

UNIVERSITY ARCHIVES
J. EUGENE SMITH LIBRARY
EASTERN CONNECTICUT STATE UNIVERSITY



Academic Services Center
2008-present

mss.4.04.asc

Arranged and Described
By
Deborah Simpson with Margaret Kurnyk

Tara L. Hurt, Archivist, Head Archives & Special Collections

June 2013
Willimantic, Connecticut

TABLE OF CONTENTS

<u>Series</u>		<u>Page</u>
	Brief Description of the Collection	3
	Biography	4
	Scope and Content	4
	Collection Listing	5-6
I	Correspondence	5
II	Policy & Procedures	5
III	Programs	6
IV	Publications	6
V	Reports	6

BRIEF DESCRIPTION OF THE COLLECTION

Title	Academic Services Center, 2008-present.
Extent	1 linear foot. 1 box.
Arrangement	This material was separated into four series and arranged in chronological order within each series.
Provenance	This collection was created by the Archives staff.
Finding Aid	Printed finding aid available in repository. Electronic version: http://ecsu.archives.s3-website-us-east-1.amazonaws.com/
Preferred Citation	[Series, Date, Folder description], Academic Services Center, 2008-present. University Archives, J. Eugene Smith Library, Eastern Connecticut State University, Willimantic, Connecticut 06226
Access points	Counseling in higher education.
Restrictions	None.
Document types	Correspondence. Publications. Administrative Records. Press releases. Fliers. [printed matter]

SCOPE AND CONTENT NOTE:

This collection contains information about the development of the Academic Services Center (ASC) which includes the combined resources of the Advising Center, MAC-Math Achievement Center, Tutoring Center which includes STEP/CAP - student transition & contract admissions program and the Writing Center. Documents include correspondence, policies, programs and publications on services offered in each area. The ASC opened in the fall semester of 2008 consolidating these services in a one location on the first floor of the J. Eugene Smith Library.

SERIES DESCRIPTION:

Series I - Correspondence

This series includes information sent to the campus community about the activities and services offered through the various departments of the center.

Series II - Policy & Procedures

This series offers information related to procedures for offering and receiving services.

Series III - Programs

This series offers material with information about the general services offered through the center as well as details of specific services and activities.

Series IV - Publications

This series includes flyers, brochures and program information offered in print and through the Internet.

Series V – Reports

This series includes the original plan for the creation of a center offering academic support services which developed as part of the campus-wide strategic plan which began in 2006.

RELATED COLLECTIONS:

Further information related to student support services may be found in the Learning Center, the Office of Academic Affairs and the following publications: Student Handbook, Faculty Handbook, *ECSU-in-the-News* and *Newsflash*.

The University Archives has a substantial collection of university archives material and also houses the Connecticut Studies Collection. For more detailed information on these collections please speak with a staff member, call 860-465-5563 or visit the Smith Library Archives & Special Collections online at <http://ecsu.archives.s3-website-us-east-1.amazonaws.com/>

COPYRIGHT NOTE:

PERMISSION TO PUBLISH FROM THESE PAPERS MUST BE OBTAINED IN WRITING FROM BOTH EASTERN CONNECTICUT STATE UNIVERSITY LIBRARY AND THE OWNER(S) OF THE COPYRIGHT.

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series I – Correspondence		
1	Move to the Smith Library	September 2008
	Faculty Advising	Fall 2008
	ASC Debut and Open House	Fall 2008
	ASC Services – syllabus statement	Nov- Dec 2008
	ASC Tours	5 February 2009
	New Location (Library)	February 2009
	Academic Service Video	8 March 2009
	Faculty Advising	Spring 2009
	Tutoring Center	Spring 2009
	ASC Services – syllabus statement	May-Aug 2009
	Writing Center	Fall 2009
	General	Fall 2009
	General	Spring 2010
	Writing Associates – Tutoring Program	March 2010
	General	Fall 2010
	Faculty Advising	Fall 2010
	General	Spring 2011
	General	Fall 2011
	Advising – Dept. Liaisons	Fall 2011
	Margaret Hebert Farewell	January 2012
	General	Spring 2012
	General	Fall 2012
	General	Spring 2013
	ASC History	April 2013
	General	Fall 2013
	General	Spring 2014
	SUOAF Minority Recruitment and Retention Committee	April 2014
	General	Fall 2014
Series II- Policy and Procedures		
	Course Analysis Forms	8 Jan 2008
	Freshman Preference Registration	Spring 2008
	Proposed Advising Program	2008
	Academic Advising Handbook (part 1)	Fall 2008
	Academic Advising Handbook (part 2)	Fall 2008
	Academic Advising Handbook (part 3)	Fall 2008
	Academic Advising Handbook (part 4)	Fall 2008
	Academic Advising Handbook (part 5)	Fall 2008
	Faculty Advising Guide	Fall 2008
	Colloquia Program	Fall 2008
	General Education Requirements	Fall 2008
	Liberal Arts Core Tier I & II	20 Apr 2009
	Writing Center - FAQs	Fall 2009

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series II- Policy and Procedures		
1	Writing Center FAQs	August 2013
	Stamping Papers	April 2014
Series III- Programs		
	Proposed Advising Program (strategic plan)	Spring 2008
	Colloquia Program	Fall 2008
	Project Compass	2008-2009
	Tutoring Center Workshops	February 2010
	Nuts and Bolts Workshop	October 2010
	Student Employee Recognition Ceremony (2)	28 April 2014
Series IV- Publications		
	ASC brochures (2)	Fall 2008
	Library Welcomes ASC	Fall 2008
	“The Advising Times”	Fall 2008
	Website	25 November 2008
	“The Advising Times”	Spring 2009
	“The Advising Times”	Fall 2009
	Web Pages	13 Nov 2009
	Web Page (Home)	August 2010
	Academic Advising Handbook	2010
	Writing Center Online	March 2011
	Web Pages	March 2012
	“The Advising Times”	Spring 2012
	Web Page	August 2014
Series V- Reports		
	Strategic Planning Implementation (1 of 3)	Fall 2008
	Strategic Planning Implementation (2 of 3)	Fall 2008
	Strategic Planning Implementation (3 of 3)	Fall 2008
	Academic Program Annual Report	2009-2010
	Administrative Units Annual Report	2009-2010
	Student Success Center: Executive Summary	2011-2012