



Collection #: ARC 106
Name: James B. Edwards, DDS Papers
Dates: 1982-2000
Size: 157.75 cubic feet
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Restrictions: Restrictions are specified in the appropriate series notes.
Citation: The James B. Edwards, DDS Papers, ARC 106,
University Archives, Medical University of South
Carolina, Charleston

Biographical Note: James Burrows Edwards was born in Hawthorne, Florida on June 24, 1927. He graduated with honors from the University of Louisville School of Dentistry in 1955. In addition, he was president of the student body and graduating class. He then attended Graduate Medical School (1957-58) at the University of Pennsylvania for Advanced Correlated Clinical Sciences. He was a resident of oral surgery at Henry Ford Hospital in Detroit, Michigan from 1958-1960. Dr. Edwards served in the U.S. Maritime Service during World War II, from 1944-1947. Also, he served active and reserve duty in the U.S. Navy from 1955-1967. Dr. Edwards held the rank of Lieutenant Commander upon his discharge. Dr. Edwards holds membership in a number of fraternities such as: Delta Sigma Delta, Pi Kappa Phi, Omicron Delta Kappa, O.K.U., Zeta Eta Chapter, Etiwan Lodge #95, A.F.M., and The Order of American Hellenic Educational Progressive Association, Plato Chapter #4.

Dr. Edwards served in a broad range of civic activities. For instance, he is a member of the Charleston Council of the Navy League of the United States, College of Charleston Alumni Association, Charleston Rotary Club,

Hibernian Society, The Footlight Players, Inc., The Charleston Opera Company, The Charleston Symphony Orchestra, Ducks Unlimited, The American Legion, Mark W. Clark Post No. 10, Carolina Art Association, The Smithsonian Associates, the Society for the Relief of Families of Deceased and Disabled Members of the Medical Profession in the State of South Carolina, and a past member of Sertoma International. Dr. Edwards was a member on the Board of Trustees at the Charleston County Hospital, Baker Memorial Hospital, Greater Charleston YMCA, and Charleston's College Preparatory School. Also, he held the position of Director of the Coastal Boy Scouts. Inclusive to Dr. Edwards' many positions is his involvement in the political arena. For example, he was chairman of the Charleston County Republican Party (1964-1969), the First Congressional District Republican Party (1970), Subcommittee on Nuclear Energy, National Governors' Association (1978), and the Southern Governors' Conference (1978). Also, he was Delegate to National Republican Conventions (1968, 1972, 1976, 1980, and 1984), Governor of the State of South Carolina from January 1975 to January 1979, and U.S. Secretary of Energy from January 1981 to November 1982. In addition, Dr. Edwards became a member of the South Carolina State Senate in 1972 and he resigned office in 1974 to become the Party's first Republican Governor since the days of Reconstruction.

Dr. Edwards' membership in professional organizations is extensive, and includes: the Charleston Dental Society, Coastal District Society (past president), South Carolina Dental Association, Southeastern Society of Oral and Maxillofacial Surgeons, American Dental Association, American College of Dentists, Carolinas Section (Fellowship, 1966), American Association of Oral and Maxillofacial Surgeons, American Board of Oral and Maxillofacial surgery (founder, charter member, and past president), International Society of Oral and Maxillofacial Surgeons, International College of Dentists (Fellowship, 1968), Chalmers J. Lyons Academy of Oral Surgery, British Association of Oral and Maxillofacial Surgeons Federation Dentaire Internationale, Henry Ford Hospital Medical Association (Charter Member), and the Charleston County Medical Society (Associate Member). Also he was Founder, Charter Member, Chairman of the Board of Directors (1971-1973) of the Oral Surgery Political Action Committee of the American Association of Oral and Maxillofacial Surgeons.

Dr. Edwards served in many capacities at MUSC from clinical associate in oral surgery to professor of oral and maxillofacial surgery from 1970 to 1982. He received special honors and awards including: the Tenth Thomas P. Hinman Distinguished Service Medal, Humanitati Award, and

the Founders' Medal. Also, a Mount Pleasant elementary school was named after Dr. Edwards. Dr. Edwards' service and achievements includes membership on several boards, including: the Educational Foundation, AAOMS, South Carolina National Bank, the Harry Frank Guggenheim Foundation, and the Phillips Petroleum Company. In addition to his extensive professional accomplishments, Dr. Edwards enjoys hunting, fishing, and sailing. Dr. Edwards married Ann Norris Darlington and they have two children.

Scope and Content Note: The James B. Edwards Papers, 157.75 cubic feet, 1982-2000, document his activities as president of the Medical University of South Carolina. The collection contains records pertaining to the administration of the university and medical center, correspondence, resource files, and a group of personal records. The collection has been arranged into four series: Administrative Correspondence, Administrative Files, Personal Files, and Resource Files.

Administrative Correspondence: The Administrative Correspondence Series, 13 cubic feet, 1982-2000, boxes 1-13, contains correspondence to and from Dr. Edwards regarding the functioning and oversight of MUSC and the MUSC Medical Center. The series is arranged into four sub-series: the Complaints, Compliments, and Congratulations Sub-Series; the Endorsements, Recommendations, and Requests Sub-Series; the Enrollment, Admissions, and Registrar Sub-Series; and the Miscellaneous Correspondence Sub-Series.

Complaints, Compliments, and Congratulations Sub-Series: The Complaints, Compliments, and Congratulations Sub-Series, 10 cubic feet, 1982-2000, boxes 1-10 and 158, contains correspondence between Dr. Edwards and patients of the MUSC Medical Center. The sub-series also contains letters congratulating Dr. Edwards. The sub-series is arranged chronologically according to its original file structure; however, complaints from 1999 (K-Z) are arranged separately from the rest of the sub-series in Box 158. This is due to a second accession of records.

Endorsements, Recommendations, and Requests Sub-Series: The Endorsements, Recommendations, and Requests Sub-Series, 1.5 cubic feet, 1982-2000, boxes 10-11, contains Dr. Edwards' letters of recommendation and endorsement of candidates for employment and other types of service, as well as requests to Dr. Edwards for MUSC's support for various organizations, events, and causes. Dr. Edwards'

provided nominations for Lowcountry Volunteer of the Year, the Governor's Award for Excellence in Science, and the Dean of the College of Medicine at the University of Florida, in addition to many others. The sub-series is arranged chronologically according to its original file structure.

Enrollment, Admissions, and Registrar Sub-Series: The Enrollment, Admissions, and Registrar Sub-Series, 1 cubic foot, 1982-2000, boxes 11-12, consists of letters written to Dr. Edwards on behalf of prospective students, and correspondence between Dr. Edwards and deans of MUSC's colleges regarding admissions policies and requirements. The sub-series is arranged chronologically according to its original file structure.

Miscellaneous Administrative Correspondence Sub-Series: The Miscellaneous Administrative Correspondence Sub-Series, .5 cubic feet, 1982-2000, includes correspondence pertaining to the functioning of MUSC. Topics include disputes over university matters, proposed programs, and partnerships with other institutions. The series also includes letters from Dr. Edwards to MUSC employees. The series is arranged alphabetically.

Administrative Files Series: The Administrative Files Series, 117.25 cubic feet, 1982-2000, boxes 13-136, consists of records documenting the functioning and oversight of MUSC and the MUSC Medical Center. The files include human resources materials, the activities of the university's six colleges, MUSC research, Dr. Edwards' speeches, budget and audit records, and accreditation materials. The series is arranged into 48 sub-series.

Academic Departments Sub-Series: The Academic Departments Sub-Series, 3.5 cubic feet, 1982-2000, boxes 13-16, contains files on the activities of the various departments of MUSC. These files include information on faculty appointments, requests for equipment, grant information, department statistics, and productivity reports. The sub-series is arranged alphabetically by department, according to its original file structure.

Accreditation Sub-Series: The Accreditation Sub-Series, 1.5 cubic feet, 1983- 1999, boxes 16-18, contains records pertaining to MUSC's accreditation by organizations such as the Southern Association of Colleges and Schools. Records in the series include accreditation applications, self- study reports, faculty surveys, and master plans. The sub-series is arranged alphabetically.

Alumni Affairs Sub-Series: the Alumni Affairs Sub-Series, .5 cubic

feet, 1987- 1999, box 18, contains schedules of MUSC alumni events, Alumni Association publications, and information on the Alumni Memorial House. The sub-series is arranged alphabetically.

Board of Trustees Sub-Series: The Board of Trustees Sub-Series, 20 cubic feet, 1982-2000, boxes 18-38, contains Dr. Edwards' Board of Trustees meeting agendas and supplementary materials. The supplementary items include reports and correspondence used in preparation for board meetings. The series also includes information on current and former board members and board events such as receptions and dinners. The series is arranged chronologically.

Budget, Audit, and Finance Sub-Series: The Budget, Audit, and Finance Sub-Series, 2.5 cubic feet, 1983-1994, boxes 39-41, includes budget analyses, audit reports, and MUSC financial documents. The sub-series also includes financial statistics, information on the auditing firm used by MUSC, and records from the MUSC Cost Containment Conference. The sub-series is arranged alphabetically.

Capital Campaign Sub-Series: The Capital Campaign Sub-Series, 1 cubic foot, 1984-1987, boxes 41-42, documents the MUSC Capital Campaign fundraising drive. The records include the campaign plan, fundraising statistics, meeting agendas, marketing materials for the campaign, requests for donations, and Dr. Edwards' correspondence with MUSC faculty and staff and potential donors. The sub-series is arranged alphabetically.

College of Dental Medicine Sub-Series: The College of Dental Medicine Sub-Series, 1 cubic foot, 1984-1999, boxes 42-43, includes records documenting the activities and administration of MUSC's College of Dental Medicine. Records in the sub-series include evaluation reports of the college by the American Dental Association, publications of the college, Dr. Edwards' correspondence concerning the college, and information on the residency and continuing education programs. The sub-series is arranged alphabetically.

College of Graduate Sub-Studies: The College of Graduate Studies Sub-Series, .5 cubic feet, 1982-1999, box 43, contains annual reports, strategic plans, and program proposals of the MUSC College of Graduate Studies. The series also includes correspondence between Dr. Edwards and faculty of the college. The sub-series is arranged alphabetically.

College of Health Professions Sub-Series: The College of Health Professions Sub-Series, 1 cubic foot, 1982-1999, box 44, includes records documenting the activities and administration of MUSC's

College of Health Professions. The sub-series contains Dr. Edwards' correspondence relating to the college, external evaluation reports of the college, and proposals for the expansion of programs at the college. The sub-series is arranged alphabetically.

College of Medicine Sub-Series: The College of Medicine Sub-Series, 2 cubic feet, 1982-1999, boxes 44-46, includes records documenting the activities and administration of the MUSC College of Medicine. The sub-series includes survey reports, reports written by COM faculty, Dr. Edwards' correspondence regarding the college, and information on the medical residency program. The series is arranged alphabetically.

College of Nursing Sub-Series: The College of Nursing Series, 1.75 cubic feet, 1982-1999, boxes 46-47, includes records documenting the activities and administration of the MUSC College of Nursing. The series contains self-study reports, information on programs at the college, and Dr. Edwards' correspondence relating to matters at the college. A large number of thank you letters written to donors of the Ann Darlington Edwards Endowed Chair are also included. The sub-series is arranged alphabetically.

College of Pharmacy Sub-Series: The College of Pharmacy Sub-Series, 1.5 cubic feet, 1984-1999, boxes 48-49, includes records documenting the activities and administration of the MUSC College of Pharmacy. The sub-series includes strategic plans, proposed studies, Dr. Edwards' correspondence relating to the COP, and records on the MUSC Pharmaceutical Development Center. The sub-series is arranged alphabetically.

Commencement Sub-Series: The Commencement Sub-Series, 1982-2000, 2.5 cubic feet, 49-51, includes commencement addresses, lists of graduates, and details of the preparations for the ceremonies. The sub-series also includes C.V.s and other information on honorary degree recipients and graduation programs. The sub-series is arranged chronologically.

Committees Sub-Series: The Committees Sub-Series, 1.5 cubic feet, 1983-1996, boxes 51-53, contains records documenting the activities of committees on which Dr. Edwards served. The sub-series includes committee-meeting minutes, reports prepared for committee meetings, and Dr. Edwards' correspondence with other committee members. Committees represented in the series include the BEST Policy Committee, the Achieving Diversity at MUSC Committee, the Hospital Executive Committee, and the University Standing

Committee. The sub-series is arranged alphabetically.

Corporate Partnerships Sub-Series: The Corporate Partnerships Sub-Series, 1 cubic foot, 1982-1999, boxes 53-54, includes documentation of partnerships between MUSC and various corporations. Records include annual reports, partnership proposals, and meeting programs. The sub-series also includes Dr. Edwards' correspondence with and about the various corporations. The sub-series is arranged alphabetically.

Council of Presidents Sub-Series: The Council of Presidents Sub-Series, 1.25 cubic feet, 1983-1999, boxes 54-55, contains meeting agendas for the Executive Committee and members of the council concerning issues such as guidelines for joint education programs with other institutions. In addition to this sub-series is the correspondence from Dr. Edwards to Dr. Ronald R. Ingle, President of Coastal Carolina University, regarding Dr. Edwards' recommendation of Steve Jones as the Medical University's representative to the working group on higher education in South Carolina's economic development. The series also features newspaper articles that pertain to increasing funds for higher education as opposed to budget cuts. The S.C. Commission on Higher Education established the Council of Presidents, consisting of the Presidents of the public institutions of higher learning in the state. This sub-series is arranged chronologically according to its original file structure.

Environmental Hazards Assessment Program (EHAP) Sub-Series: The Environmental Hazards Assessment Program Sub-Series, 3.25 cubic feet, 1987-1999, boxes 55-58, documents the research, activities, and administration of the MUSC program. The Environmental Hazards Assessments Program is focused on the effects of environmental risk on health. The sub-series includes conference presentations, correspondence, quarterly reports, and records on the EHAP grant from the U.S. Department of Energy. The sub-series is arranged alphabetically.

Facilities and Physical Plant Sub-Series: The Facilities and Physical Plant Sub-Series, 2.75 cubic feet, 1982-1999, boxes 59-61, contains records pertaining to the planning, construction, and maintenance of MUSC properties. Records include building plans, property leases, landscaping plans, facility proposals, and parking management information. The sub-series is arranged alphabetically.

Faculty Sub-Series: The Faculty Sub-Series, 8 cubic feet, 1982-1999, boxes 61-70, consists of Dr. Edwards' files on MUSC faculty

members and records documenting faculty affairs. The sub-series includes meeting minutes, reports on faculty issues, lists of emeritus faculty, lists of faculty appointments, and information on endowed chairs. The personnel files and files on faculty grievances are restricted. The sub-series is arranged alphabetically. Restrictions are noted in the inventory.

Foundations Sub-Series: The Foundations Sub-Series, 1 cubic foot, 1985-1999, box 71, includes records documenting the relationship between MUSC and various foundations. Records in the sub-series include foundation profiles, requests by MUSC for funds from foundations, presentations by Dr. Edwards on endowments received by MUSC, and correspondence between Dr. Edwards and foundation administrators. Foundations represented in the sub-series include the Heritage Foundation, the Kresge Foundation, the South Carolina Healthcare Education Foundation, and the Harwood Foundation. The sub-series is arranged alphabetically.

Government Sub-Series: The Government Sub-Series, 9.5 cubic feet, 1982- 1999, boxes 72-80, contains records illustrating the relationship between MUSC and government agencies and officials at the municipal, state, and federal level. The sub-series is arranged into three sub-sub-series: the Federal Government Sub-Sub-Series, the Municipal Government Sub-Sub-Series, and the South Carolina Government Sub-Sub-Series.

Federal Government Sub-Sub-Series: The Federal Government Sub-Sub-Series, 3 cubic feet, 1982-1999, boxes 72-74, includes copies of legislation affecting MUSC, and Dr. Edwards' correspondence with legislators and other government officials on matters affecting MUSC. Correspondents include Senators Strom Thurmond, Thomas Hartnett, Alan Simpson, Ernest F. Hollings, and David Borlen. Topics in the sub-sub-series include the MUSC/Veteran's Administration Joint Research Facility and First Lady Barbara Bush's MUSC commencement address. The sub-sub-series is arranged alphabetically.

Municipal Government Sub-Sub-Series: The Municipal Government Sub-Series, .5 cubic feet, 1987-1999, box 75, includes Dr. Edwards' correspondence with Charleston city and county government officials, as well as reports and proposals. The sub-series is arranged alphabetically.

South Carolina Government Sub-Sub-Series: The South Carolina Government Sub-Sub-Series, 6 cubic feet, 1982-1999,

boxes 75-80, includes reports on proposed legislation, copies of bills, and reports on budget appropriations to MUSC. The sub-sub-series also includes Dr. Edwards' correspondence with state legislators and state agency officials. The sub-sub-series is arranged alphabetically.

Health Sciences Foundation Sub-Series: The Health Sciences Foundation Sub-Series, 3.5 feet, 1982-1999, boxes 81-84, documents the administration of the HSF. The Health Sciences Foundation is a non-profit organization established at MUSC in 1966 to fund and support education and research programs within the university. As president of the university, Dr. Edwards served as a non-voting member of the Health Sciences Foundation board. The sub-series includes accountant's reports, meeting minutes, donor information, and correspondence between Dr. Edwards, other board members, and donors. The sub-series is arranged alphabetically.

Hollings Cancer Center Sub-Series: The Hollings Cancer Center Sub-Series, 3.5 cubic feet, 1987-1998, boxes 85-88, contains Dr. Edwards' records related to the administration of the center. The Hollings Cancer Center was established in 1993 and is the largest academic-based cancer program in South Carolina. Records in the sub-series include articles on the center and cancer, board meeting agendas, correspondence, research reports, and materials on the groundbreaking ceremony for the center. The sub-series is arranged alphabetically.

Hospital Administration Sub-Series: The Hospital Administration Sub-Series, 3.5 cubic feet, 1982-1999, boxes 88-91, contains records relating to the administration of the MUSC Medical Center. Records in the sub-series include physician's reports, the public authority bill, management proposals, policy manuals, master plans, and clinical practice plans. The sub-series also includes Dr. Edwards' correspondence with hospital administrators. The sub-series is arranged alphabetically.

Human Resources Sub-Series: The Human Resources Sub-Series, 2.5 cubic feet, 1982-1998, boxes 91-93, contains records relating to the administration of employee issues at MUSC. The sub-series includes records on MUSC United Way Campaigns, information on employee benefits, employee grievances, a proposed no-smoking policy, and salary surveys. The sub-series is arranged alphabetically.

Restrictions are noted in the inventory.

International Programs Sub-Series: The International Programs

Sub-Series, .5 cubic feet, 1982-1999, box 94, contains records relating to the administration of joint programs between MUSC and institutions outside of the United States. The sub-series includes agreements between MUSC and universities in South Korea and Columbia. Also included are programs and correspondence relating to the 13th Annual Joint Meeting of the Southeast U.S./Japan Association and visiting diplomats. The sub-series is arranged alphabetically.

Legal Sub-Series: The Legal Sub-Series, 1 cubic foot, 1985-1999, boxes 94-95, documents the administration of legal matters involving MUSC. The sub-series includes correspondence between Dr. Edwards and MUSC counsel, settlement agreements, and complaints. Issues covered in the sub-series include patient care and privacy and Medicare fraud. The sub-series is arranged alphabetically.

Library, Waring Library, and Macaulay Museum Sub-Series: The Library, Waring Library, and Macaulay Museum Sub-Series, .5 cubic feet, 1982-1999, box 95, contains annual reports, event programs and invitations, and issues of the "Library Notes" newsletter. The sub-series is arranged alphabetically.

Minority Affairs and Affirmative Action Sub-Series: The Minority Affairs and Affirmative Action Sub-Series, 1 cubic foot, 1982-1999, box 96, includes records from the MUSC Office of Diversity. Record types in the series include action plans, minority recruitment statistics, reports, and Dr. Edwards' correspondence on these subjects. The sub-series is arranged alphabetically.

Miscellaneous Administrative Files Sub-Series: The Miscellaneous Administrative Files Sub-Series, 2 cubic feet, 1982-1999, boxes 97-99, includes records on a variety of administrative issues at MUSC. Topics in the sub-series include Hurricane Hugo, the PET Scanner, the Key 100, indigent care, and Medicaid. Records in the sub-series include correspondence, obituaries, management plans, reports, and newspaper articles. The sub-series is arranged alphabetically.

Organizations Sub-Series: The Organizations Sub-Series, 2.5 cubic feet, 1982-1999, boxes 100-103, documents the relationship between MUSC and various organizations. The sub-series includes records relating to local, state and regional, and national organizations. Records in the sub-series include Dr. Edwards' correspondence with organization administrators, reports, event programs, itineraries, and organization newsletters. Organizations represented in the sub-series include the American Heart Association, the American Medical Association, and the South Carolina Medical Association. The sub-

series is arranged alphabetically.

Performance Appraisal Sub-Series: The Performance Appraisal Sub-Series, .75 cubic feet, 1984-1987, box 104, documents the evaluation of Dr. Edwards' performance as MUSC President by the MUSC Board of Trustees. The sub-series includes evaluation reports and related correspondence. The sub-series is arranged alphabetically.

President's Advisory Council Sub-Series: The President's Advisory Council Sub-Series, 1 cubic foot, 1987-1998, boxes 104-105, contains correspondence to and from Dr. Edwards concerning the initiation of individuals to serve on the newly established President's Advisory Council. Also featured within this sub-series are meeting agendas and commendations given to council members for their contributions to MUSC. In addition is the President's Advisory Council report, which includes the Catalyst article entitled, "President's Advisory Council presents its recommendations." The President's Advisory Council was established to support and assist the Medical University in its goals and objectives. Also, the Council is to provide the President input, recommendations and suggestions as to the goals, objectives, and overall operation of the Medical University. This sub-series is arranged chronologically according to its original file structure.

President's Council Sub-Series: The President's Council Sub-Series, 5 cubic feet, 1986-1999, box 105-110, includes the project overview that focuses on the strategic policy assessment of restructuring options for MUSC. In addition, the sub-series contains the President's Council meeting agendas and correspondence between council members and outside sources relevant to MUSC. The sub-series is arranged chronologically according to its original file structure.

President's Office Sub-Series: The President's Office Sub-Series, 1 cubic foot, 1983-2000, box 111, consists of records directly related to the administration of the office of the MUSC President. The sub-series includes invitations from the President's Office, President's retreat itineraries, reports, and correspondence. Topics in the sub-series include the executive reorganization of MUSC, the MUSC charter and by-laws, and protocol. The sub-series is arranged alphabetically.

Programs Sub-Series: The Programs Sub-Series, 1 cubic foot, 1982-1999, box 112, documents the administration of miscellaneous programs at MUSC. Records in the sub-series include program proposals, Dr. Edwards' correspondence regarding MUSC programs, and program status reports. The sub-series includes records from the

MUSC Special Programs Office, the Traumatic Brain Injury Rehabilitation Program, the Cardiac Rehabilitation Program, and the Anatomical Gift Program. The sub-series is arranged alphabetically.

Public Relations, Marketing, and Articles Sub-Series: The Public Relations, Marketing, and Articles Sub-Series, 1.5 cubic feet, 1982-1999, boxes 113-114, contains articles about Dr. Edwards, public relations newsletters, marketing surveys and studies, articles on surgeries performed at MUSC, and correspondence regarding a potential affiliation with SC-ETV. The sub-series is arranged alphabetically.

Research Sub-Series: The Research Sub-Series, 5 cubic feet, 1982-1999, boxes 114-119, documents research activities at MUSC. The series includes grant proposals, status and progress reports on different research projects at MUSC, and correspondence between Dr. Edwards and MUSC faculty and staff relating to research activities. The sub-series includes records from many MUSC research institutes, such as the Gazes Cardiac Research Institute, the Storm Eye Institute, and the Institute of Psychiatry. The sub-series is arranged alphabetically.

Schedules Sub-Series: The Schedules Sub-Series, 1 cubic foot, 1987-1991, box 120, documents Dr. Edwards' activities as MUSC President. The sub-series includes itineraries, invitations, and supplementary materials. The sub-series is arranged chronologically.

South Carolina Research Authority Sub-Series: The South Carolina Research Authority (SCRA) Sub-Series, 2 cubic feet, 1983-1999, boxes 121-122, contains financial statements, task force meeting minutes, and correspondence. The South Carolina Research Authority is a non-stock, tax exempt research and commercialization services company. The sub-series is arranged alphabetically.

South Carolina Sea Grant Consortium Sub-Series: The South Carolina Sea Grant Consortium Sub-Series, 2 cubic feet, 1982-1999, boxes 123-125, contains Board of Trustees meeting agendas and reports; for instance, the special report focusing on statements of expenditures incurred. Included in the sub-series are memos from Margaret Davidson, Director of the Sea Grant Consortium, to the Board members regarding relative issues, such as the Sea Grants request for proposals as a Sea Grant College. Also contained in the sub-series is correspondence from Dr. Edwards to Margaret Davidson congratulating the consortium on being named the 22nd National Sea Grant College and praising her excellent work on behalf of MUSC.

The sub-series also features Dr. Edward's letter to the S. C. Congressional Delegation concerning marine biotechnology as a solution to marine misuse and the maintenance of the ocean's resources. The S. C. Sea Grant Consortium is a state agency that, through a program of research, education, extension, and training, enhances economic opportunities and conservation of coastal and marine resources for South Carolina citizens. The sub-series is arranged chronologically according to its original file structure.

South Carolina Universities Research and Education Foundation

Sub-Series: The South Carolina Universities Research and Education Foundation (SCUREF) Sub-Series, 2.5 cubic feet, 1988-1999, boxes 125-127, contains correspondence, presentations, research reports, and Board of Trustees meeting minutes. SCUREF was created in 1988 to further research and educational programs at the four major research universities of South Carolina (MUSC, SCSU, USC, and Clemson University). The sub-series is arranged alphabetically.

Speeches Sub-Series: The Speeches Sub-Series, 5 cubic feet, 1983-1999, boxes 128-132, consists of Dr. Edwards' speeches given at various events and functions. The speeches include Dr. Edwards' commencement address given at Newberry College, his address at the inauguration of the Ann Darlington Edwards Endowed Chair at the MUSC College of Nursing, and his remarks to the American Medical Association Student Chapter, in addition to many others. The sub-series is arranged chronologically.

Student Sub-Series: The Student Sub-Series, 1 cubic foot, 1982-1999, box 133, consists of records documenting student affairs and issues of concern to students. The sub-series contains reports on student programs, statistical information on the MUSC student body, and information on internships, scholarships, and financial assistance. The sub-series includes one file on the MUSC Student Government Association. The sub-series is arranged alphabetically.

Student Wellness Center Sub-Series: The Student Wellness Center Sub-Series, .5 cubic feet, 1985-1997, box 134, includes annual reports of the Student Wellness Center, Dr. Edwards' correspondence with Dr. Gilbert Bradham (director of the Student Wellness Center), and the newsletter of the Student Wellness Center. The sub-series is arranged alphabetically.

Task Forces Sub-Series: The Task Forces Sub-Series, .75 cubic feet, 1982-1986, boxes 134-135, contains records generated by various task forces both within and outside of MUSC. The sub-series includes

reports based on findings of the task forces and correspondence between Dr. Edwards and task force members. Task forces represented in the sub-series include the MUSC Academic Task Force, the MUSC Special Studies Task Force, and the Southern Regional Task Force on Infant Mortality. The sub-series is arranged alphabetically.

Vice Presidents Sub-Series: The Vice Presidents Sub-Series, 1 cubic foot, 1982-1999, boxes 135-136, includes records on the various vice presidents of MUSC and its departments. The series contains reports made to Dr. Edwards and the Board of Trustees, correspondence between Dr. Edwards and the different vice presidents, and curriculum vita of candidates for vice presidencies. The sub-series contains files on the Vice President for Academic Affairs and Provost, the Vice President for Development, and the Vice President for Finance and Administration. The sub-series is arranged alphabetically.

Personal Files Series: The Personal Files Series, 7.75 cubic feet, 1983-1999, boxes 136-144, contains Dr. Edwards' personal correspondence, files on his personal business interests, files on subjects of a personal interest to Dr. Edwards, and records documenting his activities as a member of the Pi Kappa Phi fraternity as well as the American Association of Oral and Maxillofacial Surgeons. The record group is arranged into five series: American Association of Oral and Maxillofacial Surgeons Series, Miscellaneous Subject Files Series, Personal Correspondence Series, Personal Business Interest Series, and Pi Kappa Phi Series.

American Association of Oral And Maxillofacial Surgeons Sub-Series: The American Association of Oral and Maxillofacial Surgeons Sub-Series, 1 cubic foot, 1981-1988, boxes 136-137, contains correspondence to and from Dr. Edwards pertaining to issues such as the development of the Continuing Education and International Fellowship programs. Also, this series contains annual and progress reports regarding the organization and decision making of the Board of Trustees, financial matters, and other relative matters. The AAOMS is a professional organization representing more than 7,000 oral and maxillofacial surgeons in the U.S., supporting its member's ability to practice their specialty through education, research, and advocacy. The sub-series is arranged chronologically according to its original file structure.

Personal Business Interests Sub-Series: The Personal Business

Interests Sub-Series, .75 cubic feet, 1987-1992, box 137, contains Dr. Edwards' files on business matters unrelated to his position as MUSC President. The sub-series includes corporate newsletters, annual reports of companies such as Winn-Dixie and General Motors, programs for conventions and seminars, business proposals, and related correspondence. The sub-series is arranged alphabetically.

Personal Correspondence Sub-Series: The Personal Correspondence Sub-Series, 5.5 feet, 1983-1999, boxes 138-144, includes Dr. Edwards' correspondence of a personal nature. Correspondents include South Carolina Governor Carroll A. Campbell, Jr., South Carolina Governor Burnet R. Maybank, Charleston County Council Chairman Betsy Kerrison, South Carolina Representative Dick Elliott, and South Carolina Supreme Court Associate Justice David W. Harwell. The sub-series is arranged chronologically.

Pi Kappa Phi Sub-Series: The Pi Kappa Phi Sub-Series, .5 cubic feet, 1984- 1986, box 144, contains intra-council correspondence, correspondence between trustees, and meeting minutes from the Foundation Trustees meetings.

Resource Files Series: The Resource Files Series, 11.5 cubic feet, 1982-1999, contains records used by Dr. Edwards for reference in the administration of MUSC and the MUSC Medical Center. These reference materials include files on other hospitals and universities, MUSC planning and development files, reports prepared for Dr. Edwards, files on the goals and objectives of MUSC, and materials from the South Carolina Commission on Higher Education. The record group is arranged into seven sub-series: Development Sub-Series, Goals, Objectives, and Accomplishments Sub-Series, Hospitals Sub-Series, Planning Sub-Series, Reports Sub-Series, South Carolina Commission on Higher Education Sub-Series, and Universities and Colleges Sub-Series.

Development Sub-Series: The Development Sub-Series, 1 cubic foot, 1985- 1999, boxes 145-146, contains records related to development efforts at MUSC. The records include information on the Vice President for Development, fundraising drives, and correspondence between Dr. Edwards and development personnel. The sub-series is arranged alphabetically.

Goals, Objectives, and Accomplishments Sub-Series: The Goals, Objectives, and Accomplishments Sub-Series, 1.5 cubic feet, 1987-2000, boxes 146-147, consists of reports detailing the accomplishments and projected goals of the various departments and

divisions of MUSC, summaries of recent activities, and correspondence between Dr. Edwards and MUSC faculty and staff concerning goals and accomplishments. The sub-series is arranged alphabetically.

Hospitals Sub-Series: The Hospitals Sub-Series, 3 cubic feet, 1982-1999, boxes 147-150, consists of records on hospitals other than the MUSC Medical Center. These records include reports on activities at other hospitals, discussions between MUSC and other hospitals on joint initiatives and programs, and correspondence between Dr. Edwards, MUSC faculty and staff, and administrators from other hospitals. Hospitals represented in the series include Charleston Memorial Hospital, Charleston County Hospital, St. Francis Hospital, the Veterans Administration Hospital, and Roper Hospital. The sub-series is arranged alphabetically.

Planning Sub-Series: The Planning Sub-Series, 1.25 cubic feet, 1993-1999, boxes 150-152, includes MUSC strategic and master plans, as well as meeting minutes from the planning committee. The sub-series also contains financial planning reports and correspondence between Dr. Edwards and the MUSC Office of Planning and Institutional Studies. The sub-series is arranged alphabetically.

Reports Sub-Series: The Reports Sub-Series, 1 cubic foot, 1982-1999, boxes 152-153, includes reports presented to Dr. Edwards on a variety of subjects from different departments of MUSC. These reports include annual reports, academic status reports, and five-year reports. The sub-series also includes President's Reports, prepared by Dr. Edwards. The sub-series is arranged alphabetically.

South Carolina Commission on Higher Education Sub-Series: The South Carolina Commission on Higher Education Sub-Series, 1.75 cubic feet, 1984-1999, boxes 153-155, features meeting agendas and reports such as the summary report on institutional effectiveness and the annual report on higher education desegregation efforts in South Carolina. In addition, the sub-series includes memos from Howard R. Boozer, Executive Director of SC Commission on Higher Education, to the Presidents of South Carolina colleges and universities regarding issues such as new admission prerequisites for public colleges and universities. Also contained in the sub-series is correspondence from Dr. Edwards to Commissioner Fred R. Sheheen concerning program proposals and the establishment of the MUSC Center for Health Care Research. The S. C. Commission on Higher Education is an organization that aims to promote quality and efficiency in the state

system of higher education with the goal of fostering economic growth and human development in South Carolina. The sub-series is arranged chronologically according to its original file structure.

Universities and Colleges Sub-Series: The Universities and Colleges Sub-Series, 2 cubic feet, 1982-1999, boxes 155-156, includes information on universities and colleges other than MUSC. The sub-series consists of annual reports, information on programs, and correspondence between Dr. Edwards and administrators of numerous universities and colleges. Schools represented in the sub-series include the University of South Carolina, the Citadel, the College of Charleston, and Clemson University. The sub-series is arranged alphabetically.

Subject Headings:

Edwards, James Burrows (1927-)

Hospital Administration

American Association of Oral and Maxillofacial Surgeons

Governors- South Carolina

Medical University of South Carolina

Inventory:

Each line represents a folder. Restricted folders are noted as such.

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Correspondence- awards, dist. Outside MUSC 1984

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