

2018

## Guide to the Office of the Provost records

University of San Diego Office of the Provost

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## Guide to the Office of the Provost records

### Overview of the Collection

<b>Title:</b>	University of San Diego Office of the Provost records
<b>Dates:</b>	1953-2015
<b>Creator:</b>	University of San Diego Office of the Provost
<b>Quantity:</b>	30 boxes, (35 linear ft.)
<b>Summary:</b>	The University of San Diego Office of the Provost records contain administrative records pertaining to academic functions of the University of San Diego.
<b>Identification:</b>	USDA_2008_006; USDA_2011_003; USDA_2011_008; USDA_2017_001; USDA_2017_003; USDA_2018_001
<b>Language:</b>	English
<b>Repository:</b>	<a href="#">University of San Diego, Archives and Special Collections</a> Copley Library 5998 Alcalá Park San Diego, CA 92110 Telephone: 619-260-2730 <a href="mailto:spcoll@sandiego.edu">spcoll@sandiego.edu</a>

### Historical Note

Upon the merger of the College for Women and College for Men into the University of San Diego, the position of Provost was established. As the chief academic officer, the Provost served directly under the President on the organizational chart. Sister Sally Furay was appointed as the first Provost of the University of San Diego in May 1972. Furay remained Provost for 24 years, retiring in June 1996. Frank Lazarus then served as Provost until 2004 followed by Julie Sullivan. Andrew Allen began as Provost in 2013, and Gail Baker became Provost in 2017.

In addition to administering the academic functions of the University, the Office of the Provost oversees WASC reports and supports the University in moving towards the Strategic and Long Range plans.

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## Scope and Content Note

The Office of the Provost records document the administrative functions of the Provost. Key among these are records compiled for the Western Association of Schools and Colleges (WASC) accreditation and planning materials for the Strategic Long Range Plan. Records cover historical background and information on key programs and academic departments administered by the Provost. Also included are faculty research and sabbatical reports.

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## Arrangement

**This collection is arranged into twelve series:**

[Series I. General Administrative records](#)

[Series II: Campus Diversity Programs](#)

[Series III: College of Arts and Sciences](#)

[Series IV: Faculty](#)

[Series V: Government Relations](#)

[Series VI: Joan B. Kroc Institute for Peace and Justice](#)

[Series VII: School of Business](#)

[Series VIII: School of Education](#)

[Series IX: School of Law](#)

[Series X: School of Nursing](#)

[Series XI: Strategic Long Range Plan](#)

[Series XII: Western Association of Schools and Colleges \(WASC\)](#)

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## Restrictions

This collection is available to Provost Office research only. Please contact University Archives for research inquiries.

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## Related Material

Additional WASC accreditation records can be found among the cataloged library records as well as within the Institutional Research WASC Accreditation records.

### **The following publications have been separated for cataloging:**

Manchester Child Development Center Proposal, 1988

American Indian Academic and Cultural Programming, 2005

Self-Study of the Bachelor of Science and Master of Science Programs in Nursing, Fall 1999 (2 copies)

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## Index Terms

Furay, Sally

Hughes, Author E.

University of San Diego

San Diego (Calif.)

administration

deans

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## Administrative Information

### Preferred citation

[Folder Title], Box # Folder #, Office of the Provost records, Copley Library, University of San Diego, Archives and Special Collections.

### Processing Information

This collection was processed by Ashley Toutain in 2018.

Processing of this collection was conducted after various sets of records were transferred from the Office of the Provost to the Archives. No clear organization could be identified among the records as they arrived. Records within folders, however, often contain notations identifying topical organization and folder title guidance. Records, therefore, have been processed to reflect the topical organization presented. Series were identified where there was a clear set of like records. Records falling outside of these are located within the General Administrative records series.

For records acquired after 2016, original folder titles have been retained. Brackets "[ ]" are used where no folder title was given. Original folder titles are unknown for record acquired prior to 2016.

Additions to the collection will be intellectually integrated to fit within the above identified series, or added to new series as appropriate. In order to prevent unnecessary wear on records, and added processing time, additions will not be physically integrated within these series (unless otherwise noted). These additions will remain together in a new box.

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## **Detailed Description of the Collection**

### **Series I: General Administrative records, 1960-2011**

Records in this series cover assorted topics of interest to the Office of the Provost. Among these are endowment records, Phi Beta Kappa information, information on Presidents of the University of San Diego, Kyoto Symposium information, and documents about the David May Collection. Background information and reports on various programs including the Community Outreach Partnership Center, Graduate and Continuing Education, Office of Sponsored Programs, and the Child Development Center are also included. Records also include correspondence and reports on the place and impact of the University of San Diego as a Catholic University.

### **Series II: Campus Diversity Programs, 1990-2005**

Records in this series document efforts to increase cultural diversity at the University of San Diego as well as planning and implementation of the James Irvine Foundation Grant.

### **Series III: College of Arts and Sciences, 1974-2012**

Records cover information on various programs offered within the College of Arts and Sciences with primary focus on the ABET (Accreditation Board for Engineering and Technology) Accreditation of the Electrical Engineering program. Planning and informational materials on the Center for Science and Technology, Center for Christian Spirituality, and Marine Studies, are among the programs covered within these records. ABET accreditation materials for the engineering program dated 2000-2004 are located within Series VI: School of Business.

### **Series IV: Faculty, 1973-1998**

Faculty records include Sabbatical requests and reports, and faculty research grants.

### **Series V: Government Relations, 1997-2007**

Records in this series consist of correspondence, research, proposals, and reports from the lobbying firms Capitol Associates and Cassidy and Associates.

**Series VI: Joan B. Kroc Institute for Peace and Justice (KIPJ), 1992-2007**

Records include founding documents, charter, event information, and correspondence surrounding the early years of the Joan B. Kroc Institute for Peace and Justice.

**Series VII: School of Business, 1979-2011**

Records document the Accreditation of the School of Business with some informational materials on the master's program. ABET Accreditation records 2000-2004 are also included.

ABET accreditation records dated 1991 to 1997 are located in Series III: College of Arts and Sciences.

**Series VIII: School of Education, 1976-2013**

School of Education records pertain to teacher credentialing, implementation of a joint doctoral program, records on Marriage, Family, and Child Counseling, as well as information on the School of Leadership and Education Sciences (SOLES).

**Series IX: School of Law, 1968-2009**

Records include documentation of various programs offered by the School of Law including Legal Clinics, the Lawyer's Assistant Program, Center for Public Interest Law, and the Patient Advocacy Program. Accreditation records for the American Bar Association are also included.

**Series X: School of Nursing, 1973-2010**

Records include accreditation and enrollment information, historical information on the School of Nursing, buildings, and implementation of the PhD program.

**Series XI: Strategic Long Range Plan, 1971-2005**

Records in this series consist of planning and reporting information for the University of San Diego Strategic Long Range Plans.

**Series XII: Western Association of Schools and Colleges (WASC), 1953-2004 12 linear feet**

Records in this series contain planning materials, committee records, visitation information, drafts and final submission materials gathered in preparation for Accreditation with the Western College Association and Western Association of Schools and Colleges. Records are both foldered in boxes as well as stored in binders. Final accreditation reports have also been cataloged in the Copley Library catalog records.