

Inventory of the

**Associate Provost/
Vice Provost**

Records

in the

Northern Illinois University Archives

UA 51

INTRODUCTION

The University Archives acquired the records of the office of the Associate Provost in installments beginning in the 1970's. There are no restrictions on access to the records. Literary rights are dedicated to the public.

39 boxes
19.5 linear feet
1966-

SCOPE AND CONTENT

The records of the Associate Provost office document the functions of that office from 1966 forward. These records fall into two series. The first series, Correspondence, Subject, and Committee files, includes material on APASC, Assessment, CIUE, and GEC. The second series, Reporting Units, contains material on units which report to the Associate Provost: Admissions, Orientation, Community College Relations, Educational Services, Honors Program, Registration and Records, Testing Services, and Cooperative Education.

Researchers should also consult records in other University Archives Collections, in particular those contained in Boards, Councils and Committees (UA 17), and the Black Studies Center (UA 30-1) for further information.

HISTORICAL SKETCH

As Northern grew over the years there was a corresponding need to modernize the administrative structure of the institution. Until 1941, all those in the organizational structure of the college, academic and non-academic units, were directly responsible to the president. In September of 1941, with the approval of the Teachers College Board, President Adams installed Romeo M. Zulauf as Northern's first Dean of the Faculty with direct responsibility for the activities of department heads. Since then that office has undergone several changes in function and title, and in 1963 it became the office of the Executive Vice President and Provost.

In the fall of 1965 the position of Associate Provost was established as a result of the growth of the university and its academic programs. On May 16, 1966 Dr. Francis R. Geigle, Executive Vice President and Provost, announced the approval by the Board of Governors of State Colleges and Universities of the appointment of Dr. James R. Connor of Charlottesville, Virginia to assume the new post. In announcing the appointment, Geigle stated that Connor would assist him in handling many of the

details and responsibilities of the Provost's Office which is concerned primarily with the university's instructional services.

Connor came to Northern from a position as Director of Institutional Analysis and Assistant Professor of History at the University of Virginia. He held the post thru June 1969. While the Selection Committee for Associate Provost sought applicants to fill the vacated position, the duties of Associate Provost were handled by acting personnel.

On September 1, 1970 Wendell V. Harris, a Professor of English at the University of Colorado at Boulder, assumed the duties of Northern's Associate Provost. As Associate Provost his responsibilities included Curriculum and Program Development, Registration, Admissions, as well as serving on the University Council and as Chairman of the Council on Instruction. In August 1975 Harris began a sabbatical leave of absence for the 1975-76 academic year. Dr. Jack W. Skeels, a professor of Economics at Northern was named as Acting Associate Provost effective August 16, 1975. Skeels responsibilities included the area of undergraduate curriculum and program development, as well as working with the Council on Instruction, the Admissions Committee, and the Honors Program. Harris resumed his duties as Associate Provost in August 1976 and continued in the position until September 1, 1978 when he became the Acting Vice President and Provost while a nationwide search was conducted for the Provost position. He resigned after one year to become Head of the Department of English at Pennsylvania State University.

On August 30, 1978 Wilma D. Stricklin, Chair of the NIU Department of Management, was appointed Acting Associate Provost. Stricklin's primary duties involved curriculum and planning. She held the position until Lida K. Barrett assumed the Associate Provost position in late July 1980.

Barrett's appointment to the second highest academic administrative post on campus was approved by the Board of Regents on May 22, 1980. Barrett had been Professor and Head of the Department of Mathematics at the University of Tennessee in Knoxville. In addition to assisting in various academic policy-making and coordinating functions, Barrett's duties included overall responsibility for the University's Honors Program, the Office of Community College Relations, and the Office of Special Projects. She also served as Chair of the NIU Council on Instruction, which bears responsibility and sets policy for undergraduate education and curriculum. Barrett left NIU August of 1987 to become Dean of Liberal Arts and Sciences at Mississippi State University.

Lou Jean Moyer, a Professor of Physical Education at NIU since 1962, was named to a one-year temporary appointment as Acting Associate Provost which began on August 10, 1987. One of her goals upon assuming the position was to maintain the retention

rate of minorities on campus. In addition to working with Provost Kendall Baker, Moyer was responsible for all undergraduate programs and academic support services which included: Undergraduate Curriculum, the Honors Program, NIU's Special Projects

Office, Admissions, Registration and Records, Student Orientation and Assistance, Community College Relations, and Testing. In May 1988 Moyer was named to the post permanently and remained in the position until April 1992.

In June 1992 Acting Provost J. Carroll Moody, announced the selection of Rosalie Hewitt, Associate Professor of the NIU English Department, as Acting Associate Provost. Because of a structural change, the Associate Provost's Office also supervises such offices as Educational Services and Programs, and the Center for Black Studies. At the April 13, 1995 Board of Regents meeting, Hewitt's appointment to the position of Associate Provost was made permanent and she served in that position until 1998. She was followed by Ron Simmons who held the position until his unexpected death on July 3, 2000. Robert Wheeler served as Interim Associate Provost until June 30, 2003.

In 2001 there were two main aspects to the Associate Provost's duties. First was overseeing the operational and academic support units which included the Office of Admissions, Registration and Records, Educational Services and Programs, Testing Services, University Honors Program, Assessment Services, Community College Relations, Orientation and Student Assistance, Center for Black Studies, University Resources for Latinos, and University Resources for Women. The other portion of the Associate Provost's duties included the chairmanship of the Undergraduate Coordinating Council, responsibility for overseeing university-wide curricular committees, and sitting on the Committee on Initial Teacher Certification.

As of 2002 the Associate Provost title was changed to Vice Provost, and the duties once again modified. The Centers for Black Studies, Resources for Latinos, and University Resources for Women now report to the Associate Vice Provost for Academic Support Services. The Vice Provost duties now include overseeing Undergraduate Admissions, Advising Information and Referral Services, Orientation Office, Registration and Records, Retention Programs, Community College Relations, Cooperative Education/Internship Program, Scholarship Office, Student Financial Aid, Testing Services, University Honors Program, and University Office for Teacher Certification.

Earl "Gip" Seaver, with 28 years as a member of NIU's Department of Communication, and Chair of Communicative Disorders since 1990, began his tenure as Vice Provost on July 1, 2003. When Seaver was named Deputy Provost beginning July 1, 2011, Anne Birberick, Chair of NIU's Department of Foreign Languages and Literatures, became Vice Provost.

COLLECTION INVENTORYBOX FOLDER DESCRIPTION**Series I: Correspondence, Subject, and Committee Files**

1	1-5	General Correspondence, 1966-1975
	6	University School Information, 1968-1970
	7	ROTC - Program Proposal and Information, 1968-1978
	8	ROTC - Correspondence and Newsletter, 1968-1980
	9-12	Articulation Handbooks, 1976-1980
	13-15	Units of Instruction, 1964-1989
	16	Undergraduate Coordinating Council Correspondence, 1989-1990
	17	Undergraduate Coordinating Council Meetings, 1989-1990
	18	Physical Therapy Program Correspondence, 1988
	19	Physical Therapy Program, 1988-1989
	20	Child Care/Early Childhood Education, 1980-1984
	21	Early Childhood Education, 1984-1989
2	1	School of Art, 1981-1989
	2	Chemistry Department, 1988-1989
	3	Communication Studies Department, 1984-1989
	4	Computer Science Department, 1983-1989
	5	Curriculum and Instruction, 1987-1989
	6	English Department, 1980-1989
	7	Foreign Languages Department, 1985-1989
	8	Gerontology, 1983-1989
	9	Human and Family Resources, 1985-1990
	10	Mathematics, 1988-1989
	11	School of Music, 1985-1989
	12	Nursing, 1980-1989
	13	Physical Education, 1979-1989
	14	Sociology, 1988-1989
	15	Theatre Arts, 1985-1989
	16	College of Business, 1990-1992
	17	College of Continuing Education, 1990-1992
	18	College of Education, 1990-1992
	19	College of Engineering and Engineering Technology, 1989-1990
	20	College of Engineering, 1990-1992
	21	College of Liberal Arts and Sciences, 1990-1992
	22	College of Professional Studies, 1990-1992
	23	College of Visual and Performing Arts, 1990-1991

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>	
2	24	Graduate School, 1990-1992	
	25	Allied Health, 1986-1990	
	26	Assessment, Task Force Summaries, 1987-1988	
	27	Assessment, Sub-Committee Materials, 1988	
	28	Assessment, Hutchings' Report, 1989	
	29	CUC, Correspondence, 1989-1990	
	30	CUC, Agendas and Backup, 1988-1990	
	31	Undergraduate Council, 1985-1987	
	32	Ad Hoc Enrollment Committee, Minutes, 1986-1989	
	33	Advising Deans, 1984-1988	
	34-35	CAD Meetings, 1987-1989	
	3	1	Deans' Retreat, 1985-1986
		2	Deans' Retreat, Oct. 30-Nov.1, 1986
3		Deans' Retreat, 1988	
4		Associate Deans' Retreat, July 29, 1988	
5		Deans' Retreat, 1989	
6-8		Commencement, 1987-1993	
9-11		Homecoming and Parents Day Steering Committee, 1989-1991	
12		Homecoming/Family Weekend Steering Committee, 1992	
13		Homecoming/Family Weekend, 1993	
14		IBHE, Review of Undergraduate Education, 1986-1991	
15		IBHE - Task Force on Admission Req. & Learning Outcomes, 1989	
16-20		IBHE, 1985-1990	
21-23		New Faculty Forum, 1989-1991	
24		Non-Traditional Students, 1986-1992	
25-27		Non-Traditional Student Task Force, 1990-1993	
28		Telephone Assistance Service (TAS) Non-Traditional Student, 1991-92	
29-31		English, Oral Proficiency, 1986-1988	
32		English, Oral Proficiency, 1990-1991	
33		Underrepresented Groups, Participation and Achievement, 1989-1990	
34		Underrepresented Groups, 1991 Report	
35		Underrepresented Groups - Unit Reviews, 1991	
36		Underrepresented Groups, BHE Reports, 1991-1992	
37-40		Unity in Diversity, 1988-1993	
4			General Education:
		1	Requirements, 1984-1985
		2	Miscellaneous and Baccalaureate Review, 1983-1986
		3	Baccalaureate Review Committee, 1985

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
5	1 2-3	Advisory Council on Teacher Certification (ACTE), 1987-1991 Athletics, (1991-1996)
6	1 2-3	Commencement, May 1994 - December 1995 UCC Membership, 1993-1995
7	1-8	Presidential Teaching Professorship, 1993-1995 [CONFIDENTIAL]
8-10		[OPEN - reserved for future accretions]
11	1-6	Admissions Policies and Academic Standards Committee (APASC) (1984-1994)
12		Assessment:
	1	Steering Committee, Correspondence, 1987-1989
	2	Wm. Lyons' Visit - 2/5&7/1989
	3	Correspondence, 1989-1990
	4	POL Survey, 1990-1991
	5	Student Affairs Pilot Assessment Report, 1990
	6	Pace Survey, 1990
	7	Program Improvement and Expansion Request, FY 1993
	8-12	Correspondence, (1990-1995)
	13	Evaluation of Student Writing, 2000
13	1-7	CIUE (Committee for the Improvement of Undergraduate Education) 1985-1992
	8	CUAE (Committee on the Undergraduate Academic Environment) 1989-1992
14		General Education Committee:
	1	Course Evaluation, General File, 1974-1982
	2-6	Course Evaluation, Spring 1975-Spring 1977
	7-9	Committee Correspondence, 1989-1992
	10-11	Committee Meetings, 1989-1990
	12-13	Meeting Agendas and Attachments, 1990-1992

Series II: Reporting Units

15	1-2	Admissions, 1985-1992
	3-12	Orientation, 1984-1995

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
16	1	Center for Black Studies: Committee Meeting, 1972
	2	Library Committee, 1969-1970
	3	Library Guide, 1970-1976
	4	Publication - <u>Occasional Papers</u> , 1973
	5	Newsletters - <u>Dabuku</u> and <u>Shauri</u> , 1972-1974
	6	Programs, 1970-1979
17	1	Community College Relations: Community College Transfer Student and NIU, 1968
	2	English Instruction in the Community College, 1968
	3	Seminar on Community College Student Personnel Services, 1969
	4	Conference Proceedings, 1964-1966
	5	Conference, Selected Papers, 1967-1969
	6	Conference, Selected Papers, 1969-1971
	7-8	Abstracts of Graduate Studies on the Community College, 1961- 1971
18	1	Community College Course Content, 1968
	2	Community College Course Content, 1972
	3-7	Correspondence, 1977-1980
	8	Correspondence, 1986-1987
19	1-7	Correspondence, 1987-1992
	8	Activity Reports, 1986-1991
20	1	Educational Services: <u>The Minority Compass</u> , 1974-1979
	2	CHANCE Program, Proposal and Information
	3	CHANCE Program, Progress Report, 1969
	4	Upward Bound Project, Proposal, 1969-1970
	5	Upward Bound, Grant, 1971-1972
	6	Upward Bound, Reports, 1968
	7	Upward Bound, Handbooks, 1978-1980
21A	1	Honors Program: History and Information, (1968-1987)
	2-4	Council Minutes, 1969-1988
	5-9	Committee Minutes, 1988-
21B	1	Annual Reports, 1988-1990
	2	Correspondence, 1969-1982

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
		Honors Program, cont:
21B	3	University Honors Program, 1981-1987
	4	Honors Director Search, 1986
	5-9	University Honors Program, 1987-1992
	10	<u>PRIME</u> , University Honors Program Newsletter, (1982-1992)
		Registration and Records:
22	1	Objectives Reports, 1986-1988
	2	Academic Space Committee, 1986
	3-9	Correspondence, June 1986-Dec. 1987
	10	December Closure, 1987-1988
23	1-10	Correspondence, 1988-1992
	11	Monthly Reviews, 1990-1992
		Testing Services:
24	1-11	Correspondence, 1968, June 1986-1995
	12-15	Annual Reports, 1984-1990
	16	A Study of the Academic Quality of Athletes at Northern Illinois State Teachers College, 1948- 1954
	17	Illinois Psychometrists Association, 1976- 1977
	18	Follow-up of 1985 Freshmen, 1989, 1990-1991
	19	Periodic Reports of Testing Services Activities, 1986-1992

ADDENDUM

25	1-2	Admissions, 1993-1995
26	1-2	Community College Relations, 1993-1995
27	1	Honors Program, 1993-1995
	2-3	Registration and Records, 1993-1995
		Cooperative Education/Internship Program:
28	1a	A Proposal to Establish a Centralized Office of Cooperative Education and Internships at Northern Illinois University, 1986
	1b	History, (1974-2002)
	1c	"A Study of Cooperative Education in Northern Illinois," by Ericka Sharp, November 1983
	2a	William E. Southern, Director, 1984-1990
	2b	Anthony Fusaro, Acting Director, 1990

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
28	2c 3-9	Douglas Q. Davis, Director, 1990-2004 Meeting Minutes and Agendas, November 1984-1989
29	1-2 3	Cooperative Education/Internship Program, cont.: Meeting Minutes and Agendas, (October 1992-July 1996) Newsletters, 1986 - 2004
30	1 2 3 4 5 6 7 8 9 10	Coordinator/Liaison Meeting Minutes and Agendas, October 1985-January 1988 Evaluations: External, 1985-1988; Internal, 1985 Coordinator/Liaison Handbook, Fall 1986 Correspondence, William E. Southern, 1986, 1987 Coop Ed Retreat, July 15-16, 1991 Cooperative Education/Internship Program, "Findings from a Survey of Enrolled Students," [1997] Annual Reports, FY 2001-FY 2003 Articles on NIU Cooperative Education Program, 1984-1990 Brochures and Publicity Material, (1982-2001) Cooperative Education Program Information Folder, 1989
31A	1-4 5	MCEA Marketing Strategy Entry Materials, 1990/91-1992/93 MCEA Conferences and Awards, Photographs, 1991-1993
31B	1&1 vol. 2 3 4 5 6 7 8 9	MCEA Awards of Excellence Contest, NIU Entry, 1996 MCEA, Award of Excellence, 1997 Photographs: Cooperative Education/Internship Program Staff, (ca. 1991- 1996) Friday Fest, 1991, 1992 Internship Career Fairs, 1989, 1991-1995 Co-op Month Open Houses, 1991-1993 Internship Site Visits, (1990-1997) Cooperative Education/Internship Program, Miscellaneous, (1987-1997) Slides, Cooperative Education/Internship Program, 1993
32	1 2 3 4	Internship Folder, 1997 "The Nuts and Bolts of Career Fair Planning for Cooperative Education Programs," by Virginia L. McKeefrey-Reynolds, Ca. 1987 NIU Works, A Guide for Developing a Cooperative Education/ Internship Program, 1997 Corporate Training Conference/Programs, 1986, 1987, n.d.

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
32	5	NIU Resource Guide for Economic Development, External Affairs, Ad Hoc Committee, 1986-1987
	6	Cooperative Education/Internship Program, cont.: "C" Internships, Liberal Arts and Sciences, Notebook, 1985-1989
	7	Alternative Student Service Education Trust (ASSET), 1994
33	1	Master Contact List, December 17, 1986; Employer Data Entry Sheets, 1986-1988
	2	Departments involved in Cooperative Education, 1985-1987, 1992
	3	Coop Ed Student Entry Program, ca. 1992
	4	Cooperative Education Database Instruction Manual, 1991-1992
	5	Cooperative Education Procedural Manual, 1987-1991
	6	Cooperative Education Program, Information Sheets and Forms [from Douglas Q. Davis, Special Populations Coordinator's Binder], ca. 1984-1989
	7	Developing a Comprehensive Cooperative Education Program, Booklets (6), ca. 1981; "National Assessment" Booklet, 1978
34	32 items	Promotional Materials: mug, water bottles, pens, pencils, calculator, erasers, bookmarks, plastic document envelope
35	1	Cooperative Education Program, Ad Layout, ca. 1989; Photograph of NIU President John LaTourette and Robert Drazba, April 11, 1986; Certificate of Membership, 1996
	7 items	Exhibit Posters, ca. 1990
	1 item	Career Fair Poster, February 9, 1994
36	1	Grant Application, December 15, 1983
	2-5	Administrative Grant Applications, Cooperative Education/Internship Program, 1985/86-1988/89
	6	Application for Grants under the Cooperative Education Program, November 1987
	7	Illinois Work-Study Cooperative Program Grant, Correspondence, March 1992
	8	Report by Ad-hoc Committee on Merging of COOP and CPPC, August 2004
37	1-2b	Admissions Booklets, (1966-2011)
	3	<u>Steps to Success at NIU</u> [UNIV 101 Course Book], 2001

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>	Page 11
37	4	<u>National Survey of Student Engagement, 2000 Institution Report</u> [NIU], Compiled by Office of Assessment Services, April 2001	
	5	Undergraduate Research and Artistry Day, April 24, 2012 [booklet]	
	6	Annual Report - Office of Student Engagement & Experiential Learning, 2010-2011	