

COLA Records of Former Dean, Glenn Kist

ACC# 10:50; RITArc.0089

Box 1

Martin Luther King Memorial Celebrations (January) - flyers, brochures, News & Events articles, clippings, correspondence, 1984-87.

Black Faculty Recruitment Committee - office memos, 1982-87.

Diversity History Core – correspondence, January 11- September 28, 1998.

Faculty Meetings – minutes, September 4, 1996- May 1998.

Minority Affairs: Reflections On... - memos, posters, flyers, brochures, certificate, 1990-1999.

College Research Procedures, Research Fund - memos, reports, 1988-1996.

Faculty Research - 1981-1982. faculty research list, transparency, memos, 1979-1982.

Classified Research Oversight - memos, reports, correspondence, 1990-1997.

Residence life - 1996-1999.

Resource & Support Committee on Diversity, Resource & Support Committee on Educational Technology, 1999.

Retention - memos, notes, reports, 1988-1994.

Retention - memos, notes, reports, 1976-1982.

Retention - memos, notes, reports, 1983-1988.

Retention - memos, notes, reports, 1988-1990.

Program Retention - memos, reports, correspondence, 1989-1991.

Air Force ROTC - notes, memos, reports, invitation and program, 1984-87.

Navy ROTC (UR) - memos, notes, correspondence, 1986.

ROTC - memos, correspondence, Programs, 1991-93.

ROTC - memos, correspondence, reports, 1968-1975.

Untitled (Ellen Covert) – memos, 1980-1998.

CLA Student Roundtable Discussions – report, n.d.

Scheduling Covert - memos, reports, 1995-1998.

Scheduling Covert - memos, reports, 1990-1994.

Scheduling Covert - memos, reports, 1988-1995.

Covert, Ellen - memos, curriculum proposal, final reports, 1980-1991.

Box 2

Institute Salary Adjustments. 1993. Memos

Dean's Searches VP's. September 1998. Correspondence, position descriptions.

Shared Governance. October-November 1996. Correspondence, charters.

Symposium, Signatures. 1979-1993. Correspondence, memos, flyers.

Simone's Speeches and memos. March-June 1994. Memos, reports. Correspondence.

Correspondence Between Bill Daniels and Al Simone. 1992-1995. Correspondence, memos, invitations.

College of Liberal Arts 2006 budget presentation. Printed presentation.

College of Liberal Arts 2007 department budget proposals. Reports.

College of Liberal Arts, Space Utilization Study 2007. Report.

PSI Courses – correspondence, newsletter, 1975 -1981

Forensic Activities- Public Speaking, 1989-1998. Evaluation forms, correspondence, Annual Forensic Series, news releases, memos.

Task Force on Intergroup Race Relations. 1969-1978. Notes, reports, correspondence, memos, clipping

Rochester Association for the United Nations. 1984. Notes, memos, program.

Reading. 1980-1995. Reports, memos, correspondence.

Registrar. 1976-1989. Memos, notes.

Released Time Policy. 1986-1998. Memos.

Religious Holiday Policy. 1977-1994. Memos, flyer, clipping.

College of Liberal Arts Teaching 2004-2005. Report.

Domestic Partner Benefits. January 9, 1998. Memos, proposal, Q&A.

Doctoral Program. 1984-1986. Memos, reports.

Dress Down Policy. May-June 1996.

Drop/add procedures. November 1992. Memos.

Drug Alcohol Policy 1992-93, 1999. Correspondence, policies.

East European Center. July-August 1994. Memo, reports, printed presentations.

Educational Records Policy. 1995, 1997. Memos.

Educational Development Faculty. 1995-1998. Memos, reports.

Eisenhart teaching awards. 1984-1999. Memos, correspondence.

E-mail Confidentiality. 1994. Report.

Eisenhower College. 1982-1988. Report, memo, clippings.

Emeriti. 1997. Memos.

Emergencies. 1997. Memos.

MSA Report 8/86. 1896-1987. Memos, report rough drafts.

Final MSA Report 11/86. 1986, 1994. Notes, memos, reports.

MSA Report 1/86. 1985-1986. Memos, reports.

Program Review Comm. 1983-84. Memos, proposals.

MSA Visit 4/78. 1969-1978. Reports, memos, notes.

Program Review, 1996. Notes, memos, reports.

College Advisory Boards. September 27, 1994. Memo, rosters.

Committees College. 1989-1998. Memos.

Carnegie Classifications February 12, 1997. Memo.

CTY. 1992. Program, notes, correspondence.

RIT City Schools Partnership. December 12, 1994. Memo.

College Organization Charts. Date unknown. Charts.

Offices 6/89 1988-1996. Notes, memos.

CLA Seminar Room. December 14, 1993. Memo.

Campus Life Injury/Death Response. October 1, 1987. Memo

Cassidy and Associates. Memo, report, itinerary, business cards,

Campus Ministries. January 13, 1993. Memo.

Campus Safety. 1992, 1995. Memos, annual reports.

Box 3

Folders:

College Banner. 1992-1995. Memos, t-shirt/mug/banner designs, notes.

College Reorganization 1990. 1989-1990. Reports.

CIMS. 1990-1997. Memo, reports, program, article.

L.A. Curriculum. 1986. COLA academic worksheets, memos, reports.

Curriculum chart. 1982. Academic worksheets, curriculum charts, program descriptions, transparencies.

Course Proposals. 1983-1985. Memos, correspondence, course approval forms.

Trends in Liberal Arts. October 17, 1983. List.

Course Description Outline: Core. January 13, 1981. List.

College of Liberal Arts General Faculty Meeting. 9/3/97-5/12/98. Agenda, minutes.

TLSO. Technical and Liberal Studies Option. 1985-1997. Memos, article, notes, flyers, reports, brochure, handbook

Career Decision Program. 1997-1999. Memos.

Committees 1987-1988. Memos.

Committees 1984-1987. Lists, memos , policies.

Committee List 1983-1984. Lists, memos.

Committee List for 1982-1983. Lists, memos.

Committees 1980-1981. Notes, memos, lists.

Committees 1979-1980. Notes, memos, lists.

Committees 1977-1979. Lists, memos.

Academic Committee Chairpersons 1977-1983. Lists, memos.

Exxon Proposal 11/84. 1984-1985. Memos, correspondence, guide.

National Endowment for the Humanities. 1982-1985. Application, notes, memos, lists, program. Proposals.

NEH Pilot Grant Budget 4/1/1982. 1980-1982. Application, reports, proposals.

DEC Grant Proposal. 1984-1985. Memos, proposals.

News & Events Letter 3/87. Letter, drafts, clippings.

Senior Seminar 1983-84. Bibliography, memos, reports, clippings, correspondence, notes, application, seminar documents.

Senior Seminar 1984-1985. Evaluations, memos, notes, correspondence, brochure, seminar documents.

Senior Seminar 1991-1992. News release, brochure, program, seminar documents.

Box 4

Folders:

Publicity on Constitution 1985-87. Notes, brochure rough draft.

10/26/81. Memo from G.S. Curriculum Committee. October-November 1981. Memos.

Honors Program. 1983-1988. Memos, forms, proposal, program, notes, correspondence, directory, reports.

Minority Hiring. 1987-1988. Memos, directory, reports.

Minority Task Force. 1984-1986. Reports

Minority/ Affirmative Action Spring 1981-1982, Correspondence, memos, flyers, news release, notes, clippings, reports.

Distance Learning. 1988-1998. Guide, memos, notes, clippings, reports,

Copyright. 1975-1991. Memos, articles

Compensation Advisory Committee. 1994. Memo, notes.

Copy Procedures. Memos, 1993-1998.

Course Exam Policy, Credit by Exam Policy. 1988-1994. Memos.

Crisis & Media Contacts Plan. 1988. Memo.

Credit Hour Survey. 1991-1999. Report, memos.

Contact Hours. 1981-1997. Memos, correspondence, notes, minutes.

Credit/Contact Hour Survey. Date unknown. Surveys

Development 1989-99. Grant Research, master plan, memo.

Departmental Cohesiveness. 11/4/1996. Memo.

Digital Media Center. 1995. Memos, brochure.

Disaster Planning. 1993. Memo, survey.

Discrimination and harassment policies: case Studies. 1998-1999. Memos, minutes, policy, plan of action, flyer, brochure, case studies.

Co-op & Placement. 1982-1993. Memos, reports, placement manual, study.

Computer Policies. 1978-1997. Memos, reports.

Conflict of Interest. 1995. Policy drafts.

Contract Courses. 1997. Memos.

Computer Services. 1987-1998. Memos, brochure, flyer, forms, reports, policy, notes, code of conduct.

Commission on Cultural Diversity. 1991-1997 Correspondence, brochures, reports, flyers, clippings, notes, minutes, celebrate diversity book, SPIRIT.

Computer Advisory Committee. 1991-1998. Memo, notes, ISC news, project breakthrough.

Computer Assisted Classroom. 1997-1999. Memos, notes.

Box 5

Folders:

Liberal Arts Community Recognition. 1991-1998. Photos, memos, clippings, news releases, notes, card, receipts, brochure.

Complementary Education. 1971-1983. Brochure, memos, application, proposal, clippings, newsletter, notes.

College of Continuing Education. 1995-1996 Correspondence, notes, memo.

Community Assessment Program, Joe Nairn. August 1994. Memo, report, printed presentation.

Communications- Miller. 1987-1998. Correspondence, memos, campus maps, plan of work.

College History. 1980. Proposal, clipping.

Common Novel. 1990-1997. Brochure, flyers, news releases, memos

CLEP file. 4/12/94. Review of CLEP Exams.

Colloquium CLA, 1986-1997. memos.

Cluster 1996-1997. Memos, proposal, notes.

Clipper Chip. 9-8-94. Press release.

CCE Acquisition. 1990-1996. Notes, memos, framework paper, brochure, SPIRIT, charts.

CCE Flex. 1995. Memos, advising worksheet, feasibility study.

Choice 1983. 1982-1987. Brochures, memos, clippings, reports, flyers, correspondence.

Commencement- Fine and Applied Arts, Liberal Arts. 1992-1998. Memos, programs, correspondence, invitations, reports.

Classroom Technology Group. 1992-1998. Notes, memos, CSPAN agenda and guide, budget, room layout, notes, clippings, proposal, brochure,

Smart Classroom. 1977-1997. Brochures, memos, reports, ICPSR bulletin.

Community Events. 1995-1996. Report, memos, correspondence, notes, agenda.

Collegiate Data. February 1996. Memos, reports.

Current Curriculum Review. 1992-1999. Memos, approval forms, minutes, FIPSE comprehensive program, notes, updates.

Curriculum Advisory Committee. 1997. Memos, minutes, agendas.

LA Curriculum Overview. 1997. Printed presentation.

Croatia: curriculum Review Visit. 1998. Report, itinerary, Memos, ACMT student handbook, evaluation forms, vision statement, contract, presentation, budget, course offerings, correspondence,

Croatia: Memoranda. Memos, reports, notes, course offerings, travel book.

General education & Liberal arts/ science. 1977-1987. Reports, memos, degree requirements, notes, RIT policy and information, clippings, survey, regents rules,. Plan of Work for Curriculum Examination 1978-1981. Proposals, development plan, memos, notes, strategic plan.

Box 6

Folders:

Plan of Work for Curriculum Examination 1978-1981. Proposals, development plan, memos, notes, strategic plan.

Philosophy and Objectives: Entry in 1976 Master Plan.

Mission & Goals: Institute. 1983-1984. Mission statement, policy, philosophy, memos.

Philosophy & Goals: Liberal Arts and General Studies. 1976- circa 1980's. Philosophy, memos, notes.

Senior Seminar: Community Service. 1994-1998. Mailing list, memos, guidelines, notes, invitation, proposal, newsletter.

Senior Seminar: Topic Selection. 1992-1999. Memos, meeting notes, proposals, minutes, Rights News, survey.

Senior Seminar: Difference. 1992-1998. Memos, proposals, news releases, brochure, seminar documents, clipping, correspondence, articles.

Senior Seminar: Environmental Citizenship. 1995-1997. Schedule, news release, memos, articles, brochure, invitation.

Curriculum: College Retreats. May 1997. April-August 1997. Memos, minutes, curriculum charts, model proposals, curriculum reviews, notes, faculty list, flyer.

Liberal Arts and Proposed Programs & Graduate. 1990-1998. Memos, correspondence, notes, institute calendar, proposals, program revisions, course descriptions,

RIT Oxford Program. 1993. Memo, flyer, info packet, annual report.

New Majors. 1991-1997. Notes, memos, academic program process, curriculum review worksheet, deaf studies brochure Forum, essay, articles, state registration.

Mathematics/ Economics Major. 1989-1990. Memos.

Cross-Disciplinary Careers. Printed presentation, memos, notes, articles, interdisciplinarity: the mutable paradigm,

Curriculum Review 1985-86. Memos, questionnaire.

Unlabelled- Task forces on Degree Programs. 1983. Memos, notes.

B.S In Liberal arts/ Civil Engineering. Memos, minutes, agenda, reports, outline, articles, clipping, notes, brochure, curriculum list, correspondence

Global Development Program Task Force 1983-1987. Brochures, articles, reports, memos.

Feasibility Study B.S. Degree. 1982. Notes, brochures, booklets, clippings, trustees list, degree list.

B.S. Degree: Areas of Study. 1982. Memos, notes, draft report.

MA/MS in Liberal Studies (ideas). 1984-1985. Correspondence, Duke University booklet, clipping.

Curriculum Committee 1986-87. Minutes, memos, agendas, clipping, liberal arts curriculum list.

Inquiries re: Curriculum. 1980-1982. Correspondence, proposals.

Curriculum Comm. 88-89. Memos, curriculum revisions, course descriptions, agenda.

Curriculum Committee 1987-88. Memos, minutes, agendas, proposals, curriculum checklist,

Curriculum Procedure. 1982-1986. Notes, memos, policies.

Box 7

Folders:

Program Library. July 31 1986. Memo, program list.

Funding, Environmental Science Major. 1991-1992. Memos, checklist, future funding news, Fund for Improvement of Secondary Education application procedures, notes, draft proposal, NEH application, National Science Foundation application and program announcement.

STS (Science, Tech. and Society) File 96. 1978-1996. Memos, proposals, discussion paper, notes, flyer, course description, curriculum outline, degree program summary, federal register, articles, business card, liberal arts course descriptions.

STS Degree. 1992-1994. Proposals, memos, notes, Environmental Science and Forestry Catalog.

Foreign Language NASILP. 1978-1997. ESL Proposal, memos, NASILP handbook, proposals, notes, budget, articles, enrollment forms, correspondence, course descriptions, questionnaire, reports, Forum.

Marburg. 1990-1997. Memos, budget, info packet, report,

Japanese Language. 1990-1996. Memos, Japan Foundation grant programs and application forms, registration packet.

Environmental Studies. 1981-1998. Memos, correspondence, agenda, notes, course summary, proposals.

Environmental Master Plan. 1996 Marketing report, memo, master plan.

Creative arts. 1995-1998. Proposal, minutes, memos, agenda, notes, flyers, cost estimates, budget, Job Mart

Theatre Arts. 1981-1998. News release, programs, correspondence, clipping, memos, notes,

Art Curriculum. 1979-1998. Memos, funding application, minutes, notes, articles, calendar, program, brochure, news release, newspaper, flyer, proposals

Philosophy Major 1988-1993. Memos, proposal.

The Boys from Syracuse Spring '91. Banner, flyer, program, photos.

Box 8

Folders:

COLA Programs. 1988-1997. Flyers, programs, news releases, concentrations list, memos, articles,

Fine Arts. 1993-1994. Memos, approval form, notes, budget.

Performances CLA. 1994-1996. Programs, News releases, flyers, correspondence.

Singers Alumni Chorale. 1994. Correspondence.

School Psychology. 1991-1999. Proposal, correspondence, minutes, memos, notes, Mental Notes, news release, brochure, reports, budgets, flyer, 1991-1992 Orientation folder.

Paul Miller. 1982-1990. Brochure, correspondence, memos, reports, notes, questionnaire, faculty evaluation,

Warren Hickman. 1981-1987. Faculty evaluations, memos, notes, syllabi, student evaluation, article, flyer, Chautauqua information folder.

Dick Lewis Scholarship. 1997-1998. Correspondence, memos, proposal.

Student Survey. December 1, 1997. Memo.

Criminal Justice External Review. 1996-1997. Articles, reports, correspondence, memos.

Criminal Justice. 1992-1998. Student survey, notes, news release, correspondence, budget, schedule, report, proposal, course descriptions, Institute for Paralegal Training application.

Advisory Board: Memoranda. 1989-1994. Memos.

L.A. Advisory Board Jan. 29 1986. 1984- 1998. Memos, correspondence, budget, agendas, proposal. Programs, reports, article, clipping, card, gift record, Rochester business journal, notes, minutes.

Writing. 1983-1998. Memos, reports, meeting minutes, Current Issues in Higher Ed, articles, survey.

Box 9

Folders:

Policies and Procedures Manual 1989. Manual, memo.

Strategic Plan, Goals and Objectives, 1986-1987 and Beyond. Plan, memos, course descriptions.

College of General Studies 1968-1969. Middle States report, course descriptions.

Course Descriptions up to Sept. 1973. 1964-1975. Course description, memos, note, syllabi, evaluation form.

General Studies Course Description Rough Drafts. Course Descriptions. 1982.

Liberal Arts Course Descriptions 1985.

Social Work. 1981-1992. Memos, course syllabi, approval forms, input sheets,

Cola Curriculum. 1974-1984. Course syllabi.

New General Studies Curriculum. 1974-1975. Syllabi.