

Winthrop University Archives
Preliminary Descriptive Inventory

Unit: University College

Record Group no: W452

Sub-Group: Dean's Office

Sub-group no: 9I

Series: Correspondence and Memoranda

Series no: 1

Description of series and its contents:

This series consists of the correspondence and memoranda produced by the office of the Dean of University College. The University College was founded on July 1, 2003 to bring together existing and planned programs focused on increasing student achievement and engagement across the university. The correspondence and memoranda is organized by calendar year.

<u>Box(es)</u>	<u>Folder(s)</u>	<u>Contents</u>	<u>Year(s)</u>
1	1	Email regarding move to Dinkins	2010
1	2	Correspondence and Memoranda	2011
1	3	Correspondence and Memoranda	2012
1	4	Correspondence and Memoranda	2013
1	5	Correspondence and Memoranda	2014
1	6	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Common Book-Scholars Celebration Invitation-Margaret Williamson's Retirement Reception-Interim Grades-At Risk Students	2015
1	7	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-At-risk Students-Interim Grading-Cheryl Hingle's Retirement Celebration	2016
1	8	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-At-risk Student Reporting	2017
1	9	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-At-risk Student Reporting-Fall Interim Grade Reporting	2018
1	10	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Identifying and Assisting At Risk Students-Interim Grades-Common Book for 2019-2020, <i>Just Mercy</i> by Bryan Stevenson-Referring/Reporting Students at risk	2019

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1	10	Correspondence and Memoranda <ul style="list-style-type: none"> • Topics: <ul style="list-style-type: none"> -Veterans Day Ceremony cancellation 	2019
1	11	Correspondence and Memoranda <ul style="list-style-type: none"> • Topics: <ul style="list-style-type: none"> -Search and Campus Interviews for Vice Provost for Student Success and Dean of University College -Announcement of new LEAP Coordinator, Dr. Katie Knop -Referrals for At-Risk Students -TRiO Achievers Flyer -Text-based Chatbot to engage students -Safe Zones Orientation -Day of Understanding -Women of Excellence Nomination Form -Interim Grade Deadline Extended 	2020
1	12	Correspondence and Memoranda <ul style="list-style-type: none"> • Topics: <ul style="list-style-type: none"> -Referrals for At-Risk Students -Spring Interim Grade Reporting -SU Policy Updated for Spring -HXCT 301 Advising Fact Sheet -Undergraduate Enrollment Report -Director of the First Experience Forum -Removing Advising Flags -Interviews for Assistant Dean for Academic Success -Campus Feedback for Academic Success Candidates -Fall Interim Grade Reporting -Making referrals for academically vulnerable students 	2021
1	13	Correspondence and Memoranda <ul style="list-style-type: none"> • Topics: <ul style="list-style-type: none"> -Interim Grade Reporting -Advising Flags for Undergraduate Students -Common Book Announcement -First Year Experience office Director -Fall Interim Reporting 	2022

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1	14	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Interim Grade Reporting	2023