

SMC 16
INSTITUTIONAL RESEARCH AND PLANNING-

DATES

1960-2007

ACCRUAL

Material is transferred irregularly. Fact books are transferred annually.

SIZE

17 boxes (16.5 linear ft.)

ARRANGEMENT

Arranged into series by term of office.

HISTORY

Before David LaMarche took on the duties of Institutional research in 1982, the President's office had various office on campus create data sets and report back to either the trustees or to the president and his cabinet. President Edward Henry enlisted the help of SMC business professor, David LaMarche to perform some specific research and planning tasks. LaMarche's official title was Assistant to the president and Vice President for planning. President Paul Reiss assigned Rev. Richard Myhalyk to a similar position –Assistant to the President for Research and Planning. The position was abolished in 1994, and specific research tasks were once again delegated across campus. In an effort to consolidate these efforts, the vanderHeyden administration established the position of Director of Institutional Research and planning in 1998. The first person to hold the position was John Kulhowick, who reported directly to the Vice President for Academic affairs upon taking the position in 1999.

16.1 David LaMarche

David LaMarche served as assistant to the president from 1982-1985. This series includes material covering this time, as well as a compiled research dating from the 1960's. Material is arranged alphabetically.

Box 1

The ACT National Center 1982

The ACT National Center 1982-83

Admissions-Market 1978-81

Attrition Enrollment 1982-83

Attention Study 1983

Budget 1973-74

Budget 1974-75

Budget 1976-77

Budget 1977-78

Budget 1979

Budget 1979-1980

Budget 1980-81

Budget 1981-82

Budget Reports Council

College Affairs Office

Compensation Folder 2 1981-84

Compensation Folder 1 1976-84

Campus Consolidation Part I and II, Sept. 30-Oct. 13 1982

Campus Consolidation Part I and II, Economic Analysis 1982

Countryside Town Meeting Report

Data Bank Back up Sheets 1970-81

Box 2

Enrollment Management 1983-84
Finance 1969-84
Financial Statements 1977-76
Financial Statements 1977-78
Financial Statements 1979
Financial Statements 1980
Financial Planning in the 80s 12/1983
Foundations/Grants 1983
Foundations/Grants 1982
Graduate Statistics Data Book
Long Range Planning Progress II – Cases for Capital Fund Campaign
Long Range Planning Progress Report II – Cases for Capital Fund Campaign
Letters Memos Minutes 1/1984-9/1985
Memos 3/1982-11/1983
North Campus 1981-82
Organization and Governance 1959-71
Planning Bibliography Purchase Orders 1982
Planning Council 1982
Planning Council 1983
Planning Council 8/15/1983, 2/27/1984
Planning Council Work Sheets 1982-83
Planning Council Calendar and Agenda 1982-83
Planning Session Notes June 28, 1983 BASIC Programming
Proposals 1-4/1983, 6/1983, 6-8/1985, 6/1986
Proposals 2/24/1984, 8/6/1983, 1/11/1985-4/15/1985
Proposal to the National Endowment for the Humanities for a Challenge Grant
Proposal to the Olin Foundation
Report of a Feasibility Study Conducted by J.F. Roche and Co.
Resource Data Book 1976-1981
SMC Statement of Mission 12/1976
SMC Long Range Planning Progress Report Jan. 1983
SMC Long Range Planning: progress report July 1980
SMC Visitation Schedule General Information 1977
Space Study Worksheets-Campus Consolidation Committee 1982-83
Space Study Work Sheets (Originals) 1982

Box 3

Space Study Work Sheets (Originals) 1982
Special Financing Investments 1983-84 (2 folders)
Summer Theater 1983-84

16.2 FR. RICHARD MYHALYK, S.S.E., 1989-1994

Rev. Richard Myhalyk acted as Assistant to the President for Institutional Research for Pres. Paul Reiss. Much of this series is related to surveys and other reports generated by Myhalyk and his office. It also includes research material dating back to the 1960's. The original order of the series has been maintained. Material is arranged alphabetically.

Box 1

1989 Alumni Survey 25, 10, 5 years closes 1964, 1979, 1984
ACT Evaluation Survey Service
A.G.B
A.V.I.C
Academic – AAUP Information Faculty Compensation.

Academic Administrators Fall 1990 Workshop.
Academic Administrators Meeting
Academic Issues Survey
Academic Survey
Academic Survey 1990 Curriculum and Course Undergraduate Evaluation
Academic Survey Results 5/1990
Accountant's Report 1968 Original
Accountant's Report 1968 Photocopy
Accountant's Report 1969 Original
Accountant's Report 1969 Photocopy
Accreditation Handbook 1988
Accreditation Handbook 1989
Administrative Council
Admissions Office
Admitted Student Questionnaires (overheads)
AIDS
Alcohol Task Force
Alumni Association – Alumni Project
Alumni Association – Board of Directors
Alumni Survey
Alumni Surveys Past
Alumni Surveys Recent
American Council For Higher Education
American Freshman: National Norms for Fall of 1988, 1989
Annual Reports of the President 1976-81
Annual Reports of the President 1985-93

Box 2

Annual Reports, Tables & Charts
ASQ admitted Student Questionnaire 1988
ASQ admitted Student Questionnaire 1989
ASQ Enrollment Survey of Non-enrolled Students
Assessment (2)
Assessment Consortium (2)
Assessment Information
Assessment of Outcomes
Assistant to President for Institutional Research
Assistant to President, Job Postings
Associate Academic Dean
Associate Trustees
Assumption College Survey
Athletics
Attrition Study (3)
Attrition Survey
Attrition Studies Prior to 1990 (5)
Average Class Size 1993
SMC Balance Sheets (3)

Box 3

Benefits
Black Undergraduates
Board of Trustee-Minutes
Board of Trustees (2)
Bolduc Surveys
Bond issue
Budgets

C.M.D.S (2)
C.U.P.A
Cabinet Minutes
Calendar
Campus CIP program
Campus Culture Committee
Campus Culture Survey 1988
Campus Culture Survey 1989 (2)
Campus Culture Survey 1992 (2)
Campus Culture Survey Results 1992

Box 4

Campus Ministry
Career Advisor Network
Career Placement
Career Planning Task Force
Catholic Mission (4)
Catholic Mission Seminar 3/23/1990
Center International Programs (2)
Challenges N.U.C.E.A
Characteristics of Excellence in Higher Education
China & Japan Trips
CIP Lists
CIP Retentions
CIP/AUP
CIRP/UCLA Freshmen Surveys (3 folders)
CIRP/UCLA Freshmen Surveys 1987
CIRP/UCLA Freshmen Surveys 1989
Class of 1996
College Board
College Board Fall 1990
College Costs (2)
Commencement
Commencement Program
Committees
Comparison of Colleges
Completion Rate of Student

Box 5

Computer Data Systems
Connections Fact book
Consultation
Consumer Price Index
Convocation
Copyright
Correspondence
Credits by Department (2)
Culture Task Force Survey of Freshmen 1988
Culture Task Force Survey of Freshmen 1989 (5)
Curriculum Committee
Curriculum Other
Curriculum Vitae
Data Analysis Group
Default Rate
Degrees by Major

Delta Epsilon Sigma
Demographics
Development (2)
Digest of Discussions
Diocesan Directory
Directories (2)
Disciplinary Probation
Drug-free Workplace
E.E.06 – Workforce Report
E.M.C. 1987
E.M.C. 1988
E.M.C. 1989
E.M.C. 1990

Box 6

Economic Impact Study
Emeritus
Endowment
Enrollment Committee
Enrollment Management (2)
Enrollment Management Committee
Enrollment Planning Service
Enrollment Planning Task Force
Enrollment Task Force
Exam. of Nat. Direct Student Loan Program 7/82-6/83-7/81-6/82
Exam. of Nat. Direct Student Loan Program 7/84-6/85-7/83-6/84
Exam. of Nat. Direct Student Loan Program 7/86-6/87-7/85-6/86
Facilities
Fact Sheets SMC
Faculty (2)
Faculty Assembly
Faculty Comp. 1986-93
Faculty Evaluation Committee
Faculty Financial Report 1992-1993/1985-86
Faculty Load (2)
Faculty Survey (3)
Faculty Tenure Study
Faculty Welfare Committee
Field House

Box 7

Fifth-year Interim Report 1985 (2)
Financial Accountant's Reports 1970-1982 (9)
Financial Aid (2)
Financial Aid – Gordian Knot
Financial Aid Policy Committee
Financial Planning 2000 (5)
Financial Planning (2)
Financial Planning Committee

Box 8

Fine Arts Program
Fort Property
Freshmen Development
Founder's Hall Editorial Board
Freshmen Assessment Fall 1990

Freshmen Surveys
Future of the Edmundite Community? By Fr. Dick Myhalyk, SSE 1992
General Performance Assessment Survey
Goals
Golf Classic
Golf Team Forms
Grade Point Average
Grades (2)
Graduate Programs
Graphics
Handbook & Guides for Accreditation 1988-89 (2)
HEPS Profile
High School Background
Higher Education Study
Housing Information
I.P.E.D.S
Institutional Fact Sheets
Internal Revenue Service
International Studies Committee
LaMarche Planning Documents
Lecture Series
Library
Lotus 1-2-3
M.O.V.E – Mobilization of Volunteer Efforts
Majors- Degrees
Market Shares
Marketing Committee (2)
Marketing Study
Maps of Campus
Masters Degrees
MCHV Board
Media Services
Microref Order Forms

Box 9

Minorities
Minority Students
Modern Languages
N.A.C.U.B.O
N.C.A.A
N.C.H.E.M.S
National Cooperative Data Share
NEAIR (2)
NEASC 1980 Documentation
NEASC Self Study Report (4)
NEASC Visitation 1990
New England Association of Schools & Colleges, Inc.
New England Colleges Fund
Newman Circle
News letters – FYI
Non-Catholic Students
North Campus Consolidation
Non Traditional Students
Opportunity Post-secondary Education
Organization (3)
Organizational Structure

Orientation
Outcomes
Overlays Stats
Overlap Application Colleges

Box 10

Parent's Weekend
Performance Evaluation 1987-88
Personal
Personal advisory Committee
Personal Handbook
Personal Human Resources
Phi Beta Kappa
Physical Plant Projects
Placement Survey Results Class of 1993
Planning Day
Planning Day 1988
Planning Day 1989
Planning Day 1990
Planning Day 1991
Planning Day 1992
Planning Days
Policy Statements
Preliminary Official Statement
Pre-orientation Weekend
Presidents Birth/Death
Presidents Statements
Presidents Staff: Research
Program Manuals
Projects
Quality of Life
Quality of Life Survey
Questionnaires
Registrar
Registrar's Report
Religious Values Survey
Report of Examination 1964 (photocopy)
Report of Examination 1965 (photocopy)
Report of Examination 1966 (photocopy)
Report of Examination 1967 (photocopy)
Reports/Surveys 1989
Research Briefs
Residence Life
Rice High School Survey.
Russia

Box 11

S.A.T Information
Scholarships
Scholarships
Sciences
Search Committee
Self Study News August 1989
Self – Study 1990
Self- Study 39 Sub. Documents 1-17 Area #1
Self-Study 39 Sub. Documents 18-32 Area #2

Self-Study 39 Sub. Documents 33-39 Area #3
Self-Evaluation Report 1980 (4)
Self-Study 1st Draft 1989
Self-Study Committee
Self-Study NEASC
Self-Study to Support Accreditation NEASC
Senior Class Survey 1989
Senior Survey 1989
Sexual Harassment
Sexual Surveys
Sexuality Survey
Size
SMC Comments and Recommendations 6/30/1988
SMC Financial Statements 1989
SMC Founders Fax #
SMC Self-Study 1990
Snap shot Data Group
Social Science Research
Social Science Research Center
Standard & Poor
Steering Committee
Strategic Planning (2)
Student Association (1/2)

Box 12

Student Association (2/2)
Student Life
Student Reports SEE Table of Contents (3)
Student Resource Center
Student Surveys
Students right-to-know
Study Abroad Program
Summer Session
Survey of Entering Freshman Class of 1992
Survey of Freshman Class of 1995
Surveys
Surveys on Vax
Teaching Resource Group
The Act Evaluation Survey Service
Thirty Colleges
Travel
Tuition, Fees, Room & Board
Tuition and Marketing 1990-91
UCLA Study on Black Undergraduate
U.S News & World Report (2)
U.S News Report
U.S News Survey Project
U.S. News / American's Best Colleges 1993
United Parcel Service
V.S.A.C (2)

Box 13

Voluntary Support
Voluntary Support Project
VT Health Foundation
VT Higher Education Council

VT Student Assistant Corp.
VT State Post-secondary Review Program
Wadhams Hall
Wellness Committee
WWPV FM Radio

16.3 John Kulhowick

John Kulhowick became the colleges first Director of Institutional Research in 1999. His office reports directly to the Vice President for Academic Affairs. This series consists of Fact Books.

SMC Fact Books