FINDING AID FOR
DePaul University Student Affairs records

DePaul University Special Collections and Archives Department
2350 N Kenmore Ave., Chicago, IL 60614
archives@depaul.edu 773-325-7864
Collection Description

DePaul University Student Affairs records
Date Range: 1900s-2012
Quantity: 32 LF

Creator
DePaul University. Division of Student Affairs

Scope
The Student Affairs collection is a sprawling record group, containing documentation from University offices devoted to student life, activities and issues, as well as from specific student organizations. These student groups include sororities and fraternities in addition to groups organized around a wide variety of social, cultural, and academic interests. Administrative files document everything from campus food service to scholarships, policies and procedures, strategic planning, fundraising, enrollment and retention issues, annual reports, and other records from the Division of Student Affairs. Please consult series live description for more information.

Arrangement
Consult individual series descriptions for arrangement details. Electronic records are noted with the prefix E before their box number, i.e. E001.001. Consult SPCA staff for access to electronic records.

Provenance

Assoc Materials
DePaul University Student Affairs Athletics records
DePaul University Student Affairs ephemera

Location
3/21/A-G

Restrictions
None

Prepared By
K. Gosa 2011; HRL 2013; CAC 2013; LG 2017,
**Series Descriptions**

**Series 001: Administration and Organization**

Date Range:  1967-2011  
Quantity:  3.33 LF

**Scope:**
The Student Affairs Administration and Organizational files contain material relating to the administrative organization and functioning of the Division of Student Affairs. Material in this collection came from a variety of sources.

**Arrangement:**
Files in the Student Affairs Administration and Organizational series are organized into four sub-series: General, Correspondence and Memos, Financial - Departmental, and Personnel. Box numbers with an E (e.g., "E001") contain files in electronic format. Consult with Archives staff for access.

Location:  3rd Floor/Range 21/Unit A/Shelf 1-3  
Restrictions:  None
Series 001.001: General
Date Range: 1970-2011
Quantity: 2 LF

Scope:
The Student Affairs General Administration and Organization series contains a variety of reports, procedures and policies, and strategic planning documents. Materials span from 1970-2011.

Arrangement:
The Student Affairs General series is organized chronologically with non-dated materials beginning the organization. Two exceptions exist: Strategic Planning Committee materials are grouped together in Box 3A and Division of Student Affairs Annual Reports are grouped together in Box 3B.

Location: 3rd Floor/Range 21/Unit A/Shelf 1-2
Restrictions: None

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Series 001.002: Correspondence and Memos
Date Range: 1967-2000
Quantity: 0.67 LF

Scope:
The Student Affairs Correspondence series contains various correspondence and memoranda from 1967-2000. There is a gap in the continuity of the materials between 1970-1981.

Arrangement:
The Student Affairs Correspondence series is organized chronologically.

Location: 3rd Floor/Range 21/Unit A/Shelf 2
Restrictions: None

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Series 001.003: Financial - Departmental
Date Range: 1982-2006
Quantity: 0.33 LF

Scope:
The Student Affairs Department Financial series includes budget and financial statements.

Arrangement:
The Student Affairs Department Financial series is organized chronologically.

Location: 3rd Floor/Range 21/Unit A/Shelf 3
Restrictions: None

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Date Range: 1977-1994
Quantity: 0.33 LF

Scope:
The Student Affairs Personnel series includes documents regarding employees within the Student Affairs Division, faculty and staff. There is some correspondence and memoranda included within the series.

Arrangement:
The Student Affairs Personnel series is organized chronologically.

Location: 3rd Floor/Range 21/Unit A/Shelf 4
Restrictions: None

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Series 002: Association of Campus Activities Administration
Date Range: 1984-1991
Quantity: 0.17 LF

Scope:
The Association of Campus Activities Administration (ACAA) series in the Student Affairs collections contains documents relating to the functioning of the group, including minutes, correspondence, activities, budget, and membership data.

Arrangement:
The Association of Campus Activities Administration (ACAA)

Location: 3rd Floor/Range 21/Unit A/Shelf 4
Restrictions: None

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Series 003: Student Organizations and Activities
Date Range: 1928-2010
Quantity: 11.62 LF

Scope:
The Student Affairs Student Organizations and Activities series contains the materials of a number of student groups in addition to departments, organizations and events that relate to student life, such as Food Service, Health Service, Parents Weekend, Minority Student Affairs Office, Office of Institutional Planning and Research, University Ministry, etc. Some subject files are also included within this series such as Campus Unrest and Student Concerns (Box 8) and Career Planning and Placement (Box 8A). Greek organizations comprise a large portion of this series. This series previously included a 2010-2011 President's notebook from the Black Student Union. Black Student Union (BSU) organizational materials were reorganized as their own collection in 2016. For materials related to the Black Student Union's 1968 takeover of Schmitt Academic Center (SAC), please see Series 005.

Arrangement:
The Student Affairs Student Organizations and Activities series is organized alphabetically by the name of the organization, department, event, or subject and chronologically within. Fraternities, Sororities, and other Greek societies are encompassed by the Greek student group category and are found in Boxes 14-20A. Individual Greek organizations are listed alphabetically under the alphabetical super categories (i.e., Fraternity, Greek Council, Honors Society, Interfraternity Council, Panhellenic Council, Sororities, and Co-ed Fraternities). Box numbers with an E (e.g., "E001") contain files in electronic format. Consult with Archives staff for access.

Location: 3rd Floor/Range 21/Unit A Shelf 3-7 and Unit B Shelf 2-3
Restrictions: None

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010.001  Drug and Alcohol Abuse: State of Illinois Board of Higher Education - Illegal Drugs on Campus: Response to Senate Resolution 1157  1987
010.002  Drug and Alcohol Abuse: Standards of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse  1987-1988
010.003  Drug and Alcohol Abuse: Comparison of Alcohol Policies of 21 Chicago Areas and Universities  1988
010.004  Drug and Alcohol Abuse: State of Illinois Board of Higher Education - Status of Campus Policies Against Illegal Drug Use and Alcohol Abuse  1988
010.005  Drug and Alcohol Abuse: National Institute on Drug Abuse (NIDA)  1988
010.007  Drug and Alcohol Abuse: State of Illinois Department of Alcoholism and Substance Abuse  1990
010.008  Drug and Alcohol Abuse: State of Illinois Department of Alcoholism and Substance Abuse Correspondence and Memos  1985-1990
010.009  Drug and Alcohol Abuse: Faculty Alcohol/Drug Prevention Resource Directory  1992
010.010  Drug and Alcohol Abuse: Report: Rethinking Rites of Passage: Substance Abuse on America's Campuses  1994
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010.013  Elderhostel Program  1989-1990
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<td>Student Counseling Services: Correspondence and Memos</td>
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<td>Student Identification System: ID Card Committee</td>
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<td>Student Life: Minutes</td>
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<td>University Ministry: Campus Ministry Memorabilia</td>
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<td>University Ministry: A Summary of Recommendations and Assumptions: An Initial Planning Document</td>
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<td>University Ministry: Internship Paper: &quot;A Major Piece of Work&quot;</td>
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<td>University Ministry: Job Descriptions</td>
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<td>University Ministry: Appalachian Trips</td>
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<td>University Ministry: DePaul Ministry in the Loop</td>
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<td>University Wide Retention: Minority Student Retention Survey</td>
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<td>University Wide Retention: Minority Student Retention Sub-committee Report</td>
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<td>University Wide Retention: Minority Student Retention Sub-committee Correspondence and Memos</td>
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<td>University Wide Retention: Initiatives and Awareness Sub-Group of University Wide Retention Committee</td>
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<td>032.016</td>
<td>University Wide Retention: Title III Development Grant</td>
<td>1995</td>
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<td>032.017</td>
<td>University Wide Retention: Retention Audit Follow up Survey</td>
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<td>University Wide Retention: Retention Related Programs</td>
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<td>University Wide Retention: National Survey of Engagement (NSSE) and Retention</td>
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<td>UPASS: CTA- U-Pass (2 folders)</td>
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<td>Veterans Affairs - Brochures</td>
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<td>032.024</td>
<td>WDPU Radio: Correspondence and Memos</td>
<td>1988</td>
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<td>E001.00</td>
<td>University Ministry: Annual Reports</td>
<td>2006-2012</td>
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<td>E001.00</td>
<td>University Ministry: Report: Enhancing DePaul's Catholic and Vincentian Identity</td>
<td>2011</td>
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Series 004: Scholarships
Date Range: 1962-2006
Quantity: 1.67 LF

Scope:
The Student Affairs Scholarships series contains files, data, correspondence and memoranda regarding the Arthur J. Schmitt Scholarship Foundation Awards and the O'Brien-Vrba Scholarship Awards. The O'Brien-Vrba Financial data is also included. Because the Arthur J. Schmitt Scholarship Committee correspondence and memos contain student data of a personal and confidential nature, these materials are available at the discretion of the Director of Archives.

Arrangement:
The Student Affairs Scholarships series is organized alphabetically by scholarship name and alphabetically by subject file. Correspondence and memoranda follow after the general subject files and are organized chronologically.

Location: 3rd Floor/Range 21/Unit B/Shelf 3
Restrictions: None

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<td>Arthur J. Schmitt Scholarship Committee: Annual Reports</td>
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<td>033.007</td>
<td>Arthur J. Schmitt Scholarship Committee: Schmitt Student Leaders Awards Guidelines for Awards Committee</td>
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<td>O'Brien-Vrba Scholarship Committee: Undergraduate/Graduate Scholarship Applications</td>
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<td>O'Brien-Vrba Scholarship Committee: Scholarship Rules</td>
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<td>O'Brien-Vrba Scholarship Committee: Applicant Processing Fees</td>
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<td>035.008</td>
<td>O'Brien-Vrba Scholarship Committee: Recipient Renewals</td>
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<td>O'Brien-Vrba Scholarship Committee: National City Bank v. NIU Appellate Brief</td>
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<td>O'Brien-Vrba Scholarship Committee: National City Bank Litigation Correspondence</td>
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<td>036.003</td>
<td>O'Brien-Vrba Trust Financials: Investment Management Summary</td>
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<td>O'Brien-Vrba Trust Financials: Summary of Transactions</td>
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In 1968 President Cortelyou announced the formation of the Committee on Human Relations. The Committee had several purposes: to act in an advisory capacity to all Deans, faculty members and administrators, to receive demands from minority groups, and to increase communication between the students and the administration of the University. With the establishment of the Committee on Human Relations, the students had a more direct way of expressing their concerns to the University. In the late 1960’s a student organization called the Black Student Union worked with the Committee on Human Relations to enact changes they thought were necessary at DePaul. The Black Student Union, which was officially recognized by the Student Activity Council on February 20, 1968, was an organization that strove to unify the African-Americans at DePaul. They submitted a list of demands to the University that included changing the curriculum to incorporate more classes of relevance and interest to the African-American students, actively searching for a Black student advisor, and hiring more African-American teachers. (The independent student newspaper Alethia supplies additional information on the Black Student Union. For materials documenting more recent activities of the Black Student Union, see Series 003.)

President Cortelyou announced the formation of the Committee on Human Relations in 1968. Its purposes included advising the Deans, faculty members and administrators, receive feedback from minority groups, and to increase communication between the students and the administration of DePaul University. The materials here include documentation such as minutes, correspondence and memos from both the Committee and the Black Student Union in the late 1960s. Some reports are also included. Of particular interest is The Black Student Manifesto by James Foreman.

General files of the Committee of Human Relations are organized chronologically. General files are followed by subject files which are arranged alphabetically and organized chronologically within. Subject files include Black Student Union, Black Student Advisor, and Curriculum Changes.

Date
Folder Title
Box
1968-1969
Correspondence and Memos
038.001
1968-1970
Minutes
038.002
1968-1970
Black Student Union: Correspondence and Memos (4 folders)
038.003
1969
Black Student Union: The Black Manifesto by James Foreman
038.004
1969-1975
Black Student Advisor: Reports
038.005
1968-1974
Black Student Advisor: Correspondence and Memos
038.006
1974-1975
Black Student Advisor: Newspaper "What It Is"
038.007
1969
Black Student Advisor: Black Student Survey
038.008
1975
Black Student Advisor: Program: Dr. Martin Luther King: In Memoriam
038.009
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<td>Black Student Advisor: Renewal Magazine-Dedication and Picture of Dr. Martin Luther King</td>
<td>1968</td>
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<td>038.011</td>
<td>Curriculum Changes: Reports</td>
<td>1968-1970</td>
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<td>038.012</td>
<td>Curriculum Changes: Correspondence and Memos</td>
<td>1967-1970</td>
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<td>038.013</td>
<td>Curriculum Changes: Departmental Responses A to</td>
<td>1968-1969</td>
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<td>038.014</td>
<td>Curriculum Changes: Departmental Responses M to S</td>
<td>1968-1969</td>
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<td>038.015</td>
<td>Curriculum Changes: Black Studies Program</td>
<td>1968-1970</td>
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<tr>
<td>038.017</td>
<td>Summer Orientation for Minority Students</td>
<td>1974-1975</td>
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Series 006: Controversies
Date Range: 2008
Quantity: 0.33 LF

Scope:
The Student Affairs Controversies series is related to the topic file in Box 8 - Campus Unrest. Materials include various DePaul University and Student Affairs occurrences which created debate on campus.

Arrangement:
Student Affairs controversies are organized alphabetically by subject.

Location: 3rd Floor/Range 21/Unit B/Shelf 4
Restrictions: None

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<td>LPC Hate Speech/Graffiti - Correspondence, Events</td>
<td>2006</td>
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<td>039.002</td>
<td>Anti-gay Vandalism</td>
<td>May 2008</td>
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<td>039.003</td>
<td>Finkelstein Tenure Decision</td>
<td>2007-2008</td>
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<td>039.004</td>
<td>Minute Men: Chris Simcox</td>
<td>May 19th, 2008</td>
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Series 007: Publications
Date Range: 1950-2013
Quantity: 1 LF

Scope:
The Student Affairs Publications contain newsletters and updates from the various groups and organizations within the Student Affairs Division.

Arrangement:
Publications are organized into alphabetical sub-categories determined by which office or group produced it. Sub-categories include: Adult students, General, International Students, Multicultural Affairs, Office of Students with Disabilities, PLuS Program, Student Life, Student Life SGA, and University Ministry. Box numbers with an E (e.g., "E001") contain files in electronic format. Consult with Archives staff for access.

Location: 3rd Floor/Range 21/Unit B/Shelf 4
Restrictions: None
Series 007.001: Adult Students
Date Range: 1990-1997
Quantity: 0.17 LF

Scope:
Adult Student publications contain materials intended for adult and graduate students 25+ years of age to reach and service the unique needs of adult and evening students.

Arrangement:
Publications are organized alphabetically by title, and chronologically within.

Location: 3rd Floor/Range 21/Unit B/Shelf 4
Restrictions: None

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<td>001.002</td>
<td>Campus Access</td>
<td>1990-1991</td>
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Series 007.002: General
Date Range: 1950-2004
Quantity: 0.17 LF

Scope:
General publications contain a variety of different materials. The Signpost was the student guidebook from 1950 and 1985. Another publication, the Times was intended to help faculty and staff become more familiar with the programs and services of Student Affairs.

Arrangement:
Publications are organized alphabetically by title, and chronologically within.

Location: 3rd Floor/Range 21/Unit B/Shelf 4
Restrictions: None

Container List

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<td>In the Loop</td>
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<td>Signpost (7 folders)</td>
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Series 007.003: International Students
Date Range: 1992-1996
Quantity: 0.04 LF

Scope:

Arrangement:
Publications are organized alphabetically by title, and chronologically within.

Location: 3rd Floor/Range 21/Unit B/Shelf 4
Restrictions: None

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Series 007.004: Multicultural Affairs
Date Range: 1994-1995
Quantity: 0.04 LF

Scope:
Multicultural Affairs publications contains Housecall, intended to provide a magazine that would enlighten, entertain and engage the group's readers; to strengthen the organization's numbers and quality; to work on unifying not only members, but the Black

Arrangement:
Publications are organized alphabetically by title, and chronologically within.

Location: 3rd Floor/Range 21/Unit B/Shelf 4
Restrictions: None

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<td>Housecall</td>
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Series 007.005: Office of Students with Disabilities
Date Range: 1993
Quantity: 0.04 LF

Scope:

Arrangement:
Publications are organized alphabetically by title, and chronologically within.

Location: 3rd Floor/Range 21/Unit B/Shelf 4
Restrictions: None

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Series 007.006: PLuS Program
Date Range: 2006
Quantity: 0.04 LF

Scope:
PLuS Program publication contains PLS Perspectives (2006) which provides information about college students with learning disabilities.

Arrangement:
Publications are organized alphabetically by title, and chronologically within.

Location: 3rd Floor/Range 21/Unit B/Shelf 4
Restrictions: None

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<td>PLuS Perspectives</td>
<td>2006-2008</td>
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Series 007.007: Student Life
Date Range: 1994-2000
Quantity: 0.1 LF

Scope:
Student Life publications contains Grapevine (1994-2000) which provides a weekly schedule of events.

Arrangement:
Publications are organized alphabetically by title, and chronologically within.

Location: 3rd Floor/Range 21/Unit B/Shelf 4
Restrictions: None

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<tr>
<td>002.005</td>
<td>Grapevine</td>
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</table>
Series 007.008: Student Life SGA

Date Range: 1980-1998
Quantity: 0.1 LF

Scope:
Student Life SGA contains the Newsletter (1980-1989) which became the Union (1992-1998), a bi-quarterly to inform the University community about the projects and happenings of SGA.

Arrangement:
Publications are organized alphabetically by title, and chronologically within.

Location: 3rd Floor/Range 21/Unit B/Shelf 4
Restrictions: None

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</table>
Series 007.009: University Ministry
Date Range: 1979-2013
Quantity: 0.33 LF

Scope:
University Ministry publications contains Catholic, Interfaith, Islamic, Vincentian, and general publications to share news, events, resources, and opinions about different University Ministry groups.

Arrangement:
Publications are organized alphabetically by title, and chronologically within.

Location: 3rd Floor/Range 21/Unit B/Shelf 4
Restrictions: None

Container List

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<td>Catholic Connection (2 folders)</td>
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<td>The Connection (6 folders)</td>
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<td>The Epiphany</td>
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<td>Interfaith Review</td>
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<td>The Umma Voice</td>
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<td>003.016</td>
<td>Vincentian in Action</td>
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Series 008: Additions of 2014
Date Range: 2006-2008
Quantity: .24 LF

Scope:
The Additions of 2014 series contains event programs, publicity, photographs, transcripts of speeches, and digital material related to the opening of DePaul's Hillel Center for Jewish Life in 2006. It also includes meeting minutes, notes, correspondence, contracts, and presentations related to a variety of issues within Student Affairs, including the development of the Hillel Center, official policies concerning political campaign activity on campus, student engagement and retention, and the U-Pass public transportation program.

Arrangement:
Materials are arranged into 3 subseries: 1. Administration and Organization; 2. Student Organizations and Activities; 3. Events

Location: 3/21/B
Restrictions: None
Series 008.001: Administration and Organization

Date Range: 2006-2008
Quantity: 0.08 LF

Scope:
The Administration and Organization subseries contains meeting minutes, notes, correspondence, contracts, and presentations related to a variety of issues within student affairs, including the development of the Hillel Center for Jewish Life, official policies concerning political campaign activity on campus, student engagement and retention, and the U-Pass public transportation program. The folder "Trends in African American Enrollment Part 1" contains slides from a presentation about African American enrollment at DePaul. This subseries also includes digital material; the folder "Student Engagement and Retention (CD)" contains a PDF on a CD.

Arrangement:
Materials are arranged chronologically.

Location: 3/21/B
Restrictions: None

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</table>
Series 008.002: Student Organizations and Activities
Date Range:  2006
Quantity:  0.08 LF

Scope:
The Student Organizations and Activities subseries contains documents related to student organizations on campus. Materials include photographs, speech transcripts, event programs, and publicity related to the grand opening of the Hillel Center for Jewish Life on September 13, 2006. The subseries also includes promotional materials, correspondence, and an application form for ChildServ, an organization that pairs volunteers with children to improve childhood literacy rates. This subseries contains digital material; the folder "Hillel Center for Jewish Life Grand Opening (CD)" contains a CD created by the Hillel Center.

Arrangement:
Materials are arranged according to their original order at the time of donation. A collection of photographs was transferred from an envelope to photographic sleeves. Each photograph had been numbered by Hillel staff; the numbers correspond to a sheet identifying the people in the photos.

Location:  3/21/B
Restrictions:  None

**Container List**

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<td>Hillel Center Opening: Photographs</td>
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<td>039.015</td>
<td>ChildServ</td>
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</table>
Series 008.003: Events
Date Range: 2007
Quantity: 0.08 LF

Scope:
The Events subseries consists of correspondence, meeting minutes, planning documents, and promotional flyers for a variety of events involving the Division of Student Affairs.

Arrangement:
Materials are arranged chronologically.

Restrictions: None

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<tr>
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<td>039.016</td>
<td>DePaul/Illinois Campus Compact Planning Documents</td>
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<td>Illinois Caucus for Adolescent Health</td>
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<td>Society for College and University Planning Conference (SCUP-42): Correspondence</td>
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<td>Society for College and University Planning Conference (SCUP-42): Building Summaries</td>
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Series 009: Office of New Student and Family Engagement

Date Range: 1995-2010
Quantity: 0.9 LF

Scope:
The Office of New Student and Family Engagement, previously known as the Office of Academic Enhancement, coordinates new student and transfer student orientation programs, Chicago Quarter programming, Welcome Week, and parent and family communications to connect students and families with campus services and resources. Materials include informational brochures, student orientation packets, photographs, and promotional flyers related to office activities and programming.

Arrangement:
Files are organized alphabetically by topic, then chronologically.

Location: 3/21/B/4
Restrictions: None

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Series 010: Student Leadership Institute (SLI)
Date Range: 1993-2014
Bulk Dates: 1999-2006
Quantity: 1.5 LF

Scope:
The Student Leadership Institute (SLI) was created under the auspices of the Center for University Values, now the Office of Mission and Values, in 1998 in order to formally organize student training events and workshops leading to a leadership certificate. In 2002, the Department of Student Affairs assumed oversight over SLI. SLI programming includes workshop events and a signature Winter Leadership Conference focused on promoting the development of socially responsible leaders in the spirit of St. Vincent de Paul.

Arrangement:
Files are organized by topic (Organization, Funding, LEAD-In, Materials, Correspondence, Reports, Programs, Publications, Press, and Marketing) and chronologically within.

Restrictions: None

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044.014  Marketing: Brochures, Flyers, Event Schedules,
         Social Media Cards  1999-2014
044.015  Marketing: SLI Information Request Form  undated