

Winthrop University Archives
Preliminary Descriptive Inventory

Unit: Dean of Students, Office of the
Sub-Group: _____
Series: Correspondence and Memoranda

Record Group no: W405
Sub-group no: ____
Series no: 2

Description of series and its contents:

This series consists of correspondence and memoranda produced for or by the Office of the Dean of Students. The series is organized by calendar year and chronologically thereunder.

<u>Box (es)</u>	<u>Folder(s)</u>	<u>Contents</u>	<u>Year(s)</u>
1	1	Correspondence	2011-2012
1	2	Correspondence	2013
1	3	Correspondence	2014
1	4	Correspondence	2015
		<ul style="list-style-type: none">Topics:<ul style="list-style-type: none">-Student Life News	
1	5	Correspondence	2016
		<ul style="list-style-type: none">Topics:<ul style="list-style-type: none">-Nominations for the Mary Mildred Sullivan, Algernon Sydney Sullivan, and American Legion Awards-Short Term Study Abroad in Japan-Safe Zones-WU: An Inclusive Community event	
1	6	Correspondence	2017
		<ul style="list-style-type: none">Topics:<ul style="list-style-type: none">-Active Bystander Award-Student Body Election-Inclusive Community Event-Nominations for the Mary Mildred Sullivan, Algernon Sydney Sullivan, and American Legion Awards-Safe Zones	
1	7	Correspondence	2018
		<ul style="list-style-type: none">Topics:<ul style="list-style-type: none">-Pipe burst in Courtyard Residence Hall-Robin Ochs event-“Queer Faith” program-Sullivan and American Legion Award Nomination-Meredith Jade event-Active Bystander Award nominations-Council of Student Leaders Election Results-Incident Reporting Portal	
1	8	Correspondence	2019
		<ul style="list-style-type: none">Topics:<ul style="list-style-type: none">-Request for Student Nominations-Reporting Behavioral Concerns	
1	9	Correspondence	2020
		<ul style="list-style-type: none">Topics:<ul style="list-style-type: none">-Absence Notifications-Candidates for Associate Vice President and Dean of Students	

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1	9	Correspondence • Topics: -Feedback survey -Not Anymore/Student Success Instructions -Student Active Bystander Award Application -Suicide Prevention Week display -Student Publications -Registration Holds	2020
1	10	Correspondence • Topics: -New deadline for Not Anymore Program -Passing of Dr. David Gover, Professor Emeritus -CPE Listen and Learn: Roles of Faculty in Student Success -Student Absence notifications -Not Anymore program requirements -Active Bystander award nominations -Not Anymore becomes Campus Safety Training -Masking and COVID Test compliance -Policies, Resources and Supports -Deadline for Campus Safety Training -Student Conduct Board openings	2021
1	11	Correspondence • Topics: -Procedures for COVID Absences -Dr. Amber Slack Named Associate Vice President for Student Affairs and Dean of Students -Safety Month -Student Absences -Holds for Campus Safety Training -Residence Education Candidate Presentation -Summer Freshman Orientation Dates -Orientation Volunteers needed -Reminders about Publication Delivery -Associate Vice President and Dean of Students presentations -Campus Safety Training -Student Publication Delivery	2022
1	12	Correspondence • Topics: -Graduate Assistant needed for Student Publications -Student Alert Protocol for Academic and Non-Academic Distress -Student Absence Notification form -Graduating Senior for Algernon Sydney Sullivan, Mary Mildred Sullivan, and American Legion Awards -Food Shelf Items -Thank you to Campus Ministries	2023

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<u>Box(es)</u>	<u>Folder(s)</u>	<u>Contents</u>	<u>Year(s)</u>
1	12	Correspondence <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-New SharePoint Site for Faculty-New Academic Misconduct Process-Presentation for Assistant Dean/Director of Residential Education-Nominate student for Bystander Intervention Award-Academic Misconduct Reports/Changes to Process-Freshmen and Transfer Student Orientation	2023
1	13	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Orientation Fridays-Food Shelf Donations-Absence Notifications-Ignite Retreat-Nomination for Algernon Sydney Sullivan and Mary Mildred Sullivan awards-SCPA Collegiate Meeting and Awards-Student Move in – Volunteers needed-Update for Academic Integrity Policy-Month of Safety-Needed items for food shelf-Family Day volunteers needed-Academic Integrity-Thank you for Family Day-Single mother student scholarship-Steps for handling academic misconduct	2024