Continuing Education fonds

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Revised by Max Steiner (2005), Jennifer Vanderfluit (2017),
and Manfred Nissley (2018)
Last revised May 2018

*** Institutional records -- researcher access subject to review ***

University of British Columbia Archives
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- **File List**

- **Catalogue entry** (UBC Library catalogue)
Fonds Description

8.18 m of textual materials.
ca. 150 audio tapes.
50 videocassettes.
33 architectural drawings.

Administrative History

The provision of extension services that would allow the University to reach out beyond the confines of the campus has been one of the goals of UBC since its inception. It first provided university-level education to adult students throughout the province through the Extension Lectures Committee (1918-1935), and later through the Department of University Extension (1936-70). In 1968, a Senate Committee on Continuing Education, struck to formulate long-term goals in the face of budgetary constraints, proposed the establishment of a centralized administration for extension programs, and a more integrated approach to continuing education. The Department of University Extension agreed to this, and in 1970 the Senate established the Centre for Continuing Education.

The Centre administered and, in cooperation with the appropriate University faculties, developed and offered part-time degree programs, professional programs, and general interest programs, and provided personnel, facilities, and administrative support for them. Its Director reported to the President’s Office; acted on the advice of the President’s Coordinating Committee on Continuing Education; and was responsible for policy and program development, and the direction of the Centre in general. Program Directors were responsible for coordinating specific programs. The Centre was also involved in experimental projects and programs focussing on community problems and the unique interests of adults. For example, in 1971 the Centre co-sponsored a conference on the 1970 Report of the Royal Commission on the Status of Women; this eventually gave rise to the Women’s Resources Centre.

Beginning in 1975, responsibility for credit courses was gradually transferred to Guided Independent Study (now usually known as UBC Access), and the Office of Extra-Sessional Studies. The Centre eventually came to be responsible for providing university-level, non-credit, continuing education in a wide variety of fields, including computer science, educational travel, languages, English for foreign students, humanities/ sciences, urban planning, public affairs/lifestyles, and reading, writing, and study skills. In 1991 the Centre, along with Extra-Sessional Studies and UBC Access, was brought under the authority of an Associate Vice-President, Continuing Studies. In 1993 all three units were merged into one unit called Continuing Studies after an extensive reorganization project.
Beginning in 1995, Continuing Studies focused on local and international students emphasized social movements focused on women, First Nations, older learners, and environmental sustainability. There was a strong emphasis on immigration, internationalism, interculturalism, language programs, and mental and physical health care. Also in 1995, Continuing Education was an early adopter of online learning. After the implementation of UBC’s strategic Plan, Trek 2000, in 1997, another reorganization occurred and the program moved to UBC Robson Square. Post-move, the Women’s Resources Center was renamed the “Life and Career Centre.” In 2003 Continuing Studies partnered with several other agencies to establish a Certificate in Aboriginal Health Care Administration, which was renamed to the UBC Certificate in Aboriginal Health and Community Administration in 2009. Also in 2009, Continuing Studies hosted the 2009 Canadian Association for University Continuing Education (CAUCE) conference.

In 2017 the UBC Senate decided to convert Continuing Studies to a new department known as Extended Learning. The new department still offers its own courses and adheres to its previous mandate. Eventually though, Extended Learning is expected to primarily be an administrative unit that will help UBC’s faculties provide courses to individuals not enrolled in established degree programs. Around the same time as the establishment of Extended Learning, UBCx became a part of Extended Learning and began offering MOOC courses through edX.

**Scope and Content**

The fonds consists of proceedings, correspondence, minutes, reports, statistics, program and course descriptions and proposals, news releases, and publications. Many of the records originated from the Director’s Office of the Centre for Continuing Education, and its predecessor, the Department of University Extension. They document these units’ functions, activities, policies, and relationships with other University bodies and external agencies. Also included are audio recordings of lectures and other events sponsored by the Centre. There are also records from the office of the Associate Vice-President, Academic, from when he oversaw the operations of the Centre between 1988 and 1991. Other materials originated from the Women’s Resources Centre: three folders of reports, correspondence, and photocopied newspaper clippings relating to the 1971 Status of Women conference, and over thirty publications dealing with women’s issues.

The first series consists of the central office files, mostly distinguished by an alphanumeric filing system. Prior to processing, the files were scattered through several boxes, but most are now rearranged according to the original file codes, which were retained as part of each file title. The files from the Women’s Resources Centre are maintained in their original order. The first two files in the Associate Vice-President Academic series actually predate the rest of the series, but were presumably brought
over and kept by Dr. A.J. McClean for reference purposes, and are included for the sake of clarity and convenience; the records are otherwise in alphabetical order, which appears to have been their original arrangement. Both of these series are placed at the end of the file list. The rest of the records are arranged in the following series: Policies and Procedures, Administrative Committees, Staff Relations, Projects and Studies, Program Committees, Programs, Liaison With External Agencies, Special Events, UBC Departments, UBC Committees, External Bodies, and Sound and Moving Images.

A 2017 accrual of material more than doubled the size of the fonds. These records included small additions to the following series: Central Office Files, Administrative Committees, and Staff Relations. More significant additions were added to the Projects and Series, Programs, UBC Departments, UBC Committees, and External Bodies series. Additionally, a large addition to the fonds was made in the form of the Resources series which includes proceedings and course materials.

A 2018 accession moderately increased the size of the fonds. Some files from folders without the typical alpha-numerical filing system pattern were placed with the Central Office series as their contents matched the series description, they included grant proposals, memos, correspondence, and budget information. Two new series were added, General History and Associate Vice-President Academic (Dr. Walter Uegama). Dr. McClean's series received additions from the 1992 re-organization and the Strategic Planning of 1993. Projects and Studies, UBC Committees, and UBC Departments series received large additions as well. External Bodies received an increase, primarily related to CAUCE. The Liaison with External Agencies, Policies and Procedures, Programs, Special Events, and Status of Women series received small additions.

Notes

Fonds consists of institutional records – access requests must be reviewed by the University's FOIPOP Coordinator.

Formerly known as the Centre for Continuing Education fonds.


File list available.

Audio and video tapes are listed separately.
Related records may be found in the Department of University Extension fonds and the Guided Independent Study fonds.

Some records are in Japanese.
Series Descriptions

1.13 m of textual materials.

Series consists of minutes of meetings of the Council for the Centre for Continuing Education, minutes of meetings of Program Directors and internal committees, correspondence, policies, contracts, budgets, grant proposals, and general information pertaining to the general administration of the Centre for Continuing Education.

7.2 cm of textual materials.

Series consists of goals statements, course approvals, and a manual pertaining to the administration of policies and procedures within the Centre for Continuing Education and the University at large.

38.5 cm of textual materials.

Series consists of minutes of meetings of the various administrative committees of the Centre for Continuing Education.

Staff Relations series. - 1968-1995.
17.25 cm of textual materials.

Series consists of staff rankings, hearing proceedings, and collective agreement negotiations pertaining to relations between the Centre for Continuing Education, its staff members, and the union and associations which represent staff members.

65.5 cm of textual materials.

Series consists of reports, submissions, position papers, questionnaires, proposals, correspondence, and other related materials pertaining to projects and studies with which the Centre for Continuing Education was involved as well as annual reports of the department.

15 cm of textual materials.
Series consists of minutes of meetings pertaining to the various programs with which the Centre was involved.

90 cm of textual materials.

Series consists of reports, conference and workshop proceedings, program objectives, regulations, and applications, memoranda and correspondence pertaining to the administration of programs with which the Centre for Continuing Education was involved. Included in the series are materials pertaining to programs supported by the Koerner Foundation, Interior and Summer programs, Instructor's Diploma Program, and the World University Services Canada Zimbabwe Program.

34.5 cm of textual materials.

Series consists of correspondence, policies, minutes of meetings, and background papers pertaining to the Centre's relations with external bodies such as the Interior Universities Programs Board (IUPB) and various international universities.

**Special Events series.** - 1965-1996.
21.5 cm of textual materials.

Series consists of news releases and clippings, programs, correspondence, and workshops pertaining to special events in which the Centre for Continuing Education participated. Included in the series are materials pertaining to the Centre's anniversary celebrations.

36.5 cm of textual materials.

Series consists of memoranda and correspondence pertaining to the Centre's relations with various University departments.

**UBC Committees series.** - 1965-1996.
82.6 cm of textual materials.

Series consists of correspondence, recommendations, and minutes of meetings pertaining to various University Committees with which the Centre was involved.

47 cm of textual materials.
Series consists of minutes of meetings, conference proceedings, briefs, and correspondence pertaining to bodies external to the University with which the Centre for Continuing Education was involved. Included in the series are materials pertaining to the Canadian Association for University Continuing Education and the Inter-University Liaison Committee.

**Associate Vice-President Academic (Dr. A.J. McClean) series.** - 1985-1994.
55.5 cm of textual materials.

Series consists of budgets, reports, minutes of meetings, studies, and correspondence pertaining to the period in which the Associate Vice-President Academic oversaw the operations of the Centre for Continuing Education (1988 to 1994). The Reorganization and Strategic Planning records of the early 1990’s were added to this series during the 2018 accession.

21.1 cm of textual materials.

Series consists of reports, newspaper clippings, and conference proceedings originating from the Women's Resource Centre and pertaining to the 1971 Status of Women Conference and women's issues in general. It also includes records pertaining to the Task Force on Counselling and Related Services for Women Students in 1992.

c. 150 audio tapes.
50 videocassettes.

Series consists of tapes and cassettes, a selection of which are listed in the Sound and Moving Images database.

**Architectural Drawings series.** - 1996.
33 architectural drawings.

Series consists of various architectural drawings of the Continuing Studies Building.

1.7 m of textual materials.

Series consists largely of proceedings from conferences, workshops, seminars and symposiums. Other materials include reports, course materials, annotated bibliographies, and resource guides. Materials are organized into the following categories: Arts and the Humanities; Adult Education; Youth Education & Curriculum
Development; Reading Education; Language Education; Women’s Studies Education; Counselling Resources; Economics Education; Food Science; Animal & Agricultural Sciences; Forestry; Environment & Resource Management; Engineering & Mining; Legal Resources; Nursing; Regional Planning; Municipal Development & Community Affairs; and Skills Training.

**Associate Vice-President Academic (Dr. Walter Uegama) series.** – 1992 - 1994

1 cm textual records

Series consists of correspondence with professors and students as well as business related travel planning and reports.

**General History series.** - 1994

2 cm of textual records

Series consists of a loose-leaf copy of Gordon Salmon’s Autobiography “Felt Along the Heart - A life in Adult Education”
**File List**

**BOX 1**

**CENTRAL OFFICE FILES**

<table>
<thead>
<tr>
<th>File</th>
<th>Description</th>
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<tr>
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<td>CE-1.1 - Objectives &amp; Goals (up to 1976) (1968-76)</td>
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<tr>
<td>1-2</td>
<td>&quot; - Objectives &amp; Goals (1977)</td>
</tr>
<tr>
<td>1-3</td>
<td>CE-2.1.0/Centre - Council for the CCE (September-December 1971)</td>
</tr>
<tr>
<td>1-4</td>
<td>&quot; - &quot; (1972-75)</td>
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<td>CE-2.1.1/Centre - Council - Executive Committee (1971-74)</td>
</tr>
<tr>
<td>1-6</td>
<td>CE-2.1.2/Centre - Council - Nominating Committee (1972-73)</td>
</tr>
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<td>1-7</td>
<td>CE-3.1 - Director (1969-74)</td>
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<td>1-8</td>
<td>CE-3.2 - Associate Director - Programming (1976-77)</td>
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<td>1-9</td>
<td>CE-3.3 - Director's Committee (1978-83)</td>
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<td>1-10</td>
<td>CE-4.1 - Policy (Centre) (1973-89)</td>
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<td>1-12</td>
<td>CE 5.1.0/Centre - PD Monthly Meetings - June 1982 - June 1985</td>
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<td>1-14</td>
<td>&quot; - &quot; - Jan 1987 to Dec 1987</td>
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<td>1-15</td>
<td>&quot; - &quot; - Jan 1988 to Dec 1988</td>
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<td>1-16</td>
<td>&quot; - &quot; - Jan 1989 to December 1989</td>
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<td>1-17</td>
<td>CE-5.1.3 - Marketing/Promotion Ctte (1984-88)</td>
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<td>1-18</td>
<td>CE-5.2 - Educational Travel Ctte (1972-83)</td>
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<td>1-19</td>
<td>CE-6.1 - General Correspondence (1979-80)</td>
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<td>&quot; - &quot; (1980-83)</td>
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<td>CE-6.1/Centre - General Correspondence (1984)</td>
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<td>CE-6.1 - Correspondence (1985)</td>
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<td>&quot; - General Correspondence (1990)</td>
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<td>&quot; - &quot; (1990-91)</td>
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<td>CE-9.3 - Visitors (up to 1978) (1966-79)</td>
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**BOX 2**

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</tr>
<tr>
<td>2-2</td>
<td>CE-9.3 - Visitors (1982-83)</td>
</tr>
</tbody>
</table>
POLICIES AND PROCEDURES

2-23 CCE - Organization Structure (1966-87)
2-24 Ext: Goals Statements (1967-70)
2-25 "Director - On Senate" / "Director - As Dean" (1971-72)
2-27 [Part-Time] Credit - Past History (1971-76)
2-28 Part-Time Credit Reorganization (1976-77)
2-29 CCE: Outside Professional Activities - UBC Policy (1977-81)
2-30 Cont. Ed. Activities of Faculty (January-February 1978)

(continued)
ADMINISTRATIVE COMMITTEES

Council for the Centre for Continuing Education

2-32 Council - Meeting #1 - Thurs. March 25, 1971
2-33 Council - Meeting #2 - Thurs. May 13, 1971
2-34 " - Meeting #3 - Thurs. Sept. 23/71
2-35 " - Meeting #4 - Thurs. Nov. 25/71
2-36 " - Meeting #5 - Thurs. Feb. 17/72
2-37 " - Meeting #6 - April 20, 1972
2-38 " - Meeting #7 - October 19, 1972
2-39 " - Meeting #8 - January 11, 1973
2-40 " - Meeting #9 - February 1, 1973
2-41 " - Meeting #10 - April 26, 1973 - Cancelled

BOX 3

3-1 Council [Reconstituted] - Meeting #1 - November 20, 1973  (October-November 1973)
3-2 Council - Meeting #2 - February 26, 1974  (February-March 1974)
3-3 " - Meeting #3 - April 30, 1974  (April-June 1974)
3-4 " - Meeting #4 - October 15, 1975 - Final Meeting  (September-October 1975)
3-5 "Composition Of The Council"  (October-November 1970)
3-6 Council: "Executive Cttee" 1st Term  (1971-73)
3-7 Council: "Nominating Cttee" 1st Term  (1971-73)
3-8 Council: "Executive Cttee" 2nd Term  (1973-74)
3-9 Council: "Chairman of Council"  (4-5 April 1973)
3-10 Council: "Community & Executive" - April 13, 1972  (March-April 1972)
3-12 "Goals & Priorities" Sub-Ctte: Council - 1971

Advisory Committee to the Director of the Centre for Continuing Education on Non-Credit General Continuing Education Programs

3-13 Advisory Committee  (1980-81-82)
3-14 Advisory Committee  (1983)
3-15 "   (1984)
3-16 "   (1985)
3-17 "   (1986)
Advisory Committee (1987)
" (1988)
" - Current (1988-91)
" - 1989 (1989-90)

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3-22 Director's Committee (1972-74)
3-23 D[irector's] C[ommittee] Meetings (1978-80)
3-24 " (1980-81)
3-25 " (1981-83)

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3-26 PD's [Program Directors] - Meetings / Regular Monthly (1972-75)
3-27 PD Monthly (1975-78)
3-28 P.D. Meetings (Regular Monthly) (1978-79)
3-29 " (1979-80)
3-30 " (1980-81)
3-31 " (1981-82)
3-32 " (1982-84)

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3-33 Committees: Policy/Procedure (1967-75)
3-34 Centre Committee On The Selection Of A New Director (January-February 1975)
3-35 Rockwoods Committee (October-December 1976)
3-36 Forms Committee (October-December 1978)
3-37 Task Forces (1979-80)
3-38 Strategies Task Force For Gaining Support (1980-81)
3-39 [Staff] Relations Task Force (1980-83)
3-40 Coordinated Programming [Groups] (1980-83)

(continued)

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3-41 CUPE 2278 & 2950 Negotiations (1989-90)
3-42 ELISIA [English Language Institute Sessional Instructors' Association] - 2nd hearing - April/May 1988  
(April-August 1988)
3-43 ELI File / French - re: Instructors/Teachers etc. for ELISIA Hearings (1980-88)
3-44 ELISIA Application for Certification - Brief of Documents (1987)
3-45 Ranks (1968-72)

BOX 4

4-1 Re: Ranks (1968-72)

(continued)

PROJECTS AND STUDIES

4-2 Report to 3 Univ. Presidents by Joint Univ. Cttee on Cont. Ed. (1 April 1965)
4-3 Reorganization (1966-69)
4-4 Ext. Submission to President K. Hare - June 3, 1968 (April-June 1968)
4-5 COFFE Submission [Design For Continuing Education - A Submission to the Commission on the Future of the Faculty of Education] (November 1968)
4-6 Jack Blaney's [Productivity] "Study" (1971?)
4-7 John Clarke's Study [on Persistence in University Non-Credit Extension Courses] (1971)
4-8 July 1972: "Report to 3 Univ. Pres. on the Articulation of Univ. Resources for C.E." (1972-75)
4-9 Priorities (August-Sept. 1973)
4-10 A Statement About Continuing Education In British Columbia And Recommendations Concerning Future Developments [Submission to Bremer Commission] (October 1973)
4-11 Tri-Univ. Submission on University Governance (Jan. 1974)
4-12 Innovative Projects - Submissions (April 1974)
4-13 Tri-University Study of University-College Relations (1974-75)
4-14 C.C.E. re: Position Paper - Faris Committee (October 1976)
4-15 CCE - Role and Goals (1976-79)
4-16 UBC's Role In Continuing Education (January 1978)
4-17 Province wide Study - Discussion Task Force (1980-81)
4-18 Relations In CCE - Task Force [Questionnaires] (January-February 1981)
4-19 Report to new President via Don Russell (August 16/1985)
4-20 E.L.I. - Physical Facility Proposal - 1987 (September-October 1987)
4-21 Computerization Needs Study (1987-88)
4-22 Carr Hall Renovations (1988-89)

(continued)

PROGRAM COMMITTEES

4-22A Adult Education Group - Links (April-September 1986)
4-23 Joint Cttee: "Continuing Education Health Sciences" (1972-74)
4-24 Jt. Cttee: C.C.E./Health Sciences (June-October 1974)
4-25 Criminology Certificate Policy Committee (1969-82)
4-26 English Composition Workshops Advisory Committee (1978-80)
4-27 Cttee: Forestry (Fac. of Forestry Extension Committee) (1969-71)
4-28 Guided Ind. Study (Advisory Committee) (1974-76)
4-29 " (1976-79)
4-31 Health Promotion & Personal Development - Advisory Committee (1986)
4-32 " (1987)
4-33 Home Economics, School of - Continuing Ed. Committee (1979-80)
4-34 Cttee: Social Work (Committee on Continuing Education in Social Work) (1967-69)

(continued)

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Programs Supported by the Koerner Foundation

4-35 Koerner Foundation (1970-71)
4-36 " (1972)
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4-38 " (1973-74)
4-39 " (1975)
4-40 " (Jan.- May 1976)
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5-1 Interior Programs (1976-78)
5-2 " (1979-84)
5-3 Correspondence to June/77 [UBC Interior Program] (1976-77)
5-4 Mini-Centre: Vernon (August-October 1978)
5-5 Nelson/Trail Mini Centre (1978-79)
5-6 UBC Interior Program - Mini Centre (1978-79)
5-7 University-On-The-Lake (June-August 1976)
5-8 Univ-On-The-Lake (April-September 1977)

Summer Programs

5-9 Summer School [of the Arts] - Arrangements (1959-61)
5-10 "Language Program" (MF) - Summer 1972 (March-October 1972)
5-11 "Language Program" (MF) - Summer 1973 (1972-73)
5-12 Summer Programs - Alumni College (1980-82)
5-13 CCE: Bilingual Summer School (1989-90)

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5-14 Centre Cont. Ed. - Instructor's Diploma (1984-86)
5-15 Instructors Diploma Program (I.D.P.) (1986-87)

Other Programs

5-16 Program Reports (1963-68)
5-17 Report On The Community Centers [sic] Conference (24-27 June 1946)
5-18 Group Development Workshops (1947-62)
5-19 Program Pamphlets (1951-74) [2 folders]
5-20 Indian Leadership Workshops (1962-68) [2 folders]
5-21 Correspondence [Liberal Education / Social Science Programs] (1962-68)
5-22 Adult Education Courses (1966-76)
5-23 P.T. - "Opportunities for Women" [Conference] (1972-73)
5-25 Reorganization of UBC Writing Workshops (1975-76)
5-26 Invitational Round Table Discussion on Training of Teachers of Adults (February-July 1976)
5-27 Invitational Seminar (April-June 1976)
5-28 English For Foreign Students - Eng. 80/90 - Reorganization (1976-78)

BOX 6

6-1 ESL-ETV Project (1977-79)

(continued)

LIAISON WITH EXTERNAL AGENCIES

6-2 CTNP - Community Telidon Network of the Pacific (February-November 1983)
6-3 CTNP - Editorial Policy (January-October 1983)
6-4 I.U.P.B. [Interior Universities Programs Board] up to 1979-80 (1977-80) [2 folders]
6-5 I.U.P.B. 1980-81 (1979-81)
6-7 I.U.P.B. 1982-83 (1981-83)
6-8 I.U.P.B. 1983-84 (1982-84)
6-10 IUPB 1985-86 (Final Year) (June-July 1984)
6-11 I.U.P.B. - UBC Committee Meetings (1977-78) [2 folders]
6-12 I.U.P.B. - Background Papers (1977-78) [2 folders]
6-13 Knowledge Network (1980-87)
6-15 PROACT [Project "Adapting to Changing Technology"] (1983-87) [3 folders]
6-16 Women's Network (1981-83)

(continued)
## SPECIAL EVENTS

### General Publicity

| 6-17 | Extension News Releases (1965-69) |
| 6-18 | " (1966) |
| 6-19 | Extension News Clippings 1968 (1968-69) |

### Anniversary Celebrations

| 6-20 | 25th Anniversary (1961) (1960-61) |
| 6-21 | 30th Anniversary - 1967 (1966-67) |
| 6-22 | 30th Anniversary Program 1967 (1966-67) |

### BOX 7

| 7-1 | Corresp./Publicity [Re. 40th Anniversary] (1976) |
| 7-2 | 40th Anniv. - Distribution - Publication (1976-78) |
| 7-3 | CCE 50th Anniversary - 27 April 1986 - Main Event (March-June 1986) |
| 7-4 | CCE 50th: Lists/Invitations/Flyers for April 27, 1986 event (March-April 1986) |
| 7-5 | CCE 50th: Lister Sinclair / Vancouver Institute Lecture / Reception - October 4, 1986 (September-October 1986) |

### Visitors to the Centre

| 7-6 | Visitors (up to 1970) (1966-71) |
| 7-7 | Visitors (1971-73) |
| 7-8 | " (1972-76) |
| 7-9 | " (1975-80) |
| 7-10 | " (1981-82) |

### Other Events

| 7-11 | Inaugural - Nov. 20/70 (July-Nov. 1970) |
| 7-12 | Open House / Tea (April-May 1976) |
| 7-13 | Dinner (April-May 1976) |
| 7-14 | Reception for Dr. Robert England, 14 Nov. 1980 (June-Dec. 1980) |

(continued)
UBC DEPARTMENTS

7-16    Academic Departments - Links (1984-86)
7-17    Faculty Of Arts Liaison (1986)
7-18    Faculty Of Arts Liaison - Meeting #1 (1985)(Oct.1) (February-October 1985)
7-19    Faculty of Commerce (1978-82)
7-20    " (1983-84)
7-21    " (1985-86)
7-22    " (1987-88)
7-23    Agreements with Commerce - 1978 & 1980 (1978-80)
7-24    Science, Faculty of - Links (1985-86)

(continued)

UBC COMMITTEES

Senate Committee on Continuing Education

7-25    Senate Ctte on Cont. Ed. - "Meetings" (1968-70)
7-26    Senate Ctte on Cont. Ed. - "General" (1969-70)
7-27    Senate - CE Committee - 1974-75
7-28    " - " - 1975-76
7-29    " - " - 1976-77
7-30    " - " - 1977-78
7-31    " - " - 1978-79
7-32    " - " - 1979-80
7-33    " - " - 1980-81
7-34    " - " - 1981-82
7-35    Centre Continuing Education - Senate Committee (1984-85)
7-36    Senate - Recommendations On CE - June 10, 1970
7-37    Senate: re Criminology Certificate (1967-74)
7-38    Senate: re Engineering Diploma (1965-68)
7-39    Senate: re Part-Time Degree Programs (1971-73)

President’s Coordinating Committee on Continuing Education

7-40    Pres. Coord. Cttee on Cont. Education - #1 - Tuesday, Feb. 23/71
7-41    " - #2 - Tuesday, March 16/71
7-42    " - #3 - Tuesday, April 27/71
7-43 Pres. Coord. Cttee on Cont. Education - #4 - Tuesday, May 18/71
7-44 " - #5 - Tuesday, Sept. 28/71
7-45 " - #6 - Monday, May 8/72
7-46 " - #7 (last mtg) - Tuesday, Nov. 14/72

President’s Advisory Committee on University Extension, Continuing Studies & Distance Education

7-50 Pres. Adv. Cttee on University Extension, Continuing Studies & Distance Ed. (1986-7)

BOX 8


Other University Committees

8-2 Ranks - Pres. Advisory Cttee. on Extension Personnel (1969-72)
8-3 Cttee: "Part-Time Degree Programs" (Dr. P.H. Pearse, chairman) (1971-73)
8-4 Cttee: "Admin. of Credit Courses for Part-Time Study" (N. Watt chairman) (1972-73)
8-5 President's Ad Hoc Committee on Extra-Sessional Courses (1973-74)
8-6 President's Search Committee for a Director for the Centre for Continuing Education – Minutes (September-December 1974)
8-7 Departmental Committee on Policy on Continuing and Community Education (June-November 1976)
8-10 Pres. Ad Hoc Cttee on a UBC Downtown Centre (February-November 1977)

(continued)
EXTERNAL BODIES

B.C. Universities

8-12 Inter-University Liaison Committee on C.E. - Minutes (1965-71)
8-13 Inter-University Liaison Cttee - UBC, SFU, U. Vic (1965-69)
8-14 Inter-Univ. Liaison Cttee - UBC, SFU, U. Vic. (1970-72)
8-15 Inter-Univ. Liaison Committee - UBC, SFU, U. Vic (1972-73)
8-16 Inter-Univ. Liaison Committee - UBC, SFU, U. Vic (1973-75)
8-17 Inter-Univ. Liaison Cttee - Conference on Post Secondary Institutions (Nov. 25/66) (Nov.-Dec. 1966)
8-18 Tri-Univ. CE Cttee (1978-83)
8-19 Universities Council of B.C. - Program Coordinating Committee (May-June 1984)

Canadian Association for University Continuing Education (CAUCE)

8-20 CAUCE - General (1976-78)
8-21 " - " (1980-82)
8-22 " - Executive (1977-79)
8-23 " - " (1980-82)
8-24 CAUCE - Western Directors / Staff (1977-79)
8-25 CAUCE - Western Directors / Staff (1980-82)

Government Bodies

8-26 Ministerial Cttee on Province-Wide Delivery of Part-Time Credit (Winegard) (1972-76)
8-29 "Ministry Of Education" (McGeer/Hardwick) (1977-78)
8-30 "Post-Secondary Dept." (Faris/Hansen/Rubidge/Fraser) (1978-80)
8-31 Ministry of Ed (Policy C.E. Statement) (March 1980)

(continued)
ASSOCIATE VICE-PRESIDENT ACADEMIC (DR. A.J. McCLEAN’S FILES)

8-32 Centre for Cont. Ed. (January-August 1985) [2 folders]
8-33 Centre for Cont. Ed. (1985-86) [2 folders]
8-34 Centre For Continuing Education - Budgets - 1986-89
8-35 Centre For Continuing Education - Reports to 1988 (1985-89)
8-36 Commerce, Faculty of (1989-90)
8-37 Community Advisory Committee [on Continuing Education] (1988-90)
8-38 Coordinating Committee For Distance Education (1989-90)
8-39 Courses (1988-92)

BOX 9

9-1 Commonwealth [of Learning] (1987-90)
9-2 Continuing Education, Extra-Sessional Studies & Distance Education Task Force (1988-89)
9-4 Director (1987-91)
9-5 English Language Institute (1988-91)
9-6 English Language Teachers (1980-90)
9-7 Housing (1987-88)
9-8 International (1988-90)
9-9 Legal (1979-91)
9-10 " (1989-90)
9-11 Management Information System Study (1988-91)
9-12 Meetings with J. Kulich & A. Ironside - To June 30, 1989 (1988-89)
9-13 President's Advisory Committee on University Extension, Continuing Studies and Distance Education (1987-88)
9-14 Reports (1988-90)
9-15 Review [of the Centre for Continuing Education] (1985-88)
9-16 Senate Committee [on Continuing Education] (1987-90)
9-18 "Third Age" Community (1987-90)
9-19 UBC Access (May-July 1991)
9-20 University-Industry Cooperation In Continuing Education (July-September 1990)
9-21 Women's Resources Centre (1990-91)

(continued)


A Vancouver Women's Health Booklet. 1972.


The Real World of Woman. [CBC conference programme], 1962.


Implications of Traditional Divisions Between Men's Work and Women's Work in Our Society. A round-table conference, 1964


Royce, Marion. The Continuing Education of Women - Some Programs in the United States of America. 1968.


Royce, Marion. Continuing Education for Women in Canada - Trends and Opportunities. 1969.
BOX 10


(continued)

BOX 11

ADMINISTRATIVE COMMITTEES (cont.)

11-1 Continuing Studies - Management Committee Retreat 1998

(continued)
PROJECTS AND STUDIES (cont.)

11-2 Appointment of Tony Bates as Continuing Education Program Director
March 27, 1998
11-3 Delphi Project 1994-1995
11-4 Malaysia RMIT Project 1998
11-5 Research - General 1995-1997
11-6 Review - Continuing Studies - Part 1 1997
11-7 Review - Continuing Studies - Part 2 1997
11-8 Review - Continuing Studies - Part 3 1997
11-9 The English Language Institute - Program Review 1995

(continued)

EXTERNAL BODIES (Cont.)

11-10 UNESCO - Fifth International Conference on Adult Education 1997
11-11 Distance Education- Western University Telecourse Consortium 1993
11-12 Correspondence - Osaka Sangyo University 1998
11-13 Correspondence - University of Hong Kong 1991
11-14 Correspondence Regarding the Vancouver Institute 1981-1982

(continued)

STATUS OF WOMEN / WOMEN’S RESOURCES CENTRE (cont.)

11-15 Women’s Resource Centre 1989-1990

(continued)

CONTINUING EDUCATION ARCHITECTURAL DRAWINGS

BOX 12

Continuing Studies Building - Phase 1 / Hlatson Bakker Architects. -- 1996. --
20 plans; 88 x 61 cm. -- Project No. 9616; Sheet nos. M1-7, S2-6, E1-7 --
Originals and diazo reproductions -- Architectural, mechanical and structural drawings.

BOX 13

Continuing Studies Building - Phase 1 / Hotson Bakker Architects -- 1996 -- 13 plans; 98 x 72 cm. -- Project No. 9616; Sheet nos. A1- A12 and Project No. 961449; Sheet no. L1 -- Diazo reproductions -- Architectural, context plan, landscape concept and elevation drawings.

CENTRAL OFFICE FILES (cont.)

BOX 14

14-2 UN 1.4 - Dr Daniel R. Birch Vice - President Academic. 1990-94.
14-3 UN 3.3 - UBC Library. 1992-95.
14-4 UN 3.12 - Fac. of Commerce CE Programs. 1980-89.
14-5 UN 3.13 – University CE reports. 1985-93.
14-6 UN 4.2 – Wages; Mat. Leave etc. 1986-93.
14-7 UN 5.2 – Registrar’s Office. 1992-93.

(continued)

ADMINISTRATIVE COMMITTEES (cont.)

14-9 Training Group Meetings. – 2 folders. 1981-83.

(continued)

STAFF RELATIONS (cont.)

14-10 Career Progress. 1979-80.
14-11 Merit Awards. 1993-94.

(continued)
15-1  The Role of the Universities. 1994.
15-3  International Symposium on Ethnic Conflict, August 1993 – Dr. Otto
  Feinstein. 1992-93.
15-6  “A History of Fifty Years of Extension Service…1915 to 1965” by Gordon
  Selman. 1966.
15-7  Continuing Education Activities of the University of British Columbia –
15-8  Continuing Education Activities of the University of British Columbia –
15-9  Continuing Education and Cultural Activities of the University of British
15-10 Part-Time Studies, Distance Education, Continuing Education and Cultural
  Activities at the University of British Columbia - (Reports) 1987-1988; 1988-89.
15-11 Occasional Papers in Continuing Education: 1, 2, 5, 7, 8, 10, 11, 13, 15. 1968-78.
   a. n 1 – A Diploma Program in Liberal Studies: Report on a Preliminary
   b. N 2 – A Staff Development Program for the Extension Department, The
   d. n 7 – Training of Adult Educators and Adult Education Research in
   f. n 10 – A Decade Of Transition: the Extension Department of the
   g. n 11 – Marketing Continuing Education: A Study of Price Strategies. M.E.
   h. n 13 – Masters of their Own Destiny: A Comparison of the Thought of
   i. N 15 – Teaching and Learning at a Distance: The Experience of Britain’s
      March 1978.


PROGRAMS (cont.)

Instructor’s Diploma Program (cont.)

16-2 Vocational Education Advisory Committee Meetings. 1969.
16-4 I.D. Steering Committee Meeting 1973.
16-6 I.D. Steering Committee. 1978-79.
16-7 Instructor’s Diploma Steering Committee (Ministry of Education). 1979-83.
16-12 Field Representative – Province Visits 1976/77 [Instructor’s Diploma Program].
16-14 Instructor’s Diploma Upgrading. 1978.
16-17 Kerry’s Letter to Administrators, Principals, etc. 1985-86.
BOX 17

17-9 Budget. 1980-81.
17-11 Budgets 1981.
17-12 Proposals 1981’82.
17-13 Financial Report and Billing / First Quarter Period April 1 – June 30/81.

World University Services Canada Zimbabwe Program

17-17 World University Program. -2 folders. 1981-82.
17-20 Zimbabwe Phase II 1984-85.
17-21 WUSC (World University Services Canada)- Phase II (Zimbabwe). 1984-85.

BOX 18

18-1 Zimbabwe I Group II (removed from binder). 1982-83.
18-2 Zimbabwe Group II – 2 folders. 1982-83.

UBC DEPARTMENTS (cont.)

18-5 Faculty of Agricultural Sciences. 1991-94.
18-6 Department of Anthropology & Sociology. 1993.
18-7 Faculty of Arts. 1991-94.
18-8 Dept. of Asian Studies.

(continued)

BOX 19

19-1 Faculty of Commerce and Business Administration. 1993-94.
19-2 Faculty of Education. 1991-94.
19-3 Faculty of Law. 1992-93.
19-4 Faculty of Medicine. 1991-92.
19-5 Faculty of Science. 1991-94.

UBC COMMITTEES (cont.)

Senate Committee on Continuing Education (cont.)


Other University Committees (cont.)

19-7 Senate Academic Policy Committee – 1988 election notes.
19-9 Senate Committee: Diplomas / Certificates – Guidelines. 1974-78.

BOX 20

20-1 Senate Committee on Liaison with Post-secondary Institutions

(continued)
EXTERNAL BODIES (cont.)

Government Bodies (cont.)


20-4 Canadian Labour Force Development Board – Equity / Train the Trainer. – Correspondence etc. 1992.


BOX 21


Non-Government Bodies


(continued)

RESOURCES

Arts and the Humanities


“An Independent Study Course in Modern Canadian Literature.” By Sandra Djwa. 1966.


Canadian Culture series 1-3

Canadian culture series 4-7.


“China Sketchbook” by Sam Black 1975.

Adult Education

Continuing Education at the University: A Plan for the University of Rajasthan. Report of a survey Jan-April 1965.


22-7 An Introduction to Vocational Education (removed from binder). T.A. Quale. [196-].

BOX 23

Youth Education & Curriculum Development

23-1 DACUM Diane Morrison (curriculum development program). 1977-78.
23-2 DACUM charts – curriculum development. [c. 1978].
23-5 Short Course on Competency Based Education Conducted by David Little (removed from binder). 1983.
23-7 “Greater Vancouver Field Studies” by A. M. Gunn. 1966.
23-8 “The Open Area School: Achievement or Beginning?” V. White. 1972.


Reading Education

Annotated Bibliography in Reading Education. Kenneth Ahrendt. 1969.
Reading Improvement Resources / Skill Area Classification. Donald Mosdale. [n.d.]
Stories for Pre-Schoolers, a Partially Annotated Bibliography. John Allan. April 1975.
Assessment in reading in a decade of change, proceedings of the Third Annual Reading Conference of the Reading Department, Faculty of Education, University of British Columbia. Clifford Pennock. 1972.

BOX 24

Persistent problems and practical programs in reading. Proceedings of the Fifth Annual Reading Conference of the Reading Department, Faculty of Education, University of British Columbia. Tory Westermark. 1974.
Competence in communication skills: listening, speaking, reading and writing. Proceedings of the Sixth Annual Reading Conference of the Reading Department, Faculty of Education, University of British Columbia. Donald Mosdale. 1975.

BOX 24

Language Education


Women’s Studies Education

24-9 Women’s Studies – Annotated Bibliography for High School Students. 1976.

Counselling Resources

24-14 Annotated bibliography for guidance and counseling. E. Lamb & M. Nevision. [c. 1969].

BOX 25

Economics Education


Food Science

25-6 Proceedings: Fourth Food Science Workshop – “Food Borne Hazards” (Microbiological; Metallic and Chemical Minimization) 3-4 March 1971.
Animal & Agricultural Sciences


BOX 26

26-2 Proceedings: 2nd Horsemen’s Conference. 12-13 December 1963
26-6 Proceedings: 9th Stockmen’s Conference. 6-7 February 1969.

Forestry

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BOX 28

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Environment & Resource Management

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BOX 29

Engineering & Mining

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Legal Resources

Contract Law for Engineers. L. Gordon Jahnke & K.M. Lysyk. [196-].

BOX 30


Nursing


Regional Planning, Municipal Developing & Community Affairs


(Occasional) Papers on Local Government:
e. Vol 1 n 5 - The Development Permit Process Within the City of Vancouver Administrative Framework. J. Sellner. [between 1967-1972].

Aids to Strategic Choice. 1973-75.

BOX 31

Proceedings: 3rd Western Canadian roadside development conference. 6-8 July 1966.
Proceedings: 4th Western Canadian Roadside Development Conference. 5-7 July 1967.
Skills Training

32-2 Construction Election Skill Profile (removed from binder). [c. 1980?].
32-4 Petroleum Industry Training Service – Instructor Training Program (removed from Binder) [n.d.].

BOX 33

ADMINISTRATIVE COMMITTEES (cont.)

33-01 Management Committee Meetings 1994
33-02 Bring Forward 1994 Correspondence

ASSOCIATE VICE-PRESIDENT ACADEMIC (DR. A.J. MCCLEAN)

33-03 Reorganization -1990-1993 General
33-04 Reorganization 1991 – Structure
33-05 Reorganization 1992 – Summary of Current positions and responsibilities
33-06 Reorganization – Proposed Structure and Positions 1992
33-07 Reorganization – 1992 Further drafts on proposed positions, relation to current positions
33-08 Reorganization – Vision Statement 1992
33-09 Reorganization Budget/figures relating to reorganizations 1992
33-10 Reorganization – Expressions of Interest 1992 review of positions etc
33-11 Reorganization 1992 Post Mortem
33-12 Reorganization 1990-93 – Updates, notes
33-13 1993 Strategic Planning Seminar - Guests
33-14 Strategic Planning General 1993 V1
33-15 Strategic Planning General 1993 V2
33-16 Strategic Planning General 1993 V3
33-17 Strategic Planning Re: Mackenzie Institute 1993
ASSOCIATE VICE-PRESIDENT ACADEMIC (DR. WALTER UEGAMA)

33-18 Correspondence with Professor Lee Ngok University of Hong Kong 1991-1992
33-19 OJO, Abiodun 1993 Correspondence
33-20 Japan and Hawaii April 1994

CENTRAL OFFICE FILES

33-21 Dr. G Dhanarajah 1993-95
33-22 David Suzuki Stavenhagen 1995
33-23 Feinstein / Leirman
33-24 Visit of Dr. Andreas Fischer
33-25 Gerald Savory Memorial Award Fund 1982-1988
33-26 Gerald Savory Memorial Service Announcements – Publicity Etc
33-27 Gerald N Savory Memorial Award Fund 1988/89 - 1985
33-29 Robert England Trust Fund 1989
33-31 UN 1.1 University Policies 1977-1987 v1
33-32 UN 1.1 University Policies 1977-1987 v2
33-33 UN 1.3 President Strangway Correspondence 1985 - 1990 V1
33-34 UN 1.3 President Strangway Correspondence 1985 - 1990 V2
33-35 UN 1.4 Dr. Daniel R Birch VP Academic 1991 -1985 v1
33-36 UN 1.4 Dr. Daniel R Birch VP Academic 1991 -1985 v2
33-37 UN 1.4 Dr Daniel R Birch VP Acadmemic 1994 - 1991 V1
33-38 UN 1.5 Dr. Albert J McLean AVP Academic 1989-1994

BOX 34

34-01 UN 5.1 Faculty Association 1984-1994 v1
34-02 UN 5.1 Faculty Association 1984-1994 v2
34-03 UN 5.1 Faculty Association 1984-1994 v3
34-04 CCE: Gift Certificates 1980
34-06 CCE: Honorary Status – PDS 1986
34-07 John Chase 1991
34-08 UBC Budget1991-92
34-09 Budget 1992-1993
| 34-10 | Dr. Lucia Cheung 1992 |
| 34-11 | Robert Carveth, Science Communications 1992 |
| 34-12 | Diane Kepler – Management, Finance & Administration 1990-1993 |
| 34-13 | Vertesi: Correspondence 1994 |
| 34-14 | Business Proposal: Language Lab for English Language Institute 1995-1996 |

**BOX 35**

**EXTERNAL BODIES**

| 35-01 | BC Deans & Directors of Continuing Education Committee 1987 v1 |
| 35-02 | BC Deans & Directors of Continuing Education Committee 1987 v2 |
| 35-05 | CAUCE: General File 1992-1994 v1 |
| 35-08 | Walter Eugama attendance at Cauce Conference in Regina, Sask, June 10-13, 1992 |
| 35-09 | CAUCE June 20-23 1993 Sudbury Ontario |
| 35-10 | Western Deans & Directors Oct 15 & 16 1993 |
| 35-11 | Deans & Directors of BC February 24, 1994 |
| 35-12 | CAUCE 1995 |

**GENERAL HISTORY**

| 35-13 | Gordon Salmon - Autobiography - “Felt Along the Heart - A life in Adult Education” |

**LIAISON WITH EXTERNAL AGENCIES**

| 35-14 | Tokyo University of Agriculture 1990 |
| 35-15 | Waseda University Environmental Studies Program 1991-92 |
| 35-16 | Dr. Wiwat Mungkandi Chulaongkorn University Thailand 1992 |
| 35-17 | Hong Kong Distance Education Project OLA Proposal 1992 |
| 35-18 | Osaka University 1992 |
| 35-19 | Open Learning Institute of Hong Kong 1993 |
Policies and Procedures

35-21 CCE: Free Admissions to Programs (Policy) 1986

Program Committees

35-22 Community Advisory Committee to the UBC Centre for Continuing Education 1989-1990
35-23 UBC Cal State Partnership Development Trip 1995

Projects and Studies

35-24 Community Outreach Partnership Fund 1994-1995 application of C.S v1
35-25 Community Outreach Partnership Fund 1994-1995 application of C.S v2
35-26 Materials for Review Committee Community Outreach Partnership Fund 1994 V1
35-27 Materials for Review Committee Community Outreach Partnership Fund 1994 V2
35-32 Development Fund Proposals 1995 / 96
35-33 Review of Continuing Education at the University of British Columbia 1990-1993
35-34 Review of C.S. 1995
35-35 Symposium on Citizenship Education UBC August 17-18 1982
35-36 Survey Responses 1986 CCE Eval Part 1
BOX 36

36-01  Survey Responses 1986 CCE Eval Part 2
36-02  Annual Reports September 1 1988-1989
36-03  Sept 4/1991 Annual Reports
36-04  Dr. Tom Sork Project “Understanding Program Success” 1993

SPECIAL EVENTS

36-05  CCMDD Canadian Centre for Multi-Cultural Development and Documentation 94-95
36-06  Naramata 1996 [Workshop]
36-07  Conflict in Clayoquot forum 1994
36-08  Hiroshima/Auschwitz Project 1994
36-09  Primo Levi Conference 1995

STAFF RELATIONS

36-10  Recurring Management Committee Retreat 1994, 1995 planning notes

STATUS OF WOMEN / WOMEN'S RESOURCES CENTRE (cont.)

36-11  Task Force on Counselling and Related Services for Women Students 1992

UBC COMMITTEES (con’t)

36-12  Committee of Deans 1991 v1
36-13  Committee of Deans 1991 v2

BOX 37

37-01  Committee of Deans 1992 v1
37-02  Committee of Deans 1992 v2
37-03  Committee of Deans 1992 v3
37-04  Committee of Deans 1994 v1
37-05  Committee of Deans 1994 v2
Dean’s Committee on Continuing Studies 1994
Deans and Vice Presidents Meetings 1991-1994 v1
Deans and Vice Presidents Meetings 1991-1994 v2
Deans and Vice Presidents Meetings 1991-1994 v3
Deans and Vice Presidents Meetings 1992-1993 v1
Deans and Vice Presidents Meetings 1992-1993 v2
Deans and Vice Presidents Meetings 1992-1993 v3
1987-8 Deans, Heads, Directors Meetings Pt 1
1987-8 Deans, Heads, Directors Meetings Pt 2
Deans, Heads, Directors Meetings 1991-1993 pt 1
UBC Mission Statement and Strategic Drafts 1979-1988
Multicultural Liaison Committee 1991-1994 v1
Multicultural Liaison Committee 1991-1994 v2
Provosts’ Advisory Committee on Multiculturalism Research Sub Committee 1992-1993 v1
Provosts’ Advisory Committee on Multiculturalism Research Sub Committee 1992-1993 v2
Rules and Procedures of the Senate of UBC 1986
Senate Continuing Education Committee 1982-1983
Senate Continuing Education Committee 1983-1984
Senate Continuing Education Committee 1984-85
Senate Continuing Education Committee 1985-1986
Senate Continuing Education Committee 1986-87
Senate Continuing Education Committee 1987-1988
Senate Continuing Education Committee 1988-89
Committee Service Unit Directors 1993-1994 v1
Committee Service Unit Directors 1993-1994 v2

UBC DEPARTMENTS (cont)

General University Memos 1982-1988

BOX 38

Dr. William Webber, AVP Academic 1992-1994
Mr. Bruce Gellatly VP Admin and Finance 1992-94
Dean Jim Richards Faculty of Agriculture 1994
38-05  Dean Michael Golderg Commerce and Business Admin 1991-1994
38-06  CHARLES TREMEWEN Coordinator Computer Science Programs 1993
38-07  Ron Dumochelle Development Office 1994
38-08  Ron Neufield 1994, Director of Distance Education
38-09  Dr Jon Kesselman Economics 1991
38-10  Dr. Peter Ufford VP External Affairs 1992-1994
38-11  Faculty of Forestry 1991-1993
38-12  John Grace Dean Faculty Graduate Studies 1993
38-14  Dr Larry Green IHPR 1991
38-15  Dr. George Kennedy Director International Programs 1993-92

BOX 39

39-01  Dr. Ivan Head Faculty of Law 1993
39-02  Larry Sproul 1991-1992 director of liaison office
39-03  BEVERLY TRIFONIDIS Associate Dean Professional Programs 1993
39-04  Libby Nason – Provost’s Assistant 1991-1994 v1
39-06  Dr. RC Miller VP Research 1992