

Guide to Freshman Seminar Program Records BC13.24

Finding aid prepared by Hilary Price

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Describing Archives: A Content Standard

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Table of Contents

<u>Summary Information</u>	3
<u>Historical Background</u>	4
<u>Collection Scope and Content Summary</u>	4
<u>Collection Arrangement</u>	4
<u>Administrative Information</u>	5
<u>Controlled Access Headings</u>	6
<u>Collection Inventory</u>	7

Summary Information

Repository	Barnard Archives and Special Collections
Creator	Barnard College.
Title	Freshman Seminar Program
Date [bulk]	Bulk, 1983-1991
Date [inclusive]	1975-2005
Extent	2.5 Linear feet ; 6 boxes
Physical Location	This collection is stored offsite and advance notice is required for access. To use this collection, please contact the Barnard Archives and Special Collections at 212.854.4079 or archives@barnard.edu.
Language	English
Abstract	These records document the implementation, development, refinement, evaluation, and administration of the Freshman Seminar Program.

Preferred Citation

Freshman Seminar Program, 1975-2005; Box and Folder; Barnard Archives and Special Collections, Barnard Library, Barnard College.

Historical Background

The Freshman Seminar program was first launched in the fall of 1984 as one of the requirements implemented after a 1982 report by the Curriculum Review Committee. The report examined both the education requirements at Barnard, and the curriculum which supports the requirements. Through the addition of the Freshman Seminar requirement, the committee felt that students would obtain skills that would prepare them to be successful throughout the Barnard curriculum.

Robert McCaughey, Professor of History and the first Director of the Freshman Seminar program was integral in leading the program in its first few years and was responsible for implementing, developing, refining, evaluating, and administering the program. McCaughey developed seminar requirements, reviewed course proposals, assigned faculty, evaluated students learning outcomes, and sought grant funding.

In the late 1980s, Classics professor Helene Foley took over for McCaughey as Director of Freshman Seminar.

Collection Scope and Content Summary

These records consist of correspondence, articles and instructional manuals, syllabi and course descriptions, evaluations, questionnaires, reports, grant applications, and faculty files.

Correspondence relates to the implementation and logistics of the program including budgets and staffing. Articles and instructional manuals were used to research the design of the program and in workshops held for faculty on how to teach writing to students. Course descriptions and syllabi were submitted by professors or are photocopies from the course catalogue.

Reports have been generated periodically throughout the program from the collection of student evaluations. Also included in this collection are the application materials for two grants that the Freshman Seminar Program applied to in order for additional funding from the Ford Foundation and National Endowment for the Humanities (NEH).

Collection Arrangement

The records are arranged chronologically.

Administrative Information

Publication Information

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Access

Boxes 1, 2, 4-6: Some materials in files relating to budget and staffing are restricted to protect the privacy of personnel.

Box 3: Some materials in files are restricted in compliance with FERPA regulations.

Reproduction Restrictions

Photocopies or scans may be made for research purposes.

Publication Rights

Permission to publish material from the collection must be requested from the Barnard Archives and Special Collections. The Barnard Archives and Special Collections approves permission to publish that which it physically owns; the responsibility to secure copyright permission rests with the patron.

Accruals

Additions are expected.

Acquisition Information

The acquisition date and source is unknown.

Processing History

This collection was processed and the finding aid written by Hilary Price in July 2015.

Descriptive Rules Used: Finding aid adheres to that prescribed by Describing Archives: A Content Standard. Encoding: Machine readable finding aid encoded in EAD 2002.

Finding aid written in English.

Controlled Access Headings

Corporate Name(s)

- Barnard College.

Genre(s)

- Correspondence
- Outlines, syllabi, etc

Subject(s)

- Barnard College
- College freshman
- Education, Humanistic
- Questionnaires
- Teaching
- Universities and colleges--Departments

Collection Inventory

	Box
Articles, correspondence, budgets, and staffing, 1975-1988 1.0 box	1
Evaluations, reports, syllabi, budget, and staffing, 1984-1990 1.0 box	2
Faculty files, syllabi, and grades, 1983-1987 1.0 box	3
Budget, staffing, syllabi, evaluations, and NEH grant materials, 1987-1990 1.0 box	4
Evaluations, syllabi, Ford grant proposal, NEH grant material, budget, and staffing, 1988-1992 1.0 box	5
Writing resources, budget, staffing, syllabi, evaluations, 1990-2005 (Bulk, 1990-1992) 1.0 box	6

Material Note

This box contains a CD with the recording from the celebration of the 20th anniversary of the Freshman Seminar Program in 2005.