

Guide to the Academic Affairs and Student Services Records

Bunker Hill Community College Archives
N-318
250 Rutherford Ave, Boston, MA 02129

Collection Overview

Title: Academic Affairs and Student Services

Record Group Number: RG004

Creator: Academic Affairs; Academic Support and College Pathway Programs (part of the Division of Developmental Learning and Academic Support in the past) [including the Center for Self-Directed Learning; the STEP program; the Jumpstart program; the Health Careers Opportunity Program; the Continuing Education and Business Outreach Department; and the Teaching, Learning and Instructional Technology Center]; Admissions (included the Office of Enrollment Services in the past); Advising & LifeMap (called Advising/Counseling & Assessment in the past); Athletics; Disability Support Services; the DISH Food Pantry; the International Center, Internships and Career Development (called Career Services in the past.); Library & Learning Commons and TASC (called both the Library and the Library & Information Center in the past); Student Activities; Student Services Office; Transfer Services; the Veterans Center; and the Writing Place.

Date: 1973-2023

Extent: 4 boxes (1.668 linear feet)

Language: Materials are in English

Administrative Information

Access and Restriction Information: This collection is open for research.

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Preferred Citation:

[Item title/description here]. [Date here]. [Record Group here], Box #, Folder #.
Academic Affairs and Student Services records. Bunker Hill Community College Archives, Boston, Massachusetts.

Scope and Contents

The Academic Affairs and Student Services record group spans 1973 to 2023 and documents the activities of the administrative and student-orientated divisions, offices, and programs at Bunker Hill Community College. These divisions and offices include administrative bodies responsible for recruiting, enrolling, and assisting in transferring students, such as Admissions and Transfer Services. Additionally, this record group contains materials from offices and programs providing support to students, including Advising, the Library & Learning Commons and TASC, Internships and Career Development, the International Center, Academic Support and College Pathway Programs, Athletics, Student Activities, and others. These records document the daily operations and evolution of these offices and programs at the college, with some prominent areas of coverage including the Fenway Middle College Program's time at BHCC, graduating student surveys, student and faculty orientations, the trips and events of the International Center, and the achievements and operations of the college's athletic teams. The records are predominantly textual, and they come in the form of communications, reports, newspaper clippings, agendas, minutes, and binders. The non-textual formats include renovation plans, DVDs, a scorebook, and a bumper sticker.

Arrangement

This collection is arranged into 10 series, 40 sub-series, and 1 sub sub-series.

Collection Inventory

Series 1: Academic Affairs (RG004.01)

The first series contains three sub-series, and the records date from 1989 to 1997, although many of the items are undated. This series consists of items related to the academic operations of the college from the Academic Affairs office, including informative documents on honors programs and reports on the educational experience of students at BHCC. Formats represented in RG004.01 include reports, flyers, pamphlets, and letters.

Box 1

- Sub-series 1: The Honors Program (RG004.01.01)
 - Folder 1: Honors Program Proposal 1997
- Sub-series 2: The Commonwealth Honors Program (RG004.01.02)
 - Folder 1: The Commonwealth Honors Program
- Sub-series 3: Reports (RG004.01.03)
 - Folder 1: The Undergraduate Experience (1989)
 - Folder 2: General Education Report (1990)

Series 2: Academic Affairs and Enrollment Services (RG004.02)

The second series consists of thirteen sub-series and one sub sub-series with records dating from 1973 to 2023. This series includes the documentation of various administrative offices and departments at BHCC related to academic support services like Admissions, Advising & LifeMap, the Library & Learning Commons, and Transfer Services. Some of the prominent topics represented include joint admissions agreements between BHCC and other universities, transfer guidelines, information on library operations, documentation of the Fenway Middle College Program, and graduate surveys. Formats included are memos, reports, newspapers, renovation plans, and binders.

Box 1

- Sub-series 1: Admissions (RG004.02.01)
 - Folder 1: Suffolk University Joint Admissions and Articulation Agreement, May 1998 / BHCC Corporate Community Development Partnership
 - Folder 2: Miscellaneous Admissions Materials
 - Folder 3: Joint Admissions Tuition Advantage Program
- Sub-series 2: Advising/Counseling and Assessment (RG004.02.02)
 - Folder 1: Committee to Strengthen Academic Advising
 - Folder 2: Transfer Guidelines 1978

- Folder 3: Transfer and Scholarship Guide
 - Folder 4: College Transfer Guide (c. 1990)
 - Folder 5: College Transfer Guide (c. 1992)
 - Folder 6: Transfer and Scholarship Guide (1994)
 - Folder 7: Academic Advising/Counseling & Assessment (1 of 2)
 - Folder 8: Academic Advising/Counseling & Assessment (2 of 2)
 - Folder 9: Transfer Services
- Sub-series 3: Library & Learning Commons (RG004.02.03)
 - Folder 1: 2001 National Endowment for the Humanities Grant
 - Folder 2: Library and Learning Commons
 - Folder 3: Library Renovation Plans 2001
- Sub-series 4: Online Instruction and Weekend College (RG004.02.04)
 - Folder 1: Online Instruction and Weekend College
- Sub-series 5: Intensive English Summer Bridge Program. Summer 2002 (RG004.02.05)
 - Folder 1: Intensive English Summer Bridge Program. Summer 2002
- Sub-series 6: Academic Affairs Retreats (RG004.02.06)
 - Folder 1: Academic Affairs Retreats
- Sub-series 7: Office of Development (RG004.02.07)
 - Folder 1: Office of Development
- Sub-series 8: Collaborative Academic Programs (RG004.02.08)
 - Folder 1: Collaboration between City of Cambridge & BHCC
 - Folder 2: Collaboration between Inter American University of Puerto Rico and BHCC
- **Sub sub-series 1: The Fenway Middle College Program (RG004.02.08.01)**
 - Folder 1: The Fenway Middle College Program (1 of 2)
 - Folder 2: The Fenway Middle College Program (2 of 2)
 - Folder 3: Planning Between BHCC and Fenway
 - Folder 4: Contracts and Agreements
 - Folder 5: Strategic Planning
 - Folder 6: Meetings (1996)
 - Folder 7: Memorandum of Agreement Materials (1996)
 - Folder 8: The Third Rail
 - Folder 9: Memorandum of Agreement Materials (1997)
 - Folder 10: Fenway Highschool Documents (1990-1996)

Box 2

- Sub-series 9: Office of Career Services Graduate Follow-Up Surveys (RG004.02.09)
 - Folder 1: 1975 Graduates
 - Folder 2: 1988 Graduates
 - Folder 3: 1989 and 1990 Graduates
 - Folder 4: 1991 and 1993 Graduates
 - Folder 5: 1994 and 1996 Graduates
 - Folder 6: 1997 Graduates
 - Folder 7: Other Student Enrollment Surveys
- Sub-series 10: AACC/ACT National Pilot Survey (RG004.02.10)
 - Folder 1: AACC/ACT National Pilot Survey
- Sub-series 11: Internships (RG004.02.11)
 - Folder 1: Internships
- Sub-series 12: Enrollment Services Office (RG004.02.12)
 - Folder 1: Data and Communications
 - Folder 2: Meeting Materials (1 of 2)
 - Folder 3: Meeting Materials (2 of 2)
- Sub-series 13: Directories and Personnel Lists (RG004.02.13)

Binders

- Binder 1 (004.02.03.B1): Library Loose-Leaf Reference Guide for College
- Binder 2 (004.02.03.B2): BHCC Library institutional Effectiveness FY 2003
- Binder 3 (004.02.03.B3): Institutional Effectiveness: June 1, 2002 – May 31, 2003

Series 3: Academic Support & College Pathway Programs (RG004.03)

The third series includes twelve sub-series with materials dating between 1973 and 2016. This series documents the activities of the various academic support programs and departments at BHCC over time, including the Center for Self-Directed Learning, the Student Success Program, the Tutoring and Academic Support Center (TASC), the STEP Program, the Writing Place, and others. These records include information on events and workshops hosted by the programs and departments, internal communications and documentation, meeting materials, institutional data, and news on students in the programs. This series is composed of textual formats, including memos, data, newspapers, press releases, minutes, agendas, pamphlets, and proposals.

Box 2

- Sub-series 1: Center for Self-Directed Learning/Learning Center (RG004.03.01)
 - Folder 1: Center for Self-Directed Learning/Learning Center
- Sub-series 2: Student Success Program (RG004.03.02)
 - Folder 1: Student Success Program
- Sub-series 3: Tutoring & Academic Support Center (RG004.03.03)
 - Folder 1: Tutoring & Academic Support Center
- Sub-series 4: Division of Developmental Learning & Academic Support (RG004.03.04)
 - Folder 1: Developmental Committee 1983
 - Folder 2: Division of Developmental Learning and Academic Support (2001-2002)
 - Folder 3: Developmental Math
- Sub-series 5: Self-Pacing Committee (RG004.03.05)
 - Folder 1: Self-Pacing Committee
- Sub-series 6: STEP Program (Successful Transition to Employment Program) (RG004.03.06)
 - Folder 1: STEP Program (Successful Transition to Employment Program)
- Sub-series 7: Jumpstart (RG004.03.07)
 - Folder 1: Jumpstart
- Sub-series 8: Health Careers Opportunity Program (RG004.03.08)
 - Folder 1: Health Careers Opportunity Program
- Sub-series 9: Teaching, Learning and Instructional Technology Center (TLiTC) (RG004.03.09)
 - Folder 1: Teaching, Learning and Instructional Technology Center (TLiTC)
- Sub-series 10: Careers Services/Planning (RG004.03.10)
 - Folder 1: Career Services/Planning
- Sub-series 11: The Writing Place (RG004.03.11)
 - Folder 1: The Writing Place
- Sub-series 12: Continuing Education and Business Outreach Department (CEBO) (RG004.03.12)
 - Folder 1: Continuing Education and Business Outreach Department

Series 4: Chelsea Campus & Satellite Operations (RG004.04)

The fourth series is comprised of four sub-series with records ranging from 1989 to 2011, but the bulk of the materials are from 2004-2006. This record group documents the operations of BHCC's satellite campuses—predominantly the Chelsea Campus—through reports on the needs of the satellite locations, international communications, and advertising flyers and brochures for the public. Formats included are text-based, such as reports, memos, newspaper clippings, flyers, brochures, and invitations.

Box 2

- Sub-series 1: Chelsea Campus Reports (RG004.04.01)
 - Folder 1: Educational Needs Surveys for Chelsea Campus
 - Folder 2: Other Chelsea Documents
 - Bound Items
- Sub-series 2: Academic & Student Support Services (RG004.04.02)
 - Folder 1: Academic & Student Support Services
- Sub-series 3: Technology Center at Villa Victoria (RG004.04.03)
 - Folder 1: Technology Center at Villa Victoria
- Sub-series 4: Revere and Other Satellites (RG004.04.04)
 - Folder 1: Revere and Other Satellites

Series 5: Veteran's Center (RG004.05)

The fifth series has no sub-series and only one folder with three items. Of these items, one is from 2014 and the other two are undated. These records were created by the Veteran's Center at BHCC, and they provide introductory information on the center and advertise an event held on Veteran's Day. The formats of the materials are all text-based, including a flyer, a proposal, and a pamphlet.

Box 3

- Folder 1: Veteran's Center

Series 6: Department News and Achievements (RG004.06)

The sixth series includes two sub-series with items dating from 1997 to 2004. This record group contains items from the Science & Engineering Department (now divided into the Physics and Engineering Department and the Biology and Chemistry Department) and the Surgical Technology Certificate Program (now part of the Health Sciences Division). These records are primarily press releases and publications describing the achievements of the departments, including materials for the Semiconductor Press Conference and news related to the

recognition received by the Surgical Technology Certificate Program. This series includes only textual materials, such as memos, a handbook, and newspaper articles.

Box 3

- Sub-series 1: Science & Engineering Department (RG004.06.01)
 - Folder 1: Science & Engineering Department
- Sub-series 2: Surgical Technology Certificate Program (RG004.06.02)
 - Folder 1: Surgical Technology Certificate Program

Series 7: Faculty News and Achievements (RG004.07)

The seventh series has no sub-series, and all the items are in one folder. This folder contains records dated from 1999 to 2008, with most of them dated between 2004-2006. Almost all of this series is news coverage on BHCC faculty, ranging from book publications to new positions to achievements in their fields. The formats are also largely news-based, including press releases, newspaper articles/clippings, and magazine articles.

Box 3

- Folder 1: Faculty News and Achievements

Series 8: Orientation for Faculty, Students, and Staff (RG004.08)

The eighth series has no sub-series and is divided into thirteen folders and a binder. The contents of these folders are dated between 1973 to 2013, and they contain records related to various BHCC orientations. This series includes records for both faculty and student orientations across the years, and these materials provided faculty and students with information on the college, course offerings, faculty and student resources, and other introductory content. The formats found in this series vary, but many of the orientation materials were in BHCC folders. Additionally, there are handbooks, memos, handouts, forms, syllabi, pamphlets, agendas, and a binder.

Box 3

- Folder 1: Student Orientation 1974-1976
- Folder 2: Orientation 1978
- Folder 3: Admin Letters for Faculty Orientation 1982
- Folder 4: 1988 Faculty Orientation

- Folder 5: 2000 Introductory Packet
- Folder 6: 2012 Adjunct Welcome Packets
- Folder 7: 2003 Orientation Leader Materials
- Folder 8: Letter to Incoming Students 2004
- Folder 9: Orientation Committee
- Folder 10: Undated Orientation Materials
- Folder 11: Spring 1997 Orientation Folder
- Folder 12: Spring 1998 Orientation Folders
- Folder 13: Undated Orientation Folder

Binders

- Binder 1 (004.08.B1): Faculty Resource Book

Series 9: International Student Center (RG004.09)

The ninth series has no sub-series, and it is organized into thirteen folders and a binder. The materials in this series range in date from 1982 to 2019, and they were accumulated by the International Student Center at BHCC (now just referred to as the International Center). The contents of this series include departmental communications, committee records, on-campus event items, and reports. A large portion of the series is related to trips taken and planned by the International Center, such as trips to Costa Rica and Russia. Additionally, there are a sizable number of documents from when BHCC took part in an international faculty exchange program. The formats represented in this series are primarily text-based, including memos, pamphlets, handbooks, flyers, and binders. Notably, there are six DVDs from 2006 to 2013 that document trips to Costa Rica.

Box 3

- Folder 1: International Student Center Videos

Box 4

- Folder 2: International Student Center Field Investigation Manual
- Folder 3: International Student Center Event Programs
- Folder 4: International Student Center Trips to Eastern Europe (1983-84, 1988-89)
- Folder 5: International Student Center, 1986-1994
- Folder 6: International Student Center Ad Hoc International Program Advisory Committee 1987-1988

- Folder 7: International Student Center Ad Hoc International Program Advisory Committee 1988-1995
- Folder 8: International Student Center 1990-2002
- Folder 9: International Student Center 2002-2006 and undated
- Folder 10: International Student Center International Education Committee 1999-2000
- Folder 11: International Faculty Exchange
- Folder 12: International Center Reports
- Folder 13: Surendra Gupta's Report on Woolwich Campus Visit

Binders

- Binder 1 (004.09.B1): Give Your Course an International Perspective

Series 10: Student Services (RG004.10)

The tenth series includes six sub-series, and the materials within RG004.10 range from 1973 to 2007. The records in this series cover the student support and activity offices/departments of BHCC, including the former Student Services Office and the current Student Activities, Disability Support Services, and Athletics. The records for the Student Services Office and Disability Support Services largely document the communications and operations of the offices, while contents from the Student Activities sub-series highlight campus events and student clubs. On the other hand, materials from Athletics cover the formation of BHCC sports teams, news on practices and games, and team events. The formats of items are largely textual including memos, newspaper articles, reports, handbooks, and flyers, but there is a scorebook and bumper sticker in the Athletics sub-group.

Box 4

- Folder 1: Student Services
- Sub-series 1: Student Services Annual Reports (RG004.10.01)
 - Folder 1: Student Services Report (1973-1974)
 - Folder 2: BHCC Student Expectations Report (1973)
 - Folder 3: BHCC Annual Report (1974-1975)
 - Folder 4: BHCC Annual Report (1975-1976)
 - Folder 5: BHCC Student Orientation (1976)
 - Folder 6: Biennial Report (1980-1982)
- Sub-series 2: Disability Services (RG004.10.02)
 - Folder 1: Disability Support Staff

- Folder 2: Disability Handbooks
 - Folder 3: Disability Support Services
- Sub-series 3: Student Support Services (RG004.10.03)
 - Folder 1: Student Support Services
 - Folder 2: DISH
- Sub-series 4: Athletics (RG004.10.04)
 - Folder 1: General Sports/Administrative
 - Folder 2: Men's and Women's Basketball
 - Folder 3: Men's/Women's Basketball News Clippings
 - Folder 4: Men's and Women's Soccer
 - Folder 5: Women's Softball and Men's Baseball
- Sub-series 5: Student Activities (RG004.10.05)
 - Folder 1: Flyers, Pamphlets, and Posters
 - Folder 2: On Campus Today Flyers
 - Folder 3: Administrative Documents
- Sub-series 6: Student Volunteer Activities (RG004.10.06)
 - Folder 1: Student Volunteer Activities

Related Finding Aids