Collection Overview:
Title: Administrative Materials
Creator: Liberty University
Dates: 1972 – 2009
Repository: Liberty University Archive
Extent: 3.56 linear feet
Abstract: This Record Group contains the papers of various administrative units of Liberty University. Included are mailings, minutes, and official papers.

Historical Note:
Liberty University was founded in 1971 under the name of Lynchburg Baptist College. The college was incorporated on January 18, 1972. In 1974 the college received permission to grant degrees from the Virginia State Council of Higher Education. In 1975 the name was changed to Liberty Baptist College. In 1980 the college received accreditation from the Southern Association of Colleges and Schools. In 1985 the name was changed to Liberty University.

Scope and Content Notes:
This Record Group is approximately 3.56 linear feet. It contains mailings, minutes, and official papers. The materials range from 1972 through 2009.

Administrative Notes:
Access Restrictions: highlighted materials are in the Restricted section of the archives. Access to these materials is strictly monitored and may only be obtained with signed permission from the creating entity.
Use Restrictions: Copyright for Official University records is held by Liberty University; all other copyright is retained by the authors of the materials or their descendents as stipulated by United States copyright law.
Preferred Citation: [folder name, number]; [series name, number]; [sub-group name, number]; Record Group Name, Record Group #; Collection Name; Liberty University Archive, Lynchburg VA.
Arrangement: Sub-Groups are arranged by administrative unit. Series are arranged by subject.
Processing Information: Collection was processed by Abigail Sattler.
Last Updated: This Finding Aid was last updated on March 20, 2014.
Related Materials:
Faculty Authored Articles

Brief Description of the Collection
LU 10:1 Box 1: Office of the Provost Papers
LU 10:2-3 Box 1: Restricted Papers of the Information Technology/Information Literacy Committee and the Academic Department Chair’s Meeting
LU 10:4-6 Box 1: Restricted Papers of the Campus Media Board, the Ministry Media Conference, and Miscellaneous Materials
LU 10:7 Box 1: Strategic Planning Council Minutes Etc.
LU 10:7 Box 2: Strategic Planning Council Supplementary Materials and Official Papers
LU 10:8-12 Box 1: Restricted Papers of Management Services, the Academic Quality and Engagement Task Force, the Ad Hoc Committee to Design a Faculty Senate, the Minority Development Committee, and the Space Management Committee
LU 10:13 Box 1: Dean’s Council Minutes 1980’s – 1990’s
LU 10:13 Box 2: Dean’s Council Minutes 1990’s – 2000’s
LU 10:14-22 Box 1: Materials of the Board of Regents, Advising Task Force, Student Success Committee, Faculty Review Committee, Academic Computing Committee, President’s Task Force on Traditions at Liberty University, Faculty Committee for Self Study, Administration Faculty, and Assessment Committee/Task Force.
LU 10:14-22 Box 2: Restricted Materials of the Board of Regents, Advising Task Force, Student Success Committee, Faculty Review Committee, Academic Computing Committee, Faculty Committee for Self Study, Administration Faculty, and Assessment Committee/Task Force.
LU 10:14-22 Box 3: Restricted Materials of the President’s Task Force on Traditions at Liberty University
LU 10:14-22 Box 4: Papers of the Administration Faculty Part 2
LU 10:23 Box 1: Marketing Department Materials

**Detailed Description of the Collection:**

**LU 10:1 Box1:**
Sub-Group 1: Office of the Provost
   Series 1: General Materials
      Unit 1: Mailings

**LU 10:2-3 Box 1:**
Sub-Group 2: Information Technology/Information Literacy Committee
   Series 1: Minutes Etc.
Unit 1: 2008 – 2009

Sub-Group 3: Academic Department Chair’s Meeting
   Series 1: Minutes Etc. 1970’s
      Unit 1: 1978 – 1979 (*Oversize* LU-10 Folder 1B)
      Unit 2: 1979 – 1980
   Series 2: Minutes Etc. 1980’s
      Unit 1: 1980 – 1981
   Series 3: Minutes Etc. 2000’s
      Unit 1: 2001 – 2002
      Unit 2: 2002 – 2003
      Unit 3: 2003 – 2004

LU 10:4-6 Box 1:

Sub-Group 4: Campus Media Board
   Series 1: Minutes Etc.
      Unit 1: 1980’s
         Folder A: 1988 – 1989
         Folder B: 1989 – 1990
      Unit 2: 1990’s

Sub-Group 5: Ministry Media Conference
   Series 1: Minutes Etc.
      Unit 1: 1980’s
         Folder B: 1982 – 1983
         Folder C: 1983 – 1984
         Folder D: 1984 – 1985
         Folder E: 1985 – 1986
         Folder F: 1986 – 1987

Sub-Group 6: Miscellaneous Materials
   Series 1: Meeting of Deans and Department Heads
Unit 1: Minutes 1990’s
Series 2: Administration Planning Day
Unit 1: 1990’s
Series 3: Committee for Evaluation of the Language Program at LBC Minutes
Unit 1: 1982 – 1983

LU 10:7 Box 1
Sub-Group 7: Strategic Planning Council
Series 1: Minutes Etc.
Unit 1: 1980’s
Folder B: 1982 – 1983
Folder C: 1983 – 1984
Folder D: 1984 – 1985
Folder E: 1985 – 1986
Unit 2: 1990’s
Folder B: 1999 – 2000
Unit 3: 2000’s
Unit 4: University Planning Committee Minutes

LU 10:7 Box 2
Series 2: Supplementary Materials
Unit 1: Charts and Spreadsheets (*Oversize* LU-10 Folder 1A)
Series 3: Official Papers
Unit 1: Strategic Planning Committee Handbook
Unit 2: Five Year Plans
Folder A: August 1997
Folder B: February 1999
Unit 3: Strategic Planning Council Guidebook (2001)
Folder A: Part 1
Folder B: Part 2
Folder C: Part 3

LU 10:8-12 Box 1
Sub-Group 8: Management Services
  Series 1: Official Papers
    Unit 1: Documents & Proposals June 1982
    Unit 2: Documents July 1982
Sub-Group 9: Academic Quality and Engagement Task Force (AQETF)
  Series 1: General Education Subcommittee
    Unit 1: 2005 – 2009
  Series 2: Upper Level Subcommittee
    Unit 1: 2005 – 2009
Sub-Group 10: Ad Hoc Committee to Design a Faculty Senate
  Series 1: Minutes Etc.
    Unit 1: 1988
Sub-Group 11: Minority Development Committee
  Series 1: Minutes 1990’s
    Unit 1: 1991 – 1992
    Unit 2: 1992 – 1993
Sub-Group 12: Space Management Committee
  Series 1: Minutes 1990’s
    Unit 1: 1996 – 1997

LU 10:13 Box 1
Sub-Group 13: Dean’s Council
  Series 1: President’s Cabinet and Dean’s Council Minutes
    Unit 1: 1994 – 1995
    Unit 2: 1995 – 1996
    Unit 3: 1996 – 1997
  Series 2: Dean’s Council Minutes 1980’s
    Unit 1: 1988 – 1989
    Unit 2: 1989 – 1990
Series 3: Dean’s Council Minutes 1990’s

Unit 1: 1990 – 1991
Unit 2: 1991 – 1992
Unit 3: 1992 – 1993
Unit 4: 1993 – 1994
  Folder A: Part 1
  Folder B: Part 2
Unit 5: 1994 – 1995

LU 10:13 Box 2

Unit 6: 1995 – 1996
Unit 7: 1996 – 1997
Unit 8: 1997 – 1998
Unit 9: 1998 – 1999
Unit 10: 1999 – 2000

Series 4: Dean’s Council Minutes 2000’s

Unit 1: 2000 – 2001
Unit 2: 2001 – 2002
Unit 3: 2002 – 2003

LU 10:14-22 Box 1

Sub-Group 14: Board of Regents
  Series 1: General Materials
    Unit 1: Board of Regents Weekend Materials
  Series 2: Publications
    Unit 1: Mass Mailings
      Folder A: 1990 – 1999
      Folder B: 2000 – 2009

LU 10:14-22 Box 2

Sub-Group 15: Advising Taskforce
  Series 1: Official Reports
    Unit 1: 2005

Sub-Group 16: Student Success Committee
Series 1: Minutes Etc.
  Unit 1: 2000
  Unit 2: 2001
  Unit 3: 2002

Sub-Group 17: Faculty Review Committee
  Series 1: Official Papers
    Unit 1: Policy Documents
  Series 2: Minutes Etc.
    Unit 1: 1987 – 1988

**LU 10:14-22 Box 1**

Sub-Group 18: Academic Computing Committee
  Series 1: Publications
    Unit 1: The Electronic Commons Newsletter

**LU 10:14-22 Box 3**

Sub-Group 19: President’s Task Force on Traditions at Liberty University
  Series 1: Reports
    Unit 1: Final Report: May 10, 1994
    Unit 2: Draft Report: March 21, 1994
    Unit 3: Summary Report: August 2, 1994
    Unit 4: Summary of Recommendations: October 17, 1994
  Series 2: Minutes Etc.
    Unit 1: Minutes Etc. 1993 – 1994
    Unit 2: Memos and Notes 1993 – 1994
    Unit 3: Minutes Etc. 1997 – 1999
    Unit 4: Miscellaneous Notes Etc.

**LU 10:14-22 Box 1**

Series 3: Miscellaneous Materials
  Unit 1: Champions Arise Music Sheets
  Unit 2: Mace Materials
  Unit 3: Logos and Pictures
  Unit 4: Ring Materials
LU 10:14-22 Box 2
Sub-Group 20: Faculty Committee for Self Study
   Series 1: Reports
      Unit 1: Faculty Qualifications Reports
      Unit 2: Academic Freedom and Professional Growth Reports

LU 10:14-22 Box 1
Sub-Group 21: Papers of the Administration Faculty
   Series 1: Elmer Towns
      Unit 1: Letters to the General Faculty
      Unit 2: Activities Outside of Liberty University
      Unit 3: Writings and Publications
         Folder A: Book Reviews
         Folder B: Study Notes on the Book of Acts
         Folder C: Things I Want My Grandchildren to Know About Me Booklet
      Unit 4: Articles and News Releases
      Unit 5: Faculty Portfolio
      Unit 6: Miscellaneous Materials
      Unit 7: Correspondence with Students
   Series 2: Harold Willmington
      Unit 1: Church Institute Promotionals and Drafts
      Unit 2: Biographical Materials
   Series 3: Ed Dobson
      Unit 1: “Marriage, Divorce & Remarriage” Materials
   Series 4: James O. Carpenter
      Unit 1: Instructional Materials
   Series 5: J. G. Henry
      Unit 1: Teaching Guideline Materials
   Series 6: Ed Hindson
      Unit 1: Published Articles
   Series 7: C. Sumner Wemp
      Unit 1: Miscellaneous Publications
Series 8: Dennis F. Fields
   Unit 1: Published Articles
Series 9: Ron Hawkins
   Unit 1: Biographical Materials

LU 10:14-22 Box 4
   Series 10: Ronald Godwin
      Unit 1: China Trip Scrapbook 1990 Part 1
      Unit 2: China Trip Scrapbook 1990 Part 2

LU 10:14-22 Box 2
   Sub-Group 22: Assessment Committee/Task Force
      Series 1: Minutes Etc. 1980’s
         Unit 1: 1989 – 1990
      Series 2: Minutes Etc. 1990’s
         Unit 1: 1990 – 1991
         Unit 2: 1991 – 1992
         Unit 3: 1992 – 1993
         Unit 4: 1993 – 1994
      Series 3: Minutes Etc. 2000’s
         Unit 1: 2003 – 2004

LU 10:23 Box 1
   Sub-Group 23: University Marketing Department
      Series 1: Marketing Campaigns
         Unit 1: You Matter Materials