

# Guide to the Academic Departments Records

Bunker Hill Community College Archives

N-318

250 Rutherford Ave, Boston, MA 02129

## Collection Overview

**Title:** Academic Departments

**Record Group Number:** RG007

**Creator:** Behavioral, Social Sciences, and Global Learning Division (including the History & Social Sciences Department and the Human Services Department); Health Sciences Division (including the Nurse Education Department; the Allied Health Department [including the Medical Assistant Program]; and the Medical Imaging and Medical Radiography Programs); Humanities and Learning Communities Division (includes the Creative Arts Department) [including the English Department and Communications Department]; Professional Studies Division (including the Computer Information Technology Department; the Education Department [including the Early Childhood Development Program, previously called the Early Childhood Education Department]; the Hospitality Management Department; the Paralegal and Legal Studies Department; the Office & Information Management Department; the Visual & Media Arts Department; the Computer Media Technology Department; and the Electronics Technology Program); Science, Engineering, and Mathematics Division (includes the Science and Engineering Department) [including the Mathematics Department; the Physics and Engineering Department; and the Biology and Chemistry Department]

**Date:** 1972-2018

**Extent:** 2 boxes (0.626 linear feet)

**Language:** Materials are in English

## Administrative Information

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

**Description Statement:** Except where otherwise noted, the guide for the Academic Departments records by Bunker Hill Community College Archives is

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### **Preferred Citation:**

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

## **Scope and Contents**

The Academic Departments record group dates from 1972 to 2018, and it consists of materials from the various academic divisions, departments, and programs at Bunker Hill Community College. The departments represented include English, History and Social Sciences, Math, Nursing, Computer Information Technology, Early Childhood Education, Hospitality, Legal Studies, Public Safety, Office & Information Management, Visual & Media Arts, Science, and Engineering. Although all these departments have records in this group, the bulk of the materials are from the Math Department, the Nurse Education Department, and the Professional Studies Division. These records highlight courses, events, faculty, and projects for each department in addition to communications within and between departments and the college. Topics and items of note are documents on tutoring in the Math Department, laboratory manuals from the Nurse Education Department and Medical Assistant Program, and information on the M.O.V.I.E. Sound Stage Project from the Media Technology Program. The materials in this record group include a variety of textual formats, such as syllabi, course handouts, binders, presentations, newspaper articles, and more.

## **Arrangement**

This collection is arranged into 5 series and 22 sub-series.

## **Collection Inventory**

### **Series 1: Creative Arts Department (RG007.01)**

The first series includes three sub-series of items dating between 1997 and 2018 with a few undated records. This series contains the records of the Creative Arts Department, which was a department within what is now the Humanities and

Learning Communities Division. Within this larger department are the Office of Community Engagement, the English Department, and the Communications Department. Records from these departments include internal communications, flyers advertising to the college community, and course handouts. These records are in textual formats like memos, flyers, pamphlets, reports, and articles.

*Box 1*

- Sub-series 1: Community Engagement (RG007.01.01)
  - Folder 1: Community Engagement
- Sub-series 2: English Department (RG007.01.02)
  - Folder 1: English Department
- Sub-series 3: Communications Department (RG007.01.03)
  - Folder 1: Communications Department

**Series 2: Mathematics, Behavioral, and Social Sciences (RG007.02)**

The second series consist of two sub-series with records that date from 1972 to 2013. However, the bulk of these items are from 1974 to 1980. This series includes records from the Behavioral, Social Sciences, and Global Learning Division in addition to the Science, Engineering, and Mathematics Division. These records are specifically from the History and Social Sciences Department and the Mathematics Department. Materials center on the operations of these departments, including internal communications, course materials, meeting items, reports, and tutoring lists. The formats found in this record group are text-based, such as memos, minutes, newsletters, and syllabi.

*Box 1*

- Sub-series 1: History and Social Sciences Department (RG007.02.01)
  - Folder 1: History and Social Sciences Department
- Sub-series 2: Mathematics Department (RG007.02.02)
  - Folder 1: Mathematics Department Documents (1 of 2)
  - Folder 2: Mathematics Department Documents (2 of 2)
  - Folder 3: Math Tutoring Documents
  - Folder 4: Tutoring Lists Fall 1974 – Fall 1976
  - Folder 5: Math Department Tutor Program Statistics September 1975 – March 1976
  - Folder 6: Study of Individualized Instruction in Mathematics, Virginia Martin, 8/4/74
  - Folder 7: Mathematics Bulletins and Meeting Minutes

### **Series 3: Nurse Education, Medical Imaging, and Respiration Therapy (RG007.03)**

The third series include six sub-series, and the dates of these materials range from 1995 to 2017. This record group contains documents from the Health Sciences Division, which includes the Medical Imaging and Radiography Programs, the Medical Assistant Program, Health Care Delivery, and the Nurse Education Department. These records largely consist of program reports and course materials from the nursing and health sciences departments, but there are also communications and publications related to BHCC's programs. The formats of these items are textual and include reports, syllabi, handbooks, flyers, pamphlets, newspaper articles, letters, emails, and binders.

#### *Box 1*

- Sub-series 1: Medical Imaging Program (RG007.03.01)
  - Folder 1: Medical Imaging Program

#### *Box 2*

- Sub-series 2: Nurse Education Department (RG007.03.02)
  - Folder 1: Nurse Education Department (1 of 2)
  - Folder 2: Nurse Education Department (2 of 2)
- Sub-series 3: Health Care Delivery (RG007.03.03)
  - Folder 1: Health Care Delivery
- Sub-series 4: Medical Assistant (RG007.03.04)
  - Binder (in *Binders* section below)
- Sub-series 5: Welcome Back Center (RG007.03.05)
  - Folder 1: Welcome Back Center
- Sub-series 6: Radiology (RG007.03.06)
  - Folder 1: Radiology

#### *Binders*

- Binder 1 (007.03.02.B1): Simulation Laboratory Manual, NSE. 101
- Binder 2 (007.03.04.B1): Medical Assistant Laboratory Manual

### **Series 4: Professional Studies (RG007.04)**

The fourth series is comprised of nine sub-series, and the materials are dated from 1973 to 2014. This record group includes documents from the Professional Studies Division, which encompasses other departments and programs like the Computer

Information Technology Department, the Early Childhood Education & Human Services Department, the Hospitality Department, the Paralegal and Legal Studies Department, the Public Safety Department, the Office & Information Management Department, the Visual & Media Arts Department, the Media Technology Program, and the Electronics Technology Program. The materials in RG007.04 relate to the operations of the programs through communications, course materials, event programs and agendas, project reports, and informative handouts. Prominent topics include the National Information, Security, and Geospatial Technology Consortium (NISGTC), the Washington Education Project, and the M.O.V.I.E. Sound Stage Project. Formats included are memos, reports, minutes, agendas, reports, flyers, presentations, proposals, newspaper articles, syllabi, and binders.

*Box 2*

- Sub-series 1: Computer Information Technology Department (RG007.04.01)
  - Folder 1: Computer Information Technology Department
  - Folder 2: Fast Track Certificate Program
  - Folder 3: ACT Center
  - Folder 4: National Information, Security, and Geospatial Technology Consortium (NISGTC)
- Sub-series 2: Early Childhood Education & Human Services Department (includes Education) (RG007.04.02)
  - Folder 1: The Washington Education Project/Student Literacy Corps Program
- Sub-series 3: Hospitality Department (RG007.04.03)
  - Folder 1: Hospitality Department (1 of 2)
  - Folder 2: Hospitality Department (2 of 2)
- Sub-series 4: Legal Studies, Public Safety Department, and Criminal Justice (RG007.04.04)
  - Folder 1: Legal Studies, Public Safety Department, and Criminal Justice
  - Bound Items
- Sub-series 5: Office & Information Management Department (RG007.04.05)
  - Folder 1: Marketing Study 1980
  - Folder 2: Office Administration Department Courses
  - Folder 3: Office Administration Department 1996
  - Folder 4: Office Administration Department 1997
- Sub-series 6: Visual & Media Arts Department (RG007.04.06)
  - Folder 1: Visual & Media Arts Department
- Sub-series 7: Media Technology Program (RG007.04.07)

- Folder 1: M.O.V.I.E. Sound Stage Project Administration (1 of 2)
  - Folder 2: M.O.V.I.E. Sound Stage Project Administration (2 of 2)
  - Folder 3: Sound Stage Project: M.O.V.I.E Project Information
  - Folder 4: Sound Stage Project News
- Sub-series 8: An AACC/Learn and Serve America Project (RG007.04.08)
  - Folder 1: An AACC/Learn and Serve America Project
- Sub-series 9: Electronics Technology Program (007.04.09)
  - Folder 1: Electronics Technology Program

### *Binders*

- Binder 1 (007.04.01.03.B1): NISGTC Evaluation

### **Series 5: Science, Engineering, and Health Programs (RG007.05)**

The fifth series include two sub-series with items that date from 1995-1997. Additionally, there is a large portion of undated items. This record group contains materials from both the Allied Health Certificate Program within the Health Sciences Division and the Science, Engineering, and Mathematics Division (a previous version of this division included the Science & Engineering Department in the past). These materials are largely course documents like syllabi and handouts, with the Science & Engineering Department sub-series including several lab instruction documents. The formats represented in this series are all text-based, such as memos, handouts, pamphlets, and syllabi.

### *Box 2*

- Sub-series 1: Allied Health Certificate Program (RG007.05.01)
  - Folder 1: Allied Health Certificate Program
- Sub-series 2: Science & Engineering Department (RG007.05.02)
  - Folder 1: Science & Engineering Department

## **Related Finding Aids**