

(PLANNING)

ADMINISTRATIVE OFFICE

245.01 IBHE Curriculum Planning Files (Agency Record Copies)

Dates: 1981 -
Volume: 14 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological

This record series consists of planning documents received from and sent to the Illinois Board of Higher Education regarding the university's curriculum, course offerings, and academic programs. Documents included herein would be: Planning Statements; Achievement Reports; Reasonable and Moderate Extensions (used to add or delete specific programs or courses); RAMP Reports, and supporting documents.

This item supersedes State Records Application 87-63, item 120, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in the office for five years, then transfer to the University Archives custody. Archives staff will review files and dispose of all material possessing no administrative, organizational, legal, and/or historical significance and retain permanently documents possessing archival value.

245.02 Associations and Committees Reference File (Duplicates)

Dates: 1986 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by name of organization

This record series contains duplicate meeting minutes, agendas, meeting notes, and correspondence received from various campus-wide associations and committees (e.g., Faculty Senate, Undergraduate Educational Policy Committee, Dean's Council). This record series is utilized for reference only.

This item supersedes State Records Application 87-63, item 121, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain at the discretion of the agency.

245.03 Academic Program Review Records (Agency Record Copies)

Dates: 1982 -

Volume: 7 Cu. Ft.

Annual Accumulation: 1 Cu. Ft.

Arrangement: Chronological

This record series consists of academic program review records for the entire university. It contains summaries of all information and documents, along with supporting materials, that are submitted to the IBHE and the Board of Trustees for their study and information. Specific examples include: self study reports derived from alumni/student/faculty questionnaires; internal review committee reports; external consultant services reports; and RAMP report summarizations.

This item supersedes State Records Application 87-63, item 122, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in office for seven (7) years, then review files and transfer all materials no longer possessing any administrative value to the University Archives for appraisal and possible further retention.

245.04 Form 90's and 90-A's (Duplicates)

Dates: 1982 -

Volume: 18 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: By college, dept., and course #

These forms are completed by departments seeking to change, add or drop certain courses or programs. Also included is related backup material (e.g., syllabi, correspondence explaining the change).

The Office of Admissions and Records maintains the university's record copies of these forms.

This item supersedes State Records Application 87-63, item 123, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in the office for five (5) years, then dispose of provided no litigation is pending or anticipated.

245.05 Accreditation Administration Files

Dates: 1982 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series is utilized to aid the North Central Association, and other accrediting associations, in SIU's accrediting process. Included are accreditation schedules and correspondence to and from various accrediting associations.

This item supersedes State Records Application 87-63, item 124, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in the office for ten (10) years, then offer to the University Archives for possible accessioning. If University Archives rejects such offer, dispose of record series provided no litigation is pending or anticipated.