

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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THE UNIVERSITY OF BRITISH COLUMBIA



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Fonds Description

Office of Institutional Analysis and Planning fonds. – 1960-1979.

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 Planning and Development](#), [Physical Plant](#) and the [Department of Facilities Planning](#).

Series Descriptions

Departmental Planning and Use Committee Records series. – 1962-1975.

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.

Presidential Committee Records series. – 1961-1979.

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.

Institutional Analysis and Planning Reports series. – 1961-1979.

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.

Office Correspondence series. – 1969-1976.

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.

Collective Bargaining Records series. – 1972-1978.

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.

UCBC Records series. – 1975-1979.

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.

Higher Education Committee Records series. – 1969-1973.

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 - Sedgewick 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

- 2-1 OAP Physical Education Complex Planning Coord. Cmte. - Women's Gym 1969-73 [1 of 3]
- 2-2 OAP Physical Education Complex Planning Co-ord. Cmte. - Women's Gym. 1970 [2 of 3]
- 2-3 OAP Physical Education Complex Planning Co-ord. Cmte. - Women's Gym. 1970 [3 of 3]
- 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
- 2-11 Geological Science Building - Office Wing P.C. Committee - Design 1971-73

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
- 6-2 Academic Building Needs 1973-74 [1 of 4]
- 6-3 Academic Building Needs 1973-74 [2 of 4]
- 6-4 Academic Building Needs 1973-74 [3 of 4]
- 6-5 Academic Building Needs 1973-74 [4 of 4]
- 6-6 Academic Building Needs 1973-74 [1 of 4]
- 6-7 Academic Building Needs 1973-74 [2 of 4]

- 6-8 Academic Building Needs 1973-74 [3 of 4]
- 6-9 Academic Building Needs 1973-74 [4 of 4]

Box 7

- 7-1 Senate Committee on Academic Building Needs 1973-75
- 7-2 Academic Building Needs Senate Committee on 1975-76

Box 7a

- 7a-1 Academic Building Needs (senate) Committee WLT 1976-77
- 7a-2 IAP Academic Building Needs Committee 1977-78

Presidential Committee Records

- 7a-3 Recreation, President's Temporary Committee on (1961-71)

Box 8

- 8-1/2 Senate Committee on Long Range Objectives (1973-176)
- 8-3 OAP Evaluation of Undergraduate Student Performance, President's Committee on (1971)
- 8-4 IAP Database Management System (1972-77)
- 8-5 Gerontology - President's Ad Hoc Committee on Research in Gerontology (1975)
- 8-6 Campus Transportation and Circulation Study Reports - President's Ad Hoc Committee (1975)
- 8-7 Ad Hoc Planning for Extended Care Hospital (1975)
- 8-8 Presidential Committee for University Community Services - Food Services (1975)

Box 9

- 9-1 IAP Salary Differentials for Faculty Men/Women, Press. Ad. Hoc. Comm. on Nov. 75-77
- 9-2 IAP Information Systems Committee 1977-78
- 9-3 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
- 12-4 UBC & Govt. Material for Senate and Fac. Ad. Hoc. Mtg. 1971-73
- 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]
- 12-11 Women, Status of 1973 [2 of 7]

Box 13

- 13-1 Women, Status of 1973 [3 of 7]
- 13-2 Women, Status of 1973 [4 of 7]
- 13-3 Women, Status of 1973 [5 of 7]
- 13-4 Women, Status of 1973 [6 of 7]
- 13-5 Women, Status of 1973 [7 of 7]
- 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
15-2 Higher Education - Dr. J.B. Macdonald 1962-63 [2 of 2]
15-3 Higher Education 1972-73

Senate Budget Committee Records

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

15-5 WLT - Budget Committee, Senate 1976-77