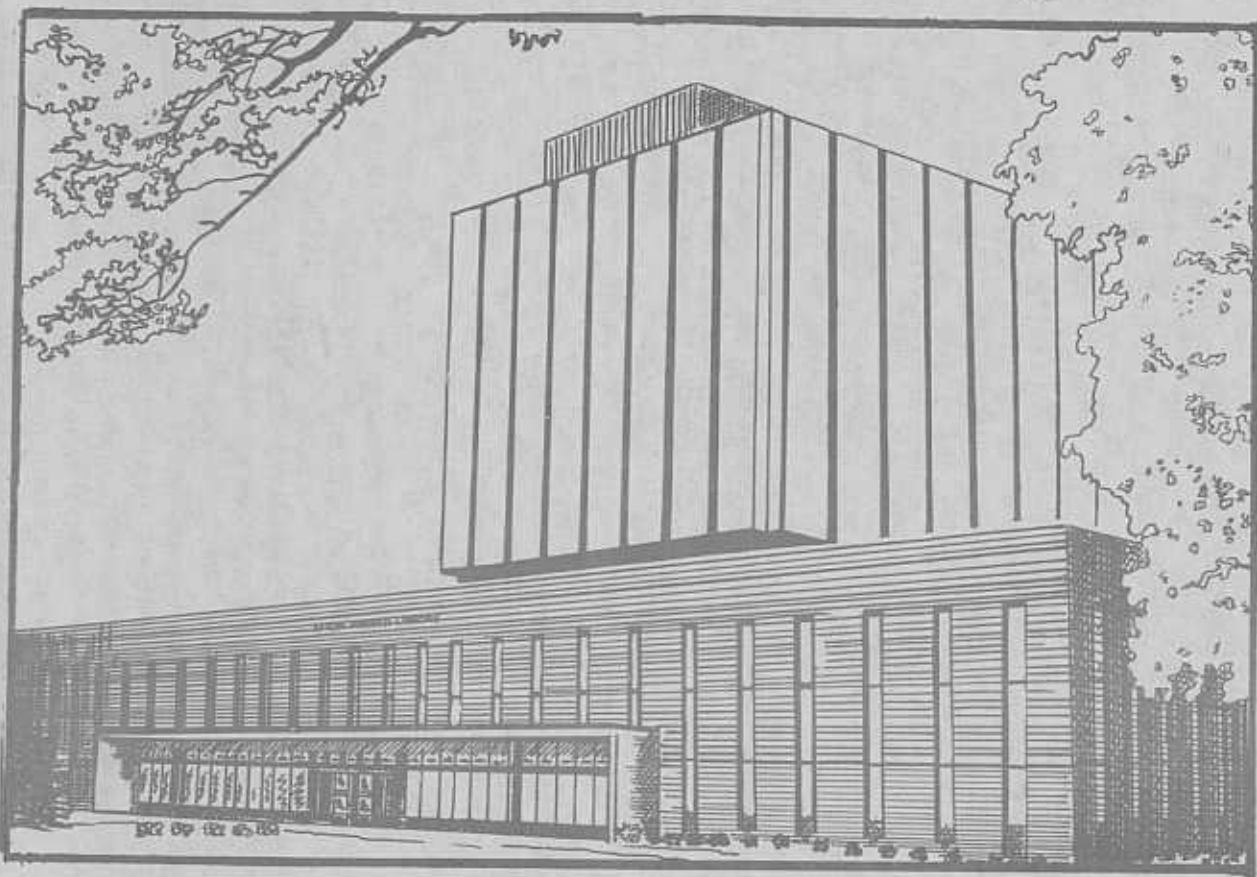


Edinboro State College



Report of the President

1976-77

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Paul Newman, Director - and the Duplicating
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designed by Lewis D. Nye.

President's Message



Dr. Chester T. McNerney

The 1976 calendar year has been a very busy one at the Edinboro State College. As this report will reveal, much progress has been made in each of Edinboro's organizational divisions. However, the stringent financial austerity program has created numerous problems. Confronted with these problems, the cooperative effort of all groups of personnel at the College have made the maintenance of an educational program of high quality possible.

The faculty of the Edinboro State College, as I note constantly to you, is a distinguished one. It is composed of 499 members. These individuals have received their basic preparation in 299 national and international colleges and universities of renown.

In addition to the teaching and advisement which they do, they engage in a wide program of research, writing and community service. Their presence in Northwest Pennsylvania must be counted as a dominant factor in the educational and cultural life of this sector of the Commonwealth.

The administrative faculty of the College is composed of 32 members. These individuals have received preparation for their professional tasks from 44 national and international colleges and universities. It is in this sector of the College's organizational pattern that you will find groups such as the admissions personnel, student financial aid personnel, and special counselors. The quality of work rendered by the individuals in this group is commendable also.

The management group of the College is composed of 14 members. They have received their academic and professional preparation in 22 national and international colleges and universities. This group, in its various leadership roles, also has a dramatic impact upon the educational and cultural life of Northwest Pennsylvania and, as always, it is a pleasure to commend their activities to you.

Supporting these three groups are the rest of the personnel who are employed by the College in a wide variety of services. These support persons are indispensable to the operation of the College, and in this time of austerity which has produced its frustrations for them, they have worked well and are to be commended.

In summary, the real portent of this statement is that a college such as Edinboro is not made by bricks, steel and mortar alone, but more importantly, is fashioned after the quality of the human resources available to the college and at Edinboro the quality is high.

Academic Affairs

Institutions such as the Edinboro State College exist basically to provide high quality academic programs for the citizens of the Commonwealth. Providing leadership at Edinboro State College in academics are Dr. James E. McKinley, Vice President for Academic Affairs, and Dr. Jack Williams, Dean of Graduate Instruction.

At Edinboro, the quality of the academic program is very high, indeed. It is planned carefully by the Edinboro State College Planning Commission in conjunction with the Pennsylvania Department of Education. This type of joint planning provides for the elimination of unnecessary duplication of programs among the various colleges and makes possible the offering of programs that are professionally sound and economically feasible.

Edinboro is also a member of Region 9-10 planning group which includes all of the public and private schools in the area. The goal of regional planning is the same as that of commission planning, eliminating unnecessary duplication and providing programs that are professionally sound and financially feasible.

Certainly the growth of Edinboro's academic program must be described as dramatic. As indicated earlier in this report, the personnel who staff it have been prepared in a wide variety of outstanding institutions and bring excellent credentials to the planning, teaching and research process at Edinboro.

Reference has been made to the State-wide Planning Commission which Dr. McNerney has served on since its inception. The November 4, 1974, Working Paper for the commission included this statement which serves as the base for the development of all academic programs for the state colleges and university:

Within the framework of the 1971 Master Plan and of the October 10, 1974 resolution

of the Council of Higher Education, "Re-defined Missions of the State Colleges and University," the following points more specifically define the directions, program priorities and services of the fourteen institutions comprising the state college system.

The primary objective of the thirteen state colleges and Indiana University, as public institutions, shall be the provision of high quality educational programs and services to all citizens of Pennsylvania choosing to attend these institutions, at low cost to the student. The heart of the state college and university offerings is now and will continue to be baccalaureate programs in the arts and sciences, in teacher education and in those professional areas defined by the Board of State College and University Directors' resolution. Students are entitled to receive excellent education in the liberal arts and in career of professional preparation as they take their places as adult citizens of a free society. To this end each of the fourteen institutions shall:

1. Provide a broad and comprehensive range of baccalaureate degree programs in the liberal arts based upon an appropriate general education core. The liberal arts are here reaffirmed as the basis of the general education core and as the soundest preparation for adulthood and citizenship.
2. Encourage citizens of widely varying ages from different groups to take advantage of education in the state college system by developing new life-long learning* opportunities through degree and non-degree programs.
3. Initiate new programs in designated professional areas.
4. Develop programs at the graduate level, with approval by the Secretary of Education, to meet new profes-

- sional and career needs both of students and the Commonwealth.
5. Expand services to citizens of the Commonwealth through research activities and community service commitments.
 6. Operate branch campuses and off-campus centers both as lower division feeder branches of the parent institution and in support of continuing education** programs and community service.
 7. Provide access to upper division work for community college transfers.

*Life-long learning - shall include the provision of continuing education**, degree programs under a variety of administrative structures, non-credit programs and community services in response to the recurring educational needs of citizens.

**Continuing education - includes services and activities drawn from college faculty and facilities, designed to meet post-secondary education needs of people who are not matriculated in degree programs.

Dr. James E. McKinley

The efforts of the Academic Affairs Branch of the College centered mainly on these activities: (1) The development and implementation of new programs and the expansion of existing programs; (2) The formal development and implementation of a Developmental Studies Program; (3) The reallocation of human and material resources to meet program and service needs; (4) The continuous evaluation and functional re-

vision of academic policies, registration procedures, and the approval process for policies and programs.

In the past five years the percentage of students enrolling in Edinboro's teacher education programs has decreased from approximately 85% to 30%. Since we have a stated goal to maintain, or slightly increase, the size of our student body, it has become necessary for the college to assess what programs within our missions have student appeal and move rapidly to develop those programs which will enable us to achieve our objectives. At the same time we are working to maintain as large enrollment in existing programs as possible for evident economic reasons.

The enrollments in teacher education and general liberal arts programs, for example, continue to decline somewhat even though we are well-prepared to offer these quality programs. The major program interests of our students are vocationally or professionally oriented. Students generally seem to have expectations that they will secure gainful employment in their areas of preparation upon graduation. We share this view in the development of programs while still maintaining a strong commitment to the liberal arts.

Historically Edinboro State College was permitted to offer only three B.A. degrees - Arts and Humanities, Social Sciences, and Natural Sciences/Mathematics. Anticipating the future we developed a number of concentrations within each of the degree programs and have been successful in gaining Pennsylvania Department of Education approval for offering these as independent degree programs. This was an especially successful year for having more of these concentrations approved as full degree programs. The new programs which developed from concentrations are:

B.A. in Art History, Drama, Earth



Sciences, Economics/Accounting, Economics/General Business, Music, Russian, Speech Communication, Criminal Justice, and B.S. in Social Work, and Economics.

In most instances the new programs differ little from the former, but they are much more attractive to students. Students like to feel that they are getting a B.A. or B.S. degree in what they consider to be their major. The new degree titles have more prestige value.

The newly approved B.A. program in Specialized Studies enables students to use any of the courses we offer to tailor a program with advisement to meet a particular career or educational objective. The new B.A. in Environmental Studies/Geography is one of several environmental programs which has current student appeal.

Edinboro State College is now one of only four institutions in the U.S. to now have approval to offer the B.S. in Anes-

thesia degree. It's a low enrollment program which contributes significantly to our human services (health) mission. The new B.S. in Technical Trades program is the only one of its kind in Pennsylvania. Persons who are in an apprentice program or have journeyman's status in a skilled trade will receive 32 credits for this portion of their training. The remainder of their college training will be in general education and appropriate courses to supplement their major. The program seems to have considerable potential to attract many different types of college age students, but it requires much development with unions and industry. Our most recent approval is for the B.S. in Nutrition. This is a consortium program with Villa Maria and Mercyhurst Colleges. Also approved this year was one graduate degree program, the M.A. in Social Sciences.

An evaluation of the proposed M.F.A. program was conducted in December. The

evaluator will recommend approval for this program. We also will offer two graduate courses in Nursing during the second semester in anticipation of the M.S. in Nursing degree. These will be high demand programs over which we will need to exercise strict size control because of their high cost if we go beyond our existing human, space, and materials support.

It appears probable that a resolution before the State Board of Education will soon be approved which will enable us to change our existing certificate programs to associate degree programs. They are: Associate of Applied Science in Computer/Information Processing Technology, Associate of Arts in Human Services and Associate Degrees in Criminal Justice, General Business Administration, and Secretarial Science. Other associate degree programs are in proposal form.

The Departments and Schools of the College have proposed a wide variety of additional programs. They are under review by the Edinboro State College Planning Commission and other College approval bodies at this time. Short and long-range planning continue to be high priority functions within Academic Affairs. A review of existing programs is being made in order to recommend (1) Continuation at present levels, (2) Continuation with reduced support, (3) Continuation with increased support, or (4) Discontinuation is anticipated as the Planning Commission can work this request into its schedule.

The qualifications profile for admission to the college has changed markedly in the past five years. As a state-owned institution we have the responsibility to offer post-secondary educational opportunity to most of the applicants for admission. Approximately one third of our entering students may be appropriately classified as "high risk" students. We feel a responsibility to maximize the probability for success as college students for those we admit. As a result, we developed several courses to "bridge the gap" between the knowledge brought by these students and that which is

necessary to achieve at the basic college level. Remedial courses have been developed in reading and study skills, communications, mathematics, and chemistry. Some additional tutorial and counseling services have been made available to needy students. During the past year the components of these programs were integrated into a coordinated Developmental Studies Program and approved by the appropriate College bodies. The formal program will be initiated in two steps. Those freshman students who are usually denied admission for the second semester may be invited to return if they participate in the Developmental Studies Program. The "high risk" students who are admitted for the 1977-78 academic year will be advised to participate in the program. Although this program does not guarantee success for all who participate, the achievement of those students who have had success in components of the program, indicates greater probability for success than if they had attempted college-level courses without supplemental preparation.

The partial transfer of faculty within the College has improved our functional operation while providing a more economical solution to our teaching and service functions. The rapid shift from the teacher education and some liberal arts programs to other programs has resulted in inequitable distribution of faculty. Although we likely have about the appropriate total number of faculty, we have relative over-supply in some program areas and under supply in some others. To alleviate this problem we have used several faculty from the low demand areas in other teaching and service assignments. Examples: (1) faculty from the School of Education are teaching courses usually taught by Music and Art faculty; (2) faculty from the Mathematics Department teaching courses normally taught by Sociology faculty; (3) faculty from the School of Education and History serving as counselors in the Developmental Studies Program; (4) School of Education faculty serving as assistant to the Public Relations Officer; and (5) faculty from Field Services teaching

reading courses. This partial transfer enables those faculty members to retain their seniority in the Departments to which they were originally assigned. Some faculty are also getting retraining through full-time study through out-service leaves and grants for short periods of study in special training programs.

The operational policies in an institution which has undergone and will continue to undergo change as will Edinboro State College require continuous evaluation and revision. A review of our Catalogs and Faculty Handbooks show our response to changing conditions. The changes in Edinboro's general education requirements, professional education component, attendance policy, registration procedures, and a variety of other policies are indicative of the constant evaluation program.

The approval process for policies and programs has undergone intensive scrutiny during this past year. General faculty and administrative opinion is that the process takes too long and that there is duplication of effort. If the duplication of functions between the Planning Commission and Curriculum Committee can be effectively removed, a "streamlined" routing policy will be presented to the College Senate for consideration.

Selected additional items follow:

I. Continuing Education

- A. Edinboro State College offered 17 non-credit community service type courses during First Semester 1976-77. Ten of these were at Warren, 7 at Main Campus. A total of 424 students registered for these courses. Of this number 264 attended the courses offered at Warren, 160 attended those offered on Main Campus.
- B. A schedule of non-credit community service type courses has been prepared for Spring 1977 to be offered at Main Campus. It includes 12 different courses designed to attract students of all ages.
- C. Credit courses were taught off-campus in Girard, Hamot Medical Cen-

ter, Polk State School, Spencer Hospital in Meadville, Mercer County Vocational Technical School, and in Farrell during First Semester 1976-77. Ninety-two (92) students enrolled in all these offerings. We plan to continue offering courses at these sites in the future. Many courses have already been approved for extension offerings during the coming term.

- D. There are 5 courses approved for offering during Winter Intersession, three to be taught by the English Department on campus and two travel study tours submitted by the History Department.
- E. The State Department of Education is studying the needs of the citizens of the Commonwealth for Lifelong Learning in order to determine its role and obligations in helping to meet those needs. It is anticipated that the Pennsylvania Department of Education will be providing increased support for continuing education and lifelong learning programs developed by the state colleges and other institutions throughout the Commonwealth.

II. Arts and Humanities

- A. The Music Department has received word that it has been approved for associate membership in the National Association of Schools of Music.
- B. The Art Department has received word that an experimental film prepared by one of our students, John Crisman, won first prize at the Student Film Festival at Penn State. Competition included entries from prestigious film programs from Columbia, New York, and Temple Universities.

III. Behavioral and Social Sciences

- A. As part of an archeological field work program, the Sociology/Anthropology Department is participating in the restoration of the historically significant Judson House in Water-

ford.

- B. A faculty member from the Geography Department served in Taiwan, and faculty members of the History and Sociology Departments served in Pakistan.
 - C. The Social Science Division hosted the Invest in America Institute.
 - D. The Behavioral Science Division received grant support to install soundproof booths and purchase audiometric equipment. A Veterans Administration grant also provided funds for closed circuit television for clinical facilities. The college now has a superbly-equipped speech and hearing clinic.
 - E. Speech services are being provided at Corry Hospital, Union City Day Care Center, Hamot Medical Center, and the Veterans Administration Hospital.
- IV. Education
- A. The Pennsylvania Department of

Education has approved continuation of these Education programs following a team evaluation of the programs on campus: Art, Music, Health and Physical Education, all Secondary Education programs, Library Science, Elementary, Elementary Principals, and Secondary Principals.

- B. Funding of \$30,000 has been received to continue the third year of the Mainstream program.
- C. The formulation of a concentration in Health for Education majors is being developed.
- D. The program of the Miller Research Learning Center is in the first year of change from emphasis on the development of the open classroom concept to clinically-based programs in reading, mathematics, learning disabilities, and the gifted.
- E. The scope of the services of the Child Development Center includes



more children and longer service hours.

- F. A pre-student teaching program in Santo Domingo and a student teaching program in Tegucigalpa, Honduras are now operational. A Montessori program in Mexico City is planned for early implementation.
 - G. The funding for the preparation of staff personnel for Day Care Centers has been expanded to include Erie County, Mercer County, and St. Marys.
 - H. Programs in English as a Second Language, Curriculum and Instruction, Coaching Certification, Supervision, Communication, and Instructional Technology are at various stages in the approval process
- V. Nursing
- A. The State Board of Nurse Examiners has just completed an evaluation of the implementation of the new under-

graduate curriculum.

- B. The first two graduate courses in Nursing will be offered during the second semester.
 - C. Approximately \$21,000 in capitation grant money was received which will assist in the purchase of materials and equipment, travel, and other essential items.
- VI. Science and Mathematics
- A. The Pre-Healing Arts Committee is accelerating its Visiting Lecturers Series.
 - B. Some Biology faculty received \$42,000 from the Pennsylvania Science and Engineering Foundation for research.
 - C. A national accrediting association has given formal approval to the Medical Technology curriculum.
 - D. The American Dietetics Association has approved the Nutrition program.

Graduate Study

Dr. Jack Williams

Graduate study has, since 1957, been an increasingly significant part of the academic program of the Edinboro State College. During the First Semester 1976-77 twelve percent of the student body was enrolled in graduate courses. These students came from twenty-three counties of the Commonwealth, six different states and five different countries. Seventeen percent of the graduate students were enrolled as full-time students. Sixty-two percent of the students were females. Approximately two percent of the students were minority students and approximately one percent were international students.

Since 1957 Edinboro State College has awarded 3038 Master's degrees. Among these

were 2910 Master of Education degrees, 89 Master of Arts degrees and 39 Master of Science degrees. Currently the College offers the Master of Education degree in sixteen major areas, the Master of Arts degree in seven major areas and the Master of Science degree in two major areas.

In terms of long-range planning, study in Health and Human Services has been established as a major mission of the College. In keeping with this mission, graduate programs in the Health and Human Services are systematically being initiated.

Three such programs which were begun in the last three years are the Master of Arts degree in Rehabilitation Counseling program, the Master of Arts degree in Speech Pathology program and the Master of Arts degree in Professional Psychology program.

Student Personnel Services

The Edinboro State College student body is a residential one. This mandates the offering of a wide variety of services for students. As described in the attached report, these services include health care, recreational opportunities, personal and vocational counseling. Academic advisement is provided primarily by the faculty of the College. However, some special advisement of an academic nature is provided by this division.

In a report such as this, it is impossible to do more than catch the flavor of the scope of services which this division offers under the auspices of Dr. John Yon, Vice President for Student Personnel Services and his staff.

Dr. John Yon

The year 1976 has witnessed additional development of the various areas included in Student Personnel Services. Priority has been attached to three major goals: recruitment, retention, and career identification.

In recruitment, emphasis has been placed not only on identifying prospective candidates and processing their applications, but also on decreasing the cancellation rate of accepted students. Orientation programs for accepted freshmen were held on fifteen days during the year. However, a special follow-up letter to those who did not attend the program was mailed in November of this year, with a special check-off sheet to request materials desired. The response was encouraging.

A warm, personal letter from the Counseling Deans is being developed to mail to accepted students about twenty days before

the special deposit is due. This letter indicates that one of the personnel deans is available as a "personal counselor" to the students contacted and invites inquiries that students or their parents might wish to make.

When an accepted student cancels, he is sent a letter which expresses regret but includes a check-list so that the student can identify his reason for cancellation. In cases where financial needs are indicated as the reason for cancellation, the Financial Aid office is contacted for possible help.

Alumni have been involved in the recruitment process with a special mailing enlisting their aid. Where college personnel are unable to attend a College Night, alumni have filled in and accepted the assignment of college representatives. Moreover, plans are being made to invite alumni to have special get-togethers in their homes in an informal atmosphere and to present a slide show of Edinboro State College.

In order to correct mistaken ideas and to confirm the comprehensive role of the college a series of "Quickie Quizzes" has been worked out to be sent at regular intervals to high school guidance counselors. Two publications of these quizzes have been mailed to date. Luncheon meetings with selected counselors have been held to keep them informed of the progress being made in curricular offerings at the school. These approaches, coupled with spot announcements on radio and television, will hopefully present a more consistent and positive image of Edinboro to a wider audience.

The Coordinator of International Education has had his services supplemented by two faculty members who currently serve as foreign student advisors. New quarters, the former General State Authority House, have recently been occupied by the inter-

national students. The location will provide space for a display of artifacts as well as a meeting house for this special group of students. The group now numbers 54, with an addition of 10 more expected for the second semester. Members have been active in appearing before community groups and discussing problems associated with their countries. On United Nations Day they held a well-attended international dinner in the Methodist Church dining quarters. The coordinator has been instrumental in expanding a teacher exchange program with foreign countries. He is currently completing arrangements for such an exchange with several universities in Iran.

During the year the Student Personnel Office, the Financial Aid Office, and the Personnel Deans Office have all moved into the new Administration Building. This has promoted closer inter-relationships and has provided better quarters for the operation of these areas.

The Financial Aid Office has been able to work more closely with the Business Office and plans are being made to interface the computer programs between the two offices and to establish "fast lines" for urgent retrieval of data.

Computerization of student payroll and reporting procedures, initiated during the fall term of 1976, results in improved budget control of employment expenditures. Federal and state fund disbursement is mechanized. However, federal fiscal operations award procedures are not yet automated.

Student employment services for the full-time summer program were expanded to provide more jobs than ever before to Edinboro students. Likewise, on-campus gross compensation to work-study students reflected the largest amount ever earned. In 1976-77, an unprecedented number of students qualified for Basic Grants. Nearly 1400 undergraduates were granted over a million federal dollars for their education.

The collection effort for National Direct Student Loans was strengthened by the assignment of an additional secretary. In the future, computerization of billing, collection,

and accounting is recommended.

The Office of Student Financial Aid considers as the major accomplishment this year the maintenance of quality services to seventy-five percent of students who receive aid.

The Housing Office has provided more options for students this year as well as the opportunity to rent a private room. A graduate wing was initiated in one residence hall and a 24-hour visitation on weekends made available in one dormitory. A graduate student was employed as the coordinator of activities in residence halls, providing movies, inter-dorm contests, and varied programs for the enjoyment of students residing on campus. These approaches have made dormitory life more attractive to students.

In the area of Health Services, student rapport with members of the staff is good. Students were encouraged to receive the flu inoculations given at the Newman Center. The increase of fee from \$1.00 to \$3.00 has now been generally accepted. The demands for services at the Health Center have been heavy, the early winter weather probably being a contributing factor. Through a reassignment of nursing staff, it has been possible to keep the center open seven days a week on a 24 hour/day schedule.

Activities are always a concomitant factor in helping students to learn as well as to enjoy campus life. The Student Government Association has provided money for concerts, speakers, movies, and special programs. The College Union has continued the annual Parents Day in the fall of the year and is sponsoring a series of "High School Days" featuring a wrestling match, a men's basketball game, or a woman's basketball game. In addition, an open house was held in the multi-purpose room of the Union to bring student leaders and college administrators together.

In the realm of recreation, the Coordinator for Recreational Development has continued to conduct overnight riding trips, backpacking, rafting, spelunking, and survival training excursions. Trap and skeet

shooting, horseback riding, billiards, and bowling are available to students. The amount of recreational equipment has been expanded to make it more available to interested students. A series of mini-courses is offered in areas such as bicycling, canoeing, fly tying, kayaking, scuba diving, preparation of wild foods, and survival training.

Counseling of all types continues to be a responsibility of staff members in Student Personnel Services. Personal counseling is given by the personnel deans. Each student is informed before coming to campus that a specific dean is his personal counselor for the years he is at Edinboro. Group sessions as well as individual conferences are held. Probationary students are invited in for advice on correcting their weaknesses. Emotional, physiological, and psychological problems are also pursued. During the year the peer counseling program has come to function under the direction of Dr. McElroy and Miss Rugh. Fourteen counselors are currently working in this role after having been prepared by a special counseling course offered the last academic year.

Much accent has been placed upon career identification. Since several hundred students register in General Studies it is important that they receive needed help in deciding upon and planning their careers. Moreover, students often learn belatedly that they have chosen a career for which they are not adapted. Consequently the career counseling center has wanted to develop further a career library and to improve materials distributed to students. For the second semester the center will be moving into expanded quarters in the Academic Administrative Services Building with additional part-time staff members helping to provide this service to students.

The Placement Office is closely connected to the Career Counseling Center and will occupy the same new quarters beginning with the second semester. At this time the liberal arts and teacher placement will be combined into a unified operation.

Placement has become an ever more im-

portant phase of the Student Personnel Services Branch. During the first semester, 1976-77, a series of seven senior seminars was presented by the Career Counseling and Placement Office. These seminars included topics on applying to graduate school, resume writing, and the job interviews to name a few. Local industry cooperated and graciously supplied speakers for some of the sessions. The seminar had maximum attendance and on some occasions it was necessary to move to a much larger meeting hall.

In addition, a survey was done on the employment of Mainstream graduates. Each state was sent a letter asking for lists of industries, agencies, and institutions who have actually stated they would be interested in hiring Mainstream graduates. Although not many of the states were able to supply this type of information, the office now has personal contacts in about twenty-five states throughout the country who are willing to help these graduates. Several firms have also sent representatives to the college to interview students for a variety of jobs. Each firm has received a good response.

Next semester with expanded space in the Academic Administrative Center a much more complete career library can be set up including a mobile learning lab. This is a complete multi-media resource center for learning about people and their work. All students will be invited to come and look around. Funds for the development of the new facility were derived largely from grants.

Through the continuing efforts of staff members programs are being evaluated and decisions made to continue or alter each one as these surveys dictate. The assistant Vice-President has been working especially on developing ideas as well as counseling practices that will help lead to a more stabilized and better adjusted student body. With the increase in the number of minority students and the accent placed on providing education to the handicapped, special efforts have been made to adapt in all areas to the special needs of these groups.

Support Services

The division of support services under the direction of Vice-President Dr. Robert Gates at Edinboro occupies a somewhat unique position in college administrative organizations.

For example, special programs such as the Edinboro State College Campus Wheel Chair Program are provided for administratively by this department until a more opportune designation of individuals to be responsible for the program can be diagnosed.

This department is also very active in the solicitation of private and public monies for the college. It is the College's direct liaison with the Edinboro Foundation.

The Department of Support Services also administers the computer center which provides not only for instructional, research, and business needs at the College, but provides on a rental basis for a wide variety of community needs as well.

Dr. Robert Gates

The operation of Support Services during the 1976-77 year included the Computer Center, Institutional Research, Cultural Affairs, federal projects, selected conferences and institutes, and cooperative projects related to the office of Special Programs. In addition, specific duties related to the office will include service to, and support clerical activities for the operation of the Edinboro State College Senate, the Honors Day program, and the programs of commencement. Specific duties internal to these areas were also the responsibility of Support Services, including service and support for various specialized inter or intra Edinboro State College committees, services for liaison committees in which members are from Edinboro State College and other units dealing directly with programs

or services related to the Edinboro State College.

The staff of the Support Service Office, when possible, provided direct service to areas under peak load stress through absorption of those aspects of their operation which can be accomplished by Support Services for brief periods of time. Personnel from Support Services were directly assigned to operations over a projected period of time for their continued service to the Edinboro State College.

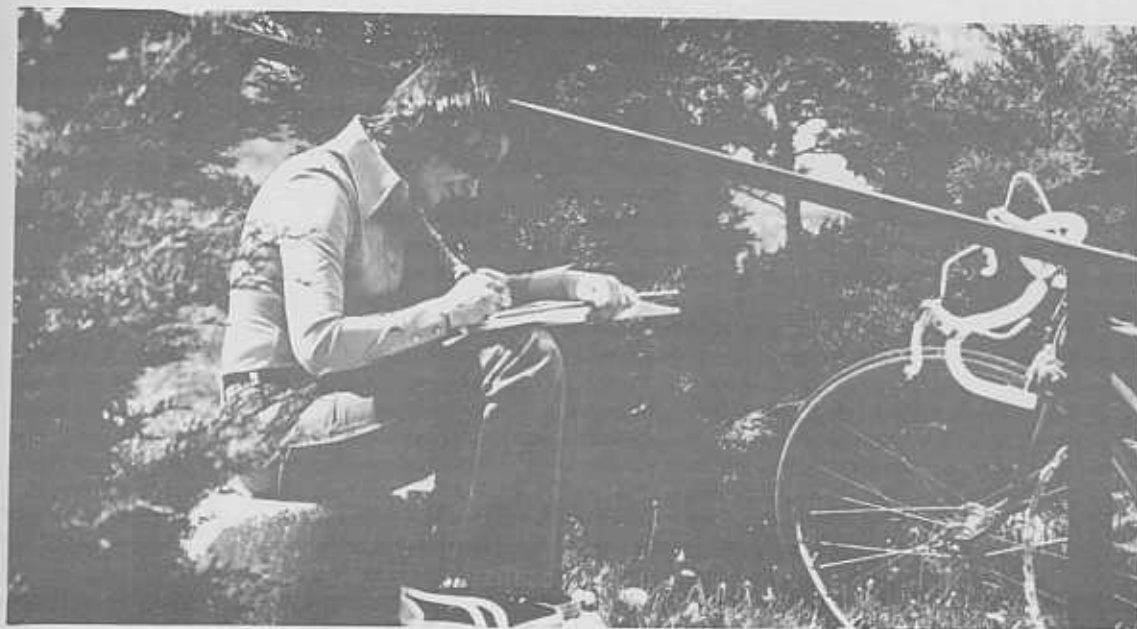
Support Services, under the direction of the office manager and secretary, directed, trained, oriented and monitored the services of student employment assigned from work-study or other sources to one or more of the units related to Support Service and the Edinboro State College. The assignment of such personnel was monitored both at a mechanical level with respect to specific hours served in the carrying out of functions assigned to them and the evaluation of work experience, reviewing with them their performance which aided them in their operation as workers and as professionals upon completion of their work at the Edinboro State College.

The Support Services office participated directly in management operations as assigned by the President of the College which were special and had program criteria that indicated short term activity in a location until appropriate assignment could be made of the particular program or project. Further regular review, monitoring demonstration, exhibit, promotion or presentation which extended, expanded, increased or intensified the main thrust of the mission of the Edinboro State College was provided by the Support Services. Support Services has a reasonably unique position in the changing pattern of operation and organization at the Edinboro State College and could under direct assignment assume additional responsibilities related to common areas of service already assigned to the Support Service area at this time.

The Support Service Office has in addition, two other features of operation. First is its interactive position with the program of Special Services. The ties to this particular office come from the direct assistance Support Services is able to provide to ongoing programs under the direction or development of the office of Special Programs. Simultaneously by virtue of the assignment of personnel, equipments, and facilities subcontracted to the unit identified as the Edinboro Foundation and directly involved in programs or projects of Special Programs, there is a service responsibility and mandated for support of the Special Programs area.

The second relationship of Support Services is its tie through responsibilities for selected projects in which the review of proposals designed to implement support and augment the program activities under direction and development of the administration of the Edinboro State College can be extended or expanded through financial or other services. The determination of whether or not one or more of these projects

will be fully a project of the Edinboro State College is a matter of determination by the college prior to the time of the proposal for the request. If the determination of support for that specific request does involve full or partial responsibility by the college upon its appropriate award, Support Services continues as an Edinboro State College unit in the implementation. If that project is partially the responsibility of the Edinboro State College and partially the responsibility of another unit (i.e. student services, Edinboro Foundation, alumni association), the office of Support Services acts as a liaison in the administration, management and implementation of that project to the extent indicated in the project itself prior to its award. If the project upon its funding is to be fully the responsibility of another unit other than the Edinboro State College, (i.e. student services, Edinboro Foundation, alumni association or others), Support Services maintains those informations and liaisons with those offices necessary to provide information (i.e. records), from those programs and projects.



Institutional Research

The Office of Institutional Research is one of the newer offices at Edinboro State College. It's director is Dr. Lawrence Nanns, who is assigned the responsibility of completing numerous state and federal reports and questionnaires which are assigned to the College. The office also serves as a resource base for the administration which has the constant need for a central supply of institutional data. The Director of the Office of Institutional Research is an active participant in budget preparation and is currently engaged in upgrading the information system at Edinboro State College. The director of this office is also the central processing source for all information that is required by the Pennsylvania Department of Education.

The Edinboro State College Office of Institutional Research has several major responsibilities. During an academic year the Office completes numerous extensive state and federal reports. These reports cover such topics as finance, faculty statistics, student enrollment, institutional production and student/faculty race and sex information. Many other offices cooperate in the collecting of this data which is then

disseminated to research agencies.

The Office of Institutional Research serves as a resource office for other administrative offices, faculty, and students by supplying available institutional data. In fact, all persons using Edinboro State College institutional data currently check with the Office of Institutional Research to assure accuracy and consistency of released information.

The Director of Office of Institutional Research aids officers of the College in budget preparation and the subsequent defense of the budget before government bodies. Most recently Dr. Nanns, the office's director, was named Coordinator of Review Teams, an inspection group that examines academic accounting at the five state-owned colleges in Western Pennsylvania.

In the future the Office of Institutional Research has as its goals (1) the continued upgrading of the management information system at Edinboro, (2) increased service to Edinboro State College administrators, faculty and students, and (3) a continuing involvement in state reporting procedures in an effort to make reporting a means for better state-wide higher education planning.

Community Relations

All departments of the college offer presentations to the public in the form of exhibits, lectures, dramatic and musical performances and recitals. These presentations are a mixture of travelling professionals and the faculty and student body of the Edinboro State College.

Generally, these performances are free to the residents of the Edinboro area and have become an integral part of that life. It is impractical to list all that has occurred; but with apologies to persons and for events not listed the following will indicate the

scope of the program.

Spring Student Arts Festival on the Quad, the Edinboro State College Concert Chorale and Brass Ensemble, F. Lee Bailey, the West Side Story production, Pittsburgh Chamber Orchestra, National Shakespeare Co., Maynard Ferguson, the National Ballet, The Opera Workshop, Dr. DeAngello - history of cardiac disease...and a never ending list of varied cultural events and productions.

We are both grateful and proud to have a combined program of this quality available at Edinboro.

DOUCETTE HALL



Looking Ahead

In 1977 the Edinboro State College should begin another phase of its construction and remodeling program. The beginning of this program is dependent upon passage of House Bill 1833. As this bill was originally written, it included a classroom building for Edinboro. However, with the assistance of the local legislators, the bill should be modified to include \$500,000 to complete the construction needed for the wheel chair campus, \$200,000 to remodel Ross Dining Hall to become the Computer Center for Northwest Pennsylvania, and \$150,000 to remodel Hamilton Library in order that it may become the home of the nursing program and for the graduate nursing program of Northwest Pennsylvania.

Recently Dr. McKinley discussed for you, in depth, the continuing growth of Edinboro's academic program. Part of this material is included in this report. During 1977 the academic program will continue to grow as Edinboro evaluates and completes its mission changes and as it strives for a better balance between low cost and high cost programs.

The operating budget has been discussed at length in this report. The greater portion of this budget is in personnel charges. Ways of correcting the current deficit have been presented. Evaluation of personnel needs and re-assignment of personnel to areas of greatest need, accompanied by taking advantage of natural attritions, where attrition is possible, will correct any deficiencies. It is hoped, as was stated in the report, that a more accountable method of appropriating state monies to the various colleges will be implemented.

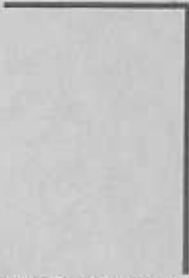
The student body of Edinboro continues to remain quite constant. There are some interesting changes in its composition.

Two examples will suffice. The student body now has more older and part-time students than before and, like many colleges, Edinboro is experiencing the phenomenon known as "stopping out" which means that students will go to college two years, work one year or more, and return to complete their education. As the statistics in this report indicate, Edinboro is still a college serving basically western Pennsylvania.

Because Edinboro is what is known as a live-in college, meaning that by far most of our students are residents, it is necessary to offer a wide variety of services for them. These services are planned and administered by our Division of Student Personnel Services. The extent of these services obviously is expanding with the times but only following controlled evaluation.

Especially during periods of fiscal austerity it is necessary to search for grants and outside contracts wherever they may be found. The primary responsibility for this search is assigned to the Division of Support Services. This is an active division and it is anticipated that growth in the receipts of grants and contracts will be expanded this year.

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