**Record Group V, Academic Affairs / Instruction**

The Office of Academic Affairs deals with the actual instruction of college students and makes decisions about course offerings. It contains the records of academic program reviews; the minutes of the curriculum committee and the deans’ council; and material from continuing education, library and information resources, and distance learning. It also includes some material from individual departments, divisions, and faculty meetings.

**Record Group V (Academic Affairs / Instruction), Series I (Curriculum Committee)**

The Curriculum Committee (or Curriculum Work Group) makes decisions about how courses can be proposed, which courses to accept, and when to accept them, and even the language to be used in the course catalogs. It works to create and maintain particular programs or disciplines, and to keep Harford Community College’s offerings on par with other institutions in the region. In some years, course proposals and revisions were kept with the minutes of meetings, but in other years, these were separated. This series also includes records of the Curriculum Committee’s work with Harford County Public Schools, and some selected material from outside advisory committees of community members.

Box 26 (1)

5.1 *0*: *Curriculum Manuals*

 5.1*o* Folder 1 Curriculum Committee – Curriculum Manuals, 2003 and 2005

5.1 *a*: *Minutes & Supplementary Documents*

5.1a Folder 2 Curriculum Committee – Minutes and Suppl. Docs., 1967-1976

5.1a Folder 3 Curriculum Committee – Minutes and Suppl. Docs., FY77-FY80

5.1a Folder 4 Curriculum Committee – Minutes and Suppl. Docs., FY81-FY83

5.1a Folder 5 Curriculum Committee – Minutes and Suppl. Docs., FY84-FY86

5.1a Folder 6 Curriculum Committee – Minutes and Suppl. Docs., FY87-FY88

5.1a Folder 7 Curriculum Committee – Minutes and Suppl. Docs., FY89-FY90

5.1a Folder 8 Curriculum Committee – Minutes, Course Proposals, and Supplementary Documents, Dec. ’92 – May ‘93

5.1a Folder 9 Curriculum Committee – Minutes, Course Proposals, and Supplementary Documents, July ’93 – Feb ‘94

5.1a Folder 10 Curriculum Committee – Minutes, Oct ’94-Dec ‘98

5.1a Folder 11 Curriculum Committee – Minutes, Mar ’99-May ‘02

5.1a Folder 12 Curriculum Committee – Reports, 1975-1991

5.1 *b*: *Course Proposals* (including some syllabi, outcomes, transferability, etc)

5.1b Folder 13 Curriculum Committee – Course Approval Process

5.1b Folder 14 Curriculum Committee – Course Proposals, Sep – Dec 1973

5.1b Folder 15 Curriculum Committee – Course Proposals, Jan – June 1974

5.1b Folder16 Curriculum Committee – Course Proposals, Mar ’75 – June ‘76

5.1b Folder 17 Curriculum Committee – Course Proposals, Aug ’76 – May ‘77

Box 27 (2)

5.1b Folder 1 Curriculum Committee – Course Proposals, 1982 [1 of 2]

5.1b Folder 2 Curriculum Committee – Course Proposals, 1982 [2 of 2]

5.1b Folder 3 Curriculum Committee – Course Proposals, 1984

5.1b Folder 4 Curriculum Committee – Course Proposals, 1985 [1 of 2]

5.1b Folder 5 Curriculum Committee – Course Proposals, 1985 [2 of 2]

5.1b Folder 6 Curriculum Committee – Course Proposals, 1989 [1 of 2]

5.1b Folder 7 Curriculum Committee – Course Proposals, 1989 [2 of 2]

5.1b Folder 8 Curriculum Committee – Course Proposals, 1996

5.1b Folder 9 Curriculum Committee – Course Proposals, 1997 [1 of 2]

5.1b Folder 10 Curriculum Committee – Course Proposals, 1997 [2 of 2]

5.1b Folder 11 Curriculum Committee – Revisions for General Education Policy, 1988

5.1 *c*: *Articulation Agreement*

5.1c Folder 12 Curriculum Committee – Articulation Agreement with Harford County Public Schools, 1990

5.1*d*: *Curriculum Advisory Committees*

More material exists on the curriculum advisory committees than is available here, but those items are mostly letters of appointment and acceptance to members, member rosters, and resumes. All meeting minutes and some rosters have been included in the small selection below.

5.1d Folder 13 Curriculum Advisory Committees – Rosters and Handbook

5.1d Folder 14 Curriculum Advisory Committees – Minutes, 1967-1989

5.1d Folder 15 Curriculum Advisory Committees – Physical Therapy

**Record Group V (Academic Affairs / Instruction), Series II (Program Reviews)**

Program reviews are undertaken every few years to make sure a given academic program is on track: needed by the community, meeting its goals, receiving necessary support from the college, etc. Programs might be thought of as “majors,” made up of a variety of courses offered under various divisions. The curriculum committee undertakes these reviews in concert with members of the academic divisions related to the program, in concert with the Office of Institutional Research (RG VI).

This series contains a great deal of data on changing enrollment in particular courses, current and former students’ opinions of the program, surveys of businesses in the field, and much more. Analysis, recommendations, and requirements are also included, along with some syllabi, correspondence, and other supplementary materials.

In the mid-1990s, a more formal review cycle was created; before that they appear to be tied more to the once-per-decade accreditation process. Accordingly, this series is divided along those lines (also following provenance), chronologically and then alphabetically.

5.2 *a*: *1981*

5.2a Folder 16 Program Reviews / Evaluations – 1981, Instructions

5.2a Folder 17 Program Reviews / Evaluations – 1981, Career Studies Division

5.2a Folder 18 Program Reviews / Evaluations – 1981, Human Development Division

5.2a Folder 19 Program Reviews / Evaluations – 1981, Humanistic Studies Division

5.2a Folder 20 Program Reviews / Evaluations – 1981, Scientific Studies Division

5.2a Folder 21 Program Reviews / Evaluations – 1981, Continuing Education

5.2a Folder 22 Program Reviews / Evaluations – 1985-1989, Alphabetical

Box 28 (3)

5.2 *b*: *1990-1*

5.2b Folder 1 Program Reviews / Evaluations – 1990-1, A

5.2b Folder 2 Program Reviews / Evaluations – 1990-1, B

5.2b Folder 3 Program Reviews / Evaluations – 1990-1, C

5.2b Folder 4 Program Reviews / Evaluations – 1990-1, D, E

5.2b Folder 5 Program Reviews / Evaluations – 1990-1, F-I

5.2b Folder 6 Program Reviews / Evaluations – 1990-1, J-O

5.2b Folder 7 Program Reviews / Evaluations – 1990-1, P

5.2b Folder 8 Program Reviews / Evaluations – 1990-1, Q-Z

5.2 *c*: *Alphabetical*

5.2c Folder 9 Program Reviews / Evaluations – 1990-5, General Statistics

5.2c Folder 10 Program Reviews / Evaluations – Correspondence, 1996

5.2c Folder 11 Program Reviews / Evaluations – Instructions & Cycle Dates

5.2c Folder 12 Program Reviews / Evaluations – Accounting, 2001 -

5.2c Folder 13 Program Reviews / Evaluations – Automotive, 1983-2000

5.2c Folder 14 Program Reviews / Evaluations – Biology, 2005 -

5.2c Folder 15 Program Reviews / Evaluations – Business, 1985-2006

5.2c Folder 16 Program Reviews / Evaluations – CADD, 1996-2005

5.2c Folder 17 Program Reviews / Evaluations – Computer Information Systems, 93-‘04

5.2c Folder 18 Program Reviews / Evaluations – Computer Science, 1995

5.2c Folder 19 Program Reviews / Evaluations – Criminal Justice, 2002

5.2c Folder 20 Program Reviews / Evaluations – Education, 1980-2002

5.2c Folder 21 Program Reviews / Evaluations – Electronics, 1992-1996

5.2c Folder 22 Program Reviews / Evaluations – Engineering, 1992-1999

5.2c Folder 23 Program Reviews / Evaluations – Engineering, 2000-2005

5.2c Folder 24 Program Reviews / Evaluations – English, 1997, 2006

5.2c Folder 25 Program Reviews / Evaluations – Fine & Applied Art, 1996

5.2c Folder 26 Program Reviews / Evaluations – Foreign Language, 1993-5

5.2c Folder 27 Program Reviews / Evaluations – High Performance Manufacturing, ‘02

5.2c Folder 28 Program Reviews / Evaluations – Histotechnology, 1995

5.2c Folder 29 Program Reviews / Evaluations – Hospitality, 1993-1996

5.2c Folder 30 Program Reviews / Evaluations – Information Systems Mgmt, 1995-6

5.2c Folder 31 Program Reviews / Evaluations – Interior Design, 1980-2006

5.2c Folder 32 Program Reviews / Evaluations – Mass Communications, 1992-2002

5.2c Folder 33 Program Reviews / Evaluations – Mathematics, 1996-2006

5.2c Folder 34 Program Reviews / Evaluations – Music, 1996, 2006

5.2c Folder 35 Program Reviews / Evaluations – Office Technology, 1992-1996

5.2c Folder 36 Program Reviews / Evaluations – Paralegal, 2002

5.2c Folder 37 Program Reviews / Evaluations – Photography, 1992-1994

5.2c Folder 38 Program Reviews / Evaluations – Physical Education, 1993-1995

5.2c Folder 39 Program Reviews / Evaluations – Psychology, 1996

5.2c Folder 40 Program Reviews / Evaluations – Retail, 1983-1996

5.2c Folder 41 Program Reviews / Evaluations – Technical / Professional Studies, 2005

5.2c Folder 42 Program Reviews / Evaluations – Visual Communications, 2005-6

5.2 *d*: Folder 43 Program Reviews – Data Shells (statistics) 1996-2004

**Record Group V (Academic Affairs / Instruction), Series III (Dean’s Group / Council)**

Box 29 (4)

5.3 Folder 1 Dean’s Group / Council, 1975-1978

5.3 Folder 2 Dean’s Group / Council, 1991

5.3 Folder 3 Dean’s Group / Council, 1992

5.3 Folder 4 Dean’s Group / Council, 1993

5.3 Folder 5 Dean’s Group / Council, August 1997 –June 1999

5.3 Folder 6 Dean’s Group / Council, July 1999 - June 2000

5.3 Folder 7 Dean’s Group / Council, July 2000 – June 2001

5.3 Folder 8 Dean’s Group / Council, July 2001 – June 2002

5.3 Folder 9 Dean’s Group / Council, July 2002 – June 2003

5.3 Folder 10 Dean’s Group / Council, July 2003 – June 2004

**Record Group V (Academic Affairs / Instruction), Series IV (Divisions & Programs / Disciplines)**

**Record Group V (Academic Affairs / Instruction), Series V (Continuing Education)**

**Record Group V (Academic Affairs / Instruction), Series VI (International Education)**

**Record Group V (Academic Affairs / Instruction), Series VII (Library and Information Science / LRC)**

**Record Group V (Academic Affairs / Instruction), Series VIII (Distance learning / e-Learning)**

**Record Group V (Academic Affairs / Instruction), Series IX (Faculty)**

Box 30 (5)

5.4 Folder 1 College Handbook, 1969-1971

 Harford Community College Faculty Orientation Handbook, 1974-1975

 Harford Community College Handbook, 1974-1977

 [Harford Community College] 4th ed. (3rd rev.), 1988 (Mar 1990)

 College Handbook 5th ed. July 1990, 4th Revision Sept. 1993

 College Handbook 6th ed. March 1995, 4th Revision Sept. 1993

 Harford Community College Handbook 7th ed., 1997

 Harford Community College - College Handbook Eighth ed., June 1998