Office of Institutional Analysis and Planning fonds

Compiled by Jacque Killawee (1998)

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

University of British Columbia Archives
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• Catalogue entry (UBC Library catalogue)
Fonds Description

2.6 m of textual material.

Administrative History
The Office of Institutional Analysis and Planning was established at the University of British Columbia in 1976 to assume duties previously performed by the Office of Academic Planning, which began operations in 1961. Like its predecessor, I.A.P. was responsible for a wide range of functions including the preparation of statistical material, forecasting enrollments, building needs and staffing requirements. The functions of I.A.P. were transferred to Budget, Planning and Systems Management in 1984 whose name was shortened in 1990 to the Office of Budget and Planning.

Scope and Content
The fonds consists of records of both the Office of Academic Planning and the Institutional Analysis and Planning Office for the period 1960-1979. Materials include records from various departmental and senate planning and building committees on campus, Presidential committees, senate committees, office correspondence, external and internal reports, and Universities Council of British Columbia (UCBC). It is arranged into the following ten series: Departmental Planning and Use Committee Records; Senate committee on Academic Building Needs Records; Presidential Committees Records; Institutional Analysis and Planning Reports; Office Correspondence; Subject Files; Collective Bargaining Records; UCBC Records; Higher Education Committee Records; and Senate Budget Committee Records. Many of the files have initials corresponding to either the name of the office where they were opened (IAP, OAP) or the name of the former director William L. Tetlow (WLT) these initials were retained as part of the file title.

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

File list available.

The records of the office’s successor, the Office of Budget and Planning, are described separately. Other related records may also be found in the fonds of Campus and Community Planning, Physical Plant and the Department of Facilities Planning.
Series Descriptions

75 cm of textual material.

Series consists of minutes, agendas, notes and correspondence of departmental committees. The material discusses space and equipment needs of the departments and buildings concerned.

Series arranged in chronological order.

**Senate Committee on Academic Building Needs series.** – 1967-1978.
44 cm of textual material.

Series consists of minutes, agendas, notes, reports and correspondence of a member of this committee. The records detail student numbers, building scheduling and use.

Series arranged in chronological order.

31 cm of textual material.

Series consists of minutes, notes, announcements of various presidential committees and Ad Hoc committees. The records document a wide variety of committees.

Series arranged in chronological order.

26 cm of textual material.

Series consists of correspondence, reports, statistical analysis and survey forms. The records document the analysis of the University both physically and intellectual (via course evaluations).

Series arranged in chronological order.

19 cm of textual material.

Series consists only of out going flimsies. The records document the whole correspondence of the director of the department during the periods noted.
Series arranged in chronological order.

**Subject Files series.** – 1960-1978.
43 cm of textual records.

Series consists of reports, correspondence, notes and newspaper cuttings. The records document the University’s response and participation in external task forces and also document the varied concerns which required study during the office’s lifespan.

Series arranged in chronological order.

12 cm of textual material.

Series consists of correspondence, memos, faculty lists, draft reports, documentation of arbitration, personal notes of salary negotiations, salary investigation reports and statistics. The records document the formation of a faculty bargaining unit at UBC and the monitoring of salary levels in the university sector by UBC.

Series arranged in chronological order.

4 cm of textual material.

Series consists of correspondence, agendas, statistics and notes. The records document the interaction of UBC with the UCBC.

Series arranged in chronological order.

6 cm of textual records.

Series consists of minutes, agendas, reports correspondence and newspaper clippings. The records document the activities of the Higher Education committee.

Series arranged in chronological order.

**Senate Budget Committee Records series.** – 1975-1977.
5 cm of textual material.

Series consists of minutes, agendas, reports correspondence and newspaper clippings. The records document the activities of the Senate Budget committee.
Series arranged in chronological order.
File List

Box 1

Departmental Planning and Use Committee Records

1-1 OAP Medical Faculty - Hospital  1962
1-2 Biological Sciences Building - Working Papers  1967,71
1-3 Library Building - Sedgwick Planning Coordinating Committee  1968-71
1-4 Geological Sciences Building - Planning Coordinating Committee  1968-73
1-5 Law Building - President’s Planning Coordinating Committee  1968-75
1-6 OAP Medical Faculty - Planning Co-ord. Committee Audiology and Speech Sciences Human Genetics and Data Processing  1969-71

Box 2

2-4 OAP Medical Faculty - Nursing  1970
2-5 OAP Medical Faculty - Basic Sciences  1970-71
2-6 Mental Retardation Unit  1970-71
2-7 OAP - Mental Retardation and Research Unit Planning Coordinating Committee  1971
2-8 OAP - Relocatable Accommodation President’s Planning Co-ord. Cmte. and Users' Cmte.  1971
2-9 OAP Medical Faculty  1971
2-10 OAP Botanical Gardens Development Planning and Coordinating Committee  1972-73

Box 3

3-1 Civil and Mechanical Engineering Building User's Committee  1972-74
3-2 Animal Care - Planning Coordinating and User's Committee  1972-74
3-3 Anthropology and Sociology Facility - Planning Coordinating and User's Committee  1972-74
3-4 Biological Sciences Building - Planning Coordinating and User's Committees 1972-75
3-5 President's Advisory Committee on Proposed Aquatic Facilities 1973
3-6 Mental Retardation and Research Unit User's Committee 1973
3-7 Processing Section - Main Library Users' Committee 1973-75
3-8 Processing Section - Main Library Planning Coordinating Committee 1973-75
3-9 Aquatic Facilities - Planning Coordinating Committee 1974

Box 4

4-1 Aquatic Facilities - User's Coordinating Committee 1974
4-2 Aquatic Facilities - Miscellaneous 1974-75
4-3 Aquatic Facilities - Planning Coordinating Committee 1975
4-4 Sitting of Library Processing Centre Ad Hoc Committee 1975
4-5 Extension to SCARFE Building - Users' Committee and Planning Coordinating Committee 1975

Senate Committee on Academic Building Needs Records

4-6 OAP Academic Building Needs Committee 1969-70

Box 5

5-1 OAP Academic Building Needs Committee 1970-71
5-2 OAP Academic Building Needs Committee 1970-71
5-3 Senate Committee on Academic Building Needs 1971-72
5-4 Academic Building Needs Committee 1972-73
5-5 Academic Building Needs Committee Minutes and Agendas 1973-74
5-6 Senate Building Needs 1972-73

Box 6

6-1 Academic Building Needs 1973-74
6-4 Academic Building Needs 1973-74 [3 of 4]
6-6 Academic Building Needs 1973-74 [1 of 4]


Box 7

Senate Committee on Academic Building Needs 1973-75
Academic Building Needs Senate Committee on 1975-76

Box 7a

Academic Building Needs (senate) Committee WLT 1976-77
IAP Academic Building Needs Committee 1977-78

Presidential Committee Records

Recreation, President's Temporary Committee on (1961-71)

Box 8

Senate Committee on Long Range Objectives (1973-176)
OAP Evaluation of Undergraduate Student Performance, President’s Committee on (1971)
IAP Database Management System (1972-77)
Gerontology - President’s Ad Hoc Committee on Research in Gerontology (1975)
Campus Transportation and Circulation Study Reports - President’s Ad Hoc Committee (1975)
Ad Hoc Planning for Extended Care Hospital (1975)
Presidential Committee for University Community Services - Food Services (1975)

Box 9

IAP Salary Differentials for Faculty Men/Women, Press. Ad. Hoc. Comm. on Nov. 75-77
IAP Information Systems Committee 1977-78
IAP Information Systems Committee 1978-79
Institutional Analysis and Planning Reports

9-4 Capital Planning  May 1961
9-5 Space Data  1961-67
9-6 Full Time Equivalents (FTE) Miscellaneous Data Pertaining to  1967-68
9-7 Arts I  1968 [1 of 3]
9-8 Arts I  1968 [2 of 3]
9-9 Arts I  1968 [3 of 3]
9-10 Arts II Evaluation  1970-71

Box 10

10-1 Space Inventory - Correspondence and PR  1969-73
10-2 Grading Study  1970-71
10-3 OAP Standards of Quality in Education (faculty teaching load etc.)  1970-71
10-4 Forecasting Techniques  1971
10-5 Space Data  1971-73/74
10-6 Surveys - various  1972
10-7 Traffic - Vehicular Speed in Pedestrian Areas  1973
10-8 Goals of the University  1973
10-9 year - round systems  1974-76
10-10 Campus Transportation and Circulation Study Reports - Drawings  1975
10-11 WLT Day Care  1975
10-12 Alumni Survey Lockhart  1976
10-13 IAP "Control Group" (UBC admin. Planning and Coord. group)  1977-79
10-14 IAP Objectives. UBC  Oct.-77
10-15 IAP Price - Waterhouse Data  1978

Office Correspondence (flimsies)

10-16 IAP Correspondence  1969-70
10-17 IAP Correspondence  Sep71-Dec./71

Box 11

11-1 IAP Correspondence  Jan./72-May/72
11-2 IAP Correspondence  Jun./72-Mec./72
11-3 IAP Correspondence  Jan./73-Mar/74
11-4 IAP Correspondence  Apr/74-Aug/75
11-5  IAP Correspondence  Sep75-Jun./76
11-6  President - Correspondence with  1964-71

Subject Files

11-7  Faculty Association  1960-76
11-8  Faculty Survey - CUF  1963
11-9  Bladen Commission  1964
11-10 Graduate Studies  1965-75

Box 12

12-1  Systems Research Group  1968-70
12-2  Formula Financing (Ontario)  1969-70
12-3  OAP Sociological Study - UBC Students  1970-72
12-5  Universities Acts - other Provinces to 1972  1972
12-6  OAP Senate Admissions Committee  1972
12-7  University Governance  1972-74
12-8  Bremer Newspaper Clippings on and Reports  1973
12-9  Universities - Other Provinces  1973
12-10 Women, Status of  1973 [1 of 7]

Box 13

13-6  Report on the Status of Women at UBC  1973
13-7  Master Teacher Award  1973-74
13-8  Universities Act Changes  1973-74
13-9  IAP Dennison, Turner et al Report  1975-76
13-10 WLT Winegard Commission  1976
13-11 WLT Yukon Student Assistance  1976
13-12 WLT Bottomley Report (UCBC)  Mar. 76
13-13 WLT Alberta Financial Planning Project  1976-77
13-14 IAP WLT Health Sciences  Mar-76-78
Box 14

14-1  WLT Medical School Enlargement  1976-78

Collective Bargaining Records

14-2  Statistic Canada Salary Scales at Canadian University  1972-75
14-3  IAP Collective Bargaining  1974 [1 of 2]
14-4  IAP Collective Bargaining  1974 [2 of 2]
14-5  WLT Collective Bargaining UBC Faculty  1975-76 [1 of 2]
14-6  WLT Collective Bargaining UBC Faculty  1975-76 [2 of 2]
14-7  WLT Quarshie Reports (collective bargaining)  1975-76
14-8  WLT Law Faculty Salary Study Final Report  Nov.-76
14-9  IAP Medical Salaries - EM Report  July 77
14-10 IAP Medical Salaries Arbitration  Sept & Dec. 78

UCBC Records

14-11 IAP UCBC Information Systems Comm.  1975-77
14-12 IAP UCBC New Crisis of Can. Univ.  1977
14-13 IAP UCBC Capital Developments Comm. Space Sub-Comm.  1975-79
14-14 IAP UCBC Business Affairs Comm.  1975-79

Higher Education Committee Records

14-15 Higher Education Dr. J.B. Macdonald  1962-63 [1 of 2]

Box 15

15-1  Newspaper File Higher Education  1972
15-3  Higher Education  1972-73

Senate Budget Committee Records

15-4  WLT - Budget Committee, Senate  1975-76
WLT - Budget Committee, Senate  1976-77