

Inventory of the

Student Affairs Office

Records

In the

Northern Illinois University Archives

UA 39

INTRODUCTION

The University Archives received the records of the Student Affairs Office in several installments beginning in the 1960's and 1970's. There are no restrictions on access to these records.

18 boxes
12.50 linear feet
1923 -

SCOPE AND CONTENT

The records in the Student Affairs Office series document the activities of that office and three of the offices which report(ed) to it: Student Financial Aid, Counseling and Student Development Center and Testing Services. In addition, this series contains records from the Dean of Men's and Dean of Women's offices which preceded the Student Affairs Office. Faculty/Student Directories are regularly added to the collection. For statistical data on the student population, researchers should consult the Analytical Studies series and Office of Registration and Records series in the University Archives. For information on the offices of Career Planning and Placement, Student Housing Services and the University Health Service researchers should consult those individual record series. The Provost Office Records series also contains documents relating to Student Affairs.

HISTORICAL SKETCH

In 1921, a Dean of Men and a Dean of Women were appointed to handle student matters such as student housing, financial aid and counseling. They became a part of Student Personnel Services in 1953. Over the years, the services provided by the deans were assigned to special offices and, in 1972, the deans' positions were abolished with the creation of the Office of Student Assistance and Aid in the Student Affairs Division. The Office of Student Assistance and Aid was itself abolished in 1974 when it merged with the University Counseling Center.

Financial aid was first coordinated through the deans' offices. They oversaw the administration of loans, scholarships, and student employment. In 1961, this function was assumed by the Financial Aids Office. Counseling for students had been available since 1948, again supervised through the deans' offices. A separate University Counseling Center was established in the late 1950's. In 1974 it was merged with the Office of Student Assistance and Information to form the Student Development Center which became the Counseling and Student Development Center. The Office of Testing Services became a separate administrative unit in 1961, although it had been functioning since the late 1950's. It administers the admission and placement tests given to prospective students. When Student Affairs was reorganized in July 1972 Testing Services was placed in the Academic Affairs Division, under the Office of the Provost.

Harry J. Canon, Vice President of The Student Affairs Division was instrumental in the reorganization which occurred in 1980. Reporting directly to the Vice President were the offices of the University Health Service, Student Housing Services, Services for the Handicapped, Orientation and Student Assistance, Office of Campus Recreation, University Programming and Activities, Counseling & Student Development Center, Career Planning and Placement, and Student Financial Aids. The Campus Child Care Center and the Judicial Office reported to his Administrative Associate.

In 1993 the Student Affairs Division was comprised of the Campus Child Care Center, the Career Planning and Placement Center, the Office of Campus Recreation, Student Housing Services, the University Health Service, the University Judicial Office and University Programming and Activities. On March 7, 1996 President John E. LaTourette announced the immediate merger of the Student Affairs Division with Academic Affairs under Executive Vice President and Provost Carroll Moody. Gary Gresholdt served as the vice provost for Student Affairs from 1998 to 2004. Dr. Brian Hemphill became the vice president for Student Affairs in August 2004. Hemphill left NIU to become President of West Virginia State University in July 2012. Kelly Wesener Michael served as acting vice president until Eric Weldy became the vice president for the Student Affairs and Enrollment Management Division on July 1, 2013.

COLLECTION INVENTORY

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
1	1a	Student Affairs Historical Background, 1972-1973
	1b	Dean of Men, 1956, 1968, 1971 Dean of Women:
	2	Responsibilities and Regulations, 1938, 1954-1956, 1967
	3	Correspondence, 1944-1968
	4	Grade Averages, 1929-1963
	5	Student Employment Statistics, 1953-1967
	6	Women's Housing Statistics, 1940-1957
	7	Mary Shafer Scholarship, 1957-1958
	8-9	Student Affairs Newsletter, 1973-1978 Financial Aids Office:
	10-11	Annual Reports, 1966/67-1973/74
	12	Services Offered, 1956-1981, 1988
	13	Student Employment Regulations, 1964-1979
	14	Correspondence, 1964-1973
	15	Brochures, 2001, 2006

2a	1a-b	Counseling & Student Development Center: Annual Reports, 1959-1972/73
	2	Support Function Review, FY 1988
	3	Correspondence and Information Handouts, (1966-2007)
	4	Illinois Guidance and Personal Assoc., 1953, 1978
	5	Testing Services, 1954-1970
	6	Student Affairs-Services & Programs, 1985
	7	Student Affairs - Centennial Convocation, May 2, 1996
	8	Faculty Guide to Student Affairs, 2005
	9	Health Enhancement, (2009-2012)
	10	Student Code of Conduct, 2010, 2011
	11	Academic Convocation, Program, August 19, 2011
	12	"Huskie Living," booklets, 2004, ca. 2006
	13	Student Affairs Update, newsletter, April 2005
	14	Student Affairs News, newsletter, November 2005
	15	Student Affairs Strategic Plan: 2005-2010
	16	Student Affairs, Annual Report, 2004/2005
3-11	60+ vols.	Faculty/Student Directories, 1923, 1924, 1930/31+ (Note: Directories from 1995+ are located behind Reference Desk)

ADDENDUM

2b		Workshops/Retreats
	1	Workshop Handouts, no date
	2	Campus Activity Board Workshop, 1986
	3-7	Campus Activity Board Retreat, 1986-1988
	8	Delta Gamma Retreat, October 9, 1977
	9	Gay/Lesbian Union Board of Directors Retreat, August 1988
	10	Holmes Center Board Coordinator Workshop, no date
	11-21	Holmes Center Board Workshop, 1976-1985
	22	Library Staff Development Committee Workshop on Workshops, December 11, 1981
	23	NECAA Session on Special Constituencies, Spring 1981
	24	Newman Council Workshop, 1983-1984
	25	Northwest School District Student Council Workshop, 1986
	26	Programmer's Workshop, October 25, 1980
	27	Residence Hall Workshop, August 20, 1976
	28	Stevenson North Workshop, November 14, 1981
	29-30	Student Affairs Workshop, January-February 1979
	31	Student Association/ Student Affairs Workshop, August 17, 1979
	32-38	Student Association Workshop, 1981-1986
	39	Student Association Senator Training, no date

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
2b	40	University Programming and Activities Workshop Student Resources
	41	Association of Campus Activities Administrator's Meeting Minutes, April 15, 1988
	42	"Ask Northern" Guide, 1988 Campus Recreation
	43	<u>Footprint 14: An Outdoor Recreation Bulletin</u> , 1983
	44	Office of Campus Recreation, <u>Facilities Policy Manuel</u> , 1990 Counseling
	45	Community Counseling Services, no date
	46	NIU Counseling Services, no date
	47	<u>A New Look at the Old Sauce</u> : no date
	48	Student Counseling, 1990
	49	<u>Depression and Suicide: A Community Response</u> , no date
	50	Suicide Risk Assessment, no date
	51	Papers written for EPCO 490: Workshop in Counselor Education, Spring 1997
	52	Campus Charitable Fund Drive, 1993
	53	Enlisting Faculty Advisers, November 1983
	54	Film Library Media Bulletin, 1987
	55	Foreign Study Programs, no date
	56	Gang Awareness, 1993
	57	Greek Telephone Directory, 2001-2002
	58	Life Style Changes for More Effective Stress Management, not dated
	59	Listening Skills, no date
	60	NIU <u>Impact</u> , no date
	61	Needs Assessment, no date Publicity
	62	Advertising Procedures, no date
	63	NIU Student Organization Manual, no date
	64	Northern's Free Publicity Blitz, no date
	65	<u>An Organization's Guide to Successful Program Promotion</u> , 1993
	66	Primer for Publicity, no date
	67	Publicity and Promotion Workshop, no date
	68	Radio Stations, no date
	69	WKDI Fact Sheet, no date
	70	University Programming and Activities Strategies for a Good Organizational Meeting, October 1, 1979
	71	Religious Services, 1982, no date Residence Hall Resources
	72	Checklist for Residence Hall Staff, no date

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
2b	73	<u>Inner Reflections: Are Your Stereotypes and Labels Hurting a Friend?</u> , no date
	74	Resource Articles, 1989-1991
	75	Student Events, 1987-1988
	76	Student Services, 1987-1988, no date
	77	Student Support Services, <u>Trio</u> , no date
	78	The Supervisory Process, 1978
		Surveys:
	79	Artist Series Audience Survey, no date
	80	Audience Survey, no date
	81	Concert Report Form, no date
	82	Concert Survey, no date
	83	Holmes Center Board/ Cine Club Surveys, no date
	84	Live Entertainment Forum, no date
	85	Majors Expo Student Survey, 2000
	86	Music Category, Group, and Entertainment Survey, no date
	87	New Student Welcome Days Survey, 1982
	88	"Nooner" Survey, no date
	89	Programming Research, no date
	90	Sample Interest Survey, no date
	91	Social Science Research Institute, no date
	92	Student Association Concert Committee Survey, no date
	93	Student Association Speakers Committee Lecture Series Survey, no date
	94	Survey of Student Attitudes and Opinions toward Holmes Center Board, no date
	95	"Special Event: Survey, no date
	96	Telephone Survey Instructions and Worksheet, no date
	97	"Trip" Survey, no date
	98	University Programming and Activities Mail Survey, no date
	99	Welcome Night Survey Results, no date
	100	<u>Toward Professionalism in Student Affairs: Another Point of View, 1982</u>
	101	University Health Services, no date
	102	Volunteer Groups, 1991-1992
	103	West Campus Development, 1996
		Minority Resources
	104	Campus Activity Board Role Reversal Workshop, 1989-1993
	105	<u>diversity</u> Literary Arts Journal, Spring 1994
	106	Multi-cultural Programming Resources, 1988-1990
	107	Political Correctness Debate, no date
	108	Prejudice Materials, 1989
	109	Problems in the Retention of Minority Students at NIU, 1980

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
2b	110	Employing the Handicapped, 1982
	111	Protected Class Status Definition, no date
	112	Racism Workshop Materials, 1992
	113	Recruitment/ Retention of Minority Staff, no date
	114	Skills Development for Success for a Multicultural Environment, 1993
		Unity in Diversity
	115	Agenda, 2001
	116	Award Expenses, 2000
	117	Celebration, 1993
	118	Funding Guidelines, 2001
	119	Funding Requests, 2000
	120	Representatives, 2000
	121	University Programming and Activities, no date, 2013
2c		VHS Tapes
		Greek Lecture Series featuring Robert Manley from "Manley, Purke and Fischer," 1993
		"Art, Law and Liberation in South Africa Today," Justice Albie Sachs, April 21, 2000
		Yell like Hell, October 18, 2001
		NIU Northern Planes Pow Wow Video, January 25, 2002
		Sean Stephenson, September 25, 2002
		Scholarship Recognition Night, no date
		Student Volunteer Corps, no date
		Unity in Diversity Week:
		"Disability Forum," no date
		"Ethnic Forum," no date
		"Religion Form," no date
		Cassette Tapes
		Unity in Diversity Week, April 11, 1984
		"Rites of Passage," Ana Blechschmidt
		"Working to Improve the Climate at NIU"
		"Evangelical"

ADDENDUM

		Poster Log
2d	1-6	#4430-2530, October 2000-August 2001
	7-8	#2531-30, August 2001-August 2003
	9-16	#31-1210, August 2003-February 2004
2e	1-3	#1211-1659, February 2004-June 2004

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
2e	4 5-16	Various and unknown, 2003-2004 #155-2200, September 2006-October 2007
2f	1-16	#2201-6428, October 2007-March 2009
2g	1-6 7 8-14	#6427-7259, March 2009-December 2009 Various and unknown, 2009-2010 #001-1450, January-November 2010
2h	1 2 3-10	#1451-1660, November-December, 2010 Various numbers, 2010 #1661-3108, December 2010-February 2012