

# Loyola Marymount University Archives Student Services Departments Container List

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## Container List

### Series 1: Student Affairs Division, 1973 – 2011

#### Subseries a: Administration, 1973 – 2011

- |                         |  |
|-------------------------|--|
| <b>Box 23, Folder 1</b> | <b>Athletic Facilities Plans, 1976 – 1978</b><br>Report of “Committee to review athletic and recreational facilities master plan,”<br>Preliminary specifications for Loyola Marymount University Pavilion  |
| <b>Box 23, Folder 2</b> | <b>Bove (Lane) Correspondence and Memos, 1987 – 2002</b><br>Correspondence, email, memoranda written by Bove, Vice President for Student Affairs   |
| <b>Box 1, Folder 1</b>  | <b>Dean of Students Candidate Search, 1987, 2003</b><br>Vice President for Student Affairs description, Loyola Marymount University human resources Dean of Students position description, ad from Chronicle of Higher Education listing, search committee meeting agenda, Student Affairs Division organizational chart |
| <b>Box 1, Folder 2</b>  | <b>Dean of Students Email, 2001, 2003</b><br>LMU World AIDS day committee emails, Dean of Students appointment announcement and Assistant Dean of students announcements   |
| <b>Box 1, Folder 3</b>  | <b>Department of Student Life, 1993 – 1998</b><br>LMU community announcements, memo re: rollerblading, program nominations flyer, LMU all service day invitation, Student Life events calendar November 1998   |
| <b>Box 1, Folder 4</b>  | <b>Department of Student Life Advisory Committee Meeting, February 1999</b><br>Meeting materials packet  |
| <b>Box 1, Folder 5</b>  | <b>Division of Student Affairs, 2002, 2005, undated</b><br>Student Affairs mission, memo re: personal rights brochures, programming workshop agenda, Dr. George Morten bio   |
| <b>Box 23, Folder 3</b> | <b>Durand (Henry F.) Correspondence and Memos*, 1979 – 1987</b><br>Correspondence, memoranda written by Chancellor Charles S. Casassa, S.J., Donald P. Merrifield re: Durand, including the search for Vice President for Student Affairs. *Some contents made be need to be anonymized.                                 |
| <b>Box 23, Folder 4</b> | <b>Durand (Henry F.) Student Conduct Code, 1981</b><br>Statement of Philosophy on alcoholic beverage use at Loyola Marymount University, Student Conduct Code  |

<b>Box 1, Folder 6</b>	<b>Judicial Affairs – University Policies, undated</b> Facsimile of university policies (2)
<b>Box 1, Folder 7</b>	<b>LMU Centennial Student Affairs Sub-Committee, 2009 – 2011</b> Planning documents, meeting agendas
<b>Box 23, Folder 5</b>	<b>Loyola Marymount University Student Standards of Conduct, September 1973</b> University student standards of conduct, submitted by Thomas Quinlan
<b>Box 23, Folder 6</b>	<b>McMillan (Jane), 1993 – 1994, 1999</b> LMU news with Jane McMillan profile 1993, Jane McMillan Staff Lounge Fund, letter announcing plan of the Jane McMillan Staff lounge, Invitation to McMillan retirement celebration (3), Special notice obituary 1999
<b>Box 1, Folder 8</b>	<b>Miscellaneous Correspondence, 1974</b> Correspondence written to Associate Dean of Student Affairs Richard A. Robin, S.J.
<b>Box 23, Folder 7</b>	<b>Postcards, 2000</b> Various postcards sent to the Office of the Vice President for Student Affairs from students
<b>Box 23, Folder 8</b>	<b>A Qualitative Exploration of Attitudes Toward Loyola Marymount University, August 1987</b> Report prepared by S. Dale Mason, Ph.D.
<b>Box 23, Folder 9</b>	<b>Quinlan (Thomas) and Brown (Ray) Interview Transcript, undated</b> Transcribed interview with handwritten notes re: the role of Dean of Students and Student Affairs
<b>Box 23, Folder 10</b>	<b>Quinlan (Thomas E.) Correspondence and Memos, September 1973 – December 1974</b> Correspondence and Memoranda written to and from Thomas E. Quinlan, Dean of Student Affairs re: Student Affairs
<b>Box 23, Folder 11</b>	<b>Quinlan (Thomas E.) Correspondence and Memos, February – December 1975</b> Correspondence and memoranda written to or from Thomas E. Quinlan, Donald P. Merrifield S.J.
<b>Box 23, Folder 12</b>	<b>Quinlan (Thomas E.) Correspondence and Memos, 1976</b> Meeting agendas, correspondence and memoranda written to or from Thomas E. Quinlan, Donald P. Merrifield, S.J.

<b>Box 23, Folder 13</b>	<b>Quinlan (Thomas E.) Correspondence and Memos, January 1977 – May 1978</b> Correspondence and memoranda written to or from Thomas E. Quinlan, Donald P. Merrifield, S.J.
<b>Box 23, Folder 14</b>	<b>Quinlan (Thomas E.) Goals &amp; Objectives and Reports, 1973 – 1974</b> Office of the Dean of Student Affairs Academic Areas – Goals and Objectives for the 1973-74 Academic Year and associated correspondence, Career Guidance Center Goals, Student Activities, Campus Calendar Office Report, Fall Semester 1973-4
<b>Box 1, Folder 9</b>	<b>Student Activities, 1991 – 1992</b> LMU community announcements from Assistant Dean of Student Activities, Barbara Avery
<b>Box 1, Folder 10</b>	<b>Student Activities/Campus Calendar Office, 1973 – 1974, 1977</b> Student Affairs proposal, campus scheduling policies brochure, events announcement, newspaper clipping
<b>Box 1, Folder 11</b>	<b>Student Activities/Campus Calendar Office, 1981 – 1989</b> Memoranda, moderator's task force responsibilities, correspondence, meeting minutes, event calendars
<b>Box 23, Folder 15</b>	<b>Student Affairs Annual Report, 1980 – 1983</b> 1980-1981 Student Affairs Annual Report, Student Affairs 1982-1983 Annual Report
<b>Box 23, Folder 16</b>	<b>Student Affairs Goals and Plans, 1985, 1988</b> Student Affairs goals 1985-86 outline, Division of Student Affairs Five Year Plan circa 1988
<b>Box 23, Folder 17</b>	<b>The Ignation Perspective, 1990</b> The Ignation Perspective: The Role of Student Affairs in Jesuit Higher Education by Andrew J. Thon, S.J., sponsored by Jesuit Association of Student Personnel Administrators December 1989, 2 <sup>nd</sup> printing
<b>Box 23, Folder 18</b>	<b>Student Affairs Sponsored Events, 1988, 1991 – 1997, 2000 – 2002</b> Event flyers including Life and Peace Week, Martin Luther King III 1997, memos from Joanne Conley Student Activities/Campus Calendar Office, memos re: The AIDS memorial quilt, Calendar of Events 2000
<b>Box 23, Folder 19</b>	<b>Student Center Facilities, 1985, 1989, 2007, undated</b> The Bird Nest general information booklet and flyer, Event calendar and flyer for the Loft, Farewell party flyer for Michelle Cirone, assorted flyers for facilities including The Lion's Den, Regent's Terrace, Rec Center

## **Subseries b: Events and Programs, 1974 – 2007**

- Box 1, Folder 12**      **Herstory Dinner and Awards Celebration, 2007**  
Event program for the Sixth Annual Herstory dinner, bookmark with poem
- Box 1, Folder 13**      **LMU Open House, undated**  
Flyer for open house
- Box 1, Folder 14**      **Natural High Program, 1993**  
Brochure for LMU Natural High program, letter from National Intramural Recreational Sports Association, memorandum
- Box 1, Folder 15**      **Spring Fest, 1998 – 2003**  
Spring Festival postcard flyers 1998, 1999 ,2001, 2003, event flyers, email invitations/reminders
- Box 1, Folder 16**      **Student Development Center, 1976 – 1979, undated**  
Plans and programs for Student Development Center description, correspondence from Charles S. Casassa, S.J., event/program flyers
- Box 1, Folder 17**      **United Way Campaign, 1998**  
United Way of Greater L.A. brochure, donation letter and form
- Box 1, Folder 18**      **Women's Center, 1974, 1984, undated**  
Virginia Merriam correspondence, women's health schedule of events, LMU women's center advisory board roster, advisory board meeting minutes, 1 copy of the Los Angeles Loyolan
- Box 1, Folder 19**      **Women's History Month, 1999 – 2001**  
Email announcements, 2 event flyers for Women's history month celebration 2001

## **Subseries c: Brochures, 1995 – 2010**

- Box 1, Folder 20**      **Guide for Students in the Event of Racial Discrimination, undated**  
Brochure entitled A guide for students in the event of racial discrimination (2), 2 versions of A guide for students in the event of ethnic and racial discrimination
- Box 1, Folder 21**      **Guide for Students in the Event of Sexual Assault, undated**  
A guide for students in the event of sexual assault brochure, 2 versions
- Box 1, Folder 22**      **Guide to the Division of Student Affairs, 1995, 1999 – 2008**  
Guide to the Division of Student Affairs brochures from 95-96, 1999-2000 (2), 2001-2002, 2002-03 (3), 2003-04 (2), 2004-2005 (2), 2005-06, 2006-2007 (3), 2007-2008 (2)

- Box 1, Folder 23**      **Judicial Affairs, undated**  
Judicial Affairs brochure, 3 versions
- Box 1, Folder 24**      **Student Affairs Departments' Brochures, 1995 – 1996**  
Brochures from Athletics, Career Development and Placement, Counseling Services, Student Development Services, Student Health Services, Student Housing, Department of Student Life, LMU Service Program, A campus art guide (1997), Campus art walk, Student Life Club and Organization guide book
- Box 1, Folder 25**      **Student Affairs Resource Card, 2002 – 2007**  
Contact information cards for students with from 1995 (2), 2000/2001 (2), 2001/2002, 2002/2003 (2), 2004/2005 (2), 2005/2006 (2), 2006/2007 (3), 2007/2008 (3), 2008/2009, 2009/2010
- Box 1, Folder 26**      **Student Life, undated**  
Flyer from Department of Student Life
- Subseries d: Newsletters, 1981 – 2011**
- Box 20, Folder 1**      **The *Intercom*, February – May 1981**  
The *Intercom* newsletter from February 23 to May 15, 1981.  
  
*The Intercom was a daily publication distributed by the Student Activities Office and later the Department of Student Life, which shared short announcements and messages re: club activities, meetings, and resources to the LMU Community.*
- Box 20, Folder 2**      **The *Intercom*, September – December 1981**  
The *Intercom* from September 9 to December 11, 1981
- Box 20, Folder 3**      **The *Intercom*, February – May 1982**  
The *Intercom* from February 9 to May 21, 1982
- Box 20, Folder 4**      **The *Intercom*, September – December 1982**  
The *Intercom* from September 13 to December 10, 1982
- Box 20, Folder 5**      **The *Intercom*, February – May 1983**  
The *Intercom* from February 8 to May 19, 1983
- Box 20, Folder 6**      **The *Intercom*, 1984 – 1989**  
Intermittent issues of the *Intercom* beginning from March 27, 1984 to February 1, 1989
- Box 20, Folder 7**      **The *Intercom*, February 1990, November 1991 – February 1992**  
The *Intercom* from February 16, 1990, November 15, 1991 to February 27, 1992

- Box 20, Folder 8**      **The *Intercom*, March – November 1992**  
The *Intercom* from March 3 to November 6, 1992
- Box 20, Folder 9**      **The *Intercom*, January – May 1994**  
The *Intercom* from January 19 to May 4, 1994
- Box 20, Folder 10**      **The *Intercom*, August – December 1993**  
The *Intercom* from August 25 to December 1, 1993
- Box 20, Folder 11**      ***Right Now!* and *Intercom*, 1994 – 1999**  
*Right Now!* From August 31 1994 to February 11, 1995. *Intercom* from September 1995 to 1997. Loyolan calendar 1998-1999. The *Intercom* briefly became *Right Now!* from 1994-1995, then name changed back.
- Box 20, Folder 12**      **Life at LMU, 1997, 2001, 2003 – 2009, 2011**  
Division of Student Affairs newsletter Fall 1997 (2), Life at LMU: The newsletter of LMU's Division of Student Affairs Fall 2001(2), Spring 2003 (3), Winter 2004 (3), Fall 2004 (3), Winter 2005 (3) Fall 2005, Spring 2006, Spring 2007 (3), Spring 2008 (3), Spring 2009, Spring 2011

**Subseries d: Student Handbooks, 1974 – 2008**

- Box 21, Folder 1**      **Student Handbooks, 1974 – 1976**  
Loyola Marymount University Student Handbook from 1974/1975, 1975/1976
- Box 21, Folder 2**      **Student Handbook, 1976**  
The 1976 LMU Student Handbook
- Box 21, Folder 3**      **Student Handbooks, 1977**  
LMU Student Handbook and Guide to Los Angeles 1977 (2)
- Box 21, Folder 4**      **Student Handbooks, 1978 – 1980**  
LMU Student Handbook and Guide to Los Angeles 1978-79, LMU Student Handbook 1979-80
- Box 21, Folder 5**      **Student Handbooks, 1980– 1982**  
Loyola Marymount University Student handbook from 1980-1981, 1981-1982 Student Handbook
- Box 21, Folder 6**      **Student Handbooks, 1982 – 1983**  
Student Handbook (2)
- Box 21, Folder 7**      **Student Handbooks, 1984 – 1987**  
Student handbooks from 84-85, 85-86 (2), 86-87
- Box 21, Folder 8**      **Student Handbooks, 1987 – 1988**  
1987-1988 Student handbook



<b>Box 21, Folder 9</b>	<b>Student Handbooks, 1988 – 1989</b> Student handbook 88-89 (2)
<b>Box 21, Folder 10</b>	<b>Student Handbooks, 1989 – 1990</b> Student handbook 1989-90 (2)
<b>Box 21, Folder 11</b>	<b>Student Handbooks, 1990 – 1991</b> Student handbook 1990-91 (2)
<b>Box 21, Folder 12</b>	<b>Student Handbooks, 1991 – 1992</b> Student handbook 1991-92 (2)
<b>Box 21, Folder 13</b>	<b>Student Handbooks, 1992 – 1993</b> Student handbook 1992-93 (2)
<b>Box 21, Folder 14</b>	<b>Student Handbooks, 1993 – 1994</b> Student handbook 1993-94 (2)
<b>Box 22, Folder 1</b>	<b>Student Handbook, 1994 – 1995</b> Student handbook 1994-95
<b>Box 22, Folder 2</b>	<b>Student Handbooks, 1995 – 1996</b> Student handbook 1995-96 (2)
<b>Box 22, Folder 3</b>	<b>Student Handbooks, 1996 – 1997</b> Student handbook 1996-97 (2)
<b>Box 22, Folder 4</b>	<b>Student Handbooks, 1997 – 1998</b> Student handbook 1997-98 (2)
<b>Box 22, Folder 5</b>	<b>Student Handbooks, 1998 – 1999</b> Student handbook 1998-1999 (2)
<b>Box 22, Folder 6</b>	<b>Student Handbooks, 1999 – 2000</b> Student handbook 1999-2000 (2)
<b>Box 22, Folder 7</b>	<b>Student Calendar and Handbook, 2001 – 2002</b> 2001-2002 Student Calendar and handbook
<b>Box 22, Folder 8</b>	<b>Student Handbook, 2003 – 2004</b> Loyola Marymount University 2003-2004 Student Handbook
<b>Box 22, Folder 9</b>	<b>Community Standards, 2005 – 2006</b> Community Standards handbook (2)

*Community Standards is a publication written for students that contains the university's standards of conduct policies.*

- Box 22, Folder 10**      **Community Standards, 2005 – 2006**  
Community Standards handbook
- Box 22, Folder 11**      **Community Standards, 2005 – 2006**  
Community Standards handbook (2)
- Box 22, Folder 12**      **Student Right-to-Know, 1992, 1996**  
Student Right-to-Know and Campus Security Act of 1990 Title II (2), Department of Public Safety Student Right-to-Know and Campus Security Act (Title II) 1996

## **Series 2: Campus Recreation, 2000 – 2007**

- Box 1, Folder 27**      **Campus Recreation Email, 2000 – 2002**  
Email announcements re: programs, fitness and wellness fair, hours of operation
- Box 1, Folder 28**      **Campus Recreation Flyers and Brochures, 2003, 2007, undated**  
Recreation guide (2), summer 2003 flyers, exercise class schedule 2007
- Box 1, Folder 29**      **Paw Prints, 2000 – 2005**  
Paw Prints: Adventures for first-year students. Invitations, rsvp cards, letterhead, envelopes

## **Series 3: Central Ticket Agency, 1999 – 2001**

- Box 1, Folder 30**      **Central Ticket Agency Email, 1998, 1999, 2001**  
Price List for Central Ticket Agency, Email announcements with price lists
- Box 1, Folder 31**      **Blues for Mr. Charlie, undated**  
Flyer for production ticket sales

## **Series 4: Ethnic and Intercultural Services, 1998 – 2011**

Scope and Content Note: Ethnic and Intercultural Services (EIS) is available to assist and enhance LMU students in the understanding of race, ethnicity, gender, culture and religious belief, and its impact on the community. EIS offices include Asian Pacific Student Services, Black Student Services, Chicano/Latino Student Services, which are included in the subsequent series.

### **Subseries a: Administrative Records and Promotional Material, 1995 – 2011**

- Box 2, Folder 1**      **Ethnic and Intercultural Services (EIS) Director Search, 2008, undated**  
Meeting agendas, position description, interview and evaluation documents
- Box 2, Folder 2**      **EIS Meetings, 2001 – 2005**  
Meeting agendas, minutes, schedules, calendars
- Box 2, Folder 3**      **EIS Meetings, 2006**  
Meeting agendas, minutes, schedules, calendars

- Box 2, Folders 4-5**      **EIS Meetings, 2007 – 2009**  
Meeting agendas, minutes, schedules, calendars
- Box 2, Folder 6**      **EIS Meetings, 2010 – 2011**  
Meeting agendas, minutes, schedules, calendars
- Box 2, Folder 7**      **EIS Promotional Material, 1995, 2010, undated**  
Student Development Services brochure, EIS brochures and flyers
- Box 2, Folder 8**      **Intercultural Affairs, 1998 – 2001, 2005**  
LMU Interculturalism brochure (2), correspondence
- Subseries b: Academic Persistence Program, 1999 – 2001**
- Box 3, Folder 1**      **Academic Persistence Program, 1999 – 2001, undated**  
Academic Persistence Program (APP) brochures, APP procedures and assignments
- Box 3, Folder 2**      **Academic Persistence Program Training Manual, 1999**  
Training manual
- Subseries c: Events, Retreats, and Trainings, 2002 – 2010**
- Box 3, Folder 3**      **EIS Cultural Welcome, 2005 – 2010**  
Agendas, planning documents
- Box 3, Folder 4**      **EIS Events, 2007 – 2008**  
Flyers, agendas, planning documents. Events include Rock the Vote, LMU Premiere, LGBT GAYLA
- Box 3, Folder 5**      **EIS First-Year Student Getaway, 2006 – 2010**  
Agendas, planning documents, activities
- Box 3, Folder 6**      **EIS Leadership Conference Planning, 2006 – 2007, undated**  
Email correspondence, schedules, activities
- Box 3, Folder 7**      **EIS Retreat Binder (1 of 2), 2009**  
Statistics, LMU strategic plan
- Box 3, Folder 8**      **EIS Retreat Binder (2 of 2), 2009**  
Statistics, Association of Jesuit Colleges and Universities statistics, journal articles
- Box 3, Folder 9**      **EIS Retreat Planning, 2002 – 2003**  
Participation forms, notes, schedules, rosters

**Box 3, Folder 10**      **Event Flyers, 2005 – 2010**  
Events include: EIS Cultural welcome flyers 2005-2009, Tropical Blend, Mad Idea!

**Box 3, Folder 11**      **The World Next Door, 2002 – 2004**  
Evaluation forms, agendas

**Subseries d: Resources, 2002 – 2005**

**Box 4, Folder 1**      **Journal of Higher Education Articles, 2002, 2004**  
Article entitled An Exploratory Model of Filtering in Administrative Searches,  
Article entitled Interrupting the Usual: Successful Strategies for Hiring Diverse Faculty

**Box 4, Folder 2**      **Hate and Bias Policies, 2004 – 2005, undated**  
Policies and forms from Georgetown University, Cornell University, Syracuse University

**Box 4, Folders 3-4**      **President's Task Force: LMU's Response to the Racial Incidents, 2004 – 2005**  
Compilation of resources for the President's Task Force Committee. Includes meetings, LMU policies, incidents, external policies, articles

**Box 4, Folder 5**      **President's Task Force Subcommittee, February 2005**  
President's Task Force on Bias Incidents, procedures subcommittee drafts

**Box 4, Folder 6**      **President's Task Force Report, 2005**  
President's task force on bias incidents report

**Series 5: Asian Pacific Student Services, 1980 – 2012**

**Subseries a: Administrative Records, 1980 – 2012**

**Box 5, Folder 1**      **Asian American Faculty and Staff Association, 2000 – 2004, 2010**  
Email correspondence, memoranda, meeting agendas and notes, membership lists

**Box 5, Folder 2**      **Asian Pacific American Student Leadership Roundtable, 2000 – 2012, undated**  
Email correspondence, meeting agendas and notes, leadership assessment forms

**Box 5, Folder 3**      **Asian Pacific Student Services Assorted Administrative Documents, 1980 – 2012, undated**  
Correspondence, event calendars and schedules, 2003-2004 annual report

- Box 5, Folder 4**      **Asian Pacific Student Services brochures, 1999 – 2003**  
Asian Pacific Student Services (APSS) promotional brochures, includes draft copies
- Box 5, Folder 5**      **Asian Pacific Student Services Logo, 2000 – 2001**  
Proof copies of APSS logo, also includes student submitted variations
- Box 5, Folder 6**      **Asian Pacific Student Services Staff Meetings, 2009 – 2011**  
Meeting agendas, correspondence
- Box 5, Folders 7-9**      **Asian Pacific Student Services Sign-In Sheets, 2003, 2011, undated**  
Sign-in sheets for events: Third Tuesday, API Unity, Mid-Autumn Moon Festival
- Box 6, Folder 1**      **Freshman Lists, 2010 – 2014**  
Student lists
- Box 6, Folder2**      **Hawaii Theme House, 2000 – 2001**  
Housing agreement, email correspondence
- Box 6, Folder 3**      **Newsletters, 1992, 1995, undated**  
International Student newsletter, Asian & Pacific Islander Voices: volume 1 no.1 (2), volume 1 no. 2, volume 2 no. 1, volume 3 no. 1, The ILMU Chronicle March 1995
- Box 6, Folder4**      **Student Reserve Board, 2005 – 2010**  
APSS and Student Reserve Board (SRB) information packet, SRB forms, SRB codes

**Subseries b: Programs and Events, 1984 – 2012**

- Box 7, Folder 1**      **APA Community Reception, February 2006**  
Participant list, planning documents
- Box 7, Folder 2**      **APSS Cultural Welcome, August 2005**  
Correspondence, RSVP list, planning documents
- Box 7, Folder 3**      **APSS Sponsored Events, 1984 – 2012**  
Various flyers and invitations
- Box 7, Folder 4**      **Bentos Beneath the Palms, 2007 – 2012**  
Flyers
- Box 7, Folder 5**      **Coastal Cleanup Day, 2004 – 2005**  
Event flyers, email correspondence, participant list
- Box 7, Folder 6**      **Coming Into Passion, March 1997**  
Program evaluations

<b>Box 7, Folder 7</b>	<b>Coro Information Session, November 2009</b> Participant list, Coro brochure, event invitation
<b>Box 7, Folder 8</b>	<b>Field Trips, February 2004 – 2005, 2008, undated</b> Events include: East West Players productions, Power Trip to Sawtelle
<b>Box 7, Folder 9</b>	<b>Hate Crimes Forum, March 2002</b> Program evaluations, participant list
<b>Box 7, Folder 10</b>	<b>Program Evaluations, 2000</b> Assorted program evaluation forms
<b>Box 7, Folder 11</b>	<b>Stanford Upward Bound, 2003</b> Correspondence, planning documents
<b>Box 7, Folder 12</b>	<b>Third Tuesday Article, September 2006</b> Loyolan newspaper from September 21, 2006
<b>Box 7, Folder 13</b>	<b>Third Tuesday Evaluations: APA Bloggers, undated</b> Program evaluation forms
<b>Box 7, Folder 14</b>	<b>Third Tuesday Evaluations: APA Game Show, undated</b> Program evaluation forms
<b>Box 7, Folder 15</b>	<b>Third Tuesday Evaluations: APA Game Show, circa 2010</b> Program evaluation forms
<b>Box 7, Folder 16</b>	<b>Third Tuesday Evaluations: Asian Latino – HAPA Event, undated</b> Program evaluation forms
<b>Box 7, Folder 17</b>	<b>Third Tuesday Evaluations: Asian-Latino Here and Now with Teatro Alma Nuevo, undated</b> Program evaluation forms
<b>Box 7, Folder 18</b>	<b>Third Tuesday Evaluations: Beau Sia, undated</b> Program evaluation forms
<b>Box 7, Folder 19</b>	<b>Third Tuesday Evaluations: Carlos Bulosan Play Performance, undated</b> Program evaluation forms
<b>Box 7, Folder 20</b>	<b>Third Tuesday Evaluations: Dante Basco, circa 2011</b> Program evaluation forms
<b>Box 7, Folder 21</b>	<b>Third Tuesday Evaluations: Dante Basco, undated</b> Program evaluation forms
<b>Box 7, Folder 22</b>	<b>Third Tuesday Evaluations: Green Third Tuesday, undated</b> Program evaluation forms

<b>Box 7, Folder 23</b>	<b>Third Tuesday Evaluations: Here and Now Theatre Company, September 2008</b> Program evaluation forms
<b>Box 7, Folder 24</b>	<b>Third Tuesday Evaluations: John Kobara, undated</b> Program evaluation forms
<b>Box 7, Folder 25</b>	<b>Third Tuesday Evaluations: Kevin So, undated</b> Program evaluation forms
<b>Box 7, Folder 26</b>	<b>Third Tuesday Evaluations: Kevin So, February 2011</b> Program evaluation forms
<b>Box 7, Folder 27</b>	<b>Third Tuesday Evaluations: Makena, undated</b> Program evaluation forms
<b>Box 7, Folder 28</b>	<b>Third Tuesday Evaluations: Never Perfect Film Screening Panel, undated</b> Program evaluation forms
<b>Box 7, Folder 29</b>	<b>Third Tuesday Evaluations: Nobuko Miyamoto, undated</b> Program evaluation forms
<b>Box 7, Folder 30</b>	<b>Third Tuesday Evaluations: Secret Identities, July 2005</b> Program evaluation forms
<b>Box 7, Folder 31</b>	<b>Third Tuesday Evaluations: Skim, circa 2010</b> Program evaluation forms
<b>Box 7, Folder 32</b>	<b>Third Tuesday Evaluations: Student Open Mic, undated</b> Program evaluation forms
<b>Box 7, Folder 33</b>	<b>Third Tuesday Evaluations: Tim Be Told, undated</b> Program evaluation forms
<b>Box 7, Folder 34</b>	<b>Third Tuesday Evaluations: Vincent Who? Film Screening and Panel, undated</b> Program evaluation forms
<b>Box 7, Folder 35</b>	<b>Third Tuesday Flyers, 2003 – 2006, undated</b> Various flyers and invitations

### **Subseries c: Resources, 1980 – 2009**

- Box 6, Folder 5**      **American Attitudes Towards Chinese Americans and Asian Americans, 2001**  
Booklet entitled American Attitudes, Chinese Americans and Asian Americans: A committee of 100 survey
- Box 6, Folder 7**      **Asian Pacific American External Organizations, 2000 – 2009**  
Flyers and brochures sponsored by non-LMU organizations with LMU involvement or support
- Box 6, Folder 8**      **Audit of Violence Against Asian Pacific Americans, 2002**  
Booklet entitled Audit of Violence Against Asian Pacific Americans Tenth annual report published by National Asian American Pacific Legal Consortium (3)
- Box 6, Folder 9**      **History of API Enrollment Rate, 2006**  
Booklet entitled History of API Enrollment Rate, local Catholic high school enrollment statistics
- Box 6, Folder 10**      **LMU Diversity Scorecard, 2003**  
Report entitled LMU Diversity Scorecard: A joint project with the Center for Urban Education at the University of Southern California, accompanying PowerPoint slides (2)
- Box 6, Folder 11**      **LMU Organizations Promotional Material, 2003 - 2010**  
Brochures for ASLMU, Greek Life, B-Boy Status flyer, Radix flyer
- Box 6, Folder 12**      **LMU Planning, 2003 – 2006**  
The Core Curriculum at Loyola Marymount University, The Strategic Plan for Loyola Marymount University

### **Subseries d: Student Organizations, 1980 – 2009**

Scope and Content Note: More information on student organizations can be found in the Student Organizations collection (UA.007.002) located in this repository.

- Box 8, Folder 1**      **Asian and Pacific Islander Sisterhood, 1998 – 2000**  
Meeting agendas, correspondence, constitution
- Box 8, Folder 2**      **Asian Pacific Student Association (APSA), 1980 – 1981, 2004 – 2008**  
APSA formation flyer, event flyers, budget forms, constitution
- Box 8, Folder 3**      **Han Tao, 1999 – 2004, 2008, undated**  
Event flyers, Han Tao newsletter, email correspondence, meeting agendas, constitution



- Box 8, Folder 4**      **Isang Bansa, 1999 – 2008, undated**  
Event flyers, newsletter, correspondence, constitution
- Box 8, Folder 5**      **Isang Bansa: Pilipino Culture Night, March 2007**  
Pilipino Cultural Night - A Family Affair event program (2)
- Box 8, Folder 6**      **Korean American Student Association (KASA), 2009**  
Staff roster, constitution, Far East Movement flyer (2)
- Box 8, Folder 7**      **Kyodai, 1995 – 2000, undated**  
Annual Manzanar Pilgrimage planning documents and event flyer, event flyers, constitution
- Box 8, Folder 8**      **Na Kolea, 1999 – 2003**  
Constitution, roster, meeting notes
- Box 8, Folder 9**      **Na Kolea Luau, 1998 – 2009**  
Flyers, programs, poster
- Box 8, Folder 10**      **Nikkei Student Union, undated**  
Constitution outline, meeting notes
- Box 8, Folder 11**      **Vietnam Student Association, 1999 – 2000**  
Constitution, correspondence, association brochure

**Subseries e: Workshops, 1980 – 2009**

- Box 8, Folder 12**      **APA Identity Workshop, March 2002**  
Sign-in sheet, evaluation forms
- Box 8, Folder 13**      **APIA Student Leadership, 2006**  
Program information roster
- Box 8, Folder 14**      **Leadership Workshops, 2008, 2012, undated**  
Schedules, student participants
- Box 8, Folder 15**      **Minority Leadership Retreat, 1994**  
Proposal for minority leadership retreat, drafts, notes, memoranda

**Series 6: Black Student Services, 1974 – 2009**

**Subseries a: Administrative Records, 1974 – 2005**

- Box 9, Folder 1**      **Afro-American Supportive Services Correspondence, 1981 – 1982, 1986**  
Reverend Donald P. Merrifield, S.J. memorandum, director Samuel Simpson correspondence

*Afro-American Supportive Services is the former name of Black Student Services.*

- Box 9, Folder 2**      **Afro-American Center, circa 1977**  
Description of Afro-American Center
- Box 9, Folder 3**      **Correspondence, 1974 – 1975**  
Correspondence between Reverend Donald P. Merrifield, S.J. and Afro-American Supportive Services Director Theman Taylor
- Box 9, Folder 4**      **Office of Black Student Services Administrative Records, 2001 – 2003, 2005**  
Description of the Office of Black Student Services (BSS), BSS director search documents, BSS schedule

**Subseries b: Programs and Initiatives, 1980 – 2009**

- Box 9, Folder 5**      **African American Student Services Leadership Awards, 1974 – 2009**  
Reverend Charles S. Casassa, S.J. correspondence, event programs, program announcements, nomination forms
- Currently known as the African American Student Services Leadership Awards, the program has also been known as the Black Achievement Awards, Afro-American Awards Ceremony, Black Students Award Ceremony, African American Academic, Service and Leadership Awards Ceremony.*
- Box 9, Folder 6**      **Black History Month, 2000 – 2003**  
Event schedule flyers, email announcements, Daily Breeze newspaper article
- Box 9, Folder 7**      **Black History Month, 2007 – 2008**  
Black History Month schedule of events 2007, 2008
- Box 9, Folder 8**      **Black History Month Planning Committee 2003, 2002 – 2003**  
Events calendar February 2002, meeting agendas, administrative documents, BHM schedule of events 2003
- Box 9, Folder 9**      **BSS Events, 1982, 1994, 1997 – 2007**  
Event announcements and emails, Martin Luther King Jr's birthday mass and celebration flyers
- Box 9, Folder 10**      **Kente Graduation, 1993, 2000**  
Third Annual Kente Robing and Passage Celebration program 1993, Kente Graduation program 2000
- Box 9, Folder 11**      **Kente Graduation, 2006, 2008**  
Kente Graduation program 2006 (2), 17th Annual Kente Graduation program 2008

**Box 9, Folder 12**      **Kente Graduation, 2009**  
19th Annual Kente Graduation program 2009, Speech made by Ramona Wright

**Subseries c: Publications, 1979 – 2009**

**Box 9, Folder 13**      **Afro-American Supportive Services Black Student Handbook, 1979**  
Handbook

**Box 9, Folder 14**      **Afro-American Supportive Services Black Student Handbook, 1980 – 1981**  
Handbook (2)

**Box 9, Folder 15**      **News from the Office of Black Student Services, 2009**  
Newsletter from Fall 2009

**Box 9, Folder 16**      **Office of Black Student Services Student Handbook, 2004 – 2005**  
Handbook

**Box 9, Folder 17**      **Office of Black Student Services Promotional, 2007, undated**  
OBSS brochure, event calendar 2007 – 2008

**Box 9, Folder 18**      **The Black Student and Loyola Marymount University, circa 1979**  
Student handbook prepared by the Afro-American Studies Center

**Subseries d: Miscellaneous, 1992**

**Box 9, Folder 19**      **"Black Students Report Racism...", May 1992**  
Facsimile of newspaper article from the Wave entitled "Black students report racism on the Loyola Marymount Campus" from May 13, 1992

**Series 7: Chicano Latino Student Services, 1973 – 2015**

**Subseries a: Administrative Records and Publications, 1973 – 2012**

**Box 10, Folder 1**      **Chicano Latino Student Services Awards, 2012**  
Chicano Latino Student Services (CLSS) Awards nomination forms

**Box 10, Folder 2**      **Chicano Latino Student Services Brochure, undated**  
CLSS information brochure

**Box 10, Folder 3**      **CLSS Director Search, 2005**  
New applicant administrative forms, job description

**Box 10, Folder 4**      **CLSS Fellows Meetings, 2012**  
Meeting agendas

- Box 10, Folder 5**      **CLSS Overview, 2010 – 2012**  
Fellow job description, CLSS program schedules, overview of Latino undergraduate recruitment efforts document
- Box 10, Folder 6**      **La Mesa Directiva, 1973 – 1974**  
Meeting minutes, correspondence, organization constitution
- Box 10, Folder 7**      **LAPD Hispanic Forum Planning, 2011**  
Planning notes and documents
- Box 10, Folder 8**      **Latino Resource Handbook, 2003 – 2004**  
Loyola Marymount University Latino Resource handbook, 3rd edition (2), 2004/2005 Latino Resource Handbook, 4th edition
- Box 10, Folder 9**      **Latino Student Handbook, 1984 – 1986**  
Latino Student handbook 1984-85, handbook 1985-86
- Handbooks were created under the former department name, Chicano Student Services.*

**Subseries b: Programs and Initiatives, 1974 – 2015**

- Box 12, Folder 1**      **Canisius College Visit, November 2011**  
CLSS flyer, itinerary, forms, LMU promotional material
- Box 12, Folder 2**      **Cesar Chavez Day Celebration, 2010**  
Cesar Chavez Interfaith Prayer Service planning documents, Campus Ministry flyers (3), program facsimile, schedule, script
- Box 12, Folder 3**      **Cesar Chavez Celebration: Celebrating 100 Years of Farm Work in California, 2011**  
Cesar Chavez Interfaith Prayer Service script, planning documents, The Loyolan March 24, 2011
- Box 12, Folder 4**      **Cesar Chavez Celebration, 2013**  
Mass program, prayer service script, planning documents and notes
- Box 12, Folder 5**      **CLSS Events, 1993 – 2002, undated**  
CLSS program announcements, email announcements, event calendars, flyers, Nuestra Alma Latina brochure
- Box 12, Folder 6**      **CLSS Open House, 2011**  
Event flyer (3), sign-in sheet
- Box 12, Folder 7**      **Dia de los Muertos , 2010**  
Event flyers, event surveys, activity sheets, 4 fabric swatches with handwritten messages

<b>Box 12, Folder 8</b>	<b>Dia de los Muertos , 2011</b> Event survey, William H. Hannon Library event flyers, Blessing the Altar de los Muertos prayer sheet
<b>Box 12, Folder 9</b>	<b>Dia de los Muertos , 2012</b> Correspondence re: Self-Help Graphics, article entitled Day of the Dead: a family reunion
<b>Box 11, Folder 1</b>	<b>Dia Committee, 2012</b> Meeting agendas for Dia de Reconocimiento Committee
<b>Box 11, Folder 2</b>	<b>Dia de Reconocimiento Binder, 2008 – 2012</b> Schedules, committee meeting agendas, planning documents, ceremony scripts, sarape sash ordering information
<b>Box 11, Folder 3</b>	<b>Dia de Reconocimiento, 2011</b> Planning notes and documents, event flyer, sarape sash ordering information
<b>Box 11, Folders 4-5</b>	<b>Dia de Reconocimiento , 2012</b> Participant list, event schedule, script, planning documents, participant surveys
<b>Box 11, Folder 6</b>	<b>Dia de Reconocimiento Publicity, April 2006</b> Memory book
<b>Box 11, Folder 7</b>	<b>Dia de Reconocimiento Publicity, May 2009</b> Memory book
<b>Box 11, Folder 8</b>	<b>Dia de Reconocimiento Publicity, May 2010</b> Event invitation, event program, memory book
<b>Box 11, Folder 9</b>	<b>Dia de Reconocimiento Publicity, May 2011</b> Event invitation, event program (3), memory book
<b>Box 11, Folder 10</b>	<b>Dia de Reconocimiento Publicity, April 2012</b> Event invitation (2), memory book
<b>Box 11, Folder 11</b>	<b>Dia de Reconocimiento Publicity, May 2015</b> Memory book (3)
<b>Box 12, Folder 10</b>	<b>First to Go, 2010 – 2011</b> First to go information flyers, mentor list, participant list, PowerPoint presentation slides
<b>Box 12, Folder 11</b>	<b>La Posada, 2010 – 2011</b> Sign-in sheet, event flyer (3), event scheduling

<b>Box 12, Folder 12</b>	<b>Latino Heritage Month, 2010</b> Event scheduling, event flyers, newsletter entitled Forum Del Pueblo, July 2010
<b>Box 12, Folder 13</b>	<b>Latino Heritage Month, 2011</b> Event planning documents, event flyers, Salsa Night poster
<b>Box 12, Folder 14</b>	<b>Latino Heritage Month, 2012</b> Event sign-in sheets, Empowerment session questionnaire
<b>Box 12, Folder 15</b>	<b>Latino Heritage Month Flyers, 2001 – 2002, undated</b> Latino Heritage Month flyer 2001, Latino Heritage Month flyer 2002 (2), undated flyer
<b>Box 12, Folder 16</b>	<b>Latino Overnight, 2009, 2012 – 2013</b> 2009 tentative agenda (2), 2012 agenda, 2013 agenda, LMU information brochures and flyers
<b>Box 12, Folder 17</b>	<b>Latino Scholars Day, 2010</b> Program agenda, PowerPoint presentation slides
<b>Box 12, Folder 18</b>	<b>Latino Spiritual Retreat, October 2011</b> Event flyer, agendas, registration forms
<b>Box 12, Folder 19</b>	<b>Latino Spiritual Retreat, October 2012</b> Agendas, participant list
<b>Box 12, Folder 20</b>	<b>LMU Latino Summit (1), 2011</b> Agendas, questionnaires, survey results, pre-summit document, participant list, committee member notes
<b>Box 12, Folder 21</b>	<b>LMU Latino Summit (2), 2011</b> Survey results, summit focal points, PowerPoint presentation slides
<b>Box 13, Folder 1</b>	<b>Misa de Herencia, 2010</b> Misa de Herencia Latina hymns (3)
<b>Box 13, Folder 2</b>	<b>Misa de Herencia: Dia de la Familia, 2011</b> Dia de la familia event flyer (3), Misa de Herencia Latina hymns (3), planning documents
<b>Box 13, Folder 3</b>	<b>Misa de Herencia: Dia de la Familia, 2012</b> Script (2), planning documents
<b>Box 13, Folder 4</b>	<b>Our Lady of Guadalupe Celebration, 2010</b> Bilingual invitation flyer (3), planning documents, mass program (3)

<b>Box 13, Folder 5</b>	<b>Our Lady of Guadalupe Celebration, 2011</b> Mass program (3), Invitation flyer (3), planning documents, program script
<b>Box 13, Folder 6</b>	<b>Our Lady of Guadalupe Celebration, 2012</b> Invitation flyer, event program, planning documents, script entitled The Apparitions of Our Lady of Guadalupe to Saint Juan Diego
<b>Box 13, Folder 7</b>	<b>Power Trip, 2003</b> Sign-in sheet for Women of Juarez play, invoice for tickets
<b>Box 13, Folder 8</b>	<b>Registration 411, November 2012</b> Sign-in sheets, feedback forms, Ethnic and Intercultural Services student availability forms
<b>Box 13, Folder 9</b>	<b>Rigoberta Menchu, 2005</b> A Lecture Event: "Dreams of Peace: Sueños de paz" poster, event flyer (3), The Loyolan October 12, 2005, The Loyolan October 19, 2005 (2)
<b>Box 13, Folder 10</b>	<b>Study Jamz, 2010 – 2011</b> Study Jamz in the library Fall 2010 schedule, library research tips flyers
<b>Box 13, Folder 11</b>	<b>Tunnel of Oppression, November 2012</b> Planning documents, event activities
<b>Subseries c: Resources, 1984 – 2013</b>	
<b>Box 14, Folder 1</b>	<b>Beyond Transfer Orientation, 2010</b> Reference guide booklet
<b>Box 14, Folder 2</b>	<b>Chicano Studies, 1984, undated</b> Chicano Studies symposium brochure, newspaper clipping facsimiles
<b>Box 14, Folder 3</b>	<b>EIS Staff Meetings, 2010, 2012</b> EIS student focus group results, EIS meeting agendas
<b>Box 14, Folder 4</b>	<b>El Ultimo, 2009</b> Miracle Theatre Group production information
<b>Box 14, Folder 5</b>	<b>Events to Promote, 2005</b> Halo group presents Korda Vision information packet
<b>Box 14, Folder 6</b>	<b>Executive Summary, April 2011</b> Executive Summary - Ethnic and Intercultural Student Services administrative program review
<b>Box 14, Folder 7</b>	<b>La Voz, 2010</b> Publication entitled <i>La Voz: Un Diario Literario</i>

*For more issues of La Voz see the Student Newspapers and Periodicals collection (UA.007.005) located in this repository.*

**Box 14, Folder 8**

**LMU Brochures, 2010, undated**

Brochures for LMU departments: Intercultural Summit, Office of Undergraduate Admissions, Latino Theology and Ministry Initiative, Mane Entertainment, Off-Campus Student Life, Ethnic and Intercultural Services, Intercultural Affairs

**Box 14, Folder 9**

**LMU Latino Alumni Association, 2006, 2012**

Mexican American Alumni Association (MAAA) scholarship application, Letter to alumni, alumni roster

*Mexican American Alumni Association is the former name of the current Latino Alumni Association.*

**Box 14, Folder 10**

**Mexican American Alumni Association, 2010 – 2011**

Student roster, 29th Annual MAAA Scholarship Awards Dinner program, undergraduate statistics, MAAA board retreat notes, MAAA fact sheet, magazine entitled The Hispanic Outlook in Higher Education

**Box 14, Folder 11**

**President's Leadership Development Initiative, February 2011**

Handbook entitled President's Leadership Development Initiative helping faculty and staff become highly effective leaders simultaneously committed to inclusive excellence and LMU's Catholic/Jesuit/Marymount Tradition

**Box 14, Folder 12**

**Strategic Plans, 2012**

Various Division of Student Affairs strategic plans, university strategic plans

**Box 14, Folder 13**

**Student Affairs, 2011**

Newsletter entitled Life at LMU, article entitled How selective is acculturation? Broadening our perspective, article entitled Influences on college students' capacity for socially responsible leadership, article entitled Latinos' collectivism and self-disclosure in intercultural and intracultural friendships and acquaintanceships

**Box 14, Folder 14**

**Student Affairs Leadership Council, 2010 – 2011**

Webinar schedule, presentation resource packet entitled Aligning co-curricular initiatives with learning outcomes

**Box 14, Folder 15**

**University Intercultural Council, February 2011**

LMU senior vice president fellow application, Inclusive excellence grants proposal draft, University Intercultural Council (UIC) by-laws, Council for the advancement of standards in higher education self-assessment guide



<b>Box 14, Folder 16</b>	<b>Upward Bound, 2011</b> Summer internship flyer, PowerPoint slide presentation, Academic Persistence Program counselor roster, ethnicity statistics, Toastmasters brochure
<b>Box 14, Folder 17</b>	<b>Viernes Por la Tarde, 2009 – 2010</b> Meeting agendas, minutes, article entitled Struggling for opportunity undocumented AB 540 students in the Latino/a education in the pipeline, Loyola Marymount University Unofficial statistics - Fall 2009
<b>Box 14, Folder 18</b>	<b>Zero Tolerance Week, 2012 – 2013</b> ASLMU flyer, Stirfry seminar flyers, Anti-defamation League information packet
<b>Subseries d: Student Leadership, 2010 – 2013</b>	
<b>Box 10, Folder 10</b>	<b>Harvard Kennedy Latino Leadership Initiative, 2010</b> Harvard Kennedy School Center for Public Leadership Latino Leadership Initiative information materials, participant list
<b>Box 10, Folder 11</b>	<b>Harvard Latino Leadership Initiative Program, 2011</b> Meeting schedules, flyer, correspondence
<b>Box 10, Folder 12</b>	<b>Harvard LLI 2012 – 2013 Cohort, 2012 – 2013</b> Participant list and flyer, presentation slides and notes, agendas, Latino Leadership Initiative photo roster, planning documents
<b>Box 10, Folder 13</b>	<b>Latino Leaders Roundtable: Summit Part I, 2012</b> Latino student leaders survey responses, Cumbre Latina summit leader reviews
<b>Box 10, Folder 14</b>	<b>Latino Leadership Initiative Program, 2011</b> Harvard Latino Leadership Initiative program description, program schedule, notes
<b>Box 10, Folder 15</b>	<b>Latino Leadership Roundtable (1), 2010 – 2011</b> Participant roster, meeting agendas, Ethnic and Intercultural Services grant application
<b>Box 10, Folder 16</b>	<b>Latino Leadership Roundtable (2), 2010 – 2011</b> Surveys, end of year assessments, calendars, event scheduling
<b>Box 10, Folder 17</b>	<b>Latino Leadership Roundtable, 2012</b> Meeting agendas, event scheduling
<b>Box 10, Folder 18</b>	<b>Latino Leadership Roundtable Meetings, 2011</b> Meeting agendas and minutes
<b>Box 10, Folder 19</b>	<b>Leadership Workshops: Synergize the "high" way, 2010</b> Leadership lunch agenda, notes

**Box 10, Folder 20**      **LMU Latino Leadership Initiative, 2013**  
Harvard Kennedy School certificate of completion, LLI leaders flyer, public speaking presentation slides

## **Series 8: Career and Professional Development, 1973 – 2006**

**Box 15, Folder 1**      **Announcement Flyers, 1974 – 1991, undated**  
Various flyers from the Career Planning and Placement Center, Placement Assistance Services

**Box 15, Folder 2**      **Brochures, 1995, undated**  
Brochures from Career Planning and Placement, Placement Assistance Services, Career Development and Placement, the previous names of Career and Professional Development

**Box 15, Folder 3**      **Career Development Services, 1996, 1998 – 2003**  
Career fair flyer 1996, various emails including career fair email invitations, graduate school fair email, internship fair email, invitation for Judy Hill's retirement (2)

**Box 15, Folder 4**      **Career Development Services Promotional Material, 2006 – 2007, undated**  
Various brochures created for faculty/staff and students from Career Development Services

**Box 15, Folder 5**      **Career Placement Guide Fall 1983, 1983**  
Booklet edited by Placement Assistance Service

**Box 15, Folder 6**      **Cranking It Out, 1979**  
Booklet entitled Cranking it out...Guide to a successful resume written by Bernice Russell

**Box 15, Folder 7**      **Four Year Liberal Arts Graduates, 1975**  
Booklet entitled Four-Year Liberal Arts Graduates, a position statement by The College Placement Council, Inc

**Box 15, Folder 8**      **New Careers Program, 1974**  
Correspondence and program summary, sponsoring agency Charles R. Drew Postgraduate Medical School

**Box 15, Folder 9**      **Newspaper Article, February 1999**  
Article from the Daily Breeze entitled Dinner etiquette course blossoms at LMU from February 12, 1999

**Box 15, Folder 10**      **Placement Assistance Services, 1982 – 1992**  
Correspondence, placement assistance services report

- Box 15, Folder 11**      **Placement Manual 1991 – 1992, 1991**  
Placement manual edited by Placement Assistance Services (3)
- Box 15, Folder 12**      **Student/Alumni Placement, 1973 – 1978**  
Correspondence, report on student/alumni activities
- Box 15, Folder 13**      **Student/Alumni Placement Annual Report 1974-1975, 1975**  
Correspondence, copy of student/alumni placement annual report
- Box 15, Folder 14**      **Work Study, 1976 - 1986**  
Work study staff procedures, work study job titles, memoranda, correspondence

## **Series 9: Center for Service and Action, 1980 – 2007**

- Box 17, Folder 11**      **Center for Community Service and Internships Email, 1999 – 2000**  
Email announcements  
  
*The Center for Service and Action (CSA) was known as the Center for Community Service and Internships from 1999-2000.*
- Box 17, Folder 12**      **Center for Community Service and Internships Forms, 1999 – 2000**  
Administrative blank forms, templates
- Box 17, Folder 13**      **Center for Service and Action Emails, 2000 – 2002, 2005**  
Event and program announcement emails
- Box 17, Folder 14**      **Center for Service and Action Promotional Material, 2001 – 2002, 2007, undated**  
CSA brochures, announcement to staff, blank CSA notecard, web page description, community service fair flyer 2007, HomeWalk 07 flyer, staff request form
- Box 17, Folder 24**      **Community Relations Task Force, 1992**  
Semester Report 1992, Community Relations Task Force newsletter Vol. IV Issue 1 Nov/Dec 1992
- Box 17, Folder 15**      **EPIC, 1980 – 1989, undated**  
EPIC newsletter 1980 1981, newspaper clipping, program description, correspondence, administrative forms  
  
*The Center for Service and Action was known as Educational Participation in Communities (EPIC) from 1975 until 1999.*
- Box 17, Folder 16**      **EPIC Alumni Mentor Program in the News, 1996**  
Newsletter Fall 1996

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|--------------------------|--|
| <b>Box 17, Folder 17</b> | <b>EPIC Guide, undated</b><br>EPIC procedural manual   |
| <b>Box 17, Folder 18</b> | <b>EPIC Manuals, 1990s</b><br>The Office Manager's Summer Manual, EPIC/Special Games procedural manual   |
| <b>Box 17, Folder 19</b> | <b>EPIC Mentor Program, 1992</b><br>Mentor Program final report 1992, correspondence   |
| <b>Box 17, Folder 20</b> | <b>EPIC Procedural Manual, undated</b><br>Procedure manual   |
| <b>Box 17, Folder 21</b> | <b>EPIC Promotional Material, undated</b><br>EPIC brochures, bookmark  |
| <b>Box 17, Folder 22</b> | <b>LMU Volunteer Program, undated</b><br>Volunteer program brochure (2)  |
| <b>Box 17, Folder 23</b> | <b>Special Games Announcements and Newsletters, 1979 – 2004</b><br>Staff announcements, intermittent newsletters, history of the Special Games write-up  |
| <b>Box 20, Folder 13</b> | <b>Special Games Promotional, 1978 – 2005</b><br>Special Olympics brochure 1978, Special Games program 1979 (3), Program 1985, Program 1986, Program 1993, Flyer 2002 (2), Pamphlet 2003 (3), Flyer 2003, Program 2004, Program 2005 (3) |
| <b>Box 20, Folder 14</b> | <b>Special Games Information and Sponsorship, 1989 – 2001</b><br>Special sponsor program brochures, fundraiser flyers  |
| <b>Box 20, Folder 15</b> | <b>Riordan Awards, 1994, 2000 – 2002</b><br>The Thirteenth Annual Riordan/EPIC Awards Reception program 1994, Invitation and program for Riordan Community Service Awards 2000, Invitation 2002, Arete Award invitation 2002             |

## **Series 10: Counseling Services, 1973 – 1995**

Scope and Content Note: This series contains records from a department that is no longer active. The services once offered by Counseling Services are now available through the university's Career and Professional Development, Student Health Services, and/or Student Psychological Services.

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|--------------------------|---|
| <b>Box 15, Folder 15</b> | <b>Counseling Center, 1975 – 1977, 1979</b><br>Counseling Center director job description, correspondence, Counseling Center report |
|--------------------------|---|

- Box 15, Folder 16**      **Counseling Center and Alumni, 1976**  
Correspondence, documents for alumni outreach
- Box 15, Folder 17**      **Counseling Services Administrative, 1973 – 1975**  
Staffing list, correspondence
- Box 15, Folder 18**      **Counseling Services Administrative, 1981 – 1988**  
Vistas schedule announcement, correspondence, procedures for psychological emergencies memorandum
- Box 15, Folder 19**      **Counseling Services Brochures, 1974, 1991, 1995, undated**  
Counseling Services brochures, Peer Counseling LMU brochure, sexual harassment brochure (3)
- Box 15, Folder 20**      **Project Advise 77, November 1978**  
Copy of Project Advise 77 - Alumni Impressions: A survey of the educational and work experiences for 1972-76 Loyola Marymount University graduates

## **Series 11: Disability Support Services, 1987 – 2008**

- Box 18, Folder 1**      **Disability Awareness Day, 1987**  
Memorandum, schedule of events
- Box 18, Folder 2**      **Disability Support Services, 2008, undated**  
Information brochures
- Box 18, Folder 3**      **Disabled Student Services, undated**  
Brochure
- Box 18, Folder 4**      **Handicapped Student Handbook, undated**  
Information booklet
- The Office of Handicapped Services is the former name of Disability Support Services.*

## **Series 12: First Year at LMU, 1984 – 2012**

- Box 9, Folder 20**      **Commuters, 1984 – 1986, undated**  
Handbooks entitled Commuters: an Information Guide, Commuter Student Handbook 1984-85, Commuter Handbook 1985-86, LMU Commuter Chronicle April 1984
- Commuter Services is the previous department that offered services to students similar to the current Office of First Year Experience.*

- Box 9, Folder 21**      **First Year Experience Coordinating Team, 2007 – 2011**  
PowerPoint presentation slides, First year initiative matrix key, statistics, administrative meeting agendas, notes
- Box 9, Folder 22**      **First Year Experience Flyers, 2008, 2012**  
Connect LMU event schedule flyer (2), Connect LMU event schedule flyer, FYE brochure (2)
- Box 9, Folder 23**      **First Year Institute, undated**  
Invitation, rsvp card, envelope
- First Year Institute was a program for students in the College of Liberal Arts for undecided major first year students.*
- Box 9, Folder 24**      **First Year Programs Folder, 2006**  
Folder contains resources for various student services compiled by First Year Programs. Includes The Learning Center (TLC), Center for Service and Action, Paw Prints, Ethnic and Intercultural Services
- First Year Programs (FYP) is the former name of the Office of First Year Experience.*
- Box 9, Folder 25**      **First Year Programs Promotional, 2003, 2005, undated**  
FYP flyers, FYP promotional email
- Box 9, Folder 26**      **The Revelation, March 2006**  
The Revelation newsletter, Volume I issue 2 from March 13, 2006 (2) Newsletter sponsored by the Office of First Year Programs and Ethnic and Intercultural Services
- Box 9, Folder 27**      **The Learning Community, 2008, undated**  
The Learning Center (TLC) staff schedules, brochures, information cards, envelopes
- Box 9, Folder 28**      **Thrive Guide, 2004**  
Guide book packet produced by the Office of First Year Programs (2)
- Series 13: Office for International Students and Scholars, 1977 – 2010**
- Box 19, Folder 1**      **Event Flyers, 2003 – 2010**  
Flyers for World Fest 2003, 2005-2010, Furusato film screening 2005
- Box 19, Folder 2**      **Event Flyers and Email Announcements, 1993 – 2001**  
Event flyers and emails for International Friendship Day, Thursday Afternoon Tea, International Thanksgiving invitation 1997

- Box 19, Folder 3**      **International Student Advisement, 1985**  
Activities calendar for Internationalism at LMU 1985
- International Student Advisement is the former department name of the Office for International Students and Scholars.*
- Box 19, Folder 4**      **International Student Newsletter, 1985 – 1990**  
International Student Newsletter from September, October 1985. International Student News November 1987, February, March, May 1988. The International Student Newsletter September, October 1989, February/March, April/May 1990.
- Newsletter published by the International Student Advisement (ISA) office.*
- Box 19, Folder 5**      **Merrifield International Student Program Documents, 1979 – 1980**  
Donald P. Merrifield, S.J. Correspondence re: foreign student affairs, federal regulations
- Box 19, Folder 6**      **Office of International Students and Scholars Administrative, 1977, 1996, 2001**  
The foreign student and the foreign student advisor report 1977, Office of International Students and Scholars (OISS) information sheet, LMU Community email
- Box 19, Folder 7**      **OISS Brochures, 1977, undated**  
International students' guide booklet cover, OISS brochure
- Box 19, Folder 8**      **The Ambassador, 1988 – 2000**  
Newsletters from September-November 1998, January-April 1999, September-November 1999, February-May 2000
- Newsletter published by the Office for International Students and Scholars.*
- Box 19, Folder 9**      **The Global Village, 1990 – 1992, 1995**  
Newsletter from October, November 1990, February-April/May 1991, September, October/November 1991, September, October 1992, Spring 1995
- Newsletter published by the Office of International Services.*
- Series 14: Student Health Services, 1973 – 2002**
- Box 15, Folder 21**      **Announcements, 1995, 1997, 1999 – 2002**  
Student Health Services community announcements, emails promoting events and services available

- Box 15, Folder 22**      **Emergency Guide for Injuries and Illnesses, undated**  
2 versions Student Health Services emergency procedures guidebook
- Box 15, Folder 23**      **Loyola Marymount University Student Health Services Final Report, 1981**  
Report documents
- Box 15, Folder 24**      **Merrifield Health Center Correspondence, 1973 – 1974**  
Donald P. Merrifield, S.J. correspondence
- Box 15, Folder 25**      **Student Health Services Events, 1982 – 1988**  
Event flyers, schedule of events calendars
- Box 15, Folder 26**      **Student Health Services Promotional, 1995, undated**  
Student Health Services brochures, health center poster
- Box 15, Folder 27**      **Student Injuries and Sickness Insurance Plan, 2000 – 2001**  
Insurance brochure

## **Series 15: Student Housing, 1973 – 2005**

### **Subseries a: Administrative Records, 1973 – 2005**

- Box 19, Folder 10**      **Email Announcements, 2001 – 2002**  
Resident advisor job announcement, Student Housing sponsored ADA seminar event
- Box 19, Folder 11**      **Head Resident Advisor, 1977**  
Job description
- Box 19, Folder 12**      **Housing and Residence Life Five Year Program, September 1983**  
Draft of housing and resident life five year program written by the Student Housing Office
- Box 19, Folder 13**      **Housing Correspondence, 1973 – 1977**  
Memoranda, correspondence between Thomas Quinlan, Richard A. Robin, S.J., Donald P. Merrifield, S.J re: housing situation
- Box 19, Folder 14**      **Housing Correspondence, 1978 – 1981**  
Memoranda, correspondence between Donald P. Merrifield, S.J., Tom Reynolds, John A. Pfaffinger, Fran Williams re: housing situation
- Box 19, Folder 15**      **Miscellaneous, 1982 – 1991, 1996 – 1997, 2001**  
Faculty housing assistance document, memoranda, community notices, summer housing application



- Box 19, Folder 28      Off-Campus Housing Report, undated**  
Report written by Fran Williams, Off-Campus Housing Coordinator
- Box 19, Folder 16      Student Housing Information, 2003 – 2005**  
Student housing applications, housing rates, student housing frequently asked questions (FAQs)
- Subseries b: News, 1973 – 2005**
- Box 19, Folder 17      Religious Statue Article, February 1994**  
Loyolan article re: vandalism
- Box 19, Folder 18      Westside Weekly Article, September 1995**  
Newspaper with article entitled Hotel Loyola
- Subseries c: Publications, 1975 – 1995**
- Box 19, Folder 19      Guide for Off Campus Housing, circa 1979**  
Booklet compiled by Fran Williams
- Box 19, Folder 20      LMU Resident Life Handbook, 1975**  
Handbook
- Box 19, Folder 21      LMU Resident Roster 1978-1979, 1978**  
Resident directory
- Box 19, Folder 22      Resident Life Guide, 1977**  
Handbook
- Box 19, Folder 23      Resident Life Handbook, 1981 – 1985**  
Resident Life handbook '81-'82, handbook 1984-5
- Box 19, Folder 24      Resident Life Handbook, 1986 – 1988**  
Resident Life handbook 1986-7, handbook 1987-8
- Box 19, Folder 25      Resident Roster, February 1985**  
Directory from spring 1985
- Box 19, Folder 26      LMU Resident Life Handbook, September 1985**  
Directory
- Box 19, Folder 27      Student Housing Brochure, 1995 – 1997, 2001 – 2002, 2007 – 2008, undated**  
Brochures for Student Housing, Resident Student Dining and Housing Guide 1996-1997, 2007-2008

## **Series 16: Student Leadership and Development, 1973 – 2012**

### **Subseries a: Ignation Leadership Institute, 1994 – 2012**

- Box 18, Folder 5**      **Diversity: Applications for Leadership Development, 1994**  
Workshop handbook
- Box 18, Folder 6**      **iLead, 2010 – 2012**  
iLead program information, agendas
- Box 18, Folder 7**      **LMU Leadership Institute, 2007, 2009**  
First annual leadership symposium with Lisa Ling flyer, Father G and the Homeboys film screening flyer
- Box 18, Folder 25**      **Student Leadership Opportunities, undated**  
Student Leadership Opportunities brochure (2), Student Programs and Leadership brochure

### **Subseries b: Student Awards, 1977 – 2007**

- Box 18, Folder 8**      **Announcements and Nomination Forms, 1984 – 1989, 1993 – 1996, 2000 - 2002**  
Awards Convocation Joanie Conley's recipient script 1984, memoranda re: Student Leadership and Service Awards, call for nominee emails
- Box 18, Folder 26**      **Annual Awards Convocation, 1977 – 1984**  
Programs, flyers, invitations for Annual Awards Convocation
- Box 18, Folder 27**      **Student Service and Leadership Awards, 1988 – 2007**  
Undated 1<sup>st</sup> Annual Student Service Awards Convocation flyer, Student Service and Leadership Awards Ceremony programs, invitations, flyers

### **Subseries c: Student Organizations, 1984 – 2002**

- Box 18, Folder 9**      **Club and Organization Guide Book, 2000 – 2001**  
Club and Organization Guide Book by Student Life (2)
- Box 18, Folder 24**      **Club and Organization Resource Manual, 2006 – 2007**  
Policies and procedures manual
- Box 18, Folder 10**      **Club and Organization Updates, 1987**  
Memoranda re: clubs and organizations
- Box 18, Folder 11**      **List of Active Clubs, circa 2002**  
List of student organizations

<b>Box 18, Folder 12</b>	<b>Magis Leadership Preparation Program, undated</b> Loyola Marymount University Magis Leadership information packet
<b>Box 18, Folder 13</b>	<b>Organization Handbook, 1994 – 1995</b> Handbook
<b>Box 18, Folder 14</b>	<b>Service Organizations, 1984, 1994</b> Memoranda, service organizations request form
<b>Box 18, Folder 15</b>	<b>Student Organization Handbook, 1998 – 1999</b> Handbook produced by LMU SOS (Student Organization Services), Club and organization viewbook
<b>Box 18, Folder 16</b>	<b>Student Organization Handbooks, 1987, undated</b> Booklet entitled LMU Student Organization handbook: A guide to activities planning (2), booklet entitled Student Organization Information Roster, booklet entitled Student Organization handbook, student activities department
<b>Box 18, Folder 17</b>	<b>Student Organization Information Roster, 1988</b> Booklet
<b>Box 18, Folder 23</b>	<b>Student Organization Newsletter, 1982 – 1983</b> Issues of news letter from October, November 1982, March, April, October 1983
<b>Box 18, Folder 28</b>	<b>Student Summer Leadership Conference, May 1986</b> Final report prepared by Nancy Au, coordinator of Student Affairs Training Committee
<b>Subseries d: Student Worker Program, 1973 – 2002</b>	
<b>Box 18, Folder 18</b>	<b>Student Worker Program, 1973 – 1975</b> Correspondence
<b>Box 18, Folder 19</b>	<b>Student Worker Program, 1975 – 1976</b> Correspondence, job descriptions
<b>Box 18, Folder 20</b>	<b>Student Worker Program, 1987 – 1989, 1994, 2002</b> Memoranda, Student Worker Alumni newsletter (3)
<b>Box 18, Folder 21</b>	<b>Student Worker Program Correspondence, 1980 – 1981</b> Correspondence written by Richard Trame, S.J.
<b>Box 18, Folder 22</b>	<b>Title IX and the Student Worker Program, 1975 – 1976</b> Correspondence, guidelines booklet entitled Institutional Self-Evaluation: Title IX Requirement

## **Series 17: Student Psychological Services, 1994 – 2003**

- Box 15, Folder 28      Announcements, 2000 – 2003**  
Email announcements, event flyer for How to respond to troubled students (2)
- Box 15, Folder 29      LMU Peer Education Program, 1994**  
Brochure for LMU Peer Education Program (PEP), class announcements for faculty
- Box 15, Folder 30      Psychological Services, undated**  
Brochure for Psychological Services (2)
- Box 15, Folder 31      Student Psychological Services Brochures, undated**  
Faculty/staff guides, student brochures

## **Series 18: Work Study, 1976 – 1999**

Scope and Content Note: This series contains records that are restricted to researchers due to privacy restrictions.

### **Subseries a: Administrative Records, 1978 – 1998**

- Box 16, Folder 1      California State Work Study Program, 1987**  
Materials for California State Work-Study Programs application
- Box 16, Folder 2      Forms and Templates, 1978 – 1996, undated**  
Administrative forms and templates including time cards, memoranda, award letters, payroll procedures
- Box 16, Folder 3      Memos and Correspondence, 1978 – 1991**  
Meeting minutes, memoranda, correspondence re: student payroll, job assignments
- Box 16, Folder 4      Memos and Correspondence, 1992 – 1998**  
Memoranda, correspondence re: available jobs, requisitions
- Box 16, Folder 5      Work/Grant Committee, 1986 – 1988**  
Committee reports, memoranda, meeting notes

### **Subseries b: Allocations and Pay Rates, 1986 – 1998**

- Box 16, Folder 6      Student Pay Rates, 1990 – 1997**  
Various pay scale charts some include categories, job specifications
- Box 16, Folder 7      Work Study Allocations, 1986 – 1998**  
Various department allocation notices, memoranda

**Box 16, Folder 8      Work Study Allocations -- Restricted, 1986 – 1989**

Department allocations, job descriptions

*This folder contains documents with identifying information. Access is restricted.*

**Subseries c: Job Descriptions and Agreements, 1979 – 1998**

**Box 16, Folder 9      Job Descriptions, 1991, 1996**

Miscellaneous job descriptions

**Box 16, Folder 10      LACTE Internship -- Restricted, 1995 – 1999**

Internship descriptions

*This folder contains identifying information. Access is restricted.*

**Box 16, Folder 11      Off Campus Work Study Agreements, 1979 – 1995, undated**

Template for off campus agreement, lists of off campus contracts, off campus work study policy

**Box 16, Folder 12      Rains Academic Funds -- Restricted, 1992 – 1996, 1998**

Research assistant request forms, include project descriptions.

*This folder contains documents with identifying information. Access is restricted.*

**Box 16, Folder 13      Tax Exempt Affirmation Letters, 1979 – 1982**

Various letters from organizations that provide tax exempt status

**Subseries d: Policies, Procedures, and Manuals, 1976 – 2001**

**Box 16, Folder 14      Policies and Procedures, 1976 – 1995, undated**

Several versions of work study staff hiring procedures, work study rules and regulations, student salary requests, payroll procedures

**Box 16, Folder 15      Supervisor's Manual, September 1993**

Loyola Marymount University work study program supervisor's manual edited by Ana Pichardo-Campos

**Box 16, Folder 16      Supervisor's Manual, January 1995**

Loyola Marymount University work study program supervisor's manual edited by Ana Pichardo Campos

**Box 16, Folder 17      Supervisor's Reference Manual, 2001**

Student Employment Services Program supervisor's reference manual

- Box 17, Folder 1**      **Work Study Miscellaneous, 1976 – 1993**  
Memoranda, student stipend procedures, work study test, work study procedures manual packets
- Box 17, Folder 2**      **Work Study Office Procedures, 1980**  
Work study program office procedures manual, developed by Lisa A. Blair
- Box 17, Folder 3**      **Work Study Supervisor's Manual, October 1985**  
Work study program office procedures manual, developed by Stephanie Yamada
- Subseries e: Resources, 1977 – 1999**
- Box 17, Folder 4**      **Commission of the Future of Loyola Marymount University, 1998 – 1999**  
Commission newsletters, commission report
- Box 17, Folder 5**      **Department Chairpersons, 1997 – 1999**  
List of LMU department chairpersons
- Box 17, Folder 6**      **I-9 Information, 1986 – 1987**  
Resources re: immigration law changes, work study memoranda, I-9 procedures
- Box 17, Folder 7**      **KAOS in the Work Study Office, 1994**  
Memorandum, proposal for work study office improvements
- Box 17, Folder 8**      **Loyolan Articles, 1977**  
Articles and facsimiles from the Los Angeles Loyolan newspaper
- Box 17, Folder 9**      **Request for Proposal to Contract for Study, 1990**  
Document from the Higher Education Coordinating Board of the state of Washington to assess the impact of work study participation
- Box 17, Folder 10**      **Work Study Resources, May 1980**  
Assignment entitled Work Study project, 1 copy of syllabus from Management 498