Office of Student Services Collection 0003

The Archives of the University of St. Thomas Houston, Texas

Processed by Ron Drees February, 2009 **Size:** 1.3 lin. ft.

Inclusive Date Range: 1979-2007

Bulk Dates: 1995-1999

Related Collections: None

Donated by: This collection has always been in the possession of the University of St. Thomas. The bulk of it was either originated by or was collected by Jack Hank, the Dean of Student Services.

Restrictions, Access: None

Processed by: Ron Drees; February, 2009

Historical Note

The bulk of this collection was created during the late 1990s, a period of time when major civil rights and anti-war activities had subsided as the 1991 Gulf War flared and ended quickly. *In loco parentis* had faded away but the new policies were still subject to interpretation and implementation. The campus of the University of St. Thomas, Houston's Catholic university, was generally a conservative and therefore subdued place of study and worship. Education and employment were the concerns of the 1990s.

Explanatory Note

The Office of Student Services provided students with almost everything needed outside of the classroom. This included housing, either dormitory rooms or apartments, dining plans, preparation for academia, extracurricular activities, and counseling for life's various difficulties. Supplemental funding for extracurricular activities could be provided. The Dean oversaw a variety of offices providing services to students

Scope and Content Note

The materials within in this collection were collected during the 1979-2007 time period. Materials include agendas, annual reports, apostolic constitution, authorizations, budget requests, calendars, contacts, correspondence, economic models, enrollment reports, graphs, job description, meeting minutes, newsletters, occupancy reports, organization charts, policy drafts, projections, questionnaires, quotations, resume, sales of class rings, sales reports, security reports, statistics, survey results and an undergraduate catalog.

Arrangement Note

The collection is arranged in series; and in alphabetical order within series.

Acquisition Information

The collection was transferred to the Archives in 2007.

Physical Condition

The collection is in good condition overall. No conservation work is necessary.

Organization of the Collection

Subject Terms:

In this space are subject terms that describe the contents.

People:

Hank, Jack McFadden, Joseph M., PhD. Miller, CSB, J. Michael

Names of Organizations:

Congregation of St. Basil CSB Office of Student Services Student Services Board Committee University of St. Thomas, Houston UST

Locations:

Houston (Tex.)

Subjects:

Catholic university Residence life

Series Description:

Arrangement

| Series 1 | Organization and Operation of the Office of Student Services including an |
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| | organization chart and budget information. |
| Series 2 | University Organizations such as the Faculty Council and the Faculty Senate. |
| Series 3 | Services to Students including Campus Ministry, Counseling and Testing, Health, |
| | Security, and Sports. |
| Series 4 | Residential Life; statistics and reports concerning dormitories and apartments and |
| | articles relevant to managing student residences |

Inventory of Office of Student Services Collection

| Box | Folde | r |
|--------|---------------|---|
| Series | 1: Off | ice of Student Services |
| 1 | 1 | Activities, Student, Office; 1992-1999 |
| | 2 | Agendas, Accomplishments, Reports; Committee, Board, Services, Student; 1991-1995 |
| | 3 | Agendas, Minutes, Reports; Committee, Board, Services, Student; 1996-2000 |
| | 4 | Agendas, Jack Hank & Father Miller; 1997-1999 |
| | 5 | Base, Data; Board, Services, Student; 1998, 2000 |
| | 6 | Catalog, Undergraduate; 2005-2007 |
| | 7 | Chart, Organization; 1991 |
| | 8 | Contacts; n.d. |
| | 9 | Correspondence; 1990-1998 |
| | 10 | Drafts, Policies, Affairs, Student; 2004 |
| | 11 | Education, Physical, Instructor, Tennis; Gooding, Michael; 1991 |
| | 12 | Enrollment; 1991-1998 |
| | 13 | Financial, Budget, Pepsi/Vending, Ledger, General; 1993-1998 |
| | 14 | Graduates, Follow-up; 1990-1998 |
| | 15 | Ledger, Payroll, Student; 1998-1999 |
| | 16 | Requests, Funding, Student; 1995-1999 |
| | 17 | Sales, Cart, Coffee; 1998 |
| | 18 | Sales, Ring, College; 1997-1999 |
| | | iversity Administration & Governing Bodies |
| 2 | 1 | Agenda, Minutes; Council, Faculty; 1990-1995 |
| | 2 | Day, Study, Faculty; 1990-2001 |
| | 3 | Ex Corde Ecclesiae; Apostolic Constitution; 1990 |
| | 4 | Minutes, Senate, Faculty; 1990-1995 |
| ~ . | 5 | Reports, Administrative; 1995 |
| Series | 3: Ser | |
| | 6 | Clubs; 1998 |
| | 7 | Ministry, Campus; 1993-1999 |
| | 8 | Newsletters, Reports; Opportunities, Volunteer, Office of; 1992-1993, 1997-1998 |
| | 9 | Security, Campus; 1993-1999 |
| | 10 | Services, Counseling, Testing and, Career; 1987-1993 |
| | 11 | Services, Counseling, Testing and, Career; 1994-2001 |
| | 12 | Services, Health; 1999, n.d. |
| | 13 | Services, Overview of; Odyssey, Success at College; 2004 |
| | 14 | Services, Sports, Recreation and, Department of; 1991-2001 |

Series 4: Residential Life

Budgets; Auxiliary Operations, Residence Halls, Various; 1996-2000

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- 2 Changes, Policy, Housing; 1990, 2002
- Forms, Evaluations, Advisors, Resident; Advisors, Sophomore; n.d.
- 4 Forms, Survey, Graphs; 1989, n.d.
- 5 Housing, University; Model, Economic; 1998-2003

Box Folder

- 6 Life, Residence, Office of; 1991-1997
- 7 Management, Service, Food; 1993, n.d.
- 8 Parking; 1991, n.d.
- 9 Publications; Conduct, Campus; 1975-1990
- 10 Publication; "Counselors on University Governance," n.d.
- Reports, Occupancy, Hall, Residence; 1997-2001
- 12 Services, Dining, Model, Economic; 1997-2003
- 13 Statistics, Hall, Residence; 1979-1995
- 14 Statistics, Housing; Models, Economic, Residential, Apartments; 1997-2003
- 15 Statistics, Housing; Student, Proposed; 1992
- Surveys, Hall, Residence; Environment, Residence; 1984-1985
- 17 Surveys, Life, Residence; 1991
- Surveys, Life, Residence; 1992-1997
- 19 Surveys, Life, Residence; 2000-2001
- 20 Surveys, Satisfaction, Chartwells; 1997-1998
- "Student's Guide to Academic Services;" n.d.

Items Separated

The 1993 list of faculty members with tenure and the Five Year Program Review Cycle was removed and transferred to the appropriate VPAA collection.