



The College of St. Scholastica **Archives Paper and Data Collection**

0/ External sources of information about the College

0/10 Interinstitutional Cooperation

0/10/01 Minnesota Higher Education Coordinating Commission

Type of Container	Box Name	% Capacity
Box	0/10 Interinstitutional Cooperation Box 1/3	100%

Background: State Agencies for Higher Education:

1959: Liaison Committee on Higher education

Higher Education Facilities Commission

1965: combined into the Liaison and Facilities Commission

1967: becomes the MHECC

1997: becomes Higher Education Services Office

These agencies sought to expand higher education in Minnesota, to make it more readily available to citizens. They also acknowledged that private colleges meant that Minnesota taxpayers paid at a lower rate for higher education. Specifically, the HESO:

- 1) supported access to a wide variety of post secondary educational opportunities
- 2) enhanced efficiency within higher education
- 3) protected consumers (of higher education?)
- 4) informed citizens about higher education and how to prepare for it academically and financially

The State of Minnesota set up a Liaison Committee to plan and coordinate public higher education in 1959. Private colleges were invited to send a representative every year. In June 1964, private colleges were offered full membership (See "Liaison Committee report, 1963-65", p.3). In 1967, the MHECC began granting scholarships; these reflected provisions of the 1963 and 1965 federal education acts, and acts of the state legislature. In 1971, these scholarships were extended to private colleges under the "Private College Contract Program." This system proved from \$200 to \$500 for every Minnesota resident enrolled above the 1970 enrollment figure. (See folder "Private College Contracts, 1972---.")

Folders:

Liaison Committee on Higher Education c 1965

MHECC Philosophy and Programs

Working Paper on the Philosophy of Minnesota Higher Education (10/67)

Summary of Programs, c 1969

Proposal for Progress, January, 1969

- Procedures...Experimental Programs, 1970 and 1975
- Guidelines for Program Review, 1971
- Members of the HECC, 1971
- Private Colleges, 1970-1982
- Opportunities for Handicapped, 1972
- Uniform Program Design Format, 1975
 - HECC Reporting Forms
 - Program Implementation...Termination 1975
 - Cost to Systems, 1979
 - Compensation, 1980
- MHECC Goals, 1980 and 1982
 - MHECC and CSS Curriculum
- Minnesota Higher Education Coordinating Board
- Minnesota Higher Education Facilities Authority (includes minutes where financial program for funding the Recreation Building at CSS was reviewed)
- Bound Materials:
 - Publications by MHEC Board
 - Minnesota's Liaison Committee (c 1965)
 - Liaison Committee Report (1963-65)
 - Statistical Supplement (1965)
 - Minnesota Liaison and Facilities Commission for Higher Education Report (1965-66)
 - Planning Report 7: Relationship between Area Vocational-Technical...Other Higher Education (November, 1970)
 - Report #8: Statewide Curriculum Study (November, 1970)
 - Bass Data Series...Post Secondary Enrollment Survey:
 - #14 (Fall, 1985)
 - #15 (Fall, 1986)
 - #17 (Fall, 1988)
 - #18 (Fall, 1989)
 - #19 (Fall, 1990)
 - #20 (Fall, 1991)
 - Enrollment by Racial/Ethnic Groups:
 - (Fall, 1986)
 - (Fall, 1987)
 - (Fall, 1990)
 - (Fall, 1991)
 - (Fall, 1984-93)
- Policy Papers
 - A Report on Nursing Education in Minnesota (August, 1980)
 - Student Financial Aid in the 1980s (January, 1982)
 - Factors that Effect Cooperation...(January, 1982)
 - Public Policy Toward Private...(April, 1982)
- Staff Technical Papers
 - Effects of implementing an Alternative Design...(April, 1982)
 - Report on Institutional Patterns ...1981 (June, 1982)

0/10/02 Minnesota Private College Council and Minnesota Private College Fund

Type of Container	Box Name	% Capacity
Box	0/10 Interinstitutional Cooperation Box 2/3	100%

Minnesota Private College Council Folders:

MPCC Charter and By Laws, 1969 and 1975
MPCC Executive Director, 1974-80
MPCC Search for Director. 1982-83
MPCC Executive Director, 1980-83
MPCC Minnesota Association of Private College Students, 1979-80
MPCC Policy Statements, 1982
MPCC to State Government, 1971-83
MPCC to MPCC Presidents, 1974-83
MPCC Adversarial Relationships, 1978
MPCC Narrator, 1982-83
MPCC Research/Economic Impact, 1981-94
MPCC and MPCF Relations, 1982-83
MPCC and CSS Misc.

Minnesota Private College Fund Folders:

MPCF Constitution and By Laws (1971)
MPCF Policy Statements (1971 and 1980)
MPCF Distribution of Gifts (1968-80)
MPCF Executive Committee, 1980
MPCF 1982-83
MPCF Daniel Piton, 1982-83

Minnesota Private College Fund Bound Materials:

Legislative Directory 2001-02
Board of Directors Meeting May 30, 2001
Executive Committee Meeting February 22, 2001
Executive Committee Meeting September 26, 2001
Executive Committee Meeting April 25, 2001
Executive Committee Meeting September 27, 2001
Board of Directors Meeting October 25, 2000
Board of Directors Meeting October 31, 2001
Funding Committee March 14, 2001
Funding Committee October 24, 2001

0/10/03 Lake Superior Association of Colleges and Universities

Type of Container	Box Name	% Capacity
Box	0/10 Interinstitutional Cooperation	50%

	Box 3/3	
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Folders:

LSACU, 1972
 LSACU Charter and By Laws (1974)
 LSACU 1973-80
 LSACU Common Calendar, 1974-76
 LSACU Finance Committee, 1974-78
 LSACU Coordinating Council, 1974-79
 LSACU Japan Program. 1974-80
 LSACU Twin Ports Cooperation, 1975-77
 LSACU Women's Programs, 1976
 LSACU Shea Memorial Fund, 1977
 LSACU KWOC1977
 LSACU Evaluation of, 1977
 LSACU Why Have It?, 1979
 LSACU 1980

0/10/04 Servants of Mary, Ladysmith, W I (1952-60)

Expansion Folder

0/10/05 St. Bede's Priory, Extension Program (1960-64)

Folder

0/10/06 Catholic University of America

Folders:

Catholic University of America Certificates, Reports and Correspondence (1912-63)
 Catholic University of America Documents (1936-1958)
 Catholic University of America General Report (May 1946)

0/10/07 St. Mary's University

Folder:

St. Mary's Program Agreement

0/10/08 Association of Benedictine Colleges and Universities

Data Word Doc. June 2006 Association of Benedictine Colleges and Universities
 Benedictine Wisdom Tradition Paper (long)
 Data PDF Oct. 23, 2006 Association of Benedictine Colleges and Universities
 Benedictine Wisdom Tradition Paper (short)

0/50 Conferences, Speakers, and Guests Hosted by the College

Type of Container	Box Name	% Capacity
Clamshell	0/50 Conferences Hosted by the College Box 1/1	100%

0/50/02 Psychology of Aging Institute/Institute on Aging and Social Work
0/50/03 Sandbulte Center for Ethical Leadership Speaker Series

Digital Files:

D JPEG 2021 Nov. 16 Maggie Thickens
D PNG 2023 Dec. 15 Alicia Kozlowski
D PDF 2023 Sept. 26 Jebbeh Edmunds

0/50/04 Oreck-Alpern Interreligious Forum

Folders:

Conferences and Mitchell Auditorium Events (Planning Manual)
Early Conferences
Intercollegiate Conference on Dynamics of Instruction (April 3, 1948) [program]
Minnesota Medicine (April 10, 1958) [program]
Teachers Institutes (1950s)
National Federation of Catholic College Students (1952)
Conference on Status of Women (1964 & 1966)
Humanities Conference on Children's Rights (1974-75)

Expansion Folder:

First Benedictine Conference (September 24-25, 1990) Review

Folders:

First Benedictine Conference (September 24-25, 1980)
Benedictine Conference Readings and Transcripts
Roots of Northland Radicalism (1990)
Hard Choices Ethics Series (1992-93) Martin Marty
Women's Lives: Connecting the Energies of Mind, Body, and Spirit Conference (2001)
International Conference, Italian American Festival 2004 (April 29-30 and May 1, 2004)
The Vatican Comes to Duluth (October 29-31, 2004) – poster and booklet
Digital files: 5 scanned newspaper clippings files, 2 scanned poster files, and 1 scan of booklet cover
Spirituality of Peace
Psychology of Aging Institute/Institute on Aging and Social Work
Evaluation Institute (2003)
Oreck-Alpern Interreligious Forum
Misc. Conferences

0/50/01 Minnesota Dialogue

Type of Container	Box Name	% Capacity
Box	0/50 Conferences Hosted by the College 0/50/01 Minnesota Dialogue Box 1/1	20%

Folders:

0/50/01 Minnesota Dialogue Misc. Papers
MN Dialogue Publicity (1979-2005)
MN Dialogue Recaps (1994-2003)
MN Dialogue Speakers Lists

Papers on MN Dialogue Speakers in Alphabetical Order

Type of Container	Box Name	% Capacity
Medium Gray Flat Box	Posters from #00 - 10	70%

Posters:

Vatican Comes to Duluth Oct. 30 – 31, 2004 - Also has brochure

Larry Long Benefit Concert

Mitchell Events 2008-09

Gospel Fest 2009

Oreck-Alpern Interreligious Forum – 2 posters

1/ Board of Trustees

Type of Container	Box Name	% Capacity
Clamshell	1/ Board of Trustees Box 1/1	10%

1/01 Member Rosters

Folders:

Member Rosters 1969-2001 very incomplete
Board Meeting Minutes (1969-70)

Digital files:

1968-71 Julia and Caroline Marshall Articles (originals are with their photos in the photo albums)
2009-10 Board of Trustees
2020-21 New CSS Trustees

1/05 Meeting Summaries

Digital files:

2021 Oct. 21 Board of Trustees Summary – Word doc
2022 Feb. 4 Board of Trustees Summary – PDF doc
2022 Oct. 8 Board of Trustees Summary – Word doc
2023 Feb. 3 Board of Trustees Summary – PDF doc
2023 Oct 19-2 Board of Trustees Summary – PDF doc

1/10 College Constitution and By-laws

Folders:

Board of Trustees Misc.
CSS By-laws (1970) (1982)
Board of Trustees Annual Self-Evaluation ((April 2011)

1/50 Board Committees

Folders:

Committees Totally or Partially Advisory in Nature
Board Student Affairs Committee
1981 General Literature about Presidential Search
1981 Presidential Search Committee Position
1981 Presidential Search Committee Correspondence
1999 Presidential Search Committee Finalists
Board of Trustees Audit and Finance Committee Meeting (April 2011)

2/ President's Office

2/05 College-wide Events

2/05/05 2020 COVID-19

Folder:

News Articles – 19 docs

Data Files:

2020 Mar. 16 Memo Regarding Return from International Travel
2020 Mar. 23 Steve Lyons Communication to Faculty
2020 Mar. 23 Academic Progress Report and Student Concern Guidance for Faculty
2020 Mar. 25 Minnesota Governor Executive Stay at Home Order
2020 Mar. 27 Employee Wellness Resource Page
2020 Mar. Bethany Tollefson SON COVID-19 Communications
2020 Apr. 8 COVID-19 CSS Employee Benefits FAQ and Information
2020 Apr. 17 Build Up Saints Recipe Book
2020 Apr. 30 Voluntary Furlough-Pay Reduction Program
2020 Apr. to Aug. Event Status
2020 May 1 End of the Year Blessing
2020 May 29 Faculty Announcement Regarding Contracts
2020 Jun. 1 Monastery Ministry Statement
2020 Jun. 18 Summary Narrative on Restructure of Departments/Reduction of Workforce
2020 Jun. 26 COVID-19 Back-to-Campus Preparedness Plan
2020 Jun. 26 COVID-19 Safe Return Signage
2020 Jul. 14 COVID-19 CSS Reopening Plan
2020 Jul. 17 Community Pledge
2020 Jul. 23 COVID-19 CSS Reopening Plan
2020 Jul. 31 Our Guiding Principles
2020 Aug. 10 Syllabus Language for COVID-19 DRAFT
2020 Aug. 20 Safe Return Protocol Questions FAQs
2020 Sept. 11 COVID Alert Levels
2020 Sept. 21 If I Get Sick Guidance for Students and Families
2020 Oct. 7 COVID-19 Ambassador Program
2021 Sept. 4 Letter to Students Regarding Vaccine
2021 Sept. 27 Contact Tracing at CSS FAQ
2021 Fall COVID Alert Levels
2021 Fall Guidelines for Faculty
2021 Fall Return Announcement
2021 Fall Symptoms Checklist
2021 Nov. 5 COVID-19 Event Guide and FAQ
2021 Nov. 19 Recipe for a Safe Thanksgiving
2022 Jan. 12 Welcoming back Our Saints
2022 Mar. 18 Modified COVID 19 Syllabus Statements for Spring-II
2023 Mar. 31 COVID Response Update

2/10 Historical and Descriptive Materials

Data PowerPoint Presentation 2008 Slide Show of the College “Love of Learning”

Type of Container	Box Name	% Capacity
Box	2/10 Historical and Descriptive Materials 2/13 College Attorney 2/15 By-laws of Administration 2/19 Institutional Research Box 1/1	80%

Folders:

Bibliography

Hermina von Witzleben Villa Scholastica High School Student
(1909-1913) Collection Contents of Scanned Photos and Transcription of Journal

Newspaper Clippings from Gretchen (Pfeifer) Eldien (1931 Alumnae)

College of Saint Scholastica Photo Booklet (1924)

Sellwood Girls Photos and Descriptions (1966-68)

Clarice Scanlon Marshall “Wit and Wisdom” (Published in 1988; 1935 Alumnae)

Also editor of *Scriptorium* and writer of Scrip-Scraps gossip column

Photocopies of Transcripts, Gradesheets and Diplomas

CSS Chronologies

CSS Enrollment and Graduate Numbers (See also 5/ Registrar)

Chronology of Buildings (See 20/ for more on Facilities)

Descriptions of Buildings, History Fall 1998

CSS General Histories

CSS History by J. Lance Cavanaugh (August 1978)

Linda Novak and Merrill E. Jarchow A Study of the Development of the College of St Scholastica (1968-69) [printed 8.5” by 11”]

CSS Policy Statement for Family Educational and Privacy Act (1974)

CSS Statement of Professional Ethics (1984)

America's Best Colleges US News and World Report (October 4, 1993)

Exploration Days (1994—

Manual of Procedures (1993)

Organizational Charts (1985 and 2000-01)

Visual Development of Mascot, Storm

College's 75th Anniversary (1988)

Program and Scores Written by Tyler Kaiser and Warren Gooch for

College's 75th Anniversary (1988)

Fanfare Score Written by Tyler Kaiser for College's 90th Anniversary

Book:

Sister M. Agnes Somers, All Her Ways (c 1954) [mimeo, 8.5” by 11”]

Expansion Folder:

Sister Mary Richard Boo's Contribution to the Centennial Book “Built on Rock”

Type of Container	Box Name	% Capacity
Medium Gray Flat Box	Posters from #00 - 10	70%

4 posters of value statements of the College

2/12 College's Centennial 2012

Type of Container	Box Name	% Capacity
Clamshell	2/10 Historical and Descriptive Materials 2/12 College's Centennial 2012	80%

Folders:

Centennial Planning Minutes July 2009 to February 2010
 Centennial Planning Minutes March 2010 to December 2010
 Centennial Planning Minutes January 2011 to February 2012
 Centennial Budget
 Centennial Brochures and Mailings
 Centennial Logo, Communications, and E-newsletter
 Misc. Centennial Subcommittees
 Alumni Relations Centennial Subcommittee
 Archives/History Centennial Subcommittee
 GEO Centennial Subcommittee
 Keynote/Conference Centennial Subcommittee
 Board of Trustees Centennial Subcommittee
 Centennial Sculpture
 Centennial Coffee Table Book
 Centennial Cookbook
 Centennial Video
 Centennial Kick-off January 2012
 Centennial St. John's Bible Exhibit February 2012
 Centennial Memories in May 2012
 Centennial Science Dedication and Reunion June 2012
 Centennial Woman's Club Tour of Homes July 18, 2012 Guestbook
 Centennial Birthday Celebration September 2012
 Eboo Patel's book *Sacred Ground* dust jacket
 Centennial Advent Vespers and Time Capsule December 2012
 Centennial Music Concert Programs
 Centennial Items

Publications:

Fall 2012 Issue of *Times*
 Issue of *The Women Today* with an article about the College

3 issues of *Duluth News Tribune* from December 2011, September 10, 2012, and December 2012

Data Files: Nov. 2011 Cookbook – 242 digital files

Data Files: 2012 Centennial Website Files

Data Files: June 2012 “Wisdom Heraldng Peace” Sculpture – 18 digital files including:

Care of sculpture

Prayer Blessing text used in unveiling service

Data Files: Centennial Documents – 820 digital files

Data Files: Coffeetable Book

Jun. 17, 2011 – 2 PDFs

Oct. 13, 2011 – 3 PDFs

Oct. 17, 2011:

Disc 1: 243 items

Disc 2: 373 items

Disc 3: 937 items

Type of Container	Box Name	% Capacity
Medium Gray Flat Box	Posters from #00 - 10	70%

5 Centennial posters

Type of Container	Box Name	% Capacity
23 x 31 Gray box	6/90 Realia 20/20/01 Campus Photos 20/20/03 Outdoor Photos 0/ Duluth/Lake Superior Photos Misc. Large Photographs, Posters, and Artistic Drawings for Promotional Material Box 3/4	80%

1

Centennial poster on heavy plastic

2/13 College Attorney

Type of Container	Box Name	% Capacity
Box	2/10 Historical and Descriptive Materials 2/13 College Attorney 2/15 By-laws of Administration 2/19 Institutional Research	80%

	Box 1/1	
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Expansion Folder:

LSA and State Farm (1980-82)

Powerline Easement (1981)

Lease Agreement: Letters July 13, 1973 to May 29, 1987 [Folder A]

Lease Agreement: Documentation (1986-87) [Folder B] includes...

#1 Drafts of Lease and Maintenance Provisions February, 1986

#2 Drafts of same [red lined] March, 1986

#3 Articles of Incorporation (1974) at October 21, 1986

#4 Draft of Lease (December I, 1986)

#5 same, dated December 15, 1986

#6 same, dated January 29, 1987

BSBA - CSS Lease Agreement (April 24, 1987) with Exhibits...

A) Copy of the Original "Agreement" (March 15, 1974) with floor plans of Tower Hall and Shared Facilities and Areas listed

B) Surveyors Description of Property with Exceptions (from Certificate of Title #223428)

C) [Empty]

D) Usage of facilities reviewed by Shared Use Committee in February, 1987, and finalized at meeting of Mother Grace Marie Braun, Steve Seiler, Daniel Pilon, and Bill Burns on May 5, 1987

E) Maintenance Agreement

F) College Mission Statement, 1982 Version [modification of 1971 Version]

G) By-Laws of CSS [as amended May 5, 1980]

H) Sisters of St. Scholastica Priory, Philosophy and Mission Statement

I) [same as "B" above]

Clear Binder: Letter of May 6, 1987 with Exhibits...

A) Agreement March 15, 1974

B) Surveyors Description

C) "to be added"

D) Maintenance Agreement

E) Mission Statement (1982)

F) CSS By-Laws

G) Philosophy of St. Scholastica Priory

H) [same as "B" above]

2/15 By-laws of Administration

Type of Container	Box Name	% Capacity
Box	2/10 Historical and Descriptive Materials 2/13 College Attorney 2/15 By-laws of Administration 2/19 Institutional Research	80%

	Box 1/1	
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Folders:

Articles of Incorporation (1919) and (1962) and amended
(1970, 73, 74)
CSS By Laws (1967, 1968, 1970, 1982)
By-Laws of Administration (May 1967)
By-Laws of Administration (May. 1968)
By-Laws of Administration (1970)
Manual of Procedures (1993)

2/16 Dean for Special Projects

2/17 Director of Mission Integration

2/18 Director of Institutional Research

Folders:

Institutional Research Annual Reports (2001-02)
Institutional Data (2002-03)

Data Files:

2017 Survey Day Materials
 Boynton
 Employee Campus Climate
 Measuring Information Service Outcomes (MISO)
 NSSE 2017
 2017 Dec. 11 Institutional Survey Policy
AAC&U Rubrics (17 PDF files)
Collegiate Learning Assessment (CLA) Results
 2006 Fall Report (1 PDF)
 2007-08 Report (1 PDF)
 2010-11 CLA (2 PDFs)
 2011-12 CLA (2 PDFs)
 2012-13 CLA (2 PDFs)
 2014 Feb. 12 CLA Historical Findings (1 Excel file)
First Year Profiles
 Early Entry Profile (2014-2018)
 First Year Profile (2001-2018)
 International Profile (2014-2018)
 Transfer Profile (2001-2017, some years missing)
GEO Enrollment Reports (2015-17)
GEO Retention (2011-2017)
IPEDS Data Feedback Reports (2005-2018)
MPCC (5 PDFs)
NSSE Results (2006-2017, missing 2015 and 2016)
Race Ethnicity (2010-2019)
The Common Data Set (2007-2020, missing 2008-09 and 2009-10)

Nov. 24, 2014 Revised Outcomes for Faculty Assembly Dec. 4
 2021 Climate Survey for Employees and Students (8 PDF files)
 2022 Fall Executive Summary from Kanahoma – 1 PDF file

2/19 Office of Equity, Diversity and Inclusion

Data Files:

Data Apr. 26, 2016 Inclusive Excellence Executive Summary Final
 Data PowerPoint 2019 Karen Diver Training
 Data PDF 2020-21 EDI Priorities
 Data PNG May 2020 CSS Ain't Saints
 Data Word Doc Nov. 2020 Office of Equity Diversity Inclusion Priorities for
 2020-2021
 Data PDF 2025 Inclusive Excellence Strategic Plan
 Data PDF 2025 Inclusive Excellence Executive Summary
 Data PDF 2022 Jun. Juneteenth and Pride Resources
 Data PDF 2022 Jun. Eue Faculty and Staff Equity and Inclusion Fellows
 Program
 Data PDF 2022 Inclusive Excellence Program Equity Assessment
 Data PDF 2022 Hispanic Heritage Month
 Data PDF 2022 Oct. 10 CSS Indigenous Peoples Day
 Data PDF 2022 Oct. 10 Indigenous Peoples Day
 Data PDF 2022 Nov. Beyond Diversity 101 Poster
 Data PDF 2022 Nov. Native American Heritage Month
 Data PDF 2023 Jan. Martin Luther King Jr. Day
 Data PDF 2022 Feb. Black History Month
 Data JPEG 2023 Feb. – Mar. Diversity Week – 6 digital files
 Data PDF and JPEG 2023 Mar. Women's History Month
 Data PDF Aug. 2023 New Land Acknowledgement
 Data PDF Oct. EDI News and Events
 Data PDF Oct. 2023 National Coming Out Day
 Data PDF 2023 Hispanic Heritage Month
 Data PDF Nov. 2023 Land Acknowledgement
 Data PDF Nov. 2023 EDI News and Events
 Data PDF Dec. 2023 EDI News and Events
 Data PDF Jan. 2024 EDI News and Events

2/20 Administrative Team / President's Staff

Type of Container	Box Name	% Capacity
Box	2/20/01 Junior College Presidents 2/20/02 College Presidents Box 1/2	85%

Folders:

College Presidents Misc. Papers

President Transition Committee

2/20/01 Junior College Presidents¹

2/20/01/01 Mother Scholastica Kerst (1892-1911)

2/20/01/02 Mother Alexia Kerst (1911-16)

Folder

2/20/01/03 Mother Celestine Sullivan (1916-18)

Folder

2/20/01/04 Mother Chrysostom Doran (1918-24)

Folder

2/20/02 College Presidents

2/20/02/01 Mother Agnes Somers (1924-42)

See Reports of the President (1926-40) [bound in reverse order, 8.5" by 11"]

2/20/02/02 Mother Athanasius Braegleman (1942-56)

See Reports of the President (1941-48) [bound in reverse order, 8.5" by 11"]

Addresses (1948-49)

Reports (1948-49) to (1953-54)

2/20/02/03 Mother Martina Hughes (1955-59)

Reports (1955-59)

2/20/02/04 Sr. M. Joselyn Baldeshwiler (1959-60)

2/20/02/05 Sr. Ann Edward Scanlon (1960-67)

Reports (1960-61) to (1966-67)

Somers Hall (September 13, 1964)

Victor Ridder Memorial (November 16, 1965)

Co-Education Study Group (September, 1967)

2/20/02/06 Sr. Mary Richard Boo (1967-71)

Reports (1967-68) to (1969-70)

Proposal for the Study of the Future of the College (1970)

Change of College Name (1967-69)

¹ When available, each president has the following folders (1) biographical information (2) inauguration (3) reports by, and (4) other folders holding correspondence, events and matters during time of office. Reports by presidents are also found in "Faculty Meeting Minutes" (Record Group 7/05), In CSS Times starting with Winter (1997) and subsequent issues (Record Group 6/50).

Fundamental Guidelines (1969)
Novak-Jarchow Book: Correspondence (1968-71)
Dedication of Science Center (October 11, 1969)
Organization Charts (1970)

2/20/02/06a Sr. Mary Carol Braun, Interim, 1971

2/20/02/07 Rev. Francis X. Shea (1971-74)

F. X. Shea Inauguration (Oct. 19, 1971)
Reports (1972-74)
F. X. Shea: Addresses and Speeches
F. X. Shea: News Clippings
F. X. Shea: Resignation (1974)
F. X. Shea: Memorials (1977) Includes Shea Lecture Series with first one given by
Olivia Blanchette (text of her speech included) and Correspondence with
Susan Shea
Big Black Scrapbook:
F. X. Shea, S. J. Inauguration October 29, 1971

2/20/02/08 Sr. Joan Braun Acting President (1974-75)

2/20/02/09 Dr. Bruce W. Stender (1975-81)

Bruce Stender: Vita
Bruce Stender: Inauguration (September 25, 1975)
Bruce Stender: Addresses and Speeches
Bruce Stender: Reports (1975-81)
Bruce Stender: Correspondence
Bruce Stender: Resignation (July 31, 1981)

Data PDF 1975-77 Message Stender Wrote for Bulletin

2/20/02/10 Dr. Daniel H. Pilon (1981-98)

Daniel Pilon: Biographical
Daniel Pilon: Planning Approach for Small Colleges (c1976)
Daniel Pilon: Inauguration (April 23, 1982)
Holiday Invitations
Dan Pilon: Speeches and Articles
Dan Pilon: Correspondence
Dedication of Library (September 25, 1986)
Dedication at Mitchell Auditorium (September 26, 1993)
Reports (1981-82) to (1985-86)
Institutional Goals and speech (September 1981)
Board Report Speech (May 21, 1982)
President's Report Speech (Feb. 4, 1983)
Board Report Speech (May 1983)
Board Report Speech (September 30, 1983)

President's Annual Report Speech for 1983-84
 President's Report to the Board of Trustees (Feb. 3, 1984)
 Board Report (May 1984)
 1984-85 Report to the Board of Trustees
 President's Report Speech (Feb. 1985)
 President's Report Speech (May 1985)
 President's Report Speech (Sept. 1985)
 A Summary Annual Report for 1985-86
 Institutional Goals 1985-89
 Reports (1986-87) to (1990-91)
 Board of Trustees Report Speech (Feb. 1986)
 Spring Board Meeting President's Report Speech (1986)
 Board of Trustees Report Speech (Fall 1986)
 A Summary Annual Report for 1986-87
 Institutional Goals 1986-90
 Board of Trustees Report Speech (Feb. 1987)
 President's Report Speech (May 22, 1987)
 Board of Trustees Report Speech (Sept. 25, 1987)
 The President's Annual Report for 1987-88
 Board of Trustees Report Speech (Feb. 3, 1988)
 Board of Trustees Report Speech (Feb. 3, 1989)
 Board of Trustees Report Speech (May 1989)
 The President's Annual Report for 1988-89
 Board of Trustees Report Speech (May 1990)
 The President's Annual Report for 1989-90
 Board of Trustees Report Speech (Feb. 1991)
 The President's Annual Report for 1990-91
 Reports (1991-92) to (1996-97)
 Report (1997-98)
 Resignation Reception (April 3, 1998)

Type of Container	Box Name	% Capacity
Box	2/20/02 College Presidents Box 2/2	85%

2/20/02/10a Dr. George Lawrence Goodwin, Interim, 1998-99
 Folder

2/20/02/11 Dr. George Lawrence Goodwin (1999-2016)

Folders:

Larry Goodwin: Biographical
 Larry Goodwin: Inauguration (Oct. 15, 1999)
 Larry Goodwin: Presidential Medal
 Larry Goodwin: Leadership
 Larry Goodwin: Interviews and Correspondence

Larry Goodwin: Speeches

Files:

Data PDF Jun. 2002 President's Dinner Transcript of Address
Data PDF 2003 Faculty Staff Institute Transcript of Address
Data PDF 2003 Advent Party Remarks Transcript of Address
Data PDF Jun. 24, 2004 President's Dinner "Unleashing the Power of Our Mission" Transcript
Data PDF Dec. 7, 2004 Holiday Party "Learning to Touch the World" Transcript
Data PDF Dec. 6, 2005 Holiday Party "Gratitude is the Purest Incentive" Transcript
Data PDF Jun. 22, 2006 President's Dinner "A Force for Good in a Fragile World" Transcript
Data PDF Oct. 23, 2006 Association of Benedictine Colleges and Universities "Education within the Benedictine Wisdom Tradition" Transcript
Data PDF Jun. 26, 2008 President's Dinner "Bearing Witness to Hope" Transcript
Word Doc President Larry Goodwin Bio and Speeches
August 2004 Faculty-Staff Institute – "Hospitality"
August 2005 Faculty-Staff Institute – "Community"
August 2006 Faculty-Staff Institute – "Stewardship"
August 2007 Faculty-Staff Institute – "Respect"
January 2008 Mid-Year Address
August 2008 Faculty-Staff Institute – "The Love of Learning"
August 31, 2011 Faculty-Staff Institute – "Hospitality"
August 28, 2013 Faculty-Staff Institute – "Stewardship"
December 2013 Holiday Party Address
August 27, 2014 Faculty-Staff Institute – "Respect"
September 2, 2015 Faculty-Staff Institute – "Community"
Data PDF Jun. 21, 2012 "Carrying Our Ideals into a Second Century" Transcript
Data PDF Dec. 4, 2012 "The Heart of the St. Scholastica Story" Transcript
Data PDF Jun. 27, 2013 "Proclaiming Our Values and Our Heritage" Transcript
Data PDF Jun. 26, 2014 "The World Needs More Saints" Transcript
Word Doc Nov. 5, 2014 Positions Eliminated
Data PDF Jun. 25, 2015 "The Courage to Transform" Transcript
Data PDF Oct. 2015 Trustee Retreat "Inclusive Excellence" Transcript
Data PDF Dec. 1, 2015 "What Has Been True All Along" Transcript
Data PDF Jun. 23, 2016 President's Dinner "The Greatest Calling of My Life" Transcript
Larry Goodwin: Resignation (June 30, 2016)

2/20/02/12 Dr. Colette McCarrick Geary (2016-19)

Folders:

Colette McCarrick Geary: Announcement (Apr. 1, 2016)
 Colette McCarrick Geary: Inauguration (Oct. 14, 2016)
 Letters of Congratulations
 Certificates from other Colleges/Universities
 Colette McCarrick Geary: Speeches
 President's Newsletter (2017-18)
 Colette McCarrick Geary: Resignation (June 2019)
 Data Word Doc April 1, 2016 *Minneapolis Star Tribune* Dr. Colette Geary
 Presidential Announcement
 Data PDF Sept./Oct. 2016 *The Woman Today* Dr. Colette Geary Presidential Article
 Data Word Doc 2015-16 Presidential Transition Information
 Colette McCarrick Geary: Inauguration
 Data Word Doc Oct. 14, 2016 *Duluth News Tribune* Dr. Colette Geary's Inauguration
 Ceremony
 Colette McCarrick Geary: Speeches
 Data PDF 2016-17 Presidential Annual Report to the Board of Trustees
 Data PDF 2017 Dec. President's Holiday Dinner Address
 Data PDF 2017-18 Presidential Annual Report to the Board of Trustees
 Data PDF 2018 Jun. President's Dinner Address

2/20/02/13 Dr. Barbara McDonald (2020-)

Folders:

Barbara McDonald: Announcement (May 30, 2019)
 Barbara McDonald: Inauguration (Feb. 10, 2020)
 Barbara McDonald: Correspondence
 President's Cabinet Newsletter (2019-)

Digital Files:

Data Word doc May 30, 2019 *Duluth News Tribune* Article
 Data Word doc Sept. 8, 2019 *Duluth News Tribune* Article
 Data PDF Dec. 12, 2022 Letter from the President
 Data PDF Jun. 30, 2023 Letter from the President

2/20/10 Meeting Minutes and Presidential Communications

Type of Container	Box Name	% Capacity
Box	2/20/10 Meeting Minutes and Presidential Communications Box 1/1	100%

Folders:

Administrative Directions (1935-38)
 Administrative Staff (1970 to 1979-80) [4 folders]
 Missing: (1970 to 1979-80)

Administrative Team (1980-81 to 1994-95) [15 folders]
 [no minutes for 11/23/92, 4/26/93 and 1/30/95]
 Data Word Doc Sept. 2010-Nov. 2012 President's Staff Updates (Vol 1-18)

Type of Container	Box Name	% Capacity
Clamshell	2/20/10 Meeting Minutes and Presidential Communications Annual Reports of the Presidents Box 1/1	25%

Years:

1960-61, 1972-73, 1988-89, 1991-92 to current

Type of Container	Box Name	% Capacity
Clamshell	2/20/15 President's Dinner 2/20/17 Holiday Party Box 1/1	25%

2/20/15 President's Dinner

Folder:

President's Dinner (1998-)

Data DVD 2003 President's Dinner PowerPoint Presentation
 Data DVD 2004 President's Dinner PowerPoint Presentation
 Data DVD 2005 President's Dinner PowerPoint Presentation
 Data DVD 2006 President's Dinner PowerPoint Presentation
 Data DVD 2007 President's Dinner PowerPoint Presentation
 Data DVD 2008 President's Dinner PowerPoint Presentation

2/20/17 Holiday Party

Folder:

Holiday Party (2004-)

2/20/20 Institutional Planning and Advancement

Data Files: Strategic Plan

Files: 2000-01 Goals and Objectives
 2002-03 Goals and Objectives
 2003-04 Strategic Plan
 2004-05 Strategic Plan
 2005-06 Strategic Plan
 2006-07 Strategic Plan
 2007-08 Strategic Plan
 2021 Mar. 2025 Institutional Strategic Plan

Type of Container	Box Name	% Capacity
Box	2/20/20/1.1 Institutional Goals (Vision) 2/20/20/1.2 Self Studies 2/20/20/1.3 Faculty Council Box 1/1	100%

2/20/20/1.1 Institutional Goals (Vision)

Folders:

CSS “Mission Statements” (1921-)
Mission Statement and Values Commentary and Brochures
Tentative Aims of CSS (c 1945)
Long Range Planning (1965 & 1978)
A Sense of Direction for the Next Ten Years (1970)
Role and Scope Statements (1975-76) to (1978-79)
Operational Objectives (1979-80) to (1997-98)
Role and Direction: A Planning Document for 1979-83
Institutional Goals (1975-76) to (1990-94)
Institutional Goals (1994-95) to (May 2011)
Scholastica’s Course of Planned Excellence (SCOPE): A Working
Paper for the Lilly Workshop on the Liberal Arts (June 1988)

Type of Container	Box Name	% Capacity
Clamshell	2/20/20/1.1 Institutional Goals (Vision) 2/20/20/1.2 Self Studies <u>The Scholastica Direction: A Planning Document</u> v. 1 (1979-83 plan) to v. 17 (1997-98) [bound individually] Box 1/1	80%

annually to add a year so that it will always remain a five year plan.” [3] Members were “to contribute their own ideas and expertise rather than being representatives of a particular segment of the college.” In thus way, the PPC would provide “a shared vision of where we are going as an institution.” [4] Pilon concluded that it was “essential” that budget makers depend on planners than vice versa and stressed the “need to plan reallocation of resources rather than expansion.”

Folders:

The Scholastica Direction (1979-83)
The Scholastica Direction (1979-83) Addendum#2 (1980)

2/20/20/1.2 Self Studies² (See also 14/ Accrediting Bodies)

Type of Container	Box Name	% Capacity
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² Some self studies are in Record Group 4/10, 5/20, and 14/.

Box	2/20/20/1.1 Institutional Goals (Vision) 2/20/20/1.2 Self Studies 2/20/20/1.3 Faculty Council Box 1/1	100%
------------	--	-------------

Folders:

1938-73: History of NCA-CSS self studies
1946: "Graduates of a Catholic Liberal Arts College"
1957: Student Satisfaction with CSS
1959-60: NCA General Education at CSS
1960-61: NCA-General Education and the Superior Student
1961-62: NCA-The Benedictine Spirit in Higher Education
1962: Religious and Social Activities
1962-63: NCA-The Climate of a Benedictine College
1963-64: NCA-Taxonomy of Educational Objectives
1964-65: NCA-Curriculum Revision at CSS
NCA-Liberal Arts Study (1964-65) to (1968-69)
1969-70: NCA-Student Involvement in Governance at CSS
1970-71: NCA-Governance Structures at CSS
1970-71: MHECC Private College Study
1978-79: Audit of Communications Efficiency at CSS (by outside agency)
1982: Institutional Long Range Plan in Title III Application (in 2/20/20/3)
1990: Career Plans and Work Satisfaction of CSS Faculty (by outside agency)
Institutional Self Study April 1992
Institutional Self Study June 1992
Campus Climate Survey (1997)
2010 Modern Think Campus Climate Survey

Expansion Folders:

1983-84: "Institutional Profile" in Facilities Planning for Small Colleges
Academic and Support Dept.:Strengths/Weaknesses/Objectives (1983-84)
1997: Faculty and Staff Survey (Also known as Campus Climate Survey)

2/20/20/1.3 Faculty Council

Type of Container	Box Name	% Capacity
Box	2/20/20/1.1 Institutional Goals (Vision) 2/20/20/1.2 Self Studies 2/20/20/1.3 Faculty Council Box 1/1	100%

Consisting of:

Council Lay Advisors Board (1950-71)
Academic Council (1971-75)

Faculty Advisory Committee (1975-81)

Folders:

Council Lay Advisors Board (1950-71)

Academic Council Minutes (1971-72)

Academic Council Minutes (1972-73)

Academic Council Minutes (1973-74)

Academic Council Minutes (1974-75)

FAC Minutes (1973-75)

FAC Minutes (1975-76)

FAC Minutes (1976-77)

FAC Minutes (1977-78)

FAC Minutes (1978-79)

FAC Minutes (1979-80)

FAC Minutes (1980-81)

FAC Minutes (1981-82)

College Council Minutes (1975-81)

Academic Leadership Group and President's Leadership Group (2009-)

2/20/20/2 Implementation

Type of Container	Box Name	% Capacity
Box	2/20/20/2 Implementation 2/20/25 Dean's Council/President's Staff Box 1/1	100%

Folders:

Development Office (1965-73)

Development Department (1974-83)

Annual Fund (1970--

COLA Project (1972-73)

Long Range Plan (1973)

Welch Center Weekend (April 4-5, 1975)

Administrative Retreat (1976) [preliminary notes]

Administrative Retreat (November 12-13, 1976) [transcript]

Working Memorandum #1 (January 1977) and #2 (June 1977)

Academic Unit Plans (January 1977)

Quadna Retreat (August 31-September 2, 1981)

President's Receptions (1982--

Capital Advisory Council (1987)

2/20/25 Dean's Council/President's Staff

Type of Container	Box Name	% Capacity
Box	2/20/20/2 Implementation	100%

	2/20/25 Dean's Council/President's Staff Box 1/1	
--	---	--

Folders:

Organizational Charts (1994-2004)
Dean's Council Minutes 1995-96 (2 folders)
Dean's Council Minutes 1998-99
President's Staff's Responses to Self-Study Report (2002)
Outline for Annual Reports (2003-04)
President's Staff Meeting Materials (5/19/2009-12/22/2009)
President's Staff Meeting Materials (1/5/20-6/15/20)
President's Staff Meeting Materials (6/22/2010-12/21/2010)
President's Staff Meeting Materials (1/1/2011-6/22/2011)
President's Staff Newsletter (2010-13)
President's Leadership Group (2014)

2/20/30 Vice President for Academic Affairs / Dean of Faculty

Type of Container	Box Name	% Capacity
Box	2/20/30 Vice President for Academic Affairs / Dean of Faculty 2/20/50 Vice President for Finance 2/20/60 Vice President for Enrollment Management Box 1/1	100%

This office begins as that of the Academic Dean:

Sr. Joan Braun(1974-76)

Sr. Mary Odile Cahoon (1976-81)

2/20/30.01

In 1981 the Office of Academic Dean becomes:

A) Vice President/Dean of the College

Sr. Mary Odile Cahoon (1981-93)

who becomes Senior Vice President in 1994

and

2/20/30.02 – holdings #42

B) the Office of the Dean of the Faculty

Sr. Joan Braun (1981-87)

Dr. Larry Goodwin(1987-93)

who becomes Vice President for Academic Affairs/Dean of Faculty in 1994

and

2/20/30.02 C) the Office of Vice President for Academic Affairs/Dean of Faculty

Dr. Larry Goodwin (1994-February 1998)
Dr. Cecelia Taylor (February 1998-May 2001)

Folders:

2/20/30:

Academic Dean (1974-75) [1 folder]

Academic Dean and Vice President (1975-76) to (1980-81) [6 folders]

2/20/30.01:

Vice President/Dean of the College (1981-82)

Senior Vice President/Dean (1982-83) to (1992-2002 some years missing)
[11 folders]

Senior Vice President (1993-94) to

Senior Vice President (1994-95, 1996-97, 1997-98, 2001-02)

2/20/30.02:

Dean of the Faculty (1981-82) to (1992-93) [12 folders]

Vice President for Academic Affairs (1993-94) to (1994-95) [2 folders]

Annual Reports (1995-96 to 2010-11)

Annual Reports (2011-12-)

Annual Goals (1999-2016)

Proposal to Eliminate Certain Programs and Majors (2000)

FAQs Book – The Undergraduate Students Guide for a Successful Transition to
Semesters (Oct. 1998)

Misc. Papers from Academic Affairs

Data Files: VPAA

1989 Lavine Award

2010 Lavine Task Force

Annual Reports (2014-15, 2015-16, 2016-17)

2016-17 Academic Affairs Agenda Items

2016-17 Schools and Departments Organizational Chart

2018 Max H. Lavine Award Procedures

2018 Max H. Lavine Recipient List

2018-19 Schools and Departments Organizational Chart

2019-20 Schools and Departments Organizational Chart

2019 Oct. 24 Academic Affairs Reorganization

2020 Lavine Award Announcement

2021 Lavine Award Announcement

2021 Max H. Lavine Recipient List

2021-22 Academic Affairs Sub Committees

2021 Convocation Procedures

2/20/40 Vice President of Finance

Type of Container	Box Name	% Capacity
Box	2/20/30 Vice President for Academic Affairs / Dean of Faculty 2/20/50 Vice President for Finance	100%

	2/20/60 Vice President for Enrollment Management Box 1/1	
--	---	--

Harold Hultberg (1975-76) to (1983-84)

Kathy Langemo (1984-85) to (1994-98?) [becomes Kathy Dugdale in 1991-92]

Patrick Flattery

Folders:

Montessori Financial Problems (1969-78)

Annual Reports (1975-76) [2pp.] to (1994-95)³

Budget Committee 1994-96

Budget Committee 1997-98

Missing: (1982-83)

Endowment Explanation (2011)

2/20/40/01 College Budget

Type of Container	Box Name	% Capacity
Box	2/20/40/01 College Budget Ledgers, Cash Books, Journals, Audits Box 1/1	100%

Bound Materials of Ledgers, Cash Books, Journals:

1934-1935

1935-1936

1936-1938

April 1943 – March 1945

March 1945-April 1946

April 1946 – June 1948

July 1948-March 1952

Folders:

Index Cards with Individual Accounts 1940s

Lay Teacher Program

Income from Investments 1931-1956

Audits 1934, 1936, 1937, 1938, 1939, 1940, 1941, 1942, 1943, 1944, 1945, 1946, 1947, 1950, 1957, 1958, 1959, 1960

* Book on its own (too big to put in box) Journal Dash and Income Analysis from 1920s to 1938 – Location 1/3 on top

Data Files: Budget Folder

Folders: Forms 2004-2005

Forms 2005-2006

Forms 2006-2007

³ Athletic Department included in 1985-86; new financial and administrative units appear in 1989-90.

**2/20/50 Vice President for Student Affairs / Dean of Students
(See 18/10 Student Affairs Office)**

2/20/60 Vice President for Enrollment Management

Type of Container	Box Name	% Capacity
Box	2/20/30 Vice President for Academic Affairs / Dean of Faculty 2/20/50 Vice President for Finance 2/20/60 Vice President for Enrollment Management Box 1/1	100%

Folders:

Dean of Admissions and Financial Aid (1982-83) to (1999-90)⁴ and (1992-93)
Enrollment Report

⁴ The Dean of Students administered financial aid starting in 1975 [see 2/20/50]. The Office of Dean of Admissions and Financial Aid was set up in 1982 [see memo to Pilon, May 14, 1984].

3/ Business Office

Type of Container	Box Name	% Capacity
Clamshell	3/ Business Office Box 1/1	10%

Folders:

Business Office Misc. Documents

3/10 Audit

Family Financial Statement Form (1979-80)

Financial statements including Independent Auditor's Report, June 30, 2000 and 1999

Financial statements including Independent Auditor's Report, June 30, 2001 and 2000

Data Files:

Data PDF 2019 Sept. Automobile Policy

Data PDF 2023 Aug. 31 Finance Report to Staff Assembly

OneStop Financial Services

Folders and Files:

Application of payment information

BDMS

Brainstorm Mapping

Docs

Ecampus

Forms

FormsBAD

Gonska Apps to Review 2015-16

HR

Oct 2010 sessions

Orientations

Original Project

Photos

Policies

Presentations

Resource Material

Sinsabaugh contract

Student Senate Budget Information

Student work

Summit

U of M webinar

VIRTUAL

Visio – process mapping

Award letter 5 22 2013

BannerDocumentation-OfficialWithdrawals-1
Copy of Outstanding Bookstore Dollars-1
Dynamic Student Checklist
FAFSA parent letter
FAQ's
GEVA Resources & Referrals
Holds listing for virtual site
Holds listing
Notwaived
Notwaived-old
OneStop Student Services magnet
Phone tracking 3-2010-current
Process matrix
RTVHOLD
Student Account Billing Process
STVHLDD
Survey
Trad_UG_Award_Letter_Schedule_Bill_Guide-14-15
URL
Withdrawal Form for Traditional Undergrad

4/ Admissions and Financial Aid Offices

4/10 Admissions

Type of Container	Box Name	% Capacity
Box	4/10 Admissions Office Box 1/4	100%

Folders:

Admissions Greeting Cards
Happenings Newsletter (1979)
Fast Facts and Overview of the College
Quick Look Books
Information in Other Languages
Newspaper Clippings of Old Advertisements (1970s – 2000)
Twin Cities Office Opening Announcement (1985)
Montessori Education Announcement (1973)
Admissions Invitations to High School Counselors
College Prep Advice
Admissions Letters to Students (1978-2001)
A Comparison of Enrolled and Non-Enrolled Freshman Applicants (1965-69)
Admissions Statistical Reports (2/76) to (10/90)
Survey Results of Prospective Students (Sept. 2002)
Student Rosters (1932-58)
Enrollment Summary (1989-99)
Admissions Profiles of Freshman Class 1956-1960, 1998-1999
Continuing Education - Curriculum (1953-68)
Continuing Education - Evaluations (1963-68)
Credit for Prior Learning 1994
Enrollment of Handicapped Students (1967-68)
Marketing Task Force Reports (1979-80)
IMG Marketing Plan (1995)
Slide Show "Searching and Sharing" [script only] (1982)
Summer School (1932-71)
Summer Youth Program (1986 --)
Transfer Students (1936-42)
Transfer Students Profiles (1985-89) and (1998-99)
Transfer Agreement/Guide 1994, 1992, 1980s, 1970s
Transfer Information
Admissions Student Checklist
Matriculation Form early 1980s
Admissions Applications
Admissions International Student Applications
Campus Map (1994, late 1980s, 1985)
Admissions Fee Cards
Campus Map 1994, late 1980s, 1985

Campus Visits 1994-95, 1990-91, 1989-90, 1988-89, 1984, 1980-81, 1979-80, 1978-79, 1976-77, early 1970s
 MEA Open Campus 1994, 1993, 1992, 1985, 1983, 1982, 1981
 Drop Survey 1993
 Exploring New Worlds 1993
 Folders 1984
 4 Year Pledge 1993
 Horizons 1995, 1994, 1993, Fall 1992, Spring 1992, 1991
 Parents Brochure
 Peterson's Guide 1984, 1978, 1976
 Poets, Pipers and Philosophers 1995
 Poster 1994-95
 Shadow 1994
 Study Abroad 2016, 1995-96, 1994-95, 1984, 1980
 US News 1995
 US News Value and 4 year 1994
 Campus Representatives Tour Information and Quizzes (1980s)
 Campus Representative Training Manual (Fall 2000, 2001-02)
 Clubs and Organizations (1994-95, mid 1990s)
 Congratulations Covers (early 1990s)

Digital file:

Data PowerPoint Aug. 31, 2023 Enrollment Management Presentation to Staff Assembly

4/20 Scholarships and Grants

Scholarships in General
 Scholarship Poster (1994, 1993)
 NEMDA Scholarship Card 1977-78
 Allis Scholarships (1960-...)
 Labovitz Application 2000, 1994, 1993, 1991
 Benedictine Scholarship Application 1994-95, 1991, 1990, 1989, 1980s, 1978-79, 1977-78, 1976-77, Guidelines
 Benedictine Scholars Reception
 Marge Oreck Alpern Scholarship

4/30 Financial Aid Office

Folders:
 Financial Aid (1960 – 1990)
 Financial Aid (1991-)
 Tuition and Fees

Type of Container	Box Name	% Capacity
Box	4/10 Admissions Office Box 4/4	80%

Expansion Folder:

Enrollment, Undergraduate Students

Folders organized by:

Crisis in

Department Registered In Feeder Schools

Major Fields

Place of Origin

Religious Preference

Year Attending

Yearly Comparisons

Expansion Folder:

Test Scores

Folders:

Test Scores: Freshmen (1930-40)

College Aptitude Test (1930-31) to (1940-41)

Iowa English Aptitude Placement Test (same dates)

Psychological Tests (1933-34) to (1940-41)

Cooperative Test Service (1934-35) and (1937-38)⁵

Test Scores: Freshmen (1935-47)

A.C.E. Psychological Examination (1935-36) to (1947-48)

Cooperative English Test (1935-36) to (1947-48)

Moss-Hunt Series (June, 1948)

1932 Sophomore Tests

Test Scores: Upper Classes (1935-36) to (1965) [not complete]

Test Scores: Freshmen (1955-56) to (1967-69)

Iowa Silent Reading Test (1955-56) to (1965-66)

Minnesota (1955)

California Test of Mental Maturity (1957-58) to (1965-66)

Bell Adjustment Inventory (1961-62) to (1964-65)

Otis-Lennon Mental Ability Test [?] (1964 and 1965)

Henmon-Nelson Tests of Mental Ability (1967-68) to

(1969-70) Davis Reading Test (1967 and 1968)

Expansion Folder:

GRE Test Results: Folders: (1951-52) and (1952-53)

(1953-56) [four folders]

(1957) and (1962-63)

4/10/05 Promotional Material

Type of Container	Box Name	% Capacity
Box	4/10 Admissions Office Box 2/4	100%

Folders:

⁵ Includes Sophomores. Freshmen tested on “contemporary Affairs” only.

Admissions 1919-1955
 Pictorial 1939, 1941, 1942, 1946 separate and 1939, 1941, 1942, 1943, 1946
 bound together
 Admissions 1961-1969
 Admissions 1978-1979
 Admissions 1980-1985
 Admissions 1986-1989
 Admissions 1990-1997
 Admissions 2000
 Admissions 2001-2002
 Admissions 2002-2003
 Admissions 2003
 Admissions 2004
 Admissions 2005
 Admissions 2006-

Note on the dating of promotional material:

- 1) In some cases the material indirectly gives the date of its publication; i.e., cost for the previous school year with that date;
- 2) In some cases someone has written on the material;
- 3) In some cases the material can be dated from the personnel pictured or mentioned;
- 4) The title of the person to whom inquiries should be addressed also gives a clue:

Bulletin (1962-64), p. 94: "Registrar, Director of Admissions"
Bulletin (1964-66), p. 96: "Director of Admissions and Registrar"
Bulletin (1966-68) same
Bulletin (1968-69), p. 55: "Director of Admissions and Records"
 until
Bulletin (1986-88), p. 150: "Dean of Admissions and Financial Aid"
 until
Bulletin (1999-00), p. 204 "Vice President for Enrollment Management" (but the
 accepted address is probably Admissions Office)

Type of Container	Box Name	% Capacity
Clamshell	4/10 Admissions Office Box 3/4	100%

Folders:

Viewbooks 1960s-present
 Viewbook envelopes 1990s

Data Files:

Data PDF 2007 Viewbook – 1 digital file
 Data PDFs Sept. 2006 – 26 digital files
 Data PPT 2008 Direction for Life Advertising – 1 digital file
 Data 2008 Sept. 10 Flyers and Print Ads – 23 PDFs

4/10/50 Statistical Surveys (by)

Type of Container	Box Name	% Capacity
Box	4/10 Admissions Office Box 4/4	100%

Expansion Folder:

Association of College Registrars
Association of Minnesota Colleges
HEW Surveys
Published National and Regional Studies
Statistical Studies (CSS)

Folder:

Survey Results of Prospective Students (Sept. 2002) (In 1/4 Box)

4/20 Scholarships and Grants [this is a list of scholarships available to students]

Type of Container	Box Name	% Capacity
Box	4/10 Admissions Office Box 2/4	100%

Pell Grant [federal aid] Program

Minnesota Higher Education Coordinating Board grants and scholarships

CSS Scholarships:

Benedictine Scholarship (merit) [Fall, 1975]
ENCORE! Benedictine Scholarship (merit)
CSS Grant (need)
Blandin Presidential Scholarship (need)

Other:

Indian Scholarship Program
Ordean Foundation
Wasie Foundation
Alliss Foundation
Kribs Scholarship
Whiteside Scholarship
Sibling and/or Family Discounts
Alworth Scholarship
Carkner Scholarship
Alumni Scholarship
Ambucs Scholarship
and many more

Alliss Scholarships: The Charles and Ellora Alliss Educational Foundation

Charles Alliss died on September 11, 1958. His will set up the foundation: "Other things being equal, preference should be given to residents of Minnesota ...also same preference for nurses training

[sic] in those colleges that offer the subject. This latter provision was revoked on April 3, 1968 CSS was the only Catholic college included in the program. In the fall of 1960, eight scholarships at \$750 each were granted to the college. St. Ann Edward Scanlon described this as the “largest scholarship” grant in the history of the college. In 1962, the number of scholarships was doubled. In 1963, nineteen became available. The value of the scholarship rose to \$1,000 per in 1968, “without diminution in number.” Later that year the number rose to twenty.

In 1969 the trustees allowed the grants to be used for scholarships or for loans. CSS awarded the scholarships on the basis of academic (3.00 GPA) and financial need conditions. Often the dollar value of a scholarship would be divided between two students. Between 1960 and 1978, the Alliss Scholarships contributed over \$350,000 to the CSS scholarship fund.

Type of Container	Box Name	% Capacity
Medium Gray Flat Box	Posters from #00 - 10	70%

Various Admissions posters

5/ Registrar's Office

Type of Container	Box Name	% Capacity
Clamshell	5/Registrar's Office 5/50 Grade Studies 5/70 Winton Plan	100%

Folders:

Academic Calendars and Fee Schedules (1984-)
and Schedules of Events (1969-2008)
1992-93 Annual Report of the Registrar
1976-77 "Career/Program" Catalog
Registrar's Office Misc. Papers (including an account statement from a student in
1971-72 and advance registration schedules from 1977-78)

Student Directories (1973-2000)

Box	17/20/40 C.S.S. Yearbooks 1974-2001 Student Directories 1973-2000 Box 3/3	95%
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5/10 College Bulletins/Catalogs:

Type of Container	Box Name	% Capacity
Box	5/10 College Bulletins/Catalogs Box 1/2	100%
Box	5/10 College Bulletins/Catalogs Box 2/2	80%

Data Files: College Bulletins Catalogs (1915 to 1956-57 and 2007 to present)

College of St. Scholastica Bulletin (later, Catalogue)

The holdings are incomplete
Announcement (1914)⁶ (Measures 6" by 8 ¾")
for "College, Academy, and Preparatory School"

Historic Photographs on or opp

South View - p.5

Students Library/Private Room - p.11

Students' Refectory - p. 20

⁶ This date does not appear in the volume. It is determined from internal evidence. "The entire space of one floor of the building constructed in 1913" was devoted to physical sciences (p. 7). Later Bulletins say that this building was "erected in 1914" [IV (1924 [-25]), 11]. Also, the Frequent Communion Circle (pp. 59-60), which began in 1907, was being obedient to the rulings of "the reigning Pontiff," Pius X, who died on August, 20, 1914.

Bulletin (n.d.)

Bulletin (n.d., for High School)

Bulletin (n.d., for College)

Bulletin (sequential volumes) (Measure 5" by 7 ¾")

I-?

II-?

III (1921 [-22])⁷

IV (1924 [-25])⁸

V and VI (1925-26)(1927-28)⁹

C.S.S. is on the Quarter System
(until 1937-38)

VII (1928-29)

1929-30???

VIII (1930-31)

IX (1931-32)

X (1932-33)

This is the first volume that prints dates on title page.

XI (1933-34) (volumes now measure 6½" by 8½")

Mentions Tri-Arts Cub for Off-campus Students

Warning about smoking (p. 24) Arch Drawing of Tower Hall - at the end

Grotto of Our Lady - p. 44

Among the Pines - p. 52

Recreation Hall - p. 60

Northwest View of College (n.p.)

Tower Hall - frontispiece

Gymnasium [1920] at the end

Rest Room at the end

Senior Club Room at the end

Basketball Practice at the end

Laboratories at the end

Campus Pines at the end

North Wing of High School at the end

Merchant of Venice - p. 4

On the Campus - p. 30

Merchant of Venice - p. 4

Fold-out Picture of Campus - p.6

A Study - p. 16

On the Campus - p.30

Main Building North Wing - Frontispiece

College Group, 1925 - p.16

Cap and Gown Procession - at the end

Reception Rooms - at the end

North Dining Room - at the end

Social Science Reading Room - at the end

Psychological Laboratory - at the end

Gymnasium with Students - at the end

Campus Pines - at the end

Birches and Willows - at the end

Architect Drawing of Tower Hall - Frontispiece

Tower Hall described pp. 9-10

Architect Drawing of Tower Hall Entrance - Frontis

⁷ Describes the Gymnasium (1920) on p.8. Announces that a Scholastica unit of the Catholic Students' Mission Crusade was formed on May 10, 1921 (p.45).

⁸ See p. 41

⁹ Vol. V prints the College Roll for 1924-25 (p. 63). Vol VI offers only a calendar for the 1927-28 academic year.

XII (1934-35)	same Frontispiece
XIII (1935-36)	same
XIV (1936-37)	
Mentions state clubs to “propagate patriotism and defend state rights” (p. 21)	
Has a loose insert: “Medical Technology”	
XV (1937-38)	
Now on semesters	
Lists convocation speakers (pp. 23-24)	
XVI (1938-39)	
Pius XI on the product of a true Christian Education - Frontispiece	
Lists Standing Committees (p. 16)	
State Clubs “foster friendship and school spirit in students from the same region” (p. 22)	
XVII and XVIII (1939-41)	
(1939-40) named “Annual Catalogue”	
(1940-41) titled “Announcement”	
XIX (1941-42)	
XX (1942-43)	
XXI (1943-44)	
Lists convocation speakers (p. 23)	
XXII (1944-45)	
Lists convocation speakers (p. 23)	
XXIII (1945-46)	
XXIV (1946-47)	
Lists convocation speakers (p.23)	
XXV (1947 [-48])	Aerial Photograph of Campus ¹⁰
XXVI (1948-49)	same
XXVII (1949-50)	same
XXVIII (1950-51)	same
XXXIX (1951)	same
XXX (1952)	same
XXXI (1953)	same
XXXII (1954-55)	same
XXXIII (1955-56)	Tower Hall Entrance - Frontispiece
XXXIV (1956-57)	same
XXXV (1957-59)	same
[pp. 67-82 are bound as pp. 82-67]	
XXXVI (1959-61)	same
XXXVII (1961-62)	same
Box 2	
[XXXVIII] (1962-64) ¹¹	same
1962-64	
1964-66	[first time that family names of sisters are listed (pp. 96-100)]
1966-68	

¹⁰ Compare this photo of Tower Hall with Architect’s Drawing (VII, Frontispiece).

¹¹ From this point on, no volume numbers are used.

1968-69 (Interim Bulletin) (measures 8½” by 11”) (back on quarter system)
 1969-71 [first mention of “men students” (p. 6)]
 1972-73 “Tools” (An Interim Catalog)¹²

As the General Catalog

1973-74 (oversized) (Winton Plan begins)
 1974-75 (6” by 9”)

Graduate Catalogue 1975-80¹³

1976-77¹⁴
 1975-77
 1977-79 (competencies begin, pp. 8-9)
 1979-80 (last mention of Winton Plan; competencies “in,” p. 8)

As the General Catalog that includes Undergraduate and Graduate Catalogues

1980-82
 1982-86 [bound in reverse order]
 1986-88 [bound in reverse order]
 1988-90 [bound in reverse order]
 1990-91
 1991-93
 1993-95
 1995-97
 1997-99
 1999-2000 [now on semester system]
 2000-01
 2000-03
 2003-05
 2005-07
 2007-09
 2009-11

Folder:

Misc. Catalogs
 Tools Catalog (1972-73)
 Winton Plan (1974-74)
 Graduate Catalog (1975)
 Supplement to General Catalog (1975-77)

The Bulletin includes sections on the purpose of the college, its setting, class offerings, calendars, information on administration and faculty, etc. Earlier volumes put great stress on the preparation of the

¹² It was reported that F.X. Shea termed this “interim bulletin...a schizophrenic union of Winton individuality with stringent requirements” and hoped “the people preparing material for the new bulletin would endeavor to remove this dichotomy.” [See Faculty Meeting Minutes at 1/11/73.]

¹³ Measures 7½” by 8½” and includes: “Summer 1975,” “Extended Programs, 1976-77,” “External Degree Program, 1978,” and Graduate Catalogue, 1977-80.

¹⁴ This 32 page booklet used a diamond for its logo and offered prospective students a Career/CSS Program Chart on pp. 16-17.

faculty for college teaching and on the facilities of the campus. Starting with Volume XXV (1947 [-48]), less space is given to the latter, and courses are listed before the administration and faculty sections.

The sections on “Purpose,” “Educational Objectives,” “Commitment,” and “Mission Statement” (the title varies between earlier and later editions) give evidence of how the college struggled to express its identity and goals in a time of sweeping social, ecclesiastical, political, and educational changes. These efforts can be traced through the following statements:

Vol. III (1921), p. 5
 Vol. XV (1937-38), pp. 17-18, 21
 Vol. XXV (1947-48), p. 8
 Vol. XXXVI (1959-61), p. 5
 (1962-64), p. 5
 (1966-68), p. 5 (whole page)
 (1973-74), p. 5
 (1982-86), p. 4 (1882-84)
 (1986-88), pp. 4-5 (with commentary)
 (1995-97), p. 5 (longer form)

Rules about attendance and absence briefly illustrate the point. The Announcement (1914) noted that although “no undue influence” toward Catholicism would be directed to non-Catholic students, in the interest of “maintenance of order and discipline all are obliged to attend the various religious exercises” (p. 5).

In 1938-39, non-Catholic students “were required to attend those religious services prescribed for the whole student body.” These included Mass at the opening and close of the academic year, and the baccalaureate service (XVI: 28).

In 1950-51 the annual Retreat, weekly convocations and the Honors Convocation were added to the list obliging all students (XXVIII: 18).

In 1962-64, only Catholic students were required to attend the Masses, Retreat, and baccalaureate services; all students had to attend the weekly and honors convocations (p.15).

In 1974-75 religious services were “provided (though not required) for Catholics and non-Catholics” (p. 5).

In 1993-95: “religious life” last index entry; various religious activities are “open to all” (p. 9).

***See 5/10 Appendix College Bulletins/Catalogs for C.S.S. Sisters’ Faculty List by Family Name**

Box 3

5/10/05 Class Schedules (FQ '88---) [newsprint, 11½” x 16”]

Type of Container	Box Name	% Capacity
Flat box	5/10/05 Class Schedules Box 1/1	100%

Class schedules on newsprint 11 ½” x 16” Spring Quarter 1984-2008

Data Files: Master Calendars (2000-01 to present)
 Course Listings (1998 to present)

Type of Container	Box Name	% Capacity
Medium Gray Flat Box	Posters from #00 - 10	70%

Course Calendars, Calendars of College Events

5/20 Data on Students – (see also 2/10 Historical and Descriptive Materials)

Folders:

Registrar's Packet

Report to the President Office of the Registrar (June 1958)

Withdrawals (1966-72)

Profile of Graduating Classes (1973-90)

Official Bulletin (Enrollment Data from 1985 – 2006)

Misc. Folder Containing:

Survey of earned degrees 1949-50,

Enrollment Trends 1950,

Total Employment for Payroll Period 1955,

Enrollment Statistics 1911-1935,

Historical Data (1959-65)

Percent of 1969 Graduating Seniors

College Data (1972)

Freshman Class Profile (1972-73)

Enrollment Statistics (1972-1981)

Attrition Statistics 1990-91,

Management Enrollment Statistics (1991)

Academic Profile Baseline Data (Fall 1994)

Graduation Newsletter (1994)

List of Programs Registrar's Official Version (As of 2/1996)

Official Counts of Majors (2003)

Directories and Surveys of Graduate Enrollment 1997-98

Directories and Surveys of Graduate Enrollment 1999-2000

Enrollment Report (Annual report for 1996-97, 1997-98, and 2004-05, Fall 2005)

Data Files:

Commencement Lists (2002 to present)

Enrollment at Census (

Microforms:

Graduates from pre-1937 – 1 roll microfilm

Graduates from 1972 for 1973, 1974, 1975, 1976-77, 1977, 1979, 1979-81, 1980-81, 1980-82, 1982, 1982-83, 1983-84, 1985, and 1986 – 6 rolls microfilm

Graduate records from 1995 – 9 rolls microfilm

Cumulative Transaction Journal from American National Bank and Trust Company of

Chicago 1980-1983, 1984, 1985, 1986 (these appear to not be grades or classes but rather financial transactions from students) – microfiche
Catalog 1975/77 – microfiche

5/50 Grade Studies

Folders:

CSS Examination Procedures (1945)
Grade Study (1941)
Grade Study (1943)
Grade Study (1944-45)¹⁵
Grade Study (1945-46)
Grade Study (1947)
Grade Study (1950)
Grading Practices [ACT] (1968-70)

5/70 Winton Plan

Folder:

Winton Plan

5/90 Honorary Degree Recipients

Type of Container	Box Name	% Capacity
Clamshell	5/90 Honorary Degree Recipients	40%

Folders:

List of Recipients (1969-current)

Recipients Alphabetical

Includes the award speeches for the following: Paul F. Anderson, Peter J. Bartzen, George A. Beck, Mother Martina Hughes and Mother Athanasius Braegelman, Mother Grace Marie Braun, Sister Joan Braun, Marvin Campbell, Raymond W. Darland, Vine Deloria, Jr., David Durenberger, Paul M. Ellwood, Jr., Joseph Hawthorne, Thomas E. Holloran, Charles Johnson (Also his speech), Michael Langham, Frances Hoffman Lavine, Robert S. Mars, Jr., Caroline and Julia Marshall, Mercedes McCambridge, Frederic W. Ness, Jeno Francisco Paulucci, Walker Percy, J. F. Powers, Lisa Richette, Sister Ann Edward Scanlon, Mayme Sevander, Francis Xavier Shea, Sister Celeste Shoup, John R. Silber, Bruce Stender, and Margaret Ulvang

Includes photos, speeches, correspondence, newspaper clippings, etc. on the following:

Aufderheide, Arthur
Bombeck, Erma
Burrows, Robert L.
dVinck, Catherine
Doermann, Humphrey
Johnson Dugan, Sheila
Hellwig, Monica H.

¹⁵ Faculty Meeting Minutes October 26, 1944 indicated the “study of examination practices to begin.”

Heschel, Rabbi Abraham
Kramer, Susan Mukavitz
LeTendre, Mary Jean
Madden, Richard B.
Oberstar, James
Overman, Ben and Jeanne
Perpich, Rudy
Pilon, Daniel and Janice
Rand, Sidney
Sandbulte, Arend J.
Shiely, Ann Fee
Weakland, Rembert
Wiesel, Elie

5/10 Appendix College Bulletins/Catalogs for C.S.S. Sisters' Faculty List by Family Name

C.S.S. Bulletin, IV (1924), 3-5

Name

Agatha Gruetter
Agnes Somers
Alice Lamb
Ambrose O'Keefe
Athanasius Braegelman
Basil Delage
Bernard Coleman
Brigid McCarthy
Edwina Noesen
Evangelist Goodman
Katharine McCarthy
Marian Langlais
Martina Hughes
Monica Simon
Prudentia Morin
Rose O'Donnell
Scholastica Bush
Wilfrid Jordan

C.S.S. Bulletin, V-VI (1925-28), 3-5

Agatha Gruetter
Agnes Somers
Alice Lamb
Ambrose O'Keefe
Athanasius Braegelman
Basil Delage
Bernard Coleman
Brigid McCarthy
Callista Milette

Celestine Sullivan
Edwina Noesen
Gerard Nolan
Katharine McCarthy
Marian Langlais
Martina Hughes
Monica Simon
Prudentia Morin
Scholastica Bush
Wilfrid Jordan
C.S.S. Bulletin, X (1932-33), 11-15

Agatha Gruetter
Alice Lamb Ambrose
O'Keefe Athanasius
Braegelman Basil Delage
Bernard Coleman
Brigetta McCarthy¹⁶
Celestine Sullivan
Chrysostom Doran Digna
Birmingham Ildephonse
Feeley Jane Reilly
Katharine McCarthy
Martina Hughes Mona
McGuire Prudentia
Morin Rose O'Donnell
Salome Blais
Scholastica Bush
Urban Stuart
Victoria Nemanich

C.S.S. Bulletin, XVII-XVIII (1939-1941), 11-15

Alcuin Arens
Alice Lamb
Prudentia Morin
Ambrose O'Keefe
Rose O'Donnell
Annella Gallagher
Salome Blais
Athanasius Braegelman
Scholastica Bush
Bernard Coleman
Urban Stuart
Bernarda DiGiovanni
Victoria Nemanich
Bernice Braegelman

¹⁶ “The Sister Brigid listed on the 1924 and 1925-28 faculty lists changed her name to Sister Brigetta. She is listed as Sister Brigetta on the 1932-33 and 1939-41 lists.” Note by Sister Mary Carol Braun, August, 1999.

Wilfrid Jordan
Brigetta McCarthy
Celeste Shoup
Celestine Sullivan
Chrysostom Doran
Denise McGill
Digna Birmingham
Edwina Noesen
Elaine Loubert
Electa Byrne
Isabelle McKeague
Jane Reilly
Justina Gruesen
Katharine McCarthy
Kathleen O'Brien
Lucille Corinne Franchere
Martina Hughes
Mercedes Ryan
Mona McGuire
Patricia Thibadeau
C. S. S. Bulletin (1962-64), 81-85
Joselyn Baldeshwiler
Katharine McCarthy
Kathleen O'Brien
Agatha Riehl
Loretta Sheehan
Agnes
Lucille Corinne Franchere
Alcuin Arens
Martina Hughes
Alice Lamb
Mary William McPherson
Aloyse
Mercedes Ryan
Ambrose O'Keefe
Monica Simon
Ann Sexton
Petra Lenta
Ann Edward Scanlon
Prudentia Morin
Annella Gallagher
Raymond McLaughlin
Antonine Braun
Rita Marie Bergeron
Athanasius Braegelman
Rose O'Donnell

Bernard Coleman
Salome Blais
Bernarda Di Giovanni
Urban Stuart
Bernice Braegelman
Vivian Arts
Brigetta McCarthy
Wilfrid Jordan
Carmel Cashin
Celeste Shoup
Celestine Sullivan
Chrysostorn Doran
Digna Birmingham
Donalda Laughlin
Elaine Loubert
Electa Byrne
Emilene Radke
Gabriella Kinshella
Helen Clare Arts
Inez Chartier

6/College Communications/Public Relations

6/05 Public Relations Office

6/05/01 College Communication Procedures

Folders:

Communications Audit for The College of St. Scholastica Prepared by
Westmoreland, Larson & Hill (late 1970s to early (1980s)

Guidelines for Use of Public Relations November 21, 1985

Logo and Graphic Identity (1982 and 1995-96)

College Communication Procedures 2002

St. Scholastica Internal Public Relations Procedures and Notes

Pamphlet – Getting Into Print: Planning and Producing a Publication from
the Office of Information Services

College Communications Department Personnel (2008?)

Marketing Newsletter (2017-)

Data Files: 2013 CSS Brand Guidelines

D2007 Aug. 21 College Communications Files Extended Studies – 37 PDFs,
Word docs

D2023 Feb. Marketing and Communications Community Message – 1 PDF

Type of Container	Box Name	% Capacity
Box	6/05/01 College Communication Procedures 6/50/10 Press Releases Box 1/1	90%

6/05/05 Newspaper Clippings

On Shelves in Big Books:

1931-1940

August 1963 – January 1965

January 1965 – September 1965

September 1965 – April 1966

April 1966 – August 1967

August 1967 – January 1969

January 1969 – October 1969

October 1979 - October 1970

October 1970 – August 1972

August 1972 – April 1973

Miscellaneous 1963 – 1971

April 1973 – December 1973

December 1973 – November 1974

November 1974 – November 1975

April 1975 – October 1975

November 1975 – March 1976

March 1976 – September 1976
September 1976 – June 1977
June 1977 – February 1980
March 1980– June 1981

On Shelves in Boxes:

July 1981 – April 1983
April 1983 – May 1985

In Cabinets in Boxes:

April 1, 1985 – March 31, 1986
April 1, 1986 – July 1987
July 1987 – April 1988
June 1990 - December 1991
March 1988 - December 1989
November 1989 - September 1992
July 1992 - January 1994
January 1994 - February 1995
January 1995 - February 1997
February 1997 – October 1998
October 1998 – October 2000
November 2000 – June 2002
July 2002 - June 2004
June 2004 – June 2006

On Shelf in Box:

2007-2017

Folder:

Ads taken out for CSS 2002
Newspaper Clippings (1960s to 2006)

Digital Files:

1927-31 Scrapbook of Newspaper Clippings – 24 digital images

Type of Container	Box Name	% Capacity
Box	6/05/01 College Communication Procedures 6/50/10 Press Releases 1991-2001 Box 1/1	90%

6/10 Internal Communications

Type of Container	Box Name	% Capacity
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Box	6/10 Internal Communications Box 1/1	100%
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6/10/01 See Registrars Office for Bulletins and Catalogues

6/10/02 College of St. Scholastica Official Bulletin

(1943-44) to (1967-68)

“All students are held responsible for all notices on this weekly report.”

Stenciled or dittoed on 8½” by 11” paper. Appeared weekly during the academic year.

Bulletins from September, 1943, to June, 1950, are stapled by year between blue covers; those from September 1950 to June 1958 are bound together between brown covers. Issues from September, 1958, to May, 1968, are stapled by year at an upper corner. Starting in September, 1961, the Official Bulletins are stapled according to semester: September to December, 1961, February to May, 1962. (The division of these collected notices, and the resulting reduced thickness, may have matched the binding power of a single staple more efficiently.) These packets are held in a brown expansion file with the brand name, “vertical file pocket.”

The Official Bulletin published notices of events, such as the annual retreat, holy days and funerals, convocations, recitals and plays, meetings of clubs and societies, rehearsals for choir and baccalaureate, proper attire for this and the Bishop's visit (“courtesy requires that no lipstick be worn”), the yearly visit by the mobile X-Ray Unit, summer employment opportunities, and so forth.

The Official Bulletin also encouraged students to attend these affairs. Common phrases: “all will be present;” “all will wish to be present;” “all must be present;” “Roman Catholics must be present;” and “Role call will be taken.” It was “disrespect to speakers” to bring reading material to the weekly convocations (November 13, 1952).

Names not handed in at announced events appeared in the next issue of the bulletin, and explanations were sought. Students were “not to cross off a name on this Official Bulletin!” (at November 15-19, 1948).

Starting in 1958, the Official Bulletins focused more exclusively on informational notices; the supervisory, prescriptive, disciplinary content and tone of the early issues dropped away. For example, one speaker “will talk to anyone interested” (April 13, 1965); “all members please attend” (May 25, 1965).

The Official Bulletin provided information on certain significant aspects of CSS life:

The “Pine Cone” Issue (proper use of smoking room) (March 10, 1949)

The “Absence Policy” (at October 10- 14, 1949; October 1-5, 1951; September 29-October 5, 1952; and February 20, 1959)

Method of electing the “All College Woman” (ditto inserts at February 13, 1950)

Dangers of walking on Kenwood Avenue (October 17, 1951)

How the College Ideals were voted upon (at February 2-9 and 12-16, 1951; and February 4-8, 1952)

Skirts to be worn in the building (April 19, 1952 and at May 9-16, 1952)

CSS Radio Club broadcasts with UMD Newman Club (at March 24-28, 1952)

Objectives of the College (at January 25-29, 1954)

Tests in Academic Areas announced (April 9, 1959)

Commendation to student body for friendliness (December 18, 1962)

Awarding St. Scholastica Medal (February 10, 1966)
 Health and Safety Class and fire alarm system (at May 9-14, 1966)
 Vote on the Leadership Award (February 1, 1968)

6/10/2.5 “Do You Know?” (1973)

6/10/03 “On the Agenda”

from Pres. Bruce Stender, CSS (March 7, 1975 to May 22, 1981)
 on 3/17/75 becomes “a weekly communication”
 no OTAs between 10/13/75 to 11/14/75
 no OTAs between 1/7/77 to 5/6/77
 on 9/30/77 now a “biweekly”
 no OTA for November, 1979
 on 5/3/80 now “A Publication” [a monthly?]

“On the Agenda” attempted to provide communication from the president to the faculty and students. It gave Stender’s travel schedule and meetings with other educators; recorded congratulations for faculty achievements; announced special events, and in general supplied readers with news of what the President was doing for the college and its people. A notice dated 10/8/82 said that “On the Agenda” would expand into an internal newsletter coordinated by the Public Relations Department. Faculty were asked to suggest a name for the new publication. October 18, 1982 was the first appearance of “Notes from Dan Pilon.” By 10/29/82, the most favored name for the newsletter was “Inside Times” -a single format for all internal college communications. [8½” by 11”, printed on two sides]

6/10/04 The College of St. Scholastica “Inside Times” (October, 1982- June, 2009)

Type of Container	Box Name	% Capacity
Box	6/10 Internal Communications Box 1/1	100%

Contains Inside Times (1982-1999)

Type of Container	Box Name	% Capacity
Clamshell	6/10/04 “Inside Times” July 14, 2000-2009 Box 1/1	10%

Contains Inside Times (2000-2009)

On 8/26/94, the first installment of “People of Scholastica” profiles appeared. The “Inside Times” expanded the internal communications model of “On the Agenda.” The new publication was able to present much more news about persons, meetings, scheduled events of all kinds, new academic programs etc. As befits a PR sheet, it consistently revealed a concern for the image of the college and its contributions to the broader community.

It is difficult to know if these files are complete: the sheet was “a regular publication” (every Friday

except holidays) but at times gaps appear in the dating. Many issues seem to be missing for 1991-92. Nevertheless, the collection contains plenty of useful information about the goings on of CSS life.

Editors: Bob Aschenmacher, July, 1994 to present

Julie Ahasay, 1982 to 1994

Before these: Pat Daugherty, Margaret Jensen, Tom Livingston

*See **6/10/04/01 Appendix** for a list of CSS employees featured in the “Inside Times” (1994---) arranged alphabetically by school year.

6/10/05 “Campus Connection” (1994-96)

6/10/06 “Haec Hora” Spring 1958 Volume 1, No. 1

Type of Container	Box Name	% Capacity
Box	6/10 Internal Communications Box 1/1	100%

6/50 External Communications

6/50/01 Scholastica Times and St. Scholastica Magazine“...prepared and edited by the Scholastica Office of Publications and Information Services...three times a year, Fall, Winter and Spring Quarter.” Files are not complete; some years a summer edition appeared.¹⁷ It changed its name to St. Scholastica Magazine in the summer issue which came out in June of 2014.

Due to different sizes of the publication, copies of the Scholastica Times are housed in two boxes:

Type of Container	Box Name	% Capacity
Flat box	6/50/01 <u>Scholastica Times</u> I(FQ '71) to (November, 1982), measuring 16” by 11” Box 1/3	50%
Clamshell	6/50/01 <u>Scholastica Times</u> (Summer, 1977) to (Fall, 2002) Box 2/3	100%
Clamshell	6/50/01 <u>Scholastica Times</u> and <u>St. Scholastica Magazine</u> (Winter, 2003) to Box 3/3	10%

Data Jump Drive 1971-2010 jpg and pdf files

Data DVD 2010-2011 Disc 1 and 2 jpf and pdf files

Data DVD 2011-2012 Disc 1 and 2 jpf and pdf files

Data DVD 2012-2013 Disc 1 and 2 jpf and pdf files

¹⁷ No volume numbers for issues (FQ '72) to (August 1984). [Missing (WQ '73-75), (WQ '73-74), (WQ '77), (SQ '78). Volume numbers reappear V (November, 1985) to VIII (Summer, 1989). No volume numbers appear for issues (FQ '89) to the present.

Data Jump Drive 2013-2014 jpg and pdf files
Individual Issues

Data CD 2003 Fall Times - 74 Images and Text

Fall 2012 2 PDFs – Low and High Res.

Spring 2013 - 1 PDF, 83 images

“St. Scholastica Magazine” (2015-)

Data Jump Drive 2014-2015 jpg and pdf files

Data Jump Drive 2015-16

Editors:

FQ '72: Director, Gloria Johnson

January, 1975: Department of Information Services, editor Julianne Agnew and Steven Stark

SQ '75: Editor, Julianne Agnew

FQ '75: once again named “Office of Publications and Information Services”, no editor named.

WQ '76-77: “Six issues per year”

Summer, 1977: now named “Office of Information Services”

Reunion '90: “Office of Public Relations” appears for the first time.

Directors of the Office of Public Relations:

Summer, 1979: Jennifer Swenson (Thomas Livingston, Editor)

FQ '79/ WQ '80: Patricia Daugherty (Margaret Jensen, Editor)

November, 1981: Adele Englund (Jensen, Editor)

April, 1983: Julie Ahasay (Jensen, Editor)

Spring, 1989: Julie Ahasay (Cheryl Riana Reitan Editor)

Spring, 1995: Bob Ashenmacher (Reitan, Editor)

Fall, 1996: Bob Ashenmacher, Director of College Communications

Fall, 1997: “and Media Relations” added

6/50/02 In Between Times – holdings #70 “...official newsletter of CSS...published three times per year to keep alumni and friends informed of campus news and events [by Office of Public Relations].”

Type of Container	Box Name	% Capacity
Clamshell	6/50/02 <u>In Between Times</u> May 1982-2012 Box 1/1	10%

Archives has:

In Between Times (May, 1982) #1 to IV(July, 1985) #3

Then, no copies printed until:

Between Times Issue #1 (Winter, 1977) to Issue #27 (Spring, 2012)

E-newsletter (2016-)

Data Jump Drive “In Between Times” 1982-85

Data Jump Drive “Between Times”1998-2009

Data DVD “Between Times” 2010-12

6/50/03 Annual Report of the College

Type of Container	Box Name	% Capacity
Clamshell	6/50/03 Annual Report of the College	10%

Years:

1974-75, 1975-76, 1977-78, 1978-79, 1979-80, 1983, 1984, 1985-86 to 1998-99, 2002-03, 2003-2004, 2004-2005, 2005-2006, 2006-2007,

Data File: Annual Reports of the College (2001-2013)

6/50/05 Christmas Cards (1960s? to present)

Type of Container	Box Name	% Capacity
Box	6/05/01 College Communication Procedures 6/50/10 Press Releases Box 1/1	90%

6/50/07 The Mitchell and Spotlight (2010 to present) Cultural Happenings at CSS including Sales and Events Newsletter of of Spring 2023

Type of Container	Box Name	% Capacity
Box	6/05/01 College Communication Procedures 6/50/10 Press Releases Box 1/1	90%

Folders:

The Mitchell (1993-94 to 2009-10 with some years missing)

Spotlight (2010 to present) Cultural Happenings at CSS

Digital Files:

D PDF 2022 Dec. 14 Spotlight Live from the Patio Concert Poster

D PNG 2023 Apr. 11-13 Summer Tabling Days

D PDF 2023 June Sales and Events Newsletter

D PDF 2023 July 12 Spotlight

6/50/10 Press Releases

Type of Container	Box Name	% Capacity
Box	6/05/01 College Communication Procedures	90%

	6/50/10 Press Releases Box 1/1	
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Folders:

Press Releases 1991-92
Press Releases 1992-93
Press Releases 1993-94
Press Releases 1994-95
Press Releases 1995-96
Press Releases 1996-97
Press Releases 1997-98
Press Releases 1999-2000
Press Releases 2000-01

Data CD 2003-5 Press Releases – 7 digital files

Data CD Feb. – Apr. 2004 News Highlights – 22 digital files

Data CD Nov. 2004 – Jan. 2005 Media Coverage Highlights – 7 digital files

Data CD June – Sept. 2005 Media Coverage Highlights (Images of
billboards, press releases, advertisements, etc.) – 13 digital files

Data CD Oct. 2005 – Jan. 2006 Media Coverage Highlights (Images of
billboards, press releases, advertisements, etc.) – 12 digital files

Data CD May – Oct. 2006 Media Coverage Highlights (Images of
billboards, press releases, advertisements, etc.) – 10 digital files

Data CD Feb. to April 2006 – Jan. 2006 Media Coverage Highlights
(Images of billboards, press releases, advertisements, etc.) -

Type of Container	Box Name	% Capacity	Location
Medium Gray Flat Box	Posters from #00 - 10	70%	

Press Releases from publications reprinted on larger posters (2004-08)

6/50/10/01 Indexes of Press Releases

Done by Father Whit for the 1991-92 to 1999-2000 school years

Indexes are located in the front of each file folder; press releases before the index have not been indexed yet

6/60 Photo Archives – see separate Photograph Collection document

6/70 Audio/Visual Recordings – see separate Audio/Visual Collection document

6/90 Realia – see separate Realia Collection document

6/10/04 Appendix for The College of St. Scholastica “Inside Times” – also included in holdings # 67

A list of CSS employees featured in the “Inside Times” (1994---) arranged alphabetically by school year.

1994-95

<u>Name</u>	<u>Date</u>
Anderson, Larry	4/07/95
Anderson, Jean	1/27/95
Applegate, Rachel	11/11/94 and 11/17/95
Berglund, Nancy	3/31/95
Bouie, Joseph	1/20/95
Buckman, Tim	4/28/95
Edwards, Barbara	9/16/94
Euller, Judy	4/21/95
Fawcett, Ray	10/21/94
Flaig, Quin	5/09/95
LaTour, Kathy	11/04/94
Leja, Ann	9/23/94
Leonidis, Terry	3/24/95
Lyons, Steve	2/24/95
Maj aski, Nancy	2/17/95
McGahey, Larry	3/17/95
Meyer, Mary	5/05/95
Neher, Joanne	5/19/95
Newcomb, Jay	5/12/95
Nylen, Dennis	9/02/94
Olcott, Linda	12/09/94
Opferman, Kathy	2/03/95
Pelletier, Stacy	11/18/94
Roufs, Kathleen	1/13/95
Rutka, Timothy	10/28/94
Schiebe, Maggie	10/07/94
Schulke, Lori	12/16/94
Snyder, Kevin	8/26/94
Stankiewicz, Lori	2/10/95
Stein, Paul	12/02/94
Stockwell, Kathy	1/06/95
Wilson, Kathleen	10/14/94
Winkleman, Winnifred	9/09/94
Wise, Denise	9/30/94

1995 New Hires and Promotions

Merrill, Susan	6/09/95
Anderson, Judy	6/09/95
Earl, Janice	6/09/95
Berg, Barbara	6/09/95
Hambrock, Michelle	7/14/95
Olson, Gail	7/14/95
Herrera, Joseph	7/14/95
Sasse, Art	7/14/95
Johnson, Lisa	9/08/95

Kangas, Dana	9/08/95
Beattie, Margaret	10/20/95
Sklors, Stephanie	10/20/95
Carlson, Mary	10/20/95
Bogen, Kathy	10/20/95
Cargill, Kathy	10/20/95
O'Connor Goosens, Joan	10/20/95
Erickson, Barbara	10/20/95
Chisholm, Dana	10/20/95
De Boer, Margaret	11/17/95
Himmelspach, Sandra	11/17/95
Hendrickson, J.V.	11/17/95
Miller, Jan	11/17/95
Teske, Jack	11/17/95
Lovass, Deb	11/17/95
Workman, Mark	11/17/95
1995-96	
Aasen, Leone	1/05/96
Anstett, David	4/12/96
Anway, Dorothy	3/29/96
Bacigalupo, Nic	9/29/95
Balow, Mary L.	1/12/96
Bauman, David	10/06/95
Berg, Barbara	5/17/96
Bois, Nancy	3/22/96
Boone, Tommy	1/19/96
Brekke, Tom	1/26/96
Cahoon, Sr. Mary Odile	10/20/95
Christiansen, Susan	3/08/96
Dargan, John	10/13/95
Gabres, Nancy	12/15/95
Gordon, Gary F.	5/10/96
Harvieux, Robert	11/17/95
Johnson, Lisa	2/02/96
Johnson, Lisa	12/08/95
Krengel, Jeff	10/27/95
Montgomery, Paula	9/01/95
O'Connor, Mary Catherine	5/03/96
Oliver, Janet	9/22/95
Olson, Gail	6/14/96
Ostovich, Karen	11/03/95
Picconatto, Joseph	7/14/95
Raway, Sr. Beverly	8/11/95
Riehl, Sr. Agatha	4/19/96
Russell, Carolyn McLoughlin	4/26/96
Sackette, Jean	12/21/95

Smith, Ed	12/01/95
Snyder, Brenda	3/15/96
Stumme, Nathaniel	2/16/96
Tanner, Mary	9/15/95
Torborg, Sr. Mary Josephine	2/23/96
Tuttle, Sr. Mary Jean	9/08/95
Webster, Lee C. Jr	11/10/95
1996-97	
Beattie, George	5/23/97
Bowman, Mary Casey	11/01/96
Broman, Jeff	10/18/96
Cahoon, Sr. Janelle	3/21/97
Cousino, Michael	1/10/97
Datka, Jim	2/21/97
Dillon, Tom	3/14/97
Dillon, Joseph	10/11/96
Farmer, Anita Clare	8/09/96
Foss, Margaret L.	4/18/97
Goosens, Joan	2/28/97
Hanby, Christina	1/17/97
Henkel-Johnson, Jerry	10/04/96
Holm, Sue	12/06/96
Huber, Connie	9/13/96
Kirby, Sr. Timothy	9/06/96
Kneepins, Betsy	12/13/96
Lundein, Nancy	4/11/97
Lunkenheimer, Uta	5/02/97
Pagel, Karen	8/30/96
Palkki, Barbara Ann	10/25/96
Pearson, Clare E.	6/13/97
Prevandar, Diane	5/16/97
Pristash, Sharon	9/27/96
Ringsred, Carolyn	9/20/96
Shehadeh, Mary	2/07/97
Sigford, Ann	11/08/96
Sink, Raymond (Ray)	2/14/97
Sorenson, Susan	1/24/97
Swenson, David X.	11/15/96
Teske, Jack	11/22/96
Welna, Barbara	1/31/96
White, Todd	5/09/97
Wright, Mary	12/20/96
1997-98	
Anderson, Judy	9/19/97
Bastien, William	11/14/97
Clarke, Sr. Margaret	5/15/98

Claseman, Joel	9/05/97
Crouse, Pam	10/17/97
Dietrich, Darryl	11/07/97
Donovan, Mary Lou	5/01/98
Dumais, John	1/09/98
Eichenwald, Shirley	5/22/98
Fleck, Sr. Agnes	9/12/97
Gawinski, Neil A.	5/08/98
Gorman, Sandy	12/12/97
Hauger, Angela Rosenberg	4/03/98
Jacobson, Elizabeth	7/11/97
Johnson, Jolynn	6/12/98
Laughlin, Sr. Monica	2/06/98
Lederman, Julie	1/30/98
Lemenager, Margaret	3/13/98
Mankoski, Dawn	12/05/97
Martin, Greta	3/27/98
Meyer, Ollie	2/13/98
Mogg, Melanie Joe	1/23/98
Moore, Dana	10/03/97
Nguyen, Chau	1/16/98
Ostovich, Steve	10/24/97
Patten, Wells	12/19/97
Pierson, Shelly	2/20/98
Sasse, Arthur	11/21/97
Schubert, Laura	10/31/97
Shovein, Jamie	4/17/98
Simpson, Bill	4/24/98
Steinley, Maurie	10/10/97
Thompson, Carol Hartman	9/26/97
Turner, Mike	3/20/98
Tygart, Dana	8/08/97
Walkoviak, Sue	8/29/97
1998-99	
Aldach, Teresa	8/28/98
Arntsen, Alyssa	11/13/98
Brekke, Tom	10/23/98
Cargil, Kathleen	3/26/99
Carlson, Linda	1/22/99
Dalton, Brian	10/30/98
Emerson, Peggy	9/04/98
Funk, Chris	12/04/98
Hamre, Lynne	10/09/98
Hansen, Kris	10/02/98
Heart, Heather Campbell	7/10/98
Hendren, Shari	11/20/98

Holman, Sara Beth	12/11/98
Knowlton, Kris	2/12/99
Krenzelok, Paul	12/18/98
Lepisto, Chris	9/11/98
Lundblad, Kate	1/15/99
Lyons, Steve	1/08/99
McLaughlin, Sr. Kathie	2/19/99
Miller, Amy	4/16/99
Nason, Marcia	9/25/98
Olson, Deborah	9/18/98
Penney, Christine	4/23/99
Perron, Brian	1/29/99
Rigoni, David	5/14/99
Rossing, Will	10/16/98
Sandstrom, Marianne	2/05/99
Sharp, Clarence	5/07/99
Smetntkowski, Andy	3/19/99
Spoor, Pete	6/11/99
Swenson, Lee	11/06/98
Taylor, Cecelia M.	5/21/99
Vruno, Vicki	4/30/99
Weyrens, Molly	4/09/99
1999-2000	
Bauman, John	4/07/00
Belich, Terry	3/31/00
Christensen, Pamela J.	9/10/99
Deadrick, Stacy C.	11/05/99
Dick, Diane	8/27/99
Doty, Marcia B.	9/24/99
Draxten, Karen	5/12/00
Driscoll, Shannon	10/22/99
Erickson, Jon	11/12/99
Garlie, Gary	10/15/99
Grindahl, Melissa	12/03/99
Henry, Tracy Elaine	6/19/00
Hill, Sharon	10/01/99
Hoelter, Laura	4/14/00
Johnson, Trish	3/03/00
Johnson, Dawn Marie	2/18/00
Kelsey, Marie	2/25/00
Marholz, Terry	12/10/99
Matsika, Chrispen	2/04/00
Maynard, Carleen	2/11/00
Nelson, Kathy	10/08/99
Ness, Jennifer	11/19/99
Nugent, Janna	5/05/00

Pohl, Dory	5/19/00
Pokela, Beth	8/13/99
Reeves, Lisa Rigoni	7/09/99
Richards, Cathy	10/29/99
Schwarze, Penny	3/10/00
Skalko, Christine	1/28/00
Speikers, Julie Ann	9/24/99
Stevens, Scott	9/03/99
Zelman, Tom	12/17/99

2000-01

Berkeland, Rondell (Ron)	10/06/00
Branovan, Leigh	11/10/00
Brown, Cindy	2/02/01
Crego, Nancy	9/15/00
Fechtelkotter, Jayne	9/08/00
Granberg, Kim	7/14/00
Hagen, Jennifer	12/01/00
Himango, Jenny	9/29/00
Johnson, Luther	11/03/00
Johnson, Dee Dee	11/17/00
Lambert, Craig	3/09/01
LeBlanc, Madonna	12/15/00
Lee, Mary	10/13/00
Lutz, Kay	4/27/01
Marden-Lokken, Sandy	12/08/00
Matson, Sue	6/08/01
Micken, Fran	4/06/01
Murray, Jo Olsen	10/27/00
Peterson, Marcia	4/20/01
Schilla, Kim	2/16/01
Schottenbauer, John	3/23/01
Schuettler, David	5/04/01
Semmelroth, Debbie	3/02/01
Snider, Tiffany	9/22/00
Surges, David	2/09/01
Takkunen, Chery	2/23/01
Trine, Mari	1/26/01
Truscott, Mary	8/11/00
Werner, Barb	3/30/01
Witrak, Marty	10/20/00

2001-02

2002-03

2003-04

6/50/10/01 Press Releases Indexes

Date	Subject
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1991-92

8/14	Penny Schwarze Recital
9/16	A Test of Vienna (Early Music)
9/16	Kindermusik Classes
9/26	Workshop for Long Term Care Managers
9/26	Nursing Scholars Forum
9/26	Brownell and Garlie to Development Staff
9/26	Guinness World Record Holder to Speak – Dan Buettner
10/4	Historical Dance Company
10/8	Rosanne Blass book
10/8	New Faculty at CSS
10/14	Ashland Area Alumni
10/16	Ad Club Scholarship
10/17	Bell, Book and Candle at CSS
10/17	Careers in Science Workshop for Girls
10/21	Forum on New World Order
10/23	Renaissance Music/Abbey Minstrels
10/27	Wheat and Abbey Minstrels
10/27	Hanson and Abbey Minstrels
10/27	LeSage and Abbey Minstrels
10/29	Valedictorian Story
11/6	Faculty/Student music ensemble
11/26	Gordon, minority student admissions counselor
12/5	Sing along with Handel
12/5	Holiday concerts / Mod Minstrels
12/7	Who's Who
12/27	General Education Reform
12/30	Mary Ann Swallum recital
1/2	Three one-act plays
1/6	Brass quintet
1/8	Bastian recital
1/15	Recorder recital
1/23	Live Oak early music
1/23	Labor relations expert
1/23	Attorney General Skip Humphrey to speak at CSS
1/23	New work by Tyler Kaiser
1/27	Abbey Minstrels
1/27	Mary Junck Publisher
2/4	Alex Wheat recital
2/17	Fast Track to the Future (girls)
2/18	Conference on K-12 Science/Math
3/1	Two Benedictine scholars
3/1	General Mills Head of MN Dialogue
3/1	Coalition for battered women at CSS
3/3	Martin recital
3/3	Piano trio

3/5	Seminars for Managers
3/5	Woodwind quintet
3/12	Winner of early music competition
3/16	House recital
3/19	Urbanski-Junkert to Vice President
3/25	Moore recital
3/25	Valspar CEO in MN Dialog Series
3/26	Winner of soloist competition in early music
3/26	Parenti to speak
4/14	Saturday morning Spanish
4/14	Ethics and the Law Discussion
4/14	Woodwind Quintet Concert
4/15	Kaiser recital
4/22	Oozeball for second year
4/22	Miller's "The Crucible" play by theatre
4/23	Bruckner Mass presented
4/24	Workshop on Fetal Alcohol Syndrome
4/27	Family Concert by Mod Minstrels
4/27	Manning senior recital
4/27	Student Chamber Ensemble
4/27	Abbey Minstrels
4/27	LeSage senior recital
4/28	Krause senior recital
4/28	Student senate
5/1	Tracey Smith honored
5/4	Ground-breaking for Auditorium / Student Union
5/7	Commencement ceremonies
5/14	Hagedorn Marketing specialist, Brainerd
5/20	Erickson to attend C-Span seminar
5/26	Faculty Awards
6	Dean's List
6/8	Laramie Jung Vice President for Institutional Advancement
6/12	Labovitz Scholar
6/25	Henke wins scholarship
1992-93	
8/10	Sister Ann Edward Scanlon Award to Billie Nolan Franey
8/17	Alumni Association - Anthony Yaroach, Tina Maki Silbernagel, Carl Bauer, Mary Carlson, Julianne Johnson, David Kuefler
9/4	Faculty Concert (Early Music – 7 th season)
9/5	Convocation
9/14	Eastern European WWII Films
9/22	Benedictine Vision Conference
9/24	Scandinavian Music (Early Music)
9/30	Three faculty brass concert
10/6	Post high school planning program

10/12	The King's Noyse (16 th -17 th Century)
10/14	Growing Up American Teachers Institute
10/19	Simon's "Rumors" play by theatre – 2 releases
10/21	Eastern European WWII Films
10/26	Abbey Minstrels
10/27	Jim Pohl elected to Student Senate
10/27	Ethics Series
10/28	Sacred Heart Concert of faculty, Bastian, and students, Kathleen LeSage, and Wheat and Jordan Sramek
10/28	Faculty Woodwind Ensemble
11/2	Student Ensembles
11/2	German and Swedish films
11/3	Fast Track to the Future
11/4	CSS Concert Choir
12/3	1993 MN Dialog Series
12/6	Concert Choir Christmas Program
12/7	Who's Who - Kirsten Schneberger
12/7	Comedy Improv workshops
12/9	Jean Till to chair elderhostel group
12/15	Dean's List
12/23	Bastian recital
12/23	Swallum and Zeyen in concert
12/23	Zeyen Piano Master Class
1/4	Koch and Minnesota Dialog
1/13	Orientation Coordinator Sara Jasper
1/13	Christopher Corfman senior recital
1/14	Kids and animals at CSS, PLUS Center, K(N)ights in Science Armor
1/14	International Film Festival
1/14	"Vanities" play by theatre opens at CSS – 4 releases
1/15	Tyler Kaiser recital
1/19	Sarah Schlemberger recital
1/19	Piano workshop
1/20	Far Away Places
1/24	Archabel and Minnesota Dialog
2/2	Town meeting on education
2/3	Town meeting on education
2/3	Abbey Minstrels
2/4	LeAnn House completes Ph.D.
2/4	Concert Choir Valentine's Day concert
2/4	Student ensembles
2/5	Baroque flute concert
2/11	Silly Putty Science, PLUS Center, K(N)ights in Science Armor
2/22	Jostens and Minnesota Dialogue
3/3	Construction at CSS - new wing on Somers Hall
3/5	Florida Project, Spring Break
3/8	Melanie Rotz, Ireland Program

3/9 Garbology, PLUS Center, K(N)ights in Science Armor
 3/9 Far Away Places
 3/10 Second degree workshop
 3/11 Four Year Pledge to Students
 3/13 Early Music Series
 3/17 Edward Martin recital
 3/17 Charlie King in concert
 3/24 Lester Crystal and Minnesota Dialog
 3/31 Heidi Weingart named Benedictine Scholar
 4/1 Woodwind Ensemble
 4/21 Town meeting on health
 4/6 German for Travelers Workshop
 4/13 Katie LeSage, Admissions Counselor visits Two Harbors
 4/13 Ibsen's "A Doll's House" play by theatre
 4/21 Town meeting on health
 4/23 Mod Minstrels
 4/23 Abbey Minstrels
 4/23 Choir concert
 4/26 Mayfest
 5/1 Paula Zabinski wins nursing award
 5/3 Summer sports camps
 5/5 Acceptance of Physical Therapy Program
 5/14 68th Commencement
 5/17 Carol Gawboy and Sr. Agnes Fleck honored
 5/18 Jennifer Porter wins CSS Leadership Award
 6/3 Dean's List
 6/11 Darrell Kundel recital
 6/11 Blackburn and students win Blandin Fellowship
 6/15 Joseph P. Thibault wins special honors
 6/28 Pilon attends Benedictine Colleges Conference

1993-94

8/18 Private College Fund Campaign
 8/26 Labovitz Scholarship Winners
 8/31 New Mitchell Auditorium
 9/2 Students return
 9/8 "Growing Up American 1993" institute
 9/13 Mitchell Auditorium Premiere Concert
 9/20 Duo Piano Concert
 9/23 Mitchell Auditorium Gala Concert
 9/25 Ethics Series "Business as Moral Agent"
 9/29 Handel and His Rivals Concert
 10/9 Musical World of Handel
 10/12 Kaiser Recital
 10/13 Scott Wells named as Planned Giving Director
 10/14 Hopkinson Smith, lutenist, concert

10/15	STUR+D alcohol awareness week
10/15	Jennifer Gladden named Director of Conferences and Special Events
10/18	Gene Dutkin senior recital
10/21	Far Away Places
10/26	Abbey Minstrels
10/26	Historic Woodwind Quintet
10/26	New CSS Trustees – Catherine Anderson, Sr. Danile Lynch, Dr. Tomas Peacock, Sr. Mary Rochefort
10/26	Student Directed One-Act Plays
11/4	Concert Choir
11/29	Major in Occupational Therapy
12/2	Mod Minstrels
12/3	Messiah Sing-Along
12/6	Choir Concert – Christmas Oratorio
12/6	13 th Annual Messiah Sing-Along
12/8	Aids Awareness Week
1/3	Women and the Moving Image Film Series
1/3	Ron James and the Minnesota Dialog
1/4	Bastian recital
1/?	Fast Track
1/10	Travel Series on Palestine, Far Away Places
1/10	Garcia Lorca’s “Blood Wedding” play by theatre
1/11	Haydn concert Early Music Orchestra
1/12	\$250,000 from Knight Foundation
1/19	Julianne Baird concert
1/26	Richard McNamara, Activar CEO and Minnesota Dialog
1/27	CSS and Lowell Elementary present “Lorax”
1/27	Student ensemble
2/8	Rick Crowell completes degrees
2/8	CSS adds Nurse Practitioner program
2/14	Unique piano concert
2/?	Information session on advanced degrees in nursing
2/23	Kay Fredericks, Trend Enterprises, and Minnesota Dialog
2/23	Steve Johnston named to Annual Fund Position
2/28	Ann Reed concert
3/7	Far Away Places, India
3/7	Music of Vivaldi, Back and de Visée
3/10	Emma Goldman presentation by Donna Kowal
3/15	Monica Kieffer, spring break trip with Habitat for Humanity
3/21	Conn Hanson senior recital
3/21	Edward Martin, lutenist, concert
3/22	Larissa Rousu, Community Impact Project
3/28	State Science Fair
3/29	LeAnn House concert
3/29	Stuart Legaard, In-Fisherman, and Minnesota Dialogue
3/29	Tony Hutar senior recital

3/29 Dean's List (Winter Quarter)
 4/7 Waverly Consort
 4/11 Nancy Bennett senior recital
 4/14 CSS and Lowell Elementary present "Lorax"
 4/20 Julie Tarnowski and Siena Berini student recital
 4/22 Words and Place Institute
 4/22 CSS offer graduate program in science education
 4/27 Abbey Minstrels
 4/29 Free Health Fair by CSS nursing students
 5/1 Mayfest
 5/3 Student ensembles
 5/4 Mod Minstrels
 5/4 Concert Choir
 5/9 Dr. Cindy Johnson-Groh wins Governor's award
 5/10 Dr. Douglas Walton wins Blandin research grant
 5/10 Chad White named resident advisor
 5/13 69th Commencement
 6/3 Sr. Margaret Clarke wins Max H. Lavine Award
 6/8 Dean's List (Spring Quarter)
 6/14 Roberta Torgerson wins staff award
 6/14 Tim Rutka wins staff award

1994-95

Missing from August to February

2/24 Livio DeSimone, 3M, and Minnesota Dialogue
 3/20 Dean's List (Winter Quarter)
 4/6 Reif Run
 4/11 Moliere's "The Miser" play by theatre
 4/11 Teresa country music concert
 4/18 Five O'Clock Shadows play by theatre
 4/18 Richard K Davis named Vice President for Institutional Advancement
 4/18 Cross-cultural communication
 4/25 Abbey Minstrels
 4/28 Mod Minstrels
 5/1 Concert Choir and String Ensemble
 5/1 Mayfest
 5/16 70th Commencement
 6/12 Dean's List (Spring Quarter)
 6/15 "Growing Up American" institute
 7/? "Alladin and His Magic Lamp" play by theatre

1995-96

7/18 Northland Science Discovery scientific research this summer
 7/19 Tracy Henry named resident advisor
 7/21 Heather Clark awarded Presidential Scholarship
 9/1 Ceremonial Procession, Convocation

9/20 Early Music Series, Vivaldi and Bach
 9/25 Sister Joan Chittister gives report on Beijing Women's Conference
 9/25 In the Heart of the Beast Puppet Theater gives performance
 9/27 In the Heart of the Beast Puppet Theater gives performance "Our Place"
 10/2 Hampton String Quartet
 10/2 Eavan Boland, poet, presents public reading
 10/3 Study abroad program to Costa Rica through Spanish program
 10/10 Minnesota Private College Fund's 44th annual fund-raising campaign
 10/10 Outdoors Gear Swap sponsored by PURSUIT!
 10/10 "Sing-along at the Mitch"
 10/11 Management Institute offers three management skills day-long seminars
 10/16 International music for United Nations Day
 10/19 "Story Books: Classic Fables, Folklore and Fairy Tales" play by theatre
 10/24 Annie Choate student recital
 10/24 College Band – newly reorganized
 10/30 Concert Choir and Abbey Minstrels
 10/30 K(Nights) in Science Armor, PLUS Center
 11/13 Fall Commencement
 11/14 Steve Johnston elected chair of Lake Superior Fund-Raising Executives
 11/15 "The Bohemians" opera at Mitchell
 11/17 "The Bohemians" opera at Mitchell
 11/27 RaeAnn Hamlin piano recital
 11/27 Dinosaur adventure, K(Nights) in Science Armor, PLUS Center
 11/28 Chris and Johnny concert
 11/30 Tree lighting festivities
 12/4 Violence prevention event
 12/5 Anna Gawboy student recital
 12/5 Mod Minstrels, Sing-Along at the Mitch, 16th annual Messiah Sing-Along
 12/6 Comedy Olympix
 12/? Management Institute "The Manager as Leader" seminar
 12/7 Intercollegiate Food Drive Challenge
 12/13 Contemporary holiday concert
 12/15 Photo opportunity for Intercollegiate Food Drive Challenge
 12/19 Food Drive surpasses goals
 12/19 Melanie Judy leads Food Drive Challenge
 12/19 Daniel Hassett leads Food Drive Challenge
 12/27 Minneapolis Gospel Sound concert
 12/27 St. Paul Chamber Orchestra with Bobby McFerrin concert
 12/27 18th annual Minnesota Dialogue breakfast series
 12/27 Dean's List (Fall Quarter)
 1/12 Bastian concert
 1/12 Mary Ann Swallum faculty piano recital
 1/17 K(Nights) in Science Armor, PLUS Center "Magical, Marvelous Mirrors"
 1/17 Anner Bylsma, cellist, in concert
 1/? Minnesota Dialogue talk cancelled due to winter storm warning
 1/19 Storm ticket exchange

1/25 Jack and Jill – and the Four Witches musical by theatre
 1/30 Student ensembles
 2/1 Chenille Sisters in concert
 2/2 Chenille Sisters in concert
 2/7 K(Nights) in Science Armor, PLUS Center “Matters of the Heart”
 2/7 Concert Choir
 2/? John Dasburg, Northwest Airlines, and Minnesota Dialogue
 2/14 Faculty-Staff-Priory Art Show
 2/? Power outage
 2/16 Tamra Schmidt earns straight A’s
 2/19 Sue Holm joins McNair Scholars Program staff
 2/19 Teresa Ganswer named chairman of Long Term Care Second of the American
 Health Information Management Association
 2/20 Kentucky Project (VITA) over spring break
 3/18 Edward Martin, lutenist, in concert
 4/4 Celebrating Diversity meeting

1996-97

7/2 Environmental science program
 8/6 Prairie Fire Children’s Theratre musical “Snow White and the Seven Dwarfs”
 8/6 Management Institute sponsors two workshops
 8/7 Daniel Johnson and Thomas Zelman earn Fulbright Scholarships
 8/8 Prairie Fire Children’s Theratre musical “Snow White and the Seven Dwarfs”
 8/13 Jesse Woodroffe participates in SUMS, PLUS Center
 8/21 Piano teachers can learn via interactive TV
 9/4 Convocation
 9/10 Management Institute offers leadership seminar
 9/16 Kathleen Kelsh Fischer elected president of the Alumni Association
 9/18 Early Music Series
 9/19 Peter Schickele performs concert
 9/24 Peter Schickele performs concert
 9/26 Management Institute sponsors two workshops
 10/1 Science center addition complete
 10/4 McNair Scholars Program Poster Session
 10/7 Tom and Donna Howard-Hastings discuss civil disobedience
 10/8 CSS celebrates its history with creation of “President’s Hall”
 10/8 Dr. LeAnn House and Jeanne Doty present piano recital
 10/18 Synge’s “Playboy of the Western World” play by theatre
 10/23 Early Music Series “Music and Dance from the Court of the Sun King”
 10/25 Aaron J. Biederman accepted into occupational therapy master’s program
 10/25 Sheila Carroll accepted into occupational therapy master’s program
 10/25 LaNea Randall accepted into occupational therapy master’s program
 10/30 Management Institute offers two seminars
 11/7 Concert Choir, Student Ensembles, Historic Winds Ensemble concerts
 11/18 Vienna Choir Boys concert
 11/22 Fall Commencement

11/26 Bruce Kuhn performance
 12/2 The Loons musical group performs benefit concert
 12/2 K(Nights) in Science Armor, PLUS Center “What’s Your Angle?”
 12/10 17th Annual Messiah Sing-Along
 12/20 Amy Iverson leads college volunteers on holiday volunteer trip
 12/20 “Building Bridges: Israeli and Palestinian Artists Speak” art show
 12/26 Management Institute offers two seminars
 1/? K(Nights) in Science Armor, PLUS Center hosts snow experts
 1/10 Panel discusses “End of Work” theories
 1/10 Chenille Sisters in concert
 1/10 Mamet’s “The Water Engine” play by theatre
 1/10 Early Music Series Scandinavian symphonies
 1/13 Dean’s List (Fall Quarter)
 1/15 Mamet’s “The Water Engine” play by theatre
 1/15 Natural gas repairs made
 1/20 Nancy Fitzgerald featured in documentary
 1/21 “Jack and Jill – and the Four Witches” musical by theatre
 1/27 K(Nights) in Science Armor, PLUS Center “New Year Explosions”
 1/27 CSS begins 2 + 2 program in Brainerd
 1/27 Mike and Laura Moran talk about 2 + 2 program in Brainerd
 1/29 Bullfighting demonstration highlights International Week
 1/29 Gary H. Stern, Federal Reserve Bank, and Minnesota Dialogue
 1/31 Peace discussion “Finding a Common Ground”
 2/3 CSS begins campaign on 2 + 2 program in Grand Rapids
 2/3 McNair Scholars Program
 2/4 Fiction Works humanities institute for elementary teachers
 2/4 Concert Choir, String Ensemble, Mod Minstrels, Marshall School Choir concert
 2/5 Tamara Swartout awarded Benedictine Scholarship
 2/7 Bastian and Duluth-Superior Symphony Orchestra Valentine concert
 2/12 McNair Scholars honored
 2/14 TRIO Day
 2/14 Bullfighting demonstration highlights International Week
 2/21 Mary Amundson chosen to be a Peer Advisor
 2/27 K(Nights) in Science Armor, PLUS Center “Surf’s Up”
 2/27 Management Institute offers two business leadership seminars
 2/27 Erica Whittlinger speaks at Minnesota Dialogue breakfast series
 3/5 Rose Ensemble for Early Music concert
 3/7 Nathan Jacobson named to Dean’s List
 3/12 Edward Martin, lutenist, faculty recital
 3/12 John L. Esposito, expert on Islam, gives talk
 3/25 Judy Collins gives sold-out concert
 3/31 John L. Esposito, expert on Islam, gives talk
 4/1 Historic Wind Ensemble concert
 4/1 K(Nights) in Science Armor, PLUS Center “Visiting Wizards from 3M”
 4/2 Lawrence Otis Graham and Betsy C. Hart discuss issues
 4/? Who’s Who list

4/2 Mercedes Arzu Wilson gives talk on her book
 4/7 State Science Fair
 4/? Dean's List (Winter Quarter)
 4/21 Robinson's "Charley's Aunt" play by theatre
 4/21 Dr. James Fetzer presents recent scholarly research on assassination of JFK
 4/29 Mod Minstrels
 5/6 Mayfest and college collecting supplies for flood victims
 5/6 Student ensembles, Concert Band, Concert Choir concerts, Jeff Shei and Annie Choate senior recitals
 5/16 Commencements
 5/16 Erika Dierker receives Sharon Labovitz Leadership Scholarship
 6/13 Fast Camp, environmental science program for girls
 6/20 Fast Camp, environmental science program for girls
 6/26 Amanda Partanen awarded Presidential Scholarship
 6/27 Fiction Works humanities summer institute for elementary teachers

 1997-98
 6/1 Kevin Raasch accepted to CSS
 6/1 Cody Whitmire awarded Benedictine Scholarship
 6/3 Release of "Inashke! Ojibwemowin: An Ojibwe Language Tutorial on CD-ROM"
 6/9 Local students participate in Fast Camp, environmental science program for girls
 6/9 Russians visit CSS from its sister college in Petrozavodsk, Russia
 6/16 Dean's List (Spring Quarter)
 8/1 Northland Science Discovery, health science program for students in grades 7 and 8
 8/5 Prairie Fire Children's Theater presents musical Cinderella
 8/6 Melanie Mogg named director of Management Institute
 8/7 Heather A. Campbell named director of development
 8/15 Marianne Sandstrom joined music faculty
 8/15 Russell's "Educating Rita" the play starting theatrical season, this release also gives all upcoming events for school year
 8/20 Area teachers attend mathematics institute
 8/20 T-N-T Teachers! development institute, sponsored by the PLUS Center
 9/2 Cambiata Music Series presents "An Evening of Mozart"
 9/16 Spirit Lake Poetry Series launched, beings with Connie Wanek's "Bonfire"
 9/23 Department of Nursing celebrates 90 years of Benedictine nursing education
 9/26 "Imagine," cancer awareness music festival
 9/26 Performing Arts Series opens with Tomie dePaol's "Strega Nona", this release also gives schedule of shows in the series
 10/2 McNair Scholars Program Poster Session
 10/2 Music Department presents concerts – Cambiata Music Series
 10/2 Jeremy H. Adam won the "Awaiting Our Future Leaders" scholarship
 10/7 K(Nights) in Science Armor, PLUS Center, "Raptors!", this release also gives list of rest of events
 10/12 Prudence Johnson performs benefit concert
 10/14 Students chosen to participate in a Community Impact Project
 10/16 Julie Pagen, pianist, gives Baroque recital

10/20	Lucas' Reckless play by theatre
10/22	Student ensembles
10/22	Fast Track to the Future conference
10/24	Russian-American debate on Russian membership to NATO
10/24	Hopkinson Smith, lutenist, performs concert
10/24	Historic Wind Ensemble concert "Mostly Mozart"
10/24	Robert Bly, poet, give reading
10/28	Rockapella performs concert
11/6	Concert Choir concert
11/6	Live White House Conference on Hate Crimes will be televised
11/7	Diana Johnson will be included in Who's Who
11/7	K(Nights) in Science Armor, PLUS Center "Planet Chemistry"
11/12	Management Institute offers two one-day sessions
11/17	Fall Commencement
12/9	Handel's Messiah Sing-Along
12/17	Management Institute offers three seminars
12/17	Bastian concert
12/17	K(Nights) in Science Armor, PLUS Center "Get Physical, With Therapy!"
12/17	Breanna Greenly awarded Benedictine Scholarship
12/18	CSS students recognized by Who's Who
12/19	Voice Trek in concert
1/5	Henley's "The Miss Firecracker Contest" play by theatre
1/?	Dean's List (Fall Quarter)
1/6	Joan Appleton, pro-life speaker, gives presentation
1/8	Tyler Kaiser presents classical guitar recital
1/8	International Week
1/13	Music Faculty Ensemble presents "Little Boy Blue's Polka Dream"
1/13	Al Nephew gives talk as part of Last Lecture Series
1/14	London Baroque Festival Music concert
1/19	Concert Choir concert
1/21	Contemporary Ethical Issues in Health Care presents forum
1/26	Katie Koestner, date-rape survivor, gives talk
2/2	Kathleen Brekken, Midwest of Cannon Falls, and Minnesota Dialogue
2/2	Chinese dance program
2/2	Management Institute offers three workshops
2/4	Student ensembles, Concert Band, Jazz Band in concert
2/5	Dennis Hink awarded CBS Foundation Scholarship
2/10	Fiction Works summer institute for elementary school teachers
2/17	Irish orchestra and dancers perform "The Hobbit" and "Riverdance"
2/18	Management Institute offers three workshops
2/23	James Hallett, ADESA Corp., and Minnesota Dialogue
2/26	Students awarded Benedictine Scholarship
2/26	K(Nights) in Science Armor, PLUS Center "Hot Frogs!"
3/13	Rev. Dr. Naim Ateekk gives talk
3/13	Edward Martin, lutenist, in concert
3/23	Tim McGuire and James McGinnis and Minnesota Dialogue

3/24 Applicants who have been awarded the Benedictine Award
 3/25 Robert Hedin, poet, will give a public reading, Edward Martin, lutenist, will also perform
 3/29 Historic Winds Ensemble concert
 3/31 Maria Suarez Toro will give a talk
 3/31 Adventurous Women in Mathematics, career orientation day, PLUS Center
 4/6 Odets' "Waiting for Lefty" play by theatre program
 4/? List of applicants who have been accepted into CSS
 4/8 Management Institute offers three workshops
 4/9 Dr. John M. Dolan gives talk
 4/? Dean's List (Winter Quarter)
 4/15 Mary Ellet Shehadeh gives talk as part of Last Lecture Series

 4/15 Riders in the Sky will give sold-out performance
 4/17 List of applicants who have been accepted into CSS
 4/27 Marge Piercy, poet, will give reading
 4/28 Management Institute offers five workshops
 5/1 Reif Run
 5/5 Student Ensembles, Concert and Jazz Bands concerts
 5/7 McNair Scholars honored
 5/7 McNair Scholars honored
 5/7 Concert Choir and Mod Minstrels give dual concert
 5/8 Laura A. Krahn presents piano recital
 5/14 Spring commencements
 5/22 Alec J. Nelson named a Labovitz Scholar
 5/22 Anne M. Furuseth named a Labovitz Scholar
 5/28 List of applicants who have been accepted into CSS
 5/28 List of students who have received the Benedictine Scholarship
 6/4 CSS offers free open house and information session
 6/5 Connie Semmelroth awarded the Torrey Nursing Scholarship
 6/25 Fiction Works participant
 6/26 Dean's List (Spring Quarter)
 6/29 Performing Arts Series awarded grant
 6/29 Fiction Works 1998

 1998-99
 7/6 Gina Artisensi accepted into the Occupational Therapy master of arts degree program
 7/6 Local students participate in Fast Camp, environmental science program for girls
 7/13 Jillene bacon accepted into the Physical Therapy program
 7/20 Research Training in Psychology of Aging
 7/21 Northland Science Discovery, health science program for students in grades 7 and 8
 7/22 Upward Bound Math Science Program
 8/11 Board of Directors of the Saints/Hilltoppers Hockey Arena elected leaders
 9/3 Management Institute offers four workshops
 ? Dean's List (Fall Quarter)

9/8 Opening School Convocation
 9/14 Hildegard of Bingen celebration, conference, and course
 9/23 Management Institute offers five workshops
 9/24 Arlo Guthrie concert also Performing Arts Series schedule listed
 9/25 Minnesota Occupational Therapy Association state conference
 9/29 Shirley Eichenwald selected as 1998 Distinguished Member of the American Health Information Management Association [photo attached]
 10/6 Barton Sutter, author of book "Cold Comfort," gives reading
 10/7 "Everyman" play by theatre department
 10/7 William Buzenberg gives talk about journalism ethics
 10/13 Dr. LeAnn House gives piano concert
 10/16 Brian Dalton named Vice President of Enrollment Management
 10/16 Patricia Stoll promoted to Director of Publications and Advertising
 10/19 Nancy Fitzgerald gives talk as part of Last Lecture series
 10/19 Management Institute offers four workshops
 10/21 Klezmatics give concert of traditional music of Yiddish culture
 11/3 Marcia Doty named director of Management Institute
 11/5 Student concerts – student ensembles recital, concert band and jazz band concert, choral music concert with concert choir, Mod Minstrels, and string ensemble
 11/9 CSS awarded a \$300,000 grant by the Bush Foundation
 11/9 K(Nights) in Science Armor, PLUS Center "Lights! Color! Chemistry!"
 11/11 Thomas Brekke appointed as Director of Facilities Services
 11/11 Occupational Therapy students provide assistance to residents and staff of Lakeshore Lutheran and Benedictine Health Center nursing homes
 11/13 Brian Dalton named Vice President of Enrollment Management
 11/16 CSS raises funds for free Thanksgiving meal
 11/17 Lionheart presents Christmas concert, part of Cambiata Music Series
 11/18 Fall Commencement
 11/30 Family winter adventure by Outdoor PURSUIT!
 11/30 18th annual Handel's Messiah Sing-Along
 12/2 Gorton M. Evans, Consolidated Papers Inc., and Minnesota Dialogue
 ? List of Benedictine Scholarship recipients
 ? Dean's List (Winter Quarter)
 12/23 Historic Wind Ensemble, William Bastian, and Tyler Kaiser all give concerts
 12/23 Steve Martin's "Picasso at the Lapin Agile" play by theatre department
 12/23 K(Nights) in Science Armor, PLUS Center "Take Flight!"
 12/23 Steve Ostovich gives talk as part of Last Lecture series
 12/29 Richard Copeland, Thor Construction and Truc-King, and Minnesota Dialogue
 1/5 Ethos Percussion Group performs concert
 1/6 Center for Early Music Orchestra performs concert
 1/7 Sandra Steingraber gives talk
 1/26 Management Institute offers two workshops
 2/2 K(Nights) in Science Armor, PLUS Center "Bubble-ology 101"
 2/2 Circle K hosts 80's Retro Dance
 2/2 Student ensembles recital, Concert Band and Jazz Ensemble concert, Choral Ensembles concert

2/2 Robert MacGregor, Minnesota Center for Corporate Responsibility, and Minnesota Dialogue

2/11 K(Nights) in Science Armor, PLUS Center “Bubble-ology 101” cancelled due to icy roads

2/18 James Wigdale, Marshall & Ilsley Corp. and Minnesota Dialogue

2/18 Management Institute offers two workshops

2/21 Rhythm in Shoes presents concert

2/24 K(Nights) in Science Armor, PLUS Center “Sounds Good!”

2/24 Lisa Anderson named Purchasing Manager

3/2 David C. Lee gives presentation

3/4 Dr. Chandra M Mehrotra to speak at a national forum sponsored by the American Psychological Association

3/8 K(Nights) in Science Armor, PLUS Center “Sounds Good!” and “Bubble-ology 101”

3/9 Early Music Orchestra performs concert

3/19 CSS students recognized by Who’s Who

3/19 Linda Pastan gives poetry reading as part of the Spirit Lake Poetry Series

3/19 Jim Hudson, DMR Consulting Group Inc., and Minnesota Dialogue

? Dean’s List (Spring Quarter)

3/25 Management Institute offers two workshops

3/31 Cleveland Opera performs “A Tale of Peter Rabbit”

4/1 Flute Quartet performs concert

4/5 Carlo Goldoni’s “Servant of Two Masters” play by theatre department

4/5 Edward Martin, lutenist, presents concert

4/6 Big Time Jazz Orchestra and Jazz Ensemble present concert

4/7 Sweet Honey in the Rock performs concert

4/7 Dr. Robert Craig to speak on economic and social justice at international conference in Cyprus

4/12 “Proclaim Jubilee: Break the Chains of Debt!” presentation

4/15 Presentation of “Listening with the ear of the HeART” by William Bastian, Sister Mary Charles, and Dan Johnson

4/16 Management Institute offers two workshops

4/30 William Bastian and Concert Band give a concert

5/18 Spring Commencements

5/28 Sister Mary Jean Tuttle awarded Max H. Lavine Award for Teaching Excellence

6/4 Laura Bruggemeier elected Vice president of the Treasury for Student Senate

6/8 Minnesota Private College week open house, tours, information sessions

6/17 Sir Laurence Ali Grant and Kathleen Kalina give talks

6/17 Fast Camp, environmental science program for girls

1999-2000

7/7 Bryan Jon gives performance

7/8 CSS praises Mrs. Max H. (Frances) Lavine and notes with sorrow her passing

7/8 Whitewater Writers’ Workshop

7/9 Ellen Ebert O’Connor presented with Sister Alice Lamb award

7/9 Renee Hanson Steffen and Linda Christenson Soderstrom given Sister Ann Edward

Scanlon Award

7/9 Dr. Gerald Cizadlo received St. Scholastica Inspiration Award

7/9 Mrs. Yvonne Erickson McComber awarded Sister Timothy Kirby Benedictine Spirit Award

7/9 T-N-T Girls, Tools and Technology for Girls, week-long summer science program

7/9 SUMS, Success in Understanding Math and Science, summer program

7/12 Psychology of Aging Institute

7/26 Kay Elmquist elected to the Board of Directors of the Alumni Association

8/30 Lynne Hamre named Director of Information Technologies

9/7 Opening School Convocation

9/8 Cambiata Series opens its series of concerts, also gives rest of lineup

9/24 Benedictine Sisters of St. Scholastica Monastery give grant of \$500,000 to The College of St. Scholastica

9/28 William Mastrosimone's "Extremities" play by theatre department

9/30 Historic Wind Ensemble gives concert

10/22 Management Institute offers seminar

10/22 Sister Katherine McLaughlin speaks on earth and spirituality

10/25 Marvin Blickenstaff, pianist, gives concert as part of Cambiata Music Series

10/25 Marvin Blickenstaff, pianist, gives concert as part of Cambiata Music Series

10/29 Saints-Hilltoppers Arena offers free public skate

11/1 McNair Scholars display results of research

11/1 Concert Band and Jazz Band give concert

11/11 Information session on earning a Master of Arts in Nursing degree in Brainerd

11/11 Information session on earning a Master of Arts in Nursing degree in Ashland

11/11 David Anthony Williams gives piano recital

11/11 Information session on Education Media and Technology

11/11 Information session on earning a Master of Arts in Nursing degree in St. Cloud

11/11 Chamber Choir and Collegiate Chorus perform concert

11/11 Student ensemble recital

11/12 Leon Redbone gives concert as part of Performing Arts Series

11/15 Dr. Robert Craig participated in conference in Japan

11/16 "It Came To Me in a Dream" play by theatre department

11/16 10th annual Twin Ports free Thanksgiving Buffet

11/16 Jane and John Fisher-Merritt, organic farmers, give talk

11/18 Minneapolis Children's Theatre Company perform "Tremendously Tall Tales"

11/29 Minneapolis Children's Theatre Company "Tremendously Tall Tales" cast visits area schools

11/29 Management Institute offers seminar

12/1 Music Department presents Christmas concert

12/7 Grand opening of Saints-Hilltoppers ice arena

12/9 New ice arena name unveiled in spotlight ceremony

12/10 19th annual Handel's Messiah Sing-Along

12/10 Jeannine Rivet, UnitedHealthcare, and Minnesota Dialogue

12/10 Fall Commencement

12/14 Patrick Flattery named Vice President of Finance

12/17 Fall Commencement

1/10 Minnesota Ballet performance
 1/11 Molly O'Shaughnessy gives presentation on Montessori
 1/11 Craig Hillier from Educational Talent Search gives talks in area schools
 1/13 K(Nights) in Science Armor, PLUS Center "Pondering Polymers"
 1/18 Cambiata Series presents William Bastian in concert
 1/20 Management Institute offers presentation
 1/25 Stephen Shank, Capella University, and Minnesota Dialogue
 ? Dean's List (Fall Semester)
 1/28 Reading Minnesota: A Summer Institute in Minnesota Literature for Elementary
 School Teachers in Minnesota
 1/31 Tyler Kaiser, guitarist gives concert
 2/2 Kristen Iverson presents program on wolves as part of K(Nights) in Science Armor,
 PLUS Center
 2/4 Corrections on Reading Minnesota: A Summer Institute in Minnesota Literature for
 Elementary School Teachers in Minnesota
 2/4 Moore By Four vocal group give concert
 2/7 Aristophanes' "The Birds" play by theatre department
 2/15 Kristen Iverson program on wolves as part of K(Nights) in Science Armor,
 PLUS Center cancelled due to icy roads
 2/15 Information session on Master of Education programs
 2/16 Rev. Jim Ketcham gives lecture
 2/17 Concert Band and Jazz Ensemble present concert
 2/19 Randy Adamsick, Minnesota Film Board, and Minnesota Dialogue
 2/21 Management Institute offers workshop
 2/22 K(Nights) in Science Armor, PLUS Center "The Whirl of Weather"
 2/23 Kristen Iverson presents program on wolves as part of K(Nights) in Science Armor,
 PLUS Center
 2/23 Tonic Sol-Fa gives performance
 2/24 Cuernavaca Mexico trip
 2/28 K(Nights) in Science Armor, PLUS Center "The Whirl of Weather"
 3/1 Community Service Day
 3/2 Forum "Our Aging Communities: A Regional Forum" hosted by Dr. Thomas Cole
 3/2 Information session on Master of Education programs
 3/3 Claire Wombacher Schumacher named "Alum of the Month"
 3/3 Marina Lachecki named "Alum of the Month"
 3/6 Get Ready! Program offered for fourth through sixth graders
 3/7 Howie Day performs concert
 3/7 Martha Witrak named Chair of the Department of Nursing and Co-Chair of the
 Health Sciences Division
 3/7 Thomas Zelman appointed Benedictine Chair of General Education
 3/8 Discussion on US Army School of the Americas held
 3/8 Students who went on Cuernavaca Mexico trip give talk
 3/11 Early Music Orchestra present concert
 3/16 Thomas Zelman appointed Benedictine Chair of General Education
 3/17 Edwin Russell, Minnesota Power, and Minnesota Dialogue
 3/17 Stephen Schroeder-Davis gives talk

3/22 Carol Thompson gives talk as part of Last Lecture Series
 3/23 AMAN gives performance
 3/25 Edward Martin, lutenist, gives concert
 3/29 Occupational Therapy Department hosts Open House in honor of Occupational Therapy Month
 4/4 K(Nights) in Science Armor, PLUS Center “The Physics Force”
 4/5 Katherine Lanpher, MPR’s Midmorning, gives talk
 4/7 Christopher Durang’s “Baby With the Bath Water” play by theatre department
 4/19 Concert Band and Jazz Ensemble give concert
 4/19 Student ensembles recital
 4/19 Choral Ensembles concert
 4/25 CSS receives two grants totaling \$77,500 under the federal Eisenhower Professional Development Program
 4/25 CSS receives invitation to participated in the Clare Boothe Luce Program
 4/25 Krysta Riel earned Clare Boothe Luce scholarship
 5/2 Reif Run
 5/4 Forum held on “Life as a Spiritual Journey: The Hindu Concept of Aging”
 5/4 Management Institute offers seminar
 5/5 Dr. Ann Sauer named “Alum of the Month”
 5/5 Leah Marion Sprick Davidson named “Alum of the Month”
 5/5 Shirley M. Godfrey named “Alum of the Month”
 5/5 Cameron Joseph Jayson Jr. named “Alum of the Month”
 5/8 Spring Commencements
 5/10 Six high school seniors named Labovitz Scholars
 5/11 Out of Words, literary and artistic journal of CSS, now available
 5/18 Seminar “Mothers, Grandmothers, and Great-grandmothers in African American Families” hosted by Dr. Linda Burton held
 5/22 Garrett Estenson appointed executive assistant of the Student Senate
 5/22 Justin Anderson elected to Student Senate
 5/22 Kyle Wermerskirchen appointed parliamentarian of the Student Senate
 5/22 Mike Novak elected vice president of the Student Senate
 5/22 Shelley Aysta appointed historian of the Student Senate
 5/22 Erin Skime appointed vice president of treasury of the Student Senate
 5/22 Darin Skaudis elected to the Student Senate
 5/22 Paula Snyder elected to the Student Senate
 5/22 Inga Storbakken elected to the Student Senate
 5/22 Jamie Tester elected to the Student Senate
 5/22 Molly Herzan elected to the Student Senate and will serve as chair of its External and Legislative Committee
 5/22 Chad Kostecka elected to the Student Senate and will serve as chair of the Senate’s Academic Affairs Committee
 5/22 Kaite Michalski elected to the Student Senate and will serve as chair of the Senate’s Finance Committee
 5/22 Molly Peterson elected to the Student Senate
 5/22 Lisa Pikal elected to the Student Senate
 5/22 Gina Sandberg elected to the Student Senate

5/22 Alison Stephenson elected to the Student Senate
 5/22 Jessica Krog elected to the Student Senate
 5/22 Jessica Buboltz elected to the Student Senate and will serve as the chair of the Senate's Internal Committee
 5/22 Dorothy Johnson elected to the Student Senate
 5/22 Dave Thamert elected to the Student Senate and will serve as chair of the Senate's Student Activities Committee
 5/22 Meghan Sebasky elected to the Student Senate
 5/22 Katie Koski elected to the Student Senate
 5/22 Christopher Dolan elected president of the Student Senate
 5/22 Beth Kleinschmidt elected to the Student Senate
 5/22 Ashlee Charles elected to the Student Senate
 5/22 Christopher Fink elected to the Student Senate
 5/23 Outdoor PURSUIT! Program received \$29, 997 from the Ordean Foundation for community youth outreach
 5/31 CSS will expand its accelerated degree evening program (ADEP) to Brainerd and the Twin Cities
 6/1 Marvella Davis and Mike Jaros named "Alums of the Month"
 6/5 SUMS, Success in Understanding Math and Science, hosts fifth camp for teenagers
 6/5 Alumni gather for extra special reunion of the millennium "Millennium Jubilee"
 6/8 Minnesota Private College week open house, tours, information sessions
 6/27 St. Scholastica Leadership Award presented to Carrie DeBoer, Carly Antus receives Honorable Resident Award, Sister Olivia Gowan Memorial Award given to outstanding members of the senior class in nursing, Sister Loretta Sheehan Leadership Award presented to Amber Swor and Camilla Nelson
 6/28 Reading Minnesota 2000: A Summer Institute in Minnesota Literature for Elementary School Teachers in Minnesota
 8/25 Kristen R. Podominick graduated from CSS

7/ College Boards, Bodies, Committees, Groups

7/05 Faculty Bodies/Governance

7/05/01.1 Faculty Meeting Minutes -- holdings #78

Bound Materials [with dates as titles] (1930-31) to (1976-77) [27 volumes]

Type of Container	Box Name	% Capacity
Box	7/05/01.1 Faculty Meeting Minutes Bound Materials [with dates as titles] (1930-31) to (1976-77) [27 volumes] Box 1/2	100%

Type of Container	Box Name	% Capacity
Box	7/05 Faculty Bodies/Governance 7/05/01.1 Faculty Meeting Minutes continued (1977-82) 7/05/01.2 Faculty Assembly Minutes ¹⁸ (1982-83 to (2001-2002) Box 2/2	80%

Folders:

- Governance Task Force (1981-82)
- Governance: Other Colleges (1969-82)
- Faculty Governance Committee (1999-2004)
- Faculty Governance Task Force Annual Reports (2003-04 --)

7/05/01.1 Faculty Meeting Minutes continued

Bound Materials [with dates as titles] (1977-82) [5 volumes]

7/05/01.2 Faculty Assembly Minutes¹⁹

Folders:

- By-Laws of Administration (1966)
- Faculty Assembly Charter/By-Laws (1982)
- Governance Task Force (1981-82)
- Governance: Other Colleges (1969-1982)
- Faculty Governance Task Force Reports (2003-04 and 2010-11)
- Faculty Assembly Minutes (1982-83 to 2010-11)

Data Files:

- Faculty Assembly Minutes (1998 to present)
- Faculty Assembly Invocations

¹⁸ The Charter/By-Laws of the Faculty Assembly were “unanimously ratified” by the Board of Trustees on September 24, 1982.

¹⁹ The Charter/By-Laws of the Faculty Assembly were “unanimously ratified” by the Board of Trustees on September 24, 1982.

Faculty Assembly Secretary Duties
7/05/01.3 Faculty Assembly Steering Committee

Folders:

Faculty Assembly Steering Committee Operating Code (December, 1982)
 Minutes (1982 to 2007 with some years missing)

Data Files:

Steering Committee Minutes (1997-98, 2003-04, 2006-08)

Type of Container	Box Name	% Capacity
Box	7/10 Faculty Committees 7/10/02 Admissions Standing Committee 7/10/03 Campus Lecture Series Standing Committee 7/10/03/01 Peace and Justice Lecture Series 7/10/03/02 Last Lecture Series 7/10/03/03 Warner Series 7/10/04 Faculty Development Standing Committee 7/10/05 Faculty Student Affairs Standing Committee Box 1/1	80%

7/10 Faculty Committees -- holdings #79

Folders:

Faculty Committees: Overview
 Faculty Committees: Members (1959-)
 Faculty Committees: Purposes (1973-75)
 Committee on Committees Operating Code
 Third Annual Report of the Committee on Committees
7/10/02 Admissions Standing Committee -- holdings #81

Folders:

Operating Codes (1965 / 1966 / 1972 / 1976 / 1977 / 1998)
 Undergraduate Admissions Policy (1990-2003)
 Admissions Committee Annual Reports (1966-67) to 2013-14 [1 folder]
 Missing: (1971-72) to (1975-76), (1977-78) to (1988-89), (1994-95)
 Admissions Committee Minutes (1967) to (1976-77) Missing: (1972-73) and (1973-74)
 Admissions Update Report (2005)
 Admissions Gen. Ed. Transfer Community College Articulation Agreement (2000)

Data Files:

Minutes and/or Annual Report (1995-96 to present)
 Admissions Policy (1996-2003)

Operating Code (1994, 1998, 2003, 2012)

Misc. Files

7/10/03 Campus Lecture Series Standing Committee

Folders:

Campus Lecture Series Committee Operating Code (n.d.)

Campus Lecture Series Annual Reports for 1990-91, 1991-92, 1992-93, 1993-94, 1996-97, 1999-2000, 2001-02, 2002-03, 2003-04, 2007-08

7/10/03/01 Peace and Justice Lecture Series – holdings #82

Folders:

Peace and Justice

Peace and Justice Activities 1990-92

Center for the Study of Peace and Justice: Press Releases (10/14/91 to 4/9/00)

Peace & Justice Lecture Series Lecturers (1990 to present – not complete)

Type of Container	Box Name	% Capacity
Medium Gray Flat Box	Posters from #00 - 10	70%

Various Posters from Lecture Series

7/10/03/02 Last Lecture Series

Folders:

Steve Pfingsten

Dennis Anderson May 7, 2000

Mary Ellet Shehadeh April 29, 1998

Larry McGahey April 15, 2004

Tony Barrett April 6, 2005

Lezlie Oachs April 26, 2005

7/10/03/03 Warner Series

Folders:

Warner Series Correspondence (1975-82)

Warner Series: Suggested Speakers

Warner Series Pre-1980

Warner Series (1979-80)

Warner Series (1980-81)

Warner Series (1981-82)

Warner Series (1982-83)

Warner Series (1993-84)

Warner Series (1984-85)

Warner Series (1985-86)

Warner Series (1987-88)

Warner Series (1988-89)

Warner Series (1989-90)

Warner Reading Series (2015, 2016)

7/10/03/04 Francis X. Shea Memorial Lecture

Folder: Francis X. Shea Memorial Lecture

7/10/04 Faculty Development Standing Committee²⁰ – holdings #83

Folders:

Operating Codes (1982, 1998, plus some with no dates)
Faculty Development Guidelines (1993-2006)
Faculty Development Committee Annual Reports (1981-82 – 2012-13) Missing 1984-85, 1985-86, 1986-87, 1994-95, 1996-97, 1997-98, 1998-99, 2000-01, 2001-02, 2002-03, 2005-06
Faculty Development Newsletter (1990-93)
Faculty Development Fund Statements (1998-2000)
Faculty Development Fund Statements (2000-06)
Faculty Development Committee Minutes (1981-82, 1982-83, 1983-84, 1987-88, 1988-89, 1989-90, 1990-91, 1991-1996)
iDEA Assessment (1977)

Data files:

Minutes (1997-98, 1998-99, 1999-2000, 2000-01, 2001-02, 2002-03, 2003-04, 2004-05, 2005-06, 2006-07, 2007-08, 2008-09, 2014-15 (Annual Report Only) 2015-16, 2016-17)

Misc. Files

7/10/05 Faculty Student Affairs Standing Committee (FSAC) – holdings #84

Folders:

Operating Codes: (1965), (1966), (1971), (1976), (1977), (1983), (1988)
Faculty Student Affairs Committee Annual Reports (1966-67) to (1992-93)
Faculty Student Affairs Committee Minutes 1966-77, 1984-85, 1985-86, 1986-87, 1988-89, 1989-90, 1990-91, 1991-92, 1992-93, 1993-94, 1994-95²¹
Faculty Student Affairs Committee Annual Reports (1995-)
Who's Who? (n.d.)
Honor System and Pledge (N.D.)
Sanctions and Appeals (1989-94)
Sexual Assault [Policies] (1991)
Academic Dishonesty (10/3/1991, 1992)

Type of Container	Box Name	% Capacity
Box	7/10/06 Faculty Welfare Standing Committee (FWC) 7/10/06.1 American Association of University Professors, CSS Chapter Box 1/1	80%

7/10/06 Faculty Welfare Standing Committee (FWC) – holdings #85

Folders:

²⁰ First funded in 1981-82; both the Bush and Marshall Grants supported Faculty Development.

²¹ The Faculty Student Affairs Committee was terminated on August 26, 1997.

Operating Codes (1968) (1969) (1972) (1974) (1977) (1980) (1994)
 FWC Annual Reports 1969-70 to 2013-14 (missing 1972-73, 1973-74, 1981-82, 1982-83,
 1986-87, 1994-95, 1995-96, 1996-97, 1998-99, 2000-01, 2002-03, 2005-06)
 FWC Minutes (1968 – 2007-08) (missing 1986-87)
 FWC Merit Pay (1975-81)
 FWC Tenure (1975-82)
 FWC Terminal Degree (1985, 1987, 2008-09)
 FWC Policies of [re: Faculty Development] (1977-78)
 FWC Faculty Evaluation Forms (1978-79)
 FWC Faculty Evaluation By Students and Peers (1983-)
 FWC Requests for Grants (1976-77)
 FWC Grant Recipients (1976-81)
 FWC Salaries (1976-81)
 FWC Fringe Benefits (1978-92)
 FWC Grievances (1985)
 FWC Affiliate Faculty (2012-13)

Data files:

Minutes and annual reports (1997 to present)

**7/10/06.1 American Association of University Professors, CSS
 Chapter – holdings #86**

Folders:

AAUP By Laws C SS Chapter (N.D.)
 AAUP Minutes (1976-1981)
 AAUP Salaries (1975-80)
 AAUP Correspondence (1975-78)
 AAUP Retirement Study (1977)
 AAUP Faculty Concerns Survey (1978)
 AAUP Administration Job Descriptions (1981)

Type of Container	Box Name	% Capacity
Box	7/10/07 Curriculum Standing Committee also known as Undergraduate Curriculum Committee	1 100% 2 100% 3 100% 4 50%
	Six Boxes	

7/10/07 Curriculum Standing Committee also known as Undergraduate Curriculum Committee – holdings #87

Box 1 of 5

1970's to Current Art to EDP

Box 2 of 5

1970s to Current EDU to EXP

Box 3 of 5

1970's to Current First Year Program (FDP) to LIS

Box 4 of 5

1970's to Current MDA to NSG

Box 5 of 5

1970's to Current OTH to WMS

Sixth Box

Folders:

- Operating Codes (1965), (1966), (1967), (1970), (1976), (1998), (2000's)
- Annual Reports (1967-68) to (2000-01) Missing: (1972-73), (1973-74), and (1975-76), (1978-79), (1979-80)
- Annual Reports (2001-02) to 2013-14)
- Guidelines
- Academic Policies
- Self-Designed Major or Minor Guidelines (2007-)
- Curricular Matters Go to Board (2011)
- Credit for Transfer of Non-Catalog Courses (2011)
- Course Meetings vs. Credit
- Rename Divisional Degrees (2006)
- Educational Policy Subcommittee (1975-76)
- Departmental Self Study: CIS 1989
- Explorations First Year Program (1988-1996)
- Curriculum Advisory Committee Assessment of Explorations (1991)
- Curriculum Committee Guidelines for Changes in Courses or Programs (1992)
- Incomplete Policy (1994)
- Correspondence Regarding Proposed Program Eliminations/Reductions (1997-98)
- Reducing Number of Cross-listed Courses (2009)
- Faculty Curriculum Committee Minutes (1967-68) to (1976-78)
- Minutes 1986-87
- Minutes 1987-88
- Minutes 1988-89
- Minutes 1989-90
- Minutes 1990-91
- Minutes 1991-92
- Minutes 1992-93
- Minutes 1993-94
- Minutes 1994-95
- Minutes 1995-96
- Minutes 1996-97
- Minutes 1997-98
- Minutes 1998-99
- Minutes 1999-2000
- Minutes 2000-01
- Minutes 2001-02
- Minutes 2002-03
- Minutes 2003-04

Minutes 2004-05
 Minutes 2005-06
 Minutes 2006-07
 Minutes 2007-08
 Minutes 2008-09
 Minutes 2009-10
 Minutes 2010-11

Data files:

Minutes (1997-98, 1998-99, 1999-2000, 2000-01, 2001-02, 2002-03, 2003-04, 2004-05, 2005-06, 2006-07, 2007-08, 2008-09, 2014-15 (Annual Report Only) 2015-16, 2016-17, 2017-18)

Misc. Files

Type of Container	Box Name	% Capacity
Box	7/10/07.5 Winton Plan/Dap-Tutorial Committee 7/10/08 Program Review Committee (PRC) 7/10/09 Promotion and Tenure Special Committee 7/10/10 Faculty ad-hoc committees 7/10/10/1 Inauguration Committee 7/10/10/2 Search Committees 7/10/10/4 Facilities Planning Committee 7/10/10/5 Task Forces Box 1/1	80%

7/10/07.5 Winton Plan/Dap-Tutorial Committee – holdings #88

Folders:

Winton Plan: Minutes and Memos (1971-74)
 Winton Plan: Brochures (1972-75)
 Winton Plan: Comments (1973-77)²²
 Dap-Tutorial Committee: Operating Code (1977)
 Dap-Tutorial Committee Minutes (1976-77)
 Proposal for Dropping the DAP Requirement from Sr. Mary Odile Cahoon (1990)

7/10/08 Program Review Committee (PRC) – holdings #89

Folders:

Operating Code (1990) [and Program review Process (1991)]
 PRC Protocols without External Agency (c 1995-97)
 PRC Protocols with External Agency (c 1995-97)

²² Fr. Shea came to the Winton Meeting, January 1972, with the Winton Plan thought out. He led the participants in the meeting to adopt his ideas. When authorized by the faculty and Trustees, Shea then appointed to carry out the Winton Plan faculty who had not been at the Winton sessions. They had to rely on his interpretation of its measures. In this way he was able to revolutionize the CSS curriculum. (Sr. Margaret Clarke to JWE, May 16, 2001)

PRC Reports (1991-92, 1993-94, 1994-95, and 1996-97)
PRC Memos (1995-97)
PRC Review: Biology (1993)
PRC Review: Chemistry (1991)
PRC Review: CIS (1996)
PRC Review: Communication (1996)
PRC Review: Exercise Science (1993)
PRC Review: Educational Media (1992) and (1994)
PRC Review: History (1996)
PRC Review: Philosophy (1995)
PRC Review: Physical Education (1995)
PRC Review: Psychology (1996)
PRC Review: Religious Studies (1991)²³
PRC Review: Sociology (1995)
PRC Review: Women's Studies (1991)
Academic Program Review (2004)

Data file:

Program Review in Special Committees and Task Forces Folder
7/10/09 Promotion and Tenure Special Committee – holdings #90

Folders:

Operating Code (n.d., 1996, n.d.)
Annual Report Minutes (2001-02)

7/10/10 Faculty ad-hoc committees

7/10/10/1 Inauguration Committee – holdings #91

Expansion Folders:

7/10/10/1.1 CSS Models

7/10/10/1.2 Other College Models

7/10/10/2 Search Committees – holdings #92

Folders:

Presidential, 1975
Presidential, 1981
Presidential, 1999

Data files in Special Committees and Task Forces Folder:

1999 Presidential Search

2015 Presidential Search

7/10/10/4 Facilities Planning Committee [see also 7/20/16]

Folders:

7/10/10/4.1 Tower Hall Sub-Committee (1989-91)

7/10/10/4.2 Auditorium Sub-Committee (1989-90)

7/10/10/4.3 Garage and Shops Planning (1990-91)

7/10/10/4.4 Student Union Expansion Group (1990-91)

7/10/10/4.5 Little Theatre Sub-Committee (1989-91)

7/10/10/4.6 Space Coordinating Committee (1983-84)

Data file in Special Committees and Task Forces Folder:

Collaborative Work Space Committee

²³ “...the pilot in using the new Program Review Plan” (p. 21).

- 7/10/10/4.7 Library Building Committee (1978-79)**
- 7/10/10/4.8 Collaborative Work Space Committee (2006)**
- 7/10/10/4.9 Bookstore Advisory Committee (1997-98)**

Data files in Special Committees and Task Forces Folder:
Bookstore

7/10/10/5 Undergraduate College Learning Outcomes Assessment Committee (UCLO)

Data file in Special Committees and Task Forces Folder:
UCLO Operating Code (2015)
Data 2015-16 Annual Report

7/10/10/10 Task Forces

Folders:

- Liberal Arts Education Committee (1951-58)
- Marketing Task Force 1979-80
- Committee on Grading and Honors (1980s? and 1986-87)
- Task Force on Addition and Deletion of Programs (1985)
- School to Work Task Force (1998)
- Y2K Committee (1999)
- Distance Education Strategic Planning Task Force (2001-02)
- International Students Task Force (1992)
- International Committee (2004-05)
- Curricular Task Force (1983)
- Proposed Curriculum (1983) from Curricular Task Force
- Coeducation Study Group (1967-68)
- Senior Seminar Committee (1990)
- First Year Group (1990)
- Semester Conversion Task Force (1986, 1998)

Data files in Special Committees and Task Forces Folder:

- Academic
- Faculty Governance Task Force
- Performance Tools Committee
- Self Study Board
- Strategic Plan
- Writing Task Force

Type of Container	Box Name	% Capacity
Box	7/10/10/3 Faculty Handbook Committee 7/40 Division and Department Chairs 7/50 Faculty Accomplishments Box 1/1	80%

7/10/10/3 Faculty Handbook Committee

Folders:

- Faculty Handbook (c 1957)

Faculty Handbook (MAY, 1959)
 Faculty Handbook (August, 1960)
 Faculty Handbook (September, 1961)
 Final Report of the Faculty Bylaws Committee (1967)
 Faculty Handbook (1970)
 Faculty Handbook (1972)
 Faculty Handbook (During Shea Presidency)
 Faculty Handbook (May, 1973) [begins to include "Personnel Policies"]
 Faculty Handbook (February, 1976)
 Faculty Handbook (February, 1978)
 Faculty Handbook (1981 and revisions of in?1983)
 Faculty Handbook (August, 1984)
 Faculty Handbook (September, 1987)
 Faculty Handbook (1991-92) [contents "are part of the contract"]
 Faculty Handbook (1995-96)
 Faculty Handbook (1996-97?)
 Faculty Handbook (1997-98)
 Faculty Handbook (1999)
 Faculty Handbook (August, 2002)
 Faculty Handbook (2004)
 Faculty Handbook (2009)
 Faculty Handbook (2012)

Digital file:

2015-16 Faculty Handbook
 2016 Aug. 12 Faculty Handbook

Type of Container	Box Name	% Capacity
Box	7/20 Institutional Committees 7/20/05 Environmental Concerns Committee 7/20/09 Health and Safety Steering Committee 7/20/11 Human Subjects Review Committee 7/20/12 Information Technologies Policies and Procedures Committee 7/20/14 Parking Committee 7/20/15 Plenary Planning Committee (PPC) 7/20/16 Resource Committee 7/20/21 Landscape Committee Box 1/2	80%

7/20 Institutional Committees
7/20/01 Access Committee

7/20/02 Administrative Staff Committee

7/20/03 Athletics Committee

7/20/04 Budget Committee

Folder:

Budget Committee Minutes (1997-99)

Data File in Special Committees and Task Forces Folder:

Budget

7/20/05 Environmental Concerns Committee

Folders:

Environmental Concerns Committee (1989-93)

Recycling (1992-93)

7/20/06 Faculty / Staff Tower Fund Committee

7/20/08 Hay Job Evaluation Committee

7/20/09 Health and Safety Steering Committee

Folders:

Security Operating Code

Security Minutes (1988-98)

Crisis Intervention-Death on Campus (8/24/93)

FEMA: Disaster Preparedness Materials (2002)

Harassment and Workplace Violence Policy (n.d.)

Data File in Special Committees and Task Forces Folder:

Safety and Health Steering Committee

7/20/10 Hourly Employees Group

7/20/11 Human Subjects Review Committee

Folders:

Human Subjects Review Committee (1989-)

7/20/12 Information Technologies Policies and Procedures Committee

Folders:

Information Technologies Resource Committee Operating Code (2002)

Computer and Network Policy (2001)

Information Technologies Resource Committee Minutes (2001-06)

Web Advisory Group (1999-2000)

Performance Tools Committee Minutes (2003)

Data File in Special Committees and Task Forces Folder:

IT Resource Committee

7/20/13 International Committee

Folders:

International Students Task Force (1992)

International Ad Hoc Group (2002)

International Committee (2004-05)

Data File in Special Committees and Task Forces Folder:

International Committee

7/20/14 Parking Committee

Folders:

Parking Committee (1990-94) and (1997-2000)

Data File in Special Committees and Task Forces Folder:

Parking

7/20/15 Plenary Planning Committee (PPC)

Folders:

PPC Minutes (March to May, 1982)

PPC Minutes (1982-83)

PPC Minutes (1983-84)

Departmental Objectives (1983-84)

PPC Chapel-Library Space (March, 1984)

PPC Minutes (1984-85) to (1990-91) [7 folders]

PPC Minutes (October, 1997 to May, 1998)

Data File in Special Committees and Task Forces Folder:

Plenary Planning Commission

7/20/16 Resource Committee

Folders:

Resource Committee: Floor Plans (c1988)

Resource Committee (1988-89)

Resource Committee (1990-91)

Resource Committee (1998)

7/20/17 Shared Use Committee (BSBA-CSS facilities)

7/20/18 Staff Awards Committee

7/20/19 Tuition Remission Advisory Committee

7/20/20 Wellness Advisory Committee

7/20/21 Landscape Committee

Folders:

Landscape Committee (1983-90)

Landscape Committee (1991-94)

Landscape Committee (1998-2000)²⁴

Holdings #	Type of Container	Box Name	% Capacity
	Box	7/20 Institutional Committees 7/20/33 Competency Committee 7/20/34 Diversity Advisory Board/Committee Other Misc. Committees Box 2/2	75%

7/20/22 NEH Grant on Interdivisional Cooperation Ad Hoc Committee (1978-79)

Folder

7/20/23 Curricular Alternatives Task Force (1983-84)

Folder

7/20/24 Faculty Advisory Committee (1977-78)

Folder missing

7/20/25 Part-Time/Overload Faculty Compensation Advisory Committee (1989-90)

Folder

²⁴ No meetings in November, 1999 and January, 2000 [see Minutes: 11/2/98 to 12/14/99]; no records for April, 2000.

7/20/26 Senior Seminar Committee (1990-91)

Folder

7/20/27 Cross-curricular Committee (1991)

Folder

7/20/28 Code of Conduct Committee (1980)

Folder

7/20/29 Legislative Committee (1983-86)

Folder

7/20/30 Development Advisory Committee (1987-1990)

Folder

7/20/31 Title III (1977, 1994-99)

7/20/33 Competency Committee

Folders:

- Competency Committee Correspondence (1980-81)
- Competency Committee Correspondence (1982-83)
- Competency Committee Questionnaire (1981)
- Competency Committee Minutes (1978-1981)
- Competency Committee Operating Code, Overview, Theory (1978)
- Competency Committee Advisor Guide
- Competency Implementation Committee (1976-78)
- Educational Competency Subcommittee (EPC) (1976)
- Competency Committee Inservice Days (January 1977 and 1978)
- Competency Committee Regarding Gen. Ed. (1981)
- Competency Committee Forms
- Competency Committee Course Registration from Depts. (1976-78)
- CC Language and Literature
- CC Biology
- CC Math
- CC Sociology/Social Work
- CC Media Arts
- CC Music
- CC Philosophy
- CC Humanities
- CC Home Economics
- CC History
- CC French
- CC Education
- CC Ireland Study Center
- CC Indian Studies
- CC Physical Therapy
- CC Psychology
- CC Physical and Computer Science

CC Chemistry
 CC Air Force
 CC Religious Studies
 CC Gerontology
 CC Health and Wellness
 CC ETS (Educational Testing Service)

7/20/34 Diversity Advisory Board/Committee (2004-06)

Folders:

Diversity Advisory Board/Committee Operating Code (2005)
 Diversity Report (2004)
 Diversity Committee Minutes (2004-06)
 One Ummah Consulting Quarterly Reports and Presentation (2004-05)
 Misc. Documents including Memo from visit to UMM campus, Report on NCORE Conference, Notes from Sam Schuman Address to Faculty/Staff Institute 9/1/04, Diversity presentation on why students of color leave or stay at CSS by Nichole Johnson, Julie Jank, and Jennifer Salvog

Data File in Special Committees and Task Forces Folder:

Diversity Committee

Files:

Agendas and Minutes (2004-06)
 Diversity Reports (2004-05)
 NCORE Conference (2004)
 Operating Code (2005)
 CSS Diversity Study PowerPoint (2005)
 Foundations Scholastica Faculty Training PowerPoint (2005)
 Notes from Sam Schuman Address to the Faculty (Fall 2004)

7/20/35 Retention Analysis Committee (1997)

Folder:

Retention Analysis Committee Minutes (1997)

Data File in Special Committees and Task Forces Folder:

Retention

7/30 Miscellaneous College Groups

Type of Container	Box Name	% Capacity
Box	7/20/07 General Education Committee (Gen Ed) Box 1/2	100%

Box 1

Folders:

Gen Ed: History (1971)(1990-...)
 Gen Ed: Mission and Curriculum
 Gen Ed: Other School Models
 Gen Ed: General Education Operating Code (May 15, 1997)

Benedictine Ed. Operating Code (2005)
 Gen Ed: Annual Report (1990-91)
 Gen Ed: Annual Report (1991-92)
 Gen Ed: Annual Report (1998-99 to 2013-14)
 Gen Ed: Bush Faculty Development Program (1980 --)
 Gen Ed: Cross and Angelo, Classroom Assessment and Techniques: A Handbook for Faculty (1988) [bound material]
 Gen Ed: College BASE Manuals (1989)
 Gen Ed: Faculty Discussions (October-December, 1988)
 Gen Ed: What Should Our Students Know? (January-May, 1989)
 Gen Ed: Alumni/Employer Survey (April 1989)
 Gen Ed: Scholastica's Course of Planned Excellence (June, 1989)
 Gen Ed: NEH (June, 1989)
 Gen Ed: Faculty Institute (August 30-31, 1989)
 Gen Ed: Curriculum Task Force (October 1989 to April 1990)
 Gen Ed: GOEP-GIS (1989) [bound material]
 Gen Ed: Task Force (November 1989)
 Gen Ed: Freshman Year Conference [bound Program and Proceedings] (November, 1989)
 Gen Ed: Faculty Assembly Minutes (1990-. .)
 Gen Ed: Curriculum Advisory Committee Minutes (December 1990 to October 1991)
 Gen Ed: Curriculum Reform and Faculty Development at the College of St. Scholastica (October 30, 1989), Bush Proposal (1990-93) [bound material]
 Gen Ed: Bush Grant (1990-93)
 Gen Ed: Brainerd Retreat (March 4-5, 1990)
 Gen Ed: Curriculum Project Working Groups (September, 1990)
 Gen Ed: First Year Program Working Group (September, 1990 to October, 1992)
 Gen Ed: Progress Report (October 1, 1990)
 Gen Ed: Summary of Reports (August 28-29, 1990)
 Gen Ed: Faculty Teaching Faculty (November 1, 1990-...)
 Gen Ed: Bush Faculty Development Conference ['Why Do I Teach the Way I Do? Exploring Assumptions'] (November 29-30, 1990)
 Gen Ed: Conferences on Assessment (1991-94)
 Gen Ed: Bush Faculty Development Conference ['Questions of Balance'] (February 21-22, 1991)
 Gen Ed: First Year Program Pilots (February, 1991)
 Gen Ed: Senior Experience Conference (March 17-20, 1991)
 Gen Ed: Survey: First Year Program Pilots (February, 1991)
 Gen Ed: Goodwin 'The Point of General Education' (August, 1991)
 Gen Ed: JWE Memo re: Explorations Program (November 1 and 13, 1991)
 Gen Ed: Bush Faculty Development Conference ['Teaching With Compassion'] (November 7-8, 1991)
 Gen Ed: AAC 'Project on Strong Foundations for General Education' (November - December, 1991)
 Gen Ed: ACC 'Project on Strong Foundations for General Education' (January -

November, 1992)
 Gen Ed: Bush Faculty Development Conference [‘The Changing World of Faculty Work’] (February 20-21, 1992)
 Gen Ed: AAC Conference [‘Reforming the Major’] (March 26-29, 1992)
 Gen Ed: AAC ‘Talking Points’ (March, 1992) [bound material]
 Gen Ed: FPG Pilots (1991-92)
 Gen Ed: Faculty Institute (September 3, 1992)
 Gen Ed: New Student Orientation (FQ ‘92)
 Gen Ed: ENCORE/ Transfer Seminar (FQ ‘92)
 Gen Ed: Bush Faculty Development Conference [‘Power Plays: Issue of Control on Campus’] (November 12-13, 1992)
 Gen Ed: AAC ‘Principles of Good Practice in General Education’ (December, 1992 to April, 1993)
 Gen Ed: Bush Foundation Final Report (1990-93)
 Gen Ed: Bush Proposal (1993-96)
 Gen Ed: Goodwin: ‘The Vision Thing’ (January 27, 1993)
 Gen Ed: Bush Faculty Development Conference [‘Creative Uses of Power’] (February 18-19, 1993)
 Gen Ed: Brainerd Retreat (March, 1993)
 Gen Ed: FPG Workshop (May 25-27, 1993)
 Gen Ed: CBASE Summaries (1991 and 1993)
 Gen Ed: CSS Times (SQ ‘93)
 Gen Ed: AGLS Conference [‘Liberal Education and the Public Spirit’] (October 14-16, 1993)
 Gen Ed: Comments on Draft of AAC ‘National Report’ (September-October, 1993)
 Gen Ed: Articles about the AAC ‘National Report’ (October 14-16, 1993)
 Gen Ed: Bush Faculty Development Conference [‘Promoting a Culture of Collaboration’] (November 11-12, 1993)
 Gen Ed: AAC ‘National Report’ (January, 1994)
 Gen Ed: Computer Component (1992-96)
 Gen Ed: Bush Foundation Interim Reports (1993-96)
 Gen Ed: CSEQ ‘95 [bound material]

Type of Container	Box Name	% Capacity
Box	7/20/07 General Education Committee (Gen Ed) Box 2/2	60%

Box 2 [7/20/07 to 7/20/21]

Folders:

Gen Ed: FPG and SRC (1990-91)
 Gen Ed: FPG (1991-92)
 Gen Ed: FPG (1992-93)
 Gen Ed: FPG (1993-94)
 Gen Ed: FPG (1994-95)

Gen Ed: Freshman Year Experience (October 21-22, 1994) [bound material]
 Gen Ed: FPG Evaluations (SQ '94)
 Gen Ed: FPG Evaluations (FQ '94)
 Gen Ed: FPG Evaluations (WQ '94-'95)
 Gen Ed: FPG Evaluations (SQ '95)
 Gen Ed: FPG Evaluations (FQ '95)
 Gen Ed: FPG Evaluations Program Evaluation (WQ '95-'96)
 Gen Ed: Critical Thinking (1994-95)
 Gen Ed: UCLA HERI (1995)
 Gen Ed: CSEQ (1995-96)
 Gen Ed: FPG Program Evaluation (1995-96)
 Gen Ed: Academic Profile (1996)
 Gen Ed: FPG Program Evaluation (WQ '96)
 Gen Ed: CELA (1996)
 Gen Ed: Sandbulte Chair (1996)
 Gen Ed: SRC (1996-97)
 Gen Ed: SRC Student Evaluations (1997)
 Gen Ed: Assessment (1991-97)
 Gen Ed: FPG Evaluations (SQ '97)
 Gen Ed: Bush Foundation Final Report (1993-97)
 Gen Ed: Huba Assessment (1997)
 Gen Ed: Assessing General Education (1997)
 Gen Ed: Expected Outcomes (March 12, 1998)
 Gen Ed: Institutional Data (1998-99)
 Gen Ed: Program Review (SS '02)
 Gen Ed: Review of Program (12-21-2001)
 Gen Ed: COMP Testing (1979-80)
 Curriculum Pathways (n.d.)
 General Education Overview (2001)
 Learning Outcomes for the Twenty-First Century (2008)
 Revising College Learning Outcomes and Indicators (2007-2009)
 General Education Task Force (2013-15)
 Gen Ed: Committee Minutes (1999-2000)
 Gen Ed: Committee Minutes (2000-01)
 Gen Ed: Committee Minutes (2001-02)
 Gen Ed: Committee Minutes (2002-03)
 Gen Ed: Committee Minutes (2003-04)
 Gen Ed: Committee Minutes (2004-05)
 Gen Ed: Committee Minutes (2005-06)
 Gen Ed: Committee Minutes (2006-07)
 Gen Ed: Committee Minutes (2007-08)
 Gen Ed: Committee Minutes (2008-09)
 Gen Ed: Committee Minutes (2009-10)
 Gen Ed: Committee Minutes (2010-11)
 Gen Ed: Committee Minutes (2011-12)
 Gen Ed: Committee Minutes (2012-13)

Data Files:

Minutes and Annual Reports (1998 to present)
Course Removal Form
Course Submission Form
Operating Code
Outcomes
Pathways and Indicators
Writing Intensive Guidelines
Data PDF Mar. 25, 2021 Veritas Innovation Awards
Data PDF Mar. 2023 Director of General Education Position Announcement

7/30 Miscellaneous College Groups

7/40 Divisions and Department Chairs

7/50 Faculty Accomplishments

Type of Container	Box Name	% Capacity
Box	7/10/10/3 Faculty Handbook Committee 7/40 Division and Department Chairs 7/50 Faculty Accomplishments Box 1/1	80%

Folders:

Faculty Works Published
Nancy Fitzgerald Publications
Cecelia Taylor Speeches
Carl Gawboy
Faculty Accomplishments
Significant Faculty Accomplishments
Fulbright Program for Faculty
Faculty Awards (1992, Burlington Northern Foundation Faculty Achievement Awards
Lavine Award

8/ Personnel Department

Type of Container	Box Name	% Capacity
Box	8/ Personnel Department Faculty Box 1/2	80%

8/05 Human Resources

Data PDF Sept. 2016 Center for Equal Access Faculty Handbook

Data Word doc Sept. 2022 CSS Recruitment and Onboarding Guide - Staff

8/10 Faculty [includes Faculty/Staff Directories]

8/10/01 Faculty Rosters/Directories

Folders:

Sisters' Family Names

Faculty Roster and Report (April, 1949)

Faculty Rosters (1924-65)

Faculty Rosters (1965-79)

Faculty Rosters (1981-82)

Faculty Rosters (1987-88 - 2004-05) Missing 1989-90, 1990-91, 1991-92, 1999-2000, and 2001-02; Includes 2008-09 and 2012-13)

Faculty Roster and Report (September, 1991)

Faculty/Staff Directory (1974-75)

Faculty/Staff Directory (1975-76)

Faculty/Staff Directory (1976-77)

Faculty/Staff Directory (1977-78)

Faculty/Staff Directory (2010-11)

Faculty/Staff Directory (2012-13)

Faculty Pictures from Yearbook (1944-65) Missing years 1959 and 1960

Data Files: 2007-2010 Faculty Staff Directories

8/10/02 Files on Individual Faculty and Staff

Folders:

Memorials for Faculty and Staff

Data James Franklin Lewis Letters

(1903-1942, Chemistry Faculty at CSS 1930-37)

8/10/03 Faculty Data

Folders:

Contributed Salaries

Salaries (1932-91)

American Association of University Professors Annual Faculty Salary Surveys (1971-72) to 1991-92)

Adjunct Faculty Wage Structure

Tenure Status (1975-76) to (1990-91)

Tenure and Terminal Degree Statistics on Faculty (1975-95)

Promotion and Tenure (2007)

Restructuring (1998-99)

Compensation Program, Performance Appraisal, and Salary Increase Matrix
(2008-09 and 2010-11)

New Faculty Orientation

8/10/04 Faculty Staff Appreciation

Folders:

Faculty/Staff Appreciation (1983-)

[Named “Trustees’ Faculty Appreciation Dinner” in 1984, renamed “Trustees’ Faculty/Staff Appreciation Dinner in 1985, became “Luncheon” in 1994, Trustees’ dropped from name in 1995. Missing: 1996]

Hourly Employees’ Appreciation Luncheon (1991-99) [Renamed “Hourly Staff” in 1996.]

Faculty Staff Art Show (2006)

8/10/05 Faculty Institutes, Workshops, Assemblies, Surveys, Documents

Folders:

Faculty Bulletin (1956-57)

Faculty Institutes

Records of the Fall Faculty Institutes are in Faculty Meeting Minutes [7/05]. The institute in September, 1950, was announced as “The Ninth Annual...” but there is no record or mention of institutes before October, 1944. It is possible that the opening faculty meeting of each new school year was called an “institute” because of the introduction / initiation of new faculty members, special business to be covered, etc. Some of them were designed around themes.

1942 to 1943:	No Mention of an Institute
1944 (10/2):	Mentioned with short report; includes “clubs”
1945:	No Mention of an Institute
1946 (8/22):	Address by Dr. Roy Deferreri of The Catholic University of America summarized
(9/15-17):	Persistent Needs of College Students
1947 (9/3-4):	Personalizing Education
1948 (9/15-16):	Christianizing Instruction
1949 (9/7-8):	The Challenge: To Translate Goals to Practice
1950 (9/6-7):	The Valiant Christian Woman [Ninth Annual]
1951 (9/9-11):	Careful to Keep the Unity of the Spirit [Tenth Annual]
1952 to 1956:	[No Mention of an Institute]
1957 (9/12-13):	Sixteenth Annual Faculty Institute [program only: Faculty Growth and Improvement of Instruction]
1958 to 1959:	[No Mention of an Institute]
1960 (9/8):	Faculty Institute = faculty divided into groups “for concerted work on the Faculty Handbook”
1961 (9/8):	Faculty Institute = faculty meeting
1962 (9/14):	Mentioned with summary
1963 (9/13):	Mentioned in regular faculty meeting
1964 (9/24-25):	Faculty Institute = faculty meeting [23rd Annual] Report on NCA Workshop
1965 to 1968:	No Mention of an Institute; program only “Changing Role

	of Educator” (9/16- 18/68)
1969 (9/23-25):	Theme - CSS Philosophy: Perceiving / Accomplishing
1970 (9/22-23):	Are We Different? [11 pages]
1971 (9/20-22):	seems to identify problems facing CSS; Winton Plan to go into effect in FQ '72
1972 to 1973:	[No Mention of an Institute]
1974 to 1976:	Advisement
1977 (9/15-16):	[only mentioned]
1978 to 1979:	[No Mention of an Institute]
1980 (9/3-4):	Workshop in Assessment of Prior Learning
1981 (9/9):	Information Shared
1982 (9/23):	Faculty Meeting and Faculty Institute explained Charter and By-Laws of <u>New Faculty Assembly</u> ; Lee Knellenkamp, “Curriculum Design Issues”
1983 to 2000:	Institute agendas, missing 1985, 1988 has report on discussions on the history of the liberal arts by Winnifred Winkelman also summary of student characteristics, missing 1989 and 1990, 1991 has a paper entitled “The Emergence and Purposes of Outcome Assessment” and skills expected of a CSS graduate, 1992 has 3 papers by Chet Meyers from Metropolitan State University entitled “The Practical Side of Critical Thinking,” “Critical Thinking Assignments,” and “Critical Thinking A Building-Block Process,” 1994 has paper “What is a Catholic College?” by Charles E. Curran, missing 1995, 1996, and 1999
2001 to present:	Faculty Staff Institute combining all employees began. Typically it included an address by the President of the College, sometimes a guest speaker, introducing the new hires since the previous institute, and a blessing by the Sisters of the Monastery. Starting in 2004, one of the College’s five Benedictine values (starting with hospitality, then community, stewardship, respect, and last love of learning) is featured for the year on a repeating pattern. The President’s address usually discusses this value. Transcripts of these addresses by Larry Goodwin include 2004-2015, missing 2009, 2010, and 2012.
Faculty Workshops	
Intercultural Competence Workshop (2006)	
Scholastic Olympics 1972-75	
Faculty Studies Evaluation of Instruction Examination Procedures (1945)	
Teaching Techniques and Results of Faculty Innovative Teaching Methods Survey (n.d.)	
Improvement of Teaching Report (1985-86; 86-87)	
Student Survey of Utilization and Effectiveness of Traditional Methodologies and Alternative Delivery Systems (1985)	
Creating a Student-Centered Learning Environment Proposal to Bush Foundation	

(1998)
 Center for Teaching Excellence Report (2011)
 Student Faculty Ratio and Workload (2013)
 Data folders:
 Faculty Staff Institutes
 Data PDF 2015 Faculty Staff Institute Agenda
 Data PDF 2018 Faculty Staff Institute Agenda
 Data PDF 2022 Saints Institute – President McDonald
 Data PDF 2023 Saints Institute Slideshow
 Center for Teaching and Learning
 Data PDF 2023 Spring Center for Teaching and Learning Professional
 Development Sessions

8/10/06 Faculty Advisement

Folders:
 Advisement Newsletters
 Expansion Folder:
 Faculty Advisors Manual 1995-96, 1997
 Data Files: Faculty Advisors Manual (2005-2019)

Type of Container	Box Name	% Capacity
Box	8/ Personnel Department Staff Box 2/2	60%

8/10/07 Benefits and Agreements

Expansion folder:
 Procedures Manual 1993-4
 Folders:
 Faculty Staff News (2018-)
 HR Results (2005-06)
 Employment Application
 Retirement
 Retirement Plan July, 2000
 Voluntary Early Retirement Incentive Plan (2013)
 Community Emergency Response Team (CERT)
 Wellness Committee
 WellU Misc. Items
 WellU Newsletter (2009-)
 Group Benefits Booklets
 Overview of Benefits
 Code of Conduct (2009)
 Harassment Brochure (1999-2000)
 Title IX
 Parking and Automobile Usage

Intellectual Property Policy
Faculty/Staff Dining Dollar Program
Tuition Remission
Employee Assistance Program Agreement 2001
Various Agreements with Labor, Laundry and Linen Services, Security,
Workers Comp., Maintenance, Rental, Mars Lakeview Arena, St.
Mary's Sports Medicine Services, Saints-Hilltoppers Arena,
Software Licenses all from 2000
Equal Employment Opportunity Policy and Affirmative Action Program
January, 2000
Surveys on Campus Climate, Faculty Institutes, Division Chair Retreats, etc.

Data Files: Wage Charts Folder

2007-08 Faculty Range
2008-09 Faculty Range
Additional Wage Structure 2006
Adjunct and Overload Faculty Wage Structure 2009-2010
Adjunct and Overload Faculty Wage Structure 2010-2011
Adjunct and Overload Faculty Wage Structure 2011-2012
Adjunct and Overload Faculty Wage Structure 2012-2013
Adjunct and Overload Faculty Wage Structure 2013-2014
Adjunct and Overload Faculty Wage Structure 2014-2015
Adjunct and Overload Faculty Wage Structure 2015-2016
Adjunct and Overload Faculty Wage Structure 2017-2018
Adjunct and Overload Faculty Wage Structure 2018-2019
Adjunct and Overload Faculty Wage Structure Spring 2014
Faculty Wage Chart 2009-10
Faculty Wage Chart 2010-11
Faculty Wage Chart 2011-12
Faculty Wage Chart 2012-13 Final
Faculty Wage Chart 2012-13
Faculty Wage Chart 2013-14 Final
Faculty Wage Chart 2013-14 Preliminary
Faculty Wage Chart 2014-15 Final
Faculty Wage Chart 2015-16 Final
Faculty Wage Chart 2016-17 Final
Faculty Wage Chart 2018-19

Insurance Benefits Folder

Data PDF 2021 Oct. 29 Communication Regarding Bind – new insurance
company
Data Word doc 2021 Oct. 29 Communication and Rollout Plan for Bind –
new insurance company
Data PDF Dec. 2023 ADP Resource Guide
2021 Dec. Faculty Emeritus Guidelines and Procedure (1 PDF)
2021 Dec. Faculty Emeritus Policy 2-10 (1 PDF)
2022-23 Sabbatical Guidelines (1 PDF)

2022 Tuition Exchange Guide (1 PDF)
2022-23 Faculty Emeriti (1 PDF)

8/20 Staff, administrative and hourly

8/20/01 Staff

Folder:

Staff By-laws
Staff Roster (2000-2004)

8/20/02 Staff Handbooks

Folders:

Staff Handbook (1990-95)
Staff Handbook (1995-1999)
Staff Handbook (Revised August, 2002)
Staff Handbook (Revised February, 2010)
Personnel

8/20/03 All Staff Meeting Minutes (2000-)

Data Files: Staff Meetings Folders:

All Staff Minutes
Staff Institute
Trustees Report
2006 Aug. 18 Staff Group Operating Procedures Document

8/20/04 Administrative Staff Meeting Minutes (1999-2000)

Folder:

Clerical Staff Meeting Minutes (1983)

8/20/05 Staff Assembly Minutes (2000-)

8/10/01 Faculty/Staff Directory

See 8/10/01 Personnel Department Faculty/Staff Directory 1978-2010 for earlier directories.

Folders of printed out online directory:

Faculty/Staff Directory (2010-11)
Faculty/Staff Directory (2012-13)

Type of Container	Box Name	% Capacity
Clamshell	8/10/01 Personnel Department Faculty/Staff Directory 1978-2010 Box 1/1	90%

Faculty/Staff Directory (1978-79)
Faculty/Staff Directory (1979-80)
Faculty/Staff Directory (1980-81)
Faculty/Staff Directory (1981-82)
Faculty/Staff Directory (1982-83)

Faculty/Staff Directory (1983-84)
Faculty/Staff Directory (1984-85)
Faculty/Staff Directory (1985-86)
Faculty/Staff Directory (1986-87)
Faculty/Staff Directory (1987-88)
Faculty/Staff Directory (1988-89)
Faculty/Staff Directory (1989-90) [begins to include pictures]
Faculty/Staff Directory (1990-91)
Faculty/Staff Directory (1991-92)
Faculty/Staff Directory (1992-93)
Faculty/Staff Directory (1993-94)
Faculty/Staff Directory (1994-95)
Faculty/Staff Directory (1995-96)
Faculty/Staff Directory (1996-97)
Faculty/Staff Directory (1997-98)
Faculty/Staff Directory (1998-99)
Faculty/Staff Directory (1999-00)
Faculty/Staff Directory (2000-01) [begins to include students but not their pictures]
Faculty/Staff Directory (2001-02)
Faculty/Staff Directory (2002-03)
Faculty/Staff Directory (2003-04)
Faculty/Staff Directory (2004-05)
Faculty/Staff Directory (2005-06)
Faculty/Staff Directory (2006-07)
Faculty/Staff Directory (2007-08)
Faculty/Staff Directory (2008-09)
Faculty/Staff Directory (2009-10)

Discontinued in favor of an online directory. See 8/Personnel Department Box 2/2 for printouts of the online directory starting in 2010.

9/ Divisions and Schools

Type of Container	Box Name	% Capacity
Clamshell	9/ Divisions and Schools Box 1/1	30%

Folders:

- Divisional Set-Up (1951)
- Division and Department Chair Descriptions (2000)
- Departmental Objectives (1984-85)
- Division Chairs Retreat (May 28, 1998)

Expansion Folder:

- Division and Division/Department Chair Minutes (Sept. 1987 – Feb. 1994)

Digital Files:

- Data PDF 2020 Apr. 3 Amy Murzyn Staci Gilpin SOE SPED Discussion Rubric
- Data PDF 2023 Mar. Program Director Job Description

9/10 Behavioral Arts and Sciences Division (BAS)

Folders:

- Behavioral Arts and Sciences Division (BAS) Annual Reports (1994-95, 1995-96, 1997-98, 1999-2000, 2000-01, 2001-02, 2002-03)
- Behavioral Arts and Sciences Division (BAS) Minutes (1994, 1999-2006)

9/15 Health Sciences Division (HSC)

Folders:

- Former Health Sciences Division (HSC) Information
- Health Sciences Division (HSC) Annual Reports (1987-88, 1988-89, 1989-90, 1994-95, 1995-96, 1997-98, 1999-2000, 2000-01, 2001-02, 2002-03, 2003-04)
- Health Sciences Division Meeting Minutes (1987-1992)
- Health Sciences Division Meeting Minutes (1996-2006)
- Health Sciences Division Misc. Papers (Clinical Practice Task Force 1994)

9/20 Humanities Division (HUM)

Folders:

- Humanities Division (HUM) Annual Reports (1986-87, 1987-88, 1988-89, 1989-90, 1994-95, 1995-96, 1997-98, 1999-2000, 2000-01, 2001-02, 2002-03, 2003-04)
- Humanities Division Minutes of Meetings (1986-1998 not complete)
- Humanities Misc. Papers (Divisional Information Pamphlet n.d., Grade Inflation 1989, Personnel Data 1994-95)
- Humanities Major (1970)
- History of Humanities for Centennial Text Written by John Schifsky May 2011

9/25 Natural Science Division (NSC)

Folders:

- Natural Science Division (NSC) Annual Reports (1988-89, 1994-95, 1995-96, 1997-98,

1999-2000, 2001-02, 2002-03, 2003-04)
NSC Meeting Minutes (1988-2000 not complete)
Natural Science Division Misc. Papers (brochure)

9/30 School of Arts & Letters (SAL, joined with School of Sciences in 2023)

Folder:

SAL Strategic Plan (2007)
SAL Meeting Minutes (2008)
SAL Misc. Papers

Digital Files:

D 2020 to present SAL Digest Newsletter
D 2007-19 SAL Colloquium Speaker Index

9/32 School of Arts & Sciences (SAS, combined School of Arts & Letters (SAL) with School of Sciences in 2023)

D PDF 2023-24 SAS People Org Chart
D PDF 2023-24 SAS Program Org Chart

9/35 Stender School of Business and Technology (added Stender in 2019)

Folder:

School of Business & Technology Misc. Papers

Digital Files:

D 2010 Nov. 8 SBT Files – 264 PDFs, Word docs, and Excel files
D 2019 Spring School of Business and Technology Newsletter
D 2019 Summer School of Business and Technology Newsletter\

9/40 School of Education (SOE, joined Stender School of Leadership, Business and Professional Studies in 2022)

Digital files:

Data PDF Apr. 3, 2020 Amy Murzyn Staci Gilpin SOE SPED Discussion Rubric

9/42 Stender School of Leadership, Business and Professional Studies (renamed from Stender School of Business & Technology 2019-2022, was originally School of Business & Technology SBT)

Data PDF Nov. 8, 2023 Stender School Upcoming Webinars

9/45 School of Extended Studies

9/50 School of Health Sciences (SHS, joined with School of Nursing in 2023)

Digital file:

Data PDF 2022 maurices Clinic Impact Report

9/52 School of Health Professions (renamed from School of Health Sciences SHS and combined with School of Nursing in 2023)

Digital files:

Data PDF May 2, 2023 Community Announcement Dr. Michael Wendinger, Dean,

School of Health Professions
Data PDFs School of Health Professions Newsletters bi-weekly (Aug. 4, 2023 – present)

9/55 School of Nursing (SON, joined School of Health Sciences in 2023)

Digital file:

Data PDF 2020 Jan. SON FAQ and Admin Support

9/60 School of Sciences (SOS, joined School of Arts & Sciences in 2023)

10/ Academic Departments Listed Alphabetically

10/07 Accounting, Applied Economics and Finance

Folder:

Accounting, Applied Economics and Finance Misc. Documents

Digital File:

1 misc. PDF file

10/10 American Indian Studies [includes Bi-Lingual program] Department

Type of Container	Box Name	% Capacity
Box	10/ Departments American Indian Studies, Biology, Chemistry, Communication/Theatre Arts, Computer and Information Systems, Dietetics [includes Home Economics] Box 1/2	80%

Digital files:

Data JPEG 1992 Times Poster Native American Students

Data PDF 2006 American Indian Music Festival Poster

Data Word Doc 2007 Apr. 13 4th annual American Indian Art Music Festival Program

Data PDF 2021 Native American Heritage Month – November events

Data PDF Apr. 14 Native American Student Alliance

Data Word doc Apr. 14 Native American Student Alliance

Folders:

Misc. Programs (First-Year Program Exploration, Engineering Dual Degree, Interactive Television/Distance Education Annual Report 1994-95, Pre-Professional Programs, Pre-Law, Open Major)

Indian Affairs Committee (1970s)

Indian Apostolate/Ministry Papers (1970s)

American Indian Studies Annual and Program Review Reports (Program Review 1985, 1987-88, 1988-89, Program Review 1993, 1994-95, 1995-96, 1997-98, 1999-2000, 2000-01, 2003-04)

Indian Studies Misc. Papers (letter to William Chatlos from Dan Pilon 1982 regarding creating a study center for Indians and Christianity, letter to Mr. Heckman from Dan Pilon 1986 regarding grant for American Indians pursuing Social Work, photocopy from 1973-74 Bulletin on American Indian Studies, news releases on events 1992-93, Fond du Lac Tribal and Community College Student Handbook 1997-98)

American Indian Education at CSS

Bilingual Grant and Teacher Training Program (1985-98)

Type of	Box Name	%
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Container		Capacity
Medium Gray Flat Box	Posters from #00 - 10	70%

American Indian Art and Music Festival Poster

10/11 Art Department

Type of Container	Box Name	% Capacity
Box	10/ Departments American Indian Studies, Biology, Chemistry, Communication/Theatre Arts, Computer and Information Systems, Dietetics [includes Home Economics] Box 1/2	80%

Folder:

Art

Digital files:

Data PDF 2013 Communications Theatre Arts and Art Academic Program Review
Council Rubric

Data PDF 2013 Communications Theatre Art and Art External Consultant Report

Data PDF 2013 Communications Theatre Arts and Art Program Review Council Analysis

Data PDF 2013 Communications Theatre Arts and Art VPAA Post Review Summary

10/12 Athletic Training Department

Type of Container	Box Name	% Capacity
Box	10/ Departments American Indian Studies, Biology, Chemistry, Communication/Theatre Arts, Computer and Information Systems, Dietetics [includes Home Economics] Box 1/2	80%

Folders:

Athletic Training Misc. Documents

Athletic Training Newsletters (2009-)

10/13 Biology Department

Type of Container	Box Name	% Capacity
Box	10/ Departments American Indian Studies, Biology, Chemistry, Communication/Theatre Arts, Computer and Information Systems, Dietetics [includes Home Economics] Box 1/2	80%

Folders:

Biology Annual Reports (2002-03, 2003-04)

Biology Misc. Papers (External Program Review Report 1993, UGART Assessment Plan End of Year Report 2001-02, Quarter to Semester Conversion Plan 1997-98, Course Requirements for Cytotech Track and Pre-Med Track February 2001)

10/16 Chemistry Department

Type of Container	Box Name	% Capacity
Box	10/ Departments American Indian Studies, Biology, Chemistry, Communication/Theatre Arts, Computer and Information Systems, Dietetics [includes Home Economics] Box 1/2	80%

Folders:

Chemistry Annual and Program Review Reports (Program Review 1995, UGART Assessment Plan End of Year Report 2001-02 Annual Reports 2001-02, 2002-03, 2003-04)

Chemistry Misc. Papers (Curriculum Changes for Students Currently Taking Chemistry 101, 102-103 1992, Three Departmental Meeting Minutes 1995-98, MACTLAC Letter on Chemical Hygiene 1996, Student Support Services Supplemental Instruction Program 1997, Informational sheets on Chemistry Major, Curriculum Vitae of Chemistry Professors)

Data Files:

Data PDF Scan of 1943 American Chemical Society Lake Superior Charter St. Scholastica Monastery and The College of St. Scholastica Professors Sister Urban Stewart and Sister Alcuin Arens are included as charter members

Data PDF 2011 Chemistry and Physical Science Academic Program Review Council Analysis

Data PDF 2011 Chemistry and Physical Science External Consultant Report

Data PDF 2011 Chemistry and Physical Science Program Review Council Rubrics

Data PDF Aug. 2023 Chemistry Trip to San Francisco with Dr. Surya Banks, Dr. Pablo

10/19 Clinical Laboratory Science Department

Type of Container	Box Name	% Capacity
Box	10/19 Clinical Laboratory Science Department Box 1/1	100%

Bound Material:

Sr. Marguerite Baxter, "An Appraisal of the Medical Technology Curriculum of The College of St. Scholastica" (paper presented to the Faculty of the Graduate School, University of Minnesota, in partial fulfillment of requirements for the M.A. Degree [Plan B]), 1968. [See pp 10-16 for a historical review of the Medical Technology Profession.] See also below at folder "Med Tech/CLS History (1901-88)".

Brown Binder:

CSS Department of Medical Technology Senior Year Curriculum St. Mary's Hospital (1964)

Expansion Folders:

Self-Evaluation Report for the Medical Technology Program (May, 1976)
Self-Evaluation Report for the Medical Technology Program (December, 1983)
Self-Evaluation Report for the Medical Technology Program (January, 1991)
Medical Technology Program 1980 Progress Report

Folders:

Med Tech / CIS History (1901-88)
Former Students (1919-67)
Curriculum Changes (1923-73)
Essentials of an Acceptable School (1936-62)
Schools Approved for Teaching Clinical Laboratory Technology (1936-66)
Registry of Medical Technologists (1943)
Med Tech Brochures with Course Sequence (1957-95)
Missing. (1959-63), (1965-67), (1970), (1974-75), (1983-84), (1987), (1994)
Self-Evaluation for NCA (1965)
Duties of the Teaching Supervisor at St. Mary's and CSS (1966)
North Central Self-Study (1970)
NAACLS Self Study 1976-77
Curriculum Committee Review (1978 and 1984)
1977 Essentials and Survey Process
Med Tech Instructors/Director 1977-78
Critique of Self-Study, 1976
Critique 9/1/76
Response to 10/10/77
Schedule for November, 1977 Survey Visit
Letters: (3/11/77) to (4/21/77) re: a new Medical Director
(10/10/77): CSS response to Critique
(11/30/77): Report on Site Visit

(12/19/77) to (1/30/78): Post Survey Correspondence
 (5/8/78): Accreditation continued for five years
 CSS Curriculum Committee Review, WQ '78
 Critique of Self-Study, 1984
 (1/27/84): Critique of Self-Evaluation Report
 (5/8/84): Survey Report
 (8/31/84): Recommendation to continue Accreditation
 (10/26/84): Accreditation continued for seven years
 Response to Self Study Evaluation and Site Visit (March to May, 1991)
 Clinical Laboratory Science Annual Reports (1994-96)
 Elimination of CLS Program (1997-2000)
 CLS External Quality Control Check Samples (1976)
 CLS Album: Class Photos (1961-62) to (2002)
 Expansion Folder:
 CLS Action Photos (1925-90s) Photocopies of photos on heavy cardstock
 St. Mary's Hospital Lab., 1925
 Office of Dr. G.L. Berdez, St. Mary's Hospital, 1940
 Sr. Carmel, Chemistry Lab, St. Mary's Hospital, 1941
 Sr. Mary Grace Lockhart, et al, Hematology Laboratory, SMH, 1941
 Sr. Marybelle, et al, at Coleman Spectrophotometer, Chemistry Lab, SMH, 1954
 Medical technology (MT) Students, SMH, 1957
 Dr. Aufderheide, et al, SMH, 1958
 Sr. Marguerite Baxter, Chemistry Laboratory Supervisor, SMH, 1960
 First Coulter Counter, SMH, 1962
 MT Students, SMH, 1963
 Hematology Laboratory, SMH, 1968
 First Autoanalyzer, Chemistry Laboratory, SMH, 1968
 Present day students and equipment

10/22 Communication/Theater Arts Department

Type of Container	Box Name	% Capacity
Box	10/ Departments American Indian Studies, Biology, Chemistry, Communication/Theatre Arts, Computer and Information Systems, Dietetics [includes Home Economics] Box 1/2	80%

Folders:

Communication and Theatre Arts Annual Reports (1994-95, 1995-96, 1997-98, 1999-2000,
 2000-01, 2001-02, 2002-03, 2003-04)
 Communication and Theatre Arts Program Review Reports
 Communications Misc. Papers

Business Communication Course Papers (Course Requirements 1999, Marketing Plan 1994, Newsletter 1994, Survey of Courses 1959-60)

Theatre Program

Daisy Hill Theater Handbook (1977)

Daisy Hill Theater Reports (1976-77) to (1981-82)

History and Justification of Theatre Dept.

Performing Arts Center Planning (1987)

Justifying a Theater Curriculum (1995-97)

Correspondence Regarding Closing of Theatre (1997)

Alum Letters of Support (1997)

Cable Issues Regarding Theatre (1997)

Statistics (1994-7)

Theatre Newsletter April (2000-2002)

Film Festivals (2008-)

Digital files:

Data PDF 2013 Communications Theatre Arts and Art Academic Program Review Council Rubric

Data PDF 2013 Communications Theatre Art and Art External Consultant Report

Data PDF 2013 Communications Theatre Arts and Art Program Review Council Analysis

Data PDF 2013 Communications Theatre Arts and Art VPAA Post Review Summary

Data Word doc 2014 Communications Theatre Arts Program Review Council Rubric

Data PDF 2014 Communications Theatre Arts VPAA Post Review Summary

Data PDF 2023 Spring London Trip

Type of Container	Box Name	% Capacity
Medium Gray Flat Box	Posters from #00 - 10	70%

Film Festival Posters

10/22/01 Little Theatre

10/22/10 Productions and Programs

Daisy Hill Theatre Programs

1977:	“The Skin of Our Teeth” [missing]
	“Tell It Like It Is”
1977-78:	“Angel Street”
	“A Thurber Carnival”
	“Tell It Like It Is”
1978-79:	“Hansel and Gretel”
	“The Country Wife”
	“Once Upon a Mattress”
	“The Lion the Witch and the Wardrobe”
1979-80:	“Dirty Work at the Crossroads”

1980-81: "The Honorable Urashima Taro"
 "The House on Pooh Corner"
 "The Doll's House"
 "And Miss Reardon Drinks A Little"
 "Helen's Hand and I Bring You Flowers" [missing]
 "Our Mother Goose Review"
 1981-82: "Inherit the Wind"
 "The Fantastiks"
 "The Arkansaw Bear"

Type of Container	Box Name	% Capacity
Box	10/22/10 Communications/Theatre Arts Department Productions and Programs Box 1/2	80%

Folders:

Theatre Programs (Pre-1977)
 Daisy Hill Theatre Programs (1977-82)
 Theatre Programs and Season Brochures (1982-)
 Misc. Playbills (1998-2005)
 1997: "Reckless"
 1998: "Everyman"
 1998: "The Miss Firecracker Contest"
 1998: "Waiting For Lefty"
 1999: "Servant of Two Masters"

 1999: "Extremities"
 1999: "Picasso At Lapin Agile"
 1999: "It Came to Me in a Dream"
 2000: "The Baby with the Bathwater"
 2000: "Richard III" 1/2
 "Richard III 2/2"
 2000: "The Importance of Being Earnest"
 2000: "The Birds"

Type of Container	Box Name	% Capacity
Box	10/22/10 Communications/Theatre Arts Department Productions and Programs Box 2/2	80%

2001: "Philadelphia, Here I Come!"
 2002: "Paganini"
 2002: "Waiting for Godot"

2003: "What Do You Believe about the Future?"
 2003: "A Midsummer Night's Dream"
 2003: "Parallel Lives"
 2004: "Dracula"
 2004: "The Underpants"
 2005: "Antigone"
 2006: "Crimes of the Heart"
 2006: "The Emperor of the Moon"
 2007: "Lysistrata"
 2007: "Three Sisters"
 2007: "Months on End"
 2007: "Prelude to a Kiss"
 2009: "Anna in the Tropics"
 2009: "Proof"
 2009: "Smash"
 2013: "Suessical"
 2016: "Boy Gets Girl"
 2017: "Orestes"

Type of Container	Box Name	% Capacity
Medium Gray Flat Box	Posters from #00 - 10	70%

Posters of Productions (1980s – 2000s)

10/25 Computer and Information Systems Department

Type of Container	Box Name	% Capacity
Box	10/ Departments American Indian Studies, Biology, Chemistry, Communication/Theatre Arts, Computer and Information Systems, Dietetics [includes Home Economics] Box 1/2	80%

Folders:

Computer and Information Systems Annual Reports (1989, 1993, 1995, 2000-01, 2001-02, 2002-03, 2003-04)
 Computer and Information Systems UGART Assessment Plan End of Year Reports (1989, 1996, 2001-02)
 Computer and Information Systems Misc. Papers (Conversion to Semesters 1998, Internet Network Study Group 1991, Program Proposal 1981)

Data Files:

Data PDF 2006-08 Promotional Materials – 3 files on IT Leadership

Data PDF 2009 Promotional Materials – 1 file on Technology

1 misc. PDF file

10/28 Dietetics [includes Home Economics] Department

Type of Container	Box Name	% Capacity
Box	10/ Departments American Indian Studies, Biology, Chemistry, Communication/Theatre Arts, Computer and Information Systems, Dietetics [includes Home Economics] Box 1/2	80%

Folders:

Home Economics History, Goals, Mission Statements, and End-of-the-Year Reports
(1980s to 1994-5, 1995-96)

Irma Langford Home Economics Professor (1930s)

Letter to Sister Celeste from Millinery House Including Fabric Swatches (1949)

Home Economics Education Program (1970)

70 Year History Booklet (1996)

Curriculum Committee

Direct Action Program DAP

Procter Enhancement Program (1982)

Proposed Curriculum (1974)

Home Economics/Dietetic Program Review (1993)

Dietetics Misc. Papers (Dietetic Program Strengths and Weaknesses 1995-96, Annual
Report 2000-01, 2001-02, Spring Brunch Program 2001)

Dietetics Statistics

Student Handbooks for Dietetic Majors

Alumni Surveys for Dietetics Majors (1987-89)

American Dietetic Association Accreditation

Now and Then Cookbook (from last Dietetic class of 2002) 5 copies

10/31 Education [includes MEDL and Educational Media] Department

Type of Container	Box Name	% Capacity
Box	10/31 Education [includes MEDL and Educational Media] Department Box 1/2	95%

Folders:

Education Promotional Material

Education Applications

Education Annual Reports (1994-95, 1995-96, 2000-01, 2001-02, 2002-03, 2003-04, 2004-05)
 Education Conferences (Includes 21st Century Teaching and Learning Conference)
 Education Misc. Papers (Promotional 1955, Report to State Director Regarding Program for Education of Elementary School Teachers At CSS 1957, Progress Report 1967, Manual of Instructions for use with Criteria and Procedures for Evaluation of Teacher-Preparing Institution in the State of MN 1950s, Music Education draft proposal 1977, Certification for Secondary Education Majors in Chemistry 1977)
 Elementary Education Scrapbook with Pictures (1950)
 Correspondence (1990)
 Master of Education via Distance Learning [MEDL] Misc. Papers (Assessment and Annual Report 2001-02)
 Self-Study Report on Master of Education via Distance Learning [MEDL] (1995)
 Distance Learning Review (1995)
 Teacher as a Reflective Practitioner: Distance Learning Master's Program 1994, Draft of Course Syllabi
 Master of Education via Distance Learning Promotional Materials [MEDL]
 Teaching Sisters' Workshop (n.d.)
 NCATE 1960s-70s
 Project Criterion 1966-67
 St. Jean's Project (1971-74)
 National Board of Teachers (1980s)
 Paul Douglas Teacher Scholarship Program (1988-89)
 Teacher Competencies (n.d.)
 EDU Faculty and Licensure Program Coordinators (1987-9)
 Social Science Licensure Program (1990-2)
 Education Accreditation Library Statistics (1993)
 Education Department Student Handbook and Field Experience Handbook
 Education Course Requirements (1999)
 Teacher Education Admissions Subcommittee
 Number of Education Majors (1944-45 and 1978-1983)
 Physical Education Department (1970-73)
 Social Studies Teacher Competencies, Fall 1977
 Social Science Secondary Education (1979)
 Institutional Report for the Minnesota Board of Teaching [blue covers, April, 1992]
 Teacher Education Alumni Survey (2004 and 2006)
 Educational Studies Minor and Major (2008-09)
 Expansion Folder, 1955
 Criteria and Procedures for the Evaluation of Teacher Preparing Institutions in the State of Minnesota [1955, 112 pp.]
 Includes the CSS report for 1957. See also exhibits:
 C and D: Tentative Aims
 F: Scholastica Sketches
 G: Counseling Service
 [This report may have been used re: NCATE 1957. See lettering on spine.]
 Expansion Folder, 1959 (three documents):

Report of the Self-Survey of the College of St. Scholastica submitted as part of the application for accreditation to the National Council for the Accreditation of Teachers (May 1, 1959)

Supplementary Material NCATE 1959

Report to NCATE by the Team Which Visited the College (November 4-6, 1959) [See history at introduction, pp 1-2.]

Report of Institutional Professional Education Programs for the National Council for Accreditation of Teacher Education [blue covers, August, 1969, 169 pp.]

Expansion Folder, 1969

Institutional Report for the National Council for Accreditation of Teacher Education [NCATE] (August 1969)

Expansion Folder, 1971 (six documents):

College of St. Scholastica Institutional Self Study Prepared for North Central Association...proposed Master of Education in Individualized Instruction (September, 1971)

Basic Institutional Data (1971-72)

Report of a Visit to the College of St. Scholastica...November 14-17, 1971

F.X. Shea "Apologia" for 1971 NCA Visit [in manila folder]

Addendum to the 1971 Self-Study

Report of a Visit...January 18-19, 1973

Expansion Folder, 1980

Institutional Report for the Minnesota Board of Teaching [yellow covers, April, 1980, 96 pp.]

Type of Container	Box Name	% Capacity
Box	10/31 Education [includes MEDL and Educational Media] Department Box 2/2	95%

Expansion Folder, 1995

Revised Education Department Curriculum (1995)

Folder:

Minnesota Board of Teaching (2005)

Expansion Folder, 2006

Board of Teaching (2006)

Folders:

Inquiry Board (2007-08)

Board of Teaching Team (2011-12)

Inquiry Brief (2012)

Data Files:

Data PDF 2006 Promotional Materials – 1 file on Educational Media

Data PDF 2008 Promotional Materials – 3 files on GTL

Data PDF Feb. 2013 Capstone Portfolio Handbook for Teacher Licensure
School of Education

Data PDF Sept. 2015 Undergraduate Education Student Handbook

Data PDF Sept. 2016 Graduate Education Programs Student Handbook

Type of Container	Box Name	% Capacity
Clamshell	10/31 Education Educational Media Department Box 1/1	95%

Folders:

Educational Media Miscellaneous
 Educational Media Program Information (1992-2002)
 Educational Media and Technology Brochure and Application
 Educational Media Annual Reports
 Educational Media Program Reports (1992-94, 2001-02)
 Educational Media Surveys and Forms
 Institutional Report for Minnesota Board of Teaching
 CSS Library Science Program (April 1980)
 Media Generalist Licensure Program (1986-87)
 Educational Media Advisory Board (1991-2005)
 Application for Approval to Prepare Library media Specialists (2000)
 Educational Media Graduate Program
 Practicum Packet

Bound book:

Results of the 2004 School Library Media Program Census of Minnesota School Library
 Media Programs (2004)

10/34 English Department [Languages and Literature]

Type of Container	Box Name	% Capacity
Box	10/ Departments English, Exercise Physiology, Health Humanities, History, Languages and International Studies, Management, Mathematics, Philosophy, Physical Science, Psychology, Religious and Catholic Studies, Women's Studies Box 1/1	80%

Note: Languages and International Studies (LIS) Department created in 1998, for later information regarding that, see that Department

Folders:

English Annual and Program Review Reports (Program Review 1992, 1994-95, 1995-96,
 1997-98, 1999-
 2000, 2000-01, 2001-02, UGART Program Review 2002, 2002-03, 2003-04)
 English Newsletter (2001-)

10/37 Exercise Science/Physiology Department

Type of Container	Box Name	% Capacity
Box	10/ Departments English, Exercise Physiology, Health Humanities, History, Languages and International Studies, Management, Mathematics, Philosophy, Physical Science, Psychology, Religious and Catholic Studies, Women's Studies Box 1/1	80%

Folders:

Information on Exercise Science/Physiology including Application
Exercise Physiology Annual Reports (1992-93, 1994-95, 1995-96, 1997-98, 1999-2000,
2001-02, 2002-03, 2003-04
Program Review Reports (1993, UGART 2002)
Master of Arts in Exercise Physiology Needs Assessment and Proposal (1995)
Exercise Physiology Misc. Papers (Conversion to Semesters)

Data Files:

Data PDF 2008 Promotional Materials – 2 files

10/39 Health Humanities

Type of Container	Box Name	% Capacity
Box	10/ Departments English, Exercise Physiology, Health Humanities, History, Languages and International Studies, Management, Mathematics, Philosophy, Physical Science, Psychology, Religious and Catholic Studies, Women's Studies Box 1/1	80%

Folder:

Health Humanities Misc. Documents

10/40 Health Information Management Department [formerly Medical Records]

Type of Container	Box Name	% Capacity
Box	10/40 Health Information Management Department [formerly Medical Records] Box 1/2	100%

Bound Materials:

Bulletin of the A.A.M.R.L.
Patricia J. Pierce, Masters Thesis 1973
Correspondence of Jessie Harned (October 1933- February 1941)
Information on Medical Records Programs Including the Following:
 Educational Programs for Medical Record Librarians and Medical Record Technicians
 from Journal of the American Medical Association (1959-60)
 Approvals and Surveys
 Handbook and Other Directives
 School Administration Workshops
 Newsletters (1956-64)
Manual for Clinical Supervisors (Rev. 1980) [black covers, NP]
Self Evaluation Report Medical Record Administration Program Volume I [black covers, 1981,
NP]
Self Evaluation Report Medical Records Administration Volume II [yellow covers, 1981, NP]
Department of Health Information Administration Self-Study Report 1985-86 Volume I [blue
covers, 104 pp)
Department of Health Information Administration Syllabi Volume II [black covers,
1985-86, NP]
Department of Health Information Administration Appendix Volume III [orange covers, 1985-
86, NP]
Department of Health Information Administration Clinical Volume IV [yellow covers,
1985-86, NP)

Type of Container	Box Name	% Capacity
Box	10/40 Health Information Management Department [formerly Medical Records] Box 2/2	50%

Folders:

Information on Health Information Management Including Application
HIA Promotional Material
Newsletters
Promotional Material and Photographs (1940s-60s?)
Medical Records Curriculum (1934-1970s)
Roster of Medical Records Graduates (1935-90)
Sister Loretta Sheehan 1906-1965

Bound Volumes: Sister M. Loretta Sheehan, Masters Thesis 1944
(2 copies one bound, one loose)

Sister Loretta Sheehan Scholarship (1985-92)
Sister Loretta Leadership Award
Sister M. Patricia Thibadeau 1885-1948
Patricia J. Pierce (1921-95)

Bound Volume: Commonly Computed Rates & Percentages for Hospital Inpatients
by Patricia Pierce
Olive G. Johnson

50th and 60th Anniversary Commemorative Booklet (1994) [includes also '50 Years of Medical Record Education (1934-84) Fiftieth Anniversary Commemorative Booklet]
 75th Anniversary (2009)
 Healthcare Informatics and Information Management Annual Reports [including Health Information Management, Health Information Administration, Medical Records] (1994-95, 1995-96, 1997-98, 1999-2000, 2001-02, 2002-03, 2003-04)
 HIIM Program Review Reports (North Central 2000, UGART 2002)
 Proposal for Master of Arts in Health Information Management (1995)
 Request for Institutional Change for Health Information Management to be Delivered via Distance Learning (2000)
 Tuition Cohort Model for the HIM Progression Program (1998)
 HIM Department Semester Conversion and Staffing Proposal (1999-2000)
 Course Requirements
 HIA Allied Health (1970-71 and 1973-74)
 HIA Site Visit, April 1-2, 1981
 HIA Accreditation (1995)
 HIA Student Handbook (1980)
 Student Handbook 1999-2000
 Marjorie Quandt 1946-1956
 Theory of Record Keeping by Mary Earns Johnson
 American Association of Medical Record Librarians
 Reports to the American Association of Medical Record Librarians
 Newspaper Clippings 1950s-1970s
 Publications Featuring Program (1980s-)
 Alumnae - Questionnaire 1940, Reunion 1959
 LaTour Eichenwald Forum on HIIM Leadership and Innovation
 Expansion Folders:
 Sigma Mu Rho 1953-1979
 SHIMA 1989-1993 Academic Years, History (Notes, Minutes, Agenda)
 Data Files:
 Data PDF 2008 Promotional Materials – 3 files
 Data PDF 2009 Dual Master's Degree in HIIM and IT Leadership Brochure

Type of Container	Box Name	% Capacity
Clamshell	10/40 Health Information Management Department [formerly Medical Records] ATHENS Project (1999-) Box 1/1	50%

Athens Electronic Health Record Project (1998-)
 Overview of ATHENS Project
 Grant Proposal (2002)
 Grant Performance Reports (2002-2008)
 Press Releases, Newspaper Articles and Times Editions (2002-2004)
 ATHENS Washington, D. C. Visit (Oct. 11, 2004)
 Journal Articles About ATHENS Written by CSS Faculty (2004-2011)

Poster Presentations About ATHENS (2004 & 2005)

10/43 History/Political Science Department

Type of Container	Box Name	% Capacity
Box	10/ Departments English, Exercise Physiology, Health Humanities, History, Languages and International Studies, Management, Mathematics, Philosophy, Physical Science, Psychology, Religious and Catholic Studies, Women's Studies Box 1/1	80%

Folders:

History Annual Reports (1987-88, 1988-89, 1994-95, 1995-96, 1997-98, 1999-2000, 2000-01, 2001-02, 2002-03, 2003-04)
History Department Goals by Father Whitney Evans (1981-82)
History Misc. Papers (Departmental Goals and Strengths 1987, Mission Statement from Dennis Anderson, Report of the Department of History, Program Review 1996, UGART Program Review 2002)

10/46 Honors Program

Type of Container	Box Name	% Capacity
Box	10/ Departments 10/46 Honors Program Student Honors Projects 1970s Box 1/1	80%

Folders:

Honors Program History and Annual Reports (1969, 1987, 1997-98, 1999-2000, 2001-02)
Honors Program Promotional Materials (1996-)
Lee Webster
Honors Program Self Study (2006)

Data Files:

Data TIFF files Fall 2000 Medieval and Renaissance Studies Seminar: The Book of Memory "Caxton's Aesop: Ten Fables by Aesop"
Data TIFF files Spring 2005 "The Nun's Priest's Tale"
Data TIFF files Spring 2008 "The Miller's and Reeve's Tales" from the *Canturbury Tales*
Data TIFF files Spring 2010 Medieval and Renaissance Studies Seminar: The Book of Memory "Caxton's Life of St. Benedict"

Data TIFF files Spring 2012 “The Bestiary of Scholastica”
Data TIFF files Spring 2014 “Sir Orfeo”
Data PDF Fall 2018 Honors Newsletter “Honorable Mention”

10/49 Global, Cultural, and Language Studies former known as Languages and International Studies (LIS) Department

Type of Container	Box Name	% Capacity
Box	10/ Departments English, Exercise Physiology, Health Humanities, History, Languages and International Studies, Management, Mathematics, Philosophy, Physical Science, Psychology, Religious and Catholic Studies, Women’s Studies Box 1/1	80%

Note: Created in 1998, for earlier information, see the English Department

Folders:

Languages and International Studies Misc. Papers
Languages and International Study Annual and Program Review Reports (Program Reviews 1998, 1999, 2000, and UGART 2002, Annual Reports 1999-2000, 2000-01, 2001-02, 2002-03, 2003-04)
Proposal for Creating Languages and International Studies
Deaf Language and Culture Studies

Digital Files:

Data Word Doc 2008 Languages and International Studies External Consultant Report
Data Word Doc 2008 Languages and International Studies Self Study
Data PDF 2009 Languages and International Studies VPAA Post Review Summary
Data PDF 2021 Mar. 12 GCL Prospectus
Data PDF 2023 Feb. 9 Open House for Language & Culture Space

10/49/10 Study Abroad Programs

Folders:

Study Abroad Programs (France and Leipzig)
Study Abroad Newsletter (2017-)
Russian Language Study and Exchange
Duluth Sister Cities

Digital Files:

Folders:

Academic Exchange & MOU Templates – 5 digital files
Completed Applications (2012-2019) – 103 digital files

Faculty handbook examples – 10 files
 Financial aid for study abroad – 8 files
 Leipzig Germany – 1 photo of t-shirt and 1 video
 Louisburgh Ireland
 D2000 Louisburgh Fodor's Missing Chapter – 1 Word doc
 D2000 Apr. 1 Ireland Reunion – 36 files
 D2019 Ireland 40th Anniversary – 66 files
 Data JPEG 2019 Ireland 40th Anniversary Logo
 Data PDF 2019 Ireland 40th Anniversary Coin Proof
 Data Word Doc 2019 Ireland 40th Anniversary Saints Connect
 Data Word 2019 Ireland 40th Anniversary Itinerary
 Data JPEG 2019 Ireland 40th Anniversary Plaque
 Data Word 2019 Ireland 40th Anniversary Card

 Non-credit bearing programs abroad – 1 file
 Open Doors Reports – 1 file
 Petrozavodsk Russia – 2 photos of realia
 Pre-departure orientation resources – 70 files
 Re-entry materials – 18 files
 Resources – 31 files
 Risk-review – 38 files
 Student application process – 12 files
 Study Abroad 101 Resources – 2 files
 Study abroad program process – program ldrs – 28 files
 Tanzania Study Abroad – 3 files
 Data Word Doc 2005 Summer Tanzania Itinerary
 Data Word Doc 2005 Summer Tanzania Trip Journal
 Data Word Doc 2008 Tanzania Reflections

Files:

Template Study Abroad Program Participant Evaluation Form
 2005 Winter Quest Newsletter Cuernavaca
 Health and Emergency Treatment Form
 Information sheet for group trips 2007 – Security
 Instructions for Health and Emergency Treatment Form
 Student List Template
 Students abroad in credit-bearing programs in 2018 academic year
 Study abroad and service learning programs – check status here
 Study abroad and service learning programs – check status here (2)
 Study Abroad Application Process – Documents Flow
 Study Abroad Calendar by Major
 Study Abroad Emergency Contact Chart (May 2013)
 Study Abroad Program Application (Oct. 2011)
 Study Abroad Program Planning Checklist
 2021 Nov. 15-19 International Education Week

Type of	Box Name	% Capacity
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Container		
Clamshell	10/ Departments 10/49/10 Study Abroad Programs - Ireland Box 1/1	80%

Folders:

Brochures for Study Center in Ireland

List of Faculty and Courses (1980 -)

List of Students (1980-)

Yearly Program Information Sheets (1980 -)

Travel Plans and Accommodations (1980 -)

Newspaper Clippings (1979, 1995)

Louisburgh Publications (2003 & 2005?)

Student Newsletters and Reflections (1998, 2000, 2007?)

Inventory of Storage (1995 & 2006)

Banking and Budget Information

Bus Charter Information

Car Rental Information

Louisburgh Cottages

Surveys/Feedback of Program

Application Forms and Misc. Info.

Article on Responsibility & Liability for Students Enrolled in Foreign-Study Programs (1992)

Ireland Program Reunions (1990, 1999, 2000, 2004, 2015)

Misc. Papers

10/52 Library

Library Directors:

Mary Jane Kumsha (1969-87); was Science librarian, then director of Libraries in ?

Berkeley ("Berk") Larson (1987-96)

Rachel Applegate (1986-2004); was Reference Librarian; became Director in 1996.

Kevin McGrew Interim Director when Rachel left in June 2004.

Kevin McGrew officially started July 2005.

Type of Container	Box Name	% Capacity
Clamshell	10/52 Library Box 1/3	60%

Folders:

General Information

Library Policies

Librarians and Their Work

Brad Snelling "A Catalog of Birds" 2022

Information for Patrons

Patron Report

Interlibrary Loan and Minitex Documents (n.d.)
 Information on Minitex, BRS, OCLC, ARLA, NCLC
 BRS (Bibliographical Retrieval Services)
 MnPALS General Information
 MnPALS Reports (1989-1996)
 MnPALS Official Letters/Correspondence
 MnPALS News and Circulation Subsystem News
 PALS Circulation
 MnPALS Federal Grant Committee
 Karen Ostovich's Letter to Senator Regarding MnPALS Funding (1994)
 Information on Searching PALS
 Library Handbooks
 Includes:
 Student Handbook (Fall, 1976)
 Library Handbook (c 1979-80)
 CSS Library Handbook (n.d.)
 Library Policies (1986-87)
 Information on CSS Library (c 1988)
 Information on CSS Library (c. 1990)
 Student Handbook/Off Campus Programs (1990-91)
 Student Handbook/Off Campus Programs (1991-92)
 Library Circulation and Reserve Policies (c2000)
 Normal Hours (2001-02)
 Information on Quotations, Footnotes, and Bibliographies in Writing a History Paper
 (n.d.)
 "Coming to Terms" (Student Handbook n.d.)
 Bibliographic Instruction Handbook from Association of College and Research Libraries
 (1979)
 Library Lab Manual (1996-97, 1998, 2002)
 Library Lab Statistics (1996-2002)
 Minnesota-Dakota Conference (1941 and 1958)
 Correspondence (1950s?)
 Newspaper Clippings 1955-1976 Misc.
 Catholic Book Week (1950-1962)
 Recommended Reading for Religious Aspirants 1957
 Gutenberg Bible Facsimile Article (Apr. 16, 1961)
 Kellogg Foundation Grant (June 20, 1962)
 Regina Award (1968)
 Diocesan Archives (1978-84)
 Correspondence with Bruce Stender and Donation to Library (1978)
 Correspondence (1980s)
 The Library Program of Renovation and Growth [Sample] c 1980-81, 10 pp.)
 AV Services: Lack of Coordination (1981)
 A Tradition of Excellence Meets the Challenge of Change (March, 1985, np)
 Donation to Library (1987)
 IPEDS 1987

Expenditure Policies (1987)
 Operational Information (1987-88)
 Library Staff Meeting Minutes (1987-88)
 Library Budget (1988-89)
 Library Staff Meeting Minutes (1989-90)
 Library Budget (1991-92)
 Reference Questions and Sources (1992?)
 Three to Five Year Goals Regarding Computers 1992
 General Information (1998)
 Collection Development Statement and Faculty Tutorial (1998) and Old Books Sale (c1999)
 Certificate of Appreciation for "Imagine Tomorrow" Campaign (December 5, 2002)
 Report on Site Visit by Carol Johnson (Oct. 29, 2004)
 Faculty Appointments Position Paper (2005)
 Archives Calendar for Fundraiser for the Archives (2010)
 Read Posters (2011 -)
 The College of St. Scholastica Library Friends (2012 -)
 Jan Chiapusso and Angela Hewitt Program (Oct. 2015)

Type of Container	Box Name	% Capacity
Box	10/52 Library Box 2/3	100%

Folders:

The Browser Reports (1956-1980)
 Monthly circulation records for regular and reserves library materials for student
 And faculty from 1973 to 1994) and also 2 blank records
 Blueprints and Maps (1931, 1965, Library cutaway 1985)
 Josephine Dillon (1888-196) Collection
 Materials and Photographs
 Articles Written by Dillon
 Collection Memorial Dedication (Jan. 21, 1965)
 Dillon Collection Memorial Address (1965) by Margaret Skiff
 Letters Written About Dillon
 Library-Chapel Building Remodeling Specifications (June 23, 1965)
 Victor F. Ridder Memorial Convocation (November 16, 1965)
 Victor F. Ridder Memorial Photo Album
 Preliminary Planning (1976-79)
 Planning (1979-84)
 Planning (1985) [N.B. see "Dear Colleague" Letter (January 17, 1985) and David Kase letters
 of November 19, 1979 and May 5, 1985 about three options for a new library and
 September 3, 1985 about contracts and bids.]
 Ground Breaking (September 27, 1985)
 Grand Opening (September 25, 1986)

Fund Raising (1985-86)
 Bids and Tax Problems
 Architectural Resources Observation Reports (1986)
 Reports: (1974-75) to (1986-87)²⁵
 Reports: (1987-88) to (1995-96)
 Reports: (1996-97) to (1999-2000)
 Reports: (2000-01) to (2005-06)
 Reports: (2006-07) to (2008-09)

Digital Files:

Data 1987 – current Annual Reports
 Data 1998-2005 Presentations
 Data 2004, 2005, 2013 – current Newsletter
 Data 2008 – current Budget
 Data CD Nov. 8, 2005 CSS Library Website and R: Drive as of that day
 Word Doc Library History
 Data PDF Mar. 31, 2020 Remote Working Tips From the Springys [Springshare –
 company that runs LibGuides]
 Data Policies and Documents

Type of Container	Box Name	% Capacity
Clamshell	10/52 Library 1936-1970 Circulation Records Box 3/3	100%

Monthly circulation records for regular and reserves library materials for student and faculty from 1936 to 1970

Type of Container	Box Name	% Capacity
Medium Gray Flat Box	Posters from #00 - 10	70%

Don't Litter poster

Type of Container	Box Name	% Capacity
Large Gray Flat Box	10/ Academic Departments 15/ Athletics	80%

²⁵ The 1975 Report was 9pp.; the 2001 Report was 44pp. The 1983 Report began to include appended Staff Reports.
 The College of St. Scholastica Archives 1/31/2024 128
 Paper and Data Collection

Large Don't Litter poster

10/55 Management Department

Type of Container	Box Name	% Capacity
Box	10/ Departments English, Exercise Physiology, Health Humanities, History, Languages and International Studies, Management, Mathematics, Philosophy, Physical Science, Psychology, Religious and Catholic Studies, Women's Studies Box 1/1	80%

Folders:

History of Management, Information, Application, Connections – News from The
Management Institute Spring 1998, Course Requirements 1999
Management Annual Reports (1994-95, 1995-96, 1997-98, 1999-2000, 2000-01,
2001-02, 2002-03, 2003-04)
Management Program Reviews (1993, 1999)
Management Grants (Otto Bremer Foundation Grant 1999, Blandin Foundation
1990-96)
Management Proposed Programs (International Management 1990, Master's Program
in Accounting 1998, Knowledge Management Graduate Track 1998, Applied
Economics Major 2001)
Management Graduate Programs (Project Management, Leadership and Change,
Rural Healthcare)
Proposal for Health Services Management Program (1982-85)
Management Institute
Management Misc. Papers (Sandbulte Chair May 1995)

Digital Files:

Data PDF 2006-08 Promotional Materials – 2 files for MAM
Data PDF 2006 Promotional Materials – 4 files for MBA
Data PDF 2009 Promotional Materials – 1 file on Business
3 misc. PDF files

Pre-Law

Folder:
Pre-Law

10/58 Mathematics Department

Type of Container	Box Name	% Capacity
Box	10/ Departments	80%

	English, Exercise Physiology, Health Humanities, History, Languages and International Studies, Management, Mathematics, Philosophy, Physical Science, Psychology, Religious and Catholic Studies, Women's Studies Box 1/1	
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Folders:

Mathematics Annual and Program Review Reports (Program Review 1992, Annual Reports 2001-02, 2002-03, 2003-04)
Mathematics Misc. Papers (Department Assessment Methods Revised October 2000, Report on Assessment 2002)

10/61 Music Department

Poster for promotion of Music Department n.d. 2/1

Type of Container	Box Name	% Capacity
Box	10/61 Music Department Box 1/5	90%

Folders:

History and Justification of Music Department
Music Dept, History (1912---)
Music Annual Reports
Data files – 2009 to 2015
Lists of Music Department Faculty (1924-2014)
Music Department Brochures, Newspaper Clippings and Misc. Documents
Priory Archives for College Music Dept. (1984)
Music Department Correspondence
Shelley Gruskin Correspondence (1975-78)
Minnesota State Arts Council Proposals (1975)
Music Curriculum Proposals
Music Therapy Program Exploration (1977)
Music Department Video Courses
Music Posters
Music Program Review Reports
Music Department Strategic Planning
Final Report-Strategic Planning Process Center for Early Music (May, 1990)
Review of Space Needs
Music Department Restructuring 1997
Music Department Discontinuance 2014-15
Harpischord and Steinway Piano Information
Minnesota State Arts Council Proposals (1975)

Application for Teachers of Music Accreditation with the Minnesota Board of Teaching
(2000)

Music Department Handbooks (1990s)

Father Whit's Notes on Music Department Programs

Vivat St. Scholastica (from Faculty Minutes, 1946)

Music Scholarship Information

Handbooks for Music Majors

Lists of Music Majors (1966-2016)

Music Students Historical Research Papers (2019)

Minnesota Music Teachers Association Student Chapter

Music Alumni Information

Musical Events Brochures, Newspaper Clippings and Misc. Documents (1954-1997)

Music Department Press Releases (2005-10)

Abbey Minstrels Brochures and Misc. Documents (1972-1985)

Abbey Minstrels Correspondence, News Releases and Newspaper Clippings

Band and Orchestras Groups Brochures, Newspaper Clippings and Misc. Documents

Cambiata Series Brochures (1997-2017)

Center for Early Music Program

Choral Groups Brochures, Newspaper Clippings and Misc. Documents

Early Music Series Brochures, Newspaper Clippings and Misc. Documents
(1977-1997)

Children's Programming Brochures (1990s)

Faculty Recitals Brochures, Newspaper Clippings and Misc. Documents (1980s-1998)

Mod Minstrels Brochures, Newspaper Clippings and Misc. Documents

Piano Concerts and Workshops Brochures and Misc. Documents (1982-89)

Music Department Student Recitals (1949-2009)

Summer Music Workshops Brochures and Registration Documents (1982-96)

Alexander Tcherepnin Performances (1966)

Youth Music Week Brochures (1979-87)

Matinee Musicale 100 Years Booklet

Expansion folder:

Music Department Newspaper Clippings (1960s-2016)

Type of Container	Box Name	% Capacity
Box	10/61 Music Department Recital/Concert Programs (1958-2010) Box 2/5	100%

Recital/Concert Bound Programs (1958-2010)

Type of	Box Name	% Capacity
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Container		
Clamshell	10/61 Music Department Recital/Concert Programs (2011-2017) Musicorum Programs (1985-2017) Box 3/5	50%

Recital/Concert Bound Programs (2011-2017)

Musicorum Programs (1985-2014)

Type of Container	Box Name	% Capacity
Box	10/61 Music Department Recital/Concert Programs (2003-2017) Box 4/5	100%

Recital/Concert Loose Programs (2003-2017)

Type of Container	Box Name	% Capacity
Box	10/61 Music Department Musical Scores (1952-2012) Recital/Concert Programs (2018-) Box 5/5	100%

Folders:

“Martha” (1952)
 “Bartered Bride” (1953)
 “Hansel and Gretel” (1957)
 “Orpheus and Euridice” (1958)
 “Christmas Rose” (1959)
 “Beauty and the Beast” (1970)
 “The Play of Daniel” (1975 & 78)
 “Glorianna in Duluth” (1979)
 “Muff or the Husband’s Mistake” (1981)
 “The Medium” (1981)
 “The Wealthy College” (1982)
 “Benedict: A Man for Our Time” (1983)
 “Life Is a Dream” (1984)
 “Seelewig” (1986)
 “Little Boy Blue’s Polka Dream”
 “Sismo’s Song” by Tyaler Kaise for Sister Monica Laughlin’s 80th Birthday
 “Jack and Jill and the Four Witches”
 2017-18
 2018-19
 2019-20

2020-21
2021-22

Digital Files:

Programs 2005 to 2017 in their respective folders for:

- Band – 33 digital files
- Cambiata – 77 digital files
- Choral Groups – 41 digital files
- Christmas – 28 digital files
- Music Faculty – 21 digital files
- Music Preparatory Department – 41 digital files
- Music Students – 41 digital files
- Percussion (2008-17) – 21 digital files
- Prism (2016 and 2017) – 3 digital files
- Strings – 22 digital files

Programs

- 2020-21 Programs – 22 digital files
- Program Graphics – 4 digital files
- Program Notes – 26 digital files
- Translations – 13 digital files

Data

Annual Reports

1983-86, 11-19-1986, 1986-1988, 1988-1991, 1991-1994, 1994-1997,
1997-1999, 2000-2002, 2002-2004, 2004-2006, Music 11600 Report
and Proposed Budget 1987-1988

Budgets

Proposed Budget 1985-1986, 1985-1986, 1987-1988, 1988-1989,
1989-1990, 1991-1992, 1990-1991, 1992-1993, 1993-1994, 1994-
1995, 1995-1996, 1996-1997, 1997-1998, 1999-2000, 2000-2001,
2001-2002, 2002-2003, 2003-2004

Grant Applications

ARAC – Orchestra Handel Mozart (November 1996)
Funded External Grant Proposals for Early Music Cambiata Series
1993-94 through 2003-4
McKnight 1-88 2-Year
Various Miscellaneous Concert Series 1989-1990
37 other PDF documents including many from ARAC

Miscellaneous

- Appendices – 6 PDFs from 2005-2009
- Assessments – 6 PDFs from 2002-2007
- Comments on Data – 1 PDF
- Concerts and News Articles – 3 PDFs
- Cost and Efficiency – 1 PDF
- Demand for Program – 1 PDF

Faculty – 1 PDF
 Final Report – 6 PDFs
 Future Directions – 1 PDF
 General Information – 2 PDFs from 2007
 Information Resources, Facilities, and Equipment – 1 PDF
 Music Department Goals – 13 PDFs from 1976-1979, 1979, 1979-1985, 1984, 1985, 1987 (3), Unknown 1980s Year, 1995, 1997, 1999 (2)
 Music Department Handbook – 3 PDFs 1985, 1987, 1989
 Music Department Reviews – 1981, 1991, 1994
 Program and Curriculum – 1 PDF
 Students and Student Learning – 1 PDF

Syllabi

Applied Music – 2 PDFs 1992
 Arranging, Sec. Methods Pedagogy, Music Education Proficiencies – 3 PDFs
 Class Piano – 2 PDFs 1992
 Conducting MUS 251 Proficiencies 298 – 1 PDF
 Curriculum – 1 PDF 1993
 Ensembles – 1 PDF 1992
 Fundamentals Methods for Elementary Teaching – 2 PDFs
 Misc – 2 PDFs
 Music Education – 1 PDF 1992
 Music Licensures – 2 PDFs
 Music Literature History – 18 PDFs 1992
 Music Syllabi – 8 PDFs
 Musicianship – 1 PDF
 Theory – 1 PDF 1992

Type of Container	Box Name	% Capacity
Flat Box	10/61 Music Department Scrapbooks, Mod Minstrels, Recordings Box 5/5	100%

A copy of Zenith City Arts, 5 (June, 1990), #11

Two Folders:

Abbey/Mod Minstrels

Mod Minstrels Misc. Papers

Nine 33 1/3 rpm recordings:

(1) "Skyline Singers" [c 1960?] Directed by Sr. M. Donalda, O.S.B. [on record label: "Conductor".] A Delta Recording pressed by Columbia Records, # 378-60m. Photo of Tower Hall on cover.

(2) "Skyline Singers" [1961?] Sr. Donalda, O.S.B., Conductor [on record label: "Director."] Columbia Record Productions a custom service of Columbia Records Midwest Recording # 506-61. Abstract drawing of pine trees and

Tower Hall on cover.

- (3) "Skyline Singers" [1962?] Directed by Sr. M. Donalda, O.S.B. [on record label: "Conductor."] Only identified as KB 3061 A+B. Cover has photo of singers on steps to Tower Hall.
 - (4) "Skyline Singers" [1963; date on label] Sr. M. Donalda, O.S.B., Conductor [on record label: "Conductor."] Kay Banks Recording, Minneapolis, KB 3677 A+B. Cover has photo of singers grouped in front of the doors to Chapel of Our Lady Queen of Peace.
 - (5) "Both Sides Now" [1969; date on label] the CSS Madrigal Singers, Star Recording Co., Duluth, CO 2777; side A = Renaissance, Side B = Modern.
 - (6) "Both Sides Now" [1970; date on cover] CSS Madrigal Singers, Universal Audio Corp., Minneapolis, UAS 505-47400. Cover by Sr. Mary Charles McGough.
 - (7) "The Mod Minstrels Celebrate" [1972] Sound 80 Minneapolis, S80 216 199955.
 - (8) "The Abbey Minstrels Pipe and Sing" [1974] Slave Recording, Duluth, MN, Mastered by Sound 80, Inc., S 80872 3830s A [SRE 153] and B [SRE 154] (For date see Concerts/ Recitals Programs at 1/26/75)
 - (9) "L'Amour e la guerre" [1976] Slave Recording, Culver, MN, Sound 80, Inc., (29793) Side One [SRE 157] and Side Two [SRE 158]
- Records # 5,6,7 list Sister Ruth Lindheimer as conductor; records # 8 and 9 list Marcy Lindheimer as vocal director, Sr. Monica Laughlin as instrumental director.

Big Black Scrapbook:

Mod Minstrels and Abbey Minstrels 1972-1979

Type of Container	Box Name	% Capacity
Medium Gray Flat Box	Posters from #00 - 10	70%

Posters of Productions and Promotions (1978 – 2000s)

Type of Container	Box Name	% Capacity
Large Gray Flat Box	10/ Academic Departments 15/ Athletics	80%

Music department photos and large posters – Mod Minstrels and Skyline Singers

10/64 Nursing Department

Digital Files in Folders:

Annual Reports

Block Scheduling – Trad Program

CCNE Accreditation Documents

Code of Conduct
 Essentials
 Forms Repository
 Minutes and Bylaws
 Skills and Simulation Equipment
 Misc. Files – 19 docs

Type of Container	Box Name	% Capacity
Box	10/64 Nursing Department History of Nursing and Catholic, National, and State Associations Box 1/18	100%

History of Nursing and Catholic, National, and State Associations

Folders:

History of Nursing Lantern Slides
 Nursing History
 Medical and Nursing History
 Nursing History: Pre-Christian Era
 Nursing History: Middle Ages
 Nursing History: Transition or Dark Period
 Nursing History: America
 Nursing History: Famous Nurses in History
 Nursing History: Florence Nightingale
 Nursing History: Military Nursing and the Red Cross
 Nursing in the Second Half of the Twentieth Century Memorandum Prepared for the
 National Nursing Council (1947)
 Nursing Education in Northeastern Minnesota (1984)
 Conference of Catholic Schools of Nursing
 Conference of Catholic Schools of Nursing Annual Reports
 Letters and Minutes from the National Council of Catholic Nurses (1941-52)
 Nursing Education in Catholic Colleges Conference Documents (1953)
 Accredited Catholic Schools of Nursing (1942-3)
 The Catholic University of America Documents
 Young Christian Students Documents (1950s)
 Duluth Diocesan Council of Catholic Nurses (1949 and 1958)
 American Association for the History of Nursing
 American Nurses Association Bulletin (1933-1935)
 Notes Taken at the National Council of Nursing (1947)
 National Committee Letters (1952-53)
 Descriptions of Eight Collegiate Basic Programs in Nursing by the National League of
 Nursing Education (1952)
 Pre-Nursing and Guidance Examinations from the National League of Nursing and the
 Minnesota Personality Scale (1950s)

Student Nurse Recruitment MNA (1952)
 Board of Directors Meetings (1940-49)
 By-Law Revisions of Second District M.N.A (1946)
 Minnesota Nurses Association Documents
 Letters from the Second District of MN State Registered Nurses Association Containing
 Motions & Decisions from Meetings (1930s-1950s)
 The Minnesota Registered Nurse Journal (1934-1946 – not complete)
 Pamphlets, Newspaper Clippings, and Newsletters from Minnesota Nurses Assoc.
 and the American Nurses' Association (1950s)
 Correspondence (1953)
 Annual Report (1944-1945 & 1962-63)
 News from Second District M.N.A. Newsletter (1962-1971)
 Constitution of Second District Amended (1936)
 Second District Membership Roster (1959)
 Audit Reports (1935-1944)
 Audits (1943-1947)
 Rules for Public Health Section (1961)
 Second District Minutes (1971-1973)
 Convention Reports (1959-1960)
 Book of members of Second District Minnesota State Registered Nurses Association list
 of members
 Book of receipts for Minnesota Second District Nurses Association (1940-41)
 "The Minnesota Law" (1938) and Registered Nurses Legislation (1957)
 Final report to the National Library of Medicine May 24, 2001
 American Association of Colleges of Nursing (AACN)

Type of Container	Box Name	% Capacity
Box	10/64 Nursing Department Department of Nursing (Faculty, Budgets, etc.) Box 2/18	100%

Department of Nursing (Faculty, Budgets, etc.)

Folders:

Department of Nursing Letterhead
 Annual Report of School of Nursing (1927-1950)
 Annual Reports (1959-69)
 Nursing Annual Reports (1987-88, 1989-90, 1994-95, 1995-96, 1997-98, 1999-2000,
 2000-01, 2001-02, 2002-03, 2003-04)
 Annual Report of the President 1963- 1964
 Annual Report to the Dean, 1954-1960
 Report of Improve Department of Nursing
 Survey of Department (1954)
 Faculty Committee Minutes
 Association of Collegiate Schools of Nursing Committee (1936)

State Nurses' Association Agreement Correspondence (1947)
 Department of Nursing Budget (1949-1956)
 Payroll for Department of Nursing (1958-1960)
 Expense Statements for Victory Hall (1959-1962)
 Secretarial Staff, Our Lady of Victory Hall
 Fire Prevention Manual Victory Hall 1955 – 1956
 Our Lady of Victory Hall Reunion (Sept. 30, 1989)
 Financial Arrangements Steering Committee Mtg. of 9/14/57
 Contracts and Agreements (1957-78)
 Misc. Furnishing/Installation Catalogs and Instructions
 Nursing Education Costs (1971-79)
 Citizen's Committee: Phase I (1978-79)
 Citizen's Committee: Phase II (1979-82)
 Helene Fuld Health Trust (1975-80)
 MENTUR (More Education for Nurses That are Under-Represented)
 Center For Healthcare Innovation
 Center For Healthcare Innovation Instructor Guide: Using the Academic Electronic
 Health Record in the Classroom Edited by Elizabeth Riley 2009 (wire-bound
 volume)
 Mental Health Grant (1963-64)
 NIMH Grant-Trip Reports
 Training Grant NIMH (1977-78)
 HEW Grants (1971-81)
 Brainerd Satellite Campus (1982)
 List of Chief Nurse Administrators at St. Mary's Hospital School of Nursing and The
 Department of Nursing at CSS (1916-1992)
 Organizational Chart of Nursing Dept. and College
 Faculty Minutes (1939, '56 - '63)
 Faculty Handbooks (1957-1963)
 List of Nursing Faculty (1926-2014)
 Duties of Prefect Matrons (1956)
 Reports to Faculty (1958-59)
 Faculty Constitution and By-Laws (Before 1959-60)
 Nursing Job Postings and Descriptions
 Faculty Committees
 Misc. Papers
 Correspondence from and to Sister Rita Marie Bergeron (1952-68) Expansion Folder
 Correspondence from and to Sister M. Bernarda DiGiovanni (1949-50)
 Correspondence from and to Sister Mary Arthur Liners (1963-65)
 Correspondence from and to Sister Helen Claire Arts (1959-62)
 Correspondence
 Library for Department of Nursing (1950s)
 Librarian for Department of Nursing (1955)
 Library Correspondence with Faxon Subscription Agency (1955-59)
 Nursing Volumes/Indexes in Library
 Controversies (1979 and 1983)

State Board Results (1980-82)
 “The Task of the Woman’s College” Presentation at the Association of American
 Colleges (1958)
 Nursing’s Agenda for Healthcare Reform Booklet (1990s)
 School of Nursing Colloquium

Type of Container	Box Name	% Capacity
Box	10/64 Nursing Department Nursing Accreditation, Surveys, and Self-Studies Box 3/18	100%

Accreditation, Surveys, and Self-Studies

Folders:

Accreditation Misc. Papers (1948-)
 Essentials of Evaluation Program (1951)
 1947 Sr. M. Bernarda DiGiovanni, “Report of the [Initial] Survey of the College of St. Scholastica, Duluth, Minnesota, and Other Institutions and Agencies in View of Revising. Expanding, and Centralizing the Basic Nursing Curriculum” [first carbon] (January 17 to March 15, 1947) See pp 65 et seq for “General Conclusions and Recommendations.”
 1952 National Nursing Accrediting Service, Survey, 1952, Application for Accreditation and Resource Forms (June 3, 1952)
 1952 National Nursing Accrediting Service, Survey 1952, Data Form I
 1952 National Nursing Accrediting Service, Survey 1952, Supplementary Report; has history of CSS Nursing Department. Folder 1 of 2
 1952 National Nursing Accrediting Service, Survey 1952, Supplementary Report; has history of CSS Nursing Department. Folder 2 of 2
 1952 Report of Resurvey of College of St. Scholastica Department of Nursing 2, Minnesota (June 23-28, 1952) See “Philosophy and Purposes” pp. 2-3
 1956 National League for Nursing Consultation Visit Report (July 2, 1956) [This is part of the “Program of School Improvement.” See history of CSS Nursing Department at p.2 and “Objectives of the College and Nursing Department,” p. 5.]
 1957 Report for the National League for Nursing Accreditation College of St. Scholastica Department of Nursing, Duluth, Minnesota, (February, 1957) See history of CSS Nursing Department, p. 5. Folder 1 of 3
 1957 Report for the National League for Nursing Accreditation College of St. Scholastica Department of Nursing, Duluth, Minnesota, (February, 1957) See history of CSS Nursing Department, p. 5. Folder 2 of 3
 1957 Report for the National League for Nursing Accreditation College of St. Scholastica Department of Nursing, Duluth, Minnesota, (February, 1957) See history of CSS Nursing Department, p. 5. Folder 3 of 3
 1957 Report of Visit for Accreditation to the College of St. Scholastica Department of Nursing (October 28-November 2, 1957) National League for Nursing
 1958 Progress Report for the NLN Accreditation, (September 1958) Has faculty personnel policies.
 1964 Sr. Rita Mane Bergeron, “Thirteen Year Follow-Up Study of Graduates of the Department of

- Nursing, 1951-62 (College of St. Scholastica, 1964 [July])
- 1964 Accreditation
- 1964 Report of Self-Evaluation College of St. Scholastica Department of Nursing
Duluth, Minnesota Submitted to Department of Baccalaureate and Higher
Degree Programs of the National League for Nursing (October, 1964)
See "Philosophy and Purpose" pp. 4-9, 98-195, 141-42. Folder 1 of 3
- 1964 Report of Self-Evaluation College of St. Scholastica Department of Nursing
Duluth, Minnesota Submitted to Department of Baccalaureate and Higher
Degree Programs of the National League for Nursing (October, 1964)
See "Philosophy and Purpose" pp. 4-9, 98-195, 141-42. Folder 2 of 3
- 1964 Report of Self-Evaluation College of St. Scholastica Department of Nursing
Duluth, Minnesota Submitted to Department of Baccalaureate and Higher
Degree Programs of the National League for Nursing (October, 1964)
See "Philosophy and Purpose" pp. 4-9, 98-195, 141-42. Folder 3 of 3
- 1964 National League for Nursing Department of Baccalaureate and Higher Degree Programs
College of St. Scholastica Department of Nursing Comments and Recommendations
of the Collegiate Board of Review (December 10, 1964)
- 1968 Progress Report College of St. Scholastica Department of Nursing Duluth,
Minnesota Submitted to Department of Baccalaureate and Higher
Degree Programs of the National League for Nursing (September, 1968)
[Based on NLN recommendations (12/10/64).]
- 1972 Self Evaluation Study [Report] based on National League for Nursing
Criteria...(September 1, 1972)
- 1974 Progress Report of the College of St. Scholastica Department of
Nursing Duluth, Minnesota Submitted to the Department of
Baccalaureate and Higher Degree Programs of the National League for
Nursing (September, 1974) [response to National League of Nursing
Comments and Recommendations December 8, 1972.] Folder 1 of 2
- 1974 Progress Report of the College of St. Scholastica Department of
Nursing Duluth, Minnesota Submitted to the Department of
Baccalaureate and Higher Degree Programs of the National League for
Nursing (September, 1974) [response to National League of Nursing
Comments and Recommendations December 8, 1972.] Folder 2 of 2
- Nursing Program Review (1978)
- 1980 National League for Nursing Comments and Recommendations
- 1981 Minnesota Board of Nursing Renewal of Approval
- 1983 Supplemental Report to the National League for Nursing Board of Review of the
Initial Report of November 1982 Regarding Changes in an Educational Unit at the
College of St. Scholastica Duluth, Minnesota (November 1983)
- 1985 Department of Nursing Self Study Report 1985 Folder 1 of 3
- 1985 Department of Nursing Self Study Report 1985 Folder 2 of 3
- 1985 Department of Nursing Self Study Report 1985 Folder 3 of 3
- 1985 Department of Nursing Supplement to the Self Study Report 1985
- 1990 Self-Study Report Master of Arts in Nursing Volume I (April, 1990) Folder 1 of 4
- 1990 Self-Study Report Master of Arts in Nursing Volume I (April, 1990) Folder 2 of 4
- 1990 Self-Study Report Master of Arts in Nursing Volume I (April, 1990) Folder 3 of 4

1990 Self-Study Report Master of Arts in Nursing Volume I (April, 1990) Folder 4 of 4
 1990 Self-Study Report Master of Arts in Nursing Volume II (April, 1990) Folder 1 of 2
 1990 Self-Study Report Master of Arts in Nursing Volume II (April, 1990) Folder 2 of 2
 1994 Self-Study Report Department of Nursing (Fall, 1994) Folder 1 of 4
 1994 Self-Study Report Department of Nursing (Fall, 1994) Folder 2 of 4
 1994 Self-Study Report Department of Nursing (Fall, 1994) Folder 3 of 4
 1994 Self-Study Report Department of Nursing (Fall, 1994) Folder 4 of 4
 (2002 Accreditation Materials are in the Curriculum Box)

Type of Container	Box Name	% Capacity
Box	10/64 Nursing Department Nursing Curriculum Box 4/18	100%

Accreditation Cont.

Commission on Collegiate Nursing Education Self-Study Report (2002)
 Self-Study Report for Commission on Collegiate Nursing Education (2002)
 2002 Appendix for Self-Study for Commission on Collegiate Nursing Education (2002)
 Nursing Program Review Reports (Site Visit from NLN 1994, 1995-96, 1998, UGART 2002)

Digital files:

Data PDF 2022 Feb. 18 CCNE Self-Study

Curriculum:

Folders:

Requirements and Curriculum for Schools of Nursing of Minnesota (1926)
 Curriculum/Tests
 Bulletin and Catalogs for Department of Nursing (1935-36, 1947, & 1957-58)
 Oral Examination Schedule and Questions (1953-55)
 1954-1958 Department of Nursing Program Catalogs
 Psychiatric Nursing Department
 Health Education Minor Program
 Minnesota State Board Examiner Clinical Curriculum
 1974 Department of Nursing Program
 1979-80 Department of Nursing 211: Introduction to Nursing Process
 1983-84 Department of Nursing 231: Introduction to Nursing Curriculum
 Folder 1 of 4
 1983-84 Department of Nursing 231: Introduction to Nursing Curriculum
 Folder 2 of 4
 1983-84 Department of Nursing 231: Introduction to Nursing Curriculum
 Folder 3 of 4
 1983-84 Department of Nursing 231: Introduction to Nursing Curriculum
 Folder 4 of 4
 1983 Model Senior Wellness Centers Self-Responsibility by Laura Schubert Wellness Coordinator, CSS

1983 Model Senior Wellness Centers in Duluth and Grand Rapids by Laura Schubert
Wellness Coordinator, CSS Folder 1 of 2

1983 Model Senior Wellness Centers in Duluth and Grand Rapids by Laura Schubert
Wellness Coordinator, CSS Folder 2 of 2

1983-84 Department of Nursing Junior Level Core Curriculum Folder 1 of 8

1983-84 Department of Nursing Junior Level Core Curriculum Folder 2 of 8

1983-84 Department of Nursing Junior Level Core Curriculum Folder 3 of 8

1983-84 Department of Nursing Junior Level Core Curriculum Folder 4 of 8

1983-84 Department of Nursing Junior Level Core Curriculum Folder 5 of 8

1983-84 Department of Nursing Junior Level Core Curriculum Folder 6 of 8

1983-84 Department of Nursing Junior Level Core Curriculum Folder 7 of 8

1983-84 Department of Nursing Junior Level Core Curriculum Folder 8 of 8

1983-84 Department of Nursing Senior Level Core Curriculum Folder 1 of 8

1983-84 Department of Nursing Senior Level Core Curriculum Folder 2 of 8

1983-84 Department of Nursing Senior Level Core Curriculum Folder 3 of 8

1983-84 Department of Nursing Senior Level Core Curriculum Folder 4 of 8

1983-84 Department of Nursing Senior Level Core Curriculum Folder 5 of 8

1983-84 Department of Nursing Senior Level Core Curriculum Folder 6 of 8

1983-84 Department of Nursing Senior Level Core Curriculum Folder 7 of 8

1983-84 Department of Nursing Senior Level Core Curriculum Folder 8 of 8

1983 Master of Arts in Nursing Adult Nursing

1983 Feasibility Study for the Development of a Graduate Program Leading to the
Master of Arts Degree in Nursing at The College of St. Scholastica Funded by
the Blandin Foundation Through the Itasca Nursing Education Consortium
Graduate Program in Nursing (1983-84)

1984 Proposal Submitted to Commission on Institutions of Higher Education of the
North Central Association of Colleges and Schools For Approval of the
development of the degree Master of Arts in Nursing at the College of St.
Scholastica Duluth, Minnesota [January 1984] Folder 1 of 2

1984 Proposal Submitted to Commission on Institutions of Higher Education of the
North Central Association of Colleges and Schools For Approval of the
development of the degree Master of Arts in Nursing at the College of St.
Scholastica Duluth, Minnesota [January 1984] Folder 2 of 2

Teaching Materials – Independent Study and Nursing Process
Course Requirements (2000)

Type of Container	Box Name	% Capacity
Box	10/64 Nursing Department Field Experience, Rural Community Nursing and NP, Agreements with Other Schools and Hospitals Box 5/18	100%

Folders:

Medical and Nursing Service Bureau

General Testing Samples and Interpretations
 Student Progress Reports
 Field Experience/Instruction Documents (1952-58)
 Experience Records for Nursing Students (1953-1995)
 Hibbing General Hospital School of Nursing (1940s)
 Agreements of Instruction and Supervised Experience for Students in Rural Community
 Nursing (1953-60)
 Approval of Learning Sites (1978-79)
 Public Health Section Annual Reports and Minutes (1933-1963)
 Public Health Nursing Contracts
 Public Health Nursing Documents (1951-53)
 Public Health Nursing Documents (1954-60)
 Constitution and By-Laws of the Minnesota Allied Public Health Council
 Rural Health Care Providers (1990-92)
 Rural Community Nursing General
 Care of Well Child Experience
 Care of Well Child Contracts
 Tuberculosis Nursing Training at Nopeming Sanatorium
 Community Nursing Service Study (1937)
 Community Nursing Program for Duluth (1944)
 Transcripts - Pre and Post Clinical Themes
 Original Nurse Practitioner Program
 Minnesota Nurse Practitioner Student Newsletter Vol. 7, No. 1, 2, 4, 5 2000-01
 Rural NP Distance Education Handbook
 Rural NP Materials to Students
 Rural NP Reports
 Meetings and Information for Rural NP Program 1999-2000
 CSS Correspondence to Rural NP
 Rural NP Library Services Grant
 U.M.D. Medical School/CSS Co-operation (1970-72)
 UMD – St. Luke's (1975-84)
 St. Luke's Hospital Training School for Nurses Rules Handbook (1925)
 St. Luke's School of Nursing Information
 Control and Organization of Collegiate Schools of Nursing in Minnesota by Leonora
 Collatz (1952)

Type of Container	Box Name	% Capacity
Box	10/64 Nursing Department Nursing Program (St. Mary's School of Nursing, CSS, Newspaper Clippings, Applications, Brochures, Student Handbooks, etc.) St. Mary's Hospital Box 6/18	100%

Nursing Program (St. Mary's School of Nursing, CSS, Newspaper Clippings, Applications, Brochures, Student Handbooks, etc.)

Folders:

- Information on History of St. Mary's School of Nursing and The College of St. Scholastica's Nursing Program
- Collegiate way to Professional Nursing CSS-KTCA TV Production
- Duluth Newspapers about Nursing Program (1910s-1960s)
- Newspaper Clippings about Nursing Program (1950s-1996)
- Newspaper Clippings about Nursing Program (1997-present)
- Duluth News Tribune Article Drafts
- Public Relations and News Releases 1982 - 1986
- "The Towers" Information Requests
- St. Mary's School of Nursing Early Descriptive Documents (1908-1938)
- St. Mary's School of Nursing Applications (1908-1922)
- St. Mary's School of Nursing Rules
- Cadet Nurse Corps Documents Including History, List of Graduates, and Newspaper Articles (1943-48)
- Cadet Nurse Corps Reports and Correspondence (1943-45)
- Nursing Education in Wartime Newsletter (1944-45)
- Committee on Public Relations and Recruitment Documents Includes Student Questionnaire (1955-56)
- Information on Nursing including Application, Brochure from 1977
- Promotional Materials (95, 97 - '01)
- St. Mary's/CSS Brochures
- Questions and Answers about Nursing and the Department of Nursing Brochure (1978)
- Nursing Newsletters
- Nursing Degree Brochures
- Three Year Program Brochure (1956-57)
- RN – MA Nursing Program
- Graduate Student Handbook (1990s – current)
- Master of Arts in Nursing Program
- Special R.N. Track (1969-82)
- Establish Special Track for Registered Nurses to Achieve a Baccalaureate in Nursing, Final Project Report, 1981
- RN – BA Nursing Program

Expansion Folder:

- Student Handbooks for RN – BA Students (1930-92 – not complete)
- 1992-2013 – not complete

St. Mary's Hospital

Folders:

- Mary Notes Newsletter from St. Mary's Hospital (1955-1969)
- Mary Notes Newsletter from St. Mary's Hospital (1970-1979)
- Mary Notes Newsletter from St. Mary's Hospital (1980-1987)
- St. Mary's Hospital Annual Reports (1920, 1934, 1936, 1987-94)
- St. Mary's Hospital Financial Report (1945-48)

St. Mary's Hospital Personnel (1923-53) &
 Staff Constitution, By-Laws and Rules (1928)
 St. Mary's Hospital Organizational Chart
 Chronological Index History of St. Mary's Hospital (1985)
 Report on Community Nursing Service in Duluth (1930s)
 Overview of Minnesota Healthcare Environment Prepared for St. Mary's
 Center (1987)
 St. Mary's Hospital Clinical Document
 St. Mary's Hospital Library Records (1947-55)
 St. Mary's Hospital Archives Inventory
 St. Mary's Hospital Construction, Facilities
 St. Mary's Hospital Departments
 St. Mary's Hospital Publications
 St. Mary's Hospital Newsletter

Digital Files:

Data Access Database Nursing Alumni Faculty Includes early years of diploma program
 Data PDF 2006-08 Promotional Materials – 4 files
 Data 2007 Aug. 21 New RN to BA Handouts – 6 PDF and Word docs
 Data PDF 2015-16 Traditional Undergraduate Nursing Student Handbook
 Data PDF 2015-16 Post Baccalaureate Nursing Student Handbook
 Data PowerPoint Show Jan. 19, 2019 History of The College of St. Scholastica School of
 Nursing Program by Sister Beverly Raway
 Data PDF Apr. 8, 2020 Firestar Charette Nurse Alum Helping NYC Pandemic

Type of Container	Box Name	% Capacity
Box	10/64 Nursing Department Nursing Student Life Box 7/18	100%

Nursing Student Life (Activities, List of Students, Graduation, Alumni Association, Scholarships, Continuing Education)

Folders:

Nurses Banquet (1932)
 Poetry by Nursing Students and Creative Writing
 Script for Nursing Production
 Scripts for Musical Skit and WDSM
 St. Mary's Choral Club
 Student Association, Constitution and By - Laws
 Blessed Virgin Mary Sodality Documents (1950s)
 Nightingale Scrapbook page 1
 Florence Nightingale Dinners Logistics and Reports
 Nightingale Dinner 1958
 Nightingale Dinner 1959
 Nightingale Dinner 1960
 Nightingale Dinner 1961

Nightingale Dinner 1962
 Florence Nightingale Lamp
 Information on Pins and Florence Nightingale Lamps
 Information on Uniforms
 Capping Ceremony Publicity
 Terryberry Company Pin Design
 Pinning Ceremony Invitations and Programs (1982 -)
 Pinning Ceremony Invitations and Programs for Post-Baccalaureate Program (2008 -)
 St. Mary's School of Nursing Graduation Programs (1920-1949)
 1936 Graduates Newspaper Clipping
 Graduation: Publicity 1954 - 1960
 Address to First Graduating Class St. Mary's Training School for Nurses by Dr.
 William Magie (Feb. 2, 1912) (photo of him included)
 Nursing Graduation Speeches
 Diplomas
 Diplomas From Welch Manufacturing Company
 White Coat Ceremony Programs (2013 -)
 St. Mary's Hospital Alumnae Association 50th Anniversary Nursing Education
 (1908 – 1958)
 St. Mary's Hospital Alumnae Association Meeting Minutes (1922-1947)
 St. Mary's Chapter of the College of St. Scholastica Alumnae Association (1964)
 Death Notices Including List of Deceased Sisters Who Were RN's and Other Related
 Documents
 Alumni
 Alumni Information Including Lists of Graduates, Letters to Alumni, Alumni
 Newsletters, and Reunion Booklets (1912-1991)
 St. Mary's Chapter of the College of St. Scholastica Alumnae Association Constitution
 and Other Documents
 Alumnae Association of St. Mary's Hospital Documents Including Constitution and By-
 Laws, Annual Reports, and Banquet Programs (1926-59)
 Nursing Alumni News (1978)
 List of Nursing Alumni (1916-1984)
 Data Regarding Records of Graduates Prior to 1920
 Graduates List (1916-1994)
 List of Graduates from 3 Year Nursing Program (1928-1960)
 List of Graduates of St. Mary's School of Nursing (1912-1989)
 List of Graduates of St. Mary's School of Nursing – Not complete and has updates on
 records (1912-1994)
 Graduates of St. Scholastica B. S. in Nursing (1925-1969)
 List of Graduates of Diploma Program of CSS Department of Nursing (1946-60)
 Data on Graduates from 1971-74
 Master's Program Graduates (1985-1997)
 Enrollment Data on Nursing Students (1956-74)
 Nurses in WWI List (1916-1918)
 Foreign Nursing Students (1956-57)
 Indian Nursing Students (1975)

Class Picture Guides (2004 - 2014)
 Counseling and Placement Committee
 Counseling Objectives
 Nursing Scholarships
 Information on Nursing Scholarships (1954 and 1982)
 St. Mary's Scholarship Fund
 Federal Scholarship Bill S.1118 and HR 1251
 State Department of Education Scholarship Recipients
 State Department of Education Scholarships Inactive Correspondence
 State Department of Education Scholarship Recipients and Applications
 Applications for Registration as a Professional Nurse (1960s)
 Continuing Education for R.N.s (1974-75)
 CEU Materials (1979-1980)
 Registered Renewal for Registered Nurses (1979)
 Evaluation of Continuing Education Program via Interactive Television (1995)
 Nursing Continuing Education Provider
 Advanced Study Pursued by Graduates
 Workshop: Praxis, Critical Thinking, and Caring: Imperatives for Nursing Curriculum,
 By EM Olivia Beuis, 1992
 Student Retreats
 Student Survey Results (Spring 1992)
 Social Program
 Diary of a Nurse from Lois Teich's (RN-BA) Grandmother – Record of Births and
 Answers to Questions for a Female Hospital (1894-1899)
 Nursing Alumni Memories

Type of Container	Box Name	% Capacity
Box	10/64 Nursing Department Nursing Student Records Box 8/18	100%

Type of Container	Box Name	% Capacity
Box	10/64 Nursing Department Nursing Student Records Box 9/18	100%

Type of Container	Box Name	% Capacity
Box	10/64 Nursing Department Nursing Student Records Box 10/18	100%

Type of Container	Box Name	% Capacity
Box	10/64 Nursing Department The Lamp, Books of Records and Lecture Notes, and Diplomas Box 11/18	100%

The Lamp yearbook publication (1926-28)

The Student Nurse publication (1930 and 1931)

29 Small books of student attendance records and grades for various courses (1931-42)

Book of accounts payable (1935-36)

Book of student accounts (1919-22)

Book of lecture notes taken by Sr. M. Eleanor, O.S.B. (1907)

Book of lecture notes taken by Sr. M. Eleanor, O.S.B. (1907)

Book of lecture notes taken by Clara Helewski (Class of 1924)

Book of student attendance records (1908-13)

Book of class record or student attendance records (1923-24)

Book of class record or student attendance records (1924-26)

Experience Record Book for Student Nurses (Blank)

Poster for Cadet Nursing

St. Mary's Hospital Diploma – Big (1914)

St. Mary's Hospital School of Nursing Superior, WI Diploma in Purple Case (1934)

Also has 2 photos of recipient and letter of explanation from her nephew

Scroll of Honor given to the Department of Nursing by the Department of the Army Office of the Surgeon General

Type of Container	Box Name	% Capacity
Box	10/64 Nursing Department Lists of Graduates, Attendees at Receptions, Movie Reel Box 12/18	100%

3 Kardex style books containing the list of graduates from all nursing programs at St.

Hospital and The College of St. Scholastica (1912-75)

Books of Guests at Receptions

ANA Convention in Washington D. C. (1996)

Celebrating Our History Event for Master's Program in Nursing 90th Anniversary of
Nursing Program (Sept. 27, 1997)

100 Years of Nursing Celebration (June 23, 2007)

Movie reel in mailing case of "This is ANA" for the Second District Minnesota Nurses
Association

Envelope from The Minnesota State Board of Examiners of Nurses to Clara Helewski
(Class of 1924) Containers 2 envelopes to her with examination results (1924)

Empty leather book case with zipper

Type of Container	Box Name	% Capacity
Medium Tan Flat Box	10/64 Nursing Department Nursing Newspaper Clippings Box 13/18	100%

Newspaper Clippings about St. Mary's Hospital and the School of Nursing (1925-1966)
Newspaper Clippings about St. Mary's Hospital and the School of Nursing (1955-1959)
Newspaper Clippings about St. Mary's Hospital and the School of Nursing (1958-1961)
CSS Newspapers about Nursing Program (1960s-2000s)
Duluth Newspapers about Nursing Program (1990s-2000s)

Type of Container	Box Name	% Capacity
Medium Tan Flat Box	10/64 Nursing Department Nursing Newspaper Clippings Box 14/18	100%

WHO Newspaper Clippings about Conference in Minneapolis (May 1958)
Polio Scrapbook Information and Newspaper Clippings (1950s)
"A Look Into America's Health" Newspaper Clippings and Pamphlets
From a Scrapbook (1955)
Your Health Magazine from St. Mary's Hospital (1989-1991, 1996)
Newspaper Clippings about St. Mary's Hospital (1980s-1990s)
Newspaper Clippings from Minnesota Nurses Association (1950s-1970s)

Type of Container	Box Name	% Capacity
Large Gray Flat Box	10/64 Nursing Department Nursing Newspaper Clippings on Scrapbook Pages and Class Records Box 15/18	100%

Newspaper Clippings about St. Mary's Hospital and the School of Nursing (1912-1955)
Alpha Tau Delta and Beta Kappa
Class Records (1927-31) Lists students, course names, tallies of hours

Type of Container	Box Name	% Capacity
Large Gray Flat Box	10/64 Nursing Department Nursing Class Photos Box 16/18	100%

Class Photos from 1912-1960 plus 1 more recent undated photo (1980s?)

Type of Container	Box Name	% Capacity
Box	10/64 Nursing Department Nursing Sororities Box 17/18	100%

Folders:

Alpha Tau Delta: Misc. Papers
 Alpha Tau Delta: Agenda
 Alpha Tau Delta: Handbooks
 Alpha Tau Delta: Pamphlets/Handbooks
 Alpha Tau Delta: Constitution Revisions
 Alpha Tau Delta: Biennial Convention (1962-63)
 Alpha Tau Delta: Bank Statements
 Alpha Tau Delta: Rules and Protocols
 Alpha Tau Delta: Correspondence
 Alpha Tau Delta: Publications
 Alpha Tau Delta: Leadership
 Alpha Tau Delta: Forms
 Alpha Tau Delta: Pledging
 Alpha Tau Delta: Convention Books (1956 & 1960)
 Alpha Tau Delta: Minutes
 Alpha Tau Delta: National Epilepsy League
 Alpha Tau Delta: Napkins
 Alpha Tau Delta: IRAC (1959-1964)
 Alpha Tau Delta: Music
 Alpha Tau Delta: Book of Names – Attendees, Members, and Officers (1944-76)
 Alpha Tau Delta: Book of Members (1968-77)
 Alpha Tau Delta: Book of Minutes (1953-1968)
 Alpha Tau Delta: Envelope of Receipts (1950s-60s)
 Alpha Tau Delta: Framed Certificate of Charter (1939)
 Sigma Theta Tau
 Beta-Kappa

Type of Container	Box Name	% Capacity
Box	10/64 Nursing Department Sister Olivia Gowan Nursing Anniversaries and Reunions Box 18/18	100%

Sister Olivia Gowan

Folders:

Sr. Olivia Gowan Publication Sr. Mary Richard Boo, Sr. Olivia Gowan, O.S.R. Nurse, Nun, Educator, Administrator (Commissioned by CSS Nursing Department 1997).
 Sister Olivia Gowan: Nursing Course Syllabi (1932)

Sister Olivia Gowan: Nursing Lecture Notes (1932 and 1935)
 Sister Olivia Gowan: Papers on Research, Health Education, and Comprehensive Nursing (1950s)
 Sister Olivia Gowan: Student Papers (1948, 1952, and 1959)
 Sister Olivia Gowan: Interim Classification of Schools of Nursing Accreditation Ratings (1949)
 Sister Olivia Gowan: Cadet Nurse Corps Ratings
 Sister Olivia Gowan: Growth of Schools and Hospitals and Expansion in the Nursing Field
 Sister Olivia Gowan: School of Nursing Education Curriculum and Instruction (March 11, 1947)
 Sister Olivia Gowan: Department of Studies Projects from 1932-45 and Past, Present and Future Work (Sept. 1945)
 Sister Olivia Gowan: Nursing Council on National Defense Report (January 10, 1941)
 Sister Olivia Gowan: Accreditation
 Sister Olivia Gowan: Accreditation Articles (1947-1953)
 Sister Olivia Gowan: Layman's Diagnosis and Remedy for the Ills of the Nursing Profession (No Date)
 Sister Olivia Gowan: John Flanagan Letter to Conference of Catholic Schools of Nursing on Nursing Education (July 13, 1940)
 Sister Olivia Gowan: May Ayres Burgess Address On Quality Nursing Before American Hospital Assoc. in Detroit, MI (Sept. 15, 1932)
 Sister Olivia Gowan: Admissions and Enrollment Abstract
 Sister Olivia Gowan: National League of Nursing Education
 Sister Olivia Gowan: Publications
 Clinical Instruction in Medical-Surgical Nursing by Sister M. Olivia Gowan and Sister Rose Marie Larkin (1959)
 Sister Olivia Gowan: Photos
 Sister Olivia Gowan: Writings by Gowan
 Sister Olivia Gowan: Manuscript
 Sister Olivia Gowan: Abstract
 Sister Olivia Gowan: The Olivian
 Sister Olivia Gowan: Correspondence
 Sister Olivia Gowan: Problems of Nursing Schools Reported by Miss Schwarz and Miss Lulu K. Wolf (Dec. 11, 1943)
 Sister Olivia Gowan: Conference on Public Health Nursing Education at Washington, D. C. (April 1, 1937)
 Sister Olivia Gowan: Aim of Education by Monsignor Pace (July 23, 1935)
 Sister Olivia Gowan: Annual Reports of the Rector and Treasurer to the Trustees (June 30, 1932)
 Sister Olivia Gowan: Sister Digna's Report (August 27, 1965)
 Sister Olivia Gowan's Interview with Dr. Roy J. Deferrari (May 19, 1965)
 Sister Olivia Gowan: Abstracted Letters in Answer to Deferrari Letter (Dec. 9, 1930)
 Sister Olivia Gowan: Law Governing the Registration of Nurses in the District of Columbia (July 1, 1929)
 Sister Olivia Gowan: Report by Rt. Rev. Msgr. John J. Healey to Arkansas State Board of

Nurse Examiners (July 1949)
 Sister Olivia Gowan: Mercy Hospital in Charlotte, NC Accreditation Follow-Up Visit Report (August 1952)
 Sister Olivia Gowan: Revisions of Requirements and Standards to Educational Programs for Schools of Nursing (August 1956)
 Sister Olivia Gowan: List of Graduates by State
 Sister Olivia Gowan: List of Patrons
 Sister Olivia Gowan: Nursing News Article from *Hospital Progress* (1961)
 Sister Olivia Gowan: Notes from Meeting Sponsored by the Conference of Catholic Schools of Nursing in San Francisco, CA (November 1955)
 Sister Olivia Gowan: Statistics on Public Health Nurses Who Received Training Fellowships (1936-39)
 Sister Olivia Gowan: Report of Survey of 29 Programs in Nursing Approved by the National League for Nursing (March 1955)
 Sister Olivia Gowan: Bios on Sisters of St. Joseph, Hartford, CT (June 28, 1966)
 Sister Olivia Gowan: Philosophy of Nursing Education (1937)
 Sister Olivia Gowan: Minutes
 Sister Olivia Gowan: Awards and Honors
 Sister Olivia Gowan: National Nursing Accrediting Service and National Committee for Improvement of Nursing Services
 Sister Olivia Gowan: The Catholic University of America

Anniversaries (Including 90th, 100th)

Celebrating Our History 90th Anniversary of Nursing Program (1997-98)

Folders:

Promotional Materials for Celebrating Our History
 Celebrating Our History Task Force Annual Reports (1995-98)
 Celebrating Our History Planning Timeline (1996-98)
 Celebrating Our History Events (1997-98)
 Celebrating Our History Committee Minutes (1995-98)
 Celebrating Our History Committee Members Correspondence
 Celebrating Our History Subcommittees Documents
 Sigma Theta Tau Liasion Committee
 Celebrating Our History Logos
 Celebrating Our History Reported in Newsletters
 Cards/Invites/Brochures
 Celebrating Our History Attendees List
 Celebrating Our History Guest Speaker Sr. Rosemary Donley
 Celebrating Our History Book Early Draft
 Celebrating Our History Book Text
 Celebrating Our History Book and Layout Folder 1 of 2
 Celebrating Our History Book and Layout Folder 2 of 2
 90th Anniversary – Celebrating Our History 1997 Sr. Mary Richard Boo et al, Celebrating Our History: 90 Years of Benedictine Nursing Education (St. Mary's Hospital and The College of St. Scholastica, 1997)
 Transcripts of Video Interviews with Nursing Alumni

History of Nursing (St. Mary's, CSS) Slide Presentation
 Celebrating Our History Misc. Papers
 Signs for Celebrating Our History including ones with calligraphy done by Meridith Schifsky
 Nursing Program 100th Anniversary (2007)

Type of Container	Box Name	% Capacity
Large Gray Flat Box	10/ Academic Departments 15/ Athletics	80%

Nursing posters of photocopied photographs on black poster board for 100th anniversary

10/67 Occupational Therapy Department

Type of Container	Box Name	% Capacity
Box	10/67 Occupational Therapy Department Box 1/1	50%

Folders:

Information on Occupational Therapy including Application
 Occupational Therapy Annual Reports (1994-95, 1995-96, 1997-98, 1999-2000, 2001-02, 2002-03, 2003-04
 Occupational Therapy Misc. Papers (Report of the Task Force on Occupational Therapy 1992, Letter to Nancy Gabres from AOTA regarding delay of on-site evaluation 1999, Occupational Therapy Policies and Procedures November 9, 2000, Prerequisites to Master's Degree Program Revised Fall 2000, CSS Occupational Therapy Clinic February 2002
 Occupational Therapy News Clippings (About program, faculty, students, and alumni)
 Occupational Therapy Alumni Reunions and Photos

Expansion Folders:

OT Accreditation (1994)
 OT Accreditation (1995)
 OT Student Handbook (2000-01)
 OT Accreditation Includes Student Handbook 2001-02 (2001)

Digital Files:

Data PDF 2006-08 Promotional Materials – 2 files
 Data Word Doc 2021 Fall Accreditation – 1 file

10/70 Philosophy Department

Type of Container	Box Name	% Capacity
Box	10/ Departments English, Exercise Physiology, Health Humanities, History, Languages and International Studies, Management,	80%

	Mathematics, Philosophy, Physical Science, Psychology, Religious and Catholic Studies, Women's Studies Box 1/1	
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Folder:

Philosophy Annual and Program Review Reports (Program Review 1995, Annual Reports 1994-95, 1995-96, 1999-2000, 2000-01, 2002-03, 2003-04)

10/73 Physical Science Department

Type of Container	Box Name	% Capacity
Box	10/ Departments English, Exercise Physiology, Health Humanities, History, Languages and International Studies, Management, Mathematics, Philosophy, Physical Science, Psychology, Religious and Catholic Studies, Women's Studies Box 1/1	80%

Note: Merged with Chemistry in 2006?

Folder:

Physical Science Annual and Program Review Reports (Program Review 1992, Annual Reports 2001-02, 2002-03, 2003-04)

10/76 Physical Therapy Department

Type of Container	Box Name	% Capacity
Box	10/76 Physical Therapy Department Box 1/1	60%

Folders:

Information on Physical Therapy including Application
Physical Therapy Annual Reports (1994-95, 1995-96, 2001-02, 2002-03, 2003-04)
Physical Therapy Program Review Reports (UGART 2002)
Misc. Papers
Photographs
Accreditation Report (1976)
Accreditation Report (1987)
Advisors (1994)
Student Handbook (June 2000)
Memorandum to Graduate Council Members on Graduate Program in Physical Therapy

January 22, 1990

Expansion Folders:

Self Evaluation Guide in Preparation for Accreditation of a Basic Physical Therapy Education Program (1975)

Self-Study Report (1992) Vol. I [Appendix 1-27a]
Vol. II [Appendix 28-31 and 33-40]
Vol. III [Appendix 32]

Digital Files:

Data PDF 2007-08 Promotional Materials – 2 files

10/78 Physician Assistant Department

Type of Container	Box Name	% Capacity
Box	10/ Departments English, Exercise Physiology, Health Humanities, History, Languages and International Studies, Management, Mathematics, Philosophy, Physical Science, Psychology, Religious and Catholic Studies, Women's Studies Box 1/1	80%

Folder:

Physician Assistant Misc. Documents

10/79 Psychology [includes Psychology of Aging/Gerontology] Department

Type of Container	Box Name	% Capacity
Box	10/ Departments English, Exercise Physiology, Health Humanities, History, Languages and International Studies, Management, Mathematics, Philosophy, Physical Science, Psychology, Religious and Catholic Studies, Women's Studies Box 1/1	80%

Folders:

Psychology Annual Reports (1994-95, 1995-96, 1996-97, 1997-98, 2000-01, 2001-02, 2002-03, 2003-04)

Psychology Program Review Reports (1989, 1990, 1994, 1996, UGART 2002)

Description of Gerontology Program

Psychology Misc. Papers (Research Training in Psychology of Aging 1998,
Information on Psychology, Human Services Concentration 2000, Psy Press
Newsletter of Psychology Department Fall 2002

Digital Files:

Data PDF 2008 Gerontology VPAA Post Review Summary
Data PDF 2009 Gerontology External Consultant Report
Data PDF 2009 Gerontology Program Review Council Analysis
Data PDF 2009 Gerontology Program Review Council Rubric
Data Word doc 2011 Psychology and Sociology External Consultant Report
Data Word doc 2011 Psychology and Sociology Program Review Council Analysis
Data Word doc 2011 Psychology and Sociology Program Review Council Rubric
Data PDF 2011 Psychology and Sociology Self Study
Data PDF 2015 Psychology Undergraduate Student Handbook, 4th edition
Data Files 1991-2017 Psy Press Newsletter
Data PDF 2023 Spring Denmark Trip: The Science of Happiness

10/82 Religious and Catholic Studies Department

Type of Container	Box Name	% Capacity
Box	10/ Departments English, Exercise Physiology, Health Humanities, History, Languages and International Studies, Management, Mathematics, Philosophy, Physical Science, Psychology, Religious and Catholic Studies, Women's Studies Box 1/1	80%

Folders:

RES: Religious Studies Dept (1973-92)
RES: Annual Reports (1989-90, 1991-92, 1994-95, 1995-96, 1997-98, 1999-2000, 2000-01, 2001-02, 2002-03, 2003-04)
RES: Evaluation of Department (1978, 1991, UGART 2002)
RES: Comparison of Enrollments (1970s-80s)
RES: Major (1973-76)
RES: New Course Proposals (1974 ---
RES: Youth Ministry Major (1975-83)
RES: Surveys of Youth Ministry Major Graduate (1980?) to (1983)
RES: Schillo Correspondence (1993)
RES: Masters Degree (1995)
Course Requirements Fall 1999
Religious Studies Misc. Papers
Religious Studies/Theology and Religious Studies Conferences, Institutes, and Lectures (Including Theologies of Women and Women's Spirituality)
Catholic Studies Misc. Papers (2005-)
Catholic Studies Lecture Series

Digital files:

Data PDF 1988-2008 Spirituality Conferences

Data PDF 1992 Spirituality Conference
 Data PDF 2004 Spirituality Conference
 Data PDF 2023 Apr. 15 Odyssey Reading Group Poster

Type of Container	Box Name	% Capacity
Medium Gray Flat Box	Posters from #00 - 10	70%

Poster

10/85 Respiratory Therapy Department

Type of Container	Box Name	% Capacity
Box	10/19 Clinical Laboratory Science 10/85 Respiratory Therapy	80%

Folder:

Respiratory Therapy (1975-79)

Expansion Folder:

Application Form – Report Status Following Self-Study Rev. (1975)

10/88 Social Work/Sociology/Anthropology Department

Type of Container	Box Name	% Capacity
Box	10/ 88 Social Work/ Sociology/Anthropology Department Box 1/1	75%

Folders:

Social Work Department Information (News release, Sister Janelle Cahoon, Application, 30th Reunion 2006)

Sociology/Social Work Annual and Program Review Reports (1994-95, 1995-96, 2000-01, 2002-03, 2003-04, Assessment 2000-01)

Social Work Promotional Material

Study Report – Feasibility for Expanded Social Work Educational Facilities November, 1968

Proposed Curriculum Changes in the Social Work Program²⁶(Spring, 1976)

Confidential letter (3/17/86)

Site Visit Team Report (1992)

Social Work Accreditation (1994)

Social Work Self-Study (2009)

²⁶ Required by C.S.W.E.; see letter to Sr. Joan Braun, May 20, 1975.

Social Work Self-Study (2010)
 Social Work Progress Report (2011)
 Social Work Program Prospectus Grad. Degree (2011)
 Social Work Program Student Handbooks (Field Instruction Manual²⁷ September, 1977
 gray covers, 35 pp., 1996-98, 1998-99, 1999-2000, 2000-01
 Social Work Pinning Ceremony

Expansion Folders:

Baccalaureate Social Work Programs Application for Initial Accreditation August 16, 1974 [56 pp. Appendix 101 pp.]
 Baccalaureate Social Work Program The Accreditation Report 1977 [Volume I, 68 pp. Volume II, Appendix to the Accreditation Report 144 pp.]
 Baccalaureate Social Work Program 1980 Re-accreditation Report [Volume I, 68 pp. Volume II, Appendix to the Re-accreditation Report 209 pp.]²⁸
 Baccalaureate Self-Study Report for Reaffirmation of Accredited Status 1985 [Volume I, 215 pp.]
 Baccalaureate Self-Study Report for Reaffirmation of Accredited Status 1985 [Volume II, Appendices, 473 pp. broken up in two expansion folders]

Digital Files:

Data PDF August 2010 Social Work Field Instruction Manual
 Data PDF 2011-12 Social Work Student Handbook
 1 misc. PDF file

10/89 Sustainability Studies

Digital Files: Data PDF Mar. 29-Apr. 1, 2022 Climate Justice Teach-In Panel Discussions

10/91 Women's Studies

Type of Container	Box Name	% Capacity
Box	10/ Departments English, Exercise Physiology, Health Humanities, History, Languages and International Studies, Management, Mathematics, Philosophy, Physical Science, Psychology, Religious and Catholic Studies, Women's Studies Box 1/1	80%

Folder:

Women's Studies Misc. Papers (Annual Report 2002-03, UGART Assessment 2002, Letter to Faculty from Susan Tarnowski 4/9/02 Announcing New Certificate Program, Women's Spirituality Certificate)
 Women's Studies Task Force (2005-06)

²⁷ Promised in 1974, (I,56) and in 1977 (I, 68); "will be completed by fall, 1977."

²⁸ See letter at p. 208.

Digital Files:

Data PDF Mar. 2021 Women's Herstory Month Resources

Data PDF Mar. 2022 Women's Herstory Month Resources

Type of Container	Box Name	% Capacity
Medium Gray Flat Box	Posters from #00 - 10	70%

Poster

11/ Graduate Studies

Type of Container	Box Name	% Capacity
Box	11/ Graduate Studies Box 1/1	60%

Folders:

History of Graduate Programs
 Operating Codes
 Graduate Studies Annual Reports (1992-93, 1994-95, 1997-98, 1999-2000, 2000-01)
 Graduate Studies Communications (1974-75)
 Extended Programs (1975-81)
 Extended Programs Division
 Proposed Master of Arts in the Psychology of Aging (June 30, 1982)
 Self Study for a Focused Evaluation of Graduate Studies (October 1986) Submitted to the North Central Association...
 Report of a Visit for the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools (October 27 and 28, 1986)
 (regarding the stipulation governing the expansion of offerings at the MA level)
 Human Subjects Review Committee (1992)
 Graduate Programs Policy Manual (Revised July 2002)
 Graduate Studies Administrative Policy Manual (2005)
 Graduate Programs, Misc
 Misc. papers including Graduate Programs Publications, Student Policies and Procedures, Course and Program Descriptions
 Master of Education in Individualized Instruction External Degree Program Bulletin (1978), (1979)
 Graduate Catalog (1984-85)
 Graduate Council Minutes (1984 to 1999) in 10 folders
 Graduate Council Report (2010-11)
 Graduate Studies Council (2014)
 Graduate Program Directors (1990-1999) in 5 folders
 Graduate Council Curriculum Committee (1989 to 1999) in 7 folders
 Graduate Curriculum Committee Minutes (2011-)
 Graduate Curriculum Committee Guidelines for Submission of Syllabi
 Graduate Research Symposium

Digital Files:

Data Graduate Council – 97 files
 Data Graduate Curriculum Committee – 63 files
 Data 2007 Aug. 21 Graduate Files for CIS, ECI, EDM, EDU, EXP, GTL, HIM, MGT, Nursing, OT, and PT –
 Data PDF 2009 Promotional Materials – 2 files

12/ Extended Studies

Type of Container	Box Name	% Capacity
Box	12/ Extended Studies Box 1/1	35%

Folders:

Extended Studies Council Operating Code (2003)
Extended Studies Council Minutes (2004-05)
Extended Studies Annual Reports (2005-06)
Office of Continuing Education Annual Reports (1987-1993)
Course Brochures (1989 & 1993)
Summertime – Newsletter 1977
Communicollege Newspaper Ads (1977-79)
St. Scholastica Scholar (2005 -)
 Newsletter for Extended Sites Including Brainerd, St. Cloud and St. Paul
Christmas Greetings from Extended Sites
Policy Recommendations for Educating Adults in the Iron Range February, 1989
Telefacts – Courses via Videocassette
Arrowhead University Center
Dual Degree Program (1974-1992)
External Programs
International Student Application
Extended Sites Adjunct Faculty Meetings Information (2007)
Lifelong Learning Information

Digital Files:

D PDF 2007 Extended Studies Promtional Panels for St. Paul Campus, MAA, Social Work, ADEP

12/05 Encore

Folders:

Encore! Brochures
Encore! Objectives (1996-97)
Encore! (1990-91)
Encore! (1991-92)
Admission/ENCORE! Student Financial Planning (1993-94)
Encore! Students (1979-80)
ENCORE! Search Piece 1984
ENCORE! Application 1985
ENCORE! Poster 1986
ENCORE! Search 1986
Encore! Nontraditional Credit Courses

12/10 ADEP

Folders:

ADEP General Information, Application, Financial Aid
ADEP Newspaper Clippings and Press Releases (1999-2010)
ADEP: President's Staff Minutes 1998-2000
ADEP Annual Report (2001)
Master of Arts in Management Information
Educational Talent Search
Prior Learning Assessment

Digital Files:

Data Distance Edu Strategic Planning Task Force
D2007 Aug. 21 ADEP Forms – 4 PDFs
D2007 Aug. 21 Communication Plan – 6 PDFs, Word docs, JPEGs
D2007 Aug. 21 Duluth ADEP – 25 PDFs, Word docs, Excel files
1 misc. PDF file

12/10/01 Duluth

12/10/02 St. Paul

Folder:

ADEP St. Paul Demographics Report Undergraduate Students (2002)

Digital Files:

D2007 Mar. 22 - 72 PDFs, Excel files, Word docs
Data CD PowerPoint May 13, 2010 St. Paul Breakfast
1 misc. PDF file

12/10/03 St. Cloud

Folder:

St. Cloud Site Misc. Papers

Digital Files:

D2007 Mar. 22 - 16 PDFs, Excel files, Word docs
D2007 Aug. 21 – 59 PDFs, Excel files, Word docs
1 misc. PDF file

12/10/04 Brainerd

Digital Files:

D2007 Mar. 22 – 12 PDFs
D2007 Aug. 21 – 78 PDFs, Excel files, Word docs

12/10/05 Rochester

Digital Files:

D2007 Mar. 22 – 4 PDFs, 1 Excel file
D2007 Aug. 21 – 60 PDFs, Excel files, Word docs

12/10/06 Arizona

Folder:

Arizona Site Mist. Papers

12/10/07 Grand Rapids

12/10/08 Inver Grove and Hills

12/10/09 Fond du Lac

12/10/10 Austin

Digital Files:

2 PDFs

12/10/11 Hibbing

12/20 Management 2+2 Program

12/30 Continuing Education Programs

Folders:

MA in Management Summer Program

Mathematics Institute for K-G Teachers of Native Americans PLUS Center Program

12/40 Emeritus College, Elderhostel

Emeritus College: History and Data

Emeritus College: Documents (1982-93)

Emeritus College: Brochures and Newsletter (1982-2009)

Emeritus College: Ads (1997-2010)

Emeritus College: Press Releases (1983- 1995)

Emeritus College: Grant Documents (1994-1996)

Emeritus College: Grant Documents (1997)

Emeritus College: Grant Documents (1998)

Emeritus College: Grant Documents (1999)

13/ Monastery

Type of Container	Box Name	% Capacity
Box	13/ Monastery Box 1/2	75%

13/05 Monastery

Folders:

History of St. Scholastica Monastery
Benedictine Motherhouse Information
Monastery Newspaper Clippings
Monastery Events on Campus
Pani de Pretzel
Saint John's Bible Heritage Edition Visits (2012 and 2018-19)
Monastery Publications
Values Cards
Feast Day Cards
Lenten Prayer Requests
Benedictine Heritage Booklets

Books:

Benedictine Sisters, Swinger of Birchers (St Scholastica Priory, 1967)
Sister Mary Richard Boo House of Stone (St. Scholastica Priory, 1991)
St. Mary's Hospital (1888)
[includes 8 pp ms (c1956) and 12 pp brochure (1963)]
Bill Beck, We Remember the Dream (St. Mary's Medical Center, 1998)
Benedictine Health System
Opening Remarks for Interviews of Sisters for the Benedictine Values Video Series
Sisters: Video Press

Videos:

Sisters: Portrait of a Benedictine Community (1999)
A Sister's View: The Benedictine Values (2005)
The College of Saint Scholastica Thoughts on the Benedictine Values: Short Form (2005)
Sing a New Song (no date)

Digital Files:

Data 1910 Obituary of Anna Kerst
Data PDF 1962 Roy C. Lepak Dissertation "A Survey of the Education and Teacher-
Training of Sisters Who Taught in Elementary Schools in the State of Minnesota
Prior to 1915" Scan of chapter on St. Scholastica Monastery *entire dissertation is
in the CSS Archives
Data PowerPoint Sister Joan Marie Stelman's Centennial Presentation "The
Duluth Benedictines and the Founding of The College of St. Scholastica"
42 Historical articles published in St. Scholastica Monastery's magazine Pathways
written by Sisters of the Monastery on topics such as buildings, grounds,
ministries, Sisters, Mother Scholastica, etc. (2005 – 2018)
Theses/Dissertations/Books Written by Sisters of St. Scholastica Monastery:

Alich, Mary Andrew (Agnes) 1961
 Austin, Marjorie Lillian 1959
 Baxter, Marguerite 1968
 Birmingham, Digna 1946
 Boo, Mary Richard 1966
 Braegelmann, Athanasius 1928
 Braegelmann, Athanasius 1942
 Byrne, Patrice 1959
 Cahoon, Janelle 1963
 Chamberlain, DePaul 1968
 Chartier, M. Inez 1936
 Coleman, Bernard 1947
 Coleman, Bernard 1967
 Denomie, Mary Odelia 193?
 Ewen, Ramona 1954
 Harney, Maureen 1945
 Jordan, Wilfrid 1945
 Laughlin, Margaret James 1954
 Laughlin, Monica (Part I, II, III) 1967
 Lortie, Jeanne Marie “Spun Yarns” 1986
 McCarthy, Mary Katharine 1914
 McGough, Mary Charles 1952
 McLaughlin, Raymond 1946
 McPherson, Mary William 1958
 Nemanich, M. Victoria 1946
 O'Donnell, Rose 1941
 Pocta, Lea 1967
 Raway, Beverly 1993
 Riehl, M. Agatha 1965
 Roehl, Aelred 1967
 Scanlon, Ann Edward 1941
 Scanlon, Ann Edward 1949
 Schroeder, Donna 1980
 Somers Agnes “Cultural Frontiers” 195?
 2018-19 Year with the Saint John's Bible – 10 digital files
 Data PDF 2020 Apr. 13 Easter Message from Sister Beverly Raway Prioress
 Data PDF 2021 Feb. Feast of St. Scholastica Information
 Data PNG Image 2021 Feb. Poster for Feast Day of St. Scholastica
 Data PDF 2021 Feb. Feast of St. Scholastica Prayer Card
 Data PDF and Word Doc. 2021 Heritage Committee – 1 PDF and 1 Word doc for
 presentation 4/12/21
 Data PDF 2021 May Pathways Braun Sisters Room
 Data PNG 2021 End of the Year Blessing
 Data Word doc 2022 Oct. 24 Links in Living Our Legacy Invitation
 Data PDF 2023 Feb. Feast of St. Scholastica Information
 Data PDF 2023 Feb. Feast of St. Scholastica Prayer Card

13/10 Sisters

Sisters Community List

Sister Salome Blaise
Sister Mary Richard Boo
Mother Athanasius Braegelman
Sister Joan Braun
Sister Mary Carol Braun
Sister Scholastica Bush
Sister Mary Odile Cahoon
Sister Janelle Cahoon
Sister Margaret Clarke
Sister Annette Gagne
Sr. M. Anella Gallagher
Sister Kathleen Hofer
Mother Martina Hughes
Mother Scholastica Kerst
Sister Timothy Kirby
Sister Verona LaBud
Sister Rose Marie Larkin
Sister Monica Laughlin
Sister Elaine Loubert
Sister Lisa Maurer
Sister Mary Charles McGough
Sister Raymond McLaughlin
Sister Armella Oblak
Sister Rose O'Donnell
Sister Ethel Radtke
Sister Agatha Riehl
Sister Claudia Riehl
Sister Mary Rochefort
Sister Ann Edward Scanlon
Sister Loretta Sheehan
Mother Agnes Somers
Sister Urban Stuart
Sister Patricia Thibadeau
Sister Celestine Sullivan
Sister Ann Pierre Thomey
Sister Mary Jean Tuttle
Sister Noemi Weygant

Digital Files:

Data Word Doc Apr. 17, 2017 Sister Margaret James Laughlin Bio
Data Word Doc Mary Charles McGough DECC Sculpture

13/15 Catholic Materials

Folders:

Catholic Art Quarterly Newsletter 1956
 Christ in Our Daily Actions Workbook
 Letters of Bishop Paul to the People of Duluth 1968-1982
 Catholic Documents
 Grailville
 Vocation Materials

Type of Container	Box Name	% Capacity
Clamshell	13/Monastery <i>Pathways</i> Newsletter Box 2/2	75%

Pathways Newsletter (1989-)

Type of Container	Box Name	% Capacity
Medium Gray Flat Box	Posters from #11 - 21	20%

Posters on BHC Values and Celebrating Feast Days for St. Scholastica and St. Benedict

14/ Accrediting Bodies

Type of Container	Box Name	% Capacity
Box	14/ Accrediting Bodies Box 1/2	90%

Folders:

Accreditation History (1892-1975)

14/05 American Association of University Women (AAUW)

AAUW Review Form (1956) [black, 108 pp.]²⁹

Part I sets forth the purposes of the college and its departmental objectives; it contains a review of two studies of the effectiveness of C.S.S. on its students (graduates). This section also contains material on the North Central Study Committees, 1955-56 (42 pp).

Part II presents the Curriculum and General Education Requirements (5 pp).

Part III summarizes programs and facilities for students, and the preparation of the faculty for same (46 pp).

Part IV presents administration, faculty arrangements, committees (etc.) as professional opportunities for women (11 pp).

Part V offers a statement on academic freedom and has a copy of a booklet on the Alumnae Association (2 pp).

14/10 North Central Association (NCA)

The following documents were prepared for North Central Association accreditation of CSS:

Expansion Folder, NCA 1965 (three documents):

College of St. Scholastica Class Size, Faculty Load, Faculty Turnover 1959-64

College of St. Scholastica North Central Association Review Visit May 3-4, 1965

College of St. Scholastica Self-Study Report...Review Visit May 3 and 4, 1965

Expansion Folder, NCA, 1971 (two documents):

NCA Visit Misc. Papers

Report of a Visit...(November 14-17, 1971)

F.X. Shea Reply to Report...November 14-17, 1971³⁰

Expansion Folder, NCA 1982 (four documents):

Volume I Self Study...continued accreditation at BA and MA levels...special focus on proposed Master of Arts in Gerontology

Volume II Academic Departments Reports

Volume III Basic Institutional Data

NCA Visit Misc. Papers

Report of a Visit (October 18-20, 1982)

North Central Association 1985, 1991 Library

Report of Visit April 31-May 1, 1987

NCA Self-Study on Explorations, the New General Education Program 1991

²⁹ C.S.S. was admitted to the AAUW in 1951. See Scriptorium, XX (April 25, 1951), 1.

³⁰ Written in 1972, between March 9 (p. 5) and March 19 (p. 1).

Includes annual report 1994-95
 Institutional Self-Study Prepared for the North Central Association Commission on Institutions of
 Higher Education [June, 1992, 103 pp., n.p.]
 Report of a Visit October 5-7, 1992
 Team Report on Master of Education degree program via Distance Learning March, 1995
 CSS Values Posters [prepared and posted for NCA Self Study (2001-02):
 Purposes of the College of St. Scholastica
 Diversity Statement
 Mission Statement
 Values from the Benedictine Heritage
 Expansion Folder, NCA 2002:
 The College Of St. Scholastica Self-Study Report (October, 2002) [bound]
 CSS Self-Study Report Appendix (October, 2002) [bound]
 Basic Institutional Data Supplement (October, 2002)
 Self-Study Process (2001-02) [folder] Materials used during process.
 Self-Study Report and Appendix The College of St. Scholastica 2002 "D" Drive
 Version [CD-ROM]
 A Virtual Tour of Off-Campus ADEP [CD-ROM]
 Institutional Data 2001-02 (September, 2002)
 Basic Institutional Data Forms (October, 2002)
 Expansion Folder, Miscellaneous NCA Materials 2000
 Folder:
 HLC Team Recommendations from Oct. 2012 Visit
 Digital Files:
 Data 2002 HLC Self Study Report and Appendix
 Data 2012 HLC Visit Documents
 Data 2017 HLC Assurance
 Data 2023 HLC Visit Documents
14/15 Misc. External Accreditation and Evaluation
 Folders:
 Institutional Planning and Assessment Misc.
 Institutional Profile (1983-84)
 Credits Generated by Department (1975-80, 1992-96)
 Retention, Attrition, and Graduation Rates (1979-96)
 Statistics of Male Students (1968-1993)
 Data on Comparison Institutions (1999?)
 1993-94 Survey Data
 1994-95 Survey Data
 1995-96 Survey Data
 1996-97 Survey Data
 1997-98 Survey Data
 1998-99 Survey Data
 1998-99 Institutional Data
 1999-2000 Survey Data
 1999-2000 Institutional Data
 Bound Material:

External Evaluation of The General Education Competency Program March, 1981

Type of Container	Box Name	% Capacity
Clamshell	14/ Accrediting Bodies Box 2/2	90%

Folder:

UGART (Undergraduate Assessment...) Misc.

Expansion Folders:

UGART Assessment Department Reports and Feedback (2001-02)

UGART Department Assessment Reports (2002-03)

Data Files: Academic Assessment

Folders:

2000 Assessment Plans – 119 digital files

2000-01 Assessment Plans – 29 digital files

Spring 2002 Spring End-of-Year Reports – 113 digital files

Spring 2003 Spring End-of-Year Reports – 46 digital files

Spring 2004 Spring End-of-Year Reports – 34 digital files

Spring 2005 Spring End-of-Year Reports – 9 digital files

July 2009 Surveys and Results by Stamats – 9 digital files

Note: For materials prepared for accreditation by professional bodies, see the departments.

Type of Container	Box Name	% Capacity
Medium Gray Flat Box	Posters from #11 - 21	20%

Accreditation Poster (2012)

15/ Athletic Department

Type of Container	Box Name	% Capacity
Clamshell	15/Athletic Department Box 1/1	90%

Folders:

Saints Athletics Media Guide
Athletic Department Mission Statement, 1995-86 Intramural Program, Reif Reservation
Procedures Revised February, 1993
Athletic Season Results & Student-Athletes Academic Performance (1986-89)
Athletic Banquet
Athletic Club

Type of Container	Box Name	% Capacity
Large Gray Flat Box	10/ Academic Departments 15/ Athletics	80%

Poster of Athletic Department

15/00 Athletics Handbook

Folder:

Athletics Handbook (Revised 2001)

15/01 Personnel Folder

Folder:

Personnel Folder
CSS Athletic Committee

15/05 Publications

Type of Container	Box Name	% Capacity
Clamshell	15/05 Saints Sports Publications Box 1/1	10%

Folder:

Saints Athletics Brochures
Athletic Department Press Releases (1977-78)
Saints Sports News (2006-08)

15/07 Promotions Including Saints Sports Network

Data Files:

Data PDF May 27, 2020 Macalester Football Rejoining MIAC
Data PDF May 28, 2020 MIAC Overhaul Mac back in Football; St. Scholastica Joining
League

Data PDF Feb. 5, 2023 National Girls and Women in Sports Day Poster
Data PDF Oct. 8-14, 2023 Athletics Giving Week

15/10 Women's Intercollegiate Athletics

15/10/01 Basketball

Folder

15/10/02 Soccer

Folder

15/10/03 Tennis

Folder – combined with Men's

15/10/04 Softball

Folder

15/10/05 Volleyball

Folder

15/10/06 Field Hockey

Folder

15/10/07 Hockey

Folder

Digital files:

Data PDF Mar. 2, 2022 NCAA Public Infractions Decision on Hockey

Data PDF Nov. 3-4, 2023 Alumni Hockey Weekend

Type of Container	Box Name	% Capacity
Large Gray Flat Box	10/ Academic Departments 15/ Athletics	80%

Poster of inaugural season of Women's Hockey

15/15 Co-ed

15/15/01 Cross Country

Folder

15/15/02 Track & Field

Folder

15/15/03 Nordic Skiing

Data Files:

Data PDF 2023 Nordic Skiing NCAA National Championships

15/20 Men's Intercollegiate Athletics

15/20/01 Basketball

Folder

15/20/02 Soccer

Folder

15/20/03 Hockey

Folder

Men's Hockey Newspaper Clippings (1973-80)

15/20/04 Tennis

Folder – combined with Women's
15/20/05 Baseball
 Folder
 Baseball Media Guides (1999-)
 NCAA Division III Participant Medals (2008-2011) Baseball Championship

Type of Container	Box Name	% Capacity
Clamshell	15/Athletic Department 15/20/05 Baseball Box 1/1	90%

Type of Container	Box Name	% Capacity
Large Gray Flat Box	10/ Academic Departments 15/ Athletics	80%

Baseball posters (1998-2013)

15/20/06 Football

Folders:
 Football (1988)
 Football

15/40 Intramural Athletics and Phy. Ed.

Folder:
 Club Sports

15/40/01 Misc. Sports

15/40/02 Golf

15/40/03 Cheerleading/Danceline

15/70 Association/Conference Affiliation

Folder:
 CSS MIAC (1975)

15/70/01 NAIA

Bound Material:
 Membership Directory 2000-01

15/70/02 NCAA

Bound Material:
 2000-01 NCAA Division III Manual
 Achieving Gender Equity 2002?

16/ Student Senate

Type of Container	Box Name	% Capacity
Box	16/ Student Senate 17/10 Student Clubs 1932-70 Club Minute Books Club Folders Box 1/1	40%

Folder:

Handbook of the College Association (1939 and 1940)
Constitution of the College Association
Class of 1970 Freshman Year Class Officers Election Ballot and Paper “Pins”
Student Senate Misc. Papers (1980s)
Student Senate Minutes (1992-3)

Digital Files:

Student Senate Minutes

Folders:

2007-08
2008-09
2009-10
2010-11
2011-12
2012-13
2013-14 (only have fall semester 2013)
Data PDF 2010-11 Student Senate Constitution
Data PDF 2012-13 Student Senate Financial Handbook
Data Excel File 2013-14 Student Senate Unbudgeted Request
Data Excel File 2014 Student Senate Budgeted Request Form
Data Excel File n. d. Student Senate Student Reimbursement

17/ Student Organizations

17/10 Student Clubs

Type of Container	Box Name	% Capacity
Box	16/ Student Senate 17/10 Student Clubs 1932-70 Club Minute Books Club Folders Box 1/1	40%

Folders:

Clubs and Organizations Overview
Handbook for Student Organizations (1991-92)
Student Clubs and Organizations
Student Clubs and Organizations Misc. Papers
College Honor Societies – Members
Aanji-Bimaadizivaang
Adopt a Grandparent
Alpha Alpha Alpha (Tri-Alpha First Generation College Students Honor Society)
Alpha Chi
Alpha Delta Theta
Alpha Psi Omega
Alpha Tau Delta
Art Club
Athletic Related Clubs
Auxiliary Organizations
Beta Lambda
Beta Omega
Big Sister Organization
Circle K
College Association
COMrads
Confraternity of Christian Doctrine
English Club
Environmental Club
French Club
Future Teachers of America
Hand-n-Hand
International Relations Club
Kaleidoscope Multicultural Club
Kappa Pi Sigma
Kappa Sigma Sigma
Kappa Zeta
Kappa Zeta Minutes Books (1931-1949)

Lambda Psi Delta
 Math Club
 Medical Professions Association
 Michigan Club
 Monocle Club
 Music Associations
 Ave Maria Choral Club Scrapbook with Pictures (1936)
 Music Club
 Music Educators National Conference
 National Federation of Catholic College Students
 Natural Science Club
 Nodak Club
 Occupational Therapy Club
 Peace and Justice Club
 Phi Alpha Chi
 Phi Alpha Chi Minutes (1952-1970)
 Phi Alpha Chi Style Show and Newspaper Clippings
 Phi Alpha Chi MHEA Papers
 Phi Alpha Chi framed certificate for Home Economics Association
 Phi Sigma
 Pi Gamma Mu
 Playmakers' Guild
 Polar Bear Club
 Press Club
 Political Clubs
 Psychology Association
 Pursuit!
 Religious Organizations
 Saint Agnes Honor Society
 Scriptorium
 Sigma Alpha Mu Tau
 Sigma Mu Rho
 Sigma Tau
 Sigma Tau Upsilon
 Sodality of the Blessed Virgin Mary
 Sodality of the Blessed Virgin Mary Clippings Scrapbook (1951-1961)
 Sinne Mota Club
 Sociology Study Club
 Social Work Club
 Student Council and CAB (Campus Activities Board)
 STUR*D
 Tau Rho Club
 Theology Club
 Tri-Art Society
 VITA (Volunteers Involved Through Actions)
 Women's Athletic Association

Women's Athletic Association Minute Book (1932-1946)

Digital Files:

Susty Saints

Data PDF Apr. 12-25, 2021 Earth Week Schedule

Alpha Alpha Alpha

Data PDF 2020 Tri-Alpha Booklet

Data PDF Nov. 2021 First Generation College Celebration

Data PDF Nov. 2022 Generation Celebration Poster

Type of Container	Box Name	% Capacity
Medium Gray Flat Box	Posters from #11 - 21	20%

Posters for United for Africa event

CSS STUDENT ORGANIZATIONS IN SCRAPBOOKS AND MINUTE BOOKS

- 1) Black Binder, 9" by 11 ½"; lists members of CSS honor societies, 1932-70
- 2) Nine Kappa Zeta Minutes Books of various sizes, 1931-49 with supplement, 1950-70
- 3) WAA [Minutes Book] 32-46, 8" by 11 ½"; red and black with 152 numbered pages.
- 4) Scrapbook, 12 ¼" by 14 ½"; programs and photos (some loose) of the Ave Maria Choral Club (1936-43) and the Skyline Singers (1944-49)
- 5) Scrapbook (red), 11" by 14"; clippings and photos of the Sodality of the BVM, 1951-61
- 6) Scrapbook, 12 ¼" by 12 ¾"; clippings and photos of the International Club, 1960s
- 7) Through the Monocle June 1945 – selection of poems written by Monocle club members

SOURCES: Information on the origin, purposes and activities of student clubs, sororities, etc., comes from the yearbooks (usually under "Organizations"). Unfortunately, CSS did not publish a yearbook from 1974 through 1987. Information for these years can be found in the CSS Student Handbook (SHB), which "is intended to supplement information provided in the CSS Bulletin" [see SHB (1972-73), title page]. The SHB is called "Stepping Stones" starting in 1972-73. Lists of organizations here are not always complete. However, SHB is also a valuable source for other college matters: institutional philosophy, purpose, policies, regulations, etc.

STUDENT ORGANIZATIONS

Name	Date of first listing	Purpose
Greek Letter organizations filed in manila folders:		
Alpha Chi	(1929-30?)	Day Student Organization ³¹
Alpha Delta Theta	(1949)	Medical Technology Students
Alpha Psi Omega	(c1970)	Drama Students
Alpha Tau Delta	(1939)	Nursing Students
Beta Lambda	(c1942)	Great Books Club

³¹ See special section "Transformation of CSS Alpha Chi" below.

Beta Omega	(1927)	State Club: Wisconsin
Delta Epsilon Sigma	(1940)	Academic Honors for Roman Catholic Colleges
Delta Mu Theta	(1973-74)	Church Musicians
Delta Rho	(1930)	The Monocle Club: literary and social for resident students
Kappa Gamma Pi	(1932)	Academic Honors for Roman Catholic Women's Colleges
Kappa Pi Sigma	(1949)	Business Students
Kappa Sigma Sigma	(1984?)	Academic Honors
Kappa Zeta	(1931)	Social and Philanthropic club for resident students
Lambda Iota Tau	(1955)	Academic Honors in Literature
Lambda Psi Delta	(1969)	Social Club for Male Students
Phi Alpha Chi	(1931?)	Home Economics Students
Phi Gamma Mu	(1961)	Academic Honors in Science
Phi Sigma	(1936)	Social and Service Club for Day Students
Pi Gamma Mu	(1961)	Academic Honors in Social Science
Sigma Alpha Mu Tau	(1969?)	Medical Technology Students
Sigma Mu Rho	(1954)	Medical Records Students
Sigma Tau	(1937)	Debate and Oratory Students
Sigma Tau Alpha	(1956)	?
Sigma Tau Upsilon	(1970?)	Social Club for Male Students
Tau Rho	(1941)	Social Club for Iron Range Students

Non-Greek Letter Organizations filed in manila folders:

Aanji-Bimadiziyaang	(c1987)	Native American Students
Adopt a Grand Parent	(c1985)	Visit Residents in Benedictine Health Center
Art Club	(1952-53)	Decorate for formal affairs
Athletic Related Clubs (3)		Cheerleaders, Danceline, Pep Band (QV) ³²
Auxiliary Organizations (11)		To assist in recruitment, alumni affairs, etc. (QV)
Big Sister Organization	(c1934)	Help freshmen to adjust to college life
Circle K	(c1975)	Campus Kiwanis (Service) Club
College Association	(1924)	Early form of Student Council
COMrads	(1991-92)	Communications Students
English Club	(1948-49)	For English Language Majors
Environmental Club	(1993-94)	General Ecological Issues
Exercise Science Club	(c199?)	Exercise Science Majors
French Club	(1930-31)	For French Language Majors (QV)
Future Teachers of America	(1952)	Education Majors (QV)
Hand-N-Hand	(1996-97)	?
International Relations Club	(1937-38)	For Interested Students
Math Club	(1991-92)	For Mathematics Majors
Medical Professions Association (1990-91)		For Med Rec, Med Tech, Nursing Students

³² "QV" means "take a look:" some of these clubs have passed through various stages and used different names.

Michigan Club	(1931)	State Club for Michigan Students
Music Club	(1948-49)	For Students Interested in Music (QV)
Music Educators' National Conference	(1963-64?)	Music Education Majors
Natural Science Club	(1994-95)	
Nodak Club	(1932)	State Club for North Dakota Students
Occupational Therapy Club	(1994-95)	For Occupational Therapy Majors
Peace and Justice Club	(1991-92)	
Playmakers Guild	(1923?)	For Students Interested in Drama
Polar Bear Club	(1991-92)	Outdoor Winter Activities Club
Press Club	(1931)	For Journalism and English Majors
Political Clubs		(QV)
Psychology Association	(1990)	PASS, for Psychology Majors
Pursuit!	(1993-94?)	Outdoor Education
Religious Organizations		(QV)
St. Agnes Honor Society	(1930)	Academic Honors and Good Character
<u>Scriptorium</u>	(1932)	For Journalism Majors, published bi-monthly
Sinne Mota Club	(1942)	State Club for Minnesota Students
Sociology Study Club	(1933)	For Sociology Majors
Social Work Club	(1986-87?)	For Social Work Majors
Student Council	(1938)	Cooperate with administration and faculty
STUR*D	(1989?)	Clarify and Apply Values for Good Living
Theology Club	(1992-93)	For Religious Studies Majors
Tri Art Society	(1931)	Social and Fine Arts for Day Students
VITA	(1989)	Volunteers Involved Through Actions: Social Action
Women's Athletic Association	(1932)	Promote Sports, Coordinate Athletic Events

Non-Greek Letter Organizations listed in SHB but not filed in manila folders:

(1971-72):	English Forum
	Ski Club
(1972-73):	Black Student Association
	Indian Student Association
	Recycle Center
(1973-74):	SUDS
(1976-77):	Convocations Committee
	CSS Film Society
(1977-78):	Student Orientation Staff (SOS)
(1978-79)	OREO
	Administrative Management Society
	CSS Travel Program
	A.L.I. V.E.
	Chemistry Club
	Daisy Hill Theatre
	Literary Society
(1979-80)	Physical Therapy Club

	Student Dietetics Association
(1980-81)	Scholastica Indian Student Association (SISA)
(1981-82)	CSS Clown Club
(1986-87)	CSS Journal (TV)
	Downhill Ski Club
	Elements of Science
	ENCORE!
	Management Club
	Music Club
	Spanish Club
	Student Home Economics Association (see Phi Alpha Chi)
	Student Peace Network
	Student Senate
(1992-93)	Campus Cheering Association
(listed but not pictured in 1996-97 Yearbook):	
	Awener
	Downhill Ski Club
	Physical Therapy Club
	Science Journal Club
	Student Nursing Association

THE DECLINE OF CSS GREEK LETTER ORGANIZATIONS

- 1) During the 1960s, Greek Letter Societies (GLS) lost prestige among students because:
 - a) campus activism and political involvement
 - b) student search for alternative ways of living
 - c) evidence of racial discrimination among some GLS
 - d) great increase in the number of commuting students

between 1965-72, GLS lost 20% of members
GLS began a comeback in the 1980s.

[See Laurence Vesey, "Fraternities and sororities," Academic American Encyclopedia, VIII, 288.]
- 2) Meanwhile, at CSS, the GLS were sororities; the college enrolled males from 1969 on.
- 3) The CSS SHB lists:
 - (1972-73) lists 24 student organizations of which 10 are GLS
 - (1976-77) lists 16 student organizations of which 3 are GLS
 - (1979-80) lists 27 student organizations of which 1 is GLS: Alpha Chi

THE TRANSFORMATION OF CSS ALPHA CHI

The Alpha Chi Sorority began c1930 as a social club for non-resident students. It is listed in CSS Yearbooks until the 1961-62 academic year. The 1962-63 yearbook does not list an Alpha Chi under "Organizations," but shows pictures of "Day Hops" under "Activities." No mention of "Day Hops" appears in subsequent yearbooks. Then, in the 1969-70 yearbook, Alpha Chi returns as an Honor Society. Alpha Chi continues as an honor society, making its last appearance in the SHB (1981-82). Correspondence in the Alpha Chi folder shows that in 1983, CSS withdrew from that national honor society in favor of a local, Kappa Sigma Sigma. It is listed in the "Student Organization Directory" for 1984-85, n.p. (in "Campus Clubs and Organization Overview")

folder).

17/20 Student Publications

Type of Container	Box Name	% Capacity
Medium Gray Flat Box	Posters from #11 - 21	20%

Saints' Source (2009)

17/20/10 Principally News Publications

Folder

Information on news publications

17/20/10/00 Institute Echoes [1903]

17/20/10/0.5 The College Weekly [1927-2]

Both in Villa 17/20/20/07 box 1/3

17/20/10/0.7 The Scoop Sheet [1961] - Two issues 10/25/61 & 11/20/61

In Principally Literary Publications 17/20/20 box 1/1

17/20/10/01 Scriptorium [Vol.1 (1932) to Vol. 33 (1964)]

Type of Container	Box Name	% Capacity
Flat Box	17/20/10/01 <u>Scriptorium</u> [Vol.1 (1932) to Vol. 38 (1969)] 1932-1945 Box 1/2	100%
Flat Box	17/20/10/01 <u>Scriptorium</u> [Vol.1 (1932) to Vol. 38 (1969)] 1945-1969 Box 2/2	100%

Data Files:

Data Students Newspapers 1932-present

Data DVD 1932-1985 Disc 1 and 2 jpf, pdf, and text files

Data DVD 1932-2001 Disc 1 and 2 pdf files

PURPOSE

“Official publication of the College of St. Scholastica. Issued every second and fourth Wednesday of the month by the members of the Journalism Department.

Subscription: \$1.25. Single copies. 10

Sister Mary Digna [Birmingham], Faculty Advisor” (Vol. 1, p. 2.)

Sister Digna served as advisor for twenty-seven years. In 1959, a nine member staff replaced the journalism class in editing the Scriptorium, with James Hagle as advisor

from 1959 to 1962 [see XXIX (October 14, 1959), 3 and XXXI (May 16, 1962), 1]. Subsequent advisors were Mary Motherway [see XXXII (November 21, 1962), 2 and XXXII (December 19, 1962), 2] and Rex Hudson [see XXXIII (October 24, 1963), 2 to end of file]. Scriptorium was awarded “All Catholic” rating from the Catholic School Press Association for twenty-three years; in 1955 it merited a “Newspaper of Distinction” rating. [see XXV (October 26, 1955), 1].

OMISSIONS AND CORRECTIONS

The holdings contain thirty-three volumes, dating from 1932 to 1969. Vols XXIX to XXXVIII are incomplete, contain incomplete issues, issues bound out of order, and mutilated pages. Scriptorium was typically four pages in length; issues around Christmas, Feasts of Mary, and St. Patrick's Day usually appeared in red, blue or green ink. Volumes 1-5 are bound; the pages measure 10 3/8” by 13 6/8”. Pages of subsequent volumes measure 12” by 6” and are bound as Volumes 5-14 (1936-45), 15-24 (1945-55), and 25-33 (1955-63 [sic])

Volume and Years	Condition	Number of Issues (“ends at...”)
I(1932)	intact	11
II (1932-33)	intact	16
III (1933-34)	intact	15
IV (1934-35)	intact	15
V (1935-36)	#6,7, 12 missing	ends with (12/11/35) continues in larger format with Issue #8; ends at #14
VI (1936-37)	duplicates of V, #3 #,4, #5 bound out of sequence following V (May 24, 1936), #14	
VI (1936-37)	Binding has eliminated issue numbers; some issues are bound out of sequence	
VII (1937-38)	#1,2,4, 7-12 missing	13
VIII (1938-39)	#2,6,8 missing	11
IX (1939-40)	# 1-3,5,7 missing	12
X (1940-41)	#11 missing	13
XI (1941-42)	# 10 missing; #9 bound out of sequence; ends at #11	
XII (1942-43)	# 1 missing	12
XIII (1943-44)	intact	12
XIV (1944-45)	#10 missing; 2&3 show no date; ends at #12	
XV (1945-46)	#9,10 missing	12
XVI (1946-47)	#4,5 missing; ends at # 12	
XVII (1947-48)	#6 missing; #2 bound out of sequence; ends at #7	
XVIII (1948-49)	#7 missing; #6 is repeated on two issues; ends at #12	
XIX (1949-50)	intact	11
XX (1950-51)	intact	11
XXI (1951-52)	intact	11
XXII (1952-53)	#2 missing	10
XXIII (1953-54)	#1 missing	9
XXIV (1954-55)	intact	9

XXV (1955-56)	intact	9
XXVI (1956-57)	intact	10
XXVII (1957-58)	intact	7
XXVIII (1958-59)	#2 missing	4
XXIX (1959-60)	1st 2 pp of #5 missing; ends at #9	
XXX (1960-61)	intact	3
XXXI (1961-62)	#7 missing; others bound out of sequence; ends at 8	
XXXII (1962-63)	# 1 missing	3
XXXIII (1963-64)	intact	8
XXXIV (1964-65)	#1 missing	8
XXXV (1965-66)	Have #1, 2, 3	7?
XXXVI (1966-67)	Missing #5, 6	8
	8 ½ x 11" paper	
XXXVII (1967-68)		7
	#1 and #7 on 8 ½ x 11" paper	
XXXVIII (1968-69)	8 ½ x 11" paper	9

Four remaining years are missing: the first editor of the CSS Daily was Mary Matchefs "who served on the staff of Scriptorium last year" [see CSS Daily, October 1, 1969, p.1].

17/20/10/02 CSS Daily [1969-1992]

Type of Container	Box Name	% Capacity
Box	17/20/10/02 <u>CSS Daily</u> [1969-1992] 1969-78 Box 1/2	100%
Box	17/20/10/02 <u>CSS Daily</u> [1969-1992] 1979-1992 Box 2/2	100%

The Daily began on October 1, 1969. It was intended "to serve everyone" as "the official Scholastica publication...fully sanctioned by our Student Council and Administration." It "does replace the Scriptorium" and would "air issues...as well as carry the routine announcements." It was printed every weekday. At times it is named Daily Notices, (September 11, 1979 to May 16, 1983) and simply Daily (September 9, 1983 to April 8, 1992). Under this name it became "a publication of the Cable." From this time on it appeared to carry only "Official School Announcements." The files are not complete, but still offer abundant information on Scholastica going on and opinion.

Box 1

Folder 1	10/1/1969 to 6/3/1970	
Folder 2	9/28/1970 to 7/28/71	
Folder 3	9/27/71 to 6/6/1972	Volume 4
Folder 4	9/25/1972 to 6/1/1973	Volume 7-9
Folder 5	9/27/1973 to 6/3/1974	Volume 10-12

Folder 6	9/23/1974 to 5/30/1975	Volume 13-15
Folder 7	9/22/1975 to 6/4/1976	Volume 15 (dup.)-16
	9/6/1978 to 9/19/1978	Volume 21
Box 2		
Folder 1	9/11/1979 to 5/19/80	
Folder 2	9/17/1980 to 5/20/1980	
Folder 3	9/21/1981 to 5/19/1982	
Folder 4	9/8/1982 to 5/16/1983	
Folder 5	9/9/1983 to 5/11/1984	
Folder 6	9/10/1984 to 5/6/1985	
Folder 7	9/25/1985 to 5/18/1988	
Folder 8	9/12/1988 to 4/8/1992	

17/20/10/03 C.S.S. Cable [Vol. 20 (July, 1977 to April 13, 2018)]

Type of Container	Box Name	% Capacity
Flat Box	17/20/10/03 <u>C.S.S. Cable</u> [Vol. 20 July, 1977 to present] Volumes: 18-27 School Years: 1977-1984 Box 1/7	100%
Flat Box	17/20/10/03 <u>C.S.S. Cable</u> [Vol. 20 July, 1977 to present] Volumes: 28-33 School Years: 1984-1990 Box 2/7	100%
Flat Box	17/20/10/03 <u>C.S.S. Cable</u> [Vol. 20 July, 1977 to present] Volumes: 34-40 School Years: 1990-1996 Box 3/7	100%
Flat Box	17/20/10/03 <u>C.S.S. Cable</u> [Vol. 20 July, 1977 to present] Volumes: 41-48 School Years: 1996-2002 Box 4/7	100%
Flat Box	17/20/10/03 <u>C.S.S. Cable</u> [Vol. 20 July, 1977 to present] Volumes: 49-54 School Years: 2002- 2007 Box 5/7	100%
Big Flat Box	17/20/10/03 <u>C.S.S. Cable</u> [Vol. 20 July, 1977 to present] Volumes 55 - 59 School Years 2007 – 2012 Box 6/7	10%
Big Flat Box	17/20/10/03 <u>C.S.S. Cable</u> [Vol. 20 July, 1977 to present] Volumes 61 - School Years 2012 – Box 7/7	10%

Digital Files:

DVD 1932-85 Disc 1 and 2 jpf files newest compression,
Photoshop files, extension in capabilities
Data Students Newspapers 1932-present
Data DVD 1932-1985 Disc 1 and 2 jpf, pdf, and text files
Data DVD 1986-1999 Disc 1 and 2 jpf files
Data DVD 1932-2001 Disc 1 and 2 pdf files
Data DVD 2001-2008 Disc 1 and 2 jpf files
Data DVD 2001-2008 Disc 1 and 2 pdf and text files
Data DVD 2008-2009 Disc 1 and 2 jpf and pdf files
Data Jump Drive 2009-2010 jpg and pdf files
Data DVD 2010-2011 Disc 1 and 2 jpf and pdf files
Data DVD 2011-2012 Disc 1 and 2 jpf and pdf files
Data DVD 2012-2013 Disc 1 and 2 jpf and pdf files
Data DVD 2013-2014 Disc 1 and 2 jpf and pdf files
Data Jump Drive 2014-2015 jpg and pdf files
Data Jump Drive 2015-2016 jpg and pdf files – 186 files from Cable Staff
Data Files 2016-2017 pdf files – 160 files from Cable Staff

OVERVIEW

The files begin in 1976 with Volume XVIII. The C.S.S. Cable is the “official student newspaper.” Volumes XVIII and XIX for the 1976-1977 school year are published every Tuesday and Friday. Starting with Volume XX for the 1977-78 school year it is published every Wednesday except during vacations and examination weeks. Volume XXI identifies it as the “official campus newspaper” and it is published every Friday, except during vacations and examination weeks.

The series sometimes skips numbers in the sequence or repeats the same number as much as three times. For most years the files are complete. For Volumes XVIII and XIX the usual length of the paper was 6 to 10 pages on 8 ½” by 11” paper. Starting with Volume XX, the usual length of the paper was eight to twelve pages per issue; the pages measured 16” by 11 ½”.

Volumes XXVII through XXIX presented a paper of twelve pages titled simply CABLE. The new format featured a different campus program with each issue. For these volumes the page size was reduced to 14” by 11 ½”.

The editor bore the title, “Editor in Chief” for Volumes XVIII into XXVI. There after the title was “Managing Editor” until Volume XXXII, when it reverted back to “Editor in Chief.”

<u>Volume/Years</u>	<u>Editor</u>	<u>Editorial Advisor</u>
18-19 (1976-77) (Volume 18 Issue 32)	Adele Englund	Sr. Judine Mayerle

J. Lance Cavanaugh

Lots of numbers and dates missing and/or skipped, have copies (some duplicates) of Volume 18 Numbers 32-49 (2/15-3/11) and Volume 19 Numbers 1-47 (3/28-6/3)

- 20 (1977-78) J. Lance Cavanaugh Sr. Mary Daniel O'Neill, O.S.B.
(Editor in Chief)
Complete
Two Number 2's; no Number 6 [no gap in date]; two Number 17's; no
Number 19 [no gap in date]
- 21 (1978-79) J. Lance Cavanaugh Sr. Mary Daniel O'Neill, O.S.B.
Complete
Two Number 2's; no Number 6 [no gap in date]; two Number 17's; no
Number 19 [no gap in date]
- 22 (1979-80) Terri Vos Sr. Mary Daniel O'Neill, O.S.B.
(through issue #15)
Kay Miilu (through issue #21)
Complete
Two Number 18's
- 23 (1980-81) Pat Schiltz Sr. Mary Daniel O'Neill, O.S.B.
Complete
12/12 issue unnumbered [should be 9]; 2/13 issue unnumbered [should
be 15]; two Number 16's
- 24 this volume is "missing;" the 1981-82 edition is listed as Vol. 25
- 25 (1981-82) Colleen Sanford Sr. Mary Daniel O'Neill, O.S.B.
Complete
10/9 issue not numbered [Number 2]; Two Number 10's; no Number 11
[make up for duplicate 10]; 2/12 issue not numbered [Number 14]
- 26 (1982-83) Colleen Sanford Margaret Jensen
(through issue #12)
John Eue (# 13 thru 19) (Managing Editor)
Complete
- 27 (1983-84) John Eue Margaret Jensen
Complete
Two Number 10's; No Number 17 [gap in date from 2/17 to 3/16]
- 28 (1984-85) Mike Marhotz Margaret Jensen
Complete
- 29 (1985-86) Kamala Smith Margaret Jensen
Anita Adams Nancy Fitzgerald
(for issue #22) (for issue #22)
Complete
Three Number 14's
- 30 (1986-87) Anita Adams Nancy Fitzgerald
Ellen M. Perrault (for issue #25)
Complete
- 31 (1987-88) Ellen M. Perrault Nancy Fitzgerald
Dana Topousis (starting at issue #17)
Complete
Summer 1987 issue published on 8/7 with no Volume or Number; 4/8
issue not numbered [Number 20]

32 (1988-89)	Dana Topousis (now Editor -in-Chief)	Ed Smith
Complete Summer Issue published on 8/19 with no Volume or Number		
33 (1989-90)	Dana Topousis	Ed Smith
Complete		
34 -35 (1990-91)	Michael Vanderscheurien	Ed Smith
Complete First issue on 8/8 not numbered; next issue is numbered 1; two Number 6's and 24's; no Numbers for 7 [make up for duplicate 6], 26 [no gap in date]; Volume switches to 35 on Number 24 issue		
36 (1991-92)	Michael Vanderscheurien	Ed Smith
Allison Perry (starting as issue #3)		
Complete Unnumbered issue only dated as Nov 1991 between Number 8 on 11/8 and Number 9 on 12/13		
37 (1992-93)	Allison Perry	Ed Smith
Complete		
38 (1993-94)	Allison Perry	Ed Smith
Complete Two Number 13's; no Number 14 [make up for duplicate 13]; Voter's Guide [file folder it was in gives date as April/May 1994]		
39 (1994-95)	Jessica McDonald	Ed Smith
Complete Two Number 5's; no Number 6 [make up for duplicate 5]; two Number 22's		
40 (1995-96)	Jessica McDonald	Ed Smith
Complete Two Number 18's; four issues of the <u>Fable</u> in April and May numbered Volume 1, Number 1 through Volume 1, Number 4		
41-43 (1996-97)	Melissa Williams	Ed Smith
Shawnda F. Schelinder (starting at issue #18)		
Complete 9/13 is Volume 41, Number 1 9/20 is Volume 42 with no Number 9/27 is Volume 43, Number 3 10/4 is Volume 43, Number 4 10/18 is Volume 44, Number 5 10/25 is Volume 43, Number 6 Volume 43 continues for the rest of the year Two Number 18's and 23's; no Number 24 [make up for duplicate 23]		
44 (1997-98)	Shawnda F. Schelinder	Ed Smith
Complete		
45 (1998-99)	Nicole Miller	Ed Smith
Missing Number 9		
46 (1999-2000)	Joe Wicklund	Ed Smith

- Complete
Last issue of the year is Fable Volume 69, Number 69
- 47 (2000-01) Elissa Grossell Ed Smith
Complete
Last issue of the year is Fable Volume 0, Number 11
- 48 (2001-02) Carrie Taylor Ed Smith
Complete
Last issue of the year is Fable Volume a2, Number q
- 49-50 (2002-03) Sara J. Milliken Ed Smith
First issue is incorrectly numbered 4; Number 5 also has the date of Oct. 18; Missing issue 6; Nov. 8 issue is Number 7; Nov. 15 issue also is Number 7; No number 8 [make up for duplicate 7]; Dec. 16 is a Fable issue and is Volume 50 Number 9; January 31 is Number 10; Missing issues numbers 16, 17, and 18 in March; May 2, 2003 issue is Fable Volume 50 Number 420
- 51 (2003-04) Emily Dobbs Ed Smith
Complete
Two Number 12's and 18's; No Number 19 or 20 [no gap in date]
Last issue of the year is Fable April 23, 2004
- 52 (2004-05) Jennie Backus Ed Smith
Complete
Last issue of the year is Fable Volume XXX Number 801,554
- 53 (2005-06) Sandra Riggs Ed Smith
Complete
Last issue of the year is Fable May 5, 2006
- 54 (2006-07) Sandra Riggs Ed Smith
Complete
Last issue of the year is Fable May 4, 2007
- 55 (2007-08) Aaron T. Rose Ed Smith
Complete
Last issue of the year is Fable May 2, 2006
- 56 (2008-09) Kirby Montgomery Joe Wicklund
Ben Borchert (co)
Complete
Last issue of the year is Fable May 1, 2009
- 57 (2009-10) Molly Bonner Joe Wicklund
Joe Hansen
Ruth Rutford
Complete
Two number 7's; no number 9 [make up for duplicate 7]; two number 12's; no number 13 [make up for duplicate 12]; three number 16's; last issue of the year is Fable May 7, 2010
- 58 (2010-2011) Joe Hansen Joe Wicklund
Complete
Last issues of the year is Fable May 6, 2011
- 59 (2011-2012) Fatima Alwan Joe Wicklund

Complete

Issues 1 to 4 have no dates; two number 4's; no number 5 [make up for duplicate 4]; Issue 7 and 8 have same date – Nov. 4, 2011, issue 8 should be Nov. 11; two number 8's; no number 10 or 11 or any issue from Dec. 2 to Jan. 27; two number 13's; no Fable

No volume 60

61 (2012-2013) Fatima Alwan Joe Wicklund

Complete

Two number 7's; the first should be issue 6; issue 14 does not have the volume, issue or date listed as cover is just an image of the Cable's Wikipedia page; last issue of the year is Fable issue 19, May 3, 2013

No volume given (2013-14) No editor or advisor given

Complete

Last issue of the year is Fable May 2, 2014

No volume given (2014-2015) No editor or advisor given

Complete

No volume given (2015-2016) Jimmy Lovrien Ed Smith

Complete

No volume given (2016-2017) Jimmy Lovrien Ed Smith

Complete

No volume given (2017-Apr. 2018) Abigail Blonigen Ed Smith

17/20/10/04 The Script [April 27, 2018 to present]

No volume given (2018) May 4 was the last *Fable*, the last issue of the year.

Abigail Blonigen Tom Morgan (Interim Advisor)

No volume given (2018-2019) Last issue of the year on May 3 *Unscripted*.

Heidi Voigt Ed Smith

No volume given (2019-2020) some issued only published online especially once quarantine came due to the pandemic.

Heidi Voigt Melissa Goodson

No volume given (2020-2021) all issues only published online except for *Unscripted*, the last issue of the year published on May 10, 2021.

Heidi Voigt Melissa Goodson

No volume given (2021-2022) Issues published in print

Ashley Etter Rob Larson

17/20/20 Principally Literary Publications - "Official" Publications (sponsored by the College as such)

17/20/20/01 Villa Sancta Scholastica Quarterly [Vol. 10 (June, 1910) to Vol. 27 (June, 1927)]

Type of Container	Box Name	% Capacity
Box	17/20/20/01 <u>Villa Sancta Scholastica Quarterly</u> [Vol. 10 (June, 1910) to Vol. 27	100%

	(June, 1927)] Box 1/1	
--	--	--

Data Files:

Data Jump Drive Villa Sancta Scholastica 1910-1927

PURPOSE

"...published every three months by the pupils of Villa Sancta Scholastica under the Supervision of the Sisters of St. Benedict. "The aim of this magazine is to cultivate a higher literary spirit among the students. It serves also as a bond between the Alumnae and their Alma Mater, chronicling the success of the former and telling briefly the happenings at the Villa \$1.00 per year, 20 cents per copy" [see X (June, 1910), 37].

"\$1.00 per year, 25 cents per copy" [see XI (October, 1911), 3

"...a literary magazine published by the students of the College of St. Scholastica to cultivate a good literary style...serves as a bond between students, past and present, and between past students and their Alma Mater" [see XIV (September, 1914), 20].

"\$1.25 per year, 25 cents per copy" [see XX (December, 1923), 205].

OMISSIONS AND CORRECTIONS

Volume and Years	Condition
Vols I-IX	missing
X (1910)	issues #1,2,3 missing
XI (1910-11)	intact
XII (1911-12)	intact
XIII (1912-13)	intact, except: #1, pp 31-32 missing; #4, p 31 missing
XIV (1913-14)	intact
XV (1914-16)	issues #1 and 7 missing
XVI (1916-18)	issue #2 pp 51-56 missing; and incorrectly listed as XVII
XVII (1918-19)	pages skip from 101 in issue #3 to 260 in issue #4
XVIII (1919-20)	intact
XIX (1920-22)	issues #13 and 14 should be listed as #3 and #4
XX (1922-24)	intact
XXI (1924-26)	intact
XXII (1926-27)	issue #3 follows issue #4

SIGNIFICANT CONTENTS

1) Courses of Studies Described:

X (June, 1910), 64-73.

XII (December, 1911), 41-40 ("Collegiate Freshman and Sophomore Year") See also "Advertisement," (loc. cit., p. 69).

XIII (June, 1913), 36-44 ("College Courses- Junior and Senior Year")

XIV (September, 1914), includes both College and High School "Chronicle"

XV (June, 1915), 122-36 ("The College")

2) Photographs of Historical Value (on or opposite page...)³³

³³ Many of these photographs are repeated in different issues with different titles, or none at all. The VSSQ also
The College of St. Scholastica Archives 1/31/2024
Paper and Data Collection

Vol. X, #4	Bishop James McGolrick	p. 3
	Bishop Timothy Corbett	p. 5
	Student's (sic) Library	p. 15
	Chapel	p. 23
	Recreation Hall	p. 28
	outdoor scene	p. 35
	May Procession	p. 43
	Reception Room	p. 52
	outdoor activities	p. 60
	Villa Sancta Scholastica	p. 62
	Corner in Art Studio	p. 69
Vol. XI, #5	Hildebrand de Hemptinne, O.S.B.	p. 17
	(see Vol. 13, No. 4 below)*	
	Archbishop John Ireland	p. 34
Vol. XI, #6	Mrs. A. M. Kerst	p. 47
	Winter Sports	p. 61
	Students out of doors	p. 64
Vol. XI, #7	Maypole Dance	p. 44
	Students out of doors	p. 48
Vol. XI, #8	Mother Scholastica	p. 3
	Gethsemane	p. 16
	Main Corridor	p. 53
	Mother House and Academy	p. 58
Vol. XII, #2	St. Mary's Hospital	p. 32
Vol. XII, #3	The Villa	p. 54
Vol. XII, #4	Bishop McGolrick	frontispiece
Vol. XIII, #2	Rev. Dr. L. L. Conrardi, M.P.	p. 16
	[see article and letter, pp 23-26]	
Vol. XIII, #3	Bishop McGolrick	frontispiece
	Abbott Peter Engel, O.S.B.	p. 32
*Vol. XIII, #4	Abbott Primate	p. 17
	[his death, pp. 17-18]	
	Bishop J. M. Koudelka	p. 30
Vol. XIV, #3	Bishop McGolrick	frontispiece
Vol. XIV #4	Pope Pius X	frontispiece
Vol. XV, #3	Bishop McGolrick	frontispiece
Vol. XV, #4	The Villa	p. 186
	[last time with one tower]	
	Gethsemane	p. 192
Vol. XV, #5	The Villa (in color)	p. 205
Vol. XV, #6	St. Mary's Hospital	p. 296
Vol. XV, #8	Rev. Chaplain's Study	p. 400
Vol. XVI, #3	Among the Pines	p. 105
	Assembly Hall (High School)	p. 114

printed pious lithographs depicting Christ, Mary, and St. Benedict. The present list cites only photographs of the campus and its people.

	Study	p. 124
	Music Room	p. 126
	Art Room (Corner)	p. 134
	Student's (sic) Library	p. 136
	Private Room	p. 136
Vol. XVI, #4	On the Campus	frontispiece
Vol. XVI, #6	Bishop McGolrick	frontispiece
Vol. VII, #2	Bishop McNicholas	p. 34
Vol. VII, #4	Pine Trees	frontispiece
Vol. XVIII, #5	A College Corridor	p. 318
Vol. XVIII, #7	Senior Study Hall	p. 382
Vol. XVIII, #8	Gethsemane	p. 400
	Immaculata Shrine	p. 410
Vol. XIX, #1	Students in Snow	p. 5
	Campus and Students	p. 12
	Campus and Students	p. 21
	Campus and Students	p. 28
Vol. XIX, #2	No Title (Gethsemane)	p. 54
	Immaculata Shrine	p. 56
Vol. XIX, #3	John T. McNicholas	frontispiece
Vol. XIX, #4	Gym (architect drawing)	p. 128
	Nurses' Home	p. 142
	Nurses' Home Recreation Hall	p. 148
Vol. XIX, #5	Team Photos	p. 180
	Students	p. 186
	Class Pictures	p. 190
	Student Pictures	p. 194
	Dance Photo	p. 198
	Infant Photos	p. 206 and 216
	[children of alumnae]	
Vol. XIX, #6	Field and Benches	p. 240
	Campus from the West	p. 250
Vol. XIX, #8	Villa Pines	frontispiece
Vol. XIX, #9	Abbott Alcuin Deutsch, OSB	frontispiece
	Immaculata Shrine	p. 358
Vol. XX, #1	South-east Entrance	frontispiece
	St. Mary's New Unit	p. 26
Vol. XX, #3	This issue features pictures of Duluth	
Vol. XX, #4	Campus pictures	p. 118
	Students on campus	p. 120
	Students on campus	p. 126
	Chapel	p. 131
	Students on campus	p. 134
	Gethsemane	p. 137
	Students on campus	p. 140
Vol. XX, #5	In God's Acre (Gethsemane)	frontispiece

Vol. XX, #7	Mona McCullough [story, pp. 219-23]	frontispiece
Vol. XX, #8	Student Pictures	p. 274
	Student Pictures	p. 288
	VSSQ Staff	p. 289
	Villa Views	p. 279
	Student Pictures	p. 309

3) Comments on VSSQ from other Catholic Colleges: XVII, # 1, pp. 22-24; XIX, # 6, pp. 251-53.

Type of Container	Box Name	% Capacity
Box	17/20/20 Principally Literary Publications both Official and Unofficial Including: Inscape – 3 Volumes Perceptions Avanti The CSS – underground newspaper SUB Resurgence A Lake Superior Journal Synthesis Fish Stories Out of Words Freshwater Review Box 1/1	50%

17/20/20/02 Inscape [Vol. 1 (1955) to Vol. 16 (1971)]

THE DATE OF ORIGIN for this publication is uncertain. In the spring of 1955, the intention to publish an “as yet unnamed” literary magazine was announced [Scriptorium, XXIV (May 25, 1955), 1]. Towers for the academic year 1955-56 identifies the “literary quarterly,” as Inscape (p. 85) and the faculty advisor as Warren G. Coffey, professor of English (pp. 11 and 85). Towers for 1956-57 indicates that Inscape “began last year” (p. 79). Yet both Volume I, # 1 and Volume II, # 1 carry the date, “Winter, 1956.” It is possible that Inscape I (Winter, 1956), #1 was ready for publication during the early weeks of the second semester of the 1955-56 academic year; i.e., in January-February, 1956; and that Inscape II (Winter, 1956), # 1 was published at the end of the first semester of the 1956-57 academic year; i.e, November-December. An anomaly: although described as a “quarterly,” Inscape regularly appeared twice a year.

THE NAME for the periodical comes from a term that the Jesuit poet, Gerard Manley Hopkins, coined for “the very soul of art.” He explained that “in nature outward beauty is the proof of inward beauty, outward good of inward good.” In other words, the designs and patterns in nature are the visible manifestations of the invisible “inscape.”

[See I (Winter, 1956), 4]. The concept is also sometimes expressed as “inner landscapes,” and can find exemplification in urban as well as natural settings [See XII (Winter, 1966), 4]. The editors saw Inscape as carrying on the literary tradition of Institute Echoes (1902) which became the Villa Sancta Scholastica Quarterly in 1910 (to 1929?), which was replaced by Scriptorium in 1932 [See I (Winter, 1956), 12].

THE INSCAPE COLLECTION comprises three large cloth-bound volumes [dark blue, 6 ½” by 9 ½”]:

Volumes 1 to 6 (Winter, 1955, to Spring, 1961)

[Volume 2 (Winter, 1956) is missing]

Volumes 7 to 12 (Winter, 1961, to Spring, 1967)

Volumes 13-16 (Winter, 1967, to Spring, 1971)

[Volume 14 (Spring, 1969) is missing]

Inscape averaged about 40 pages per volume, ranging from 30 pp. the first volume to 52 pp. in 14 (Winter, 1968).

With III (Winter, 1957), #1, the publication began to receive ratings: “First Honors” from the Catholic School Press Association, and “First Class” from the Collegiate Press Association. Over the years, these varied between “All Catholic,” “Publication of Distinction” and “First Honors” from the CSPA, and between “First Class,” “First Honors” and “All American Honors” from the CPA.

Volume XVI (1970-71) received no ratings. The Student Hand Book for that same academic year noted that Inscape was “an award winning literary magazine” (p. 41). It was the only time the SHB had done so.

Faculty advisors were first listed in XIV (Winter, 1968), Sr. Sarah Smedman followed by John Schifsky, XV (Winter, 1969) to the end of the collection.

17/20/20/03 Resurgence [Vol. 1 (1977) to Vol. 2 (1980)]

“A magazine forum for Literary Creations” [5 ¾” by 8 ½”]

I (Winter, 1978), #1 [typescript], n.p. [20 pp.]

II (Spring, 1980), #1, [72 pp.]

Begun in the spring of 1977 by the students and faculty of the Humanities Division, described as “Another attempt to revitalize the arts at this campus.” Dr. John Alexander was faculty advisor.

“This will be the first journal published in seven years— a revitalization of the literary magazine (hence, the title “Resurgence”). It is also a “resurgence” of energy and interest in the magazine and the humanities. Original poetry, short stories, critical essays, prose, and critical reviews will be the core of the material included in “Resurgence.” This material will come from submissions by the CSS community, students, faculty, and administrators. One unique feature of the Journal's first publication will be a special section dedicated to alumni.” (*Cable*, Nov. 9, 1977)

Sold for 75 cents in 1978, \$1 in 1980.

17/20/20/04 Out of Words: the CSS Literary and Artistic Journal [Vol. 1 (1997) to Vol. 12 (2007-2008)]

I (Spring, 1997), n.p. [104 pp.]

II (Spring, 1998), [91 pp.]
 III (Spring, 1999), [75 pp.]
 IV (Spring, 2000), [138 pp.]
 V (Spring, 2001), [138 pp.]
 VI (Spring, 2002), [122 pp.]
 VIII (Spring, 2003-04), [151 pp.]
 IX (Spring, 2004-05)
 X (Spring, 2005-06), [142 pp.]
 XI (Spring, 2006-07), [78 pp.]
 XII (Spring, 2007-08),

Type of Container	Box Name	% Capacity
Medium Gray Flat Box	Posters from #11 - 21	20%

Poster promoting Out of Words

17/20/20/05 Freshwater Review: The Artistic and Literary Journal of the College of St. Scholastica [Vol. 13 (2008-2009 to ...)]

“The literary journal is now accepting poetry, prose, and visual art for its annual publication. Submissions must be received by Thursday, Feb. 25th. Also worth noting, a \$100 prize will be awarded to the winner of each category.” (*Cable*, Feb. 19, 2010)

In the upcoming *Freshwater Review*, St. Scholastica students will have the opportunity to see their work published alongside nationally-recognized poets, writers, and artists. Beginning this year, the *Freshwater Review* is accepting national submissions.” (*Cable*, Dec. 5, 2014)

XIII (Spring, 2008-2009)
 XIV (Spring, 2009-2010)
 XV (Spring, 2010-2011)
 XVI (Spring, 2011-2012)
 XVII (Spring, 2012-2013)
 XVIII (Spring, 2013-2014)
 XXIV (Spring, 2014-2015)
 XX (Spring, 2015-2016)
 XXI (Spring, 2016-2017)
 XXII (Spring, 2017-2018)
 XXIII (Spring, 2018-2019)
 XXIV (Spring 2019-2020)
 XXV (Spring 2020-2021)

17/20/30 Principally Literary Publications - “Unofficial” Publications (sponsored by CSS Departments or individuals)

17/20/30/01 The Avanti [November, 1979 to January, 1980]

“not the official CSS newspaper...published sporadically, and funded by donations from our staff and readers...We reserve the right to oppose censorship.”

This alternative newspaper featured opinion pieces by students and faculty.

Usually printed on 8 ½” by 11” stock, printed on both sides, it was usually four pages in length. It apparently could not raise funds to continue after its issue of I (January 25, 1980), #3 [really is # 4]. Minutes of the FAC for November 16, 1979: “Avanti was discussed objectively. It was felt that this was an effort for students to express views which would provoke. The concern was that the faculty would over react. It was felt that the publication was of poor quality from an academic and intellectual point of view.”

17/20/30/02 The CSS [Spring 1989]

An “underground” newspaper “not a school funded publication.” According to Susan Christensen, Administrative Assistant to President Daniel Pilon, only two issues appeared: I (Spring, 1989), # 1 and #2. The idea was to present controversial issues that the alleged conservative CSS administration allegedly would not allow to be aired.

Tracey Johnson, News Editor of The Cable reviewed the first issue: “The CSS” was “too subjectively editorial and it lacks credibility because of its absence of direct quotes and concrete evidence/facts.” She argued that the publication “cannot encourage controversial issues where there are none to be found [on a] terminally apathetic campus.”

17/20/30/03 Fable [1998-2018]

One issue of this alternative newspaper appeared in 1998. “...all the stories are just made up...right out of our wacky heads” claimed its editors, Jim Biros and Joe Wicklund. For the most part, issues of the Fable are filed within their respective years, usually at the end of the academic school year as this newspaper is a spoof at the end of the year.

The years and volumes the Fable has been published include:

1995-96	40	Four issues
1999-2000	46	1 issue
2000-01	47	1 issue
2001-02	48	1 issue
2002-03	49-50	2 issues – one in December and one at the end of the year
2003-04	51	1 issue
2004-05	52	1 issue
2005-06	53	1 issue
2006-07	54	1 issue
2007-08	55	1 issue
2008-09	56	1 issue
2009-10	57	1 issue
2010-11	58	1 issue
2012-13	61	1 issue
2013-14		1 issue (May 2)

2014-15	No issue
2015-16	1 issue (Apr. 29)
2016-17	1 issue (May 5)
2017-18	1 issue (May 4 – published as the last <i>Fable</i>)

Unscripted [2019 - present]

Continues spoof of *Cable to Fable, Script to Unscripted*

2018-19	1 issue (May 3 – published as first <i>Unscripted</i>)
2019-20	No issue - pandemic
2020-21	1 issue (May 10)

Note: Strictly speaking, these three publications should be classified as newspapers. However, their lives were short and their orientation was more toward editorializing on issues than recording news. They seem to serve better as evidence of contemporary CSS student writing and opinion than as sources for college activities.

17/20/30/04 Perceptions [1974]

Photographs by students of photography. A publication of the Creative and Dramatic Arts Department, part of the Humanities Division. (8 ½” by 11”)

17/20/30/05 Fish Stories [1976]

Dedicated to Dr. Tom Grove by its authors, Dean Kapsy, Elaine Solem and John Hagen. Short stories, poems, photographs and drawings.

“Dean Kapsy, also a graduate in English, will have one of his poems published. Dean, and fellow classmates Elaine Solem and John Hagen have published a book of poems entitled, "FISH STORIES". -Esther Nahgahnub, a sophomore student and member of the Fond du Lac Band of Chippewa Indians will have one of her stories published. Her story is one part of a three-part trilogy that deals with the desecration of a sacred Indian grave and the death of those who participated in the deed. Kris Skramstad, a junior English major, is associate editor of the journal. John Alexander, professor of Language and Literature at Scholastica is soliciting editor from CSS. The Journal is expected to be in circulation during January, 1978.” (*Times*, Winter 1978)

17/20/30/06 A Lake Superior Journal [(1978), Volume I, Number 2]

Copyright by the Lake Superior Association of College and Universities. John Alexander, Chairman of CSS Language and Literature Department served on the Editorial Board; also listed from CSS, Kristin Scramstad does not appear on the CSS faculty and student lists for 1977-78 and 1978-79. CSS students Dean Kapsy and Esther Nahganub contributed to the issue.

17/20/30/07 Synthesis [1983]

A collection of creative writing by the CSS Health Sciences Division when challenged “to get out of the Science's Hall's memorization rut and open the right sides of our brains.”

17/20/30/08 Young Wings [1940]

Second volume, poetry by students, 33 pages long 4 in. by 5 in.

17/20/30/09 Daisy Hill [n.d.]

6 pages, poems and short story

17/20/30/10 Level Up (2012 -)

Published by Dignitas class in collaboration with the Graphic Design and Computer Visual Design classes

17/20/30/11 The Stormfront (2012 -)

College news and commentary

17/20/30/12 Villa Vittles (n.d.)

Cookbook compiled by the Lay Mission Club of the College

17/20/40 C.S.S. Yearbooks

Type of Container	Box Name	% Capacity
Box	17/20/40 C.S.S. Yearbooks 1937-52 Box 1/3	100%
Box	17/20/40 C.S.S. Yearbooks 1953-73 Box 2/3	100%
Box	17/20/40 C.S.S. Yearbooks 1974-present Box 3/3	75%

Data Files:

Data Student Yearbooks 1937-2001

Data DVD 1937-1960 jpf files

Data DVD 1961-2001 jpf files

Data DVD 1937-2001 pdf files

Data DVD 1937-1960 jpf files Back-up

Data DVD 1961-2001 jpf files Back-up

Data DVD 1937-2001 pdf files Back-up

OVERVIEW OF CSS YEARBOOKS

TITLES:

The original title of the yearbooks was “The Towers.”

The series begins in 1937 and runs unbroken to 1959. In 1959 and 1960, the “yearbook” consists of a brochure (8 pp. and 16 pp. respectively) providing pictures of the graduating class for each of those years. In 1961, the series continues as “The Towers.”

In 1962 the title “Towers” appears. This continues until 1973.

The volumes 1974 to 1987 are missing. No yearbooks were published between 1973-1978 [C.S.S. Cable (September 29, 1978), 3]; lack of student interest blocked efforts to produce a year book for the 1978-79 school year [ibid., (December 18, 1978), 10]. [See also ibid., XXXI (October 21, 1987), 3.]

In 1988 the title becomes "Tower." This is a brochure of 15 pp. for graduates only. In 1989 "Tower" appears in a book format again.

In 1991 the title changes to "The Tower." No name appears on the 1992-1993 edition.

The last yearbook is 2000-2001. As the Student Senate would no longer pay for it, it is no longer produced.

Box 1 (1937-52)

Year and Editors

1937 Ruth Bean

1938 Dorothy Ann Kieper

1939 Evelyn Malley and Margorie McCarthy

1940 Elizabethe Jane Cosgrove and Doris Olson

1941 Lois White and Frances Steen

1942 Frances Steen

1943 Vivian Kyto and Alice Mather

1944 Phyllis Herreman and Eileen Schulte

1945 Vivian Georgeson

1946 Margorie Quandt and Constance Anderson

1947 Charlotte Trudelle and Mavie Peliquin

1948 Jean Babin and Helen Sterk

1949 Audrey Lantz and Jane Rasmussen

1950 Lois Lehnart and Agnes Lozer

1951 Phyllis Cavanaugh

1952 Emilienne Desnoyers [p. 27]

Box 2 (1953-73)

1953 Jeanette Schoenbauer

1954 Mary Arendt and Carmen Urevig

1955 Mary Schrettler and Alice Berklacich

1956 Marlene Klubertanz and Joan Gallick

1957 Eileen Alme

1958 Shirley Massatti [p. 36]

1959 and 1960: two "short" editions

1961 Barbara Moeglein and Judy McNallan

1962 Sharon Strand

1963 Sharon Kapsy

1964 Kay Derner

1965 Collette Hornstein

1966 Patricia Flottemesch

1967 Rits Kelsh Dick

1968 Diane Wilt

Advisors

Ethel Boyce Parsons (Eng Dept)

Sr. Mary Katharine McCarthy (Psych Dept)

? [not listed, but probably Sr. M. K. McC]

?

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? [see p. 5]

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?

Sr. Noemi Weygant (Photo Dept)

Sr. Noemi Weygant (Photo Dept)

James A. Hagle (Public Relations)

?

?

Rex Hudson (Public Relations)

Rex Hudson (Public Relations)

Rex Hudson (Public Relations)

Rex Hudson (Public Relations)

Sr. Christopher Pavlich (Art Dept)

1969 Linda Rindl	Dr. Gerald Kennedy (Academic Dean)
1970 Mary Jo Buesing	Sr. Mary Richard Boo (Pres and Eng Dept)
1971 Marybeth Marok	Sr. Mary Richard Boo (Pres and Eng Dept)
1972 Jan Sydik (woman)	Tom Grove (English Dept)
1973 Barb Forcelle	Sr. Mary Richard Boo
no yearbook 1974-1987	
Box 3 (1988- current)	
1988 [now <u>(The) Tower</u>] “short” soft cover edition	
1988-89 Terry Blanchard et al	?
1989-90 Niki Freese et al	?
1990-91 Lori Schlechter et al	?
1991-92 Nicole Freese et al	?
1993-94 Sheila Doll et al	Cheryl Reitan (Assnt Dir Pub Rel)
1994-95 Sheila Doll et al	?
1995-96 Sheila Doll et al	Cheryl Reitan
1996-97 Jennifer Ellis et al (Josten Edition)	Karen Pagel, Admissions Counselor
1997-98 Jennifer Ellis et al (Josten Edition)	Karen Pagel, Admissions Counselor
1998-99 Jennifer Ellis et al (Josten Edition)	Sue Monge
1999-00 Sarah Carse et al	Sue Monge
2000-01 Sarah Carse et al	
Discontinued – Senate won’t pay for it	

CONTENTS, YEAR by YEAR

“The Towers” from 1937 to 1958 are more or less consistent in contents. In addition to pictures and names of faculty, students, clubs, activities, etc., most volumes present a Theme and a Dedication. There is also a section on the “Ideals of Saint Scholastica.” Most also have a Calendar or Chronicle; not all of these report a “spiritual retreat.” From 1942 to 1947, “The Towers” won six consecutive “1st Class All American Honor Ratings” from the National Scholastic Press Association.³⁴ It won another such rating in 1949, and “2nd Class Honor Ratings” from 1954 to 1957. From 1938 to 1945, the yearbook won eight consecutive “All Catholic” awards from the Catholic School Press Association.³⁵ It won seventeen such awards in the twenty-one years from 1938 to 1958.

One can also find “An Explanation of the Arms of the College” (1940); a short history of the college (1942 and 1956); a history of the Marian Sodality and explanation of the Nursing Pin (1958), and Newman's idea of a liberal education (1962).

The first color photograph of Tower Hall (“The Administration Building”) appears in

³⁴ Located at the University of Minnesota. The purpose of the association was “to make possible cooperative effort on the part of scholastic editors for the continuing improvement of school publications, that they may better serve the cause of education and the individual institutions they represent.” Its members “pledged themselves to aid in the advancement of ethical journalism based on sincerity, accuracy and service to their fellows. (See “Membership Certificate” in large envelope 17/20/40 “Yearbooks.”)

³⁵ Located at Marquette University. The purpose of the association was to “encourage Catholicism and technical excellence in Catholic school publications.” [See National Catholic Almanac, 1957, p. 561.]

1946.

Between the yearbooks of 1959 to 1969 changes in format appear. It is difficult to find succinctly stated Themes or Dedications. In 1962 the “Ideals” section gives way to the “St. Scholastica Leadership Award.” The section devoted to “Underclassmen” appears (1964). Prominent non-Catholic writers are quoted on the division pages between sections: Kahil Gibron (1965), Dag Hammarskjold (1966), Yevgeny Yevtuschenko (1968, but not consistently).

“Towers” for 1969 represents a dramatic break with the past. The mood of the whole volume recalls the “flower power” poster art of the 1960s or the Marshall McLuhan inspired revolution in media. T. S. Eliot appears on the division pages. Everything else is mostly pictures without captions, with pages decorated with flowers in profile. An essay on the Native American view of white society (“Civilized Blindness”) appears along with a picture of its source, a resident of Grand Portage, Raymond Duhaime. No leadership award is recorded for that year, or any year that follows.

For 1970 and after, the impression is more pictures, less captions. “Towers” for 1972 seems to acknowledge the co-ed nature of the school (1969) with a slip cover bearing a sketch of the faces of a boy and a girl.

Starting in 1989, “Tower” gets into a relatively consistent format: glossy pages, clear sections, with a theme or sub title for each volume as worked out by the successive editorial boards. The Josten Editions begin in 1996-97.

THE SAINT SCHOLASTICA IDEALS

“The college has always stressed high standards of culture but only seven years ago (1936-37) did she give her standards exact definition...by a vote of the students and the Faculty [who made some modifications-JWE] she chose Nine Ideals to be directive norms in carrying out the cultural aims of the College of Saint Scholastica.” [“The Towers” (1944), p. 7] When planning the initial number of “The Towers,” the Nine Ideals were drawn up “to be normative of conduct for the students of that year and the future.” [“The Towers” (1946), p. 13]

The Nine Ideals:	Regard for the Spiritual	Loyalty
	Honesty in Word and Deed	Appreciativeness
	Courtesy	Initiative
	Friendliness	Poise
	Love of Scholarship	

A student exemplifying each ideal was chosen each year by a vote of the student body. The essay on the ideals by Mother Athanasius Braegleman for 1944 and each year until 1953 make up a splendid source for the idea of the mission of the college during these years. In 1954 the award for “The All College Woman” joined the Nine Ideals. This was described as the “highest of all honors” because it was given to the student who “most approximates the incorporation of the nine ideals” [“The Towers” (1955), p. 25] In 1961, no Nine Ideals were awarded; only the “All College Woman” recognition. In 1962 this award ceased, replaced by “The St. Scholastica Leadership Award.” This recognized excellence in three areas of college activity: intellectual leadership, apostolic leadership, and social and community leadership. How recipients of the award were determined was not divulged. [“Towers” (1962) p. 39] As noted above, no leadership award was bestowed after 1968.

Folder:

Yearbook Constitution 1997

17/20/41 Scholastican Stanbrook Hall High School Yearbooks

Type of Container	Box Name	% Capacity
Clamshell	17/20/41 Yearbooks 1928-1945 Box 1/1	25%

Contents: 1928 Volume 1, 1931 Volume IV, 1938 Volume XI, 1939 Volume XII,
Volume 1940 Volume XIII, 1941 Volume XIV, 1943 Volumn XVI

17/50/99 Expansion Folder: “Evaluations of Student Publications by External Associations”

18/ Student Affairs Office

Type of Container	Box Name	% Capacity
Box	18/10 Student Affairs Office, Student Services, Campus Ministry, etc. Box 1/1	60%

Folders:

Student Affairs Misc. Papers
 Dean of Students (1975-76) to (1993-94) [17 folders] Missing: (1977-78) (1992-93)
 Reports to the President [missing until]:
 Dick Rankin (1975-76) to (1977-78)
 William K. Miller (1978-79) to (1983-84)
 John Siebenand (1984-85) to (1990-91)
 Student Affairs Goals and Annual Reports (1996-97, 1997-98, 2005-06)
 Dean of Students Student Development Center (1990) to (1996-97)
 Freshman Advisement Manual (1985-86)
 Undergraduate Student's Guide for Successful Transition to Semesters (Oct. 1998)
 Parent Handbook

Digital Files:

Data Word Doc 2016-17 Student Resource Directory
 Data PDF 2019-2020 Student Activities Annual Report
 Data PDF April 2020 Student Affairs News
 Data PDF 2021 Slice of Saints Life Issues (Jan. – Apr.) – 8 issues
 Data PDF 2023 Dec. – 2024 Saints Life Insider

Type of Container	Box Name	% Capacity
Medium Gray Flat Box	Posters from #11 - 21	20%

Posters from Student Affairs include:

Cor et Anima
 Semester in Mexico
 Habitat for Humanity
 Violence Prevention Month (2008)
 Well U

18/10/05 The Student Handbook

Type of Container	Box Name	% Capacity
Clamshell	18/10/05 The Student Handbook	100%

	1959-88 Box 1/3	
Clamshell	18/10/05 The Student Handbook 1988-2005 Box 2/3	100%
Clamshell	18/10/05 The Student Handbook 2005 Box 3/3	25%

Data Files:

Data PDF and Word Doc 2009-10 Student Handbook
Data PDF 2010-11 Student Handbook
Data PDF 2012-13 Student Handbook
Data PDF 2013-14 Student Handbook
Data PDF 2015-16 Student Handbook
Data PDF 2016-17 Student Handbook
Data PDF 2017-18 CSS Sexual Misconduct Policy
Data PDF 2017-18 Student Handbook
Data PDF 2018-19 CSS Sexual Misconduct Policy
Data PDF 2018-19 Student Handbook

Although it is difficult to determine with accuracy, it seems that the SHB was published by the Student Council up to 1969-70; then by the Faculty-Student Affairs Committee for 1970-71, finally by the Office of the Dean of Students and the Student Union Board [SHB (1973-74), p. 54]. The handbook was “intended to supplement information provided in the CSS Bulletin [SHB (1972-73), title page]. The SHB is good for “tracking” the CSS philosophy, purpose, policies, regulations, etc. over the years. In 1972-73, the title “Stepping Stones” appeared for the handbook. The files are not complete:

SHB Box 1

c 1950 probably means 1950-51 [5 ½” by 8 ½”]
1951-52 is missing
1952-53 is missing
1953-54 [5 ¾” by 8 ½”]
1954-55 is missing
1955-56 is missing
c 1956 may be 1956-57 [5 ¼” by 7 ¾”]
1957-58 to 1964-65 are missing
c 1965 [9 ¼” by 11 ½”]
between ‘65 –’69 [5 ½” by 8 ½”]
c 1996 [5 ½” by 8 ½”]
1967-68 [5 ½” by 8 ½”]
1968-69 [5 ½” by 8 ½”]
1969-70 [5 ½” by 8 ½”]
1970-71 [5 ½” by 8 ½”]
1971-72 [5 ½” by 8 ½”]
1972-73 [5” by 7 ¾”]
1973-74 [5 ¼” by 7 ¾”]

1974-75 is missing

In September, 1974, a single issue of "The Catylist" appeared. It recorded the August, 1974, Freshman Orientation Camp, which was the first such activity.

1975-76 [7" by 8 ½"]

1976-77 [7" by 8 ½"]

1977-78 [8 ½" by 11"]

1978-79 [8 ½" by 11"]

1979-80 [8 ½" by 11"]

1980-81 [8 ½" by 11"]

1981-82 [8 ½" by 11"]

1982-83 [7" by 8 ½"]

1983-84 [7" by 8 ½"]

1984-85 [7" by 8 ½"]

1985-86 [7" by 8 ½"] (has spiral binding)

1986-87 [7" by 8 ½"] (has spiral binding)

1987-88 [7" by 8 ¼"] (has spiral binding)

SHB Box 2

1988-89 [7" by 8 ¼"] (has spiral binding)

1989-90 [7" by 8 ¼"] (no spiral binding)

1990-91 [7" by 8 ¼"] (no spiral binding)

1991-92 [7" by 8 ¼"] (has spiral binding)

1992-93 [6" by 9"] (has spiral binding)

1993-94 [6" by 9"] (has spiral binding)

1994-95 [6" by 9"] (has spiral binding)

1995-96 [7" by 10"] (has spiral binding)

1996-97 [7" by 10"] (has spiral binding)

1997-98 [5" by 7 7/8"] (has spiral binding)

1998-99 [8 ½" by 5 ½"] (has spiral binding)

1999-2000 [8 ½" by 5 ½"] (has spiral binding)

2000-01 [8 ½" by 5 ½"] (has spiral binding)

2001-02 [8 ½" by 5 ½"] (has spiral binding)

2002-03 [8 ½" by 5 ½"] (has spiral binding)

2003-04 [8 ½" by 5 ½"] (has spiral binding)

2004-05 [8 ½" by 5 ½"] (has spiral binding)

SHB Box 3

2005-06 [8 ½" by 5 ½"] (has spiral binding)

2006-07 [8 ½" by 5 ½"] (has spiral binding)

2007-08 [8 ½" by 5 ½"] (has spiral binding)

2008-09 [8 ½" by 5 ½"] (has spiral binding)

2009-10 [8 ½" by 5 ½"] (has spiral binding)

2010-11 [8 ½" by 5 ½"] (has spiral binding)

2011-12 [8 ½" by 5 ½"] (has spiral binding)

18/09 Misc. Events

Data PDF Mar. 4, 2022 Drag Show Duluth News Tribune Article

Data PDF Apr. 12-24, 2023 Scholarly and Creative Arts Week

Data PDF Oct. 2023 Harry Potter Week
18/10 Publications of

Box	17/20/40 C.S.S. Yearbooks 1974-present and Student Directories (1913-1998) Box 3/3	75%
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Student Directories (1913-14) to (1999-2000) missing 1989-90, 1992-93, 1994-95 and 1997-98

Type of Container	Box Name	% Capacity
Box	18/10 Publications of Student Affairs Office Box 1/1	95%

Data Folder:

Data Word doc 1978 to current Leadership Award Recipients
 Data PowerPoint 2012 Leadership Award Winners Historical Commencement Instructions
 2019 Commencement Newsletter
 2019 Commencement Directory
 Data PDF 1997 May 24 Monika Hellwig Commencement Speech
 Data Word doc 2018 May Graduation Speech by Marianne Allen, President of the Alumni Association
 Data PDF May 10, 2020 Commencement Celebration Invitation
 Data PDF 2020 Dec. 19 Commencement Program for all 2020 Spring and Fall Graduates
 Data PDF 2022 Mar. 9 Graduating Student Newsletter
 Data Word doc 2022 Spring Commencement Schedule
 Data Word doc 2023 Spring Commencement Schedule

Bound Materials:

Lists of Graduates, Years and Majors 1926-1970
 List of Majors of Graduates in Various Departments 1926-1970
 Commencement Invitations and Programs 1926-1947 [Nos. 1-22]³⁶
 Commencement Programs 1948-59 [Nos. 23³⁷-34]
 Commencement Programs 1960-81 [Nos. 35-56]
 Commencement Programs 1982-2000
 Commencement Programs 2001-2006
 Commencement Programs 2007 – 2011

³⁶ The first invitation shows only the date of the year. Spring commencement exercises were held in the College Auditorium (then the gymnasium, now the “The Little Theatre” (1926-38), Rockhurst Auditorium (now the monastery refectory) (1939-67), Fregeau Auditorium (Marshall High School) (1968-69), the Duluth Auditorium (1970-71), the College Grounds (1972-74), the Duluth Auditorium (1975-97) [in 1984 in the Duluth Arena], Duluth Entertainment and Convention Center Auditorium (1998-) The Mitchell Auditorium came into use with multiple graduation ceremonies. See 18/10 Appendix.

³⁷ This is a very small program; it does not have the number “23” on it, but is in the correct sequence.

Commencement Programs 2012 – 2015

Bound Photo Albums

- Commencement Spring 2005
- Commencement Fall 2005
- Commencement Spring 2006
- Commencement Fall 2007
- Commencement Spring 2008
- Commencement Fall 2008
- Commencement Spring 2009
- Commencement Fall 2009
- Commencement Spring 2010

(3 books – one is just graduation, one also includes Mass, and one is for the senior awards convocation)

- Commencement Fall 2010
- Commencement Spring 2011
- Commencement Fall 2011
- Commencement Spring 2012
- Commencement Fall 2012
- Commencement Spring 2013

Folders:

- Commencement Programs – Extra Loose Copies
- Brainerd Commencement (1988-90)
- Baccalaureate/Graduation Mass Programs
- Commencement Misc. Items
- Bound Volume: Reports of Honors Convocations 1939-1947
- Honors Convocations (1948-52, 1957-1961)
- Bound Volume: Honors Assembly (1955-1985)
- Honors Convocations (1984-Present)
- Other Convocations
- Class Day, Mother-Daughter Day, and Procession and Crowning of Mary, Queen of May (1953-1960)
- All College Women (1952)
- Leadership Award
- List of Graduation Speakers
- Graduation Speakers
- Misc. Commencement Speaker Materials
- Erma Bombeck and F. X. Shea June 9, 1974 Commencement
- Lisa Aversa Richette June 12, 1976 Commencement
- Charles E. Memusi Johnson June 5, 1977 Commencement
- Frances Hoffman Lavine June 10, 1978 Commencement
- Mother Grace Marie Braun May 24, 1980 Commencement
- Bruce Stender May 23, 1981 Commencement
- Erma Bombeck May 19, 1984 Commencement
- Ann Fee Shiely May 22, 1988 Commencement
- Mayme Sevander May 19, 1990 Commencement

James Oberstar May 18, 1991 Commencement
 Mary Jean Letendre May 16, 1992 Commencement
 Richard B. Madden May 22, 1994 Commencement
 Linda L. Van Etta Nov. 19, 1994 Commencement
 Humphrey Doermann May 22, 1993 Commencement
 Arend J. Sandbulte May 20, 1998 Commencement
 Susan Kramer May 19, 1996 Commencement
 Monika Hellwig May 24, 1997 Commencement
 Archbishop Rembert G. Weakland May 22, 1998 Commencement
 Bishop Mark McDonald Nov. 21, 1998 Commencement
 Sheila Johnson Dugan May 22, 1999 Bacc. Commencement
 Mary C. Murphy May 22, 1999 Master's Commencement
 Rocklon Chapin May 9, 2015 Commencement

In Expansion Folder:

The Campus Connection (1994-96, 1998- 2000)³⁸

Bound Volume:

Sweet Eats and Good Treats Cookbook: Recipes from CSS Students (May 2006)

18/10 APPENDIX: Commencement Invitations/Programs

This appears to be a complete list of post-1981 invitations. These are spring baccalaureate commencements:

Date	Place	Notes
57th May 22, 1982	Duluth Auditorium	includes candidates for the "Master of Education Degree"
58th May 21, 1983	Duluth Auditorium	
59th May 19, 1984	Duluth Arena	Erma Bombeck Speaker
60th May 18, 1985	Duluth Auditorium	includes "Candidates for the Master Degree"
61st May 24, 1986	Duluth Auditorium	includes "Candidates for the Master Degree"
62nd May 23, 1987	Duluth Auditorium	includes "Candidates for the Master Degree"
63rd May 22, 1988	Duluth Auditorium	includes "Candidates for the Master Degree"
64th May 20, 1989	Duluth Auditorium	includes "Candidates for the Master Degree"
65th May 19, 1990	Duluth Auditorium	includes "Candidates for the Master Degree"
66th May 18, 1991	Duluth Auditorium	includes "Candidates for the Master Degree"
67th May 16, 1992	Duluth Auditorium	includes "Candidates for the Master Degree"
68th May 22, 1993	Duluth Auditorium	includes "Candidates for the Master Degree"
69th May 22, 1994	Duluth Auditorium	includes "Candidates for the Master Degree"
1994 Fall, November 19,	Mitchell Auditorium	includes "Candidates for the Master
Degree"	1:00 pm	
1995 Spring, May 20,	Duluth Auditorium	includes "Candidates for the Master
Degree"	1:00 pm	
Fall, November 18,	Mitchell Auditorium	includes "Candidates for the Master
Degree" 12:00 pm		
1996 Spring, May 18, 12pm	Duluth Auditorium	Bachelor's Commencement
2:30pm	Mitchell Auditorium	Graduate Studies Commencement

³⁸ "Resident Rap" and "Commuter Connection" became the "Campus Connection." [See Inside Times, September 10, 1993.]

	Fall, Nov. 23, 12pm	Mitchell Auditorium	Commencement
1997	Spring, May 24, 12pm	Duluth Auditorium	Bachelor's Commencement
	3:00pm	Mitchell Auditorium	Master's Commencement
	Fall, Nov. 22, 12pm	Mitchell Auditorium	Commencement
1998	Spring, May 22, 7pm	DECC Auditorium	Baccalaureate Commencement
	May 23, 12pm	Reif Center	Master's Commencement"
	Fall, Nov. 21, 12pm	Mitchell Auditorium	Commencement
1999	Spring, May 22, 12pm	DECC Auditorium	Baccalaureate Commencement
	3:00pm	DECC Auditorium	Master's Commencement
	Fall, Dec. 18, 12pm	Mitchell Auditorium	Commencement
2000	Spring, May 27, 12pm	DECC Auditorium	Baccalaureate Commencement
	3:00pm	DECC Auditorium	Master's Commencement
	Fall, Dec. 16, 12pm	Mitchell Auditorium	Baccalaureate Commencement
	3:00pm	Mitchell Auditorium	Master's Commencement
2001	Spring, May 10, 7pm	DECC Auditorium	Baccalaureate Commencement
	May 12, 12pm	Mitchell Auditorium	Master's Commencement
	Fall, Dec. 15, 12pm	Mitchell Auditorium	Baccalaureate Commencement
2002	Spring, May 11, 12pm	DECC Auditorium	Baccalaureate Commencement
	3:00pm	Mitchell Auditorium	Master's Commencement
	Fall, Dec. 14, 12pm	Mitchell Auditorium	Baccalaureate Commencement
	3:30pm	Mitchell Auditorium	Master's Commencement
2003	Spring, May 10, 12pm	DECC Auditorium	Baccalaureate Commencement
	3:30pm	DECC Auditorium	Master's Commencement
	Fall, Dec. 13, 12pm	Mitchell Auditorium	Baccalaureate Commencement
	3:30pm	Mitchell Auditorium	Master's Commencement
2004	Spring, May 9, 12pm	DECC Auditorium	Baccalaureate Commencement
	3:30pm	Mitchell Auditorium	Master's Commencement
	Fall, Dec. 18, 12pm	Reif Gymnasium	Baccalaureate Commencement
	3:30pm	Mitchell Auditorium	Master's Commencement
2005	Spring, May 15, 2pm	DECC Auditorium	Commencement (Baccalaureate & Master's)
	Fall, Dec. 17, 2pm	DECC Lake Superior Ballroom	Commencement (Baccalaureate & Master's)
2006	Spring, May 14, 2pm	DECC Arena	Commencement (Baccalaureate & Master's)
	Fall, Dec. 16, 12pm	Reif Gymnasium	Commencement (Baccalaureate & Master's)
2007	Spring, May 13, 2pm	DECC Arena	Commencement (Baccalaureate & Master's)
	Fall, Dec. 16, 1pm	DECC Lake Superior Ballroom	Commencement (Baccalaureate & Master's)
2008	Spring, May 11, 2pm	DECC Arena	Commencement (Baccalaureate & Master's)
	Fall, Dec. 13, 12pm	Reif Gymnasium	Commencement (Baccalaureate & Master's)
2009	Spring, May 10, 2pm	DECC Arena	Commencement (Baccalaureate & Master's)
	Fall, Dec. 19, 12pm	Reif Gymnasium	Commencement (Baccalaureate & Master's)
2010	Spring, May 16, 2pm	DECC Arena	Commencement (Baccalaureate & Master's)
	Fall, Dec. 18, 12 pm	Reif Gymnasium	Commencement (Baccalaureate & Master's)
2011	Spring, May 15, 2pm	AMSOIL Arena	Commencement (Baccalaureate & Master's)
	Fall, Dec. 17, 12pm	Reif Gymnasium	Commencement (Baccalaureate & Master's)
2012	Spring, May 13, 2pm	AMSOIL Arena	Commencement (Baccalaureate & Master's)

	Fall, Dec. 15, pm	Reif Gymnasium	Commencement (Baccalaureate & Master's)
2013	Spring, May , 2pm	AMSOIL Arena	Commencement (Baccalaureate & Master's)
	Fall, Dec. 14, 12pm	Reif Gymnasium	Commencement (Baccalaureate & Master's)
2014	Spring, May 10, 2pm	AMSOIL Arena	Commencement (Baccalaureate & Master's)
	Fall, Dec. 13, 12pm	Reif Gymnasium	Commencement (Baccalaureate & Master's)
2015	Spring, May 14, 2pm	AMSOIL Arena	Commencement (Baccalaureate & Master's)
	Fall, Dec. 19, 12pm	Reif Gymnasium	Commencement (Baccalaureate & Master's)
2016	Spring, May 14, 2pm	AMSOIL Arena	Commencement (Baccalaureate & Master's)
	Fall, Dec. 17, 12pm	Reif Gymnasium	Commencement (Baccalaureate & Master's)
2017	Spring, May 13, 2pm	AMSOIL Arena	Commencement (Baccalaureate & Master's)
	Fall, Dec. 16, 12pm	Reif Gymnasium	Commencement (Baccalaureate & Master's)
2018	Spring, May 12, 2pm	AMSOIL Arena	Commencement (Baccalaureate & Master's)
	Fall, Dec. 15, 12pm	Reif Gymnasium	Commencement (Baccalaureate & Master's)
2019	Spring, May 12, 2pm	AMSOIL Arena	Commencement (Baccalaureate & Master's)
	Fall, Dec. 14, 12pm	Reif Gymnasium	Commencement (Baccalaureate & Master's)
2020	Spring, May 10	Online Video	Commencement (Baccalaureate & Master's)
		Commencement Celebration	Running time: 8 min. 39 sec.
	Fall, Dec. 19	Virtual Online	Commencement (Baccalaureate & Master's)
		Commencement Celebration	Running time: 50 min. 59 sec.
2021	Spring, May 15	AMSOIL Arena	Commencement (Baccalaureate & Master's)
		Progression Line – no Ceremony	
		Virtual Online	
		Commencement Celebration	Running time: 35 min. 10 sec.
	Fall, Dec. 18	BWC/Reif	Commencement (Baccalaureate & Master's)
		Progression Line – no Ceremony	
2022	Spring, May 14	BWC/Reif	Commencement (Baccalaureate & Master's)
		Progression Line – no Ceremony	

Type of Container	Box Name	% Capacity
Clamshell	18/10 Student Affairs Publications Box 1/1	25%

Family Newsletter
Student Newsletter
E-news from Student Affairs
Stall Street Journal (2020-)

Type of Container	Box Name	% Capacity
Medium Gray Flat	Posters from #11 - 21	20%

Box		
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Stall Street Journal (2001-2011)

Digital files:

Stall Street Journal (Jan. 2020 Vol. 1 Issue 1 -)

Slice of Saints Life (Jan. – Apr., 2021)

18/15 College Bookstore

Folder:

College Bookstore Misc. Papers

18/20 Ceremonies

18/20/01 Graduation

18/20/02 Fall Convocation

Data PDF 2018 Convocation Information for Faculty, Staff, Students

Type of Container	Box Name	% Capacity
Box	18/10 Student Affairs Office, Student Services, Campus Ministry, etc. Box 1/1	60%

18/25 Storm College Mascot

18/30 Residential Life/Housing

Folders:

18/30 Residential Life (brochures c. 1990s, description of religious activities, dad 1968-75, statistics 1980s)

Residential Life Handbooks (No date, 1983-84, 1989-90)

Vacation Housing

Handbook to College Life/Freshman Guide to Survival

Campus Life

Code of Student Rights and Responsibilities (c. mid 1970s)

Campaign to Reduce Student Drinking (2007-)

Student Activities (1941 Senior Garden Party, 1969 Snowball Midnight Mass)

Mayfest

Oozeball

Parents Weekend (1977-79)

Family Weekend

Swanny Run

Homecoming (1952-80)

Fallfest

Winterfest

Digital Files:

30.0 Residential Life

Data PDF 2015-16 Residential Life Handbook

Data PDF 2021-22 Residential Life Handbook

30.01 Mayfest

Data PowerPoint 2004 Mayfest

Data PDF 2022 Mayfest Invitation

Type of Container	Box Name	% Capacity
Large Gray Flat Box	10/ Academic Departments 15/ Athletics	80%

6 collages of student life from res. life

Type of Container	Box Name	% Capacity
Clamshell	18/10 Student Affairs Office Homecoming Box 1/1	20%

Folders and Digital Files:

Homecoming Misc.

Homecoming 2008 – Ignite the Tradition - 247 digital files

Homecoming 2008 Planning Documents

Homecoming 2008 Committee Minutes

Homecoming 2008 Events

Homecoming 2008 Newspapers

Homecoming 2009 – Paint the Town Blue - 214 digital files

Homecoming 2010 – Saints Unleashed - 250 digital files

Homecoming 2011 – Storm of the Century - 305 digital files

Homecoming 2012 – Towering Above the Rest - 236 digital files

Homecoming 2013 – Saints Nation - 315 files

Homecoming 2014 – Who Let the Dogs Out? - 217 digital files

Homecoming 2015 – Blue and Gold Never Gets Old - 244 digital files

Homecoming 2016 – Storm for President

Homecoming 2017 – The Wizarding World of Saints

Homecoming 2018 – We Duluth It Better (no folder or files?)

Homecoming 2019 – Present Folder

Homecoming 2021 – 8 digital files

Homecoming 2023 – 1 digital file

Type of Container	Box Name	% Capacity
Medium Gray Flat Box	Posters from #11 - 21	20%

Homecoming Posters

18/35 Student Support Services/Student Development Center

Folders:

A WEB Newsletter – Student Publication for Adults with Education Barriers May, 1990
Student Support Services
NewSSS from the Loft September (1999-)
Disability Services
Services for Students with Disabilities
Clean Recovery
Academic Support Services (1993-98)
Center for Equal Access
Veterans Resource Center
Diversity and Inclusivity
Rose Frenzel Warner Writing/Critical Thinking Center
Advisement News (2011-)
Faculty Student Affairs Committee Minutes (1994-95)

18/37 Service Learning/Center For Just Living

Type of Container	Box Name	% Capacity
Box	18/10 Student Affairs Office, Student Services, Campus Ministry, etc. Box 1/1	60%

Folders:

Center for Just Living Reports
Center for Just Living Grand Opening 1999-2000
Center for Just Living Misc.
Center for Just Living News Clippings
Intercultural Programs and Services Newsletter

Digital Files:

Data PDF 2005 Winter Quest Newsletter Cuernavaca
Data PDF 2023 Nov. Twin Ports Region Thanksgiving Day Buffet

18/38 Community Day

Folder:

Community Day

Digital Files:

Data 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024 Community Day
Summaries and Promotions

18/40 Health Service

Folders:

Campus Health Service
Department of Health Education and Welfare 1976-77
Student Counseling Service (1947 & 1955)

Student Center for Health and Well Being (SCHAWB)
Tobacco-Free Campus Book (2011)

Digital Files:

Data PDF 2009 Recovery Program Brochure
Data PDF 2022 Spring Bandanna Project – Saints Stompin’ out Stigma
Data PDF 2023 Apr. 26 Jed Campus Up Date

18/45 Career Services Center for Experiential Learning (2022)

Folder:

“A Survey of Student Reaction to the Guidance Program at The College of St. Scholastica”
by Marjorie Lillian Austin (1959)

Career Services Misc. Papers
Job Search Handbook (2010 & 2012)

Digital Files:

Data PDF 2014-15? Career Services Job Search Handbook
Data PowerPoint Apr. 27, 2021 National Alumni Career Mobility Survey Results for
Scholastica Community
Data PDF 2022 Career Force
Data JPEG 2023 Spring Center for Experiential Learning Events Poster
Data JPEG 2023 Mar. 3 Coketail Party – 2 digital files
Data PowerPoint 2023 Mar. 9 Overview for Staff Assembly

18/50 Food Service

Folder:

Food Service General Information (1997) Event Planning Guide

18/60 Student Union

Folder:

Student Union Brochure

18/70 Retention

Folders:

18/70 1950 Survey of Graduates and Dropouts
Retention Statistics (1961-62) to (1990) and (1997)
Retention and Attrition Annual Reports (1978-90)
Student Affairs’ Retention Plan (2004)
Retention Rumination (2009-)

18/75 Campus Rec and Outdoor Pursuit!

Folder:

Campus Rec Newsletter (2011)

Digital Files:

2001 PowerPoint Presentation Outdoor Pursuit!
2006 Word Doc Campus Rec Video Script
2006 PowerPoint Presentation Campus Rec Slides
2006 Word Doc of Campus Rec Video Script

18/80 McNair Scholarships

Type of Container	Box Name	% Capacity
Box	18/80 McNair Scholarships	80%

	Box 1/1	
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Folders:

McNair Reflections (1996) [missing: several]
 Director's Newsletter (2007-9)
 McNair Annual Reports (2001-2003)
 McNair Scholarship Program (c1999)
 McNair Works!! Poster (2000)
 McNair: The Mentoring Relationship (2001)
 McNair: Parent Handbook on Graduate Education (2001)
 McNair Honors Banquet, 2001, 2002 ---
 Poster Session
 Misc. Papers on McNair

Bound Material:

The National McNair Journal (Fall, 1999) (Fall, 2000³⁹)
 McNair Scholarly Review (1996)
 McNair Scholarly Review (1997)
 1998 McNair Scholarly Review
 1999 McNair Scholarly Review
 2000 McNair Scholarly Review
 2001 McNair Scholarly Review
 2002 McNair Scholarly Review

Expansion Folders:

CSEM Scholars Handbook (2002)
 Computer Science Engineering Mathematics Scholars Program
 McNair Scholars Handbook 2002
 2003 McNair Scholarly Review
 2005 McNair Scholarly Review
 2011 McNair Scholarly Review
 2013 Scholarly Journal for the McNair Scholars Program
 2015 Scholarly Journal for the McNair Scholars Program

Digital Files:

Data CD 2003 McNair Scholarly Review
 Data PDF 2022 McNair Senior Awards

18/85 Upward Bound

Folder:

Upward Bound
 Upward Bound Newsletter (2011-)
 Upward Bound Math and Science (UBMS) Newsletter (2011-)
 Trio Program --- Brochure (2001)
 Educational Talent Search (2001)
 PLUS – Promoting Learning among Underrepresented in Science

Digital Files:

Data JPEG No Date – Northland Science Discovery Poster
 Data PDF 2021 Friend of TRIO Awards

³⁹ The last issue published.

Data PDF 2021 UB and UBMS Class of 2021 Data Sheet
Data PDF 2022 UB and UBMS Class of 2022 Data Sheet

18/90 Campus Ministry

Folders:

General Information on CSS Campus Ministry including e-newsletter spring 2009
VITA Service Learning
Campus Ministry: Chaplains
Campus Ministry Programs for Special Services
Campus Ministry – Peer Ministry
Campus Ministry Writings by Fr. Whitney Evans 1976, 1988)
CCD Certificates 1967
Scholastica Religious Dimensions 1975?
Campus Ministry Blog

Expansion Folders:

Playfair Service Learning 1997 – two file folders

Filed in this box:

Type of Container	Box Name	% Capacity
Box	18/95 Orientations/Peer Advising Box 1/1	65%

Digital Files:

Annual Reports (2018-19, 2019-20)
Alternative Break Site List (2017, 2018, 2019, 2020)
Justice Café Fliers (2020-2021)
Virtual Immersions (2020-2021)
2022Mar3PrayerForPeaceInUkraine
No Date Steve O'Neil Volunteering
No Date Trick Or Canning

18/95 Orientations/Peer Advising

Type of Container	Box Name	% Capacity
Box	18/95 Orientations/Peer Advising Box 1/1	65%

Folder:

New Student Orientation (1960, 1974 to 1984)⁴⁰
Student Leadership Training Day & New Student Orientation (1987-2004)
Pledge Ceremony (2005)
Orientation (2010)
Welcome Week and Guide for New Students (2016)

Bound Materials:

Peer Advising Handbook 1995

⁴⁰ Missing: 1976, 1979, and 1982.

Peer Advising Handbook 1996
Peer Advising Handbook 1997-98
Orientation Handbook 1996-97
Peer Advising Handbook 1998
Student Orientation Folder
ENCORE! Peer Advisors Handbook 1997-98
ENCORE! Peer Advisors Handbook 1998-99

18/98 Dignitas/First-Year Program (2005-)

Folder:

Dignitas/First-Year Program

Digital Files:

Data Dignitas Posters 2006 –present

Data Word Doc 2016-17 Dignitas Instructors Manual

Data Word Doc 2017-18 Call for Dignitas Faculty Participation

19/ College Advancement

Folder:

Poster for oldest alum – Phyllis 104 in 2014

Pen and ink drawing by Paula Sanford (2003) commissioned by College Advancement to thank donors

Type of Container	Box Name	% Capacity
Medium Gray Flat Box	Posters from #11 - 21	20%

19/10 Capital Campaigns

Type of Container	Box Name	% Capacity
Clamshell	19/10 Capital Campaigns Box 1/1	100%

Bound Material:

1972 Fund Raising [green covers]

Folders:

President's Council (1972 ---

Catalog of Opportunities (1983)

The Scholastica Adventure (1976-77) and (1977-82)

Correspondence (1975-77)

Correspondence (1978-81)

Campaign Update and Report (1976-77)

Promotional Brochure (1977)

Campaign Update and 1977-78 Annual Report

Campaign Update and 1978-79 Annual Report

Campaign Update and 1979-80 Annual Report

Sister Kathleen O'Brien Scholarship (1980-81)

A Proposal...Blandin Foundation (1977) [bound]

A Proposal...Bush Foundation (1979)

Bush Foundation Site Visit (1979)

The Scholastica Promise (1990-94)

Academic Realism...Case Statement (January 1, 1988) [bound]

Feasibility Study (May 20, 1988)

The Scholastica Promise [1990, brochure]

The Scholastica Promise [another 1990 brochure]

DNT Clippings (December, 1990)

The Scholastica Promise Report 1993-94

Imagine Tomorrow Campaign (2002-2006)

Science Initiative (2007-2012)

A Second Century of Saints (2013-)

Digital Files:

Data July 29, 2003 Imagine Tomorrow Jewel Case and Video Cover designs – 2 files
Data PowerPoint Presentation June 26, 2003 President Larry Goodwin's Presentation for
Imagine Tomorrow

Type of Container	Box Name	% Capacity
Box	19/50 Alumni Office 19/20 Office of Planned Giving Box 1/1	80%

19/20 Office of Planned Giving

Folders:

College Advancement Misc.
Office of Planned Giving Misc.
Institutional Advancement News (10/02-2/06)
College Advancement Newsletter (2010-)
Annual Fund Drives (1972-1980)
Annual Fund
Faculty/Staff Campaign
Phonorama (1973-86)
Alumni Letters by Department Heads (1975)
Alumni Challenge Meeting (10/24/1974)
Misc. Appeals for Alumni Giving
Tower Fund Brochures (2003 --)
Envision Publication (2006-)
Focus on Women Publication (2006-)
Charitable Gift Annuity Brochures (2000s)
Estate Planning Guide
Endowment Fund

Digital Files:

Data PDF 2008 Tower Fund Brochure
Data PDF 2009 Tower Fund Brochure
Data PDF Oct. 25, 2019 Minimum Naming Gift Levels
Data PDF Oct. 25, 2019 Naming Policy
Data PDF Jul. 13, 2023 Impact Report
Data PDF Sept. 27, 2023 Give to CSS Day
Data PDF Nov. 6, 2023 Holiday Giving

19/20/05 Sister Agnes Somers Society

Folder:

Planned Giving and Sister Agnes Somers Society

Digital Files:

2012 Reunion SASS

19/30 External Sources of Funding

Type of Container	Box Name	% Capacity
Box	19/30 External Sources of Funding Box 1/1	80%

Folders:

- Gifts Received (1960s)
- Grants Received (1960s)
- Instructional Equipment (1960s)
- Funding Science Center (grants, 1960s)
- Estates and Wills (1968-82)
- Gregoire Estate (1974)
- Talent Search (1970-73)
- MHECC: Private College Contracts (1971-83)
- President's Council (1972---
- Foundations to be Approached (1972-75)
- A study of the Development ...Potentials of [CSS] (May 31, 1973) [bound]
- Situation and Outlook (September 6, 1973)
- Government Policies, Conformity to (1976-78)
- The Scholastica Adventure (1976-77)
- Title III Abstract and Summaries (1979-85)
- Memoranda re: Fund Raising (1981-82)
- Title III Grant Application (1982) [bound]
- NEH Grant Project (1988)

Expansion Folder: Alternate Reports

- President's Report and Report of Donors (1972-73)
- Invitation to Become a Member of the President's Council...(1972-73)
- President's Report and Report of Donors (1973-74)
- Annual Report (1974-75)
- Annual Report (1975-76)
- Annual Report (1976-77) to (1984-85) are missing
- Annual Report (1985-86) to 1993-94) in holdings
- Reports to the Region (1975-76) to (1984-85) in holdings

Large Expansion Folder: Science Building Loan (1969)

- Source of Funding: U.S. Office of Education, Division of Technology and Environmental Education: Lake Superior Environmental Education Project

Applications for Various Grants

- System Approach to Teacher Inservice Education (1969)
- Adapted Physical Education Program (1969)
- Individualizing Home Economics Teacher Education (1970)
- Graduate Program in Nursing...(1984)

Folders:

- Scholastica Foundation (1973-74)
- Scholastica Institute (1974-76)
- Proposed BA and MA in Regional Studies (1975)
- Module 4: Human Geography Quest Activities

Large Expansion Folder:

Basin By-Line (1975)

Soundings (1974-75)

Bound Materials --- Notebooks:

Module # 1 Geosystems...[missing]

Module #2 Hydrosystems...

Module #3 Transportation and Distribution...[missing]

Module #4 Human Geography and Community Systems...[missing]

Module #5 Ecosystems...

Module #6 Social Policy: Water Resources...[missing]

Educators' Thesaurus

Source of Funding: Emma B. Howe Memorial Foundation

Folders:

Emma B. Howe Memorial Foundation proposal (1989)

Emma B. Howe Memorial Foundation Reports (1990)

[with Peer Training Manual]

Source of Funding: Bush Foundation

Folders:

Bush Foundation Grant 'Explorations' (1993) to (1997) [5 folders]

Data Files: Bush Grant Folder

Folders and Files:

6-97PROP

6-98PROP

Archive Old Bush Grant

Assessment

CollabConf Presentation

EVALUATI

FACASSEM

Faculty Development

Forms

Handouts & Documents

Invitations & Events

Letters

Lists & Labels

Minutes

Old Web

POSTERS

Reports & Responses

Requisitions

Brief definitions.2

Brief definitions

Qualifications

Reference List 4-05

19/50 Alumni Office

Type of	Box Name	% Capacity
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Container		
Box	19/50 Alumni Office 19/20 Office of Planned Giving Box 1/1	80%

Folders:

Alumni Relations Misc.

19/50/5 Correspondence

Folders:

Alumni Association Brochures (2007 --)

Alumni Events (1973-)

Gogebic Alumni Chapter Grant (1991)

Parent Association

Letters to Parents (1975-79)

Alumni Correspondence

19/50/10 Publications/C.S.S. Alumnae Association⁴¹ Newsletters (1940-1972)

Type of Container	Box Name	% Capacity
Clamshell	19/50 Alumni Office 19/50/10 Publications Box 1/1	40%

Folders:

Chattersheet Duplicates

CSS Echoes Duplicates

Alumni Association Newsletter Duplicates

These files are bound in a rather thick black book with the names of the various publications written on the spine; the pages are roughly 8 ½" by 12" but with variations in size.

1) Lumnae Luminaries, I (June 9, 1940), # 1 begins the series. It is 6 pp. in length measuring 8 ½ " by 11" stenciled. No editor is named. The last page gives a description of "The Great East Window" in the chapel.

2) The Chattersheet, I (December, 1940), # 1 begins the next series, with pages measuring 4" by 6" printed; the editor is Ann Chepel. It is the "official publication of the Alumnae Association of the College of St. Scholastica." Not all volumes of the Chattersheet include four numbers; the typical length is 4-6 pp., varying from 1 to 10.

Joyce (Burgeson) Ball edited Volumes II through IV; page size becomes 8 ½" by 11" and the length is 4 pp. Vol. II (#4 has the Constitution and By-laws of the Association).

The Office of the Secretary edits Volumes V through XI; she is Mrs. Roderick A. McDonel [V (December, 1945)].

Vol. IX, #1 describes the Benedictine Mural in the Library

Vol. XI, #2 describes Sr. Constantina's "Crib Background"

With this issue, Pat Scanlon and Mrs. Clarice Scanlon Marshall become the

⁴¹ The Towers (yearbook) (1939, 1940, 1941, and 1944) has sections on the Alumnae Association.

editors.

Vol. XVI, # 1 features Sr. Noemi's prize winning "Cloister Walk"

#2 features Sr. Agnes' Book

Vol XVI, #9 to Vol. XIX, #1 are bound out of order.

Sr. Mary, O.S.B. is now Executive Secretary (Vol. XVIII, #2)

Sr. Mary Richard (Boo) becomes Executive Secretary XX (November, 1962), # 1.

Issue #3 mentions financial problems that the newsletter is experiencing.

- 3) C.S.S. Echoes begins XXI (Fall-Winter, 1963), #1. This is a magazine of 16-24pp printed on glossy 8 1/2" by 12" stock. Its purpose is "to continue to strengthen the links between alumnae and their Alma Mater, and to each other. Published annually fall-winter and spring summer. The Chattersheet remains a section in Echoes See Echoes #2 for a history of the name of this journal. Sr. Verona (LaBud) is editor. Phyllis Johnson becomes editor in XXIII (Fall, 1965), # 1. In XXV (Fall-Winter, 1967-68), #1, faculty votes in favor of a Quarter System; some discussion of opening CSS to men.
- 4) (Fall, 1968), Special Alumni [sic] Association Bulletin appears. C.S.S. is coed (p. 2).
- 5) (Fall, 1972), 20 pp. Scholastica Alumni Association Newsletter appears.

Folders:

- 6) E-tidbits sent electronically to alums (2002-2004)
- 7) E-Times (2004-2013) name changed because it fit very well in our "family of publications that includes the Times magazine and the Between Times newsletter" July 2004
- 8) Saints Connect (2013-) name change to "Connect with Alumni News and Events" August 2013

Digital files:

D PDF Saints Connect (May 2023 to current)

19/50/11 Reunions

Folders:

Alumni Event Planner Guide
Heritage Days (1981-1989, 1995)
CSS Homecoming/Reunions (1944-1978)
CSS Alumni Reunions (1980-2011)
CSS Alumni Reunions (2012-)
1920s to 1944 Classes Reunion Papers
1945 to 1949 Classes Reunion Papers
1950 to 1954 Classes Reunion Papers
1955 to 1959 Classes Reunion Papers
1960 to 1964 Classes Reunion Papers
1965 to 1969 Classes Reunion Papers
1970 to 1974 Classes Reunion Papers
1975 to 1979 Classes Reunion Papers
1980 to 1984 Classes Reunion Papers
1985 to 1989 Classes Reunion Papers

1990 to 1999 Classes Reunion Papers

Digital Files:

1999 Reunion Documents – 19 files
 2000 Reunion Documents – 86 files
 2001 Reunion Documents – 77 files
 2002 Reunion Documents – 101 files
 2003 Reunion Documents – 100 files
 2004 Reunion Documents – 120 files
 2005 Reunion Documents – 143 files
 2006 Reunion Documents – 145 files
 2007 Reunion Documents – 55 files
 2008 Reunion Documents – 191 files
 2009 Reunion Documents – 164 files
 2010 Reunion Documents – 42 files
 2011 Reunion Documents – 160 files
 2012 Reunion Documents – 202 files
 2013 Reunion Documents – 366 files
 2014 Reunion Documents – 327 files
 2015 Reunion Documents – 153 files
 2023 Reunion Documents – 2 files

19/50/12 Alum of the Month

Type of Container	Box Name	% Capacity
Flat Box	19/50/12 Alum of the Month Box 1/1	10%

Digital Files: 2000-2011 and misc. documents – 499 files

Index of Alumni Honored for Alum of the Month (2000-2011)

<u>Name</u>	<u>Date</u>
Tuominen, Keith	February, 2000
Fitzpatrick, Jo	February, 2000
Schumacher, Claire W.	March, 2000
Lachecki, Marina	March, 2000
Godfrey, Shirley M.	April, 2000
Jayson, Jr., Cameron Joseph	April, 2000
Sauer, Ann	May, 2000
Davidson, Leah	May, 2000
Jaros, Mike	June, 2000
Davis, Marvella	June, 2000
Arends, Etsuko (Tsuno)	July, 2000
Steffes, Lisa	July, 2000

Thiel, Dulcie (Henry)	August, 2000
Finifrock, Anita	August, 2000
Lazatin, Angela Lux	September, 2000
Burger-McMichael, Renee	September, 2000
Cruikshank, Margaret (Peg)	October, 2000
Appicelli, Phil	October, 2000
Crawford, Eddie J.	November, 2000
Pulczynski, Janelle	November, 2000
Reisman, Darcy Schwartz	December, 2000
Olayemi, Thomas Folorunsho	December, 2000
Krulc Family	January, 2001
Arola Family	February, 2001
Cane Family	March 2001
Heinle/Lindeman Family	April, 2001
Alapsa Family	May, 2001
Erchul Family	June, 2001
Aubin/Plustwick	July/August, 2001
Maijer, Mary Rice	January, 2002
Hirsch, David	February, 2002
Carlson, Terri	March, 2002
Miller, Patty (Middleton)	April, 2002
Sifuentes, E. Roxana	May, 2002
Olund, John	June, 2002
Madanayake, Deborah (Sieben)	February, 2003
Capt. Kovacevich, Mary T.	March, 2003
Moone, Rajean	April, 2003
Gagne, Blair	May, 2003
Smedan, Sarah	June, 2003
Iwasaki, Yayoi	July/August, 2003
Trachsel, Gay (Cavallero)	September, 2003
Forliti, James	October, 2003
Allen, Linda J. (Svoboda)	November, 2003
Jewell, Frank	January, 2004
Wasswa-Mugambwa, Juliet	February, 2004
Gooch, Warren	March, 2004
Chmielewski, Terese	April, 2004
Plantenberg, Kris	May, 2004
McClermon, Susan E.	June, 2004
Kyambadde, Faridah	July/August, 2004
Tice, Pamela Paradis	September, 2004
Hoover, Justin	October, 2004
Roiko, Annette	November, 2004
Magomolla, Beth Grobe	December, 2004
Donnay, Erin (Schiefelbein)	January, 2005
Phillips, Brandon	February, 2005
Ho, Mary Matchefts	March, 2005

Pecarina, Ronald	April, 2005
Stevens, Page Butler	May, 2005
Olson, James R.	June, 2005
Stickel, Barbara J.	July/August, 2005
Mueller, Marybeth (Hornung)	September, 2005
Rahimtoola, Nusrat (Navrozally)	October, 2005
Frenzel, Carla	November, 2005
Lamantia, Dennis	December, 2005
Sultenfuss, Sylvia (Reuter)	January, 2006
Stang, Troy	February, 2006
Rauvolabouta, Lynnette	March, 2006
Ripley, Michael A.	April, 2006
Topousis, Dana	May, 2006
Cornwell, Jill Eichenwald	June, 2006
Thomas, Betsy Sauber	July/August, 2006
Zastrow, Jim	September, 2006
Thomas, Bessie M. Fuller	October, 2006
Ritsche, Kevin	November, 2006
Koering, Marilyn	December, 2006
Senn, Lavonne (Young)	January, 2007
Bauer, Annabel	February, 2007
Kavanaugh, Margaret	March, 2007
Quade, Wendy	April, 2007
Bush, Jacquelyn (Jaci)	May, 2007
Latterell, Carmen	June, 2007
Thoreson, Heather	July/August, 2007
Strom, Stephen (Steve)	September, 2007
Pavoni, Mary Mike (Clark)	October, 2007
Allen, Marianne Mesich	November, 2007
Ellis, Walter N.	December, 2007
Perrault/Koszarek/Rose-Carlson	January, 2008
Koebensky, Jessica	February, 2008
Heino, John	March, 2008
Kehr, Rob	April, 2008
Hoffer, Donna	May, 2008
Phillipich, Jeff	June, 2008
Wingen, Kathleen T.	July/August, 2008
Fink, Christopher	September, 2008
Dunfee, Heidi	October, 2008
Yang, Fue	November, 2008
Kurki-Coleman, Judy	December, 2008
Krebs, Michelle Fridgen	January, 2009
Beck, Mary	February, 2009
Euteneuer, Sara Milliken	March, 2009
Skala, Mary Frances	April, 2009
Schwenzfeier, Linda	May, 2009

Adamski, Carole Zanardi	July/August, 2009
Kolquist, Kenny	September, 2009
Matonich, Marco	October, 2009
Rice, Tim	November, 2009
Schumacher, Claire Wombacher	December, 2009
Smith, Linda Harding	April/May, 2010
Berg, Robert E.	June, 2010
Tran, Diane	September, 2010
Smith, Kim	October, 2010
Schei, Rachel Serdahl	November, 2010
Urness, Shelli	March/April, 2011
Ehrmantraut, Lynn A.	May/June 2011
Johnston, Tom	2011
Tyrrell (O'Brien), Mary	October, 2011
Connor, Susan C.	November, 2011

19/50/13 Student Alumni Association (SAA), Student Alumni Coalition, Student Alumni Council

Digital Files:

- Lighting a Tradition (2005-2016) – 372 digital files
- Marathon – 4 digital files
- Misc. SAA – 2 digital files
- No Jobs for Slobs – 10 digital files
- Old SAA – 5 digital files
- Oozeball (2004-2017) – 224 digital files
- Talent Show (2003-2014) – 190 digital files

Folders:

- Student Alumni Association
- Student Alumni Association Minutes (1986-88)
- Student Alumni Association Minutes (1988-2004)
- Misc. Events
- Talent Show
- Lighting a Tradition
- Oozeball
- No Jobs for Slobs
- Alumni Networking
- Class Appreciation Events
- Senior Class Gift

19/50/14 Alumnae Association

Digital Files:

- Alums Make It Happen (2001-15) – 142 digital files
- Data PDF Apr. 24, 2024 Lion King Event

Folders:

- CSS Alumnae Association Constitution and By-Laws (1948---
- Alumnae Association Meeting Minutes (1936-1969) Not complete

Alumni Board of Directors Meeting Minutes (1971-1986) Not complete
CSS Alumnae Association Scholarship Committee (1948)
Life Memberships to Alumni Association
Class Representative Workshop Manual (11/11/1972)
Alumni Association Class Representatives (1972-78)
Twin Cities Chapter of the College of St. Scholastica Alumnae Association minutes, letters, programs, misc. papers (1947-1970)
College of St. Scholastica Alumnae Association minutes, letters, programs, by-laws of other smaller chapters, misc. papers (1951-1961)
Nominating and Awards Committee Minutes (1986-87)
Alumni Awards
 Sr. Ann Edward Award
 Sr. Alice Lamb Award
Reunion Committee Minutes (1984-86)
Fund Raising Committee Minutes (1983)
Special Projects Committee Minutes (1986)
Alumni Development Committee Minutes (1986)
CSS Alumni Association Misc. (including empty bound appointment book from 1957 which has some great photos of the campus like Tower Hall with students on horses in front of it and Gethsemane Chapel)

19/50/15 Lists of Graduates

Folders:

Graduates Numbers by year 1925-85
Graduates (1926-35) by Home Address
Graduates Lists with/without dates/places
Graduates (1932-42) with Honors
Graduates (1939-45) Transcripts sent to Graduate Schools
Graduates (1926-39) and (1940-42) by Major, GPA, and Aptitude
Graduates (Sisters) (1926-42) by Major Fields
Graduates (1951-57) by Major Fields
Alumni of Record by State (Jan. 25, 1974)

19/50/16 Alumni Family Legacies

Folder:

Alumni Family Legacies

19/50/18 Saints Heritage Club

Folder:

Saints Heritage Club

Digital Files:

334 Word, Excel, Publisher, PDF, etc. files (2001-17)

19/50/19 Alumni Trips

Folders:

Alumni Trips

Africa Service Trip

Digital Files:

Data DVD June 30 – July 23 2007 Alumni Trip to Africa/Tanzania PowerPoint Presentation

19/50/20 Alumni Studies

Bound Volumes:

The First Fifteen Years [alumnae 1926-41] (The Declan X. McMullen Company, Inc., 1942)

A Second Look [alumnae 1941-51]⁴² (CSS: mimeograph, 1955).

Alumni Opinion Survey (Westmoreland, October, 1997)

Folders:

You and Your Alma Mater Survey Booklet (n.d.)

Alumni Study Questionnaire (1940s?)

Report of the Advanced [Degrees] Study of the Graduates of CSS (1926-1949)

Alumni Questionnaire (1977)

Comparative Alumni Research (July/August 2000)

Survey of Alumni Fall (2003)

CSS Alumnae Directory (1943-63)

Type of Container	Box Name	% Capacity
Clamshell	19/50 Alumni Office 19/50/20 Alumni Directories Box 1/1	40%

Bound Materials:

Alumni Directory 1987 [75th Anniversary Edition] (Bernard Harris Company, Inc., White Plains New York, 1987)

Alumni Directory 1992 [80th Anniversary Edition]

Alumni Directory 1997 [85th Anniversary Edition] Bernard Harris Company, Inc., White Plains New York, 1997)

Alumni Directory 2002 [90th Anniversary Edition] (Bernard Harris Company, Inc., Purchase, New York, 2002)

Alumni Directory 2007 [95th Anniversary Edition]

Digital Files:

Data CD Alumni Directory 2002 90th Anniversary Edition 2 copies

Data CD Alumni Survey

Data CD Alumni Directory 2007 95th Anniversary Edition

Data PDF 2015 Alumni Volunteer Handbook

Type of Container	Box Name	% Capacity
Box	19/50 Alumni Office 19/50/11 Reunions Box 1/1	40%

⁴² Includes "You and Your College," I (1947), #3 and a much expanded 1952 edition of this questionnaire.

20/ Facilities Services/Physical Plant

Type of Container	Box Name	% Capacity
Box	20/ Facilities Services/Physical Plant Box 1/1	80%

Digital File:

Campus Trail System Map - pdf

20/10 Adornments

*See Committee on Faculty Interpretive Study of Art Objects in the College (1946) [no holdings].

*See Sr. M. Agnes Somers, O.S.B., All Her Ways (College of St. Scholastica, 1955), Part Two, pp. 50-119.

Folder:

Artistic Assets

Expansion Folder contains these folders:

Various Descriptions

Colors of College (1947)_

College of St. Scholastica (1951)

The College of St. Scholastica [ms. n.d.]

Tapestries [ms., n.d.]

Wooden Carved Statues [ms., n.d.]

Our Grotto [ms., n. d.]

Explanation of Symbolism of Ceramic Tiles

Annual Report, (1987-88)

Tree of Life Mosaic by Pat Hagen (2008)

Medal or Cross of St. Benedict

Academic Banners in Mitchell Auditorium

“Three Stages of Woman” by Sara Balbin (2015)

The Quest of the Holy Grail (1917-34)

CSS Coat of Arms and School Colors (1938-39)

Newman Statue Correspondence (1944-45)

Return of the Statue of Christ the King (2001)

Murals in Tunnels by Sarah Brokke Erickson and Her Students (2012)

20/20 CSS Buildings

Folders:

General Information

Physical Assets

Ellerbe Becket Architecture Information

Blueprints

Design Committee

20/20/01 Campus

Folders:

- Campus Grounds
- Campus Tours and Maps

20/20/05 Tower Hall (1909-1928)

Folders:

- Tower Hall (1909-1928)
- Mail Room (1912-94)
- Benedict the Bell (1920)

Data:

- Data PDFs 1992 Tower Hall Mitchell Auditorium and Student Union Floor Plans – 83 files
- Data PDF 1998 Tower Hall Walking Tour Booklet
- Data PDF Apr. 20, 2021 Virtual Gallery Walk Student Union Addition to Tower Hall
- Data PDF Apr. 27, 2021 Virtual Gallery Walk

20/20/07 Gymnasium/Theatre (1921)

Folder:

- Gymnasium/Theatre (1921, 1993)

20/20/09 Chapel of Our Lady Queen of Peace/Library (1938)

Folder:

- Chapel of Our Lady Queen of Peace/Library/Cloister Walks (1938, 1987)

20/20/11 Somers Hall (1964)

Folder:

- Somers Hall (1964, 1993)

Digital Files:

- Data DVD 1963 Somers Hall 57 Architectural Floor Plans PDF and TIFF Files

20/20/13 Science Building (1969-)

Folders:

- Science Building (1969, 1997, 2012)
- Science Building Mural

20/20/15 Groves (1972), Pines (1973) and other Apartment Buildings

Folder:

- Groves (1972), Pines (1973), Cedar (2003), Kerst and Scanlon (2005), and Other Apartment Buildings

Digital Files:

- Data TIFF Kerst and Scanlon 2 Bedroom Floor Plan
- Data TIFF Kerst and Scanlon 4 Bedroom Floor Plan

20/20/17 Reif (1979), Burns Wellness Center (2004), Burns Wellness Commons (2007)

Folder:

Reif (1979), Burns Wellness Center (2004), Burns Wellness Commons (2007)
Bound Volume:
Myles W. Reif Recreation Center Dedication (April 24, 1979)

20/20/19 Mitchell Auditorium/Student Union (1992)

Folder:
Mitchell Auditorium/Student Union (1992-1993)

20/20/21 Mars Lakeview Arena (1999-2000)

Folder:
Mars Lakeview Arena (1999-2000)

20/20/23 St. Cloud Campus (2012)

Folder:
St. Cloud Campus (2012)

20/20/25 Health Science Center Duluth (2016)

Folder:
Health Science Center Duluth (2016)

Digital Files:

Data Word Doc. 2015-16 Health Science Center at Blue Stone Groundbreaking
Construction Ribbon Cutting

20/20/26 Student Center (2024)

Digital Files:

Data PDF Apr. 20, 2021 Virtual Gallery Walk Student Union Addition to Tower Hall
Data PDF Apr. 27, 2021 Virtual Gallery Walk
Data PDF Nov. 28, 2022 Student Center Steering Committee Presentation
Data PDF Dec. 29, 2022 WDIO News on Student Center
Data PDF Aug. 4, 2023 Student Center Sidekick
Data PDF Aug. 31, 2023 Impact Student Center Special Edition
Data PDF Sept. 15, 2023 Signing Last I Beam for Student Center
Data PDF Sept. 29, 2023 Student Center Sidekick
Data PDF Oct. 23, 2023 Impact Student Center Special Edition Vol. 2
Data PDF Oct. 27, 2023 Student Center Sidekick
Data PDF Jan. 8, 2024 Impact Student Center Special Edition Vol. 3
Data PDF Dec. 15, 2023 Student Center Sidekick
Data PDF Jan. 26, 2024 Student Center Sidekick

Expansion Folders:

Facilities Planning Auditorium/Student Union 1992 Folder 1
Facilities Planning Auditorium/Student Union 1992 Folder 2
Facilities Planning Auditorium/Student Union 1992 Folder 3
Science Building Loan (1969)

20/30 Efficiency Studies

Expansion Folder contains:

- Space Utilization Study (1976-77) [working notes]
- Vecchi, Space Utilization Study, 1977 [bound] 2 copies
- Energy Conservation (1979)
- Energy Audit, 1981
- Bound Volume Revised Appraisal Report August 31, 1999
- Space Assessment and Utilization Study Oct. 17, 2013

Folders:

Physical Plant Self Study (2001)

Survey Responses on “Significant Features, Characteristics, and Spaces that Positively Support St. Scholastica’s Mission, programs and Services” Fall 2003

Maps of Possible Space Planning from Master Planning Committee Fall 2003

Type of Container	Box Name	% Capacity
Box	20/ Facilities Services/Physical Plant 20/40 Environmental Concerns 20/50 Security Office Box 1/1	80%

20/40 Environmental Concerns

Folders:

- Environmental Concerns Committee (1989-93)
- Recycling (1992-93)
- Smoking on Campus

20/50 Security Office

Folders:

- Safety and Security Information Reports (1991-2004 missing a few)
 - Safety, Parking, and Accessibility (1994-2000)
- Parking on Campus
- Campus Emergency Response Procedures (2006)
- Campus Emergency Response & Disaster Recovery Standard Operating Procedures (2006) – 2 folders

Digital Files:

- Safety and Security Information Reports:
 - Data PDF 2016 Minnesota Office of Higher Education Report
 - Data PDF 2017 for Mesa, Arizona
 - Data PDF 2018 for Austin, Brainerd, Cloquet, Duluth, Inver Hills, St. Cloud, and St. Paul
 - Data PDF 2019 for Austin, Brainerd, Cloquet, Duluth, Inver Hills, St. Cloud, and St. Paul
 - Data PDF 2021 for Austin, Brainerd, Cloquet, Duluth, Inver Hills, and St. Cloud

Type of Container	Box Name	% Capacity
Box	20/ Facilities Services/Physical Plant Extra Postcards Box 1/1	80%

Contains multiple copies of postcards of the College and its buildings over the years

Type of Container	Box Name	% Capacity
Cardboard Poster Tube	4 Architectural Drawings of the Campus Grounds May 2009 Box 1/1	100%

4 Architectural Drawings of the Campus Grounds May 2009

21/ Information Technology

Type of Container	Box Name	% Capacity
Clamshell	21/ Information Technology Box 1/1	10%

Folders:

- Information Technologies
(Goals and Objectives 1994-95, 1995-96, 1997-98, 1998-99, 2001-02)
- General Information
- I.T. Newsletter Fall Semester 2000 –
- Academic Technology Newsletter (2016-)
- Misc. Computer Info.
- Software Tutorials
- Computer Lab Information
- Academic Technology Institute (2009-11)
- Blackboard Spring Tour (2012-14
- TECHO Workshops
- College Website Analytics (2010)

Digital Files:

Data Information Technology

Folders:

- SafeOnline
- Self Test
- Defensive Computing
- Message Manager
- Office 2010
- Student Resources
- Windows 7

Digital files:

- Data PDF 2000-2002 IT Newsletters
- Data PDF 2003-2004 IT Newsletters
- Data PowerPoint 2007 Defensive Computing
- Data PDF 2009 & 2009 IT Newsletters
- Data PDF 2010-11 IT Welcome Newsletter
- Data PDF 2023 Fall IT Updates
- Data PDF Dec. 2023 Tech Tips from IT

