

Finding Aid for the Office of the Provost Records, 1966-2007



Collection Number: RG 07

Archives & Special Collections

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Descriptive Summary

Title:	The Office of the Provost Records, 1966-2007
Record No.:	RG 07
Accession No.:	UA 2007.24
Creator:	Office of the Provost
Extent:	27.9 cubic feet (14 bankers boxes and 26 half size boxes)
Abstract:	This collection contains materials from the Office of the Provost during the years 1966-2007. A majority of the information deals with Accreditation and Mission Statements. The Office of the Provost was formerly the Office of the Vice President of Academic Affairs.

Administrative Information

Provenance:	Office of the Provost
Preferred Citation:	Youngstown State University Office of the Provost Records, 1966-2007, RG 07, Archives & Special Collections, William F. Maag, Jr. Library, Youngstown State University, Youngstown, Ohio.
Restrictions:	None
Processing Information:	Processed by Lisa Marie Garofali, October 2007 Updated by Lisa Marie Garofali, December 2021

Historical Sketch

The Office of the Provost first began as the Office of the Vice President of Academic Affairs. Dr. Bernard T. Gillis was named the first Provost of Youngstown State University in 1980. The Office of the Provost encompasses the following areas on campus:

- Academic Programs and Planning (including Accreditation, Assessment and Strategic Planning)
- Academic Calendars
- Schools and Colleges

- Center for International Studies and Programs
- Maag Library
- University Scholars and Honors Program
- Academic Senate, and Academic Outreach (including the Metro College and Public Service Institute)

The Office of the Provost is made up of the following personnel:

- Provost & Vice President for Academic Affairs
- Associate Provost, Academic Programs and Planning
- Director of Degree Audit
- Director, Associate Degree & Tech Prep Programs
- Coordinator General Education / Professor
- Associate Provost for Research; and Dean, School of Graduate Studies and Research
- Director, University Scholars & Honors Program / Professor
- Interim Associate Provost for Academic Administration
- Director of Assessment
- Assistant to the Provost, Academic Budget

The materials in this Record Group date from 1966-2007, however; the majority of the information dates from the terms of Dr. Bernard T. Gillis, Dr. Sally Hotchkiss, and Dr. James Scanlon, when the accreditation process was underway during the 1970s and 1980s. Mission statements were the main focus of the 1990s.

Scope and Content Note

The materials in this record group were produced by the Office of the Provost/Vice President of Academic Affairs. They were transferred from Tod Hall to Archives & Special Collections. The materials reflect the role of the Provost's Office in dealing with such academic matters as strategic planning, departmental self-studies and manuals, and the Academic Senate. The user will find while using these documents that the preparation for accreditation process and the composition on institutional mission statements consumed a great deal of the Office's time and energy.

Additions to the collection were made after the processing of the original material. These materials were added in 2021. They include additions to the Mission Statement series, the Daily File series which include materials from Provosts Scanlon, Yemma, Atwater, Bowers and Herbert. Additions included in the Deans Council minutes and YSU Board of Trustees Academic Affairs Committee in the Organization and Program series. New series include Strategic Planning and the Ohio Board of Regents series based on the materials which were added.

The collection is arranged by subject matter and type in chronological order with much of the original order maintained. Series I covers general correspondences from the late 1980s into the 1990s. Series II documents the crafting of mission statements during the 1990s. Series III contains the Daily Files kept by Drs. Gills through Herbert. Series IV deals with the development of various degree programs during the late 1960s-early1970s. Series V details the various academic areas for which the Office of the Provost has been

responsible, including the Academic Senate, Deans Council, STARS, and Public Service Institute. Series VI, Accreditation, is arranged by accrediting organizations (such as the NCATE, ECPD, ABET¹ etc.) then chronologically. Much of Series VI dates from the 1970s and 1980s. Series VII is designated Subject Files, which hold a wide variety of materials and documents. Series VIII is dedicated to Strategic Planning, a vital role in which the Provost Offices participates in. Most of the information in this series is directed towards the Campus 2000 plan, which was President Leslie Cochran's future plan to turn the campus into a metropolitan university in the late 1990s. Series IX is the Ohio Board of Regents, one of the governing bodies for the state-funded universities and colleges in Ohio. Much of this information is in regards the allocation of funds and improving the fiscal health of the colleges and universities.

¹ ECPD (Engineers' Council for Professional Development) was renamed in Jan 1980 to ABET (Accrediting Board for Engineering and Technology).

Series Description

Series I:	General Correspondence
Series II:	Mission Statements
Series III:	Daily Files
Series IV:	Degree Programs
Series V:	Organizations and Programs
Series VI:	Accreditation
Series VII:	Subject files
Series VIII:	Strategic Planning
Series IX:	Ohio Board of Regents

Related Materials

Academic Deans Council

Academic Senate Records

YSU Board of Trustees

YSU President's Office Records

Index Terms

North Central Association

Accreditation

Deans Council

Academic Senate

National Council of Accreditation of Teacher Education

Engineers' Council for Professional Development

Accreditation Board for Engineering and Technology

National Accrediting Agency for Clinical Laboratory Sciences

Allied Health

National League for Nursing

National Association of School of Music

Strategic Plans

Dr. Bernard T. Gillis

Dr. Sally Hotchkiss

Dr. James Scanlon

Dr. Leslie H. Cochran

SERIES I: GENERAL CORRESPONDENCE

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