Guide to the Thomas Cosgrove papers

Thomas Cosgrove

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Guide to the Thomas Cosgrove papers

Overview of the Collection
Title: Thomas Cosgrove papers
Creator: Cosgrove, Thomas
Quantity: 6 boxes, (6 linear feet)
Summary: This collection contains records kept by Thomas Cosgrove during his 38 years working at the University of San Diego. Records are associated with his work in Student Affairs and include meeting minutes, memoranda, resources used for policy creation, and event planning materials. The primary event represented is New Student Orientation, which Cosgrove overhauled into a week of activities and events for incoming students. Also included are materials for the President's Advisory Council and the Strategic Long Range Plan, both of which Cosgrove was actively involved.

Identification: USDA_2011_011
Language: English
Repository: University of San Diego, Archives and Special Collections
Copley Library
5998 Alcalá Park
San Diego, CA 92110
Telephone: 619-260-2730
spcoll@sandiego.edu

Historical Note
Thomas J. Cosgrove worked with students at the University of San Diego for 38 years. Prior to beginning as the USD Program Coordinator/Assistant Director of Campus Ministry in July 1972, Cosgrove earned an M.A. in Moral Theology from St. Louis University. While working at USD, he attended the USD School of Education to earn his M. Ed. in Counselor Education in 1974 and his Ed. D. in Leadership in 1984.

As the Dean of Student Affairs, Cosgrove was prominent in the administration of the Hahn University Center. He also oversaw fundraising for, and the opening of the Student Life Pavilion. Cosgrove additionally served on the President's Cabinet, and played a prominent role in student life on campus. He established the recreation program, was part of a team that created a Leadership minor, and created the Emerging Leader Program. He led the way in infusing New Student Orientation with events and activities like casino nights, luaus, and barbecues. Cosgrove additionally encouraged the establishment of crew as an official USD sport, which occurred in 1978.

Cosgrove served as the chair of many committees throughout his tenure at USD. These include:

Student Development Task Force (1977-1978)
Committee for the Development of the Alcohol Education Program (1979-1980)
Committee for the Revision of the University Alcohol Policy (1981)
Committee on Outdoor Recreation (1981-1983)
University Center Program Development Committee (1982-1984)
University Center Policies Committee (1984-1985)
Special Committee on AIDS Education (1991-1992)
Orientation Coordinating Committee (1992-1993)
University Speakers Policy Committee (1992-1993)
Diversity Committee of Strategic Long Range Planning Process for Student Affairs (1994)
Campus Culture Committee (1999-2000)
First Year Experience Committee (2003-2004)

He also held a number of job titles, all associated with the student experience. Cosgrove retired in June 2010.
### Dates | Job Title
--- | ---
1972–1974 | Program Coordinator / Assistant Director of Campus Ministry
1974 | 
1974–1978 | Associate Dean of Students, Director of Student Activities and Special Events
1978 | 
1978–1985 | Associate Dean of Students, Director of Student Development, Student Activities and Special Events
1985 | 
1985–1997 | Associate Dean of Students, Director of Hahn University Center and Student Development
1997 | 
1997–2001 | Associate Vice-President for Student Affairs, Director of the Hahn University Center and Student Development
2001 | 
2001–2007 | Associate Vice-President for Student Affairs and Dean of Students
2007 | 
2007–2010 | Associate Vice-President for Student Affairs Development

**Return to the Table of Contents**

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**Scope and Content Note**

This collection contains the administrative records gathered by Thomas Cosgrove throughout his 38 years working at the University of San Diego. These records reflect the changes that occurred in student affairs over Cosgrove's tenure, including goals and objectives for improving the student experience, and departmental changes in policies and procedures.

Records include meeting minutes for various committees of which Cosgrove was a member, materials for the President's Advisory Council, resources that helped inform Cosgrove's work, event planning materials, and records closely related to his work in Student Affairs. Event planning materials generally include correspondence and programs or fliers for the events. Events include Homecoming, and various speakers brought to campus. Orientation Week materials document the variety of events used to engage students and help them adjust to life at USD. Among these materials are correspondence, schedules, evaluations, and meeting materials. Also included are planning materials for the events held throughout Orientation Week including Casino Night, Luau, the Alcalá Bazaar, and trips to Sea World.

Cosgrove's Student Affairs records include his work with the Associated Students, developing the Leadership program, resources used in creating conduct policies, University Center operations manuals, and material gathered for the Strategic Long
Range Plan. Among these materials, are records associated with Marie Minnick, who worked closely with Cosgrove. Minnick began working at USD in 1998, first as the Director of Student Activities, then as the Assistant Dean of Students.

Return to the Table of Contents

Arrangement

This collection is arranged into five series:

Series I: Meeting Minutes

Series II: President's Advisory Council

Series III: Resources

Series IV: Student Activities Series IV is further arranged into two subseries:
A. Events
B. Orientation

Series V: Student Affairs Series V is further arranged into four subseries:
A. Associated Students
B. Conduct
C. General Administration
D. Strategic Long Range Plan

Return to the Table of Contents

Restrictions

The majority of these records are open for research.

Return to the Table of Contents

Related Material

Related records include the Associated Students records and the Office of Student Affairs records.

A few reports have been removed for cataloging. These include:
International Student Handbook, undated
One Stop Student Service Center Report, April 5, 2006
UC Operations / Special Events Operation Manual, undated
University of San Diego Student Code of Rights and Responsibilities, 2004
8' x 10' 1993 Orientation Team Photograph removed to photograph storage for preservation purposes. A photocopy was taken and kept in the original location of the photograph.

Index Terms

This collection is indexed under the following headings in the online catalog. Researchers desiring materials about related topics, persons, or places should search the catalog using these headings.

Cosgrove, Thomas
Minnick, Marie
University of San Diego
San Diego (Calif.)
admission of students
campus activities and participatory groups
student discipline
student life
student orientation
Students--Alcohol use

Administrative Information

Preferred citation

[Folder Title], Box # Folder #, Thomas Cosgrove records, Copley Library, University of San Diego, Archives and Special Collections.

Processing Information

Initial processing of this collection was done by Tessie Camina in 2011. Further processing was conducted by Ashley Toutain in 2017. In 2017, an effort was made to recreate original order from an inventory that was created at the time of transfer to the archives, as well as from an understanding of the records. Original folder titles are unknown.

This series contains meeting minutes and materials gathered for some of the committees with which Thomas Cosgrove was associated. As a Student Affairs administrator, he was an advisor to the Associated Students and oversaw much of the work done at the University Center. Budget committee meeting and Senate meeting materials for the Associated Students are included along with staff meeting materials for the University Center. Materials for the AIDS Committee, Social Issues, and Wellness and Community Standards are also included.

The original inventory had binders of meeting minutes representing many of the committees with which Cosgrove was associated. This series of Meeting Minutes was therefore created to reflect that organization. Additional Student Affairs materials can be found in the Student Affairs series.

This series is arranged in alphabetical order.

Box Folder

1 1 AIDS Committee Meeting Minutes, 1992 November - 1993 March
2 AS Advisors [Associated Students Advisors Meeting Materials], 1993-1994
3 Associated Students Advisors Meetings, 1994-1996
4 Associated Students Budget Committee Meeting Materials, 1991-1992
5 Associated Students Budget Committee, 1992-1993
6 Associated Students Budget Committee, 1994-1995
7 Graduate Assistants Meetings, 1992-1993
8 Irvine Grant and Social Issues Funding Meeting Minutes, 1992 September 25
9 Associated Students Senate Meetings, 1993-1994
10 Associated Students Senate Meetings, 1994-1995
11 Student Affairs Committee Board of Trustees Meeting Materials, 1994-1996
12 Student Affairs Staff Meetings, 1993-1994
13 Staff Meeting Materials, 1987 Fall
14 Student Issues Board, 1993-1994
15 Student Issues Board, 1994-1995
16 University Center Staff Meetings, 1985 October
17 University Center Staff Meetings, 1986
18 University Center Staff Meetings, 1987
19 University Center Staff Meetings, 1988
20 University Center Staff Meetings, 1993-1994
21 University Center Staff Meetings, 1994-1996
22 Wellness and Community Standards, 2006

Series II: President's Advisory Council, 1987-1996
This series contains the records Thomas Cosgrove kept as a member of the President's Advisory Council. These records include meeting agendas, meeting minutes, notes, and resources relevant to the meetings.

Folders in this series, and the records within each folder, are arranged in reverse chronological order.

**Box Folder**

<table>
<thead>
<tr>
<th>Box</th>
<th>Folder</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1   | 23     | President's Advisory Council, 1994-1996  
      |        | [Meetings, agendas, attachments, and notes.] |
| 24  |        | President's Advisory Council Meetings, 1995-1996 |
| 25  |        | President's Advisory Council Use of the USD Name, 1995 September |
| 26  |        | President's Advisory Council Miscellaneous, 1994-1996 |
| 27  |        | President's Advisory Council Meetings, 1994 |
| 28  |        | President's Advisory Council Miscellaneous, 1991-1992 |
| 29-30 |       | President's Advisory Council Meetings, 1991-1992 |
| 31-32 |       | President's Advisory Council Meetings, 1990 |
| 33-34 |       | President's Advisory Council Meetings, 1989 |
| 35  |        | President's Advisory Council Meetings, 1988 |
| 36  |        | President's Advisory Council Meetings, 1987  
      |        | [Formerly the University Cabinet Full Committee.] |

**Series III: Resources, 1975-1976**

These resources appear to be those of courses and workshops that Cosgrove attended while he was earning his M. Ed. and Ed. D. at University of San Diego. Courses and workshops such as these likely informed how Cosgrove conducted his work.

**Box Folder**

<table>
<thead>
<tr>
<th>Box</th>
<th>Folder</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>1</td>
<td>Developmental Process, 1975-1976</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Group Dynamics, undated</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Leadership, undated</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Programming, undated</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Values Clarification, undated</td>
</tr>
</tbody>
</table>

**Series IV: Student Activities, 1973-1996**

This series contains event planning materials for a variety of Student Activities events as well as planning materials for New Student Orientation Week. Event materials largely include correspondence, memos, fliers, and programs for events. Orientation Week records include planning materials for the variety of events held during New Student Orientation. Orientation Week events were planned for incoming freshman, transfer students, and international students. Among these planning materials are event schedules, announcements, meeting materials, correspondence and evaluations. Also included are information packets mailed to new freshman, international, and transfer students.
This series contains two subseries: A. Events, and B. New Student Orientation Week. Events are arranged in alphabetical order. New Student Orientation Week is arranged chronologically.

### Subseries A: Events, 1973-1994

<table>
<thead>
<tr>
<th>Box Folder</th>
<th>Event Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 6</td>
<td>Alumni Summit Program</td>
<td>1992 April 11</td>
</tr>
<tr>
<td>7</td>
<td>Olivia Newton-John Concert</td>
<td>1976</td>
</tr>
<tr>
<td>8</td>
<td>Corporate Associates</td>
<td>1992</td>
</tr>
<tr>
<td>9</td>
<td>Crew Classic Dinner</td>
<td>1987, 1989</td>
</tr>
<tr>
<td>10</td>
<td>Debate Mayor Alioto and William Buckley</td>
<td>1975 March</td>
</tr>
<tr>
<td>11</td>
<td>Re-Dedication of the Hahn University Center</td>
<td>1989 September</td>
</tr>
<tr>
<td>12</td>
<td>Dedication of Shiley Theater</td>
<td>1991</td>
</tr>
<tr>
<td>13</td>
<td>Dispute Resolution Forum</td>
<td>1989</td>
</tr>
<tr>
<td>14</td>
<td>Earth Day Series</td>
<td>1990</td>
</tr>
<tr>
<td>15</td>
<td>Events, 1982 May</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Events, 1983 Spring</td>
<td></td>
</tr>
</tbody>
</table>
| 17         | [Special Events Planning Materials], 1977 Fall  
  [Includes "An Evening with Bob Hope."]| |
| 18         | Graduate School Day | 1986-1987    |
| 19         | Homecoming, 1987 |               |
| 20         | Homecoming, 1988 |               |
| 21         | Homecoming, 1989 |               |
| 22         | Homecoming, 1990 |               |
| 23         | Homecoming, 1991 |               |
| 24         | International Students Dinner | 1991        |
| 25         | International Students Fashion Show | 1994       |
| 26         | William Colby Lecture | 1981         |
| 27         | Vincent Price Lecture | 1981         |
| 28         | Marine Corps Birthday Ball | 1989    |
| 29         | NROTC Birthday Ball | 1992          |
| 30         | Parents' Day Ball, 1986-1987 |          |
| 31         | Speaker Sam Ervin | 1975          |
| 32         | Speaker Mary Elizabeth Harding | 1973         |
| 33         | Speakers Bureau G. Gordon Liddy | 1983     |
| 34         | Speaker Series George McGovern | 1976    |
| 35         | Speaker Ralph Nader | 1981          |
| 36         | Speaker Lillian Roybal-Rose | 1991       |
| 37         | Speaker Frederic Storaska | 1993      |
| 38         | Speakers Brochure, 1975-1976 |             |
| 39         | Speakers Bureau Potential Speaker | 1981 |
Speakers Bureau Planning Materials, 1974-1977
Tonight Show Planning Notes, 1983 November

**Subseries B: New Student Orientation, 1986-1996**

**Box Folder**

2 42 Orientation Week Reflections, 1984
43 Orientation Week Chairman's Notebook, 1986
   [Includes event timeliness, memoranda, budget materials, and planning information related to Orientation Week.]
44 Fraternity Fall Rush, 1987
45 Mailing Packet to Incoming Students, 1987
46 Memoranda to Transfer Students, 1987 Fall
47 Schedule, Mailing, etc., 1987
48 Orientation Week Board Meeting, 1988
49 Freshman Orientation, 1988
50 Information Table Services, 1988
51 Master Housing List, 1988
52 Orientation Week Various Memoranda, 1988
53 Pre-Orientation Workshop, 1988
54 Orientation Week Team Schedule, 1988
55 Orientation Week Team Workshop, 1988
56 Orientation Week Timeline Schedule, 1988
57 Freshman Parents' Orientation, 1989
58 Orientation Week Board Meetings, 1989
59 Orientation Week Miscellaneous Correspondence, 1990
60 Orientation Week General Meeting Schedule, 1989
61 Orientation Week Various Memoranda, 1989
62 Orientation Week Notes, 1989
63 Sample Packet for Freshmen, 1989
64 Orientation Week Social Issues Committee Meeting, 1989 February
65 Orientation Week Planning Materials, 1989 Spring
66 Orientation Week Team Group Meetings, 1989
67 Orientation Week Team Members Memoranda, 1989 Spring
68 Orientation Week Team Schedule, 1989 Spring
69 Orientation Week Events List, 1990
70 Freshman Orientation, 1990 Fall
71 Orientation Week Name Tags, 1990
72 Orientation Week Notes, 1990
73 Sample Packet for Freshmen, 1990 Fall
74 Orientation Week Schedule, 1990 Spring
75 Students Recommended for O-Team, 1990
Summer Advising Program, 1990
Orientation Week Transfer Students Evaluation, 1990
Orientation Week Board Projects, 1991 Fall
Orientation Week Miscellaneous Board Materials, 1991
Orientation Week Board and Team Members, 1991

Box Folder
3 1 Orientation Week Budget, 1991
3 Letters of Appreciation from Rudy Spano, 1991
4 Orientation Week Notes/Interview, 1991
6 Orientation Week Responses on Evaluation, 1991
7 Preceptor Assignments, 1991
8 Residence Life Concerns, 1991
9 Think-Tank Notes, 1991
10 Orientation Week Transfer Team Evaluation, 1991
11 Orientation Week Transfer Team Leaders, 1991
12 Orientation Week Workshop Schedule, 1991
13 Orientation Evaluation, 1991
14 Orientation Week Agenda, 1992
15 Orientation Week Miscellaneous, 1992
16 Sample Packets Mailed to Students, 1992
17 Alcalá Bazaar, 1993
18 Orientation Week Board Retreat, 1993
19 Casino Night, 1993
20 Comedy Showcase, 1993
21 Day at the Bay, 1993
22 Diversity Program, 1993
23 Orientation Week Planning and Budget, 1993
   [Includes orientation evaluation for 1992.]
24 Orientation Week Event Summaries, 1993
25 Orientation Week Goals, 1993
26 Honors Program, 1993
27 Information for International Students, 1993
28 Kick Back by the Pool, 1993
29 Luau, 1993
30 Math Testing, 1993
31 Orientation Week Meetings, 1993
32 Orientation Week Memoranda and Letters, 1993
Box Folder

4  1  Orientation Week Originals for Photocopying, 1996
2  Preceptorial List Assignment, 1996
3  Program Book Draft, 1996
4  Summer Send-Off Program, 1996
5  Orientation Week Surveys, 1996
6  Orientation Week Team Event Assignments, 1996
7  Orientation Week Team Summer Newsletter, 1996
8  Orientation Week Team Workshop, 1996
9  Orientation Week Transportation Team, 1996

Series V: Student Affairs, 1976-2007

This series covers Thomas Cosgrove's administration of Student Affairs. Among these materials are records related to the Associated Students, disciplinary policies and procedures regarding student conduct, and materials gathered for the Strategic Long Range Plan. Associated Students materials pertain primarily to plans and evaluations for the Leadership Workshop. Conduct records include resources gathered, and policies created regarding students' alcohol use, sexual harassment, and racial discrimination. Also included is correspondence in opposition to the 1984 April Fools issues of The Vista.
General administrative records include operations manuals and goals for the University Center and the One Stop Student Service Center. Strategic Plan records include correspondence, meeting minutes, and reports gathered in preparation for future planning.

Records in this series are arranged alphabetically.

**Subseries A: Associated Students, 1976-1988**

**Box Folder**

4  10  Concert Series, 1977-1979
11  Associated Students Contacts, 1998
12  Concert and Event Contract Information, 1981
13  Associated Students Executive Board Agenda, 1994
14  Finance for Alcalá Yearbook, 1982
15  Finance for Alcalá Yearbook, 1983
16  Finance for Alcalá Yearbook, 1984
17  Finance for Alcalá Yearbook, 1985
18  Finance Budget, 1983
19  Finance Inter-Club Council Requests, 1991-1992
20  Leadership Workshop, 1979
21  Leadership Workshop, 1980
22  Leadership Workshop, 1981
23  Leadership Workshop, 1982
24  Leadership Workshop, 1983
25  Leadership Workshop, 1984
26  Leadership Workshop, 1984
27  Leadership Workshop, 1985
28  Leadership Workshop, 1986
29  Leadership Workshop, 1987, 1988
30  Vista, 1976-1983
31  Associated Students Senators Workshop, 1984
   [Includes student activities interest questionnaire results.]

**Subseries B: Conduct, 1987-2007**

**Box Folder**

4  32  Alcohol/Drug Internet Articles, 1998-2000
33  Alcoholism "Policy Panel on Youth Access to Alcohol," 2004
34  Alcohol and Substance Abuse Policy, 2004-2005
35  USD Policies Related to Alcohol, 2004-2007
36  Alcohol Task Force Meeting Materials, 2006-2007
37  Anti-Defamation League, 1999-2000
38  Discipline Hearing Boards Training, 2003
39  Discipline Hearing Boards, 2004-2005
40  Discipline Hearing Boards, 2006-2007
41  Campus Alcohol Strategies - Resources, 1998-1999
42  General Discipline, 2000
43  Hate Crime Conference Materials and Articles, 1990-1998
44  Judicial Affairs Articles and Notes, 2000
45  Legal Affairs Articles, 1992
46  Mission Bay Incident, 2006 October 19
47  Policies and Procedures on Disciplinary Process, 2005

**Box Folder**

5  1  Racial Harassment Resource Materials, 1989
2  Racial Harassment 'Report on University of Massachusetts Investigation,' 1987
3  Residence Life Conduct Check in and Training, 2007
4  Residence Life Maher Hall Problems, 2006
5  Sexual Assault Policy Materials including SAFE (Sexual Assault Facts and Education) Initiative, 2006-2007
6  Student Conduct and Liability Training, 2006
7  Student Sensitive Issues Team Meetings and Correspondence, 2005 Fall
8  Student Threat Assessment Workshop, 2005
9  *The Vista* Complaints and Issues, 1981-1985
   [Includes complaints regarding discussions of race and sexuality as well as criticism about the 1984 April Fools issue.]

**Subseries C: General Administration, 1977-1996, 2005-2006**

**Box Folder**

5  10 National Registry of Outstanding College Students, 1983-1984
11 One Stop Student Service Center, 2006
12 Residence Hall Council Accessibility of Camino/Founders, 1996
13 Residence Life Staff, 1996-1997
14 *San Diego News Notes* article "Freshman Found Little Faith at USD," 2005
15 Student Development Transcript Program, 1986-1987
16 Travel and Entertainment Card Procedures, 2006
17 University Center Construction News Clipping, 1986
18 University Center Operations Manual, undated
19-20 University Center Notebook [Policies and Information], 1986-1987
21 University Center Staff Manual, 1989-1990
   [Includes the philosophy and goals of the University Center.]
22 [College Work Study Students], 1986
24 WASC [Western Association of Schools and Colleges] Survey Results; Student Affairs WASC Survey, 1977

Box Folder

Box Folder

6 1 List of International Students (Graduate, Undergraduate, and those in Practical Training), 1987-1998
   [Materials in Box 6 are restricted.]
2 List of International Students (Graduate, Undergraduate, and those in Practical Training) 1996-2000 Rolodex file
   [Materials in Box 6 are restricted.]
3 Points of contact: Colleges and Universities, Foreign Embassies, Governmental, Educational, INS, etc. 1996-2000 Rolodex file
   [Materials in Box 6 are restricted.]


Box Folder

5 25 Strategic Long Range Plan Correspondence, 1995
26 Strategic Long Range Plan Economic Trends, 1994
27 Strategic Long Range Plan Finance and Administration Executive Summary, 1995
28 Goals and Objective Statements, 1995 January 24
29 Interest in Athletics and Recreation, 1995
30 "Niche Analysis," 1994 Fall
   [Includes cabinet minutes, correspondence, and reference materials related to the long range plan.]
33 Strategic Long Range Plan School of Education Addendum, 1995
34 Strategic Long Range Plan for Student Affairs, 1995
35 Strategic Long Range Planning Committee Academic Assumptions, 1994
36 Strategic Long Range Plan Agendas, 1994-1995
37 Strategic Long Range Planning Committee Clientele Statements Draft, 1994
38 Strategic Long Range Planning Committee Executive Summaries of Unit Plans, 1995
39 Strategic Long Range Planning Committee Meeting Minutes, 1994-1995
40 Strategic Long Range Planning Committee Membership, 1994
41 Strategic Long Range Planning Committee Senior Focus Groups, 1994