

THE UNIVERSITY OF SOUTH CAROLINA
Two-Year Campus Faculty Senate Meeting
USC-Columbia
WADE HAMPTON CONFERENCE CENTER
Columbia, South Carolina

September 18, 1981

Coffee-----10:00-10:30 a.m.
Rutledge-Moultrie Room

Informal Session (Campus Concerns)-----10:30-11:00 a.m.
Rutledge-Moultrie Room

Standing Committees-----11:00-12:15

- I. Rights and Responsibilities - Rutledge-Moultrie Room
- II. Financial Concerns - Congaree Room
- III. Intra-University - Palmetto Room
- IV. Executive Committee - Forrest Room
- V. Deans Meeting - Executive Room

Campus Caucus-----12:15-12:30 p.m.
Rutledge-Moultrie Room

Luncheon-----12:30- 2:00 p.m.
Maxims

General Session----- 2:00- 4:00 p.m.
Rutledge-Moultrie Room

Reception----- 4:30-
Cockpit, Coliseum

TWO-YEAR CAMPUSES FACULTY SENATE MEETING

WADE HAMPTON CONFERENCE CENTER

USC-COLUMBIA

Minutes: September 18, 1981

Informal Session

Chairperson Jim Otten welcomed Senators and guests to the meeting, after which all present introduced themselves to the group. Chairperson Otten presented a brief "State of the Two-Year Campus System Address" in which he expressed optimism in looking toward the future. During a short break, standing committees elected the following chairpersons:

Rights and Responsibilities:

Professor Jimmie Nunnery (Lancaster)

Intra-University Services and Communications:

Professor Jean Gray (Sumter)

Financial Concerns:

Professor Mark Lidman (Sumter)

Professor Billy Cordray, Chairperson of the Nominating Committee, read the letter of resignation submitted by Professor Elizabeth Baldwin, Secretary, who has moved to Charlotte (letter attached as Appendix I). That her resignation be accepted was moved and seconded (letter attached as Appendix II). Professor Cordray nominated Professor Sally Johns (Lifelong Learning) for the position of Secretary; she was elected by voice vote.

Luncheon

Dr. John J. Duffy, System Vice President for Two-Year Campuses and Continuing Education, reported on several items of interest. He congratulated the Two-Year Campuses on their successful completion of self-studies. In the area of budget, he noted that the Two-Year System has implemented the equivalent of a 3.5% personnel cut, largely through attrition. The recent faculty raise equals an average of

10% annually per faculty member. On enrollment, he reported a 1.8% decrease system-wide (the bulk of which resulted from a planned decrease in the lower division on the Columbia Campus) and a 6.6% increase in the Two-Year System. He cited several improvements to facilities that he noticed during recent visits to the various campuses. He remarked on the value of various meetings, conferences, and retreats for the exchange of ideas and information (a planned meeting for dialogue between business faculties of the various campuses re curricula; the English Times Nine Conference at Sumter October 9; faculty retreats of Union and Lancaster Campuses). He reiterated that studies demonstrate that transfer students from two-year campuses to the Columbia Campus perform quite well (only 6% fail). He remarked favorably on both the Library System (an improved shuttle system has enhanced reciprocity and effectiveness) and the Financial Aid Office (almost \$2½ million in basic grants were awarded in the Two-Year System last year). In looking to the future, he commented that appropriations will possibly decrease and that the strongest source of financial support will be the USC private fund drive, which will make the critical difference between a quality institution and a mediocre institution. He closed by expressing appreciation for the sacrifices made by the members of the Senate on behalf of the Two-Year Campus System and its Faculty Senate.

General Session

I. Call to Order

II. Correction/Approval of Minutes:

A request was made that on p.7 references to "Senator Ernest Nunnery" be corrected to read "Representative Ernest Nunnery." Professor Otten asked that on p.2, III A, Union be added to those campuses that have completed self-study.

The minutes were approved as amended.

III. Guest Speaker:

Dr. James B. Holderman, University of South Carolina President, was unable to be present as Guest Speaker as scheduled; instead, he attended the reception later in the afternoon where he greeted and talked with participants individually.

IV. Reports of University Officers:

A. Dr. John Duffy, System Vice President for Two-Year Campuses and Continuing Education, after noting that his report had been delivered at the luncheon, introduced the following:

Miriam Freeman, Director of Educational Referral Services, who noted that in the past year her office had increased the number of people served by 500, without any increase in resources;

John Powers, Dean for Lifelong Learning, who announced the availability of a computer disc that provides mailing labels for mailings to businesses in various locals;

Dave Bowden, Dean for Telecommunications Instruction and Correspondence Study, who provided enrollment figures (this fall's telecommunications enrollments are the highest ever for a fall semester) and spoke briefly about some of the future plans for Telecommunications Instruction.

Dr. Duffy clarified statements he had previously made about salaries. In response to an inquiry from Dean Bashaw (Beaufort), he explained that the actual payout would be less than 10% because of the delay in implementation of the raise.

V. Reports from Standing Committees:

A. Rights and Responsibilities - Jimmie Nunnery

The Rights and Responsibilities Committee made the following responses to requests that had arisen out of the Executive Committee retreat:

1. The Committee agreed to accept the Executive Committee's proposal that Rights and Responsibilities investigate publication of a supplement to The Two-Year Campuses Faculty Manual this coming year and large-scale revision of the Manual in 1982-83. The Committee proposed that a representative from each campus research the Faculty Senate minutes from meetings since publication of the current Manual; locate and number changes; and send them to Professor J. T. Myers (Sumter), secretary of the Rights and Responsibilities Committee.

After reviewing the changes, Professor Myers will present them to the Rights and Responsibilities Committee, which will then present them to the entire Senate. The Committee requested that copies of minutes from Fall 1978 to the present be sent to all its members as soon as possible.

2. Per Executive Committee request, the Rights and Responsibilities Committee agreed to study Tenure and Promotion policies and practices on the various campuses. The committee proposed that the delegation from each campus gather information on how Tenure and Promotion is handled on that campus. At its next meeting the Rights and Responsibilities Committee will compare the information for consistency or inconsistency and, if it seems advisable, make recommendations to the Senate.

3. The Rights and Responsibilities Committee concluded that the area of administrative and peer evaluations, which the Executive Committee requested be studied, is more properly the responsibility of Intra-University Services and Communications. Chairperson Otten concurred.

Professor Nunnery requested that the following items be placed on the agenda for the next Faculty Senate meeting:

1. Part-time faculty use responsibilities, compensation, overall effect, etc.
2. Revision of the Manual
3. Tenure and Promotion

To a request for clarification of the part-time faculty item, Professor Nunnery explained that it was an issue Elizabeth Baldwin had raised for examination last spring. He summarized his committee's informal discussion and noted their lack of complete information at this time. He stated that his committee will gather information and study the issue before the next Senate meeting.

B. Financial Concerns - Wayne Thurman (Secretary) for
Mark Lidman (Chairman)

The Financial Concerns Committee has elected the following officers:

Mark Lidman - Chairperson

Wayne P. Thurman - Secretary

The committee is conducting additional study in the following areas:

1. Method of summer school compensation among the campuses
2. Method of overload compensation
3. Sabbaticals - a special subcommittee was formed to study this issue.

Dr. Duffy stated that the Sumter Campus has submitted a proposal on sabbatical leave which has been sent to the Provost's Office.

C. Intra-University Services and Communications -
Jean Gray (Sumter)

The Committee recommended that the Two-Year Campuses Faculty Senate go on record as recommending to the Office of Two-Year Campuses and Continuing Education that the request for funding of a Dialog workshop for two- and four-year librarians be approved at a cost of \$500.00. (Request for Funding attached as Appendix III.)

The Committee made the following responses to requests arising from the Executive Committee retreat:

1. Set up mechanism for approval of new courses--the Committee will check the Manual and discuss further if necessary.
2. Consistency of lower division courses within the Two-Year System--the Committee will discuss at the next meeting.
3. General analysis of curriculum question vis-a-vis two-year autonomy--the Committee will wait for the report of Dr. Alexander's committee, which likely will shed light on this issue.



UNIVERSITY OF SOUTH CAROLINA

COLUMBIA, S. C. 29208

OFFICE OF SPONSORED PROGRAMS
AND RESEARCH

(803) 777-7093

April 21, 1981

Dr. James T. Otten
 USC - Union
 P. O. Drawer 729
 Union, South Carolina 29379

Dear Dr. Otten:

On behalf of the staff of the Office of Sponsored Programs and Research, I would like to express my sincere appreciation for your letter of April 16, 1981 and its unsolicited vote of confidence from the USC Two-Year Campus Faculty Senate. You have my pledge that we will continue to do everything within our power to help the Two-Year Campus Faculty find and secure the sponsored program funding they desire.

You might be interested in knowing that because of what appears to be difficult months and years ahead, insofar as federal funding is concerned, I am currently developing a workshop devoted to submitting proposals to private foundations, industry, and individuals. You will be hearing more about this in the very near future.

Again, thank you for your kind letter. I will immediately confer with Vice President Duffy regarding the names of individuals to be considered for nomination to membership on the Research and Productive Scholarship Committee.

Very Truly Yours,

A handwritten signature in cursive script, appearing to read "C. B. Thomas, Jr."

C. B. Thomas, Jr.
 Director
 Sponsored Programs & Research

CC: Vice President John H. Duffy

4. Administrative and peer evaluations--the Committee members will examine evaluation forms used by various campuses at its next meeting.

D. Executive Committee - Jim Otten (Union)

Chairperson Otten reported that the Executive Committee retreat August 18-20 proved a valuable opportunity for exchanging ideas and looking ahead to goals and plans for the coming year. He expressed hope that this general planning session will become a regular annual event (Report attached as Appendix IV).

Chairperson Otten moved that page 70, Section 3 in the Faculty Manual be revised to read as follows: "The Chairperson shall vote only to break a tie. Other members of the Executive Committee shall have no vote." After brief discussion during which it was made clear that each campus is entitled to its quota of voting members in addition to its Executive Committee member, the motion carried.

Chairperson Otten made the following reports and recommendations, based on discussion at the Executive Committee retreat:

1. The Executive Committee will analyze the method of representation of the various campuses on the Faculty Senate. Input from Senators representing all campuses is sought.
2. The Executive Committee recommends that Standing Committee Chairs for a coming year be elected at the Spring Meeting, thus allowing them to participate in a Summer Executive Committee retreat.
3. The Executive Committee recommends that each campus elect its Senators for a coming year prior to the Spring Faculty Senate Meeting.
4. The Executive Committee recommends that at future Senate meetings there be a differentiation between keynote speakers (invited by the host campus) and resource personnel (largely University people). Thus the keynote speaker would serve to bring in other areas of interest.

5. Remaining 1981-82 Two-Year Campuses Faculty Senate meetings:

November 13 at Union

February at Lancaster, date TBA

April - date and place TBA

Due to the resignation of Elizabeth Baldwin, the Executive Committee serving as a nominating committee nominated Professor Jerry Dockery to serve on the Faculty Welfare Committee. The nomination was carried by acclamation.

VI. Reports from Special Committees:

A. University Library Committee - Tandy R. Willis

The University Library Committee met April 16, 1981 at 3:00 p.m. in Thomas Cooper Library on the Columbia Campus. Two items were discussed at length and one motion was passed.

1. Mr. Ken Toombs, Director of Libraries, indicated that a 20% cut in value of book orders for each department may be required if the library budget is not increased. Book price inflation is running around 25%.

2. Mr. Toombs informed the Committee that the SACS visiting team which was on campus recently insisted that more money be allotted to the library budget.

3. The following motion presented by Dr. Oakman and seconded by Dr. Perkins was unanimously adopted: "The report of the President to the general faculty on April 15, 1981, addressed the dire straits of library finances in regard to book and periodical orders. This report prompts the Committee to go on record supporting Mr. Toombs and President Holderman in their ongoing effort to secure a substantial and continuing increase in funds for the protection of the current collection and for the assurance of its future growth."

B. University Curricula and New Courses -
J. T. Myers (Sumter)

The Committee has met twice during the summer and twice during the present semester. A number of minor alterations were made in course descriptions and several dated courses were dropped. Presently before the Committee is a plan to revise the Bachelor of Fine Arts Program. Senators and faculty members for Two-Year Campuses are invited to contact J. T. Myers about concerns relative to curricula revision and changes.

C. Sponsored Programs and Research Committee -
J. T. Myers (Sumter)

This committee has met once and is prepared to send out its first call for proposals within the next two weeks. The Committee expressed its commitment to seeing that the Two-Year Campuses receive a share of the resources. Any faculty members of the Two-Year Campuses who have questions about the grants are invited to contact J. T. Myers. Professor Myers encouraged two-year faculty to become active in research and pursuing research funding. These efforts will aid in dispelling the notion that two-year faculty are purely teachers and have no need for research support. He noted that the main types of proposals considered tend to be those that lead to further research. No money is available for completing degrees. Further information (including samples of successful proposals) is available from the SPAR office.

D. University Faculty Welfare Committee

No report, (Jerry Dockery just having been elected to replace Elizabeth Baldwin).

E. Academic Forward Planning Committee -
Lawrence S. Rowland (In absentia)

The Committee has met three times since last spring and your representative attended two of those meetings. No issues directly related to the Two-Year Campuses were discussed at either meeting. The two most prominent issues were a proposal to establish a genetic research institute in Columbia (not recommended by the Committee) and an outside

consultant's report to C.H.E. giving USC-Columbia's College of Engineering much more favorable commentary than Clemson's, thus blunting the attempt to concentrate Engineering funds at Clemson. The Committee was pleased.

F. Academic Affairs/Faculty Liaison Committee -
John Samaras (Lancaster)

Since the last meeting of the Two-Year Campuses Faculty Senate, the Academic Affairs/Faculty Liaison Committee has met twice.

At the May 7, 1981 meeting the committee approved a revision of the tenure regulations to clarify the grievability of non-reappointment, to wit, non-reappointment during the faculty member's probationary period before the penultimate, or maximum, year is not a denial of tenure and is not grievable except for a claim of denial of academic freedom. Non-reappointment in conjunction with denial of tenure may be grounds for a grievance. For faculty other than those in the professorial ranks and professional librarians, termination or non-reappointment is not grievable. The Committee also approved degree programs leading to (1) a Bachelor of Fine Arts in Theatre and Speech, (2) a Master of Fine Arts in Theatre and Speech, and (3) a Baccalaureate Degree in Statistics.

At the August 13, 1981 meeting, the Committee approved a proposal for a Research and Training Center on Blindness and Low Vision, tenure and promotion criteria for Librarians at Coastal Carolina and at Spartanburg, an increase in the application fee at USC-Aiken, and a proposal to establish the Center for Industrial Policy and Strategy in the College of Business Administration. The Committee also approved, with certain provisos, a proposal to establish an Institute of Information Management, Technology and Policy in the Department of Government and International Studies. This institute was requested by the State Legislature and the proviso is that the legislature must provide the operating funds, over and above all other funds for the operation of the University.

The next scheduled meeting will be on November 18, 1981.

G. System Committee - Jimmie Nunnery (Lancaster)

System Committee Meetings of April 10, 1981,
July 10, 1981, and two Special Called Meetings:

The meetings of April 10 and July 10 dealt primarily with nine broad categories which are, by this time, ancient history. They are:

1. USC's budgetary outlook in light of 1980-81 state appropriations;
2. Clemson's proposal to offer Vocational- and Associate-Degree programs in the Greenville area;
3. Question of reassigning supervision of four-year campuses at Aiken, Coastal Carolina and Spartanburg from Provost elsewhere;
4. Updating Policy and Procedures Manual system-wide (more on this later);
5. Legislative Audit Council's inquiry on auditing books of USC-related foundations;
6. Effects on Fall registration procedures of delay in student's receiving loan payments;
7. Plans to secure additional funds from the legislature;
8. Salary increases for 1981-82;
9. Increased tuition on all campuses and possible alternatives.

The two special meetings were joint meetings of the System Committee, Two-Year Advisory Council and System Reaccreditation Group.

The purpose of the initial meeting was to discuss the various self-studies to determine both positive and negative areas of commonality within the System, the idea being to use these areas to do a System Self-Study.

The second meeting resulted in the setting up of a committee consisting of representatives of all campuses to pursue this study and come up with recommendations. Dr. Robert E. Alexander was appointed by President Holderman to chair this committee.

The next System Committee meeting is scheduled at USC-Aiken on September 24-25, 1981.

VII. Unfinished Business

Chairperson Otten provided clarification on the status of librarians' rank. The proposal adopted last year by the Senate has been sent to the Provost for submission to the Board of Trustees. Chairperson Otten read a letter of appreciation from Representative Ernest Nunnery for the Senate's expression of thanks to him for his support on behalf of maintaining adequate salaries for employees of the Two-Year Campus System. (Representative Nunnery's letter attached as Appendix VI.)

VIII. New Business

Professor Dockery announced that Representative Nunnery would be at the reception following the meeting, where faculty members could express their personal thanks for his support.

IX. Announcements

Dean Whitener extended an invitation to the Senate for the November 13 meeting on the Union Campus, noting that for those who wish to stay overnight, Union boasts a motel with an appropriate hospitality room.

Chairperson Otten informed the Senate that the reception was hosted by Dean Varney and the College of General Studies in appreciation for the Two-Year Campus System's support that was critical in saving the College of General Studies during its recent battle with the Commission on Higher Education.

X. Adjournment



UNIVERSITY OF SOUTH CAROLINA
USC Fort Jackson Program
Fort Jackson, S. C. 29207

USC Representative
Post Education Center
Bldg. 5348 ph: 751-5326

Friday 17 July 1981

Faculty Senate for Two-
Year Campuses
c/o Prof. James Otten,
Chairman

It is with my very deepest regret that I must resign from the Faculty Senate. My husband's business is being relocated in Charlotte, and so I have regrettably had to resign from my teaching position at USC - Ft. Jackson, as well.

I am truly sorry for the inconvenience that my resignation may cause you as a body and as individuals, in having to hold a special election for a new secretary. I wish that there were some way that this could have been avoided.

In addition to these regrets and apologies, however, I should like to express some words of thanks to you all for your kindness to and confidence in me. The two years that I have been privileged to serve on the Senate have been rewarding professionally and delightful personally, and I thank you all for the experience.

I wish you all the best of luck in the coming year, and I know you'll have it, under the low-keyed but innovative leadership of Chairman Otten.

Warmest regards,

A handwritten signature in cursive script that reads "Elizabeth E. Baldwin".

Elizabeth E. Baldwin

P. S. No doubt, Professor Stine has some words of wit and/or wisdom to add to this. EEB



UNIVERSITY OF SOUTH CAROLINA AT UNION

P. O. Drawer 720
UNION, SOUTH CAROLINA 29379

Professor Elizabeth E. Baldwin
Life Long Learning Program
East Campus Center
University of South Carolina
Columbia, South Carolina 29208

Dear Elizabeth:

I have received your letter of July 17, 1981, and it is with deep regret that I accept your resignation as Secretary of the Two-Year Campus Faculty Senate.

It is forever a sad occasion when an organization must lose the professional friendship and the services of a colleague, but this statement is particularly valid in regard to your tenure as a member of the Faculty Senate. You have served well as a representative of the University's Life Long Learning organizational area, and your professionalism and your diligence in regard to Senate matters has earned the praise of all with whom you have worked. In like manner, your accomplishments as a member of the University's Faculty Welfare Committee has also been justly praised. Above all, your work with the Senate, and throughout your occupational sphere, has been accomplished with a most pleasant and willing attitude. Such attributes will be sorely missed by the Senate and its members.

Nevertheless, we all wish you the best of luck in Charlotte and with your new teaching position.

Very truly,

James T. Otten
Chairman, Two-Year Campus
Faculty Senate

JTO/rq

cc: Mr. John Powers
Dr. John J. Duffy

REQUEST FOR FUNDING

DIALOG WORKSHOP FOR TWO AND FOUR YEAR CAMPUS LIBRARIANS

COST: \$500

Lockheed's Dialog Information Retrieval Service currently offers access to more than 100 data bases for computer searching. In addition to being faster than manual searching, computer searching allows access to a broader range of indexes and abstracts too expensive to be purchased by our libraries.

Two and Four Year Campus faculty and students now have access to on-line subject searches only by traveling to the Thomas Cooper Library in Columbia for an in-person interview. Two and Four Year Campus librarians would like to offer easier access to this service. We propose to hold the interview at the patron's local campus library, conduct the on-line search in the Library Processing Center in Columbia, with search results mailed to the requesting campus librarian. To properly prepare ourselves, we need the training provided by the search service.

For a \$500 fee, Lockheed's Dialog Information Retrieval Service will provide a 1 1/2 day seminar for 12-15 of our librarians. We would like to schedule the workshop for the first or second week in January, and begin offering the service just after the workshop.



UNIVERSITY OF SOUTH CAROLINA AT UNION

P. O. Drawer 729
UNION, SOUTH CAROLINA 29379

August 26, 1981

TO: Robert Alexander Jimmie Nunnery
Billy Cordray Rod Sproatt
Wade Chittam Sally Johns
John Duffy
Pete Maness

FROM: Jim Otten, Chairperson, Two-Year Campus Faculty Senate

SUBJECT: EXECUTIVE COMMITTEE RETREAT - SUMMARY OF DISCUSSION

Listed below is a summary of items discussed at the recent Executive Committee Retreat.

1. Senate procedure and rules.
 - a. Revise by-laws to exclude all Executive Committee from voting; maximum Senate representation from any campus - six
 - b. Elect Standing Committee Chairpersons at spring meeting.
 - c. Suggest all campuses elect Senators in spring.
 - d. Four meetings 1981-82: Columbia (September 18); Union (November); Lancaster (February); and Beaufort (April)
 - e. Invite general (keynote) speakers suggested by host campus for luncheon topics. Utilize University personnel for resource purposes during sessions.
2. Faculty Manual revision

Request Rights and Responsibilities Committee investigate publication of supplement to Manual this coming year and large-scale revision of Manual 1982-83.
3. Tenure and Promotion

Rights and Responsibilities Committee gather and analyze local tenure and promotion procedures and recommend action (if any).
4. Curriculum
 - a. Senate should set up mechanism for approval of new courses - Intra-University Services and Communications Committee.

Page 2

- b. Senate should take position in regard to consistency of lower division courses within System - Intra-University Services and Communications Committee.
- c. General analysis of curriculum question vis-a-vis Two-Year autonomy - Bob Alexander Committee and Intra-University Services and Communications Committee.

5. Financial Aspects

Request Financial Concerns Committee investigate:

- a. Variance in summer school compensation on campuses and if one general policy is needed.
- b. Overload compensation - should it be based on hours and/or preparations, does it vary?, should there be one general policy? (Incorporate Bob Alexander's payment based on total yearly hours theory.)
- c. Senate policy regarding sabbaticals

6. Administrative and Peer Evaluations

A standing committee (Rights and Responsibilities or Intra-University Services and Communications Committee) should study the total (administration, peer, student) evaluation system in effect on each campus and within the System in order to ascertain Systems utilized, variance, validity of each, validity of a three-tiered System, and recommend needed changes (if any)

Two-Year Faculty Senate
Standing Committees

Rights and Responsibilities

John West (Union)
Rick D. Bouleware (Beaufort)
Jerry Dockery (Military)
Robert J. Group (Salkehatchie)
Jimmie E. Nunnery (Lancaster)
Edna E. Shook (Lancaster)
Porter H. Adams, Jr. (Sumter)
John T. Myers (Sumter)
Thomas L. Powers (Sumter)

Financial Concerns

Jih-Ming Wang (Union)
Samuel C. Greenly (Beaufort)
Lawrence D. Strong (Salkehatchie)
Wayne D. Thurman (Lancaster)
Margaret K. Foster (Lancaster)
John W. Barrett (Sumter)
Michael S. Becker (Sumter)
Mark J. Lidman (Sumter)

Intra-University

Tandy Willis (Union)
David W. McCollum (Beaufort)
John Stine (Military)
Sherre Dryden (Salkehatchie)
Deborah B. Cureton (Lancaster)
Jean E. Gray (Sumter)
Carolyn West (Sumter)

Executive Committee

James T. Otten (Union)
Sally Johns (Military)
Lester W. Chittam (Lancaster)
William T. Cordray (Salkehatchie)
Rodney Sproatt (Beaufort)
Dinford G. Maness (Sumter)

FACULTY SENATORS

BEAUFORT

Rick D. Boulware
David W. McCollum
Samuel C. Greenly

MILITARY

John Stine
Jerry M. Dockery
Sally Johns

LANCASTER

Jimmie E. Nunnery
Deborah B. Cureton
Lester W. Chittam
Edna E. Shook
Wayne D. Thurman
Margaret K. Foster, alternate

SALKEHATCHIE

Robert J. Group
Sherre Dryden
Lawrence D. Strong

SUMTER

Jean Gray
Mark Lidman
J. T. Myers
John Barrett
Michael S. Becker
Thomas L. Powers
Porter H. Adams, Jr.
Carolyn West

UNION

Tandy Willis
Jih-Ming Wang
John West



UNIVERSITY OF SOUTH CAROLINA

COLUMBIA, S. C. 29208

Office of the Vice President
for Two-Year Campuses
and Continuing Education

September 14, 1981

Please distribute to the appropriate
faculty.