

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	General Education Program	VRCFA 317	Academic Profile Assessment Exam	Manila folders - assessment, filed alphabetical - 2 Lin Ft.	Fall 1995 to 2006	Paper	EDU3000	Indefinite
3	Academic	Provost	General Education Program	Massie 127	Advisory Council Meetings Minutes	Manila file folder - meeting minutes, filed alphabetical - 2.3 Lin Ft	Winter 1998 to present	Paper & elec	ADM9900	Indefinite
4	Academic	Provost	General Education Program	Massie 127	Annual Reports	Manila file folders - reference, filed alphabetically- .5 lin ft	Fall 1995 to 2009	Paper	ADM1020	Indefinite
5	Academic	Provost	General Education Program	VRCFA 313	Assessment	41 - Studies regarding academic assessment - on hard drive	None	Elec	ADM3020	10 years
6	Academic	Provost	General Education Program	Massie 127 & VRCFA 317	Core	Manila file folder - historical record of Core - 2.5 Lin Ft	1990 to 1995	Paper	EDU3000	Indefinite
7	Academic	Provost	General Education Program	VRCFA 313	Enrollment in GEP	Manila file folders - track enrollments, filed alphabetical	Fall 1995 to 10/01/01	Paper	EDU3000	Indefinite
8	Academic	Provost	General Education Program	VRCFA 313	Freshman Seminar	Manila file folder - documents and studies re: Freshman Seminar	1990 to 1995	Paper	EDU3000	Indefinite
9	Academic	Provost	General Education Program	Massie 127	GEP Course Syllabi	0.2 Lin Ft manila folders - reference - filed by department	None	Paper	EDU3000	Indefinite
10	Academic	Provost	General Education Program	VRCFA 313	GEP Orientation for New Faculty	Manila file folders - to document development of GEP orientation for new faculty, filed alphabetical	Spring 1999 to 2008	Paper	EDU3000	Indefinite
11	Academic	Provost	General Education Program	VRCFA 313	New Course Proposals	Manila file folders - record approval/disapproval of proposed new courses, filed chronologically	Winter 1998 to present	Paper	EDU3000	Indefinite
12	Academic	Provost	General Education Program	VRCFA 317	New Faculty Packet - Senior Seminar	Manila file folders - to maintain updated packet for new faculty and senior seminar, filed alphabetical	Spring 1998 to Spring 2008	Paper	EDU3000	Indefinite
13	Academic	Provost	General Education Program	VRCFA 317	NTSC 110S Exam - Results	Manila file folders - assessment, filed alphabetical - 0.2 Lin Ft	Winter 1996 to 2003	Paper	EDU3000	Indefinite
14	Academic	Provost	General Education Program	VRCFA 313	Professional Accreditation Study	34 - studies regarding professional accrediting bodies - on hard drive	None	Elec	ADM3020	10 years
15	Academic	Provost	General Education Program	VRCFA 313	Self Study and Program Review	Manila file folders - document program reviews (<i>five year cycle</i>), filed alphabetical - 1 Lin Ft	Fall 1998 to 10/01/01	Paper	ADM1020	Indefinite
16	Academic	Provost	General Education Program	VRCFA 313	Senior Seminar Check List	Manila file folders - to record updates to checklist for senior seminar faculty, filed alphabetical	Winter 1998 - present	paper	EDU3000	Indefinite

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17	Academic	Provost	General Education Program	Massie 127	Senior Seminar Common Syllabus	Manila file folders - to document changes to course syllabus - 02 Lin Feet	Fall 1995 - present	Paper	EDU3000	Indefinite
18	Academic	Provost	General Education Program	Massie 127 & VRCFA 317	Senior Seminar Oral Presentations	Manila file folders - to document announcements of oral presentations in senior seminar, filed alphabetical 0.8 Lin Ft, 8.5 MB	Winter 1998 to present	Paper & elec	EDU3000	Indefinite
19	Academic	Provost	General Education Program	Massie 127 & VRCFA 317	Senior Seminar Paper Award	Manila file folders - to document nominations and awards, filed alphabetical 0.3 Lin Feet	Fall 1997 to present	Paper	EDU3000	Indefinite
20	Academic	Provost	General Education Program	VRCFA 313	Senior Seminar Schedule	Manila file folders - to document schedule for senior seminar, filed alphabetical	Winter 1998 to Spring 2008	Paper	EDU3000	Indefinite
21	Academic	Provost	General Education Program	VRCFA 317	Senior Survey	Manila file folders - assessment, filed alphabetical - 1.2 Lin Ft	Fall 1998 to present	Paper	EDU3000	Indefinite
22	Academic	Provost	General Education Program	VRCFA 313 & Massie 127	SSU's Transfer Module Revisions	Manila file folders/ 2 notebooks - to document changes to SSU's transfer module	Fall 1998 to Spring 2008	Paper	EDU3000	Indefinite
23	Academic	Provost	General Education Program	VRCFA 313	Substitution & Transfer Requests	Manila file folders - to record course substitutions in GEP, filed alphabetical - 8. lin FT	Fall 1998 to Spring 2008	Paper	EDU3000	Indefinite
24	Academic	Provost	General Education Program	Massie 127	Waiting List for Senior Seminar	Manila file folders - to record waiting list for senior seminar filed alphabetical, 0.2 Lin ft	current registration period	Paper	ADM9900	1 year