

Inventory of the

Continuing Education

Records

in the

Northern Illinois University Archives

UA 21

INTRODUCTION

The University Archives acquired the records of the College of Continuing Education in several installments beginning in the mid-1960's. Literary rights are dedicated to the public. There are no restrictions on access to the records.

18 boxes
8.5 linear feet
1937-2002

SCOPE AND CONTENT

The records of the College of Continuing Education partially document the activities of the College from 1937 to 1980, although there are some records dating into the 1990's. There are four series in the collection: college level records, Adult Education records, Conference Bureau records, and prison programs.

None of the series is comprehensive, but each contains some of the following types of records: correspondence, reports, schedules of classes and workshops, newsletters, programs, and committee files.

HISTORICAL SKETCH

The College of Continuing Education is unique among the colleges at Northern. It has neither a faculty nor a list of classes. The College administers off-campus credit courses for the other colleges throughout the northern Illinois region. Its courses include all those offered by academic departments and it enlists the services of the entire University faculty.

Continuing education at Northern began in the 1930's with the offering of a few extension courses. A full-time Director of Extension was named in 1950 and Evening College responsibilities were assigned in 1953. The Student-at-Large office was added in 1965 and allowed students to take graduate courses without being enrolled in a degree program. The College was formally established in 1966 with three divisions: Extension, Adult Education, and the Evening College. The following offices became part of the College: Community Service and Illinois Council on Economic Education (1973); DuPage County Outreach (1974); Public Service Bureau (1977). In 1990 Provost Kendall Baker began a major restructuring of the College which concluded in 1991 with the demotion of its dean and the disestablishment of the College. In 1992 decentralization of the various offices took place under a new Division of Continuing Education which worked closely with the deans of all other NIU academic colleges. In 2002 the functions of Continuing Education were placed under the umbrella of Outreach Services.

COLLECTION INVENTORY

BOX FOLDER DESCRIPTION

SERIES I: College Records

1A	1	Background and Information
	2	Correspondence, (1952-1979)
	3	Annual Report of the Extension Service, 1940, 1980-1981, 1981-1982, 1982-1983
	4	<u>Interface</u> , Newsletter, (1975-1978)
	5	<u>Link</u> , Newsletter, Fall 1998-
	6	Extension Enrollment, 1959-1967
	7	Workshop, Conference, and Seminar Programs, 1978-1980
	8-11	Schedule of Classes, (1937-1975)
	12-13	Course Offerings, 1979-1992

SERIES II: Adult Education

1B	1	Advisory Committee for Graduate Studies in Adult Education, 1972
	2	"Adult Basic Education Sourcebook," 1978
	3	Adult Education Workshop, 1973-1978
	4	Adult Basic Education Workshop, 1965
2	1-4	Adult Basic Education Workshop, (1966-1971)
	5	Schedule of Classes, Masters in Business Administration, 1969-1973
	6	Schedule of Classes, Business and Industry, 1968-1974
	7	Center for Economic Education, <u>Action in Economics</u> , 1973-1980
	8	Evening College, 1957-1969

SERIES III: Conference Bureau

	9-13	Schedule of Campus Events, 1967-1973
3	1	Schedule of Campus Events, 1973-1974
	2	Adult Education, Lodestar of Democracy, 1954
	3	American College Public Relations Association, 1965
	4	Association for Comparative Economics, 1971
	5	On Death and Dying, 1973

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
3	6	The DeKalb Conference, 1955
	7	The DeKalb Conference on Mathematics Education, 1971
	8	DeKalb County Youth Conference on Human Relations, 1961
4	1	Education Exhibit & Conferences, 1959-1962
	2	Health Education Workshop, 1952
	3	Illinois Association of Educational Secretaries, 1964
	4	Institutional Research in Higher Education, 1962-1963
	5	Institute of Professional Relations, 1941-1947
	6	Midwest Design Conference, 1968
	7	Northern Illinois Conference on Supervisors, (1939-1974)
	8	NIU Youth Fitness Conference, 1957
	9	Transportation Conference, 1954
	10	Symposium on the Status of Women, 1968-1973
	11	Symposium on Inverse Semigroups, 1973
	12	Illinois State Academy of Science, 1944
5	1	Background and Information on Planning a Rockford Graduate Center, 1971
	2	Background, Development and Organization of the Rockford Regional Academic Center, 1978

SERIES IV: Prison Program

6	1	ACA-ICA Resource People, 1981, 1982
	2	Academy of Criminal Justice Sciences, <u>Today</u> , 1986
	3	Annual Program Plan--FY 1984, July 1983
	4	B.G.S.--Prisons (pamphlet)
	5	Background--NIC Grant, 1981
	6	College Programs in Illinois Correctional Centers, 1985
	7	Correctional Education, 1981
	8	Correctional Education Association, 1982-1986
	9	Correctional Education Association Conference, 1988
	10	<u>Correctional Policy and Standards: Implementation Costs in Five States</u> , 1980
	11	Corrections Background, 1974, 1976-1977, 1980-1982, 1985
	12	Criminal Justice Awareness Day, 1988
	13	Curriculum Materials Development Proposal, 1981

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
6	14	Department of Corrections (DOC), 1988-1989
	15	Administrative Course Offerings, 1987
	16	Associations, 1988
	17	Budget, 1987-1988
	18	Conduct and Contract FY 1987
	19	Information on Contract, FY 1989
7	1	Contract and Notes, 1986-1988
	2	Contractor's Handbook, 1986, 1988
	3	Dixon, 1983, 1985-1988
	4	Dixon Contract, 1986-1987
	5	Dixon-Stateville, 1986-1987
	6	Drug Testing, 1988
	7	Employment Forms
	8	Faculty Development, 1980-1982
	9	Financial Aid/Prisons, Pell Grant, etc. 1979-1980, 1982-1983
	10	FY 1980 Contract
	11	FY 1981 Contract and Conduct
	12	FY 1982 Contract and Conduct
	13	FY 1983 Contract and Conduct
	14	FY 1984 Contract and Conduct
	15	FY 1985 Contract and Conduct
	16	FY 1985 Contract Budget
	17	FY 1986 Contract
	18	FY 1986 Contract and Conduct
	19	FY 1986 Prison Contract--Illinois Department of Corrections
	20	FY 1987
	21	FY 1987 Planning
	22	FY 1988
	23	IBHE Study of Correctional Centers, 1980
	24	In-Service Training, 1981
	25	<u>Contractor's Policy and Procedures Manual, 1984</u>
8	1	Miscellaneous Information, 1982, 1987-1988
	2	Planning for 1981-1982
	3	Planning for 1982-1983
	4	Planning for 1983-1984
	5	Policies and Standards, 1981, 1984, n.d.
	6	Proposals, 1987
	7	Proposals FY 1988

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
8	8	Proposals FY 1989
	9	Proposed Additional Contractual Services Supplementary, 1986
	10	Questionnaire
	11	Spring 1988 Faculty
	12	Student Forms
	13	Student Surveys, 1982
	14	Dixon, 1986-1988
	15	Graduation, 1987, 1988
	16	Dwight, 1983-1985
	17	Correctional Center--Rules and Guide Book, 1979
	18	Final Report--Individual Experiences- Collective Images, 1981, 1983
	19	General Publicity, 1981, 1984
	20	Grant, 1977-1978
21	In-Service, March 1984	
9	1	Manual Dissemination, 1982-1985
	2	Outside, Inc., 1983
	3	<u>SPEAK UP!</u> , Humanities Project, 1981
	4	Dwight and Other Prison Programs Higher Education Articles, 1979, 1981-1982, 1984
	5	Faculty Correspondence, 1982
	6	Humanities Programs in Prisons in Other States, 1979-1981
	7	IDC Population and Capacity Report, 1982
	8	Illinois Correctional Association, 1981- 1982, 1984
	9	Illinois Department of Corrections Training Academy, 1982-1983
	10	Intern Information for Agencies, 1982-1983
	11	Joliet Junior College-NIU Relations (regarding corrections), 1980, 1982-1983
	12	Lewis at Stateville, 1983, 1987
	13	Literature/Accomplishments Behind Bars-- Neher, 1978, n.d.
	14	MAPA-Stateville (Prison Program) Possible, 1980-1981, n.d.
	15	<u>Making Connections II: Humanities and the Criminal Justice System</u> , 1985
	16	Mothers in Prison, n.d.
	17	NIU Offerings and Enrollment, 1974-1977, 1979-1980, 1982, 1984
	18	NIU Prison Proposals and Reports--DOC, 1974, 1982
10	1	NIU Response to IBHE on Prison Programs, 1985
	2	Arlene Neher's Stateville Graduation Remarks, n.d.

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
10	3	<u>Organizing Humanities Programs for Prisoners: A Guide for Planning and Delivery</u> by Carol S. Goldin
	4	Potential DOC--Future Classes, 1985, 1988
	5	Prison Clearance Procedures, 1987
	6-8	Prison Courses, (1970-1984)
	9	Prison Education Program--Simon Fraser University, n.d.
	10	Prison Faculty Development, 1985-1986, 1988
	11	Prison Libraries, 1985
	12	Prison Publicity, 1976-1979, 1983
	13	Prison Report--NIU DOC 1981-1982
	14	Prisons--Possible Courses/Programs, 1980- 1981, n.d.
	15	Proposal Writing, ACA Workshop, Washington, D.C., 1979, 1981
	16	Publicity, 1977-1978, 1980-1981, 1985
	17	RFP--Proposal Evaluation of Employability of ex-offenders/DOC/Voc. Ed., 1985
	18	Report of Academic Staff, 1986-1987
	19	School District 428 FY 1986 Annual Report Sheridan:
	20	Humanities Project, General Information, 1976-1981
11	1	Humanities Project, General Information, 1977-1981
	2	In-Service, 1979
	3	Stateville, 1985, 1987-1988
	4	Credit Hours
	5	Graduation, 1985
	6	Rabb Ra Chaka, 1980
	7	Student Article, 1980, 1983, n.d.
	8	Student Enrollment, 1987-1988
	9	Student/Resident <u>ROUNDHOUSE NEWS</u> , 1980-1983
	10	Jim Thomas, 1985
	11	<u>Time</u> , 1985-1988
	12	Training Program, 1981
	13	"Windows Within and Without" Program, Dwight Correctional Center, 1979-1980
	14	Women in Prison Educational and Vocational Needs Assessment, 1978
	15	Illinois Commission on Status of Women - Prison Services - Federal Public Hearing, 1981-1982

ADDENDUM - SERIES I: College Records

		Division of Continuing Education Advisory Committee
12	1-2	Agendas and Meeting Minutes, 1994-2000
	3	Correspondence, (1987-1999)
	4	"University Outreach Michigan State, 1993"
	5	Policies, 1994-1998
	6	Annual Reports, FY 1998 - FY 2000
	7	Clippings, Brochures, 1997-1999
	8-11	Continuing Education Grant Proposals, 1997-1999, Reports 1998-2000
	12	College of Continuing Education, Activities (1980-1984), 1996

ADDENDUM - SERIES II: Adult Education

13	1	Program Planning & Development, n.d.
	2	Program Planning & Development, Approach to Faculty, 1990
	3	Academic Planning, (1986-1992)
	4-5	Anthropology, (1980-1998)
	6	Archaeological Field School, Santa Fe, NM, 1997
		Bachelor of General Studies (BGS):
	7	BGS at NIU, 1985, 1995, 1999
	8	Administrative Studies, 1979
	9	Business Administration, 1989, 1996, 1999
	10	Wheeler-Peters Inquiry, March 6, 2001
	11	Other Programs, 2002
		Biology:
	12	Department, (1982-1997)
	13	Program Review, 1984, 1990
	14	Biotechnology (Western Suburbs), 1986-1992
	15	Northern Illinois Prairie Workshop, March 1991
	16	Conference on Population, 1991
	17	BIOS 405 - American Ecosystems, 1993-1995
	18	BIOS 493/600 - Vertebrate Paleontology Field Trip, 1994
	19	Bald Eagle Days, 1995, 1996
	20	MCAT Review, 1996
	21	Burma Studies, Center for, (1987-2000)
	22	Camps, Various, Photographs, (1983-1993)
14	1	Chemistry Program Reviews, 1984, 1990, 1991
	2	Communication/COMS Program Review, 1989
	3	Communication/COMS, Past Speech Camps, (1988-1997)
	4	Distance Learning, 1994-1997
	5	Economics Program Review, ca. 1990

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>	
14	6	English Department, General, 1992-2001	
	7	English, Ideas & Past Programs, (1980-2002)	
	8	English Program Reviews, (1983-1994)	
	9	Faculty Development Office, 1988-1992	
		Foreign Languages:	
	10	Program Review, 1983, 1989	
	11	Short/Non-Credit Courses, (1980-1989)	
	12	Academic/Professional Seminars and Conferences, (1982-1993)	
	13	Indonesian Short/Non-Credit Courses, 1991-1992	
	14	Russian, 1997	
	15-16	Fulbright Scholars, (1985-1991), 2002	
	17	Geography Program Review, 1987	
	18	Geography Department, 1989, 1998, 1999	
	19	Geography, Conferences and Seminars, (1985-2001)	
	20	Geology Program Reviews, 1984, 1990-1992	
	21	Geology Department [includes Department History], 1987-1991, 1993	
	15		History:
		1	Program Reviews, 1982, 1989
		2	History Department, (1991-1999)
		3	Ideas for History Camps, 1986-1987
		4	Chicago History Fair Judging, 1979, 1986
5		Oral History, (1978-1990)	
6		Regional History Center, 1982	
		Illinois Humanities Council:	
7-8		"Changing Family" Project Grant, 1978-1979	
9		"Through Women's Eyes" Grant, 1979-1981	
10		Humanities Institute, Final Report, 1983	
11		"Rural Women" Grant, 1988	
		International Programs:	
12		Brochures and Publicity, 1993-1994	
13		Copan, Honduras, (1986-1995)	
14		Costa Rica and Guatemala, 1994-1996	
15		Macchu Pichu, Peru [includes negatives], 1997	
16	Journalism Department, 1981-1982, 1989-1991		
17	Latino and Latin American Studies, Center for, 1988-1997		
16		Liberal Arts and Sciences:	
	1	External Programming, July 1995-June 1998, 2002	
	2	Masters in Liberal Studies, 1976-1978	
		Mathematics:	
	3	Program Reviews, 1984-1991	
4	Correspondence and Related Material, (1988-1996)		

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>	
16	5	Math Education, 1994-1996	
	6	Nuclear Technology Program/Degree, with Commonwealth Edison, 1980-1992 Philosophy:	
	7	Program Reviews, 1983, 1989	
	8	Past Programs, (1990-2002)	
	9	Illinois Humanities Grant for Teachers, 1984-1985	
	10	Political Science Department, 1985-1991, 1999 Public Administration:	
	11	Program Reviews, (1984-1988)	
	12	Reports, Correspondence and Related Material, 1983-1994	
	13	Certificate of Public Management, 1996, 1998, 2001	
	14	Internships, ca. 1992	
	15	Indonesian MA's, 1988-1991	
	16	Not-for Profits, (1981-1990)	
	17	Publicity/Pracademic, (1981-1996)	
	17	1	Publication Guidelines, 1986, 1995
		2	Psychology Program Reviews, 1982, 1987, 1989
		3	Psychology Course Descriptions, 1980-1981
		4	Sociology Program Reviews, 1982, 1987-1988
5		Sociology Department, (1981-2000) Southeast Asian Studies:	
6		Southeast Asian Studies Center, (1980-2002)	
7		Center's 25 th Anniversary, October 1988	
8		"200 Years of the Chakri Dynasty," Conference, Nov. 11-13, 1982	
9		SEA Refugee Project, August 5, 1987	
10		Summer Institute Conferences, 1996, 1997	
11		Midwest Conference on Asian Affairs, September 26-28, 1997	
12		SEA & International Business Conference, May 31-June 2, 1983, CANCELLED	
13		Workshop, Southeast Asia: Crossroads of the World, June 25-27, 2001, CANCELLED	
14		Sponsored Projects, 1998	
15		Statistics Conference, September 27-29, 1996	
16		Students-at-Large, 1976-1987	
17		Women at NIU/Women Administrators, 1985-1988	
18		World Affairs Council, 1987-1988	