



Collection #: ARC 802
Name: Vice President for Academic Affairs Collection
Dates: 1959-1999
Size: 5 cubic feet
Processed: September-October 2009 by EBF
Restrictions: Noted in container list and on folders
Citation: Vice President for Academic Affairs Collection, ARC 802, Waring Historical Library, Medical University of South Carolina, Charleston

Historical Sketch:

The Vice President for Academic Affairs was formally established as an executive position of the Medical College of South Carolina at the October 14, 1966 meeting of the Board of Trustees. Prior to the creation of this position the President of the Medical College handled both hospital and academic administrative issues. Since its inception, the institution had grown a great deal and the new position was needed to assist the President in effectively and efficiently running the institution. Through changes to the by-laws, the Board created the position “1st Vice President” which assumed responsibility for all administrative duties pertaining to faculty, students, and academic affairs.

The position was originally designated as the Vice President (Academic Affairs) and Dean of the School of Medicine. Dr. Franklin C. Fetter was hired as Dean of the Medical College in April 1966 and assumed the role of 1st Vice President in October 1966. At the April 14, 1967 Board meeting, a motion passed that separated into two positions the position held by Dr. Fetter: 1st Vice President and Dean, School of Medicine. Dr. Fetter retained the position of Dean of the School of Medicine. Upon stepping down from the 1st Vice President position, the President of the Medical College assumed Dr. Fetter’s duties until the appointment of Dr. James W. Colbert, Jr., as the first Vice President for Academic Affairs on February 1, 1969.

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The Board of Trustees appoints the Vice President for Academic Affairs position with advice from the MUSC President or the appropriate standing committee. The incumbent is administratively responsible to the President for all academic matters. In the absence of the President of the University, s/he acts as the Chief Executive Officer. The Vice President for Academic Affairs and Provost is responsible for the coordination of planning for education and research and formulates plans to implement policy approved by the President. The Deans of each college report to and through this office to the President of the University. Associated duties include responsibilities for overseeing the educational and clinical activities of the MUSC affiliates (those organizations that are included as component units in MUSC's financial statements), including purview over the organizations as they relate to the total program of the Medical University. The Chief Executive Officers of the MUSC affiliates, except UMA and MUHA, report to the Vice President for Academic Affairs. The positions of Associate Provost for Education and Student Life, Associate Provost for Institutional Research and Assessment, and Associate Provost for Research report directly to the Vice President for Academic Affairs.

Oct. 1966-May 1967	Franklin C. Fetter, "1 st Vice President"
1969-1974	James W. Colbert, Jr. (died in office)
1975	William H. Knisely
1975-1977	W. Curtis Worthington, Jr. (acting)
1977-1982	W. Curtis Worthington, Jr.
1982-1995	W. Marcus Newberry (and Provost, 1990-1995)
1995-1999	Raymond S. Greenberg (and Provost)
2000-2002	John R. Raymond, Interim (and Provost)
2003-2010	John R. Raymond (and Provost)
2010-present	Mark S. Sothmann (and Provost) (acting)

Scope and Content:

The Vice President for Academic Affairs Collection, 5 cubic feet, 1959-1999, documents the administrative activities of the office since its inception in 1966. The collection traces the development of various university programs and also the termination of programs; contains records concerning important academic issues pertaining to faculty and students such as tuition and fees, grievance procedures, and contracts, positions, and pay; and MUSC's collaborative programs with the Veterans Administration Hospital, University Medical Associates, and South Carolina academic institutions. The collection also includes files on the 1969 Hospital Workers Strike.

The types of records found in this collection include correspondence, memoranda, reports, minutes, policies and procedures, strategic plans, notes, speeches, journal articles, budget reports, studies, proposals, and news clippings. Records are arranged into three series: (1) Academic Affairs, (2) Administrative Files, and (3) Student Affairs.

Arrangement:

The collection was transferred to the University Archives with folders originally arranged alphabetically by folder title; also folder contents span the tenures of several Vice Presidents for Academic Affairs. During processing it was determined that the files

should be rearranged according to series and sub-series identified in South Carolina's "General Records Retention Schedules for State Colleges and Universities." Files were ultimately arranged into series by function and there under arranged alphabetically by folder title. Contents of folders were maintained in their original order. Files are not arranged by terms of vice presidents.

Series 1: Academic Affairs – Correspondence, memoranda, reports, policies and procedures, financial statements, press releases, agendas, minutes, CVs, and news clippings pertaining to the administration of MUSC's academic functions and affairs. Records document the Vice President for Academic Affairs' overall management of issues relating to individual faculty, academic departments, programs, and positions. Includes files on the establishment and termination of academic positions and programs. The series is arranged alphabetically by folder title; 1.25 cubic feet; 1969-1999.

Series 2: Administrative Files – Correspondence, memoranda, policies and procedures, minutes, notes, reports, surveys, financial statements, contracts, articles, news clippings, and proposals documenting the overall administration of the office of the Vice President for Academic Affairs. Includes files on the 1969 Hospital Workers Strike; administrative positions and staffing; affiliations with other hospitals including the Veterans Administration, Roper Hospital, and St. Francis; university affiliations with other colleges and universities; committees pertaining to academic affairs; and tenure. The series is arranged alphabetically by folder title; 2.75 cubic feet; 1959-1999.

Series 3: Student Affairs – Correspondence, memoranda, policies and procedures, financial statements, reports, notes, and minutes pertaining to the administration of student affairs and activities. Records concern topics such as admissions, grievance procedures, student fees and tuition, student health, and the Wellness Center. The series is arranged alphabetically by folder title; 1 cubic foot; 1972-1995.

Subject Headings:

Colbert, James W., Jr., 1920-1974
Greenberg, Raymond S.
Hospital Workers' Strike, Charleston, S.C., 1969
Knisely, William H., 1922-2004
Medical College of South Carolina
Medical University of South Carolina
Newberry, W. Marcus, 1938-
Raymond, John R.
Sothmann, Mark S.
Worthington, W. Curtis (Ward Curtis), 1925-
Faculty, Medical \$x Organization & administration \$z South Carolina.
Universities \$x Organization & administration \$z South Carolina.
Schools, Medical \$x Organization & administration \$z South Carolina.
Academic Medical Centers \$x Organization & administration \$z South Carolina.
Hospitals, Teaching \$x Organization & administration \$z South Carolina.

Inventory:

Folder# Title

Academic Affairs

BOX 1

- 1 Academic Positions: Josephine Abney Professorship – Clinical Oncology, 1977
- 2 Academic Positions: Burrough's Wellcome Visiting Professorship, 1979-1984, 1988
- 3 Academic Positions: Daniels Chair Cardiology, 1994
- 4 Academic Positions: Endowed Chair – Leon Goldberg, 1990, 1991
- 5 Academic Positions: Endowed Chairs – Misc. Correspondence & Reports, 1990-1994
- 6 Academic Positions: Endowed Chairs Misc. PKE – 1990 (1986-1989)
- 7 Academic Positions: Endowed Research Fund – HSF (Health Sciences Foundation), 1986
- 8 Academic Positions: Folk Memorial Chair of Oncology, 1989
- 9 Academic Positions: Foundations & Funds (Misc.), 1982, 1986, 1987, 1990
- 10 Academic Positions: Jeffrey Edwin Gilliam Chair, 1989
- 11 Academic Positions: Joe Goldstein Professorship, 1986
- 12 Academic Positions: History of Medicine - University Professor, 1987
- 13 Academic Positions: Koebig Trust Fund, 1980-1984
- 14 Academic Positions: JM MAAS Chair in Reproductive Endocrinology, 1983-1994
- 15 Academic Positions: N. Edgar Miles Chair in Pediatric Ophthalmology, 1994
- 16 Academic Positions: Horace G. Smithy, 1984, 1990, 1991
- 17 Academic Positions: SIMS Hester Chair, OB/GYN, 1976-1986
- 18 Academic Positions: State (Case) Professor of the Year Award, 1988-1994
- 19 Academic Positions: University Professor of History of Health Sciences, 1982, 1987, 1991
- 20 Academic Positions: Vallotton Chair, 1986
- 21 CHRP – SRP, 1990
- 22 Charleston Consortium Steering Committee Graduate Center, 1969-1971
- 23 Environmental Medicine, 1989, 1990
- 24 Environmental Medicine – Asbestos Abatement Program, 1988
- 25 Environmental Medicine – Medical Surveillance Program, circa 1988
- 26 Environmental Medicine – Occupational Medicine, 1988-1989
- 27 Environmental Medicine – Occupational Med. County Physician Proposal, 1989
- 28 INTRON – AMTRON, 1983-1990
- 29 Marine Resources – Fort Johnson CHEC, 1972-1979, 1985
- 30 Marine Resources – Sea Grants Program, 1971-1887

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- 31 Radiology: Chair, Department of Radiology, 1974-1998
- 32 Radiology: Radiation Therapy, College of Allied Health Sciences, 1982-1997
- 33 Radiology: Radiologic Technology Program – College of Allied Health Sciences, 1974-1976, 1981, 1982, 1984, 1990, 1992
- 34 Radiology: Respiratory Therapy Program – College of Allied Health Sciences, 1971-1990
- 35 Radiology Oncology – Department of Radiology Oncology (New Department as of 10/10/1986), 1986-1989
- 36 Radiology Oncology: Chair – Department of Radiology Oncology, 9/1994, 1986, 1991-1996
- 37 Savannah River Site Wellness Grant, 1992
- 38 Savannah River Site Wellness Program, 1988-1990
- 39 Schwabe, 1988-1993
- 40 Surgery: Burn Unit, circa 1983
- 41 Surgery: Chairs, 1977, 1987, 1988, 1996
- 42 Surgery: Surgery – Clinical Fellowships Residents, 1977, 1981, 1983, 1986
- 43 Surgery: Division of Cardiothoracic Surgery from Thoracic Surgery, 1974, 1979, 1980, 1986, 1992
- 44 Surgery: Oncology, 1985, 1986
- 45 Surgery: Pediatric Surgery Division, 1979, 1980
- 46 Surgery: Surgery – Division of Plastic & Maxillofacial Surgery, 1973, 1980, 1985, 1986
- 47 Surgery: Super Computer, 1992
- 48 Surgery: Miscellaneous, 1996-1999
- 49 Systems Analysis Group (Clemson/MUSC), 1972
- 50 Transplantation: MUSC Transplant Program, 1985-1994
- 51 Transplantation: Heart, 1986, 1987, 1991
- 52 Transplantation: Liver, 1987, 1988

BOX 2

- 1 University Affiliated Facilities Program, 1972-1982
- 2 University Ethics & Medical Humanities (Health Care Ethics), 1987-1992
- 3 University History of the Health Sciences Program, 1987, 1991
- 4 University Lectureship Distinguished University Lecturer, 1983
- 5 University-Wide Courses, 1991, 1993, 1995
- 6 Urology, 1981, 1984, 1987, 1988, 1991, 1997, 1998
- 7 Writing Center – Tom Waldrep, 1994

Administrative Files

- 8 10th Year Celebration: Dr. James B. Edwards, 1992
- 9 1991 Ryder Cup Matches, 1989, 1991, 1992
- 10 Administrative Positions: Associate Provost – Educational Programs, 1995
- 11 Administrative Positions: Associate Provost – Research, 1995
- 12 Administrative Positions: Dean, Division of Continuing Education (Terminated

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- 1985), 1983-1985
- 13 Administrative Positions: Jan Bellack, 1995
- 14 Administrative Positions: Vice President for Clinical Affairs – Defunct, 1981
- 15 Administrative Positions: Vice President for Development, 1993
- 16 Administrative Positions: Vice President for Finance & Administration, 1990, 1991, 1994
- 17 Administrative Positions: Vice President for Medical Affairs – Robert Layton McCurdy, 7/1/1990 (1989-1990)
- 18 Administrative Positions: Vice President for Research Development, 1995
- 19 Affiliations: Area Health Education Consortium, n.d.
- 20 Affiliations: CMH (Charleston Memorial Hospital) Task Force Final Reports, 1984, 1985
- 21 Affiliations: Consortium – SC Medical Education, General Information, 1971-1976, 1993
- 22 Affiliations: Fetter Clinic, 1966, 1971-1992
- 23 Affiliations: Fetter Clinic – Fetter Problem, 1972-1973
- 24 Affiliations: Fetter Clinic – Fetter Substance Abuse Program, 1972-1973
- 25 Affiliations: General & Charleston Memorial Hospital, 1959, 1961, 1969-1983 (1 of 2)
- 26 Affiliations: General & Charleston Memorial Hospital, 1959, 1961, 1969-1983 (2 of 2)
- 27 Affiliations: Department Supervision Responses, 1983-1984
- 28 Affiliations: MUSC-Allendale County Family Practice Center, 1993
- 29 Affiliations: MUSC Medical Center – Hampton County Harrison Peoples Health Care Center, 1992, 1994
- 30 Affiliations: Saturday Scholars – In Conjunction with Charleston Public Schools – 4 R’s Program, 1988, 1992
- 31 Affiliations: UMA Board Minutes, 1995
- 32 Affiliations: UMA – Executive Committee, 1995
- 33 Affiliations: University Medical Associates, 1995
- 34 Affiliations: VA Affiliation Final - Report, 1983
- 35 Affiliations: VA Deans Committee Minutes, 1964, 1966, 1971-1989 (1 of 2)
- 36 Affiliations: VA Deans Committee Minutes, 1964, 1966, 1971-1989 (2 of 2)
- 37 Affiliations: VA – Infection Control Reports [Confidential], 1982-1983
- 38 Affiliations: VA – Investigation, Ansley Joseph D., 1983 [Restricted]
- 39 Affiliations: VA Letters - Dr. Newberry (written 2/7/1983)
- 40 Affiliations: VA – Orthopedic Surgery Dept., 1982, 1983
- 41 Affiliations: VA – Radiology Service, 1983
- 42 Affiliations: VA Sanitized Local investigation, 1975, 1976, 1982 [Restricted] (1 of 2)
- 43 Affiliations: VA Sanitized Local investigation, 1975, 1976, 1982 [Restricted] (2 of 2)
- 44 Affiliations: Summary of MUSC-VA Affiliation Report, 1983
- 43 Affiliations: Williamsburg Co. Hospital – Kingtree Management Proposal, 1987-1991
- 44 Agreements – Negotiations: Charleston County Council, 1983-1990

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BOX 3

- 3 Charles Webb Center [Defunct], 1985, 1987
- 4 MUSC College of Pharmacy Self-Study Report Appendices
- 5 MUSC College of Pharmacy Self-Study Report 1998
- 6 MUSC College of Pharmacy Self-Study 1999
- 7 Committees: Analysis of University Committees, 1975, 1978, 1982, 1983, 1989, 1990
- 8 Committees: Committees of the University & Their Chairmen, 1974-1990
- 9 Committees: Dean's Council, 1975
- 10 Committees: President's Council, 1995
- 11 Committees: President's Council Correspondence, 1989
- 12 Committees: Scientific Advisory Committee, 1986-1988
- 13 Committees: University Center Planning & Management Committee, 1989, 1990, 1993, 1994
- 14 Committees: University Continuing Education Advisory Center, 1986-1995
- 15 Committees: International Affairs Committee – See Foreign Association Files, circa 1995
- 16 Committees: University Humanities Committee, 1973-1994
- 17 Committees: President's Visiting Committee, August 1990
- 18 Committees: President's Visiting Committee, 1991
- 19 Committees: President's Visiting Committee, 1992
- 20 Committees: President's Visiting Committee, 1993
- 21 Committees: President's Visiting Committee, 1994
- 22 Director, Waring Historical Library, 1982, 1991
- 23 Director – State Reorganization Commission, 1990
- 24 Education Retreat, September 2, 1993
- 25 Educational Strategic Plan, 1994
- 26 Faculty Tuition Assistance, 1993, 1994
- 27 Hospital Strike: Hospital Status – Strike, 1969, 1970
- 28 Hospital Strike: Medical College Hospital Strike, March 1969
- 29 Reduction in Force (RIF) Policy, 1980-1994
- 30 Referral Hospital, 1972-1982
- 31 Registrar Emerita, 1977
- 32 Ronald McDonald House, 1983
- 33 Roper Will, n.d.
- 34 Rural Health Care, 1990, 1993
- 35 Rural Health Training Survey - Commission for Post Secondary Education, 1994
- 36 Rural Hospital, 1987, 1988, 1989
- 37 Sabbatical Leave – Administrators, 1976, 1977
- 38 SC Assistive Technology Project – SC Vocational Rehab Department, 1991
- 39 SC Curriculum Congress, 1991
- 40 SC Higher Education Assessment Network (SCHEA), 1988-1994
- 41 SC Humanities Council, 1983
- 42 SC National Identification Program – SC Associations of Colleges & Universities

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- Annual Meeting, 1995
- 43 SC Regulatory & Statutory Reform, 1990
- 44 SCE & G (South Carolina Electric & Gas), 1992
- 45 Sebring Aymar House, 1987
- 46 Science in the Service of Society Program (AAHC/MUSC Chosen as Host Site – Research Program), 1990, 1991
- 47 Scientific Integrity, 1994, 1995

BOX 4

- 1 Sesquicentennial Celebration, 1973-1975
- 2 Sexual Harassment, 1993, 1994
- 3 Speaker's Bureau, 1990
- 4 Special Contract Services, 1982
- 5 St. Francis Proposal, n.d.
- 6 State Surveys, 1992-1993
- 7 St. George's University, 1983-1984
- 8 State Landmarks in Medicine (Published by Roche PHAR/RA), 1990
- 9 Substance Abuse, 1971-1990 (1 of 2)
- 10 Substance Abuse, 1971-1990 (2 of 2)
- 11 Substance Abuse Center, 1975
- 12 Surveys: National Survey of Postsecondary Faculty, 1988, 1993
- 13 Surveys: Peterson's Survey, 1990, 1992
- 14 Surveys: Questionnaires, 1984-1994
- 15 Surveys: Questionnaire – Tenure & Retrenchment, 1978
- 16 Surveys: Senator Lake Questionnaire, 1979
- 17 Task Force to Establish a University Academic Database for Reporting to CHE, SACS and Accrediting Bodies, 1990-1995
- 18 Tenure, 1979, 1986, 1990, 1992
- 19 Tenure, 1988-1995
- 20 Time Capsule, 1975
- 21 Title VI A – Institutional Representative, 1977, 1978, 1980
- 22 Title IX – Sex Discrimination (Self-evaluation Summary Report), 1977
- 23 Toomey Report, 1983
- 24 Touche Ross Proposal, 1982
- 25 Townes's Committee, 1986-1987
- 26 Travel Policy – Budget & Control Board, 1980, 1982
- 27 USC – Alcohol & Drug Abuse Center, 1987, 1988
- 28 University Counsel, 1979, 1984, 1986, 1993
- 29 University Education Building, 1984, 1987, 1988, 1991, 1992
- 30 University of Alabama at Birmingham, 1988, 1989, 1990
- 31 University of South Carolina – Medical School, 1971, 1974, 1976, 1979, 1980, 1983
- 32 University of South Carolina - WSRC Solicitation No. A24284AM, SCUREF Cooperative Agreement, 1990
- 33 University Parent's Day, 1986, 1991

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- 34 VA Contract – College of Nursing, 1973, 1974
- 35 Vince Moseley Clinic [Defunct], 1985-1987
- 36 Volunteer Resources, 1982, 1983, 1985, 1987, 1991
- 37 Walton Research Building, 1981 (1971, 1981, 1982)
- 38 Waring Library Society, 1978-1990
- 39 Warren A. Sawyer Reading Room, 1999
- 40 Wickliffe House, 1978, 1988
- 41 Winthrop – MUSC, 1994
- 42 Winthrop Assessment – MUSC, 1991
- 43 Winthrop Satellite – BSN for Registered Nurses [Terminated 1978], 1978-1986
- 44 Women in Higher Education, 1979-1991

Student Affairs

BOX 5

- 1 Admissions, 1974, 1991, 1992
- 2 Admissions – Out of State, 1988, 1989, 1992
- 3 Alcohol Use Policy, 1984, 1986
- 4 Alcohol & Drug Abuse, 1973, 1989, 1990
- 5 Class Attendance, 1978, 1981, 1983, 1984, 1985
- 6 Classroom Schedules & Space, 1984, 1991
- 7 College Entrance Requirements – Catalog Statement, 1979
- 8 Commencement 1997. Folder 1 of 3.
- 9 Commencement 1997. Folder 2 of 3.
- 10 Commencement 1997. Folder 3 of 3.
- 11 Commencement 1998. Folder 1 of 3.
- 12 Commencement 1998. Folder 2 of 3.
- 13 Commencement 1998. Folder 3 of 3.
- 14 Commencement 1999. Folder 1 of 3.
- 15 Commencement 1999. Folder 2 of 3.
- 16 Commencement 1999. Folder 3 of 3.
- 17 Confidential Files, 1985
- 18 Employment, 1987
- 19 Exercise and Health, 3/15/83 Meeting, 1983-1987
- 20 Grading System, 1981, 1982, 1984, 1988
- 21 Grievance Procedures: Honor Code – All Colleges, 1994
- 22 Grievance Procedures: SGA – Student Honor Code, 1994
- 23 Grievance Procedures: Student Grievance Procedures, 1973-1994
- 24 Grievance Procedures: University Honor Council & Policy, 1995
- 25 Health Coalition, 1985, 1986, 1987, 1990, 1994
- 26 Health Insurance, 1982, 1983, 1985, 1988, 1991
- 27 Health Services, Wellness, 1983-1991
- 28 Holidays, 1976, 1978, 1985, 1990, 1993
- 29 Immunization Policy – Hepatitis & Other, 1985, 1986, 1989
- 30 Indebtedness, 1990

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- 31 Liability Insurance, 1984, 1985
- 32 Loan Guarantee Program, 1992, 1994
- 33 Mental Health Needs, 1977, 1981, 1986
- 34 Note Taking Service, 1977-1988
- 35 Over-the-Counter Drug Project, 1972, 1975
- 36 Residency, 1972, 1974, 1976, 1977, 1978, 1983, 1990, 1991, 1994
- 37 Scholarships, 1991
- 38 Student Fees: Academic Charges, 1976-1992
- 39 Student Fees: Academic Service Fees, 1980, 1981, 1991, 1992
- 40 Student Fees: Academic Tuition, 1981, 1983, 1991, 1992, 1994, 1995
- 41 Student Fees: Access Fee – Non-Degree Seeking Students, Unclassified Student Fee, Spring 1995 (1993, 1994)
- 42 Student Fees: Application (Admission) Fee, 1992
- 43 Student Fees: Dual Degree Programs – Tuition & Fees, 1994
- 44 Student Fees: Graduation Fee, 1992
- 45 Student Fees: Matriculation Fee, 1992
- 46 Student Fees: Special Students, 1973
- 47 Student Fees: Student Transcript Fee, 1990
- 48 Student Fees: Tuition – Audit Courses, 1994
- 49 Student Fees: Tuition – Graduate Students, 1972-1988
- 50 Student Fees: Tuition Out of State, 1976, 1983, 1991, 1992
- 51 Student Fees: Tuition – Out of State, 1993-1994
- 52 Student Fees: Tuition – SC Education Trust Proposal, 1987
- 53 Student Fees: Tuition & Fees, 1974, 1976, 1983, 1984, 1987
- 54 Student Fees: Tuition & Fees, 1993-96 (1991-1995)
- 55 Student Fees: Tuition & Fees - Committee Disbanded, 1983, 1985, 1990, 1991
- 56 Student Fees: Tuition & Fees – Revenue Step, 1992-93 (1991)
- 57 Student Fees: Tuition Assistance – SC Law (See Under Faculty), 1992
- 58 Student Fees: University-Wide Unclassified Students, 1976, 1978, 1984, 1985
- 59 Student Research Day, 1985-1995
- 60 Student Survey – University Education Committee, 1993
- 61 Student - Visiting, 1980, 1981
- 62 Student Volunteers, 1988
- 63 Summer Health Professional Program, 1989 (1988)
- 64 Superhealth 2000 (See SCMA 1983-84), 1984-1986
- 65 Wellness Center: Counseling & Psychological Services, Formerly Student Advisory Services, 1988
- 66 Wellness Center: Director – Wellness Center, 1986
- 67 Wellness Center: SACS – Student Programs, 1988
- 68 Wellness Center: Student Center, 1981-1982
- 69 Wellness Center: Student Center Committee, 1981
- 70 Wellness Center: Student – Director of Student Programs, Dr. Metzger – Thru 1988 (1971, 1978, 1983)
- 71 Wellness Center: Student Life Council, 1988
- 72 Wellness Center: Student Support Services, 1987, 1988
- 73 Wellness Center: Wellness Center, 1984-1992

