

Salt Lake Community College Physical Archives
Salt Lake City, Utah
March 2023

Finding Aid: Curriculum Support Fonds, 1948-2022

Descriptive Summary

Creator:

Salt Lake Community College, 1948-

Title:

Curriculum Support Fonds

Dates:

1948-2022

Extent:

22.4 linear feet of textual materials, 5.0 linear feet of objects, 4.08 linear feet of photographic material, 1.88 linear feet of posters and oversize material, 1.0 linear foot of photographic slides, and 0.4 linear feet of audiovisual material on CD.

Language:

The material is in English.

Abstract:

Salt Lake Community College (previously known as Salt Lake Area Vocational School [SLAVS] 1948-1959, Salt Lake Trade Technical Institute [SLTTI] 1959-1967, and Utah Technical College [UTC] 1967-1987) is a Community College with roots in vocational education. SLCC's offerings have expanded over the years to include programs, degrees, certificates, and diplomas in other disciplines. The Curriculum Support Fonds consists primarily of textual records and photographic materials.

Administrative Information

Arrangement

The fonds is arranged in seven series. See Scope and Content note below for more information.

Acquisition

Internal Gifts from various College Departments including but not limited to: Institutional Advancement, the College President's Office, Faculty and Staff authors, and Student Government. Accessioned, 2012-2023.

Accruals

Further accruals are expected.

Copyright Status

Duplication of the fonds materials may be governed by copyright and other restrictions.

Access

The fonds is open for research. For information, please contact the Librarian for Archives at rebecca.sparagowski@slcc.edu.

Use Policies

SLCC Physical Archives Fonds may contain material with sensitive or confidential information that is protected under federal or state right to privacy laws and regulations. Researchers are advised that the disclosure of certain information pertaining to identifiable living individuals represented in the fonds without that consent of those individuals may have legal ramifications (e.g., a cause of action under common law for invasion of privacy may arise if facts concerning an individual's private life are published that would be deemed highly offensive to a reasonable person) for which the Physical Archives, Digital Archives, and Salt Lake Community College assume no responsibility.

Online Content

Some of the content from the Curriculum Support Fonds is available online in the Salt Lake Community College Digital Archives: <https://libarchive.slcc.edu/>.

Preferred Citation

Curriculum Support Fonds, Salt Lake Community College Physical Archives, Salt Lake Community College.

Processing Information

Curriculum Support Fonds processed by: Andrea Egbert, Bry Hogue, Jen Hughes, and Kate North.
Revised 2023 by: Rebecca Sparagowski.

Physical Repository

Physical Archives, Salt Lake Community College.

Restrictions

Restrictions on Access

Access is during regular Archives operational hours and by appointment. Portions of this collection may not be accessible.

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Statement on Potentially Harmful Content

The Salt Lake Community College Archives Program is divided into the Historical Archives, dealing with physical records, and the Institutional Repository, dealing with digital and digitized records. We collect materials with the intention to preserve and make available records of value to SLCC and the broader community. We strive to include materials that document a multiplicity of viewpoints. We recognize that some of the materials in our holdings may reflect outdated, biased, or offensive views and opinions. Some of the materials relate to violent or graphic events which are preserved for their historical significance or as part of unique collections within the Institutional Repository. For all materials, great care is taken to provide contextualization, as well as respectful and inclusive descriptions.

For information regarding materials collected, please see the Salt Lake Community College Archives Program Policy.

Processing Note: Curriculum Support Fonds

In processing the Curriculum Support Fonds for the Salt Lake Community College Archives, we followed a standard series template. This standard series was created to make access to the holdings of the Archives easier for users.

As new records are created by the College, the Physical and Digital Archives are updated. This finding aid reflects the holdings of the Archives as of the date listed under the “Inventory” section. Contact Archives staff for updated information.

Sketch of Salt Lake Community College 1948-

Salt Lake Community College began teaching classes September 14, 1948, as the Salt Lake Area Vocational School. A product of the GI Bill, the school evolved out of the War Production Training School established at West High School during World War II. After most federal support dried up in 1946, the Salt Lake City School District continued funding the program on its own, which was a burden for the district. The district, along with the State Board of Vocational Education, the Salt Lake Chamber of Commerce, the local American Legion, and Veterans of Foreign Wars, successfully lobbied the state legislature to create state-supported vocational schools. On March 19, 1947, money was appropriated for establishing vocational schools in all school districts serving populations of at least 140,000.

The Salt Lake City School Board selected long-time vocational teacher Howard Gundersen as the school's first president. The old Troy Laundry Building on 461 South 600 East in Salt Lake City was selected as the school's first building, and equipment was donated from Salt Lake area high schools which had housed War Production Training Schools. Gundersen received authorization from the Salt Lake City, Park City, and Tooele School districts to teach 39 vocational programs, although teachers could not be found for all of them immediately.

Newspaper ads for the school carried the slogan "Learn to Earn," which would be used into the 1970s. In its first quarter, tuition for the school was \$78 annually, and 246 students registered in 14 classes. By the following quarter, 948 students were enrolled, including 589 veterans.

In 1949, J. Bracken Lee became governor of Utah. A fiscal conservative, he opposed the Area Vocational School, believing it duplicated services available elsewhere. When the legislature presented the 1949–1950 budget with expenses projected to exceed revenues by \$2 million, Lee used line-item vetoes to cut the entire \$500,000 appropriated to the school. Lee's veto drew criticism from The Salt Lake Tribune, labor unions, and veterans' organizations, but the supporters of the cut stood firm, alleging wastefulness at the school. Only by scaling back operations to \$145,000 annually was Gundersen able to keep the school open.

The second President of the school, Jay L. Nelson (1949–1978), referred to the first years of Lee's governorship as "the starvation years." No state funding was provided to the school again until 1951, when it began receiving modest subsidies, and a \$312,000 grant to purchase the Troy Laundry Building.

Initially, the school was seen as a central location for high school vocational education, and the school was thus an extension of public secondary education. The school was guided jointly under the direction of the state and local school board until 1959. At this time, it changed its name to Salt Lake Trade Technical Institute, reflecting the more adult-oriented nature of the school. Governance for the school moved solely into the state's hands under the State Board for Vocational Education.

In 1967, most departments of the school (now renamed Utah Technical College at Salt Lake) moved to the current location at 4600 South Redwood Road in Taylorsville. The state legislature granted money

for expansion at the Taylorsville Redwood campus, which is now the primary campus of SLCC. A thriving vocational program existed at the original site well into the 1980s and served thousands of students seeking basic education and occupational skills.

In 1969, the State unified the scattered public higher education direction into the State Board of Higher Education (later called the Board of Regents). However, the Technical College was not placed entirely under this board. Instead, it was jointly governed by the State Board of Higher Education and the State Board of Vocational Education. Turf wars between the boards erupted almost immediately in 1970 and again in 1974 when the boards fought over who had authority to raise salaries. (It was decided that the vocational board controlled wages, while the higher education board dictated budgets.) The Board of Higher Education first sought to convert the schools into community colleges in 1970, which the vocational board outright rejected. The Vocational Board eventually relinquished control of the school in 1978 with an agreement that technical school maintain 75% vocational training, which was state law at the time. President Jay L. Nelson believed this was necessary to prevent the school from becoming solely a stepping stone to the University of Utah. In 1987, however, the school formally became Salt Lake Community College and the old requirement 75% for vocational training ended.

As of 2023, Salt Lake Community College is the largest two-year college in Utah, serving over 45,000 students across ten campuses. Notably, South City Campus opened in 1991, Miller Campus in 1999, SLCC Online (an eCampus) in 1999, Jordan Campus in 2001, and the West Valley Center in 2015. SLCC is accredited by the Northwest Commission on Colleges and Universities, and offers 120 programs of study. Its mission statement emphasizes a “commit[ment] to the transfer education and workforce needs of [the] students.”

Scope and Content of the Curriculum Support Funds

Salt Lake Community College (previously known as Salt Lake Area Vocational School [SLAVS] 1948-1959, Salt Lake Trade Technical Institute [SLTTI] 1959-1967, and Utah Technical College [UTC] 1967-1987) is a Community College with roots in vocational education. SLCC's offerings have expanded over the years to include programs, degrees, certificates, and diplomas in other disciplines. Textual materials, photographic materials, and realia created by the College, individuals associated with the College, and related entities between 1948 to present day. The Curriculum Support Funds is divided into seven series.

Series 1:

Academic Programs are records created by various programs and departments at the College. These records document program proposals, approvals, curricula, accreditation, and discontinuation. The series is divided into six subseries:

- **Subseries A: College General and Schools** houses records related to programs sponsored either by the College in general or by particular schools. This includes proposals, approvals, curricula, accreditation, and discontinuation of individual courses and programs, as well as reorganizations of entire schools and departments.
- **Subseries B: Culinary Arts Program** houses records related to the culinary arts program. Included here are some student works, which were submitted as course assignments. Some of this subseries is stored at the Miller Campus library, where the culinary arts program is located.
- **Subseries C: Nursing** houses records related to the nursing program in all of its iterations.
- **Subseries D: Competency-Based Curricula** houses records related to various courses which were competency-based, i.e., vocational.
- **Subseries E: Telecourses** houses records related to the development of telecourses at the College. This includes proposals, research, and bids from technology companies, as well as documents related to course organization.
- **Subseries F: Project Houses and Cars** houses records related to the project houses and cars which formed a crucial part of the construction trades and auto mechanics disciplines.

Included in this series are 9.9 linear feet of records, including textual documents, photographs, and CDs.

Series 2:

SLCC Archives are records created by the college archivists which document the operations, efforts, and outreach programs of the college archives. The series is divided into four subseries:

- **Subseries A: Cathleen Partridge** houses records related to the archival administrative efforts under the tenure of Cathleen Partridge. The college archives were organized by Cathleen Partridge during her tenure as Director of Learning Resources (1992-2000).
- **Subseries B: Gordon Young** houses records related to the archival administrative efforts during the tenure of Gordon Young, who oversaw the archives in a part-time capacity, in addition to his other roles at the Markosian Library.
- **Subseries C: Jen Hughes** houses records related to the archival administrative efforts during the tenure of Jen Hughes. While working on the archives part time, Hughes

oversaw the transfer of the archives to the current repository and maintained the archives, in addition to her other duties at the Markosian Library.

- **Subseries D: Rebecca Sparagowski (2021-)** houses records related to the archival administrative efforts during the tenure of Rebecca Sparagowski, who was the first dedicated archivist hired by the College.

Included in this series are 0.42 linear feet of textual records.

Series 3:

Library Services are records created primarily by the College that document the history and operations of Salt Lake Community College's libraries. The series is divided into eight subseries:

- **Subseries A: Constituting Documents and Operating Information** houses records related to the founding, operation, and policies of the libraries.
- **Subseries B: Library Instruction** houses records related to instruction in and around the library, such as liaison work, information literacy courses, and library technician programs.
- **Subseries C: Library Building Information** houses documents related to the architectural design process, contract bidding, and fittings and furnishings for the Markosian Library building.
- **Subseries D: Surveys and Statistics** houses records of surveys, conducted by both the SLCC libraries and external library groups.
- **Subseries E: Library History and Events** houses records related to special and notable events in the College libraries.
- **Subseries F: Inter-library Consortia and Committees** houses records related to the various consortia to which the College library is party and the cooperative committees on which library personnel serve.
- **Subseries G: Artifacts** houses objects related to the library and its events.
- **Subseries H: Photographic Materials** houses photographic records of the College libraries.

Included in this series are 20.75 linear feet of documents, including textual records, photographs, CDs, architectural drawings, and objects.

Series 4:

Curricula are records created by programs and the Curriculum Committee which document the development of and changes to curricula offered at the College.

Included in this series are 0.94 linear feet of textual records.

Series 5:

Utah System of Higher Education (USHE) Publications are records created by the Utah System of Higher Education and published for consumption by its member institutions.

Included in this series are 1.25 linear feet of textual records.

Series 6:

Education Support Services are records of the entities at the College responsible for providing support for various academic services. Such services include student support services, testing services, and groups seeking grant support.

Included in this series is 0.42 linear feet of textual records.

Series 7:

Photographic Materials are records created by the College, its personnel, or its students which visually document the curricular activities at the College.

Included in this series are 0.5 linear feet of photographic slides.

Index Terms

Names

Howard B. Gundersen (Founding President 1948-1949)
 Jay L. Nelson (President 1949-1978)
 Dale S. Cowgill (President 1979-1980)
 James Schnirel (Interim President 1980-1981)
 Orville D. Carnahan (President 1981-1990)
 Heber T. Hunt (Interim President 1990-1991)
 Frank W. Budd (President 1991-2000)
 H. Lynn Cundiff (President 2000-2003)
 Judd D. Morgan (Interim President 2003-2005)
 Cynthia Bioteau (President 2006-2013)
 Deneece Huftalin (President 2014-)

Organizations

Salt Lake Area Vocational School, 1948-1959
 Salt Lake Trade Technical Institute, 1959-1967

Utah Technical College, 1967-1987
 Salt Lake Community College, 1987-

Subjects

Academic Libraries	Curricula	Surveys
Academics	Faculty	Syllabi
Administration	Libraries	Teaching
Archives	Manuscripts	Vocational Schools
Committees	Publications	Vocational Training
Consortia	Statistics	

Document Types

Audiovisual Materials	Compact Discs	Poster
Booklet	Correspondence	Report
Brochure	Newspaper or Clippings	Roster
Color Slides	Photographs	Textual Record

Inventory

The following Inventory is dated 28 March 2023. See archival staff for more information.

Series 1: Academic Programs

1949, 1952-2003, 2012, n.d. 9.9 linear feet of textual records, photographs, and audiovisual material on CD.

Records in this series were created by various programs and departments at the College. These records document program proposals, approvals, curricula, accreditation, and discontinuation. Records include notes, reports, correspondence, as well as audiovisual materials. Materials are arranged chronologically.

Subseries A: College General and Schools

Box 1

- Report of the Evaluation Committee – State Board of Education, 1967
- Self-evaluation report for the Utah State Board for Vocation Education, 1967 (2 f.)
- Skills Center
 - Information packets, 1977, n.d.
 - Vocational education self-evaluation report, 1981 (2 f.)
- School of Trades and Industry
 - Self-evaluation report for Building Construction, Electricity, Brick Masonry, 1983 (2 f.)
 - Self-evaluation report for Automotive, Heavy Duty, Machine Shop, Recreational Vehicle, Welding, 1983
 - Annual program review for the Utah System of Higher Education, 1983
- Self-study report for Northwest accreditation, 1984
- “A Review of the Relationships Between Business, Industry, and Government and Programs at Utah Technical College,” 1984 (3 f.)
- Associate of Science degree – Second annual report for the Board of Regents and the Utah State Board of Education, 1984
- School of Technology and General Education
 - Self-evaluation report, 1984 (5 f.)
 - Self-evaluation program report for the Board of Regents, Vol. I, 1984 (4 f.)
 - Self-evaluation program report for the Board of Regents, Vol. II, 1984-85 (2 f.)
- Skills Center
 - Correspondence, 1984
 - Self-study report, 1984
- Centers – Utah Productivity Center, 1985
- School of Continuing Education – Self-evaluation report, program review, 1985
- Skills Center – Program review, 1985

Box 2

- Institution self-appraisal of vocational education programs and services, 1986
- School of Business and Industry
 - Self-evaluation report for the Board of Regents, draft, 1986
 - Self-evaluation report for the Board of Regents, 1986
- School of Business and Industry
 - Self-evaluation report for the Board of Regents, 1986 (3 f.)

Box 2 (cont.)

- School of Business and Industry (cont.)
 - Student follow-up to accompany the self-evaluation report responses from the Board of Regents, 1986
 - Program reviews, 1986-87
- Skills Center
 - Report on Skills Center governance by William Rolfe Kerr, 1986
 - Program review, 1987-88 (2 f.)
- Accreditation – Program progress, 1988
- “Integrating the Humanities into Associate Degree Occupational Programs” – Report, summary, final report, 1988
- School of Humanities and Sciences
 - Self-evaluation report for the Division of Humanities, 1988 (3 f.)
 - Self-evaluation report for the Division of Sciences, 1988
 - Self-evaluation report for the Division of Humanities, 1988 (4 f.)
 - Self-evaluation report for the Division of Sciences, 1988
 - Self-evaluation report for Early Childhood Development, English, Life Science, Physical Education, and Social Science, 1988
 - Annual program review, 1989
- School of Continuing and Community Education – Review for the Utah State Board of Regents, 1989 (3 f.)

Box 3

- Centers – Center for Business and Economic Development, 1989, n.d.
- Progress reports – All schools, 1990
- School of Continuing and Community Education – Program review report, 1990
- State of Utah Vocational Accreditation of Salt Lake Community College, draft, 1991
- School of Business and Technology – Program review report, 1991 (2 f.)
- Athletics – Program review, 1991

Box 5

- Utah State Board for Vocational Education accreditation visit self-evaluation reports
 - Administrative, Vol. I, 1991 (2 f.)
 - School of Business and Technology, Vol. II, 1991 (14 f.)
 - School of Humanities and Sciences, Vol. III, 1991 (4 f.)

Box 3 (cont.)

- Skills Center – Catalogs, 1991-92, n.d.
- Responses to recommendations of the Utah State Board for Vocational Education, Vols. I-VI, 1992 (2 f.)
- School of Business and Technology – Utah System of Higher Education program review action report, 1992
- Athletics – Program review, 1992
- School of Occupational Education – Medical Laboratory Technician program self-study report, 1992
- School of Technology – Occupational Therapy Assistant application for initial accreditation, 1992-93 (2 f.)
- Program approvals, 1992, 1994, 1996-2001, n.d.

Box 3 (cont.)

- School of Technology
 - Program reviews, 1993
 - Specialized review of business programs, 1993 (2 f.)
- School of Occupational Education
 - Summary of self-study and review report, 1993
 - Regents' review, 1993 (5 f.)
- School of Humanities and Sciences – Board of Regents Program review, 1993-94

Box 4

- School of Humanities and Sciences – Board of Regents Program review, 1993-94
- School of Continuing and Community Education – “Reflections,” Annual review, 1993-95
- Centers – Innovation Center, 1994
- “Getting Ready for the University of Utah: A Guide for Transferring,” 1994
- Applied Technology – “Standards and Procedures for Applied Technology Education Accreditation,” 1994
- School of Technology – Physical Therapist Assistant program narrative report, 1994
- Course design proposal – North American Railroad Operations, 1994
- Concurrent enrollment – Correspondence, reports, applications, brochures, 1994-99, n.d.
- School of Continuing and Community Education
 - Budget and accounting procedure, 1994
 - Memo re: Robotech, 1995
 - Board of Regents review, 1995
- School of Technology – Dental Hygiene program, 1995
- Applied Technology – Correspondence, standards and procedures, notes, 1995-2000, n.d.
- School of Technology – Memo re: New Technical Specialties Division chair, 1996
- Applied Technology – Wasatch Front South Consortium, 1996-2000, n.d.
- Prison program – Draper Campus, 1997, n.d.
- Programs – Flyers, brochures, 1997, 2001-02, n.d.
- School of Continuing and Community Education – Program development process, 1997, 1999, n.d.
- Carl D. Perkins Award, 1997-98
- School of Technology – Memorandum of Understanding on the Transferability of the Electronics Technician Program, 1998
- Fundraising, Golden Jubilee, 1998
- Centers – Center for Literate Action, 1999
- School of Business and Industry – Summary of requirements for computer proficiency course, 1999
- School of Continuing and Community Education – Criminal Justice school violence prevention seminar, 1999
- Application under the Strengthening Institutions Program – US Department of Education, 1999
- Prison program – Timpanogos Campus, 1999
- Institutional performance indicators, 1999, n.d.
- School of Technology
 - Health Sciences programs information packets, correspondence, 1999, 2001
 - “Innovative Ideas in Education” pamphlets, 1999-2000
- School of Business and Industry – Program fact sheets, 2001

Box 4 (cont.)

- School of Humanities and Sciences – Accreditation Council for Occupational Therapy Education report, 2002
- General education requirements, 2012, n.d.
- Centers – Math Learning Center policies and procedures manual, n.d.
- Study abroad programs – Flyers, n.d.
- Career Scan – A Guide to Vocational / Technical Programs at Salt Lake Community College, n.d. (2 f.)
- Applied Technology – Institutional self-study questionnaire for program accreditation, n.d.
- School of Continuing and Community Education – Diploma, n.d.
- School of Humanities and Sciences – Memo re: Reorganization, n.d.
- Skills Center – Report, “Industry’s Reaction to the Indochinese,” n.d.

Subseries B: Culinary Arts Program*

*NB: Boxes 1-8 are housed at the Miller Campus Library. Box 9 is housed at the Redwood Campus in the Physical Archives. Materials are arranged by type and alphabetically by restaurant name.

Box 1

- General menus, A-L (6 f.)

Box 2

- General menus, M-W, unidentified (5 f.)

Box 8

- Oversize general menus, A-W, unidentified (2 f.)

Box 2 (cont.)

- Breakfast menus, A-Z, unidentified

Box 8 (cont.)

- Oversize breakfast menus

Box 2 (cont.)

- Lunch menus, A-C

Box 3

- Lunch menus, D-W, unidentified (3 f.)

Box 8 (cont.)

- Oversize lunch menus

Box 3 (cont.)

- Dinner menus, A-C (2 f.)

Box 4

- Dinner menus, D'-La C (5 f.)

Box 5

- Dinner menus, Le-W, unidentified (4 f.)

Box 8 (cont.)

- Oversize dinner menus, A-N (2 f.)

Box 6

- Dessert menus
- Seasonal menus
- To-go menus
- Beverages menus, B-G, unidentified (3 f.)

Box 8 (cont.)

- Oversize beverages menus

Box 7

- Special events menus, A-L, unidentified (2 f.)

Box 8 (cont.)

- Oversize special events and desserts menus

Box 7 (cont.)

- Menu design class menus (2 f.)

Box 9

- Copies of menus, 1973, n.d.
- Culinary arts competition, 2002-03
- Occupational Food Service: Home Economics Education High School Course, n.d. (4 f.)
- Recipes, food preparation instructions, n.d.
- Menus, n.d.

Subseries C: Nursing

Box 1

- Nursing refresher course information sheet, 1949
- Graduation lists, applications for graduation, 1952, 1955-56, 1961, 1963-65, 1967-75, 1979, n.d.
- Correspondence re: Accreditation, 1954, 1991-92
- Nursing class pledge, memories, 1959, n.d.
- Pamphlet – "Laws Affecting Nurse Practice Act," 1963
- Pinning ceremony programs, invitations, 1978-79, 1988, 1997
- Nursing student handbooks, 1985, 1993, n.d.
- National League for Nursing accreditation self-study report, 1985, 1992-93, 1997, 2002 (12 f.)
- Photographs, 1957, 1977, 1984, 1988, 1991, 1994, 1996, n.d.

Slide Box 1

- Nursing slides, 1990-91, 1993, n.d.

Subseries D: Competency-Based Curricula

Box 1

- Architectural Technology, 1993
- Aviation Maintenance, 1994
- Barbering, 1992-94
- Building Construction, 1994
- Computers in Design, 1994
- Cosmetology, 1992-94

Box 2

- Graphic Design, 1994
- Production Art, 1994
- Welding, 1992-94 (2 f.)
- Aviation Maintenance Technician Careers VHS, 1999
- Aviation Maintenance Technician Careers DVD, 1999

Subseries E: Telecourses

Box 1

- *Effective Telecommunications Presentations: A Handbook for Distance Education Professionals*, 1988
- Utah Education Network information, 1988-92
- State Educational Telecommunications Operations Center (SETOC)
 - User handbook, 1989
 - Proposal for the 1991-92 School Year, n.d.
- Correspondence, notes re: Telecourse technology, 1993-94, n.d.
- Telecourse Coordination Committee – Meeting minutes, notes, 1993-94
- Correspondence re: Telecourses and distance learning, 1993-94, 1996, n.d.
- Internal telecourse audit, 1994
- Telecourse guide first draft, 1994-95
- Distance Learning Subcommittee – Meeting minutes, notes, 1994-95, n.d.
- Survey of model telecourse programs, 1994
- Telecourse development guide, 1995
- PBS Going the Distance Project – Faculty workshop, 1995
- Telecourse Coordination Committee – Meeting minutes, notes, 1995-96
- Proposal for the Utah System of Higher Education distance delivery degree program needs analysis, 1996
- PBS Going the Distance Project
 - Notes, correspondence, rosters, 1996 (2 f.)
 - Meeting minutes, notes, 1996

Box 1 (cont.)

- PBS Going the Distance Project (cont.)
 - Promotional materials, correspondence, 1996, n.d.
- Planning for distance education projects guide, n.d.

Box 2

- Telecourse Coordination Committee – floppy disk, 1996
- History 1700: American Civilization DVDs, 2003
- Family and Human Studies 2400: Family Roles and Socialization DVDs, n.d.

Subseries F: Project Houses and Cars

Box 1

- Project house, 1953-56 (3 f.)
- Project house, project car, 1956-72 (11 f.)
- Project house, 1973-82, 2000-02 (3 f.)
- Project house expense and profits summaries, 1953-77

Series 2: SLCC Archives

1993-2000, 2005, 2013, 2015-19, 2022, n.d. 0.42 linear feet of textual records.

Records in this series document the work of the College archivists. Materials are arranged chronologically.

Subseries A: Cathleen Partridge

Box 1

- Archives – Original organization, 1993, 1995, 1997-99, n.d.
- Archives founding documents, procedures, 1994, 1997-98, n.d.
- Archives Team – Meeting minutes, notes, correspondence, 1994, 1996, 1998, 2000, n.d.
- Archives mission statement, 1996
- Archives initial organization and administration, 1996-98, n.d.
- Student newspaper access project, 1996, 1998, n.d.
- Digital Photo Archives project, 1998-2000, n.d. (2 f.)

Subseries B: Gordon Young

Box 1 (cont.)

- Historical Archives program presentation, 2005
- Historical Archives program presentation DVD, 2005

Subseries C: Jen Hughes

Box 1 (cont.)

- Digital Collections – Audiovisual digitization and preservation project, 2013
- Archives and IR Digital Collections annual reports, 2015-19

Subseries D: Rebecca Sparagowski

Box 1 (cont.)

- Archives display – Veterans' Day, 2022

Series 3: Library Services

1967-68, 1973-2013, 2019, n.d. 20.75 linear feet of textual records, photographs, posters, audiovisual materials on CD, and objects.

Records in this series were created by library staff and College personnel, and document the College libraries and the services provided by the libraries. Materials are arranged chronologically.

Subseries A: Constituting Documents and Operating Information

Box 1

- Library organization and structure, 1975, 1979, 1984, 1992, 1996-97, 2006
- Library policies and procedures – Correspondence, pamphlets, notes, 1975-76, 1978, 1980-81, 1984, 1988, 1991, 1993-94, 1996, 2002-03, n.d.
- Learning Resources strategic planning goals and objectives, 1976-77, 1980, 1983, 1992-93, n.d.
- Learning Resources strategic planning – Tentative objectives for long-range planning, 1979
- County Library cooperation – Correspondence, borrowing agreement, 1979-80, 1984, n.d.
- Library budget information, 1979-85
- Learning Resources strategic planning – Unit objectives, 1980
- OCLC Project proposal – Removal of guest authorization numbers, 1982-84, n.d.
- Inter-library loan information, 1982-84, 1990, 1997
- Serials Union List – Correspondence, 1984, n.d.
- Library budget information, 1985-89
- Learning Resources strategic planning for 1994-99, 1986, 1990, 1993-94
- Organizational charts, 1986, 1991-2001, 2003-07, n.d.
- Internal audit of library and media center – Final report, 1987
- Library collaborations with external groups, 1987, 1990, 1999, n.d.
- Internal audit of library and media center
 - Compliance review, 1988
 - Response to the library status report, 1988
- Policies and procedures manual, 1988 (2 f.)
- Library staff meeting minutes, 1988-96, n.d. (2 f.)
- Inter-library loan – Utah Network of Coordinating Libraries courier service demo, 1989, n.d.
- Library budget information, 1989-93, 1995-97 (4 f.)
- Accreditation Council for Business Schools and Programs – Library accreditation correspondence, report, 1990, 1997
- Airport Campus library – Memo, notes, 1991, 1993

Box 3

- Organizational charts, 1991, 1996-2001, 2003-05

Box 1 (cont.)

- Legislative results, 1992
- Library budget information, 1992-94
- Library staff training materials, 1992-94, 1999, n.d.
- Learning Resources accomplishments, 1992-96, n.d.
- Learning resources strategic planning – Television and media production five-year capital equipment plan, 1993
- Northwest Accreditation – Survey, reports, action plans, 1993, 2006, 2009

Box 2

- Library budget information, 1993-95
- Learning Resources strategic and tactical plans, 1994
- Policies and procedures manual, 1994
- Self-study – Library and Learning Resources, 1994
- Library budget information, 1994-97
- Library Services reports for college leadership and the Board of Trustees, 1994-99
- Utah State Library Division – Library Services and Construction Act information, 1995
- Professional development series, 1995
- Strategic and site planning, 1995, 2005, n.d.
- Library budget information, 1995-97
- Markosian Library building supervisor's handbook, 1997
- Needs assessment for the Markosian Library, 1997
- Library budget information, 1997-99, 2002, 2004
- Library staff meeting minutes, 1997-2000
- Jordan Campus Library Media Services – Operating costs, 1999
- Utah Library Association legislative priorities – Pamphlet, 2000
- Correspondence re: Northwest Accreditation self-study, 2002
- Learning Resources policy and procedures, 2002-07, 2009, n.d.
- Learning Resources strategic plan, 2003
- Library budget information, 2005-07
- Learning Resources five-year strategic plan and presentation, 2006
- Library personnel lists, 2006, n.d.
- OCLC – Outsourced digitization presentation, 2008
- Policies and procedures
 - Opening and closing routines, n.d.
 - Emergency and evacuation, n.d.

Subseries B: Library Instruction**Box 1**

- Library instruction exercise, 1974
- Markosian Library information technology series, 1995
- Library Tech program – Correspondence, research, pamphlets, 1999, 2006-07, n.d.
- Correspondence re: Writing course extra credit, 2009

Subseries C: Library Building Information

Box 1

- Correspondence, notes re: Justification for a new library building, 1967-68, 1979, 1982-85, 1987-90, n.d.
- Astle/Ericson and Associates
 - Library program preliminary review draft, 1989 (2 f.)
 - Library program preliminary review draft with notes, 1989 (4 f.)
 - Architectural facilities program for SLCC Library, 1989 (8 f.)
 - Architectural facilities program for SLCC Library, final copy, 1989 (2 f.)
 - SLCC Library program binder, 1990, n.d. (2 f.)
 - Proposal for architectural services, 1990
 - Architectural facilities program report with approval, 1990

Box 2

- Scott, Louie, and Browning – Submittal of information for new library building, 1990
- Preliminary value review report – Schematic design phase, 1990
- Value engineering review report – Design development phase, 1990
- Library building planning meetings – Minutes, notes, 1990
- Astle/Ericson and Associates – New library building design development submittal, 1990
- Notes re: New library building design, 1990, n.d.
- Astle/Ericson and Associates – New library building, Vols. 1-2, 1990-91, n.d. (4 f.)
- Notes, drawings re: Library furnishings, 1990-91, n.d.
- Telecommunications- Research, proposals, correspondence re: Computer hardware, 1990-91, n.d.
- 1% for Art program committee – Notes, correspondence, reports, 1990-92, n.d.
- Astle/Ericson and Associates – Correspondence, reports re: Library building, 1990-94, n.d.
- Telecommunications – Correspondence, notes, reports re: Utah Telecommunications Cooperative, 1990-94, n.d.
- Correspondence re: New library building geotechnical services, 1991
- Astle/Ericson and Associates – New library building working drawing submittal, Vols. 1-2, 1991 (7 f.)
- Contract addenda, 1991

Box 5

- Astle/Ericson and Associates – Markosian Library schematics for shelving and desks, 1991, n.d.

Box 2 (cont.)

- Markosian Library circulation and reference desks redesign, 1991-92, n.d.
- Library furnishings review, 1991-92, n.d.
- Telecommunications – Local area network proposal, 1991-92, n.d.
- Bid solicitation for interior furnishings, 1992

Box 5 (cont.)

- Facilities – Library furnishings and equipment lists, 1992

Box 3

- Telecommunications
 - Correspondence re: Utah National Guard 130th Engineering Installation Squadron, 1992

Box 3 (cont.)

- Telecommunications (cont.)
 - Consultant report, 1992
 - Correspondence, notes, re: Response to consultant report, 1992
- Furnishings and equipment lists, 1992, n.d. (4 f.)
- Correspondence, reports, re: Library construction, furnishings, interiors, 1992, n.d.
- Notes, correspondence, proposals re: Library furnishings, 1992, n.d.
- Bid solicitation for interior furnishings, 1992-93
- Library move information – Correspondence, meeting minutes, agendas, 1992-93, n.d.
- Library move planning, 1992-93, n.d. (7 f.)
- Notes, correspondence, drawings re: Library furnishings, 1992-94, n.d.
- Pamphlets re: Library move information, 1993
- Telecommunications
 - Fiber optic network research, proposal, 1993
 - Fiber optic network solicitation, 1993
- Markosian Library floor plans, 1993, 1996

Box 4

- Library move budget, 1993, n.d.
- Memos, reports re: Library incidents, 1993-94
- Markosian Library lower level reconfiguration, 1994
- Notes, correspondence re: Library furnishings, 1994-96, n.d.
- Correspondence, notes re: Library information commons proposal, 1995-96, n.d.

Box 5 (cont.)

- Markosian Library
 - Floor plans, interior design plans, 2012
 - Elevation and aerial view sketches, n.d.
- Astle/Ericson and Associates – Markosian Library blueprints, n.d.

Box 4 (cont.)

- Equipment lists by type of equipment, n.d.
- Report re: Library construction, furnishings, interiors, n.d.
- Astle/Ericson and Associates – SLCC Library interview, n.d.
- Telecommunications – System planning, installation memos (drafts), n.d.

Subseries D: Surveys and Statistics

Box 1

- Library holdings information, 1973-84
- Library circulation information, 1975-96, 2000
- Library gate count information, 1977-96, 1998-99
- Higher Education General Information Survey (HEGIS), 1982, 1985
- Library statistics reports, 1982-88
- Student library use surveys, 1984, 1994, 2005
- Media use statistics, 1984, 2010
- Library holdings information, 1985-91
- Statistics – Skills Center circulation, 1986, n.d.
- Integrated Postsecondary Education Data Systems (IPEDS) – Surveys, 1988, 1990, 1992-93

Box 1 (cont.)

- Library statistics reports, 1989-92, 1995-97
- Integrated Postsecondary Education Data Systems (IPEDS) – Academic Library Survey Response Vol. 1: Public Institutions, 1990
- Volume estimates and projections, 1992
- Media equipment survey, 1992, n.d.
- Library holdings information, 1992-98, 2000, 2002-03, 2005-06
- Faculty library use survey, 1993-94
- Learning Resources statistical reports binder, 1993-96
- SLCC Library use survey, 1994
- Statistics – Sandy Center, 1994-95
- Integrated Postsecondary Education Data Systems (IPEDS) – Academic Library Survey and Reports, 1994-95 (2 f.)
- Learning Resources statistical reports binder, 1994-97 (2 f.)
- Statistics – Library support for paralegal studies, 1995, n.d.
- Integrated Postsecondary Education Data Systems (IPEDS) – Academic Library Survey and Reports, 1995-96
- Peer institution comparisons, 1996
- Integrated Postsecondary Education Data Systems (IPEDS) – Academic Library Survey and Reports, 1997
- Peer Academic Library Statistics (PALS) reports, 1997, 1999
- Library statistics reports, 1997-99, 2004-05
- Learning Resources statistical reports binder, 1997-2000 (2 f.)
- Integrated Postsecondary Education Data Systems (IPEDS) – Academic Library Survey and Reports, 1998

Box 2

- Database use statistics, 1998-2001 (2 f.)
- Community and Junior College Library Section – Survey, 1999
- Utah Article Delivery (UAD) statistics, 1999
- Integrated Postsecondary Education Data Systems (IPEDS) – Academic Library Survey and Reports, 1999-2001, 2005-06
- Learning Resources statistical reports binder, 2000-02
- Council on Library and Information Resources – Survey, 2002
- Academic library surveys, 2002, 2006
- Learning Resources statistical reports binder, 2003-06
- Learning Resources media services assessment, 2006
- LibQual Survey
 - Manual and notes, 2007-08
 - Notes, 2008
 - Survey, 2008
- Media equipment inventory and replacement costs, 2009, n.d.
- LibQual Survey, 2010
- Library staff survey results, 2019

Subseries E: Library History and Events

Box 1

- Markosian Library Art Gallery – Notes, display information, 1980, 1994-96, n.d. (2 f.)
- Utah Technical College library rules pamphlet, 1981
- Library events – Correspondence, flyers, pamphlets, 1982, 1994, 1998-99, 2004, n.d.

Map Case 9

- ACRL Poster, 1984

Box 1 (cont.)

- Memos re: Site libraries, 1987, 1990, 1997, 2011
- Technology Building library space remodel, 1991-93, n.d.
- Newspaper clippings, 1991-96, 1998, 2000, n.d.
- Memo re: Possible Title III activity ideas, 1992
- Markosian Library dedication
 - Invitations, 1993
 - Planning and event materials, 1993, n.d.
 - Library Time Capsule Planning Committee meeting minutes, notes, 1993, n.d.
 - Congratulatory correspondence, 1993, n.d.

Map Case 9 (cont.)

- Markosian Library dedication signage, 1993

Box 1 (cont.)

- Markosian Library Art Gallery – News clippings, photographs, 1993-96, 1998
- Markosian Library – Anniversaries, 1994, 2003, 2013
- Markosian Library Art Gallery – Correspondence, artist bios, 1994-2000, n.d.
- Eulogy for the card catalog, 1995, n.d.
- Newsletters, 1996, 2001
- Library informational pamphlets, articles, 1997, 2000-01, n.d.
- Learning Resources events calendar, 2010
- Jordan Campus – Library / Media Center, n.d.
- LibGuide information, n.d.
- Historical sketch of library, n.d.

Subseries F: Inter-library Consortia and Committees

Box 1

- Utah Academic Library Consortium (UALC)
 - Ameritech library services proposal, 1995
 - Academic library statistics, 1997, 1999
 - Council materials, 1995-2000
 - Database agreements, 1997-2002
 - Reciprocal borrowing agreement, 2000-02
 - Meeting agenda, notes, 2006
 - 2008 Budget request, n.d.
 - Pamphlets, brochures, 1998, n.d.

Box 1 (cont.)

- Utah College Library Council (UCLC)
 - Correspondence, 1976, 1985
 - Statistics reports for 1986-87, 1987-88, and 1988-89, 1989 (2 f.)
 - Meeting agenda, notes, 1991-93, 1995
 - Annual report 1984-1985, n.d.
- Utah Statewide Library Study
 - Comparative library services in 1992-98, n.d.
 - Proposal to the Division of Facilities Construction and Management of the State of Utah, 1988
 - Utah Statewide Library Study, Vols. 1-3, 1989 (6 vols.)
 - Data collection tables, 1988
 - Plans and recommendations re: Facilities, interlibrary cooperation, and technology, 1988 (5 f.)
 - Plans and recommendations executive summary, 1989
- Association of College and Research Libraries (ACRL)
 - Correspondence re: Utah ACRL chapters, 1988, n.d.
 - Statistics questionnaires, 1998-2000, 2005-06
- American Library Directory listings, 1995-98

Subseries G: Artifacts

Box 1

- SLCC Library Move Team pin, 1993 (73 pins)
- SLCC Library Move Team t-shirt, 1993
- Markosian Library dedication bookmark, 1993 (143 bookmarks)

Box 3

- American Concrete Institute Award for Excellence, 1993
- Illumination Design Award plaque, 1994
- Awards certificates, 1994, 2009

Box 1 (cont.)

- Markosian Library 20-year anniversary pin, 2013
- Markosian Library dedication 20-year anniversary cloth, 2013
- Learning Resources vest, n.d.
- Library water bottle, n.d.
- Learning Resources cloth banner, blue, n.d. (2 banners)
- Learning Resources cloth banner, yellow, n.d. (2 banners)
- Salt Lake Trade Technical Institute library borrower slip, n.d.

Box 2

- Markosian Library banner, n.d.
- Get Connected at the Library banner, n.d.
- Library *Read!* Banner, n.d. (2 banners)

Box 3 (cont.)

- Library map plaque, n.d.

Subseries H: Photographic Materials

Box 1

- Library in the Technology Building, 1988, n.d.
- Markosian Library construction and move, 1991, 1993-95, n.d.
- Markosian Library dedication, 1993
- Library events, 1994-97, 1999, 2003
- Markosian Library building, 1993, 1998, 2000, n.d.
- Library staff, n.d.

Box 2

- Oversize photographs
 - Markosian Library – Construction, move, dedication, 1992-93, n.d.
 - Markosian Library interior, n.d.

Box 3

- Scrapbook, Markosian Library construction and move, 1991-93, n.d.
- Photograph album, "Salt Lake Community College Library: Moving to the 'New' Library," 1993
- Utah Arts Council, 1% for Art Program State Wide Collection photographs
 - Library window, 1993
 - "Untitled – Great Salt Lake," 1993
 - "Aggregation," 1994
- Slides
 - Markosian Library groundbreaking, construction, move, dedication, 1993, n.d.
 - Library events, 1986, 1992-93, 1995, n.d.
 - Library art gallery, n.d.

Series 4: Curricula

1991-96, 1998, 2000, n.d. 0.94 linear feet of textual records.

Records in this series were created by departments within the College and the Curriculum Committee and document changes made to curricula and course offerings at the College. Materials are arranged chronologically.

Box 1

- Curriculum change proposals, 1991-93, n.d.
- Curriculum Committee – Meeting minutes, correspondence, notes, 1991-96
- Instructional Operations Program Assessment and Development
 - Curriculum changes executive summary 1991-92, 1992
 - Curriculum changes report 1991-92, 1992
- Curriculum process, 1992-93, 1995, 1998, n.d.
- Executive summary of credit hour changes, 1992-93
- Instructional Operations Program Assessment and Development
 - Curriculum changes report 1992-93, 1993 (2 f.)
 - Curriculum changes report 1988-89, 1994
 - Curriculum changes report 1989-90, 1994 (2 f.)

Box 1 (cont.)

- Instructional Operations Program Assessment and Development - Curriculum changes report, 1990-91, 1994
- Instructional Operations Academic Support
 - Curriculum changes report 1993-94, 1994 (2 f.)
 - Curriculum changes report 1994-95, 1995 (2 f.)
- Catalog Office
 - Curriculum changes report 1995-96, 1996
 - Curriculum changes report 1998-99, 1998
- Office of the Vice President of Academic Services – Curriculum changes report, 2000
- Summary of curriculum changes by type, 2000

Series 5: Utah System of Higher Education (USHE) Publications

1982, 1984-85, 1987-88, 1990-91, 1993-95, 1997-2000, 2003-05, n.d. 1.25 linear feet of textual records.

Records in this series were created by the Utah System of Higher Education (USHE) and distributed among member institutions. They document trends in higher education in the state of Utah and recommendations made by governing bodies. Materials are arranged chronologically.

Box 1

- Annual program reviews, 1982, 1984-85, 1991
- Annual program review for Library, Career Action Center, Skills Center, 1987-88
- Program review within departments, 1982 (3 f.)
- Policies, procedures, guidelines, 1984, 1988, 1993, 1998-99, n.d.
- Career Action Center self-evaluation, fifth-year evaluation report, 1987
- Library and Media Center self-evaluation, 1987
- Transfer guides
 - Lower-division courses, 1990, 2000 (2 f.)
 - "Getting Ready for the U of U," 2000
- Newsletter, "The System Summary," 1993-94
- Higher Education Assembly, 1995
- USHE Data Books
 - For the 1995-96 school year, 1995
 - For the 2000-01 school year, 2000
 - For the 2003-04 school year, 2003
 - For the 2004-05 school year, 2004
 - For the 2005-06 school year, 2005
- Statewide needs assessment draft, 1997
- Biennial assessment and accountability report, 2000

Series 6: Education Support Services

1965, 1982, 1987, 1989-96, 1998-2002, n.d. 0.42 linear feet of textual records.

Records in this series were created by various entities around the College responsible for supporting students in their education. Materials are arranged chronologically.

Box 1

- Memo re: MDTA completions, 1965
- "Comprehensive Vocational Services for Unemployed Utahns," 1982
- Title III grant – Correspondence, reports, 1987, 1989-90, 1999, n.d.
- Salt Lake Community College Instructional Operations accomplishments and goals, 1991-95
- Transfer information packets, 1995, 1999-2002, n.d.
- Fund for the Improvement of Postsecondary Education application, 1996
- Application Under the Strengthening Institutions Program, 1998
- Correspondence re: Faculty/Management workshop, 1998
- Student financial aid information, 1998-99
- Testing and Assessment Center information, 1999, n.d.
- Student Support Services and tutoring information, 2001, n.d.
- Technology and learning monthly reports, 2001-02
- OneCard brochures, n.d.
- University Center information, n.d.
- Admissions Services, n.d.

Series 7: Photographic Materials

1974, 1977, 1986, 1988-93, 1995, 1997-98, n.d. 0.5 linear feet of color slides.

Records in this series were created by the College and members of the College community to document curricular activity, both on and off campus. Materials are arranged thematically, maintaining original order.

Slide Box 1 (cont.)

- Union Pacific Railroad, 1992
- Turning Point support, 1992
- Transportation, n.d.
- Trains, 1990
- Technology, 1988, 1991, 1995
- Surgical Technician, 1988, n.d.
- SPD Project, n.d.
- Small Equipment / Vehicle Technician, 1989, 1998, n.d.
- Programs presentation title slides, n.d.
- Office Information Systems, 1986, 1991, n.d.
- Prison program, 1997, n.d.
- Professional Truck Driving, 1986, 1990, n.d.

Slide Box 2

- Radiation Technician, 1991-92, n.d.
- Heavy Duty Mechanics, 1991, n.d.
- Entrepreneurship, 1991
- Electronics Technician, 1989, 1991-92, n.d.
- Eccles Early Childhood Development Lab, 1986, 1989, 1991-93, n.d.
- Skills Center, 1991-92, n.d.
- Theater, 1989, 1991-92, 1995, n.d.

Slide Box 3

- Theater, 1989, 1991-92, 1995, n.d.
- Welding, 1974, 1977, 1982, 1988-91, 1995, n.d.