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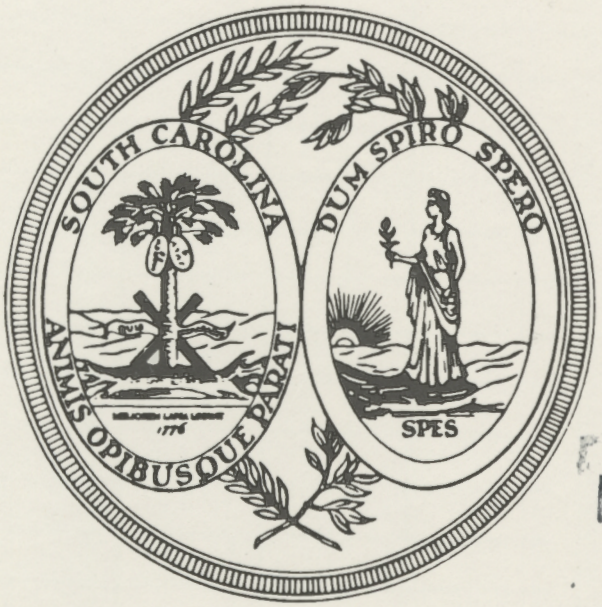
THE COLLEGE OF CHARLESTON



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ANNUAL REPORT

1985-1986

Printed Under The Direction Of The
State Budget And Control Board

College of Charleston

Charleston, South Carolina 29424

Office of the President

TO: His Excellency, Governor Richard W. Riley, and the Honorable Members of the General Assembly of South Carolina

On behalf of the College of Charleston, I transmit herewith its Annual Report outlining the activities of the institution during the fiscal year ending June 30, 1986. The College appreciates the support and cooperation of the State of South Carolina in its important efforts to improve the quality of higher education in South Carolina.

Respectfully Submitted,

Harry M. Lightsey, Jr.

Harry M. Lightsey, Jr.
President

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THE BOARD OF TRUSTEES

The Board of Trustees of the College of Charleston is composed of seventeen members appointed by the Governor of the State of South Carolina with the advice and consent of the South Carolina Senate. Each of the sixteen judicial districts of the State is represented by one member of the Board. The official title of the Board is the South Carolina State College Board of Trustees.

SOUTH CAROLINA STATE COLLEGE BOARD OF TRUSTEES

Joe E. Berry, Jr., Chairman
F. Mitchell Johnson, Vice Chairman
John E. Johnston, Jr., Vice Chairman
Fitz-John C. McMaster, Vice Chairman
D.D. Caughman, Secretary
James A. Rogers, Chairman Emeritus

Term Ending June 30, 1987

Dr. Ashriel I. Mose, Orangeburg, S.C. ..... 1st Judicial Circuit
Edward S. Erwin, III, Sumter, S.C. ..... 3rd Judicial Circuit
Joe E. Berry, Jr., Columbia, S.C. ..... 5th Judicial Circuit
Ellen C. Watson, Spartanburg, S.C. ..... 7th Judicial Circuit
F. Mitchell Johnson, Charleston, S.C. ..... 9th Judicial Circuit
D. Don Caughman, Lexington, S.C. ..... 11th Judicial Circuit
John E. Johnston, Jr. Greenville, S.C. ..... 13th Judicial Circuit
Alex M. Quattlebaum, Florence, S.C. ..... 15th Judicial Circuit
Walker E. Solomon, Columbia, S.C. ..... Governor's Appointment

Term Ending June 30, 1989

Thomas W. Weeks, Barnwell, S.C. ..... 2nd Judicial Circuit
Allard A. Allston, Darlington, S.C. ..... 4th Judicial Circuit
Fitz-John C. McMaster, Winnsboro, S.C. ..... 6th Judicial Circuit
Martha W. Barnette, Greenwood, S.C. ..... 8th Judicial Circuit
Sara V. Liverance, Anderson, S.C. ..... 10th Judicial Circuit
Peter D. Hyman, Florence, S.C. ..... 12th Judicial Circuit
Alton E. Jones, Hilton Head, S.C. ..... 14th Judicial Circuit
Martha S. Whitener, Union, S.C. ..... 16th Judicial Circuit

EXECUTIVE OFFICERS OF THE ADMINISTRATION

Harry M. Lightsey, Jr.
President

Chester W. Bain
Sr. Vice President, Academic Affairs

Vacant
Sr. Vice President, Institutional Advancement

George Haborak
Sr. Vice President, Student Affairs

J. Floyd Tyler
Sr. Vice President, Business Affairs

Thomas Hamby
Sr. Vice President, Executive Administration

PRESIDENT'S OFFICE/EXECUTIVE ADMINISTRATION

Harry M. Lightsey, Jr. ..... President
Thomas Hamby ..... Sr. V.P., Executive Administration
Frederick W. Daniels ..... V.P., Special Projects
Andrew L. Abrams ..... V.P., Legal Affairs
Vacant ..... Director of Human Relations
J. Eric Forsberg ..... Internal Auditor
Alice Jacobson ..... V.P., Planning, Information Resources and Evaluation
David Cohen ..... Director of Libraries
Monica R. Scott ..... Director of Institutional Research and Campus Planning
Margaret E. James ..... Director of Academic Computing and Facilities Management
Marcia Moore (Acting) ..... Director of Administrative Computing and Facilities Management
Jerry J. Nuss ..... Director of Personnel
Arnold Prioleau ..... Director of Mail Services
Elizabeth Bullock ..... Director of Administrative Services

ACADEMIC AFFAIRS

Chester W. Bain ..... Sr. V.P. Academic Affairs
Samuel M. Hines, Jr. ..... V.P. Departmental Affairs
Paul J. Hamill, Jr. ..... Faculty Research and Grants Officer
Sue A. Sommer-Kresse ..... V.P. Enrollment Management
Alan Colon ..... Asst. V.P. Enrollment Management
Rew A. Godow, Jr. (Interim) ..... Dean of Undergraduate Studies
Vacant ..... Dean of Graduate Studies
Vacant ..... Dean of Admissions
Gretchen Ryder Sharry ..... Registrar
Abbie Smith (Interim) ..... Dean of Continuing Education
Vacant ..... Director of Financial Aid
William Moore ..... Director of Summer Sessions
Thomas S. Gibson ..... Director of College Skills

INSTITUTIONAL ADVANCEMENT

Vacant ..... Sr. Vice President for Institutional Advancement
Teresa Farris ..... Director of Corporate and Foundation Relations
Susan Sanders ... Director of College Relations and Special Events
Robert E. Lyon ..... Director of Annual Giving
Anthony Meyer ..... Director of Alumni Relations
Murray Kaplan ..... Director of Planned Giving

STUDENT AFFAIRS

George E. Haborak ..... Sr. Vice President for Student Affairs
Robin L. Hardin ..... Director of Student Activities
James Simpson ..... Director of Health Services
Demetria Clemons ..... Director of Residence Life
Boyce Cox ..... Dean of Career Development
Ellenor M. Mahon ..... Director of Counseling
John Kresse ..... Director of Athletics

BUSINESS AFFAIRS

J. Floyd Tyler ..... Sr. Vice President for Business Affairs
Joseph E. Bolchoz, Jr. ..... Controller
Joel Lake ..... Director of Auxiliary Services
Jim Rabon ..... Director of Physical Plant
David Sadler ..... Director of Purchasing
Priscilla Burbage ..... Budget Director
Leonardo Cortez ..... Bursar
Ralph Conrad ..... Bookstore Manager

PUBLICATIONS

The following documents are publications of the College:

The College of Charleston Bulletin (the College course catalog)

The College of Charleston Student Handbook

The College of Charleston Graduate Programs in Elementary Education and Marine Biology

The College of Charleston Evening School Program (The Center)

The College of Charleston Summer Program and Maymester

The College of Charleston Directory (addresses and telephone numbers)

Student Publications: The Comet (yearbook), The Meteor (newspaper), The Miscellany (literary magazine)

The College of Charleston Newsletter (for the Alumni and Friends of the College

Invitation to Excellence (general information pamphlet)

Speakers Bureau brochure

Options, Career Development

STATUTORY AUTHORITY

By Section 10 of Part III of an Act Bearing Ratification No. 1050, enacted at the 1970 Session of the South Carolina General Assembly, approved by the Governor on April 2, 1970, the State of South Carolina acquired all property of the College of Charleston and assumed the operation of the College as a state-supported institution of higher learning, its governing board to be the State College Board of Trustees, created by Act No. 353 of 1969 (Trustees).

HISTORY

Although founded in 1770, the College of Charleston began its corporate existence March 19, 1785, with classes beginning July 3, 1785, and the first degrees conferred in 1794. In 1837 it formally became the first municipal college in the United States. The College of Charleston became a coeducational institution in 1918.

Rich in tradition and history, the College's graduates enjoy national prestige in countless areas of public life. Among its distinguished alumni, the College of Charleston lists such men of letters as James DeBow, Paul Hamilton Hayne, Ludwig Lewisohn, and Edward McCrady. Other alumni who have figured prominently in this country's political history include Mendel J. Davis, U.S. Congressman; James B. Edwards, Governor of South Carolina and Secretary of Energy; John C. Fremont, explorer and Presidential Candidate; Joseph E. Jacobs, Ambassador; Burnet R. Maybank, Mayor of Charleston, Governor of South Carolina, and U.S. Senator; L. Mendel Rivers, U.S. Congressman; and Ferdinand A. Silcox, Chief Forester of the United States.

Other alumni who have made contributions in other fields of endeavor include Frank Blair, network news commentator; Frances Ravenel Smythe Edmunds, Preservationist; William S. Gaud, Executive Vice President of the International Finance Corporation; Dr. Webb E. Haymaker, Senior Scientist and Director, Life Sciences, NASA; Wendell M. Levi, Attorney, Author, Horticulturist and Ornithologist; Josephine S. Pinckney, Authoress; Edward L. Powers, Geneticist and Zoologist; Herbert R. Sass, Author; Paul E. Scherer, Theologian; Forsythe Sherfesse, Financial Advisor to the Chinese government and Forester; and Albert Simons Architect and Author.

On July 1, 1970, the College of Charleston became part of the higher education system of the State of South Carolina and entered into a new phase of history. As a state agency, the College has expanded and provided new majors and course offerings to better serve the students, the community, and the state. Its growth has been far more rapid than any experienced in the past.

Since becoming a state-supported college in 1970, the campus has grown from approximately seven acres to currently over 45, the enrollment from 1,040 to 5,302, the faculty from 52 to 225, the course offerings from 300 to 1,096, and the staff from 72 to 400.

The College's accreditation was reaffirmed in 1975 by the Southern Association of Colleges and Schools. It is an equal opportunity institution.

PURPOSE

Until July 1, 1970, Charleston was without a state-supported, general purpose college open to students of both sexes. The purpose of the College of Charleston is to bring a varied and well-balanced higher education program within the reach of all qualified students in the region and the state. Although every county in the state is represented in its study body, the great majority are from the commuting area. Its purpose as an institution is to provide an expanded range and quality of academic programs at a cost comparable to that of other state-supported colleges.

The program of the College will continue to be oriented to instruction in the arts and sciences on the undergraduate level. Post-graduate programs will be restricted to the Master's degree level and limited to carefully chosen and developed fields of local need. The College participates in graduate instruction as authorized by the Commission on Higher Education.

In the past, without the existence of a state-supported institution, 70% of the high school graduates of the local area terminated their formal education. It has been one of the purposes of the College to narrow and ultimately close the educational gap for Charleston and the lowcountry area. Recent figures indicate some success in this endeavor although the percentage of high school graduates who are able to attend a

four-year senior institution is still higher elsewhere in the state.

The enrollment growth in the past fourteen years provides a measure of the success in this massive undertaking. The continued status during this period as one of the fastest growing South Carolina senior colleges in a time when many colleges were dealing with decreases in enrollment indicates that the College still does not have all the facilities and resources necessary to serve all of the lowcountry citizens and the students enrolled.

At its bimonthly meeting held in Florence, S.C., on Wednesday, January 16, 1974, the State College Board of Trustees approved the following Statement of Purpose for the College of Charleston:

"As a General Purpose College:

To provide a comprehensive program in the arts and sciences, and such complementary programs as education and business administration, leading to the baccalaureate degree for students whose prior academic training and performance indicate the potential for success at the College of Charleston.

To provide programs leading to the Master's degree which are consistent with the geographical location and the resources of the College of Charleston and the needs of the state and the community.

To provide a comprehensive program of continuing education and cultural, social and recreational services for residents of the lowcountry and the state, insofar as these services are consistent with the College's primary academic purpose. To afford to the state and community the advantages and benefits of the professional expertise of its faculty to the extent feasible and appropriate to an institutional of higher learning.

To encourage research and insofar as possible to provide an environment within which faculty members may make a contribution to the search for knowledge."

PRESIDENT'S OFFICE/EXECUTIVE ADMINISTRATION

EXECUTIVE ADMINISTRATION

The Office of Executive Administration coordinates the general operation of the President's Office and is the principal advisor on administrative matters at the College. Additionally, the office serves as the liaison person for providing services to the South Carolina State College Board of Trustees.

Offices which report to the Senior Vice President for Executive Administration are the Vice President for Legal Affairs; Vice President for Special Projects; Vice President for Planning, Information Resources, and Evaluation; Internal

Auditor; Director of Human Relations; and Assistant to the President for Research and Program Development.

LEGAL AFFAIRS

The Vice President for Legal Affairs provides legal advice to the President and other administrators, faculty members and students in such areas as disciplinary matters and grievances, content of publications and contracts, and immigration and personnel matters. He/she also represents the College in litigation unless the employment of outside counsel is authorized by the Attorney General, in which case he/she monitors cases, serves as liaison and assists outside counsel.

SPECIAL PROJECTS

The Vice President for Special Projects coordinates activities designated by the President and Senior Vice President for Executive Administration which are not within the area of responsibility of other administrative offices. Additionally, the office serves as the liaison for these officials in administering functions with other departments of the College.

INTERNAL AUDITOR

The Office of the Internal Auditor conducts ongoing financial and management audits of all operations in every division of the agency. The purpose of these audits is to ensure fiscal accountability and control, as well as the most efficient and effective use of its resources.

HUMAN RELATIONS

The Director of Human Relations is responsible for developing, implementing and monitoring policies which assure fair and equal treatment for all students and employees of the College. The Director assists the President in the implementation of the College's Affirmative Action Plan and plays an important role in the resolution of sexual harassment complaints.

PLANNING, INFORMATION RESOURCES, AND EVALUATION

Personnel. The Personnel Division's responsibilities encompass the planning, administering, and supervising of personnel programs including recruitment and record-keeping for classified employees of the College. The Personnel Division performs all of the administrative employment functions for the faculty and special program personnel; formulates policies and procedures within the framework of the State Personnel Employment Directive; and ensures compliance and conformity in all Personnel matters. The Personnel Division coordinates all personnel matters with the State of south Carolina Division of Human Resource Management. The Division is responsible for all the insurance programs offered to College employees, as well as the

coordinating of the staff development and training programs for non-credit courses.

Classified employees as of June 30, 1986, totalled 319, a decrease of 25 from the previous year. Unclassified personnel totalled 255 as of the same date, a decrease of 4 employees for the 1985-86 year.

Mail Services. The College Mail Services employs six full-time staff members. It provides delivery of student mail within the mail distribution center as well as intra-campus mail service, and pickup and delivery of U.S. mail to all College facilities. An Intra-State Courier service is operated between the College of Charleston and other State agencies designated by the Budget and Control Board, Division of General Services, Inter-Agency Mail Services. Fiscal year 1985 postal expenses amounted to approximately $106,000.

Administrative Services. Administrative Services is comprised of copying, duplicating and telephone services. The department center is equipped with a variety of copying and duplicating equipment, and the staff is responsible for training all personnel and student assistants in the use of the equipment. All duplicating supplies are distributed from this central location. Additional responsibilities include the administration of copy satellite areas located in strategic locations on campus. Five additional areas were established this fiscal year, bringing the total to 23. A high-volume "quick copy" service is performed in the Duplicating Center by a Copy Specialist.

The staff is responsible for the planning, development and day-to-day operations of the campus telephone system. A new telecommunications network, AT&T's System 85, was installed in November 1985. This "state of the art" network utilizes fiber optic technology which links the College to the Medical University and the Citadel. The staff works closely with these agencies and the Information Resources Management Division of the State Budget and Control Board in the ongoing development of this network.

Administrative Computing and Facilities Management. During the 1985-86 fiscal year, Computer Services handled 276 projects. These projects included interfacing data processing with word processing and interfacing information on the Wang VS100 minicomputer with microcomputers.

One major project undertaken during the year was the conversion of the Payroll/Personnel system from the University of South Carolina's IBM computer to the College of Charleston's Wang computer. This project is due to be implemented Spring 1987.

Another major project worked on during the year was the design of an Accounts Receivables system and a redesign of Student Billing to interface with it.

Other data processing projects included the changes necessary

to comply with the Fair Labor Standards Act, the implementation of the new HMO health plans available to state employees, tracking of student measles vaccination, tracking and identifying provisional acceptance students, and implementing the new required state vendor reporting system. Also accomplished was the conversion and installation of an Address/Labels system, installation of the SHY (alumni/foundation) system, and the installation of an admission's inquiry system, all on the Wang VS100.

In the word processing area, additional users were trained and existing users were given advanced training. This area has continued to set up applications for the transferring of information from data processing to word processing and vice versa. Both of these accomplishments have eliminated many manhours of typing and have provided the users with a more accurate product.

Due to the purchase of many personal computers, Computer Services began supporting PC software such as PC word processing, Multiplan, Lotus 1-2-3, and several graphics packages. Also, they assisted in the transferring of the information from the Wang minicomputer to the microcomputers and vice versa.

Institutional Research and Campus Planning. The Office of Institutional Research and Campus Planning is an integral part of the various institutional planning processes that exist for the preparation of both internal and external planning documents.

The Institutional Research component is responsible for the collection and analysis of management information for decision-making, the preparation of all required external reports for the Commission on Higher Education and the federal government, the preparation of special reports and research studies, the preparation of external questionnaires, surveys, the Annual Report, and requests for institutional statistics and information, and the maintenance of the College's Space Inventory.

The Campus Planning component is responsible for the development of the College's Master Plan for the physical development of the campus, its long-range permanent improvement program, and its short-range space allocation program.

Physical Facilities. The College of Charleston's main campus comprises approximately eleven city blocks bounded by Vanderhorst, St. Philip, Wentworth, and Coming streets. The buildings consist of Harrison Randolph Hall (the administration building), Towell Library (the original library), Maybank Hall (classroom building), the Library, Central Energy Facility, Bookstore, Science Center (First Increment), Education Center, Physicians Memorial Auditorium, Fine Arts Center, Stern Student Center, Cafeteria, men's and women's residence halls, (1,402 permanent beds), President's Residence, Student Health Center, Early Childhood Development Center, 60 former residences converted to faculty and administration offices, a gymnasium

constructed in 1939 as a WPA project, the F. Mitchell Johnson Physical Education Center, Physical Plant Repair Shops, and a Computer Service/Science Facility, and the former Sears building. The College also operates a marine science laboratory on James Island at Fort Johnson and an Outdoor Activities Facility at Remley's Point in Mount Pleasant. Nine of the former residences are being leased from the College of Charleston Foundation for faculty and administrative offices and dormitories.

During 1985, the College purchased the former Sears property located in the block bounded by Calhoun, King, Vanderhorst and St. Philip streets. The site contains 3.4 acres, and is improved with an 88,000 sq. ft. building. The property will afford the College the space to consolidate its various institutional support departments as well as provide vacant land for future facilities development. Also, the College began construction on the Second Increment to the Science Center. Completion of the 38,800 sq. ft. addition is scheduled for Fall Semester 1987.

The College is located in Charleston's Old and Historic District. The zoning ordinance imposes strict regulations on use, construction, demolition and alteration within the district. Extensive demolition and site clearing for new construction are not possible, and restoration and maintenance of existing buildings, primarily former residences, is regulated.

The College has renovated and converted over 80 buildings for College use, most of which are former private residences. Fifty-five of these buildings contain less than 5,000 sq. ft. Forty-six percent of the buildings are over 120 years old. This figure includes eight percent which are over 170 years old. Seventy percent of the buildings are former residences.

Although this uniqueness carries with it great charm and beauty, the distinction of the campus often obscures the problems which constantly beset the administrators who seeks to effectively and efficiently operate and maintain the physical plant to serve the growing student body and mission.

The problems with the historic facilities are that most are not on the underground steam and chill water system or the centrally metered electrical distribution system. Most are heated with natural gas directly from city service lines of SCE&G or an oil-fired heating system. Most of these buildings have not been insulated in the roof, the sides, and crawl space below the ground floors. None is equipped with storm windows. Energy costs for these types of facilities are very high relative to total square feet of standard facilities found at most other colleges and universities. These are fragile buildings, mainly inaccessible to the physically handicapped. Most of the buildings are wooden frame with ornate porches on each floor, the appearance of which must be maintained for historical purposes. Most need to be upgraded to comply with electrical and plumbing code requirements. They also need to be equipped with central heating and air conditioning systems. Some have expensive slate or copper roofs. The interior and exterior walls of all these

facilities need to be repaired and painted more often than the usual facilities that are found at other colleges and universities. The multi-locations cause significantly more security problems, both with respect to personal safety as well as property security. Being in an urban area with a very high crime rate, the College must operate and maintain a larger security force and associated equipment.

Recognizing the limitations of the physical facilities, a Master Physical Development Study was made in the early seventies and a Capital Improvement Plan published. The plan provided for the expansion of the College facilities at its present location; the existing buildings to be brought to their maximum potential through rehabilitation and new buildings built for required academic and student facilities through a phased land acquisition program. The new facilities were constructed to make maximum use of the available land while enhancing the character of the existing campus and creating a learning atmosphere to support the educational, architectural and aesthetic appointments historically associated with the campus. The new designs complement the historic buildings in surface materials, facade design and size. Success in this endeavor has been acknowledged by the National Trust for Historic Preservation in the form of a "special award" for the preservation, restoration and expansion of the inner-city campus by not just preserving old buildings, but also the building of new structures "which are architecturally compatible with the old." The result "is an ambience that is at once traditional, modern and pleasing."

The College's efforts have been further recognized by the American Association of Nurserymen through its presentation to the College of Charleston of the National Landscape Award in recognition of the College's achievement in landscape and beautification, by an award of merit from the American Association for State and Local History, by a special award for area preservation from the Preservation Society of Charleston, and by the South Carolina Chapter of the American Institute of Architects who conferred the Recognition Award on the College of Charleston for outstanding contribution to the urban environment with the revitalization and expansion of the Charleston campus. The College received its second design award by the South Carolina Chapter of the American Institute of Architects in March 1980, for the design of the Albert Simons Center for the Arts (Fine Arts Center). Most recently, the College was presented the Carolopolis Award in January 1984, by the Preservation Society of Charleston in recognition of significant preservation efforts in the area through its restoration of 26 Coming Street for faculty offices.

College of Charleston Libraries. The resources of the College of Charleston Libraries now number more than 300,000 volumes. While maintaining subscriptions to over 2,000 periodicals and other serials, the libraries added approximately 11,000 new

volumes during 1985-86. At the same time more than 250,000 people used the libraries, and borrowed 62,000 items from the general and reserve collections of both the Robert Scott Small Library and the Marine Resources Library. To accomplish the primary goals of acquiring and providing access to the growing body of information resources needed by the College's students and faculty, the library has intensified its efforts to apply new technologies to library activities. One result of these efforts has been the completion of a machine-readable database of approximately 190,000 titles representing the libraries' holdings. At the same time the library staff selected Data Research Associates to provide an integrated library system. The system is comprised of Dec MicrovaxII processor, three 456 megabyte disk drives and twenty-six terminals. When installed during the fall of 1986, it will provide fully automated online circulation and public access services.

ACADEMIC AFFAIRS

The College of Charleston made major changes in its administrative organization during the second semester of the 1985-86 academic year. The changes included the establishment of five Senior Vice Presidents, one of which was the Senior Vice President for Academic Affairs. Several offices and responsibilities previously assigned to the Office of Provost and Dean of the Faculty were reassigned to other offices, details of which are included in other sections of this report.

This section of the report addresses the activities of the duties and functions assigned to the Senior Vice President for Academic Affairs, which are organized into two major divisions, each headed by a Vice President: Departmental Affairs, which encompasses the College's academic departments and programs, and Enrollment Management, which includes the academic student and program support services. The activities of these two divisions are reported separately in the sections below.

The major effort of the Academic Affairs area for this past academic year was the preparation for and conduct of the ten-year reaccreditation evaluation by the Southern Association for Colleges and Schools. The SACS site visit team came to the College in the spring semester and presented its report to the President.

DEPARTMENTAL AFFAIRS

The Division of Departmental Affairs is headed by the Vice President for Departmental Affairs, and includes the following academic departments: Biology, Chemistry, Computer Science, Geology, Mathematics, and Physics in the Sciences; English, Fine Arts, History, Languages, and Philosophy in the Humanities; Anthropology/Sociology, Political Science, Psychology, Urban Studies in the Social Sciences; and Education, Physical Education

and Business Administration/Economics. Other academic programs include the Honors Program, the International Studies Program, the Institute for Public Affairs and Policy Studies, Studia Humanitatis Program, American Studies, the Early Childhood Development Center, the Graduate Programs, the Avery Research Center, and Jewish Studies.

Undergraduate Studies. At the undergraduate level, the College of Charleston offers the Bachelor of Arts and the Bachelor of Science degrees. The Bachelor of Arts may be earned by majoring in a departmental program in English, history, languages (French, German, or Spanish), philosophy, and political science, and interdisciplinary programs in classical studies, fine arts, and urban studies. Three of the science departments--biology, chemistry, and physics--offer additional major programs oriented toward the humanities and leading to the Bachelor of Arts degree. Major programs in biology, business administration, chemistry, computer science, economics, elementary and special education, geology, mathematics, physical education, physics, psychology, and sociology lead to the Bachelor of Science degree. Specialized pre-professional programs lead to the Bachelor of Science with Dentistry and the Bachelor of Science with Medicine. A minor in Communications was established and the minors established earlier (i.e., Studia Humanitatis, International Studies, and American Studies) continued to attract student interest.

The Department of Business Administration and Economics was made the School of Business Administration and Economics, and prepared its self study document in anticipation of a site visit in 1987 by a team from the American Association of Colleges and Schools of Business. The Commission on Higher Education reviews of academic programs in Education (all undergraduate, graduate, and certificate programs) and Physical Education throughout the state were conducted.

Information on the number of faculty members, the number of credit hours of instruction provided, and the number of degrees awarded for each program is included in the Appendices at the end of this report. In addition, 11 students graduated with honors in their majors, 11 students graduated from the College Honors Program, 232 students made the Deans Honor Roll in Fall 1985, and 225 in Spring 1986. Twelve students graduated summa cum laude, 22 magna cum laude, and 40 cum laude in May 1986.

Graduate Studies. At the graduate level the College offers the Master of Education degree with concentrations in elementary, special education, and early childhood education. This degree is for those who graduated with an undergraduate degree in education. The College also offers the Master of Arts in Teaching for liberal arts graduates wishing to pursue a teacher preparation program at the elementary or early childhood level or in special education. In cooperation with the member

institutions of the Charleston Higher Education Consortium, the degrees of Master of Science in Marine Biology and Master of Education with a concentration in special education is offered. A Master of Public Administration program in public administration, a joint masters degree program with the University of South Carolina, has been in effect since the fall of 1978. Information on enrollments and number of degrees awarded in each of these programs is included in the Appendices at the end of this report.

The Faculty. The College of Charleston teaching staff is a young, highly qualified faculty. As of Fall 1985 the full-time FTE faculty numbered 239, of which 71 (30%) were women and 13 (5.5%) were minority. Eighty-three percent (83%) of the faculty held terminal degrees (the Ph.D. or its equivalent), and sixty-three percent (63%) were tenured.

A total of 17 new faculty were hired during 1985-86, all of whom were replacements for faculty members who retired at the end of academic year 1984-85 or who resigned for personal reasons. The tenure was granted to 11 faculty members and 6 were promoted to the rank of Associate Professor and 4 to the rank of Professor, while Professor Anna Katona was designated Emeritus. Sabbatical leaves of absence were awarded to 12 tenured faculty members to provide an opportunity for them to enhance their professional skills and scholarly achievements.

The College's major emphasis is on excellence in teaching, but with the recognition that a faculty of scholars makes for the best, most stimulating teaching. The faculty engaged extensively in publishing, delivering papers, attending conferences, and creating and participating in professional symposia, lecture series, and performances. While teaching styles and techniques are as varied as the personalities of the individual instructors and the demands of their academic disciplines, the teaching staff is unanimously committed to maintaining strong academic programs with a learning environment that is both challenging and inviting. Within this environment students will meet professors whom they find professionally and personally inspiring in communicating knowledge and with whom they can develop an open and rewarding academic relationship.

Grant Funding and Professional Services to the Community. During the 1985-86 academic year the College received a total of $322,849 in external research, service and training grant funds (including grants from the National Endowment for the Humanities, the National Science Foundation and the National Institute on Aging), with fourteen additional proposals totaling $1,122,230 pending. These awards contributed to the professional development of faculty members, funded undergraduate and graduate students, and afforded the College an opportunity to render special services to the Charleston community. Within the Charleston community, the faculty of the Institute for Public

Affairs and Policy Studies provided professional services to numerous local governments, especially smaller jurisdictions, to support and improve their administrative and policy efforts. Faculty of the Business and Economics Department worked extensively with the various components of the transportation industry in the Charleston area to develop educational services and meet training needs for that sector of the local economy. The faculty of the Fine Arts Department continued to provide its expertise in a variety of ways to support local efforts (e.g., the Spoleto Festival and the Moja Festival) in the arts. Additionally, faculty research and professional growth and development was supported by the Faculty Services Office of Academic Affairs and through awards made by the administration on the recommendation of the College's Committee on Faculty Research and Development.

Science Weekend. In addition to working with area elementary and secondary school teachers in the enhancement of their teaching skills and program developments, the College sponsored a Science Weekend, which involved the participation of secondary school students in the Lowcountry Science Projects Competition, the Math Meet, and the Junior Engineering Technical Society (JETS). These three programs brought over 1500 secondary school students, many with their teachers and parents, to the College campus to participate in an exciting series of events which stimulated their interest and afforded recognition of their achievements.

Maymester and Summer Sessions. Summer classes at the College of Charleston continue to be a popular option for many students. Over 260 classes were offered by the College during its four summer terms in 1986. Overall, headcount for the summer terms increased seven percent to 4,168 while FTE production was up six percent to 1,044.

Maymester showed the largest enrollment increase. The 42 classes offered during this three week term attracted 848 students (168 FTEs). Headcount was up 23.6 percent while FTEs increased 22.6 percent over the 1985 figures. Summer I and Summer Evening headcounts increased 8.7 percent over 1985. Headcount for these two terms was 2,084 while FTEs totaled 552. This was a 9.3 percent increase over the 1985 figures. Summer II enrollment, however, showed a decrease from the 1985 figures. Headcount was 1,236 (down four percent) while FTEs totaled 324 (down 5.5 percent).

Included in the Summer offerings of the College of Charleston were 39 graduate courses. These classes, in Education, Marine Biology and Public Administration, enrolled 609 students. Graduate headcount was up 59.4 percent while graduate FTEs increased 56.6 percent.

The College also offered three travel courses during the 1986 summer terms. Seven students enrolled in an art class that went

to Mexico; eleven students, enrolled in classics, traveled to Greece; and three students studied theatre in London.

ENROLLMENT MANAGEMENT

Graduate Studies Office. Eight master degree programs are offered at the College of Charleston. These are: Master of Science in Marine Biology, Master of Public Administration, Master of Education in Early Childhood Education, Elementary Education and Special Education, and Master of Arts in Teaching in Early Childhood Education, Elementary Education, and Special Education. The majority of graduate students are enrolled in education programs and the majority of the education students are non-degree status attending for the purpose of teacher recertification.

A summary of courses and headcount enrollments in Graduate Studies for the 1985-86 academic year follows:

	Fall 85	Spring 86	Summer 86	Total
Students enrolled	320	551	590	1461
Special topics courses*	0	1	12	13
Contract courses	1	13	5	19
Off-campus courses	4	7	13	24

*Does not include those special topics courses offered on a contractual basis.

During Summer Session I there was a 106% increase in graduate enrollments. The Spring Semester enrollments were the highest ever for this semester in the history of the Graduate Studies Office. These increases are due primarily to the extra efforts to initiate more contract courses and special topics courses for area teachers, and the additional National Science Foundation and Education Improvement Grants received to prepare teachers in the areas of mathematics, the sciences, and microcomputers.

The College of Charleston participated in the Lowcountry Educators' Cooperative, an organization which includes Berkeley, Charleston, and Dorchester County School Districts and the Baptist College of Charleston, The Citadel, and the College of Charleston. The purpose of the organization is to provide recertification courses for area teachers and avoid duplication among institutions.

Letters of intent for master degree programs in Gifted and Talented Education, International Studies, Computer Education, and Historical Studies (MAT) have been sent to the Commission on Higher Education for review and approval.

Registrar's Office. The Registrar's Office maintains academic records on all full-time and part-time undergraduate and graduate students. In the 1985-86 academic year over 12,000 transcript requests were processed; 669 students received their undergraduate degree, and 26 students received their masters degree.

The Registrar's Office continued implementation of last year's accomplishments, completed implementation of basic procedures for office efficiency and integrity, lengthened the pre-registration/advising period to better accommodate the students and faculty, implemented a letter/listing for faculty regarding the deadline for incomplete grades each semester, and continued to work on compliance with AACRAO and FERPA guidelines. In addition, the office assisted various departments with individual projects and requests.

Governor's School. Governor's School 1986 marked the eleventh year that this residential program for gifted and talented students has been conducted on the College of Charleston campus. In 1986, 543 of South Carolina's top students were nominated by their high schools for participation in the program. The selection procedure yielded 239 students who became 1986 Governor's Scholars. The group of 130 females and 109 males included 49 black students and ten other minority students.

Governor's Scholars participated in two kinds of courses: a subject concentration and a global issues seminar. The 1986 subject concentration offerings included introductory and advanced computer science, mathematics, marine biology, geology, writing, human communication, law and society, low country history, and behavioral science. The global issues seminars dealt with such topics as survival in a nuclear age, the possibilities of cooperation with other countries, possible conflicts between science and religion, and human rights. Additionally, Governor's Scholars participated in a wide range of enrichment activities which included field trips, debates, guest speakers, concerts, films, and a sports program.

In 1986, the Governor's School Mini-Session for rising ninth graders was conducted for the second year. This program, modeled after the regular Governor's School, provided 64 rising ninth graders special opportunities in computer science. Applications numbered 239 for the Mini-Session. Those selected included 22 females and 24 males, of whom 16 were black and five were other minority students. Current plans call for the 1987 Mini-Session curriculum to be expanded to include not only computer science but also oral communication and written expression.

Financial Aid and Veterans Affairs. The basic philosophy of the Financial Aid Office is to provide the financial means needed by qualified students to attend the College of Charleston. Programs include federal financial aid through the Pell Grant, Supplemental Educational Opportunity Grant, National Direct

Student Loan, Guaranteed Student Loan and College Work-Study Programs. Veteran benefits are available through the Veteran's Affairs Office. Scholarships are available from endowed funds and other gifts provided by the College of Charleston Foundation. In addition, many students receive awards from community and civic organizations. Approximately 1800 students were assisted through this office in 1985-86 and approximately 3.8 million dollars in financial aid funds were expended.

College Skills Laboratory. The College Skills Laboratory serves as an academic support program for the College community. The component parts of the CSL are the Reading/Study Skills, Writing, Accounting, Foreign Language, and Mathematics laboratories, and tutoring program. The goal of the various labs is to provide developmental and supplemental academic instruction. Students, faculty and staff are aided in their academic endeavors with seminars, small group tutoring sessions and individual appointments. The Lab is also responsible for the coordination and administration of all freshmen placement testing.

During the Fall Semester 1985 and Spring Semester 1986 the Director of the Reading/Study Skills Lab was responsible for developing a curriculum and holding learning strategy support classes for a group of high-risk students. The success of this project resulted in the adoption by the College faculty of a non-credit course that will be offered for the first time in Fall 1986.

The CSL is staffed by three full-time professional reading and learning instructors, three part-time mathematics instructors, five part-time writing instructors, one full-time secretary and approximately 50 peer tutors. Services are provided during the College's Maymester and Summer Sessions in addition to Fall and Spring semesters.

During the 1985-86 academic year the CSL assisted a total of 3,908 clients, for a total of 10,646 contacts.

The Reading/Study Skills Laboratory received 3,001 visits; the Writing Laboratory 1,653 visits; the Accounting Laboratory 1,040 visits; the Mathematics Laboratory 4,234 visits; the Foreign Language Laboratory 607 visits; and the Tutoring Program 111 visits.

Admissions. Applications for the Fall Semester of 1985 showed 3059 total applications with a total of 1604 new students enrolled. This is compared with 1544 new students in the Fall of 1984. Of the 3059 students who applied for admission to the College, 2466 were accepted, 447 were denied admission, and 146 withdrew their applications before admissions decisions were made.

The visitation of secondary schools in South Carolina continued to be extensive, and visitation to privately controlled schools was increased.

The general characteristics ascribed to the 906 entering freshmen are as follows:

Average verbal and mathematical scores on the SAT were 465 and 488 respectively.

Seventy-one percent were from the upper half of their high school classes.

Fifty-two percent were in the top 30 percent of their classes.

Thirty-eight students were graduated first or second in their senior class in secondary schools.

Seventy-six percent were from public secondary schools.

Twenty-nine new freshmen had graduated from high school in three years.

335 were men (36 percent), and 576 were women (64 percent).

Forty percent were from Charleston County, 43 percent from the rest of South Carolina, and the remainder were from 52 other states and foreign countries.

Approximately six percent were Black. This is a qualified statement since many applicants do not provide race information prior to admission decisions being made.

A total of 501 students applied for admission for the second semester of the academic year 1985-86. Of this number, 322 enrolled including 49 freshmen, 254 transfers and readmits and 19 non-degree students.

Center for Continuing Education. The Continuing Education Program provides recruitment and advisement for returning adult students. The Professional Development Office plans and implements programs and courses for business and industry. Its mission is to provide credit and non-credit programs to meet the needs of the Charleston community. A brief summary of its activities follows:

Continuing Education - Credit Course Headcounts

	Fall 85	Spring 86	Totals
Credit Students	713	754	1467
Audit Students	27	34	61
Senior Citizens - Credit	38	43	81
Senior Citizens - Audit	36	55	91
TOTAL	814	886	1700

The Center for Continuing Education also provided a number of services for adult students and members of the community through public presentations, registrations at military bases, shopping mall information booths, orientation and advising sessions, Discovery Night, over-the-counter and phone-in registration, financial aid certification, promotion and publicity for both credit and non-credit programs, and communication for evening students. In addition, Continuing Education assisted with the planning and implementation of the staff development program. Forty-eight employees also enrolled in credit courses through the

Staff Training Program. The Continuing Education Office continued to sponsor at no charge to the public a fall and spring Brown Bag Lecture Series and a spring Spoleto Lecture Series.

The Venture Program, designed to attract and retain adult minority students, was designed, funded and successfully implemented. To date, funding has come from South Carolina desegregation funds, the College of Charleston Foundation, and the Center for Continuing Education. Thirty students were interviewed and admitted in Group 1 in the summer of 1985, and 23 students were admitted as Group 2 in the spring of 1986. A series of support meetings was provided for each group. Forty-six students successfully completed their courses and most plan to continue their education. Funding to serve over 70 minority adults awaiting admission to the Program is presently being sought.

The College Completion Program was initiated in 1985-86. The need for it is based on data generated by the College Board's Community Assessment Program research. The College Completion Program is offered for persons with at least 12 college credit hours who would like to finish their baccalaureate degree. In the fall semester 148 persons attended one of three initial meetings to get information about the College. Ninety-three of those returned for a second set of meetings which included advising using evaluated transcripts. Fifty-six actually enrolled through Continuing Education and 2 were referred to the Admissions Office. In the spring semester 63 persons attended one of the initial meetings and 33 actually enrolled. The College Completion Program will be continued next year.

During the spring semester at Northwoods Mall, four credit courses were offered in a two evening per week half semester format. Courses included Death and Dying, Civil War History, Music Appreciation and General Psychology. Sears and Belks stores shared their training facilities to be used as college classrooms to make this project possible. A total of 55 students enrolled during this pilot program which will be expanded in the fall semester to include courses at Citadel Mall as well as Northwoods Mall.

Professional Development. The Office of Professional Development develops programs, conferences, seminars, non-credit courses and workshops for the general public and also for business and industry, government agencies and professional organizations in the greater Charleston area. General interest non-credit courses are also offered through the Office of Professional Development.

New programs offered this year include a certificate program in cooperation with the American Management Association's Extension Institute, a certificate series for women managers and Continuing Legal Education teleconferences. On-going courses include financial planning and money management, physical fitness, creative arts, real estate, foreign languages and other

life enrichment courses. The South Carolina School of Alcohol and Drug Abuse held a successful 1985 program with over 420 participants in attendance.

A summary of non-credit activity follows:

Non-Credit Courses

	Fall 85	Spring 86	Total
Number of courses taught	38	36	74
Number of student enrolled	457	414	871
Average number per class	12.0	11.5	

Additionally, credit courses have been offered for the employees of Mobay Chemical Company and First Federal Savings & Loan of Charleston.

Undergraduate Studies Office. The Office of the Dean of Undergraduate Studies is responsible for all the academic support services and pre-collegiate programs administered at the College. The support services are to assist the degree-seeking student from orientation until graduation. This year orientation has been approached as a year-long, campus-wide activity split into three essential components: preregistration with academic counseling, new student welcome, and assimilation.

The academic advising system is centrally coordinated through the Assistant Deans. Undeclared majors are assigned to either the advising center or to faculty advisors who choose to work with them. Students who are ready to declare majors are assigned to faculty who specialize in that major.

In addition to the student being notified of any academic deficiency, the advisor and department chair are notified as well. the professional school recommendations are centralized within this office for medical, veterinary and dental school.

The deans continue to study the problems of our institution and to examine pertinent programs from both the literature and other institutions. From a study conducted regarding academically deficient readmitted students, a program is underway to assist not only them but other high risk students as well. Further analysis and expansion is anticipated.

The project on the freshman seminar concept is underway with the five pilot sections being offered during the Fall 1986 semester.

International Student Program. Academic and counseling support services for the College of Charleston's international student body are coordinated by the International Student Adviser. With the support of the staff in the Office of Undergraduate Studies, the Admissions Office, the Registrar's Office, the Office of Student Affairs, and the College Skills Center, the International Student Adviser assists international

students to assure that they receive proper orientation and advising. The International Student Adviser facilitates their acclimation to the College by serving as a mentor and a transitional adviser for those who have undeclared majors.

In addition to academic support the office has established a bona fide Host Family Program which presently has 28 host families with 16 students in homestay experiences. The College also provides all necessary documentation for international students to obtain visas and performs trouble-shooting or advocacy as required on or off campus. In summary, a full range of professional student services for international students is offered with particularly rich opportunities to participate in the life of the nearby city and region in company with American and other international students.

The number of internationals at the College has grown from 67 two years ago to 119 in Fall 1985. The international Student Exchange Program (ISEP) has grown from three students in 1979 to the exchange of 24 students in 1985-86.

Upward Bound. The Upward Bound Program is a federally funded, pre-collegiate academic program designed to generate in the participants skills and motivation necessary for success in postsecondary education. The project served 75 10th, 11th and 12th grade students from eight high schools in Charleston's District 20. Participants are from low-income families and/or are first generation college attenders (neither parent has received a bachelor's degree).

The project year is divided into two components. The academic year component runs from September through May, in conjunction with the public school's calendar. Academic classes met three Saturdays of each month (October-May) on the College's campus. The classes were taught by teachers from the target high schools. Tutorial sessions were held daily in several classrooms in Maybank Hall. The sessions were monitored by the College of Charleston students who worked as tutors. Throughout the academic year, activities of an academic, cultural, or social nature were attended.

The summer component is a six-week residential session on the College's campus. During the summer component, a bridge session is held for those participants who have graduated from high school and intend to enroll at a postsecondary institution in the upcoming Fall semester. The bridge session as well as the summer component is designed to stimulate a college experience for the participants. Particular services provided during the bridge session aid the participants in making the transition from high school to postsecondary education.

INSTITUTIONAL ADVANCEMENT

The Office of Institutional Advancement plans and supervises efforts to promote and to interpret the College of Charleston to

all external constituencies and to the general public. It coordinates ongoing communications with and supports the activities of College of Charleston students, its faculty, its alumni and friends, fostering and maintaining their close relations in keeping with the College's responsibility as a state-assisted institution of higher education. Institutional Advancement assists other departments of the institution in identifying sources of and securing private gift support for College projects and programs. Its primary objective is to generate interest in and support for the College's mission of academic excellence in liberal arts education.

The Advancement offices, which report to the Senior Vice President for Institutional Advancement, are the Office of Alumni Relations, the Office of Development, and the Office of College Relations and Special Events. Their staffs maintain external liaison with alumni, parents and friends of the College, including business and industry throughout the State and region. Through its many functions, the Advancement Office helps to monitor the success of the College's efforts and assesses the strengths and weaknesses of its programs.

The Office of Development. The Office of Development provides counsel and assistance to the College community about ways to attract private gift support to help supplement state-legislated appropriations and other government grants and contracts. Private gift support is sought from faculty and staff, alumni, parents, friends, business and industry, and private foundations. All private gifts to the College of Charleston, encouraged by the Office of Development, are directed to the College of Charleston Foundation, an eleemosynary 501(c)3 private foundation whose sole purpose is to support the educational mission of the College of Charleston through private gift support. In cooperation with the College of Charleston Foundation, private gifts are raised through developmental programs managed by Development staff professionals which include annual giving, capital giving for endowment, and planned giving which encourages private gifts through wills, trusts and other forms of estate or deferred giving.

The Office of Alumni Relations. The Office of Alumni Relations seeks to build and maintain close ties between the College and all of its alumni. The staff maintains records of more than 9,000 living graduates. The College News is published by this office, and travel opportunities are presented throughout the year. Alumni are encouraged to return to the campus for a variety of programs, and special emphasis is placed on Commencement Weekend in May. Quinquennial class reunion programs are encouraged and supported by the Alumni Office, and area alumni meetings are held in cities along the Eastern seaboard.

The Office of College Relations and Special Events. This office directs its efforts to the development and maintenance of a comprehensive internal and external communications program to include all aspects of media relations; design, editing and supervision of printing of College publications; advertising and community relations; and special events programs on behalf of the College.

The office provides the campus with public events assistance including: publishing the annual and monthly calendars of events; assisting the students, administrators, and faculty in planning and managing public events to assure that appropriate consideration is given to allocation of space, development of invitation lists, publication needs, protocol, supervision of events, collegiate image, and audience development. This includes coordination and billing for the non-academic use of campus properties to both College and non-College organizations. The College Speaker's Bureau is also managed by the Office of College Relations and Special Events.

STUDENT AFFAIRS

The Division of Student Affairs at the College of Charleston is dedicated to the facilitation of the social, physical, ethical and intellectual development of all students so that they may be responsible and effective men and women.

As educators, the student affairs staff works to create environments, provide experiences, and teach skills which enable students to develop personal value systems, explore and build healthy interpersonal relationships, discover the responsibilities of community membership, realize their physical potential, and accept responsibility for their own development.

These goals are the basis for a student affairs curriculum which parallels and reinforces the academic curriculum. The Division recognizes that the purpose of a liberal arts education is best met when both the student affairs curriculum and the academic curriculum are strong.

In 1985-86 the division successfully implemented a new judicial process for honor and conduct violations. They continued to wrestle with programming for a college-age population most of whom cannot legally consume alcoholic beverages. The Counseling Center received accreditation from the International Association of Counseling Services. Student Housing was reorganized to strengthen management and improve the on-campus living environment. It was found that entering students have heavy counseling needs in the areas of careers, and efforts will be made to strengthen this area in 1986-87.

Special services for students are described below.

Student Health Services The College of Charleston provides on-campus health services to promote and maintain optimum health of students while attending the College. The service provides

routine office care and the services of a physician and a nurse on a daily schedule at no charge to the student. A registered nurse is also available for evening and weekend emergencies.

Student Health Services also provides routine laboratory evaluation and dispenses medication for acute care.

As an additional service, allergy injections are administered to faculty and staff as well as to students. This service is at no charge.

The physician staff covers specialties of Dermatology, Gynecology, Allergy, Rheumatology, Internal Medicine, Family Practice, Pediatrics and Venerology. This enables the student body to obtain a full range of care pertinent to the age group and life styles found at the College. Those specialties not available are arranged within the community by Health Services.

Tuberculosis tests are administered in both the fall and spring semesters to those students who will practice teach in the public schools.

Pre-season athletic physical exams are given to all students who will participate in sports at the College. These are scheduled a few days before classes begin in the fall.

A campus-wide immunization clinic was held in order to update the measles vaccine for all students.

In addition to providing health care to regular students, Health Services provides for the medical care of various groups, especially during the summer months. Groups include Governor's School, Upward Bound, SPECTRA, Spoleto, Basketball Camp, Computer Camp, and participants in various seminars and workshops.

The Health Services staff continues to be involved in campus outreach by serving on committees such as the College Alcohol Policy Committee and the Emergency Response Team.

A total of 7877 visits were made to the Student Health Services. This represents a fifteen percent increase over 1984-85.

Student Housing. During the 1985-86 academic year, the residence halls provided accommodations for approximately 1400 students. An additional 87 students were housed in Greek housing. On-campus housing facilities included three co-ed residence halls, two residence halls for women, one apartment-style for women, eight houses for men, twelve houses for females, and eight houses for Greeks. Each residence hall has laundry and vending areas, a Commons Room (TV lounge), study rooms, and recreation areas.

Each of the residence halls was staffed with Residence Counselors and Resident Assistants (RAs). Residence Counselors were responsible for the overall administrative operation of the dorms, supervising a student staff of RAs and desk receptionists, implementing Student Housing policies and procedures, providing educational and social programs, and counseling/advising resident students. RAs served groups of approximately 60 students in adjusting to dorm life and conveying information about residence

hall policies and procedures.

The 1986 Summer Conference Housing included a variety of groups. Spoleto, Hugh O'Brian Youth Leadership Conference, Governor's School, Upward Bound, Science Program for Teachers, Basketball Camps, Wetlands Symposium, Explorer Scouts, French Students (Lander College), Georgia/S.C. All Star Basketball Group, American Lung Association (Camp Puff N' Stuff), and regular Summer School housing at the College comprised this extensive list.

Counseling Center. The Counseling Center staff offers students a wide range of psychological services which include individual and group counseling, marriage and family counseling and psychological testing. The Center also offers seminars and workshops on topics of special interest to students and does consultation with the faculty, the Residence Life staff, the Health Services staff, and the Undergraduate Dean's Office on matters regarding concerns with students. Outreach programming has been done with the Athletic Department, with several student groups and organizations, and in classrooms. Another service of the Center is to make referrals for students to other helping professionals when appropriate. Staff members serve on the following College committees: College As Community, SPECTRA Advisory, Committee on Race Relations, and The Freshman Orientation Operations Group. The Counseling Center is accredited by the International Association of Counseling Services.

The Counseling Center was used by 8.8% of the student body last year. This percentage represents 463 students and 1,967 appointments. Over 1,000 other students were served as a result of our outreach programs. Nationwide statistics show that on most college campuses five to seven percent of students use college and university counseling centers.

Group counseling was conducted for students and faculty and staff in the areas of eating disorders, self-hypnosis, and stress management.

The staff of the Counseling Center continues to be invited to present seminars and workshops to student groups and organizations. Seminars and workshops on a variety of topics were given this year to the following student groups: men's basketball team, women's basketball team, sailing team, soccer team, women's tennis team, Zeta Tau Sorority, Alpha Delta Pi Sorority, Peer Mentors, Venture Program, College Completion Program, Residence Hall Assistants, SPECTRA, Craig Dormitory, Fine Arts Singers, Commuter Student Organization and the Women's Special Interest group. Members of the Counseling Center staff were also invited on several occasions to give classroom lectures. One staff member is the advisor for the Iota Omicron chapter of Alpha Kappa Alpha and SUMA. Another staff member is the advisor to the Campus Crusade for Christ organization.

Lectures and workshops were presented to persons in the

Charleston Community at the following places: Cornerstone - St. Philips Episcopal Church, the Professional Secretaries Association, Petersfield Community Center, the Jewish Community Center, the Charleston Police Department (Hostage Negotiation Team), and the College of Charleston (Health Awareness Program). A staff member served as a mentor to a group of high school teachers and counselors during the spring semester.

One of the staff members presented workshops on Neuro-Linguistic Programming at regional and national conferences. Another staff member serves as a Psychological consultant to the US National Shooting Team and conducted two training seminars at the US Olympic Training Center in Colorado Springs, CO and one in Morgantown, WV and Ft. Benning, GA.

The Center continues to be aware of its need to develop professionally, and continues to take advantage of opportunities to attend local, regional and national conferences and training seminars as monies and time permit. Its staff holds membership in the following professional organizations.

American Psychological Association
American Association for Counseling and Development
American Association of Sex Educators, Counselors and Therapists
American Association of Sex Therapists and Counselors
American Association of Marriage and Family Therapists
S.C. Association for Counseling and Development
Southern Association for College Student Affairs
Association of University and College Counseling Center Directors
Christian Association of Psychological Studies
North American Society for the Psychology of Sport and Physical Activity

Career Development. The Office of Career Development provides a wide range of career services including individual testing and counseling; workshops on decision-making; work experience opportunities; and assistance to seniors in establishing credential files, scheduling interviews with recruiters, and obtaining graduate school information. In addition, the office maintains an information center on occupations, career decision making, alternative ways to learn, the job market and graduate education. An updated computerized career program was added this year which serves as a valuable tool and resource for counselors when helping students to identify potential occupations.

Some 700 students registered with the office and met with a professional staff person for at least one session. With the loss of a full-time staff position in the office, more groups were formed to better accommodate the numbers of students asking for assistance in setting up credential files, choosing majors, planning careers, and exploring work experience opportunities. The Undergraduate Dean's Office and the Continuing Education

Office continued to refer, for career counseling, increasing numbers of students to the office.

A Teacher Career Day was held each semester to assist students interested in teaching careers to explore job opportunities. A Summer Job Day also was offered in the Spring to allow students seeking summer jobs to meet with prospective employers.

Thirty-five students were placed with 20 organizations or offices this year in a variety of internships and co-op positions. Several new internship opportunities were added this year. Some 400 seniors established credential files for the year.

The Job Development program listed 674 part-time jobs. College of Charleston students were hired in 428 instances, with estimated earnings for the year of approximately $600,000.

Student Activities. The programs and activities of student organizations create a sense of community on the College of Charleston campus. Leadership of, and participation in, the College's student organizations add life experiences, relevance and good times to a student's academic curriculum.

There are 90 student groups on campus that offer individuals the opportunity to develop leadership skills, pursue leisure time and recreational interests, share ideas with others of similar religious and political beliefs, and explore career opportunities.

Along with leadership development workshops and seminars, a scheduled monthly luncheon meeting for student organization presidents worked well to augment communication and collaboration on programs.

The 90 groups on campus are listed according to their purpose.

Programming Groups: College Activities Board, Film Club, Student Union for Minority Affairs, International Club.

Governmental Organizations: South Carolina Black Student Association, South Carolina State Student Legislature, South Carolina Student Association, Student Government Association.

Sports Clubs: Badminton Club, Cheerleaders, Equestrian Club, Rugby Club, Scuba Club, Ski Club, Surf Club.

Honors Organizations: Alpha Epsilon Delta (Pre-Med Society), Eta Sigma Phi (Classics), Omicron Delta Kappa, Omicron Delta Epsilon (Economics), Phi Kappa Phi, Pi Alpha Theta (History), Psi Chi (Psychology), Sigma Alpha Phi.

Fraternities: Alpha Tau Omega, Kappa Alpha, Kappa Alpha Psi, Kappa Sigma, Omega Psi Phi, Phi Beta Sigma, Pi Kappa Phi, Sigma Alpha Epsilon, Sigma Nu, IFC-Inter-Fraternity Council.

Service Groups: Alpha Phi Omega, Peer Mentor Association, Sigma Chi Delta.

Media Organizations: The Comet (yearbook), The Meteor (newspaper), The Miscellany (literary magazine), Publications Board.

Special Interest Groups: Video Production Club, Women's Interest Group, Student Alumni Association.

Sororities: Alpha Delta Pi, Alpha Kappa Alpha, Chi Omega,

Delta Delta Delta, Delta Sigma Theta, Phi Mu, Zeta Phi Beta, Zeta Tau Alpha, Panhellenic Council.

Political Groups: College Republicans, Young Democrats.

Cultural Groups: International Club, Student Union for Minority Affairs.

Performing Groups: Center Stage, Chamber Orchestra, Concert Choir, Fine Arts Singers, Jazz Ensemble, Madrigal Singers, Wind Symphony.

Religious Organizations: Baha'i' Club, Baptist Student Union, Campus Crusade, Catholic Student Union, Fellowship of Christian Athletes.

Departmental and Majors Associations: Accounting Association, Alpha Chi Sigma (Professional Chemistry Fraternity), American Society of Personnel Administration, Student Chapter, Alpha Epsilon Delta (Pre-Med), Biology Club, Center Stage, Classics Club (Greek & Latin), Council for Exceptional Children, English Club, Engineering Club, Fine Arts Club, French Club, Geology Club, History Club, Honors Program Student Association, Marketing Club, Philosophy Club, Physical Education and Health Majors Club, Society of Physics Students, Pi Mu Epsilon Math Club, Political Science Club, pre-Law Society, Psychological Association, Spanish Club, Urban Studies Club.

Stern Student Center. This year the ballroom, garden and breezeway of the Stern Student Center were the site of 277 varied events. There were 1,277 meetings in the Center's four meeting rooms.

The following programs and services were provided by the Stern Center for the campus community: Legal Assistance Clinic, Trivial Pursuit Night, Exam Plan, Popcorn Sales, Games Tournament program, "One Night Stand" leisure course series, Electronic Sign Board Operation, Discount Movie and Baseball Ticket Sales, two Disco Dances, Ride-Rider Board, Locker Rental, a 24-hour Recorded Campus Events Hotline and a Magazine Library.

Student Government Association. Each student who enrolls at the College automatically becomes a member of the Student Government Association. The organization is based on mutual cooperation among students, faculty and administration. The Student Government Association is made up of a legislative council in which elected class representatives participate; an executive board composed of student body officers; and a judicial branch. Only the representatives of these three branches are voting members of the SGA. The Student Government Association promotes activities on campus and cooperates in building a better College.

This year the SGA's significant contributions were a fall and spring used book sale, a Homecoming Dance, a Casino Night fund raiser for scholarships, and a revised constitution.

College Activities Board. The 1985-86 College Activities Board consisted of many of the same students who had served the previous year. These students, having experienced a very successful programming year in 1984-85, set basically the same goals for 1985-86. They were: (1) continue to develop and improve the image of CAB, (2) Increase intra-campus communications between and among individuals, groups and organizations (3) Provide thought-provoking, innovative and popular programming which is sensitive to the diverse populations on campus and (4) Provide leadership development opportunities within CAB and throughout campus. The board successfully met almost all of its goals and objectives and presented a total of eighty-one programs or events.

CAB presented more programs this year than last and attempted to increase the diversity of events. Lectures were increased and included topics such as apartheid and holocaust. Comedy was expanded to include a Thursday's Special and a "Laff Off." The Travel Committee was reinstated after an absence of three semesters. The committee successfully planned and carried out two concert trips and a local polo trip. There were several failed efforts at larger scale trips which may be more likely to succeed as the committee gains experience. A coffeehouse type program was held every other Thursday at 10 PM with varied artists performing. Those which were successful appeared to be so because of the name draw of the act. The time and place (SSC Snackbar) were not necessarily as attractive as the board had hoped. Later efforts at programs of this type may be held after other events such as basketball games. Effort was made to expand the Expressive Arts program by bringing in two one-person shows, a play (Oh, Mr. Faulkner) and a jazz performance (The Late Great Ladies). Of the eighty-one events programmed, only six involved alcohol consumption. The students on CAB have become increasingly aware of the need to program without alcohol for those students who are not of legal drinking age.

Athletics. The College of Charleston's intercollegiate athletic department recorded a banner year in 1985-86. Seven of the College's nine teams competed in their national championship tournaments and the sailing team won the National Sailing title.

The Lady Cougar's volleyball team compiled a 40 and 13 record en route to their national tournmanent berth. The men's basketball team finished 16-9 and advanced to the quarterfinals of the NAIA National Tournament.

The College of Charleston also placed 7th in men's and 8th in women's tennis. Women's swimming ranked 18th nationally and the men's swimming placed 20th nationally. After a three-year absence golf has been brought back to the College.

Ten intercollegiate athletic programs are offered for College of Charleston students, with approximately 171 student athletes participating.

Completion of the F. Mitchell Johnson Physical Education

Center in August 1982 provided increased opportunities for student, staff and faculty participation in physical education, intercollegiate athletics, intramurals, club sports and open recreation. The old gymnasium, opened in 1940, continues to be used while the College awaits funding for a proposed renovation project that would enhance the overall programs of the institution.

The outdoor recreation area at Remley's Point in Mount Pleasant continues to be used often by students, staff and faculty. The acreage includes an intercollegiate soccer field and softball facilities for intramural programs. Additional phase work, as funds become available, will offer opportunities for expanded programs.

BUSINESS AFFAIRS

Accounting. During 1985-86, the College maintained an automated accrual fund accounting system. This system provides prompt payment to vendors and employees while ensuring that internal control functions are met. During this time, the College was subject to various state audits with the system fully providing the necessary financial records to all auditors. During 1986-87, the College will review new systems software to upgrade its present system of financial processing.

Purchasing. Centralized purchasing and its related functions are conducted under the director of Procurements. Approximately six thousand (6,000) purchase orders were issued. The MBE Plan for 1985-86 was to award ten percent of purchases to MBE's. Of the 338 MBE's solicited, 305 (or 90 percent) responded and 207 (or 61 percent) awards were made to MBE's. This represented $136,000 of the $177,000 goal.

The Central Stores Branch provides immediate availability and consolidated buying advantages for some 500 high-use, general purpose items. The use of Bench Stock for unique, repeated purchases by individual sections in Physical Plant has reduced the number of local pick-up purchases by departmental personnel. This has aided in reduced departmental operating costs.

Some 90 percent of all purchase action receipts are documented through the Central Receiving Branch, thus strengthening control over material acquisitions and assuring tighter control over the invoice payment certification process.

Acquisition, redistribution and inventory of 2,400 items of portable plant property valued at $4,500,000 is facilitated by use of a computerized Plant Property Inventory System. Capitalization criteria remains at $500.

Auxiliary Enterprises. Auxiliary Enterprises encompasses the managerial and operational responsibilities of the Bookstore, Campus Shop, Snack Bar, Cafeteria, Parking Lots, Vending Machines, and the business management function for all residence

halls and sorority, fraternity and faculty housing. These areas of operations are financially self-supporting.

College Bookstore and Campus Shop. The College Bookstore and Campus Shop experienced an increase in sales revenue of 1.38% from the previous fiscal year. Sales increase is attributable mostly to increased publisher prices of textbooks. Revenues for the operations totaled $1,275,916.

Snack Bar. The Snack Bar provides students, faculty, and staff with a convenient self-service, fast food operation and general meeting place. It is operated by a contractor, ARA services.

Cafeteria. The Cafeteria likewise is operated by ARA Services. Daily meals are prepared and catering for special functions on and off campus is available. The Cafeteria also provides daily luncheon meals for the College of Charleston Club and the Early Childhood Development Center. Plans are being formed to increase Cafeteria seating from 240 to 490.

Student and Faculty Housing. This year the College of Charleston housed 1,521 students in 34 permanent and 14 temporary facilities. A wide variety of living quarters ranging from conventional dormitory multi-story housing to houses much like one would find in many areas in the City of Charleston are available. Nine houses owned by the College are leased to members of the faculty and staff.

Public Safety. The College of Charleston and the Medical University of South Carolina Public Safety Divisions have merged. This merger was the result of a recommendation made in a SLED report issued after an evaluation of the division by that agency.

The College of Charleston and MUSC share one Chief, Deputy Chief, Captain, three Investigators, one Training Officer, and four Lieutenants. The College of Charleston has twenty Public Safety Officers, eleven Security Officers, four Corporals, four Sergeants and four Dispatchers. Additionally, a commercial contract is maintained for Security Guards used to provide security coverage to five dormitories and nighttime coverage to classroom facilities.

Since February 13, 1985, MUSC has had operational control of the Public Safety Division of the College of Charleston. This action has resulted in accelerated training, closer supervision and increased visibility of the officers.

The Public Safety Division is responsible for the issuance of identification cards for all students, faculty and staff. It also maintains a current locator file on all students and employees for emergency purposes. Public Safety also maintains the College Lost and Found and handles the registration and sale

of decals for bicycles.

Physical Plant. Plant operation and maintenance costs for 1985-86 totaled over $5,000,000. In addition to normal maintenance and repair work, major projects included renovation of the first floor of 9 Liberty for use by the School of Business Administration and Economics, replacement of roofs on the Small Library and the Stern Center, exterior waterproofing of the Small Library, and refinishing the gymnasium floor in the PE Center. The Stern Center Natatorium renovation was completed and the Sottile House was painted. The Second Increment of the Science Center construction was begun and is expected to be completed for use in the Fall Semester of 1987. Planning and design work was begun to convert the old Sears Automative Building into Physical Plant Offices. The project is scheduled for completion during 1986-87.

Motor Pool. The Motor Pool is operated as a division of the Physical Plant and totals 24 licensed vehicles (three are leased), one fork lift, three cushman gasoline vehicles, one moped and six electric vehicles. Fourteen are assigned for general use, one for Mail Service, one for Central Receiving, and three for Grounds Maintenance. Sixteen are assigned to the Physical Plant, of which eight are licensed, six electric, and two non-licensed gasoline for campus use.

FINANCIAL REPORT

Fiscal Year Ending June 30, 1986

Operating Funds		
Education & General Revenue		
State Appropriation	$ 16,847,939	
Transfer to Capital Project	(269,060)	
Net Operating Appropriation	$ 16,578,879	
Student Fees	6,835,828	
Summer School/Maymester	990,580	
Other Revenue	1,111,801	
Total Educational & General Revenue		$ 25,517,088
Auxiliary Enterprises		5,561,723
Student Aid		1,192,173
Sponsored Instruction & Research		761,085
Total Operating Revenue		$ 33,032,069

Expenditures		
Education & General		
Instruction	$ 11,666,464	
Research	207,615	
Academic Support	2,505,173	
Student Services	1,741,617	
Institutional Support	4,132,693	
Operation & Maintenance	4,655,336	
Student Scholarship	460,420	
Total Education & General		$ 25,369,318
Auxiliary Enterprises		5,561,723
Student Aid		1,192,173
Sponsored Instruction & Research		761,085
Total Operating Expenditures		$ 32,884,299

STATISTICS

	Fall 1985	Fall 1984	Fall 1983	Fall 1982
Total Enrollment				
Head Count	5,303	5,395	5,323	5,394
Full-Time Equivalent (based on 15 credit hours for undergraduate and 12 credit hours for graduate students)	4,218	4,431	4,414	4,467
Percent Increase/ (Decrease) in Head Count	-1.7%	+1.4%	-1.3%	+5.0%
Percent Increase/ (Decrease) in FTE	-4.8%	+0.4%	-1.2%	+5.5%
Enrollment by Type of Student				
Degree Candidates	4,096	4,192	4,184	4,261
Nursing	54	95	119	92
Allied Health	0	0	0	0
Evening	0*	709	635	640
Graduate	309	230	232	241
Other*	844	169	153	160
Enrollment by Class				
Freshmen	1,486	1,455	1,456	1,661
Sophomores	1,184	1,302	1,392	1,277
Juniors	681	749	656	690
Seniors	745	686	680	633
Graduate	309	230	232	241
Others	898	973	907	892

	Fall 1985	Fall 1984	Fall 1983	Fall 1982
Enrollment by Sex				
Male: Part-Time	502	474	487	541
Full-Time	1,394	1,438	1,455	1,519
TOTAL	1,896	1,912	1,942	2,060
Female: Part-Time	1,007	1,016	949	954
Full-Time	2,400	2,467	2,432	2,380
TOTAL	3,407	3,483	3,381	3,334
Female as a Percent of Total Head Count	64.2%	64.6%	63.5%	61.8%
Male as a Percent of Total Head Count	35.8%	35.4%	36.5%	38.2%
Student Characteristics				
Full-Time: White	3,415	3,528	3,627	3,632
Non-White	379	377	260	267
Part-Time: White	1,333	1,323	1,338	1,380
Non-White	176	167	98	115
State Residents	4,641	4,751	4,731	4,828
Out-of-State or Nonresidents	662	644	592	566
State Residents as a Percent of Head Count	88.0%	88.1%	88.9%	89.5%
Faculty Characteristics				
Professors	39	33	28	25
Associate Professors	90	89	87	94
Assistant Professors	84	91	87	66
Other	12	13	18	26
% with Terminal Degrees	83%	84%	83%	83%
% with Tenure	63%	66%	58%	59%
Course Offerings	1,096	1,096	1,063	1,063
Credit Hours Generated	62,913	66,207	65,917	66,696
Ave. Weekly Scheduled Teaching Hours	11.76	12.07	12.41	13.2
Average Class Size	24.6	26.4	25.7	24.5
FTE Students to FTE Faculty Ratio				
FTE Students	4,218	4,431	4,414	4,467
FTE Faculty	239.26	239.62	243.33	225.34
Ratio	17.6:1	18.5:1	18.14:1	19.8:1

	Fall 1985	Fall 1984**	Fall 1983**	Fall 1982
Average Salaries by Rank***				
Professor	$37,595	$35,759	$30,920	28,482
Associate Professor	32,149	$30,392	26,527	24,370
Assistant Professor	25,976	24,714	21,690	19,671
Instructor	21,582	20,817	17,001	14,605

*NOTE: Other includes Consortium students, high school students, students in summer program only, and transient students. Evening students were no longer counted separately, and are included in "Other" beginning Fall 1985.

**Intradepartmental and interinstitutional inequity adjustments were made Fall 1983 and 1984.

***9-Month Salaries