

Overview

Creator: Bowling Green State University. English Department (College of Arts and Sciences).

Title: English Department

Dates: 1970 – 2010

Volume: 6 cubic feet (6 record cartons)

Collection Number: UA-093

Related Collections: UA-009 College of Arts and Sciences

Introduction

The records of the English Department at Bowling Green State University consist of administrative records, mainly reports and meeting minutes.

Materials found in this collection may be duplicated in other University Archives collections and holdings. Access to confidential information is restricted. Periodic transfers of records are expected from the office indefinitely.

Series Descriptions and Inventory

Series 1: Annual Reports & Other Official Reports, 1974-2003

Annual self-study of the department or a program that encompasses at least some or all of the following: activities, outreach events, personnel changes, logistical information, future goals, etc. Also any special reports/publications of the department, including strategic plans and annual reports. Arranged chronologically.

| Folder Title | Box Number | Folder Number |
|---|------------|---------------|
| Annual Reports, 1974-1998 | 1 | 8 |
| English Department Self-Study, 1975 | 1 | 7 |
| English Department Self-Study, 1982-1983 | 1 | 6 |
| English Department Program Review, 2001-2002 | 1 | 5 |
| Creative Writing Program Review, 2003 | 1 | 4 |
| English as a Second Language (ESL) Program Self-Study, 2003 | 1 | 3 |
| MA TESL Self-Study, 2003 | 1 | 1 |
| Rhetoric and Writing Self-Study, 2003 | 1 | 2 |
| English Department Compact Report | 1 | 9 |

Series 2: Meeting Minutes and Supplemental Materials, 1970-2010

Meeting minutes of the English Department's Central Advisory Committee (CAC) and its various other committees, as well as supplemental materials such as attachments and correspondence. Arranged alphabetically by committee name, then chronologically within each committee.

| Folder Title | Box Number | Folder Number |
|---|------------|---------------|
| Central Advisory Committee (CAC), 1969-1974 | 2 | 1 |

| Folder Title | Box Number | Folder Number |
|---|-------------------|----------------------|
| CAC, 1970-1971 | 2 | 2 |
| CAC, 1975-1985 | 2 | 3 |
| CAC, 1986-1988 | 2 | 4 |
| CAC, 1987-2008 | 4 | 11 |
| CAC, 1989-1991 | 2 | 5 |
| CAC, 1992-1993 | 2 | 6 |
| CAC, 1994-1995 | 3 | 1 |
| CAC, 1996-1998 | 3 | 2 |
| CAC, 1999-2003 | 3 | 3 |
| CAC, 2004-2005 | 3 | 4 |
| CAC, 2005-2006 | 3 | 5 |
| CAC, 2006-2007 | 3 | 6 |
| CAC, 2007-2008 | 3 | 7 |
| CAC, 2008-2009 | 4 | 9 |
| CAC, 2009-2010 | 4 | 10 |
| Colloquia Committee, 1979-1986 | 4 | 4 |
| Creative Writing Program Committee, various years | 4 | 3 |
| English Department Meeting Minutes, 1973-1996 | 4 | 6 |
| Merit Review Committee, 1979-1992 | 4 | 8 |
| Part-time and Temporary Steering Committee, various years | 4 | 2 |
| Promotion, Salary, and Tenure Committee, 1972-1993 | 4 | 7 |

Series 3: Promotional Materials, 1977-1996

Materials made to promote the English Department and its programs. May include brochures, newsletters, news releases, view books, pamphlets, publications, bulletins, posters, recruitment materials, etc.

| Folder Title | Box Number | Folder Number |
|------------------------|-------------------|----------------------|
| Newsletters, 1977-1996 | 4 | 1 |

Series 4: Creative Writing Program

Correspondence, reports and other materials relating to the creation and operation of the Creative Writing Program within the English Department – Boxes 5 and 6 (not inventoried)