

Concordia University Records Management and Archives

Finding Aid - Academic Planning Office fonds (I038)

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Academic Planning Office fonds

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Summary information

Repository:	Concordia University Records Management and Archives
Title:	Academic Planning Office fonds
ID:	I038
Date:	1936 - 1986, mainly 1961 - 1984 (date of creation)
Physical description:	8.95 m of textual records 7 posters 1 architectural drawing 1 photograph
Language:	English
Dates of creation, revision and deletion:	

Administrative history / Biographical sketch

Note

The Sir George Williams University Academic Planning Committee originated in 1963 resulting from a widely-held feeling that academic growth was suffering from a lack of direction and cohesion. It was founded on a somewhat ad hoc basis to establish comprehensive consultative procedures for the University at the time the Hall Building was being planned and constructed. Its mandate at that time was: Initially it was independent of the formal University structure, the principal link being the Vice Principal (Academic) who was both Chairman of the Committee and the Chair of University Council.

In the spring of 1967, after discussion within University Council, it was decided that the Committee would become a sub-committee of University Council.

The principal achievements for the initial period of 1963-1967 are the following: planning and consideration of the first graduate programmes; detailed examination of the Parent Commission Report; review of new areas into which the institution might move; establishment of ongoing five-year projections, submitted by all departments and reviewed annually.

Mr. James H. Whitelaw joined Sir George in 1954 as the first head of what became the Department of Modern Languages. In November of '67, he was appointed to the position of Curriculum Coordinator, and in 1971, he became Associate Vice-Principal (Academic Planning). Subsequently, in 1974-1975, 1976-1977 and 1977-1978 he was named Associate Vice-Rector (Academic Planning), and finally, from 1978 up to his retirement, in June 1984, he occupied the position of Associate Vice-Rector (Academic). Through Chairman Whitelaw, the Academic Planning Committee was very involved in the developing of English speaking CEGEPs in Quebec.

Scope and content

Fonds provides information on the activities of the Academic Planning Office from 1967 to 1984, years for which J. H. Whitelaw was Curriculum Coordinator, Associate Vice-Rector and Vice-Rector (Academic). It also provides information on related activities in which J. H. Whitelaw was involved from 1961-1984.

Fonds contains mainly curriculum, statistics, textual records, correspondence, minutes, reports, press clippings, procedures and policies. The fonds is organized according to the following series:

I038/01 Associations

I038/02 Budget

I038/03 Budget Control and Accounting

I038/04 Committees

I038/05 Computer Facilities and Operations

I038/06 Cooperation and Exchange Activities

I038/07 Curriculum & Programmes

I038/08 Departmental Affairs

I038/09 Financing

I038/10 General Correspondence

I038/11 Publications

I038/12 Relations / Services External

I038/13 Relations / Services Internal

I038/14 Research Activities

I038/15 Staff General

I038/16 Staff Teaching

I038/17 Statistics

I038/18 Student Life

I038/19 University Organizations, Policy and Planning

Notes

Title notes

Physical condition

1 folded architectural drawing of the Sir George Williams University campus site is stuck together, because of water damage.

Arrangement

Fonds is arranged in 19 series in alphabetical order, according to the University Filing System 1990.

Restrictions on access

Some records are subject to the Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information.

Other notes

- **Publication status:** Published

Access points

- Textual record (documentary form)
- Architectural drawing (documentary form)
- Graphic material (documentary form)

Series descriptions

Series I038/01: Associations

Date: 1968-1984 (date of creation)

Scope and content:

Series provides information, for the period 1968-1984, on the relations between the University and external associations which promote and defend the interests of their members. Series is divided according to the following sub-series:

I038/01A Associations General

I038/01B Association of Universities & Colleges of Canada (A.U.C.C.)

I038/01C Conseil des Universités

I038/01D Conférence des Recteurs et Principaux des Universités du Québec (C.R.E.P.U.Q.).

Physical description: 1.48 m of textual records

Publication status:

Published

File / item list

Subseries I038/01A: Associations General

Date: 1968-1984 (date of creation)

Scope and content:

Sub-series consists of records documenting the relations between the University and external associations from 1968 to 1984. Sub-series contains the records of the following associations:

- Alliance Québec (and initial body),
- Association des Administrateurs de Recherche Universitaire du Québec,
- Association of Commonwealth Universities,
- Canadian Association of Graduate Schools,
- Canadian Conference of Arts,
- Comité de concertation / Relevé d'enseignement,
- Commission d'étude / Formation des Adultes,
- Commission d'étude sur les Universités,
- Conseil des Collèges,
- Conseil Pédagogique Interdisciplinaire du Québec / Interuniversity Group for Services Pédagogiques,
- Conseil Supérieur de l'Éducation,
- Études pour les Professions / Professionnels,
- Maison des Sciences,
- Opération Sciences Fondamentales / Sciences Santé,
- Provincial Association of Catholic Principals,
- Provincial Association of Protestant Teachers of Quebec.

Physical description: 0.26 m of textual records

Publication status:

Published

File / item list

Subseries I038/01B: AUCC

Date: 1970-1980 (date of creation)

Scope and content:

Sub-series consists of records documenting the relations between the University and the A.U.C.C.
Sub-series contains memoranda, reports and minutes.

Physical description: 0.14 m of textual records

Publication status:

Published

File / item list

Subseries I038/01C: Conseil des universités

Date: 1970-1984 (date of creation)

Scope and content:

Sub-series consists of records documenting the relations between the University and the Conseil des Universités. Sub-series contains reports, minutes, special projects and correspondence.

Physical description: 0.54 m of textual records

Language of the material:

Publication status:

Published

File / item list

Subseries I038/01D: CREPUQ

Date: 1970-1984 (date of creation)

Scope and content:

Sub-series consists of records documenting the relations between the University and C.R.E.P.U.Q. and all its sub-committees and special work group. Sub-series contains minutes, reports and correspondence.

Physical description: 0.54 m of textual records

Language of the material:

Publication status:

Published

File / item list

Series I038/02: Budget

Date: 1976 (date of creation)

Scope and content:

Series provides information on the preparation, adoption and modification of the University budget. Series contains consultation documents from the Senate Committee on Priorities and Resource Allocation.

Physical description: 0.015 m of textual records (2 folders)

Language of the material:

Publication status:

Published

File / item list**Series I038/03: Budget Control and Accounting**

Date: 1968-1972 (date of creation)

Scope and content:

Series provides information on the spending of money by the University. Series contains the 5-year plan for new programmes and the budget of the Coordinator of Academic Planning.

Physical description: 0.005 m of textual records

Language of the material:

Publication status:

Published

File / item list**Series I038/04: Committees**

Date: 1938-1984 (date of creation)

Scope and content:

Series provides information on a great number of internal committees, subcommittees, advisory committees and task forces in which Mr. Whitelaw participated from 1961-1984. Series is divided according to the following sub-series:

I038/04A Committees General

I038/04B Dean's Committee

I038/04C Rector's Advisory Committee on Academic Administration (R.A.C.A.A.).

Physical description: 1.16 m of textual records

Publication status:

Published

File / item list**Subseries I038/04A: Committees General**

Date: 1938-1984 (date of creation)

Scope and content:

Sub-series consists of the records of the following bodies:

- Academic Evaluation Review Board,
- Academic Priorities Committee - Faculty of Arts,
- Ad hoc Committee / Anglophone University Enrollments,
- Ad hoc Committee on Enrollments,

- Ad hoc Group - Competence on Written Expression,
- Advisory Committee on Computer Resources and Utilization,
- Alumni Committee,
- Arts Faculty Council,
- Board of Governors - Planning Committee,
- CADESS (?)
- Commerce and Administration Faculty Council,
- Committee on Admission and Registration,
- Committee on the Evening Division,
- Concordia Mission and Strategy Study,
- Cumulative Record Advisory Committee,
- Editorial Board,
- Faculty of Arts and Science - Chairmen's Meetings,
- Faculty Workload Committee,
- Independent Student Study,
- Interim Council - Faculty of Arts and Science,
- Honours Programme Committee,
- International Institute of Quantitative Economics,
- Loyola College Senate,
- Loyola Evening Division,
- Loyola's Office of Academic Planning,
- Office of Graduate studies,
- Office of Institutional Research,
- Physical Resources and Evaluation Team,
- Planning Committee - Sir George Williams University,
- Registrars and Admission - SGW and Loyola
- Rector's Advisory Committee on Non-Programme Students,
- Rector's Cabinet,
- Scholarship Committee,
- Senate Committee on Academic Development,
- Senate Committee on Priorities and Resources Allocation,
- Senate Committee on Visiting Lecturers,
- Senate Computer Science Committee,
- Senate Evaluation Task Force - Learning and Teaching,
- Senate Executive Committee
- Sir George Williams - Faculty Council,
- Sir George Williams University - Loyola Merger Committee,
- Student Life Committee,
- Student Residence Exploratory Committee,
- Study Committee on Supplementals and Evaluative Mechanisms,
- Summer Session Committee,
- Task Force on Lifelong Education at Concordia,
- Undergraduate Programme Appraisals Committee,
- University Committee on Development,
- University Council,
- University Council Task Force on Evaluation,

- University Senate.

Physical description: 0.85m of textual records

Publication status:

Published

File / item list

Subseries I038/04B: Dean's Committee

Date: 1969-1975 (date of creation)

Scope and content:

Sub-series consists of the records documenting the activities of the Committee. Sub-series contains minutes, reports and correspondence.

Physical description: 0.13 m of textual records

Publication status:

Published

File / item list

Subseries I038/04C: R.A.C.A.A.

Date: 1974-1984 (date of creation)

Scope and content:

Sub-series consists of records documenting the activities of the committee. Sub-series contains minutes, reports and correspondence.

Physical description: 0.18 m of textual records

Publication status:

Published

File / item list

Series I038/05: Computer Facilities and Operations

Date: 1972-[ca1979] (date of creation)

Scope and content:

Series provides information on project proposals which influenced internal and external activities.
Series contains the Concordia University Student Information Systems (COUSINS) manual, definition

of terms for the "Système d'informatique et de gestion des Universités" and the systems software proposal / planning.

Physical description: 0.04 m of textual records

Language of the material:

Publication status:

Published

File / item list

Series I038/06: Cooperation and Exchange Activities

Date: 1970-1985 (date of creation)

Scope and content:

Series provides information on various academic cooperative and exchange activities in which the University was involved:

Quebec / California Exchange Programme,
Student and Professional Exchange Programme.

Series contains correspondence, report and programme information.

Physical description: 0.03 m of textual records

Language of the material:

Publication status:

Published

File / item list

Series I038/07: Curriculum and Programmes

Date: 1964-1984 (date of creation)

Scope and content:

Series provides information on the various steps (conception, authorization, evaluation, revision, modification) involved in the planning and adoption of courses or programmes by departments of Sir George Williams University, Loyola College and Concordia University. Series includes academic planning materials, proposals, course descriptions, course outline, notes and correspondence. Series is divided according to the following sub-series:

I038/07A Curriculum General

I038/07B Faculty of Arts and Science

I038/07C Faculty of Commerce and Administration

I038/07D Faculty of Engineering and Computer Science

I038/07E Faculty of Fine Arts

I038/07F C.E.G.E.P. Curriculum.

Physical description: 2.89 m of textual records

Publication status:

Published

File / item list

Subseries I038/07A: Curriculum General

Date: 1968-1984 (date of creation)

Scope and content:

Sub-series consists of records documenting the following activities:

- Ad hoc Committee on French Language Courses,
- Admission and Liaison,
- Advisory Committee on Continuing Education,
- Board of Graduate Studies,
- Committee on Academic Planning, Priorities and Budget,
- Continuing Education,
- Loyola Curriculum Coordinating Committee,
- Native North American Institutes,
- Opération Sciences Fondamentales,
- Policy,
- Principals / Directors Meetings,
- Procedure for Programmes Submissions,
- Programme Committee of the Conseil des Universités,
- Projections for Faculty,
- Senior/Mature Student Committee - Advisory Committee,
- Summer Session,
- Teacher-Training Programme,
- University Curriculum Coordinating Committee,
- University Writing Test.

Sub-series contains minutes, programmes proposals, working documents, and correspondence.

Physical description: 0.47 m of textual records

Publication status:

Published

File / item list

Subseries I038/07B: Faculty of Arts and Science

Date: 1965-1984 (date of creation)

Scope and content:

Sub-series consists of records documenting the evolution of the programmes within the Faculty. Sub-series contains minutes, reports, working documents, correspondence and the following programme proposals:

Bachelors in the Teaching of Mathematics,
 B.A. in Social Work,
 B.A. In Urban Studies,
 B.Sc. in Nursing,
 B.Ed. in TESL,
 Black and Negro Studies,
 Major/Diploma in Early Childhood Education,
 Master in Mathematics,
 M.A. in Applied Linguistics,
 M.A. in Art Therapy,
 M.A. in Child Studies,
 M.A. in Communications Studies,
 M.A. In Educational Studies,
 M.A. in Jewish Studies,
 M.A. in Media Studies,
 M.A. in Political Science,
 M.A. in Sociology and Anthropology,
 M.A. in Theological Studies,
 M.Sc. in Exercise Science,
 Ph.D. in Biology,
 Ph.D. in Communications,
 Ph.D. in Educational Technology,
 Ph.D. in European Studies,
 Ph.D. in Humanities,
 Ph.D. In Psychology,
 Ph.D. in Religion.

Physical description: 1.33 m of textual records

Publication status:

Published

File / item list**Subseries I038/07C: Faculty of Commerce and Administration**

Date: 1965-1984 (date of creation)

Scope and content:

Sub-series consists of records documenting the evolution of the programmes within the Faculty. Sub-series contains minutes, correspondence, working documents and the following programme proposals:
 Major in Industrial Relations,

Ph.D. in Business Administration.

Physical description: 0.12 m of textual records

Publication status:

Published

File / item list

Subseries I038/07D: Faculty of Engineering and Computer Science

Date: 1977-1984 (date of creation)

Scope and content:

Sub-series consists of records documenting the evolution of the programmes within the Faculty. Sub-series contains minutes, correspondence, working documents and the following programme proposals:

Bachelor of Computer Science,
B.Eng. in Industrial Engineering,
Master of Computer Science,
M.Eng. in Aeronautical Engineering,
M.Eng. in Building Engineering,
Ph.D. in Computer Science.

Physical description: 0.23 m of textual records

Publication status:

Published

File / item list

Subseries I038/07E: Faculty of Fine Arts

Date: 1968-1984 (date of creation)

Scope and content:

Sub-series consists of records documenting the evolution of the programmes within the Faculty. Sub-series contains minutes, correspondence, working documents and the following programme proposals:

B.F.A. in Art Education,
B.F.A. in Cinema,
B.F.A. in Photography,
Minor-Major in Cinema,
Major in Archeology,
M.F.A. in Cinema,
Ph.D. in Art Education,
Theatre Scenography.

Physical description: 0.25 m of textual records

Publication status:

Published

File / item list

Subseries I038/07F: C.E.G.E.P Curriculum

Date: 1964-1983 (date of creation)

Scope and content:

Sub-series consists of records documenting the creation and evolution of the programmes within the new post-secondary institutions, now referred to as CEGEPs. Sub-series contains minutes, programme proposals, working documents and correspondence.

Physical description: 0.49 m of textual records

Publication status:

Published

File / item list

Series I038/08: Departmental Affairs

Date: 1967 (date of creation)

Scope and content:

Series consists of documents relating to the activities, goals and functions of the department. Series contains a historical review of the Academic Planning Committee, from 1963 to 1967, produced by Mr. Whitelaw at the beginning of his mandate as Curriculum Coordinator (Academic), the Academic Planning Office filing system [which was probably developed by Mr. Whitelaw] and a Space Need / Proposal for Sir George Williams University.

Physical description: 0.02 m of textual records (3 folders)

Publication status:

Published

File / item list

Series I038/09: Financing

Date: 1981-1983 (date of creation)

Scope and content:

Series provides information on the financing of the University, through the planning of the Capital Campaign for 1981-1983. Series contains planning reports.

Physical description: 0.01 m of textual records (1 folder)

Publication status:

Published

File / item list

Series I038/10: General Correspondence

Date: 1971-1982 (date of creation)

Scope and content:

Series consists of external and internal correspondence sent by Mr. Whitelaw. Series contains the chronological files for [all] the correspondence that was sent in 1971-1972, 1980-1981 and 1981-1982.

Physical description: 0.14 m of textual records

Publication status:

Published

File / item list

Series I038/11: Publications

Date: 1976-1986 (date of creation)

Scope and content:

Series provides information on the preparation, distribution and circulation of publications and brochures produced by the University. Series contains graduate calendar entries, academic programme at Concordia (posters), programme booklets, drafts for Concordia publicity.

Physical description: 0.07 m of textual records
7 posters

Publication status:

Published

File / item list

Series I038/12: Relations/Services - External

Date: 1963-1984 (date of creation)

Scope and content:

Series provides information on the relations between the University and the followings external bodies and groups:

- Canadian Association for Adult Education
- Canadian Research Institutes
- College and Post-Secondary Institutes
- Commission d'enquête sur la situation de la langue française et les droits linguistiques
- Coop Proposal
- Corporate - Higher Education Forum
- Direction Générale de l'Enseignement et Recherche Universitaire
- English Language Post-Secondary Institutions Committee
- IBM / Capital Campaign
- International Congress of University Adult Education
- Language Legislation
- Metavision
- Ministère des Affaires culturelles
- Ministère de l'Éducation
- Quebec Association of Protestant School Boards
- Quebec Association of Protestant School Administrators
- Universities (Quebec / Non-Quebec)
- U.S. Junior College / Programmes for Undergraduate.

Physical description: 0.42 m of textual records
1 photography

Language of the material:

Publication status:

Published

File / item list

Series I038/13: Relations/Services - Internal

Date: 1965-1984 (date of creation)

Scope and content:

Series provides information on the operations of the following University departments and internal services as well as their relations with the Academic Planning Office:

- Audio-Visual Department
- Centre de Recherche en Histoire Économique du Canada Français
- Centre for Building Studies
- Centre for Interdisciplinary Studies
- College / The Provost
- Computer Centre
- Computer Riot

- Dean of Graduate Studies
 - Department of Computer Science
 - Guidance Information Centre
 - Information Services
 - Interuniversity Centre for the Study of Religion
 - Learning Development Committee
 - McGill - Concordia Task Force
 - Office of the Rector
 - Off-Campus Education
 - Vice-Principal - Academic
 - Purchasing Department
 - Research Centres
 - Space Studies / Changes in all Faculties
 - Student Information System
 - Translation Services
 - University Archives.
- Series contains reports, correspondence, programmes and studies.

Physical description: 0.20 m of textual records
1 architectural drawing

Publication status:

Published

File / item list

Series I038/14: Research Activities

Date: 1975 (date of creation)

Scope and content:

Series consists of documents relating to the organization and administration of research at the University. Series contains the file for the project submission entitled Application of Simulation on Computers for Long-Range Efficient Planning in a University Planning study, and a negotiated grant and Annual Report from the Faculty of Engineering - Fluid Control System Team.

Physical description: 0.02 m of textual records (2 folders)

Publication status:

Published

File / item list

Series I038/15: Staff - General

Date: 1974-1984 (date of creation)

Scope and content:

Series consists of documents relating to policies and benefits programmes regarding staff in general. Series contains Human Resources policies and procedures, tuition waiver, negotiation and appointments.

Physical description: 0.02 m of textual records (6 folders)

Publication status:

Published

File / item list**Series I038/16: Staff - Teaching**

Date: 1955-1984 (date of creation)

Scope and content:

Series consists of records from the following bodies and groups:

- Full-Time Faculty, Deans, Collegial instructors,
- Sir George Williams Association of University Teachers.

Series contains reports, listings and invitation.

Physical description: 0.04 m of textual records

Publication status:

Published

File / item list**Series I038/17: Statistics**

Date: 1936-1983 (date of creation)

Scope and content:

Series provides information on studies and projections prepared for future planning. Series is divided according to the following sub-series:

I038/17A Statistics General

I038/17B Enrollment Statistics

I038/17C Teaching Activity Statistics.

Physical description: 2.26 m of textual records

Publication status:

Published

File / item list**Subseries I038/17A: Statistics General**

Date: 1968-1983 (date of creation)

Scope and content:

Sub-series consists of records documenting the studies of the following groups:

Alumni,
 Evening Students,
 Foreign Students,
 Grading Systems and Statistics,
 Graduate Studies,
 Loyola Sampus - Students,
 Non-Programme Students,
 Numbers of Honours Student by Discipline,
 Part-Time vs Full-Time Student Performance,
 Public Relations Surveys - Alumni, Employers,
 Teaching Load Comparison,
 Three Year Programme - Day/Evening Division.

Physical description: 0.33 m of textual records

Publication status:

Published

File / item list**Subseries I038/17B: Enrollment Statistics**

Date: 1936-1983 (date of creation)

Scope and content:

Sub-series consists of records compiled for enrollment projection studies. Sub-series contains working documents, questionnaires and report.

Physical description: 0.75 m of textual records

Language of the material:Publication status:

Published

File / item list**Subseries I038/17C: Teaching Activity Statistics**

Date: 1973-1977 (date of creation)

Scope and content:

Sub-series consists of records compiled for provincial survey. Sub-series contains questionnaires, working documents and reports.

Physical description: 1.18 m of textual records

Language of the material:

Publication status:

Published

File / item list

Series I038/18: Student Life

Date: 1970-1971 (date of creation)

Scope and content:

Series consists of student oriented documents and information. Series contains the Programme for New Student Orientation, questionnaires, survey results and a proposed timetable.

Physical description: 0.01 m of textual records (2 folders)

Publication status:

Published

File / item list

Series I038/19: University Organization, Policy and Planning

Date: 1967-1985 (date of creation)

Scope and content:

Series provides information on the organization and policies of the University. Series contains the following documentation:

- Academic Planning
- Board of Governors Report on Priorities and Planning
- Examination Timetable
- General Point Average Methods (G.P.A.)
- Grading Regulations
- Planning and Studies on Loyola / Sir George Williams University Merger
- Planning for the New Concordia University
- Studies with the Conseil des Universités
- Undergraduate Scholars Programmes Regulation Procedure
- University By-laws

- University Code of Conduct
- University Organization Charts
- University Policy.

Physical description: 0.12 m of textual records

Language of the material:

Publication status:

Published

File / item list