All processed records currently kept in the Archives are organized and cataloged according to major record groups (and subgroups in some cases). Record groups reflect the major hierarchical or functional divisions of an institution. The functional record groups established for Alvernia are:

1. Confer credentials
2. Convey knowledge
3. Foster socialization
4. Conduct research
5. Sustain the institution
6. Provide public service
7. Promote culture
8. Maintain physical plant
9. Bernardine Franciscan Sisters
10. External sources
11. Unassigned
12. Alumni Heritage Collection

Within each group, records are then organized by series. A series is defined as a group of similar records or documents “maintained as a unit because they relate to a particular subject or function, result from the same activity, have a particular form, or because of some other relationship arising out of their creation, receipt or use.”

The series is the usual unit of cataloging. The major series and subseries established for Alvernia are:

- **General Records**
  - Constitution/By-laws
  - Minutes/Proceedings
  - Transcripts
  - Lists of Officers
- **Office Files**
  - Correspondence/Memoranda
  - Subject Files Concerning Projects, Activities, Functions
- **Historical Files**
  - Policies
  - Decisions

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• Publications
  o Programs
  o Newsletters
  o Brochures
  o Monographs/Journals
  o Announcements
  o Posters
  o Schedules

• Audiovisuals
  o Photographs
  o Sound Recordings
  o Video Recordings
  o Scrap Books

• Artifacts

As you peruse the inventory, the dark headings will identify the series for which Alvernia has some holdings. These holdings are briefly described in the scope notes which include the contents of a folder or box, the inclusive years of the holdings, and the extent (in linear inches) of the holdings.

The series headings which are grayed out indicate that no holdings presently exist or have not been cataloged for the Alvernia collection.
Record Group 1: Confer Credentials

Wherein are kept records related to the process of recruiting, selecting, and admitting students; providing financial aid and academic advice; and graduating the students

1 Confer Credentials

1.1 Recruitment, Selection, and Admission

1.1.1 General Records

1.1.1.1 Constitution/By-laws

1.1.1.2 Minutes/Proceedings
Minutes of the Enrollment Management Division. 1994-1995. 0.125 lin. in.

1.1.1.3 Transcripts

1.1.1.4 Lists of Officers

1.1.2 Office Files

1.1.2.1 Correspondence/Memoranda
Correspondence related to recruitment, selection, and admission. 1988-1997. 0.25 lin. in.

1.1.2.2 Subject Files Concerning Projects, Activities, Functions

1.1.2.2.1 Recruitment Plans


Strategic Academic and Enrollment Plan (A Work in Progress) Graduate and Continuing Studies. 2001. 0.625 lin. in.

1.1.3 Historical Files

1.1.3.1 Policies
Policies related to recruitment, selection, and admission. n.d. 0.125 lin. in.

1.1.3.2 Decisions

1.1.3.3 Committees/Task Forces

1.1.3.3.1 Reports to the Board of Trustees
Periodic reports to the Board of Trustees related to recruitment, selection, and admission. 2001-2002. 0.125 lin. in.

1.1.3.4 Questionnaires

1.1.3.5 Statistics

1.1.4 Publications

1.1.4.1 Programs

1.1.4.1.1 Orientation
Programs for the orientation of new students. 1967-2000. 0.25 lin. in.

1.1.4.2 Newsletters

1.1.4.3 Brochures

1.1.4.3.1 View Books
Publications with information of special interest to prospective students. 1960-. 4.0 lin. in. *Collection Guide available.*

1.1.4.3.2 Face Books
Collections of photographs of new students, used to foster socialization. 1986, 2003-2009. 0.25 lin. in.

1.1.4.4 Monographs/Journals

1.1.4.4.1 Student Directories
Printed directories of student information which generally include the student's name, address, telephone number, major field of study, advisor, and so forth. Published in fall and spring semesters. Fall 1986-fall 1997 (missing fall 1991-fall 1992. 5.0 lin. in. *Access is restricted to college employees with legitimate need.*

1.1.4.5 Announcements

1.1.4.6 Posters

1.1.4.7 Schedules

1.1.5 Audiovisuals

1.1.5.1 Photographs
1.1.5.2 Sound Recordings

1.1.5.3 Video Recordings

1.1.5.4 Scrap Books

1.2 Financial Aid

1.2.1 General Records
1.2.1.1 Constitution/By-laws
1.2.1.2 Minutes/Proceedings
1.2.1.3 Transcripts
1.2.1.4 Lists of Officers

1.2.2 Office Files
1.2.2.1 Correspondence/Memoranda
1.2.2.2 Subject Files Concerning Projects, Activities, Functions

1.2.3 Historical Files
1.2.3.1 Policies
1.2.3.2 Decisions
1.2.3.3 Committees/Task Forces
1.2.3.4 Questionnaires
1.2.3.5 Statistics

1.2.4 Publications
1.2.4.1 Programs
1.2.4.2 Newsletters
1.2.4.3 Brochures
1.2.4.4 Monographs/Journals
1.2.4.5 Announcements
1.2.4.6 Posters
1.2.4.7 Schedules

1.2.5 Audiovisuals
1.2.5.1 Photographs
1.2.5.2 Sound Recordings
1.2.5.3 Video Recordings
1.2.5.4 Scrap Books

1.3 Academic Advising

1.3.1 General Records
1.3.1.1 Constitution/By-laws
1.3.1.2 Minutes/Proceedings
1.3.1.3 Transcripts
1.3.1.4 Lists of Officers

1.3.2 Office Files
1.3.2.1 Correspondence/Memoranda
1.3.2.2 Subject Files Concerning Projects, Activities, Functions

1.3.3 Historical Files
1.3.3.1 Policies
1.3.3.2 Decisions
1.3.3.3 Committees/Task Forces
1.3.3.4 Questionnaires
1.3.3.5 Statistics

1.3.4 Publications
1.3.4.1 Programs
1.3.4.2 Newsletters
1.3.4.3 Brochures
1.3.4.4 Monographs/Journals
1.3.4.5 Announcements
1.3.4.6 Posters
1.3.4.7 Schedules

1.3.5 Audiovisuals
1.3.5.1 Photographs
1.3.5.2 Sound Recordings
1.3.5.3 Video Recordings
1.3.5.4 Scrap Books

1.4 Career Counseling

1.4.1 General Records
1.4.1.1 Constitution/By-laws
1.4.1.2 Minutes/Proceedings
1.4.1.3 Transcripts
1.4.1.4 Lists of Officers

1.4.2 Office Files
1.4.2.1 Correspondence/Memoranda
1.4.2.2 Subject Files Concerning Projects, Activities, Functions

1.4.3 Historical Files
1.4.3.1 Policies
1.4.3.2 Decisions
1.4.3.3 Committees/Task Forces
1.4.3.4 Questionnaires
1.4.3.5 Statistics
1.4.4  Publications

1.4.4.1  Programs

1.4.4.2  Newsletters
*The Quest*, newsletter related to career counseling. 1988-1989. 0.125 lin. in.

1.4.4.3  Brochures
Informational brochures related to career counseling. n.d. 0.125 lin. in.

1.4.4.4  Monographs/Journals

1.4.4.5  Announcements

1.4.4.6  Posters

1.4.4.7  Schedules

1.4.5  Audiovisuals

1.4.5.1  Photographs

1.4.5.2  Sound Recordings

1.4.5.3  Video Recordings

1.4.5.4  Scrap Books

1.5 Graduation

1.5.1  General Records

1.5.1.1  Constitution/By-laws

1.5.1.2  Minutes/Proceedings

1.5.1.3  Transcripts

1.5.1.3.1  Commencement Scripts
Speakers’ comments presented from the podium during commencement exercises. 2002-2004. 1.5 lin. in.

1.5.1.4  Lists of Officers

1.5.2  Office Files

1.5.2.1  Correspondence/Memoranda

1.5.2.2  Subject Files Concerning Projects, Activities, Functions
1.5.2.2.1 Proposals
Petition to the Pennsylvania Department of Education for permission to award the honorary degree, Doctor of Humane Letters (L.H.D.). June 29, 1983. 0.125 lin. in.

1.5.3 Historical Files
1.5.3.1 Policies
1.5.3.2 Decisions
1.5.3.3 Committees/Task Forces
1.5.3.4 Questionnaires
1.5.3.5 Statistics

1.5.4 Publications
1.5.4.1 Programs

1.5.4.1.1 Commencement
Programs and lists of graduates for the commencement ceremonies. Some programs include the liturgy for the Baccalaureate Mass. 1961-. 6.75 lin. in. Collection Guide available.

1.5.4.1.2 Baccalaureate Mass
Liturgical programs for Baccalaureate Masses. From 1990 to 2004 these were published as part of the commencement programs. 1977, 1984, 1986-89,2005-. 0.75 lin. in. Collection Guide available.

1.5.4.1.3 Senior Dinner
1.5.4.2 Newsletters
1.5.4.3 Brochures
1.5.4.4 Monographs/Journals
1.5.4.5 Announcements
1.5.4.6 Posters
1.5.4.7 Schedules

1.5.5 Audiovisuals
1.5.5.1 Photographs
1.5.5.2 Sound Recordings
1.5.5.3 Video Recordings
1.5.5.3.1 Commencement and Baccalaureate Mass
VCR and DVD recordings of baccalaureate and commencement ceremonies. 1987-. 38.5 lin. in. Collection Guide available.

1.5.5.4 Scrap Books

1.5.6 Artifacts

1.5.6.1 Academic Regalia
Academic hoods purportedly worn by Ss. Zygmunta, Acursia and Gemma. Gloves of unknown provenance. n.d. 2.5 lin. in.
Record Group 2: Convey Knowledge

Wherein are contained records that cover the formulation and delivery of the curriculum as well as the learning process.

2 Convey Knowledge

2.1 Curriculum

2.1.1 General Records

2.1.1.1 Constitution/By-laws

2.1.1.2 Minutes/Proceedings

2.1.1.3 Transcripts

2.1.1.4 Lists of Officers

2.1.2 Office Files

2.1.2.1 Correspondence/Memoranda

2.1.2.2 Subject Files Concerning Projects, Activities, Functions

2.1.2.2.1 Ph.D. in Leadership

One copy of the degree program proposal submitted to the Commonwealth of Pennsylvania Department of Education. February 17, 2005. 4.5 lin. in. in 1 3-ring binder.

2.1.2.2.2 Master of Business Administration

One copy of the revised degree program proposal submitted to the Commonwealth of Pennsylvania Department of Education. July, 1998. 2.75 lin. in. in 1 3-ring binder.

2.1.3 Historical Files

2.1.3.1 Policies

2.1.3.2 Decisions

2.1.3.3 Committees/Task Forces

2.1.3.3.1 Curriculum Committee

2.1.3.4 Questionnaires

2.1.3.5 Statistics

2.1.4 Publications

2.1.4.1 Programs

2.1.4.2 Newsletters

2.1.4.3 Brochures

2.1.4.4 Monographs/Journals

2.1.4.4.1 Undergraduate College Catalogs
Undergraduate college catalogs which contain statements of educational objectives, descriptions of annual course offerings, and requirements for graduation as well as other information about the college. 1963-. 18.75 lin. in. Collection Guide available.

2.1.4.4.2 Summer Catalogs

2.1.4.4.3 Continuing Education/Evening Division (CEED) Catalogs
Catalogs for courses offered by the Continuing Education/Evening Division containing statements of educational objectives, descriptions of course offerings, and other information. 1985-1998. 1.0 lin. in.

2.1.4.4.4 Graduate and Continuing Education Catalogs
Catalogs for courses offered by the Graduate and Continuing Education Division containing statements of educational objectives, descriptions of course offerings, and other information. 2004-2006. 0.25 lin. in.

2.1.5 Audiovisuals

2.1.5.1 Photographs

2.1.5.2 Sound Recordings

2.1.5.3 Video Recordings
2.1.5.4 Scrap Books

2.2 *Teaching*

2.2.1 General Records

2.2.1.1 Constitution/By-laws
2.2.1.2 Minutes/Proceedings
2.2.1.3 Transcripts
2.2.1.4 Lists of Officers

2.2.2 Office Files

2.2.2.1 Correspondence/Memoranda
2.2.2.2 Subject Files Concerning Projects, Activities, Functions

2.2.3 Historical Files

2.2.3.1 Policies
2.2.3.2 Decisions
2.2.3.3 Committees/Task Forces
2.2.3.4 Questionnaires
2.2.3.5 Statistics

2.2.4 Publications

2.2.4.1 Programs
2.2.4.2 Newsletters
2.2.4.3 Brochures
2.2.4.4 Monographs/Journals
2.2.4.5 Announcements
2.2.4.6 Posters
2.2.4.7 Schedules

2.2.5 Audiovisuals
## 2.2.5.1 Photographs

## 2.2.5.2 Sound Recordings

## 2.2.5.3 Video Recordings

## 2.2.5.4 Scrap Books

## 2.2.6 Artifacts

## 2.2.7 Knowledge Areas

### 2.2.7.1 Communications and Computer Science

#### 2.2.7.1.1 General Records

- 2.2.7.1.1.1 Constitution/By-laws
- 2.2.7.1.1.2 Minutes/Proceedings
- 2.2.7.1.1.3 Transcripts
- 2.2.7.1.1.4 Lists of Faculty and Staff

#### 2.2.7.1.2 Office Files

- 2.2.7.1.2.1 Correspondence/Memoranda

#### 2.2.7.1.2.2 Subject Files Concerning Projects, Activities, Functions

- 2.2.7.1.2.2.1 Proposals
  
  Guidelines for internships. n.d. 0.125 lin. in.

- 2.2.7.1.2.2.2 Program Reviews and Progress Reports

#### 2.2.7.1.3 Historical Files

- 2.2.7.1.3.1 Policies
  
  Proposal for reorganizing the Communications Department. n.d. 0.125 lin. in.

- 2.2.7.1.3.2 Decisions
- 2.2.7.1.3.3 Committees/Task Forces
- 2.2.7.1.3.4 Questionnaires
- 2.2.7.1.3.5 Statistics

#### 2.2.7.1.4 Publications
2.2.7.1.4.1 Programs
2.2.7.1.4.2 Newsletters
2.2.7.1.4.3 Brochures
2.2.7.1.4.4 Monographs/Journals
2.2.7.1.4.5 Announcements
2.2.7.1.4.6 Posters
2.2.7.1.4.7 Schedules

2.2.7.1.5 Audiovisuals
2.2.7.1.5.1 Photographs
2.2.7.1.5.2 Sound Recordings
2.2.7.1.5.3 Video Recordings
2.2.7.1.5.4 Scrap Books

2.2.7.1.6 Artifacts

2.2.7.2 Psychology

2.2.7.2.1 General Records
2.2.7.2.1.1 Constitution/By-laws

2.2.7.2.1.2 Minutes/Proceedings
2.2.7.2.1.3 Transcripts
2.2.7.2.1.4 Lists of Faculty and Staff

2.2.7.2.2 Office Files

2.2.7.2.2.1 Correspondence/Memoranda
Correspondence related to the study of psychology. 1981-1995. 0.125 lin. in.
2.2.7.2.2.2 Subject Files Concerning Projects, Activities, Functions
2.2.7.2.2.2.1 Proposals
2.2.7.2.2.2.2 Program Reviews and Progress Reports
2.2.7.2.3 Historical Files

2.2.7.2.3.1 Policies
2.2.7.2.3.2 Decisions
2.2.7.2.3.3 Committees/Task Forces
2.2.7.2.3.4 Questionnaires
2.2.7.2.3.5 Statistics

2.2.7.2.4 Publications

2.2.7.2.4.1 Programs
2.2.7.2.4.2 Newsletters
2.2.7.2.4.3 Brochures
  Informational brochures for the study of psychology. 1995. 0.125 lin. in.
2.2.7.2.4.4 Monographs/Journals
2.2.7.2.4.5 Announcements
2.2.7.2.4.6 Posters
2.2.7.2.4.7 Schedules

2.2.7.2.5 Audiovisuals

2.2.7.2.5.1 Photographs
2.2.7.2.5.2 Sound Recordings
2.2.7.2.5.3 Video Recordings
2.2.7.2.5.4 Scrap Books

2.2.7.2.6 Artifacts

2.2.7.3 Religion and Philosophy

2.2.7.3.1 General Records

2.2.7.3.1.1 Constitution/By-laws
2.2.7.3.1.2 Minutes/Proceedings
  Minutes of the Theology and Philosophy Department. September 24, 1984-October 6, 1992. 0.125 lin. in.
2.2.7.3.1.3 Transcripts

2.2.7.3.1.4 Lists of Faculty and Staff

2.2.7.3.2 Office Files

2.2.7.3.2.1 Correspondence/Memoranda
Correspondence related to the study of religion and philosophy. 1985. 0.125 lin. in.

2.2.7.3.2.2 Subject Files Concerning Projects, Activities, Functions

2.2.7.3.2.2.1 Proposals
Various proposals regarding new majors, seminars, and graduation requirements. 1991-1995. 0.125 lin. in.

2.2.7.3.2.2.2 Program Reviews and Progress Reports

2.2.7.3.3 Historical Files

2.2.7.3.3.1 Policies

2.2.7.3.3.2 Decisions

2.2.7.3.3.3 Committees/Task Forces

2.2.7.3.3.4 Questionnaires

2.2.7.3.3.5 Statistics

2.2.7.3.4 Publications

2.2.7.3.4.1 Programs

2.2.7.3.4.2 Newsletters

2.2.7.3.4.3 Brochures

2.2.7.3.4.4 Monographs/Journals

2.2.7.3.4.5 Announcements

2.2.7.3.4.6 Posters

2.2.7.3.4.7 Schedules

2.2.7.3.5 Audiovisuals

10/20/2009
2.2.7.3.5.1 Photographs
2.2.7.3.5.2 Sound Recordings
2.2.7.3.5.3 Video Recordings
2.2.7.3.5.4 Scrap Books

2.2.7.3.6 Artifacts

2.2.7.4 Social Science

2.2.7.4.1 Social Sciences

2.2.7.4.1.1 General Records

2.2.7.4.1.1.1 Constitution/By-laws

2.2.7.4.1.1.2 Minutes/Proceedings

2.2.7.4.1.1.3 Transcripts

2.2.7.4.1.1.4 Lists of Faculty and Staff

2.2.7.4.1.2 Office Files

2.2.7.4.1.2.1 Correspondence/Memoranda
Correspondence related to the study of social sciences. 1983, 1988. 0.125 lin. in.

2.2.7.4.1.2.2 Subject Files Concerning Projects, Activities, Functions

2.2.7.4.1.2.2.1 Proposals

2.2.7.4.1.2.2.2 Program Reviews and Progress Reports

2.2.7.4.1.3 Historical Files

2.2.7.4.1.3.1 Policies

2.2.7.4.1.3.2 Decisions

2.2.7.4.1.3.3 Committees/Task Forces

2.2.7.4.1.3.4 Questionnaires

2.2.7.4.1.3.5 Statistics
2.2.7.4.1.4 Publications

2.2.7.4.1.4.1 Programs

2.2.7.4.1.4.2 Newsletters

2.2.7.4.1.4.3 Brochures
Informational brochures for the study of social sciences. n.d. 0.125 lin. in.

2.2.7.4.1.4.4 Monographs/Journals

2.2.7.4.1.4.5 Announcements

2.2.7.4.1.4.6 Posters

2.2.7.4.1.4.7 Schedules

2.2.7.4.1.5 Audiovisuals

2.2.7.4.1.5.1 Photographs

2.2.7.4.1.5.2 Sound Recordings

2.2.7.4.1.5.3 Video Recordings

2.2.7.4.1.5.4 Scrap Books

2.2.7.4.1.6 Artifacts

2.2.7.4.2 Education

2.2.7.4.2.1 General Records

2.2.7.4.2.1.1 Constitution/By-laws

2.2.7.4.2.1.2 Minutes/Proceedings
Minutes of the Education faculty. 1984-1990. 0.125 lin. in.

2.2.7.4.2.1.3 Transcripts

2.2.7.4.2.1.4 Lists of Faculty and Staff

2.2.7.4.2.2 Office Files

2.2.7.4.2.2.1 Correspondence/Memoranda
Correspondence related to the study of education. 1985-1991. 0.25 lin. in.

2.2.7.4.2.2.2 Subject Files Concerning Projects, Activities, Functions
2.2.7.4.2.2.1 Proposals

2.2.7.4.2.2 Program Reviews and Progress Reports

2.2.7.4.2.3 Historical Files

2.2.7.4.2.3.1 Policies
Policies for the teacher education program at Alvernia College. June 7, 1983. 0.125 lin. in.

Student Teacher’s Guidebook. n.d. 0.25 lin. in.

Student Teaching Handbook. n.d. 0.25 lin. in.

Guidebook for Student Teachers. n.d. 0.25 lin. in.

2.2.7.4.2.3.2 Decisions

2.2.7.4.2.3.3 Committees/Task Forces

2.2.7.4.2.3.4 Questionnaires

2.2.7.4.2.3.5 Statistics

2.2.7.4.2.4 Publications

2.2.7.4.2.4.1 Programs

2.2.7.4.2.4.2 Newsletters

2.2.7.4.2.4.3 Brochures
Informational brochures for the study of teacher education. n.d. 0.125 lin. in.

2.2.7.4.2.4.4 Monographs/Journals

2.2.7.4.2.4.5 Announcements

2.2.7.4.2.4.6 Posters

2.2.7.4.2.4.7 Schedules

2.2.7.4.2.5 Audiovisuals

2.2.7.4.2.5.1 Photographs

2.2.7.4.2.5.2 Sound Recordings

2.2.7.4.2.5.3 Video Recordings
2.2.7.4.2 Scrap Books

2.2.7.4.6 Artifacts

2.2.7.4.3 Criminal Justice

2.2.7.4.3.1 General Records
  2.2.7.4.3.1.1 Constitution/By-laws
  2.2.7.4.3.1.2 Minutes/Proceedings
  2.2.7.4.3.1.3 Transcripts
  2.2.7.4.3.1.4 Lists of Faculty and Staff

2.2.7.4.3.2 Office Files
  2.2.7.4.3.2.1 Correspondence/Memoranda
  Correspondence related to the study of criminal justice. 1980-1993. 0.125 lin. in.
  2.2.7.4.3.2.2 Subject Files Concerning Projects, Activities, Functions
    2.2.7.4.3.2.2.1 Proposals
    Various proposals related to the criminal justice area. various dates. 0.125 lin. in.
    2.2.7.4.3.2.2.2 Program Reviews and Progress Reports

2.2.7.4.3.3 Historical Files
  2.2.7.4.3.3.1 Policies
  2.2.7.4.3.3.2 Decisions
  2.2.7.4.3.3.3 Committees/Task Forces
  2.2.7.4.3.3.4 Questionnaires
  2.2.7.4.3.3.5 Statistics

2.2.7.4.3.4 Publications
  2.2.7.4.3.4.1 Programs
  Programs for workshops and conferences sponsored by Alvernia in the area of criminal justice. 1978-2002. 0.125 lin. in..
2.2.7.4.3.4.2 Newsletters

2.2.7.4.3.4.3 Brochures
Informational brochures for the study of criminal justice. Various dates. 0.25 lin. in.

2.2.7.4.3.4.4 Monographs/Journals
2.2.7.4.3.4.5 Announcements

2.2.7.4.3.4.6 Posters
Posters for various programs sponsored by Alvernia in the area of criminal justice. Various dates. 3 sheets.

2.2.7.4.3.4.7 Schedules

2.2.7.4.3.5 Audiovisuals
2.2.7.4.3.5.1 Photographs
2.2.7.4.3.5.2 Sound Recordings
2.2.7.4.3.5.3 Video Recordings
2.2.7.4.3.5.4 Scrap Books

2.2.7.4.3.6 Artifacts

2.2.7.4.4 Social Work

2.2.7.4.4.1 General Records
2.2.7.4.4.1.1 Constitution/By-laws

2.2.7.4.4.1.2 Minutes/Proceedings

2.2.7.4.4.1.3 Transcripts
2.2.7.4.4.1.4 Lists of Faculty and Staff

2.2.7.4.4.2 Office Files

2.2.7.4.4.2.1 Correspondence/Memoranda
Correspondence related to the study of social work. 1978-1999. 0.25 lin. in.

2.2.7.4.4.2.2 Subject Files Concerning Projects, Activities, Functions
2.2.7.4.4.2.2.1 Proposals

2.2.7.4.4.2.2.2 Program Reviews and Progress Reports
Self-Study Narrative (August 30, 1985), Report and Appendix (August 10, 1986) to Commission on Accreditation, Council on Social Work Education, Baccalaureate Social Work Degree Program. Submitted for Initial Accreditation Status by the Faculty of the Social Work Department. 3.0 lin. in.

Self-Study for Initial Accreditation of the Social Work Department, Alvernia College, Narrative, Submitted to the Commission on Accreditation, Council on Social Work Education. March 1997. 1.0 lin. in.

2.2.7.4.4.3 Historical Files
2.2.7.4.4.3.1 Policies
2.2.7.4.4.3.2 Decisions
Contract entered into by Alvernia in the Social Work area. 1985. 0.125 lin. in.
2.2.7.4.4.3.3 Committees/Task Forces
2.2.7.4.4.3.4 Questionnaires
Response of Sister Mary Anne to evaluation of Alvernia’s mission, goals and objectives. n.d. 0.125 lin. in.
2.2.7.4.4.3.5 Statistics

2.2.7.4.4.4 Publications
2.2.7.4.4.4.1 Programs
Programs for workshops and conferences sponsored by Alvernia in the area of social work. 1965-1999. 0.125 lin. in.
2.2.7.4.4.4.2 Newsletters
2.2.7.4.4.4.3 Brochures
Informational brochures for the study of social work. n.d. 0.125 lin. in.
2.2.7.4.4.4.4 Monographs/Journals
2.2.7.4.4.4.5 Announcements
2.2.7.4.4.4.6 Posters
2.2.7.4.4.4.7 Schedules

2.2.7.4.4.5 Audiovisuals
2.2.7.4.4.5.1 Photographs
2.2.7.4.4.5.2 Sound Recordings
2.2.7.5 Language

2.2.7.5.1 General Records

2.2.7.5.1.1 Constitution/By-laws

2.2.7.5.1.2 Minutes/Proceedings
Minutes of the Department of Modern Languages. February 12, 1985. 0.125 lin. in.

2.2.7.5.1.3 Transcripts

2.2.7.5.1.4 Lists of Faculty and Staff

2.2.7.5.2 Office Files

2.2.7.5.2.1 Correspondence/Memoranda

2.2.7.5.2.2 Subject Files Concerning Projects, Activities, Functions

2.2.7.5.2.2.1 Proposals

2.2.7.5.2.2.2 Program Reviews and Progress Reports

2.2.7.5.3 Historical Files

2.2.7.5.3.1 Policies

2.2.7.5.3.2 Decisions

2.2.7.5.3.3 Committees/Task Forces

2.2.7.5.3.4 Questionnaires

2.2.7.5.3.5 Statistics

2.2.7.5.4 Publications

2.2.7.5.4.1 Programs

2.2.7.5.4.2 Newsletters

2.2.7.5.4.3 Brochures
Informational brochure for the study of modern languages. n.d. 0.125 lin. in.
2.2.7.4.4 Monographs/Journals
2.2.7.4.5 Announcements
2.2.7.4.6 Posters
2.2.7.4.7 Schedules

2.2.7.5 Audiovisuals
2.2.7.5.1 Photographs
2.2.7.5.2 Sound Recordings
2.2.7.5.3 Video Recordings
2.2.7.5.4 Scrap Books

2.2.7.6 Artifacts

2.2.7.6 Natural Science

2.2.7.6.1 General Records
2.2.7.6.1.1 Constitution/By-laws
2.2.7.6.1.2 Minutes/Proceedings
Minutes of the Natural Sciences Division, September 10, 1991-February 9, 1993; Science and Mathematics Division, September 13, 1994-April 14, 1998. 0.375 lin. in.
2.2.7.6.1.3 Transcripts
2.2.7.6.1.4 Lists of Faculty and Staff

2.2.7.6.2 Office Files
2.2.7.6.2.1 Correspondence/Memoranda
Correspondence related to the natural science area, primarily to and from Sr. Alodia. 1965-1998. 0.25 lin. in.
2.2.7.6.2.1.1 Letters from Students
2.2.7.6.2.2 Subject Files Concerning Projects, Activities, Functions
2.2.7.6.2.2.1 Proposals
2.2.7.6.2.2.2 Program Reviews and Progress Reports
Twelve-year and annual reviews for the Division of Natural Sciences and Mathematics. 1970-1985. 0.25 lin. in.
2.2.7.6.2.2.3 Faculty Awards
Awards and certificates of achievement received by faculty in the natural sciences. 1980-1983. 0.125 lin. in.

2.2.7.6.3 Historical Files
2.2.7.6.3.1 Policies
Several policies for the Division of Natural Sciences and Mathematics. n.d. 0.125 lin. in.

  2.2.7.6.3.2 Decisions
  2.2.7.6.3.3 Committees/Task Forces
  2.2.7.6.3.4 Questionnaires
  2.2.7.6.3.5 Statistics

2.2.7.6.4 Publications
2.2.7.6.4.1 Programs
Miscellaneous programs for activities in the natural sciences. Various dates. 0.125 lin. in.

  2.2.7.6.4.1.1 Science Day
  Programs for Science Day activities. 1975-1990. 0.25 lin. in.

  2.2.7.6.4.1.2 Mathcounts
  Programs for Mathcounts competitions held at Alvernia. 1995-1995. 0.25 lin. in.

  2.2.7.6.4.2 Newsletters

2.2.7.6.4.3 Brochures
Informational brochures for the study of natural science. n.d. 0.125 lin. in.

  2.2.7.6.4.4 Monographs/Journals
  2.2.7.6.4.5 Announcements
  2.2.7.6.4.6 Posters
  2.2.7.6.4.7 Schedules

2.2.7.6.5 Audiovisuals

  2.2.7.6.5.1 Photographs
  2.2.7.6.5.2 Sound Recordings
  2.2.7.6.5.3 Video Recordings
  2.2.7.6.5.4 Scrap Books
No title. Compiler Sr. M. Alodia? Photographs (including negatives) of Sr. Alodia, Sr. Gemma, students, and others in labs, Science Day, and other activities. 1977. 17 pp. 3-ring binder. 10.125 in. w x 11 in. h. 1.5 lin. in.

2.2.7.6.6 Artifacts

2.2.7.7 Applied Science

2.2.7.7.1 Addiction Studies

2.2.7.7.1.1 General Records

2.2.7.7.1.1.1 Constitution/By-laws
2.2.7.7.1.1.2 Minutes/Proceedings
2.2.7.7.1.1.3 Transcripts
2.2.7.7.1.1.4 Lists of Faculty and Staff

2.2.7.7.1.2 Office Files

2.2.7.7.1.2.1 Correspondence/Memoranda
Correspondence related to the addiction studies area. 1977-1991. 0.125 lin. in.

2.2.7.7.1.2.2 Subject Files Concerning Projects, Activities, Functions

2.2.7.7.1.2.2.1 Proposals
Request for approval from the Pennsylvania Department of Education for a program in substance abuse counseling (Master of Arts). January 31, 1985. 0.125 lin. in.

2.2.7.7.1.2.2.2 Program Reviews and Progress Reports

2.2.7.7.1.3 Historical Files

2.2.7.7.1.3.1 Policies
Policies and guidelines related to the addiction studies area. n.d. 0.125 lin. in.

2.2.7.7.1.3.2 Decisions
2.2.7.7.1.3.3 Committees/Task Forces

2.2.7.7.1.3.4 Questionnaires

2.2.7.7.1.3.5 Statistics

2.2.7.7.1.4 Publications
2.2.7.7.1.4.1 Programs
Programs related to the area of addiction studies. 1973-1985. 0.125 lin. in.

2.2.7.7.1.4.2 Newsletters
Various newsletters that mention the study of addiction studies at Alvernia. 1980-1981. 0.125 lin. in.

2.2.7.7.1.4.2.1 Addictionary

2.2.7.7.1.4.3 Brochures
Informational brochures for the study of addiction studies. n.d. 0.125 lin. in.

2.2.7.7.1.4.4 Monographs/Journals

2.2.7.7.1.4.5 Announcements

2.2.7.7.1.4.6 Posters

2.2.7.7.1.4.7 Schedules

2.2.7.7.1.5 Audiovisuals

2.2.7.7.1.5.1 Photographs

2.2.7.7.1.5.2 Sound Recordings

2.2.7.7.1.5.3 Video Recordings

2.2.7.7.1.5.4 Scrap Books

2.2.7.7.1.6 Artifacts

2.2.7.7.2 Business

2.2.7.7.2.1 General Records

2.2.7.7.2.1.1 Constitution/By-laws

2.2.7.7.2.1.2 Minutes/Proceedings

2.2.7.7.2.1.3 Transcripts

2.2.7.7.2.1.4 Lists of Faculty and Staff
List of Alvernia faculty. n.d. 0.125 lin. in.

2.2.7.7.2.2 Office Files

2.2.7.7.2.2.1 Correspondence/Memoranda
2.2.7.2.2.2 Subject Files Concerning Projects, Activities, Functions

2.2.7.2.2.2.1 Proposals
Request for program approval from the Pennsylvania Department of Education, Final Step, Post–Internal Approval Phase, for program in Business Administration (Associate Degree). May 15, 1978. 0.125 lin. in.

2.2.7.2.2.2.2 Program Reviews and Progress Reports
Self-evaluation of the business department. n.d. 0.125 lin. in.

2.2.7.2.3 Historical Files

2.2.7.2.3.1 Policies
Policies related to the area of business. 1975, 1983. 0.125 lin. in.

2.2.7.2.3.2 Decisions
2.2.7.2.3.3 Committees/Task Forces
2.2.7.2.3.4 Questionnaires

2.2.7.2.3.5 Statistics

2.2.7.2.4 Publications

2.2.7.2.4.1 Programs
2.2.7.2.4.2 Newsletters

2.2.7.2.4.3 Brochures

2.2.7.2.4.4 Monographs/Journals
2.2.7.2.4.5 Announcements
2.2.7.2.4.6 Posters
2.2.7.2.4.7 Schedules

2.2.7.2.5 Audiovisuals

2.2.7.2.5.1 Photographs
2.2.7.2.5.2 Sound Recordings
2.2.7.2.5.3 Video Recordings
“Taking Care of Business: Technology and Ethical Concerns.” (GTE Lecture Series). One VHS videocassette.
Produced by Alvernia College. Part of the GTE Lecture Series. Lectures by experts of the field about technological and ethical issues, followed by a panel of experts. Event held in Francis Hall Auditorium. September 26, 1991. Running time 2:00:00. 1.0 lin. in.


“To Do or Die: Medical Technology and Ethical Concerns.” (GTE Lecture Series). One VHS videocassette. Produced by Alvernia College. Part of GTE Lecture Series. 20-minute lecture by Dr. M? and another 20-minute lecture by Dr. B? about medicine, technology, and ethics. Followed by the panel of doctors and educators of different fields. Held at Francis Hall Auditorium. November 7, 1991. Running time 1:45:00. 1.0 lin. in.

“Medical Program.” One VHS videocassette. Produced by Alvernia College. A cut video from "To Do or Die: Medical Technology and Ethical Concerns" showing only the panel part of the program. November 7, 1991. Running time 0:57:27. 1.0 lin. in.


2.2.7.7.2.5.4 Scrap Books
2.2.7.7.2.6 Artifacts

2.2.7.7.3 Occupational Therapy
2.2.7.7.3.1 General Records
2.2.7.7.3.1.1 Constitution/By-laws
2.2.7.7.3.1.2 Minutes/Proceedings
2.2.7.7.3.1.3 Transcripts
2.2.7.7.3.1.4 Lists of Faculty and Staff

2.2.7.7.3.2 Office Files
2.2.7.7.3.2.1 Correspondence/Memoranda
Correspondence related to the study of occupational therapy. 1994-1998. 0.5 lin. in.

2.2.7.7.3.2.2 Subject Files Concerning Projects, Activities, Functions

2.2.7.7.3.2.2.1 Proposals
Application for Developing Program Status for an Educational Program for the Occupational Therapist. April 30, 1995. 1.125 lin. in.

Application for Initial/Continuing Accreditation for an Educational Program for the Occupational Therapist. November 1996. 0.75 lin. in.
Degree Program Proposal: Master of Science in Occupational Therapy. March 1, 2000. 0.875 lin. in.

2.2.7.7.3.2.2.2 Program Reviews and Progress Reports
Occupational Therapy Program. Program Update. Submitted to the Accreditation Council for Occupational Therapy Education. October 2005. 0.25 lin. in.

2.2.7.7.3.3 Historical Files
2.2.7.7.3.3.1 Policies
2.2.7.7.3.3.2 Decisions
2.2.7.7.3.3.3 Committees/Task Forces
2.2.7.7.3.3.4 Questionnaires
2.2.7.7.3.3.5 Statistics

2.2.7.7.3.4 Publications
2.2.7.7.3.4.1 Programs
Programs for activities in occupational therapy. 1997. 2 sheets.
2.2.7.7.3.4.2 Newsletters

2.2.7.7.3.4.3 Brochures
Informational brochure for the study of occupational therapy. n.d. 1 sheet.
2.2.7.7.3.4.4 Monographs/Journals
2.2.7.7.3.4.5 Announcements
2.2.7.7.3.4.6 Posters
2.2.7.7.3.4.7 Schedules

2.2.7.7.3.5 Audiovisuals
2.2.7.7.3.5.1 Photographs
2.2.7.7.3.5.2 Sound Recordings
2.2.7.7.3.5.3 Video Recordings
2.2.7.7.3.5.4 Scrap Books

2.2.7.7.3.6 Artifacts

2.2.7.7.4 Physical Therapist Assistant
2.2.7.7.4.1 General Records
2.2.7.7.4.1.1 Constitution/By-laws
2.2.7.7.4.1.2 Minutes/Proceedings
2.2.7.7.4.1.3 Transcripts
2.2.7.7.4.1.4 Lists of Faculty and Staff

2.2.7.7.4.2 Office Files
2.2.7.7.4.2.1 Correspondence/Memoranda
Correspondence related to the area of physical therapist assistant. 1984-1995. 0.375 lin. in.
2.2.7.7.4.2.2 Subject Files Concerning Projects, Activities, Functions
2.2.7.7.4.2.2.1 Proposals
2.2.7.7.4.2.2.2 Program Reviews and Progress Reports
Reports of accreditation reviews by the American Physical Therapist Association. 1985-1990. 0.25 lin. in.

2.2.7.7.4.3 Historical Files
2.2.7.7.4.3.1 Policies
2.2.7.7.4.3.2 Decisions
2.2.7.7.4.3.3 Committees/Task Forces
Records of the Physical Therapist Assistant Admissions Committee. September-October, 1994. 0.25 lin. in.
2.2.7.7.4.3.4 Questionnaires
Results of 1994 graduate survey. 1995. 0.125 lin. in.
2.2.7.7.4.3.5 Statistics

2.2.7.7.4.4 Publications
2.2.7.7.4.4.1 Programs
2.2.7.7.4.4.2 Newsletters
2.2.7.7.4.4.3 Brochures
Informational brochures for the study of physical therapist assistant. n.d. 1 sheet.
2.2.7.7.4.4.4 Monographs/Journals
2.2.7.7.4.4.5 Announcements
2.2.7.4.6 Posters
2.2.7.4.7 Schedules

2.2.7.4.5 Audiovisuals
2.2.7.4.5.1 Photographs
2.2.7.4.5.2 Sound Recordings
2.2.7.4.5.3 Video Recordings
2.2.7.4.5.4 Scrap Books

2.2.7.4.6 Artifacts

2.2.7.5 Nursing

2.2.7.5.1 General Records

2.2.7.5.1.1 Constitution/By-laws
By-laws of the Associate Degree Nursing Department. April 1981. 0.125 lin. in.

2.2.7.5.1.2 Minutes/Proceedings
Minutes of the Associate Degree Nursing faculty meetings including minutes of the meetings for Sophomore Team, Curriculum Committee, Student Development, Level III Faculty, Level IV Faculty, RN-BSN Faculty. 1987-1995 (No minutes for 1999-1994) 1.00 lin. in.

2.2.7.5.1.3 Transcripts

2.2.7.5.1.4 Lists of Faculty and Staff

2.2.7.5.2 Office Files

2.2.7.5.2.1 Correspondence/Memoranda
Correspondence related to the nursing area. 1997-1998. 0.125 lin. in.

2.2.7.5.2.2 Subject Files Concerning Projects, Activities, Functions

2.2.7.5.2.2.1 Proposals

2.2.7.5.2.2.1.1 Associate of Science in Nursing, 1974
Application for approval to grant an Associate of Science in Nursing degree submitted to the Commonwealth of Pennsylvania. December 5, 1974. 0.5 lin. in.

2.2.7.5.2.2.1.2 Associate Degree Nursing Program, 1975
Proposed Associate Degree Nursing program submitted for approval to the State Board of Nursing Examiners. September 15, 1975. 0.5 lin. in.
Program Reviews and Progress Reports

Professional Nursing Program, 1981
Information required for survey of professional nursing program by the State Board of Nurse Examiners. August 21, 1981. 0.375 lin. in.

Accreditation
Self-study report to the Board of Review, Division of Accreditation Services, Associate Degree Nursing Program. Submitted for initial approval by the faculty of the Department of Nursing. February 1985. 0.5 lin. in.

Information required for survey visit of the Nursing Education Program by the State Board of Nurse Examiners Harrisburg, Pennsylvania. October 1988. 1.0 lin. in.

Self-study report presented to the National League for Nursing in partial fulfillment for reaccreditation of the Associate Degree Nursing program. Submitted by the Faculty of the Nursing program. 2 volumes: Report and Appendices. Also includes agenda for League’s visit in November 1993. October 1993. 2.5 lin. in.

Department of Nursing. RN-BSN Completion Program. Self-study Report. Submitted to the Commission of Collegiate Nursing Education. August 1999. 4 volumes: Report and 3 Appendices. 3.5 lin. in.


Department of Nursing. Bachelor of Science in Nursing degree. Feasibility Study Phase II. Submitted to the Pennsylvania State Board of Nursing. 2 volumes. February 2000. 2.0 lin. in.

Annual Evaluation Plan, 1981
Annual evaluation plan of the nursing program. May 1981. 0.125 lin. in.

Annual Reports
Annual and President’s reports for the Associate Degree Nursing Program. 1979-2001. 0.25 lin. in.

Curriculum Review
Nursing Department Program Review, Submitted to Faculty Council Curriculum Committee May, 2005. 0.375 lin. in.

Articulation Agreements
Documents and correspondence related to the development of articulation agreements with other colleges and universities. 1977?-1979? 0.25 lin. in.

Historical Files
Policies
Associate degree nursing program faculty policies. 1983-1984. 0.125 lin. in.

Nursing Faculty and Staff Handbook

Bachelor of Science Degree in Nursing Program Student Handbook
2.2.7.7.5.3.1.3 RN-BSN Completion Program Student Handbook

2.2.7.7.5.3.1.4

2.2.7.7.5.3.2 Decisions

2.2.7.7.5.3.3 Committees/Task Forces
List of nursing faculty committees in the Associate Degree Nursing program. May 1981. 0.125 lin. in.

2.2.7.7.5.3.4 Questionnaires

2.2.7.7.5.3.5 Statistics

2.2.7.7.5.4 Publications

2.2.7.7.5.4.1 Programs
Programs for activities in nursing, including pinning and commitment ceremonies. 1982-2003. 0.125 lin. in.

2.2.7.7.5.4.2 Newsletters
One issue each of ACHE (Alvernia College Healthcare Educator), December 1989; and S.N.A.-A.C. Tyme (Student Nurses’ Association of Alvernia College), November 30, 1989. 0.125 lin. in.

2.2.7.7.5.4.3 Brochures
Informational brochures for the study of nursing. n.d. 0.125 lin. in.

2.2.7.7.5.4.4 Monographs/Journals

2.2.7.7.5.4.5 Announcements

2.2.7.7.5.4.6 Posters
Posters for activities in the area of nursing. 1988, 1992. 2 sheets.

2.2.7.7.5.4.7 Schedules

2.2.7.7.5.5 Audiovisuals

2.2.7.7.5.5.1 Photographs

2.2.7.7.5.5.2 Sound Recordings

2.2.7.7.5.5.3 Video Recordings

“Report to the People with Senator Mike O’Pake. Topic: PA State Parks.” Produced by the Senate of Pennsylvania. Includes presentation of $250,000 state grant for Alvernia nursing program. August 2, 2002. Running time 30:00. 1.0 lin. in.
2.2.7.7.5.4 Scrap Books

“Associate Degree Nursing Program, 1977-1983.” Compiler unknown. Photographs, news clippings, programs and memorabilia relating to the Associate Degree Nursing program at Alvernia. 1977-1983. 95 pp. 3-ring binder. 11.5 in. w x 11.5 in. h. 3.5 lin. in.

“Vol. II, Freshmen ‘82 > Class ‘84, Freshmen ‘83 > Class ‘85.” Compiler unknown. Photographs, news clippings, programs and memorabilia relating to the Associate Degree Nursing program at Alvernia. 1983-1985. 100 pp. 3-ring binder. 11.5 w x 11.5 in. h. 3.0 lin. in.

2.2.7.7.5.6 Artifacts

2.2.7.7.6

2.2.7.8 The Arts

2.2.7.8.1 General Records

2.2.7.8.1.1 Constitution/By-laws

2.2.7.8.1.2 Minutes/Proceedings

Minutes of the meetings of the Music and the Art Department. 1984-1989. 0.375 lin. in.

2.2.7.8.1.3 Transcripts

2.2.7.8.1.4 Lists of Faculty and Staff

2.2.7.8.2 Office Files

2.2.7.8.2.1 Correspondence/Memoranda

Correspondence to and from the Music faculty. 1983-2000. 0.25 lin. in.

2.2.7.8.2.2 Subject Files Concerning Projects, Activities, Functions

2.2.7.8.2.2.1 Proposals

2.2.7.8.2.2.2 Program Reviews and Progress Reports

2.2.7.8.3 Historical Files

2.2.7.8.3.1 Policies


2.2.7.8.3.2 Decisions

2.2.7.8.3.3 Committees/Task Forces

2.2.7.8.3.4 Questionnaires

2.2.7.8.3.5 Statistics
## 2.2.7.8.4 Publications

- **2.2.7.8.4.1 Programs**
- **2.2.7.8.4.2 Newsletters**

## 2.2.7.8.3 Brochures

Two informational brochures for the study of music. n.d. 0.125 lin. in.

- **2.2.7.8.4.4 Monographs/Journals**
- **2.2.7.8.4.5 Announcements**
- **2.2.7.8.4.6 Posters**
- **2.2.7.8.4.7 Schedules**

## 2.2.7.8.5 Audiovisuals

- **2.2.7.8.5.1 Photographs**
- **2.2.7.8.5.2 Sound Recordings**
- **2.2.7.8.5.3 Video Recordings**

## 2.2.7.8.5.4 Scrap Books

- "Art Department; Faculty Activities." Compiler Sr. Theodorette? Clippings of photos of and articles about Sr. Theodorette, art exhibits, photographs, correspondence, programs, teaching notes, and samples of her design work for college publications. 1974. 86 pp. plus loose clippings. 3-ring binder. 10.5. in. w x 11.5 in. h. 1.25 lin. in.

- "Art Studio, Alvernia College." Compiler Sr. Theodorette? Photographs of Sr. Theodorette, art students, and displays of their art work. 1975-1985. 21 pp. Spiral binding. 10 in. w x 12 in. h. 1.25 lin. in.

- No title. Compiler Sr. Mercylle? Newspaper clippings, programs, and photographs related to musical and choral events, music academic programs, and Sr. Mercylle, professor of music at Alvernia. 1974-1976. 16 pp. Spiral binding. 10.25 in. w x 11.75 in. h. 1.0 lin. in.

- No title. Compiler unknown. Programs, newspaper clippings, correspondence and other memorabilia related to musical and choral events, music academic programs, and music faculty at Alvernia. 1974-1980. 83 pp. String binding. 12.25 in. w x 14.50 in. h. 1.5 lin. in.


- No title. Compiler Sr. Mercylle? Newspaper clippings, programs, and photographs related to musical and choral events, music academic programs, and Sr. Mercylle, professor of music at Alvernia. 1981-1983. 20 pp. Spiral binding. 10 in. w x 11.5 in. h. 1.0 lin. in.
2.2.7.6 Artifacts

2.2.7.9 Literature

2.2.7.9.1 General Records

2.2.7.9.1.1 Constitution/By-laws

2.2.7.9.1.2 Minutes/Proceedings
Minutes of the English/Communications/CIS department. March 7, 1985-December 3, 2002. 0.75 lin. in.

2.2.7.9.1.3 Transcripts

2.2.7.9.1.4 Lists of Faculty and Staff

2.2.7.9.2 Office Files

2.2.7.9.2.1 Correspondence/Memoranda
Correspondence of the English/Communications department. September 14, 1989-March 16, 1999. 0.125 lin. in.

2.2.7.9.2.2 Subject Files Concerning Projects, Activities, Functions

2.2.7.9.2.2.1 Proposals

2.2.7.9.2.2.2 Program Reviews and Progress Reports

2.2.7.9.3 Historical Files

2.2.7.9.3.1 Policies

2.2.7.9.3.2 Decisions

2.2.7.9.3.3 Committees/Task Forces

2.2.7.9.3.4 Questionnaires

2.2.7.9.3.5 Statistics

2.2.7.9.4 Publications

2.2.7.9.4.1 Programs

2.2.7.9.4.2 Newsletters

2.2.7.9.4.3 Brochures
Informational brochure for the study of English and communication arts. n.d. 0.125 lin. in.
2.2.7.9.4.4 Monographs/Journals
2.2.7.9.4.5 Announcements
2.2.7.9.4.6 Posters
2.2.7.9.4.7 Schedules

2.2.7.9.5 Audiovisuals
2.2.7.9.5.1 Photographs
2.2.7.9.5.2 Sound Recordings
2.2.7.9.5.3 Video Recordings
2.2.7.9.5.4 Scrap Books

2.2.7.9.6 Artifacts

2.2.7.10 History and Geography

2.2.7.10.1 General Records
2.2.7.10.1.1 Constitution/By-laws
2.2.7.10.1.2 Minutes/Proceedings
2.2.7.10.1.3 Transcripts
2.2.7.10.1.4 Lists of Faculty and Staff

2.2.7.10.2 Office Files

2.2.7.10.2.1 Correspondence/Memoranda
Correspondence from Tim H. Blessing, History Professor. 1993-1995. 0.125 lin. in.

2.2.7.10.2.2 Subject Files Concerning Projects, Activities, Functions

2.2.7.10.2.2.1 Proposals
Three proposals for changes in the history program. 1994-1995. 0.25 lin. in.

2.2.7.10.2.2.2 Program Reviews and Progress Reports

2.2.7.10.3 Historical Files
2.2.7.10.3.1 Policies
2.2.7.10.3.2 Decisions
2.2.7.10.3.3 Committees/Task Forces
2.2.7.10.3.4 Questionnaires
2.2.7.10.3.5 Statistics
2.2.7.10.4 Publications
2.2.7.10.4.1 Programs
2.2.7.10.4.2 Newsletters
2.2.7.10.4.3 Brochures
One informational brochure for the study of international studies. n.d. 0.125 lin. in.
2.2.7.10.4.4 Monographs/Journals
2.2.7.10.4.5 Announcements
2.2.7.10.4.6 Posters
2.2.7.10.4.7 Schedules
2.2.7.10.5 Audiovisuals
2.2.7.10.5.1 Photographs
2.2.7.10.5.2 Sound Recordings
2.2.7.10.5.3 Video Recordings
2.2.7.10.5.4 Scrap Books
2.2.7.10.6 Artifacts

2.3 Learning
2.3.1 General Records
2.3.1.1 Constitution/By-laws
2.3.1.2 Minutes/Proceedings
2.3.1.3 Transcripts
2.3.1.4 Lists of Officers
2.3.2 Office Files
2.3.2.1 Correspondence/Memoranda

2.3.2.2 Subject Files Concerning Projects, Activities, Functions

2.3.3 Historical Files

2.3.3.1 Policies

2.3.3.2 Decisions

2.3.3.3 Committees/Task Forces

2.3.3.4 Questionnaires

2.3.3.5 Statistics

2.3.4 Publications

2.3.4.1 Programs

2.3.4.1.1 Honors Convocation
Programs to honor the academic achievements of the students. 1988-. 1.0 lin. in. Collection Guide available.

2.3.4.2 Newsletters

2.3.4.3 Brochures

2.3.4.4 Monographs/Journals

2.3.4.5 Announcements

2.3.4.6 Posters

2.3.4.7 Schedules

2.3.5 Audiovisuals

2.3.5.1 Photographs

2.3.5.2 Sound Recordings

2.3.5.3 Video Recordings


2.3.5.3.1 Speakers
Video recordings of presentations by various guest speakers on campus, including Sen. Mark Hatfield, Camilla Sadat, Dr. Emmett, Ralph Nader, Larry Lavin, Dan Quayle, Mike Farrell, Bill Giles (co-owner of the Philadelphia Phillies). 1983-1992. 7.0 lin. in. Collection Guide available.

2.3.5.4 Scrap Books

2.3.6 Artifacts

2.4 Evaluation

2.5 Administration

2.5.1 Sr. Accursia

2.5.2 Sr. Pacelli Staskiel

2.5.2.1 General Records

2.5.2.1.1 Constitution/By-laws

2.5.2.1.2 Minutes/Proceedings

2.5.2.1.3 Transcripts

2.5.2.1.4 Lists of Officers

2.5.2.2 Office Files

2.5.2.2.1 Correspondence/Memoranda

2.5.2.2.2 Subject Files Concerning Projects, Activities, Functions

2.5.2.3 Historical Files

2.5.2.3.1 Policies

2.5.2.3.2 Decisions

2.5.2.3.3 Committees/Task Forces

2.5.2.3.4 Questionnaires

2.5.2.3.5 Statistics

2.5.2.4 Publications

2.5.2.4.1 Programs

2.5.2.4.2 Newsletters
2.5.2.4.3 Brochures
2.5.2.4.4 Monographs/Journals
2.5.2.4.5 Announcements
2.5.2.4.6 Posters
2.5.2.4.7 Schedules

2.5.2.5 Audiovisuals
2.5.2.5.1 Photographs
2.5.2.5.2 Sound Recordings
2.5.2.5.3 Video Recordings

2.5.2.5.4 Scrap Books
3-ring binder. 10.5 in. w x 11.75 in. h. 2.0 lin in.


2.5.2.6 Artifacts

2.5.3 Dr. Mary Ann Konsin
2.5.4 Sr. Alodia Podczasy
2.5.5 Dr. Richard Reed
2.5.6 Dr. Benjamin Shearer
2.5.7 Rev. Francis Berna
2.5.8 Sr. Pacelli Staskiel

2.5.9 Dr. Charles A. Perkins
2.5.9.1 General Records
2.5.9.1.1 Constitution/By-laws
2.5.9.1.2 Minutes/Proceedings
2.5.9.1.3 Transcripts
2.5.9.2 Office Files

2.5.9.2.1 Correspondence/Memoranda
Correspondence to and from Dr. Perkins. 1998-2005. 15 lin. in.

2.5.9.2.1.1 Outgoing
General outgoing correspondence from Dr. Perkins. 1997-1998. 0.50 lin. in.

2.5.9.2.1.2 To President
Correspondence from Dr. Perkins to Dr. Mazzeno. 1997-1998. 0.125 lin. in.

2.5.9.2.1.3 To Faculty
Correspondence from Dr. Perkins to the faculty. 1997-1998. 0.50 lin. in.

2.5.9.2.1.4 To Individuals
Correspondence from Dr. Perkins to individuals. 1997-1998. 0.25 lin. in.

2.5.9.2.1.5 To Miscellaneous
Miscellaneous correspondence from Dr. Perkins. 1997-1998. 0.375 lin. in.

2.5.9.2.2 Subject Files Concerning Projects, Activities, Functions

2.5.9.3 Historical Files

2.5.9.3.1 Policies

2.5.9.3.2 Decisions

2.5.9.3.3 Committees/Task Forces

2.5.9.3.3.1 Deans Council
Records, primarily minutes, of the academic Deans Council. 1995-2005. 15.0 lin. in.

2.5.9.3.3.2 Curriculum Committee
Records, primarily minutes, of the Faculty Council Curriculum Committee. 1996-2001. 9.0 lin. in. in 3 binders.

2.5.9.3.4 Questionnaires

2.5.9.3.5 Statistics

2.5.9.4 Publications

2.5.9.4.1 Programs

2.5.9.4.2 Newsletters

2.5.9.4.3 Brochures
2.5.9.4.4 Monographs/Journals
2.5.9.4.5 Announcements
2.5.9.4.6 Posters
2.5.9.4.7 Schedules

2.5.9.5 Audiovisuals
2.5.9.5.1 Photographs
2.5.9.5.2 Sound Recordings
2.5.9.5.3 Video Recordings
2.5.9.5.4 Scrap Books

2.5.10 Dr. Shirley J. Williams
Record Group 3: Foster Socialization

Wherein are contained records related to the informal learning that takes place outside the classroom in a planned and unplanned manner through residential life, extracurricular activities, and personal counseling

3 Foster Socialization

3.1 Academic Rules and Regulations

3.1.1 General Records

3.1.1.1 Constitution/By-laws

3.1.1.2 Minutes/Proceedings

3.1.1.3 Transcripts

3.1.1.4 Lists of Officers

3.1.2 Office Files

3.1.2.1 Correspondence/Memoranda

3.1.2.2 Subject Files Concerning Projects, Activities, Functions

3.1.3 Historical Files

3.1.3.1 Policies

3.1.3.2 Decisions

3.1.3.3 Committees/Task Forces

3.1.3.4 Questionnaires

3.1.3.5 Statistics

3.1.4 Publications

3.1.4.1 Programs

3.1.4.2 Newsletters

3.1.4.3 Brochures
3.1.4.4 Monographs/Journals

3.1.4.4.1 Student Handbooks
Academic and social rules and regulations published by the college to prescribe the behavior of its students. 1964-2004, 2007-. 7.0 lin. in. *Collection Guide available.*

3.1.4.5 Announcements
3.1.4.6 Posters
3.1.4.7 Schedules

3.1.5 Audiovisuals

3.1.5.1 Photographs
3.1.5.2 Sound Recordings
3.1.5.3 Video Recordings
3.1.5.4 Scrap Books

3.2 Facilities

3.2.1 Housing

3.3 Services

3.3.1 Food Service
3.3.2 Bookstore
3.3.3 Medical Care

3.3.4 Public Safety

3.3.4.1 General Records
3.3.4.1.1 Constitution/By-laws
3.3.4.1.2 Minutes/Proceedings
3.3.4.1.3 Transcripts
3.3.4.1.4 Lists of Officers
3.3.4.2 Office Files
3.3.4.2.1 Correspondence/Memoranda
3.3.4.2.2 Subject Files Concerning Projects, Activities, Functions

3.3.4.3 Historical Files

3.3.4.3.1 Policies
Policies and job description for Alvernia College public safety personnel. 1983. 0.125 lin. in.

3.3.4.3.2 Decisions
3.3.4.3.3 Committees/Task Forces
3.3.4.3.4 Questionnaires
3.3.4.3.5 Statistics

3.3.4.4 Publications

3.3.4.4.1 Programs
3.3.4.4.2 Newsletters
3.3.4.4.3 Brochures
3.3.4.4.4 Monographs/Journals
3.3.4.4.5 Announcements
3.3.4.4.6 Posters
3.3.4.4.7 Schedules

3.3.4.5 Audiovisuals

3.3.4.5.1 Photographs
3.3.4.5.2 Sound Recordings
3.3.4.5.3 Video Recordings
3.3.4.5.4 Scrap Books

3.4 Extracurricular Activities

3.4.1 Governance

3.4.1.1 General Records

3.4.1.1.1 Constitution/By-laws
3.4.1.1.1 Student Government Association

3.4.1.1.2 Miscellaneous
Applications, reviews, and the constitutions of various clubs and organizations within the college. 1983-1987. 0.375 lin. in.

3.4.1.1.2 Minutes/Proceedings
Agendas and minutes of the meetings of the Student Government Association. 1967-2004. 7.0 lin. in.

3.4.1.1.3 Transcripts

3.4.1.1.4 Lists of Officers
Tallies of votes and results of SGA elections. 1972-1990. 0.375 lin. in.

3.4.1.2 Office Files

3.4.1.2.1 Correspondence/Memoranda (1966-1991)
Correspondence and memoranda to and from the Student Government Association. 1966-1991. 3.25 lin. in.

3.4.1.2.2 Subject Files Concerning Projects, Activities, Functions

3.4.1.2.2.1 Pledge Forms
Signed pledge forms of SGA representatives. 1982-1989. 0.375 lin. in.

3.4.1.2.2.2 Activity Reports (AY 1966-1990)
Documented and official reports of activities of various clubs and organizations within the college. 1966-1990. 3.5 lin. in.

3.4.1.2.2.3 Treasurer Reports (AY 1967-1989)
Budget reports of the SGA. 1967-1989. 2.0 lin. in.

3.4.1.2.2.4 Contracts
Copies of contracts made by the SGA to other entities. 1977-1989. 0.25 lin. in.

3.4.1.2.2.5 Christmas on Campus
Brief report by Sr. M. Alodia of the December 1999 Christmas on Campus event; also, an invitation to the Christmas on Campus 2002. 1999-2002. 0.125 lin. in.

3.4.1.2.2.6 Tree Planting
Programs and informal invitations to tree planting ceremonies. 1963-1993. 0.125 lin. in.

3.4.1.2.2.7 Transitus of Saint Francis

3.4.1.2.2.8 Speakers
Programs, contracts, posters, and memos relating to guest speakers invited to Alvernia College. 1984-1989. 0.25 lin. in.
3.4.1.2.2.9 Christmas Ball
Documents relating to the Christmas Ball sponsored by the Student Government Association such as contracts, memos, invitations, and flyers. 1987-1989. 0.125 lin. in.

3.4.1.2.2.10 Harvest Weekend
Documents related to the Harvest Weekend such as posters, schedules, and meeting memos; also contains Activity Committee Reports. 1985-1990. 0.125 lin. in.

3.4.1.2.2.11 Spring Formal
Documents related to the Spring Formal such as invitations, mini program booklets, and receipts. 1980-1990. 0.25 lin. in.

3.4.1.3 Historical Files

3.4.1.3.1 Policies
Documents stating the proposal of the Student-Leader Scholarship award and the rule for Student Government member absenteeism. 1989-1990. 0.125 lin. in.

3.4.1.3.2 Decisions

3.4.1.3.3 Committees/Task Forces

3.4.1.3.3.1 Judicial Committee

3.4.1.3.3.2 Cultural Affairs Committee
Memo to Joseph Noviello regarding the establishment of the Cultural Affairs Committee. March 12, 1986. 0.125 lin. in.

3.4.1.3.3.3 Student Life Committee
Memo regarding long-range planning for the Student Life Committee. April 1988. 0.125 lin. in.

3.4.1.3.4 Questionnaires

3.4.1.3.5 Statistics

3.4.1.4 Publications

3.4.1.4.1 Programs
Programs of different extracurricular activities at Alvernia College. 1987-2001. 0.125 lin. in.

3.4.1.4.2 Newsletters

3.4.1.4.3 Brochures

3.4.1.4.4 Monographs/Journals
3.4.1.4.5 Announcements
3.4.1.4.6 Posters
3.4.1.4.7 Schedules

3.4.1.5 Audiovisuals
3.4.1.5.1 Photographs
3.4.1.5.2 Sound Recordings
3.4.1.5.3 Video Recordings
3.4.1.5.4 Scrap Books

3.4.2 Newspaper

3.4.2.1 General Records
3.4.2.1.1 Constitution/By-laws
3.4.2.1.2 Minutes/Proceedings
3.4.2.1.3 Transcripts
3.4.2.1.4 Lists of Officers

3.4.2.2 Office Files
3.4.2.2.1 Correspondence/Memoranda
3.4.2.2.2 Subject Files Concerning Projects, Activities, Functions

3.4.2.3 Historical Files

3.4.2.3.1 Policies
Policies related to the Alvernia College newspaper. n.d. 0.125 lin. in.
3.4.2.3.2 Decisions
3.4.2.3.3 Committees/Task Forces
3.4.2.3.4 Questionnaires
3.4.2.3.5 Statistics

3.4.2.4 Publications
3.4.2.4.1 Programs

3.4.2.4.2 Newspapers

3.4.2.4.2.1 The Alvernian

3.4.2.4.2.2 Around Campus

3.4.2.4.2.3 A Different Beat
Two issues of an alternative newspaper published by the students. 1982-83. 0.125 lin. in. Collection Guide available.

3.4.2.4.2.4 The Phantom
One copy of an unofficial student newspaper. May 5, 1999. 0.125 lin. in.

3.4.2.4.3 Brochures

3.4.2.4.4 Monographs/Journals

3.4.2.4.5 Announcements

3.4.2.4.6 Posters

3.4.2.4.7 Schedules

3.4.2.5 Audiovisuals

3.4.2.5.1 Photographs

3.4.2.5.2 Sound Recordings

3.4.2.5.3 Video Recordings

3.4.2.5.4 Scrap Books

3.4.3 Literary Magazine

3.4.3.1 General Records

3.4.3.1.1 Constitution/By-laws

3.4.3.1.2 Minutes/Proceedings

3.4.3.1.3 Transcripts

3.4.3.1.4 Lists of Officers
3.4.3.2 Office Files

3.4.3.2.1 Correspondence/Memoranda

3.4.3.2.2 Subject Files Concerning Projects, Activities, Functions

3.4.3.3 Historical Files

3.4.3.3.1 Policies

3.4.3.3.2 Decisions

3.4.3.3.3 Committees/Task Forces

3.4.3.3.4 Questionnaires

3.4.3.3.5 Statistics

3.4.3.4 Publications

3.4.3.4.1 Programs

3.4.3.4.2 Newsletters

3.4.3.4.3 Brochures

3.4.3.4.4 Monographs/Journals

3.4.3.4.4.1 Alvermont
Student literary magazine containing original poetry, short fiction, photography, and illustrations by students, faculty and staff. 1961-1973. 3.5 lin. in. Collection Guide available.

3.4.3.4.4.2 Zephyrus

3.4.3.5 Audiovisuals

3.4.3.5.1 Photographs

3.4.3.5.2 Sound Recordings

3.4.3.5.3 Video Recordings
3.4.3.5.4 Scrap Books

3.4.4 Yearbook

3.4.4.1 General Records
  3.4.4.1.1 Constitution/By-laws
  3.4.4.1.2 Minutes/Proceedings
  3.4.4.1.3 Transcripts
  3.4.4.1.4 Lists of Officers

3.4.4.2 Office Files
  3.4.4.2.1 Correspondence/Memoranda
  3.4.4.2.2 Subject Files Concerning Projects, Activities, Functions

3.4.4.3 Historical Files
  3.4.4.3.1 Policies
  3.4.4.3.2 Decisions
  3.4.4.3.3 Committees/Task Forces
  3.4.4.3.4 Questionnaires
  3.4.4.3.5 Statistics

3.4.4.4 Publications
  3.4.4.4.1 Programs
  3.4.4.4.2 Newsletters
  3.4.4.4.3 Brochures

  3.4.4.4.4 Monographs/Journals

  3.4.4.4.5 Announcements
  3.4.4.4.6 Posters
  3.4.4.4.7 Schedules
3.4.5 Audiovisuales

3.4.5.1 Photographs

3.4.5.2 Sound Recordings

3.4.5.3 Video Recordings


3.4.5.4 Scrap Books

3.4.5 Alcohol Awareness Council and Students against Driving Drunk

3.4.6 Mater Caritatis Sodality

3.4.6.1 General Records

3.4.6.1.1 Constitution/By-laws

3.4.6.1.2 Minutes/Proceedings

3.4.6.1.3 Transcripts

3.4.6.1.4 Lists of Officers

3.4.6.2 Office Files

3.4.6.2.1 Correspondence/Memoranda

3.4.6.2.2 Subject Files Concerning Projects, Activities, Functions

3.4.6.3 Historical Files

3.4.6.3.1 Policies

3.4.6.3.2 Decisions

3.4.6.3.3 Committees/Task Forces

3.4.6.3.4 Questionnaires

3.4.6.3.5 Statistics

3.4.6.4 Publications
3.4.6.4.1 Programs
May Coronation programs. 1964-1969. 0.25 lin. in.

3.4.6.4.2 Newsletters
3.4.6.4.3 Brochures
3.4.6.4.4 Monographs/Journals
3.4.6.4.5 Announcements
3.4.6.4.6 Posters
3.4.6.4.7 Schedules

3.4.6.5 Audiovisuals

3.4.6.5.1 Photographs
3.4.6.5.2 Sound Recordings
3.4.6.5.3 Video Recordings

3.4.6.5.4 Scrap Books
*Mater Caritatis Sodality.* Compiler unknown. Photographs, news clippings, programs relating to the activities of the Mater Caritatis Sodality. 1964-1968. 21 pp. Unbound. 13.0 in. w x 10.0 in. h. 0.5 lin. in.

3.4.6.6 Artifacts

3.4.7 Habitat for Humanity

3.4.8 Ministry

3.4.8.1 General Records

3.4.8.1.1 Constitution/By-laws

3.4.8.1.2 Minutes/Proceedings
Minutes of the Campus Ministry choir. March 31, 1987. 0.125 lin. in.

3.4.8.1.3 Transcripts
3.4.8.1.4 Lists of Officers

3.4.8.2 Office Files

3.4.8.2.1 Correspondence/Memoranda
Correspondence and memoranda to and from Campus Ministry. 1983-1990. 0.25 lin. in.
3.4.8.2.2 Subject Files Concerning Projects, Activities, Functions

3.4.8.3 Historical Files

3.4.8.3.1 Policies
3.4.8.3.2 Decisions
3.4.8.3.3 Committees/Task Forces
3.4.8.3.4 Questionnaires
3.4.8.3.5 Statistics

3.4.8.4 Publications

3.4.8.4.1 Programs
Program booklets, brochures, flyers, and memos regarding Campus Ministry activities. 1982-2004. 0.50 lin. in.

3.4.8.4.1.1 Bible Services
Booklets for various Bible and/or prayer services. n.d. 0.25 lin. in.

3.4.8.4.1.2 Mass Bulletins

3.4.8.4.1.3 Bereavement Services
Mass booklets, flyers, and programs relating to bereavement and coping; includes copy of the book *Coping with Dying, Death, and Bereavement*. 1991-1999. 0.25 lin. in.

3.4.8.4.1.4 Retreats
Prayer guides and programs for retreats. 1995-2001. 0.25 lin. in.

3.4.8.4.2 Newsletters

3.4.8.4.3 Brochures
Informational brochures related to Campus Ministry; Directory of Local Churches and Religious Congregations. 2000-2001. 0.186 lin. in.

3.4.8.4.4 Monographs/Journals

3.4.8.4.5 Announcements

3.4.8.4.6 Posters
Posters related to Campus Ministry events. n.d. 0.125 lin. in.

3.4.8.4.7 Schedules
3.4.8.5  Audiovisuals
  3.4.8.5.1 Photographs
  3.4.8.5.2 Sound Recordings
  3.4.8.5.3 Video Recordings
  3.4.8.5.4 Scrap Books

3.4.9  Community Service

3.4.9.1  General Records
  3.4.9.1.1 Constitution/By-laws
  3.4.9.1.2 Minutes/Proceedings
  3.4.9.1.3 Transcripts
  3.4.9.1.4 Lists of Officers

3.4.9.2  Office Files
  3.4.9.2.1 Correspondence/Memoranda
    Correspondence related to community service programs. 1991-1996. 0.125 lin. in.
  3.4.9.2.2 Subject Files Concerning Projects, Activities, Functions

3.4.9.3  Historical Files
  3.4.9.3.1 Policies
  3.4.9.3.2 Decisions
  3.4.9.3.3 Committees/Task Forces
  3.4.9.3.4 Questionnaires
  3.4.9.3.5 Statistics

3.4.9.4  Publications
  3.4.9.4.1 Programs
  3.4.9.4.2 Newsletters
  3.4.9.4.3 Brochures
Informational brochures related to community service programs. n.d. 0.125 lin. in.

3.4.9.4.4 Monographs/Journals

3.4.9.4.5 Announcements
Announcements related to community service programs; a thin book of community service listings. 1991-1995. 0.125 lin. in.

3.4.9.4.6 Posters
3.4.9.4.7 Schedules

3.4.9.5 Audiovisuals
3.4.9.5.1 Photographs
3.4.9.5.2 Sound Recordings
3.4.9.5.3 Video Recordings
3.4.9.5.4 Scrap Books

3.4.10 Chorus
3.4.10.1 General Records
3.4.10.1.1 Constitution/By-laws
3.4.10.1.2 Minutes/Proceedings
3.4.10.1.3 Transcripts
3.4.10.1.4 Lists of Officers

3.4.10.2 Office Files
3.4.10.2.1 Correspondence/Memoranda
3.4.10.2.2 Subject Files Concerning Projects, Activities, Functions

3.4.10.3 Historical Files
3.4.10.3.1 Policies
3.4.10.3.2 Decisions
3.4.10.3.3 Committees/Task Forces
3.4.10.3.4 Questionnaires
3.4.10.3.5 Statistics

3.4.10.4 Publications

3.4.10.4.1 Programs
Programs of choral and musical recitals by students and faculty. 1965-2003 (several undated). 1.0 lin. in.

3.4.10.4.2 Newsletters

3.4.10.4.3 Brochures

3.4.10.4.4 Monographs/Journals

3.4.10.4.5 Announcements

3.4.10.4.6 Posters

3.4.10.4.7 Schedules

3.4.10.5 Audiovisuals

3.4.10.5.1 Photographs

3.4.10.5.2 Sound Recordings
Audiotapes of choral and musical recitals by students and faculty. 1966-1993. 34.0 lin. in. Collection guide available.

3.4.10.5.3 Video Recordings

3.4.10.5.4 Scrap Books

3.4.10.6 Artifacts

3.4.11 Theatre

3.4.11.1 General Records

3.4.11.1.1 Constitution/By-laws

3.4.11.1.2 Minutes/Proceedings

3.4.11.1.3 Transcripts

3.4.11.1.4 Lists of Officers

3.4.11.2 Office Files
3.4.11.2.1 Correspondence/Memoranda
3.4.11.2.2 Subject Files Concerning Projects, Activities, Functions

3.4.11.3 Historical Files
3.4.11.3.1 Policies
3.4.11.3.2 Decisions
3.4.11.3.3 Committees/Task Forces
3.4.11.3.4 Questionnaires
3.4.11.3.5 Statistics

3.4.11.4 Publications
3.4.11.4.1 Programs
Programs for student theatrical productions. 1967-1992 (one undated). 0.125 lin. in.
3.4.11.4.2 Newsletters
3.4.11.4.3 Brochures
3.4.11.4.4 Monographs/Journals
3.4.11.4.5 Announcements
3.4.11.4.6 Posters
3.4.11.4.7 Schedules

3.4.11.5 Audiovisuals
3.4.11.5.1 Photographs
3.4.11.5.2 Sound Recordings
3.4.11.5.3 Video Recordings
3.4.11.5.4 Scrap Books

3.4.11.6 Artifacts

3.5 Athletics
3.5.1 General Records
   3.5.1.1 Constitution/By-laws
   3.5.1.2 Minutes/Proceedings
   3.5.1.3 Transcripts
   3.5.1.4 Lists of Officers

3.5.2 Office Files
   3.5.2.1 Correspondence/Memoranda
       Memos within the Athletics department. 1990-1998. 0.125 lin. in.
   3.5.2.2 Subject Files Concerning Projects, Activities, Functions

3.5.3 Historical Files
   3.5.3.1 Policies

   3.5.3.1.1 Athletic Manuals

   3.5.3.2 Decisions
   3.5.3.3 Committees/Task Forces
   3.5.3.4 Questionnaires
   3.5.3.5 Statistics

3.5.4 Publications
   3.5.4.1 Programs
       Programs for various athletic events. 1983-1996. 0.188 lin. in.

   3.5.4.1.1 Sports Banquet
       Programs for the annual sports banquet. 1989-1991. 0.125 lin. in.

   3.5.4.2 Newsletters
   3.5.4.3 Brochures
   3.5.4.4 Monographs/Journals
   3.5.4.5 Announcements
3.5.4.5.1 Media Guides

3.5.4.6 Posters

3.5.4.7 Schedules
Game schedules for Alvernia teams. 1979-1992. 0.125 lin. in.

3.5.5 Audiovisuals

3.5.5.1 Photographs

3.5.5.2 Sound Recordings

3.5.5.3 Video Recordings
32 VHS videocassettes of Alvernia basketball games with various opponents. 1999-2002. 32 lin. in.

3.5.5.4 Scrap Books

3.6 Personal Counseling

3.6.1 General Records
3.6.1.1 Constitution/By-laws
3.6.1.2 Minutes/Proceedings
3.6.1.3 Transcripts
3.6.1.4 Lists of Officers

3.6.2 Office Files
3.6.2.1 Correspondence/Memoranda
3.6.2.2 Subject Files Concerning Projects, Activities, Functions

3.6.3 Historical Files
3.6.3.1 Policies
3.6.3.2 Decisions
3.6.3.3 Committees/Task Forces
3.6.3.4 Questionnaires
3.6.3.5 Statistics
3.6.4 Publications

3.6.4.1 Programs

3.6.4.2 Newsletters

3.6.4.3 Brochures
Informational brochures related to personal counseling. n.d. 0.125 lin. in.

3.6.4.4 Monographs/Journals

3.6.4.5 Announcements

3.6.4.6 Posters

3.6.4.7 Schedules

3.6.5 Audiovisuals

3.6.5.1 Photographs

3.6.5.2 Sound Recordings

3.6.5.3 Video Recordings

3.6.5.4 Scrap Books
Record Group 4: Conduct Research

Wherein are kept records that describe the endeavors of the faculty and graduate students in the search for new knowledge

4 Conduct Research

4.1 Faculty and Staff

4.1.1 General Records

4.1.1.1 Constitution/By-laws
4.1.1.2 Minutes/Proceedings
4.1.1.3 Transcripts
4.1.1.4 Lists of Officers

4.1.2 Office Files

4.1.2.1 Correspondence/Memoranda
4.1.2.2 Subject Files Concerning Projects, Activities, Functions

4.1.3 Historical Files

4.1.3.1 Policies
4.1.3.2 Decisions
4.1.3.3 Committees/Task Forces
4.1.3.4 Questionnaires
4.1.3.5 Statistics

4.1.4 Publications

4.1.4.1 Programs
Bibliographies of professional achievements of Alvernia College faculty and staff, programs of recognition ceremonies. Sponsored originally by the Franco Library. 1994-. 1.0 lin. in. Collection Guide available.

4.1.4.2 Newsletters
4.1.4.3 Brochures

4.1.4.4 Monographs/Journals

4.1.4.4.1 Books
Books written and contributed to by faculty and staff members during their employment at Alvernia. 2000-. 13.875 lin. in. Collection Guide available.

4.1.4.4.2 Theses and Dissertations
Bachelor’s and Master’s theses and Doctoral dissertations written by Bernardine Franciscan Sisters, relatives of the Sisters, individuals whose research involved the Bernardine Sisters in their ministries, others of unknown relationship. 1928-. 48.0 lin. in. Collection Guide available.

4.1.4.5 Announcements

4.1.4.6 Posters

4.1.4.7 Schedules

4.1.5 Audiovisuals

4.1.5.1 Photographs

4.1.5.2 Sound Recordings

4.1.5.3 Video Recordings

4.1.5.4 Scrap Books

4.2 Students

4.2.1 Undergraduate Program

4.2.2 Master’s Program

4.2.3 Doctoral Program
Record Group 5: Sustain the Institution

Wherein are covered those areas, including governance, financial and personnel management, and advancement, that are required to assure the continuity of the institution

5 Sustain the Institution

5.1 Governance

5.1.1 Bernardine Congregation

5.1.1.1 General Records

5.1.1.1.1 Constitution/By-laws

5.1.1.1.1.1 Charter
Papers related to original charter; copies of certificate of charter; request for amendment to charter. 1960-1972. 0.125 lin. in.

5.1.1.1.1.2 Articles of Incorporation
Papers related to the articles of incorporation. 1959-1977. 0.375 lin. in.

5.1.1.1.2 Minutes/Proceedings

5.1.1.1.3 Transcripts

5.1.1.1.4 Lists of Officers

5.1.1.2 Office Files

5.1.1.2.1 Correspondence/Memoranda

5.1.1.2.2 Subject Files Concerning Projects, Activities, Functions

5.1.1.3 Historical Files

5.1.1.3.1 Policies

5.1.1.3.2 Decisions

5.1.1.3.3 Committees/Task Forces

5.1.1.3.4 Questionnaires

5.1.1.3.5 Statistics
5.1.1.4  Publications
   5.1.1.4.1 Programs
   5.1.1.4.2 Newsletters
   5.1.1.4.3 Brochures
   5.1.1.4.4 Monographs/Journals
   5.1.1.4.5 Announcements
   5.1.1.4.6 Posters
   5.1.1.4.7 Schedules

5.1.1.5  Audiovisuals
   5.1.1.5.1 Photographs
   5.1.1.5.2 Sound Recordings
   5.1.1.5.3 Video Recordings
   5.1.1.5.4 Scrap Books

5.1.1.6  Artifacts

5.1.2  Statewide Governing Boards

5.1.3  Accrediting Organizations
   5.1.3.1  Middle States
      5.1.3.1.1 General Records
         5.1.3.1.1.1 Constitution/By-laws
         5.1.3.1.1.2 Minutes/Proceedings
         5.1.3.1.1.3 Transcripts
         5.1.3.1.1.4 Lists of Officers
      5.1.3.1.2 Office Files
         5.1.3.1.2.1 Correspondence/Memoranda
         5.1.3.1.2.2 Subject Files Concerning Projects, Activities, Functions
5.1.3.1.2.2.1  1966


Report on Consultant’s Visit to Alvernia College. December 18, 1968. 0.125 lin. in.


Correspondence regarding the report. 1967-1969. 0.125 lin. in.

5.1.3.1.2.2  1972


Report to the Faculty, Administration, Trustees of Alvernia College. By an Evaluation Team representing the Commission on Higher Education of the Middle States Association. 2 copies. November 1972. 0.50 lin. in.


5.1.3.1.2.3  1975


Report to the Faculty, Administration, Trustees, Students of Alvernia College. By An Evaluation Team representing the Commission on Higher Education of the Middle States Association. April 1975. 0.186 lin. in.

Response report from the Middle States Team of 1975. 1975. 0.125 lin. in.

5.1.3.1.2.4  1980


Correspondence regarding the report. June 30, 1980. 1 sheet.

5.1.3.1.2.5  1985


Report to the Administration, Trustees, Students of Alvernia College. By an Evaluation Team representing the Commission on Higher Education of the Middle States Association of Colleges and Schools. 2 copies. April 18, 1985. 0.187 lin. in.

Response of Alvernia College to the Report to the Faculty, Administration, Trustees, Students of Alvernia College by the Evaluation Team representing the Commission on Higher Education of the Middle States Association of Colleges and Schools. 1 original copy, 1 revised. June 4, 1985. 0.125 lin. in.

Specific Developments since 1982. 2 copies. April 1987. 0.125 lin. in.

Alvernia College’s Response to the Middle States Evaluation Team’s Report. 3 copies. April 1987. 0.312 lin. in.

Follow-Up Report to the Commission on Higher Education of the Middle States Association of Colleges and Schools and to the Faculty, Administration, Trustees, Students of Alvernia College. By an Evaluation Team representing the Commission on Higher Education of the Middle States Association of Colleges and Schools. April 1987. 0.125 lin. in.

Correspondence and other related material regarding the reports.

5.1.3.1.2.2.6 1991


Report to the Faculty, Administration, Trustees, Students of Alvernia College. July 1991. 0.125 lin. in.

Correspondence regarding the report. August 2, 1991. 1 sheet.

5.1.3.1.2.2.7 1995


5.1.3.1.2.2.8 2000

Executive Summary. By Dr. Lawrence W. Mazzeno. 2 copies. n.d. 0.125 lin. in.

Alvernia College Periodic Review Report. 3 volumes: Report and Appendices. June 1, 2000. 2.87 lin. in.

Report to the Faculty, Administration, Trustees, Students of Alvernia College. 2 copies. July 25, 2000. 0.125 lin. in.

Correspondence regarding the reports.

5.1.3.1.2.2.9 2004

Self-Study for Middle States Accreditation Draft. By Alvernia College. April-June 2004. 0.50 lin. in.

Middle States CD that contains Appendices A-K, Cover Letter for Self-Study, and Self-Study for Middle States. August 2004. 0.25 lin. in.

5.1.3.1.2.2.10  1978

Report to the Faculty, Administration, Trustees, Students of Alvernia College by the Team of Inquiry Representing the Commission on Higher Education of the Middle States Association. Special follow-up visit to the campus on September 28-29, 1978. Includes correspondence regarding the report as well as college materials for visitors. 1977-1978. 0.5 lin. in.

5.1.3.1.3 Historical Files
   5.1.3.1.3.1 Policies
   5.1.3.1.3.2 Decisions
   5.1.3.1.3.3 Committees/Task Forces
   5.1.3.1.3.4 Questionnaires
   5.1.3.1.3.5 Statistics

5.1.3.1.4 Publications
   5.1.3.1.4.1 Programs
   5.1.3.1.4.2 Newsletters
   5.1.3.1.4.3 Brochures
   5.1.3.1.4.4 Monographs/Journals
   5.1.3.1.4.5 Announcements
   5.1.3.1.4.6 Posters
   5.1.3.1.4.7 Schedules

5.1.3.1.5 Audiovisuals
   5.1.3.1.5.1 Photographs
   5.1.3.1.5.2 Sound Recordings
   5.1.3.1.5.3 Video Recordings
   5.1.3.1.5.4 Scrap Books

5.1.3.2  Pennsylvania Department of Education

5.1.3.2.1 General Records
   5.1.3.2.1.1 Constitution/By-laws
5.1.3.2.1.2 Minutes/Proceedings
5.1.3.2.1.3 Transcripts
5.1.3.2.1.4 Lists of Officers

5.1.3.2.2 Office Files

5.1.3.2.2.1 Correspondence/Memoranda
Correspondence to and from the Commonwealth of Pennsylvania Department of Education (earlier the Department of Public Instruction) regarding the approval of academic programs. 1962-1979. 0.25 lin. in.

5.1.3.2.2.2 Subject Files Concerning Projects, Activities, Functions

5.1.3.2.3 Historical Files

5.1.3.2.3.1 Policies
5.1.3.2.3.2 Decisions
5.1.3.2.3.3 Committees/Task Forces
5.1.3.2.3.4 Questionnaires
5.1.3.2.3.5 Statistics

5.1.3.2.4 Publications

5.1.3.2.4.1 Programs
5.1.3.2.4.2 Newsletters
5.1.3.2.4.3 Brochures
5.1.3.2.4.4 Monographs/Journals
5.1.3.2.4.5 Announcements
5.1.3.2.4.6 Posters
5.1.3.2.4.7 Schedules

5.1.3.2.5 Audiovisuals

5.1.3.2.5.1 Photographs
5.1.3.2.5.2 Sound Recordings
5.1.3.2.5.3 Video Recordings
5.1.4 Board of Trustees

5.1.4.1 General Records

5.1.4.1.1 Articles of Incorporation

5.1.4.1.2 Constitution/By-laws


Memo from President Sr. Dolorey regarding the reconciliation of these by-laws with the by-laws of administration. November 10, 1982.

“Bylaws for Alvernia College. Approved – August 30, 1983.”

“Bylaws for Alvernia College. Revised 1985.”

1963-1985. 0.125 lin. in.

5.1.4.1.3 Minutes/Proceedings
Full minutes of the University Board of Trustees. 1966-2007. 70.0 lin. in. Collection Guide available.

Minutes of the Board of Directors. 1966-1983. 2.5 lin. in.

5.1.4.1.4 Transcripts

5.1.4.1.5 Lists of Officers
Profiles of Board of Trustees and Committee Appointments. 1979-1994. 0.50 lin. in.

5.1.4.2 Office Files

5.1.4.2.1 Correspondence/Memoranda

5.1.4.2.2 Subject Files Concerning Projects, Activities, Functions

5.1.4.3 Historical Files

5.1.4.3.1 Policies
Policies and Statements of Responsibilities of the Board of Trustees. 1980-1985. 0.125 lin. in.

5.1.4.3.2

5.1.4.3.3 Decisions

5.1.4.3.4 Committees/Task Forces
5.1.4.3.4.1 Executive Committee

5.1.4.3.4.1.1 General Records

5.1.4.3.4.1.1.1 Constitution/By-laws

5.1.4.3.4.1.1.2 Minutes/Proceedings
Minutes of the meetings of the Board of Trustees Executive Committee. 1989-January 8, 1998. 5.50 lin. in.

5.1.4.3.4.1.1.3 Transcripts

5.1.4.3.4.1.1.4 Lists of Officers and Members

5.1.4.3.4.1.2 Office Files

5.1.4.3.4.1.2.1 Correspondence/Memoranda

5.1.4.3.4.1.2.2 Subject Files Concerning Projects, Activities, Functions

5.1.4.3.4.1.3 Historical Files

5.1.4.3.4.1.3.1 Policies

5.1.4.3.4.1.3.2 Decisions

5.1.4.3.4.1.3.3 Committees/Task Forces

5.1.4.3.4.1.3.4 Questionnaires

5.1.4.3.4.1.3.5 Statistics

5.1.4.3.4.1.4 Publications

5.1.4.3.4.1.4.1 Programs

5.1.4.3.4.1.4.2 Newsletters

5.1.4.3.4.1.4.3 Brochures

5.1.4.3.4.1.4.4 Monographs/Journals

5.1.4.3.4.1.4.5 Announcements

5.1.4.3.4.1.4.6 Posters

5.1.4.3.4.1.4.7 Schedules

5.1.4.3.4.1.5 Audiovisuals
5.1.4.3.4.2 Academic Affairs Committee

5.1.4.3.4.2.1 General Records

5.1.4.3.4.2.1.1 Constitution/By-laws
5.1.4.3.4.2.1.2 Minutes/Proceedings
5.1.4.3.4.2.1.3 Transcripts
5.1.4.3.4.2.1.4 Lists of Officers

5.1.4.3.4.2.2 Office Files

5.1.4.3.4.2.2.1 Correspondence/Memoranda
5.1.4.3.4.2.2.2 Subject Files Concerning Projects, Activities, Functions

5.1.4.3.4.2.3 Historical Files

5.1.4.3.4.2.3.1 Policies
5.1.4.3.4.2.3.2 Decisions
5.1.4.3.4.2.3.3 Committees/Task Forces
5.1.4.3.4.2.3.4 Questionnaires
5.1.4.3.4.2.3.5 Statistics

5.1.4.3.4.2.4 Publications

5.1.4.3.4.2.4.1 Programs
5.1.4.3.4.2.4.2 Newsletters
5.1.4.3.4.2.4.3 Brochures
5.1.4.3.4.2.4.4 Monographs/Journals
5.1.4.3.4.2.4.5 Announcements
5.1.4.3.4.2.4.6 Posters
5.1.4.3.4.2.4.7 Schedules

5.1.4.3.4.2.5 Audiovisuals
5.1.4.3.4.2.5.1 Photographs
5.1.4.3.4.2.5.2 Sound Recordings
5.1.4.3.4.2.5.3 Video Recordings
5.1.4.3.4.2.5.4 Scrap Books

5.1.4.3.4.3 Finance Committee

5.1.4.3.4.3.1 General Records
5.1.4.3.4.3.1.1 Constitution/By-laws

5.1.4.3.4.3.1.2 Minutes/Proceedings
Minutes of the meetings of the Board of Trustees Finance Committee. June 19, 1996-June 9, 1997. 2.00 lin. in.
5.1.4.3.4.3.1.3 Transcripts
5.1.4.3.4.3.1.4 Lists of Officers and Members

5.1.4.3.4.3.2 Office Files
5.1.4.3.4.3.2.1 Correspondence/Memoranda
5.1.4.3.4.3.2.2 Subject Files Concerning Projects, Activities, Functions

5.1.4.3.4.3.3 Historical Files
5.1.4.3.4.3.3.1 Policies
5.1.4.3.4.3.3.2 Decisions
5.1.4.3.4.3.3.3 Committees/Task Forces
5.1.4.3.4.3.3.4 Questionnaires
5.1.4.3.4.3.3.5 Statistics

5.1.4.3.4.3.4 Publications
5.1.4.3.4.3.4.1 Programs
5.1.4.3.4.2 Newsletters
5.1.4.3.4.3 Brochures
5.1.4.3.4.4 Monographs/Journals
5.1.4.3.4.5 Announcements
5.1.4.3.4.6 Posters
5.1.4.3.4.7 Schedules

5.1.4.3.4.3.5 Audiovisuals
5.1.4.3.4.3.5.1 Photographs
5.1.4.3.4.3.5.2 Sound Recordings
5.1.4.3.4.3.5.3 Video Recordings
5.1.4.3.4.3.5.4 Scrap Books

5.1.4.3.4.4 By-Laws Revision Committee

5.1.4.3.4.4.1 General Records
5.1.4.3.4.4.1.1 Constitution/By-laws
5.1.4.3.4.4.1.2 Minutes/Proceedings
5.1.4.3.4.4.1.3 Transcripts
5.1.4.3.4.4.1.4 Lists of Officers

5.1.4.3.4.4.2 Office Files
5.1.4.3.4.4.2.1 Correspondence/Memoranda
5.1.4.3.4.4.2.2 Subject Files Concerning Projects, Activities, Functions

5.1.4.3.4.4.3 Historical Files
5.1.4.3.4.4.3.1 Policies
5.1.4.3.4.4.3.2 Decisions
5.1.4.3.4.4.3.3 Committees/Task Forces
5.1.4.3.4.4.3.4 Questionnaires
5.1.4.3.4.3.5 Statistics

5.1.4.3.4.4 Publications
5.1.4.3.4.4.1 Programs
5.1.4.3.4.4.2 Newsletters
5.1.4.3.4.4.3 Brochures
5.1.4.3.4.4.4 Monographs/Journals
5.1.4.3.4.4.5 Announcements
5.1.4.3.4.4.6 Posters
5.1.4.3.4.4.7 Schedules

5.1.4.3.4.4.5 Audiovisuals
5.1.4.3.4.4.5.1 Photographs
5.1.4.3.4.4.5.2 Sound Recordings
5.1.4.3.4.4.5.3 Video Recordings
5.1.4.3.4.4.5.4 Scrap Books

5.1.4.3.4.5 Information Services Ad Hoc Committee

5.1.4.3.4.5.1 General Records
5.1.4.3.4.5.1.1 Constitution/By-laws
5.1.4.3.4.5.1.2 Minutes/Proceedings
5.1.4.3.4.5.1.3 Transcripts
5.1.4.3.4.5.1.4 Lists of Officers

5.1.4.3.4.5.2 Office Files
5.1.4.3.4.5.2.1 Correspondence/Memoranda
5.1.4.3.4.5.2.2 Subject Files Concerning Projects, Activities, Functions

5.1.4.3.4.5.3 Historical Files
5.1.4.3.4.5.3.1 Policies
5.1.4.3.4.5.3.2 Decisions
5.1.4.3.4.5.3.3 Committees/Task Forces
5.1.4.3.4.5.3.4 Questionnaires
5.1.4.3.4.5.3.5 Statistics
5.1.4.3.4.5.4 Publications
5.1.4.3.4.5.4.1 Programs
5.1.4.3.4.5.4.2 Newsletters
5.1.4.3.4.5.4.3 Brochures
5.1.4.3.4.5.4.4 Monographs/Journals
5.1.4.3.4.5.4.5 Announcements
5.1.4.3.4.5.4.6 Posters
5.1.4.3.4.5.4.7 Schedules
5.1.4.3.4.5.5 Audiovisuals
5.1.4.3.4.5.5.1 Photographs
5.1.4.3.4.5.5.2 Sound Recordings
5.1.4.3.4.5.5.3 Video Recordings
5.1.4.3.4.5.5.4 Scrap Books
5.1.4.3.4.6 Development Committee
5.1.4.3.4.6.1 General Records
5.1.4.3.4.6.1.1 Constitution/By-laws
5.1.4.3.4.6.1.2 Minutes/Proceedings
5.1.4.3.4.6.1.3 Transcripts
5.1.4.3.4.6.1.4 Lists of Officers
5.1.4.3.4.6.2 Office Files
5.1.4.3.4.6.2.1 Correspondence/Memoranda
5.1.4.3.4.6.2.2 Subject Files Concerning Projects, Activities, Functions

5.1.4.3.4.6.3 Historical Files
5.1.4.3.4.6.3.1 Policies
5.1.4.3.4.6.3.2 Decisions
5.1.4.3.4.6.3.3 Committees/Task Forces
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5.1.4.3.4.6.3.5 Statistics

5.1.4.3.4.6.4 Publications
5.1.4.3.4.6.4.1 Programs
5.1.4.3.4.6.4.2 Newsletters
5.1.4.3.4.6.4.3 Brochures
5.1.4.3.4.6.4.4 Monographs/Journals
5.1.4.3.4.6.4.5 Announcements
5.1.4.3.4.6.4.6 Posters
5.1.4.3.4.6.4.7 Schedules

5.1.4.3.4.6.5 Audiovisuals
5.1.4.3.4.6.5.1 Photographs
5.1.4.3.4.6.5.2 Sound Recordings
5.1.4.3.4.6.5.3 Video Recordings
5.1.4.3.4.6.5.4 Scrap Books

5.1.4.3.4.7 Interim President Search Committee

5.1.4.3.4.7.1 General Records
5.1.4.3.4.7.1.1 Constitution/By-laws
5.1.4.3.4.7.1.2 Minutes/Proceedings
5.1.4.3.4.7.1.3 Transcripts
5.1.4.3.4.7.1.4 Lists of Officers

5.1.4.3.4.7.2 Office Files

5.1.4.3.4.7.2.1 Correspondence/Memoranda
5.1.4.3.4.7.2.2 Subject Files Concerning Projects, Activities, Functions

5.1.4.3.4.7.3 Historical Files

5.1.4.3.4.7.3.1 Policies
5.1.4.3.4.7.3.2 Decisions
5.1.4.3.4.7.3.3 Committees/Task Forces
5.1.4.3.4.7.3.4 Questionnaires
5.1.4.3.4.7.3.5 Statistics

5.1.4.3.4.7.4 Publications

5.1.4.3.4.7.4.1 Programs
5.1.4.3.4.7.4.2 Newsletters
5.1.4.3.4.7.4.3 Brochures
5.1.4.3.4.7.4.4 Monographs/Journals
5.1.4.3.4.7.4.5 Announcements
5.1.4.3.4.7.4.6 Posters
5.1.4.3.4.7.4.7 Schedules

5.1.4.3.4.7.5 Audiovisuals

5.1.4.3.4.7.5.1 Photographs
5.1.4.3.4.7.5.2 Sound Recordings
5.1.4.3.4.7.5.3 Video Recordings
5.1.4.3.4.7.5.4 Scrap Books

5.1.4.3.4.8 Membership Nominating Committee

5.1.4.3.4.8.1 General Records
5.1.4.3.4.8.1.1 Constitution/By-laws

5.1.4.3.4.8.1.2 Minutes/Proceedings
Minutes of the meetings of the Board of Trustees Membership Nominating Committee. 1983-1996. 1.75 lin. in.

5.1.4.3.4.8.1.3 Transcripts

5.1.4.3.4.8.1.4 Lists of Officers

5.1.4.3.4.8.2 Office Files

5.1.4.3.4.8.2.1 Correspondence/Memoranda

5.1.4.3.4.8.2.2 Subject Files Concerning Projects, Activities, Functions

5.1.4.3.4.8.3 Historical Files

5.1.4.3.4.8.3.1 Policies

5.1.4.3.4.8.3.2 Decisions

5.1.4.3.4.8.3.3 Committees/Task Forces

5.1.4.3.4.8.3.4 Questionnaires

5.1.4.3.4.8.3.5 Statistics

5.1.4.3.4.8.4 Publications

5.1.4.3.4.8.4.1 Programs

5.1.4.3.4.8.4.2 Newsletters

5.1.4.3.4.8.4.3 Brochures

5.1.4.3.4.8.4.4 Monographs/Journals

5.1.4.3.4.8.4.5 Announcements

5.1.4.3.4.8.4.6 Posters

5.1.4.3.4.8.4.7 Schedules

5.1.4.3.4.8.5 Audiovisuals

5.1.4.3.4.8.5.1 Photographs

5.1.4.3.4.8.5.2 Sound Recordings
5.1.4.3.4.9.1 General Records

5.1.4.3.4.9.1.1 Constitution/By-laws

5.1.4.3.4.9.1.2 Minutes/Proceedings
Minutes of the meetings of the Board of Trustees Long-Range Planning Committee. August 10, 1989-March 10, 1993. 2.0 lin. in.

5.1.4.3.4.9.1.3 Transcripts

5.1.4.3.4.9.1.4 Lists of Officers

5.1.4.3.4.9.2 Office Files

5.1.4.3.4.9.2.1 Correspondence/Memoranda

5.1.4.3.4.9.2.2 Subject Files Concerning Projects, Activities, Functions

5.1.4.3.4.9.3 Historical Files

5.1.4.3.4.9.3.1 Policies

5.1.4.3.4.9.3.2 Decisions

5.1.4.3.4.9.3.3 Committees/Task Forces

5.1.4.3.4.9.3.4 Questionnaires

5.1.4.3.4.9.3.5 Statistics

5.1.4.3.4.9.4 Publications

5.1.4.3.4.9.4.1 Programs

5.1.4.3.4.9.4.2 Newsletters

5.1.4.3.4.9.4.3 Brochures

5.1.4.3.4.9.4.4 Monographs/Journals

5.1.4.3.4.9.4.5 Announcements
5.1.4.3.4.10 Enrollment Management Committee

5.1.4.3.4.10.1 General Records

5.1.4.3.4.10.1.1 Constitution/By-laws

5.1.4.3.4.10.1.2 Minutes/Proceedings

Minutes of the meetings of the Board of Trustees Enrollment Management Committee. October 28, 1993-June 7, 1996. 1.50 lin. in.

5.1.4.3.4.10.1.3 Transcripts

5.1.4.3.4.10.1.4 Lists of Officers

5.1.4.3.4.10.2 Office Files

5.1.4.3.4.10.2.1 Correspondence/Memoranda

5.1.4.3.4.10.2.2 Subject Files Concerning Projects, Activities, Functions

5.1.4.3.4.10.3 Historical Files

5.1.4.3.4.10.3.1 Policies

5.1.4.3.4.10.3.2 Decisions

5.1.4.3.4.10.3.3 Committees/Task Forces

5.1.4.3.4.10.3.4 Questionnaires

5.1.4.3.4.10.3.5 Statistics

5.1.4.3.4.10.4 Publications
5.1.4.3.4.10.4.1 Programs
5.1.4.3.4.10.4.2 Newsletters
5.1.4.3.4.10.4.3 Brochures
5.1.4.3.4.10.4.4 Monographs/Journals
5.1.4.3.4.10.4.5 Announcements
5.1.4.3.4.10.4.6 Posters
5.1.4.3.4.10.4.7 Schedules

5.1.4.3.4.10.5 Audiovisuals
5.1.4.3.4.10.5.1 Photographs
5.1.4.3.4.10.5.2 Sound Recordings
5.1.4.3.4.10.5.3 Video Recordings
5.1.4.3.4.10.5.4 Scrap Books

5.1.4.3.4.10.6 Artifacts
5.1.4.3.5 Questionnaires
5.1.4.3.6 Statistics

5.1.4.4 Publications
5.1.4.4.1 Programs
5.1.4.4.2 Newsletters
5.1.4.4.3 Brochures
5.1.4.4.4 Monographs/Journals
5.1.4.4.5 Announcements
5.1.4.4.6 Posters
5.1.4.4.7 Schedules

5.1.4.5 Audiovisuals
5.1.4.5.1 Photographs
Archives Schedule

5.1.4.5.2 Sound Recordings
5.1.4.5.3 Video Recordings
5.1.4.5.4 Scrap Books

5.1.5 Cabinet

5.1.5.1 General Records

5.1.5.1.1 Constitution/By-laws

“By Laws of Administration, Alvernia College, adopted at a meeting of the Board of Trustees on October 9, 1966.”

“By Laws of Administration, Alvernia College, Oct. 1966.”

Memo from President Sr. Dolorey regarding the reconciliation of these by-laws with the by-laws of administration. November 10, 1982.


1958-1982. 0.375 lin. in.

5.1.5.1.2 Minutes/Proceedings
Minutes of the meetings of the executive leadership team. August 2000-June 2004. 15.05 lin. in. Collection Guide available.

5.1.5.1.3 Transcripts

5.1.5.1.4 Lists of Officers

5.1.5.1.5 Statutes
Three copies of “Statutes of Alvernia College,” one dated 1958; one copy of same with handwritten annotations including the date 1966; one copy not dated incorporating some of the prior annotations (post-1966?). 1958-circa 1966. 0.125 lin. in.

5.1.5.2 Office Files

5.1.5.2.1 Correspondence/Memoranda

5.1.5.2.2 Subject Files Concerning Projects, Activities, Functions

5.1.5.3 Historical Files

5.1.5.3.1 Policies

5.1.5.3.2 Decisions

5.1.5.3.3 Committees/Task Forces
5.1.5.3.4 Questionnaires
5.1.5.3.5 Statistics
5.1.5.4 Publications
  5.1.5.4.1 Programs
  5.1.5.4.2 Newsletters
  5.1.5.4.3 Brochures
  5.1.5.4.4 Monographs/Journals
  5.1.5.4.5 Announcements
  5.1.5.4.6 Posters
  5.1.5.4.7 Schedules
5.1.5.5 Audiovisuals
  5.1.5.5.1 Photographs
  5.1.5.5.2 Sound Recordings
  5.1.5.5.3 Video Recordings
  5.1.5.5.4 Scrap Books
5.1.5.6 Artifacts

5.1.6 Faculty
  5.1.6.1 General Records
    5.1.6.1.1 Constitution/By-laws
    “Constitution of the Faculty Council of Alvernia College.” N.d. 0.125 lin in.
    5.1.6.1.2 Minutes/Proceedings
    Minutes of the meetings of the faculty at Alvernia College. 1960-2003. 5.0 lin. in.
    5.1.6.1.3 Transcripts
    5.1.6.1.4 Lists of Officers
    Officers of the Faculty Council and its committees. 1998-2004. 0.125 lin. in.

5.1.6.2 Office Files
5.1.6.2.1 Correspondence/Memoranda
Correspondence to and from the Faculty Council. 1986-1998. 0.56 lin. in.

5.1.6.2.2 Subject Files Concerning Projects, Activities, Functions

5.1.6.2.2.1 AAUP Chapter
Materials related to the establishment of a chapter of the American Association of University Professors at Alvernia College. Includes correspondence regarding AAUP’s censure of Alvernia College. 1989-1996. 0.25 lin. in.

5.1.6.3 Historical Files

5.1.6.3.1 Policies

5.1.6.3.1.1 Faculty Handbooks
Faculty policy handbooks. 1965-present. 15.0 lin. in. *Collection Guide available.*

5.1.6.3.1.2 Faculty Procedures Manuals
Faculty procedures manuals. 2002-2004. 5.5 lin. in.

5.1.6.3.1.3 Adjunct Faculty Handbooks
Policy handbooks for adjunct faculty. 1975-2004. 0.625 lin. in.

5.1.6.3.2 Decisions

5.1.6.3.3 Committees/Task Forces

5.1.6.3.3.1 Executive Committee
1994-2000. 0.25 lin. in.

5.1.6.3.3.2 Curriculum Committee
1998. 1.125 lin. in.

5.1.6.3.3.3 Academic Standards Committee
1987-1997. 0.25 lin. in.

5.1.6.3.3.4 Development and Research Committee

5.1.6.3.3.5 Honors and Awards Committee
1987-2000. 0.125 lin. in.

5.1.6.3.3.6 Salary and Benefits Committee
1999. 0.125 lin. in.

5.1.6.3.3.7 Student Grievance Committee

5.1.6.3.3.8 Handbook Committee
1999-2002. 0.375 lin. in.
5.1.6.3.9  Rank and Tenure Committee
1990-2002. 0.5 lin. in.
5.1.6.3.9.10 Review Committee
5.1.6.3.9.11 Grievance Committee
5.1.6.3.9.12 Academic Affairs (Board of Trustees) Committee
5.1.6.3.9.13 Development (Board of Trustees) Committee
5.1.6.3.9.14 Finance (Board of Trustees) Committee
5.1.6.3.9.15 Enrollment Management (Board of Trustees) Committee
5.1.6.3.9.16 Long-Range Planning (Board of Trustees) Committee
5.1.6.3.9.17 Mission Effectiveness (Board of Trustees) Committee
5.1.6.3.9.18 Student Life (Board of Trustees) Committee

5.1.6.3.19 Governance Committee
1995. 0.125 lin. in.

5.1.6.3.20 Affirmative Action Committee
1992. 0.125 lin. in.

5.1.6.3.21 Faculty Evaluation Committee
1999. 0.125 lin. in.

5.1.6.3.4 Questionnaires
5.1.6.3.5 Statistics

5.1.6.4  Publications
5.1.6.4.1 Programs
5.1.6.4.2 Newsletters
5.1.6.4.3 Brochures
5.1.6.4.4 Monographs/Journals
5.1.6.4.5 Announcements
5.1.6.4.6 Posters
5.1.6.4.7 Schedules
5.1.6.5 Audiovisuals

5.1.6.5.1 Photographs
5.1.6.5.2 Sound Recordings
5.1.6.5.3 Video Recordings
5.1.6.5.4 Scrap Books

5.1.7 Future Use

5.1.8 Future Use

5.1.9 Future Use

5.1.10 President Sister Zygmunta (1958-1970)

5.1.10.1 General Records

5.1.10.1.1 Inauguration
5.1.10.1.2 Personal Effects
5.1.10.1.3 Testimonials and Awards
5.1.10.1.4 Obituaries and Memorials

Obituaries, programs and other memorials relating to Sister Zygmunta. 1978-1993. 0.125 lin. in.

5.1.10.2 Office Files

5.1.10.2.1 Correspondence/Memoranda

Correspondence to and from Sister Zygmunta. 1962-1969. 0.75 lin. in.

5.1.10.2.2 Subject Files Concerning Projects, Activities, Functions

5.1.10.2.2.1 Academic Affairs

5.1.10.2.2.1.1 Legal Information

Various documents related to the establishment and early accreditation of Alvernia College: Application for Approval as an Institution to Grant Degrees; Application for Approval of Programs in Teacher Education; Articles of Incorporation; Reports of Institutions of Higher Education; College Visitation Reports. 1956-1971. 0.50 lin. in.

5.1.10.2.2.1.2 Financial Transactions

Various loan agreements and financial statements for different projects concerning institutional advancement. 1964-1968. 0.50 lin. in.

5.1.10.2.2.1.3 Catholic University of America Affiliation

Reports, certificates, and correspondence regarding the evaluation and approval of Alvernia as an affiliate of The
Catholic University of America. 1958-1974. 0.625 lin. in.

5.1.10.2.2.1.4 Science Grants
Requests, reports and correspondence related to science grants. 1960-1967. 0.50 lin. in.

5.1.10.2.2 Civil Defense
Three brochures produced by the U.S. Department of Defense, Office of Civil Defense; one “National Fallout Shelter Survey and Marking Program Shelter Description Form” illustrating the use of Francis Hall for fallout protection; one letter from the Director of the Berks County Civil Defense Council explaining the “fan-out system” for phone calling in case of emergency. 1961-1968. 0.375 lin. in.

5.1.10.2.2.3 Development
5.1.10.2.2.3.1 Fund Solicitation
A capital campaign feasibility study for St. Joseph’s Hospital referred to by Sr. Zygmunta; a letter of introduction regarding Alvernia College for the Rust Foundation. 1966-1969. 0.375 lin. in.

5.1.10.2.2.3.2 Donors
Correspondence to and from various donors. 1961-1970. 0.25 lin. in.

5.1.10.2.2.4 Legal Issues
5.1.10.2.2.4.1 John V. Boland, et al.
Correspondence to and from attorneys John V. Boland and others on various matters of interest to Alvernia, including the incorporation of the college, various bequests, and others. 1959-1968. 0.125 lin. in.

5.1.10.2.2.4.2 Adam B. Krafczek
Correspondence to and from attorney Adam B. Krafczek on various matters of interest to Alvernia, including land annexation from Cumru Township. 1967-1969. 0.125 lin. in.

5.1.10.2.2.4.3 Property Issues
Papers related to property issues. 1963-1969. 0.125 lin. in.

5.1.10.3 Historical Files
5.1.10.3.1 Policies
5.1.10.3.2 Decisions
5.1.10.3.3 Committees/Task Forces
5.1.10.3.4 Questionnaires
5.1.10.3.5 Statistics

5.1.10.4 Publications
5.1.10.4.1 Speeches
Speeches made by Sister Zygmunta. 1964-1982. 0.25 lin. in.
5.1.10.4.4  Monographs/Journals


5.1.10.4.5  Announcements

5.1.10.4.5.1  President’s Reports
Reports of Sister Zygmunta to the college community and the community at large. 1962-1970. 0.125 lin. in.

5.1.10.4.6  Posters
5.1.10.4.7  Schedules

5.1.10.5  Audiovisuals

5.1.10.5.1  Photographs
35mm slides of Puerto Rico, Panama, Jamaica, Haiti. Includes note “to accompany viewing of slides on Caribbean trip; description by S.M. Zygmunta, 1960.” 1.0 lin. in.

5.1.10.5.2  Sound Recordings
5.1.10.5.3  Video Recordings
5.1.10.5.4  Scrap Books

5.1.10.6  Artifacts

5.1.11  President Sister Victorine (1970-1982)

5.1.11.1  General Records

5.1.11.1.1  Inauguration
5.1.11.1.2  Personal Effects
5.1.11.1.3  Testimonials and Awards

5.1.11.1.4  Obituaries and Memorials
Obituaries, programs and other memorials relating to Sister Victorine. 1986-1994. 0.125 lin. in.
5.1.11.2 Office Files

5.1.11.2.1 Correspondence/Memoranda
Correspondence to and from Sister Victorine. 1970-1981. 0.5 lin. in.

5.1.11.2.2 Subject Files Concerning Projects, Activities, Functions

5.1.11.2.2.1 International University
Correspondence, brochure, photographs and other records relating to the attempt to establish an International University in Italy. 1976-1977. 0.25 lin.in.

5.1.11.2.2.2 Institute for Law and Justice
Correspondence, reports and other records relating to the operations of the Institute for Law and Justice. Circa 1978-1980. 1.25 lin. in.

5.1.11.2.2.3 Development

5.1.11.2.2.3.1 Capital Campaign
Correspondence and promotional materials for capital campaign(s) conducted during the tenure of Sr. Victorine as president of Alvernia College. 1970-1981. 1.0 lin. in.

5.1.11.2.2.3.2 Fund Solicitation
Correspondence related to fund and property solicitation. 1971-1978. 0.25 lin. in.

5.1.11.2.2.3.3 Endowment Fund
A listing of certificates of deposit (CDs) held by Alvernia College. 1976? 1 sheet.

5.1.11.2.2.3.4 Donors
Correspondence to and from various donors. 1970-1982. 0.50 lin. in.

5.1.11.2.2.4 Advancement

5.1.11.2.2.4.1 News Releases
Press releases and newspaper clippings announcing events and developments at Alvernia College. 1972-1981. 0.125 lin. in.

5.1.11.2.2.4.2 Parents and Friends Association

5.1.11.2.2.5 Academic Affairs

5.1.11.2.2.5.1 Religious Education

5.1.11.2.2.5.2 Academic Dean
Policies and correspondence prepared by the Academic Dean. 1970s? 0.125 lin. in.

5.1.11.2.2.5.3 Faculty Contributions
Programs, presentations, abstracts, and other materials related to professional achievements of Alvernia College faculty and staff. 1969-1976. 0.125 lin. in.

5.1.11.2.2.5.4 Sr. Mary Doris

5.1.11.2.2.5.5 Governance

5.1.11.2.2.5.6 Division Reports
Reports of departmental activities. Also a description of “College Divisions,” including duties of the Division Chairman and Departmental Heads. 1980-1982. 0.125 lin. in.

5.1.11.2.2.5.7 ADACA Instructors and Program
News clippings, correspondence, course listings, faculty lists, and other materials related to the program in Alcohol and Drug Abuse Counseling/Administration. 1979-1981. 0.125 lin. in.

5.1.11.2.2.5.8 Music
Clippings, articles, and other information regarding the teaching of music. 1958-1982. 0.125 lin. in.

5.1.11.2.2.5.9 Social Work
Various material related to the teaching of social work. 1973-1982. 0.25 lin. in.

5.1.11.2.2.5.10 Reports

5.1.11.2.2.5.11 American Society of Clinical Pathologists
Letter from Sr. M. Pacelli, Academic Dean, to the ASCP Medical Technology Services Accreditation Section with copies of affiliation agreements between Alvernia College and the schools of medical technology at St. Joseph’s Hospital and Reading Hospital. October 6, 1972. 0.125 lin. in.

5.1.11.2.2.6 Athletics
Policies, recruitment letter copies, and correspondence regarding athletics. 1979-1982. 0.25 lin. in.

5.1.11.2.2.7 Campus Ministry
Papers, newsletters, correspondence, directories, and other materials related to campus ministry programs at Alvernia and in America. 1970-1980. 0.25 lin. in.

5.1.11.2.2.8 Admissions
Application for admission form, admissions reports (1981-82), form letters to applicants, and other correspondence related to the admissions process. 1981-1982. 0.25 lin. in.

5.1.11.2.2.9 Legal Issues
5.1.11.2.2.9.1 Salvatore Messineo
Documents related to the termination of employment of Salvatore Messineo. 1972-1982. 0.25 lin. in.

5.1.11.2.2.9.2 Adam B. Krafczek
Correspondence to and from attorney Adam B. Krafczek and others on various matters of interest to Alvernia. 1970-1981. 0.125 lin. in.

5.1.11.2.2.9.3 Michael A. O’Pake
Correspondence to and from attorney Michael A. O’Pake on various matters of interest to Alvernia, including the bequest of Lillian Kephart, the establishment of a nursing program, a request to speak at the May 1977 commencement, Sr. Zygmunta’s application for employment as a Notary Public, and the closing of Angelica Park. 1974-1980. 0.135 lin. in.

5.1.11.2.2.9.4 Jerome LaManna
Correspondence to and from CPA Jerome A. LaManna on various matters of interest to Alvernia. 1969-1978. 0.125 lin. in.

5.1.11.2.2.9.5 Criminal Justice Audit

5.1.11.2.2.9.6 Property Issues
Papers related to property issues. 1975-1976. 0.125 lin. in.

5.1.11.3 Historical Files

5.1.11.3.1 Policies

5.1.11.3.2 Decisions

5.1.11.3.3 Committees/Task Forces

5.1.11.3.3.1 Administrative Committee
Minutes of the Administrative Committee meetings. 1964-1982. 0.75 lin. in.

5.1.11.3.3.2 Long Range Planning Committee
Meeting agenda and plan. 1981. 0.125 lin. in.

5.1.11.3.3.3 Staff
Minutes of monthly staff meetings. 1976-1979. 0.375 lin. in.

5.1.11.3.4 Questionnaires

5.1.11.3.5 Statistics

5.1.11.4 Publications

5.1.11.4.1 Speeches

5.1.11.4.2 Newsletters
5.1.11.4.3 Brochures
5.1.11.4.4 Monographs/Journals
5.1.11.4.5 Announcements
5.1.11.4.5.1 President’s Report
Reports of Sister Victorine to the college community and the community at large. 1971-1981. 2.0 lin. in.
5.1.11.4.6 Posters
5.1.11.4.7 Schedules

5.1.11.5 Audiovisuals
5.1.11.5.1 Photographs
35mm commercially-produced slides of Pearl Harbor, Massachusetts, Spain, Italy, Portugal, Vienna, Poland. Includes notes entitled, “Sketches from two weeks’ visit to Portugal, Morocco, Spain, May 21-June 6, 1983.” 12.0 lin. in.
5.1.11.5.2 Sound Recordings
5.1.11.5.3 Video Recordings
5.1.11.5.4 Scrap Books

5.1.12 President Sister Dolorey (1982-1990)
5.1.12.1 General Records
5.1.12.1.1 Inauguration
Invitations, programs, news clippings and other documents relating to the inauguration of Sister Mary Dolorey Osowski as the third president of Alvernia College. Includes Greeting and Congratulations. October 24, 1982. 0.75 lin. in.
5.1.12.1.2 Personal Effects
5.1.12.1.3 Testimonials and Awards
Testimonials and awards received by Sister Dolorey and Alvernia College. 1983-1995. 1.0 lin. in.
5.1.12.1.4 Obituaries and Memorials

5.1.12.2 Office Files
5.1.12.2.1 Correspondence/Memoranda
Correspondence to and from Sister Dolorey. 1971-1990. 3.0 lin. in.
5.1.12.2.2 Subject Files Concerning Projects, Activities, Functions
5.1.12.2.2.1 Academic Program Assessment

5.1.12.2.2 American Institute of Banking
Documents relating to the cooperative program between Alvernia College and the American Institute of Banking. 1983. 0.125 lin. in.

5.1.12.2.2.3 Charter Week

5.1.12.2.2.3.1 General Records
5.1.12.2.2.3.1.1 Constitution/By-laws
5.1.12.2.2.3.1.2 Minutes/Proceedings
5.1.12.2.2.3.1.3 Transcripts
5.1.12.2.2.3.1.4 Lists of Officers

5.1.12.2.2.3.2 Office Files
5.1.12.2.2.3.2.1 Correspondence/Memoranda
5.1.12.2.2.3.2.2 Subject Files Concerning Projects, Activities, Functions

5.1.12.2.2.3.3 Historical Files
5.1.12.2.2.3.3.1 Policies
5.1.12.2.2.3.3.2 Decisions
5.1.12.2.2.3.3.3 Committees/Task Forces
5.1.12.2.2.3.3.4 Questionnaires
5.1.12.2.2.3.3.5 Statistics

5.1.12.2.2.3.4 Publications
5.1.12.2.2.3.4.1 Programs
Programs for events held during Charter Week. 1985-1990, n.d. 1.0 lin. in.
5.1.12.2.2.3.4.2 Newsletters
5.1.12.2.2.3.4.3 Brochures
5.1.12.2.2.3.4.4 Monographs/Journals
### Historical Files

#### 5.1.12.3.3 Committees/Task Forces

- **5.1.12.3.3.1 Administrative Council**
  
  Agendas, minutes and other documents relating to the Administrative Council. 1986-1990. 1.50 lin. in.

- **5.1.12.3.3.2 Long-Range Planning Committee, 1982**
  
  Documents relating to the work of the 1982 Long-Range Planning Committee. 1.25 lin. in.

- **5.1.12.3.3.3 Long-Range Planning Committee, 1988**
  
  Documents relating to the work of the 1988 Long-Range Planning Committee. 0.25 lin. in.

- **5.1.12.3.3.4 Council for Minority Education**
  
  Documents relating to the Council for Minority Education established to provide access to opportunity to minority students. 1987. 0.125 lin. in.

- **5.1.12.3.3.5 President’s Arts and Cultural Council**
  
  Programs, invitations, lists of officers. 1988. 0.125 lin. in.

5.1.12.3.3.6 College Mission Task Force
Worksheet to discuss “college mission as an Institute of International Studies.” 1983. 0.125 lin. in.

5.1.12.3.3.7 Friends of Alvernia College Association

5.1.12.3.3.7.1 General Records

5.1.12.3.3.7.1.1 Constitution/By-laws
1982. 0.125 lin. in.

5.1.12.3.3.7.1.2 Minutes/Proceedings

5.1.12.3.3.7.1.3 Transcripts

5.1.12.3.3.7.1.4 Lists of Officers
1985-1986. 0.125 lin. in.

5.1.12.3.3.7.2 Office Files

5.1.12.3.3.7.2.1 Correspondence/Memoranda
1977-1985. 0.125 lin. in.

5.1.12.3.3.7.2.2 Subject Files Concerning Projects, Activities, Functions

5.1.12.3.3.7.2.2.1 Scholarship Award
n.d. 0.125 lin. in.

5.1.12.3.3.7.3 Historical Files

5.1.12.3.3.7.3.1 Policies

5.1.12.3.3.7.3.2 Decisions

5.1.12.3.3.7.3.3 Committees/Task Forces

5.1.12.3.3.7.3.4 Questionnaires

5.1.12.3.3.7.3.5 Statistics

5.1.12.3.3.7.4 Publications

5.1.12.3.3.7.4.1 Programs
1982-1983. 0.125 lin. in.
5.1.12.3.7.4.2 Newsletters
5.1.12.3.7.4.3 Brochures
5.1.12.3.7.4.4 Monographs/Journals
5.1.12.3.7.4.5 Announcements
5.1.12.3.7.4.6 Posters
5.1.12.3.7.4.7 Schedules

5.1.12.3.7.5 Audiovisuals
5.1.12.3.7.5.1 Photographs
5.1.12.3.7.5.2 Sound Recordings
5.1.12.3.7.5.3 Video Recordings
5.1.12.3.7.5.4 Scrap Books

5.1.12.3.7.6 Artifacts
5.1.12.3.4 Questionnaires
5.1.12.3.5 Statistics

5.1.12.4 Publications
5.1.12.4.1 Speeches
5.1.12.4.2 Newsletters
5.1.12.4.3 Brochures
5.1.12.4.4 Monographs/Journals
5.1.12.4.5 Announcements

5.1.12.4.5.1 President’s Report
Reports of Sister Dolorey to the college community and the community at large. 1983-1987. 0.75 lin. in.
5.1.12.4.6 Posters
5.1.12.4.7 Schedules

5.1.12.5 Audiovisuals
5.1.12.5.1 Photographs

5.1.12.5.2 Sound Recordings

5.1.12.5.3 Video Recordings
One VHS videocassette. Portrait Hanging Ceremony. April 29, 1995. 1.0 lin. in.

5.1.12.5.4 Scrap Books
No title. Compiler unknown. Programs, announcements, Photographs, news clippings, and other materials relating to cultural events sponsored by the President’s Arts and Cultural Council. 1987-1993. 99pp. 3-ring binder. 10.25 in. w x 11.5 in. h. 3.0 lin. in.

5.1.13 President Daniel N. DeLucca (1990-1997)

5.1.13.1 General Records

5.1.13.1.1 Inauguration
Invitations and programs relating to the inauguration of Daniel N. DeLucca as the fourth president of Alvernia College. September 4, 1991. 0.25 lin. in.

5.1.13.1.2 Personal Effects

5.1.13.1.3 Testimonials and Awards

5.1.13.1.4 Obituaries and Memorials

5.1.13.2 Office Files

5.1.13.2.1 Correspondence/Memoranda
Correspondence to and from President DeLucca. 1990-1996. 0.75 lin. in.

5.1.13.2.2 Subject Files Concerning Projects, Activities, Functions

5.1.13.2.2.1 Legal Issues

5.1.13.2.2.1.1 Property Issues
Papers related to property issues. 1990. 0.125 lin. in.

5.1.13.3 Historical Files

5.1.13.3.1 Policies

5.1.13.3.2 Decisions

5.1.13.3.3 Committees/Task Forces

5.1.13.3.3.1 Long-Range Planning Committee
Minutes and other documents relating to the long-range planning committee. 1991-1995. 0.375 lin. in.
5.1.13.4 Publications

5.1.13.4.1 Speeches
5.1.13.4.2 Newsletters
5.1.13.4.3 Brochures
5.1.13.4.4 Monographs/Journals
5.1.13.4.5 Announcements

5.1.13.4.5.1 President’s Report
Reports of President DeLucca to the college community and the community at large. 1991-1993. 0.125 lin. in.

5.1.13.4.6 Posters
5.1.13.4.7 Schedules

5.1.13.5 Audiovisuals

5.1.13.5.1 Photographs
5.1.13.5.2 Sound Recordings
5.1.13.5.3 Video Recordings

5.1.13.5.4 Scrap Books

5.1.14 President Laurence W. Mazzeno (1997-2005)

5.1.14.1 General Records

5.1.14.1.1 Inauguration
5.1.14.1.2 Personal Effects

5.1.14.1.3 Testimonials and Awards
Testimonials and awards received by President Mazzeno and Alvernia College. 1998-2007. 3.5 lin. in.

5.1.14.1.4 Obituaries and Memorials

5.1.14.2 Office Files
5.1.14.2.1 Correspondence/Memoranda
Correspondence to and from President Mazzeno. 1997-2005. 1.5 lin. in.

5.1.14.2.2 Subject Files Concerning Projects, Activities, Functions

5.1.14.3 Historical Files

5.1.14.3.1 Policies

5.1.14.3.2 Decisions
Memos, correspondence, and other related documents regarding the Caldwell vs. Alvernia case. 1995-1998. 1.5 lin. in.

Access to this file folder is RESTRICTED to the University President, Provost, and the University Archivist. Exceptions may be made only with the express permission of the President or Provost.

5.1.14.3.3 Committees/Task Forces

5.1.14.3.4 Questionnaires

5.1.14.3.5 Statistics

5.1.14.4 Publications

5.1.14.4.1 Speeches
Speeches made by President Mazzeno. 1999-2001. 0.125 lin. in.

5.1.14.4.2 Newsletters

5.1.14.4.3 Brochures

5.1.14.4.4 Monographs/Journals

5.1.14.4.5 Announcements

5.1.14.4.6 Posters

5.1.14.4.7 Schedules

5.1.14.5 Audiovisuals

5.1.14.5.1 Photographs

5.1.14.5.2 Sound Recordings

5.1.14.5.3 Video Recordings

5.1.14.5.4 Scrap Books

5.1.15 President Thomas F. Flynn (2005- )
Archives Schedule

5.1.15.1 General Records

5.1.15.1.1 Inauguration

5.1.15.1.2 Personal Effects
5.1.15.1.3 Testimonials and Awards
5.1.15.1.4 Obituaries and Memorials

5.1.15.2 Office Files

5.1.15.2.1 Correspondence/Memoranda
5.1.15.2.2 Subject Files Concerning Projects, Activities, Functions

5.1.15.3 Historical Files

5.1.15.3.1 Policies
5.1.15.3.2 Decisions
5.1.15.3.3 Committees/Task Forces
5.1.15.3.4 Questionnaires
5.1.15.3.5 Statistics

5.1.15.4 Publications

5.1.15.4.1 Speeches
5.1.15.4.2 Newsletters
5.1.15.4.3 Brochures
5.1.15.4.4 Monographs/Journals
5.1.15.4.5 Announcements
5.1.15.4.6 Posters
5.1.15.4.7 Schedules

5.1.15.5 Audiovisuals

5.1.15.5.1 Photographs
5.1.15.5.2 Sound Recordings
5.1.15.5.3 Video Recordings
5.1.15.5.4 Scrap Books

5.2 Finances

5.2.1 General Records
5.2.1.1 Constitution/By-laws
5.2.1.2 Minutes/Proceedings
5.2.1.3 Transcripts
5.2.1.4 Lists of Officers

5.2.2 Office Files
5.2.2.1 Correspondence/Memoranda
5.2.2.2 Subject Files Concerning Projects, Activities, Functions
5.2.2.2.1 Reports to the Board of Trustees
Periodic reports to the Board of Trustees related to finance and administration. 1990-1992. 0.625 lin. in.
5.2.2.2.2 Bond Insurance Requests
Bond insurance request. 2 vols. including appendices. October 1991. 1.0 lin. in.

5.2.3 Historical Files
5.2.3.1 Policies
5.2.3.2 Decisions
5.2.3.3 Committees/Task Forces
5.2.3.4 Questionnaires
5.2.3.5 Financial Reports
5.2.3.5.1 Audited Financial Statements
Audited financial statements, including reports of examination. 1962-1996. 3.25 lin. in.
5.2.3.5.2 Budget Reports

5.2.4 Publications
5.2.4.1 Programs
5.2.4.2 Newsletters
5.2.4.3 Brochures
5.2.4.4 Monographs/Journals
5.2.4.5 Announcements
5.2.4.6 Posters
5.2.4.7 Schedules

5.2.5 Audiovisuals
5.2.5.1 Photographs
5.2.5.2 Sound Recordings
5.2.5.3 Video Recordings
5.2.5.4 Scrap Books

5.2.6 Artifacts

5.3 Personnel

5.3.1 Government Relations
5.3.1.1 Discrimination
5.3.1.2 Labor Relations
5.3.1.3 Retirement
5.3.1.4 Unemployment

5.3.2 Personnel Administration
5.3.2.1 General Records
5.3.2.1.1 Constitution/ By-Laws
5.3.2.1.2 Minutes/Proceedings
5.3.2.1.3 Transcripts
5.3.2.1.4 Lists of Officers
5.3.2.2 Office Files

5.3.2.2.1 Correspondence/Memoranda

5.3.2.2.2 Subject Files Concerning Projects, Activities, Functions

5.3.2.2.2.1 Closed Faculty Files
Personnel records for individual who have been separated from their employment with the college. Not open for research use; records are sealed for 30 years from the employee’s date of separation. 1999-. 18 lin. in. Collection Guide available.

5.3.2.3 Historical Files

5.3.2.3.1 Policies

5.3.2.3.1.1 Employee Handbooks
Manuals and handbooks summarizing personnel policies and procedures for Alvernia College employees. 1961-. 0.75 lin in. Collection Guide available.

5.3.2.3.2 Decisions

5.3.2.3.3 Committees/Task Forces

5.3.2.3.4 Questionnaires

5.3.2.3.5 Statistics

5.3.2.4 Publications

5.3.2.4.1 Programs

5.3.2.4.2 Newsletters

5.3.2.4.3 Brochures

5.3.2.4.4 Monographs/Journals

5.3.2.4.5 Announcements

5.3.2.4.6 Posters

5.3.2.4.7 Schedules

5.3.2.5 Audiovisuals

5.3.2.5.1 Photographs
Photographs of college personnel from various sources. 1958-. 3.0 lin in. Collection Guide available.

5.3.2.5.2 Sound Recordings
5.3.2.5.3 Video Recordings

5.3.2.5.4 Scrap Books

5.3.3 Labor Relations

5.3.4 Staff

5.3.4.1 Analyzing and Defining Jobs
5.3.4.2 Recruiting and Hiring
5.3.4.3 Paying Staff
5.3.4.4 Benefits

5.3.5 Faculty

5.3.5.1 Tenure
5.3.5.2 Recruiting and Hiring
5.3.5.3 Promotion

5.4 Advancement

5.4.1 Alumni Affairs

5.4.1.1 General Records

5.4.1.1.1 Constitution/By-laws
5.4.1.1.2 Minutes/Proceedings

5.4.1.1.2.1 1968-1979 (binder)
5.4.1.1.2.2 1980-1985
5.4.1.1.2.3 1986-1989
5.4.1.1.2.4 1990
5.4.1.1.2.5 1993-1994
5.4.1.1.2.6 1995-1999
5.4.1.1.2.7 2000-2001
5.4.1.3 Transcripts

5.4.1.4 Lists of Officers

5.4.1.2 Office Files

5.4.1.2.1 Correspondence/Memoranda

5.4.1.2.2 Subject Files Concerning Projects, Activities, Functions

5.4.1.2.2.1 Annual Reports

5.4.1.2.2.2 Treasurer’s Reports

5.4.1.2.2.3 Strategic Planning

5.4.1.2.2.4 Alumni Retreat, 11/11/2000

5.4.1.3 Historical Files

5.4.1.3.1 Policies

5.4.1.3.2 Decisions

5.4.1.3.3 Committees/Task Forces

5.4.1.3.4 Questionnaires

5.4.1.3.5 Statistics

5.4.1.4 Publications

5.4.1.4.1 Programs

5.4.1.4.2 Newsletters

5.4.1.4.2.1 Alumna(i)Gram (1972-1985)

5.4.1.4.2.2 Alumnotes (1991-1985)

5.4.1.4.2.3 Alumni Common Bond (1993-1996)

5.4.1.4.2.4 Alumni News (2000-2005)

5.4.1.4.3 Brochures

5.4.1.4.4 Monographs/Journals

5.4.1.4.5 Announcements
5.4.1.4.6 Posters
5.4.1.4.7 Schedules

5.4.1.5 Audiovisuals
5.4.1.5.1 Photographs
5.4.1.5.2 Sound Recordings
5.4.1.5.3 Video Recordings
5.4.1.5.4 Scrap Books

5.4.2 University Relations

5.4.2.1 General Records
5.4.2.1.1 Constitution/By-laws
5.4.2.1.2 Minutes/Proceedings
5.4.2.1.3 Transcripts
5.4.2.1.4 Lists of Officers

5.4.2.2 Office Files

5.4.2.2.1 Correspondence/Memoranda
5.4.2.2.2 Subject Files Concerning Projects, Activities, Functions

5.4.2.3 Historical Files
5.4.2.3.1 Policies
5.4.2.3.2 Decisions
5.4.2.3.3 Committees/Task Forces
5.4.2.3.4 Questionnaires
5.4.2.3.5 Statistics

5.4.2.4 Publications
5.4.2.4.1 Programs
5.4.2.4.2 Newsletters

5.4.2.4.3 Brochures

5.4.2.4.4 Monographs/Journals

5.4.2.4.4.1 College Magazine

5.4.2.4.5 Announcements

5.4.2.4.6 Posters

5.4.2.4.7 Schedules

5.4.2.5 Audiovisuals

5.4.2.5.1 Photographs

5.4.2.5.2 Sound Recordings

5.4.2.5.3 Video Recordings

5.4.2.5.3.1 Commercials

5.4.2.5.4 Scrap Books

5.4.3 Development

5.4.3.1 General Records

5.4.3.1.1 Constitution/By-laws

5.4.3.1.2 Minutes/Proceedings

5.4.3.1.3 Transcripts

5.4.3.1.4 Lists of Officers

5.4.3.2 Office Files

5.4.3.2.1 Correspondence/Memoranda

5.4.3.2.2 Subject Files Concerning Projects, Activities, Functions
5.4.3.2.2.1 Annual Fund
5.4.3.2.2.2 Capital Campaign
5.4.3.2.2.3 Scholarship Ball
5.4.3.2.2.4 Scholarship Luncheon
5.4.3.2.2.5 Grants

5.4.3.3 Historical Files

5.4.3.3.1 Policies

5.4.3.3.2 Decisions
5.4.3.3.3 Committees/Task Forces
5.4.3.3.4 Questionnaires
5.4.3.3.5 Statistics

5.4.3.4 Publications

5.4.3.4.1 Programs
5.4.3.4.2 Newsletters
5.4.3.4.3 Brochures
5.4.3.4.4 Monographs/Journals
5.4.3.4.5 Announcements
5.4.3.4.6 Posters
5.4.3.4.7 Schedules

5.4.3.5 Audiovisuals

5.4.3.5.1 Photographs
“Decade of Challenge,” slide presentation for capital campaign in support of the new physical education center. 36 35mm slides in one tray (incomplete or out of order). Includes text of presentation narrative. 1984. 2.5 lin. in.

“Vision for the Future,” slide presentation for capital campaign in support of the new library. 77 35mm slides in three trays. Includes audiocassette of presentation narrative. 1987. 9.75 lin. in.

5.4.3.5.2 Sound Recordings
5.4.3.5.3 Video Recordings

“Staff and Donor Recognition Dinner.” One VHS videocassette. Formal dinner to recognize staff and donors of Alvernia College. 89:00 minutes. October 21, 1987. 1.0 lin. in.

“Vision for the Future.” One VHS videocassette. Television coverage of Dr. Frank A. Franco’s 1.5 million dollar contribution to the capital campaign in support of the new library. Includes news coverage by Channels 15 (WLYH) and 8. January 1988. 1.0 lin. in.

“Vision for the Future.” One VHS videocassette. Presentation for capital campaign in support of the new library. 7:10 minutes. October 1988. 1.0 lin. in.

“Unedited Linda Ludgate Reception.” One VHS videocassette. Presentation of gifts and gratitude speeches to newly elected judge, Linda Ludgate. 31:00 minutes. January 24, 1990. 1.0 lin. in.

“Faith in the Future.” One VHS videocassette. Presentation for capital campaign in support of the new student center. 10:00 minutes. August 1996. 1.0 lin. in.


5.4.3.5.4 Scrap Books

5.5 Mission

5.5.1 General Records

5.5.1.1 Mission/Vision
Three drafts of “Heritage,” a report about Alvernia’s heritage and what it stands for. n.d. 0.375 lin. in.

5.5.1.2 Minutes/Proceedings
5.5.1.3 Transcripts
5.5.1.4 Lists of Officers

5.5.2 Office Files

5.5.2.1 Correspondence/Memoranda
5.5.2.2 Subject Files Concerning Projects, Activities, Functions

5.5.3 Historical Files

5.5.3.1 Policies
5.5.3.2 Decisions
5.5.3.3 Committees/Task Forces
5.5.3.4 Questionnaires
5.5.3.5 Statistics

5.5.4 Publications

5.5.4.1 Programs
Program packets for Association of Franciscan Colleges and Universities Symposium held at Alvernia. June 6-8, 2008. 0.5 lin. in.

5.5.4.2 Newsletters
5.5.4.3 Brochures
5.5.4.4 Monographs/Journals
5.5.4.5 Announcements
5.5.4.6 Posters
5.5.4.7 Schedules

5.5.5 Audiovisuals

5.5.5.1 Photographs
5.5.5.2 Sound Recordings
5.5.5.3 Video Recordings
5.5.5.4 Scrap Books

5.5.6 Artifacts
Record Group 6: Provide Public Service

WHEREIN ARE KEPT RECORDS RELATED TO THOSE ACTIVITIES, INCLUDING TECHNICAL ASSISTANCE AND CONTINUING EDUCATION, THAT ARE PRIMARILY DIRECTED TO OUTSIDE COMMUNITIES

6 Provide Public Service

6.1 Seniors College

6.1.1 General Records
  6.1.1.1 Constitution/By-laws
  6.1.1.2 Minutes/Proceedings
  6.1.1.3 Transcripts
  6.1.1.4 Lists of Officers

6.1.2 Office Files
  6.1.2.1 Correspondence/Memoranda
  6.1.2.2 Subject Files Concerning Projects, Activities, Functions

6.1.3 Historical Files
  6.1.3.1 Policies
  6.1.3.2 Decisions
  6.1.3.3 Committees/Task Forces
  6.1.3.4 Questionnaires
  6.1.3.5 Statistics

6.1.4 Publications
  6.1.4.1 Programs
  6.1.4.2 Newsletters
  6.1.4.3 Brochures
6.1.4.4  Monographs/Journals
6.1.4.5  Announcements
6.1.4.6  Posters

6.1.4.7  Schedules
Course schedules of Seniors College offerings. 2000-2007. 0.25 lin. in.

6.1.5  Audiovisuals
6.1.5.1  Photographs
6.1.5.2  Sound Recordings
6.1.5.3  Video Recordings
6.1.5.4  Scrap Books

6.1.6  Artifacts

6.2 Holleran Center for Community Engagement

6.2.1  General Records
6.2.1.1  Constitution/By-laws
6.2.1.2  Minutes/Proceedings
6.2.1.3  Transcripts
6.2.1.4  Lists of Officers

6.2.2  Office Files
6.2.2.1  Correspondence/Memoranda
6.2.2.2  Subject Files Concerning Projects, Activities, Functions

6.2.3  Historical Files
6.2.3.1  Policies
6.2.3.2  Decisions
6.2.3.3  Committees/Task Forces
6.2.3.4  Questionnaires
6.2.3.5 Statistics

6.2.4 Publications

6.2.4.1 Programs
6.2.4.2 Newsletters
6.2.4.3 Brochures
6.2.4.4 Monographs/Journals
6.2.4.5 Announcements
6.2.4.6 Posters
6.2.4.7 Schedules

6.2.5 Audiovisuals

6.2.5.1 Photographs
6.2.5.2 Sound Recordings
6.2.5.3 Video Recordings
6.2.5.4 Scrap Books

6.2.6 Artifacts

6.3 Center for Ethics and Leadership
Record Group 7: Promote Culture

Wherein are kept records related to the role of the institution as collector and disseminator of culture through the operation of museums, libraries, archives, and so forth

7 Promote Culture

7.1 Library

7.1.1 General Records

7.1.1.1 Constitution/By-laws
7.1.1.2 Minutes/Proceedings
7.1.1.3 Transcripts
7.1.1.4 Lists of Officers

7.1.2 Office Files

7.1.2.1 Correspondence/Memoranda
7.1.2.2 Subject Files Concerning Projects, Activities, Functions

7.1.3 Historical Files

7.1.3.1 Policies
7.1.3.2 Decisions
7.1.3.3 Committees/Task Forces
7.1.3.4 Questionnaires
7.1.3.5 Statistics

7.1.4 Publications

7.1.4.1 Programs
7.1.4.2 Newsletters
7.1.4.3 Brochures
7.1.4.4 Monographs/Journals

7.1.4.5 Announcements

7.1.4.5.1 Fireplace Lecture Series
Announcements of programs in the Fireplace Lecture Series hosted by the Franco Library. 1993-2004. 0.5 lin. in.

7.1.4.6 Posters

7.1.4.7 Schedules

7.1.5 Audiovisuals

7.1.5.1 Photographs

7.1.5.2 Sound Recordings

7.1.5.3 Video Recordings

7.1.5.4 Scrap Books

7.1.6 Artifacts

7.2 Archives

7.2.1 General Records

7.2.1.1 Constitution/By-laws

7.2.1.2 Minutes/Proceedings

7.2.1.3 Transcripts

7.2.1.4 Lists of Officers

7.2.2 Office Files

7.2.2.1 Correspondence/Memoranda

7.2.2.2 Subject Files Concerning Projects, Activities, Functions

7.2.3 Historical Files

7.2.3.1 Policies

7.2.3.2 Decisions
7.2.3.3 Committees/Task Forces
7.2.3.4 Questionnaires
7.2.3.5 Statistics

7.2.4 Publications
  7.2.4.1 Programs
  7.2.4.2 Newsletters
  7.2.4.3 Brochures
  7.2.4.4 Monographs/Journals
  7.2.4.5 Announcements
  7.2.4.6 Posters
  7.2.4.7 Schedules

7.2.5 Audiovisuals
  7.2.5.1 Photographs
  7.2.5.2 Sound Recordings
  7.2.5.3 Video Recordings
  7.2.5.4 Scrap Books

7.2.6 Artifacts
Record Group 8: Maintain Physical Plant

Wherein are kept records pertaining to the development and maintenance of the physical plant and environment of the institution

8 Maintain Physical Plant

8.1 Campus Environment

8.1.1 General Records

8.1.1.1 Constitution/By-laws
8.1.1.2 Minutes/Proceedings
8.1.1.3 Transcripts
8.1.1.4 Lists of Officers

8.1.2 Office Files

8.1.2.1 Correspondence/Memoranda
General correspondence. 1994. 0.125 lin. in.

8.1.2.2 Subject Files Concerning Projects, Activities, Functions

8.1.2.2.1 Master Plans

8.1.3 Historical Files

8.1.3.1 Policies
8.1.3.2 Decisions

8.1.3.3 Committees/Task Forces

8.1.3.3.1 Space Committee 1987
Floor plans of the original library in Francis Hall and one memorandum regarding Career Planning. 1987. 0.125 lin. in.
8.1.3.3.2 Space Committee 1990-1991

8.1.3.4 Questionnaires
8.1.3.5 Statistics

8.1.4 Publications
8.1.4.1 Programs
8.1.4.2 Newsletters
8.1.4.3 Brochures
8.1.4.4 Monographs/Journals
8.1.4.5 Announcements
8.1.4.6 Posters
8.1.4.7 Schedules

8.1.5 Audiovisuals
8.1.5.1 Photographs
Photographs of college buildings and grounds from various sources. 1927-. 3.0 lin. in. Collection Guide available.

8.1.5.2 Sound Recordings

8.1.5.3 Video Recordings
“Tour of Campus.” Producer unknown. Video tour of Alvernia College campus by Ray Komoski and alumna Nancy Lee, from entrance, Francis Hall, Bernardine Hall, some residence halls, and walkways. No narration. 1986. Running time 45:00. 1.0 lin. in.

8.1.5.4 Scrap Books

8.1.6 Artifacts
Last Alvernia College flags to fly on campus. Flag sizes: 56” x 92” (2), 49” x 80”. 2008. 5.0 lin. in.

8.2 Campus Plans

8.3 Buildings and Facilities

8.3.1 Planning, Erecting, and Renovating Buildings

8.3.1.1 Francis Hall
Overhead transparencies of Francis Hall floor plans. n.d. 0.125 lin. in.
8.3.1.1.1 General Records

8.3.1.1.1.1 Constitution/By-laws
8.3.1.1.1.2 Minutes/Proceedings
8.3.1.1.1.3 Transcripts
8.3.1.1.1.4 Lists of Officers

8.3.1.1.2 Office Files

8.3.1.1.2.1 Correspondence/Memoranda
8.3.1.1.2.2 Subject Files Concerning Projects, Activities, Functions

8.3.1.1.3 Historical Files

8.3.1.1.3.1 Policies

8.3.1.1.3.2 Decisions
Correspondence between the Bernardine Congregation and the Archdiocese of Philadelphia regarding permission to close the St. Francis Home and make the building available for a college. 1958, 1960. 2 sheets.

8.3.1.1.3.3 Committees/Task Forces
8.3.1.1.3.4 Questionnaires
8.3.1.1.3.5 Statistics

8.3.1.1.4 Publications

8.3.1.1.4.1 Programs
8.3.1.1.4.2 Newsletters
8.3.1.1.4.3 Brochures
8.3.1.1.4.4 Monographs/Journals
8.3.1.1.4.5 Announcements
8.3.1.1.4.6 Posters
8.3.1.1.4.7 Schedules

8.3.1.1.5 Audiovisuals

8.3.1.1.5.1 Photographs
8.3.1.1.5.2 Sound Recordings
8.3.1.1.5.3 Video Recordings
8.3.1.1.5.4 Scrap Books

8.3.1.1.6 Artifacts

8.3.1.2 Art Studio

8.3.1.3 Veronica Hall

8.3.1.3.1 General Records
  8.3.1.3.1.1 Constitution/By-laws
  8.3.1.3.1.2 Minutes/Proceedings
  8.3.1.3.1.3 Transcripts
  8.3.1.3.1.4 Lists of Officers

8.3.1.3.2 Office Files
  8.3.1.3.2.1 Correspondence/Memoranda
  Correspondence and memoranda related to the construction of Veronica Hall. 1965-1968. 5.0 lin. in.
  8.3.1.3.2.2 Subject Files Concerning Projects, Activities, Functions

8.3.1.3.3 Historical Files
  8.3.1.3.3.1 Policies
  8.3.1.3.3.2 Decisions
  8.3.1.3.3.3 Committees/Task Forces
  8.3.1.3.3.4 Questionnaires
  8.3.1.3.3.5 Statistics

8.3.1.3.4 Publications
  8.3.1.3.4.1 Programs
  8.3.1.3.4.2 Newsletters
  8.3.1.3.4.3 Brochures
  8.3.1.3.4.4 Monographs/Journals
8.3.1.3.4.5 Announcements
8.3.1.3.4.6 Architectural Drawings
8.3.1.3.4.7 Schedules

8.3.1.3.5 Audiovisuals
8.3.1.3.5.1 Photographs
8.3.1.3.5.2 Sound Recordings
8.3.1.3.5.3 Video Recordings
8.3.1.3.5.4 Scrap Books

8.3.1.4 Bernardine Hall

8.3.1.4.1 General Records
8.3.1.4.1.1 Constitution/By-laws
8.3.1.4.1.2 Minutes/Proceedings
8.3.1.4.1.3 Transcripts
8.3.1.4.1.4 Lists of Officers

8.3.1.4.2 Office Files

8.3.1.4.2.1 Correspondence/Memoranda
Correspondence related to the construction of Bernardine Hall. 1968. 1.25 lin. in.

8.3.1.4.2.2 Subject Files Concerning Projects, Activities, Functions

8.3.1.4.2.2.1 Specifications for Construction
Specifications for the construction of Bernardine Hall. 1968. 1.25 lin. in.

8.3.1.4.2.2.2 Project Summary
Project summary for the construction of Bernardine Hall. 1966-1967. 0.125 lin. in.

8.3.1.4.2.2.3 Construction Grant
Applications, correspondence and reports related to the construction grant for Bernardine Hall. 1966-1969. 0.125 lin. in.

8.3.1.4.3 Historical Files
8.3.1.4.3.1 Policies

10/20/2009
8.3.1.4.3.2 Decisions
8.3.1.4.3.3 Committees/Task Forces
8.3.1.4.3.4 Questionnaires
8.3.1.4.3.5 Statistics

8.3.1.4.4 Publications
8.3.1.4.4.1 Programs
8.3.1.4.4.2 Newsletters
8.3.1.4.4.3 Brochures
8.3.1.4.4.4 Monographs/Journals
8.3.1.4.4.5 Announcements
8.3.1.4.4.6 Architectural Drawings
8.3.1.4.4.7 Schedules

8.3.1.4.5 Audiovisuals
8.3.1.4.5.1 Photographs
8.3.1.4.5.2 Sound Recordings
8.3.1.4.5.3 Video Recordings
8.3.1.4.5.4 Scrap Books

8.3.1.5 Campus Center

8.3.1.6 President’s House

8.3.1.7 Physical Education and Recreation Center

8.3.1.7.1 General Records
8.3.1.7.1.1 Constitution/By-laws
8.3.1.7.1.2 Minutes/Proceedings
8.3.1.7.1.3 Transcripts
8.3.1.7.1.4 Lists of Officers
8.3.1.7.2 Office Files
- 8.3.1.7.2.1 Correspondence/Memoranda
- 8.3.1.7.2.2 Subject Files Concerning Projects, Activities, Functions

8.3.1.7.3 Historical Files
- 8.3.1.7.3.1 Policies
- 8.3.1.7.3.2 Decisions
- 8.3.1.7.3.3 Committees/Task Forces
- 8.3.1.7.3.4 Questionnaires
- 8.3.1.7.3.5 Statistics

8.3.1.7.4 Publications
- 8.3.1.7.4.1 Programs
- 8.3.1.7.4.2 Newsletters
- 8.3.1.7.4.3 Brochures
- 8.3.1.7.4.4 Monographs/Journals
- 8.3.1.7.4.5 Announcements
- 8.3.1.7.4.6 Architectural Drawings
- 8.3.1.7.4.7 Schedules

8.3.1.7.5 Audiovisuals
- 8.3.1.7.5.1 Photographs
- 8.3.1.7.5.2 Sound Recordings

- 8.3.1.7.5.3 Video Recordings
- 8.3.1.7.5.4 Scrap Books

8.3.1.7.6 Artifacts

8.3.1.8 Admissions Building
8.3.1.9 Library

8.3.1.9.1 General Records
  8.3.1.9.1.1 Constitution/By-laws
  8.3.1.9.1.2 Minutes/Proceedings
  8.3.1.9.1.3 Transcripts
  8.3.1.9.1.4 Lists of Officers

8.3.1.9.2 Office Files
  8.3.1.9.2.1 Correspondence/Memoranda
  8.3.1.9.2.2 Subject Files Concerning Projects, Activities, Functions

8.3.1.9.3 Historical Files
  8.3.1.9.3.1 Policies
  8.3.1.9.3.2 Decisions
  8.3.1.9.3.3 Committees/Task Forces
  8.3.1.9.3.4 Questionnaires
  8.3.1.9.3.5 Statistics

8.3.1.9.4 Publications
  8.3.1.9.4.1 Programs
  8.3.1.9.4.2 Newsletters
  8.3.1.9.4.3 Brochures
  8.3.1.9.4.4 Monographs/Journals
  8.3.1.9.4.5 Announcements
  8.3.1.9.4.6 Architectural Drawings
  8.3.1.9.4.7 Schedules

8.3.1.9.5 Audiovisuals
  8.3.1.9.5.1 Photographs
8.3.1.9.5.2  Sound Recordings

8.3.1.9.5.3  Video Recordings

One VHS videocassette. Mass and dedication of the Dr. Frank A. Franco Library Learning Center. Blessing of the building by Bishop Thomas Welsh, Bishop of the Allentown Diocese. Cornerstone presenters: Sr. Maxine (Bernardine Franciscan Sisters): San Damiano crucifix; Sal Cutrona (Board of Trustees): list of Board members and Board minutes related to the construction of the Franco library; Dr. Richard Reed (administration): college catalog and image of St. Francis of Assisi; Sr. Carlanita (library): photo of library staff and medals of Sts. Francis, Anthony, Benedict, Michael and Florian; Polly Mathys (faculty): copy of the faculty constitution and document relating to the student service program; Sam Harter (students): photo of modular student housing. October 3, 1991. 1.0 lin. in.

One VHS videocassette. Mass and dedication of the Dr. Frank A. Franco Library Learning Center. Television coverage by WLYH, Channel 15. Comments by President Daniel DeLucca, library director Sr. Carlanita, and student Sam Harter. Includes view of a room in the original library in Francis Hall. October 3, 1991. 1.0 lin. in.

One VHS videocassette. Dedication of Italian American Research Center. Speech given by Dr. Christopher J. Kaufman, Chair of the Catholic Daughters of America, professor of church history at Catholic University, and editor of *The United States Catholic Historian*. No date. 1.0 lin. in.

8.3.1.9.5.4  Scrap Books

8.3.1.9.5.5  Artifacts

8.3.1.10  Assisi Hall

8.3.1.11  Sienna Hall

8.3.1.12  Nursing Resource Center

8.3.1.13  Our Lady of Angels Convent

8.3.1.14  Student Center

8.3.1.15  Anthony Hall

8.3.1.16  Clare Hall

8.3.1.17  Upland Center

8.3.1.18  Sovereign Park

8.3.1.19  Judge Hall

8.3.1.19.1  General Records

8.3.1.19.1.1  Constitution/By-laws

8.3.1.19.1.2  Minutes/Proceedings

8.3.1.19.1.3  Transcripts
<table>
<thead>
<tr>
<th>8.3.1.19.1.4</th>
<th>Lists of Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>8.3.1.19.2</strong></td>
<td><strong>Office Files</strong></td>
</tr>
<tr>
<td>8.3.1.19.2.1</td>
<td>Correspondence/Memoranda</td>
</tr>
<tr>
<td>8.3.1.19.2.2</td>
<td>Subject Files Concerning Projects, Activities, Functions</td>
</tr>
<tr>
<td><strong>8.3.1.19.3</strong></td>
<td><strong>Historical Files</strong></td>
</tr>
<tr>
<td>8.3.1.19.3.1</td>
<td>Policies</td>
</tr>
<tr>
<td>8.3.1.19.3.2</td>
<td>Decisions</td>
</tr>
<tr>
<td>8.3.1.19.3.3</td>
<td>Committees/Task Forces</td>
</tr>
<tr>
<td>8.3.1.19.3.4</td>
<td>Questionnaires</td>
</tr>
<tr>
<td>8.3.1.19.3.5</td>
<td>Statistics</td>
</tr>
<tr>
<td><strong>8.3.1.19.4</strong></td>
<td><strong>Publications</strong></td>
</tr>
<tr>
<td>8.3.1.19.4.1</td>
<td>Programs</td>
</tr>
<tr>
<td>8.3.1.19.4.2</td>
<td>Newsletters</td>
</tr>
<tr>
<td>8.3.1.19.4.3</td>
<td>Brochures</td>
</tr>
<tr>
<td>8.3.1.19.4.4</td>
<td>Monographs/Journals</td>
</tr>
<tr>
<td>8.3.1.19.4.5</td>
<td>Announcements</td>
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<td>8.3.1.19.4.6</td>
<td>Posters</td>
</tr>
<tr>
<td>8.3.1.19.4.7</td>
<td>Schedules</td>
</tr>
<tr>
<td><strong>8.3.1.19.5</strong></td>
<td><strong>Audiovisuals</strong></td>
</tr>
<tr>
<td>8.3.1.19.5.1</td>
<td>Photographs</td>
</tr>
<tr>
<td>8.3.1.19.5.2</td>
<td>Sound Recordings</td>
</tr>
<tr>
<td>8.3.1.19.5.3</td>
<td>Video Recordings</td>
</tr>
<tr>
<td>“Alvernia College Dedicates Dorm.” WFMZ Channel 69. News report about the dedication of Judge Hall to Father Mychal Judge. October 4, 2005. Running time 2:00:00. 1.0 lin. in.</td>
<td></td>
</tr>
<tr>
<td>8.3.1.19.5.4</td>
<td>Scrap Books</td>
</tr>
<tr>
<td><strong>8.3.1.19.6</strong></td>
<td><strong>Artifacts</strong></td>
</tr>
</tbody>
</table>
8.3.1.20  O’Pake Science Center

8.3.1.21  Modular Housing Units

8.3.1.21.1  General Records
  8.3.1.21.1.1 Constitution/By-laws
  8.3.1.21.1.2 Minutes/Proceedings
  8.3.1.21.1.3 Transcripts
  8.3.1.21.1.4 Lists of Officers

8.3.1.21.2  Office Files
  8.3.1.21.2.1 Correspondence/Memoranda
  8.3.1.21.2.2 Subject Files Concerning Projects, Activities, Functions

8.3.1.21.3  Historical Files
  8.3.1.21.3.1 Policies
  8.3.1.21.3.2 Decisions
  8.3.1.21.3.3 Committees/Task Forces
  8.3.1.21.3.4 Questionnaires
  8.3.1.21.3.5 Statistics

8.3.1.21.4  Publications
  8.3.1.21.4.1 Programs
  8.3.1.21.4.2 Newsletters
  8.3.1.21.4.3 Brochures
  8.3.1.21.4.4 Monographs/Journals
  8.3.1.21.4.5 Announcements
  8.3.1.21.4.6 Architectural Drawings
  8.3.1.21.4.7 Schedules

8.3.1.21.5  Audiovisuals
8.3.1.21.5.1 Photographs

8.3.1.21.5.2 Sound Recordings

8.3.1.21.5.3 Video Recordings
One VHS videocassette. Video inspections of temporary student housing units placed below the Campus Center. August 23, 1991. 1.0 lin. in.

8.3.1.21.5.4 Scrap Books

8.3.1.21.6 Artifacts

8.3.2 Space Management

8.3.3 Maintaining and Repairing Structures and Grounds

8.3.3.1 General Records

8.3.3.1.1 Constitution/By-laws

8.3.3.1.2 Minutes/Proceedings

8.3.3.1.3 Transcripts

8.3.3.1.4 Lists of Officers

8.3.3.2 Office Files

8.3.3.2.1 Correspondence/Memoranda

8.3.3.2.2 Subject Files Concerning Projects, Activities, Functions

8.3.3.2.2.1 Servicemaster
Correspondence and improvement plan with Servicemaster Industries, Inc. 1983-1988. 0.25 lin. in.

8.3.3.3 Historical Files

8.3.3.3.1 Policies

8.3.3.3.2 Decisions

8.3.3.3.3 Committees/Task Forces

8.3.3.3.4 Questionnaires

8.3.3.3.5 Statistics

8.3.3.4 Publications
8.3.3.4.1 Programs  
8.3.3.4.2 Newsletters  
8.3.3.4.3 Brochures  
8.3.3.4.4 Monographs/Journals  
8.3.3.4.5 Announcements  
8.3.3.4.6 Posters  
8.3.3.4.7 Schedules

8.3.3.5 Audiovisuals  
8.3.3.5.1 Photographs  
8.3.3.5.2 Sound Recordings  
8.3.3.5.3 Video Recordings  
8.3.3.5.4 Scrap Books
Record Group 9: Bernardine Franciscan Sisters

Wherein are kept records and materials pertaining primarily to the Congregation of Bernardine Sisters

9 Bernardine Franciscan Sisters

9.1 General Records
9.1.1 Constitution/By-laws
9.1.2 Minutes/Proceedings
9.1.3 Transcripts
9.1.4 Lists of Officers

9.2 Office Files
9.2.1 Correspondence/Memoranda

9.2.2 Subject Files Concerning Projects, Activities, Functions
9.2.2.1 Centennial Celebration 1994

9.3 Historical Files
9.3.1 Policies
9.3.2 Decisions
9.3.3 Committees/Task Forces
9.3.4 Questionnaires
9.3.5 Statistics

9.4 Publications
9.4.1 Programs
9.4.2 Newsletters

9.4.2.1 Bernardine

9.4.2.2 Bernardine Franciscan News and Views
1 issue. December 1983. 0.125 lin in.

9.4.2.3 Report to Donors 1996-2002
1 issue. 2002. 0.125 lin. in.

9.4.3 Brochures


0.25 lin. in.

9.4.4 Monographs/Journals

9.4.4.1 Books


1944-1964. 5.5 lin.in.

9.4.4.2 Pamphlets


1962-1994. 0.5 lin.in.

9.4.5 Announcements

9.4.6 Posters
9.4.7 Schedules

9.5 Audiovisuals

9.5.1 Photographs

9.5.2 Sound Recordings

9.5.3 Video Recordings

9.5.4 Scrap Books

9.6 Artifacts
Polish breviary or prayer book, Nowy Brewnarzycy Tercyarski, compiled by a Capuchin Father at Cracow and published there in 1910.

Banner, “Celebrating 100 Years, Bernardine Franciscan Sisters, Sponsors of Alvernia College, 1894-1994.” Displayed on campus during the centennial celebration of the Bernardine Franciscan Sisters.

1910-1994. 2.75 lin. in.
Record Group 10: External Sources

Wherein are contained records providing information about Alvernia College in sources external to the college

10 External Sources

10.1 General Records

10.1.1 Constitution/By-laws

10.1.2 Minutes/Proceedings

10.1.3 Transcripts

10.1.4 Lists of Officers

10.2 Office Files

10.2.1 Correspondence/Memoranda

10.2.2 Subject Files Concerning Projects, Activities, Functions

10.3 Historical Files

10.3.1 Policies

10.3.2 Decisions

10.3.3 Committees/Task Forces

10.3.4 Questionnaires

10.3.5 Statistics

10.4 Publications

10.4.1 Programs

10.4.2 Newspaper Clippings
Photocopies of newspaper clippings from local and regional newspapers. 1958-. 37.0 lin in. Collection Guide available.

10.4.3 Brochures

10.4.4 Monographs/Journals
10.4.5 Announcements

10.4.6 Posters

10.4.7 Schedules

10.5 Audiovisuals

10.5.1 Photographs

10.5.2 Sound Recordings

10.5.3 Video Recordings

10.5.4 Scrap Books


No title. Compiler unknown. News clippings relating to news and activities at Alvernia College. 1979-1981. 70 pp. Post binding. 12.0 in. w x 16.0 in. h. 1.75 lin. in.


No title. Compiler Joseph Swope? News clippings relating to news and activities at Alvernia College. 1992-1994. 33 pp. Post binding. 11.0 in. w x 12.0 in. h. 1.0 lin. in.

10.6 Artifacts
11 Unassigned

11.1 General Records
   11.1.1 Constitution/By-laws
   11.1.2 Minutes/Proceedings
   11.1.3 Transcripts
   11.1.4 Lists of Officers

11.2 Office Files
   11.2.1 Correspondence/Memoranda
   11.2.2 Subject Files Concerning Projects, Activities, Functions

11.3 Historical Files
   11.3.1 Policies
   11.3.2 Decisions
   11.3.3 Committees/Task Forces
   11.3.4 Questionnaires
   11.3.5 Statistics

11.4 Publications
   11.4.1 Programs
   11.4.2 Newspaper Clippings
   11.4.3 Brochures
   11.4.4 Monographs/Journals
   11.4.5 Announcements
   11.4.6 Posters
   11.4.7 Schedules

11.5 Audiovisuals
   11.5.1 Photographs
11.5.2   Sound Recordings

11.5.3   Video Recordings

11.5.4   Scrap Books

*Activities, Alvernia College, 1998-2000.* 2 copies. Compiler Sr. M. Alodia Podczasy. Chronicles of events at Alvernia College written by Sr. Alodia as she was preparing to write a history of the college. Copy 2 appears to be a slight revision of copy 1. 1998-2000. 202 pp. (copy 1), 209 pp. (copy 2). 3-ring binder. 10.0 in. w x 11.0 in. h. 4.5 lin. in.

11.6   Artifacts