

Shawnee State University

	A	B	C	D	E	F	G	H	I	J
1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Academic	Provost	Assessment	VRCFA 317	Academic Profile	Folder containing various academic profile files - ex: brochures distribution list - organization - filed alphabetically - 4.91 MB	1997 - Oct 2004	ELEC	EDU3000	Indefinite
3	Academic	Provost	Assessment	Massie 127	Annual Report Misc.pertaining to Assessment	Folder with Assessment sections and analysis	2003-2006	ELEC	ADM1020	Active + 1
4	Academic	Provost	Assessment	VRCFA 317	English 112	Sample of English 112 (1105) writing from every student located in 12" x 24" black boxes - filed alphabetically by year - 12 linear ft	1995-2008	Paper	EDU3000	Indefinite
5	Academic	Provost	Assessment	VRCFA 317	Exiting Senior Survey	Folder containing Survey Data comments - 2.55 MB	1998 - 2008	ELEC	EDU3000	Indefinite
6	Academic	Provost	Assessment	VRCFA 317	Graduating Student Surveys	Folder containing Graduating Student Surveys - filed alphabetically - used for General information - 2.19 MB	1998-2008	ELEC	EDU3000	Indefinite
7	Academic	Provost	Assessment	Massie 127	Mini-Grants	manila folders filed by year containing documents pertaining to the awarding and disbursement of assessment mini-grant funds - 4. lin ft and electronic files and spreadsheets pertaining to the awarding and disbursement of assessment mini-grants - 12. MB	2000-present	Paper and electronic	LEG2000	Active + 5
8	Academic	Provost	Assessment	VRCFA 317	Miscellaneous	Folder containing such files as department chairs and notebook course - reference - filed alphabetically - 373 KB	1999 - present	ELEC	EDU3000	Indefinite
9	Academic	Provost	Assessment	Massie 127	Miscellaneous	Correspondence, notes, & misc in manila folders used for reference filed alphabetically 3.9 lin ft - marooncabinet and 11.9 MB	Winter 00 to present	Paper & electronic	ADM9900	1 year
10	Academic	Provost	Assessment	VRCFA 317	NCA	Folder containing NCA information - organization of NCA materials filed alphabetical - 62KB	2000 - 2001	ELEC	ADM3020	10 years
11	Academic	Provost	Assessment	VRCFA 317	Paper Databases	Folder containing databases for ENGL 112/1105 and IDST 490S/4490 - filed by subject	1995-2008	ELEC	EDU3000	Indefinite
12	Academic	Provost	Assessment	VRCFA 317	Portfolio	Folders containing writing samples from randomly selected students, located in a 3.5 ft X 5 ft filing cabinet - 16 linear ft	? - present	Paper	EDU3000	Indefinite
13	Academic	Provost	Assessment	VRCFA 317	Senior Seminar	Folders containing Senior Seminar papers from all graduating students - located in 12" x 24" black boxes - filed alphabetically by year - 18 linear ft.	1995 - present	Paper	EDU3000	Indefinite

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14	Academic	Provost	Assessment	VRCFA 317	Syllabus Project	Folder containing files related to instructor compliance in GEP syllabi - filed alphabetically 46 KB	28-Jun-05	ELEC	EDU3000	Indefinite
15	Academic	Provost	Assessment	VRCFA 317	Writing & Critical Thinking Project	Folders containing writing samples of Senior Seminar and English 112/1105 papers from selected students. Located in 12" X 24" black boxes - purpose is to evaluate students' critical thinking and writing abilities - filed numerically - 7 lin ft. and 140 KB	1999-Oct 2001	Paper and electronic	EDU3000	Indefinite