





**Environmental Science records**

Record Type	Description / Examples	Notes	Due at Archives
College Publications	Department brochure	If published other than through AC printing services, please send copy to Archives at time of printing.	From Printing Services
College Publications	Environmental Science Newsletter	Digital copies through Google docs from Center for Business & Economics	At Publication
Faculty Vitae	Curriculum Vitae	See Provost and Dean of the College for schedule	Collected and sent by Provost's Office
Policy and Procedural Manuals or Documents	Guidelines and Expectations for Senior Projects		Archives will print from web site
Records of Student Organizations	Environmental Science Club, Students for Environmental Action (SEA)	Please send Archives any of the following when available: constitution/bylaws, mission statement, pamphlet/brochure, any local publications (e.g. newsletters, program brochures)	See note
Senior Projects (comps)	Project Abstracts	Abstracts also available on Environmental Science Department web site	Projects with abstracts are submitted to Dspace collection annually in May
Syllabi	Course Syllabi	Request to all faculty through the building coordinator early each	Beginning of each semester

Self-Studies	Department Self-Study	semester. Follow up reminder to individual Faculty by mid-semester. To be collected and sent by Director of Assessment. Next expected Summer 2024 .	At Publication – end of academic year 1 of reporting cycle
Self-Studies	External Review; Action Plan	To be collected and sent by Director of Assessment. Next expected about Summer 2025 .	At publication – year 2 of reporting cycle
Self-Studies	Annual Progress Reports	To be collected and sent by Director of Assessment. Next expected Summer 2017 .	Each summer years 3 – 8 of reporting cycle

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