SCCC Records
1970-

Location: Cabinet F; Shelf K-1, K-2 and K-3

Quantity: 20 cubic ft.

Access: Open

Date Processed: 1990s - 2015

Arrangement: This collection is organized into three series: Reports and Accreditation Materials, Correspondence, and General Records. The Reports and Accreditation Materials are organized chronologically, as well as the Correspondence series. General Records are arranged alphabetically.

Historical Note: This collection was partially transferred to Special Collections from other departments, and partially collected by former library director Nancy Heller from 1990 to 2013. The collection continues to grow as new reports are issued each year.

Scope and Content Note: No official records retention function is performed by Special Collections; what resides in collection are those records which various departments have self-selected to give to us. This collection contains reports, studies, and surveys written to satisfy requirements for accreditation by the Middle States Association of Colleges and Schools. It also contains annual reports from the president, correspondence of various persons involved with the college, various curriculum planning materials, brochures, handbooks, and other materials.

Series 1: Reports and Accreditation Materials:

Bound Reports, Shelf K-2:
1. Self-Study memos and reports, 1972-1973
2. Focus on Schenectady County Community College: An Institutional Self-Study Program August 1973 (4 copies)
3. Report to the faculty, administration and trustees of SCCC by an evaluation team representing the Commission on Higher Education of the Middle States Association, November 1973
4. Focus On Schenectady County Community College: An Institutional Self-Study Report, October 1973 (2 copies)
5. State Ed. Department and SUNY Material, 1978
6. Quarterly Reports, 1979
7. SCCC, An Institutional Self-Study Report, February 23, 1979 (2 copies)
8. Periodic Review Report 1984 (3 copies)
9. Periodic Review Report to Middle States Follow-Up 1985 (2 copies)
10. Summary Self-Study Report November 4-5, 1988
11. SCCC 1989 Self-Study Report to the Commission on Higher Education of the Middle States Association of Colleges and Schools (2 copies)
12. Follow-Up report to Middle States Association of Colleges and Schools Commission on Higher Education, April 1991
14. Middle States Periodic Review Report Jun 1, 1994

Reports stored in Folders, Shelf K-3:

Box 1:
Folder 1: College Library Report, 1970
Folder 2: Report by Evaluation Team Representing Commission on Higher Education of M.S.A., 1973
Folder 3: Placement and Transfer Reports, 1975-1982
Folder 4: Middle States Accreditation, 1979
Folder 5: Middle States Report, 1981
Folder 6: State Department Visit, 1984
Folder 7: Library Resources and Student and Faculty Surveys, 1984
Folder 8: Begley Library Resources Center Survey of User Satisfaction, 1988
Folder 9: SCC Self-Study Plan, 1988
Folder 10: NEH Grant, 1988
Folder 12: Begley Library Resources Center Self-Study Draft, 1989

Box 2:
Folder 1: M.S.A. Manual for institutional reports and accreditation standards, 1990
Folder 2: NYS Education Department Review of 2-year Community Colleges SCCC self-study October 1991
Folder 4: Management Action Plan (MAP), 1994
Folder 5: Middle States Periodic Review Materials, 1994
Folder 6: SCCC Brochures/Pamphlets, 1995
Folder 7: Culinary Arts, 1995
Folder 8: Schenectady Municipal Housing Authority, 1997
Folder 9: Mission Review II – December 2004
Folder 11: Releases, 2006/2007
Folder 12: Decennial Reaccreditation Self-study and memo, 2008, 2009

Series 2: Correspondence, Shelf K-1:
1. Correspondence to Curriculum Committee (1972 – 1979)
2. Correspondence from Curriculum Committee (1972 – 1979)
3. Correspondence to Faculty (1974-1979)
4. Nancy Heller Letterbooks
5. Miscellaneous Letterbooks
Series 3: General Records:
  Filing Cabinet F:
  Drawer 1:
  Folder 1: Academic advising/advise ment task force
  Folder 2: Academic code
  Folder 3: Academic costume
  Folder 4: Academic master plans
  Folder 5: Adjunct faculty handbook
  Folder 6: Admissions office
  Folder 7: Advisory committees
  Folder 8: Affirmative action
  Folder 9: Anniversaries of the college
    -5th
    -10th
    -20th
    -25th
    -30th
    -35th
    -40th

Drawer 2:
  Folder 1: Annual reports of the President (1990- )
  Folder 2: Articulation and transfer guides
  Folder 3: Campus expansion, 1985
  Folder 4: Campus expansion projects
  Folder 5: Campus expansion projects master plans
  Folder 6: Campus safety task force 1985-6
  Folder 7: Career and employment services
  Folder 8: College brochures
  Folder 9: College budget
  Folder 10: College planning council (many folders)

Drawer 3:
  Folder 1: College programs miscellaneous
  Folder 2: Community needs assessment 1982
  Folder 3: Comprehensive assessment plan
  Folder 4: Computer users’ guides and manuals
  Folder 5: Continuing education division
  Folder 6: Cooperative education
  Folder 7: Curriculum committee
  Folder 8: Data books (many folders)
  Folder 9: Disabled student services
  Folder 10: Drama programs
  Folder 11: Economic impact of SCCC on Schenectady County, 1981/2
  Folder 12: Events Calendar
Drawer 4:
- Folder 1: Faculty Association
- Folder 2: Faculty Association – Contracts
- Folder 3: Faculty Handbook 1983/4 - 2005/6
- Folder 4: Faculty institute week
- Folder 5: Faculty officers
- Folder 6: Faculty Profiles
- Folder 7: Financial aid office
- Folder 8: General education
- Folder 9: Graduate follow up study
- Folder 10: Holiday cards (president's office)

Drawer 5:
- Folder 1: Information systems council
- Folder 2: Leadership Schenectady
- Folder 3: Mathematics advisement
- Folder 4: Music dept. programs
- Folder 5: National association of schools of music (NASM), self-study report, 1984
- Folder 6: NASM Self-Study report, 1990
- Folder 7: Outcomes assessment plans
- Folder 8: Phi Theta Kappa
- Folder 9: Professional Policies nominations and awards (PPNA) 1989-1993
- Folder 10: Program fliers
- Folder 11: SCCC academia 1973 – 1975
- Folder 12: SCCC Emeriti
- Folder 13: SCCC faculty bulletin
- Folder 14: SCCC foundation, inc.
- Folder 15: SCCC foundation Food for Thought and All That Jazz & A Dickens Feast
- Folder 16: SCCC foundation scholarship dances 1981+1984
- Folder 17: SCCC retiree association
- Folder 18: State university journal
- Folder 19: Student government association
- Folder 20: SUNY – Faculty Council of Community Colleges
- Folder 21: Unlabeled
- Folder 22: SUNY learning Network
- Folder 23: University in the High School
- Folder 25: Urban center
- Folder 26: World trade center