

Winthrop University Archives
Preliminary Descriptive Inventory

Unit: Joynes Center for Continuing Education
Sub-Group: Dean's Office
Series: Subject File

Record Group no: W433
Sub-group no: 1A
Series no: 1

Description of series and contents:

This series consists of correspondence, newsletters, surveys, reports, manuals, brochures, minutes, newspaper clippings, memoranda, handbooks, financial records, applications, news releases and other related records concerning the operations and work of the Center. The Joynes Center began in the fall of 1973 so that the College's human and physical resources might better serve the public. The Dean of continuing Education reports to the Provost and is responsible for promoting and coordinating all activities on campus other than formal academic programs and student life events. Coordinating responsibility of this office includes short courses, conferences, seminars, sponsored meetings of the external organizations and public affairs events. The office maintains the College Calendar and space reservations on campus for activities other than scheduled classes. The records, extending from 1966 to 1975, are arranged alphabetically by subject and, thereunder, they are in chronological order.

<u>Box(es)</u>	<u>Folder(s)</u>	<u>Contents</u>	<u>Year(s)</u>
1	1	AASCU's "Operation Outreach" Program	1974
1	2	AAUP (American Assoc. of University Women)	1973-1974
1	3-7	ACUM Bulletin (Assoc. of College and University Concert Managers, Inc.)	1970-1973
1	8	Adult Education Council	1971-1972
1	9	Affirmative Action	nd
1	10	Alkahest Attractions (Frank Hanshaw)	1973
2	11-12	American Program Bureau	1972-1973
2	13	Arthur Judson, Management	1970-1972
2	14	Arthur Shafman Agency	1973-1974
2	15	"The Ascent of Man"	1974-1975
2	16	Author Lecture Service	1970, nd
2	17	Bantam Lecture Bureau	1971-1975
3	18	CUICA (Council of University Institutes for Urban Affairs)	1973-1975
3	19	Central Piedmont Theatre	
3	20	Columbia Artists (Bill Alexander)	1971-1974
3	21	Community Hostess Letters	1975
3	22-23	Conference Ideas -Off Campus	1973-1974
3	24-25	Georgetown Education Center, Georgia	1968, 1972-1974
4	26	-Brochures- Conferences, etc.	1972-1973
4	27	-Continuing Education Unit- Forms and Information	1972-1973
4	28	-center Floor Plan and Rooms	nd
4	29	-Evaluation	1973
4	30	-Forms (General)	1972-1973, nd
4	31	-Which Conference to Sponsor	1962
4	32	Georgia State Public Service Information.	1973-1975
4	33	Gloria Steinum and Margaret Slan- Author Lecture Series	1972
4	34	Harry Byrd Kline Celebrity Service	1972
5	35-37	Harry Walker, Inc.	1970-1976
5	38	Herbert Barrett (Zettica Roberto)	1972-1973
5	39	Hurok Concerts (Elsie Illingsworth)	1970

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5	40-42	Lectures	1973-1976
6	43	Margalit Oved Dance Residency	1973
6	44-45	NAFSA Conference (National Assoc. for Foreign Student Affairs)	1966-1967
6	46	NATO (National Assoc. of Theatre Owners)	1972-1973
6	47	National Drug Report	1972-1973
6	48	National Endowment for the Humanities	1973-1974
6	49	National Talent Service	nd
6	50	Office of Federal Program Reports	1972-1973
6	51	"The People Who Take Up Serpents"—Film by Gretchen Robinson	1975
6	52	Program corporation of America	1972-1973
6	53	Public Affairs Lecture Bureau	1969-1970
7	54	Richard Fulton, Inc.	1972
7	55	Rock Hill School Board and Winthrop's School of Education	1974
7	56	Ruth Alben Speakers Service	1972-1973
7	57	SCAWDC (SC Assoc. of Women Deans & Counselors)	1968, 1970-1971
7	58	Service Directory	1974
7	59	Social Studies Teaching South Carolina	1968-1969, 1972
7	60-61	---Arts Commission	1973-1975
8	62	--Commission on Aging	1973-1975
8	63	---Commission on Narcotic and Controlled Substances	1974
8	64	---Committee for the Humanities	1973-1975
8	65	---Extension Homemakers' Council	1973
8	66	---Football Officials Assoc.	nd
8	67	---Political Science Academy Supplemental Security Income (SSI) Alert	1973
8	68	---Correspondence	1974
8	69	---Expenditure Log	1974
8	70	---Final Report Information	1974
8	71	---Food Stamps	1974
8-9	72-73	---General	1974
9	74	---Grocery Store Stations	1974
9	75	---Mailing Lists	1973-1974
9	76	---News Releases & Newspaper Articles	1974
9	77	---Organizational Material	1974
9	78	---Possible Eligibility cards	1974
9	79	---Volunteer Workshop (Chester)	1974
9	80	---Volunteer Workshop (Lancaster)	1974
9	81	---Workshop	1974
10	82	Tornay Management	1972-1973
10	83	UNESCO	1972
10	84	U.S. Army Field Band	1972
10	85	W. Colston Leigh, Inc.	1972-1973
10	86	Women: Breakthrough into Management	1972-1973
10	87	Women's Management	1974-1975
10	88	World Wide Lecture Bureau	1972

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		Winthrop College	
11	89	-Academic Council	1973-1975
11	90	-Account Numbers –Restricted	1974-1975
11	91	-Administrative Council	1972-1973
11	92	-Admissions, Office of (Weekly Reports)	1975
11	93	-Affirmative Action Conference	1974
11-12	94-98	-Alpha Lambda Delta	1968-1975
12	99	-Alumnae Meeting (Clemson)	1969-1970
12	100	-Alumni Day Seminar	1973-1975
12	101	-Alumni Graduate Scholarship Committee	1974
		-Artist Series	
12	102	-Account	1972-1975
12	103	-Advertising and Printing & Contracting Services	1973
12	104	-Bi-weekly Payroll	1972-1973
12	105	-Budget Sheets	1971-1973
13	106	-Committee	1971-1973
13	107	-Contracts	1971-1973
13	108	-Ticket Reservations	1972-1973
13	109	-Basketball Camp for Girls	1974
13	110-111	-Basketball Coaching Workshop	1974
13	112	-Bowater Tour	1974
14	113	-Brochures, Bulletins, etc.	1972-1974
14	114	-Budget sheet- Campus Coordinator	1972-1974
14	115	-Business, School of (Dean)	1972-1974
14	116	-Campus Hostesses	1972-1973
14	117	-Campus Recourses	1974
14-15	118-121	-Carolina Affirmative Action Conference	1974-1975
15	122	-Carolina Community Action-Headstart	1973-1974
15	123	-College Marshalls	1972-1974
15	124	-Check Requests	1972
15	125	-College Store Requisitions	1972-1975
15	126	-Commencement Information Brochures and Programs	1972-1975
15	127	-Commencement Seating Committees	1972-1973
15-16	128-129	-Committee on International Education	1965, 1971-1975
16	130-131	-Committee on Student Study Abroad	1974-1976
16	132	-Community Education Workshop	1974
16	133	-Community Seminar-Ideas	1973-1974
16	134	-Community Seminars (Working Papers)	1974
17	135	-Conference Accessories	1973-1974
17	136	-Conference and Seminar Material	1973-1974
17	137	-Conference for English Department Chairman	1974
17	138	-Conference for Rock Hill Supervising Teacher and Student Teacher	1974
		-Continuing Education	
17	139	-Bibliography	1973-1974
17	140-142	-Brochures	1972-1975

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18	143	-Centers	1973-1974
18	144	-Certificates	1973
18	145-146	-Correspondence	1973-1975
18	147-148	-Material and Catalogues	1966-1968, 1973-1974
18	149	-Programs—Off Campus	1973-1974
19	150	-Cooper, Jo Poole	1973
19	151	-Correspondence	1966-1968, 1972-1975
19	152	-Dean's meeting with Women's Clubs	1974
19	153	-Distributive Education-Program Development	1974
19	154-155	-ETV	1974-1975
20	156	-Elementary Music Education Workshop	1974
20	157	-Equal Employment Opportunity Affirmative Action Workshop	1974
		-Faculty	
20	158	-Colloquium	1973-1974
20	159-161	-Meetings	1967-1973
21	162-163	-Minutes, Notes, etc.	1973-1975
21	164	-Staff	1972-1975
21	165	-Fellowship and Scholarship Program Committee	1973
21	166	-Fulbright Committee	1973-1976
21	167	-Furniture	1972-1973
21	168	-Graduate Candidates	1973-1975
22	169-172	-Graduate Council	1973-1975
22	173	-Graduate Faculty	1973-1975
22	174	-Grant Proposals	1973
23	175	-Higher Education	1974-1975
23	176	-History, Department of	1973-1975
23	177	-Hooper, Aleda Ashley	1972-1974
23	178	-Humanities Grant	1972-1974
23	179-181	-Humanities Symposium	1973-1974
24	182	-Inter-Club Council	1971-1972
24	183	-International Students	1972-1973
24	184-185	-Inter-Office Communications	1972-1973
24	186	-Invoices	1972-1974
24	187	-Johnson Hall (Scheduled Events)	1972-1973
		-Joynes Center	
24	188-189	-Annual Reports	1973-1975
25	190	-Applicants	1973
25	191	-Bi-weekly Payroll	1974-1975
25	192	-Brochure	1974-1975
25	193	-Budget Sheets- Restricted Accounts	1974-1975
25	194	-Business Brochures	1974
25	195	-Correspondence	1974-1975
25	196-197	-Director (Williford, Miriam)	1973-1974
25	198	-Information	nd
25	199	-Notice to Pay House Manager	1974

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25	200	-Revenue and Expenditure Account	1973-1974
25	201	-Spring Brochure	1974-1975
25	202	-Summer School Residents	1974
25	203	-Tour Guides	1974
26	204	-Junior and Senior Citizen Convention	1974, 1976
26	205	-Lecture Committee	1968-1969
		-Lecture Series	
26	206	-Agency Brochures	1972-1973
26	207	-Budget Sheets	1971
26	208	-Procedures	1969-1970
26	209	-Maintenance (Repair or Operation Requests)	1972-1975
26	210	-Management Development Seminar	nd
26	211-212	-Newspaper clippings	1968-1975
27	213-214	-News Releases	1974-1975
27	215	-Office Services-Budget 1615	1975
27	216	-Office Services Requisitions	1973-1975
27	217-218	-Performance Appraisal Conference	1974
27	219	-Personnel, Office of	1974-1975
28	220	-Phi Kappa Phi	1973-1975
28	221	-Physical Education Conferences	1974-1975
28	222	-Public Entertainment Committee	1967-1969
28	223-225	-Public Service (General)	1973-1975
28	226	-Public Service- Revenue and Expense Account	1973-1975
29	227	-Purchase Orders and Requisitions	1972
29	228	-Quarterly Report	1973-1974
29	229	-Recommendations	1966-1967, 1970-1971
29	230	-Records Management Seminar	1973-1974
29	231	-Research Council	1973-1974
29	232	-Retired Senior Volunteer Program	1973-1974
29	233	-Scheduled Events Notification to Switchboard	1972-1973
29	234	-School Board	1972-1975
29	235	-Senate Bills	1971
29	236	-Senior Citizen's Humanities Project	1974
30	237-238	-Space Request Approvals	1972-1973
30	239	-Space Reservations	1972-1973
30	240	-Speaker's Bureau	1966-1969, 1970-1975
30	241	-Sports Medicine Clinic	1974
30	242	-Springs Management Development Seminar	1974
30	243	-Springs Supervisory Development Seminar	1974-1975
31	244	-Staff Meetings-Dean of Students Office	1971
31	245	-Student Information	1973-1975, nd
31	246	-Student Life Committee	1968-1970
31	247-248	Student Payroll	1973-1975
31	249	Suggestions (Vail & Williford)	1973
31-32	250-252	Teacher Aide Institute	1974

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32	253	Total Theater Workshop	1974
32	254	Travel Requests	1972-1975
32-33	255-259	Vocational teachers Conference	1972-1975
33	260	Who's Who Committee	1967-1971
33	261	Winthrop Day Women's Conference	1967-1971
33-34	262-264	-Correspondence	1973-1975
34	265-266	-Mailing List	1974-1975
34	267	Workshop in Pulpit Communications	1974
34-36	268-277	Writer's Conference	1974-1975
36	278	Youth Traffic Safety Conference	1973-1974
36	279	Professional Development for Secretaries	1988