Guide to the Thomas Cosgrove papers

Follow this and additional works at: https://digital.sandiego.edu/findingaidsur

Part of the Higher Education Administration Commons
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 in 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.
<table>
<thead>
<tr>
<th>Dates</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1972–</td>
<td>Program Coordinator / Assistant Director of Campus Ministry</td>
</tr>
<tr>
<td>1974</td>
<td></td>
</tr>
<tr>
<td>1974–</td>
<td>Associate Dean of Students, Director of Student Activities and Special</td>
</tr>
<tr>
<td>1978</td>
<td>Events</td>
</tr>
<tr>
<td>1978–</td>
<td>Associate Dean of Students, Director of Student Development, Student</td>
</tr>
<tr>
<td>1985</td>
<td>Activities and Special Events</td>
</tr>
<tr>
<td>1985–</td>
<td>Associate Dean of Students, Director of Hahn University Center and</td>
</tr>
<tr>
<td>1997</td>
<td>Student Development</td>
</tr>
<tr>
<td>1997–</td>
<td>Associate Vice-President for Student Affairs, Director of the Hahn</td>
</tr>
<tr>
<td>2001</td>
<td>University Center and Student Development</td>
</tr>
<tr>
<td>2001–</td>
<td>Associate Vice-President for Student Affairs and Dean of Students</td>
</tr>
<tr>
<td>2007</td>
<td></td>
</tr>
<tr>
<td>2007–</td>
<td>Associate Vice-President for Student Affairs Development</td>
</tr>
<tr>
<td>2010</td>
<td></td>
</tr>
</tbody>
</table>

Return to the Table of Contents

**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.

**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

**Restrictions**

The majority of these records are open for research.

**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.

Return to the Table of Contents

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.)
admnistration of students
campus activities and participatory groups
student discipline
student life
student orientation
Students--Alcohol use

Return to the Table of Contents

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.

Return to the Table of Contents

Detailed Description of the Collection

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

1. 23 President's Advisory Council, 1994-1996
   [Meetings, agendas, attachments, and notes.]
2. 24 President's Advisory Council Meetings, 1995-1996
3. 25 President's Advisory Council Use of the USD Name, 1995 September
4. 26 President's Advisory Council Miscellaneous, 1994-1996
5. 27 President's Advisory Council Meetings, 1994
6. 28 President's Advisory Council Miscellaneous, 1991-1992
7. 29-30 President's Advisory Council Meetings, 1991-1992
8. 31-32 President's Advisory Council Meetings, 1990
9. 33-34 President's Advisory Council Meetings, 1989
10. 35 President's Advisory Council Meetings, 1988
11. 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**

2. 1 Developmental Process, 1975-1976
3. 2 Group Dynamics, undated
4. 3 Leadership, undated
5. 4 Programming, undated
6. 5 Values Clarification, undated

**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.


Box Folder

2 6  Alumni Summit Program, 1992 April 11
7  Olivia Newton-John Concert, 1976
8  Corporate Associates, 1992
9  Crew Classic Dinner, 1987, 1989
10 Debate Mayor Alioto and William Buckley, 1975 March
11 Re-Dedication of the Hahn University Center, 1989 September
12 Dedication of Shiley Theater, 1991
13 Dispute Resolution Forum, 1989
14 Earth Day Series, 1990
15 Events, 1982 May
16 Events, 1983 Spring
17 [Special Events Planning Materials], 1977 Fall
   [Includes "An Evening with Bob Hope."]
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
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
76 Summer Advising Program, 1990
77 Orientation Week Transfer Students Evaluation, 1990
78 Orientation Week Board Projects, 1991 Fall
79 Orientation Week Miscellaneous Board Materials, 1991
80 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
Orientation Week Notes about Events, 1993
Orientation Week Certificates, 1993
Packets for Mailing to Freshman and Transfer Students, 1993
[Orientation Week Informational Materials], 1993
Pre-Orientation Party, 1993
Preceptorial Meetings, 1993
Sea World, 1993
Team Photograph, 1993
Spaghetti Factory Banquet, 1993
Sports Day, 1993
Team Selection, 1993
Team Member Lists, 1993
Team Workshop, 1993
Orientation Week Timeline, 1993
Alcalá Bazaar, 1992-1995
Beach Day, 1994
Orientation Week Board and Team Members, 1994
Boat Cruise for International Students, 1994
Boat Cruise for Transfer Students, 1994
Orientation Week Budget, 1994
Casino Night, 1994
Orientation Week Calendar and Budget, 1994
"Day at the Bay," 1994
Luau, 1994
Orientation Week Mailing Packets, Originals, 1994
Mailing Packets for Freshmen, 1994
Mailing Packets for Transfer Students, 1994
Program Book Draft, 1994
Sea World Trip, 1994
Summer Parties, 1994
Orientation Week Team Workshop, 1994
Alcalá Bazaar, 1995
Boat Cruise for International and Transfer Students, 1995
Casino Night/Limo Buses, 1995
Comedy Showcase, 1995
Contract Log, 1995
"Day at the Bay," 1995
Orientation Week Group Meetings, 1995
Luau, 1995
Box Folder
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**

<table>
<thead>
<tr>
<th>Box</th>
<th>Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Concert Series, 1977-1979</td>
</tr>
<tr>
<td>11</td>
<td>Associated Students Contacts, 1998</td>
</tr>
<tr>
<td>12</td>
<td>Concert and Event Contract Information, 1981</td>
</tr>
<tr>
<td>13</td>
<td>Associated Students Executive Board Agenda, 1994</td>
</tr>
<tr>
<td>14</td>
<td>Finance for Alcalá Yearbook, 1982</td>
</tr>
<tr>
<td>15</td>
<td>Finance for Alcalá Yearbook, 1983</td>
</tr>
<tr>
<td>16</td>
<td>Finance for Alcalá Yearbook, 1984</td>
</tr>
<tr>
<td>17</td>
<td>Finance for Alcalá Yearbook, 1985</td>
</tr>
<tr>
<td>18</td>
<td>Finance Budget, 1983</td>
</tr>
<tr>
<td>19</td>
<td>Finance Inter-Club Council Requests, 1991-1992</td>
</tr>
<tr>
<td>20</td>
<td>Leadership Workshop, 1979</td>
</tr>
<tr>
<td>21</td>
<td>Leadership Workshop, 1980</td>
</tr>
<tr>
<td>22</td>
<td>Leadership Workshop, 1981</td>
</tr>
<tr>
<td>23</td>
<td>Leadership Workshop, 1982</td>
</tr>
<tr>
<td>24</td>
<td>Leadership Workshop, 1983</td>
</tr>
<tr>
<td>25</td>
<td>Leadership Workshop, 1984</td>
</tr>
<tr>
<td>26</td>
<td>Leadership Workshop, 1984</td>
</tr>
<tr>
<td>27</td>
<td>Leadership Workshop, 1985</td>
</tr>
<tr>
<td>28</td>
<td>Leadership Workshop, 1986</td>
</tr>
<tr>
<td>29</td>
<td>Leadership Workshop, 1987, 1988</td>
</tr>
<tr>
<td>30</td>
<td>Vista, 1976-1983</td>
</tr>
<tr>
<td>31</td>
<td>Associated Students Senators Workshop, 1984</td>
</tr>
</tbody>
</table>

   [Includes student activities interest questionnaire results.]

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

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

**Box Folder**

<table>
<thead>
<tr>
<th>5</th>
<th>1</th>
<th>Racial Harassment Resource Materials, 1989</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Racial Harassment 'Report on University of Massachusetts Investigation,' 1987</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Residence Life Conduct Check in and Training, 2007</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Residence Life Maher Hall Problems, 2006</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Sexual Assault Policy Materials including SAFE (Sexual Assault Facts and Education) Initiative, 2006-2007</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Student Conduct and Liability Training, 2006</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Student Sensitive Issues Team Meetings and Correspondence, 2005 Fall</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Student Threat Assessment Workshop, 2005</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td><em>The Vista</em> Complaints and Issues, 1981-1985</td>
<td></td>
</tr>
</tbody>
</table>

[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**

<table>
<thead>
<tr>
<th>5</th>
<th>10</th>
<th>National Registry of Outstanding College Students, 1983-1984</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>One Stop Student Service Center, 2006</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Residence Hall Council Accessibility of Camino/Founders, 1996</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Residence Life Staff, 1996-1997</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td><em>San Diego News Notes</em> article &quot;Freshman Found Little Faith at USD,&quot; 2005</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Student Development Transcript Program, 1986-1987</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Travel and Entertainment Card Procedures, 2006</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>University Center Construction News Clipping, 1986</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>University Center Operations Manual, undated</td>
<td></td>
</tr>
<tr>
<td>19-20</td>
<td>University Center Notebook [Policies and Information], 1986-1987</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>University Center Staff Manual, 1989-1990</td>
<td></td>
</tr>
</tbody>
</table>

[Includes the philosophy and goals of the University Center.]

<p>| 22 | College Work Study Students, 1986 |</p>
<table>
<thead>
<tr>
<th>Box Folder</th>
<th>Description</th>
</tr>
</thead>
</table>
| 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.]


<table>
<thead>
<tr>
<th>Box Folder</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 25</td>
<td>Strategic Long Range Plan Correspondence, 1995</td>
</tr>
<tr>
<td>26</td>
<td>Strategic Long Range Plan Economic Trends, 1994</td>
</tr>
<tr>
<td>27</td>
<td>Strategic Long Range Plan Finance and Administration Executive Summary, 1995</td>
</tr>
<tr>
<td>28</td>
<td>Goals and Objective Statements, 1995 January 24</td>
</tr>
<tr>
<td>29</td>
<td>Interest in Athletics and Recreation, 1995</td>
</tr>
<tr>
<td>30</td>
<td>&quot;Niche Analysis,&quot; 1994 Fall</td>
</tr>
</tbody>
</table>
[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 |