

SFU **Simon Fraser University Archives and Records
Management Department**

Finding Aid - Continuing Studies fonds (F-94)

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Continuing Studies fonds

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Summary information

Repository: Simon Fraser University Archives and Records Management
Department

Title: Continuing Studies fonds

ID: F-94

Date: 1965 - 2004 (date of creation)

Physical description: 4.57 m of textual records
11 photographs
2 contact sheets
1 artifact

**Dates of creation,
revision and deletion:**

Note [generalNote]:

DATE RANGE

Predominant dates of the records are 1970-1999. Only one file has a pre-1970 date (1965) and contains the "Report to the Presidents of the Three Public Universities in British Columbia." Thirteen files in Series 5 (Publications) contain post-1999 material comprised primarily of printed matter (course calendars, posters and brochures).

Note [generalNote]:

Financial assistance for the arrangement and description of the records and production of the finding aid was generously provided by the Government of Canada through Library and Archives Canada and the Canadian Council of Archives' Control of Holdings Program (January 2005).

Administrative history / Biographical sketch

Note

The Division of Continuing Education was formed in 1971 in order to develop new academic programs and to improve the accessibility of Simon Fraser University to the community. Milton McClaren, Director of the new division reported directly to the Vice-President, Academic. The original terms of reference for the Division of Continuing Education were very broad as the Senate had given it responsibility for courses of instruction offered at "times other than the usual times, in places other than the usual places, and in ways other than the normal ways." A few years later the Senate passed a series of motions which more precisely defined and described the role of the Division and established new procedures for offering and approving non-credit courses. By 1973 the Division of Continuing Education offered several types of programs including evening credit courses for undergraduates and graduates; summer session

credit courses (primarily for teachers); off campus courses; and non-credit courses, lecture series and workshops.

In 1974 the Program for Senior Citizens was created with the assistance of a government grant. Using the "Age of Options" television program it was able to reach out to seniors in Burnaby and in the surrounding communities. Continuing Education further expanded its student base in 1974 by offering courses in interior and non-metropolitan locations such as the Fraser Valley and Kelowna. In 1975 Dr. Jack Blaney, previously the Associate Director of the Centre for Continuing Education at the University of British Columbia, replaced McClaren as the Dean of the newly renamed Division of Continuing Studies. With this appointment, Blaney became Canada's first Dean of Continuing Studies. The Center for Distance Education was established in the same year and introduced four university correspondence courses to fifty-five registered students. In 1976 the Division of Continuing Studies approved the Extended Studies Diploma that enabled students with an undergraduate degree to undertake further study outside of a traditional graduate program.

Backed by encouraging enrollment numbers, a proposal was circulated in late 1978 calling for a downtown program that would provide increased access to the university and support existing campus programs. In February 1980 SFU Downtown officially opened at a storefront location at 822 Howe Street and offered a selection of credit courses for degree completion, career upgrading, and personal interest and development. Organized under a Coordinator of Downtown Programs, courses were structured in six thematic areas: Business and Professional Studies; Urban and Regional Studies; Canadian Studies; Humanities; Health and Fitness Studies; and Social Sciences. The success of the programs soon led to the establishment of the Downtown Education Centre (DEC), a shared space with BCIT located at 549 Howe Street. In 1984 the Downtown Campus Planning Committee presented an interim report to the Senate Committee on Academic Priorities (SCAP) focusing on areas of program development. As a result, the School for Liberal and Professional Studies was established and used as a vehicle for organizing and marketing downtown-based, non-credit continuing studies courses on behalf of departments and faculties. By 1985 downtown programs included the Writing Program, the City Program, the Fine Arts Program and the Professional and Management Studies Program.

During this time Blaney was appointed as Vice-President, University Development and Extension while continuing to direct Continuing Studies. Blaney, considered the architect of Continuing Studies at SFU, spearheaded the concept of the university's new campus at Harbour Centre. Opened in 1989 in the historic Spencer Building at 515 West Hastings, the downtown campus was built entirely through private sector funding due in part to the strong fundraising efforts of the "Bridge to the Future Campaign." After almost ten years of planning and development, SFU's new downtown campus opened with a curriculum of unique, established programs and specialized spaces that included an arts studio, human performance centre, conference centre, and language and computer laboratories.

In the mid-1980's, Continuing Studies initiated two very distinct, off-campus programs. In 1984 the Prison Education Program (PEP) was launched under contract with the Federal Government. For ten years, Continuing Studies administered the program at four penitentiaries - Kent, Matsqui, Mountain, and William Head/Metchosin - and offered inmates courses in the Liberal Arts leading to certificate, degree and diploma completion in several academic disciplines. In 1988, the division created an academic partnership with the Secwepemc Cultural Education Society (SCES) to develop a university program for native students. The Kamloops-based integrated university program was structured with an emphasis on Native studies and social sciences and students were able to earn a BA degree with a major in Sociology or Anthropology.

Meanwhile at the Burnaby campus, Continuing Studies programs and courses continued to grow. After serving as Assistant Dean for three years, Jo Lynne Hoegg was appointed Dean of Continuing Studies in 1984 (a position she would hold until 1994.) The Applied Sciences Continuing Education Program

began offering specialized non-credit courses for local and international audiences, including computer programming courses, a project management program, and in 1986, the Management Skills in Advanced Technology (MSAT) program. Utilizing a medium found in most households, Continuing Studies worked with KCTS/9 and the Knowledge Network to air television programs developed for distance education courses. Through funding from the BC Ministry of Skills, Labour and Training, the Centre for Distance Education Lab was established in 1995. It was later expanded and renamed the LohnLab in 1997 because of a financial donation from the Earl and Jennie Lohn Foundation. From 1998-1999 Lynn Elen Burton served as Dean and was succeeded by Colin Yerbury in 1999, the current Dean of Continuing Studies. In 2000, the Morris J. Wosk Centre for Dialogue, a state of the art conference centre devoted to facilitating public and private dialogue, opened across the street from Harbour Centre. Continuing Studies is responsible for the program component of the Centre, which, since its opening, has won worldwide acclaim for its design. SFU's newest campus location in Surrey (opened in 2002), also offers continuing studies courses and professional development programs for students.

In 2004 the Seniors' Program celebrated its 29th anniversary. It remains an integral part of SFU's commitment to "help adults achieve their intellectual, professional and cultural goals through programs for lifelong learning that build on the strengths of the university and resources of the community." The program continues to offer intellectually challenging non-credit courses each week and it is open to anyone fifty-five years of age and older regardless of their educational background. Tuition is free for seniors sixty years of age or older and a Senior Citizens Certificate is available for those who complete thirty hours of courses.

Continuing Studies continues to expand its curriculum every year, developing courses, seminars and workshops in each of its current programming units. As of 2005, they included the Centre for Distance Education, the Centre for Integrated and Credit Studies and the Center for Community and Professional Programs.

Scope and content

The fonds consists of records relating to the development and administration of the Continuing Studies program and its predecessors. Activities, topics and events documented include the Dean's correspondence with university departments, faculties, and external organizations; participation on university and inter-university committees on continuing education; development of credit and non-credit courses, programs, seminars, workshops, and conferences; and publications.

The types of documents include meeting agendas, minutes, and supporting papers; correspondence and reports; annual reports; budgets and financial working papers; contracts; teaching and program evaluations; course outlines, proposals, and planning materials; and publications including course calendars, oversized posters, brochures, and journals. Also included are photographs, contact sheets and one artifact.

Notes

Title notes

- **Source of title proper:** Title of the fonds is based on the name of its creator.

Immediate source of acquisition

The records were received by the Simon Fraser University Archives through the regular application of university Records Retention Schedules and Disposal Authorities (RRSDAs).

Arrangement

The arrangement of the fonds into series, sub-series, and sub-sub-series was provided by the archivist after consultation with Continuing Studies staff in November 2004. Within each series, sub-series, and sub-sub-series, files are arranged chronologically. Over the course of time, various credit and non-credit programs moved among different organizational units of Continuing Studies. Therefore, Series 3 (Credit Programs) and Series 4 (Non-credit Programs) were established to reflect the content of the courses rather than the course's location in a particular unit.

Restrictions on access

The fonds includes records containing personal information. As such, access to some files may be restricted in accordance with the provisions of British Columbia's Freedom of Information and Protection of Privacy Act (RSBC 1996 c. 165). Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids

File and item lists are available.

Related material

Records relating to Continuing Studies and the planning and delivery of multi-disciplinary programs can also be found in a number of departmental and faculty fonds including the Faculty of Arts (F-2), the Department of Archaeology (F-4), Department of Biological Sciences (F-5), Department of Languages, Literature and Linguistics (F-13), Department of Physics (F-19), Faculty of Interdisciplinary Studies (F-23), Department of History (F-26), Office of Analytical Studies (F-52), School of Kinesiology (F-60), Centre for Canadian Studies (F-64), School of Communication (F-92), School for the Contemporary Arts (F-109), and TeleLearning Network Inc. (F-172). Further correspondence, program development and reports can also be found in the Office of the Vice-President, Finance and Administration (F-28), Office of the Vice-President, Academic (F-29), Senate (F-84), Office of the President (F-193), and Office of the Vice President for Harbour Centre and Continuing Studies (F-108, not yet processed).

Accruals

Additional material has been accessioned but not yet processed (as of December 2004: 67 cm., 1992-1996). Please consult the archivist for information about using these materials; restrictions may apply. Further accruals are expected.

Other notes

- **Publication status:** published
- **Level of detail:** Full
- **Status description:** Revised

Access points

- Burton, Lynn Elen (subject)
- Blaney, Jack P. (subject)
- Hoegg, Jo Lynne (subject)
- McClaren, Milton (subject)
- Yerbury, J. Colin (subject)
- Photographic material (documentary form)
- Object (documentary form)
- Textual record (documentary form)

Series descriptions

Series F-94-1: Dean's correspondence

Date: 1970 - 1998 (date of creation)

Scope and content:

Series consists of records relating to the Dean's correspondence with campus and non-campus organizations. Activities, events and topics documented include dean's/director's meetings and reports; liaison with university departments and faculties regarding continuing education; television networks including KCTS/9, the Knowledge Network and CanWest Pacific Television; and development and administration of the Downtown Education Centre and SFU at Harbour Centre. Records include agendas and minutes, correspondence, annual reports, working papers and reports.

Physical description: 27 cm of textual records

File / item list

| Ref code | Title | Dates | Access status | Container |
|--------------|--------------------------------|-------------|----------------|-----------|
| F-94-1-0-0-1 | File - Correspondence | 1970 - 1974 | Pending review | 94-8 |
| F-94-1-0-0-2 | File - Dean / Director reports | 1971 - 1973 | Pending review | 94-8 |

| | | | | |
|-----------------|---|-------------|----------------|----------|
| F-94-1-0-0-3 | File - Annual reports | 1971 - 1973 | Pending review | 94-8 |
| F-94-1-0-0-4 | File - Articulation of university resources | 1972 | Pending review | 94-8 |
| F-94-1-0-0-5 | File - SFU - Arts, Economics | 1974 - 1979 | Pending review | 94-8 |
| F-94-1-0-0-6 | File - SFU - Arts, Languages, Literatures and Linguistics | 1974 - 1980 | Pending review | 94-8 |
| F-94-1-0-0-7 | File - Space | 1974 - 1982 | Pending review | 94-8 |
| F-94-1-0-0-8 | File - SFU - Arts, Psychology | 1974 - 1984 | Pending review | 94-8 |
| F-94-1-0-0-9 | File - SFU - Arts, Sociology, Anthropology | 1975 - 1983 | Pending review | 94-8 |
| F-94-1-0-0-10 | File - SFU - Arts, Philosophy | 1975 - 1983 | Pending review | 94-8 |
| F-94-1-0-0-11 | File - SFU - Arts, Division of General Studies | 1975 - 1984 | Pending review | 94-8 |
| F-94-1-0-0-12 | File - Status and Directions of Continuing Studies at SFU | 1976 | Pending review | 94-8 |
| F-94-1-0-0-13 | File - SFU - School of Criminology | 1978 - 1983 | Pending review | 94-9 |
| F-94-1-0-0-14 | File - Planning | 1980 - 1981 | Open | 94-9 |
| F-94-1-0-0-15 | File - Downtown Education Centre/SFU Downtown | 1980 - 1981 | Open | 94-9 |
| F-94-1-0-0-16 | File - KCTS/9, vol. 1 | 1980 - 1987 | Pending review | 94-9 |
| F-94-1-0-0-17 | File - KCTS/9, vol. 2 | 1980 - 1987 | Pending review | 94-9 |
| F-94-1-0-0-18 | File - Knowledge Network of the West, vol. 1 | 1981 - 1982 | Pending review | 94-9 |
| F-94-1-0-0-19 | File - Knowledge Network of the West, vol. 2 | 1981 - 1982 | Pending review | 94-9 |
| F-94-1-0-0-20 | File - Dean's meetings | 1984 - 1985 | Pending review | 94-9 |
| F-94-1-0-0-21 | File - Canadian Association for University Continuing Education (CAUCE) | 1984 - 1991 | Pending review | 94-9 |
| F-94-1-0-0-22 | File - CanWest Pacific Television Inc. (CPTV) | 1986 | Pending review | 94-10 |
| F-94-1-0-0-23 | File - SFU at Harbour Centre | 1988 - 1998 | Open | 94-10 |
| F-94-1-0-0-23-1 | Item - SFU Harbour Centre engraved paperweight | [199-?] | Open | OBJ-3977 |

Series F-94-2: Committees

Date: 1965 - 1988 (date of creation)

Scope and content:

Series consists of records relating to the Dean's involvement on or liaison with various university and inter-university committees related to continuing studies/education. Records include agendas, minutes, correspondence, reports and working papers.

Physical description: 35 cm of textual records

File / item list

| Ref code | Title | Dates | Access status | Container |
|----------|-------|-------|---------------|-----------|
|----------|-------|-------|---------------|-----------|

Sub-series F-94-2-1: Asia Pacific Advisory Committee

Date: 1984 - 1988 (date of creation)

Physical description: 1 cm of textual records

| <u>Access points:</u> | | | | |
|---|--|-------------|----------------|-----------|
| <ul style="list-style-type: none"> Asia Pacific Advisory Committee | | | | |
| File / item list | | | | |
| Ref code | Title | Dates | Access status | Container |
| F-94-2-1-0-1 | File - Correspondence, minutes and working papers | 1984 - 1988 | Pending review | 94-10 |
| Sub-series F-94-2-2: Inter-University Committee on Continuing Education | | | | |
| <u>Date:</u> 1971 - 1978 (date of creation) | | | | |
| <u>Physical description:</u> 5 cm of textual records | | | | |
| <u>Access points:</u> | | | | |
| <ul style="list-style-type: none"> Inter-University Committee on Continuing Education | | | | |
| File / item list | | | | |
| Ref code | Title | Dates | Access status | Container |
| F-94-2-2-0-1 | File - Correspondence, minutes and working papers | 1971 | Pending review | 94-10 |
| F-94-2-2-0-2 | File - Correspondence, minutes and working papers | 1972 | Pending review | 94-10 |
| F-94-2-2-0-3 | File - Correspondence, minutes and working papers | 1973 | Pending review | 94-10 |
| F-94-2-2-0-4 | File - Correspondence and working papers | 1974 | Pending review | 94-10 |
| F-94-2-2-0-5 | File - Correspondence, minutes and working papers | 1977 - 1978 | Pending review | 94-10 |
| Sub-series F-94-2-3: Joint University Ad Hoc Committee on Continuing Education | | | | |
| <u>Date:</u> 1965 (date of creation) | | | | |
| <u>Physical description:</u> 1 cm of textual records | | | | |
| <u>Access points:</u> | | | | |
| <ul style="list-style-type: none"> Joint University Ad Hoc Committee on Continuing Education | | | | |
| File / item list | | | | |
| Ref code | Title | Dates | Access status | Container |
| F-94-2-3-0-1 | File - Report to the Presidents of the Three Public Universities in British Columbia | 1965 | Pending review | 94-10 |
| Sub-series F-94-2-4: Senate Committee on Continuing Studies | | | | |
| <u>Date:</u> 1974 - 1984 (date of creation) | | | | |
| <u>Physical description:</u> 16 cm of textual records | | | | |
| <u>Access points:</u> | | | | |

| <ul style="list-style-type: none"> Senate Committee on Continuing Studies | | | | |
|---|---|-------------|----------------|-----------|
| File / item list | | | | |
| Ref code | Title | Dates | Access status | Container |
| F-94-2-4-0-1 | File - Correspondence, minutes and working papers, vol. 1 | 1974 - 1979 | Pending review | 94-10 |
| F-94-2-4-0-2 | File - Correspondence, minutes and working papers, vol. 2 | 1974 - 1979 | Pending review | 94-10 |
| F-94-2-4-0-3 | File - Correspondence, minutes and working papers, vol. 3 | 1974 - 1979 | Pending review | 94-10 |
| F-94-2-4-0-4 | File - Correspondence, minutes and working papers, vol. 1 | 1980 - 1981 | Pending review | 94-11 |
| F-94-2-4-0-5 | File - Correspondence, minutes and working papers, vol. 2 | 1980 - 1981 | Pending review | 94-11 |
| F-94-2-4-0-6 | File - Correspondence, minutes and working papers, vol. 1 | 1982 | Pending review | 94-11 |
| F-94-2-4-0-7 | File - Correspondence, minutes and working papers, vol. 2 | 1982 | Pending review | 94-11 |
| F-94-2-4-0-8 | File - Correspondence, minutes and working papers | 1982 - 1983 | Pending review | 94-11 |
| F-94-2-4-0-9 | File - Correspondence, minutes and working papers | 1984 | Pending review | 94-11 |
| Sub-series F-94-2-5: Tri-University Committee on Distance Education <u>Date:</u> 1975 - 1980 (date of creation) <u>Physical description:</u> 8 cm of textual records <u>Access points:</u> <ul style="list-style-type: none"> Tri-University Committee on Distance Education | | | | |
| File / item list | | | | |
| Ref code | Title | Dates | Access status | Container |
| F-94-2-5-0-1 | File - Correspondence, minutes and working papers, vol. 1 | 1975 - 1980 | Pending review | 94-12 |
| F-94-2-5-0-2 | File - Correspondence, minutes and working papers, vol. 2 | 1975 - 1980 | Pending review | 94-12 |
| F-94-2-5-0-3 | File - Correspondence, minutes and working papers | 1978 | Pending review | 94-12 |
| F-94-2-5-0-4 | File - Correspondence, minutes and working papers, vol. 1 | 1978 - 1979 | Pending review | 94-12 |
| F-94-2-5-0-5 | File - Correspondence, minutes and working papers, vol. 2 | 1978 - 1979 | Pending review | 94-12 |
| Sub-series F-94-2-6: Universities Council of British Columbia (UCBC) <u>Date:</u> 1974 - 1984 (date of creation) <u>Physical description:</u> 3 cm of textual records <u>Access points:</u> | | | | |

- Universities Council of British Columbia

File / item list

| Ref code | Title | Dates | Access status | Container |
|--------------|---|-------------|----------------|-----------|
| F-94-2-6-0-1 | File - Correspondence, minutes and working papers, vol. 1 | 1974 - 1984 | Pending review | 94-12 |
| F-94-2-6-0-2 | File - Correspondence, minutes and working papers, vol. 2 | 1974 - 1984 | Pending review | 94-12 |

Sub-series F-94-2-7: University Review Committee

Date: 1977 - 1978 (date of creation)

Physical description: 2 cm of textual records

Access points:

- University Review Committee

File / item list

| Ref code | Title | Dates | Access status | Container |
|--------------|---|-------------|---------------|-----------|
| F-94-2-7-0-1 | File - Correspondence, minutes and working papers | 1977 - 1978 | Open | 94-12 |

Series F-94-3: Credit Programs

Date: 1974 - 1998 (date of creation)

Scope and content:

Series consists of records relating to the administration and development of university credit courses and programs offered by Continuing Studies. Records consist of correspondence and working papers, reports, student handbooks, course guides and oversized posters, budget and financial working papers, meeting minutes, statistics, course proposals, outlines and evaluations, contracts, and publications.

Physical description: 2.37 m of textual records

File / item list

| Ref code | Title | Dates | Access status | Container |
|----------|-------|-------|---------------|-----------|
|----------|-------|-------|---------------|-----------|

Sub-series F-94-3-1: Distance Education Program

Date: 1974 - 1992 (date of creation)

Scope and content:

The Distance Education Program at SFU began in 1975 and has since grown to be one of the largest distance education programs in Canada. Working in partnership with academic departments, the Centre for Distance Education administers the program. Through directed independent study (correspondence) or online study students can complete courses leading to majors, minors, certificates, diplomas, and in the case of the Bachelor of General Studies, a full degree. As of 2005, more than one hundred university credit courses are offered per year.

Sub-series consists of records relating to the administration and delivery of the Distance Education Program. Activities, events and topics documented include the operation of the Centre for Distance Education, liaison with departments regarding the Directed Independent Study program and correspondence courses, Knowledge Network telecourses, and administration of the South Pacific Nutrition Project. Records include correspondence, minutes, policies and procedures, student handbooks, budget and financial working papers, reports, and Knowledge Network telecourse guides and curriculum posters.

Physical description: 56 cm of textual records

File / item list

| Ref code | Title | Dates | Access status | Container |
|----------|-------|-------|---------------|-----------|
|----------|-------|-------|---------------|-----------|

Sub-sub-series F-94-3-1-1: Centre for Distance Education

Date: 1975 - 1992 (date of creation)

Physical description: 26 cm of textual records

Access points:

- Centre for Online and Distance Education

File / item list

| Ref code | Title | Dates | Access status | Container |
|----------|-------|-------|---------------|-----------|
|----------|-------|-------|---------------|-----------|

| | | | | |
|---------------|--|-------------|----------------|-------|
| F-94-3-1-1-1 | File - Distance Education - non-credit programs | 1975 - 1991 | Pending review | 94-13 |
| F-94-3-1-1-2 | File - Library correspondence | 1975 - 1992 | Pending review | 94-13 |
| F-94-3-1-1-3 | File - Distance Education - KCTS | 1980 - 1989 | Pending review | 94-13 |
| F-94-3-1-1-4 | File - Mail strike procedures | 1981 - 1985 | Pending review | 94-13 |
| F-94-3-1-1-5 | File - Bookstore correspondence | 1981 - 1991 | Pending review | 94-13 |
| F-94-3-1-1-6 | File - Staffing matters | 1981 - 1991 | Pending review | 94-13 |
| F-94-3-1-1-7 | File - Teleconferencing | 1982 - 1992 | Pending review | 94-13 |
| F-94-3-1-1-8 | File - Telecourses | 1983 - 1990 | Pending review | 94-13 |
| F-94-3-1-1-9 | File - SFU Publications | 1984 - 1986 | Pending review | 94-13 |
| F-94-3-1-1-10 | File - British Columbia Educational Credit Bank | 1984 - 1990 | Pending review | 94-13 |
| F-94-3-1-1-11 | File - Resource and Development Program planning | 1985 - 1987 | Pending review | 94-13 |
| F-94-3-1-1-12 | File - Voluntary and Non-profit Sector Management Program correspondence | 1985 - 1989 | Pending review | 94-14 |
| F-94-3-1-1-13 | File - Certificate in Liberal Arts - correspondence and working papers | 1985 - 1990 | Pending review | 94-14 |
| F-94-3-1-1-14 | File - Distance Education Opportunity Committee | 1986 - 1987 | Pending review | 94-14 |
| F-94-3-1-1-15 | File - Promotions Committee | 1986 - 1990 | Pending review | 94-14 |
| F-94-3-1-1-16 | File - Commonwealth of Learning, vol. 1 | 1986 - 1991 | Pending review | 94-14 |
| F-94-3-1-1-17 | File - Commonwealth of Learning, vol. 2 | 1986 - 1991 | Pending review | 94-14 |
| F-94-3-1-1-18 | File - Continuing Education Deans and Directors Committee | 1987 - 1991 | Pending review | 94-14 |
| F-94-3-1-1-19 | File - Knowledge Network correspondence | 1989 - 1991 | Pending review | 94-14 |

| | | | | |
|---------------|---|-------------|----------------|-------|
| F-94-3-1-1-20 | File - Centre for Distance Education - tutor and student handbooks | [199-?] | Pending review | 94-14 |
| F-94-3-1-1-21 | File - Distance Education correspondence | 1990 - 1992 | Pending review | 94-14 |
| F-94-3-1-1-22 | File - SFU Educational Telecommunications Project Committee | 1991 - 1992 | Pending review | 94-15 |
| F-94-3-1-1-23 | File - Centre for Distance Education - Three Year Planning Report | 1992 | Pending review | 94-15 |

Sub-sub-series F-94-3-1-2: Directed Independent Study Courses (DISC / DIS)

Date: 1974 - 1985 (date of creation)

Physical description: 6 cm of textual records

File / item list

| Ref code | Title | Dates | Access status | Container |
|---------------|--|-------------|----------------|-----------|
| F-94-3-1-2-1 | File - DISC correspondence - English | 1974 - 1980 | Pending review | 94-15 |
| F-94-3-1-2-2 | File - DISC correspondence - Faculty of Arts | 1975 - 1980 | Pending review | 94-15 |
| F-94-3-1-2-3 | File - DISC correspondence - History | 1975 - 1981 | Pending review | 94-15 |
| F-94-3-1-2-4 | File - DISC correspondence - Geography | 1975 - 1981 | Pending review | 94-15 |
| F-94-3-1-2-5 | File - DISC correspondence - Political Science | 1976 - 1979 | Pending review | 94-15 |
| F-94-3-1-2-6 | File - DISC correspondence - Chemistry | 1977 - 1980 | Pending review | 94-15 |
| F-94-3-1-2-7 | File - DISC correspondence - Sociology / Anthropology | 1977 - 1981 | Pending review | 94-15 |
| F-94-3-1-2-8 | File - DISC correspondence - Faculty of Interdisciplinary Studies | 1978 - 1980 | Pending review | 94-15 |
| F-94-3-1-2-9 | File - DISC correspondence - Kinesiology | 1978 - 1984 | Pending review | 94-15 |
| F-94-3-1-2-10 | File - DISC correspondence - Education | 1978 - 1984 | Pending review | 94-15 |
| F-94-3-1-2-11 | File - DISC correspondence - Mathematics | 1980 - 1985 | Pending review | 94-15 |

Sub-sub-series F-94-3-1-3: Knowledge Network

Date: 1982 - 1992 (date of creation)

Physical description: 4 cm of textual records

Access points:

- Knowledge Network

File / item list

| Ref code | Title | Dates | Access status | Container |
|--------------|---|-------------|----------------|-----------|
| F-94-3-1-3-1 | File - SFU/Knowledge Network videotapes catalogue | 1982 - 1983 | Pending review | 94-15 |
| F-94-3-1-3-2 | File - Program guides and telecourses | 1982 - 1983 | Pending review | 94-15 |
| F-94-3-1-3-3 | File - SFU/Knowledge Network videotapes bibliography | 1983 | Pending review | 94-15 |
| F-94-3-1-3-4 | File - Program guides and telecourses | 1984 - 1986 | Pending review | 94-15 |
| F-94-3-1-3-5 | File - Knowledge Network Projects Consultative Committee | 1986 | Pending review | 94-15 |

| | | | | |
|--------------|---------------------------------------|-------------|----------------|-------|
| F-94-3-1-3-6 | File - Oversized telecourse posters | 1987 - 1992 | Open | |
| F-94-3-1-3-7 | File - Knowledge Network II Project | 1989 - 1990 | Pending review | 94-15 |
| F-94-3-1-3-8 | File - Program guides and telecourses | 1989 - 1991 | Pending review | 94-15 |

Sub-sub-series F-94-3-1-4: South Pacific Nutrition Project

Date: 1985 - 1992 (date of creation)

Physical description: 20 cm of textual records

File / item list

| Ref code | Title | Dates | Access status | Container |
|---------------|--|-------------|----------------|-----------|
| F-94-3-1-4-1 | File - Correspondence and working papers | 1985 - 1987 | Pending review | 94-15 |
| F-94-3-1-4-2 | File - Budget and working papers | 1987 - 1989 | Pending review | 94-15 |
| F-94-3-1-4-3 | File - Funding correspondence | 1987 - 1992 | Pending review | 94-16 |
| F-94-3-1-4-4 | File - Correspondence and working papers, vol. 1 | 1988 - 1990 | Pending review | 94-16 |
| F-94-3-1-4-5 | File - Correspondence and working papers, vol. 2 | 1988 - 1990 | Pending review | 94-16 |
| F-94-3-1-4-6 | File - Correspondence and working papers, vol. 3 | 1988 - 1990 | Pending review | 94-16 |
| F-94-3-1-4-7 | File - Meeting minutes and site reports | 1989 | Pending review | 94-16 |
| F-94-3-1-4-8 | File - Project narrative report | 1990 | Pending review | 94-16 |
| F-94-3-1-4-9 | File - Project summaries and background reports | 1990 | Pending review | 94-17 |
| F-94-3-1-4-10 | File - Correspondence and working papers | 1990 - 1992 | Pending review | 94-17 |
| F-94-3-1-4-11 | File - Project narrative report (final) | 1991 | Pending review | 94-17 |

Sub-series F-94-3-2: Downtown Campus Program

Date: 1978 - 1990 (date of creation)

Scope and content:

SFU's Downtown Campus Program had a modest beginning on February 22, 1980 with a small storefront location and a couple of rented classrooms at 822 Howe Street. Developed as an extension of the Burnaby campus evening programs, the downtown program was established to help SFU strengthen its community identity and recruit new students. A selection of extension credit courses and non-credit community education programs were offered to adult students who sought to complete or upgrade their existing university education. By 1981 growing enrollment numbers forced the program to move to a larger site at 849 Howe Street. Known as the Downtown Education Centre (DEC), the space was shared with BCIT who managed and coordinated the Centre through their Division of Continuing Education and Industry Services.

Faculty from the Burnaby campus traveled downtown to teach at the Centre and brought in community professionals to assist them. In 1983 the Downtown Campus Planning Committee was struck by Senate to survey the downtown community and assist in the planning of proposed sites for a downtown campus. Downtown enrollment continued to grow and each year new programs were tested as administrators worked towards developing a curriculum that would be unique to a downtown campus. During this time a number of programs were created including the School for Liberal and Professional Studies, the City Program, the Fine Arts Program, the Writing Program and the Professional Management Studies Program.

In 1989 the new downtown campus was opened in the remodeled historic Spencer Building on West Hastings Street. Since then, SFU at Harbour Centre has continued to expand its curriculum to the needs of the downtown community, offering courses in sciences, liberal arts, and applied, professional and interdisciplinary fields of study leading to certificates, diplomas, and undergraduate and graduate degrees. In addition, SFU at Harbour Centre hosts professional development seminars, short courses, conferences and lectures.

Sub-series consists of records relating to the planning, development, and administration of the Downtown Campus Program and its successor, SFU at Harbour Centre. Activities, events and topics documented include downtown program proposals, budget development, student information packages, an invitation to the opening of the Downtown Program in 1980, student questionnaires, course schedules, Downtown Planning Committee meetings, and an engraved paperweight from SFU Harbour Center. Records include correspondence and working papers, minutes, statistics, reports, news releases, and financial working papers.

Physical description: 25 cm of textual records

1 artifact

Related material:

For related records in this fonds see Series 1 (Dean's correspondence) for the Downtown Education Centre (F-94-1-0-0-15) and (F-94-1-0-0-23) for SFU Harbour Centre.

File / item list

| Ref code | Title | Dates | Access status | Container |
|---------------|--|-------------|---------------|-----------|
| F-94-3-2-0-1 | File - Downtown program, vol. 1 | 1978 - 1980 | Open | 94-17 |
| F-94-3-2-0-2 | File - Downtown program, vol. 2 | 1978 - 1980 | Open | 94-17 |
| F-94-3-2-0-3 | File - Correspondence and working papers | 1978 - 1990 | Open | 94-17 |
| F-94-3-2-0-4 | File - Space | 1979 - 1987 | Open | 94-18 |
| F-94-3-2-0-5 | File - Correspondence and working papers | 1980 - 1984 | Open | 94-18 |
| F-94-3-2-0-6 | File - Statistics, vol. 1 | 1980 - 1985 | Open | 94-18 |
| F-94-3-2-0-7 | File - Statistics, vol. 2 | 1980 - 1985 | Open | 94-18 |
| F-94-3-2-0-8 | File - Downtown program, vol. 1 | 1981 - 1985 | Open | 94-18 |
| F-94-3-2-0-9 | File - Downtown program, vol. 2 | 1981 - 1985 | Open | 94-18 |
| F-94-3-2-0-10 | File - Downtown Council | 1981 - 1985 | Open | 94-18 |
| F-94-3-2-0-11 | File - Planning Committee correspondence, minutes and working papers, vol. 1 | 1981 - 1986 | Open | 94-19 |
| F-94-3-2-0-12 | File - Planning Committee correspondence, minutes and working papers, vol. 2 | 1981 - 1986 | Open | 94-19 |
| F-94-3-2-0-13 | File - Capital campaign strategy | 1983 - 1987 | Open | 94-19 |
| F-94-3-2-0-14 | File - Sites | 1984 | Open | 94-19 |

Sub-series F-94-3-3: Extension Credit Program

Date: 1974 - 1990 (date of creation)

Scope and content:

The Extension Credit Program began in 1973 as a result of a Senate motion delegating all responsibility for off-campus programs to Continuing Studies. The program provided educational opportunities for persons who could not attend day classes, but through evening, Intersession, or Summer Session courses could complete a degree, upgrade existing education or enhance personal academic interests. Professional programs were also offered to teachers through evening and summer classes. The opening of the downtown campus at Harbour Centre in 1989 enhanced the visibility of the Extension Credit Program as it offered courses aimed towards the advanced recurring educational needs of the business, professional and cultural communities in Vancouver's urban core. The Extension Credit Program remains active as of 2005 and allows students to obtain graduate degrees, post baccalaureate diplomas, and selected undergraduate certificates on a part time basis by day or evening study.

Sub-series consists of records relating to the administration and development of the Extension Credit Program. Activities, events and topics documented include guidelines for developing an off-campus program, planning for courses offered at Britannia Community Centre, annual program reports, student questionnaires, policies and procedures development, and reports by the Senate Committee on Continuing Studies. Records include agendas and minutes, correspondence, working papers, statistics, reports, and course proposals.

Physical description: 5 cm of textual records

File / item list

| Ref code | Title | Dates | Access status | Container |
|--------------|---|-------------|----------------|-----------|
| F-94-3-3-0-1 | File - General correspondence | 1974 - 1988 | Pending review | 94-19 |
| F-94-3-3-0-2 | File - Special audit | 1975 - 1979 | Pending review | 94-19 |
| F-94-3-3-0-3 | File - Correspondence, reports and working papers | 1975 - 1990 | Pending review | 94-19 |

Sub-series F-94-3-4: Gerontology Program

Date: 1980 - 1982 (date of creation)

Scope and content:

The Gerontology Program was developed in 1982 with the establishment of the SSHRC funded Gerontology Research Centre (GRC). That same year the post-baccalaureate diploma in Gerontology was introduced and in 1983 the Department of Gerontology was formed to serve as the focal point for research, education and information on individual and population aging. Courses offered through the program address aging and the built environment, health promotion, and population health and aging. Students are trained in the critical analysis of the health care system and in the planning, design, research, and evaluation of working, living, and recreational environments for older persons. As of 2005, the program also offers a minor, masters and Ph.D. degree in Gerontology.

Sub-series consists of records relating to the development, funding and administration of the Gerontology program. Activities, events and topics documented include history of the program, proposal for a post-baccalaureate Diploma in Gerontology, liaison with the Universities Council of British Columbia, workshop planning and conference proposals, SSHRC funding, and the opening of the Gerontology Centre in 1982. Records include correspondence, minutes, reports, contracts, course proposals, draft budgets and working papers.

Physical description: 5 cm of textual records

File / item list

| Ref code | Title | Dates | Access status | Container |
|--------------|---|-------------|---------------|-----------|
| F-94-3-4-0-1 | File - Correspondence, reports and working papers, vol. 1 | 1980 - 1982 | Open | 94-19 |
| F-94-3-4-0-2 | File - Correspondence, reports and working papers, vol. 2 | 1980 - 1982 | Open | 94-20 |
| F-94-3-4-0-3 | File - Correspondence, reports and working papers, vol. 3 | 1980 - 1982 | Open | 94-20 |

Sub-series F-94-3-5: Interior and Non-Metropolitan Programs

Date: 1975 - 1989 (date of creation)

Scope and content:

The Interior and Non-Metropolitan program began in 1975 as a response to government concern that residents in interior regions of BC were excluded from university education. After a year of offering credit courses at non-metropolitan colleges, SFU began to formally develop a distance education program and initiated a three-year experimental program in Kelowna offering degree completion programs in Psychology and Biological Sciences. SFU's goal was to design a distance education program that would provide an opportunity for all persons in BC to complete a degree without the usual attendance at UBC, UVic or SFU. By this time UBC and UVic were also offering interior programs and together with SFU ensured that the courses offered by each institution did not overlap each other. SFU interior courses were developed by university faculty and delivered with the assistance of the Office of Continuing Studies. Under the jurisdiction of the Ministry of Education, the Interior University Programs Board approved courses and provided program funding from the provincial government.

In 1978 the the Interior Universities Programs Board was disbanded and replaced by the Open Learning Institute. The Open Learning Institute took responsibility for offering a bachelor of Arts and Science Program in cooperation with colleges, while universities remained responsible for offering professional programs. Throughout the late 1970s and early 1980s SFU initiated a number of programs that were delivered out of university centres in Kamloops, Kelowna, Prince George and Fort St. John. The Faculty of Education offered a variety of credit and non-credit programs and other departments developed courses in response to school district requests. Courses were taught through a combination of face-to-face instruction, directed independent study courses and via Knowledge Network telecourse programming.

In 1984, the provincial government established the University Consortium to increase access to post-secondary distance education courses. The Open Learning Agency (formerly the Open Learning Institute) was selected to be the central administrative headquarters for the University Consortium. SFU, UBC and UVic were integrated into the new program as consortium partners, delivering courses and programs in cooperation with various educational institutions, professional associations, workplaces, and community organizations. As of 2005 SFU's relationship with the Open Learning Agency remains in place. Through the British Columbia Open University (BCOU), a division of the Open Learning Agency, students can register and take distance education courses delivered by SFU without having to be admitted to the university.

Sub-series consists of records relating to the development and administration of the Interior and Non-Metropolitan Programs offered by SFU. Activities, events and topics documented include

program development, the Interior University Program Board, SFU's Planning Committee on Interior Programming, administration of the Kelowna and Fraser Valley programs and budget planning. Records include agendas and minutes, program and course proposals, budget and financial working papers, correspondence, reports and working papers.

Physical description: 40 cm of textual records

Related material:

For records relating to the Interior Program Planning Committee dated 1977-1979 see Office of the Vice President, Finance and Administration (F-28-7-16). For further correspondence and reports on the Interior program dated 1976-1978 see Office of the Vice President, Academic (F-29-8-0-0-17 to F-29-8-0-0-19).

File / item list

| Ref code | Title | Dates | Access status | Container |
|---------------|--|-------------|----------------|-----------|
| F-94-3-5-0-1 | File - Kelowna Program | 1975 - 1982 | Pending review | 94-20 |
| F-94-3-5-0-2 | File - Report of the Planning Committee on Interior Programming | 1977 | Pending review | 94-20 |
| F-94-3-5-0-3 | File - Draft proposals for interior programs | 1977 | Pending review | 94-20 |
| F-94-3-5-0-4 | File - Interior Program - correspondence, minutes and working papers | 1977 - 1980 | Pending review | 94-20 |
| F-94-3-5-0-5 | File - Fraser Valley Program | 1977 - 1981 | Pending review | 94-20 |
| F-94-3-5-0-6 | File - Interior Program - SFU/UBC/UVic, vol. 1 | 1978 - 1980 | Pending review | 94-20 |
| F-94-3-5-0-7 | File - Interior Program - SFU/UBC/UVic, vol. 2 | 1978 - 1980 | Pending review | 94-21 |
| F-94-3-5-0-8 | File - Interior Program - SFU/UBC/UVic, vol. 3 | 1978 - 1980 | Pending review | 94-21 |
| F-94-3-5-0-9 | File - Interior Program - SFU/UBC/UVic, vol. 4 | 1978 - 1980 | Pending review | 94-21 |
| F-94-3-5-0-10 | File - Interior Program - budget, vol. 1 | 1978 - 1983 | Pending review | 94-21 |
| F-94-3-5-0-11 | File - Interior Program - budget, vol. 2 | 1978 - 1983 | Pending review | 94-21 |
| F-94-3-5-0-12 | File - Interior program proposals and budget requests | 1979 | Pending review | 94-21 |
| F-94-3-5-0-13 | File - Interior 1980-1981 program proposals | 1979 | Pending review | 94-21 |
| F-94-3-5-0-14 | File - Report on University Programs in the Non-Metropolitan Areas of BC | [198-?] | Pending review | 94-21 |
| F-94-3-5-0-15 | File - Non-metropolitan 1981-1982 program proposals | 1980 | Pending review | 94-21 |
| F-94-3-5-0-16 | File - Interior Program - correspondence and working papers | 1980 - 1989 | Pending review | 94-21 |
| F-94-3-5-0-17 | File - Non-metropolitan 1982-1983 program proposals | 1981 | Pending review | 94-22 |
| F-94-3-5-0-18 | File - Interior Program - 1982/1983 budget submission | 1981 | Pending review | 94-22 |
| F-94-3-5-0-19 | File - Interior Program - SFU/UBC/UVic, vol. 1 | 1981 - 1982 | Pending review | 94-22 |

| | | | | |
|---------------|--|-------------|----------------|-------|
| F-94-3-5-0-20 | File - Interior Program - SFU/UBC/ UVic, vol. 2 | 1981 - 1982 | Pending review | 94-22 |
| F-94-3-5-0-21 | File - Interior Program - W. Uegama working papers | 1981 - 1982 | Pending review | 94-22 |
| F-94-3-5-0-22 | File - Interior Program correspondence | 1981 - 1983 | Pending review | 94-22 |
| F-94-3-5-0-23 | File - Interior Program - 1983/1984 budget submission | 1982 | Pending review | 94-22 |
| F-94-3-5-0-24 | File - Non-metropolitan 1983-1984 program proposals | 1982 | Pending review | 94-23 |
| F-94-3-5-0-25 | File - Interior Program - correspondence and working papers | 1982 - 1984 | Pending review | 94-23 |
| F-94-3-5-0-26 | File - Interior Program - 1984/1985 budget submission | 1983 | Pending review | 94-23 |
| F-94-3-5-0-27 | File - Non-metropolitan 1984-1985 programs | 1983 | Pending review | 94-23 |
| F-94-3-5-0-28 | File - Non-metropolitan 1985-1986 programs | 1984 | Pending review | 94-23 |

Sub-series F-94-3-6: Prison Education Program

Date: 1980 - 1993 (date of creation)

Scope and content:

SFU launched the Prison Education Program (PEP) on April 1, 1984 after negotiating a three-year contract with the Federal Government to deliver a university program for male inmates at four penitentiaries - Kent, Mountain Head, Matsqui, and William Head/Metchosin. Assuming responsibility from the University of Victoria who had run the program for twelve years, PEP staff worked quickly to ensure a smooth administrative transition of the program and re-registration of the inmates as SFU students. The new program was assigned a dual home at SFU where all academic affairs of the program were administered through the Office of the Dean of Arts and a Steering Committee, and all administrative affairs of the program - including appointment of its Director, Stephen Duguid and its Program Coordinator, Henry Hoekema - were run under the guise of the Office of Continuing Studies. Teaching staff for Kent, Mountain Head and Matsqui institutions were recruited from SFU while faculty at William Head were drawn extensively from UVic. In the course of its duration, the Prison Education Program established a library program at each institution, administered GED (grade 12 equivalency) courses, and offered courses in the Liberal Arts leading to certificate, diploma and degree completion. The program also sponsored courses and workshops in Writing and the Fine and Performing Arts and had a transition program for paroled inmates who chose to complete their education at SFU's Burnaby campus. After a few short years, the program grew to be very successful, garnering support from other SFU departments, developing a network of contacts in the field of prison education, initiating a series of seminars and Occasional Papers, and regularly publishing the Prison Journal. Despite the program being cancelled in the early 1990's due to government cutbacks, SFU continues today to be recognized as a leader in the field of prison education.

Sub-series consists of records relating to the administration and development of the Prison Education Program. Activities, events and topics documented include liaison with the federal government and SFU departments, library proposals, course scheduling, Library Technician meetings, recognition and awards ceremonies, the SFU Prison Education Newsletter, and copies of the serial Prison Journal. Records include agendas and minutes, annual reports, correspondence, working papers, contracts, course proposals and outlines, reports, statistics, budgets and financial reports, reference materials, and publications.

| <u>Physical description</u> : 94 cm of textual records | | | | |
|---|---|-------------|---------------------|-----------|
| <u>Accruals</u> : | | | | |
| No further accruals to the sub-series are expected as the Prison Education Program is no longer active. However, a number of missing records were identified by the Archivist during processing and may be acquired at a future date. | | | | |
| File / item list | | | | |
| Ref code | Title | Dates | Access status | Container |
| Sub-sub-series F-94-3-6-1: Administration | | | | |
| <u>Date</u> : 1980 - 1993 (date of creation) | | | | |
| <u>Physical description</u> : 29 cm of textual records | | | | |
| File / item list | | | | |
| Ref code | Title | Dates | Access status | Container |
| F-94-3-6-1-1 | File - Prison Education Program pamphlet | [198-?] | Open | 94-23 |
| F-94-3-6-1-2 | File - Prison Journal, no. 1-3 | 1981 - 1983 | Open | 94-23 |
| F-94-3-6-1-3 | File - Occasional Papers on Prison Education | 1984 | Open | 94-23 |
| F-94-3-6-1-4 | File - SFU Prison Education Program contract - correspondence | 1984 - 1985 | Open | 94-23 |
| F-94-3-6-1-5 | File - Prison Journal, no. 4-5 | 1984 - 1985 | Open | 94-23 |
| F-94-3-6-1-6 | File - General correspondence | 1984 - 1986 | Restricted in part | 94-23 |
| F-94-3-6-1-7 | File - Prison Education Program annual reports | 1984 - 1986 | Open | 94-24 |
| F-94-3-6-1-8 | File - Matsqui Institution - Correctional Service of Canada | 1984 - 1988 | Open | 94-24 |
| F-94-3-6-1-9 | File - Policies and correspondence | 1984 - 1988 | Restricted in part | 94-24 |
| F-94-3-6-1-10 | File - PEP correspondence with SFU departments | 1984 - 1988 | Open | 94-24 |
| F-94-3-6-1-11 | File - Ferndale Institution - Correctional Service of Canada | 1984 - 1989 | Restricted in whole | 94-24 |
| F-94-3-6-1-12 | File - Prison Education Program working papers, vol. 1 | 1984 - 1993 | Restricted in part | 94-24 |
| F-94-3-6-1-13 | File - Prison Education Program working papers, vol. 2 | 1984 - 1993 | Open | 94-24 |
| F-94-3-6-1-14 | File - University Education in Prison: A Documentary Record of the Experience in BC 1974-1985 | 1985 | Open | 94-24 |
| F-94-3-6-1-15 | File - Sessional instructors | 1986 - 1990 | Open | 94-24 |
| F-94-3-6-1-16 | File - Certificate Program in Literacy Instruction | 1987 - 1988 | Open | 94-24 |
| F-94-3-6-1-17 | File - Prison Journal, no. 6-8 | 1987 - 1989 | Open | 94-25 |
| F-94-3-6-1-18 | File - SFU Senate correspondence | 1987 - 1990 | Open | 94-25 |
| F-94-3-6-1-19 | File - Mountain - recognition and awards ceremony | 1988 - 1989 | Restricted in part | 94-25 |

| | | | | |
|---------------|--|-------------|---------------------|-------|
| F-94-3-6-1-20 | File - New student services | 1988 - 1989 | Open | 94-25 |
| F-94-3-6-1-21 | File - Certificate in Liberal Arts | 1988 - 1990 | Restricted in part | 94-25 |
| F-94-3-6-1-22 | File - Ferndale - correspondence | 1989 | Open | 94-25 |
| F-94-3-6-1-23 | File - Matsqui - correspondence | 1989 - 1990 | Restricted in whole | 94-25 |
| F-94-3-6-1-24 | File - Prison advising | 1989 - 1990 | Open | 94-25 |
| F-94-3-6-1-25 | File - Matsqui - recognition and awards ceremony | 1989 - 1990 | Open | 94-25 |
| F-94-3-6-1-26 | File - Sessional Handbook | 1989 - 1990 | Open | 94-25 |
| F-94-3-6-1-27 | File - SFU Prison Education Program Newsletter | 1989 - 1990 | Open | 94-25 |
| F-94-3-6-1-28 | File - Kent - recognition and awards ceremony | 1990 | Open | 94-25 |
| F-94-3-6-1-29 | File - Prison Education Program Steering Committee | 1992 | Open | 94-25 |
| F-94-3-6-1-30 | File - Ceremonies | 1992 | Open | 94-25 |
| F-94-3-6-1-31 | File - Prison Education Program problems and budgets | 1992 - 1993 | Restricted in whole | 94-25 |
| F-94-3-6-1-32 | File - Prison Education Program budget | 1992 - 1993 | Pending review | 94-25 |

Sub-sub-series F-94-3-6-2: Contracts

Date: 1985 - 1992 (date of creation)

Physical description: 20 cm of textual records

File / item list

| Ref code | Title | Dates | Access status | Container |
|---------------|---|-------------|----------------|-----------|
| F-94-3-6-2-1 | File - Regional Library proposals | 1985 | Pending review | 94-25 |
| F-94-3-6-2-2 | File - SFU Prison Education Program contract | 1985 - 1986 | Pending review | 94-25 |
| F-94-3-6-2-3 | File - SFU Prison Education Program contract | 1986 - 1987 | Pending review | 94-25 |
| F-94-3-6-2-4 | File - SFU Prison Education Program contract - correspondence | 1986 - 1987 | Pending review | 94-25 |
| F-94-3-6-2-5 | File - Library contract | 1986 - 1987 | Pending review | 94-26 |
| F-94-3-6-2-6 | File - Library contract - correspondence | 1986 - 1987 | Pending review | 94-26 |
| F-94-3-6-2-7 | File - SFU Prison Education Program contract | 1987 - 1988 | Pending review | 94-26 |
| F-94-3-6-2-8 | File - SFU Prison Education Program contract - correspondence | 1987 - 1988 | Pending review | 94-26 |
| F-94-3-6-2-9 | File - SFU Prison Education Program contract - correspondence | 1987 - 1990 | Pending review | 94-26 |
| F-94-3-6-2-10 | File - Library contract - correspondence | 1987 - 1988 | Pending review | 94-26 |
| F-94-3-6-2-11 | File - Library contract | 1987 - 1988 | Pending review | 94-26 |
| F-94-3-6-2-12 | File - SFU Prison Education Program contract - correspondence | 1988 - 1989 | Pending review | 94-26 |
| F-94-3-6-2-13 | File - SFU Prison Education Program contract | 1988 - 1989 | Pending review | 94-26 |
| F-94-3-6-2-14 | File - Library contract | 1988 - 1989 | Pending review | 94-26 |
| F-94-3-6-2-15 | File - Library contract - correspondence | 1988 - 1989 | Pending review | 94-27 |
| F-94-3-6-2-16 | File - Library contract - correspondence | 1989 - 1990 | Pending review | 94-27 |
| F-94-3-6-2-17 | File - SFU Prison Education Program contract - correspondence | 1989 - 1990 | Pending review | 94-27 |

| | | | | |
|---------------|--|-------------|----------------|-------|
| F-94-3-6-2-18 | File - SFU Prison Education Program contract | 1989 - 1990 | Pending review | 94-27 |
| F-94-3-6-2-19 | File - Library contract | 1989 - 1991 | Pending review | 94-27 |
| F-94-3-6-2-20 | File - SFU Prison Education Program contract | 1990 - 1991 | Pending review | 94-27 |
| F-94-3-6-2-21 | File - Library contract - not accepted | 1991 | Pending review | 94-27 |
| F-94-3-6-2-22 | File - Library contracts | 1991 - 1992 | Pending review | 94-27 |

Sub-sub-series F-94-3-6-3: Courses

Date: 1984 - 1993 (date of creation)

Physical description: 16 cm of textual records

File / item list

| Ref code | Title | Dates | Access status | Container |
|---------------|---|-------------|----------------|-----------|
| F-94-3-6-3-1 | File - Course scheduling | 1984 - 1985 | Pending review | 94-27 |
| F-94-3-6-3-2 | File - Ferndale - course outlines | 1989 | Pending review | 94-27 |
| F-94-3-6-3-3 | File - Kent - "K" unit courses | 1989 | Pending review | 94-27 |
| F-94-3-6-3-4 | File - Metchosin - course outlines | 1989 | Pending review | 94-27 |
| F-94-3-6-3-5 | File - Course proposals - 1989 | 1989 | Pending review | 94-27 |
| F-94-3-6-3-6 | File - Course proposals - 1990 | 1989 - 1990 | Pending review | 94-27 |
| F-94-3-6-3-7 | File - Metchosin - course outlines | 1990 | Pending review | 94-27 |
| F-94-3-6-3-8 | File - Mountain - course outlines | 1990 | Pending review | 94-27 |
| F-94-3-6-3-9 | File - Matsqui - course outlines | 1990 | Pending review | 94-27 |
| F-94-3-6-3-10 | File - Kent - course outlines | 1990 | Pending review | 94-27 |
| F-94-3-6-3-11 | File - Matsqui - GED correspondence | 1990 - 1991 | Pending review | 94-27 |
| F-94-3-6-3-12 | File - Course proposals - 1991, vol. 1 | 1990 - 1991 | Pending review | 94-28 |
| F-94-3-6-3-13 | File - Course proposals - 1991, vol. 2 | 1990 - 1991 | Pending review | 94-28 |
| F-94-3-6-3-14 | File - PEP - Directed Independent Study Courses | 1991 - 1992 | Pending review | 94-28 |
| F-94-3-6-3-15 | File - Course proposals - 1992 | 1991 - 1992 | Pending review | 94-28 |
| F-94-3-6-3-16 | File - Course proposals - 1993 | 1992 | Pending review | 94-28 |
| F-94-3-6-3-17 | File - GED Mountain - enrolment, results, stats | 1992 | Pending review | 94-28 |
| F-94-3-6-3-18 | File - William Head - course outlines | 1992 | Pending review | 94-28 |
| F-94-3-6-3-19 | File - Metchosin - course outlines | 1992 | Pending review | 94-28 |
| F-94-3-6-3-20 | File - Mountain - course outlines | 1992 | Pending review | 94-28 |
| F-94-3-6-3-21 | File - Matsqui - course outlines | 1992 | Pending review | 94-28 |
| F-94-3-6-3-22 | File - Metchosin - course outlines | 1993 | Pending review | 94-28 |
| F-94-3-6-3-23 | File - Mountain - course outlines | 1993 | Pending review | 94-28 |
| F-94-3-6-3-24 | File - Matsqui - course outlines | 1993 | Pending review | 94-28 |

Sub-sub-series F-94-3-6-4: Institutional Library program

Date: 1986 - 1992 (date of creation)

Physical description: 28 cm of textual records

File / item list

| Ref code | Title | Dates | Access status | Container |
|--------------|--|-------------|----------------|-----------|
| F-94-3-6-4-1 | File - Kent - library correspondence | 1986 - 1987 | Pending review | 94-28 |
| F-94-3-6-4-2 | File - Mountain - library correspondence | 1986 - 1988 | Pending review | 94-28 |

| | | | | |
|---------------|---|-------------|----------------|-------|
| F-94-3-6-4-3 | File - Kent - library correspondence | 1987 | Pending review | 94-28 |
| F-94-3-6-4-4 | File - Library Technicians meetings | 1987 - 1988 | Pending review | 94-28 |
| F-94-3-6-4-5 | File - Mission - library correspondence | 1987 - 1988 | Pending review | 94-28 |
| F-94-3-6-4-6 | File - William Head - library correspondence, vol. 1 | 1987 - 1989 | Pending review | 94-29 |
| F-94-3-6-4-7 | File - William Head - library correspondence, vol. 2 | 1987 - 1989 | Pending review | 94-29 |
| F-94-3-6-4-8 | File - Library - administrative correspondence | 1987 - 1992 | Pending review | 94-29 |
| F-94-3-6-4-9 | File - Library Technicians meetings | 1988 - 1989 | Pending review | 94-29 |
| F-94-3-6-4-10 | File - Mountain - library correspondence | 1988 - 1990 | Pending review | 94-29 |
| F-94-3-6-4-11 | File - Kent - library correspondence | 1989 | Pending review | 94-29 |
| F-94-3-6-4-12 | File - Library correspondence | 1989 | Pending review | 94-29 |
| F-94-3-6-4-13 | File - Library Technicians meetings | 1989 - 1990 | Pending review | 94-29 |
| F-94-3-6-4-14 | File - Mission - library correspondence | 1989 - 1990 | Pending review | 94-29 |
| F-94-3-6-4-15 | File - William Head - library correspondence | 1989 - 1991 | Pending review | 94-29 |
| F-94-3-6-4-16 | File - Kent - library correspondence | 1990 - 1991 | Pending review | 94-29 |
| F-94-3-6-4-17 | File - Library Technicians meetings | 1990 - 1991 | Pending review | 94-29 |
| F-94-3-6-4-18 | File - Mission - library correspondence | 1990 - 1992 | Pending review | 94-30 |
| F-94-3-6-4-19 | File - Mountain - library correspondence | 1990 - 1992 | Pending review | 94-30 |
| F-94-3-6-4-20 | File - Library Technicians meetings | 1991 - 1992 | Pending review | 94-30 |
| F-94-3-6-4-21 | File - Kent - library correspondence | 1991 - 1992 | Pending review | 94-30 |
| F-94-3-6-4-22 | File - Metchosin - library correspondence | 1991 - 1992 | Pending review | 94-30 |
| F-94-3-6-4-23 | File - Regional Psychiatric Centre - library correspondence | 1991 - 1992 | Pending review | 94-30 |

Sub-series F-94-3-7: SFU/Secwepemc Cultural Education Society (SCES) Program

Creator: Secwepemc Cultural Education Society

Date: 1988 - 1998 (date of creation)

Scope and content:

Sub-series consists of records relating to the administration of the SFU/Secwepemc Cultural Education Society Program. Activities, events and topics documented include program development, the SFU/SCES Joint Committee, and planning for the 10-year program anniversary in 1998. Records include correspondence, minutes, working papers, contracts, course outlines, budget and financial working papers, questionnaires, and publications.

Physical description: 12 cm of textual records

Access points:

- Secwepemc Cultural Education Society

File / item list

| Ref code | Title | Dates | Access status | Container |
|--------------|--------------------------------------|-------------|---------------------|-----------|
| F-94-3-7-0-1 | File - SFU/SCES contract | 1988 | Open | 94-31 |
| F-94-3-7-0-2 | File - Budget | 1988 - 1989 | Restricted in whole | 94-31 |
| F-94-3-7-0-3 | File - Program planning and meetings | 1988 - 1989 | Restricted in whole | 94-31 |
| F-94-3-7-0-4 | File - Correspondence | 1988 - 1989 | Restricted in whole | 94-31 |
| F-94-3-7-0-5 | File - Course outlines | 1988 | Pending review | 94-31 |

| | | | | |
|---------------|--|-------------|--------------------|-------|
| F-94-3-7-0-6 | File - Course and instruction planning | 1988 | Pending review | 94-31 |
| F-94-3-7-0-7 | File - Course outlines | 1989 | Pending review | 94-31 |
| F-94-3-7-0-8 | File - Course instruction and planning | 1989 | Pending review | 94-31 |
| F-94-3-7-0-9 | File - SFU/SCES contract | 1989 - 1990 | Pending review | 94-31 |
| F-94-3-7-0-10 | File - Budget | 1989 - 1990 | Pending review | 94-31 |
| F-94-3-7-0-11 | File - Program planning and SFU/SCES Joint Committee | 1989 - 1990 | Pending review | 94-31 |
| F-94-3-7-0-12 | File - Correspondence | 1989 - 1990 | Pending review | 94-31 |
| F-94-3-7-0-13 | File - Program planning and SFU/SCES Joint Committee | 1990 | Restricted in part | 94-31 |
| F-94-3-7-0-14 | File - Course and instruction planning | 1990 | Pending review | 94-31 |
| F-94-3-7-0-15 | File - Course outlines | 1990 | Pending review | 94-31 |
| F-94-3-7-0-16 | File - Student questionnaire | 1990 | Open | 94-31 |
| F-94-3-7-0-17 | File - Correspondence | 1990 - 1991 | Restricted in part | 94-31 |
| F-94-3-7-0-18 | File - SFU/SCES contract, vol. 1 | 1990 - 1992 | Pending review | 94-31 |
| F-94-3-7-0-19 | File - SFU/SCES contract, vol. 2 | 1990 - 1992 | Pending review | 94-31 |
| F-94-3-7-0-20 | File - Course outlines | 1991 | Pending review | 94-31 |
| F-94-3-7-0-21 | File - SFU/SCES contract amendments | 1991 | Pending review | 94-31 |
| F-94-3-7-0-22 | File - Course and instruction planning | 1991 | Pending review | 94-31 |
| F-94-3-7-0-23 | File - Budget amendments | 1991 - 1992 | Pending review | 94-31 |
| F-94-3-7-0-24 | File - 10 Year Anniversary Celebration | 1998 | Open | 94-31 |

Sub-series F-94-3-8: Health and Fitness Studies Certificate Program

Date: 1978 - 1991 (date of creation)

Scope and content:

The Certificate Program in Health and Fitness Studies was established in 1978 drawing largely upon the resources of the Department of Kinesiology. Developed for sport coaches, those supervising training and/or fitness programs, and the general public, the program provides an opportunity to complete a coordinated program of university study on a full or part time basis in the areas of health, fitness, and nutrition. In the program's early years, students could earn a certificate by completing a series of credit courses from Kinesiology, Chemistry, Psychology, and Fine and Performing Arts along with a series of scheduled non-credit activities organized to allow students to meet with faculty and professionals in the field. Credit from these courses could also be used towards a Bachelor's degree. The program has evolved with an emphasis on Kinesiology courses and as of 2005, continues to be offered as an undergraduate certificate by the School of Kinesiology in the Faculty of Applied Sciences.

Sub-series consists of records relating to the administration of the Health and Fitness Studies Certificate program. Activities, events and topics documented include program and course development, correspondence with students, enrollment statistics, and program guidelines. Records include correspondence, working papers, program brochures, and statistics.

Physical description: 1 cm of textual records

File / item list

| Ref code | Title | Dates | Access status | Container |
|--------------|--|-------------|----------------|-----------|
| F-94-3-8-0-1 | File - Correspondence and working papers | 1978 - 1991 | Pending review | 94-31 |

Series F-94-4: Non-credit programs

Date: 1986 - 1999 (date of creation)

Scope and content:

Series consists of records relating to the administration and development of non-credit courses and programs offered by the Office of Continuing Studies and sponsored by SFU's academic faculties, departments and schools. Records include correspondence; working papers; reports; budgets and financial working papers; course proposals, outlines and evaluations; agendas and minutes; program contracts; student binders; pamphlets; and photographs and contact sheets.

Physical description: 94 cm of textual records

11 photographs

2 contact sheets

Note:

Physical description: 11 photographs located in F-94-4-3-1-9

File / item list

| Ref code | Title | Dates | Access status | Container |
|----------|-------|-------|---------------|-----------|
|----------|-------|-------|---------------|-----------|

Sub-series F-94-4-1: Applied Sciences Continuing Education Program

Date: 1989 - 1999 (date of creation)

Scope and content:

The Applied Science Continuing Education program has offered a series of non-credit certificate programs in the areas of Communication, Computing Science, Engineering, Kinesiology and Resource and Environmental Management since 1989. Courses, seminars, workshops, and conferences are developed as a result of faculty support and industry demand with changing technological needs often dictating course content. In the 1990s an autonomous Faculty of Applied Sciences Continuing Education Unit was created that reported directly to the Dean of the Faculty of Applied Sciences. However, the unit proved to be financially unsustainable so in 2002 it was downsized and its administrative control was returned to the Dean of Continuing Studies.

Sub-series consists of records relating to the development and administration of the Applied Sciences Continuing Education program. Activities, events and topics documented include general programs offered in the Applied Science Continuing Education Program (including specifically designed in-house programs), computer programming and Internet courses; international programs on management techniques and cultural orientation; project management; and risk assessment and decision analysis for management of natural resources. Also documented are external programs sponsored by Applied Science Continuing Education such as The Institute for Government Informatics Professionals and The Technology Industries Association (TIA) Business Program. Records include correspondence, working papers, minutes, course outlines, program evaluations, contracts, and pamphlets.

Physical description: 34 cm of textual records

| File / item list | | | | |
|--|--|-------------|----------------|-----------|
| Ref code | Title | Dates | Access status | Container |
| Sub-sub-series F-94-4-1-1: General programs | | | | |
| <u>Date</u> : 1989 - 1998 (date of creation) | | | | |
| <u>Physical description</u> : 5 cm of textual records | | | | |
| File / item list | | | | |
| Ref code | Title | Dates | Access status | Container |
| F-94-4-1-1-1 | File - Digital Cellular and Personal Telecommunications: Network Concepts and Technologies | 1989 - 1990 | Pending review | 94-32 |
| F-94-4-1-1-2 | File - Business and Management: The World Economy After 1992 | 1990 | Pending review | 94-32 |
| F-94-4-1-1-3 | File - Legal Information Systems | 1993 | Pending review | 94-32 |
| F-94-4-1-1-4 | File - TURBO-CNE | 1993 | Pending review | 94-32 |
| F-94-4-1-1-5 | File - Environmental Impact Assessment - Toosey Indian Band | 1993 | Pending review | 94-32 |
| F-94-4-1-1-6 | File - High Technology Industry Course Assessment | 1994 | Pending review | 94-32 |
| F-94-4-1-1-7 | File - Continuous Innovation in Advanced Technology | 1994 - 1995 | Pending review | 94-32 |
| F-94-4-1-1-8 | File - Jeff Tash Seminar on Client Services | 1994 - 1995 | Pending review | 94-32 |
| F-94-4-1-1-9 | File - Designing an Effective Survey | 1995 | Pending review | 94-32 |
| F-94-4-1-1-10 | File - Out of the Box Thinking Workshop | 1995 - 1996 | Pending review | 94-32 |
| F-94-4-1-1-11 | File - Personal Communication Systems (PCS) | 1995 - 1996 | Pending review | 94-32 |
| F-94-4-1-1-12 | File - Micro Hydroelectric Systems | 1995 - 1996 | Pending review | 94-32 |
| F-94-4-1-1-13 | File - Virtual-U: Management Skills for ITAs | 1996 | Pending review | 94-32 |
| F-94-4-1-1-14 | File - ITAO conference | 1996 | Pending review | 94-32 |
| F-94-4-1-1-15 | File - Introduction to Digital Signal Processing Technology | 1998 | Pending review | 94-32 |
| F-94-4-1-1-16 | File - Written Communications Course (in-house Epson) | 1998 | Pending review | 94-32 |
| F-94-4-1-1-17 | File - Building Strategic Alliances | 1998 | Pending review | 94-32 |
| Sub-sub-series F-94-4-1-2: Computer programming courses | | | | |
| <u>Date</u> : 1990 - 1999 (date of creation) | | | | |
| <u>Physical description</u> : 12 cm of textual records | | | | |
| File / item list | | | | |
| Ref code | Title | Dates | Access status | Container |
| F-94-4-1-2-1 | File - QuickChip workshop | 1990 | Pending review | 94-32 |
| F-94-4-1-2-2 | File - Advanced C Language Programming: Data Structures and Program Organization | 1990 | Pending review | 94-32 |

| | | | | |
|---------------|---|-------------|----------------|-------|
| F-94-4-1-2-3 | File - Understanding Local Area Networks | 1990 - 1991 | Pending review | 94-32 |
| F-94-4-1-2-4 | File - Introduction to Object Oriented Programming with C++ | 1995 - 1996 | Pending review | 94-32 |
| F-94-4-1-2-5 | File - Introduction to Object Oriented Programming with C++ | 1996 | Pending review | 94-32 |
| F-94-4-1-2-6 | File - Advanced C++ Programming | 1996 | Pending review | 94-32 |
| F-94-4-1-2-7 | File - Introduction to C++ Programming | 1996 | Pending review | 94-32 |
| F-94-4-1-2-8 | File - Programming in the Microsoft Windows NT 4.0 Environment | 1997 | Pending review | 94-32 |
| F-94-4-1-2-9 | File - Managing the Software Development Process | 1997 | Pending review | 94-32 |
| F-94-4-1-2-10 | File - Introduction to C++ Programming | 1997 | Pending review | 94-32 |
| F-94-4-1-2-11 | File - Advanced C++ Programming | 1997 | Pending review | 94-32 |
| F-94-4-1-2-12 | File - Distributed Object Systems Using CORBA | 1997 | Pending review | 94-32 |
| F-94-4-1-2-13 | File - Introduction to Perl Programming | 1997 | Pending review | 94-32 |
| F-94-4-1-2-14 | File - Basic Java Programming | 1997 | Pending review | 94-32 |
| F-94-4-1-2-15 | File - Object Oriented Analysis and Design | 1997 | Pending review | 94-32 |
| F-94-4-1-2-16 | File - Introduction to Object Oriented Programming with C++ | 1997 | Pending review | 94-32 |
| F-94-4-1-2-17 | File - Graphical User Interface Design | 1997 | Pending review | 94-32 |
| F-94-4-1-2-18 | File - Managing the Software Development Process | 1997 | Pending review | 94-32 |
| F-94-4-1-2-19 | File - Introduction to Object Oriented Concepts | 1997 | Pending review | 94-32 |
| F-94-4-1-2-20 | File - Object Oriented Analysis and Design | 1997 - 1998 | Pending review | 94-32 |
| F-94-4-1-2-21 | File - Advanced C++ Programming | 1997 - 1998 | Pending review | 94-32 |
| F-94-4-1-2-22 | File - Developing Object Oriented Windows Applications | 1997 - 1998 | Pending review | 94-32 |
| F-94-4-1-2-23 | File - Introduction to Unix | 1998 | Pending review | 94-32 |
| F-94-4-1-2-24 | File - Introduction to Perl Programming (in-house Northern Telecom) | 1998 | Pending review | 94-32 |
| F-94-4-1-2-25 | File - Introduction to C++ Programming | 1998 | Pending review | 94-32 |
| F-94-4-1-2-26 | File - Object Oriented Analysis and Design | 1998 | Pending review | 94-32 |
| F-94-4-1-2-27 | File - Introduction to Object Oriented Programming with C++ | 1998 | Pending review | 94-32 |
| F-94-4-1-2-28 | File - Advanced C++ Programming with Design Patterns | 1998 | Pending review | 94-32 |
| F-94-4-1-2-29 | File - Object Oriented Analysis and Design | 1999 | Pending review | 94-33 |
| F-94-4-1-2-30 | File - Java Primer | 1999 | Pending review | 94-33 |
| F-94-4-1-2-31 | File - Introduction to Programming Using C | 1999 | Pending review | 94-33 |
| F-94-4-1-2-32 | File - Communications Technology Overview | 1999 | Pending review | 94-33 |
| F-94-4-1-2-33 | File - Introduction to C++ Programming | 1999 | Pending review | 94-33 |
| F-94-4-1-2-34 | File - Object Oriented Primer | 1999 | Pending review | 94-33 |
| F-94-4-1-2-35 | File - Linux System Administration | 1999 | Pending review | 94-33 |
| F-94-4-1-2-36 | File - Linux in the Office | 1999 | Pending review | 94-33 |
| F-94-4-1-2-37 | File - Linux and Open Source Overview | 1999 | Pending review | 94-33 |

Sub-sub-series F-94-4-1-3: The Institute for Government Informatics ProfessionalsDate: 1993 - 1995 (date of creation)Physical description: 2 cm of textual records**File / item list**

| Ref code | Title | Dates | Access status | Container |
|--------------|--|-------------|----------------|-----------|
| F-94-4-1-3-1 | File - Introduction to Data Communications | 1993 - 1994 | Pending review | 94-33 |
| F-94-4-1-3-2 | File - Course materials | 1993 - 1994 | Pending review | 94-33 |
| F-94-4-1-3-3 | File - Regional Council | 1994 | Pending review | 94-33 |
| F-94-4-1-3-4 | File - Introduction to Data Communications | 1994 - 1995 | Pending review | 94-33 |
| F-94-4-1-3-5 | File - Correspondence and working papers | 1994 - 1995 | Pending review | 94-33 |

Sub-sub-series F-94-4-1-4: International programsDate: 1993 - 1999 (date of creation)Physical description: 3 cm of textual records**File / item list**

| Ref code | Title | Dates | Access status | Container |
|--------------|--|-------------|----------------|-----------|
| F-94-4-1-4-1 | File - Seoul National University programs | 1993 - 1995 | Pending review | 94-33 |
| F-94-4-1-4-2 | File - Doing Business in North America (Hanjin Shipping Ltd., Korea) | 1994 | Pending review | 94-33 |
| F-94-4-1-4-3 | File - Environmental Management: Theory and Methods (Korea Water Resources/KOWACO) | 1995 | Pending review | 94-33 |
| F-94-4-1-4-4 | File - Management Techniques in North America (Hanjin Shipping Ltd., Korea) | 1995 | Pending review | 94-33 |
| F-94-4-1-4-5 | File - Cross Cultural Orientation in the North American Environment (Hansol Paper Ltd., Korea) | 1996 | Pending review | 94-33 |
| F-94-4-1-4-6 | File - Management Techniques in North America (Hanjin Shipping Ltd., Korea) | 1996 - 1997 | Pending review | 94-33 |
| F-94-4-1-4-7 | File - EDI Taxation and Technology Transfer (Dept. of Revenue, Thailand) | 1997 | Pending review | 94-33 |
| F-94-4-1-4-8 | File - Management Techniques in North America (Hanjin Shipping Ltd., Korea) | 1999 | Pending review | 94-33 |

Sub-sub-series F-94-4-1-5: Internet programDate: 1994 - 1995 (date of creation)Physical description: 3 cm of textual records**File / item list**

| Ref code | Title | Dates | Access status | Container |
|--------------|-------------------------------------|-------|----------------|-----------|
| F-94-4-1-5-1 | File - Introduction to the Internet | 1994 | Pending review | 94-33 |

| | | | | |
|--------------|---|-------------|----------------|-------|
| F-94-4-1-5-2 | File - Internet Program - Communicating Over the Internet | 1994 | Pending review | 94-33 |
| F-94-4-1-5-3 | File - Internet Program - Connecting to the Internet | 1994 | Pending review | 94-33 |
| F-94-4-1-5-4 | File - Internet Program | 1994 - 1995 | Pending review | 94-33 |
| F-94-4-1-5-5 | File - Using the Internet | 1994 - 1995 | Pending review | 94-33 |
| F-94-4-1-5-6 | File - Internet Program for Writers and Publishers | 1995 | Pending review | 94-33 |
| F-94-4-1-5-7 | File - Using the Internet Program | 1995 | Pending review | 94-33 |
| F-94-4-1-5-8 | File - Internet Program - development | 1995 | Pending review | 94-33 |

Sub-sub-series F-94-4-1-6: Project Management program

Date: 1991 - 1999 (date of creation)

Physical description: 5 cm of textual records

File / item list

| Ref code | Title | Dates | Access status | Container |
|---------------|--|-------------|----------------|-----------|
| F-94-4-1-6-1 | File - Project Management | 1991 | Pending review | 94-34 |
| F-94-4-1-6-2 | File - Project Management | 1992 - 1993 | Pending review | 94-34 |
| F-94-4-1-6-3 | File - Project Management | 1994 | Pending review | 94-34 |
| F-94-4-1-6-4 | File - Project Management (in-house Forintek Canada Corp.) | 1994 - 1995 | Pending review | 94-34 |
| F-94-4-1-6-5 | File - Project Management | 1995 | Pending review | 94-34 |
| F-94-4-1-6-6 | File - Project Managers Workshop (Samsung) | 1995 | Pending review | 94-34 |
| F-94-4-1-6-7 | File - Project Management | 1996 | Pending review | 94-34 |
| F-94-4-1-6-8 | File - Project Management | 1997 | Pending review | 94-34 |
| F-94-4-1-6-9 | File - Project Management | 1998 | Pending review | 94-34 |
| F-94-4-1-6-10 | File - Project Management | 1999 | Pending review | 94-34 |

Sub-sub-series F-94-4-1-7: Risk Assessment and Decision Analysis for Management of Natural Resources

Date: 1995 - 1999 (date of creation)

Physical description: 2 cm of textual records

File / item list

| Ref code | Title | Dates | Access status | Container |
|--------------|---|-------------|----------------|-----------|
| F-94-4-1-7-1 | File - Correspondence and working papers | 1995 | Pending review | 94-34 |
| F-94-4-1-7-2 | File - In-house program for Timber Supply Branch, Ministry of Forests | 1996 | Pending review | 94-34 |
| F-94-4-1-7-3 | File - In-house program for Strategic Fisheries, BC Hydro | 1998 - 1999 | Pending review | 94-34 |

Sub-sub-series F-94-4-1-8: Technology Industries Association (TIA)

Date: 1994 - 1995 (date of creation)

Physical description: 2 cm of textual records

| File / item list | | | | |
|------------------|---|-------------|----------------|-----------|
| Ref code | Title | Dates | Access status | Container |
| F-94-4-1-8-1 | File - TIA/SFU Business Program - development | 1994 - 1995 | Pending review | 94-34 |
| F-94-4-1-8-2 | File - TIA/SFU Business Program - course outlines | 1994 - 1995 | Pending review | 94-34 |
| F-94-4-1-8-3 | File - TIA/SFU Business Program - evaluations | 1995 | Pending review | 94-34 |

Sub-series F-94-4-2: B.C. Tel CTI Convergence course

Date: 1987 - 1997 (date of creation)

Scope and content:

In August 1988 the British Columbia Telephone Company entered into agreement with SFU for the delivery of a Certificate Program in Telecommunications Engineering. The specialized program, developed to upgrade the technical knowledge of BC Tel professional engineers in telecommunications technologies, was jointly run by SFU and the University of California at Los Angeles (UCLA) and managed by the Applied Sciences Program in Continuing Studies. Working in collaboration with the BC Tel Engineering Training Committee, Continuing Studies developed a series of eight, one-week extensive courses that covered topics such as communication systems, digital concepts, voice networks, communication standards and ISDN. Courses were made up of a combination of lectures, technical presentations, laboratories, and group activities. Each course had a coordinator rather than a single instructor and industry experts were brought in to give presentations. At the end of each session, courses were evaluated by participants and individuals outside of the BC Tel/SFU-UCLA group to ensure that participants acquired an in-depth understanding of changing technology and communication systems.

Sub-series consists of records relating to the development and administration of the BC Tel Convergence course program. Activities, events and topics documented include BC Tel's initial request for proposal, course development, progress reports, instructors contracts and promotional materials sent out to BC Tel staff. Records include correspondence, working papers, reports, course outlines and evaluations, contracts, budgets and financial working papers, and pamphlets.

Physical description: 14 cm of textual records

| File / item list | | | | |
|------------------|---|-------------|----------------|-----------|
| Ref code | Title | Dates | Access status | Container |
| F-94-4-2-0-1 | File - BC Tel - curriculum | 1987 | Pending review | 94-34 |
| F-94-4-2-0-2 | File - BC Tel - planning documents | 1989 - 1991 | Pending review | 94-34 |
| F-94-4-2-0-3 | File - BC Tel - instructor's contracts | 1989 - 1991 | Pending review | 94-34 |
| F-94-4-2-0-4 | File - BC Tel - proposal/contract | 1993 - 1995 | Pending review | 94-34 |
| F-94-4-2-0-5 | File - BC Tel - promotion | 1994 | Pending review | 94-34 |
| F-94-4-2-0-6 | File - BC Tel Technical Staff - block A evaluations | 1994 - 1995 | Pending review | 94-34 |
| F-94-4-2-0-7 | File - BC Tel Technical Staff - block B evaluations | 1994 - 1995 | Pending review | 94-34 |
| F-94-4-2-0-8 | File - BC Tel Technical Staff - block C evaluations | 1994 - 1995 | Pending review | 94-35 |

| | | | | |
|---------------|--|-------------|----------------|-------|
| F-94-4-2-0-9 | File - BC Tel Convergence - correspondence | 1995 | Pending review | 94-35 |
| F-94-4-2-0-10 | File - BC Tel Convergence- proposal/ contract | 1995 - 1996 | Pending review | 94-35 |
| F-94-4-2-0-11 | File - BC Tel Convergence - development | 1995 - 1996 | Pending review | 94-35 |
| F-94-4-2-0-12 | File - BC Tel Convergence - evaluations: Regulatory Matters | 1996 | Pending review | 94-35 |
| F-94-4-2-0-13 | File - BC Tel Convergence - C. Murray correspondence | 1996 | Pending review | 94-35 |
| F-94-4-2-0-14 | File - Computer Telephony Integration - course evaluation | 1996 | Pending review | 94-35 |
| F-94-4-2-0-15 | File - BC Tel Convergence - instructors | 1996 | Pending review | 94-35 |
| F-94-4-2-0-16 | File - BC Tel Convergence - signed contracts/BFRF | 1996 | Pending review | 94-35 |
| F-94-4-2-0-17 | File - BC Tel - 1 day Computer Telephony Integration courses | 1996 | Pending review | 94-35 |
| F-94-4-2-0-18 | File - BC Tel Convergence - evaluation D1 | 1996 | Pending review | 94-35 |
| F-94-4-2-0-19 | File - BC Tel Convergence - evaluation D2 | 1996 | Pending review | 94-35 |
| F-94-4-2-0-20 | File - BC Tel Convergence - evaluation D3 | 1996 | Pending review | 94-35 |
| F-94-4-2-0-21 | File - BC Tel Convergence - evaluation D4 | 1996 | Pending review | 94-35 |
| F-94-4-2-0-22 | File - BC Tel Convergence - evaluation E1 | 1996 | Pending review | 94-35 |
| F-94-4-2-0-23 | File - BC Tel Convergence - evaluation E2 | 1996 | Pending review | 94-35 |
| F-94-4-2-0-24 | File - BC Tel Convergence - evaluation E3 | 1996 | Pending review | 94-35 |
| F-94-4-2-0-25 | File - BC Tel Convergence - evaluation D5 | 1997 | Pending review | 94-35 |
| F-94-4-2-0-26 | File - BC Tel Convergence - evaluation D6 | 1997 | Pending review | 94-35 |

Sub-series F-94-4-3: Management Skills in Advanced Technology (MSAT) program

Date: 1986 - 1998 (date of creation)

Scope and content:

The Management Skills in Advanced Technology Program (MSAT) was established in 1986 after a series of development seminars with employers, managers, and engineers in science and technology-based industries identified the need for a management skills training program. The President's Fund provided a loan to the Applied Sciences Continuing Studies program in order to get to the program started and soon after its inception, it was recognized as an innovative program in professional development education winning a Canadian Association for University Continuing Education Distinctive Program Award in 1989. The design of the program has changed little since the development of core courses in the late 1980's that include Managing Technology, Engineering Economics and Financial Planning, and Project Management. Students - comprised mainly of engineers, software developers, technologists and scientists seeking to develop their management skills - receive twenty-four days of instruction over a six month period in two three-day modules. Resource persons from the community are brought in as guest speakers. Through lectures, exercises, and group

assignments students cover topics including human and organizational behaviour, resource allocation, demand forecasting, economic and financial analysis, project management, sales and marketing, production, operations, business planning, writing and public speaking. The program culminates with a team business planning project using a local technology company as a case example. As of 2005, the program consists of eight integrated core courses and includes new topics relevant to modern industry demands such as eBusiness.

Sub-series consists of records relating to the development and administration of the Management Skills in Advanced Technology Program. Activities, events and topics documented include program planning and general administration, instructors workshops and meetings, course and instructor evaluations, and graduation ceremonies. Records also include those relating to core courses of the program such as Communications Skills; Economic and Financial Planning; Implementing Management Concepts in Advanced Technology; Managing Creative Technically-Oriented People; Project Management; and feasibility planning for MSAT II courses. Records include correspondence, working papers, minutes, course outlines, student binders, budget and financial working papers, pamphlets, photographs and contact sheets.

Physical description: 46 cm of textual records

11 photographs

2 contact sheets

File / item list

| Ref code | Title | Dates | Access status | Container |
|----------|-------|-------|---------------|-----------|
|----------|-------|-------|---------------|-----------|

Sub-sub-series F-94-4-3-1: Program administration

Date: 1986 - 1996 (date of creation)

Physical description: 31 cm of textual records

11 photographs

2 contact sheets

File / item list

| Ref code | Title | Dates | Access status | Container |
|---------------|---|-------------|----------------|-----------|
| F-94-4-3-1-1 | File - Program administration | 1986 - 1987 | Pending review | 94-35 |
| F-94-4-3-1-2 | File - Advisory Committee | 1987 | Pending review | 94-35 |
| F-94-4-3-1-3 | File - Management Skills - delivery | 1987 - 1988 | Pending review | 94-35 |
| F-94-4-3-1-4 | File - Program administration | 1987 - 1988 | Pending review | 94-35 |
| F-94-4-3-1-5 | File - Program budget | 1987 - 1988 | Pending review | 94-36 |
| F-94-4-3-1-6 | File - Program development | 1987 - 1988 | Pending review | 94-36 |
| F-94-4-3-1-7 | File - Advisory Committee | 1988 | Pending review | 94-36 |
| F-94-4-3-1-8 | File - Management Skills in Advanced Technology - workshop planning | 1988 | Pending review | 94-36 |
| F-94-4-3-1-9 | File - MSAT class photos | 1988 - 1996 | Pending review | 94-44 |
| F-94-4-3-1-10 | File - Advisory Committee | 1989 - 1996 | Pending review | 94-36 |
| F-94-4-3-1-11 | File - Instructors meetings | 1990 | Pending review | 94-36 |
| F-94-4-3-1-12 | File - MSAT blank certificate | 1990 | Pending review | 94-36 |
| F-94-4-3-1-13 | File - Program development | 1990 | Pending review | 94-36 |
| F-94-4-3-1-14 | File - Instructor correspondence | 1990 - 1991 | Pending review | 94-36 |
| F-94-4-3-1-15 | File - Program planning | 1990 - 1991 | Pending review | 94-36 |

| | | | | |
|---------------|--|-------------|----------------|-------|
| F-94-4-3-1-16 | File - Graduation | 1991 | Pending review | 94-36 |
| F-94-4-3-1-17 | File - Management Skills - case study | 1991 | Pending review | 94-36 |
| F-94-4-3-1-18 | File - Focus Session - Managing Technology | 1991 - 1992 | Pending review | 94-36 |
| F-94-4-3-1-19 | File - Graduation | 1991 - 1992 | Pending review | 94-36 |
| F-94-4-3-1-20 | File - Instructors | 1991 - 1992 | Pending review | 94-36 |
| F-94-4-3-1-21 | File - MSAT program student binder | 1991 - 1992 | Pending review | 94-36 |
| F-94-4-3-1-22 | File - Advanced Systems Institute (ASI) | 1991 - 1995 | Pending review | 94-36 |
| F-94-4-3-1-23 | File - Program planning | 1992 | Pending review | 94-36 |
| F-94-4-3-1-24 | File - Strategic planning panel session | 1992 | Pending review | 94-36 |
| F-94-4-3-1-25 | File - Instructors | 1992 - 1993 | Pending review | 94-36 |
| F-94-4-3-1-26 | File - MSAT student binder | 1992 - 1993 | Pending review | 94-36 |
| F-94-4-3-1-27 | File - Graduation | 1993 | Pending review | 94-36 |
| F-94-4-3-1-28 | File - Promotion | 1993 | Pending review | 94-37 |
| F-94-4-3-1-29 | File - Instructors correspondence and meetings | 1993 - 1994 | Pending review | 94-37 |
| F-94-4-3-1-30 | File - MSAT program student binder | 1993 - 1994 | Pending review | 94-37 |
| F-94-4-3-1-31 | File - Instructors meetings | 1993 - 1995 | Pending review | 94-37 |
| F-94-4-3-1-32 | File - Graduation | 1994 | Pending review | 94-37 |
| F-94-4-3-1-33 | File - Strategic planning panel session | 1994 | Pending review | 94-37 |
| F-94-4-3-1-34 | File - Instructors payments | 1994 - 1995 | Pending review | 94-37 |
| F-94-4-3-1-35 | File - MSAT program student binder | 1994 - 1995 | Pending review | 94-37 |
| F-94-4-3-1-36 | File - Correspondence | 1995 | Pending review | 94-37 |
| F-94-4-3-1-37 | File - Graduation | 1995 | Pending review | 94-37 |
| F-94-4-3-1-38 | File - Training Needs workshop | 1995 | Pending review | 94-37 |
| F-94-4-3-1-39 | File - Instructors payments | 1995 - 1996 | Pending review | 94-37 |
| F-94-4-3-1-40 | File - Graduation | 1996 | Pending review | 94-37 |
| F-94-4-3-1-41 | File - Instructors meetings | 1996 | Pending review | 94-37 |
| F-94-4-3-1-42 | File - Program administration | 1996 | Pending review | 94-37 |

Sub-sub-series F-94-4-3-2: Program evaluations

Date: 1987 - 1995 (date of creation)

Physical description: 4 cm of textual records

File / item list

| Ref code | Title | Dates | Access status | Container |
|---------------|--|-------------|----------------|-----------|
| F-94-4-3-2-1 | File - Management Skills - evaluation | 1987 - 1988 | Pending review | 94-37 |
| F-94-4-3-2-2 | File - Management Skills - evaluations | 1988 - 1989 | Pending review | 94-37 |
| F-94-4-3-2-3 | File - Program evaluations | 1988 - 1989 | Pending review | 94-37 |
| F-94-4-3-2-4 | File - Management Skills - evaluations | 1989 - 1990 | Pending review | 94-37 |
| F-94-4-3-2-5 | File - Management Skills - evaluations | 1990 - 1991 | Pending review | 94-37 |
| F-94-4-3-2-6 | File - Management Skills - evaluations | 1991 | Pending review | 94-38 |
| F-94-4-3-2-7 | File - Evaluations - summarized | 1991 - 1992 | Pending review | 94-38 |
| F-94-4-3-2-8 | File - Management Skills - evaluations | 1992 - 1993 | Pending review | 94-38 |
| F-94-4-3-2-9 | File - Evaluations - summarized | 1993 | Pending review | 94-38 |
| F-94-4-3-2-10 | File - Evaluations - summarized | 1994 - 1995 | Pending review | 94-38 |

Sub-sub-series F-94-4-3-3: Communications Skills courses

Date: 1988 - 1996 (date of creation)

| <u>Physical description</u> : 2 cm of textual records | | | | |
|---|--|-------------|----------------|-----------|
| File / item list | | | | |
| Ref code | Title | Dates | Access status | Container |
| F-94-4-3-3-1 | File - Communication Skills - session 1 | 1988 | Pending review | 94-38 |
| F-94-4-3-3-2 | File - Communication Skills | 1990 - 1991 | Pending review | 94-38 |
| F-94-4-3-3-3 | File - Communication Skills (Written) | 1992 | Pending review | 94-38 |
| F-94-4-3-3-4 | File - Oral Communication Skills | 1994 | Pending review | 94-38 |
| F-94-4-3-3-5 | File - Communication Skills (Written) | 1995 | Pending review | 94-38 |
| F-94-4-3-3-6 | File - Communication Skills (Written) | 1996 | Pending review | 94-38 |
| F-94-4-3-3-7 | File - Communication Skills (Oral) | 1996 | Pending review | 94-38 |
| Sub-sub-series F-94-4-3-4: Economic and Financial Planning courses | | | | |
| <u>Date</u> : 1987 - 1996 (date of creation) | | | | |
| <u>Physical description</u> : 3 cm of textual records | | | | |
| File / item list | | | | |
| Ref code | Title | Dates | Access status | Container |
| F-94-4-3-4-1 | File - Economic and Financial Planning | 1987 - 1988 | Pending review | 94-38 |
| F-94-4-3-4-2 | File - Economic and Financial Planning | 1988 - 1989 | Pending review | 94-38 |
| F-94-4-3-4-3 | File - Economic and Financial Planning | 1989 - 1990 | Pending review | 94-38 |
| F-94-4-3-4-4 | File - Economic and Financial Planning | 1990 - 1991 | Pending review | 94-38 |
| F-94-4-3-4-5 | File - Business Plan Development and Presentation | 1992 | Pending review | 94-38 |
| F-94-4-3-4-6 | File - Business plan development schedule | 1992 - 1993 | Pending review | 94-38 |
| F-94-4-3-4-7 | File - Business Plan Development and Presentation | 1993 | Pending review | 94-38 |
| F-94-4-3-4-8 | File - Business Plan Development and Presentation | 1994 | Pending review | 94-38 |
| F-94-4-3-4-9 | File - Engineering Economics and Financial Planning | 1994 | Pending review | 94-38 |
| F-94-4-3-4-10 | File - Business Plan Development and Presentation | 1995 | Pending review | 94-38 |
| F-94-4-3-4-11 | File - Engineering Economics | 1995 - 1996 | Pending review | 94-38 |
| F-94-4-3-4-12 | File - Business Plan Development and Presentation | 1996 | Pending review | 94-38 |
| Sub-sub-series F-94-4-3-5: Implementing Management Concepts in Advanced Technology courses | | | | |
| <u>Date</u> : 1987 - 1996 (date of creation) | | | | |
| <u>Physical description</u> : 4 cm of textual records | | | | |
| File / item list | | | | |
| Ref code | Title | Dates | Access status | Container |
| F-94-4-3-5-1 | File - Implementing Management Concepts in Advanced Technology | 1987 - 1988 | Pending review | 94-38 |

| | | | | |
|---------------|--|-------------|----------------|-------|
| F-94-4-3-5-2 | File - Implementing Management Concepts in Advanced Technology | 1988 - 1989 | Pending review | 94-38 |
| F-94-4-3-5-3 | File - Managing Technology | 1989 | Pending review | 94-38 |
| F-94-4-3-5-4 | File - Implementing Management Concepts in Advanced Technology | 1989 - 1990 | Pending review | 94-38 |
| F-94-4-3-5-5 | File - Implementing Management Concepts in Advanced Technology | 1990 | Pending review | 94-38 |
| F-94-4-3-5-6 | File - Managing Technology | 1993 | Pending review | 94-38 |
| F-94-4-3-5-7 | File - Design For and Managing Production | 1993 | Pending review | 94-38 |
| F-94-4-3-5-8 | File - Designing For and Managing Production | 1994 | Pending review | 94-38 |
| F-94-4-3-5-9 | File - Strategic Planning and Marketing | 1994 | Pending review | 94-38 |
| F-94-4-3-5-10 | File - Designing For and Managing Operations | 1994 - 1995 | Pending review | 94-38 |
| F-94-4-3-5-11 | File - Strategic Planning and Marketing | 1995 | Pending review | 94-38 |
| F-94-4-3-5-12 | File - Managing Technology | 1995 | Pending review | 94-38 |
| F-94-4-3-5-13 | File - Design For and Managing Production | 1996 | Pending review | 94-38 |
| F-94-4-3-5-14 | File - Managing Technology | 1996 | Pending review | 94-38 |
| F-94-4-3-5-15 | File - Strategic Planning and Marketing | 1996 | Pending review | 94-38 |

Sub-sub-series F-94-4-3-6: Managing Creative Technically-Oriented People courses

Date: 1987 - 1988 (date of creation)

File / item list

| Ref code | Title | Dates | Access status | Container |
|--------------|--|-------------|----------------|-----------|
| F-94-4-3-6-1 | File - Managing Creative Technically-Oriented People | 1987 - 1988 | Pending review | 94-38 |

Sub-sub-series F-94-4-3-7: Project Management courses

Date: 1988 - 1996 (date of creation)

Physical description: 1 cm of textual records

File / item list

| Ref code | Title | Dates | Access status | Container |
|--------------|---------------------------|-------------|----------------|-----------|
| F-94-4-3-7-1 | File - Project Management | 1988 - 1989 | Pending review | 94-38 |
| F-94-4-3-7-2 | File - Project Management | 1990 | Pending review | 94-38 |
| F-94-4-3-7-3 | File - Project Management | 1993 - 1994 | Pending review | 94-38 |
| F-94-4-3-7-4 | File - Project Management | 1995 | Pending review | 94-38 |
| F-94-4-3-7-5 | File - Project Management | 1996 | Pending review | 94-38 |

Sub-sub-series F-94-4-3-8: MSAT II

Date: 1993 - 1998 (date of creation)

Physical description: 1 cm of textual records

File / item list

| Ref code | Title | Dates | Access status | Container |
|----------|-------|-------|---------------|-----------|
|----------|-------|-------|---------------|-----------|

| | | | | |
|--------------|---|-------------|----------------|-------|
| F-94-4-3-8-1 | File - MSAT II - feasibility planning | 1993 - 1994 | Pending review | 94-38 |
| F-94-4-3-8-2 | File - MSAT II - Product Management for Technology Market Leaders | 1998 | Pending review | 94-38 |
| F-94-4-3-8-3 | File - MSAT II - Management of Intellectual Property | 1998 | Pending review | 94-38 |
| F-94-4-3-8-4 | File - MSAT II - Strategic Human Resources Management | 1998 | Pending review | 94-38 |

Series F-94-5: Publications

Date: 1970 - 2004 (date of creation)

Scope and content:

Series consists of publications created by the Office of Continuing Studies and its predecessors. Printed materials include course calendars and posters; lecture notices; conference and workshop programs; and brochures for courses offered by Continuing Studies.

Physical description: 62 cm of textual records

Restrictions on access:

The files are open with no restrictions.

File / item list

| Ref code | Title | Dates | Access status | Container |
|----------|-------|-------|---------------|-----------|
|----------|-------|-------|---------------|-----------|

Sub-series F-94-5-1: Continuing Studies course calendars and posters

Date: 1971 - 2001 (date of creation)

Physical description: 33 cm of textual records

File / item list

| Ref code | Title | Dates | Access status | Container |
|---------------|---|-------------|---------------|-----------|
| F-94-5-1-0-1 | File - Course calendars | 1971 - 1973 | Open | 94-39 |
| F-94-5-1-0-2 | File - Course calendars - special audit/non-credit | 1972 - 1982 | Open | 94-39 |
| F-94-5-1-0-3 | File - Course calendars | 1974 - 1975 | Open | 94-39 |
| F-94-5-1-0-4 | File - SFU/Kelowna program course calendars | 1975 - 1980 | Open | 94-39 |
| F-94-5-1-0-5 | File - SFU/Fraser Valley College program course calendars | 1975 - 1981 | Open | 94-39 |
| F-94-5-1-0-6 | File - Course calendars | 1976 - 1977 | Open | 94-39 |
| F-94-5-1-0-7 | File - Directed Independent Study Courses/Distance Education program | 1976 - 1979 | Open | 94-39 |
| F-94-5-1-0-8 | File - Course calendars | 1978 - 1979 | Open | 94-39 |
| F-94-5-1-0-9 | File - Course calendars | 1980 - 1981 | Open | 94-40 |
| F-94-5-1-0-10 | File - Courses - oversized posters | 1980 - 1981 | Open | |
| F-94-5-1-0-11 | File - SFU/Kelowna and Fraser Valley College programs - oversized posters | 1980 - 1981 | Open | |
| F-94-5-1-0-12 | File - Directed Independent Study Courses/Distance Education program | 1980 - 1984 | Open | 94-40 |

| | | | | |
|---------------|---|-------------|------|-------|
| F-94-5-1-0-13 | File - Directed Independent Study Courses - oversized posters | 1981 - 1982 | Open | |
| F-94-5-1-0-14 | File - Course calendars | 1982 - 1983 | Open | 94-40 |
| F-94-5-1-0-15 | File - Courses - oversized posters | 1982 - 1987 | Open | |
| F-94-5-1-0-16 | File - Extension Credit program calendars | 1983 - 1985 | Open | 94-40 |
| F-94-5-1-0-17 | File - Course calendars | 1984 - 1987 | Open | 94-40 |
| F-94-5-1-0-18 | File - Directed Independent Study Courses/Distance Education program | 1985 - 1999 | Open | 94-40 |
| F-94-5-1-0-19 | File - Extension Credit program calendars | 1986 - 1987 | Open | 94-40 |
| F-94-5-1-0-20 | File - Knowledge Network (Educational Telecommunications) | 1986 - 1987 | Open | 94-41 |
| F-94-5-1-0-21 | File - Knowledge Network (Educational Telecommunications) - oversized posters | 1987 | Open | |
| F-94-5-1-0-22 | File - Extension Credit program calendars | 1988 - 1989 | Open | 94-41 |
| F-94-5-1-0-23 | File - Courses - oversized posters | 1988 - 1991 | Open | |
| F-94-5-1-0-24 | File - Extension Credit program calendars | 1990 - 1991 | Open | 94-41 |
| F-94-5-1-0-25 | File - Course calendars | 1990 - 2001 | Open | 94-41 |
| F-94-5-1-0-26 | File - Extension Credit program calendars | 1992 - 1993 | Open | 94-41 |

Sub-series F-94-5-2: Lectures, workshops and conferences

Date: 1970 - 2001 (date of creation)

Physical description: 7 cm of textual records

File / item list

| Ref code | Title | Dates | Access status | Container |
|--------------|---|-------------|---------------|-----------|
| F-94-5-2-0-1 | File - Continuing Studies - sponsored seminars, workshops and conferences | 1970 - 1977 | Open | 94-41 |
| F-94-5-2-0-2 | File - Continuing Studies - sponsored free lectures | 1977 - 2001 | Open | 94-41 |
| F-94-5-2-0-3 | File - Continuing Studies - sponsored seminars, workshops and conferences | 1978 - 1979 | Open | 94-41 |
| F-94-5-2-0-4 | File - Programs of Excellence lectures | 1978 - 1981 | Open | 94-42 |
| F-94-5-2-0-5 | File - Continuing Studies - sponsored seminars, workshops and conferences | 1980 - 1989 | Open | 94-42 |
| F-94-5-2-0-6 | File - Continuing Studies - sponsored seminars, workshops and conferences | 1990 - 1996 | Open | 94-42 |

Sub-series F-94-5-3: Programs

Date: 1975 - 2004 (date of creation)

Physical description: 22 cm of textual records

File / item list

| Ref code | Title | Dates | Access status | Container |
|--------------|------------------------|-------------|---------------|-----------|
| F-94-5-3-0-1 | File - Seniors Program | 1975 - 2004 | Open | 94-42 |

| | | | | |
|---------------|---|-------------|------|-------|
| F-94-5-3-0-2 | File - Management Development Program for Women | 1976 - 1984 | Open | 94-42 |
| F-94-5-3-0-3 | File - Opera Studies Program/Arts Downtown | 1976 - 2003 | Open | 94-42 |
| F-94-5-3-0-4 | File - British Columbia Studies certificate program | 1977 - 1981 | Open | 94-42 |
| F-94-5-3-0-5 | File - Health and Fitness Studies Certificate Program | 1977 - 1983 | Open | 94-42 |
| F-94-5-3-0-6 | File - Applied Sciences Programs | 1977 - 2004 | Open | 94-42 |
| F-94-5-3-0-7 | File - Extended Studies Diploma Program | 1978 - 1982 | Open | 94-42 |
| F-94-5-3-0-8 | File - French Canadian Studies Certificate Program | 1980 - 1981 | Open | 94-42 |
| F-94-5-3-0-9 | File - Professional Development Programs | 1983 | Open | 94-42 |
| F-94-5-3-0-10 | File - Writing and Publishing Program | 1983 - 1989 | Open | 94-42 |
| F-94-5-3-0-11 | File - Liberal and Professional Studies Program | 1984 - 1985 | Open | 94-42 |
| F-94-5-3-0-12 | File - Liberal and Professional Studies Program - oversized posters | 1984 - 1985 | Open | |
| F-94-5-3-0-13 | File - Liberal and Professional Studies Program | 1985 - 2003 | Open | 94-42 |
| F-94-5-3-0-14 | File - Canadian Centre for Studies in Publishing program | 1987 - 1997 | Open | 94-43 |
| F-94-5-3-0-15 | File - Management for Non-Profit and Voluntary Sector Organizations Program | 1988 - 1989 | Open | 94-43 |
| F-94-5-3-0-16 | File - Certificate Programs | 1988 - 1998 | Open | 94-43 |
| F-94-5-3-0-17 | File - Advanced Interpreter Education Program | 1989 | Open | 94-43 |
| F-94-5-3-0-18 | File - Writing and Publishing Program | 1990 - 1996 | Open | 94-43 |
| F-94-5-3-0-19 | File - Foundation Program in Management for Women | 1991 - 1992 | Open | 94-43 |
| F-94-5-3-0-20 | File - Arts and Cultural Administration Program | 1995 | Open | 94-43 |
| F-94-5-3-0-21 | File - Opera Studies Program/Arts Downtown - oversized posters | 1996 - 2001 | Open | |
| F-94-5-3-0-22 | File - City Program | 1996 - 2004 | Open | 94-43 |
| F-94-5-3-0-23 | File - Professional Designation Program | 1996 - 2004 | Open | 94-43 |
| F-94-5-3-0-24 | File - Executive Travel Study Program | 1997 - 1998 | Open | 94-43 |
| F-94-5-3-0-25 | File - Writing and Publishing Program | 1997 - 2004 | Open | 94-43 |
| F-94-5-3-0-26 | File - Philosophers' Café | 1999 - 2003 | Open | 94-43 |
| F-94-5-3-0-27 | File - English Language and Culture Program | 2000 - 2001 | Open | 94-43 |
| F-94-5-3-0-28 | File - Urban Design Program | 2000 - 2004 | Open | 94-43 |
| F-94-5-3-0-29 | File - Dialogue Program | 2004 | Open | 94-43 |