President's Annual Report

1980-1981

Blue Ribbon Year
THE QUALITY OF EDUCATION IS REFLECTED IN THE ACHIEVEMENTS OF MAN
The President’s Message

This report is an abbreviated summary of the most significant events which occurred in 1980-81. During the twenty-year period since it was chartered in December of 1960, College of The Albemarle has experienced continuous growth. But the level of progress realized in the past twelve months can be categorized, most appropriately, as a Blue Ribbon Year for the college and the people it serves.

Within these pages, you will find an outline of what has transpired during the year. These accomplishments will take their place beside the many other important achievements over the last two decades. As proud of them as we are, they are behind us and now have become, most fittingly, a part of the annals of the college.

More importantly, you will be given a preview of what is to come during the year we are presently beginning. For the first time since its inception, the college has developed a structured, written, annual plan. It incorporates specific objectives for advancement this year, with plans for potential achievements during the following two-year period.

Because both the past and present successes of College of The Albemarle have been due primarily to the support you have given, we want to share the excitement of our expectations with you. We hope that this look into the future will inspire an even stronger desire in every adult in the Albemarle area to continue to support our effort to provide exceptional educational opportunities that improve the quality of life for all who partake of them.

[Signature]
The college marked the end of its second decade of service in 1980. Since the start of classes in 1961, nearly 5,000 associate degrees, diplomas, and high school equivalency certificates have been earned by students from the seven counties served by College of The Albemarle.

A long-anticipated move to a consolidated campus was completed in December of the past fiscal year, and two new buildings were formally dedicated in May, 1981. The new administration/classroom building and a new learning resources center, coupled with the existing technical center, form one of the most modern, well-equipped community college campuses in North Carolina. With the move from its Riverside Avenue campus complete, COA now occupies a single campus on U.S. Highway 17 North.

Following the move, the college put its Riverside Avenue property on the public auction block. It was a difficult task for a number of reasons, not the least of which was the realization that the site which had been the first home of COA soon was to be relinquished.

The initiation of the College of The Albemarle Foundation marked another milestone last year. It was created to strengthen the ties of respect and support existing between the college and its seven-county service area. Increased community support generated through foundation efforts will enable the college to respond more fully to community needs.

One of the most promising activities undertaken during the year was the completion of a formal annual plan. The planning process gave faculty and staff an opportunity to look closely at their areas of responsibility, and after careful evaluation, to establish a blueprint for improvements and expansion within the 1981-82 year, and for the following two years. Because the plan does not set unalterable objectives, but is structured to allow for modification, the priorities which have been determined will result in more prudent use of available funds in future years with the end effect of increased benefits to the community.
Two unusually significant events occurred at the state level last year. The North Carolina State Board of Community Colleges was formed to govern the statewide system. While the General Assembly gave approval to the establishment and responsibility of the board, local control is still maintained by the college Board of Trustees.

Secondly, Gov. James B. Hunt, Jr. declared 1981 as The Year of the Community College in North Carolina, which coincides with COA's twentieth anniversary. The proclamation was made to recognize the accomplishments of the state's Community College System. Subsequently, each county served by COA adopted similar resolutions as evidence of local support.

The college exceeded all expectations in curriculum enrollment with an all-time fall quarter enrollment figure of 1,253 students. Winter quarter showed a 12 percent increase over the previous year, and spring brought a 22 percent increase.

Eager to show off its new home, and to have its facilities used by the community, measures were taken to schedule more activities that would provide an opportunity for increased public participation. A humanities lecture series was conducted and a week-long spring festival was well-received by the public. Local organizations attended on-campus workshops and seminars. In January, Parents for the Advancement of Gifted Education (PAGE) conducted a Saturday class program for gifted and talented public school students. This was followed by a three-week Summer College for Kids, which attracted 40 area students between 10 and 15 years of age.

In early May, the new, $3 million complex was formally dedicated. Carl Horn, Jr., chairman of the North Carolina Board of Community Colleges, delivered the dedicatory address.

College of The Albemarle grew and changed in many ways during the past year. What remained most constant, however, was the strong commitment to provide quality educational opportunities for the adult population of the Albemarle area. The future strength of the college lies in its readiness to respond quickly to educational and training needs as they arise, with continued emphasis on quality of service.
Instruction — Norman L. Norfleet, dean

The primary purpose of the college, that of teaching students, is carried out in the instructional area. The dean administers five major divisions: College Transfer, Technical, Vocational, Continuing Education, and the Learning Resources Center. Each division is headed by a director. Following are activities undertaken in addition to the daily routines of teaching regularly scheduled classes, requiring many hours of extra time on the part of the faculty:

College Transfer Education

L. Clate Aydlett, director

College Transfer programs lead to associate degrees which will transfer to four-year colleges or universities. Six departments, Developmental Education, Fine Arts, Health and Physical Education, Mathematics and Natural Sciences, Modern Languages, and Social Sciences, constitute this division. Program areas provide the preliminary requirements for disciplines in agriculture, art, business administration, business education, liberal arts, drama, elementary education, forestry, law, mathematics, science, secondary education, social work, and music. During the past year, an average of 485 full or part-time students were enrolled in transfer programs each quarter.

Developmental Education

George McKecuen, chairman

This new department is for students who seek admission to academic programs, but who find themselves under-prepared. They receive the guidance needed to strengthen their skills in reading, mathematics, grammar, and composition. By the beginning of the 1981 Fall Quarter, the department will be fully-staffed and operational.

Fine Arts

Anna W. Bair, chairman

- The college’s drama group, the Satyrs, staged five productions.
- An art lab for nearly all curriculum art classes was established.
- The department sponsored a piano concert, and also furnished special music for a number of community events.
Health and Physical Education

M. Kay Patterson, chairman

- The department conducted several off-campus first aid and emergency care workshops during the year. - When the Riverside Avenue campus was vacated in December, arrangements were made to use the Knobbs Creek Recreation Center facilities to continue indoor physical education classes.

Mathematics and Natural Sciences

L. Clate Aydlett, chairman

- Selected Topics in Biology were offered at the North Carolina Marine Resources Center in Manteo. - An evening chemistry course was taught for registered nurses who are working toward a four-year degree. - The department developed and received approval to offer an introductory astronomy course to begin with the 1982 Spring Quarter.

Modern Languages

James T. Bridges, chairman

- Local clubs and civic groups used the department as a source for speakers and cultural entertainment programs. - Developed innovative composition exercises to challenge students' creative talents.

Social Sciences

Joseph M. Salmon, chairman

- Department faculty cooperated with its counterparts at Northeastern High School to coordinate activities and course offerings during the academic year. - A number of presentations relative to the social sciences were given at area civic and service clubs. - Organized museum trips were scheduled for students.
Occupational Education

Dempsey D. Burgess, director

This division includes the technical and vocational programs which prepare students for immediate employment. The technical area includes the following two-year programs: Associate Degree Nursing, Drafting and Design, Electronics, Executive and Medical Secretary, and General Office Technology programs.

Students choose from a wide range of one-year vocational programs. These include Automotive Mechanics, Cosmetology, Electronic Servicing, Machine Operator, Machinist, Advanced Machinist, Nurses' Assistant, Operating Room Technician, and Practical Nurse Education. Three new programs, Light Construction, Air Conditioning and Refrigeration, and Electrical Installation and Maintenance, were added last year. A fourth, Industrial Maintenance, will begin in the 1981 Fall Quarter.

An average of 587 students were enrolled in either technical or vocational programs each quarter of the 1980-81 school year.

Business

J. Nelson White, chairman

- Gave job placement and counseling assistance to cooperative education students.
- Presented lectures for special groups and area civic organizations.
- Participated in a reading program for children sponsored by a local sorority.

Electronics

David T. Hodges, chairman

- Increased enrollment by 66 percent.
- Added four microcomputers to the electronic data processing laboratory.

Cooperative Education

LuAnn Chappell, chairman

- Conducted a faculty/staff seminar with assistance from East Carolina University.
- Expanded the cooperative education function to department status with a full-time director and secretary.
- Organized the second Cooperative Education Employer/Employee Banquet.
- Placed 73 students with 49 participating employers during Winter Quarter.

Evening Programs

Jimmy R. Anderson, director

The educational process continues on the COA campus long after the sun has set. Four evenings each week, credit courses are offered to students who have no opportunity to attend regular day classes. In order to make credit courses available to residents of neighboring counties, more off-campus curriculum courses have been offered at night.

During the past year, a total of 32 extension credit courses were offered. These included 26 in Dare County, four in Chowan County, and two in Gates County.

Drafting and Design

Robert L. Ford, chairman

- The program increased enrollment by 18 percent above the 1979-80 figure.
- This included the nontraditional enrollment of five women students.
- Provided facilities for a cadastral map course for area tax office personnel.

Nursing

Wilma W. Harris, chairman

- Achieved 100 percent passing rate on N. C. State Nursing Board examinations for registration by 18 Associate Degree Nursing students.
- Certified all ADN students in cardiopulmonary resuscitation.
- Graduated 28 students, an all-time high.
- Initiated an intra-agency council of continuing education for health-related programs in the Albemarle region.

Vocational

Dempsey D. Burgess, chairman

- Hosted the spring conference of the North Carolina Auto Diesel Instructors Association.
- Began updating vocational course syllabi and topical outlines for all vocational programs.
- Initiated three new programs - air conditioning, heating, and refrigeration; electrical installation and maintenance; and light construction.

Other Instructional Area Achievements

- Prepared a resource directory of faculty and staff for distribution to area public school teachers.
- Obtained faculty and staff teaching volunteers for gifted and talented public school students enrolled in the PAGE Kids' Kollege program.
- Revised Policy and Procedure Manual for faculty and staff.
- Cooperated with the N. C. Employment Security Commission in publishing an area jobs forecast bulletin.
- Revised the college catalog for the 1981-83 biennium.
Continuing Education

W. Clayton Morrisette, director

The division provides educational programs to a broad segment of the population, reaching more people than any other division. Its programs are planned with great flexibility in order to meet the needs and interests of the adult student.

During the four quarters of 1980-81, nearly 6,000 students enrolled in 558 courses scheduled within COA's seven-county area. The constantly evolving variety of programs includes classes ranging from job entry-level training or upgrading skills, to Adult Basic Education classes which teach basic math and reading skills, to general interest, non-credit courses that enable adult students to explore new cultural, social, and intellectual horizons.

Adult Basic Education
Activity

- Employed an ABE student recruiter.
- Conducted an ABE instructor workshop.
- Administered placement evaluations for new ABE students.
- Interviewed students to assure their educational needs are being met.

Learning Resources Center

C. Donald Lee, director

This division consists of the college's Library Services and its Learning Lab. It is the center for life-long learning, with its resources of books, periodicals, indexes, and audio-visual materials and equipment. All residents of the communities served by the college are encouraged to borrow materials or use the services offered by either the library or the learning lab.

Library

- Moved to new facility, consolidating 35,000 volumes into a single collection and catalog.
- Updated back issues of magazines in microfilm.
- Ordered books to support off-campus curriculum classes.
- Disposed of excess duplications in the reference collection.

Learning Lab

- Graduated 2,000th General Educational Development (GED) student.
- Revised curricula and prepared new learning materials.
- Revised disciplinary policy and procedures form for Learning Lab students.

1980 - 81
Extension Highlights

- Increased course offerings in all seven service-area counties.
- Conducted food service training in nursing homes, hospitals, and public schools.
- Approved new guidelines for emergency medical technician courses.
- Revised real estate courses to meet N. C. Realtors Association standards.
- Planned recertification courses for Elizabeth City - Pasquotank County public school teachers.
- Employed part-time supervisors in Chowan County and Dare County to assist with the expansion of continuing education courses.
This has been the second year the college has participated in the statewide Visiting Artist Program with the North Carolina Arts Program, expanding COA's role in the cultural enrichment of the Albemarle region. Our young artist has had an active year, performing for more than 200 groups to audiences which numbered over 10,000 area residents.

He also initiated an exchange program with visiting artists who serve at other community colleges across the state to bring them to the campus, thereby extending the opportunity for local audiences to enjoy a variety of experiences in the arts.
Student Development — G. John Simmons, Jr., dean

This most important component of the institution assists students from the first step of applying for admission to the college to placement in jobs following the completion of their course work. Its full range of services includes admissions, counseling, financial aid, special services, registrar, student activities, and placement. Many of the year’s activities which follow have ranged beyond the division’s routine duties in order to provide improved services for students.

Admissions
Belinda P. Patterson, director
- During 1980-81, visited all area high schools and organized on-campus tours and open houses for high school students. • Represented the college at area job and health fairs and developed informational displays for public use. • Participated in the development of a new video cassette tape for high school audiences that promotes the college’s many programs and services. • Visited the local Employment Security Commission office on a weekly basis to talk with potential students. • Revised admission applications and program brochures, and conducted admissions interviews.

Financial Aid
O. Lloyd Armstrong, director
- Initiated development of a financial aid manual. • Assisted students with applications and reviewed to determine needs and eligibility. • Coordinated student work-study program. • Established collection procedures for delinquent student loan accounts.

Registrar
Elizabeth W. Fuller
- Prepared for implementation of new Veterans Administration compliance regulations. • Maintained transcripts for increased student enrollment. • Assisted during registration.

Placement
G. Curtis Newby, director
- Coordinated an on-campus career awareness day with area businesses. • Provided placement services for students completing programs of study. • Offered counseling assistance. • Assisted with registration. • Reviewed admission test results.

Student Activities
Donald L. Boyette, director
- Coordinated student club activities. • Advised Student Senate and coordinated extracurricular events sponsored by the student governing body. • Assisted with student orientation at new campus. • Supported extracurricular events which included film festivals, student/faculty athletic competition, talent shows, club day, Christmas dance, a patriotism day, and awards day.

Special Services
Eloise Smith, director
This new program was initiated specifically for those students who voluntarily recognize the need to bolster individual academic, social, or personal weaknesses. It provides a source of empathetic counseling and tutorial services to help strengthen the student’s confidence and ability to function more successfully at the college level. Last year, the program: • Served 150 project students. • Referred students to and provided student tutors. • Completed follow-up surveys of project students. • Produced student talent show and organized museum visit for Special Service students.

1980-81 Student Enrollment by Residence

<table>
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<tr>
<th>COUNTY</th>
<th>Curriculum Students</th>
<th>Continuing Ed. Students</th>
<th>TOTAL</th>
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<tr>
<td>Pasquotank</td>
<td>981</td>
<td>2,101</td>
<td>3,082</td>
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<tr>
<td>Camden</td>
<td>155</td>
<td>430</td>
<td>585</td>
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<tr>
<td>Chowan</td>
<td>219</td>
<td>787</td>
<td>1,006</td>
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<tr>
<td>Currituck</td>
<td>162</td>
<td>373</td>
<td>535</td>
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<tr>
<td>Dare</td>
<td>121</td>
<td>857</td>
<td>978</td>
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<tr>
<td>Gates</td>
<td>48</td>
<td>538</td>
<td>586</td>
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<tr>
<td>Perquimans</td>
<td>211</td>
<td>516</td>
<td>727</td>
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<tr>
<td>Other N.C.</td>
<td>93</td>
<td>216</td>
<td>309</td>
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<tr>
<td>Out-of-State</td>
<td>116</td>
<td>129</td>
<td>245</td>
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<td><strong>TOTAL</strong></td>
<td><strong>2,106</strong></td>
<td><strong>5,947</strong></td>
<td><strong>8,053</strong></td>
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<td>unduplicated count</td>
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</table>
Administrative Services — Dr. Gerald W. Bray, dean

This division is responsible for both the fiscal and physical welfare of the college. It provides the “taken-for-granted” services necessary for smooth, everyday operation.

It is composed of four distinct segments. The Director of Accounting is responsible for all accounting functions, check preparation, and fiscal reporting. The Director of Physical Facilities oversees the maintenance of buildings and grounds, including all mechanical equipment.

The Director of Support Services is responsible for purchases, inventory, supplies, mail, and printing. The Bookstore Manager maintains book supplies and materials for instruction, as well as auxiliary college-related supplies.

The primary responsibility for the actual physical move from the Riverside Avenue campus into the new complex fell upon the collective shoulders of this division.

Financial & Accounting Services

Peggy M. Harris, director

- Administered significant increases in revenues and expenditures from federal, state, and local sources.
- Established required federal guideline and reporting systems.
- Increased hours to provide evening operation of services.
- Converted to a dual system on the Olivetti accounting equipment because of increased demand.

Bookstore

Brandon Peters, manager

- Expanded operation to full-time service, including evenings.
- Increased inventory significantly.
- Changed to self-service operation.
- Expanded school supplies, including clothing and direct sales of caps and gowns.
- Exceeded $100,000 in sales.

Support Services

Mary Frances Spruill, director

- Inventoried and labeled equipment prior to move.
- Ordered equipment, furnishings, and supplies for new facilities.
- Prepared surplus equipment for disposal.
- Initiated state courier service.
- Converted purchase and contract catalog to microfiche system.
- Implemented federally-required purchasing policies.

1980-81 Expense & Capital Outlay Budgets

$2,656,615.89

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<tr>
<th>County</th>
<th>$2,457,969.14</th>
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<tr>
<td>State</td>
<td>$198,646.75</td>
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### CURRENT EXPENSE BUDGET EXPENDITURES

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<th>State Funds</th>
<th>1979-80</th>
<th>1980-81</th>
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<tr>
<td>General Administration</td>
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<td>Curriculum Programs</td>
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<td>Non Curriculum Programs</td>
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<td>Learning Resources</td>
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<td>Student Services</td>
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<td>Plant Operations &amp; Maintenance</td>
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<td>70,792.00*</td>
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<tr>
<td>Institutional Expense</td>
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<td>Employee Benefits</td>
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<table>
<thead>
<tr>
<th>County Funds</th>
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<tbody>
<tr>
<td>General Administration</td>
<td>5,430.00</td>
<td>5,400.00</td>
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<tr>
<td>Institutional Expense</td>
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<td>28,188.76</td>
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<td>Employee Benefits</td>
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<td><strong>Sub-Total</strong></td>
<td><strong>$215,307.53</strong></td>
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<td>Less Transfer from State Funds</td>
<td>70,792.00*</td>
<td>70,792.00*</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$144,515.53</strong></td>
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**TOTAL CURRENT EXPENSE**

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### CAPITAL OUTLAY BUDGET EXPENDITURES

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<tr>
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</thead>
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<td>Sites</td>
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<td>Fees</td>
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<td>Interest and Other Expense</td>
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<td><strong>Total</strong></td>
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<td><strong>$9,042.72</strong></td>
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**TOTAL CAPITAL OUTLAY – EXPENDITURES**

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<th>1979-80</th>
<th>1980-81</th>
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<tbody>
<tr>
<td><strong>Total</strong></td>
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**GRAND TOTAL – EXPENDITURES**

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<tr>
<td><strong>Total</strong></td>
<td><strong>$2,096,093.91</strong></td>
<td><strong>$2,656,615.89</strong></td>
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* Special allotment from State to COA. Transferred from State to County and expended from County.
Another Forward Step . . .

A $158,000 Title III grant from the U. S. Department of Education enabled the college to extend its growth even more during the year in three areas. These involved the development of a management information system, the initiation of a volunteer staff development program, and implementation of the developmental education program which was outlined in the College Transfer Education section of this report.

As these activities become more refined, the end result will be the long-term ability of the college to render more and better educational opportunities for those who attend. Improved service and instruction is the ultimate goal.

Staff Development Program
L. Clate Aydlett, director

Ninety out of 107 full-time employees submitted individual development plans. Participants were engaged in activities which ranged from summer studies to completing doctoral requirements to on-campus workshops for housekeeping personnel. More than 46 workshops, seminars, conferences, and graduate courses in specific disciplines were attended by college faculty and staff.

Resource Development Office
Harriette M. Crump, director

- Initiated and guided the college’s long-range planning activity.
- Developed grants management procedures.
- Wrote grants applications for learning disabled, instructional science equipment, nursing capitation, special services, science and technology, strengthening developing institutions, adult basic education, and arts festival for funds totaling more than $400,000.
- Assisted in formation of The College of The Albemarle Foundation and established its memorial gift program.

Management Information Service
Sharon L. Mudge, director

- Coordinated administrative data processing functions.
- Developed plans for computer-based system.
- Selected and ordered necessary equipment to implement information service.
Blueprints for growth ... 1981-82

President's Planning Council

Harriette M. Crump, Chairman
Director, Resource Development

L. Clate Aydlett
Director, College Transfer Education

Gerald W. Bray
Dean, Administrative Services

Dempsey D. Burgess
Director, Occupational Education

W. Clayton Morrisette
Director, Continuing Education

Norman L. Norfleet
Dean, Instruction

G. John Simmons
Dean, Student Development

Pamela I. Whitley
Assistant to the President
Planning Council

The function of the President's Planning Council is to coordinate the annual planning process for College of The Albemarle. It is responsible for the development of a planning schedule, the college mission statement, planning assumptions, and the future goals toward which the entire college family will work to achieve.

Goals

To successfully carry out its stated mission, the college faculty and staff have established the following general goals:

Maintain standard of excellence in educational opportunities.

Provide programs for improving the basic skills students need for effective living.

Assess the educational needs of the service area and provide learning opportunities consistent with student and community diversity.

Promote positive and productive relationships with the leaders of business, industry and community agencies in the Albemarle region.

Provide a comprehensive and effective system of instructional and support programs to meet the needs of the diverse student body.

Make a continuing effort to help people on campus and in the service area understand the mission of the college.

Maintain a long-range, comprehensive planning process designed to improve college operations and demonstrate accountability.

Provide and encourage opportunities for student development through participation in the life of the college.

Reduce geographic distance as a barrier to education by expanding access to the college's programs.

Maintain an atmosphere in which all employees have opportunities for personal and professional growth.

Mission

Simply stated, College of The Albemarle exists to serve the region by providing accessible higher education for young people and adults for their cultural development, for developing responsible citizenship, and for enriching personal living.

More specifically, the college strives to:

Provide specific occupational programs which lead to employment in both vocational and technical areas, including shorter programs for retraining or for upgrading skills;

Prepare students for advanced scholarly study by providing the first two years of basic collegiate education which is transferable to senior colleges and universities;

Provide continuing education programs to meet the training needs of employers and opportunities for those who seek to develop vocational skills or who want to study for personal development;

Provide programs which assist students in overcoming deficiencies and acquiring skills fundamental to further academic and career achievement;

Provide a broad range of student development services including, but not limited to, admissions and testing; orientation; personal counseling; career planning and placement; financial assistance; academic advising; and activities programs;

Provide activities and services for the community for the purpose of enriching its cultural and civic life;

Seek to develop in all students a desire for self-directed learning and a commitment to life-long learning, while maintaining high academic standards in all programs of study.
Assumptions

A number of predisposed factors and conditions must be considered in conjunction with any planning exercise. The factors that follow were recognized as ones that may directly affect the operation of the college and were taken into account while planning its programs and functions for the coming year. These plans are subject to modification due to economic fluctuations or other ambient factors within the college’s service area.

Educational Programming

Types of Programs

Environmental and economic concerns will spur student interest in vocational and technical programs and in upgrading their skills through continuing education.

Energy issues will remain a priority concern and should be addressed through curricular and continuing education programs.

Off-Campus Opportunities

The size of the service area and rising transportation costs will increase demand for off-campus curricular and extension programs.

An increase in off-campus programs will strain support services.

Scheduling

Increasingly, student attendance will be based on the availability of classes at hours convenient for the student.

Student Population

Economic conditions will result in increased enrollment of recent high school graduates in community colleges as opposed to four-year schools.

Enrollment of part-time and evening students will increase as more students simultaneously hold jobs.

The median age of the student population will increase.

The number and ratio of female students will increase.

As the economy and funding for education tighten, student recruitment among all educational sectors will be more competitive.

Funding

Federal funding for education will decrease.

The educational sectors—public schools, community colleges and universities—will be in competition for limited public funds.

Overall it is not likely that funding will keep pace with inflation.

Service Area

The elderly population will increase.

The area will experience population increases, particularly in Dare and Currituck counties.

Industrial growth or expansion in the service area will be limited.
Foreword

Every division and department, and the individuals who comprise them, were called upon to contribute to the development of the annual plan for 1981-82. Each has examined the effect his area of responsibility has upon the whole and the consequences which will result from the expansion, modification, or deletion of activities or procedures previously employed.

The end-result of this study is a general plan that establishes objectives and timetables to be met during the current year. It is a realistic plan for progress, and through its implementation the orderly growth of the college will be assured. The objectives that follow represent only a portion of the total and are presented to provide the reader with significant highlights.

Staff Development

Recognizing the fact that one of the most important factors to consider in a move to increase the strength of an institution is the degree of quality and competence of its employees, the college will continue to support a strong staff development program during the coming year.

Every full-time employee, from COA's housekeeping staff to its top administrators, will be encouraged to participate. Five priority areas have been established. They include: management information and computer systems instruction; administrative management skills; support staff skills; student advisement systems; and improved instructional techniques.

The task force which developed guidelines for the program has approved three general activities through which staff members may pursue their individual improvement objectives. These activities include: attendance at job-related conferences and workshops; visits to other community colleges and agencies operating similar work functions; and enrolling in credit courses at community colleges, four-year colleges, and universities.

The concept, in essence, is simple -- the more a person understands about the work he is responsible for doing, the better he will be able to do it. The end-result is a more effective operation, coupled with a high degree of efficiency which nets better service to students and the community.

Self-Study

One of the most ambitious activities to be undertaken by College of The Albemarle in the coming year will be a self-study for reaffirmation of accreditation by the Southern Association of Colleges and Schools. The study will involve a comprehensive evaluation of every aspect of the college's operations -- its organization and administration, educational programs, financial operations, learning resources center, student development, physical plant, and special activities; and a thorough examination of the faculty -- recruitment, selection, organization, professional growth and competence, salaries, benefits, security, teaching loads, and effectiveness.

This process will reflect an all-inclusive effort of the college community -- students, faculty, staff, administrators, and trustees. It will require more than a year of work before it is ready for submission to the SACS Visiting Committee in March of 1983.

The self-study will further identify the college's short and long range concerns and goals, fortifying the strategies developed during last year's planning study.
Including the Community

The college will increase its efforts to offer the community-at-large opportunities to embellish its growth through cultural expansion. During 1981-82, the campus will be enlivened by events designed to attract the interest and attendance of area residents.

“Tennessee’s Waltz,” featuring the poetry of Tennessee Williams, will be presented by the Carolina Regional Theatre in October. Another humanities series will be given by visiting lecturers and consultants. Plans include the presentation of quarterly art exhibits created by COA students. The college will begin its own collection of art which will be permanently displayed, as well as exhibits obtained on loan from the N. C. Museum of Art.

During either the fall or winter quarter, an on-campus concert series, featuring visiting artists from other community colleges in the state, will be presented. Three theatrical productions will be staged during the academic year by drama students under the auspices of the Fine Arts Department.

COA’s visiting artist will begin his second year by carrying his talents into area communities. He will schedule more appearances in Camden, Dare, and Gates counties during the year.

The coming of spring will be proclaimed by the Spring Arts Festival. The week-long celebration will include a diversity of entertainment and events which should appeal to everyone.

Academic Plans

In our efforts to develop and to improve the quality of our services, college programs, courses, and activities require constant monitoring to assure that overall standards are maintained at the highest level possible. The plans for the instruction division reflect this concern, and a number of courses will be revised to meet present needs. Examples are business mathematics and typing courses, and the replacement of industrial electronics with micro-electronics and micro-computer courses. A new, cadastral mapping course will be added to the Drafting and Design Technology curriculum, and computer graphics will be incorporated into three existing drafting courses.

Two new programs, Industrial Maintenance and Postal Service Technology, are expected to be initiated early in the academic year, contingent upon approval by the State Board of Community Colleges.

Plans cover a wide range of improvements within the departmental components of the division. The possibility of acquiring individual music-listening equipment and facilities will be a consideration of the Fine Arts Department, and Social Sciences will collect reading material related to the 400th anniversary of British colonization of America, which will be available at the library.

Actual physical changes will be apparent within the purview of some departments. For example, by early spring, Health and Physical Education will construct a new softball field. If funds become available during the planning year, six tennis courts will be built on campus. At the Extension Center, the site of the COA sailing program, docking and storage facilities are to be improved.

Mathematics and Natural Sciences will construct an observation platform to support the telescopes used by students enrolled in astronomy courses.

The Cooperative Education Program will work towards increasing the number of participating students to 125, involving more college transfer students than before. It also will be responsible for establishing a Career Awareness Center, employing a part-time counselor. The center will occupy space in the Learning Resources Center.

Continuing Education remains the one area of the college which directly touches more of the populace than any other division. Last year, 7,990 adults enrolled in one or more courses. However, if it carries out its plans for the year, it will realize a substantial increase in enrollment.

The division will expand its services by offering more vocational courses in each county; more job-upgrading and renewal courses for employees in area businesses, industry, and schools; additional hospitality courses in Dare County, area hospitals, schools, and nursing homes; and additional courses of interest to senior citizens.

Its responsibility for the Adult Basic Education Program will be met through the initiation of a campaign to increase public awareness of the program; developing a monitoring system to measure program progress; and by conducting three special workshops for ABE supervisors,
Planning for Students

One of the concerns of the Admissions Office is attracting new students to the college. It is a complex task, involving marketing and promotion, and requiring many hours of travel and personal contact with potential student groups of all ages and interests.

During 1981-82, the office plans to invite more high school students to visit and become familiar with the attractive new campus. It also will develop an informational program specifically designed to introduce the curriculum programs which appeal most to the adult population. And the plan will include a campaign to more directly involve alumni in the recruitment process.

Other areas of the Student Development Division will concentrate on improving financial aid procedures and assistance, increasing job placement services, teaching more orientation classes for students receiving Special Services assistance, and accessing the interests and needs of older, evening, and part-time students, with the goal of developing programs to effectively serve these needs.

Administrative Services

The major objective of this division is to consolidate and improve its administrative data processing functions, while concurrently improving services for evening and off-campus students and faculty on a continuing basis.

In-house printing capabilities will be expanded by the acquisition and installation of additional equipment. Existing buildings are scheduled for interior painting this year, and the new complex with its grounds and parking areas, will be maintained at an optimum level by Physical Facilities personnel. When funds become available, the roof on Building C will be replaced.
Students are . . .

the most important people in our college . . .

the reason for our work . . .

not outsiders — but the most necessary element of our business . . .

human beings, with feelings and emotions like yours and mine . . .

people who bring us their needs, granting us the privilege of filling them . . .

those who deserve our courteous, attentive treatment . . .

full partners in our effort to cultivate wisdom through knowledge . . .

the life-blood of COA, and every college . . .
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