improvisation, and organ and harpsichord at both undergraduate and graduate levels. Also acted as advisor to doctoral students in their research activities.
3. Summer, 1980 - National Endowment for the Humanities grant to participate in Professor Allen Forte's 8-week seminar: "Studies and Analysis in Early Non-Tonal Music of the Twentieth Century". Yale University
4. Extensive research in the Arnold Schoenberg Correspondence Legacy at the Library of Congress. Permission granted by Schoenberg heirs.
5. Leave of absence without pay to study harpsichord with Dr. Davitt Moroney in Paris, France from February to June, 1982. Occupied Virginia atelier at Cité International des Arts in Paris.
6. Summer, 1983 - National Endowment for the Humanities grant to participate in Dr. Leonard Stein's 8-week seminar: "The Music and Writings of Arnold Schoenberg". The Arnold Schoenberg Institute, University of Southern California, Los Angeles

B. Publications:

Journal of Music Theory (vol. 25, No. 2, pp. 316-18)
Review of David Thompson's A History of Harmonic Theory in the United States. (Kent State University Press)

C. Contributions to the Arts:

1. On-campus performances
 - Faculty Organ Recital - Farmville United Methodist Church - October 4, 1974
 - Faculty Duo-Piano Recital (Myers) - Wygal - April 24, 1975
 - Faculty Organ Recital - Farmville Presbyterian Church February 22, 1976
 - Faculty Duo-Keyboards Recital (Myers) - Wygal March 25, 1976
 - Faculty Organ Recital - Farmville Presbyterian Church February 13, 1977
 - Faculty Duo-Piano Recital (Myers) - Wygal February 26, 1978
 - Faculty Organ Recital (with Longwood Dance Ensemble) April 6, 1978
 - Faculty Duo-Piano Recital (Myers) - Wygal April 24, 1980

Faculty Duo-Piano Recital (Myers) - Wygal
 October 27, 1981
 Faculty Flute and Harpsichord Recital (Werrell) - Wygal
 November 1, 1982
 Faculty Piano Duet Recital (Myers) - Wygal
 January 16, 1983
 Faculty Organ Recital - Farmville Presbyterian Church
 February 6, 1983
 *Faculty Recital: "The Music of Francis Poulenc"
 (Myers, Werrell, Lust) - Wygal
 November 15, 1983

In addition to the recitals listed above, I have regularly accompanied choral performances on campus for concerts, choral festivals, and on the occasion of Lukas Foss's visit on the Simpkins Lecture Series. I have also regularly performed on the department's annual scholarship evening and on the occasions when the department has hosted visiting composers: Daniel Pinkham, Vincent Persichetti, Ned Rorem, Vaclav Nelhybel, Ross Lee Finney and Emma Lou Diemer.

2. Off-campus recitals performed:

The Benson United Presbyterian Church - Omaha, Nebraska
 July 28, 1974
 The United States Air Force Academy Summer Recital Series
 Colorado Springs, Colorado
 August 4, 1974
 Farmville United Methodist Church, Organ Dedication Series
 March 9, 1975
 Hope College Tulip Time Recital Series - Holland, Michigan
 May 16 & 17, 1975
 "Downtown Arts Festival" - Trinity Episcopal Church
 Columbus, Ohio
 May 25, 1975
 Hope College Guest Recital Series - Holland, Michigan
 February 8, 1976
 Ginter Park Presbyterian Church - Richmond, Virginia
 March 7, 1976
 Tuckahoe Presbyterian Church - Richmond, Virginia
 April 11, 1976
 South Hill United Methodist Church - South Hill, Virginia
 April 25, 1976
 Church of the Holy Innocents - Henderson, North Carolina
 (Duo-Keyboards Recital with Myers)
 May 17, 1976
 Accompanied Longwood Choir to England. Accompanied
 choral works and performed solo organ selections
 December 1976-January 1977
 Berryville Presbyterian Church - Berryville, Virginia
 February 27, 1977
 Hope College Tulip Festival Recital Series - Holland,
 Michigan (4 twenty-minute recitals)
 May 13 & 14, 1977

- St. Paul's Episcopal Church - Richmond, Virginia
May 15, 1977
- "Organ Week in Waynesboro," Blue Ridge Chapter of
the American Guild of Organists
Performance of Olivier Messiaen's "La Nativite du
Seigneur" with Longwood College Dance Ensemble
First Presbyterian Church - Waynesboro, Virginia
April 23, 1978
- Richmond Chapter of the American Guild of Organists
"Annual Clergy Night". Messiaen program above.
Ginter Park Presbyterian Church - Richmond, Virginia
May 9, 1978
- Alumni Recital Series, University of Colorado -
Boulder, Colorado - Macky Auditorium
March 1, 1979
- First Congregational Church - Boulder, Colorado
July 22, 1979
- Virginia Music Teacher's Annual Convention (hosted by
Longwood College) - Farmville United Methodist Church
October 20, 1979
- Guest Recital, Chicago Chapter of the American Guild
of Organists - St. Chrysostom's Church - Chicago,
Illinois
November 22, 1980
- Lecture-Recital at Wayne State University - Detroit,
Michigan (Organ and Electronic Tape/ and Trumpet)
November 19, 1980
- Hope College Tulip Festival Recital Series - Holland,
Michigan (two twenty-minute programs performed a
total of eight times)
May 13-16, 1981
- Accompanied Handel's Messiah for Nottaway Chorale and
Farmville United Methodist Church Choir - Crewe
United Methodist Church - Crewe, Virginia
December 6, 1981
- Repeat performance of Messiah - Farmville United
Methodist Church
December 20, 1981
- Organ Dedication Series: The Third Reformed Church -
Holland, Michigan
February 20, 1983
- St. Catherine's School - Richmond, Virginia (Flute
and Harpsichord Recital)
March 1, 1983
- *Guest Recital at Colorado State University - Fort
Collins, Colorado
September 19, 1983
- *Church of the Epiphany - Danville, Virginia
October 16, 1983

3. Lectures given:

"Music in China Today" Illustrated with my own sound recordings and slides:

Longwood College MENC, public lecture - Wygal
September 29, 1981

Bridgewater College - Winter Term Opening Convocation
December 1, 1981

Virginia Union University - Music Department
December 8, 1981

Hope College - Music Department (given twice)
February 17, 1983

Hampden-Sydney College, public lecture
April 25, 1983

"A Preliminary Report on the Harmonic Language of Arnold Schoenberg's Variations on a Recitative for Organ, Op. 40"

Wayne State University - Department of Music Theory
November 17, 1980

Bridgewater College - Contemporary Music Class and
Theory Class

December 1, 1981

Province Workshop for Phi Mu Alpha Sinfonia held at
Longwood College

October 19, 1981

Longwood College Faculty Colloquium Series
March 30, 1983

Workshop on "Contemporary Organ Literature for the Worship Service" (2½ hours)

Chicago Chapter, American Guild of Organists
November 22, 1980

IV. Service to College Community/Local Community:

- A. Organ Workshops at Longwood College (organized and ran)
- 1974 - clinician Arthur Poister
 - 1976 - clinician Wilbur Held - "The Organ Works of César Franck"
 - 1983 - clinician Emma Lou Diemer - "The Organ Works of Emma Lou Diemer"

- B. Talks to community groups, community memberships
- "Contemporary Music in Worship" - Wesley Foundation
March 30, 1977
 - Selected as delegate on Friendship Force to Gelsenkirchen,
Germany
May, 1980
 - Illustrated China talk - Farmville Methodist Men's Club
November 17, 1981
 - Illustrated China talk - Wesley Foundation
March 23, 1983
 - Illustrated China talk - Farmville Lion's Club
April 1, 1983

Frequently serve as substitute organist for local and area churches. Interim organist July 1981 to February, 1982 at Farmville United Methodist Church

Member of Virginia Museum, Central Chapter

Member of Farmville Presbyterian Church

Served as consultant in organ design and building project for First Presbyterian Church, Richmond, Virginia

During the past ten years I have done extensive travel, oftentimes professionally related, but in all cases culturally broadening. My travels have taken me to Europe (several times), Japan, India, Australia, New Zealand, Tahiti, the Caribbean, Canada and all fifty states in the U. S.

CONFIDENTIAL

Louard E. Egbert Jr., Associate Professor of Music and Head of the Department of Music: Dr. Egbert received the Doctor of Musical Arts degree in 1975 from the University of Kentucky, Lexington, Kentucky. Prior to joining the Longwood faculty in 1978, Dr. Egbert had served as chairman of the Division of Fine Arts at Virginia Intermont College from 1975 to 1978. He has published research papers and articles in several professional magazines. Dr. Egbert composed the Alma Mater for Longwood College, which was confirmed by the Board of Visitors in 1980. He has served as a conductor of choral groups since 1968 and is currently the director of two Longwood groups, the Camerata Singers and the Lancer Edition. Dr. Egbert has given soloist vocal performances since 1961. He remains very active both in college and community activities.

CONFIDENTIAL

SUMMARY VITAE FOR TENURE CANDIDATES

Patrick G. Barber, Associate Professor of Chemistry: Dr. Barber received the Ph.D. in June 1969 from Cornell University. He is a certified professional chemist, and holds licenses as a radiological health monitor, and pesticide applicator. He received the Maria Bristow Starke Faculty Excellence Award in 1983. Dr. Barber is active in the college community and in his areas of professional expertise. He has presented reports at many professional meetings which have been published as part of the report of such meetings.

Owen F. Fields, Assistant Professor of Business: Dr. Fields received the Ed.D. in 1972 from the University of Pittsburgh. He came to Longwood in September 1978 as an Assistant Professor of Business. Dr. Fields served as interim head of the Department of Business and Economics from 1982-83. Dr. Fields is active both at Longwood and in his professional area outside the college community. He has had articles published in numerous professional publications.

James W. Jordan, Associate Professor of Anthropology and Head of the Department of Sociology and Anthropology: Dr. Jordan received the Ph.D. in Anthropology from the University of Georgia in 1976. He joined the Longwood faculty as an Assistant Professor of Anthropology in 1978. His areas of academic specialization are Africa, ethnology in complex cultures, community studies, and archeology of southeastern United States. An active archeologist, Dr. Jordan has served as Director of the Longwood Summer Field School in Archeology since 1980. Dr. Jordan has presented and published many papers, reports, and articles in his area of expertise. He has served on numerous college committees.

Thomas A. Williams, Associate Professor of Music: Mr. Williams received the M.M. from Louisiana State University in 1965. He came to Longwood in 1978 as an Associate Professor of Music. He has participated in many recitals and has served as choir director of Farmville Baptist Church since 1979. Mr. Williams actively participates in college activities. He is president of the NATS state chapter.

PROFESSIONAL RESUME

FOR TENURE

Name: Patrick George Barber Date: November 6, 1983
Department: Natural Sciences Date appointed: August 1, 1978
Rank at appointment: Associate Professor Present Rank: Associate Professor

Dates of part-time Employment at Longwood College:

Summers in 1979 and 1980
Several workshops and special courses especially in laboratory
safety and wine appreciation.

Dates of leaves of absences from employment at Longwood College: None

I. Educational Data:

A. Academic Preparation

1. Duke University
Physical Chemistry
1 January 1969 to June 1971
Post-Doctoral Studies in polymer chemistry under
Professor W. R. Krigbaum
2. Cornell University
Physical Chemistry
1 September 1964 to 31 December 1969
Ph.D. degree granted on 9 June 1969
Dissertation in x-ray crystallography under
Professor R. E. Hughes
3. Stanford University
Chemistry
1 September 1960 to 14 June 1964
B.S. degree in chemistry granted on 14 June 1964
Senior Honors Project in thermodynamics under
Professor Paul J. Flory

B. Title - Master's Thesis: none

C. Title - Doctoral Dissertation: CRYSTAL PROPERTIES OF ACETYL DERIVATIVES OF
GRAMICIDIN-S

D. Academic Employment

1. Longwood College
Associate Professor of Chemistry
1 August 1978 to present
2. Southside Virginia Community College
Professor of Chemistry
1 September 1971 to 15 June 1978

E. Special Courses of Study

1. Wine and food--Cornell U. School of Hotel Administration, summer meeting, 1979
2. Apiculture--Cornell U., Dept. of Entomology, short course summer, 1979.

F. Related Experience or Employment

1. Laboratory Safety, Washington, D.C.
2. X-ray Crystallography, U. Va
3. Liquid Crystals, Va - NC region of researchers
4. Modern Solid State Devices, NASA - LaRC
5. Strength of Materials, DINSRDC-Annapolis

The above are not formal courses at institutions of higher education; but they are topics covered during concentrated periods of study usually accompanying periods of employment during the summers. The topics covered and applications of this material are too current to have yet found their way into institutions of higher learning or into textbooks.

G. Professional Licenses

1. Certified Professional Chemist, Am. Inst. of Chemists, 1980 to present.
2. Radiological Health Monitor, U.S. Government, current.
3. Pesticide Applicator, Va. Dept. of Agriculture, current

H. Honors

1. Maria Bristow Starke Faculty Excellence Award, Longwood College, 1983.
2. Sigma Xi, Scientific Research Honor Society, Duke University, 1969.

I. Current Memberships in Professional Associations (Dates of initial membership are approximate)

1. American Chemical Society, 1967
Member of Executive Board for the Virginia Section since 1980
Member polymer and chemical education section since 1967
2. American Crystallographic Association, 1968
3. American Society for the Advancement of Science, 1971
4. Sigma Xi, 1969
Secretary and then President of local club, 1977 and 1978
5. The Electrochemical Society, 1983
6. American Wine Society, 1974
7. American Society of Wine Educators, 1979
8. Vinifera Winegrowers Association, 1974

II. Professional Growth

A. Professional Responsibilities

1. Department
 - a. Personnel Committee
 - b. Finance Committee
 - c. Scheduling Chemistry Classes

2. College

- a. Honors Committee including serving as faculty advisor on one project and as a member of two examining committees
- b. Curriculum and Academic Concerns Committee and the General Education Subcommittee
- c. Committee on the Allocation of Resources
- d. Committee on the Honors Program
- e. Laboratory Manual for Freshman Chemistry, copyrighted 1983
- f. Developed and added to the curriculum courses in:
 - laboratory safety
 - polymer chemistry
 - wine appreciation
 - questions of good and evil--a course currently being developed for the honors program in cooperation with Dr. John Peale
- g. Wrote for and received grants for:
 - bithienyl polymers
 - growth of crystals in gels
 - high school chemistry teacher workshop

These grants were from NASA, Woodrow Wilson Foundation, American Chemical Society and these grants plus the revenue from the workshops have brought more than \$6000 to the college in 1983.
- h. Served twice on college SACS committees
- i. Responsible for getting Longwood College included as a meeting site for the Virginia Section of the ACS. Also, served as local arrangements chairman.
- j. Local arrangements chairman for the Simkins Lecture presented by Professor Eric Hutchinson of Stanford University, 1981.
- k. Developed and maintained computerized chemical stockroom inventory.
- l. Improved safety conditions of Longwood College's chemical laboratories.

3. State

- a. Peer of the Cultural Laureates Program
- b. Dept. of Education--laboratory safety courses
- c. Radiological Health Monitor--Charlotte County
- d. Horticultural Committee-Charlotte County
- e. Va. grapegrowers assn.
- f. Member, Charlotte County Planning Commission, since 1981
- g. Member, Prince Edward County Nuclear Waste Study Committee, 1982-83

4. Regional

- a. Va. Sec. Am. Chem. Soc.
- b. Va. - N.C. Sec. Electrochem. Soc.
- c. Regional Summer Workshop for High School Chemistry Teachers from Va and N.C.
- d. Organized and called meeting of Va. and N.C. Liquid Crystal Researchers, VSU, April 1983
- e. Laboratory manual for water and wastewater technicians, U.S. Dept. of Housing and Urban Affairs and Va. Water Control Board
- f. Laboratory Safety Manual, copyrighted 1981 and 1983

- g. Seminars on grape growing in Southside Virginia, since 1972
- h. Helped in the formation of the Piedmont Council of the Teachers of Mathematics.

5. National/International

- a. Peer Review Panel, NSF, Washington, D.C., three times
- b. SACS Reaccreditation Visitation Teams, Southeastern U.S., twice
- c. ASEE-Summer Faculty Fellow, six times
(The usual maximum is twice. The additional times resulted from specific requests of the funding agencies.)
- d. NSF Professional Development Grant, Duke University, 1977. Developed computer graphics display programs for Duke University Chemistry Department.

- B. Awards--Starke Award, Longwood College, 1983
Certificates of Appreciation from Navy Department, NASA, and NSF

C. Attendance at Conventions

- 1. Monthly attendance at meetings of the Va Sec of ACS
- 2. National meeting of ACS, Atlanta, Ga, 1980, paper presented
- 3. Va Academy of Science, 1983, 1982, 1980, papers presented
- 4. National meeting of the Electrochemical Society, Washington, D.C., 1983, paper presented
- 5. Frequent attendance at chemistry seminars--see attached documents for a detailed listing
- 6. National Meeting of AAAS, Toronto, CANADA, 1980
- 7. Attendance at Southeastern Regional Meetings of the ACS, three papers presented

D. Other travel

- 1. To UVA for research purposes since equipment not available at Longwood College--frequent.
- 2. To Johnson City, Tenn.--SACS
- 3. To Miami, Florida--SACS
- 4. To California--summer 1980
- 5. To Washington, D.C.--frequent, twice/year

III. Scholarly Activities

A. Research

As a structural, physical chemist, my research involves the influence of the structure on the properties of matter. Diverse as my many projects have been, they have all focused in this area. Topics currently under investigation at Longwood College include the following:

- 1. Polymers of antibiotic compounds
Cooperation with AH Robins Company, Richmond Cooperation pending with VCU. Paper presented Virginia Academy of Science
- 2. Thiophene liquid crystals and polymers
Progress report presented to NASA, summer 1983

3. Liquid crystals, cell membranes and possible role in disease
Paper presented at National ACS Meeting
Papers twice presented at Virginia Cancer Symposium
4. Growth of crystals in gels--research proposal submitted to NASA in 1983
Student research papers presented at the Virginia Academy of Sciences

B. Publications

Because of the nature of the research and scholarly activities in which I have engaged, reports of this work are most effectively published through presentations at meetings. A few of the productions have been copyrighted. Please refer to the attached resume supplement for a complete listing.

1. Please also add that I have been invited to present a paper at the NSTA convention in Boston in April 1984.
2. Please also add to the list the very large number of COMPUTER PROGRAMS that I have written in several languages for several types of large and small computers. Because of their size they have not been duplicated, but they are available upon request.

- C. Contribution to the Arts--serve as scientific resource person to art department faculty.

IV. Service to the College and Local Community

- A. Active work to review the curriculum at the college specifically in general studies and honors
- B. Active work to stimulate area growth consistent with continued health and beauty of the area
- C. Active work to bring the college into service of high school science teachers
- D. Active work to keep myself current and at the forefront of scientific research in my field
- E. Active work in keeping Longwood College's name before the public, e.g., full page report sent out by the ACS to all high school and college chemistry teachers in the USA.
- F. Active work to improve the safety conditions of high school chemistry laboratories and assistance in the removal of hazardous materials.

- V. Other information and documents will be supplied upon request

Name: Dr. Owen F. Fields

Date: October, 1983

Department: Business and Economics

Date Appointed: September, 1978

Rank at Appointment: Asst. Prof. of Business

Present Rank: Same

I. Educational Data

A. Academic Preparation

1. University of Pittsburgh; Major - Business Education Ed.D.; Dec., 1972
Minor - Distributive Education;
2. University of Pittsburgh: Major - Business Education; M.Ed.; Apr., 1970
3. Waynesburg College; Major - Business Education; B.S. in Bus. Adm.; May, 1967

B. Title - Master's Thesis: No thesis required in master's program.

C. Title - Doctoral Dissertation: A Comparison of Students' Reading Abilities, the Readability of Textbooks, and Students' Attitudes Toward Textbooks in Seven Areas of Vocational Education in a Western Pennsylvania Area Vocational-Technical School

D. Academic Employment

1. Longwood College, Assistant Professor of Business, 1978-present
Interim Head, Department of Business and Economics,
1982-1983
2. Virginia Commonwealth University, Assistant Professor of Business Education and Office Administration, 1972-1978
3. University of Pittsburgh, Graduate Teaching Assistant, 1970-1971
4. Fayette County Area Vocational-Technical School; Uniontown, Pennsylvania; Public School Business Teacher, 1968-1970
5. Albert Gallatin Area Schools; Uniontown, Pennsylvania; Public School Business Teacher; 1967-1968

E. Academic Degree Programs or Special Courses of Study in Progress: None

F. Related Experience or Employment

1. Squadron Chief Clerk, Supply Clerk; U.S. Air Force; 1959-1963
2. Payroll Clerk, General Clerk; Consolidation Coal Company; 1956-1959
3. Bookkeeper, Clerk, Hearing Reporter; part-time positions; 1955-1956

G. Professional Licenses: Pennsylvania Permanent Public School Teaching Certificate - Certified in all areas of public school business education programs.

H. Honors, Biographical Listings, Honorary Societies: None

I. Membership in Learned Societies or Professional Memberships:

1. Current Memberships:

- a. National Business Education Association - 1967-present
Southern Business Education Association - 1972-present
- b. Delta Pi Epsilon - 1969-present
- c. Virginia Business Education Association - 1972-present
- d. Phi Delta Kappa - 1980-present
- e. Delta Sigma Pi - 1981-present
- f. National Education Association - 1968-present (life member)

2. Others:

- a. Eastern Business Education Association - 1967-1972
- b. Tri-State Business Education Association - 1968-1982
- c. Pennsylvania Business Education Association - 1967-1972
- d. Pennsylvania Education Association - 1968-1972
- e. American Business Communications Association - 1972-1978

II. Professional Growth

A. Professional Responsibilities

1. Department:

- a. Interim Head - 1982-1983
- b. Wynne Scholarship Committee - 1978-1979
- c. Advising Coordinator - 1983
- d. Budget Committee - 1983
- e. Student Advisory Committee - 1983
- f. Liaison to Continuing Education - 1982-present
- g. Student teacher supervisor - 1980-present

2. College:

- a. Secretary-Treasurer of Organization of Teaching Faculty - 1980-1983
- b. Search Committee for Vice President of Student Affairs - 1981-1982
- c. Admissions Committee - 1979-1981
- d. Academic Affairs Council - 1982-1983
- e. OTF Executive Committee - 1980-1983
- f. OTF Budget Committee - 1983
- g. OTF Simkins Lecture Committee - 1983
- h. Longwood College Council - 1980-1981

3. State:

- a. Editor of Virginia Business Education Journal - 1980-1983
- b. Editor of Virginia Business Education Association Newsletter - 1980-present
- c. Member of board of directors of Virginia Business Education Association - 1980-present
- d. Chairman of Cumberland County Vocational Advisory Council - 1978-present
- e. Chairman of Cumberland County Business Education Advisory Committee - 1978-present

- f. Member, Charlotte County Business Education Advisory Committee - 1980-present
- g. Consultant to Dinwiddie County Competency-Based Education Project - 1979-1981
- h. Contributor to Competency-Based Course Outlines for Basic Business Subjects, Virginia Business Education Service - 1979-1980

4. Regional:

- a. Secretary of Business Communications Section of Southern Business Education Association - 1981-1982
- b. Chairman of Business Communications Section of Southern Business Education Association - 1982-present
(responsibilities include obtaining speakers, introducing speakers holding election of officers, and chairing session on business communications at the 1983 Southern Business Education Association Convention)

5. National/International: Longwood College National Association for Business Teacher Education representative - 1980-present

B. Awards: None

C. Attendance at Conventions, Conferences, etc.:

- 1. National Business Education Association Conventions - have attended yearly since 1970
- 2. Southern Business Education Association Conventions - have attended most conventions since joining the southern region in 1972 - secretary of business communications section in 1982 - chairman of business communications section in 1983
- 3. Virginia Business Education Association Conventions - have attended most VBEA conferences since joining in 1972
- 4. Annual Business Education Summer Conferences of Virginia Business Education Service - have attended yearly since 1976 - conference speaker in 1976, 1977, 1978; have participated in various capacities since then: field trip leader, session chairman, etc.
- 5. Others: Longwood Area Business Education Conferences - 1978-present; Tri-State Business Education Association Conventions - 1976-1979; Phi Beta Lambda State Leadership Conferences; Future Business Leaders of America State Leadership Conferences; Future Business Leaders of America Regional Conferences

D. Other Travel: None

III. Scholarly Activities

A. Research: dissertation research - 1971-1972

B. Publications:

- a. "A Committee System for Basic Business." Journal of Business Education. LII (February, 1977), 220-21.

- b. "Communication Effectiveness: A Relevant Consideration in the Teaching of Business Subjects.: American Business Communications Association Bulletin, December, 1977, 11-14. (with C. Glenn Pearce)
- c. "A Comparison of Students' Reading Abilities, the Readability of Textbooks, and Students' Attitudes Toward Textbooks in Seven Areas of Vocational Education in a Western Pennsylvania Area Vocational-Technical School." Unpublished Ed.D. dissertation, University of Pittsburgh, 1972.
- d. "A Comparison of Students' Reading Abilities" (abstract). Business Education Forum, XXVIII (October, 1973), 40.
- e. "A Comparison of Students' Reading Abilities" (abstract). Journal of Business Education, LI (March, 1976), 289.
- f. "Fun (+ Learning) and Simulation Games." Virginia Vocational Education News, February, 1977, 8-10.
- g. "Helping Students Read Business Education Materials." Virginia Business Education Journal, Spring, 1978, 12-16.
- h. "Reports of the Gregg Summer, 1976, Methods Conference." Virginia Business Education Association Newsletter, September, 1976, 29-30, 32-33.
- i. "Simulation Games in Business Education." A part of Simulations in Business Education, Virginia Business Education Service, 1978
- j. "Simulations in Business Classes at the Four-Year College Level." National Business Education Association Yearbook No. 17. Reston, Virginia: National Business Education Association, 1979, 99-107.
- k. "Viewing Teaching as a Communications Act." Audio-Visual Communications, XI (January, 1977) 26, 60-61. (with C. Glenn Pearce)

C. Contributions to the Arts: None

IV. Service to the College Community/Local Community:

- 1. Delta Sigma Pi - instrumental in organizing Longwood's chapter, which was installed in April, 1981 - have been adviser or co-adviser until present
- 2. Adviser to Phi Beta Lambda - 1980-1982
- 3. Adviser to Pi Omega Pi - 1979-1980

V. Other Information:

- 1. Research under way: A Readability Analysis of Selected Introduction-to-Business Textbooks
- 2. Article in progress: Pupil-Team Learning in Business Education (with Joseph E. Mahony for possible publication in Spring, 1983, Virginia Business Education Journal)

3. I served with the Virginia Department of Education's Evaluation Team in the evaluation of Rockbridge County's vocational education programs on April 4-6, 1979.
4. I was a member of the Association of Independent Colleges and Schools (AICS) Evaluation Team in the evaluation of the Fredericksburg Business College on January 11, 1983.
5. I was chairman of the Association of Independent Colleges and Schools (AICS) Evaluation Team in the evaluation of Hagerstown (Maryland) Business College on May 16-17, 1983.
6. In addition to undergraduate and graduate education in business education, I graduated from Morgantown, W.Va., Business College in 1956, and from the business education program of Georges Township High School (Uniontown, Pennsylvania) in 1955.

CURRICULUM VITAE

NAME: James William Jordan

HOME ADDRESS: 207 Second Avenue
Farmville, Virginia 23901
(804) 392-4634

OFFICE ADDRESS: Department of Sociology and Anthropology
207B Hiner Building
Longwood College
Farmville, Virginia 23901
(804) 392-9277

DATE OF BIRTH: November 16, 1942

MARITAL STATUS: Married
Wife: Gail
Daughter: Anna (March 6, 1978)
Daughter: Katie (May 1, 1982)

PRESENT POSITION: Associate Professor of Anthropology, Coordinator of
Anthropological Studies, and Head
Department of Sociology and Anthropology
Longwood College
Farmville, Virginia 23901

EDUCATION: Diploma - Hempfield Senior High School
Greensburg, Pennsylvania - 1960

B.S. - Indiana University of Pennsylvania
Education and Economics - 1964

M.A. - University of Connecticut
Sociology - 1968

M.A. - University of Connecticut
Anthropology - 1969

Ph.D. - University of Georgia
Anthropology - 1976

PROFESSIONAL
MEMBERSHIPS: American Anthropological Association
Southern Anthropological Society
Southern Association of Africanists
Current Anthropology
Lambda Alpha National Honors Society for Anthropology
Sigma XI Scientific Research Society
Phi Kappa Phi National Honor Society
Alpha Kappa Delta National Honors Society for Sociology
Virginia Social Science Association
American Association of University Professors
Archeological Society of Virginia

PROFESSIONAL EXPERIENCE:

- 1963-1964 Student Teacher, Hempfield Senior High School Greensburg, Pennsylvania. Economics.
- 1964-1966 Instructor, United States Army Medical Field Service School, Fort Sam Houston, Texas. Taught social science courses to incoming student officer physicians, dentists, veterinarians, nurses, and occupational therapists.
- 1966-1967 Teaching Assistant, Department of Sociology and Anthropology University of Connecticut. Introduction to Sociology.
- 1967 (summer) Socio-psychological Research Assistant, National Institutes of Health Project (Grant HE 07522) "Socio-psychological Factors in Myocardial Infarction." Directors: Walter I. Wardwell, Ph.D., University of Connecticut and Claus B. Bahnson, Ph.D., University of Pennsylvania.
- 1967-1968 Teaching Assistant, Department of Anthropology, University of Connecticut. Introduction to Anthropology.
- 1968 (summer) Instructor, Department of Sociology and Anthropology, University of Connecticut at Groton.
- 1968-1969 Research Assistant, National Science Foundation Project (Grant GJ-9): "A Cross-Cultural Study of the Antecedents and Consequences of Parental Acceptance and Rejection." Director: Ronald P. Rohner, Ph.D., University of Connecticut.
- 1968-1969 Instructor, Manchester Community College, Manchester, Connecticut.
- 1969 (summer) Instructor, Department of Sociology and Anthropology, University of Connecticut at Waterbury.
- 1969-1972 Assistant Professor, Department of Sociology and Anthropology, Georgia Southern College, Statesboro, Georgia.
- 1973-1974 Graduate School Assistant, Department of Anthropology, University of Georgia.
- 1975-1976 Graduate School Assistant, Department of Anthropology, University of Georgia.
- 1975 (fall) Instructor, Department of Anthropology, University of Georgia.
- 1976 (winter and spring) Instructor, Department of Anthropology, Georgia State University, Atlanta, Georgia.
- 1976-1978 Assistant Professor, Department of Anthropology, Georgia State University, Atlanta, Georgia.
- 1977 (fall) Visiting Assistant Professor, Department of Sociology and Anthropology, Emory University, Atlanta, Georgia.

PROFESSIONAL EXPERIENCE (continued):

- 1978-1980 Assistant Professor of Anthropology, Department of Sociology and Anthropology, Longwood College, Farmville, Virginia.
- 1980-present Associate Professor of Anthropology, Department of Sociology and Anthropology, Longwood College, Farmville, Virginia.
- 1981-present Head, Department of Sociology and Anthropology, Longwood College, Farmville, Virginia.

ACADEMIC SPECIALIZATION:

Africa; ethnology in complex cultures; community studies; archeology of southeastern United States.

COLLEGE-LEVEL COURSES PREPARED AND TAUGHT:

Introduction to Anthropology
Introduction to Sociology
Sociology of Religion
The Community
Social Stratification
Political Sociology
Collective Behavior
Anthropological Field Methods
Cultural Anthropology
Afro-American Ethnology
Cultures of Africa
Seminar on Classic Ethnographies
Kinship and Social Organization
Peasant Society and Culture
Archeology and Physical Anthropology
North American Indians
Folklore

FIELDWORK:

- 1968-1969 (8 months)
The conversion experience in a religious sect in a Connecticut mill town.
- 1970 (3 months)
Urban nomads in three metropolitan areas in U.S. South.
- 1971 (4 months)
The organization and behavior of lorry drivers in West Africa.
- 1974-1975 (15 months)
The interaction of tourists and natives in a Vermont vacation village.
- 1978 (3 months)
Boundary-maintaining behavior in isolated rural communities in a Tennessee National Forest.

FIELDWORK (continued):

- 1980 (2 months)
Director, Longwood Summer Field School in Archeology.
Archeological excavations at an Archaic site, Anna's Ridge
44CM8, Cumberland State Forest, Cumberland, Virginia.
- 1981 (3 months)
Director, Longwood Summer Field School in Archeology.
Archeological excavations at an Archaic site, Anna's Ridge
44CM8, Cumberland State Forest, Cumberland, Virginia, and
at an eighteenth and nineteenth century historical site on
the Hampden-Sydney College campus, Hampden-Sydney, Virginia.
- 1981-1982 Archeological excavations at a Late Woodland rockshelter,
Willis Mountain Rockshelter 44BK74, Buckingham County, Virginia.
- 1982 Contract archeologist in charge of a ground search survey of 240-
acre tract in Nottoway County, Virginia, April-May 1982; con-
tracted by Town of Crewe, Virginia, to do fieldwork and write
report for submission to Virginia Historic Landmarks Commission
as step in permit process leading to development of site as
industrial park.
- 1982 (3 months)
Director, Longwood Summer Field School in Archeology.
Archeological excavations at a Woodland site, The Smith-Taylor
Mound, 44PE26, on the Appomattox River floodplain, Prince
Edward County, Virginia.
- 1983 (3 months)
Director, Longwood Summer Field School in Archeology.
Archeological excavations at a Woodland site, The Smith-Taylor
Mound, 44PE26, on the Appomattox River floodplain, Prince
Edward County, Virginia.

- RESEARCH GRANTS: Committee on the Support of Research, Georgia State University;
grant for "Anthropological Fieldwork on the Role of Nonhuman
Animals in the Cognitive Maps of Humans," 1976-1977. Fieldwork
conducted at the Atlanta Zoological Park.
- United States Forest Service, Regional Office, Atlanta, Georgia;
Grant for research on "Mountain Culture, Government Agents and
City Folks: A Triangle of Conflict." Fieldwork conducted in
Cherokee National Forest, Tennessee, 1978.
- Board of Visitors, Longwood College; grant for research on "An
Ethnohistorical Study of Longwood College, Farmville, Virginia."
1979-1980, renewed 1980-1981.

RESEARCH GRANTS: (Continued)

Longwood Foundation; grant in support of archeological excavations at the Smith-Taylor Mound site, Prince Edward County, Virginia, 1981-1982.

Virginia Foundation For the Humanities and Public Policy; grant for research and mounting of a three-month gallery show entitled "Stones, Bones and Clay; An Archeological View of the Indians of the Virginia Piedmont." March 1, 1983 - July 27, 1984.

PROFESSIONAL PAPERS:

- 1971 "The Cultural Clues of the Urban Nomad: How to be Judged Unfit In the American City." Southern Anthropological Society Annual Meeting, Dallas, Texas.
- 1971 "Role Segregation for Fun and Profit: The Daily Behavior of the West African Lorry Driver." Georgia Sociological and Anthropological Association Annual Meeting, Athens, Georgia.
- 1972 "Role Playing and the West African Lorry Driver." Southern Anthropological Society Annual Meeting, Columbia, Missouri.
- 1973 "Joining the Church: An Outbreak of the Southern Protestant Ethic Disease in a New England Mill Town." Southern Anthropological Society Annual Meeting, Wrightsville Beach, North Carolina.
- 1973 "The Wereanimal in Europe and Africa: Some Practical Observations on an Esoteric Role." Georgia Academy of Science Annual Meeting, Atlanta, Georgia.
- 1974 "The Summer Vacation Community: An Anthropological Analysis of Some Elaborated Aspects of American Culture." Southern Anthropological Society Annual Meeting, Blacksburg, Virginia.
- 1976 "Let's Buy a Native!: The Summer People and the Marketing of Vermont's Pastoral Image." Southern Anthropological Society Annual Meeting, Atlanta, Georgia.
- 1977 "The Effects of Animals on the World View of Zoo Keepers." Southern Anthropological Society Annual Meeting, Miami, Florida.
- 1977 Chairman, "Changing Lifestyles in Contemporary American Society." Session at Annual Meeting of Southern Anthropological Society, Miami, Florida.
- 1977 "The Role of Animals in the Cognitive Maps of Humans." Georgia Academy of Science Annual Meeting, Atlanta, Georgia.

PROFESSIONAL PAPERS: (Continued)

- 1977 Chairman, "Anthropology and Archaeology in Georgia." Session at Georgia Academy of Science Annual Meeting, Atlanta, Georgia.
- 1978 "The Role of Non-human Animals in the Cognitive Maps of Humans: Worldview in the Zoo." Georgia Academy of Science Annual Meeting, Milledgeville, Georgia.
- 1978 "An Unusual Relationship: Missionaries and Anthropologists in Nineteenth Century Africa." Faculty Colloquium, Georgia State University.
- 1978 "The Conflict Between Mountain Culture and City Folks in the Cherokee National Forest, Tennessee." United States Forest Service, invited lecture, Atlanta, Georgia.
- 1979 "Frontier Culture, Government Agents, and City Folks: A Triangle of Conflict in the Cherokee National Forest." Southern Anthropological Society Annual Meeting, Memphis, Tennessee.
- 1979 "Social Science Research in the United States Forest Service." Southern Sociological Society Annual Meeting, Atlanta, Georgia.
- 1980 "The Relationship Between Humans and Other Animals During Human Prehistory." Faculty Colloquium Lecture, Longwood College.
- 1980 "The Symbolic Uses of Animals in Human Prehistory." Alpha Kappa Delta Research Symposium, Richmond, Virginia.
- 1980 "The Technology of Hunting in Human Prehistory." Public lecture sponsored by the American Anthropological Association to faculty and students of Berry College and Shorter College, Rome, Georgia.
- 1980 "Some Effects of Tourism in Rural New England Communities." American Ethnological Society Annual Meeting, Ann Arbor, Michigan.
- 1980 "A Report on the Archeological Excavations at the Anna's Ridge Site, Cumberland County, Virginia." Virginia Museum of Fine Arts, Central Virginia Chapter, Buckingham, Virginia.
- 1980 "Archeological and Prehistoric Evidence on the Relationship Between Humans and Other Animals During Prehistory." Mid-South Sociological Association Annual Meeting, Little Rock, Arkansas.
- 1981 "Artifacts and Features Excavated at an Archaic Base Camp in the Virginia Piedmont: The Anna's Ridge Site." Norfolk Academy Collegiate Forum, Norfolk, Virginia.
- 1982 "The Good Old Boys and Their Dogs: Notes on Southern Folk Culture." Alpha Kappa Delta Research Symposium, Virginia Commonwealth University, Richmond, Virginia.

PROFESSIONAL PAPERS: (Continued)

- 1983 "A Field Study of the Social Structure of Forest Fire Setting By Natives in the Mountains of East Tennessee." Pennsylvania Sociological Society Annual Meeting, Millersville State College, Millersville, Pennsylvania.
- 1983 "A Comparison of the Pottery From the Smith-Taylor Site 44PE26 and the Willis Mountain Rockshelter Site 44BK74". Virginia Research Center For Archaeology Annual Meeting, Yorktown, Virginia.
- 1983 "Wereanimals in Old World Peasant Societies: Some Ethnological Observations on a Minority Role." Association For Humanist Sociology, Hartford, Connecticut.

PUBLICATIONS:

- 1968 Galton's Problem. Rejection-Acceptance Project Holocultural Component: Methodological Working Paper 2. Storrs: University of Connecticut.
- 1970a Review of Up the Organization, by Robert Townsend. Savannah News-Press Magazine. May 3:5.
- 1970b Review of Crime in Urban Society, by Barbara N. McLennan. Savannah News-Press Magazine. October 11:5.
- 1970c Urban Nomads in the United States' South. The George-Anne 51(4):1-7. Georgia Southern College.
- 1971 Review of The Choice, by Samuel F. Yette. Savannah News-Press Magazine. March 28:8.
- 1974 Joining the Church: An Outbreak of the Southern Protestant Ethic Disease in a New England Mill Town. The Southern Anthropologist 4(1):1-8.
- 1975 Ambivalent Relationship: Dog and Human in the Folk Culture of the Rural South. Appalachian Journal 2(3):238-248.
- 1976 The Summer People and the Natives: The Marketing of Vermont's Pastoral Image. Ph.D. Dissertation, Anthropology, University of Georgia. Ann Arbor, Michigan: Xerox University Microfilms.
- 1977 Comments on "Anthropological Studies in the American South," Carole E. Hill. Current Anthropology 18(2):317.
- 1977 Wereanimals in Europe and Africa: Some Practical Observations on an Esoteric Role. Ethnos 42(1-2):53-68.

PUBLICATIONS: (Continued)

- 1978 Review of African Kingships in Perspective, edited by Rene Lemarchand. Bulletin of the Southern Association of Africanists. 6(2):30-32.
- 1978 Role Segregation for Fun and Profit: The Daily Behavior of the West African Lorry Driver. Africa 48(1):30-46
- 1979 Frontier Culture, Government Agents and City Folks: A Triangle of Conflict in the Cherokee National Forest. Research Reports in Forestry, 1979:1-35. U.S. Forest Service, Regional Office (Southern Region), Atlanta, Georgia.
- 1980 The Summer People and the Natives: Some Effects of Tourism in a Vermont Vacation Village. Annals of Tourism Research 7(1):34-55.
- 1980 Some Factors Influencing the Adaptations of Blacks in Northern North America. Virginia Social Science Journal 14(1):45-53.
- 1981 Review of Research Reports of the Scandinavian Institute of African Studies. Bulletin of the Southern Association of Africanists. Volume IX, (2-3):61-63.
- 1981 The Symbolic Uses of Animals in Human Prehistory. Proceedings of the Twelfth Alpha Kappa Delta Research Symposium. Richmond, Virginia: Virginia Commonwealth University.
- 1982 The Good Old Boys and Their Dogs: Notes on Southern Folk Culture. Proceedings of the Fourteenth Alpha Kappa Delta Research Symposium. Richmond, Virginia: Virginia Commonwealth University.
- 1983 Frontier Culture, Government Agents and City Folks. IN Appalachia and America, Allen Batteau (Ed.), pp. 239-252. Lexington, Kentucky: The University of Kentucky Press.
- In Press The Anna's Ridge Site: An Archaic Base Camp in Cumberland County, Virginia. IN The History of Cumberland County, Virginia. Richmond: Wadsworth Press.

TECHNICAL REPORTS:

- 1982 "A Report on Archeological Excavations at Willis Mountain Rock-shelter, 44BK74, Buckingham County, Virginia." Written for the Virginia Research Center in Archeology, College of William and Mary, Williamsburg, Virginia.
- 1982 "An Archeological Survey of the Eleven Oaks Tract of Nottoway County, Virginia." Prepared for the Town of Crewe. Report is in the archives of the Virginia Historic Landmarks Commission.

HONORS AND AWARDS:

- 1971-1972 Selected as one of five outstanding Professors for the academic year, Georgia Southern College, Statesboro, Georgia.
- 1972-1973 Awarded University of Georgia Board of Regents' Fellowship for Doctoral Study in Anthropology.
- 1973 Winner of the Southern Anthropological Society Graduate Student Paper Competition. Prize of collection of anthropological books and the publication of the winning paper.
- 1974 Awarded the Certificate of Distinction in Afro-American Studies, College of Arts and Sciences, University of Georgia.
- 1976 Invited to membership in Lambda Alpha National Honors Society for Anthropology.
- 1976 Invited to membership in Phi Kappa Phi National Honor Society.
- 1979 Elected a Fellow of the American Anthropological Association.
- 1979 Listed in Directory of International Scholars and Specialists in African Studies.
- 1979 Listed in Directory of Scholars and Specialists in Third World Studies.
- 1980 Invited to membership in Alpha Kappa Delta National Honors Society for Sociology.
- 1980 Elected a Fellow in Sigma XI, The National Scientific Research Society.
- 1982 Winner of the Longwood College Board of Visitors Distinguished Service Award presented annually to the faculty member judged by the Board of Visitors to have rendered the most outstanding service to the College in research and teaching during the academic year.
- 1982 Appointed to the faculty of the Commonwealth of Virginia Governor's School For the Gifted and Talented, 1982 Summer Program.
- 1983 Appointed to the faculty of the Commonwealth of Virginia Governor's School For the Gifted and Talented, 1983 Summer Program.

COLLEGE COMMITTEE MEMBERSHIP AND OTHER SERVICE ROLES

1978-present	Coordinator, Longwood Anthropology Film Series
1979-1980	Faculty Advisor, Circle K Club
1980-1981	Faculty Advisor, Delta Sigma Phi Fraternity
1980-1982	Member, Longwood College Honors Council
1980-1981	Chairman, Longwood College Faculty Colloquium Series Committee
1980-1981	Member, Committee on Class Attendance Policy
1980-1981	Member, Committee on English Proficiency
1981-1982	Member, Committee on Revision of Promotion and Tenure Procedures
1981-1982	Member, Advisory Committee to Office of Continuing Studies
1981-present	Member, Academic Affairs Council
1982-present	Member, Faculty Advisory Committee to the President and the Board of Visitors of Longwood College

THOMAS A. WILLIAMS - TENURE REVIEW 1983

UNIVERSITIES AND COLLEGES ATTENDED

1959-1960	SNEAD JUNIOR COLLEGE; BOAZ, ALA.	
1960-1963	UNIVERSITY OF MONTEVALLO; MONTEVALLO, ALA.	B.M.
1963-1965	LOUISIANA STATE UNIVERSITY; BATON ROUGE, LA.	M.M.
1965-1966	LOUISIANA STATE UNIVERSITY; BATON ROUGE, LA.	POST-GRAD.

TEACHING EXPERIENCE

1966-1968	MISSISSIPPI STATE UNIVERSITY:	INSTRUCTOR
1968-1970	MISSISSIPPI STATE UNIVERSITY:	ASSIST. PROF.
1970-1978	COLUMBUS COLLEGE:	ASSIST. PROF.
1978-1984	LONGWOOD COLLEGE:	ASSOC. PROF.

NON-PERFORMANCE RELATED EXPERIENCE

1960-1963	CHOIR DIRECTOR: MONTEVALLO METHODIST CHURCH
1962	SUMMER SECTION LEADER: ST. LUKE EPISCOPAL CHURCH
1963-1964	LSU OPERA DEPT. GRAD. ASSISTANTSHIP: DR. PETER P. FUCHS
1964-1966	CHOIR DIRECTOR: INGLESIDE METHODIST CHURCH
1964-1966	LSU LIBRARY: DEPT. HEAD OF LISTENING ROOMS
1965-1969	PRIVATE VOCAL INSTRUCTION IN MY HOME
1966-1969	CHOIR DIRECTOR: 1ST PRESBYTERIAN CHURCH: (MISS.)
1969-1970	CHOIR DIRECTOR: 1ST UNITED METHODIST CHURCH: (MISS.)
1969-1970	CANTOR: JEWISH TEMPLE: (MISS.)
1970-1971	CHOIR DIRECTOR: 1ST BAPTIST CHURCH: (GA.)
1973-1974	CHOIR DIRECTOR: WALDROP MEMORIAL BAPTIST CHURCH: (GA.)
1974-1979	CHOIR DIRECTOR: ST. LUKE UNITED METHODIST CHURCH: (GA.)
1975	FORMED COLUMBUS COMMUNITY CHORUS: PREPARED "PROLOGUE IN IN HEAVENS" FROM MEFISTOFELE BY BOITO FOR THE ATLANTA SYMPHONY RESIDENCY WITH MR. ROBERT SHAW PREPARED COLUMBUS COLLEGE ORCHESTRA AND COMMUNITY CHORUS FOR MESSIAH BY HANDEL
1976	PREPARED COMMUNITY CHORUS FOR COLUMBUS SYMPHONY CONCERTS: OPERA CHORUSES CARMINA BURANA BY ORFF
1977	PREPARATION OF CHORAL WORKSHOP WITH MUSCOGEE COUNTY (GA.) SCHOOL DISTRICT CHORAL DIVISION
1979-1983	CHOIR DIRECTOR: FARMVILLE BAPTIST CHURCH: (VA.)

WILLIAMS: TENURE REVIEW 1983 CONT.

1982-1983 SNATS "FIGARO, FIGARO, FIGARO" STAGE DIRECTOR.
 PREPARATION OF STUDENTS FOR KENNEDY MASTERCLASS.
 PREPARATION OF STUDENTS FOR SNATS FAURE MASTERCLASS.
 LONGWOOD SPRING CHORAL FESTIVAL: DIRECTOR AND
 ADMINISTRATOR (DUE TO ILLNESS OF DR. EGBERT).
 SUMMER EMPLOYMENT WITH LONGWOOD PHYSICAL PLANT.

PROFESSIONAL TRAVEL AND STUDY

1970-1978 COLUMBUS SYMPHONY SERIES: (GA.) 32 PERFORMANCES
 COLUMBUS COLLEGE FACULTY ARTIST SERIES: (GA.) 80 CONCERTS
 ATLANTA SYMPHONY SERIES: (GA.) NUMEROUS CONCERTS

1974-1977 ADVANCED VOCAL STUDY WITH HERMAN GUNTER (RETIRED) OF
 FLORIDA STATE UNIVERSITY

1975 UNIVERSITY OF NORTH CAROLINA SUMMER CHORAL WORKSHOP
 WITH DR. LARA HOGGARD

1977 WESTMINSTER CHOIR COLLEGE: MASTER VOICE TEACHERS
 WORKSHOP, COACHED WITH DR. RALPH APPLEMAN AND
 ELENA NICKOLAIDI

1978 WESTMINSTER CHOIR COLLEGE: MASTER VOICE TEACHERS
 WORKSHOP, COACHED WITH MARGARET HARSHAW

1978-1982 LONGWOOD COLLEGE FACULTY RECITALS
 LONGWOOD COLLEGE STUDENT RECITALS
 LONGWOOD COLLEGE ORGANIZATION CONCERTS

1978-1979 NATIONAL SYMPHONY - WAR REQUIEM BY BRITTEN
 VIRGINIA NATS CONCERT: PHYLLIS BRYN-JULSON AND
 DONALD SUTHERLAND
 PBS PERFORMANCES OF OTELLO BY VERDI
 RIGOLETTO BY VERDI
 LA BOHEME BY PUCCINI
 BOSTON SYMPHONY PERFORMANCES

1979 AMHERST COLLEGE - OREN BROWN VOICE SEMINAR: STUDIED
 WITH MR. THOMAS HOUSER AND COACHED WITH MR. BROWN
 SEVEN CONCERTS: SPONSORED BY THE OREN BROWN SEMINAR

1979-1980 ADVANCED VOCAL STUDY WITH MR. THOMAS HOUSER OF
 NEW HOLLAND, PA.
 PBS PERFORMANCES OF SUTHERLAND-PAVAROTTI CONCERT
 SUTHERLAND-HORNE AT LINCOLN CENTER
 BOSTON SYMPHONY PERFORMANCES
 PAVAROTTI MASTER CLASSES AT JULLIARD

1980 AMHERST COLLEGE - OREN BROWN VOICE SEMINAR: STUDIED
 WITH MR. THOMAS HOUSER, MS. EVELYN REYNOLDS AND
 MR. OREN BROWN

WILLIAMS: TENURE REVIEW 1983 CONT.

FIVE CONCERTS SPONSORED BY THE OREN BROWN SEMINAR
 TANGLEWOOD CONCERTS WHILE ATTENDING THE BROWN SEMINAR
 REQUIEM BY MOZART
 DES KNABEN WUNDERHORN BY MAHLER

VIRGINIA OPERA ASSOCIATION: THE BARBER OF SEVILLE
 BY ROSSINI

1981-1982 ADVANCED VOCAL STUDY WITH MR. THOMAS HOUSER OF
 NEW HOLLAND, PA.

RICHMOND SYMPHONY: SYMPHONY NO. 4 IN G MAJOR BY MAHLER
 PBS PERFORMANCES OF SUTHERLAND-HORNE-PAVAROTTI

LA CENERENTOLA BY ROSSINI
 LULU BY BERG
 REQUIEM BY VERDI

BOSTON SYMPHONY PERFORMANCES

LA GIOCONDA BY PONCHIELLI

MASS BY BERNSTEIN

TANNHAUSER BY WAGNER

LA TRAVIATA BY VERDI

IL TRITTICO BY PUCCINI

CARUSO REMEMBERED

PERLMAN: VIVALDI, MENDELSSOHN
 AND BRAHMS VIOLIN CONCERTI

DOMINGO, TROYANOS AND LEVINE

MET. OPERA BROADCASTS:

LA BOHEME BY PUCCINI

MADAME BUTTERFLY BY PUCCINI

TANNHAUSER BY WAGNER

IL TROVATORE BY VERDI

REQUIEM BY VERDI

COSI' FAN TUTTI BY MOZART

TALES OF HOFFMANN BY OFFENBACH

NATS NATIONAL CONVENTION CONCERTS:

MARY ANNE HART, MEZZO

KATHLINE BATTLE, SOPRANO

YOUNG ARTIST COMPETITIONS (2 DAYS)

VIRGINIA OPERA ASSOC.: LA TRAVIATA BY VERDI (RICHMOND)

NATS MID-ATLANTIC REGIONAL YOUNG ARTIST COMPETITION

AT AMERICAN UNIVERSITY: D.C. (NOV. 81)

CATHERINE PENDLETON, MEZZO AT LONGWOOD

DIRECTOR OF GODSPELL: LONGWOOD PHI MU ALPHA AND SAI
 PRODUCTION - PUT IN 112 HOURS

ASSISTED IN DECORATING FOR THE MUSIC DEPT. SCHOLARSHIP
 EVENING

ASSISTED IN DECORATING FOR THE RENAISSANCE DINNER

UNIVERSITY OF SOUTHERN LOUISIANA OPERA INSTITUTE

AN EVENING OF OPERA SCENES WITH BORIS GOLDOVSKY

AND CHOSEN MEMBERS OF THE INSTITUTE

1982-1983 AN EVENING OF OPERA: SOUTHWESTERN OPERA INSTITUTE
 CLAUDIA STEVENS, PIANO

THE AUDUBON QUARTET

WILLIAMS: TENURE REVIEW 1983 CONT.

PARISH-OBENSHAIN RECITAL
 LOUISE MCCLELLAN, SOPRANO - "SCHUBERT LIEDER"
 JAMES MORRIS, BASSO
 LIEDER OF YRJO KILPINEN
 RICHMOND SYMPHONY AND LORIN HOLLANDER, PIANO
 FACULTY RECITALS
 MUSIC DEPARTMENT STUDENT RECITALS
 RICHARD KENNEDY, TENOR
 RICHMOND SYMPHONY WITH MAURINE FORRESTER, CONTRALTO
 PBS PERFORMANCES OF LA BOHEME BY PUCCINI
 BROADWAY AT D.C.
 BOSTON POPS WITH LEONTYN PRICE
 UN BALLO IN MASCHERA BY VERDI
 IL BARBIERE DI SIVIGLIA BY ROSSINI
 BALTIMORE SYMPHONY WITH LEON FLEISCHER
 THE RING BY WAGNER
 METROPOLITAN OPERA RADIO BROADCASTS

AWARDS

1964 NATS STATE COMPETITION FINALIST (LA.)
 1971 THE NATIONAL FEDERATION OF MUSIC CLUBS: AWARD OF MERIT
 PI KAPPA LAMBDA
 1977 SUMMER GRANT FOR WESTMINSTER CHOIR COLLEGE: MASTER VOICE
 TEACHERS WORKSHOP
 1978 SUMMER GRANT FOR WESTMINSTER CHOIR COLLEGE: MASTER VOICE
 TEACHERS WORKSHOP
 1979 LONGWOOD FOUNDATION GRANT FOR OREN BROWN VOICE SEMINAR
 OREN BROWN SCHOLARSHIP FOR OREN BROWN VOICE SEMINAR
 1980 LONGWOOD FOUNDATION GRANT FOR OREN BROWN VOICE SEMINAR
 OREN BROWN SCHOLARSHIP FOR OREN BROWN VOICE SEMINAR
 1981 LONGWOOD FOUNDATION GRANT FOR NATIONAL NATS CONVENTION
 1982 LONGWOOD FOUNDATION GRANT FOR UNIVERSITY OF SOUTHERN
 LOUISIANA OPERA INSTITUTE AND SONG SEMINAR
 ACADIAN OPERA ASSOCIATION SCHOLARSHIP FOR USL OPERA
 INSTITUTE AND SONG SEMINAR
 CHI COMMENDATION FOR GODSPELL

PERFORMANCES

1960-1965 ALABAMA TEACHERS ASSOCIATION: STATE CONVENTION -
 SOLOIST
 BIRMINGHAM CIVIC OPERA (ALA.): MOZART - THE MARRIAGE
 OF FIGARO, ROLE OF ANTONIO

WILLIAMS: TENURE REVIEW 1983 CONT.

- SOUTHERN REGIONAL CONVENTION OF THE METROPOLITAN OPERA
 OPERA ASSOCIATION, MOBILE, ALA.: GUEST SOLOIST
 FOR CONVENTION BANQUET
 SENIOR RECITAL FOR B.M. UNIVERSITY OF MONTEVALLO
 MANY DEPARTMENTAL RECITALS
 UNIVERSITY OF MONTEVALLO OPERA: MAJOR ROLES IN
 LA BOHEME - PUCCINI
 COSI FAN TUTTI - MOZART
 THE TELEPHONE - MENOTTI
 THE MEDIUM - MENOTTI
- 1963 UNIVERSITY OF MONTEVALLO OPERA: ASSISTANT DIRECTOR
 UNIVERSITY OF MONTEVALLO CHORUS: ASSISTANT DIRECTOR
 LOUISIANA STATE UNIVERSITY OPERA: MAJOR ROLE IN
 LA TRAVIATA - VERDI
 VARIOUS OPERATIC SCENES
- 1964 GRADUATE RECITAL FOR M.M. - LSU
- 1966-1970 MISSISSIPPI STATE UNIVERSITY: GUEST SOLOIST IN
 THE CREATION - HAYDN
 MESSIAH - HANDEL
 REQUIEM - FAURE
 SACRED SERVICE - BLOCH
 TE DEUM - BRUCKNER
 CHRISTMAS ORATORIO - BACH
 MISSISSIPPI STATE UNIVERSITY OPERA AND MUSIC THEATER
 WORKSHOP: DIRECTOR
 THE TENDER LAND - COPLAND
 THE TELEPHONE - MENOTTI
 THE MEDIUM - MENOTTI
- 1970-1978 COLUMBUS COLLEGE OPERA AND MUSIC THEATER WORKSHOP:
 DIRECTOR AND SOLOIST IN:
 DON PASQUALE - DONIZETTI
 THE FANTASTIKS - JONES AND SCHMIDT
 MAN OF LA MANCHA - LEIGH
 CAMELOT - LERNER AND LOEWE
 COSI FAN TUTTI - MOZART
 THREE PENNY OPERA - WEIL
 CLIVER
- 1971 BIRMINGHAM SUMMER SYMPHONY: POPS CONCERT SOLOIST
 SPRINGER OPERA CO. (GA.) MALE LEAD IN SHOW BOAT
- 1972 COLUMBUS SYMPHONY: SOLOIST FOR A NIGHT OF OPERA
 ALBANY COMMUNITY CHORUS AND ORCHESTRA: SCLOIST IN
 THE CREATION - HAYDN
 MESSIAH - HANDEL
- 1973 ALBANY COMMUNITY CHORUS AND ORCHESTRA: SOLOIST IN
 ELIJAH - MENDELSSOHN
- 1974 ALBANY COMMUNITY CHORUS AND ORCHESTRA: SCLOIST IN
 CHRISTMAS ORATORIO - BACH
 SYMPHONY NO. 9 - BEETHOVEN
 (ALBANY, GA.)

WILLIAMS: TENURE REVIEW 1983 CONT.

ATLANTA SYMPHONY ORCHESTRA RESIDENCY: SOLOIST IN
 "PROLOGUE IN THE HEAVENS" FROM
 MEFISTOFELE - BOITO (COLUMBUS, GA.)
 COLUMBUS JUNIOR LEAGUE FOLLIES: FEATURED SOLOIST
 COLUMBUS COLLEGE ORCHESTRA AND COMMUNITY CHORUS:
 SOLOIST IN MESSIAH - HANDEL
 WESTMINSTER PRESBYTERIAN CHURCH: TALLAHASSEE, FLA.
 SOLOIST IN REQUIEM - BRAHMS
 1976 COLUMBUS SYMPHONY AND COMMUNITY CHORUS: SOLOIST IN
 CARMINA BURANA - CRFF
 ALBANY COMMUNITY CHORUS: SOLOIST IN
 REQUIEM - VERDI
 GEORGIA SENIOR HIGH SCHOOL ALL STATE CHORUS: SOLOIST IN
 REQUIEM - DURUFLE
 1977 FORT BENNING KINDER CONCERTS (GA.): GUEST SOLOIST
 SPRINGER OPERA COMPANY (GA.): ROLE OF BILLY IN
 CAROUSEL
 1978 ATLANTA SYMPHONY ORCHESTRA CHORUS:
 REQUIEM - BRAHMS
 ATLANTA SYMPHONY ORCHESTRA AND CHORUS: SOLOIST IN
 MASS IN G - SCHUBERT
 ATLANTA SYMPHONY ORCHESTRA AND CHORUS: SOLOIST IN
 SYMPHONY NO. 8 - MAHLER
 1979 VIRGINIA COMMONWEALTH UNIVERSITY CHORUS: SOLOIST IN
 REQUIEM - BRAHMS
 LONGWOOD COLLEGE MUSIC DEPT. CHORAL FESTIVAL: SOLOIST IN
 REQUIEM - FAURE
 OREN BROWN VOICE SEMINAR RECITALIST
 1980 RICHMOND OPERA ALLIANCE BENEFIT: SCENES FROM
 TOSCA - PUCCINI
 FIDELIO - BEETHOVEN
 LION'S CLUB: ANNUAL LADIES NIGHT PROGRAM: GUEST SOLOIST
 SOUTHWEST VIRGINIA OPERA ASSOCIATION PRODUCTION OF:
 LA CENERENTOLA - ROSSINI
 ROLE OF DANDINI
 OREN BROWN VOICE SEMINAR RECITALIST
 1981-1982 RICHMOND OPERA CO. SOLOIST FOR BENEFIT FOR VIRGINIA
 CENTER FOR THE PERFORMING ARTS:
 FALSTAFF - VERDI
 NEW YORK CITY OPERA AUDITION
 ASPEN OPERA CO. AUDITION
 LAKE GEORGE OPERA AUDITION
 SWVO AUDITION

WILLIAMS: TENURE REVIEW 1983 CONT.

LONGWOOD COLLEGE MUSIC DEPT. CHORAL FESTIVAL: SOLOIST IN
 MASS IN G - SCHUBERT
 NATS NATIONAL CONVENTION: SOLOIST IN CHAMBER DUET PROGRAM
 NATS MID-ATLANTIC CONFERENCE: SOLOIST ON CONVENTION
 RECITAL
 UNIVERSITY OF SOUTHERN LOUISIANA: OPERA INSTITUTE
 FINAL CONCERT: ALL SCENES I PREPARED WERE
 CHOSEN TO BE PRESENTED BY MR. GOLDOVSKY
 1982-1983 EMILY CLARK SCHOLARSHIP EVENING SOLOIST "ITALIAN EVENING"
 LONGWOOD COLLEGE MUSIC DEPT. FALL CHORAL FESTIVAL: SOLOIST
 IN REGINA COELI - MOZART
 GLOUCESTER COMMUNITY CHORUS: BASS SOLOIST IN
 MESSIAH - HANDEL
 MUSIC AT NOON: SPONSORED BY ST. PAUL'S EPISCOPAL CHURCH
 AND SECOND PRESBYTERIAN CHURCH (RICHMOND)
 RECITAL AT ST. MICHAEL'S EPISCOPAL CHURCH (RICHMOND)
 RECITAL AT WESTMINSTER-CANTERBURY HOUSE (RICHMOND)
 "FIGARO, FIGARO, FIGARO" SNATS GUEST SOLOIST
 FACULTY SOLO RECITAL: LATE ROMANTIC GERMAN LIEDER
 DOGWOOD DELL PRODUCTION OF MAN OF LAMANCHA, SPONSORED BY
 RICHMOND DEPARTMENT OF PARKS AND RECREATION - ROLE
 CERVANTES, QUIJANA AND QUIXOTE
 AUDITION OF VCU GILGAMESCH

LECTURES

1979 LONGWOOD COLLEGE FOUNDERS DAY: "MUSIC AT LONGWOOD"
 VMTA STATE CONVENTION: "THE FREE VOICE"
 VMTA STATE CONVENTION: VOCAL PANAL DISCUSSION
 MODERATOR
 MASTERCLASS FOR HIGH SCHOOL STUDENTS: SPRING CHORAL
 FESTIVAL 1983

CONFERENCES AND CONVENTIONS

1978 NATS GEORGIA STATE CONVENTION
 1979 NATS VIRGINIA STATE CONVENTION (TWO WINNERS)
 NATS MID-ATLANTIC CONVENTION (ONE WINNER)
 VMTA STATE CONVENTION - STUDENT WON VOCAL CONCERTO
 COMPETITION
 VMTA STATE CONVENTION HOST
 1980 NATS VIRGINIA STATE CONVENTION (ONE WINNER)
 NATS NORTH CAROLINA STATE CONVENTION (TWO WINNERS)
 NATS MID-ATLANTIC CONVENTION (ONE WINNER)
 1981 NATS VIRGINIA STATE CONVENTION (ONE WINNER)
 NATS VIRGINIA STATE CONVENTION HOST
 1982 NATS VIRGINIA STATE CONVENTION
 NATS MID-ATLANTIC CONVENTION HOST

WILLIAMS: TENURE REVIEW 1983 CONT.

NATS VIRGINIA STATE CONVENTION
NATS MID-ATLANTIC CONVENTION

PROFESSIONAL MEMBERSHIP

NATIONAL ASSOCIATION OF TEACHERS OF SINGING
AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS
GEORGIA MUSIC TEACHERS ASSOCIATION
MUSIC TEACHERS NATIONAL ASSOCIATION
NATIONAL OPERA ASSOCIATION
VIRGINIA MUSIC TEACHERS ASSOCIATION

RESPONSIBILITIES

COLLEGE:

MISSISSIPPI STATE UNIVERSITY: NASM LIBRARY COMMITTEE CHAIRMAN
COLUMBUS COLLEGE: ADMISSIONS APPEAL COMMITTEE
COLLEGE CAFETERIAL COMMITTEE
LONGWOOD COLLEGE: ARTIST SERIES
STUDENT DEV. SERVICE COMMITTEE - SACS

DEPARTMENTAL:

COLUMBUS COLLEGE: CURRICULUM COMMITTEE
SCHOLARSHIP COMMITTEE
TENURE AND PROMOTION COMMITTEE
FACULTY CONCERT SERIES: EXECUTIVE COMMITTEE
FINE ARTS DIV. STUDENT ACTIVITIES COMMITTEE
VOCAL STUDENTS ADVISOR

LONGWOOD COLLEGE: MUSIC ADVISORY COUNCIL (PAST CHAIRMAN)
BA DEGREE STUDY
SCHOLARSHIP COMMITTEES
JURIES AND RECITAL HEARINGS COMMITTEES
NASM STEERING COMMITTEE
NASM CURRICULUM COMMITTEE - CHAIRMAN
ADVISOR FOR SOPH. CLASS
DEVELOPED DEGREE PROGRESS CHECK SHEETS FOR
ADVISORS
MONITOR FOR INSTRUMENTAL SOLO AND ENSEMBLE
FESTIVAL 1982
PREPARED COURSE SEQUENCE FOR BME CHORAL AND
INSTRUMENTAL TRACKS - SUMMER 1982
COORDINATOR OF 1982 SCHOLARSHIP EVENING
LIBRARY COMMITTEE 1982-1983
PARENTS ORIENTATION: FALL 1983

WILLIAMS: TENURE REVIEW 1983 CONT.

STATE AND NATIONAL:

VMTA LOCAL CONVENTION CHAIRMAN 1980
 VMTA VOCAL CHAIRMAN 1980
 NATS STATE AUDITIONS CHAIRMAN 1980-1981
 NATS STATE PRESIDENT 1981-1983
 NATS STATE BOARD OF DIRECTORS 1980-1984
 NATS STATE CONVENTION HOST 1981
 NATS MID-ATLANTIC BOARD 1981-1983
 NATS MID-ATLANTIC CONVENTION HOST 1982
 NATS STATE CONVENTION ASSISTANT HOST 1983

RESEARCH AND PUBLICATIONS

NINETEEN RECITALS
 VARIOUS PERFORMANCES IN THE AREA

ADDITIONAL INFORMATION

ADJUDICATION: GEORGIA - LITERARY MEET: FOUR YEARS
 ALABAMA - PRIVATE SCHOOL CHORAL FESTIVAL: ONE YEAR
 VIRGINIA - NATS STUDENT AUDITIONS: FIVE YEARS
 NATS MID-ATLANTIC STUDENT AUDITIONS:
 FIVE YEARS
 NATS YOUNG ARTIST COMPETITION: ONE YEAR
 VMEA SOLO AND ENSEMBLE FESTIVAL: TWO YEARS
 HONORS CHORUS AUDITIONS: ONE YEAR
 NORTH CAROLINA - NATS STUDENT AUDITIONS: ONE YEAR
 MID-ATLANTIC REGION - NATS YOUNG ARTIST FINAL
 COMPETITION: 1981 & 1983

WILLIAMS: TENURE REVIEW 1983 CONT.

PREPARATION

COURSES TAKEN:

APPLIED VOICE:	15 SEMESTERS
APPLIED PIANO:	8 SEMESTERS
APPLIED ORGAN:	1 SEMESTER
APPLIED TROMBONE:	1 SEMESTER
OPERA WORKSHOP:	4 SEMESTERS
FUNDAMENTALS OF MUSIC:	7 SEMESTERS
CHORUS:	8 SEMESTERS
COMPOSITION:	1 SEMESTER
CONDUCTING:	1 SEMESTER
LITURGY AND HYMNOLCGY:	1 SEMESTER
MUSIC HISTORY AND LIT.:	9 SEMESTERS
VOCAL PEDAGOGY:	2 SEMESTERS
VOCAL TECHNIQUE AND ITS APPLICATION:	

WESTMINSTER CHOIR COLLEGE - MASTER VOICE TEACHERS
TWO SUMMERS: ONE WEEK TERM EACH AT 240 HOURS
PER WEEK

OREN BROWN VOICE SEMINAR - TWO SUMMERS: THREE WEEK
TERM AT 75 HOURS EACH TERM

UNIVERSITY OF SOUTHERN LOUISIANA - OPERA INSTITUTE
FIVE DAYS AT 6 HOURS PER DAY

UNIVERSITY OF SOUTHERN LOUISIANA - SCNG SEMINAR
THREE DAYS AT 4 HOURS PER DAY

PRIVATE STUDY

FACULTY-STAFF COMPUTER LITERACY - LONGWOOD DEVELOPMENT
PROGRAM JUNE 14-18, 1982

COURSES TAUGHT:

APPLIED VOICE: UNDERGRADUATE AND GRADUATE
OPERA WORKSHOP: UNDERGRADUATE AND GRADUATE
FORM AND ANALYSIS: UNDERGRADUATE
VCCAL LITERATURE: UNDERGRADUATE AND GRADUATE
CHCRAL LITERATURE: UNDERGRADUATE AND GRADUATE
CHORAL ORGANIZATIONS: UNDERGRADUATE AND GRADUATE
VCCAL METHODS AND MATERIALS: UNDERGRADUATE
VOCAL PEDAGOGY: UNDERGRADUATE AND GRADUATE
MUSIC APPRECIATION: UNDERGRADUATE
FOREIGN LANGUAGE DICTIONS (ITALIAN, GERMAN, FRENCH
AND LATIN): UNDERGRADUATE
BASIC CONDUCTING: UNDERGRADUATE
CHORAL CONDUCTING: UNDERGRADUATE
ADVANCED CHORAL CONDUCTING: GRADUATE

WILLIAMS: TENURE REVIEW 1983 CONT.

EXCELLENCE OF TEACHING

SEE ENCLOSED INSTRUCTIONAL EVALUATIONS AND SUPPORTIVE LETTERS.

EVIDENCE OF INTELLECTUAL GROWTH

NATS MEMBER IN GOOD STANDING, PRESIDENT OF STATE CHAPTER AND REGIONAL BOARD MEMBER. PRESENTED VMTA WORKSHOP LECTURE AND MODERATOR OF PANEL AT STATE CONVENTION. PREPARATION AND PRESENTATION OF FACULTY RECITALS. LONGWOOD FOUNDATION GRANTS FOR STUDY. CONTINUED PRIVATE STUDY AND ATTENDANCE OF WORKSHOPS.

CONTRIBUTION OF THE ACADEMIC WELFARE OF THE COLLEGE

SEE CATEGORIES: LECTURES, CONFERENCES, PROFESSIONAL MEMBERSHIP, RESPONSIBILITIES, RESEARCH AND PUBLICATIONS AND ADDITIONAL INFORMATION

PROFESSIONAL ETHICS AND ATTITUDE

I AM IN COMPLETE AGREEMENT WITH THE "STATEMENT OF PROFESSIONAL ETHICS" OF THE AAUP AS STATED IN THE FACULTY HANDBOOK, APPENDIX 5.4B NO. 5.

CONTRIBUTIONS TO COLLEGE AND STUDENT LIFE

PARTICIPATION IN ARTIST SERIES, MAC COMMITTEE, ADVISOR, NASM COMMITTEES, STUDENT DEVELOPMENTAL SERVICE (SACS). SEE ENCLOSED LETTERS.

I WELCOME ANY FACULTY MEMBER TO VISIT ANY OF MY STUDIO LESSONS, VOICE CLASS, CONDUCTING CLASS, VOCAL PEDAGOGY CLASS, DICTION CLASS IF THEY SO DESIRE. I REQUEST THAT I BE GIVEN ADVANCE NOTICE.

LOUARD EDWARD EGBERT, JR.
 Route 4, Box 145A
 Fannville, Virginia 23901
 (804) 392-3601

EDUCATION

University of Kentucky, Lexington, Kentucky
 Doctor of Musical Arts, 1975
 Dissertation: "The Opus Musicum of Jacobus Gallus and Performance
 Problems of Selected Motets." 260 pp., and Abstract

University of Illinois, Urbana, Illinois
 Master of Music Education, 1965

Murray State University, Murray, Kentucky
 Bachelor of Music Education, 1964

PRESENT RANK

Associate Professor of Music, Longwood College, Fannville, Virginia

PROFESSIONAL EXPERIENCE

- 1978- LONGWOOD COLLEGE, Fannville, Virginia. Two choral groups: Camerata Singers and Lancer Edition. Concert Choir (1978-81). Beginning and Advanced Conducting. Advanced Choral Methods. Department Chairman. Music Appreciation,
- 1975-78 VIRGINIA INTERMONT COLLEGE, Bristol, Virginia. Two choral groups: Choir and VI Singers. Applied/studio voice and Voice Class, Conducting, and Supervision of Student Teachers in Music. Clinician and Conductor of on-campus festivals and workshops. Chairman, Division of Fine Arts (Art, Drama, Music, and Ballet).
- 1970-75 LEES COLLEGE, Jackson, Kentucky. Two choral groups: Lees Singers and Concert Choir. Freshman and Sophomore Theory, Applied/studio voice, elective piano. Interdisciplinary Music Humanities. Curriculum Coordinator for Fine Arts Division; Music Director and Conductor for Lees College Choral Festival (1970-75).
- 1967-1970 UNIVERSITY OF KENTUCKY, Lexington, Kentucky. As a Teaching Assistant, University Chamber Singers, Men's Glee Club, and twice Assistant Director for Collegium Musicum (editorial and arranging), 500 level Choral Conducting, Assistant Director for University Choir. Soloist and conductor, assistant, on three Historical Anthology of Music (H. A. M.) recordings (1965-75) with University of Kentucky Collegium Musicum (Director, Wesley Morgan) and University of Chicago Collegium Singers (Director, Howard Meyer Brown).

LOUARD EDWARD EGBERT

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- 1965-67 LEES COLLEGE, Jackson, Kentucky. Two choral groups: Lees Singers and Concert Choir. Applied/studio voice, elective piano. Voice Class. Elementary Music Education. Freshman Theory and Sight-singing with Dictation.
- 1964-65 REIDLAND HIGH SCHOOL, Paducah, Kentucky. Four choral groups: Junior High Mixed Chorus, Girl's Chorus, A Cappella Choir, and Chamber Singers. Theory, voice, and piano.

STUDIED WITH:

Robert K. Baar, Murray State University, Murray, Kentucky
 Bjornar Bergethon, University of Illinois, Urbana, Illinois
 George Buelow, University of Kentucky, Lexington, Kentucky
 Harry Carter, University of Illinois, Urbana, Illinois
 Paul Christiansen, Concordia College, Moorhead, Minnesota
 Charles Diehl, University of Kentucky, Lexington, Kentucky (Speech Pathology)
 Joseph Flummerfelt, University of Illinois, Urbana, Illinois
 Margaret Hillis, University of Illinois, Urbana, Illinois
 Donald Ivey, University of Kentucky, Lexington, Kentucky
 King Kellogg, University of Illinois, Urbana, Illinois
 Colleen Kirk, University of Illinois, Urbana, Illinois
 Paul Lehman, University of Kentucky, Lexington, Kentucky
 Charles Leonhard, University of Illinois, Urbana, Illinois
 Rey M. Longyear, University of Kentucky, Lexington, Kentucky
 Franklin B. Zimmerman, University of Kentucky, Lexington, Kentucky
 John Nelson, Conductor, Indianapolis Symphony Orchestra, Indianapolis, Indiana
 Kirby Shaw, Colorado State University, Ft. Collins, Colorado

RESEARCH, PUBLICATIONS, AND EDITIONS

- 1967 "Choral Music in a Kentucky Junior College," Choral Journal, May-June, 18.
- 1969 "The Individual Voice in the Choral Situation" (with tapes), read at KMEA Convention with Aimo Kivineimi (University of Kentucky).
- 1969 Edition and performance of Mozart Missa Brevis in D, KV. 65, SATB chorus and orchestra. University Chamber Singers and Orchestra.
- 1969 Edition and performance from Das Chorwerk of two Telenann motets (from Vier Motetten, No. 104, Kassel).
- 1969 Edition and performance of Monteverdi's Hor che'l ciel e la terra with University Chamber Singers at Convention. Brief lecture on editorial principles.
- 1972-73 In participation with college's NEH Grant, composed and arranged "Appalachian Suite" for SATB chorus and piano. Unpublished but performed many times in Kentucky.
- 1974-75 Completion of doctoral dissertation, edition and performance of most motets edited.
- 1976 "Britten's Five Canticles," Diapason, May, 1976, 1-13 ff.
- 1979 Panel discussion and participation at VMEA College Section, Guidelines for Music Education in Secondary Schools.

LOUARD EDWARD EGBERT

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- 1979-82 Choral reviewer for Choral Journal.
 1980 Paper read on Music Education and following panel discussion in College Section, VMEA.
 1980-81 Composed Alma Mater for Longwood College, confirmed by Board of Visitors, 1980.
 1982 Arrangement of state song with new words, "Carry Me Back To Old Virginny" for college presidential inauguration.
 1984 Two Gallus motets to be published by Lawson-Gould Publishing Company: O Admirabile Commercium, Hodie Nobis Coelorum.
 1984 Article on "Performance Practice of Motets of Jacobus Gallus" to be published in Choral Journal.
 1983-84 Continuing research on composer, Norman Dello Joio.

CONDUCTOR

- 1968 Assistant and sectional director for Kentucky All-State Chorus, Robert Baar, Director, Louisville, Kentucky.
 1971-74 Musical Director and Conductor of Lees College Choral Festival; performances include Schubert's Mass in G, Fauré Requiem, Mozart's Vespers (and shorter motets). With orchestra. High school.
 1972 Musical Director, Sound of Music, Lees College, Jackson, Kentucky.
 1970 Performance at KMEA Convention of Buxtehude's Missa Brevis, strings and organ, with University Chamber Singers, University of Kentucky.
 1974- Adjudicator at senior and junior high school festivals: Virginia, Tennessee, and Kentucky.
 1975-78 Choral Clinician at Virginia Intermont Choral Festival. Performance and demonstration choir, Bristol, Virginia.
 1976 Commissioned, and premier performance of Joseph Baber's Missa Brevis, Op. 44, for SSAA Chorus and organ. A second performance given by Longwood College Concert Choir (1979). Portions also performed on European Tour at Notre Dame du Victoires and Rheims Cathedral, France.
 1977 Performances of Brahms' Vier Gesang with horns and harp; Thomas Pittfield's A Sketchbook of Women, strings and piano.
 1977 Tour performances of VI Choir throughout Virginia, including Bruton Parish Church, Williamsburg, Virginia.
 1977, 1980 Conductor of Sullivan County All-Regional Choral Festival, Bristol, Tennessee; two choirs, 300 singers, senior high.
 1977 Conductor of Henry County All-County Choral Festival, Martinsville, Virginia; one choir, 100 singers, senior high.
 1978 European Tour with Camerata Singers and Concert Choir; performances in Amsterdam, Rheims, Paris, Cologne.
 1978 Conductor at ACDA National Convention as demonstration conductor (chosen one of six from the U.S. and Canada) for John Nelson; conducted portions of Haydn Creation with Kansas City Philharmonic. Session: Conducting Recitatives, Kansas City, Missouri.
 1979, 1980 Conductor of Virginia Community College Choral Festival, 150 singers, Radford, Virginia.
 1979 Musical Director for Rodgers and Hammerstein's Carousel, with orchestra, produced by Longwood College Music and Drama Departments.

LOUARD EDWARD EGBERT

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- 1980 Conductor at workshop, Dunbar Middle School, Lynchburg, Virginia.
- 1980 Conductor of Lynchburg Junior High All-Regional Choral Festival, 80 Singers, Lynchburg, Virginia.
- 1980 Clinician for State Department's Music Education workshop in Vocal Music (workshop and performance with tenors), Virginia Tech, Blacksburg, Virginia.
- 1979, 1980, Prepared Camerata Singers and coordinated College Section's
1982 (VMEA) Intercollegiate Chorus in performance with the Richmond Symphony, Jacques Houtmann, Conductor.
 King David - Honegger, 1979, with my voice student, Susie Suh, singing soprano soli.
 Serenade to Music - Vaughan Williams, 1980.
 Scenes From The Life Of A Martyr - Undine Smith Moore, A National Premier, 1982.
- 1980- Conductor for Longwood College Annual Choral Festivals: performances include Schubert's Mass in G, Fauré Requiem, Hanson's Song of Democracy, Mozart Vespers. All with orchestra. High school.
- 1980 Camerata Singers' performance at the National Cathedral, Washington, D.C.
- 1980 Camerata Singers' performance at the Virginia Museum of Fine Arts, Richmond, Virginia.
- 1981 Conductor of Southwestern Virginia Junior High All-Regional Choral Festival, Abingdon, Virginia. 130 singers.
- 1981 Performance by Camerata Singers of Lukas Foss' Behold I Build An House for faculty Simkins Lecture.
- 1981 Co-Musical Director for Phi Mu Alpha and Sigma Alpha Iota production of Godspell, Thomas Williams, Director.
- 1981 Musical Director and Conductor of Once Upon A Mattress, with orchestra.
- 1981- Formation and first performance of department's Show Choir, Lancer Edition, for president's inauguration.
- 1982 State Convention performance (VMEA) by Lancer Edition with Kirby Shaw, Adjudicator, for Friday Night Jazz Night.
- 1982 Adjudicator, consultant for Kings Dominion Choral Festival, 27 choirs.
- 1983 Conductor of Chesterfield's District III All-Regional Senior High Choral Festival, 275 singers, Richmond, Virginia.
- 1983- Choral workshops at area high schools: Appomattox, Fluvanna County, Brookville, Gloucester, Menchville, Robinson.

LOUARD EDWARD EGBERT

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CHURCH CHORAL WORK

- 1961-63 Choir Director, First Presbyterian Church, Mayfield, Kentucky, while attending Murray State.
- 1965-67 Choir Director (part time), Guerrant Memorial Presbyterian Church, Jackson, Kentucky. Soloist and (desperate) organist.
- 1967-69 Choir Director, First Presbyterian Church, (downtown) Lexington, Kentucky.
- 1975-76 Choir Director, Sinking Spring Presbyterian Church, Abingdon, Virginia.
- 1976-78 Choir Director, Central Presbyterian Church, Bristol, Virginia.
- 1981- Choir Director, Farmville United Methodist Church, Farmville, Virginia. Frequent tenor soloist.

OTHER CHORAL AND VOCAL PERFORMANCES

- 1961 Soloist, First Methodist Church, Mayfield, Kentucky, of Dubois' Seven Last Words of Christ, Handel's Messiah (with organ only).
- 1962 Soloist with Murray State University Chorus and Orchestra in two touring performances of Handel's Messiah. Campus performance of Vaughan Williams' Serenade To Music. And at various city churches, performances of Dubois' Seven Last Words of Christ, Gounod's Divine Redeemer, Schuetz' Christmas Oratorio, Bloch's Sacred Service (with University Chorus, also), and portions of Mozart's Requiem.
- 1963 Tenor soloist in Mozart's Bastien und Bastienne, with piano.
- 1964 Tenor, cantus, countertenor soloist in University Chamber Singers (Illinois). Performance and recording of Missa Mi-Mi and works of William Schuman.
- 1964-65 Tenor soloist for University Wesley Foundation Church, Urbana, Colleen Kirk, Director. Paid sectional leader.
- 1964 Performance and workshop in experimental and avant garde performance of "Sound Suggestions," University of Illinois.
- 1966 Performance of Brahms' Nanie, Murray State University, Assistant Director and singer.
- 1967-69 Performances of Schubert's Song of Miriam, Purcell's Come Ye Sons of Art, Brahms' Requiem, Foss' Psalms (was not tenor soloist), Bach Magnificat (tenor soloist). Other performances as Assistant Director of Collegium Musicum: Poulenc's Mass in G, Spanish Villancicos, program of works of Praetorius, Tallis' Mass for Four Voices, In ecclesiis (see below).
- 1967, 1968 Prepared chorus and sang in Cincinnati May Festival performances of Beethoven's Ninth Symphony and Verdi's Requiem with University Chorus.
- 1968 Performances with Lexington Singers and Lexington Philharmonic of Bach's Wachet auf and Orff's Carmina Burana.
- 1969 Tenor soloist in Kenneth Wright's Wings of Expectation, an historical opera presented in Ford Theatre, Washington, D. C. Recorded version.
- 1969-74 Performed as tenor and soloist, as well as Assistant Director, for Collegium Musicum in recordings of Historical Anthology of Music: Gabrieli's In ecclesiis, Gallus' Ecce quamodo.

LOUARD EDWARD EGBERT

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1979 Tenor soloist on Faculty Recital of Debussy's Prodigal Son, with Norma Williams and Thomas Williams.

OTHER PROFESSIONAL STUDY AND TRAVEL

1962 Choral Clinic with Paul Christiansen, Murray State University, Murray, Kentucky.

1964 Workshop performance of Mozart's Requiem, Margret Hillis, conducting, University of Illinois, Urbana, Illinois.

1965 Robert Shaw Choral Clinic at University of Illinois, Urbana, Illinois.

1967-70 Conducting observations, one workshop, with Max Rudolf, with Cincinnati Orchestra.

1968 Toronto, student representative from University of Kentucky to national American Musicological Society Convention.

1968 Tenor workshop with Jan Peerce, University of Kentucky, Lexington, Kentucky.

1969 Voice workshop with Charles Diehl (Speech Pathology) and Ralph Appelman (Indiana University), at University of Kentucky, Lexington, Kentucky.

1975-78 Workshops with David Craighead, Mildred Miller, Christine Weindinger, Morris Crisci, Donald Neuen, Fred Waring Choral Workshop.

1978 Assistant Conductor of Kentucky Youth Chorale, touring Europe: Amsterdam, Cologne, Rheims, Paris, Brussels, Ghouda.

1978 Montreat (North Carolina) workshop with Lloyd Pfautsch, Conductor.

1980-81 Productions of La Boheme and Barbar of Seville, by Virginia Opera Company.

1980 Performance of Brahms' Requiem, VCU Chorus and Orchestra.

1980 PBS performances (selected) including Othello, Boheme, Pavarotti Masterclasses at the Julliard, scenes from Vanessa.

CONFERENCES AND CONVENTIONS

1967-74 KMEA State Convention, as member of Board of Governors (1971-74).

1967-73 ACDA National and Division Conventions.

1977 CMS Conference.

1978-80 VMEA State Department of Music Education on Curriculum Change, Virginia Beach and Charlottesville.

1978-84 (Except 1983) VMEA Conventions.

1979 VMTA Convention host and conductor of performance of Mozart's Vespers with Concerto Orchestra.

1981 NATS Convention, Longwood College.

1980-81 Panel member Virginia Commission For The Arts.

1980 Panelist ACDA, Southern Regional. Could not attend.

1980- VMEA College Section member.

LOUARD EDWARD EGBERT

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COMMITTEE ASSIGNMENTS AND OTHER RESPONSIBILITIES

Reidland High School	Committee for Calendar Planning, festivals and tours. Resource person for junior high instrumental program.
Lees College	Festival founder, coordinator. Curriculum Committee, and selected to visit four colleges in Washington and Virginia in modular curriculum planning. Student Life Committee. Chapel Committee, and President, Breathitt County Arts Council for four years, responsible for some twenty concerts annually, with a budget over \$50,000 in shared funds from the Kentucky Arts Commission. NEH Grant Committee. Freshman Class Advisor. Summer Admissions Counselor.
Virginia Intermont College	Director of Supervision of Student Teaching (Music). Recruiting Development Program. Chairman, Division of Fine Arts. Calendar Committee, Commencement Committee.
Longwood College	Administrative duties as Chairperson, Department of Music. Music Executive for N. A. S. M. Self-study and Accreditation study (NCATE and Southern Association). English Proficiency Committee, Academic Affairs Council. Calendar committee.

SELECTED COURSES OF STUDY FOR MUSICAL PREPARATION

Applied Voice

Applied Piano

Ensembles: Concert Choir, Madrigals, Chamber Singers, Men's Glee Club, Collegium Musicum, Summer Chorus at Murray State, Illinois, and Kentucky; Also, Westminster, opera workshop at Illinois, Montreat, and ACDA each year.

Marching Band, Concert Band, and Orchestra (percussion)

Theory, Sightsinging and Dictation

Conducting: Choral and Instrumental

Music History and Literature. Music Appreciation. Vocal Pedagogy, Literature. Speech Pathology. Acoustics and applied hearing research.

Voice Diction with Robert Shaw.

Other accredited workshops on Choral Tone: Paul Christiansen, Margaret Hillis, Robert Shaw, Lloyd Pfautsch, John Nelson, Eric Ericson (Swedish Radio Choir), Joseph Flummerfelt, Colleen Kirk, John and Helen Kamp.

Administration for Music Chairpersons, by Ray Robinson, Westminster College, Princeton, New Jersey.

SELECTED COURSES TAUGHT IN MUSIC

Choral Literature and Conducting.
 Applied Voice; secondary piano.
 Theory, Sightsinging and Dictation.
 Music Appreciation and Humanities.
 Secondary and Elementary Choral Methods.
 Choral Methods and Materials.
 Choral ensembles, SATB, TTBB, SSAA, all with orchestra when necessary.

AWARDS

Scholarships for vocal music offered by Murray State, Southwestern Louisiana State, Western Kentucky, Evansville College, Austin Peay State University, Southwest Missouri State University.

In-department scholarship for performance, Murray State (1962?).
 Teaching Assistantship, University of Kentucky, Choral Ensembles and Choral Conducting.
 Longwood College Faculty Grants.

Chi Commendations for both Camerata Singers and me (1979, 1980).

EXCELLENCE OF TEACHING

See enclosed evaluations.

CONTRIBUTION TO THE ACADEMIC WELFARE OF THE COLLEGE

Please note the following:

Professional memberships, Conferences and Conventions attended.
 Other performances and activities related to Professional Study and Travel.
 All on-campus workshops and performances including workshops and festivals where I served as clinician.
 Continuing research on Dello Joio and Gallus.

CONTRIBUTIONS TO COMMUNITY AND STUDENT LIFE

1978-82	Faculty Advisor to Phi Mu Alpha.
1980, 1981	Director of Community Chorus, Heart O' Virginia Festival.
1983-	Lions International.

LOUARD EDWARD EGBERT

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EVIDENCE OF INTELLECTUAL GROWTH AND STUDY

- Continuing performances, presentations, Madrigal Dinners are changed each year; 20th century harmony study through analysis of works by Dello Joio, Daniel Moe, and Benjamin Britten.
- Continuing Conducting study, vocal performances, and attendance at state and national conventions.
- New study of Shaw's recent performance of Messiah with tapes of his performance and his own score markings.
- Development of new course, Choral Methods and Materials.
- Presently editing four SSAA motets by Charpentier from a previous motet survey.
- Presently editing four SATB and Double Chorus SATB motets by Jacobus Gallus for submission to Lawson-Gould Music Publishers.
- Development of a new ensemble in the department, Lancer Edition. To date, I have attended three workshops on the ethics, preservation of musicianship (in such a show choir), vocal stability, and choreography.
- Registered for two workshops, summer of 1984, for show choir choreography; one workshop at Westminster Choir College for Advanced Choral Writing.
- Just asked to be one of six conductors in a Conducting Seminar, at Summer Music Camp, Colorado State University, Ft. Collins, Colorado. Will present my lectures, then study with Elph Ely, Kansas Conservatory of Music.

PROFESSIONAL ETHICS

I agree with the "Statement of Professional Ethics," of the AAUP as well as the amended version accepted by Longwood College's OTF and Board of Visitors.

INVITATION TO CLASSES

Any and all faculty are cordially invited to attend my classes at any time. I ask to be notified in advance by a reasonable length of time.

OFFICE OF ACADEMIC AFFAIRS
ACCESS TO MATERIALS

Existing practice

Access to the library materials and services is provided daily during the hours of library operation. As a public service the library materials and services are provided not only to the Longwood community but to the citizens of the State as well.

Recommendation

ACCESS TO LIBRARY MATERIALS AND SERVICES

Access to the library materials and services is provided daily during the hours of library operation. As a public service the library materials and services are provided not only to the Longwood community but to the citizens of the State as well.

Explanation

This is the current practice, but it has, until now, not received Board of Visitors approval.

OFFICE OF ACADEMIC AFFAIRS
ACCESS TO MATERIALS

Existing practice

Access to the library materials and services is provided daily during the hours of library operation. As a public service the library materials and services are provided not only to the Longwood community but to the citizens of the State as well.

Recommendation

ACCESS TO LIBRARY MATERIALS AND SERVICES

Access to the library materials and services is provided daily during the hours of library operation. As a public service the library materials and services are provided not only to the Longwood community but to the citizens of the State as well.

Explanation

This is the current practice, but it has, until now, not received Board of Visitors approval.

OFFICE OF ACADEMIC AFFAIRS
COMMENCEMENTExisting policy

Commencement exercises are held once a year, in the spring. Those students completing a degree program between commencements will be given, on request, a letter certifying that they have fulfilled all requirements for graduation. They will receive diplomas at the next spring commencement.

Graduating seniors must buy or rent from the college bookstore the caps, gowns, and hoods required for commencement exercises.

Recommendation

AWARDING OF DEGREES

Degrees shall be awarded in May, August and January. Commencement exercises shall be held once a year, after the close of the Spring semester. Students receiving degrees in the preceding August and January will be invited to participate in the May commencement.

Explanation

Opportunities for employment are enhanced by possession of the degree, and the delay in awarding them seems unjustified.

Recommendation

COMMENCEMENT

Students participating in Commencement exercises are required to wear caps, gowns, and hoods approved by the college.

Explanation

Maintains remainder of existing policy.

OFFICE OF ACADEMIC AFFAIRS
SALARY RATE -- ADJUNCT AND OVERLOAD (ON AND OFF CAMPUS)

Existing policy

The rate of pay of \$1,200, for a three-credit course or its equivalent, for faculty members hired on an adjunct basis, or for faculty members who are teaching overloads, either on or off-campus is authorized. Courses which carry other than three credits will be paid on a PRO-RATA basis.

Adopted by the Board of Visitors August 7, 1980.

Recommendation

The Vice President for Academic Affairs, subject to the review of the President, is authorized to establish the salary of adjunct faculty and compensation for teaching overloads.

Explanation

In certain disciplines and circumstances higher salaries are required to attract adjunct faculty.

OFFICE OF ACADEMIC AFFAIRS
RANK OF LECTURER

Existing policy

The Board of Visitors establishes the rank of Lecturer, to be used for those administrators or faculty members whose services are desirable for the College, but who do not have the credentials required for the ranks of Instructor, Assistant Professor, Associate Professor, or Professor. For 1981-82, the salary level will be determined on an individual basis, with appointments subject to approval by the Board of Visitors. The salary scale will be \$10,000-41,100 on a 10-month basis (\$12,000 - 49,000 on a 12-month basis).

Adopted by the Board of Visitors November 6, 1981.

Recommendation

The Board of Visitors authorizes the President to offer concurrent appointment at the faculty rank of Lecturer to administrators who do not choose to be reviewed, in accordance with the Appointment, Reappointment, Promotion and Tenure: Policies and Procedures, for appointment as Instructor, Assistant Professor, Associate Professor, or Professor.

Explanation

The existing policy is negative in tone, contains salary data that would have to be updated on an annual basis, and does not provide an opportunity for administrators who so wish to apply for other faculty ranks through faculty review.

OFFICE OF ACADEMIC AFFAIRS
THE SELECTION AND EVALUATION OF DEPARTMENT HEADS

Existing policy

SELECTION OF DEPARTMENT CHAIRMEN

Department chairmen shall be appointed annually by the President and the Board of Visitors upon the recommendation of the Dean of the College.

In developing a recommendation for the appointment of a department chairman, the Dean of the College shall proceed as follows:

When, for any reason, a department chairmanship is declared vacant by the President, the Dean shall call a meeting of the department faculty to discuss the general procedures and to determine the procedural details for selecting a new chairman.

Should the Dean and the department faculty be unable to agree on the choice of a candidate from within the department, the Dean shall then establish a search committee to consist of three representatives elected by the department faculty, one department chairman appointed by the Dean, and one administrative officer appointed by the Dean. The search committee shall be charged with developing a slate of three to five candidates and shall be authorized to interview the candidates, to review their credentials, and to take other investigative steps that may be necessary. The search committee shall, upon completion of its work and within a reasonable time, nominate at least three candidates and report its nominees, conclusions and recommendations in writing to the Dean.

Upon receipt of the search committee's report, the Dean shall make a formal recommendation in writing to the President and the Board of Visitors from the list of nominees of the search committee. Each member of the committee shall receive a copy of this recommendation.

The final decision of the President and the Board of Visitors shall be first announced by the Dean of the department faculty. This announcement shall precede general announcements to the college community and to the media.

The Dean shall have the authority to appoint an acting chairman to serve until a new chairman has been appointed.

EVALUATION OF DEPARTMENT CHAIRMEN

Department chairmen shall be evaluated annually by members of their respective departments on a voluntary basis.

The evaluation procedures, to be instituted and completed during the second semester of each academic year, shall be as follows:

At the beginning of the second semester of each academic year, the Dean of the College shall distribute to each faculty member the form entitled "Form for Faculty Evaluation of Department Chairmen."

The evaluation form may be completed and the first and second copies returned signed in a sealed envelope to the Dean of the College within two weeks of the date of distribution. The third copy shall be retained by the evaluator.

Upon receipt of the evaluation forms, the Dean of the College shall schedule an evaluative conference with each chairman. The Dean shall also, not less than two weeks prior to this conference, furnish each chairman copies of the faculty evaluations.

Adopted by the Board of Visitors November 6, 1975.

Recommendation

THE SELECTION OF DEPARTMENT HEADS

Department Heads shall be appointed for one-year terms renewable to a maximum of three years by the President acting upon the recommendation of the Vice President for Academic Affairs. Prior to making a recommendation the Vice President for Academic Affairs will consult with the Dean of the Faculty and with the department faculty in accordance with procedures outlined in the Faculty Handbook.

EVALUATION OF DEPARTMENT HEADS

Department Heads shall be evaluated during the final year of each term or more frequently at the request of the department faculty and/or the Dean of the Faculty. The Dean of the Faculty is responsible for conducting the evaluation. Each department member shall be invited to participate in the evaluative process which shall provide an opportunity for each member to complete a written evaluation form and to discuss with the Dean the Department Head's service.

The Dean of the Faculty shall share the results of the evaluative process with the Department Head in an evaluative conference.

Explanation

The proposed policy will have the following advantages:

- (a) it provides greater flexibility in that it allows terms of one, two or three years for Department Heads;
- (b) it enables the faculty to be involved in more serious

evaluation of the Department Head since the Dean, Vice President and President can devote more attention to the four or five Department Heads who would be reviewed in any one year.

OFFICE OF ACADEMIC AFFAIRS
SUMMER COMPENSATION FOR DEPARTMENT CHAIRMEN

Existing policy

Summer compensation for department chairmen equal to 12% of their winter salaries is authorized. The chairmen will be expected to teach one class (for which 6% is normally paid) and to perform all of those necessary administrative duties related to the closing of one session and the opening of another as well as advising students during summer academic planning.

Adopted by the Board of Visitors November 2, 1979.

Recommendation

The Board of Visitors delegates to the President the authority to determine stipends to be provided for service as Department Head.

Explanation

Department Heads bear varying degrees of responsibility. The Office of Academic Affairs is requesting to establish stipends on an individual basis after review of the scope and nature of duties performed during each school term.

OFFICE OF ACADEMIC AFFAIRS
CODE OF VIRGINIA REQUIREMENT

Existing policy

23-1.1. Report of athletic receipts and disbursements - It shall be the duty of the president or chairman of the board of visitors or trustees of every State institution of higher learning which maintains an intercollegiate athletic program to cause to be made out by the proper officer of such institution, and forwarded to the Director of the Budget annually by December thirty-first a detailed statement of all athletic receipts and disbursements of such institution and of any affiliated committee, group, corporation or association charged with administering the athletic program. Such report shall include all receipts from admission tickets, programs, refreshment concessions, radio, television, newsreel or movie rights, and all other receipts related to any athletic contest or event. The report of disbursements shall include the name of each person, firm or corporation to whom such disbursement was made and the amount thereof. The report shall be kept on file by the Director of the Budget and shall be open to public inspection at all reasonable times. (1952, c. 172).

23.2 Penalty for failure to make report - If the report required by 23.1 is not made from any educational institution which receives any portion of the revenue of the Literary Fund, or to which any loan has been made out of the fund, the Comptroller shall withhold, until the report is made, the payment of such portion of the Literary Fund, or proceed to enforce payment of the loan. (Code 1919, 989.)

Recommendation: Rescind

Explanation

Since the existing policy is a Code of Virginia requirement, it need not be Board of Visitors policy.

OFFICE OF ACADEMIC AFFAIRS
ACCREDITATIONExisting policy

The College is fully accredited as a professional school for the undergraduate training of teachers and as a comprehensive college. It is accredited by the Southern Association of Colleges and Schools, the National Council for Accreditation of Teacher Education, and the Virginia State Board of Education. It is on the list of colleges approved by the American Association of University Women. Its pre-medical curriculum is approved by the Council on Medical Education and Hospitals of the American Medical Association. Its pre-professional curricula in nursing, medical technology, pharmacy, dental hygiene and physical therapy prepare students for admission to accredited schools. Its social work program is accredited by the Council on Social Work Education.

The College is a member of the American Assembly of Collegiate Schools of Business; the Association of American Colleges; American Association of Colleges for Teacher Education; Association of Virginia Colleges; National Association for Business Teacher Education; American Association for College Registrars and Admissions Officers; American Library Association, and the Virginia Museum of Fine Arts.

Recommendation: Rescind

Explanation

The existing "policy" is not policy but is a statement of the accreditation status of Longwood College and its programs.

OFFICE OF ACADEMIC AFFAIRS
FACULTY AND ADMINISTRATIVE SALARIES

Existing policy

In the setting of individual salaries, there is no on-going policy at the College for paying any category of the faculty differently from any other category of the faculty. THIS POLICY IS APPLICABLE TO TEACHING FACULTY, CAMPUS SCHOOL FACULTY, LIBRARIANS, COACHES AND ADMINISTRATORS WITH FACULTY RANK. On the other hand, in any given year, there may be some degree of variation between or within categories. The Board and administration will periodically examine the relative standing of the various categories in comparison with the state and national norms as well as other salary information that is available. The Board and administration also reserve the right to recognize promotion and extraordinary meritorious service and to grant additional increases where either one or both are present.

Adopted by the Board of Visitors February 1, 1979; capitalized portions adopted by the Board of Visitors May 3, 1979.

Recommendation: Rescind

Rationale

Longwood is attempting to employ highly qualified persons and to do so must offer salaries comparable to those offered by other institutions. The President is responsible for the salaries of faculty (By-Laws, Article VII).

OFFICE OF ACADEMIC AFFAIRS
THE FACULTY LIAISON COMMITTEE OF THE BOARD OF VISITORS

Existing policy

The Board of Visitors is vitally interested in communication with the faculty as a whole, and with these groups of faculty members which are a part of the structure of college governance (such as committees, departments, etc.) The Board has appointed the Faculty Liaison Committee as a further effort to establish these lines of communication.

While strongly supporting the concept of communication, the Board feels that such dialogue is best accomplished when a small group of representative faculty members meets with the Liaison Committee. Therefore, the Board has established the policy that the Liaison Committee will normally meet with the President's Advisory Committee, which is an elected body, at those times during the year when the Board is in session. Meetings with the faculty as a whole, and with other officially recognized faculty groups, will be held from time to time.

Communication with the Liaison Committee, including requests to meet with the Committee, must follow the normal channels of contact through the President of the College.

Adopted by the Board of Visitors at its meeting on May 6, 1976.

Recommendation: Rescind

Explanation

This policy is no longer necessary since a new structure for communication between the members of the Board of Visitors and campus groups has been established effective July 1, 1984 by Article V of the Board of Visitors.

OFFICE OF ACADEMIC AFFAIRS
APPOINTMENT, REAPPOINTMENT, PROMOTION AND TENURE

Existing policy

GENERAL EMPLOYMENT POLICY

All initial appointments to the teaching staff, except when a faculty member is granted tenure as a condition of initial appointment, shall be on a probationary basis with annual contracts being given under the following conditions:

Instructors shall be appointed annually. If a contract is not to be offered for a subsequent year, written notification will be given as early as possible and no later than March 1.

Assistant professors, associate professors, and professors shall be appointed annually during the five-year probationary period. They are not eligible for tenure until they have completed the five-year probationary period. The President may, with the concurrence of the faculty member involved and the Board of Visitors, extend the probationary period for one year. If the Dean, the President, and the Board of Visitors determine it unadvisable to continue the services of an untenured probationary assistant professor, associate professor, or professor, that faculty member shall receive such notice following any one of his five years and be given a terminating contract of one academic year.

Where cause exists and after appropriate hearing proceedings and approval by the Executive Committee of the Board of Visitors, the President may terminate any contract immediately.

The period while on leave or years of part-time employment will not count in satisfying the tenure requirement of five years' probation.

Approved by the Faculty April 17, 1978.

Adopted by the Board of Visitors February 2, 1979.

Recommendation: Rescind

Explanation

Replaced by the Appointment, Reappointment, Promotion and Tenure: Policies and Procedures approved by the Board of Visitors July 16, 1982.

OFFICE OF ACADEMIC AFFAIRS
TENURE DEADLINES/NOTIFICATIONS:
SUMMARY OF PRINCIPAL REQUIREMENTS

Existing policy

PROCEDURES FOR PROMOTION AND TENURE

Procedures for promotion and tenure shall be developed within each department and applied consistently.

The department chairman shall provide each faculty member with a copy of all departmental procedures on promotion and tenure.

Upon appointment, each faculty member shall initiate and maintain a current professional file. The original responsibility for providing and maintaining the credentials for promotion and tenure rests with the individual faculty member. The organization of this material shall follow a format established by the Promotion and Tenure ADVISORY COMMITTEES.

Each department shall maintain an active committee(s) on promotion and tenure.

Prior to or during the fall semester of each academic year, the departmental tenure committee shall review credentials of each probationary faculty member. After the review is completed, the committee shall send recommendations to the chairman and a copy to the probationary faculty member. Beginning with the second annual review, a copy of the recommendations shall also be sent to the Dean of the College.

Prior to or during the fall semester, the departmental promotion committee shall review the credentials of faculty members who are eligible that year to be considered for promotion. After the review is completed, the committee shall send recommendations to the chairman and a copy to the faculty member. A faculty member may withdraw from consideration by notifying the committee and the chairman.

Except as herein provided, chairmen shall be considered for promotion and tenure in the same way as other members of the faculty. The chairman of a department is promoted and tenured on the basis of his performance as a faculty member and not on the basis of his performance as an administrator. Since the departmental chairman does not receive a separate formal recommendation from a chairman (as in normal faculty consideration), he may at his option for purposes of promotion and tenure

rely solely upon the evaluation of his department committee(s) on promotion and tenure and the committee recommendation regarding his candidacy to the Dean of the College and the appropriate ADVISORY COMMITTEE.

ask for a committee to be formed, consisting of three members of

the department's promotion or tenure committee (whichever is appropriate) to be elected by the department and three teaching faculty members selected by the Dean of the College from a list of at least five submitted by the department chairman. The committee shall follow the procedures of the candidate's department committees. The committee will send its recommendation to the Dean of the College who will CONSIDER IT IN CONSULTATION WITH THE APPROPRIATE ADVISORY COMMITTEE. The chairman of the committee will present the candidate's credentials to the appropriate ADVISORY COMMITTEE.

The candidate shall have access to all materials relating to his candidacy in his or the committee's file which he or any other person has submitted to the departmental committee for consideration.

Each candidate shall be notified formally at least 10 days in advance by its departmental committee chairman whenever he is to be considered for promotion and/or tenure.

The department chairman and the chairman of the departmental promotion and/or tenure committee(s) shall present orally the recommendations and credentials of the candidate to the DEAN AND THE PROMOTION OR TENURE ADVISORY COMMITTEE.²

The Promotion and Tenure ADVISORY COMMITTEES shall develop and publish their procedures. These procedures are subject to review by the faculty and approval by the President and the Board of Visitors.

When the Dean or President disagrees with a recommendation in which a department chairman and the departmental committee concur, he shall: (a) convene a meeting with the department chairman and the departmental committee at the earliest possible time to explain his action, and (b) give written notice to the faculty member.

THE DEAN WILL SEND COPIES OF HIS LETTERS TO THE CANDIDATE, TO THE DEPARTMENT CHAIRMAN, AND THE CHAIRMAN OF THE APPROPRIATE DEPARTMENTAL COMMITTEE.

If a rehearing is to be held at any level in these proceedings (I.E., THE DEPARTMENTAL COMMITTEE, THE DEPARTMENT CHAIRMAN, THE DEAN AND APPROPRIATE ADVISORY COMMITTEE, OR THE PRESIDENT), the initial request normally must be filed with the appropriate body within two weeks after the negative recommendation has been received by the faculty member. Following the filing of said request, the appropriate body should render its findings within two weeks. An appeal can be carried to the Faculty Status Committee only after a faculty member has appealed the decision through all appropriate channels short of the Board of Visitors.

Approved by the Longwood faculty April 17, 1978.
Adopted by the Board of Visitors February 2, 1979.

1First-year faculty will be reviewed in their second semester.
Revised (capitalized portions) November 10, 1980.

2After the consideration of a department chairman, the departmental committee shall send its recommendation to the Dean of the College who will transmit it to the Promotion and Tenure ADVISORY COMMITTEES. The chairman of the committee will present the candidate's credentials to the DEAN AND THE APPROPRIATE ADVISORY COMMITTEE.
Revised (capitalized portions) November 10, 1980.

Recommendation: Rescind

Explanation

The Board of Visitors approved the new Appointment, Reappointment, Promotion and Tenure: Policies and Procedures on July 16, 1982.

OFFICE OF ACADEMIC AFFAIRS

Policy Adopted by the Board of Visitors, November 5, 1975.

Department Heads shall be appointed annually by the President and the Board of Visitors upon the recommendation of the Dean of the Faculty and of the Vice President for Academic Affairs.

Recommendation: Rescind

Explanation

According to the By-Laws of the Board of Visitors (Article VII, approved May 13, 1983), the President of the College has the responsibility to establish or modify the internal administrative structure of the College.

OFFICE OF ACADEMIC AFFAIRS
PROGRAMS AND PROGRAM DIRECTORS

Existing policy

A PROGRAM is defined as an aggregation of course work leading to a major field of study, and must be approved as such by the State Council of Higher Education. Aggregations of courses leading to minors, emphases or concentrations are specifically excluded from this definition. A PROGRAM must enroll at least 25 majors per year, and produce a minimum of 5 graduates annually. Should a PROGRAM fail to meet these criteria for a period of 3 years, it will be discontinued.

The responsibility of a PROGRAM DIRECTOR will be to ensure academic excellence in the curriculum of the discipline for which he/she is responsible. The PROGRAM DIRECTOR will have the authority to call meetings of the members of the discipline in questions for the purpose of any discussion necessary to maintain academic excellence in the curriculum. Recommendations for change in the content of the curriculum will be made by the PROGRAM DIRECTOR through the Chairman to the Academic Policies Committee. Any other recommendations pertaining to the curriculum will be made to the Dean of the College through the Department Chairman. Although no financial compensation or reduction in teaching load is recommended, PROGRAM DIRECTORS should be exempted from participation in departmental and college committee assignments whenever possible.

Those departments having more than 15 faculty members, and which offer two or more majors, will be eligible for PROGRAM DIRECTORS. These individuals will be appointed by the Board of Visitors upon recommendation by the Dean of the College through the President. The Dean will consult, on an individual basis, with members of the academic discipline comprising the PROGRAM, and with the Department Chairman, before recommending the appointments.

The departments eligible to participate in this form of organization are: Education and Psychology; Health, Physical Education and Recreation; and Natural Science. In certain instances, where duplication of course requirements is extensive between two programs, a single PROGRAM DIRECTOR may be proposed for both PROGRAMS.

Adopted by the Board of Visitors February 1, 1979.

Recommendation: Rescind

Explanation

According to the By-Laws of the Board of Visitors (Article VII, approved May 13, 1983), the President of the College has the

responsibility to establish or modify the internal administrative structure of the College.

CONFIDENTIAL

ACADEMIC AFFAIRS

Presenter: Dr. Harold Conley

Action Item

POLICY: Degree Programs

BY-LAW: Article X, Curriculum

RECOMMENDATION: That the Board of Visitors authorizes the submission on or before July 1, 1984 of program proposals for any or all of the following programs which may be initiated between 1986 and 1993.

1986-1990, Bachelors Level:

Actuarial Science
Management Information Systems
Public Justice
Energy Resources Management
Public Administration
Rural Development

1986-1990, Masters Level:

Information Specialist for Schools
M.S. in Business Administration
Gerontological Services
Adaptive Physical Education
Human Resource Development

1990-1992, Bachelors Level:

Nursing

1990-1992, Masters Level:

M.B.A. in Business Administration

EXPLANATION:

The establishment of any of these programs would have academic merit and would likely increase enrollment. This list was drawn up and discussed with the department heads involved.

OFFICE OF ADMISSIONS
Undergraduate Application/Readmission Fee

Policy

Each applicant for admission, readmission, or returning student shall be assessed a fee as determined by the institution. Said fee is in addition to the normal and regular charges for the academic year or summer session and is not refundable.

Explanation

The initial application or application for readmission is an expression of interest in Longwood College. The fee charged for the application submission will demonstrate interest in attending or returning to Longwood College and will assist the institution in defraying a portion of the administrative cost in processing the applications.

OFFICE OF ADMISSIONS
Advance Deposit Fee
(Undergraduate Degree Students)

Policy

Each newly admitted student, readmitted student, or returning student shall be assessed an advance deposit fee as determined by the institution.

Explanation

The advance deposit is the student commitment to the next instructional cycle and will guarantee instructional space in that cycle.

OFFICE OF FINANCIAL AID
Compliance with State and Federal RegulationsPolicy

As defined in the Program Participation Agreement for Longwood College, Farmville, Virginia 23901, Employer Identification No. 54-60001788A, the college agrees to participate in the Pell Grant Program through the regular disbursement system, the National Direct Student Loan (NDSL) Program, the Supplemental Educational Opportunity Grant (SEOG) Program, the College Work-Study Program, the Guaranteed Student Loan Program, and the Parent Loans for Undergraduate Students (PLUS) Program. In this agreement the college agrees to run all programs under the latest federal regulations approved by the Department of Education. The college governs state and institutional programs in compliance with the federal regulations and complies with all reports required to participate in federal and state programs.

Explanation

College aid operations must maintain standards consistent with sponsoring programs.

OFFICE OF STUDENT ACTIVITIES
Facilities Reservations

Policy

Facilities within the Lankford Building can be reserved by the following:

1. Individual Longwood College students, if the event is for members of the Longwood community and invited guests,
2. Registered Longwood groups or organizations, if the event is for members of the Longwood community and invited guests,
3. Longwood College faculty and staff for college-related events, and
4. On a space-available system, the areas can be rented by any organization or members of the Farmville community.

The use of alcoholic beverages within the building must have prior approval of the Director of Student Activities.

Explanation

The Student Union building is dedicated first to serving the needs of the Longwood College community and second to the Farmville community at large.

OFFICE OF CAREER PLANNING AND PLACEMENT
Campus Recruitment

Policy

Employers that recruit on campus must comply with the college's non-discrimination policy.

Explanation

The function of the Office of Career Planning and Placement must comply with all the policies of the college.

CAMPUS POLICE
Campus Police Guidelines

Policy

As a duly organized police agency, the Longwood Campus Police are bound to enforce Virginia State Law and Federal Criminal Statutes as required of police agencies within the Commonwealth.

This includes all criminal statutes of the Code of Virginia, 1950, As Amended; The United States Code, Chapter 18; and minimum training standards mandated by the Virginia Criminal Justice Services Commission.

Explanation

Employees of the Campus Police department are commissioned officers of the Commonwealth and therefore required to abide by these laws.

CAMPUS POLICE
Use of Firearms

Policy

It shall be the policy of the Longwood Campus Police to maintain and have available firearms by which to provide maximum police protection for the campus and its inhabitants.

- a) All members of the LC Police Department will only use an amount of force necessary to lawfully and properly neutralize an unlawful assault, or which is necessary to overcome resistance by a person being taken into custody.
- b) It shall be the policy of the LC Police Department that all members shall exhaust every other reasonable means before resorting to the use of deadly force.

GENERAL STUDENT LIFE
Student Conduct Policy

Policy

in consultation with appropriate students, faculty, and administrative staff
The Vice President for Student Affairs will determine standards for student conduct consistent with academic excellence, student responsibility, freedom of expression, and community welfare. These standards will be distributed to students and disciplinary procedures consistent with the fundamentals of due process will be established.

LONGWOOD'S CONDUCT STANDARDS AND REGULATIONS

Students have the responsibility to familiarize themselves with College regulations, so they will understand and exercise both their rights and responsibilities.

Students will be considered for disciplinary action whenever violations are committed on College property, particularly as it shows failure to accept responsibility for the welfare of other persons. Violations not occurring on College property will be considered only when College interests are involved.

Any type of dishonest, abusive, or destructive behavior is subject to inquiry and may result in loss of privileges (includes loss of visitation privileges, party registration privileges, use of College facilities, etc.) specified disciplinary requirements, or separation from the College.

Fundamental types of misconduct which may lead to disciplinary action are as follows:

1. Any act or threat, including profane or abusive language, which harasses or submits any member of the College community to pain, discomfort, or indignity.
2. Actions which endanger the property or physical well-being of any member of the College community: tampering with fire alarms or fire safety equipment, violation of safety regulations and procedures, unauthorized possession or use of fireworks, explosives, firearms, knives or guns of any kind, or other weapons; interference with a staff person in the performance of his/her duties.
3. Actions which interfere with the rights or privileges of other members of the College community; obstruction or disruption of regular College activities, including classroom and co-curricular activities, campus services, and operation and maintenance of facilities.
4. Dishonesty, including provision of false information, alteration or misuse of documents, improper use of student identification cards, plagiarism and other academic cheating (as defined in the Honor Code), impersonation, forgery, or fraud.
5. Obscene or indecent behavior; exposure of others to highly offensive conditions; disregard for the privacy of others.
6. Theft, damage, or unauthorized use of personal or College property, including unauthorized presence in College facilities and possession of stolen property.
7. Illegal or unauthorized use or possession of drugs (including alcohol); possession of drug paraphernalia.

8. Gambling on College property.
9. Violations of rules governing conduct in residence halls and other campus areas or facilities; e.g., visitation policies or excessive noise.
10. Failure of a student to identify himself/herself when requested to do so by a College official. (Upon request, the College official must identify himself/herself and state the source of his/her authority).
11. Involvement in, supporting, or encouraging any violation of College policy.
12. Actions leading to conviction of criminal offenses.

GENERAL STUDENT LIFE
Possession of Firearms

Policy

Possession of any weapon or firearm on the campus of Longwood College is limited to:

- a. Members of the Campus Police Department.
- b. Members of a duly authorized Criminal Justice agency with official business on the campus, or.
- c. Hunting weapons, which must be checked in and stored at Campus Police Headquarters, located in the Graham Building, adjacent to the Student Health Services.

Anyone violating this rule is subject to criminal, and/or administrative sanctions.

Explanation

The safety of all members of the campus community is contingent upon proper control of firearms on campus.

GENERAL STUDENT LIFE
Campus Solicitation

Policy

College policy shall permit solicitation, selling of products, and collection of contributions, if the activity is not disruptive to college activities, conducted only in approved areas, approved as an acceptable product or means of raising funds, and not for political or partisan purposes.

The manner in which solicitation, selling of products, and collection of contributions is to be done will be decided by the Vice President for Student Affairs and administered by his/her designee.

Explanation

This policy will protect the college community from undesired solicitation.

GENERAL STUDENT LIFE
Honor Code

Policy

Each student, faculty, and staff member will uphold the honor of the college through standards of integrity established in the Honor System. Trust and community spirit are essential to the academic mission of the college; so members of the college community are assumed to be honorable unless their conduct (lying cheating, plagiarizing, or stealing) proves otherwise.

The Vice President for Student Affairs will establish and maintain procedures which define and assure the integrity of this honor code.

Explanation

The assumption of honor enabled by the Honor System is central to academic community.

STUDENT HEALTH SERVICES
Health Records

New Policy

All students must have a health record on file in the Student Health Services.

Explanation

Student health records are required so that proper treatment is given to each student.

STUDENT HEALTH SERVICES
Vaccinations

New Policy

All students born after 1956 must present to the Student Health Services documented proof of immunity to measles and rubella.

Measle documentation includes: 1) vaccination since 1968, 2) physician diagnosis of measles, or 3) laboratory evidence of immunity. Rubella documentation includes: 1) vaccination with live virus, 2) vaccine after 1 year of age, or 3) laboratory evidency of immunity. Students allergic to eggs, Aeomycin or with altered immune status are exempt.

Explanation

In May 1983 at the annual meeting of the American College Health Association (ACHA) in St. Louis, the Council of Delegates passed on the Preadmission Immunization Policy formulated by the ACHA Committee on Immunization in collaboration with the Centers for Disease Control (CDC). The immunization policy (passed by ACHA) for measles and rubella is "As a prerequisite to matriculation or registration, colleges and universities should require all students born after 1956 to present documented proof of immunity to measles and rubella."

Since measles and rubella continue to occur on American campuses, a concerted immunization effort by college health personnel is needed for prevention and control of these diseases. Such a college health program would be consistent with the national program to eliminate vaccine-preventable diseases.

GENERAL STUDENT LIFE
Readmission After Medical Withdrawal

New Policy

Students who withdraw from school for medical reasons must submit a medical summary letter from their doctor to Student Health Services before they will be readmitted. This letter must verify they may return to school and will be kept in their confidential medical file.

Explanation

The college must have evidence that students with a history of physical or emotional problems are able to manage the responsibilities and requirements of academic pursuits.

GENERAL STUDENT LIFE
Alcohol Marketing

New Policy

The Division of Student Affairs will assure that all policies, procedures, and practices pertaining to alcohol on campus are consistent with the following Alcohol Marketing Resolution approved by the National Association of Student Personnel Administrators, The American College Personnel Association, The Association of College and University Housing Officers - International and Boost Alcohol Consciousness Concerning the Health of University Students (BACCHUS).

Explanation

The proposed Alcohol Marketing Resolution is consistent with college standards for responsible consumption of alcoholic beverages. Such standards must be reflected in advertising and promotional activities related to alcohol.

ALCOHOL MARKETING RESOLUTION

Whereas; alcohol abuse poses a serious threat to the health and welfare of a large segment of the college student population through acts of vandalism and property damage, automobile and other types of accidents, lessening of academic performance, estrangement of social relations, creation of mental and physical problems, and, in some cases, bodily injury, illness, and death, and

Whereas; inappropriate and irresponsible marketing and promotion of beverage alcohol on campus can contribute to the problems of alcohol abuse, and

Whereas; the development of campus policies which protect the health and welfare of college students is an important responsibility of persons engaged in student affairs, and

Whereas; institutional policies, practices and regulations should form the basis for a responsible approach to this area on campus,

Therefore, Be It Resolved; that BACCHUS, NASPA, ACPA, AND ACUHO-I calls upon its members who permit alcohol beverage promotions to adopt the following guidelines as a realistic policy to govern alcohol marketing practices on their campus:

- * Alcohol beverage marketing programs specifically targeted for students and/or held on campus should conform to the code of student conduct of the institution and should avoid demeaning sexual or discriminatory portrayal of individuals.
- * Promotion of beverage alcohol should not encourage any form of alcohol abuse nor should it place emphasis on quantity and frequency of use.
- * Beverage Alcohol (such as kegs or cases of beer) should not be provided as free awards to individual students or campus organizations.
- * No uncontrolled sampling as part of campus marketing programs should be permitted and no sampling, or other promotional activities, should include "drinking contests".
- * When controlled sampling is allowed by law and institutional policy, it should be limited as to time and quantity. Principles of good hosting should be observed including availability of alternative beverages, food, and planned programs. The consumption of beer, wine or distilled spirits should not be the sole purpose of any promotional activity.

- * Promotional activities should not be associated with otherwise existing campus events or programs without the prior knowledge and consent of appropriate institutional officials.
- * Display or availability of promotional materials should be determined in consultation with appropriate institutional officials.
- * Informational marketing programs should have educational value and subscribe to the philosophy of responsible and legal use of the products represented.
- * Beverage alcohol marketers should support campus alcohol education programs that encourage informed and responsible decisions about the use or non-use of beer, wine or distilled spirits.
- * If permitted, beverage alcohol advertising on campus or in institutional media, including that which promotes events as well as product advertising, should not portray drinking as a solution to personal or academic problems of students or as necessary to social, sexual or academic success.
- * Advertising and other promotional campus activities should not associate beverage alcohol consumption with the performance of tasks that require skilled reactions such as the operation of motor vehicles or machinery.
- * Local off-campus promotional activities, primarily directed to students, should be developed in consultation with appropriate institutional officials.

Be it Further Resolved; that the association calls upon its members who allow alcohol beverage promotions to advise beverage alcohol marketers that they will not be permitted to promote their products on campus unless they agree to abide by the above marketing guidelines.

GENERAL STUDENT LIFE
Ethical Standards

New Policy

Members of the Student Affairs staff will conduct themselves according to the following Statement of Ethical and Professional Standards of the American College Personnel Association.

Explanation

A common code of ethical and professional standards clarifies the divisional mission, practices, and standards to evaluate professional service.

AMERICAN COLLEGE PERSONNEL ASSOCIATION
STATEMENT OF ETHICAL AND PROFESSIONAL STANDARDSPreamble

The American College Personnel Association, a Division of the American Personnel and Guidance Association, is an educational, scientific, and professional organization whose members are dedicated to enhancing the worth, dignity, potential, and uniqueness of each individual and thus to the service of society. Although members work in various post-secondary educational settings, they are committed to protecting individual human rights, advancing knowledge of college student growth and development, and promoting effectiveness in student affairs organizations and operations. As a means of supporting these commitments, members of the American College Personnel Association subscribe to the following standards of ethical and professional conduct.

These standards are designed to provide a guide for ethical and professional behavior in general student affairs practice and to complement the existing "Ethical Standards" of the American Personnel and Guidance Association. Members in specialized student affairs settings are also encouraged to consult ethical standards specific to their settings.

A. Relationship With Students

1. Members treat students as individuals who possess dignity, worth, and the ability to be self-directed and assist students in becoming productive, responsible citizens and members of society. Members are concerned for the welfare of all students and work for constructive change on behalf of students.
2. Members respect the student's right of self-determination. The student's freedom of choice should be limited only when the individual's decisions or actions may result in significant damage to self, to others, or to the institution.
3. Members explicitly inform students of the nature and/or limits of confidentiality in non-counseling, as well as in counseling relationships.
4. Members respect the student's right to privacy and share information about individuals only in accordance with institutional policies, or when given permission by the student, or when required to prevent personal harm.
5. Members confront students in a professional manner with issues and behaviors that have ethical implications.

B. General Responsibilities

1. Members contribute to the development of the profession through sharing skills and program ideas, serving professional organizations, educating emerging professionals, improving professional practices, keeping abreast of contemporary theories and applications, and conducting and reporting research.
2. Members realize professional growth is continuous and cumulative and is characterized by a well-defined philosophy that explains why and how members function in the student affairs profession. Members base this philosophy upon sound theoretical principles and an explicitly examined personal value system (assuming congruence with the basic assumptions from the Student Personnel Point of View and the Student Development Point of View).
3. Members model ethically responsible behavior for students and colleagues and expect ethical behavior among members and nonmembers at all times. When information is possessed which raises serious doubt as to the ethical behavior of professional colleagues, whether Association members or not, members are encouraged to take action to rectify such a condition. Possible actions include (a) confronting the individual in question, (b) utilizing institutional channels, and/or (c) using available Association mechanisms.
4. Members do not seek self-enhancement or self-aggrandizement through evaluations or comparisons that are damaging to others.
5. Members perform in a fashion that is not discriminatory on the basis of race, sex, national origin, affectional/sexual preference, handicap, age or creed, and they work actively to modify discriminatory practices when encountered.
6. Members maintain and enhance professional effectiveness by improving skills and acquiring new knowledge through systematic continuing education and assure the same opportunity for persons under their supervision.
7. Members monitor their personal functioning and effectiveness and when needed seek assistance from appropriate professionals (e.g., colleague, physician, counselor, attorney).
8. Members accurately represent their professional credentials, competencies, and limitations to all concerned and are responsible for correcting any misrepresentations of their qualifications by others.
9. Members have a clear responsibility to ensure that information provided to the public or to subordinates, peers and supervisors is factual, accurate, and unbiased.
10. Members establish fees for professional services after consideration of fees charged by other professionals delivering comparable services and the ability of the recipient to pay. Members provide some services for which they receive little or no remuneration.

11. Members demonstrate sensible regard for the social codes and moral expectations of the communities in which they live and work. They recognize that violations of accepted moral and legal standards may involve their clients, students, or colleagues in damaging personal conflicts and may impugn their own reputations, the integrity of the profession, and the reputation of the employing institution.
12. Members maintain ethical relationships with colleagues and students and refrain from relationships which impinge on the dignity, moral code, self-worth, professional functioning, and/or personal growth of these individuals. Specifically, members are aware that sexual relationships hold great potential for exploitation. Consequently, members refrain from having sexual relationships with anyone to whom they act as counselors or therapists. Sexual relationships with staff members or students for whom one has supervisory or evaluative responsibilities have high potential for causing personal damage and for limiting the exercise of professional responsibilities and are therefore unprofessional and unethical.

C. Professional and Collegial Relationships

1. Members seek to collaborate and to share expertise with other student affairs staff members, faculty members, administrators, and students.
2. Members contribute periodically to the professional development of colleagues with no compensation other than for immediate expenses.
3. Members accurately acknowledge contributions to program development, program implementation, evaluations, and reports made by others.
4. Members support the appropriate efforts of fellow student affairs professionals and institutional programs. Constructive criticism and professional disagreements are shared (in private when possible) with those individuals concerned and in a manner that is not demeaning.
5. Members establish working agreements with subordinates and supervisors that clearly define accountability procedures, mutual expectations, evaluation criteria, position duties, and decision-making procedures.
6. Members conduct themselves in such manner that their positions are not used to seek unjustified personal gains, sexual favors, or unfair advantages, including goods and services not normally accorded those in such positions.
7. Members regularly evaluate the professional development and job performance of direct line subordinate staff members and recommend appropriate actions to enhance professional development and improve job performance.
8. Members seek regular evaluations of their job performance and professional development from colleagues, supervisors, and clientele.
9. Members are fair and unbiased in judgements they render about persons with whom they work. Members have a right to expect that colleagues and supervisors will strive to render fair and unbiased judgements

about them. Members respect the rights of others to differ in the judgments and evaluations they render so long as these judgements are not intended to do harm or disservice.

10. Members have the right to request and to receive support from the Association in matters of ethical practice and standards as defined herein.

D. Institutional Relationships

1. Members make contributions to their employing institution in support of its goals, missions, and policies.
2. Members ensure that accurate presentation of institutional goals, services programs, and policies are made to the public, students, prospective students, colleagues, and subordinates.
3. Members inform appropriate officials of conditions that may be potentially disruptive or damaging to the institution's mission, personnel, and property.
4. Members inform employers of conditions which may limit or curtail the members effectiveness.
5. Members have responsibilities both to the individuals served and to the institution within which the service is performed. The acceptance of employment in an institution implies that members are in general agreement with the mission of the institution. Therefore, the professional activities of members are expected to be in accord with the mission of the institution.
6. When the member and the institution encounter substantial disagreements or conflicts concerning professional or personal values, the member has the responsibility to directly and constructively seek resolution of the conflicts. Resolution of such conflicts may result either in sustained efforts to modify institutional policies and practices or in a decision by the member to terminate the institutional affiliation.
7. Members regularly and systematically evaluate those programs, services, and courses for which they are responsible in accord with sound evaluation principles and make these evaluation results available to appropriate institutional personnel.

E. Employment and Hiring Practices

1. Employers disseminate widely advertisements and notices which accurately and clearly describe: (a) responsibilities of the position; (b) information about the institution; (c) necessary qualifications, such as education, skills, and experiences; (d) salary range and benefits; (e) special restrictions, if any (e.g., live-in requirements, night work expectations, travel requirements, positions of a temporary nature).
2. Employers clearly specify in writing the interview and selection process to the applicant and strictly follow that process. Applicants are periodically notified of the status of their applications during the selection process.

3. Employers do not discriminate against applicants on the basis of race, color, creed, sex, national origin, affectional/sexual preference, age, or handicap.
4. Employers hire only individuals for professional positions who have received educational preparation experiences appropriate for the requirements of the positions.
5. Employers provide opportunities during the interviewing process for the applicant to gain accurate information about institutional colleagues, policies, philosophy, and about position requirements and responsibilities.
6. Employers notify employees within a minimum of thirty days when terminating or changing the status of their employment, specifying reasons and providing full due process rights.
7. Applicants accurately represent their education, skills, and experiences.
8. Applicants respond to job offers without undue delay. Applicants accept only those professional positions they intend to assume. Both applicants and employers honor mutually derived contracts.
9. Applicants advise all institutions at which applications are pending immediately when they have signed a contract and are withdrawing from the applicant pool.
10. Members inform their employers a minimum of thirty days before leaving their positions.

F. Research, Publication, and Written Communication

1. Members are aware of and responsive to all pertinent ethical principles when planning any research activity dealing with human subjects (see Ethical Principles in the Conduct of Research with Human Participants(1973) Washington, D.C.: American Psychological Association).
2. Members who serve as principal researchers are ultimately responsible for assuring that all research activities conform to ethical standards. Others involved in the research activities share full and equal responsibility.
3. Members are responsible for the welfare of their research subjects throughout the study and take precautions to prevent injurious psychological, physical, or social effects:
 - a. When control groups are used care is exercised to assure that they are not deprived of services to which they are entitled.
 - b. When withholding information or providing misinformation to subjects is essential to the investigation (provided the conditions above are met), members fully inform subjects about the nature of the research and take corrective action as soon as possible following data collection.
 - c. Participation in research is expected to be voluntary.
4. Members disguise the identity of the subjects when supplying data or when reporting research results unless specific authorization to do otherwise has been given by such subjects.

5. Members conduct and report investigations in a manner that minimizes the possibility that results will be misleading.
6. Members become familiar with and give recognition to previous work on the topic (both published and unpublished), observe all copyright laws, and give full credit to all to whom credit is due when conducting and reporting research.
7. Members who agree to cooperate with another individual in research and/or publication must cooperate as promised in terms of punctuality of performance and with equal regard for the completeness and accuracy of the information provided.
8. Members acknowledge major contributions to research projects and professional writings through joint authorships, listing the author who made the principal contribution first. Minor contributions of a professional or technical nature are acknowledged in footnotes or introductory statements.
9. Members do not demand co-authorship of publications when their involvement has been ancillary. Teachers and/or supervisors exercise caution when working with students and/or subordinate staff so as not to unduly pressure them for joint authorship.
10. Members make sufficient original research data available to qualified others who may wish to replicate the study.
11. Members communicate to other professionals the results of any research judged to be of professional or scientific value. Results reflecting unfavorably on specific institutions, programs, services, or vested interests should not be withheld for such reasons.
12. Members submit manuscripts to only one journal when seeking publication of an article. If not accepted by that journal the manuscript may then be submitted to another journal. Members do not seek publication of the same material in more than one publication without receiving consent from the editors and/or publishers involved. Slightly altered, previously published manuscripts or manuscripts under review are not submitted without first informing the editors of both publications.

G. Professional Preparation and Development

Members who are responsible for teaching others should be guided by statements on professional preparation issued by the Association and relevant accrediting agencies. Members who function as faculty members assume unique ethical responsibilities that frequently go beyond that of members who do not function in this capacity.

1. Members inform prospective students of program expectations, basic skills needed for successful completion, and employment prospects prior to admission to the program. Information about programs based on a particular theoretical position is clearly communicated to students upon application.

2. Members ensure that experiences focusing on self-understanding or growth are voluntary or, if required as part of the program, are made known to prospective students prior to entering the program. When the program offers a growth experience with an emphasis on self-disclosure or other relatively intimate or personal involvement, members should have no administrative, supervisory, or evaluative authority regarding the participant.
3. Members support preparation program efforts by providing practicum settings, field placements, and consultation to students and/or faculty members.
4. Members in charge of preparation programs ensure that such programs integrate both academic study and supervised practice.
5. Members develop and implement clear policies within their institution regarding field placement and the roles of the student and the supervisor in such placements.
6. Members present thoroughly varied theoretical positions or make provision for their study so that students may develop a broad base of knowledge.
7. Members establish programs directed toward developing students' skills, knowledge, and self-understanding, stated whenever possible in terms of competency or performance.
8. Members identify the level of competence of the student during and at the end of the programs and communicate these assessments to the student.
9. Members, through continual student evaluation and appraisal, are aware of any personal limitations of the students that might impede future performance. Members not only assist students in securing remedial assistance but also screen from the program those students who are judged unable to perform as competent professionals.
10. Members provide programs that include research components commensurate with the levels of expected functioning. Paraprofessional and technician-level personnel should be trained as consumers of research and should learn how to evaluate their own and their program's effectiveness. Advanced graduate education, especially at the doctoral level, includes preparation for conducting original research.
11. Members make students aware of the ethical responsibilities and standards of the profession by distributing and discussing this document and other relevant documents.
12. Members conduct professional preparation in keeping with the most current guidelines of the American Personnel and Guidance Association and the American College Personnel Association.
13. Members who serve as preparation program faculty members and/or practitioners aid in providing in-service development programs and educational experiences to one another.

H. Counseling and Testing

This section constitutes general guidelines for counseling and testing experiences frequently encountered by student affairs professionals. Those professionals who are engaged in intensive counseling and/or testing activities are urged to consult the American Personnel and Guidance Association's Ethical Standards for more specific standards.

To the extent that the student's choice of action is not imminently self- or other-destructive, the student must retain freedom of choice.

1. The counseling relationship and information resulting therefrom must be kept confidential, consistent with the obligations of the member as a professional person.
2. Members who learn from counseling relationships of conditions that are likely to harm the client or others, immediately report the condition to a responsible authority in order to preclude harm.
3. Members inform students of the conditions and/or limitations under which they may receive counseling assistance at or before the time when the counseling relationship is entered. This is particularly so when conditions exist of which the student could be unaware.
4. Records of the counseling relationship, including interview notes, test data, correspondence, tape recordings, and other documents are to be considered professional information for use in counseling and they are not part of the public or official records of the institution or agency in which the counselor is employed. Revelation to others of counseling records shall occur only upon the expressed consent of the client or upon court order.
5. Members avoid initiating a counseling relationship or terminate an existing relationship if they are unable to be of professional assistance to the student. In either event, members refer the student to an appropriate specialist. (members must be knowledgeable about referral resources so that a satisfactory referral can be initiated.) In the event the student declines the suggested referral, members are not obliged to continue the relationship.
6. Members adhere to the American College Personnel Association standards established in "The Use of Group Procedures in Higher Education: A Position Statement by ACPA." "Journal of College Student Personnel," 1976, 17, 161-168.
7. Members provide adequate orientation or information to students prior to and following any test administration so that the results of testing may be placed in proper perspective with other relevant factors. In so doing, members recognize the effects of socioeconomic, ethnic and cultural factors on test scores.

8. Members inform students about the purpose of testing and make explicit the planned use of the results prior to testing. Members ensure that instrument limitations are not exceeded and that periodic review and/or retesting are made to prevent stereotyping.
9. Members recognize the limits of their competence in the administration, scoring, and interpretation of tests and perform only those functions for which they are qualified.
10. Members ensure strict test security because the meaningfulness of test results used in personnel, guidance, and counseling functions generally depends on students' unfamiliarity with the specific items on the test.
11. Members do not permit the appropriation, reproduction, or modification of published tests or parts thereof without the expressed permission and adequate recognition of the original author or publisher.
12. Members refer to the following sources in the preparation, publication, and distribution of tests:
 - a. Standards for Educational and Psychological Tests and Manuals (1974), revised edition, published by the American Psychological Association on behalf of itself, the American Educational Research Association, and the National Council on Measurement in Education.
 - b. "The Responsible Use of Standardized Tests" the position statement of the American Personnel and Guidance Association, published in "Guidepost", October 5, 1978.

GENERAL STUDENT LIFE
Publication Code Of Longwood CollegeExisting policy

The Board of Visitors declares that responsibility for the contents of any student edited publication rests solely with the editor; that such responsibility not infer absolute license; and that the President of the College may suspend publication where the contents violate the prevailing moral standards of the campus.

The Publications Board offers the following guidelines with reference to the responsibility of the editors of each of the three officially recognized campus publications, the GYRE, the ROTUNDA, and the VIRGINIAN.

- I. 1. The GYRE, Longwood's literary magazine, is a compilation of student work including short stories, poems, essays, reviews, artwork, and photography. The GYRE tries to encourage serious writing on the campus and to produce magazines, quality representational work.
 2. The ROTUNDA, Longwood's weekly college newspaper, aims to keep students, faculty, administration, and alumnae informed of current affairs; to reflect campus opinions; and to serve as a chronicle of college activities.
 3. The VIRGINIAN, Longwood's yearbook, gives an account of Longwood life, the academic and the social functions, the campus proper, and the Farmville community.
- II. Either of the following shall be classified as plagiarism in student edited publications and shall be considered violations of the Honor Code and subject to the jurisdiction of the Judicial Board:
1. The use of written work from any source without proper acknowledgement;
 2. The use of photographic prints or artwork without a release by the artist or owner. (The acceptance of payment shall constitute a release.)

Either of the following shall be classified as obscenity in student edited publications:

1. The use of works considered obscene to the general readership of the individual publication;
2. The use of photographic work offensive to the general readership of the individual publication.

- III. All student-edited publications must carry a statement to the effect that the context is the responsibility of the editor and that opinions of the editorial staff are not necessarily those of the student body as a whole.
- IV. Complaints or questions dealing with the content or editorial prerogative of any student edited publication should be directed to the chairman of the Publications Board in writing. (Normally, the Publications Board meets at 5:15 p.m. on the second Monday in Grainger 108). Plagiarism charges are dealt with by the Judicial Board in cooperation with the Publications Board. Appeals from Publication Board decisions will be directed to the College Review Committee.

NOTE 1: Since it is standard procedure for newspapers to use other newspapers and similar sources to provide their readers with news not available first-hand to staff reporters, such practice shall not be deemed plagiarism.

Adopted by the Board of Visitors November 5, 1971.

Proposed substantive revision

Student Publications at Longwood College will be governed by the Board of Student Publications and its constitution and bylaws. The constitution and bylaws will encourage free and responsible expression and high standards of collegiate journalism appropriate to all student publications.

Rationale

Policy statement will be limited to required guidelines for publications. The attached constitution and bylaws will specify current practice.

CONSTITUTION AND BYLAWS OF THE
BOARD OF STUDENT PUBLICATIONS
OF LONGWOOD COLLEGE

Preamble

The right to freedom of speech and of the press is essential to a democratic society; however, this right is not without responsibility. The very idea of democracy assumes the existence of an intelligent public opinion and the ability of the people to make sound decisions about social problems.

Student publications should be free and responsible. They should be effective communication media that constitute an educational experience for those involved in their production. A publication may print what in its best judgement it deems proper; however, it must accept full responsibility for its product, and it must observe the same ethical obligations and legal responsibilities imposed upon the conventional news media. Thus, student publications should avoid expressions which: (a) are obscene, according to current legal definitions and local standards; (b) are libelous, according to current legal definitions; (c) are inaccurate or unfair.

The above restrictions do not prohibit expression which invites or stimulates heated discussion or debate among students or in the community, or criticizes school officials.

Longwood College desires to maintain an environment in which there can exist a free marketplace of thought and in which students are at liberty to speak their minds on many subjects.

Article I - Name and Purpose

Section 1. The name of this board shall be the Board of Student Publications, hereinafter referred to as the Board.

Section 2. The purpose of this Board shall be to provide guidance and leadership for student publications, including "The Rotunda," a student newspaper; "Gyre," a student literary magazine; and "The Virginian," the student yearbook -- all of which have responsibility to the College community. The Board will assure that the respective functions of the publications are performed and that the best standards of collegiate journalism are maintained.

Article II - Board Authority

The Board receives its authority from the College Board of Visitors through the President of the College and the Vice President for Student Affairs.

Article III - Board Responsibilities

The responsibilities of the Board are (1) recommending, establishing, implementing, and monitoring sound editorial, fiscal, production, and personnel policies; (2) long-range planning in all areas of responsibility; and (3) assuring due process when, in the Board's judgement, a staff member of a publication must be removed for cause. The Board shall:

1. Select the editors and business managers of "The Rotunda," "Gyre," and "The Virginian."
2. Approve the budget of each publication.
3. Maintain a cooperative working relationship with the persons it appoints to head the publication.
4. Review the editorial product after publication; review the editorial operation when deemed appropriate.
5. Review the financial operation of the publications.
6. Review complaints that have not been resolved by the editor, business manager, or another involved staff member of the publication.
7. Promulgate appropriate operating policies and procedures manuals for the publications and see to it that these policies and procedures are made available to Board members and staff members of the publications and adhered to.
8. Hold regular meetings, all of which are open to the public.
9. Actively assist the editors in recruiting editorial staff members.

Article IV - Board Membership

The Board shall be composed of the Vice President for Student Affairs, who will serve as Chair and vote only in case of a tie; 10 regular voting members and 6 non-voting members as follows:

- A. One member appointed by the College President;
- B. The faculty adviser to each of the student publications;
- C. The Communications Chair of the Student Government Association;
- D. One student representative, not holding any elected or appointed SGA office, elected by each class (freshman, sophomore, junior, senior).
- E. One member from the community appointed by the Board.
- F. The Editor-in-Chief and Business Manager of each student

publication, who shall be *ex officio*, non-voting members.

In the absence of the Chair from a meeting of the Board, the Chair may delegate powers and responsibilities to any voting faculty member or administrator.

Article V - Other Criteria for Board Membership

These additional criteria for Board membership shall be applicable:

A. For student membership, each

1. shall be enrolled as a full-time student at Longwood College.
2. shall be a student in good standing, i.e., not on academic or disciplinary probation.
3. shall have posted no less than a 2.5 grade point average in the semester immediately preceding selection to the Board, shall have no less than a 2.5 cumulative grade point average, and shall maintain no less than a 2.5 during the term of appointment.

B. For non-student members,

1. Faculty and staff must be employed by the College at no less than .75 time (including split appointments), except for Adjunct Faculty appointed by the Dean of the faculty.

Article VI - Terms of Office

Terms of members of the Board shall be one year. Election or appointment will occur late in the spring semester, except for the SGA Communications Chair and the freshman class representative.

Article VII - Board Vacancies

If an unexpired term should occur, the Chair shall report the vacancy to the appointing authority and request a replacement.

A Board member absent three consecutive meetings shall be declared ineligible for membership, his or her seat vacated, and the appointing authority requested to appoint a replacement.

Article VIII - Board Secretary

The Board will elect its own secretary from members of the Board.

Election of the secretary is by routine nomination and election procedures. In the absence of the secretary, the Chair - permanent or temporary - may delegate the powers and responsibilities of the

evidence and explanations, to have counsel, and to present witnesses in defense. The results and findings of the hearing are to be presented in writing to the person charged, who may appeal the decision to the President of the College, but such appeal must be filed within 48 hours of the defendant's receipt of the findings of the hearing.

Article XVI - Parliamentary Procedure

The Board shall establish its own parliamentary procedures, excepting quorum rules as follows.

For purposes of Board meetings, a quorum is one more than one-half the voting membership of the Board, i.e., if there are 10 regular voting members of the Board, six voting members present (in addition to the chair or acting chair) constitute a quorum. In all cases, four votes for or against a question is the minimum for valid action by the Board.

Article XVII - Amendments to the Charter

Provisions of this charter may be amended by a two-thirds vote of the voting membership of the Publications Board.

GENERAL
STATEMENT OF RIGHTS AND RESPONSIBILITIES

In 1969, the Board of Visitors, faculty and administration, and Legislative Board, acting for the student body, approved the "Joint Statement on Rights and Freedoms of Students", previously passed by a group of national organizations, including: 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. Complete copies of that publication are available in the offices of the President, the Dean of Students, and the President of the Student Government Association. In addition, each of these groups passed the following statement of Rights and Responsibilities:

So that all may be aware of the feelings and expectations of the Board of Visitors of Longwood College, this statement of policy was adopted on November 7, 1969. The adoption occurred after due consultation with faculty, staff, and student groups. It is recognized that no single statement is capable of covering all possible contingencies but it is hoped that this statement will convey the prevailing philosophy of the Board.

The objective of Longwood College is that of providing an education of high quality. In order that this might be accomplished, the Board of Visitors recognizes that certain rights and responsibilities must be incumbent upon the varied parties involved in the educational process. This includes the student body as well as the faculty and staff. Total effort should be expended to promote acceptance of the concept that all groups comprising the college have a common objective in securing such an education of quality.

The student body has the right to expect that the fundamentals of due process will be accorded to each and every student just as these fundamentals also must be accorded to all members of the college community. The Board of Visitors, therefore, adopted as institutional policy "The Joint Statement on Rights and Freedoms of Students" published in 1967. This document was prepared by a joint committee representing a wide range of student and professional organizations.

The Board wishes to note its concern that members of the college community have the privileges and rights accorded to other citizens.. While the Board is concerned with individual rights so is it concerned with the responsibility of the college community to avoid taking advantage of membership in this community in order to further partisan political or other views.

Embodied in the joint statement is the concept that freedom and rights do carry with them certain responsibilities for all member of the college community. The Board of Visitors, therefore, asserts the responsibility of all involved to follow established

and orderly channels of communication, inquiry, and dissent and to desist from any action which interferes with the rights of others to pursue their normal educational tasks.

Recognizing that the student body has certain rights and responsibilities, so, too, should it be observed that certain rights and responsibilities accrue to the faculty and staff of the College. The faculty and staff have the responsibility of establishing and maintaining open channels of communication through which student inquiry and dissent may be directed. On the other hand the faculty and staff have the right to expect that students will recognize student responsibility to direct inquiry and dissent peacefully through such channels.

The Board can tolerate no activity which disrupts the normal processes of instruction, study, research, service, assembly, and administration. Neither can the Board accept conduct which encourages or incites others to disrupt the functions of the College. Specifically included in the intent of this statement is prohibition of demonstrations inside any buildings and to require registration of a proposed demonstration in other areas with the Dean of Students' Office as a means of providing for appropriate utilization of space. The required registration will be made in accordance with the Scheduling of Events Section of the Longwood College Student Handbook.

Any person from within the College community found guilty of the above noted offenses in regard to disruption may be subject to disciplinary action including suspension, removal from any association with the College, or other serious penalties. These offenders may also be prosecuted through the courts. Persons found guilty of disruption who are not members of the College community are also liable to prosecution in the courts.

Adopted by the Board of Visitors November 7, 1969.
Amended February 4, 1971, May 12, 1972, August 1, 1974.

Proposed rescission

Propose rescission of this policy as it duplicates other existing statements.

- | | |
|------------------|---|
| Paragraphs 1 - 3 | Introduction |
| Paragraph 4 | Due process guaranteed in Joint Statement of Rights and Freedoms |
| Paragraphs 5 - 9 | Disruption of academic process is prohibited in Longwood's Conduct Regulations. |

Appendix Qq - April 6, 1984

EDUCATIONAL AND GENERAL
FISCAL YEAR 1983-84

REVENUE:	Actual-to-Date March 31, 1984		Projected Fiscal Year 1983-84		Actual as Percent of Projected	
	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
Tuition and Fees	2,523,952	0	2,400,000	0	99%	
State General Fund Appropriations	6,063,455	273,073	6,063,455	282,373	100%	97%
State Central Fund Appropriations	0	0	280,000	0	0%	
State General Fund 1.5% Budget Cut	-92,231	0	-92,231	0	100%	
Federal Grants and Contracts	0	588,769	0	684,954		86%
Private Gifts, grants and Contracts	0	53,100	0	55,176		96%
Sales and Services of E&G Activities	23,901	0	57,815	0	41%	
Federal Workstudy	0	0	0	100,000		0%
Other Sources	55,091	0	70,110	0	79%	
	<u>8,634,168</u>	<u>914,942</u>	<u>8,979,149</u>	<u>1,122,533</u>	<u>96%</u>	<u>82%</u>
EXPENDITURES:						
Instruction	3,771,277	66,144	5,001,213	158,413	75%	42%
Research	0	11,236	0	24,309		46%
Public Service	2,438	0	3,258	0	75%	
Academic Support	751,594	21,087	1,023,594	24,271	73%	87%
Student Services	371,301	25,137	497,307	30,543	75%	82%
Institutional Support	1,222,177	43,269	1,441,927	61,861	85%	70%
Operation and Maintenance of Plant	1,000,925	75	1,011,850	13,227	99%	1%
Scholarships and Fellowships	0	602,377	0	807,904		74%
	<u>7,119,712</u>	<u>769,847</u>	<u>8,979,149</u>	<u>1,122,533</u>	<u>79%</u>	<u>69%</u>
NET INCREASE (DECREASE)	<u>1,514,456</u>	<u>145,095</u>	<u>0</u>	<u>0</u>		

LONGWOOD COLLEGE

Auxiliary Enterprise
Fiscal Year 1983-84

REVENUES:	Actual-to-Date	Projected	Actual as
	March 31, 1984	Fiscal Year	Percent of Projected
Residence Hall Fee	2,338,095	2,394,658	98%
Food Service	1,949,038	1,987,000	98%
Athletic Fee	617,416	629,630	98%
Student Auxiliary Services	354,221	361,267	98%
Student Union Fee	173,699	177,068	98%
Summer Conferences	154,841	279,908	55%
Health Service Fee	153,604	156,039	98%
Laundry Fee	78,857	81,218	97%
Federal workstudy	82,057	82,057	100%
Counseling Fee	56,198	57,306	98%
Golf Course Fee	56,111	63,023	89%
Faculty Staff Housing	15,762	16,906	93%
Bookstore	12,858	14,828	86%
Intramurals	10,585	10,795	98%
Other	209,426	213,460	98%
	<u>6,262,760</u>	<u>6,515,423</u>	<u>96%</u>
EXPENDITURES:			
Residence Halls	916,573	1,521,325	60%
Food Services	1,687,745	2,352,479	71%
Athletics	555,703	824,693	67%
Student Auxiliary Services	411,661	571,752	72%
Student Union	90,663	151,360	60%
Summer Conferences	254,805	272,677	93%
Health Services	123,043	182,873	67%
Laundry Services	63,700	96,193	66%
Counseling Services	54,960	83,213	66%
Golf Course	55,530	85,469	65%
Faculty/Staff Housing	36,367	44,020	83%
Bookstore	849	1,978	43%
Intramurals	10,954	17,221	64%
Other Auxiliary	198,065	300,170	66%
	<u>4,460,619</u>	<u>6,515,423</u>	<u>68%</u>
NET INCREASE (DECREASE)	<u>1,802,141</u>	<u>0</u>	

LONGWOOD COLLEGE

WHEREAS, on February 3, 1984, the Board of Visitors of Longwood College (the "Board") adopted a resolution (the "Original Resolution") regarding the sale of up to \$739,500 of the Commonwealth of Virginia Higher Educational Institutions Bonds, 1984 Series , with an appropriate series designation (the "Bonds"), to finance the cost of the renovation of the Main and North Cunningham Residence Halls (the "Project") at Longwood College (the "College");

WHEREAS, the Original Resolution pledged revenues from the College's state owned housing to the payment of the principal of, premium, if any, and interest on the Bonds;

WHEREAS, in the Original Resolution, the Board found, determined and declared that the pledged revenues would be sufficient to pay the current expenses of operating all of the College's state owned housing (the "Current Expenses"), the principal of, premium, if any, and interest on the Bonds, and existing debt service payable from such pledged revenues so long as the average interest rate on the series of bonds of which the Bonds are a part did not exceed 9% per annum; and

WHEREAS, it has come to the attention of the Board that in order to sell the Bonds in the present tax-exempt bond market, the average interest rate on the series of bonds of which the Bonds are a part may be as high as 9.5% per annum.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF VISITORS OF LONGWOOD COLLEGE:

1. It is hereby found, determined and declared that, based upon a revised feasibility study for the Project as attached hereto as Exhibit A, the anticipated net revenues pledged pursuant to the Original Resolution will be sufficient to pay the Current Expenses, the principal of, premium, if any, and interest on the Bonds, and existing debt service payable from such revenues, as the same become due, so long as the average interest rate on the series of bonds of which the Bonds are a part does not exceed 9.5% per annum.

2. Subject to the change in the average interest rate provided for above, all other matters contained in the Original Resolution are hereby confirmed and approved, and the Original Resolution shall be deemed amended hereby and readopted as so amended.

I, Richard L. Irby, Secretary of the Board of Visitors of Longwood College, do hereby certify that the foregoing is a true and correct copy of a resolution adopted at the meeting of the Board of Visitors of Longwood College, duly convened and held on April 6, 1984, at which a quorum was present and voting, and that such resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of Longwood College this _____ day of May, 1984.

LONGWOOD
Proposed TUITION & FEES, 1984-85

IN-STATE STUDENTS

	<u>1983-84</u>	<u>1984-85</u>	
		<u>Residential</u>	<u>Day</u>
Tuition			
Undergraduate	\$ 930	\$1,155	1,155
Graduate	930	1,320	1,320
Comprehensive Fee	755	847	640
Intramural Fee	5	6	6
Student Activity Fee	45	50	50
Room	1,195	1,235	-
Board	995	1,090	-
TOTAL IN-STATE TUITION AND FEES			
Undergraduate	\$3,925	4,382	11.6% increase
Graduate	3,925	4,577	16.6% increase

OUT-OF-STATE STUDENTS

	<u>1983-84</u>	<u>1984-85</u>	
Tuition			
Undergraduate	\$1,680	2,380	
Graduate	1,680	2,380	
Comprehensive Fee	755	847	
Intramural Fee	5	6	
Student Activity Fee	45	50	
Room	1,195	1,235	
Board	995	1,090	
TOTAL OUT-OF-STATE TUITION AND FEES			
Undergraduate	4,675	5,608	20% Increase
Graduate	4,675	5,608	20% Increase

CONFIDENTIAL

LONGWOOD

OTHER FEES (1983-84 and Proposed 1984-85)

FEE	1983-84	1984-85
Internship and Student Teaching Supervisory fee, in addition to tuition based on credit hours and other applicable fees	100	100
Virginia, UG part-time student, per credit hour	40	49
Virginia, G, part-time student, per credit hour	40	55
Non-Virginia, UG & G part-time student, per credit hour	70	100
Thesis Fee	190	250
Diploma Fee	12	15
Application Fee	15	15
Orientation Fee		15
Re-admission Fee	10	10
Deposit Fee (All Students)	90	90
Automobile Registration	5	10
Transcript Fee (first copy)	4	4
Transcript Fee (additional copy at same time)	1	1
Part-Time Student Comprehensive Fee, 7-11 credit hours, per credit hour	20	22

CHARTER
of the
INTERNAL AUDIT DEPARTMENT
LONGWOOD COLLEGE
FARMVILLE, VIRGINIA

Originally approved by the Audit Committee of the Board of Visitors, Longwood College on

The policies adopted herein will govern the activities of the Internal Audit Department of Longwood College.

Longwood College
Internal Audit Charter

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I. Foreword

The Internal Audit Department of Longwood College has prepared this Internal Audit Charter to serve as a guide in the performance of its duties. The Charter does not include, nor is it intended to include, all of the department's duties or responsibilities as they may exist from time to time.

II. Introduction

Internal auditing involves reviewing and appraising the activities of an organization, examining the integrity of its records, and evaluating the effectiveness of operations. The internal audit function is also concerned with ensuring that effective internal controls are in place and are functioning as designed.

The Internal Audit Department is responsible for the performance of all internal audit procedures for all departments of Longwood College.

The Internal Audit Charter will:

- A. Create a formal written record of the policies of the Internal Audit Department.
- B. Provide a basis for the evaluation of the performance of the Internal Audit Department by the Board of Visitors of the College, the management of the College, and the external auditors.
- C. Serve as a basic document in the organization and administration of the Internal Audit Department.

As used herein, the term "external" shall refer to representatives of or the activities of the Auditor of Public Accounts for the Commonwealth of Virginia, independent Certified Public Accountants (the CPA) and auditors from organizations, governmental or commercial, outside the College.

III. Objective

The overall objective of the Internal Audit Department is to assist the members of the Board of Visitors and the management of the College in the effective discharge of their responsibilities by furnishing them with objective analyses, appraisals, recommendations, counsel and information concerning the activities reviewed. The Internal Auditor is concerned with any phase of business activity wherein he can be of service to the Board and to management.

To accomplish this objective, the audit plan of the Internal Audit Department will provide for an evaluation of the following:

- A. The adequacy of the College's system of internal controls. Internal controls are those procedures that:
 1. Safeguard assets through an established system of checks and balances.
 2. Ensure the reliability of financial data and reports prepared therefrom.
 3. Ensure compliance with institutional policies and procedures and externally-imposed regulations.
- B. The degree of compliance with the College's systems of internal controls.
- C. The economy, efficiency and effectiveness of financial, administrative, and academic management.
- D. The adequacy of compliance with applicable Federal, State and local laws and regulations.

IV. Standards for the Professional Practice of Internal Auditing

In 1978, the Institute of Internal Auditors, Inc., (IIA), an international organization dedicated solely to the advancement of the internal auditor and the internal auditing profession, adopted international "Standards for the Professional Practice of Internal Auditing".

The Internal Audit Department of Longwood College recognizes the benefits of these standards and hereby adopts the "Standards for the Professional Practice of Internal Auditing" as an integral part of the department's charter.

CONFIDENTIAL

V. Generally Accepted Auditing Standards

The American Institute of Certified Public Accountants has promulgated Generally Accepted Auditing Standards (GAAS) through Statements of Auditing Standards, Industry Audit Guides and other professional releases. The Comptroller General of the United States has also issued Standards for Audit of Governmental Organizations, Programs, Activities and Functions.

The Internal Audit Department endorses and adopts the appropriate use of GAAS and the Standards for Audit of Governmental Organizations, Programs, Activities and Functions.

VI. Reporting Responsibilities

The Internal Auditor shall have direct access to the College's Board of Visitors through an established reporting relationship with the Audit Committee of the Board of Visitors. The Internal Auditor shall also have direct access to the Rector of the Board of Visitors of the College in any instance where the Internal Auditor believes that such access is needed to fulfill the stated objectives of the department.

The Internal Auditor shall meet with the Audit Committee on a regularly scheduled basis to discuss:

- A. Audit Reports issued to the Audit Committee and the President of the College.
- B. Detailed Audit Plan for the three-year period.
- C. Relationships of the Internal Audit Department and external auditors.
- D. Any limitations on the scope of internal audits imposed by College management, and
- E. Any administrative problems created by limitations imposed by College management.

The Internal Auditor shall have direct access to the President of the College through a simultaneous reporting relationship. It is the responsibility of the Internal Auditor to ensure that the President of the College is aware of all matters that have been discussed or will be discussed with the Audit Committee of the Board of Visitors, or the Rector of the Board of Visitors.

VII. Authority

The Internal Audit Department shall have unrestricted access to all College activities, records, properties and personnel applicable to the area under review. The Board of Visitors has endorsed this right and has resolved that the scope of internal audit activities not be restricted by actions of College management.

The Internal Audit Department recognizes that certain items of the College are confidential in nature and special arrangements will be made when examining and reporting on such items.

VIII. Independence

The Internal Audit Department can be independent only when the department can work freely and objectively. Independence, in fact and in appearance, permits the Internal Auditor to render the impartial and unbiased judgments essential to the proper conduct of any internal audit.

The organization/reporting structure of the Internal Audit Department has been established to ensure that the department will be independent in organization and in function. The Internal Audit Department shall have:

A. Programming independence.

The department shall be free from control or undue influence in selection and application of audit programs, procedures and techniques.

B. Reporting independence.

The department shall be free from control or undue influence in the determination of facts revealed during examinations or in the recommendations or opinions resulting from the examinations.

C. Investigative independence.

The department shall be free from control or undue influence in the selection of areas, activities, personal relationships and managerial policies examined.

The Internal Audit Department shall be organizationally independent of all programs and operations that are to be reviewed. Participation in special projects shall be minimized or incorporated into the audit plan.

VIII. Independence (Continued)

If not included in the audit plan, all special projects shall require written approval of the Chairman of the Audit Committee.

The Internal Audit Department will not be used in the preparation or reconstruction of accounting systems, data, or records as the objectivity needed to review and report on this information would then be lost. The Internal Audit Department can act only in an advisory capacity on these matters.

The Internal Audit Department must be cognizant of the fact that independence can be impaired due to personal involvements in certain situations.

The President shall be informed immediately of all instances where a member of the College community believes that independence, in fact or in appearance, has been impaired.

IX. Responsibilities for the Detection of Errors or Irregularities

The Internal Auditor has a professional responsibility to the Board of Visitors and management of the College to conduct his/her areas of review with an attitude of professional skepticism, recognizing that the application of internal auditing procedures may produce evidential matter indicating the possibility of errors or irregularities.

An error is an unintentional mistake in financial statements which includes mathematical or clerical mistakes in the underlying records and accounting data from which the financial statements were prepared, mistakes in the application of accounting principles and oversight or misinterpretation of facts that existed at the time the financial statements were prepared.

An irregularity is an intentional distortion of financial statements or the misappropriation of College assets.

The attitude of professional skepticism must be based on the Internal Auditor's consideration of the degree of internal control within the area under review, the results of his/her review procedures, and by circumstances that raise questions concerning the integrity of management in the area under review.

If the Internal Auditor believes that a material error or an irregularity may exist in an area under review or in any other area of the College, the Audit Committee and the President shall be notified at once. The Internal Auditor should consider the implications of such an error or irregularity and determine the extent of any further review. The Internal Auditor will discuss the potential error or irregularity and its disposition with the Audit Committee and the President.

IX. Responsibilities for the Detection of Errors or Irregularities (Continued)

The internal review process alone cannot be relied upon by the Board of Visitors or management of the College to detect and prevent all errors and irregularities that may occur within the College. This is a responsibility shared by all members of the College management team.

X. System Planning and Development

The Internal Audit Department will participate, in an advisory capacity, in the planning, development, implementation, and modification of major computer-based and manual systems to ensure that:

- A. The system design and plan is adequate,
- B. Adequate controls are incorporated within the system,
- C. A thorough testing of the system is performed at appropriate stages,
- D. System documentation is complete and accurate, and
- E. The intended purpose and objective of the system implementation or modification has been met.

The Internal Auditor participating in such a review should ensure that the extent of his/her work does not affect the Internal Audit Department's independence.

XI. Cooperation with External Auditors

The Internal Auditor is responsible for coordinating the audit efforts of the Internal Audit Department with independent public accountants, the Auditor of Public Accounts for the Commonwealth of Virginia, and other external auditors representing Federal, State or local agencies that have business with the College.

The coordination of audit efforts should be in the planning and definition of the scope of proposed internal audits so that the work of all auditing groups is complementary and will provide a comprehensive, cost-effective audit.

The Internal Audit Department shall assist the Audit Committee of the Board of Visitors in the evaluation of and response to the Auditor of Public Accounts' annual examination of the College.

.XII. Audit Plan

The three-year audit plan approved by the Board of Visitors shall serve as a guide for the work to be performed. Additions and changes to the plan will be made only with written approval of the Chairman of the Audit Committee. The Internal Auditor will initiate audits pursuant to this approved plan.

Time will be set aside for special investigations and special projects.

XIII. Audit Reports

At the conclusion of each audit over 20 hours in length, an exit conference will be held with the chief financial/operational officer responsible for the area under review and the individual in charge of the department or activity under review. All Internal Audit findings and recommendations will be discussed with the representatives of management and management will be requested to provide their response to such findings and recommendations.

A formal audit report will be prepared after the exit conference is held. This report will contain a summary of the function of the department or area under audit, the objective of performing the audit, the audit work performed, explanations of major weaknesses noted during the audit, our recommendations for improvements thereon, and management's response to such. All internal audit reports shall be structured to meet the needs of the Board and College Administration. Information contained shall be restricted to those who need the information and those involved in responding to comments. This ensures complete candor and objectivity.

The audit report will be discussed with the chief financial/operational officer responsible for the area under review prior to issuance to the Audit Committee and the President of the College.

All audit reports will be issued to the Audit Committee and the President of the College and be available for discussion at the next regularly scheduled meeting of the Audit Committee of the Board of Visitors.

XIII. Audit Reports (Continued)

The Internal Audit Department will conduct a follow-up review in 30 days on audit reports issued to ensure that all recommendations have been considered and acted upon. The Audit Committee of the Board of Visitors and the President of the College will be furnished a memorandum summarizing the follow-up review.

XIV. Personnel

Minimum qualifications for each position within the department have been established by the Commonwealth of Virginia; however, additional experience, training, specialized skills as well as intelligence, adaptability, promotability, an inquiring mind, analytical ability, good business judgment, and an ability to communicate with individuals must be considered in the employment process.

The Internal Auditor should report annually to the Audit Committee and the President of the College as to the effectiveness of the present staff in fulfilling the stated objectives of the Internal Audit Department.

XV. Training

The College recognizes the need for members of the Internal Audit Department to "stay current" on accounting issues and auditing techniques in the college field.

To fulfill this need, the Internal Audit Department will require each representative of the department to obtain at least 40 hours of continuing education credits annually.

XVI. Investigations

The Internal Audit Department shall be notified in all cases where assets have or are thought to have been lost through embezzlement or other security breaches in the financial and operating systems of the College. Immediately upon such notification, the Internal Auditor should ensure that the Audit Committee, the President, and the Auditor of Public Accounts have been notified of the potential loss.

The Internal Audit Department and/or the Auditor of Public Accounts will perform sufficient tests to identify the weaknesses in financial and operating procedures which permitted the loss to occur and recommend improvements to the procedures to correct these weaknesses.

At the completion of the Internal Audit Department's and/or Auditor of Public Accounts' tests of the financial and operating procedures, a complete report will be prepared for the Audit Committee of the Board of Visitors, and the President of the College.

When information comes to the attention of the Internal Audit Department which indicates that a criminal act may have occurred, the following guidelines will be used:

- A. When information comes to the Internal Audit Department's attention that would indicate that a criminal act has, in fact, occurred, this information will be referred to the College's President for handling. The Rector of the Board and the Chairman of the Audit Committee will be notified, also.

B. When information comes to the Internal Audit Department's attention that would indicate the possibility that a criminal act may have occurred, the Internal Audit Department will consult with the Attorney General's Office as to the legal status of such an act.

1. If the Attorney General believes that such an act has, in fact, been criminal in nature, the Internal Audit Department will refer this information to the Rector of the Board, the Chairman of the Audit Committee, and the College President for handling.

2. If the Attorney General believes that such an act has not been criminal in nature, the Internal Audit Department will review the act with the Rector of the Board, the Chairman of the Audit Committee, and the College President, and inform them of the Attorney General's opinion. Additional work may be performed to satisfy any area of concern.

The investigation of the specific event with the objective of recovery and/or prosecution is the responsibility of the President, Campus Police, Auditor of Public Accounts, and State Police with the decision to prosecute being the responsibility of the Attorney General and the appropriate Commonwealth's Attorney.

STUDENT AFFAIRS COMMITTEE

July Meeting

Agenda

1. Information Item:
 - a. Plans for Fall 1984
2. Action Items
 - a. Parking Policy

REPORT OF THE ACADEMIC AFFAIRS COMMITTEE
to the
LONGWOOD COLLEGE BOARD OF VISITORS

April 5, 1984, 1:45 p.m. in the Virginia Room

Members Present: Dr. Conley, Chair
Dr. Thompson
Gen. Wilson
Dr. Haltzel

Others Present: Dr. Greenwood
Mr. Barry
Mr. Rust
Mr. Watson
Mr. Perry
Dr. Pleasants
Ms. Graeber
Ms. Pretlow
Ms. Holland
Dr. Armstrong
Dr. Webber
Ms. Gorski

INFORMATION ITEMS

The following information items were discussed during the meeting of the Academic Affairs Committee:

Registrar's Report (Item 1 a.) The report listed the number of degree candidates, grade distribution for the fall semester and the Dean's List Statistics for the Fall Semester.

Summer School Report (Item 1.b) Longwood will offer two five-week undergraduate sessions and two four-week graduate sessions. The first session of summer school will begin on May 22, which is one week earlier than in the past.

New Program in Special Education (Item 1.c) This program was approved by the State Council two years ago and will be in place at the beginning of the 1984-85 academic year. The program permits selection of one of two tracks -- Emotionally Disturbed or Learning Disabled. The primary objectives of this undergraduate program are to prepare students to become skilled teachers; to provide staff development programs in special education for the teachers in Southside Virginia; and to offer support programs for Longwood students in other human service majors.

New Curriculum for the Department of Business and Economics (Item 1.d) The new curriculum contains revisions in the B.S. in Business Administration programs and will meet

accreditation guidelines of the American Assembly of Collegiate Schools of Business. The programs in Business Education and Office Administration have also been revised.

1984 Summer Bridge Program (Item 1.e) The program proposal for 1984 has been submitted to State Council and if accepted is designed to offer a six weeks readiness program for approximately 35-40 Virginia residents, principally Blacks. Students accepted into this program will be automatically accepted for admission to Longwood College.

Committee on Committees (Item 1.f) A subcommittee will present its report to the full committee and to the OTF in April 1984 with a final report to be submitted to the Board in July.

Progress Report on Access to Student Records (Item 1.g) This committee has drafted a revised policy and uniform procedures for implementation which will be reviewed by the Office of the Attorney General and by the President before being brought to the Board for action in July.

Appointment of New Department Head (Item 1.h) Dr. Donald C. Stuart, III, Associate Professor of English, has been appointed head of the Department of English, Philosophy and Foreign Languages effective July 1, 1984.

Long-range Planning Coordinators (Item 1.i) The President has selected Professor Maurice Maxwell of the Department of Natural Sciences as Coordinator of Long-range Planning, effective July 1, 1984. He will serve full-time in the summer and one-half time during the academic year. He will report to the President. Ms. Barbara Bishop was appointed by the Board of Visitors in 1978 as Executive Director of Longwood's Fine Arts Center. She will be giving up her responsibilities as head of the Department of Art, effective July 1, 1984, in order to provide leadership for the Fine Arts Center. She will report to Vice-President Haltzel.

Progress Report of the College Governance Review Committee (Item 1.J) Ms. Barbara Gorski, chairperson of this committee, reported that the committee has come up with many questions and answers, but no final model to present to the Board. Ms. Gorski reported that classified and administrative personnel do not have an organized structure for representation, a fact that has delayed the proposal of a final model to present to the Board. Ms. Gorski stated that her committee would have a final model to present to the Board at its November 1984 meeting.

Harold W. Conley

Dr. Harold W. Conley, Chair
Academic Affairs Committee of the
Longwood College Board of Visitors

REPORT OF THE ACADEMIC AFFAIRS COMMITTEE
to the
LONGWOOD COLLEGE BOARD OF VISITORS

Members Present: Dr. Conley, Chair
Dr. Thompson
General Wilson
Dr. Haltzel

Others Present: Dr. Greenwood
Mr. Barry
Mr. Watson
Mr. Perry
Ms. Holland
Ms. Pretlow
Ms. Graeber
Dr. Pleasants
Mr. Rust
Dr. Armstrong

ACTION ITEMS

Personnel Actions (Item 2.e (1-7)) of the Confidential Report) On behalf of the Academic Affairs Committee, I recommend that the Board of Visitors award the rank of Professor Emeritus to Ms. Emily Barksdale, former Associate Professor of Spanish.

On behalf of the Academic Affairs Committee, I recommend that the Board of Visitors endorse the resignations of Dr. Carol Altizer-Tuning, Dr. Betty A. Bowman, Mr. Hollis W. Powers, and Dr. Charles W. Sydnor, Jr.

On behalf of the Academic Affairs Committee, I recommend that the Board accept the salary proposals listed on pages 2.e(2) thru 2.e.(7) of the Confidential Report.

Promotion (Item 2.f (1)) On behalf of the Academic Affairs Committee, I recommend that the Board approve the following candidates for promotion:

To Professor: Dr. Paul S. Hesselink

To Associate Professor: Dr. William R. Harbour and
Dr. Bette L. Harris

Tenure (Item 2.g.(1)) On behalf of the Academic Affairs Committee, I recommend that the Board of Visitors award tenure to:

Dr. Patrick G. Barber

Dr. Louard Egbert, Jr.
Dr. Owen F. Fields
Dr. James W. Jordan
Mr. Thomas A. Williams

Academic Affairs Policies and Procedures (Items 2.a thru 2.a 3)) On behalf of the Academic Affairs Committee, I recommend that the Board of Visitors endorse the proposed policies and procedures as amended.


The Selection of Department Heads (page 2.a.2)(d.2) was amended to read, "Department Heads shall be appointed for renewable terms not to exceed three years by the President acting upon the recommendation of the Vice-President for Academic Affairs....."

Degree Programs (Item 2.b) On behalf of the Academic Affairs Committee, I recommend that the Board of Visitors authorize the submission to State Council of the program proposals that may be initiated between 1986 and 1993 as cited on page 2.b.

Delegation of Authority (Item 2.c) On behalf of the Academic Affairs Committee, I recommend that the Board of Visitors approve the Delegation of Authority as amended as it relates to hiring below the Vice-Presidential level. The word "approval" on page 2.c(2) line three was changed to "affirmation."

Faculty Achievement Awards (Item 2.d) On behalf of the Academic Affairs Committee, I recommend that the Board of Visitors approve the awarding of Faculty Achievement Awards in the amount of \$1,000 each to the following individuals:

Mr. Mark Baldrige
Dr. Eleanor W. Bobbitt
Mr. Charles B. Bolding
Dr. David A. Breil
Dr. Martha E. Cook
Dr. L. Raymond Fawcett
Dr. William L. Frank
Dr. William R. Harbour
Dr. Charles F. Lane
Dr. Michael Lund
Dr. Gilbert J. Millar
Dr. Rosemary Sprague
Dr. Mary S. Woodburn



Dr. Harold W. Conley, Chair
Academic Affairs Committee for the
Longwood College Board of Visitors

CONFIDENTIAL

Revised

AGENDA

ACADEMIC AFFAIRS COMMITTEE
April 5, 1984
Virginia Room

Presenter: Dr. Harold Conley

EXECUTIVE SESSION TO DISCUSS PERSONNEL ACTIONS

Pursuant to Section 2.1-344(a)(1) of the Code of Virginia, the following personnel actions are presented for approval:

2. e. Personnel Actions (pages 2.e(1-7) of the Confidential Section)
- f. Promotion (pages 2.f.(1-18))
- g. Tenure (pages 2.g. (1-42))

OPEN SESSION

1. Information Items
 - a. Registrar's Report (pages 1.a(1-2))
 - b. Summer School Report (page 1.b)
 - c. New Program in Special Education (page 1.c)
 - d. New curriculum for the Department of Business and Economics (page 1.d)
 - e. 1984 Summer Bridge Program (page 1.e)
 - f. Committee on Committees (page 1.f)
 - g. Progress Report on Access to Student Records (page 1.g)
 - h. Appointment of New Department Head (page 1.h)

- i. Long-range Planning Coordinators (page 1.i)
- j. Progress Report of the College Governance Committee (page 1.j)

2. Action Items

a. Academic Affairs Policies and Procedures (page 2.a)

1) Endorse existing policies which currently direct practice

(a) Access to Library Materials and Services (page 2.a.1)(a))

2) Endorse substantive revision of existing policy

(a) Commencement and Awarding of Degrees (page 2.a.2)(a))

(b) Salary Rate -- Adjunct and Overload (page 2.a.2)(b))

(c) Rank of Lecturer (page 2.a.2)(c))

(d) Selection and Evaluation of Department Heads (page 2.a.2)(d.1-3))

(e) Summer Compensation for Department Chairmen (page 2.a.2)(e))

3) Rescind existing policy

(a) Code of Virginia Requirement on Report of Athletic Receipts (page 2.a.3)(a))

(b) Statement on Accreditation (page 2.a.3)(b))

(c) Faculty and Administrative Salaries (page 2.a.3)(c))

(d) Faculty Liaison Committee of the Board of Visitors (page 2.a.3)(d))

(e) General Employment Policy (page 2.a.3)(e))

(f) Procedure for Promotion and Tenure (page 2.a.3)(f.1-3))

(g) Appointment of Department Heads (page 2.a.3)(g))

(h) Programs and Program Directors (page 2.a.3)(h.1-2))

b. Degree Programs (page 2.b)

c. Delegation of Authority (pages 2.c.(1-2))

d. Faculty Achievement Awards (pages 2.d.(1-2))

- e. Personnel Actions (pages 2.e(1-7) of the Confidential Section)
 - f. Promotion (pages 2.f.(1-18) of the Confidential Section)
 - g. Tenure (pages 2.g(1-33) of the Confidential Section)
3. Setting of the July Agenda
 4. Review of the Meeting

CONFIDENTIAL

ACADEMIC AFFAIRS

Presenter: Dr. Conley

Information Items

POLICY: Registrar's Report

BY-LAWS: Committees (Article V)

EXPLANATION: The Registrar's Report for the 1984 Spring Semester is attached.

BOARD REPORT

I. Degree Candidates

	1980-81		1981-82		1982-83		1983-84	
	Bac	Mas	Bac	Mas	Bac	Mas	Bac	Mas
Completed Summer	30		25	58	34	22	30	13
Completed December	85		80	16	88	9	83	7
Completed May	315		373	20	358	26	*378	*27
Total Degree Candidates	430	82	478	94	480	57	*491	*47

*Subject to satisfactory completion of work in progress.

II. Undergraduate Grade Distribution, Fall Semester

	1980-81	1981-82	1982-83	1983-84
A	23.2%	23.7%	20.8%	22.0%
B	34.7%	33.6%	32.1%	31.6%
C	25.2%	25.0%	25.2%	26.5%
D	8.1%	7.6%	9.6%	9.2%
F	5.5%	5.4%	8.2%	6.3%
W or Inc	1.6%	2.5%	2.4%	2.9%
P	1.7%	2.2%	1.7%	1.4%

Distribution percentages are based on undergraduate grades only and do not include grades for student teaching.

III. Dean's List Statistics, Fall Semester

	1980-81	1981-82	1982-83	1983-84
Students on Dean's List	281 (13.0%)	285 (12.0%)	252 (10.1%)	262 (10.7%)
Students with 4.00 Fulltime Undergraduates	52 (2.3%)	50 (2.0%)	38 (1.6%)	54 (2.2%)
	2292	2307	2428	2456
Males on Dean's List	30 (5.9%)	33 (5.8%)	46 (7.1%)	58 (7.6%)
Males with 4.00 Fulltime Undergraduate Males	5 (1.0%)	7 (1.2%)	6 (.9%)	9 (1.2%)
	511	573	646	759
Females on Dean's List	251 (14.1%)	252 (14.5%)	206 (11.6%)	204 (12.0%)
Females with 4.00 Fulltime Undergraduate Females	47 (2.6%)	43 (2.5%)	32 (1.8%)	45 (2.7%)
	1781	1734	1782	1697

CONFIDENTIAL

ACADEMIC AFFAIRS

Presenter: Dr. Harold Conley

Information Item

POLICY: Plans for Summer School

BY-LAW: Article X, Curriculum

Longwood College proposes to continue its basic pattern of summer school by offering two 5-week undergraduate sessions and two 4-week graduate sessions. The first undergraduate session will begin a week earlier than has been the pattern in the hope that it will prove more attractive to Longwood students. Other special efforts are being made to increase summer enrollment.

CONFIDENTIAL

ACADEMIC AFFAIRS

Presenter: Dr. Harold Conley

Information Item

POLICY: New Program in Special Education

BY-LAW: Article X, Curriculum

The primary objectives of the proposed undergraduate program in Special Education are: (a) to prepare students to become skilled teachers of emotionally disturbed and/or learning disabled children; (b) to provide staff development programs in special education for the teachers in Southside Virginia area, and (c) to offer support programs and course work to meet the needs of Longwood students in other human service majors who are preparing to work in developmental disability type settings. The program permits selection of one of two tracks -- Emotionally Disturbed or Learning Disabled.

The major in Special Education will qualify graduates for the Virginia Collegiate Professional Certificate. Graduates will be certified to teach in public schools or other institutional settings in grade levels K-12.

The Department of Education is conducting a national search for a faculty member to develop the program.

CONFIDENTIAL

ACADEMIC AFFAIRS

Presenter: Dr. Harold Conley

Information Item

POLICY: New Curriculum for the Department
of Business and Economics

BY-LAW: Article X, Curriculum

The Academic Affairs Council has approved revisions in the B.S. in Business Administration Programs offered by the Department of Business and Economics. The newly approved programs will meet the accreditation guidelines of the American Assembly of Collegiate Schools of Business. The programs in Business Education and Office Administration have also been revised.

1983-84 Program

	<u>Core</u>		<u>Concentration</u>
Accounting	33		21
Finance	33		18
Management	33		18
Marketing	33		18
General Business	33		18 elective hours
Business Education	----	48	----
Office Administration	----	54	----

1984 Program

	<u>Lower</u>	<u>Upper</u>	<u>Concentration</u>
	<u>Division</u>	<u>Division</u>	
Accounting	24	30	21
Finance	24	30	18
Management	24	30	18
Marketing	24	30	18
General Business		Program Eliminated	
Management Information Systems	24	30	18
Business Education		30	27
Office Administration		30	30

CONFIDENTIAL

ACADEMIC AFFAIRS

Presenter: Dr. Harold Conley

Information Item

POLICY: 1984 Summer Bridge Program

BY-LAW: Article X, Curriculum

Longwood College is proposing a six-week readiness program beginning June 25, 1984 designed to serve approximately 35-40 Virginia residents, principally Blacks, whose academic credentials may be slightly below regular admitted students who may have specific readiness weaknesses in reading, writing, mathematics, or the sciences. The proposal presently being reviewed by on-campus groups calls for admission contingent only on participation in the summer program. Furthermore, that proposal suggests that program participants receive no credit towards graduation except in physical education. Longwood College has submitted a proposal to the State Council for \$60,000 for the program.

CONFIDENTIAL

ACADEMIC AFFAIRS

Presenter: Dr. Harold Conley

Information Item

POLICY: Progress Report of the Committee on Committees

BY-LAW: Article II, Section 2, b.

For the past fourteen months a subcommittee of the Committee on Committees, under the co-chairmanship of Professor Susan May and Dr. Ray Rothermel, has developed a thorough revision of the College Committee structure. The full Committee and the OTF will review this proposal in April 1984. If approved, the new committee purposes (or charges) should provide a home for most of the topics and issues that may arise on the Longwood campus. A final report will be presented to the Board in July.

CONFIDENTIAL

ACADEMIC AFFAIRS

Presenter: Dr. Harold Conley

Information Item

POLICY: Progress Report on Policy on Access to Student Records

BY-LAW: Article VII, Section 3.g., The President of the College

The committee charged with developing a new College policy on access to student records has surveyed the policies of other Virginia institutions of higher education and has carefully studied applicable federal and state law. The committee has drafted a revised policy and uniform procedures for implementation, which will be reviewed by the Office of the Attorney General and by the President before being brought to the Board for final action in July.

CONFIDENTIAL

ACADEMIC AFFAIRS

Presenter: Dr. Harold Conley

Information Item

POLICY: New Department Head

BY-LAW: Article VII, Sections 3 and 5

Donald C. Stuart, III, Associate Professor of English, has been appointed head of the Department of English, Philosophy and Foreign Languages, effective July 1, 1984. Dr. Stuart received the B.A. degree from Hamilton College, the M.A. from Duke University, and the Ph.D. from the University of Virginia. He joined the Longwood faculty in 1966. Dr. Stuart has been involved in numerous Longwood activities, including the AAUP, the Committee on the Allocation of Academic Resources, and the Arts and Sciences Honors Program.

(Revised)

Appendix B - 4/5-6/84

Agenda

Meeting of the Board of Visitors

April 5-6, 1984

Thursday, April 5, 1984:

9 a.m. - 10:30 a.m.:	Advancement Committee - Prince Edward Room
	Student Affairs Committee - Virginia Room
10:45 a.m. - 12:15 p.m.:	Business Affairs Committee/Internal Audit Committee - Prince Edward Room
12:30 p.m. - 1:30 p.m.:	Lunch - Board Room
1:45 p.m. - 3:45 p.m.:	Academic Affairs - Virginia Room
4 p.m. - 5:30 p.m.:	Open forum with Academic Affairs Committee - Virginia Room
6:30 p.m.:	Social - Longwood House
7 p.m.:	Dinner/Program - Longwood House

Friday, April 6, 1984:

7:30 a.m. - 8:30 a.m.:	Breakfast with College community - Prince Edward Room
8:45 a.m. - 10 a.m.:	Executive Committee - Board Room
11 a.m.:	Public meeting of the Board:- Prince Edward Room

1. Call to order
2. Informational reports:
 - a. Academic Affairs Committee - Dr. Conley
 - b. Student Affairs Committee - Mrs. Pretlow
 - c. Business Affairs Committee/Internal Audit Committee - Dr. Pleasants
 - d. Advancement Committee - Mr. Rust
 - e. Executive Committee - Mr. Rust

EXECUTIVE SUMMARY

Basic Facts

Academic Affairs

136.5 full-time teaching faculty members
6 professional librarians
30 undergraduate majors offered
28 undergraduate minors offered
6 master's programs offered
850 individual courses offered

Library holdings of more than 200,000 books and bound periodicals, more than 1,500 periodical subscriptions, and more than 75,000 slides, filmstrips, microforms, and pamphlets.

Accredited by the Southern Association of Colleges and Schools, the National Council for Accreditation of Teacher Education, and the Virginia State Board of Education. On the list of colleges approved by the American Association of University Women.

Intercollegiate teams in 8 sports for women, 6 sports for men, and one sport educational.

Student Affairs

Applications for admission to Longwood are two percent ahead of last year at this time.

There are 1,425 students receiving financial aid during the 1983-84 year. (799 of these students participate in the work-study program.)

During the year, the housing office facilitated almost 600 room changes.

During this semester, 65 students have been involved with counseling services on an individual basis, and 44 students have been involved in group programs.

During the month of February, 1,488 persons were involved with the student health services. (27 of these persons were staff.)

During this year, the Campus Police have registered 1,221 student vehicles. The number of parking citations issued is 2,078.

Business Affairs

Even though the College was subjected to substantial reversions of State general funds during 1982-83 and 1983-84, thus far the total operating budget for Academic Affairs was not reduced.

Even though the State provided no funds for faculty salary increases in 1983-84, the faculty salary average was increased by more than 5% as a result of across-the-board increases, promotional increases, merit increases (forthcoming), other salary adjustments, resignations, and new appointments.

The Student Work Experience Program was begun in June, 1983 and funded through reallocation within Business Affairs.

Tuition and fees for 1983-84 for Virginia residence hall students is \$3,925.

Institutional Advancement

Public image and positive media attention at Longwood have been enhanced greatly through a focus on accomplishments.

Alumni contributions have increased from \$43,413 to \$101,847 in two years.

Alumni annual donors have increased from approximately 1,700 to 3,928 in two years.

Thirteen new records for private support were set in 1983.

The duPont challenge was intended to spur very special major gifts and not reduce the annual fund effort. (Pages 1.a(1-4) Advancement Committee Report)

Major Business at April Board Meeting

Academic Affairs

Reappointment, promotion (Pages 2.f(1-19) Confidential Report of the President) and tenure (Pages 2.g.(1-33) Confidential Report of the President) cases.

Revision of policies and procedures in Academic Affairs. (Pages 2.a - 2.a3)(h.2) Academic Affairs Committee Report)

Student Affairs

Governance proposal.

Business Affairs

Determination of tuition and fees for 1984-85.

Legislative actions report. (Pages 1.a(1-2) Business Affairs Committee Report)

Institutional Advancement

Resolution on Board of Visitors' by-laws change relative to membership on Advancement Committee. (Pages 1.e(1-20) Advancement Committee Report)

Major Ongoing Challenges

Academic Affairs

Advising--in process of setting up an Office of Academic Advising.

Class size--in process of developing a policy on minimum class size.

Student credit hours--inter-area task force studying a variety of traditional and non-traditional potential courses.

Faculty salaries--continued efforts in Richmond to improve benchmark level.

Student Affairs

Computer support for tracking prospective students and following them through Longwood and into their involvement as alumni.

Having adequate dollars to furnish residence halls properly (and with taste) and to accomplish proper decor and preventive maintenance.

Some desire from students to reside off of the campus in an institution that has an established residence requirement by nature of its mission and policy.

Need for computerized career information system.

Requirements for additional parking areas and spaces.

Development of a quality freshman year experience designed to prevent attrition, continuing recruitment and enrollment of students.

Business Affairs

Level of tuition and fees.

Insufficient staff in computing services to meet the needs of administrative and academic users.

Insufficient funds for purchase of computer hardware and software.

Mainly due to the severe budget constraints during 1982-83 and 1983-84 the Business Affairs Office continues to be short-staffed.

The severe damage due to the summer drought (1983) to the grounds of the Longwood campus, including those at Longwood House and the golf course. This is compounded by the low level of funds and shortage of staff to correct the damage.

Institutional Advancement

Lack of sufficient research and records staff to implement a successful capital funds program.

Slowness in development of appropriate computerized records system.

Major Accomplishments

Academic Affairs

Approval of new curriculum in Department of Business and Economics.

Recommendations on Faculty Achievement Awards made by Faculty/Administration Committee.

Approval by the OTF of an evaluation of instruction questionnaire developed by a Faculty/Administration Committee.

The 28 students admitted to Longwood under the summer/fall conditional program completed the first semester with a group grade-point average higher than that of the freshman class as a whole.

In College-division basketball in Virginia, Valerie Turner was named female player of the year, Jerome Kersey male player of the year, and Shirley Duncan female coach of the year.

Student Affairs

Completed minority student program proposals for the summer transition and recruitment and retention programs.

Residence hall plan for furnishing student rooms and public areas, space utilization and enhancement, and facility renewal.

Establishment of an on the campus support group for students with alcohol dependency and for students with eating disorders.

Employee Health Day on January 11--blood pressure screening, information on hypertension, blood sugar screening, and seminar on weight reduction.

Free measles immunization clinic for students on March 6.

New services for student health: throat cultures to diagnose "strep throat," urinalysis, and mono spot test to diagnose mononucleosis.

Organized the "Alumni Resource File" project...mailed 5,576 letters to alumni (1968-1982) asking them to serve as resource persons, guest speakers, and experts to Longwood seniors and graduates.

Organization of an investigative arm of the Campus Police...made possible by a new organizational structure.

Progress with developing competency-based definitions for each of the 14 student development goals.

Summary and campus distribution of the American Council on Education data on Longwood freshmen, 1983.

Business Affairs

Through reallocation of staff within Business Affairs, an additional full-time classified position has been assigned to computing services and should be filled by April 15.

Received approval of the General Assembly to renovate the science facility and to purchase almost \$200,000 in science equipment for a total capital outlay cost of \$1,034,000 (all State funds).

Received approval of the General Assembly for a base budget addition of \$500,000 annually which will offset previously long-standing underfunding of the College caused by the rapid acceleration of fuel and utilities costs.

Received approval of the General Assembly for an additional \$200,000 in funds for internal assignment to strengthen College programs.

Received special funding from the Governor in the amount of \$241,000 for the conversion of two unusable coal boilers to wood/coal boilers.

Obtained hardship status under the Federal Energy Conservation Program which required the College to meet only 30% of energy projects under the program rather than 50%.

Institutional Advancement

Record alumni telefund pledges for 1984 totaling almost 5,500 pledges and \$120,000. (Page 1.c Advancement Committee Report)

Deferred gift expectancies identified totaling approximately \$400,000 since September 1983.

Increasing support for scholarship pageant by about \$1,000 through a special experience for student intern.

Completed the reorganization of the Alumni Association through voter approval of new Constitution.

Developed proposals for 20 private foundations for Fine Arts Center. (Pages 1.a(1-4) Advancement Committee Report)

Initiated work of the Longwood College Foundation Nominating Committee.

Completed work of the Longwood College Foundation By-laws Committee. (Pages 1.e(1-20) Advancement Committee Report)

Information Items

Student Affairs

April 5, 1984

Presenter: Mrs. Pretlow

1. Review of Admissions Services

The review of admissions services points out requirements for long range plans both in admissions and Longwood relevant to in state/out of state, men/women, and numbers. The requirement for a tracking system that identifies prospective students and follows them throughout their Longwood involvement is essential. The necessity for greater personalization during the recruitment and admission process is also essential.

2. Staff Development

Student Affairs staff members have been participating in a series of staff development programs to stimulate effectiveness and work quality. Sessions include: stress management, time management, assertiveness, management styles, office conflicts, and public relations.

3. Counseling Services

Last semester, the following issues were handled: 4 Rape, 7 Incest, 16 Anorexia/Bulimia, 7 Unwanted Pregnancy, 14 Physical Violence in Relationships, 3 Sexual Harassments, 7 Psychotic Breaks, 21 Alcoholism, 42 Family Problems (alcoholic parents, parents divorce, death of a parent, criminal offences by parent), 11 Severe Depression (requiring medication and/or hospitalization). All other concerns were of a more developmental nature. There is an increase in the use of the service and in the severity of concerns.

4. Student Union

In order to provide increased opportunity for socialization and recreation, the space in the lower level of the Student Union will be developed for greater student involvement and activity: games, large screen television, dancing, and a variety of food and beverage selections.

Action Items

Student Affairs

April 5, 1984

Presenter: Mrs. Pretlow

BY-LAWS Article V, Section 4

- ACTION: 1. On behalf of the Student Affairs Committee, I move that the Board of Visitors endorse the following policies which direct current practice:
- a. Office of Admissions, UNDERGRADUATE APPLICATION/READMISSION FEE (Page 2a.(1))
 - b. Office of Admissions, ADVANCE DEPOSIT FEE (Page 2a.(2))
 - c. Office of Financial Aid, COMPLIANCE WITH STATE AND FEDERAL REGULATIONS (Page 2a.(3))
 - d. Office of Student Activities, FACILITIES RESERVATIONS (Page 2a.(4))
 - e. Office of Career Planning and Placement, PLACEMENT/CREDENTIALS FILE (Page 2a.(5))
 - f. Office of Career Planning and Placement, CAMPUS RECRUITMENT (Page 2a.(6))
 - g. Campus Police, CAMPUS POLICE GUIDELINES (Page 2a.(7))
 - h. Campus Police, USE OF FIREARMS (Page 2a.(8))
 - i. General Student Life, STUDENT CONDUCT POLICY (Page 2a.(9)1-3)
 - j. General Student Life, POSSESSION OF FIREARMS (Page 2a.(10))
 - k. General Student Life, CAMPUS SOLICITATION (Page 2a.(11))
 - l. General Student Life, HONOR CODE (Page 2a.(12))

BY-LAWS Article V, Section 4

- ACTION: 2. On behalf of the Student Affairs Committee, I move that the Board of Visitors endorse the following new policies:
- a. Student Health Services, HEALTH RECORDS (Page 2b.(1))
 - b. Student Health Services, VACCINATIONS (Page 2b.(2))
 - c. General Student Life, READMISSION AFTER MEDICAL WITHDRAWAL (Page 2b.(3))
 - d. General Student Life, ALCOHOL MARKETING (Page 2b.(4)1-3)
 - e. General Student Life, ETHICAL STANDARDS (Page 2b.(5)) (Page 2b.(6)1-9)

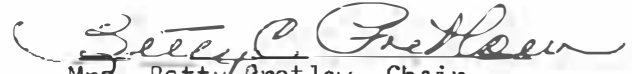
BY-LAWS Article V, Section 4

- ACTION: 3. On behalf of the Student Affairs Committee, I move that the Board of Visitors endorse substantive revisions in the following policy:
- General Student Life, PUBLICATION CODE OF LONGWOOD COLLEGE (Page 2c.(1)1-8)

BY-LAWS Article V, Section 4

ACTION: 4. On behalf of the Student Affairs Committee, I move that the Board of Visitors rescind the following existing policy:

General Student Life, STATEMENT OF RIGHTS AND RESPONSIBILITIES
(Page 2d.(1)1-2)


Mrs. Betty Rretlow, Chair

AGENDA

Student Affairs Committee

April 5, 1984

Presenter: Mrs. Pretlow

1. Information Items
 - a. Review of Admissions Services (Page 1a.b.)
 - b. Staff Development (Page 1a.b.)
 - c. Counseling Services (Page 1a.b.)
 - d. Student Union (Page 1a.b.)
2. Action Items
 - a. Endorse existing policies which currently direct practice: (Page 2a.)
 - (1) Undergraduate Application/Readmission Fee (Page 2a.(1))
 - (2) Advance Deposit Fee (Page 2a.(2))
 - (3) Compliance with State and Federal Regulations (Page 2a.(3))
 - (4) Facilities Reservations (Page 2a.(4))
 - (5) Placement/Credentials File (Page 2a.(5))
 - (6) Campus Recruitment (Page 2a.(6))
 - (7) Campus Police Guidelines (Page 2a.(7))
 - (8) Use of Firearms (Page 2a.(8))
 - (9) Student Conduct Policy (Page 2a.(9))1-3
 - (10) Possession of Firearms (Page 2a.(10))
 - (11) Campus Solicitation (Page 2a.(11))
 - (12) Honor Code (Page 2a.(12))
 - b. Endorse new policies: (Page 2b.)
 - (1) Health Records (Page 2b.(1))
 - (2) Vaccinations (Page 2b.(2))
 - (3) Readmission After Medical Withdrawal (Page 2b.(3))
 - (4) Alcohol Marketing (Page 2b.(4))1-3
 - (5) Ethical Standards (Page 2b.(5)) (Page 2b.(6))1-9
 - c. Endorse substantive revision of existing policy (Page 2c.)
 - (1) Publication Code of Longwood College (Page 2c.(1))1-8
 - d. Rescind existing policy: (Page 2d.)
 - (1) Statement of Rights and Responsibilities (Page 2d.(1))1-2
3. July Meeting Preview
4. Student Interests
5. Review of Meeting

CONFIDENTIAL

Information Items

STUDENT AFFAIRS

April 5, 1984

Presenter: Mrs. Pretlow

1. Review of Admissions Services

The review of admissions services points out requirements for long range plans both in admissions and Longwood relevant to in state/out of state, men/women, and numbers. The requirement for a tracking system that identifies prospective students and follows them throughout their Longwood involvement is essential. The necessity for greater personalization during the recruitment and admission process is also essential.

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In order to provide increased opportunity for socialization and recreation, the space in the lower level of the Student Union will be developed for greater student involvement and activity: games, large screen television, dancing, and a variety of food and beverage selections.

Action Item

STUDENT AFFAIRS

April 5, 1984

Presenter: Mrs. Pretlow

BY-LAWS

Article V, Section 4

RECOMMENDATIONS:

1. On behalf of the Student Affairs Committee, I move that the Board of Visitors endorse the following policies which direct current practice:
 - a. Office of Admissions, UNDERGRADUATE APPLICATION/ READMISSION FEE
 - b. Office of Admissions, ADVANCE DEPOSIT FEE
 - c. Office of Financial Aid, COMPLIANCE WITH STATE AND FEDERAL REGULATIONS
 - d. Office of Student Activities, FACILITIES RESERVATIONS
 - e. Office of Career Planning and Placement, PLACEMENT/ CREDENTIALS FILE
 - f. Office of Career Planning and Placement, CAMPUS RECRUITMENT
 - g. Campus Police, CAMPUS POLICE GUIDELINES
 - h. Campus Police, USE OF FIREARMS
 - i. General Student Life, STUDENT CONDUCT POLICY
 - j. General Student Life, POSSESSION OF FIREARMS
 - k. General Student Life, CAMPUS SOLICITATION
 - l. General Student Life, HONOR CODE

OFFICE OF ADMISSIONS
Undergraduate Application/Readmission Fee

Policy

Each applicant for admission, readmission, or returning student shall be assessed a fee as determined by the institution. Said fee is in addition to the normal and regular charges for the academic year or summer session and is not refundable.

Explanation

The initial application or application for readmission is an expression of interest in Longwood College. The fee charged for the application submission will demonstrate interest in attending or returning to Longwood College and will assist the institution in defraying a portion of the administrative cost in processing the applications.

OFFICE OF ADMISSIONS
Advance Deposit Fee
(Undergraduate Degree Students)

Policy

Each newly admitted student, readmitted student, or returning student shall be assessed an advance deposit fee as determined by the institution.

Explanation

The advance deposit is the student commitment to the next instructional cycle and will guarantee instructional space in that cycle.

OFFICE OF FINANCIAL AID
Compliance with State and Federal RegulationsPolicy

As defined in the Program Participation Agreement for Longwood College, Farmville, Virginia 23901, Employer Identification No. 54-60001788A, the college agrees to participate in the Pell Grant Program through the regular disbursement system, the National Direct Student Loan (NDSL) Program, the Supplemental Educational Opportunity Grant (SEOG) Program, the College Work-Study Program, the Guaranteed Student Loan Program, and the Parent Loans for Undergraduate Students (PLUS) Program. In this agreement the college agrees to run all programs under the latest federal regulations approved by the Department of Education. The college governs state and institutional programs in compliance with the federal regulations and complies with all reports required to participate in federal and state programs.

Explanation

College aid operations must maintain standards consistent with sponsoring programs.

OFFICE OF STUDENT ACTIVITIES
Facilities ReservationsPolicy

Facilities within the Lankford Building can be reserved by the following:

1. Individual Longwood College students, if the event is for members of the Longwood community and invited guests,
2. Registered Longwood groups or organizations, if the event is for members of the Longwood community and invited guests,
3. Longwood College faculty and staff for college-related events, and
4. On a space-available system, the areas can be rented by any organization or members of the Farmville community.

The use of alcoholic beverages within the building must have prior approval of the Director of Student Activities.

Explanation

The Student Union building is dedicated first to serving the needs of the Longwood College community and second to the Farmville community at large.

OFFICE OF CAREER PLANNING AND PLACEMENT
Placement/Credentials File

Policy.

The Office of Career Planning and Placement will make available to all rising seniors the opportunity to establish a placement file/credentials file.

Explanation.

Contents are mailed to employers for employment evaluation.

OFFICE OF CAREER PLANNING AND PLACEMENT
Campus Recruitment

Policy

Employers that recruit on campus must comply with the college's non-discrimination policy.

Explanation

The function of the Office of Career Planning and Placement must comply with all the policies of the college.

CAMPUS POLICE
Campus Police Guidelines

Policy

As a duly organized police agency, the Longwood Campus Police are bound to enforce Virginia State Law and Federal Criminal Statutes as required of police agencies within the Commonwealth.

This includes all criminal statutes of the Code of Virginia, 1950, As Amended; The United States Code, Chapter 18; and minimum training standards mandated by the Virginia Criminal Justice Services Commission.

Explanation

Employees of the Campus Police department are commissioned officers of the Commonwealth and therefore required to abide by these laws.

CAMPUS POLICE
Use of Firearms

Policy

It shall be the policy of the Longwood Campus Police to maintain and have available firearms by which to provide maximum police protection for the campus and its inhabitants.

- a) All members of the LC Police Department will only use an amount of force necessary to lawfully and properly neutralize an unlawful assault, or which is necessary to overcome resistance by a person being taken into custody.
- b) It shall be the policy of the LC Police Department that all members shall exhaust every other reasonable means before resorting to the use of deadly force.

GENERAL STUDENT LIFE
Possession of FirearmsPolicy

Possession of any weapon or firearm on the campus of Longwood College is limited to:

- a. Members of the Campus Police Department.
- b. Members of a duly authorized Criminal Justice agency with official business on the campus, or.
- c. Hunting weapons, which must be checked in and stored at Campus Police Headquarters, located in the Graham Building, adjacent to the Student Health Services.

Anyone violating this rule is subject to criminal, and/or administrative sanctions.

Explanation

The safety of all members of the campus community is contingent upon proper control of firearms on campus.

GENERAL STUDENT LIFE
Campus SolicitationPolicy

College policy shall permit solicitation, selling of products, and collection of contributions, if the activity is not disruptive to college activities, conducted only in approved areas, approved as an acceptable product or means of raising funds, and not for political or partisan purposes.

The manner in which solicitation, selling of products, and collection of contributions is to be done will be decided by the Vice President for Student Affairs and administered by his/her designee.

Explanation

This policy will protect the college community from undesired solicitation.

GENERAL STUDENT LIFE
Honor Code

Policy

Each student, faculty, and staff member will uphold the honor of the college through standards of integrity established in the Honor System. Trust and community spirit are essential to the academic mission of the college; so members of the college community are assumed to be honorable unless their conduct (lying cheating, plagiarizing, or stealing) proves otherwise.

The Vice President for Student Affairs will establish and maintain procedures which define and assure the integrity of this honor code.

Explanation

The assumption of honor enabled by the Honor System is central to academic community.

Action Item

STUDENT AFFAIRS

April 5, 1984

Presenter: Mrs. Pretlow

BY-LAWS

Article V, Section 4

RECOMMENDATIONS:

2. On behalf of the Student Affairs Committee, I move that the Board of Visitors endorse the following new policies:

- a. Student Health Services, HEALTH RECORDS
- b. Student Health Services, VACCINATIONS
- c. General Student Life, READMISSION AFTER MEDICAL WITHDRAWAL
- d. General Student Life, ALCOHOL MARKETING
- e. General Student Life, ETHICAL STANDARDS

STUDENT HEALTH SERVICES
Health Records

New Policy

All students must have a health record on file in the Student Health Services.

Explanation

Student health records are required so that proper treatment is given to each student.

STUDENT HEALTH SERVICES
VaccinationsNew Policy

All students born after 1956 must present to the Student Health Services documented proof of immunity to measles and rubella.

Measle documentation includes: 1) vaccination since 1968, 2) physician diagnosis of measles, or 3) laboratory evidence of immunity. Rubella documentation includes: 1) vaccination with live virus, 2) vaccine after 1 year of age, or 3) laboratory evidency of immunity. Students allergic to eggs, Aeomycin or with altered immune status are exempt.

Explanation

In May 1983 at the annual meeting of the American College Health Association (ACHA) in St. Louis, the Council of Delegates passed on the Preadmission Immunization Policy formulated by the ACHA Committee on Immunization in collaboration with the Centers for Disease Control (CDC). The immunization policy (passed by ACHA) for measles and rubella is "As a prerequisite to matriculation or registration, colleges and universities should require all students born after 1956 to present documented proof of immunity to measles and rubella."

Since measles and rubella continue to occur on American campuses, a concerted immunization effort by college health personnel is needed for prevention and control of these diseases. Such a college health program would be consistent with the national program to eliminate vaccine-preventable diseases.

GENERAL STUDENT LIFE
Readmission After Medical Withdrawal

New Policy

Students who withdraw from school for medical reasons must submit a medical summary letter from their doctor to Student Health Services before they will be readmitted. This letter must verify they may return to school and will be kept in their confidential medical file.

Explanation

The college must have evidence that students with a history of physical or emotional problems are able to manage the responsibilities and requirements of academic pursuits.

GENERAL STUDENT LIFE
Alcohol Marketing

New Policy

The Division of Student Affairs will assure that all policies, procedures, and practices pertaining to alcohol on campus are consistent with the following Alcohol Marketing Resolution approved by the National Association of Student Personnel Administrators, The American College Personnel Association, The Association of College and University Housing Officers - International and Boost Alcohol Consciousness Concerning the Health of University Students. (BACCHUS).

Explanation

The proposed Alcohol Marketing Resolution is consistent with college standards for responsible consumption of alcoholic beverages. Such standards must be reflected in advertising and promotional activities related to alcohol.

ALCOHOL MARKETING RESOLUTION

Whereas; alcohol abuse poses a serious threat to the health and welfare of a large segment of the college student population through acts of vandalism and property damage, automobile and other types of accidents, lessening of academic performance, estrangement of social relations, creation of mental and physical problems, and, in some cases, bodily injury, illness, and death, and

Whereas; inappropriate and irresponsible marketing and promotion of beverage alcohol on campus can contribute to the problems of alcohol abuse, and

Whereas; the development of campus policies which protect the health and welfare of college students is an important responsibility of persons engaged in student affairs, and

Whereas; institutional policies, practices and regulations should form the basis for a responsible approach to this area on campus,

Therefore, Be It Resolved; that BACCHUS, NASPA, ACPA, AND ACUHO-I calls upon its members who permit alcohol beverage promotions to adopt the following guidelines as a realistic policy to govern alcohol marketing practices on their campus:

- * Alcohol beverage marketing programs specifically targeted for students and/or held on campus should conform to the code of student conduct of the institution and should avoid demeaning sexual or discriminatory portrayal of individuals.
- * Promotion of beverage alcohol should not encourage any form of alcohol abuse nor should it place emphasis on quantity and frequency of use.
- * Beverage Alcohol (such as kegs or cases of beer) should not be provided as free awards to individual students or campus organizations.
- * No uncontrolled sampling as part of campus marketing programs should be permitted and no sampling, or other promotional activities, should include "drinking contests".
- * When controlled sampling is allowed by law and institutional policy, it should be limited as to time and quantity. Principles of good hosting should be observed including availability of alternative beverages, food, and planned programs. The consumption of beer, wine or distilled spirits should not be the sole purpose of any promotional activity.

- * Promotional activities should not be associated with otherwise existing campus events or programs without the prior knowledge and consent of appropriate institutional officials.
- * Display or availability of promotional materials should be determined in consultation with appropriate institutional officials.
- * Informational marketing programs should have educational value and subscribe to the philosophy of responsible and legal use of the products represented.
- * Beverage alcohol marketers should support campus alcohol education programs that encourage informed and responsible decisions about the use or non-use of beer, wine or distilled spirits.
- * If permitted, beverage alcohol advertising on campus or in institutional media, including that which promotes events as well as product advertising, should not portray drinking as a solution to personal or academic problems of students or as necessary to social, sexual or academic success.
- * Advertising and other promotional campus activities should not associate beverage alcohol consumption with the performance of tasks that require skilled reactions such as the operation of motor vehicles or machinery.
- * Local off-campus promotional activities, primarily directed to students, should be developed in consultation with appropriate institutional officials.

Be it Further Resolved; that the association calls upon its members who allow alcohol beverage promotions to advise beverage alcohol marketers that they will not be permitted to promote their products on campus unless they agree to abide by the above marketing guidelines.

GENERAL STUDENT LIFE
Ethical Standards

New Policy

Members of the Student Affairs staff will conduct themselves according to the following Statement of Ethical and Professional Standards of the American College Personnel Association.

Explanation

A common code of ethical and professional standards clarifies the divisional mission, practices, and standards to evaluate professional service.

AMERICAN COLLEGE PERSONNEL ASSOCIATION
STATEMENT OF ETHICAL AND PROFESSIONAL STANDARDSPreamble

The American College Personnel Association, a Division of the American Personnel and Guidance Association, is an educational, scientific, and professional organization whose members are dedicated to enhancing the worth, dignity, potential, and uniqueness of each individual and thus to the service of society. Although members work in various post-secondary educational settings, they are committed to protecting individual human rights, advancing knowledge of college student growth and development, and promoting effectiveness in student affairs organizations and operations. As a means of supporting these commitments, members of the American College Personnel Association subscribe to the following standards of ethical and professional conduct.

These standards are designed to provide a guide for ethical and professional behavior in general student affairs practice and to complement the existing "Ethical Standards" of the American Personnel and Guidance Association. Members in specialized student affairs settings are also encouraged to consult ethical standards specific to their settings.

A. Relationship With Students

1. Members treat students as individuals who possess dignity, worth, and the ability to be self-directed and assist students in becoming productive, responsible citizens and members of society. Members are concerned for the welfare of all students and work for constructive change on behalf of students.
2. Members respect the student's right of self-determination. The student's freedom of choice should be limited only when the individual's decisions or actions may result in significant damage to self, to others, or to the institution.
3. Members explicitly inform students of the nature and/or limits of confidentiality in non-counseling, as well as in counseling relationships.
4. Members respect the student's right to privacy and share information about individuals only in accordance with institutional policies, or when given permission by the student, or when required to prevent personal harm.
5. Members confront students in a professional manner with issues and behaviors that have ethical implications.

B. General Responsibilities

1. Members contribute to the development of the profession through sharing skills and program ideas, serving professional organizations, educating emerging professionals, improving professional practices, keeping abreast of contemporary theories and applications, and conducting and reporting research.
2. Members realize professional growth is continuous and cumulative and is characterized by a well-defined philosophy that explains why and how members function in the student affairs profession. Members base this philosophy upon sound theoretical principles and an explicitly examined personal value system (assuming congruence with the basic assumptions from the Student Personnel Point of View and the Student Development Point of View).
3. Members model ethically responsible behavior for students and colleagues and expect ethical behavior among members and nonmembers at all times. When information is possessed which raises serious doubt as to the ethical behavior of professional colleagues, whether Association members or not, members are encouraged to take action to rectify such a condition. Possible actions include (a) confronting the individual in question, (b) utilizing institutional channels, and/or (c) using available Association mechanisms.
4. Members do not seek self-enhancement or self-aggrandizement through evaluations or comparisons that are damaging to others.
5. Members perform in a fashion that is not discriminatory on the basis of race, sex, national origin, affectional/sexual preference, handicap, age or creed, and they work actively to modify discriminatory practices when encountered.
6. Members maintain and enhance professional effectiveness by improving skills and acquiring new knowledge through systematic continuing education and assure the same opportunity for persons under their supervision.
7. Members monitor their personal functioning and effectiveness and when needed seek assistance from appropriate professionals (e.g., colleague, physician, counselor, attorney).
8. Members accurately represent their professional credentials, competencies, and limitations to all concerned and are responsible for correcting any misrepresentations of their qualifications by others.
9. Members have a clear responsibility to ensure that information provided to the public or to subordinates, peers and supervisors is factual, accurate, and unbiased.
10. Members establish fees for professional services after consideration of fees charged by other professionals delivering comparable services and the ability of the recipient to pay. Members provide some services for which they receive little or no remuneration.

11. Members demonstrate sensible regard for the social codes and moral expectations of the communities in which they live and work. They recognize that violations of accepted moral and legal standards may involve their clients, students, or colleagues in damaging personal conflicts and may impugn their own reputations, the integrity of the profession, and the reputation of the employing institution.
12. Members maintain ethical relationships with colleagues and students and refrain from relationships which impinge on the dignity, moral code, self-worth, professional functioning, and/or personal growth of these individuals. Specifically, members are aware that sexual relationships hold great potential for exploitation. Consequently, members refrain from having sexual relationships with anyone to whom they act as counselors or therapists. Sexual relationships with staff members or students for whom one has supervisory or evaluative responsibilities have high potential for causing personal damage and for limiting the exercise of professional responsibilities and are therefore unprofessional and unethical.

C. Professional and Collegial Relationships

1. Members seek to collaborate and to share expertise with other student affairs staff members, faculty members, administrators, and students.
2. Members contribute periodically to the professional development of colleagues with no compensation other than for immediate expenses.
3. Members accurately acknowledge contributions to program development, program implementation, evaluations, and reports made by others.
4. Members support the appropriate efforts of fellow student affairs professionals and institutional programs. Constructive criticism and professional disagreements are shared (in private when possible) with those individuals concerned and in a manner that is not demeaning.
5. Members establish working agreements with subordinates and supervisors that clearly define accountability procedures, mutual expectations, evaluation criteria, position duties, and decision-making procedures.
6. Members conduct themselves in such manner that their positions are not used to seek unjustified personal gains, sexual favors, or unfair advantages, including goods and services not normally accorded those in such positions.
7. Members regularly evaluate the professional development and job performance of direct line subordinate staff members and recommend appropriate actions to enhance professional development and improve job performance.
8. Members seek regular evaluations of their job performance and professional development from colleagues, supervisors, and clientele.
9. Members are fair and unbiased in judgments they render about persons with whom they work. Members have a right to expect that colleagues and supervisors will strive to render fair and unbiased judgments

about them. Members respect the rights of others to differ in the judgments and evaluations they render so long as these judgments are not intended to do harm or disservice.

10. Members have the right to request and to receive support from the Association in matters of ethical practice and standards as defined herein.

D. Institutional Relationships

1. Members make contributions to their employing institution in support of its goals, missions, and policies.
2. Members ensure that accurate presentation of institutional goals, services programs, and policies are made to the public, students, prospective students, colleagues, and subordinates.
3. Members inform appropriate officials of conditions that may be potentially disruptive or damaging to the institution's mission, personnel, and property.
4. Members inform employers of conditions which may limit or curtail the members effectiveness.
5. Members have responsibilities both to the individuals served and to the institution within which the service is performed. The acceptance of employment in an institution implies that members are in general agreement with the mission of the institution. Therefore, the professional activities of members are expected to be in accord with the mission of the institution.
6. When the member and the institution encounter substantial disagreements or conflicts concerning professional or personal values, the member has the responsibility to directly and constructively seek resolution of the conflicts. Resolution of such conflicts may result either in sustained efforts to modify institutional policies and practices or in a decision by the member to terminate the institutional affiliation.
7. Members regularly and systematically evaluate those programs, services, and courses for which they are responsible in accord with sound evaluation principles and make these evaluation results available to appropriate institutional personnel.

E. Employment and Hiring Practices

1. Employers disseminate widely advertisements and notices which accurately and clearly describe: (a) responsibilities of the position; (b) information about the institution; (c) necessary qualifications, such as education, skills, and experiences; (d) salary range and benefits; (e) special restrictions, if any (e.g., live-in requirements, night work expectations, travel requirements, positions of a temporary nature).
2. Employers clearly specify in writing the interview and selection process to the applicant and strictly follow that process. Applicants are periodically notified of the status of their applications during the selection process.

3. Employers do not discriminate against applicants on the basis of race, color, creed, sex, national origin, affectional/sexual preference, age, or handicap.
4. Employers hire only individuals for professional positions who have received educational preparation experiences appropriate for the requirements of the positions.
5. Employers provide opportunities during the interviewing process for the applicant to gain accurate information about institutional colleagues, policies, philosophy, and about position requirements and responsibilities.
6. Employers notify employees within a minimum of thirty days when terminating or changing the status of their employment, specifying reasons and providing full due process rights.
7. Applicants accurately represent their education, skills, and experiences.
8. Applicants respond to job offers without undue delay. Applicants accept only those professional positions they intend to assume. Both applicants and employers honor mutually derived contracts.
9. Applicants advise all institutions at which applications are pending immediately when they have signed a contract and are withdrawing from the applicant pool.
10. Members inform their employers a minimum of thirty days before leaving their positions.

F. Research, Publication, and Written Communication

1. Members are aware of and responsive to all pertinent ethical principles when planning any research activity dealing with human subjects (see Ethical Principles in the Conduct of Research with Human Participants(1973) Washington, D.C.: American Psychological Association).
2. Members who serve as principal researchers are ultimately responsible for assuring that all research activities conform to ethical standards. Others involved in the research activities share full and equal responsibility.
3. Members are responsible for the welfare of their research subjects throughout the study and take precautions to prevent injurious psychological, physical, or social effects:
 - a. When control groups are used care is exercised to assure that they are not deprived of services to which they are entitled.
 - b. When withholding information or providing misinformation to subjects is essential to the investigation (provided the conditions above are met), members fully inform subjects about the nature of the research and take corrective action as soon as possible following data collection.
 - c. Participation in research is expected to be voluntary.
4. Members disguise the identity of the subjects when supplying data or when reporting research results unless specific authorization to do otherwise has been given by such subjects.

5. Members conduct and report investigations in a manner that minimizes the possibility that results will be misleading.
6. Members become familiar with and give recognition to previous work on the topic (both published and unpublished), observe all copyright laws, and give full credit to all to whom credit is due when conducting and reporting research.
7. Members who agree to cooperate with another individual in research and/or publication must cooperate as promised in terms of punctuality of performance and with equal regard for the completeness and accuracy of the information provided.
8. Members acknowledge major contributions to research projects and professional writings through joint authorships, listing the author who made the principal contribution first. Minor contributions of a professional or technical nature are acknowledged in footnotes or introductory statements.
9. Members do not demand co-authorship of publications when their involvement has been ancillary. Teachers and/or supervisors exercise caution when working with students and/or subordinate staff so as not to unduly pressure them for joint authorship.
10. Members make sufficient original research data available to qualified others who may wish to replicate the study.
11. Members communicate to other professionals the results of any research judged to be of professional or scientific value. Results reflecting unfavorably on specific institutions, programs, services, or vested interests should not be withheld for such reasons.
12. Members submit manuscripts to only one journal when seeking publication of an article. If not accepted by that journal the manuscript may then be submitted to another journal. Members do not seek publication of the same material in more than one publication without receiving consent from the editors and/or publishers involved. Slightly altered, previously published manuscripts or manuscripts under review are not submitted without first informing the editors of both publications.

G. Professional Preparation and Development

Members who are responsible for teaching others should be guided by statements on professional preparation issued by the Association and relevant accrediting agencies. Members who function as faculty members assume unique ethical responsibilities that frequently go beyond that of members who do not function in this capacity.

1. Members inform prospective students of program expectations, basic skills needed for successful completion, and employment prospects prior to admission to the program. Information about programs based on a particular theoretical position is clearly communicated to students upon application.

2. Members ensure that experiences focusing on self-understanding or growth are voluntary or, if required as part of the program, are made known to prospective students prior to entering the program. When the program offers a growth experience with an emphasis on self-disclosure or other relatively intimate or personal involvement, members should have no administrative, supervisory, or evaluative authority regarding the participant.
3. Members support preparation program efforts by providing practicum settings, field placements, and consultation to students and/or faculty members.
4. Members in charge of preparation programs ensure that such programs integrate both academic study and supervised practice.
5. Members develop and implement clear policies within their institution regarding field placement and the roles of the student and the supervisor in such placements.
6. Members present thoroughly varied theoretical positions or make provision for their study so that students may develop a broad base of knowledge.
7. Members establish programs directed toward developing students' skills, knowledge, and self-understanding, stated whenever possible in terms of competency or performance.
8. Members identify the level of competence of the student during and at the end of the programs and communicate these assessments to the student.
9. Members, through continual student evaluation and appraisal, are aware of any personal limitations of the students that might impede future performance. Members not only assist students in securing remedial assistance but also screen from the program those students who are judged unable to perform as competent professionals.
10. Members provide programs that include research components commensurate with the levels of expected functioning. Paraprofessional and technician-level personnel should be trained as consumers of research and should learn how to evaluate their own and their program's effectiveness. Advanced graduate education, especially at the doctoral level, includes preparation for conducting original research.
11. Members make students aware of the ethical responsibilities and standards of the profession by distributing and discussing this document and other relevant documents.
12. Members conduct professional preparation in keeping with the most current guidelines of the American Personnel and Guidance Association and the American College Personnel Association.
13. Members who serve as preparation program faculty members and/or practitioners aid in providing in-service development programs and educational experiences to one another.

H. Counseling and Testing

This section constitutes general guidelines for counseling and testing experiences frequently encountered by student affairs professionals. Those professionals who are engaged in intensive counseling and/or testing activities are urged to consult the American Personnel and Guidance Association's Ethical Standards for more specific standards.

To the extent that the student's choice of action is not imminently self- or other-destructive, the student must retain freedom of choice.

1. The counseling relationship and information resulting therefrom must be kept confidential, consistent with the obligations of the member as a professional person.
2. Members who learn from counseling relationships of conditions that are likely to harm the client or others, immediately report the condition to a responsible authority in order to preclude harm.
3. Members inform students of the conditions and/or limitations under which they may receive counseling assistance at or before the time when the counseling relationship is entered. This is particularly so when conditions exist of which the student could be unaware.
4. Records of the counseling relationship, including interview notes, test data, correspondence, tape recordings, and other documents are to be considered professional information for use in counseling and they are not part of the public or official records of the institution or agency in which the counselor is employed. Revelation to others of counseling records shall occur only upon the expressed consent of the client or upon court order.
5. Members avoid initiating a counseling relationship or terminate an existing relationship if they are unable to be of professional assistance to the student. In either event, members refer the student to an appropriate specialist. (members must be knowledgeable about referral resources so that a satisfactory referral can be initiated.) In the event the student declines the suggested referral, members are not obliged to continue the relationship.
6. Members adhere to the American College Personnel Association standards established in "The Use of Group Procedures in Higher Education: A Position Statement by ACPA." "Journal of College Student Personnel," 1976, 17, 161-168.
7. Members provide adequate orientation or information to students prior to and following any test administration so that the results of testing may be placed in proper perspective with other relevant factors. In so doing, members recognize the effects of socioeconomic, ethnic and cultural factors on test scores.

8. Members inform students about the purpose of testing and make explicit the planned use of the results prior to testing. Members ensure that instrument limitations are not exceeded and that periodic review and/or retesting are made to prevent stereotyping.
9. Members recognize the limits of their competence in the administration, scoring, and interpretation of tests and perform only those functions for which they are qualified.
10. Members ensure strict test security because the meaningfulness of test results used in personnel, guidance, and counseling functions generally depends on students' unfamiliarity with the specific items on the test.
11. Members do not permit the appropriation, reproduction, or modification of published tests or parts thereof without the expressed permission and adequate recognition of the original author or publisher.
12. Members refer to the following sources in the preparation, publication, and distribution of tests:
 - a. Standards for Educational and Psychological Tests and Manuals (1974), revised edition, published by the American Psychological Association on behalf of itself, the American Educational Research Association, and the National Council on Measurement in Education.
 - b. "The Responsible Use of Standardized Tests" the position statement of the American Personnel and Guidance Association, published in "Guidepost", October 5, 1978.

Action Item

STUDENT AFFAIRS

April 5, 1984

Presenter: Mrs. Pretlow

BY-LAWS: Article V, Section 4

- RECOMMENDATIONS:
3. On behalf of the Student Affairs Committee, I move that the Board of Visitors endorse substantive revisions in the following policy:
 - a. General Student Life, PUBLICATION CODE OF LONGWOOD COLLEGE

GENERAL STUDENT LIFE
Publication Code Of Longwood College

Existing policy

The Board of Visitors declares that responsibility for the contents of any student edited publication rests solely with the editor; that such responsibility not infer absolute license; and that the President of the College may suspend publication where the contents violate the prevailing moral standards of the campus.

The Publications Board offers the following guidelines with reference to the responsibility of the editors of each of the three officially recognized campus publications, the GYRE, the ROTUNDA, and the VIRGINIAN.

- I. 1. The GYRE, Longwood's literary magazine, is a compilation of student work including short stories, poems, essays, reviews, artwork, and photography. The GYRE tries to encourage serious writing on the campus and to produce magazines, quality representational work.
 2. The ROTUNDA, Longwood's weekly college newspaper, aims to keep students, faculty, administration, and alumnae informed of current affairs; to reflect campus opinions; and to serve as a chronicle of college activities.
 3. The VIRGINIAN, Longwood's yearbook, gives an account of Longwood life, the academic and the social functions, the campus proper, and the Farmville community.
- II. Either of the following shall be classified as plagiarism in student edited publications and shall be considered violations of the Honor Code and subject to the jurisdiction of the Judicial Board:
1. The use of written work from any source without proper acknowledgement;
 2. The use of photographic prints or artwork without a release by the artist or owner. (The acceptance of payment shall constitute a release.)

Either of the following shall be classified as obscenity in student edited publications:

1. The use of works considered obscene to the general readership of the individual publication;
2. The use of photographic work offensive to the general readership of the individual publication.

- III. All student-edited publications must carry a statement to the effect that the context is the responsibility of the editor and that opinions of the editorial staff are not necessarily those of the student body as a whole.
- IV. Complaints or questions dealing with the content or editorial prerogative of any student edited publication should be directed to the chairman of the Publications Board in writing. (Normally, the Publications Board meets at 5:15 p.m. on the second Monday in Grainger 108). Plagiarism charges are dealt with by the Judicial Board in cooperation with the Publications Board. Appeals from Publication Board decisions will be directed to the College Review Committee.

NOTE 1: Since it is standard procedure for newspapers to use other newspapers and similar sources to provide their readers with news not available first-hand to staff reporters, such practice shall not be deemed plagiarism.

Adopted by the Board of Visitors November 5, 1971.

Proposed substantive revision

Student Publications at Longwood College will be governed by the Board of Student Publications and its constitution and bylaws. The constitution and bylaws will encourage free and responsible expression and high standards of collegiate journalism appropriate to all student publications.

Rationale

Policy statement will be limited to required guidelines for publications. The attached constitution and bylaws will specify current practice.

CONSTITUTION AND BYLAWS OF THE
BOARD OF STUDENT PUBLICATIONS
OF LONGWOOD COLLEGE

Preamble

The right to freedom of speech and of the press is essential to a democratic society; however, this right is not without responsibility. The very idea of democracy assumes the existence of an intelligent public opinion and the ability of the people to make sound decisions about social problems.

Student publications should be free and responsible. They should be effective communication media that constitute an educational experience for those involved in their production. A publication may print what in its best judgement it deems proper; however, it must accept full responsibility for its product, and it must observe the same ethical obligations and legal responsibilities imposed upon the conventional news media. Thus, student publications should avoid expressions which: (a) are obscene, according to current legal definitions and local standards; (b) are libelous, according to current legal definitions; (c) are inaccurate or unfair.

The above restrictions do not prohibit expression which invites or stimulates heated discussion or debate among students or in the community, or criticizes school officials.

Longwood College desires to maintain an environment in which there can exist a free marketplace of thought and in which students are at liberty to speak their minds on many subjects.

Article I - Name and Purpose

Section 1. The name of this board shall be the Board of Student Publications, hereinafter referred to as the Board.

Section 2. The purpose of this Board shall be to provide guidance and leadership for student publications, including "The Rotunda," a student newspaper; "Gyre," a student literary magazine; and "The Virginian," the student yearbook -- all of which have responsibility to the College community. The Board will assure that the respective functions of the publications are performed and that the best standards of collegiate journalism are maintained.

Article II - Board Authority

The Board receives its authority from the College Board of Visitors through the President of the College and the Vice President for Student Affairs.

Article III - Board Responsibilities

The responsibilities of the Board are (1) recommending, establishing, implementing, and monitoring sound editorial, fiscal, production, and personnel policies; (2) long-range planning in all areas of responsibility; and (3) assuring due process when, in the Board's judgement, a staff member of a publication must be removed for cause. The Board shall:

1. Select the editors and business managers of "The Rotunda," "Gyre," and "The Virginian."
2. Approve the budget of each publication.
3. Maintain a cooperative working relationship with the persons it appoints to head the publication.
4. Review the editorial product after publication; review the editorial operation when deemed appropriate.
5. Review the financial operation of the publications.
6. Review complaints that have not been resolved by the editor, business manager, or another involved staff member of the publication.
7. Promulgate appropriate operating policies and procedures manuals for the publications and see to it that these policies and procedures are made available to Board members and staff members of the publications and adhered to.
8. Hold regular meetings, all of which are open to the public.
9. Actively assist the editors in recruiting editorial staff members.

Article IV - Board Membership

The Board shall be composed of the Vice President for Student Affairs, who will serve as Chair and vote only in case of a tie; 10 regular voting members and 6 non-voting members as follows:

- A. One member appointed by the College President;
- B. The faculty adviser to each of the student publications;
- C. The Communications Chair of the Student Government Association;
- D. One student representative, not holding any elected or appointed SGA office, elected by each class (freshman, sophomore, junior, senior).
- E. One member from the community appointed by the Board.
- F. The Editor-in-Chief and Business Manager of each student

publication, who shall be *ex officio*, non-voting members.

In the absence of the Chair from a meeting of the Board, the Chair may delegate powers and responsibilities to any voting faculty member or administrator.

Article V - Other Criteria for Board Membership

These additional criteria for Board membership shall be applicable:

A. For student membership, each

1. shall be enrolled as a full-time student at Longwood College.
2. shall be a student in good standing, i.e., not on academic or disciplinary probation.
3. shall have posted no less than a 2.5 grade point average in the semester immediately preceding selection to the Board, shall have no less than a 2.5 cumulative grade point average, and shall maintain no less than a 2.5 during the term of appointment.

B. For non-student members,

1. Faculty and staff must be employed by the College at no less than .75 time (including split appointments), except for Adjunct Faculty appointed by the Dean of the faculty.

Article VI - Terms of Office

Terms of members of the Board shall be one year. Election or appointment will occur late in the spring semester, except for the SGA Communications Chair and the freshman class representative.

Article VII - Board Vacancies

If an unexpired term should occur, the Chair shall report the vacancy to the appointing authority and request a replacement.

A Board member absent three consecutive meetings shall be declared ineligible for membership, his or her seat vacated, and the appointing authority requested to appoint a replacement.

Article VIII - Board Secretary

The Board will elect its own secretary from members of the Board.

Election of the secretary is by routine nomination and election procedures. In the absence of the secretary, the Chair - permanent or temporary - may delegate the powers and responsibilities of the

secretariat to any voting member of the Board.

The Secretary will take the minutes of each meeting and provide copies for each member of the Board, for the president of the Student Government Association, and for the President of the College.

Article IX - Authority to Establish, Consolidate, Discontinue

When, in the judgement of the Publications Board, a publication has become substandard, marginal, or unnecessary, the Board may recommend to SGA that the publication be discontinued, subject to the approval of the President. The Board may also recommend to SGA and subsequently to the President the establishment or modification of a publication.

Article X - Properties and Funds

All properties, funds, securities, goodwill and titles of "The Virginian," "The Rotunda," and "Gyre" shall be managed in accordance with the fiscal management policy of Longwood College.

Article XI - Selection of Editors

The following criteria must be met by applicants for the position of editor of "The Rotunda," "The Virginian," and "Gyre."

- A. Applicant must be a full-time undergraduate student at Longwood College, i.e., be enrolled in the equivalent of no less than 12 semester hours at the time of application and during term of appointment.
- B. Shall be a student in good standing, i.e., not be on academic or disciplinary probation.
- C. Shall have posted no less than a 2.5 grade point average in the semester immediately preceding selection to the position of editor, and shall have no less than a 2.5 cumulative grade point average.
- D. Shall not have an elective or appointive position in student government during tenure as editor.

Applicants will execute the proper application forms at the specified filing times, appear before the Board for interviews at a time prescribed by the Chair, and certify by their signatures on the application form that they have read, understand, and will uphold the policies and procedures pertinent to the positions for which they apply.

Voting on applicants for these positions will be done only for those that arise from a motion and second from voting members of the Board. Voting will be by ballot, which the secretary shall record in the minutes of the meeting.

Editors for each publication are appointed in the spring for the following year.

Article XII - Role of Editors

The Editor-in-Chief of each publication has the ultimate authority and responsibility for what is published. He or she is to respond to questions, complaints and criticisms of the publication's content. The Editor-in-Chief is responsible for recruiting and removing staff members. The Editor-in-Chief is responsible for recommending publication dates and frequency of publication to the Board, and for meeting that schedule.

The publications are required to carry a statement in every issue on the procedure for lodging complaints, as well as a statement that the views expressed are those of the editorial staff and not of the College, the Student Government Association, or the Student Publications Board.

Article XIII - Role of Business Managers

The Business Manager of each publication has the ultimate responsibility for financial well-being of the publication. He or she must work closely with the Editor-in-Chief in fiscal planning. The Business Manager must keep accurate, up-to-date financial records, in accordance with the standards of the Student Activity Fee Committee and the requirements of the Board, and must submit a complete financial statement to the Board upon its request, and in conjunction with the report of the Internal Auditor.

Article XIV - Role of Advisers

Advisers are accountable for following the "Code of Professional Standards for Advisers" adopted March 15, 1974, by the National Council of College Publications Advisers. Advisers should provide instruction, advice, and critique that will result in a better publication, and they should guide students to an understanding of the nature, functions, and ethics of the student press. The adviser must make sure that every staffer has an opportunity to develop as fully as possible his or her potential within the framework of the publication.

Article XV - Removal of Editors and Business Managers

The Board may remove an Editor-in-Chief or Business Manager for misfeasance, malfeasance or nonfeasance. The Board cannot remove anyone it did not appoint. Removal cannot occur without a specific written complaint or charge and due process.

Complaints must be submitted in writing to the Board Chair. Complaints may originate from a Board member; from a student, faculty member, or staff member; or from a non-campus person or group. The Chair will notify the defendant in writing of the charge, the nature of the evidence, the possible action to be taken if the charges are proven, and the date, time, and place of a hearing, such hearing to be held no earlier than 48 hours after notification to the person charged (except for unforeseen circumstances). At the hearing, the person charged will be given fair opportunity to present his or her

evidence and explanations, to have counsel, and to present witnesses in defense. The results and findings of the hearing are to be presented in writing to the person charged, who may appeal the decision to the President of the College, but such appeal must be filed within 48 hours of the defendant's receipt of the findings of the hearing.

Article XVI - Parliamentary Procedure

The Board shall establish its own parliamentary procedures, excepting quorum rules as follows.

For purposes of Board meetings, a quorum is one more than one-half the voting membership of the Board, i.e., if there are 10 regular voting members of the Board, six voting members present (in addition to the chair or acting chair) constitute a quorum. In all cases, four votes for or against a question is the minimum for valid action by the Board.

Article XVII - Amendments to the Charter

Provisions of this charter may be amended by a two-thirds vote of the voting membership of the Publications Board.

Action Item

STUDENT AFFAIRS

April 5, 1984

Presenter: Mrs. Pretlow

BY-LAWS: Article V, Section 4

RECOMMENDATIONS: 4. On behalf of the Student Affairs Committee, I
move that the Board of Visitors rescind the
following policy.

a. General, STATEMENT OF RIGHTS AND RESPONSIBILITIES

GENERAL
STATEMENT OF RIGHTS AND RESPONSIBILITIES

In 1969, the Board of Visitors, faculty and administration, and Legislative Board, acting for the student body, approved the "Joint Statement on Rights and Freedoms of Students", previously passed by a group of national organizations, including: 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. Complete copies of that publication are available in the offices of the President, the Dean of Students, and the President of the Student Government Association. In addition, each of these groups passed the following statement of Rights and Responsibilities:

So that all may be aware of the feelings and expectations of the Board of Visitors of Longwood College, this statement of policy was adopted on November 7, 1969. The adoption occurred after due consultation with faculty, staff, and student groups. It is recognized that no single statement is capable of covering all possible contingencies but it is hoped that this statement will convey the prevailing philosophy of the Board.

The objective of Longwood College is that of providing an education of high quality. In order that this might be accomplished, the Board of Visitors recognizes that certain rights and responsibilities must be incumbent upon the varied parties involved in the educational process. This includes the student body as well as the faculty and staff. Total effort should be expended to promote acceptance of the concept that all groups comprising the college have a common objective in securing such an education of quality.

The student body has the right to expect that the fundamentals of due process will be accorded to each and every student just as these fundamentals also must be accorded to all members of the college community. The Board of Visitors, therefore, adopted as institutional policy "The Joint Statement on Rights and Freedoms of Students" published in 1967. This document was prepared by a joint committee representing a wide range of student and professional organizations.

The Board wishes to note its concern that members of the college community have the privileges and rights accorded to other citizens. While the Board is concerned with individual rights so is it concerned with the responsibility of the college community to avoid taking advantage of membership in this community in order to further partisan political or other views.

Embodied in the joint statement is the concept that freedom and rights do carry with them certain responsibilities for all member of the college community. The Board of Visitors, therefore, asserts the responsibility of all involved to follow established

and orderly channels of communication, inquiry, and dissent and to desist from any action which interferes with the rights of others to pursue their normal educational tasks.

Recognizing that the student body has certain rights and responsibilities, so, too, should it be observed that certain rights and responsibilities accrue to the faculty and staff of the College. The faculty and staff have the responsibility of establishing and maintaining open channels of communication through which student inquiry and dissent may be directed. On the other hand the faculty and staff have the right to expect that students will recognize student responsibility to direct inquiry and dissent peacefully through such channels.

The Board can tolerate no activity which disrupts the normal processes of instruction, study, research, service, assembly, and administration. Neither can the Board accept conduct which encourages or incites others to disrupt the functions of the College. Specifically included in the intent of this statement is prohibition of demonstrations inside any buildings and to require registration of a proposed demonstration in other areas with the Dean of Students' Office as a means of providing for appropriate utilization of space. The required registration will be made in accordance with the Scheduling of Events Section of the Longwood College Student Handbook.

Any person from within the College community found guilty of the above noted offenses in regard to disruption may be subject to disciplinary action including suspension, removal from any association with the College, or other serious penalties. These offenders may also be prosecuted through the courts. Persons found guilty of disruption who are not members of the College community are also liable to prosecution in the courts.

Adopted by the Board of Visitors November 7, 1969.
Amended February 4, 1971, May 12, 1972, August 1, 1974.

Proposed rescission

Propose rescission of this policy as it duplicates other existing statements.

Paragraphs 1 - 3	Introduction
Paragraph 4	Due process guaranteed in Joint Statement of Rights and Freedoms
Paragraphs 5 - 9	Disruption of academic process is prohibited in Longwood's Conduct Regulations.

STUDENT AFFAIRS COMMITTEE

July Meeting

Agenda

1. Information Item:
 - a. Plans for Fall 1984
2. Action Items
 - a. Parking Policy

Information Items

Student Affairs

April 5, 1984

Presenter: Mrs. Pretlow

1. Review of Admissions Services

The review of admissions services points out requirements for long range plans both in admissions and Longwood relevant to in state/out of state, men/women, and numbers. The requirement for a tracking system that identifies prospective students and follows them throughout their Longwood involvement is essential. The necessity for greater personalization during the recruitment and admission process is also essential.

2. Staff Development

Student Affairs staff members have been participating in a series of staff development programs to stimulate effectiveness and work quality. Sessions include: stress management, time management, assertiveness, management styles, office conflicts, and public relations.

3. Student Union

In order to provide increased opportunity for socialization and recreation, the space in the lower level of the Student Union will be developed for greater student involvement and activity: games, large screen television, dancing, and a variety of food and beverage selections.

Action Items

Student Affairs

April 5, 1984

Presenter: Mrs. Pretlow

BY-LAWS Article V, Section 4

- ACTION: 1. On behalf of the Student Affairs Committee, I move that the Board of Visitors endorse the following policies which direct current practice:
- a. Office of Admissions, UNDERGRADUATE APPLICATION/READMISSION FEE (Page 2a.(1))
 - b. Office of Admissions, ADVANCE DEPOSIT FEE (Page 2a.(2))
 - c. Office of Financial Aid, COMPLIANCE WITH STATE AND FEDERAL REGULATIONS (Page 2a.(3))
 - d. Office of Student Activities, FACILITIES RESERVATIONS (Page 2a.(4))
 - e. Office of Career Planning and Placement, PLACEMENT/CREDENTIALS FILE (Page 2a.(5))
 - f. Office of Career Planning and Placement, CAMPUS RECRUITMENT (Page 2a.(6))
 - g. Campus Police, CAMPUS POLICE GUIDELINES (Page 2a.(7))
 - h. Campus Police, USE OF FIREARMS (Page 2a.(8))
 - i. General Student Life, STUDENT CONDUCT POLICY (Page 2a.(9)1-3)
 - j. General Student Life, POSSESSION OF FIREARMS (Page 2a.(10))
 - k. General Student Life, CAMPUS SOLICITATION (Page 2a.(11))
 - l. General Student Life, HONOR CODE (Page 2a.(12))

BY-LAWS Article V, Section 4

- ACTION: 2. On behalf of the Student Affairs Committee, I move that the Board of Visitors endorse the following new policies:
- a. Student Health Services, HEALTH RECORDS (Page 2b.(1))
 - b. Student Health Services, VACCINATIONS (Page 2b.(2))
 - c. General Student Life, READMISSION AFTER MEDICAL WITHDRAWAL (Page 2b.(3))
 - d. General Student Life, ALCOHOL MARKETING (Page 2b.(4)1-3)
 - e. General Student Life, ETHICAL STANDARDS (Page 2b.(5)) (Page 2b.(6)1-9)

BY-LAWS Article V, Section 4

- ACTION: 3. On behalf of the Student Affairs Committee, I move that the Board of Visitors endorse substantive revisions in the following policy:
- General Student Life, PUBLICATION CODE OF LONGWOOD COLLEGE (Page 2c.(1)1-8)

BY-LAWS Article V, Section 4

ACTION: 4. On behalf of the Student Affairs Committee, I move that the Board of Visitors rescind the following existing policy:

General Student Life, STATEMENT OF RIGHTS AND RESPONSIBILITIES
(Page 2d.(1)1-2)


Mrs. Betty Fretlow, Chair

INTERNAL AUDIT COMMITTEE MEETING

April 5, 1984

12:15 p.m. - Prince Edward Room

Presenter: D. Grace Pleasantsp

Members Attending: Dr. Pleasants, Chair
Mr. Martin
Dr. Armstrong, Staff
Gen. Irby

Others Attending: Dr. Greenwood
Mr. Huston
Mr. Barry
Mrs. Holland
Mrs. Graeber
Mrs. Pretlow
Mr. Watson
Mr. Rust
Dr. Thompson

1. Information Items

- a. Mr. Martin presented the Internal Audit Work Report for fiscal year 1982-83 and July 1, 1983 - December 31, 1983. The Audit Committee accepted the report for distribution to the Board. Mr. Martin stated that he would be doing an Internal Audit Work Report for fiscal year 1983-84 ended June 30, 1984 to be presented in July.
- b. SACS recommendation on reporting of Auditor will be delayed until July. Mr. John Huston, State Internal Auditor, is doing an update review of Longwood College's internal auditor. A previous report was done in 1982. This review is done to see that the College's internal auditor is following procedures and to see that he is up-to-date with these procedures. His report will be submitted in July. Mr. Huston's office has done approximately 25 reviews for different sized agencies to upgrade the internal auditor statewide and has been very successful in upgrading internal auditor positions.

General Irby moves that Item 1.a. will be referred to the Board for information and Item 1.b be delayed until July.

Grace M. Pleasants
Dr. Grace Pleasants, Chair

INTERNAL AUDIT COMMITTEE MEETING

April 5, 1984

12:15 p.m. - Prince Edward Room

Presenter: Dr. Pleasants

Members Attending: Dr. Pleasants, Chair
Mr. Martin
Dr. Armstrong, Staff
Gen. Irby

Others Attending: Dr. Greenwood
Mr. Huston
Mr. Barry
Mrs. Holland
Mrs. Graeber
Mrs. Pretlow
Mr. Watson
Mr. Rust
Dr. Thompson

2. Action Item

- a. The internal auditor needs a Charter or guideline manual by which to perform these duties. The update to this Charter is an on-going document which will need changes periodically.

General Irby moved that the Charter be approved as presented to the Board.

Grace M. Pleasants

Dr. Pleasants, Chair

Agenda

BUSINESS AFFAIRS COMMITTEE - INTERNAL AUDIT COMMITTEE

April 5, 1984

Presenter: Dr. Pleasants

1. Information Items:
 - a. Internal Audit work report for fiscal year 1982-83 and July 1, 1983, through December 31, 1983. (Pages 1.a(1-3).)
 - b. SACS recommendation on reporting of Auditor.
2. Action Item:

Adoption on the internal audit charter, as revised. (Pages 2(1-23).)
3. July Board meeting preview
4. Review of Committee meeting

Internal Auditor
 Work Report to the Audit Committee
July 1, 1982 through December 31, 1983

Jobs Completed

Cash cut offs at June 30, 1982
 Confirmation of bank balances at June 30, 1982
 Central Stores test counts at June 30, 1982
 Physical inventory of Bookstore at June 30, 1982
 Review of Auditor of Public Accounts audit exceptions for fiscal year 1980-81.
 Completed twenty-nine Student Activity audits:
 Afro-American Student Alliance
 Camerata Singers
 Catalinas
 Chemistry Club
 Class of 1983
 Class of 1984
 Class of 1985
 Concert Choir
 Foreign Language Club
 Gyre
 Home Economics Club
 Inter-Religious Council
 Intramural Activity Association
 Kappa Delta
 Longwood Company of Dancers
 Longwood Concert Band
 Longwood Pageant
 Longwood Players (2 years)
 Lychnos
 Phi Beta Lambda
 Pre-Professional Club
 Rotunda
 Series of the Performing Arts
 Sociology and Anthropology Club
 Student Education Association
 Student Government Association
 Student Union
 Therapeutic Recreation
 Virginian

Major Findings

Fund balances were correct.
 Balances agreed with the trial balance.
 Perpetual record needs improvements.
 None. Work performed due to contractor change.
 We are in compliance with requirements.

Record quality varied widely, but was generally acceptable. Quality depends on interest and skills of the individual elected Treasurers.

Jobs Completed

Business Office Audits:

- Petty Cash Fund
- Agency Fund
- Discretionary Fund
- Travel advances at June 30, 1982
- Institutional Memberships
- Athletic Ticket Sales
- Security/procedures/relocation of Office of Continuing Education
- Panhellenic Council
- Equipment inventory testing
- Athletic event concession sales
- Service Contracts - All
- Review/E&G Teaching Positions/4 years
- Longwood Golf Course
- Longwood Post Office
- Printing/Duplicating Services
- Library/Fines
- Employee Relations
- Payroll Department
- Student Housing/Damage Deposits

Jobs Completed/In Process Since July 1, 1983

- Registrar
- Travel Advances at 6/30/83
- Discretionary Fund to 2/21/83
- Admissions
- Continuing Education
- Physical Plant
- Purchasing
- Accounts Payable
- Development/Fund Raising
- Off Campus Workshops
- Audio-Visual Services



Major Findings

- Accountability excellent.
- Accountability excellent.
- Accountability excellent.
- Accountability excellent.
- Should be used only for College name dues.
- Control system working well.
- Transition completed successfully.

- Accountability excellent
- Many errors. System needs management support.
- Control system working well.
- In compliance with requirements.
-
- Accountability much improved.
- Internal controls are adequate.
- Internal controls are adequate.
- Internal controls are adequate.
- Should be computerized.
- Should be computerized, controls inadequate.
- Damage deposit system working properly.

Major Findings

- Internal controls and storage inadequate.
- Controls are functioning properly.
- Proper accounting.
- Control over cash receipts needs improvement.
- Internal controls are adequate.
- Controls and procedures need improvement.
- Equipment inventory system controls weak.

- In process at Dec. 31, fieldwork not yet completed.

Jobs Completed/In Process Since July 1, 1983

Conversion of Student Activity Organizations
to McBee Accounting Systems
Cash cut-offs at June 30, 1983
Computerizing College Art Collections
Equipment Inventory System

Other

Seminar: Audit Report Writing
Seminar: Auditing in an ADP Environment
Seminar: Senior Level Internal Auditing
Professional Development: Attended ACUA Conference
with 4 days intensive classwork.
Served on committee dealing with relocation of the Data
Processing Department to Barlow Building
Practice and familiarization with Otrona Attache computer
using Multiplan.

Major Findings

Installation proceeding smoothly.
Fund balances were correct.
On "hold" due to FAACS.
System needs management support.

L. M. Martin
December 31, 1983

AGENDA

1. Information Report
 - a. Legislative Actions Page 1. a(1-2)
 - b. Boiler Conversion Project (Wood-burning) Page 1. b(1)

2. Action Items
 - a. Tuition and Fees, 1984-85 Page 2. a()
 - b. Fee Waiver for College Personnel Page 2. b(1)
 - c. Collection of Student Accounts Page 2. c(1)
 - d. Town/College Agreement on Main Street Parking Page 2. d(1)
 - e. Jackson/College Agreement on Pine Street Lot Page 2. e(1)
 - f. Revenues, budget, and expenditures-to-date

3. July Board Meeting Preview

4. Review of Committee Meeting

CONFIDENTIAL

INFORMATION ITEMBusiness Affairs Committee
April 5, 1984

POLICY REFERENCE: SUMMARY OF SELECTED LEGISLATIVE ACTIONS

BY-LAW: Article V.3

INFORMATION:

In addition to the Budget Bill which was summarized in ON-CAMPUS (March 14, 1984, Issue #2), the General Assembly passed the following bills which, if signed by the Governor, will be effective for the 1984-86 Biennium:

1. HB 707 - Requires that two members of Longwood's Board of Visitors be alumni.
2. HJR 178 - Commemorates the 100th Anniversary of Longwood College as a publicly supported institution of higher education.
3. HB 6 - Prescribes penalties for use of another's computer with fraudulent intent resulting in damage, intentionally accessing a computer and causing damage, and unauthorized entry.
4. HB 24 - Prohibits the use of telephonic, video, electronic or other communications means for meetings by public bodies where the parties are not physically assembled.
5. HB 131 - Requires that state agencies pay bills promptly.
6. HB 172 - Requires state agencies to report fraudulent transactions involving state funds or property to the Auditor of Public Accounts and the Department of State Police.
7. HB 214 - Clarifies the eligibility for in-state tuition charges.
8. HB 247 - Permits enrollments under Senior Citizens Higher Education Act to be counted in FTE enrollments.
9. HB 308 - Amends Conflict of Interest Act.
10. HB 488 - Makes numerous changes in the VSRS (retirement system).
11. HB 506 - Provides that failure by the grievant or the respondent to comply with all substantial procedural requirements of the grievance procedure will result in a decision in favor of the other party.

12. HB 523 - Allows state departments, agencies or institutions to participate in a cooperative procurement arrangement with private health or educational institutions or agencies of other states or the federal government for the acquisition of major equipment in excess of \$150,000 without competitive procurement when approved by the Director of the Division of Purchases and Supply.
13. HB 583 - Designates the State Library as an institution of higher education.
14. HB 808 - Clarifies that financial or administrative records of state institutions are not exempted from the Virginia Freedom of Information Act.
15. HJR 3 - Expresses sense of General Assembly that public contracts for goods and services should be awarded to Virginia firms.
16. HJR 77 - Requesting the State Council of Higher Education and the publicly-supported institutions of higher education to develop procedures for the reduction in the scope of the system of higher education.
17. SB 47 - Provides option to deny unemployment benefits during semester or academic term breaks to certain employees of educational institutions.
18. SB 48 - Mandates denial of unemployment compensation benefits to certain workers during semester or academic term breaks.
19. SB 235 - Repeals the Virginia Public Procurement Act which became effective on January 1, 1983, and restores those statutes pertaining to procurement which were amended or repealed by the passage of the Act.
20. SB 240 - Creates the Innovative Technology Authority (to oversee the activities of the Center for Innovative Technology).
21. SB 304 - Exempts certain officers and employees from provisions in the Comprehensive Conflict of Interests Act pertaining to conduct regarding contracts.
22. SB 329 - Adds certain considerations be given to minority businesses.
23. SJR 10 - Continues study of needs of engineering programs at public colleges and universities.
24. SJR 35 - Requests State Council of Higher Education to develop a formula to fund the acquisition and replacement of equipment for engineering programs. (The State Council has expanded this study to include all equipment.)

CONFIDENTIAL

INFORMATION ITEM

Business Affairs Committee
April 5, 1984

POLICY REFERENCE: Boiler Conversion Project

BY-LAW: Article V.3

INFORMATION:

The contract for the Boiler Conversion Project has been awarded. Herewith is the tentative schedule for subject project:

mid-June Arrival of equipment in Virginia

July & Aug. Shut-down of #2 and #3 boilers for extensive work on walls and ends, insulation of boiler and pipe work and installation of new equipment

Since the two boilers have a common wall, repairs which will involve replacement of some refractory bricks cannot be done with one boiler on and the other off.

BUSINESS AFFAIRS

April 5, 1984

CONFIDENTIAL

POLICY: Fee Waiver for College Personnel

BY-LAWS: Article V. Section 3

RECOMMENDATION:

On behalf of the Committee, I move that the Board approve the following policy statement which shall replace any preceding policy on this matter:

"Longwood College personnel, their spouses and dependent children shall be exempt from paying the comprehensive fee when taking classes full-time or part-time at the College. They shall pay in full other tuition and fees, e.g., tuition, graduation fee, internship fees, room and board, etc."

EXPLANATION:

Many of the benefits accompanying the comprehensive fee already accrue to these individuals. Also, this is a common benefit in higher education for employees of the institutions. A previously Board action on May 4, 1978 exempted employees and their spouses from the comprehensive fee when taking part-time courses.

CONFIDENTIAL**BUSINESS AFFAIRS**
April 5, 1984**POLICY: Collection of Student Accounts****BY-LAWS: Article V. Section 3****RECOMMENDATION:**

On behalf of the Business Affairs Committee, I move that the Board approve the addition of the following statement to the policy on Collection of Student Accounts:

"In the case of a delinquent account, the College may retain and apply to the account, any deposit or other funds held for the student in question."

EXPLANATION:

The College should avail itself of every legitimate and feasible means of collecting debts owed it.

CONFIDENTIAL

ACTION ITEM

**Business Affairs Committee
April 5, 1984**

POLICY REFERENCE: Town/College Agreement on Main Street Parking

BY-LAW: Article V.3

RECOMMENDATION: On behalf of the Committee I move that the Board approve acceptance of the offer of the Town of Farmville to pave a portion of the College property on Main Street in front of the Wynne Building in return for permitting town residents to park on 10 of the 31 parking spaces thus created. The President, or the contracting officer upon her delegation, shall negotiate an agreement with the town to formalize the arrangement.

EXPLANATION: The Town of Farmville wishes to restrict parking on a portion of Main Street and requests the College's cooperation in this endeavour. The above offer was made by Mr. Gerry Spates on behalf of the Town of Farmville.

CONFIDENTIAL

ACTION_ITEM

Business Affairs Committee
April 5, 1984

POLICY REFERENCE: Jackson/College Agreement on Pine Street Lot

BY-LAW: Article V.3

RECOMMENDATION: On behalf of the Committee I move that the Board approve the following:

Longwood accepts the offer of Elizabeth Burger Jackson to permit the College to use her lot on Pine Street for parking if the College will clear the vacant garage from the property and be responsible for other necessary improvements. The President or, upon her delegation, the Contracting Officer is empowered to negotiate an agreement with Dr. Jackson formalizing the arrangement.

EXPLANATION: Dr. Elizabeth Burger Jackson has made the above described offer to the College. The Town of Farmville has volunteered to clear and level the lot after the College removes the old garage from the property. The College would then need only to purchase gravel to cover the lot to provide additional parking for Longwood use.

CONFIDENTIAL

INFORMATION ITEM

Business Affairs Committee
April 5, 1984

POLICY REFERENCE: Boiler Conversion Project

BY-LAW: Article V.3

INFORMATION:

The contract for the Boiler Conversion Project has been awarded. Herewith is the tentative schedule for subject project:

mid-June Arrival of equipment in Virginia

July & Aug. Shut-down of #2 and #3 boilers for extensive work on walls and ends, insulation of boiler and pipe work and installation of new equipment

Since the two boilers have a common wall, repairs which will involve replacement of some refractory bricks cannot be done with one boiler on and the other off.

BUSINESS AFFAIRS
April 5, 1984

CONFIDENTIAL

POLICY: Fee Waiver for College Personnel

BY-LAWS: Article V. Section 3

RECOMMENDATION:

On behalf of the Committee, I move that the Board approve the following policy statement which shall replace any preceding policy on this matter:

"Longwood College personnel, their spouses and dependent children shall be exempt from paying the comprehensive fee when taking classes full-time or part-time at the College. They shall pay in full other tuition and fees, e.g., tuition, graduation fee, internship fees, room and board, etc."

EXPLANATION:

Many of the benefits accompanying the comprehensive fee already accrue to these individuals. Also, this is a common benefit in higher education for employees of the institutions. A previously Board action on May 4, 1978 exempted employees and their spouses from the comprehensive fee when taking part-time courses.

CONFIDENTIAL**BUSINESS AFFAIRS**
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On behalf of the Business Affairs Committee, I move that the Board approve the addition of the following statement to the policy on Collection of Student Accounts:

"In the case of a delinquent account, the College may retain and apply to the account, any deposit or other funds held for the student in question."

EXPLANATION:

The College should avail itself of every legitimate and feasible means of collecting debts owed it.

CONFIDENTIAL

ACTION ITEM

Business Affairs Committee
April 5, 1984

POLICY REFERENCE: Town/College Agreement on Main Street Parking

BY-LAW: Article V.3

RECOMMENDATION: On behalf of the Committee I move that the Board approve acceptance of the offer of the Town of Farmville to pave a portion of the College property on Main Street in front of the Wynne Building in return for permitting town residents to park on 10 of the 31 parking spaces thus created. The President, or the contracting officer upon her delegation, shall negotiate an agreement with the town to formalize the arrangement.

EXPLANATION: The Town of Farmville wishes to restrict parking on a portion of Main Street and requests the College's cooperation in this endeavour. The above offer was made by Mr. Gerry Spates on behalf of the Town of Farmville.

Internal Auditor
Work Report to the Audit Committee
July 1, 1982 through December 31, 1983

Jobs Completed

Major Findings

Cash cut offs at June 30, 1982
Confirmation of bank balances at June 30, 1982
Central Stores test counts at June 30, 1982
Physical inventory of Bookstore at June 30, 1982
Review of Auditor of Public Accounts audit exceptions for fiscal year 1980-81.

Completed twenty-nine Student Activity audits:

- Afro-American Student Alliance
- Camerata Singers
- Catalinas
- Chemistry Club
- Class of 1983
- Class of 1984
- Class of 1985
- Concert Choir
- Foreign Language Club
- Gyre
- Home Economics Club
- Inter-Religious Council
- Intramural Activity Association
- Kappa Delta
- Longwood Company of Dancers
- Longwood Concert Band
- Longwood Pageant
- Longwood Players (2 years)
- Lychnos
- Phi Beta Lambda
- Pre-Professional Club
- Rotunda
- Series of the Performing Arts
- Sociology and Anthropology Club
- Student Education Association
- Student Government Association
- Student Union
- Therapeutic Recreation
- Virginian

Fund balances were correct.
Balances agreed with the trial balance.
Perpetual record needs improvements.
None. Work performed due to contractor change.
We are in compliance with requirements.

Record quality varied widely, but was generally acceptable. Quality depends on interest and skills of the individual elected Treasurers.



Jobs Completed

Business Office Audits:

Petty Cash Fund

Agency Fund

Discretionary Fund

Travel advances at June 30, 1982

Institutional Memberships

Athletic Ticket Sales

Security/procedures/relocation of Office of

Continuing Education

Panhellenic Council

Equipment inventory testing

Athletic event concession sales

Service Contracts - All

Review/E&G Teaching Positions/4 years

Longwood Golf Course

Longwood Post Office

Printing/Duplicating Services

Library/Fines

Employee Relations

Payroll Department

Student Housing/Damage Deposits

Major Findings

Accountability excellent.

Accountability excellent.

Accountability excellent.

Accountability excellent.

Should be used only for College name dues.

Control system working well.

Transition completed successfully.

Accountability excellent

Many errors. System needs management support.

Control system working well.

In compliance with requirements.

Accountability much improved.

Internal controls are adequate.

Internal controls are adequate.

Internal controls are adequate.

Should be computerized.

Should be computerized, controls inadequate.

Damage deposit system working properly.

Jobs Completed/In Process Since July 1, 1983

Registrar

Travel Advances at 6/30/83

Discretionary Fund to 2/21/83

Admissions

Continuing Education

Physical Plant

Purchasing

Accounts Payable

Development/Fund Raising

Off Campus Workshops

Audio-Visual Services

Major Findings

Internal controls and storage inadequate.

Controls are functioning properly.

Proper accounting.

Control over cash receipts needs improvement.

Internal controls are adequate.

Controls and procedures need improvement.

Equipment inventory system controls weak.

In process at Dec. 31, fieldwork not yet completed.

Jobs Completed/In Process Since July 1, 1983

Conversion of Student Activity Organizations
to McBee Accounting Systems
Cash cut-offs at June 30, 1983
Computerizing College Art Collections
Equipment Inventory System

Other

Seminar: Audit Report Writing
Seminar: Auditing in an ADP Environment
Seminar: Senior Level Internal Auditing
Professional Development: Attended ACUA Conference
with 4 days intensive classwork.
Served on committee dealing with relocation of the Data
Processing Department to Barlow Building
Practice and familiarization with Otrona Attache computer
using Multiplan.

Major Findings

Installation proceeding smoothly.
Fund balances were correct.
On "hold" due to FAACS.
System needs management support.

L. M. Martin
December 31, 1983

ACTION ITEM

INTERNAL AUDIT COMMITTEE

February 2, 1984

POLICY: Internal Audit Policy

BY-LAWS: Article V.3

RECOMMENDATION: On behalf of the Internal Audit Committee, I move that the Board approve the following Internal Audit Charter, as revised:

2(-)

CHARTER
of the
INTERNAL AUDIT DEPARTMENT
LONGWOOD COLLEGE
FARMVILLE, VIRGINIA

Originally approved by the Audit Committee of the Board of Visitors, Longwood College on

The policies adopted herein will govern the activities of the Internal Audit Department of Longwood College.

Longwood College
Internal Audit Charter

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I. Foreword

The Internal Audit Department of Longwood College has prepared this Internal Audit Charter to serve as a guide in the performance of its duties. The Charter does not include, nor is it intended to include, all of the department's duties or responsibilities as they may exist from time to time.

II. Introduction

Internal auditing involves reviewing and appraising the activities of an organization, examining the integrity of its records, and evaluating the effectiveness of operations. The internal audit function is also concerned with ensuring that effective internal controls are in place and are functioning as designed.

The Internal Audit Department is responsible for the performance of all internal audit procedures for all departments of Longwood College.

The Internal Audit Charter will:

- A. Create a formal written record of the policies of the Internal Audit Department.
- B. Provide a basis for the evaluation of the performance of the Internal Audit Department by the Board of Visitors of the College, the management of the College, and the external auditors.
- C. Serve as a basic document in the organization and administration of the Internal Audit Department.

As used herein, the term "external" shall refer to representatives of or the activities of the Auditor of Public Accounts for the Commonwealth of Virginia, independent Certified Public Accountants (the CPA) and auditors from organizations, governmental or commercial, outside the College.

III. Objective

The overall objective of the Internal Audit Department is to assist the members of the Board of Visitors and the management of the College in the effective discharge of their responsibilities by furnishing them with objective analyses, appraisals, recommendations, counsel and information concerning the activities reviewed. The Internal Auditor is concerned with any phase of business activity wherein he can be of service to the Board and to management.

To accomplish this objective, the audit plan of the Internal Audit Department will provide for an evaluation of the following:

A. The adequacy of the College's system of internal controls. Internal controls are those procedures that:

1. Safeguard assets through an established system of checks and balances.

2. Ensure the reliability of financial data and reports prepared therefrom.

3. Ensure compliance with institutional policies and procedures and externally-imposed regulations.

B. The degree of compliance with the College's systems of internal controls.

C. The economy, efficiency and effectiveness of financial, administrative, and academic management.

D. The adequacy of compliance with applicable Federal, State and local laws and regulations.

IV. Standards for the Professional Practice of Internal Auditing

In 1978, the Institute of Internal Auditors, Inc., (IIA), an international organization dedicated solely to the advancement of the internal auditor and the internal auditing profession, adopted international "Standards for the Professional Practice of Internal Auditing".

The Internal Audit Department of Longwood College recognizes the benefits of these standards and hereby adopts the "Standards for the Professional Practice of Internal Auditing" as an integral part of the department's charter.

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V. Generally Accepted Auditing Standards

The American Institute of Certified Public Accountants has promulgated Generally Accepted Auditing Standards (GAAS) through Statements of Auditing Standards, Industry Audit Guides and other professional releases. The Comptroller General of the United States has also issued Standards for Audit of Governmental Organizations, Programs, Activities and Functions.

The Internal Audit Department endorses and adopts the appropriate use of GAAS and the Standards for Audit of Governmental Organizations, Programs, Activities and Functions.

VI. Reporting Responsibilities

The Internal Auditor shall have direct access to the College's Board of Visitors through an established reporting relationship with the Audit Committee of the Board of Visitors. The Internal Auditor shall also have direct access to the Rector of the Board of Visitors of the College in any instance where the Internal Auditor believes that such access is needed to fulfill the stated objectives of the department.

The Internal Auditor shall meet with the Audit Committee on a regularly scheduled basis to discuss:

- A. Audit Reports issued to the Audit Committee and the President of the College.
- B. Detailed Audit Plan for the three-year period.
- C. Relationships of the Internal Audit Department and external auditors.
- D. Any limitations on the scope of internal audits imposed by College management, and
- E. Any administrative problems created by limitations imposed by College management.

The Internal Auditor shall have direct access to the President of the College through a simultaneous reporting relationship. It is the responsibility of the Internal Auditor to ensure that the President of the College is aware of all matters that have been discussed or will be discussed with the Audit Committee of the Board of Visitors, or the Rector of the Board of Visitors.

VII. Authority

The Internal Audit Department shall have unrestricted access to all College activities, records, properties and personnel applicable to the area under review. The Board of Visitors has endorsed this right and has resolved that the scope of internal audit activities not be restricted by actions of College management.

The Internal Audit Department recognizes that certain items of the College are confidential in nature and special arrangements will be made when examining and reporting on such items.

VIII. Independence

The Internal Audit Department can be independent only when the department can work freely and objectively. Independence, in fact and in appearance, permits the Internal Auditor to render the impartial and unbiased judgments essential to the proper conduct of any internal audit.

The organization/reporting structure of the Internal Audit Department has been established to ensure that the department will be independent in organization and in function. The Internal Audit Department shall have:

A. Programming independence.

The department shall be free from control or undue influence in selection and application of audit programs, procedures and techniques.

B. Reporting independence.

The department shall be free from control or undue influence in the determination of facts revealed during examinations or in the recommendations or opinions resulting from the examinations.

C. Investigative independence.

The department shall be free from control or undue influence in the selection of areas, activities, personal relationships and managerial policies examined.

The Internal Audit Department shall be organizationally independent of all programs and operations that are to be reviewed. Participation in special projects shall be minimized or incorporated into the audit plan.

VIII. Independence (Continued)

If not included in the audit plan, all special projects shall require written approval of the Chairman of the Audit Committee.

The Internal Audit Department will not be used in the preparation or reconstruction of accounting systems, data, or records as the objectivity needed to review and report on this information would then be lost. The Internal Audit Department can act only in an advisory capacity on these matters.

The Internal Audit Department must be cognizant of the fact that independence can be impaired due to personal involvements in certain situations.

The President shall be informed immediately of all instances where a member of the College community believes that independence, in fact or in appearance, has been impaired.

IX. Responsibilities for the Detection of Errors or Irregularities

The Internal Auditor has a professional responsibility to the Board of Visitors and management of the College to conduct his/her areas of review with an attitude of professional skepticism, recognizing that the application of internal auditing procedures may produce evidential matter indicating the possibility of errors or irregularities.

An error is an unintentional mistake in financial statements which includes mathematical or clerical mistakes in the underlying records and accounting data from which the financial statements were prepared, mistakes in the application of accounting principles and oversight or misinterpretation of facts that existed at the time the financial statements were prepared.

An irregularity is an intentional distortion of financial statements or the misappropriation of College assets.

The attitude of professional skepticism must be based on the Internal Auditor's consideration of the degree of internal control within the area under review, the results of his/her review procedures, and by circumstances that raise questions concerning the integrity of management in the area under review.

If the Internal Auditor believes that a material error or an irregularity may exist in an area under review or in any other area of the College, the Audit Committee and the President shall be notified at once. The Internal Auditor should consider the implications of such an error or irregularity and determine the extent of any further review. The Internal Auditor will discuss the potential error or irregularity and its disposition with the Audit Committee and the President.

IX. Responsibilities for the Detection of Errors or Irregularities (Continued)

The internal review process alone cannot be relied upon by the Board of Visitors or management of the College to detect and prevent all errors and irregularities that may occur within the College. This is a responsibility shared by all members of the College management team.

X. System Planning and Development

The Internal Audit Department will participate, in an advisory capacity, in the planning, development, implementation, and modification of major computer-based and manual systems to ensure that:

- A. The system design and plan is adequate,
- B. Adequate controls are incorporated within the system,
- C. A thorough testing of the system is performed at appropriate stages,
- D. System documentation is complete and accurate, and
- E. The intended purpose and objective of the system implementation or modification has been met.

The Internal Auditor participating in such a review should ensure that the extent of his/her work does not affect the Internal Audit Department's independence.

XI. Cooperation with External Auditors

The Internal Auditor is responsible for coordinating the audit efforts of the Internal Audit Department with independent public accountants, the Auditor of Public Accounts for the Commonwealth of Virginia, and other external auditors representing Federal, State or local agencies that have business with the College.

The coordination of audit efforts should be in the planning and definition of the scope of proposed internal audits so that the work of all auditing groups is complementary and will provide a comprehensive, cost-effective audit.

The Internal Audit Department shall assist the Audit Committee of the Board of Visitors in the evaluation of and response to the Auditor of Public Accounts' annual examination of the College.

XII. Audit Plan

The three-year audit plan approved by the Board of Visitors shall serve as a guide for the work to be performed. Additions and changes to the plan will be made only with written approval of the Chairman of the Audit Committee. The Internal Auditor will initiate audits pursuant to this approved plan.

Time will be set aside for special investigations and special projects.

XIII. Audit Reports

At the conclusion of each audit over 20 hours in length, an exit conference will be held with the chief financial/operational officer responsible for the area under review and the individual in charge of the department or activity under review. All Internal Audit findings and recommendations will be discussed with the representatives of management and management will be requested to provide their response to such findings and recommendations.

A formal audit report will be prepared after the exit conference is held. This report will contain a summary of the function of the department or area under audit, the objective of performing the audit, the audit work performed, explanations of major weaknesses noted during the audit, our recommendations for improvements thereon, and management's response to such. All internal audit reports shall be structured to meet the needs of the Board and College Administration. Information contained shall be restricted to those who need the information and those involved in responding to comments. This ensures complete candor and objectivity.

The audit report will be discussed with the chief financial/operational officer responsible for the area under review prior to issuance to the Audit Committee and the President of the College.

All audit reports will be issued to the Audit Committee and the President of the College and be available for discussion at the next regularly scheduled meeting of the Audit Committee of the Board of Visitors.

XIII. Audit Reports (Continued)

The Internal Audit Department will conduct a follow-up review in 30 days on audit reports issued to ensure that all recommendations have been considered and acted upon. The Audit Committee of the Board of Visitors and the President of the College will be furnished a memorandum summarizing the follow-up review.

XIV. Personnel

Minimum qualifications for each position within the department have been established by the Commonwealth of Virginia; however, additional experience, training, specialized skills as well as intelligence, adaptability, promotability, an inquiring mind, analytical ability, good business judgment, and an ability to communicate with individuals must be considered in the employment process.

The Internal Auditor should report annually to the Audit Committee and the President of the College as to the effectiveness of the present staff in fulfilling the stated objectives of the Internal Audit Department.

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XV. Training

The College recognizes the need for members of the Internal Audit Department to "stay current" on accounting issues and auditing techniques in the college field.

To fulfill this need, the Internal Audit Department will require each representative of the department to obtain at least 40 hours of continuing education credits annually.

XVI. Investigations

The Internal Audit Department shall be notified in all cases where assets have or are thought to have been lost through embezzlement or other security breaches in the financial and operating systems of the College. Immediately upon such notification, the Internal Auditor should ensure that the Audit Committee, the President, and the Auditor of Public Accounts have been notified of the potential loss.

The Internal Audit Department and/or the Auditor of Public Accounts will perform sufficient tests to identify the weaknesses in financial and operating procedures which permitted the loss to occur and recommend improvements to the procedures to correct these weaknesses.

At the completion of the Internal Audit Department's and/or Auditor of Public Accounts' tests of the financial and operating procedures, a complete report will be prepared for the Audit Committee of the Board of Visitors, and the President of the College.

When information comes to the attention of the Internal Audit Department which indicates that a criminal act may have occurred, the following guidelines will be used:

A. When information comes to the Internal Audit Department's attention that would indicate that a criminal act has, in fact, occurred, this information will be referred to the College's President for handling. The Rector of the Board and the Chairman of the Audit Committee will be notified, also.

B. When information comes to the Internal Audit Department's attention that would indicate the possibility that a criminal act may have occurred, the Internal Audit Department will consult with the Attorney General's Office as to the legal status of such an act.

1. If the Attorney General believes that such an act has, in fact, been criminal in nature, the Internal Audit Department will refer this information to the Rector of the Board, the Chairman of the Audit Committee, and the College President for handling.

2. If the Attorney General believes that such an act has not been criminal in nature, the Internal Audit Department will review the act with the Rector of the Board, the Chairman of the Audit Committee, and the College President, and inform them of the Attorney General's opinion. Additional work may be performed to satisfy any area of concern.

The investigation of the specific event with the objective of recovery and/or prosecution is the responsibility of the President, Campus Police, Auditor of Public Accounts, and State Police with the decision to prosecute being the responsibility of the Attorney General and the appropriate Commonwealth's Attorney.

REPORT OF THE ADVANCEMENT COMMITTEE
OF THE LONGWOOD COLLEGE BOARD OF VISITORS

April 5, 1984, 9:00 a.m., Prince Edward Room

Present: Mr. Thomas D. Rust, Chairman
Mr. Lester E. Andrews
Mr. Gene Dixon
Mr. John Smyth
Dr. W. T. Thompson, Jr.
Dr. Janet D. Greenwood
Mr. Donald L. Lemish

In Attendance:	Mr. Thomas Bailey	Mr. Hunter Watson
	Ms. Myrna Ballard	Dr. Robert Webber
	Mr. Bob Barry	Gen. Sam Wilson
	Dr. Carolyn Hodges	Mr. Donald Winkler
	Ms. Brenda Kidd	

Section 2. Action Items:

- 2.b The Advancement Committee approved and recommends to the Board of Visitors that the Board of Visitors amend its Bylaws, approved in November 1983 and effective July 1984, concerning the membership of the Advancement Committee to read as follows:

"The Advancement Committee. The Advancement Committee shall consist of the Rector (or his or her designee from the Board of Visitors) and two other members of the Board of Visitors, and three members of the Longwood College Foundation, Incorporated. The Rector (or his or her designee from the Board of Visitors) shall be the chair of the Committee. The President of the Longwood College Foundation, Incorporated, shall serve as vice chair of the Committee and shall appoint two additional Foundation directors to membership on the Committee. Ex officio membership shall consist of volunteers at the designation of the Rector and shall include the President of the College and Vice President for Institutional Advancement. The Vice President also will serve as executive secretary of the Committee."

THOMAS D Rust

Thomas D. Rust, Chairman
Advancement Committee of the
Longwood College Board of Visitors

LIVE '84 Comes To Life Fully

LIVE Comes Alive

A funny thing happened — or, rather, didn't happen — during LIVE '84 on Saturday.

Organizers of LIVE '84, a Longwood College-sponsored volunteer work day in the community, had expected something to eventually go wrong with the first-time event. However, they were pleasantly surprised.

"I thought we'd have some problems at some point in the day, but everything went like clock-work,"

said coordinator Tom Bailey.

"The volunteers were great," added Bailey, a senior from Richmond. "We never had any complaints. Sign-in - wasn't supposed to start until 8:30. We had people there at 8:15."

About 500 Longwood students, faculty and staff took part in the work day, known as "Longwood Initiates Volunteer Energy."

Volunteers performed yardwork at the homes of senior citizens and Longwood's Alumni House; painted windows at the Old Mill; picked up trash along several roads; cleaned the former high school, Scope Senior Citizens Center, and the Red Cross office; and visited patients at Eldercare and Holly Manor.

"We had doubled the number of workers for each site, thinking some wouldn't show, but just about everybody that we assigned to a work site showed up," Bailey said. "So the jobs got finished a lot quicker than we had anticipated. There were very few no-shows."

The work began around 9:30 in the morning, as the Longwood bus transported workers to their sites. Members of Alpha Chi Rho fraternity and Kappa Delta sorority worked at the former high school. Members of Zeta Tau Alpha sorority worked at the Old Mill, which now is used by the Waterworks Players, and visited at Eldercare. Alpha Gamma Delta sisters picked up trash along Rt. 15 South. Members of Longwood's Institutional Advancement staff worked outside at the Alumni House.

"I talked to guys who were driving the town trucks and they said they had never seen people working so hard,"

said Bailey. "They picked up 275 bags of garbage."

Awards of \$100 each were given to various organizations with the best participation. The winning social fraternity-sorority was Alpha Chi Rho; the winning club or organization was Delta Sigma Pi business

fraternity; and the winning residence hall was eighth floor Frazer. The Longwood office with the best participation was Institutional Advancement. All those groups had participation of 90 percent or better, said Bailey.

Members of Sigma Sigma Sigma sorority and Alpha Phi Omega, a co-ed service fraternity, also took part.

(Continued from Page 1)

The awards were presented at a mixer Saturday night in the lower dining hall. All those who had worked were admitted free to the mixer. The volunteer work day will become an annual event, said Donald Lemish, vice president for institutional advancement.

"Overall, things went really well," said Bailey, who devoted a great deal of time to planning the event. "I think there will be even more enthusiasm for it next year."



Students at Longwood College participated in LIVE '84, (Longwood Initiates Volunteer Energy) on Saturday. Here students are pictured collecting trash along Osborn Road.

FOR THE DATE: 03/01 THROUGH 03/31

FOR THE DATE: 4/02/84

MONETARY GIFTS **	NUMBER OF DONORS	CONTRIBUTIONS	AMOUNT	NUMBER OF DONORS	CONTRIBUTIONS	AMOUNT	INTERNAL ASSIGNED VALUE
00 ALUMNI	2,862	2,898	\$58,132.00	1	1	\$550.00	
11 PARENTS	0	0	\$305.00	0	0	\$0.00	
21 FACULTY AND STAFF	97	222	\$4,973.76	0	0	\$0.00	
31 STUDENTS	0	0	\$0.00	0	0	\$0.00	
41 INDIVIDUALS	43	40	\$5,665.00	2	2	\$3,854.07	
50 FOUNDATIONS	1	1	\$00.00	0	0	\$0.00	
52 PERSONAL AND FAMILY FOUNDATIONS	0	0	\$0.00	0	0	\$0.00	
53 TRUSTS AND BEQUESTS	1	1	\$7,956.45	0	0	\$0.00	
61 LOCAL BUSINESS	21	21	\$3,054.00	0	0	\$0.00	
62 NON-LOCAL BUSINESS	1	1	\$250.00	0	0	\$0.00	
63 MATCHING GIFT COMPANY	25	24	\$1,820.00	0	0	\$0.00	
71 RELIGIOUS ORGANIZATIONS	0	0	\$0.00	0	0	\$0.00	
81 FUND RAISING CONSPIRITA	0	0	\$0.00	0	0	\$0.00	
91 OTHER ORGANIZATIONS	0	26	\$9,570.82	0	0	\$0.00	
TOTAL	3,887	3,245	\$41,768.03	3	3	\$4,204.07	

FOR THE DATE: 03/01 THROUGH 03/31

FOR THE DATE: 4/02/84

MONETARY GIFTS **	NUMBER OF DONORS	CONTRIBUTIONS	AMOUNT	NUMBER OF DONORS	CONTRIBUTIONS	AMOUNT	INTERNAL ASSIGNED VALUE
00 ALUMNI	2,090	2,102	\$37,885.00	1	1	\$1,000.00	
11 PARENTS	18	19	\$650.00	0	0	\$0.00	
21 FACULTY AND STAFF	94	178	\$2,927.41	0	0	\$0.00	
31 STUDENTS	1	1	\$25.00	0	0	\$0.00	
41 INDIVIDUALS	46	50	\$2,988.00	2	3	\$51,865.00	
50 FOUNDATIONS	1	1	\$200.00	0	0	\$0.00	
52 PERSONAL AND FAMILY FOUNDATIONS	0	0	\$0.00	0	0	\$0.00	
53 TRUSTS AND BEQUESTS	1	1	\$6,969.47	0	0	\$0.00	
61 LOCAL BUSINESS	43	43	\$0,518.14	1	1	\$55.00	
62 NON-LOCAL BUSINESS	3	3	\$1,350.00	0	0	\$0.00	
63 MATCHING GIFT COMPANY	24	27	\$2,250.00	0	0	\$0.00	
71 RELIGIOUS ORGANIZATIONS	0	0	\$0.00	0	0	\$0.00	
81 FUND RAISING CONSPIRITA	0	0	\$0.00	0	0	\$0.00	
91 OTHER ORGANIZATIONS	3	4	\$1,908.92	0	0	\$0.00	

Longwood

March 21, 1984

1984 Alumni Annual Telefund Results

The 1984 Alumni Annual Telefund was held January 30 through March 12, and results are as follows:

Total Pledges Received.....5,727
 Total Dollar Amount Pledged.....\$123,021
 Total Alumni Contacts.....8,421
 Pledges Received.....5,727 or 68% of total contacted
 Refusals.....1,660 or 20% of total contacted
 "Maybe's".....1,034 or 12% of total contacted

Of the 5,727 pledges received, 2,171 are new donors (38% of the total pledges received).

Total Pledged Dollars.....\$123,021

New Dollars	\$24,802.00
Increases	+ 17,843.00
Decreases	- 3,356.25
Net Total New & Increased	\$39,288.75

Average Gift - Previous Donors	\$21.50
Average Gift - New Donors	\$11.42

Other

Wrong Numbers	945
Deceased	56
Duplicate Forms (computer programming error)	67
Attempted Contact no less than 3 evenings but alumni not available	781

	<u>Pledges</u>	<u>Dollars Pledged</u>	<u>Average Pledge</u>
1984	5,727	\$123,021	\$21.50
1983	4,127	\$ 73,821	\$17.89
1982	3,421	\$ 61,143	\$17.87



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INFORMATION ITEM

Advancement Committee

April 5, 1984

POLICY

REFERENCE: Advancement Committee Purpose

BY-LAW: Article V, Section 6

RECOMMENDATION: Review the status of fund raising for the Fine Arts Center.
(Executive Session)

EXPLANATION: See attachments of report to Jessie Ball duPont Fund and letter from Miss Hazel Williams. Also, attached is the "confidential" pledge report.

We have tried to seek commitments without impairing our annual fund program.

At present we are preparing proposals to 21 Virginia and regional foundations totaling \$181,000.

DATE Feb 29, 1984

REPORT NO One

RECORD OF CASH AND PLEDGES

Visual Arts Center

NUMBER	NAME AND ADDRESS	TOTAL PLEDGE	CASH	DONOR CATEGORY	REMARKS
1	Mr. Thomas J. Starke [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2	Mr. [REDACTED]	\$ [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
3	Mr. J. Samuel Davis [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
4	Everett G. Jewell J [REDACTED] G Y [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
5	Mr. & Mrs. Sidney A. Weinstein [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
6	M [REDACTED] mpson, III [REDACTED] Rd.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
7	[REDACTED] p on [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
8	Sovran (VNB) Bank Mr [REDACTED] ff A. Cutchins, III [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
TOTAL THIS SHEET		\$ 62,317	\$16,572.53		
BROUGHT FORWARD					
TOTAL CARRY FORWARD		\$ 62,317	\$ 16,572.53		

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**JESSIE BALL DUPONT
RELIGIOUS, CHARITABLE AND EDUCATIONAL FUND**

872 EDWARD BALL BUILDING
JACKSONVILLE, FLORIDA 32202
TELEPHONE (904) 353-0890

January 12, 1984

Dr. Janet D. Greenwood, President
Mr. Donald Lee Lemish, Vice President
Longwood College
Farmville, Virginia 23901

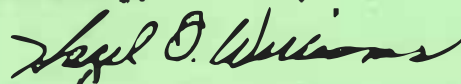
Dear Dr. Greenwood and Mr. Lemish:

Thank you so much for the fine progress report on the Longwood College Fine Arts Center fund-raising efforts. We do remember your decision to try to meet our challenge without interfering with your annual fund program and congratulate you for the pledges and cash gifts received thus far.

It is difficult to say which is the most important news - the \$62,317.00 raised toward the challenge grant, or the history-making \$100,000.00 mark reached for your Alumni Fund and the rise in your alumni giving to 32.33 percent.

You seem to be off to a very fine start for the New Year and from each of us, very best of wishes for continued success, good health and happiness.

Sincerely,



Hazel O. Williams
Trustee and Executive Secretary

HOW/hab

P.S. Please give Mrs. Bishop our very best of wishes also. It was such a pleasure meeting her and having her join us on our nice tour of Longwood.

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LONGWOOD COLLEGE

FARMVILLE VIRGINIA 23901

January 6, 1984

Miss Hazel O. Williams
 Trustee and Executive Secretary
 Jessie Ball duPont Religious,
 Charitable and Educational Fund
 872 Edward Ball Building
 Jacksonville, Florida 32202

Dear Miss Williams:

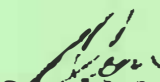
This letter is to provide you and the other directors of the Jessie Ball duPont Religious, Charitable and Educational Fund a progress report on the Longwood College Fine Arts Center fund raising related to the challenge grant provided by the Fund.

At this writing we have received signed pledges and cash gifts totaling \$62,317. As you are aware, we are trying to meet the challenge through a private effort that does not impede the necessary growth and progress of our rejuvenated annual fund program.

In addition to the Fine Arts Center program, we are happy to report that our 1983 Alumni Fund topped the \$100,000 mark for the first time in the history of Longwood. Just two years ago our Alumni Fund totaled only \$43,413. Also, the best milestone is that our alumni giving percentage has risen to 32.33 percent ranking Longwood seventh nationally among all public four-year institutions in alumni giving participation.

Our very best to you for a happy and prosperous 1984.

Sincerely,


 Donald Lee Lemish
 Vice President

Janet D. Greenwood
 President

cc: Barbara Bishop

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INFORMATION ITEM

Advancement Committee

April 5, 1984

POLICY

REFERENCE: Advancement Committee Purpose

BY-LAW: Article V, Section 6

RECOMMENDATION: Review the attached fund raising report comparing first-quarter calendar year 1984 with first-quarter 1983.

EXPLANATION: (Report cannot be generated until end of quarter and will have to be distributed at Advancement Committee meeting.)

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INFORMATION ITEM

Advancement Committee

April 5, 1984

POLICY

REFERENCE: Advancement Committee Purpose

BY-LAW: Article V, Section 6

RECOMMENDATION: Review report on success of Alumni Annual Fund Telefund conducted by Longwood Ambassadors under the direction of Mrs. Brenda Kidd.

EXPLANATION: The Telefund campaign is scheduled to run Monday through Thursday evenings, 6-9:30, January 30-April 12. Ten callers each evening will be attempting to contact over 10,000 alumni. To date (February 29, 1984) the following results are reported:

Total Contacts:	6,715
Total Donors:	4,685
Total Maybe's:	589
Total Refusals:	1,049
Wrong Information:	392
Total Pledges:	\$98,504

(An updated report will be distributed in the Advancement Committee meeting.)

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INFORMATION ITEM

Advancement Committee

April 5, 1984

POLICY
REFERENCE: Advancement Committee Purpose

BY-LAW: Article V, Section 6

RECOMMENDATION: Privately review and discuss Major Gift Prospectus (Executive Session)

EXPLANATION: The Prospectus will be distributed to the Advancement Committee only for review, discussion, and refinement. At a future date, and upon approval of the Advancement Committee, the Prospectus will be distributed to the full Board.

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INFORMATION ITEM

Advancement Committee

April 5, 1984

POLICY
REFERENCE: Advancement Committee Purpose

BY-LAW: Article V, Section 6

RECOMMENDATION: Review the proposed new Bylaws of the Longwood College Foundation, Inc.

EXPLANATION: These Bylaws have been drafted by the Foundation Bylaws Committee and will be presented to the Foundation Board for consideration at its annual meeting, June 29, 1984. The Bylaws Committee will meet once more for a final review before the new proposed Bylaws are circulated to the directors of the Foundation.

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DRAFT
October 15, 1982

DRAFT

Revised
November, 1983
December 15, 1983
March 12, 1984

PROPOSED

LONGWOOD COLLEGE FOUNDATION, INC., BYLAWS

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DRAFT - October 15, 1982

REVISED - November, 1983

REVISED - December 15, 1983

REVISED - March 12, 1984

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**PROPOSED
BYLAWS
OF THE
LONGWOOD COLLEGE FOUNDATION, INCORPORATED**

PREAMBLE. The Longwood College Foundation, Inc., is the main fund-raising organization of Longwood College for the receipt and management of all private gifts and sanctioned by the Longwood College Board of Visitors.

ARTICLE I. - OFFICE

The principal office of the Longwood College Foundation, shall be located in Farmville, Prince Edward County, Virginia.

ARTICLE II. - SEAL

The Corporate Seal of the Foundation shall consist of two concentric circles around the inner edge of which shall be engraved the words, "Longwood College Foundation, Incorporated, Farmville, Virginia," and across the center thereof the word "seal" and figure "1959."

ARTICLE III. - BOARD OF DIRECTORS

Section 1. General Power. The entire management of the Foundation and its property is vested in its Board.

The Board of Directors of said Foundation shall have full power, except as prohibited by the terms of any instrument of gift, devise, bequest, or other transfer, at its sole discretion,

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to change the form of any investment and for that or other purposes of the Corporation to dispose of any securities or other property held by said Corporation.

Section 2. Number. The Board of Directors of the Corporation shall consist of twenty-six (26) individuals. Additional persons may be designated as "director emeritus."

Section 3. Quorum. A majority of the members of the Board shall constitute a quorum for the transaction of business. However, less than a majority of the members of the Board may adjourn a meeting from time to time after determination of an alternate date for a meeting of the Board and notification to the directors.

Section 4. Ex Officio Directors. There shall be eight (8) Ex Officio Directors. The following persons shall be members of the Board during their respective terms of office and shall serve ex officio without voting rights: (1) President of Longwood College, (2) Vice President for Business Affairs, (3) Vice President for Institutional Advancement, and (4) Chairperson of the Board of Visitors Advancement Committee. Also, (5) the appointed Treasurer of the Foundation, and (6) (7) two Longwood faculty members elected for three-year terms by the voting directors, shall serve as Ex Officio Directors without voting rights. (8) The President of the Longwood College Alumni Association shall serve as ex-officio director with voting rights.

Section 5. Public Directors. There shall be eighteen (18) Public Directors, two of whom shall be alumni of the College. Members of the Board that are not "Ex Officio" Directors shall be known as "Public" Directors. No employee of Longwood College may

serve as a public director. These directors shall be elected by the Board of Directors from nominations presented annually by the Nominating Committee. The Public Directors shall be elected at the annual meeting for terms of office as follows: six (6) directors shall be elected for an initial term of one (1) year, six (6) directors for an initial term of two (2) years, and six (6) directors for an initial term of three (3) years.

Thereafter, all Public Directors shall be elected for a term of three (3) years upon the expiration of the previous term or until their successors have been elected and qualified. A director shall be able to succeed himself/herself no more than twice.

Section 6. Director Emeritus. By majority vote of the Board, any "Public" director having served a minimum of six years as a director, may be elected to the status of "director emeritus." Directors emeritus may attend all meetings and participate in discussion; however, they have no voting privileges. Director Emeritus term is indefinite.

Section 7. Removal of Directors. Any elected Public Director or elected ex officio director may be removed from the Board for any cause whatsoever by a vote of two-thirds of the full Board.

ARTICLE IV. - MEETINGS

Section 1. Regular Meetings. There shall be at least two (2) regular meetings of the Board of Directors of the Foundation each year. The annual meeting shall be held in Farmville, Virginia, during the fourth week in June. The time,

place and date of the second meeting shall be determined at the annual meeting.

Section 2. Special Meetings. Special meetings of the directors may be called by the President, upon 10 days notice. Special meetings may also be called any time by petition of a majority of the directors.

Section 3. Manner of Acting. The act of a majority of the Board present at a meeting at which quorum is present shall be an act of the Board unless a greater number is required by these Bylaws or by law.

Section 4. Vacancies. Any vacancy occurring among the Public Directors or any directorship to be filled by reason of an increase in the number of directors may be filled by the affirmative vote of a majority of the remaining directors, even though less than a quorum of the Board. A Public Director elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office.

The continuation of a vacancy in an ex officio position or a public position shall not be deemed to be a default in the terms of the Articles of Incorporation or in the terms of these Bylaws and the Board shall have full authority to continue to operate.

Section 5. Informal Action. Any action required by law to be taken at a meeting of the Board, or any action that may be taken at a meeting of the Board, or of any committee of the Board, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the directors or committee members entitled to vote on the subject thereof. Such consent shall have the same force and effect as a unanimous

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vote of the Board and shall be recorded with the minutes of the Foundation.

ARTICLE V. - OFFICERS

Section 1. Officers The officers of the Foundation shall be a President, a First Vice President, a Second Vice President, a Secretary, and a Treasurer. All officers shall be elected from the Board of Directors. The officers shall be elected each year at the annual meeting for a term of one (1) year, beginning July 1 next, and shall hold office until their successors are elected and qualified. No one employed by the College may serve as President, First Vice President or Second Vice President of the Foundation.

Section 2. Remuneration. No officer or director may employ anyone at the expense of the Foundation without approval of at least three-fourths of the Directors present and qualified to vote at a regular or special meeting of the Board. The Directors shall fix the remuneration to be paid to anyone so employed. Vacancies in any position already authorized may be filled, but the Directors shall fix the remuneration to be paid to anyone filling such vacancies.

Section 3. The President. It shall be the duty of the President to preside at all meetings of the Board of Directors and the Executive Committee and to see that such meetings are conducted strictly in accordance with the Articles of Incorporation, Bylaws, and Robert's Rules of Order. The President shall appoint annually from the Board of Directors, a Finance Committee, an Audit Committee, a Nominating Committee, and two

persons to the Board of Visitors Advancement Committee. The President also may appoint other Administrative Committees as is advisable to expedite the business of the Foundation. The President shall be an ex-officio member of all committees. All officers shall report directly to the President in all matters pertaining to the handling of the affairs of the Foundation.

Section 4. First Vice President. In the absence of the President at any meeting of the Board or of the Executive Committee, the First Vice President shall act as President.

Section 5. Second Vice President. In the absence of both the President and the First Vice President, the Second Vice President shall act as President.

Section 6. The Secretary. The Vice President for Institutional Advancement of the College shall serve as Secretary and Executive Director of the Foundation. The Secretary shall keep the records of the Corporation and books of account. He shall have the custody of the seal of the Corporation. He shall issue, sign, and seal together with the President, all instruments of writing affecting the Corporation, and the Secretary shall, in addition, perform all the other duties usually pertaining to this office.

Section 7. Treasurer. The Treasurer shall keep the accounts of the Foundation and prepare checks to pay all legitimate bills and other legitimate expenses of the Foundation, as may be authorized by the Board. His accounts shall at all times be subject to inspection by the directors and by the Finance Committee. He shall inform the Board and the Executive Committee at its meetings of the financial condition of the Foundation, and

submit an annual financial statement to the Board of Directors. The treasurer will be bonded; the amount of coverage to be determined by the Board of Directors. All money of the Corporation shall be deposited in such depositories as shall be selected by the Directors. Checks may be signed by anyone authorized to do so by the Board.

Section 8. President of the College. The President shall be an ex-officio member of all committees.

Section 9. Vacancies. A vacancy in any elected office may be filled by a majority vote of a quorum of the Board for the unexpired term of the predecessor in office.

Section 10. Delegation of Duties. The Board for any reason may delegate the powers or duties of any officer to any other officer or director.

Section 11. Other Officers. The Board may appoint other officers, as they may deem advisable, and give them such authority and prescribe such duties as they see fit.

Section 12. Removal. Any officer elected or appointed by the Board may be removed by the Board for any reason whenever in the Board's judgment the best interests of the Foundation would be served thereby. Such removal shall be without prejudice to any contract rights of the officer removed.

ARTICLE VI. - COMMITTEES

Section 1. Executive Committee. The Executive Committee shall be the administrative body of the Foundation. The Board of Directors shall elect annually an Executive Committee. The Executive Committee shall be two elected Public Directors, the President of the Foundation, the First Vice President, and the Second Vice President, and the President of the College.

The function of the Executive Committee shall be to perform any routine administrative duties by express authority of the Board of Directors or subject to ratification of the Board at its next meeting or any other matter as may be prescribed by the Board. The Executive Committee shall be empowered to act on behalf of the Board of Directors to conserve, protect, and disburse funds of the Foundation, which may, from time to time, come into possession of the Foundation, and in matters which may require Board action, and with reference to which it be necessary that action be taken before the next regular or special meeting of the Board will or may be convened. All action taken at the Executive Committee meetings will be reported to the Board by the President within 21 days of said action. The Executive Committee shall meet at the call of the President at any time and place it decides: The Secretary shall be ex officio to the Executive Committee, take all minutes, but has no vote.

Section 2. Finance Committee. The Finance Committee shall consist of not less than three (3) directors who shall be appointed by the President at each annual meeting of the Board. The Finance Committee shall perform all such duties as may be

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assigned to it by the Board of Directors. These duties may include investment policy recommendations and investment review.

Section 3. Audit Committee. The Audit Committee shall consist of not less than three (3) directors who shall be appointed by the President at the interim meeting of the Board. It shall be the duty of the Audit Committee to select the auditors and have an independent audit made of the books of the Foundation each year and report the results of the audit to the Board.

Section 4. Nominating Committee. A Nominating Committee consisting of three (3) directors shall be appointed by the President not less than forty-five (45) days prior to the annual meeting. The Nominating Committee shall make nominations from the eligible directors for a President, a First Vice President, a Second Vice President, a Secretary, and two (2) members of the Executive Committee. The Nominating Committee also must annually nominate a treasurer. The chairman of the Nominating Committee shall present the slate of the nominees selected by the Committee for the various offices at the annual meeting of the Board to be voted upon by the Board of Directors. The Nominating Committee shall also select nominees for directors and directors emeritus, and likewise present the slate of nominees for directors at the annual meeting of the Board to be voted upon by the Board of Directors. The slate of nominees is to be sent to the Foundation Board members at the time that the annual meeting notice is sent to them.

Section 5. Administrative Committees. The President of the Foundation shall appoint the following Administrative Committees and their respective chairmen. The membership of these

committees is limited to individuals who are members of the Board of Directors: (1) Two persons to the Advancement Committee of the Board of Visitors, (2) Special Projects Committee, (3) Budget Committee, and (4) Gift Acceptance Committee.

Other Administrative Committees not having and exercising the authority of the Board in the management of the Foundation may be designated from time to time by the Board of Directors. The committees should be appointed on an annual basis. The duties and functions of such committees shall be determined by delegation of authority from the Board.

Section 6. Active Fund Raising Committees. Active Fund Raising Committees shall be chaired by a member of the Board, appointed by the President, and shall include a staff development officer as executive secretary. Persons-at-large who are not members of the Foundation Board of Directors may serve as members of active Fund Raising Committees.

The President of the Foundation, in advisement with the Secretary shall appoint these committees and their chairmen: (1) Major Donor Committee, (2) Deferred Gifts Committee, (3) Annual Fund Committee, and (4) Corporate Giving Committee.

Other active fund-raising committees may be designated from time to time by the Board of Directors.

Section 7. Vacancies. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided for original appointments.

Section 8. Quorum. Unless otherwise provided in the resolution of the Board designating a committee, a majority of the whole committee shall constitute a quorum and the act of a

majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 9. Rules. It is recommended that each committee adopt rules for its own management not inconsistent with these Bylaws or with the rules adopted by the Board. Committee rules must be approved by majority vote of the Board of Directors.

Section 10. Minutes. Minutes of all committee meetings should be taken and filed with the Secretary.

Section 11. Qualifications. Ex Officio Directors may be appointed to committees and will be voting members of any committees to which they are appointed.

ARTICLE VII. - FINANCES

Section 1. Use of Income. All gifts to the Foundation or other income not otherwise designated by the donor shall go into the general fund of the Foundation and shall be used exclusively for the use and benefit of Longwood College in accordance with the general purposes of the Foundation. The Foundation may receive, manage, invest, and disburse conditional gifts only if such gifts are for the exclusive use and benefit of Longwood College.

The phrase "exclusive use and benefit of Longwood College" shall include gifts for the benefit of any separate or independent organization which is supportive of or affiliated with the College or its programs and functions, provided that such organization is (a) organized exclusively for charitable, scientific, or educational purposes and for the exclusive use and benefit of Longwood College and (b) qualified as an organization exempt from

income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law). The Board may from time to time provide procedures for the establishment of special or designated funds to be administered by the Board under the conditions of their creation in accordance with the Articles of Incorporation.

Section 2. Contributions and Disbursements. All contributions received by the Foundation shall be deposited by the Treasurer in a special account or accounts in such banks, trust companies, or other depositories as the Board may select. All disbursements shall be made under a proper authority of the Board. All contributions to and disbursements from the Foundation shall be recorded by the Treasurer and such records shall be subject to examination at any reasonable time, upon request, by any director.

Section 3. Budget. A statement of proposed operating income and expenditures for the following year shall be prepared by the Secretary and submitted to the Board annually. When approved by the Board, such budget shall be the only authorization for expenditures for operating expenses of the Foundation subject to subsequent changes made by the Board and the provisions of Section 4 below.

Section 4. Administration of the Budget. The Treasurer is authorized to make commitments for budgeted operating expenses. All payments for budgeted items should be made only when a withdrawal form and expenditure verification is presented to the Vice President for Institutional Advancement and to the Treasurer.

Section 5. Checks, Drafts, Etc. All checks, drafts, or orders for the payment of money, notes, or other evidences of

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indebtedness issued in the name of the Foundation shall be signed by such officer or officers or agent or agents of the Foundation and in such manner as shall from time to time be provided by resolution of the Board. In the absence of such provision by the Board such instrument shall be signed by the Treasurer or an Assistant Treasurer.

Section 6. The Fiscal Year. The fiscal year of the Foundation shall be July 1 to June 30 but may be altered by resolution of the Board.

Section 7. Bank Accounts. Bank accounts may be opened by authority of the Executive Committee. Any check or note given by the Foundation in excess of two thousand dollars (\$2,000) must also be signed by one other officer of the Foundation in addition to provision in Article VII., Section 5.

ARTICLE VIII.

EXECUTION OF CONTRACTS, DEEDS, AND TRANSFERS AND REPRESENTATION WITH REFERENCE TO SECURITIES

Section 1. Execution of Contracts and Deeds. Except as otherwise provided by resolution of the Board authorizing the execution thereof, all contracts, deeds, mortgages, pledges, transfers, and other written instruments binding upon the Foundation shall be executed on behalf of the Foundation by the President and the corporate seal shall be affixed and attested by the Secretary.

Section 2. Voting Securities Owned by the Foundation. Unless otherwise ordered by resolution of the Board, the President and Secretary or Treasurer shall have full authority on behalf of

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the Foundation to attend, to act, and to vote at any meetings of stockholders, bondholders, or other security holders of any Corporation, trust, or association in which the Foundation may hold securities. At any such meeting, the President and Secretary or Treasurer shall possess all of the rights and powers incident to the ownership of such securities, which as owner thereof the Foundation might have possessed if present, including the authority to delegate such authority to a proxy. The Board may, by resolution, confer like authority upon any other person or persons.

ARTICLE IX. - EXCULPATION OF DIRECTORS

No director shall be liable to anyone for any acts on behalf of the Foundation or any omissions with respect to the Foundation committed by such director except for his or her own willful neglect or default, nor shall any director be liable to anyone for any act or neglect or default on the part of any one or more of the other directors of the Foundation in the absence of specific knowledge on the part of such director of such neglect or default.

ARTICLE X. - CONFLICT OF INTEREST

Any director or officer shall declare himself as "abstaining" from vote and discussion on any matter in which said director or officer may be considered to have a conflict of interest. Such abstaining declaration shall be made for the record at the beginning of any such motion or discussion and shall be recorded in the official minutes of the meeting. The same conflict of interest procedures shall apply to any director participating in any committee action or vote.

ARTICLE XI. - EFFECTIVE DATE

These Bylaws shall become effective upon their approval by the Board.

ARTICLE XII. - AMENDMENTS

Section 1. Notice. These Bylaws may be amended or repealed and new Bylaws may be adopted by a majority of the directors present at any regular or special meeting at which there is a quorum if at least ten (10) days written notice is given of the intention to amend or repeal the Bylaws or to adopt new Bylaws at such meeting. Proposed amendments or changes in Bylaws must accompany the notice of intention to amend or change.

Section 2. Articles of Incorporation. No amendment may be made to avoid limitations imposed by the Articles of Incorporation.

Section 3. Board of Visitors. The Board of Visitors of Longwood College shall receive at least ten (10) days written notice of any intention to amend or repeal the Bylaws or to adopt

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new Bylaws at any such meeting. Proposed changes must accompany written notice.

ARTICLE XIII. - DISSOLUTIONMENT

In the event of the dissolution of the corporation, the Board of Directors shall cause the assets of the corporation to be distributed as follows:

(a) All liabilities of the corporation shall be paid or adequate provision shall be made for payment.

(b) Assets held by the corporation upon a condition which occurs by reason of the dissolution shall be returned or conveyed in accordance with such requirements; and

(c) All of the remaining assets of the corporation shall be conveyed to the Board of Visitors of Longwood College or its successor, said corporation or its successor shall qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law. If said corporation or its successor shall not so qualify, the remaining assets shall be conveyed to some other organization or organizations organized and operated exclusively for charitable, educational, religious or

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scientific purposes that are qualified as an exempt organization
or organizations under Section 501(c)(3) of the Internal Revenue
Code of 1954 (or the corresponding provision of any future United
States Internal Revenue law).

DRAFT - October 15, 1982

REVISED - November, 1983

REVISED - December 15, 1983

REVISED - March 12, 1984

ACTION ITEM

Advancement Committee

April 5, 1984

POLICY

REFERENCE: Advancement Committee Purpose

BY-LAW: Article V, Section 6

RECOMMENDATION: On behalf of the Advancement Committee, I move that the Board of Visitors approve the use of advertising from private enterprise in accordance with NCAA guidelines on advertising and acceptable television advertising.

EXPLANATION: The athletic department can gain revenue by accepting private business sponsorship on such items as schedules, tickets, special game promotions, etc. This has been done previously; however, the question of accepting sponsorship by certain types of enterprises has been questioned, particularly breweries. This is a good potential source of revenue and is acceptable within NCAA guidelines. Liquor and cigarette sponsorship are not acceptable by NCAA or television.

ACTION ITEM

Advancement Committee

April 5, 1984

POLICY

REFERENCE: Advancement Committee Purpose

BY-LAW: Article V, Section 6

RECOMMENDATION: On behalf of the Advancement Committee, I move that the Board of Visitors amend its Bylaws, approved in November 1983 and effective July 1984, concerning the membership of the Advancement Committee to read as follows:

"The Advancement Committee. The Advancement Committee shall consist of the Rector (or his or her designee from the Board of Visitors) and two other members of the Board of Visitors, and three members of the Longwood College Foundation, Incorporated. The Rector (or his or her designee from the Board of Visitors) shall be the chair of the Committee. The President of the Longwood College Foundation, Incorporated, shall serve as vice chair of the Committee and shall appoint two additional Foundation directors to membership on the Committee. Ex officio membership shall consist of volunteers at the designation of the Rector and shall include the President of the College and Vice President for Institutional Advancement. The Vice President also will serve as executive secretary of the Committee."

EXPLANATION: This amendment returns the structure of the Advancement Committee, after July 1, to its present membership by not including the president of the Alumni Association. The president of the Alumni Association has been recommended to be an ex officio member of the Longwood College Foundation, Inc., Board of Directors, which is the preferred structure of the Vice President of Institutional Advancement.

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Advancement Committee

July Meeting

Agenda

1. Information Items:

- a. Review of actions of the Longwood College Foundation, Inc., Annual Meeting.
- b. Review of calendar year fund raising report.
- c. Review of Fine Arts Center fund raising.
- d. Continue review of Fund Raising Prospectus.

2. Action Items:

None anticipated at present.

3. Setting of November Agenda

4. Review of Meeting