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School of Continuing Education
1949-present

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Arranged and Described
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March, 2004
Willimantic, Connecticut

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BRIEF DESCRIPTION OF THE COLLECTION

Title	School of Continuing Education, 1949-present.
Extent	3 linear feet. 4 boxes.
Arrangement	The material was sorted into five series. Documents are organized chronologically within each series.
Provenance	This collection was created by the Archive's staff.
Finding Aid	Printed finding aid available in repository. Electronic version: http://www.easternct.edu/smithlibrary/depts/archives/finding_aids/
Preferred Citation	[Series, Date, Folder description], School of Continuing Education, 1949-present. University Archives, J. Eugene Smith Library, Eastern Connecticut State University, Willimantic, Connecticut 06226.
Access points	Professional education. Public universities and colleges. Willimantic State College Eastern Connecticut State College Eastern Connecticut State University.
Restrictions	None.
Document types	Correspondence. Publications. Administrative Records. Financial Records. School Records. Publications

SCOPE AND CONTENT NOTE:

This collection offers information about early extension programs of the 1950s and the development of the School of Continuing Education in the late 1970s to today's Office of Continuing Studies and Advanced Learning (2015). It includes general correspondence, information about special events, credit and non-credit educational programs and various promotional publications.

SERIES DESCRIPTION:

Series I - Administration

This series includes program and procedural information related to the administrative activities of the School of Continuing Education /Office of Continuing Studies and Advanced Learning.

Series II – Correspondence

This series includes general correspondence from the offices of the School of Continuing Education/ Continuing Studies and Advanced Learning with information on summer & winter sessions, Jamaica program, Credit for Lifelong Learning and numerous educational opportunities.

Series III - Programs

This series includes information on one and two day seminars, workshops and full semester courses. Programs include Innovation, Day for Women, the Summer Arts and Crafts Program (1946-1985), Elderhostel, Fast track and Global Fieldwork programs.

Series IV – Publications

This series includes newsletters, brochures, flyers, forms and other informational material regarding classes and workshops offered through continuing education opportunities on campus, online or at satellite locations.

Series V - Reports

This series includes a small collection of annual and special reports from the Dean's office.

BIBLIOGRAPHY: N/A

RELATED COLLECTIONS:

Related material may be found in the following collections: Academic Affairs, Annual Reports/School of Continuing Education and in publications: Registration /booklets & brochures / Continuing Education and in the Undergraduate and Graduate Catalogs.

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://www.easternct.edu/smithlibrary/depts/archives/>

School of Continuing Education, 1949-present.
University Archives
Eastern Connecticut State University

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<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series I – Administration		
1	Associate in Science Degree Program – Evening Div.	1959-1960
	Evening College Instructors	Spring 1965
	Innovation I Program	January 1975
	Innovation I – Instructors	August 1976
	Cross-registration brochure info	26 January 1978
	Job posting – Dean of School of Cont. Ed.	Spring 1978
	Departmental Goals, 1978-1979	26 August 1978
	U.S. Navy Students Studying at Sea	19 April 1979
	Intercession '80 info	5 November 1979
	B.A. for Registered Nurses	1980-1981
	Credit for Life Experience	October 1981
	Part-time Faculty Reception	12 August 1982
	Interdisciplinary courses (INT 250)	7 December 1982
	Intersession '83	December 1982
	Continuing Ed. - Budget and Funding	1982-1983
	Credit for Non-college Sponsored Instruction...	2 April 1993
	Accelerated Options	July 2003
	A Message from the Dean (Gimenez)	24 July 2003
	Day for Women	April 2004
	Jamaica – Bachelor of Arts Degree	Spring 2004
	ECSU and Hanover Education Foundation (Jamaica)	July 2004
	Archeological Field School	March 2006
	2 nd Annual Eastern Online Expo	April 2009
	Study Tours: Domestic and International Guidelines	2009-2010
	Jamaican Student Cohort - Commencement	Spr-Sum 2010
	List of Deans, 1978-2011	Spring 2011
	Correspondence	Spring 2011
	What the School of Continuing Education Does	21 July 2011
	Global Field Courses	Spring 2012
	Jamaica Program	Spring 2012
	Summer Academic Calendar	11 May 2012
	Study Tips & Holiday Greetings	Nov-Dec 2012
	School of Cont. Ed. has moved	Summer 2013
Series II – Correspondence		
	Innovation II – The Quality of Life...	January 1976
	Chautauqua Seniors Program (Elderhostel)	8 April 1976
	Evening Session Information	Fall 1978
	Intercession '80 info	5 November 1979
	Invitation to Day for Women	23 March 1982
	Elderhostel	2 June 1983
	Free Public Discussion Series – January 1984	23 December 1983
	Day for Women – two day format	March 1989

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Series II – Correspondence		
1	Orientation for Adult Students	September 1991
	Day for Women - T-Shirts	March 1994
	Day for Women – program info	Spring 1998
	Intercession '03 info	December 2002
	Day for Women – 25 th Annual	April 2003
	Open House & Wintersession	December 2003
	Day for Women	April 2004
	Summer Sessions	Spring 2004
	Jamaica program	Spring 2004
	Accreditation visit – Jamaica	May 2004
	Jamaica program	May-June 2004
	Documentary “Heroin Town” premiere	August 2004
	Winter & Summer session info	December 2004
	Jamaican Cohort	February 2005
	General	Spring 2005
	Jamaica program	Fall 2005
	Retirement – Edith Longhenry	October 2005
	Wintersession & Summer session info	Nov-Dec 2005
	BA Degree Completion Program – Jamaican teachers	7 January 2006
	Summer session '07	Nov-Dec 2006
	Greg Ashford – Coordinator of Professional Development	Spring 2007
	Summer Session Planning	Dec 2007
	1 st Annual Online Expo	April 2008
	General	Fall 2009
	Returning to school info	Spring 2010
	General	Fall 2010
	Jamaica Program	Spring 2011
	Spring & Summer Courses	Spring 2011
	Jamaica Global Field Course	November 2011
	Credit for Lifelong Learning	Fall 2011
	Jamaica trips	March 2012
	Dean Gimenez Retires	7 May 2012
	Holiday Greetings (3)	Fall 2012
	Global Field Courses	December 2012
	Global Field Courses	Spring 2013
	School of Continuing Ed. had moved	Fall 2013
	Annual Sites – Study Abroad	Spring 2014
	Child Behavior Management Workshop	Fall 2014
Series III - Programs		
2	Arts and Crafts, News Clippings	8 July 1966
	Degree Program for Nurses	[1967]
	College Studies Program for Secondary School Students	Summer 1969

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Series III - Programs		
2	College Studies Program for Secondary School Students	Summer 1970
	Arts and Crafts, News Clippings	9 July 1970
	Arts and Crafts, News Clippings	June-July 1972
	Arts and Crafts, News Clippings	June 1974
	Law Enforcement Training	[1974]
	Arts and Crafts, News Clippings	June-July 1975
	1 st Elderhostel - Chautauqua	Summer 1975
	Elderhostel – brochures (2)	Summer 1976
	Arts and Crafts Instructor Felten	August 1976
	Innovation I -1977 - News Clippings	22 December 1976
	Arts and Crafts, News Clippings	1977
	Elderhostel	1977-78
	Small Business Inquiry	24 January 1978
	Credit and Collections Seminar	4 May 1978
	Arts and Crafts, News Clippings	Summer 1978
	Small Business Inquiry (4)	19 October 1978
	Eastern Graduate Alternate Program	Fall 1978
	Supervisory Skills Development	[1978]
	Running: Preventive Medicine (2)	17 March 1979
	Day for Women brochure	28 April 1979
	Day for Women brochure (3)	27 October 1979
	Intro to Financial Analysis	February/March 1980
	Running: Preventive Medicine	15 March 1980
	Museum Studies	Spring 1980
	Day for Women brochure (3)	10 May 1980
	E.C.S.C./M.C.C. Business Administration Degree	[1980]
	Experience in Living History – Van Cortlandt Manor (2)	3-4 April 1981
	Day for Women brochure (3)	4 April 1981
	Annual Sports Medicine Symposium	3 April 1982
	Day for Women brochure (2)	17 April 1982
	Seminars for Supervisors	Spring 1982
	Open House	18 August 1982
	Elderhostel	Summer 1982
	Human Nature- A Cosmic Perspective	January 1983
	Elderhostel	Summer 1983
	Elderhostel	Summer 1984
	Elderhostel	Summer 1986
	Day for Women brochure – Phyllis Chesler	11 April 1987
	Women and Self-Esteem brochure – Linda T. Sanford	17 October 1987
	Day for Women brochure – Fredrica Gray	7 May 1988
	Taking Control of Your Financial Destiny	October 1988
	Practical Financial Management For...	16 November 1988
	Tax Planning Under Tax Reform	28 November 1988

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Series III - Programs		
2	Introduction to Insurance	Fall 1988
	Practical Answers to Income Tax Questions	8 February 1989
	Day for Women brochure – Hazel Henderson (2)	31 Mar-1 Apr 1989
	Day for Women brochure – Ginger Swain	28 April 1990
	Day for Women brochure – Dorothy Levesque	11 May 1991
	Non-Credit Courses	Fall 1991
	Orientation for Adult Students	September 1991
	Day for Women brochure – Lesley Diehl (2)	11 March 1995
	Day for Women brochure – Lorraine P. Holden (2)	12 April 1997
	Day for Women – Ann Marie Orza (3)	25 April 1998
	Web Design - Certificate Program	[1998]
	Day for Women brochure – Valerie O’Krent (2)	24 April 1999
	Day for Women brochure – Janet Peckinpaugh (4)	8 April 2000
	Day for Women brochure – Marie M. Selvaggio (3)	31 March 2001
	Day for Women brochure – Judy Gorman	6 April 2002
	Information & Education Events	1 August 2002
	Day for Women – Lui Collins – 25 th Anniversary	12 April 2003
	Free Programs for Returning Students	16 August 2003
	“Fast Track” Degree Program	2003
	Day for Women – Nancy Sykes (4)	17 April 2004
	Non-profit Leadership & Philanthropy Initiative	19 April 2004
	Day for Women – Jane Roberts (3)	19 March 2005
	Motivational Interviewing Theory and Techniques (4)	28-29 October 2005
	1 st Annual Get Acquainted Picnic	23 August 2007
	2 nd Annual Get Acquainted Picnic	19 June 2008
	Study Abroad in Jamaica	Spring 2011
	Paying for Global Field Course	[2012]
	Supporting Children’s Creativity and Skills	Spring 2013
	Global Field Experiences – Faculty	September 2013
	Global Field Experience – Faculty	September 2014
Series III - Publications		
3	Supervisory Skills Development Program	[1973]
	Innovation I (2)	January 1974
	Innovation I (3)	January 1975
	Innovation I (4)	January 1976
	Innovation I	January 1977
	Innovation I (2)	January 1978
	Evening Student Bulletin	Spring 1980
	Evening Student Bulletin	Fall 1980
	ABCD Center (co-op program with MCC)	[1980]
	Intersession article - <i>Campus Lantern</i>	25 January 1981
	Faculty Handbook, Part-Time	Fall 1982

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Series III - Publications		
3	B.A. - Registered Nurses, brochure (2)	[1982]
	Faculty Handbook for Part-Time Faculty	[1984]
	Continuing Ed. - Student Newsletter Vol. 2	Fall 1984
	Continuing Ed. - Student Newsletter Vol. 1	Spring 1985
	Advising the Part Time Student (2)	[1986]
	Faculty Handbook for Part-Time Faculty	[1988]
	Credit for Life brochure	[1990]
	Unique Degree Options brochure	[1990]
	Adult Students brochures	[1990]
	Part-Time Student Newsletter	Sept 1991
	A Manual for Part Time Professor	Spring 1992
	BGS - Human Resource Management brochure	[1995]
	Program brochures (4)	[1998]
	Bachelor of General Studies brochures	[2000]
	Credit for Life brochure	[2000]
	Adult Degree Programs	[2000]
	Unique Degree Options	[2000]
	Graphic Design Program Brochure	[2001]
	"Your Future is Here" booklets (3)	2001-2002
	Web Pages	2002-2003
	Continuing Education Advertisement (2)	Summer 2003
	Newsletter - LEAP-Learn, Educate, Advance, Prosper (2)	Summer 2003
	Newsletter - Learning Pad/LEAP Flyer (2)	Fall 2003
	New Student Application/Checklist	[2003]
	Web-Homepage	January 2004
	Nonprofit Leadership and Philanthropy Luncheon	19 April 2004
	Web-Page	June 2007
	Term-Booklets (3)	Fall '08/Winter '09
	Term-Booklets (3)	Spring/Summer 2009
	Term-Booklets (3)	Fall '09/Winter '10
	Term-Booklets (3)	Spring/Summer 2010
	Postcards (1 of 2)	[2010]
	Postcards (2 of 2)	[2010]
	Deadlines Web-Page	January 2011
	Term-Booklet (1)	Winter 2011
	Term-Booklets (3)	Spring 2011
	Term-Booklets (3)	Summer 2011
	Term-Booklets (2)	Fall 2011
	Fast-Track Brochure	2011
	"Fast Track" Brochure	2012
	Term-Booklets (2)	Winter 2012
	Term-Booklets (1)	Fall 2012
	Term-Booklets (3)	Winter 2013

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Series III - Publications		
3	Term-Booklets (3)	Spring 2013
	Term-Booklet (1)	Summer 2013
	Student Interviews	5 September 2013
	Term-Booklets (3)	Fall 2013
	Application to School of Continuing Ed. (2)	n.d.
	Certificate and Dean's List Recognition	n.d.
 Series IV - Reports		
	Elderhostel Grant Application	Summer 1975
	Elderhostel Program	Spring 1976
	Elderhostel Final Report	1976-1977
	Innovation I – The Arts Final Report	18 February 1977
	Report of the Dean	1978
	Annual Report	1978-1979
	Day for Women Follow-up	May 1980
	Advertising and Promotional Activities	1981
	Concept of the Future	1991
	Future Directions – Goals for the Sch. of Cont. Ed.	1 August 2003
	BA Degree Program – Jamaica	2004
	Jamaica Trip Study – SWK 365 (1 of 3)	[2004]
	Jamaica Trip Study – SWK 365 (2 of 3)	[2004]
	Jamaica Trip Study – SWK 365 (3 of 3)	[2004]