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University Senate  
1946-present

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Arranged and Described  
By  
Archives and Special Collections Staff

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

August, 2002  
Willimantic, Connecticut

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## BRIEF DESCRIPTION OF THE COLLECTION

Title	University Senate, 1946-present.
Extent	21 linear feet. 36 boxes.
Arrangement	The University Senate Records were received from many sources including the senate president and secretary. The material was organized and arranged into series that reflect the activities of this body. Series IV-Committees is arranged alphabetically by committee name then chronologically within the series. All other series are arranged chronologically.
Provenance	Two large collections of senate documents were donated by former senate presidents Grace Engaas (2004) and William Salka (2011) which added substantially to the content and quality of the collection.
Finding Aid	Printed finding aid available in repository. Electronic version: <a href="http://ecsu.archives.s3-website-us-east-1.amazonaws.com/">http://ecsu.archives.s3-website-us-east-1.amazonaws.com/</a>
Preferred Citation	[Series, Date, Folder description]. University Senate, 1946-present, University Archives, J. Eugene Smith Library, Eastern Connecticut State University, Willimantic, Connecticut 06226
Access points	Eastern Connecticut State College Eastern Connecticut State University.
Restrictions	None.
Document types	Correspondence. Minutes. Reports.

### **SCOPE AND CONTENT NOTE:**

This collection documents the activities of the Faculty/University Senate dating from 1946 to the present. It includes senate president correspondence (1955-present), senate meeting minutes (1947-present), bills & amendments (1980-present), resolutions (1970-present), constitutions & by-laws, policy and procedures and committee minutes and reports.

Senate minutes, bills & resolutions and committee reports created digitally are stored digitally and available upon request. This is an open collection that is updated at the end of each academic year.

### **SERIES DESCRIPTION:**

#### **Series I – Bills**

This series includes a collection of senate bills and bill amendments dating from 1980 to the present. This series does not include every bill in this date range and in most cases offers unsigned copies of final bills rather than signed originals.

#### **Series II – Constitution & By-Laws**

This series includes copies of the Senate Constitution & By-Laws, subsequent amendments and revisions dating from 1969 to the present.

#### **Series III – Resolutions**

This series includes senate resolutions beginning with 1964, however, the series is not complete. Resolutions may also be found in Series V – Minutes beginning in 2000 at which time material received from the senate secretary was filed as received with all meeting attachments.

#### **Series IV – Correspondence**

This series includes the correspondence of the senate president and committee chairpersons related to senate proceedings, policy and procedures dating from 1955 to the present. Correspondence since 2000 is primarily email.

#### **Series V – Minutes**

This series includes senate meeting minutes from 1947 to the present. It is fairly comprehensive but not complete. Minutes in the 1990s may include all information distributed with the minutes which routinely include rosters, committee reports, resolutions, amendments and bill proposals.

#### **Series VI – Policy and Procedure**

This series includes general policy and procedures voted on by the Senate dating from the 1960s to the present.

#### **Series VII – Committees\***

This series includes minutes and reports from various senate committees. It comprises the largest and oldest part of the university senate record group, dating from 1946 (faculty senate) to present. Committees are listed by name in alphabetical order with available content arranged in chronological order.

University Senate, 1946-present.  
University Archives  
Eastern Connecticut State University

\*Committee information is also available in Series V – Minutes, as “packets” distributed at senate meetings beginning in the late 1990s.

**BIBLIOGRAPHY:**

N/A

**RELATED COLLECTIONS:**

Related materials may be found in the Faculty Handbooks and in the following collections: Academic Affairs, Faculty Collection, School of Arts & Sciences, Education & Professional Studies & Continuing Education, Center for Educational Excellence and in the CSU Board of Trustees/Minutes & Resolutions.

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://ecs.uconn.edu/archives/s3-website-us-east-1.amazonaws.com/>

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	Support Services Committee-Report-Textbook shortage	6 December 1983
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