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Inventory of Records: Vice President for Academics (Provost)

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St. Mary's University Archives
Inventory of Records
Vice President for Academics (Provost)
Subgroup Number UA 5

StMU
Saint Mary's University of San Antonio
One Camino Santa Maria
San Antonio TX 78228-8530 USA
Phone: 210-436-3011

Descriptive Summary

Repository	Archives of Saint Mary's University of San Antonio, Texas
Donors	Office of the Vice President for Academics (Provost)
Creator	Office of the Vice President for Academics (Provost)
Title	Records of the Vice President for Academics (Provost)
Inclusive Dates	1932-2010
Bulk Dates	1957-2010
Reference Code	UA 5
Languages	English
Extent	Binders: 14 linear feet, File Folders: 4 cubic feet
Abstract	The records of this office document the development and evaluation of

curriculum at St. Mary's University, the development and evaluation of faculty, and the evaluation of student performance. Initiatives to develop novel programs for newly emerging needs in society or to serve non-traditional students and underserved populations are also addressed by this office.

Administrative Information

Restrictions to Access: Office files are open
Usage Restrictions: None
Alternative Form of Material: None
Custodial History: Records are delivered directly from the office of the Vice President for Academics to the University of Archives
Acquisitions Information: Multiple transfers; see donor files for details
Processing Information: The vice presidents are arranged in chronological order by date of tenue in office. The order given to the General Series is reconstituted by subject.
Preferred Citation: Saint Mary's University of San Antonio, Texas
Copyright Notice: Copyright retained by Saint Mary's University

Catalog Headings:

Related Collections
Enrollment Management
Student Development & Dean of Students

Administrative History
During his presidency, Walter Buehler (1950-1961) established the vice-presidencies for academics, and for development and finances along with the "Office of Civic [Public] Relations." Over the years the vice president for academics position has had several name changes. Its title at the time of its creation was actually "Dean of the University" (March 4, 1957). In the fall of 1958, the position was called "Vice President of Academic Affairs-Dean of the Faculties" (September 1958). This was later shortened to Vice President, Dean of Faculties." The title Vice President for Academic Affairs was in use in the early 2000s. During 2017 the office was renamed Provost. According to an early job description (December 20, 1974), the "Vice President-Dean of Faculties" was "the first among equal Vice Presidents in the absence of the President." "His primary concern is with the educational program. He is occupied for the most part with the administration of existing policy which has been established by the President and the Board of Trustees." The Academic Council is an advisory body that is intended to assist the Vice President in the execution of his office. The vice president for academics is directly responsible to the president for the conduct of the educational function of the University and renders a semi-annual report concerning it.

Subgroup Overview
The records of the office of Vice President for Academics begin in 1957. The records of the Academic Council begin in 1932 and the continuous series of Faculty Meeting minutes begins in 1947 and extends to 2009. Record series that were maintained continuously beyond the tenure of a single vice president are arranged under the title "General Series." Otherwise, records that pertain to the administration of a single vice president appear under that person's name. The vice president for academics effectively ran the internal aspects of the educational program of the university. This included what courses to offer, which to require, the evaluation of the general effectiveness of the curriculum, the supervision of teaching, the giving of grades, and the development of new curriculum.

Summary of Series
Vice Presidents
01 Reverend James A. Young,	1957-1961	
02 Brother Joseph Schmitz,	1961-1966	
03 Brother Charles Cummiskey,	1966-1975	
04 Reverend Willis Langlinais,	1975-1981	
05 Reverend John A. Leies,	1981-1985	
06 Doctor Charles Cotrell,	1986-1999	
07 Doctor Anthony Kaufmann	1999-2000	(Acting)

Note: *Acting* vice president for academics from September 1999 to June 2000

08 Doctor David Manuel	2000-2008	

Note: Acting vice president from June 2000 to September 2002; then regular until 2008

09 Doctor Andre Hampton,	2008-2010	(Interim)

General Series

Academic VP Correspondence Reading File
Academic VP Reports to the President
Academic Council Minutes
Academic Advising
Academic Assessment
Academic Component Plan
Academic Computing
Academic Policies
Academy of Saint Mary's University
Budget Committee
Catalog
Child Development Center
College Level Exam Program (CLEP)
Commencement/Convocation/Dean's List
Continuing Education Program
Cooperative Experiential Education Program (COEX)
Curriculum
Evening Studies
Faculty
       Faculty Awards
       Faculty Groups
       Faculty Development
       Faculty Handbook
       Faculty Lists/Profiles
       Faculty Meetings
       Faculty Reports
Family Life Center
Higher Education Support Groups
Institutional Planning
International Education at StMU
       VP for Academics
       Director of International Education Programs
       Semester in London
       Semester in Mexico
       Semester in Spain
Law Faculty Meetings
Learning Assistance Center (LAC)
New Horizons for Women
Programs
Semester Reports
Tenure/Promotions
       Promotions
       Salary/Work Loads
       Tenure
Texas Educational Microwave Project (TEMP)
United Colleges of San Antonio (UCSA)
Upward Bound Program

Vice Presidents / Provosts

01: Reverend James A. Young, 1957-1961

R19A	Correspondence Reading File (binders)	1957-1961
C5B / 1	Correspondence	1957-1961
C5B / 2	Memos/Announcements	1957-1961
C5B / 3	Reports	1957-1961
C5B / 4	Academic Blueprint Committee	1960-1961
R19B Box 1	Academic Blueprint Project: "Blueprint Workbook"	1957-1958
	Sample of the "Blueprint Workbook" issued to one of the members of the Academic Council, Brother Aloysius Blume (not Louis J. Blume)	
R19B Box 1	"Academic Blueprint: A Design for Learning," final report	1961
	SEE ALSO: UA4 BUEHLER: "President's Academic Blueprint Committee"	

02: Brother Joseph Schmitz, 1961-1966

R19A	Correspondence Reading File (binders)	1961-1966
C5B / 5	Correspondence	1961-1966
C5B / 6	Memos/Announcements	1961-1965
C5B / 7	Reports	1961-1966
C5B / 8	Assumption Seminary Affiliation	1961-1964
C5B / 9	Great Teachers Week Program	1961-1962
C5B / 10	School of Pharmacy Proposal for StMU	1961

03: Brother Charles Cummiskey, 1966-1975

R19A	Correspondence Reading File (binders)	1966-1974
C5B / 11	Appointment	1966
C5B / 12	Correspondence	1966-1974
C5B / 13	Memos/Announcements	1966-1975
C5B / 14	Reports	1966-1968
C5B / 15	Report of Faculty Research Committee	1966
C5B / 16	Calendar	1969-1972
C5B / 17	Proposal for a "Special Programs Office"	1973

04: Reverend Willis Langlinais, 1975-1981

R19A	Correspondence Reading File (binders)	1975-1980
C5B / 18	Appointment	1975-1979
C5B / 19	Correspondence	1975-1981
C5B / 20	"New College"	1976-1979
	New College was a temporary vehicle for developing a new degree Bachelor of Applied Science (BAS)	
C5B / 21	Memos/Announcements	1975-1977
C5B / 22	Memos/Announcements	1978-1981
C5B / 23	Speeches	1981-1983
C5B / 24	Criteria for "Professor Emeritus"	1975-1977

C5B / 59	"Degree Audit" Software during Student Registration	1997
C5B / 60	Convocation to Discuss St. Mary's Student Learning Styles	1997
C5B / 61	Service Learning Proposal	1998
C5B / 62	Critical Studies Project: Writing Across the Curriculum	1999
C5B / 63	Faculty Survey summary of findings	1999
	Survey of faculty job satisfaction conducted by HERI of UCLA	
C5B / 64	Evaluation Results: Office of Academic Support, 1998-99	1999
C5D / 238	UTHSC Dental School Advisory Board	1993-1997
C5D / 239	UTHSC Science Center at San Antonio	1988-1998

07: Doctor Anthony Kaufmann, 1999-2000   (Acting)

Administrative Note: Anthony Kaufmann was *Acting* vice president for academics from September 1999 to June 2000

[See beginning of David Manuel's Memos]

08: Doctor David Manuel, 2000-2008

Administrative Note: David Manuel was acting vice president from June 2000 to September 2002; thereafter he was a regular appointee until 2008

C5B / 65	Memos/Announcements	2000-2004
C5B / 66	Results of Noel-Levitz Student Satisfaction Survey	1999-2004
	Noel-Levitz 1999 Student Satisfaction Inventory	
	Higher Education Research Institute 1998 Faculty Survey	
	Institutional Benchmark Report, 2004	
C5B / 67	Summer Program Committee of the Faculty Senate	1999-2005
C5B / 68	Latino Governance Center	2001-2002
C5B / 69	Family Weekend (Parents' Weekend)	2001
C5B / 70	Fulbright Scholars Workshop	2001
C5B / 71	Model Organization of American States (OAS) at StMU	2001
C5B / 72	Cuban Assets Control Regulations and License	2002-2003
C5B / 73	Degree Audit	2003
C5B / 74	Non-Traditional Students Luncheons	2005
	Defined as 25 years or older, married or single, with or without children	
C5B / 75	Senior Faculty Review Process	2005
C5B / 76	University Research and Exchange Program	2007
	Agreement with the Jesuit University of Guadalajara, Mexico	

09: Doctor Andre Hampton, 2008-2010 (Interim)

C5B / 77	Memos	2008-2010
C5B / 78	Voluntary Phased Retirement	2009
C5B / 79	Women's History Month Events	2010

General Series

Arrangement Note: General Series are those that extend through the administration of more than one vice president for academics. These are maintained as a continuous chain and are described at the head of the subgroup.

Academic VP Correspondence Reading File, 1957-1989

Location R19A

Rev. James A. Young, SM

Binder 01	1957 August to 1959 December
Binder 02	1960 January to 1961 June 14

Bro. Joseph W. Schmitz, SM

	1961 June 26 to1963 December
Binder 03	1964 January to 1965 January 13

Bro. Charles J. Cummiskey, SM

	1966 February 2 to 1966 September
Binder 04	1966 October to 1967 December
Binder 05	1968 January to December
Binder 06	1969 January to December
Binder 07	1970 January to December
Binder 08	1971 January to December
Binder 09	1972 January to December
Binder 10	1973 January to December
Binder 11	1974 January to December
Binder 12	1975 January to May 31

Rev. J. Willis Langlinais, SM

	1974 June 1 to December
Binder 13	1976 January to September
Binder 14	1976 October to 1977 April
Binder 15	1977 May to November
Binder 16	1977 December to 1978 December
Binder 17	1979 January to 1979 July
Binder 18	1979 August to 1980 February
Binder 19	1980 March to 1980 May 30
Gap (6 mos.)	*1980 June to 1984 December*

Rev. John A. Leies, SM

	1985 January 3 to 1985 March
Gap (2 mos.)	*1985 April and May*
Binder 20	1985 June to 1986 January 13

Dr. Charles L. Cotrell, PhD

	1986 January 15 to 1986 September
Binder 21	1986 October to 1987 May
Binder 22	1987 June to December
Binder 23	1988 January to June
Binder 24	1988 July to December
Binder 25	1989 January to October

Academic VP Reports to the President, 1957-2002

Administrative History Note: This series of reports began as the "Dean's Report to the President." Eventually it became known in common parlance as "Semi-Annual Reports to the President." Finally, it shifts to and "End of the Year Assessment Report."

Scope: The vice president for academics is directly responsible to the president for the conduct of the educational function of the University and rendered a semi-annual report concerning it. In preparation for the report, each unit involved with instruction submitted a departmental report.

See Also: UA4, Office of President, for Semi-Annual Unit Reports to the President, 1967 to 1985 (R20F)

Location R19A

Binder 01	Dean's Report to the President	July 1957 to September 1960

The reports in this binder are accompanied by a large number of exhibits that greatly expand the bulk. The documents are often in descending chronological order adding to complication.

Binder 02	Dean's Report to the President	September 1960 to June 1963
Binder 03	Dean's Report to the President	June 1963 to May 1966
Binder 04	Dean's Report to the President	June 1966 to January 1971

Beginning with Fall 1969, the title becomes Semi-Annual Report to the President issued in the Fall (December) and in the Spring (May)

Binder 05	Semi-Annual Report to the President	May 1971 to May 1972
Binder 06	Semi-Annual Report to the President	December 1972 to Dec. 1974
Binder 07	Semi-Annual Report to the President	May 1975 to Fall 1976

Beginning with Sprint 1979, Semester Reports of Departments and Schools appear

Binder 08	Semi-Annual Report	Fall 1978 to Fall 1980
Binder 09	Semi-Annual Report	Fall 1980 to Spring 1981
Binder 10	End of Year Assessment Report	1995-1996
Binder 11	End of Year Assessment Report	2000-2001
Binder 12	End of Year Assessment Report	2001-2002

Academic Council, 1932-2010

Administrative History Note: This council consists of the Academic Vice President and the Deans of the various schools. The records for this council date back to January 10, 1932, at which time the president of the university was the chairman of the council since the position of Vice President for Academics did not yet exist. Brother Fred J. Junker was the original secretary of the council until February 1938. Brother Thomas Treadaway become secretary in December 1938 and remained so until May 1957. His leadership role is suggested by an entry in the minutes dated October 15, 1946 which begins "The scope of the jurisdiction of the Academic Council is the same as that of the Dean-Registrar." It continues with the statement that, "Members [of the Academic Council] are nominated by the Dean-Registrar, appointed by the President." In October 1957, the Dean of Faculties assumed leadership of the council and responsibility for secretarial services.

Academic Council Minutes, 1932-2010

Arrangement Note: There are two sets of minutes for the Academic Council: a reading copy in the stacks and a security copy in the vault. In 2020, the reading copy was rehoused in uniform binders to facilitate use by researchers whereas the security copy is housed in various sizes of binders. The length of the minutes varies greatly from year to year so that some years continue through one binder to the next. The hardcopy version of the Academic Council Minutes ends in 2010 indicating that born-digital records replaced them in that year.

Processing Note: From the Annual Report for 1997-1998 by Brother Robert Wood, SM: "The first and biggest 'in-house' project was to try to make two complete sets of the Minutes of the Board of Trustees, the Executive Council, the Academic Council and the Faculty Senate from the beginning of each entity to 1995. With help from Melba Fisher, Connie Cano, Homer Fetzer and Bob O'Connor I was able to achieve about 95% of this goal. The Faculty Senate binders also contain correspondence, committees, resolutions, etc. This project took close to three months."

Access Note: Use the reading copy for researchers. The security copy in the vault is difficult of access and not uniform in housing.

Finding Aid: Index to the Academic Council Minutes October 1959 to April 2010, compiled by Brother Robert Wood, SM

<p style="text-align:center">Reading Series</p>

Location: R19A

Binder 01   January 1932 to May 13, 1957

> From the first meeting January 10, 1932 until May 13, 1957, the minutes were kept continuously in chronological order without any volume numbering. They were limited to a record of the decisions taken, and were "not the complete, official minutes; these are not kept."

October 5, 1957 to July 11, 1961

> Beginning with the meeting of October 5, 1957, minutes were kept and grouped into "volumes" according to the scholastic year (fall to spring). The numbering of the volumes was not consistent.
> 1959-1960 were designated "Volume I"
> 1960-1961   "Volume II"

Binder 02	September 1961 to May 1966,	Volumes III to VII
Binder 03	June 1, 1966 to November 12, 1969,	Volumes VIII to XI
Binder 04	December 10, 1969 to May 12, 1970	Volumes XI to XIV
Binder 05	June 1, 1973 to May 31, 1978	Volumes XV to XIX
Binder 06	June 1, 1978 to May 31, 1982	Volumes XX to 23
Binder 07	June 1, 1982 to May 31, 1987	Volumes 24 to 28
Binder 08	August 31, 1987 to April 17, 1991	Volumes not numbered
Binder 09	August 26, 1991 to May 21, 1997	Volumes 33 to 38
Binder 10	August 13, 1997 to May 7, 2003	Volumes 41 to 45
Binder 11	August 25, 2004 to April 14, 2010	Volumes 46 to 51

<p style="text-align:center">Security Series</p>

Location: Vault 21

V21	Academic Council Minutes	January 1932 to April 14, 2010
V21	Academic Council Index (card file)	1956-1980

<p style="text-align:center">Other Academic Council Records, 1954-1979</p>

Arrangement Note: Earlier arrangement practices caused these file folders to become separated from their sources not all of which could be determined by the contents.

C5B / 80	Academic Council Tentative Draft Proposal, undated	circa 1954
C5B / 81	"Report on the meeting of the Academic Council held Sunday, November 14, 1954".	1954

> The subject of the meeting was whether six hours of philosophy should be added to the requirements for each degree. Survey forms filled out by the members of the council are attached.

C5B / 82	Academic Council: Meetings	1957-1959

> These are minutes for individual meetings as in reading file

C5B / 83	Academic Council: Summaries	1965-1979

> These are hectographed reports for faculty members about
> Matters discussed and decisions taken by the Council made
> by Fr. Langlinais

Academic Advising, 1974-2003

C5B / 84	Academic Advising	1974-1988
C5B / 85	Academic Advising	1977-2003
R19B	Academic Advising: Binder 1	

Academic Assessment, 1988-2003

Administrative History Note: "Academic Assessment" refers to the measurement of "institutional effectiveness" by defining goals, then evaluating the degree of attainment of these goals, and finally, using the data accumulated to change programs and services. The organized pursue of "assessment" began in 1988 led by Doctor Gerry Dizinno that applied to some academic departments. However, for the 1992-1993 self-study for SACS accreditation the assessment process was extended to all academic departments and programs. The university hired a Director of Academic Assessment after 1992, the first being Cynthia Olney.

Arrangement Note: Keep in mind that for a period of time, each faculty member was obliged to submit an End of the Year Assessment Report about one's teaching skills with a plan for improvement during the coming year. These were distinct from the departmental or school assessment reports.

C5B / 86	Academic Profile Testing	1988-1990
C5B / 87	Academic Assessment Memos	1992-2003
R19B	Academic Assessment Reports	1995-1996
	Binder Part I: Reports	
	Binder Part II: Reports	
R19B	Academic Assessment Reports	1996-1997
	Binder Part I: Summary Report	
	Binder Part II: Departmental Assessment Reports	
R19B	Academic Assessment Reports	1997-1998
	Binder Part I:	
	Binder Part II:	
R19B	Academic Assessment Reports	1998-1999
	Binder Part I: Reports	
	Binder Part II: Year-end Assessment Evaluation Reports, June 1999	

Academic Component Plan, 1983-1988

Administrative History Note: The Academic Component refers to the University's reason to exist. The planning process leading to the report began with the University's mission and goal statement. From these the mission, issues, and goals of the Academic Planning Council were formulated. The Council coordinated the reports of all the Schools and departments. In 1988 the Academic Assessment process began.

R19B	Academic Component Plan, Volumes I and II	1983-1988

Academic Computing, 1986-1994

R19B Box 2	An Academic Computing Plan for St. Mary's University	January 1986
	Copy annotated by Dr. Charles Cotrell	
R19B Box 2	Academic Computing Plan Purchases of Micro-Computers	1986-1987
R19B Box 2	Funding of Computer Needs	1991
R19B Box 2	Report on Current Status and Future Needs	1993-94

Academic Policies, 1969-1990

Scope Note: This series brings together records on academic policy matters that are only one folder in length. Each folder contains documents generated by various campus bodies.

C5B / 88	Class Size Policy	1960-1983
C5B / 89	Grading Policy	1968-1998
C5B / 90	Class Attendance Policy—mandatory or voluntary	1969-1994
C5B / 91	Degrees Awarded	1973-1996
C5B / 92	Grade Distribution Inflation	1975-1990

Academy of Saint Mary's University, 1960-2010

C5B / 93	Awards/Honors	1960-2010
C5B / 94	Academy of Saint Mary's University	1967-1981

An honorary body established to recognize outstanding contributions to
Academic pursuits. Proposed by Dr. Ludwig Mai.

Budget Committee, 1990-1999

Scope Note: The vice president for academics, projects future staffing and budgetary needs.

V17 Box 12	UA 5 Budget Committee	1990-91 to 1998-99
R19B	Academic Budget Planning	1998

Catalog Committee, 1971-2006

Historical Note: Editors of the Catalog Committee: Bro. Anthony Frederick 1971-1975; Bro. William Wilder 1976-1980; Fr. JW Langlinais 1981-1986, Bro. Pat Moran 1986-1991

C5B / 95	Catalog Committee	1971-1975
C5B / 96	Catalog Committee	1976-1980
C5B / 97	Catalog Committee	1981-1986
C5B / 98	Catalog Committee	1986-1991
C5B / 99	Catalog	1993-2006

Child Development Center, 1976-1980

Scope Note: The Child Development Center was opened at 2339 Northwest Military Highway on September 13, 1976 as a "laboratory" for Education students enrolled in elementary education programs.

C5B / 100	Child Development Center: Correspondence	1976-1980
C5B / 101	Child Development Center: Lease, Expenses	1976-1977
C5B / 102	Child Development Center: Publicity	1976

College Level Exam Program (CLEP), 1961-1990

C5B / 103	College Level Exam Program (CLEP)	1961-1990
	Exams to grant advanced credit to students based on test performance	
V17 Box 5	English CLEP and CEPT credit/no credit scores, part 1	1982-1984
V17 Box 6A	English CLEP and CEPT credit/no credit scores, part 2	1982-1984

Commencement/Convocation/Dean's List, 1927-2009

Scope Note: The vice president for academics arranges the annual commencement ceremony with the assistance of the registrar

Arrangement Note: This is a collection of materials related to commencements that has been assembled by the library staff that mixes together documents from several sources on the subject of commencements.

R19B Box 1	Commencement Ceremonies	1927-1992

Included are graduation announcements, programs, news clippings, text of
commencement speeches, correspondence with honorees at graduations, and
citations for honorary degrees

R19B Box 2	Commencement Ceremonies	1993-2016
Folder 1:	List of Commencement Speakers and Honorary Degree Recipients, 1955-1998	
	Commencement Programs and Venues, News clippings	
C5B / 104	Convocation	1957-2009
C5B / 105	Dean's Lists	1983-1996

Continuing Education Program, 1954-2008

Historical Note: Continuing education at St. Mary's University began as "Adult Education" during the 1950s and developed into a "Community Services Program" during the 1960s and then as a "School of Continuing Education" during the 1970s. In September 1964, the Continuing Education Certificate program was initiated. In July 1975, the Executive Council approved the Continuing Education Department. Treadaway Hall was managed by Continuing Education as the "CEC" or Continuing Education Center. In May 1979 the Trustees approved the "concept of a School of Continuing Studies." However, from around 1978 until 1982, on-campus resistance emerged to its *de facto* status as a school. In addition, the program had to be subsidized by the University. Effective January 1, 1982, the program was eliminated and replaced with non-credit professional offerings organized as the Professional Development Programs Office. (For a history of the program and its development see the report authored by Robin Thedford, Director of the Professional Development Programs Office, 1993).

Non-credit Courses: The student records generated by the non-credit courses are arranged as part of UA 21 Instructional Special Programs.

Certificate Programs: Certificate Programs are described as accredited but non-degree. These include: Diaconal Studies, Urban Economics, Urban Government, Law Enforcement, Urban Research, Urban Sociology, Urban Administration

C5C / 106	Adult Education Programs	1954-1957
C5C / 107	Certificate Programs	1970-1972
C5C / 108	Community Service Program	1957-1963
C5C / 109	Continuing Education: Announcements	1950s-1960s
C5C / 110	Continuing Education: Administration	1964-1982
C5C / 111	Continuing Education: Communications	1958-1980
C5C / 112	Continuing Education: Communications	1978-1980
C5C / 113	Continuing Education: Communications	1986-2008
C5C / 114	Continuing Education: Interior Design Program	1973-2008
C5C / 115	Continuing Education: Personnel	1974-1982
C5C / 116	Continuing Education: "CEC" Building (Treadaway Hall)	1975-1981
C5C / 117	Continuing Education: Policies and Procedures	1976-1978
C5C / 118	Continuing Education: Finances	1976-1981
C5C / 119	Continuing Education: Finances	1978-2000
C5C / 120	Continuing Education: Studies and Reports	1977-1981
C5C / 121	Continuing Education: Proposed School Status	1978-1980
C5C / 122	Continuing Education: Forms	undated
C5C / 123	Continuing Education: Professional Development Programs	
R19B Box 7	StMU Professional Development Programs Continuing Studies	circa 1993

Full report with origin and history of office by Robin Thedford

See also: University Publications – Z ADULT
Continues as: "Evening Studies" below

Cooperative Experiential Education Program (COEX), 1966, 1972-1990

Historical Note: Cooperative education is a college program within which students are employed for specific periods of off-campus work as a required part of their academic program. The program integrates classroom theory with practical experience. The program at St. Mary's University was variously titled over time; for example: Office of Cooperative and Experiential Education, and Cooperative Education and Career Oriented Experiences for Students.

Arrangement Note: It appears that before 2010 folders on the same subject from different offices were combined. Where possible an indication is given as to the likely source (entered in parentheses).

Related Materials: The departmental newsletter *St. Mary's Cooperative & Experimental Education Report* is found with campus publications: Z / COEX 1976. *StMU COEX Student Manual* is found at Z / COEX 1979.

C5C / 124	Cooperative Education	1966, 1972-1982
C5C / 125	Cooperative Education: Advisory Committee	1975-1982

C5C / 126	Cooperative Education: (from Lee Brown, Dean Arts & Sciences)	1975-1980
C5C / 127	Cooperative Education: (from several offices)	1981-1990
C5C / 128	Cooperative Education: Reports	1980-1982
C5C / 129	Cooperative Education: Brochures	1970s-1980s
R19B Box 7	Cooperative Education Program Federal Assistance Application	May 21, 1982
R19B Box 7	Cooperative Education: Alumni Providing Internships	Spring 1988

See also: University Publications – Z Adult COEX

Curriculum, 1955-2010

C5C / 130	Curriculum Revision	1955-1971
C5C / 131	Curriculum Revision	1972-1979
C5C / 132	Curriculum Revision	1982-1985
C5C / 133	Curriculum Revision	1990-2002
C5C / 134	Curriculum Revision	2002-2010
C5C / 135	Curriculum Revision: Core Transition Team Meeting	2005-2007

Curriculum Design Committee

R19B Box 1	New Core Curriculum (Cycle I): file folder	1984-1985
R19B Box 1	New Core Curriculum (Cycle I): binder	1984-1985
R19B Box 1	Core Curriculum Compliance (Cycle II)	1987-1989
R19B Box 1	Core Assessment Committee (Cycle II)	1989-1990
R19B Box 1	Core Curriculum Review (Cycle II)	1989-1990
R19B Box 1	Core Curriculum Development Committee, Cycle II	1991-1992

Evening Studies, 1959-2004

C5C / 136	Evening Studies: Schedules	1959-2004
C5C / 137	Evening Studies: Policy	1960-2003
C5C / 138	Evening Studies: Director's Correspondence	1962-2001
C5C / 139	Evening Studies: Surveys/Reports	1955-1976
C5C / 140	Evening Studies: Surveys/Reports – Analytic Studies Group	1978-1979
C5C / 141	Evening Studies: Surveys/Reports	1981-2004

Faculty, 1958-2008

Administrative History Note: The vice president for academics maintains the personnel file for each faculty member; arranges the faculty meetings (usually semi-annually); participates in the evaluation of faculty regarding promotion, tenure and salary increments; has the final decision on the hiring, retention, and termination of all faculty; and is the editor of the Faculty Handbook.

Faculty Awards

C5C / 142	Pieper Professors: Letters	1962-2005
C5C / 143	Pieper Professors: Foundation Reports	1962-1975
	The purpose of the Pieper Foundation is faculty development	
C5C / 144	Pieper Professors: StMU	1958-1998
C5C / 145	Pieper Professors: StMU Nominations	1969
C5C / 146	Pieper Professors: StMU Nominations	1963-2008

Faculty Groups

| C5C / 147 | StMU Faculty Club | 1959-1971 |
| | This association was a committee of the faculty | |

C5C / 148	Faculty Retreat (organized by the Faculty Club)		1962
C5C / 149	Faculty Wives' Club		1962-1968
C5C / 150	American Association of University Professors		1968-1970, 1994
C5C / 151	Faculty Negotiations Committee	1969-1989,	1996-2004

> This group functions as a grievance committee of the
> Faculty Senate. It was renamed Faculty Review
> Committee sometime after 1989.

C5C / 152	Faculty Forum		1974-2000
C5C / 153	*Communitas: The Faculty Journal of St. Mary's University*		1985-1989

> This publication was sponsored by the Faculty Senate.
> For copies see University Publications, 378.76 M.

C5C / 154	Academic Affairs Committee of Board of Trustees Elections		1999-2001
C5C / 155	Academic Affairs Committee of Board of Trustees Elections		2003-2005
C5C / 156	Latino/a Faculty		1999-2002

<div align="center">

Faculty Development
</div>

R19B Box 1	Faculty Development; 3 documents from campus sources		1971-1983
C5C / 157	Faculty Development		1961-1995
C5C / 158	Faculty Endowment Fund – Ford Foundation		1955-1977
C5C / 159	Faculty Evaluation by Students		1966-1980
C5C / 160	Faculty Evaluation by Students		1981-1994

<div align="center">

Faculty Handbook
</div>

Scope Note: The *Faculty Handbook* is outlines the University philosophy, policies and procedures as they concern the faculty.

C5C / 161	Faculty handbook		1960-1995
R16H	Faculty handbooks (university publications 378.76 I)		1947-1995
R19B	Faculty handbook proposed revision of September 1994 version		1994-1995

> Two binders with proposals and presentation version to Trustees

<div align="center">

Faculty Lists/Profiles
</div>

C5C / 162	Faculty Lists		1971-2006
C5C / 163	Faculty Lists		2002-2009
R19B	Faculty Lists (binder)	1937, 1938,	1956-1996

> This binder is an artificial creation that includes a mix of document
> Types including manuscript and typescript tabulations, as well as
> Circulated faculty and staff directories

R19B	Faculty Profiles (binder)		circa 1970
R19B	Part-time Faculty		fall 1989
C5C / 164	New Faculty Lists		1960-1995
C5C / 165	Faculty Profiles		1960-1983

<div align="center">

Faculty Meetings
</div>

R19B	Faculty Meeting Minutes Reading File		1947-1968

> This is a continuous series denominated into volumes:
> Vol. I: 1947-1954; Vol. II: 1955-1958; Vol. III: 1959-1961;
> Vol. IV: 1961-1964; Vol. V: 1965-1968

C5C / 166	Faculty Meetings Minutes	1948,	1958-1969

> These are loose leaf items collected into manila folders

C5C / 167	Faculty Meetings Minutes	1970-1986
	These are loose leaf items collected into manila folders	
C5C / 168	Faculty Meetings Minutes	1987-2009
	These are loose leaf items collected into manila folders	
C5C / 169	New Faculty Orientations	1987-2005

Faculty Receptions

R19B	Guest Book for Faculty Receptions	1961-1972

The occasions are entered at the beginning of the pages for each event.
Signatures of those attending follow. Occasions vary greatly.

"Faculty Reports"
(Actually: Student Enrollment by Faculty Member)

Scope Note: These are data base printouts (in dot matrix) of the "Enrollment by Faculty" for each course offered in the fall semester for the years provided. The printouts list the name of the faculty member, the title of the course and the number of students in each. Also present are reports entitled "Course Schedule by Department."

R19B	Faculty Reports	Fall 1991 and Spring 1992
R19B	Faculty Reports	Fall 1992
R19B	Faculty Reports	Fall 1993
R19B	Faculty Reports	Spring 1994
R19B	Faculty Reports	Spring 1995
R19B	Faculty Reports (binder spine reads "Course Schedules!!")	August 1995
R19B	Faculty Reports	Fall 1996

Faculty Office Space

V15 Box 9	UA 5 Building Plans with Faculty Office Spaces	1980-1981

Faculty Work Load

R19B Box 1	Faculty Work Load Tabulation	Fall 1992

Family Life Center, 1977-1988

Historical Note: The Family Life Center offers individual, marital, and family therapy to schools and other institutions in the San Antonio area. The Center was established to provide internships for students in the St. Mary's University psychology and counselling programs. Originally housed in Treadaway Hall, it moved around 1982 to a site on Ligustrum Avenue that had previously been used by the Daughters of Mary Sisters (FMI) as a retreat house.

C5C / 170	Family Life Center	1977-1988
C5C / 171	Family Life Center: Advisory Council	1976-1986
C5C / 172	Family Life Center: Communications	1977-1987
C5C / 173	Family Life Center: Contracts	1977-1982
	Includes lease with the Daughters of Mary	
C5C / 174	Family Life Center: Reports	1978-1987
C5C / 175	Family Life Center: Events (brochures)	1978-1988

Higher Education Support Groups, 1970-1983, 1989

R20A	Higher Education General Information Surveys (HEGIS),	1970-1983
	Annual questionnaires from US Dept. of Health, Education and Welfare completed by Academic Dean	
R20A	Higher Education Resource Center, 1989	

What? Neither John A nor Jerry remembered this.

Institutional Planning, 1975-1996

C5D / 176	Planning	1975-1996
R20D	Institutional Planning, Management and Evaluation (PME)	1975
	What?	
R19B	Academic budget planning	0000
R20D	Implementation Strategies, ____-____	0000

International Education at StMU

Historical Note: Formal organization of initiatives in education across national borders begins at St. Mary's University by at least the 1960s. By the 1980s these initiatives are formally organized under the director of the Vice President for Academics. The instrument formulated to pursue these initiatives is various named: Humanities and Social Sciences Council on International Education (1985) an advisory committee which eventually became referred to as the International Education Committee (1988), then as the Strategic Initiatives in International Education Committee (1997). Finally, a Director of International Educational Programs (1998 June) was established with Ms. Minita Santizo as the first director. The international study tours that predated the formation of the International Education Committee include:
- o Biblical Study Tours of the Middle East sponsored annually by the Theology Department beginning 1972
- o Biennial Graduate Biblical Study Tour affiliated in 1984 with the American Schools of Oriental Research
- o Semester in England sponsored by the Department of English circa 1985
- o Semester in Austria sponsored by the Law School
- o Summer internship in a French, German or Spanish speaking country for MOS students

Originate from Office of VP for Academics

C5D / 177	International Education	1966-1973
C5D / 178	International Education Committee	1985-2005
C5D / 179	Mid-Texas Association for International Education	1985-1987
C5D / 180	Proposals for Sites of Programs in Mexico	1988-1993
	Monterrey, Orizaba, Guanajuato, Coatzacoalcos,	
C5D / 181	Proposal for Program in Cuba	1995
C5D / 182	Proposals for Sites of Programs in Latin America	1999-2000
	Arequipa (Peru), Guatemala City, Viña del Mar (Chile)	
C5D / 183	Proposals for Sites of Programs	2001-2003
	Montpellier (France), Guatemala, Verbania-Pallanza (Italy)	
C5D / 184	Study Abroad Matters	2000-2004
C5D / 185	Immersion Experiences	2001-2002
C5D / 186	International Education Week	2001-2008
C5D / 187	International Education Promotional Literature	2002-2005
C5D / 188	Guatemala Immersion	2002
C5D / 189	Italy Proposal	2003

Originate from Director of International Education Programs

C5D / 190	Director of International Education Programs: Minutes	1995-2003
C5D / 191	Director of International Education Programs: Correspondence	1998-2003
C5D / 192	Director of International Education Programs: Reports	1999-2003

Semester in London

C5D /193	Semester in London	1985-2004

<div align="center">Semester in Mexico</div>

C5D / 194	Mexico: Queretaro Program	1990-1991
C5D / 195	Mexico: Puebla Program	1992
C5D / 196	Mexico: Puebla Program	1993

<div align="center">Semester in Spain</div>

C5D / 197	Semester in Spain	2000-2005

Law Faculty Meetings

Description Note: This series begins as the Law School "Faculty Council" meetings and evolves into General Faculty Meetings of the Law School. The former was a small group of two or three. For a parallel series of these minutes School of Law – General Series. The series is contained in a three-ring binder. The first document in the binder is unrelated to the rest of the series but came with it.

R19B	Law Faculty Council/Law Faculty Meeting minutes	1968-1988
	The first document in the series is the minutes of a meeting of the University Executive Council with the Law School.	

Learning Assistance Center (LAC)

C5D / 198	LAC: Director's Correspondence	1975-2003
C5D / 199	LAC: Director's Correspondence	1987-2003
C5D / 200	LAC: Announcements	1996-2005

New Horizons for Women

Historical Note: New Horizons for Women was inaugurated at St. Mary's University in the spring of 1978 to help women with a high school diploma to begin or to return to college; or for those in college to obtain an advanced degree

C5D / 201	New Horizons for Women: Program set-up	1978-1979
C5D / 202	New Horizons for Women: Grants	1978-1979

Programs

Arrangement Note: This series is a convenience created to consolidate singleton folders. Some of the folders in this series may have been artificially constructed by staff before 2010 to accumulate in one place various documents on a common subject. The programs are arranged in alphabetical order by title.

C5D / 203	Audio-Visual Depository	1966-1985
C5D / 204	Career Opportunities Program	1971-1972
	Professional education courses for teacher aids in public schools	
C5D / 205	Collegium Institute: A Colloquy on Faith and Intellectual Life	1994-2000
C5D / 206	Council on Undergraduate Research (CUR)	1997-2010
	CUR is a national association that provides support and networking For faculty and administrators to promote research by undergraduate students in the sciences, mathematics, and engineering	
C5D / 207	Delta Epsilon Sigma Nominations	1960-1990
	DES is the National Catholic Honor Fraternity	
C5D / 208	Distance Education	1999-2000
	Two-way video connections in real time	
C5D / 209	Education Partnership ("Dropout Plan")	1988-2002
	Established in 1988 with the San Antonio public schools to provide incentives, motivation and support for students to remain in high	

		school until graduation.
C5D / 210	Joint Enrollment Transition (JET) Program	no date

Designed for juniors and seniors from selected high schools to earn University credit by enrolling in undergraduate courses at StMU

C5D / 211	Learning and Leadership Center	1987-1999

Public literacy program in conjunction with the City of San Antonio

C5D / 212	McNair Scholars Program	2010

For undergraduates interested in eventually pursuing doctoral studies

C5D / 213	Multi-Cultural Sensitivity in Programs	1971, 1978
C5D / 214	Notre Dame University Student Exchange Program	1991-1993
C5D / 215	Notre Dame University Student Exchange Program	1992-1994
C5D / 216	Office of Mexican American Studies/Affairs	1967-1972

St. Mary's University established an Office of Mexican American Studies in the fall of 1968. The office coordinated studies, research, And information about Mexican-American problems and programs Brother Victor Naegele, SM was the director. At a later date its name was changed to Office of Mexican American Affairs

C5D / 217	Specialized Educational Services, Office of (SES)	1975-1980
C5D / 218	UNICO, Project	1970-1973

Project UNICO is a federally funded joint operation of St. Mary's University (UNI) and Our Lady of the Lake College (CO) that offers individual, non-credit tutoring in any course, academic advising and personal counseling

C5D / 219	University Peacemakers Program	2002-2003

Meditation program

Tenure/Promotions
Promotions

C5D / 220	Faculty Promotions	1968-1981
C5D / 221	Faculty Promotions	1981-2003

Salary/Work Loads

C5D / 222	Faculty Work Loads Formulas	undated
C5D / 223	Faculty Salaries Paid	1975-1985
C5D / 224	Faculty Salary Criteria	1982-1990
C5D / 225	Faculty Salary Study by Diversity Task Force	1998-1999

Tenure

C5D / 226	List of Tenured Faculty	1969-1991
C5D / 227	Tenure Applicants and Process	1969-2009
C5D / 228	Tenure Policy and Practices	1958-1974
C5D / 229	Tenure Policy and Practices	1975

Project of James Gray, Vice President for University Planning

C5D / 230	Tenure Policy and Practices	1976-1993

Texas Educational Microwave Project (TEMP)

Historical Note: The formal title of this project was "A Planning Study of Inter-Institutional Cooperation in the Use of Electronic Technologies for Instruction in Higher Education." The TEMP acronym was used for convenience. The funding was from the National Defense Education Act and from Texas university system. The instructional activities to be explored were library information retrieval, computer assisted instruction and computers for research.

C5D / 231   Texas Educational Microwave Project   1952-1972
C5D / 232   Texas Educational Microwave Project   1971-1977

United Colleges of San Antonio (UCSA)

Historical Note: This consortium was a cooperative venture among StMU, UIW, and OLLU that allowed students from any of the three to attend classes at any of the participating institutions. In those days, UIW AND OLLU were women only. The practical outcome was that StMU subsidized UIW and OLLU.

R20A   United Colleges of San Antonio (UCSA),   1971-1986

Upward Bound Program

Descriptive Note: The Upward Bound Program is a pre-college preparatory program designed to generate the skills and motivation necessary for success in education beyond high school among young people from low-income backgrounds and inadequate secondary school preparation.

C5D / 233   Upward Bound: Correspondence   1966-1975
C5D / 234   Upward Bound: Correspondence   1976-2003
C5D / 235   Upward Bound: Awards/Approvals   1968-1982
C5D / 236   Upward Bound: Awards   1983-2000
C5D / 237   Upward Bound: Information/Publicity   1969-1979
C5D / 238   Upward Bound: Information/Publicity   1996-2002