

SMC 12
Continuing Education/Prevel School, 1939--

Volume
6 cu. ft.

Arrangement

Arranged into series: 12.1 Administration; 12.2 Bulletins/Schedules; 12.3 Center for Organizational Development; 12.4 Committees; 12.5 Graduate Programs; 12.6 Prevel School; 12.7 Programs; 12.8 Publications; 12.9 Summer; 12.10 Summer News; 12.11 Workshops, Seminars, Symposiums.

History

The Office of Continuing Education was created to manage the growth in the graduate programs and summer school programs at Saint Michael's in the 1960's. Prior to that date, graduate programs and summer programs were handled by various departments. The summer school programs included several undergraduate programs as well as conferences, workshops and any special event that occurred on campus. The department's work was to oversee essentially all activities on campus that were not geared to the undergraduate population.

Beginning in the late 1970's, the Office of Continuing Education began to explore offering continuing education classes throughout the community. Offerings included things such as Elderhostel, adult enrichment courses aimed at senior citizens, and summer offerings for children. An innovative program with the local branch of IBM linked adult learners with SMC educators in special courses. In the mid-1980's the school set up a special program called the Center for Organizational Development that sent SMC educators out into the business community to consult and teach workshops. Other courses were added occasionally, and by the early 1990's the office provided a large number of services both on and off campus.

Just prior to the retirement of SMC Pres. Paul Reiss, the department underwent some changes. In addition to the responsibilities outlined above, the newly named Prevel School added the coordination of non-traditional undergraduate students to its duties, offering special services to any student who did not fit the traditional 18-22 year old model. The department was under the administration of SMC Psychology professor Susan Kuntz.

Soon after its founding the new administration decided to phase out the Prevel School. Adult enrichment programs and summer programs for youth were the first to end. Soon, the Prevel School managed only graduate programs and non-traditional students. In 2001, the functions of the department related to graduate programs reverted to the Dean and to relevant departments. All continuing education programs ended and non-traditional students no longer received special attention. The Prevel School ceased to exist. Coordination of special events such as workshops and symposiums went to a newly created office, the Special Events office.

Scope/Contents

This record group is arranged into 11 series: Administration; Bulletins and Schedules; Center for Organizational Development; Committees; Graduate Programs; Prevel School; Programs; Publications; Summer; Summer news; Workshops, seminars, symposiums.

12.1 Administration, 1939-1992

The Administration series includes records generated from the administrative offices of the Office of Continuing Education. Materials are arranged by administrator, and may include correspondence, reports, proposals, statistics and financial information.

Administration	Giroux	CCD	1965-1966
Administration	Coombs	Budget	1972-1975
Administration	Stockton	Burlington Consortium	
Administration	Stockton	Correspondence	
Administration	LaBrake	Adlerian Studies Proposal	1981-1982
Administration	LaBrake	Adlerian Studies Proposal	1982-1983
Administration	LaBrake	Budget/Finance	

Administration	LaBrake	Consulting Report	
Administration	LaBrake	Cont. Educ. Overview	1983-1984
Administration	LaBrake	Family Educ. and Counseling Proposal	1982
Administration	LaBrake	Health Services Admin. Proposal	1980-1983
Administration	LaBrake	MA Liberal Studies Proposal	1984
Administration	Jackson	Business Advisory Council	1991-1993
Administration	Jackson	CFP Advisory Committee	1985-1988
Administration	Jackson	Caphe Grant	1986-1987
Administration	Jackson	Colchester Community Ed. Proposal	1992
Administration	Jackson	Correspondence	1985
Administration	Jackson	Correspondence	1988
Administration	Jackson	Correspondence	1989
Administration	Jackson	IASP Proposal	1986-1990
Administration	Jackson	Governor's Institute of Vermont	1985 1988-9
Administration	Jackson	Ctr for Applied Students in Teaching and Learning Proposal	1987
Administration	Jackson	Rutland Summer Academy	1992
Administration	Jackson	Strategic Plan for Grad. Studies	1992
Administration	Jackson	Summer Seminar for Secondary School Teachers Grant	
Administration	Jackson	VT State Colleges/Office of External Programs	1985-1986
Administration	Graduate Council		1990
Administration	Graduate Council		1991
Administration	Graduate Council		1992
Administration	Graduate Council		1993
Administration	Graduate Council		1994
Administration	Graduate Council		1995
Administration	Graduate Council	Miscellaneous	
Administration	Statistics		1975-1986
Administration	Summer Statistics		1939-1979

12.2 Bulletins, Schedules, 1955-

This series includes bulletins and schedules for continuing education programs, including graduate classes and summer school programs for undergraduates. Material is arranged chronologically.

Bulletins, Schedules	Graduate programs	1955-1994
Bulletins, Schedules	Prevel School	1996-2000
Bulletins, Schedules	Graduate Program	2001-2003

12.3 Center for Organizational Development, 1984-

The center for organizational development was created in 1984. COD was the brainchild of Birger Benson and Joanne LaBrake. It offered unique continuing education programs, workshops and seminars geared at the business community. Educators would work with a business or industry and design a training to fill a specific need. Courses were offered both on campus and throughout the state. The Center ceased to exist in 2002 when Joanne LaBrake took over as full time coordinator of the Academic Internship Program. This series is arranged chronologically.

Center for Organizational Development	1984-1985
Center for Organizational Development	1986
Center for Organizational Development	1987-1990
Center for Organizational Development	1990-1991

12.4 Committees, 1973-

The Committees series includes records from departmental or interdepartmental committees administered by, or directly affecting the planning of, continuing education at the college. It does not include committees of the faculty assembly. The series is arranged by committee.

Committees	Adult Education Planning Comm.	1981
Committees	BA Health Administration Coordinating Comm.	1983
Committees	Continuing Education Comm.	1979-1981
Committees	Continuing Education Comm.	1982-1985

Committees	Graduate Studies Comm.	1973
Committees	Graduate Studies Comm. (Multiple Folders)	1979-1986

12.5 Graduate Programs, 1972-

Over the years, the college has offered a number of graduate programs leading to degrees. The first graduate degree was granted in the 1925 in science. Over the years individuals also earned degrees in education, theology, and science, although formal programs did not exist until the 1960's. Formal programs of long duration include education, theology, counseling, administration and MATESL, which was one of the first programs of its kind in America at its inception in 1962. Other programs have also been included at various times, although attempts to offer a doctorate in any program have never been successful. The series includes brochures, newsletters, program handbooks, and miscellaneous materials related to a particular program. It is arranged by program.

Box 1

Graduate Programs	Chemistry	1986
Graduate Programs	Computer Education	
Graduate Programs	Education Administration 5-year program	
Graduate Programs	Education Administration Administrative certification	
Graduate Programs	Education Administration Adult education	
Graduate Programs	Education Administration advisory council (2)	
Graduate Programs	Education Administration cert in TESL	
Graduate Programs	Education Admin. Child and Youth with Severe Emotional Disturbances	
Graduate Programs	Education Administration Comm to investigate the coord of grad courses	
Graduate Programs	Education Administration competencies	
Graduate Programs	Education Administration computer ed	
Graduate Programs	Education Administration curriculum	
Graduate Programs	Education Administration elementary cert	
Graduate Programs	Education Administration handbook and guidelines	
Graduate Programs	Education Administration memos	
Graduate Programs	Education Administration memos Ron Provost	
Graduate Programs	Education Administration memos Sue Kuntz	
Graduate Programs	Education Administration monthly report	
Graduate Programs	Education Administration newsletter	
Graduate Programs	Education Administration program accreditation	

Box 2

Graduate Programs	Education Administration program approval	
Graduate Programs	Education Administration program approval process	
Graduate Programs	Education Administration portfolio process	
Graduate Programs	Education Administration position revision	
Graduate Programs	Education Administration reading teacher program	
Graduate Programs	Education Administration reduced tuition for catholic schools	
Graduate Programs	Education Administration secondary cert	
Graduate Programs	Education Administration school principal contract examples	
Graduate Programs	Education Administration special ed	
Graduate Programs	Education Administration special ed endorsement	
Graduate Programs	Education Administration strategic plan	
Graduate Programs	Education Administration student teaching handbook	
Graduate Programs	Education Administration student teaching	
Graduate Programs	Education Administration Sue Kuntz Corr 1988	

Box 3

Graduate Programs	Education Administration Sue Kuntz Corr 1989	
Graduate Programs	Education Administration Sue Kuntz Corr 1990-1991	
Graduate Programs	Education Administration technology	
Graduate Programs	Education Administration writing assessment	
Graduate Programs	Education Brochures/programs	
Graduate Programs	Education Licensure	
Graduate Programs	Education Newsletters	

Graduate Programs	Education	schedule	
Graduate Programs	Education	Subject	Action Plans
Graduate Programs	Education	Subject	Administrative conferences
Graduate Programs	Education	Subject	adolescents and the schools
Graduate Programs	Education	Subject	alumni survey
Graduate Programs	Education	Subject	CVU core program
Graduate Programs	Education	Subject	comprehensive papaer
Graduate Programs	Education	Subject	education major
Graduate Programs	Education	Subject	teacher questionnaire
Graduate Programs	Education	Subject	cooperating teachers
Graduate Programs	Education	Subject	computer
Graduate Programs	Education	Subject	computer IBM memos
Graduate Programs	Education	Subject	Klein
Graduate Programs	Education	Subject	middle grades
Graduate Programs	Education	Subject	middle grades consortium

Box 4

Graduate Programs	General	Pamphlets	
Graduate Programs	MS Guidance		
Graduate Programs	MA in Liberal Studies		
Graduate programs	MATESL		
Graduate Programs	MSA (Administration and Management)	Administration	
Graduate Programs	MSA (Administration and Management)	General	1991
Graduate Programs	MSA (Administration and Mgt)	Newsletter/leadership connection	
Graduate Programs	Teaching French, French, Modern Languages		1973
Graduate Programs	Psychology	Center for Psychological Services	
Graduate Programs	Psychology	Counseling Science Req.	1972-1974
Graduate Programs	Psychology	Handbook and Guidelines	1991
Graduate Programs	Psychology	Newsletter	2002-3
Graduate Programs	Theology	Correspondence	1980-1990
Graduate Programs	Theology	History by Rev. Paul Couture, SSE	2005
Graduate Programs	Theology (Multiple Folders)		1980-1992

Box 5

Graduate Programs	Theology (Multiple Folders)		1993-2005
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12.6 Prevel School, 1995-2001

Prevel School series includes records from the office of the Prevel School, the short lived school which encompassed graduate programs, continuing education programs, and non-traditional students. The bulk of material is related to marketing. The series is arranged alphabetically.

Prevel School	Adult Degree Program	admissions	
Prevel School	Adult Degree Program	Background	
Prevel School	Adult Degree Program	Brochures	
Prevel School	Adult Degree Program	Financial	
Prevel School	Adult Degree Program	Newsletters	
Prevel School	Advertising		
Prevel School	Brochures		
Prevel School	Budget		
Prevel School	Emerging Technology Center		
Prevel School	Flyers	postcard	
Prevel School	Founding/governing documents		
Prevel School	Graduate view book		
Prevel School	Graphic identity		1996
Prevel School	Information brochure		
Prevel School	Sample packet		1996
Prevel School	Statistics		

12.7 Programs, 1986-

This series includes records related to various programs coordinated by the continuing education/Prevel school through the years. Programs were usually ongoing or held more than one time, although there are some that were held only one time.

Programs	Adult Enrichment	1986
Programs	Adult Enrichment Series for Seniors/Retirees	1987-1988
Programs	Adult Enrichment	1988
Programs	Adult Enrichment	1989
Programs	Adult Enrichment (Multiple Folders)	1990-1995
Programs	Austria	1991
Programs	China Project	1991
Programs	College for Financial Planning	1985-1990
Programs	CPA Review	1985-1993
Programs	Ecumenical Continuing Theological Ed.	1968
Programs	Elder Hostel (Multiple Folders)	1986-1994
Programs	Gerontology	1981
Programs	Health Assessment	1985-1988
Programs	IBM CREATE	1991-1992
Programs	IBM Semiconductor Proposal (1 and 2)	1990
Programs	IBM CREATE	1990
Programs	IBM CREATE	1989
Programs	IBM CREATE Program Director	1988
Programs	IBM CREATE	1988
Programs	IBM Future Programs	1981-1982
Programs	Institute in Teaching English as a Second Lang.	1968
Programs	Japanese Language	1986
Programs	Photo Workshops	1986
Programs	Japan's Mass Media	1989
Programs	Personal Financial Planning	1991-1996
Programs	Planning for the Third Age	
Programs	Video Conference	1990-1991
Programs	TQM (pending)	1992-1993

12.8 Publications

This series includes publications related to continuing education at Saint Michael's. It does not include publications related to specific programs.

Publications	The Highlighter
Publications	Leadership Connection
Publications	Update

12.9 Summer, 1949-

The Summer series includes files related to the summer at Saint Michael's. Files usually include information for students such as special programs, summer handbooks, summer concert series information, and summer commencement programs. The series is arranged chronologically.

Summer	1949-1997
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12.10 Summer News 1947-1981

The continuing education office put out a summer newsletter for several years. The newsletter is arranged chronologically.

Summer News	Summer Session News Volume 2	July 1947
Summer News	Summer Session Communication Issue	August 1947
Summer News	Summer Session News	June-August 1948
Summer News	Summer Session News	June-July 1949
Summer News	Summer Session News	June-July 1950
Summer News	Summer Session News	June-July 1951
Summer News	Summer Session News	July 1952

Summer News	Summer Session News	July-August 1952
Summer News	Summer Session Bulletin	July-August 1953
Summer News	Summer Session Bulletin	June-August 1954
Summer News	Summer Session Bulletin	June-July 1955
Summer News	Summer Session Bulletin	July 1958
Summer News	Summer Session Bulletin #2	July 1959
Summer News	Summer Session Bulletin	June-August 1961
Summer News	Summer Session Bulletin	July 1962
Summer News	Summer Session Bulletin #1-3	July 1963
Summer News	Summer Session News #4-6	July-August 1963
Summer News	Summer Session News	July-August 1964
Summer News	Summer Session News	June-August 1965
Summer News	Summer Session News	June-July 1966
Summer News	Summer Session Bulletin	July-August 1966
Summer News	Summer Session News	June-July 1967
Summer News	Summer Session News	July 1967
Summer News	Summer Session News	June-July 1968
Summer News	Summer Session News	June-July 1969
Summer News	Summer Session News	June 1978
Summer News	Summer Session News Vol. 1 #2-4	July 1978
Summer News	Summer Session News	Summer 1979
Summer News	Summer Session News Vol. 2 #2-5	Summer 1979
Summer News	Summer News Letter Vol. 3 #1-4	Summer 1980
Summer News	Summer News Letter Vol. 4 #5	Summer 1981

12.11 Workshops Seminars Symposium 1950-

For many years, workshops, seminars, and symposiums held on campus were managed by Continuing Education program. Programs held on campus, but open to non-SMC affiliates (and sometimes campus affiliates), are included in the series. Usually they include an educational component, speakers, or panel discussions. Some were held on a regular or semi-regular basis, while some are one time occurrences. Lectures, where one person spoke on campus for a one time event, were not under the auspices of continuing education and are not included in this series.

This series is arranged chronologically.

Workshops	1959	Guided Retreat
Workshops	1959	Philosophy Theology Seminar
Workshops	1959	Symposium on Orestes Brownson
Workshops	1960	Match Workshop
Workshops	1960	Music Education
Workshops	1964	Catechitcal Day
Workshops	1965	Conference on Renewal and Worship
Workshops	1965	Guidance Workshop
Workshops	1965	Workshop on Religion and Communism
Workshops	1965-1967	Workshop on Ecumenism
Workshops	1967	Music Workshop
Workshops	1967	Symposium on Human Rights
Workshops	1968	Music in Liturgy
Workshops	197?	Law and Society
Workshops	197?	Stop Smoking
Workshops	1970	Candidates Seminar
Workshops	1970	Henry George Symposium
Workshops	1971	Program in Human Sexuality
Workshops	1972	To Teach as Jesus Did
Workshops	1973	Politics of Defeat
Workshops	1973	Shakespeare
Workshops	1973	Theater Arts
Workshops	1973	Workshop in Psychology and Religion

Workshops	1974	Alumni Community
Workshops	1974	Beyond the Profit Motive
Workshops	1974	Ecumenical Workshop
Workshops	1974	People Worship and Liturgy
Workshops	1975	Counseling and Psychotherapy
Workshops	1975	Democratic Decisions Conference
Workshops	1975	VT Renaissance Symposium
Workshops	1976	SMC Community - Effective Grand Dialogue
Workshops	1977	Cervantes Seminar
Workshops	1977	Flight Instructors Seminar
Workshops	1977	Fundamentals of Finance
Workshops	1977	Gerontology
Workshops	1977	Planning and the 3 rd Age
Workshops	1978	Christianity in Culture
Workshops	1978	Gerontology
Workshops	1978	Life and Career Planning
Workshops	1978	Material Control Systems
Workshops	1978	Personal Problem Solving for Teachers
Workshops	1978	Seminar on Law Enforcement and Older Persons
Workshops	1978	VT Academy of Arts and Sciences Symposium
Workshops	1978-1985	Church Music
Workshops	1979	Citizen Soldier
Workshops	1979	Collective Bargaining
Workshops	1979	Evangelization for Adolescents and Adults
Workshops	1979	Rural Ministry
Workshops	1979	Society and Secularization
Workshops	1979	Women and Society Flyers and Programs
Workshops	1979	Women and Society Gudde Dancers
Workshops	1979	Women and Society Planning
Workshops	1979	Women and Society Press
Workshops	1979	Women and Society Speeches
Workshops	1979(1985)	Women and Society Clippings
Workshops	1980	Collective Bargaining
Workshops	1980	Energy Symposium
Workshops	1980	Genetics and Human Values
Workshops	1980	Institute in Science and Math
Workshops	1980	Michaelmen Solving Problems in Local Govt
Workshops	1980	New England Conference on Rural Ministry
Workshops	1980	Seminar on Newspaper Circulation
Workshops	1980	Suzuki Institute
Workshops	1981	Apocalypse Now
Workshops	1981	Dome Symposium
Workshops	1981	Expanding Your Horizons in Science and Math
Workshops	1981	ICASSI – Rudolf Dreikurs
Workshops	1981	New England School for Alcohol Studies
Workshops	1981-1983	Work Management Associates
Workshops	1982	Energy Concepts
Workshops	1982	Family Ministry
Workshops	1982	Irish Question
Workshops	1982	Irish Question
Workshops	1982	World Hunger
Workshops	1983	Death and Dying
Workshops	1983	Japan Institute
Workshops	1984	Child and the Book
Workshops	1984	Expanding your Horizons
Workshops	1984	Guided Retreat

Workshops	1984-1985	Humanities Symposium
Workshops	1985	About Japan
Workshops	1985	Arbitration in Vermont
Workshops	1986	Church Management
Workshops	1986	South Africa Symposium
Workshops	1987	Cantor School
Workshops	1987	Family Dynamics in Psychotherapy
Workshops	1987	Intercollegiate Student Symposium
Workshops	1987	Mgt for Church Leaders, Guided Retreat...
Workshops	1987	Psychotherapy of Schizophrenia
Workshops	1988	Seminar on Instructional Computing
Workshops	1988	Significant Science
Workshops	1989	Choral Director
Workshops	1989	Employee Benefits
Workshops	1989	Ethics and Society
Workshops	1989	Expanding your Horizon
Workshops	1989	Governor's Institute
Workshops	1989	Municipal Leadership
Workshops	1989	Youth Leadership Conference
Workshops	1990	Children's Literature New England
Workshops	1990	Gregorian Chant School
Workshops	1990	Symposium on Jewish-Christian Relations
Workshops	1990-1992	Symposium on Business
Workshops	1992	Leadership for the Year 2000
Workshops	1992	Newman, Christian Humanism, Higher Learning
Workshops	1992	VT Music Education
Workshops	1993	Growing Up is Risky Business
Workshops	1993	Leadership for Continuous Improvement
Workshops	1993	Religion Science and the Future of Humanism
Workshops	1994	Gender Issues
Workshops	1996	Faith and Society in VT
Workshops	1997	Int. Symposium on Photochemistry, Photophysics