

# Guide to the Governance Records

Bunker Hill Community College Archives

N-318

250 Rutherford Ave, Boston, MA 02129

## Collection Overview

**Title:** Governance

**Record Group Number:** RG012

**Creator:** Academic Affairs Committee; Academic Computing Committee; Academic Motivation Committee; Ad Hoc Committee on Liberal Arts; Ad Hoc Committee on Retention; Assessment, Planning, and Accreditation Software Search Team; Administrative Committee for Technology; Advisory Board Members; Affirmative Action Committee; All College Council; Assessment/Planning Task Force; BHCC Life Map Taskforce; Campus Climate Survey Committee; Climate Action Committee; Colleague Optimization Group & Colleague Users Working Group; College Forum; Commission on English Language Program Accreditation Steering Committee; Committee on Liberal Arts; CROA Steering Committee/Technology Team; Curriculum Committee; Dean's Council; Department Chairs; Enrollment Team; Developmental Education Task Force; Educational Enrichment Task Force; Ellucian and Datatel User's Group; Equity Working Group; Institutional Diversity & Inclusion Advisory Committee; General Concentration Committee; General Education Committee; Governance Committee; Graduation Awards Committee; Individualized Degree Program Committee; Judicial Board; Library Committee; Liberal Arts Study Committee; Long Range Planning Committee; Mission Statement Committee; Negotiated Degree Program Committee; President's Climate Commitment Committee; Presidential Search Committee; Professional Development Committee; Sabbatical Leave Committee; Scheduling Task Force; Strategic Enrollment Management Team; Student Governance; Student Services Committee; Technology Summit Planning Committee; Tenure Review Committee; U.S. Department of Labor

American Recovery and Reinvestment Act (ARRA) Health Care Training Proposal Planning Group; 1996 BHCC Management Team.

**Date:** 1973-2024

**Extent:** 8 boxes, 1 Binder (6.92 linear feet)

**Language:** Materials are in English

## **Administrative Information**

**Access and Restriction Information:** This collection is open for research.

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### **Preferred Citation:**

[Item title/description here]. [Date here]. [Record Group here], Box #, Folder #.  
Governance Records. Bunker Hill Community College Archives, Boston, Massachusetts.

## **Scope and Contents**

The Governance Record Group documents the activities of the College Forum and various committees, task forces, and councils at Bunker Hill Community College between 1973 and 2024. All these units were involved in evaluating and contributing to aspects of the college's governance and operations, including designing master plans for the institution, establishing and altering academic programs, recommending organizational changes, and creating opportunities for professional development. A sizable portion of the record group consists of materials from the College Forum, the Governance Committee, and the Long Range Planning Committee. The primary format of items in the record group are memoranda, meeting materials (agendas and minutes), reports, proposals, presentations, and data.

## Arrangement

This collection is arranged into 12 series and 21 sub-series.

## Collection Inventory

### **Series 1: College Forum (RG012.01)**

The first series includes 13 folders containing items from 1983 to 1984. This series documents the policies and activities of the College Forum. The purpose of the College Forum is to 1) provide the membership of the College Forum the opportunity to discuss and evaluate matters pertaining to the college and for the voting members to vote on matters of mutual responsibility; and 2) to provide an opportunity for all members to be informed about the activities of all segments of the governance structure. The items in this series are entirely textual and consist of memoranda, minutes, member lists, governance documents, agendas, newsletters, letters, and course catalogs. Items in this series are organized chronologically.

#### *Box 1*

- Folder 1: BHCC College Forum Governance Documents
- Folder 2: College Forum 1985
- Folder 3: College Forum 1986-1988
- Folder 4: College Forum 1989-1992
- Folder 5: College Forum 1993-1995
- Folder 6: College Forum 1995-1996
- Folder 7: College Forum 1996-1997
- Folder 8: College Forum 1997-1998
- Folder 9: College Forum 1998-1999
- Folder 10 General Education Review Committee Update to College Forum Dec. 14, 1999.
- Folder 11 College Forum: 1999-2000
- Folder 12 College Forum: 2000-2001
- Folder 13 College Forum: 2002-2017

### **Series 2: All College Council (RG012.02)**

The second series includes one folder containing items from 1975 to 1979. This series documents the activities of the All College Council. The purpose of the All College Council is to provide a broad forum for the discussion of recommendations coming from the Standing Governance committees, students, faculty, and administration. Additionally, the All College Council provides a summary of the discussions together with recommendations of the General Faculty. The items in this series are entirely textual and consist of minutes and memoranda. Items in this series are organized chronologically.

- Folder 1: All College Council

### **Series 3: General Faculty (RG012.03)**

The third series includes one folder containing items from 1973 to 2000. This series documents the correspondence and activities of the General Faculty Meetings. The purpose of the General Faculty Meeting is to provide the entire academic community the opportunity to discuss, evaluate positions, vote on matters of mutual responsibility, and to provide an opportunity for all members to be informed on the activities of all segments of the governance structure. The items in this series are entirely textual and consist of minutes, memoranda, agendas, faculty lists, and reports. Items in this series are organized chronologically.

- Folder 1: General Faculty Meetings

### **Series 4: Department Chairs (RG012.04)**

The fourth series includes two folders containing items from 1976 to 2017. This series documents the activities and correspondence relating to the Department Chairs Forum. The Department Forum was organized to provide a symposium for the exchange of ideas, provide interdepartmental support, improve interdepartmental communication, convey concerns of the faculty to the administration, review academic policy, and submit recommendations to appropriate governance committees or administrative offices. The items in this series are entirely textual and consist of minutes, memoranda, agendas, presentations, and a form. Items within folders are organized chronologically.

- Folder 1: Department Chair Meeting Records
- Folder 2: Department Chair Evaluation Form

### **Series 5: Student Governance (RG012.05)**

The fifth series includes one folder containing items from 1973 and a single item from 1996. This series documents student lead governance at BHCC and primarily covers meetings of the student senate. The BHCC student senate functioned as a representative body for BHCC students. The items in this series are completely textual and consist of minutes and a memo. Materials in this series are organized chronologically.

- Folder 1: Student Senate

### **Series 6: Dean's Council (RG012.06)**

The sixth series includes four folders spread across two sub-series. Materials in this series span from 2016 to 2018. This series documents the activities of the Dean's Council. The materials in this series are mostly textual and consist of agendas and reports with documents, data, fact sheets, presentations, forms, and calendars attached. Items are organized into sub-series one if they are classified as or attached to an agenda, or into sub-series two if they are classified as or attached to a report. Items are then organized chronologically.

- Sub-series 1: Dean's Council Agendas (12.06.01)
  - Folder 1: Dean's Council (Sept – December 2016)
  - Folder 2: Dean's Council (Jan – May 3, 2017)
  - Folder 3: Dean's Council (May 26, 2017- Jan 2018)
- Sub-series 2: Direct Reports Meetings (12.06.02)
  - Folder 1: Direct Reports Meeting

### **Series 7: Faculty Workshop (RG012.07)**

The seventh series includes one folder containing items from 1978 to 1997. Items in this series are entirely textual and consist of agendas, memoranda, data, and forms. This series documents the faculty workshops of the BHCC and their corresponding activities and correspondence. Faculty workshops are professional development activities put on by BHCC to enhance effectiveness among hired personnel. Materials in this series are organized chronologically.

- Folder 1: Faculty Workshops

### **Series 8: Judicial Board (RG012.08)**

The eighth series includes one folder containing undated items relating to the BHCC Judicial Board. The Judicial Board was organized to provide a vehicle for resolutions of BHCC student rights violations and/or responsibilities that could not be resolved by the parties involved in the dispute. Items in this series are entirely textual and consist of data, forms, documents, and proposals. Materials in this series are organized chronologically.

- Folder 1: Judicial Board

### **Series 9: Standing Committee Records (RG012.09)**

The ninth series includes 81 folders spread across six sub-series. Materials in this series span from 1978 to 2018. The Standing Committee Records documents the activities and correspondence of the BHCC Standing Committees. Standing governance committees have a wide range of purposes but are generally established for areas in which a continuous flow of problems and interpretations is or can be anticipated and which require the formulation of policies affecting two or more major components of the BHCC.

Items in this series are entirely textual and consist of agendas, proposals, forms, reports, memoranda, newsletters, minutes, and documents. Materials in sub-series one are organized topically with general Governance Committee records placed first, then specific standing committees placed thereafter; these materials are then organized chronologically. Materials in sub-series two are organized chronologically and are separated from materials in sub-series one topically with their focus on “steering” the governance model in a new direction. The folders in sub-series three and four are organized chronologically, while items in sub-series five and six are divided into folders by topic and are then organized chronologically within.

#### *Box 2*

- Sub-series 1: Governance Committee (RG012.09.01)
  - Folder 1: 1978

- Folder 2: 1979
- Folder 3: 1980-1981
- Folder 4: Spring/Fall 1982
- Folder 5: Spring 1983
- Folder 6: Fall 1983
- Folder 7: Spring 1984
- Folder 8: Fall 1984
- Folder 9: Spring 1985
- Folder 10: Fall 1985
- Folder 11: Spring 1986
- Folder 12: Fall 1986
- Folder 13: Spring 1987
- Folder 14: Fall 1987
- Folder 15: Spring 1988
- Folder 16: Fall 1988
- Folder 17: Spring 1989
- Folder 18: Fall 1989
- Folder 19: Spring 1991
- Folder 20: Fall 1991
- Folder 21: Spring 1992
- Folder 22: Fall 1992
- Folder 23: Spring 1993
- Folder 24: Fall 1993
- Folder 25: Spring 1994
- Folder 26: Governance Committee 2001
- Folder 27: Governance Committee 2003
- Folder 28: Committees of the Forums & Marshals 1975-1996
- Sub-series 2: Steering Committee for BHCC Governance Review Project (RG012.09.02)
  - Folder 1: Steering Committee for BHCC Governance Review Project

*Box 3*

- Sub-series 3: Academic Affairs and Curriculum Committees (RG012.09.03)
  - Folder 1: Academic Affairs Committee 1974-1979
  - Folder 2: Academic Affairs Committee 1980-1986

- Folder 3: Academic Affairs Staff Meeting Dec.11 1985
- Folder 4: Scheduling Task Force 1988
- Folder 5: Vice President of Academic Affairs Search 1988
- Folder 6: Academic Affairs Committee 1987-1989
- Folder 7: Academic Affairs Committee 1989-1990
- Folder 8: Academic Affairs Committee, 1991
- Folder 9: 1992
- Folder 10: Academic Affairs Committee 1993
- Folder 11: Academic Affairs Committee 1994-1995
- Folder 12: Academic Affairs Committee, 1999-2002

*Box 4*

- Folder 1: Curriculum Committee 1974-1976
- Folder 2: Curriculum Committee 1977
- Folder 3: Curriculum Committee 1978
- Folder 4: Curriculum Committee 1979
- Folder 5: Curriculum Committee 1980-1991
- Folder 6: Curriculum Committee 1992-1994
- Folder 7: Curriculum Committee 1996
- Folder 8: Curriculum Committee 1997-1998
- Folder 9: BHCC Curriculum Committee 1999-2000
- Folder 10: Curriculum Committee 2000-2001
- Folder 11: Curriculum Committee 2001-2002 (1)
- Folder 12: Curriculum Committee (2001-2002) (2)
- Folder 13: Curriculum Committee 2002-2003
- Folder 14: Curriculum Committee 2003-2004
- Folder 15: Computer Technology 2003
- Folder 16: Human Services 2003-2004
- Folder 17: Business Administration 2003
- Folder 18: Hotel / Restaurant / Travel Management 1996
- Folder 19: Science 1996

- Sub-series 4: Professional Development Committee (RG012.09.04)

*Box 5*

- Folder 1: Stress Management Workshops 1983

- Folder 2: Professional Development Committee 1986- 1998
- Folder 3: Professional Development Day 1993
- Folder 4: Employee Development Opportunities 1998-1999
- Folder 5: Professional Development Day October 19, 1999
- Folder 6: Professional Development Committee 2000
- Folder 7: Professional Development Day February 27, 2001
- Folder 8: Professional Development Day October 30, 2001
- Folder 9: Professional Development Day October 30, 2003
- Folder 10: Professional Development Day March 30, 2004
- Folder 11: Professional Development Day October 26, 2004
- Folder 12: Professional Development Day 2006
- Folder 13: Professional Development Day 2009
- Folder 14: Professional Development Day 2012-2013
- Folder 15: Professional Development Day 2014
- Folder 16: Professional Development Day 2015-2019
- Folder 17: Professional Development Day 2024
- Folder 18: Idea for 2nd Difficult Dialogues Workshop
- Sub-series 5: Student Services Committee (RG012.09.05)
  - Folder 1: Student Services Committee
  - Folder 2: Student Services Committee Undated
- Sub-series 6: Committee on Liberal Arts (RG012.09.06)
  - Folder 1: Committee on Liberal Arts

### **Series 10: Advisory Committee Records (RG012.10)**

The tenth series includes 27 folders and one binder spread across four sub-series. The contents of this series range in date from 1978 to 2015, and they were produced by various advisory committees throughout the college. These committees are the focus of each sub-series. The first sub-series, the Long Range Planning Committee, makes up much of this series. This committee was dedicated to crafting the master plans for the college, which would document BHCC's demographics, accomplishments, and goals.

The second sub-series contains materials from the Library Committee, which addressed the operations and needs of the library. The Graduation Awards

Committee, which is the third sub-series, handles the awards presented at the commencement ceremonies. The fourth sub-series is the Technology Summit Planning Committee, which prepared the strategic technology plan for the college in 2001. All items in this series are text-based and arranged chronologically. Formats largely include memoranda, agendas, minutes, and reports.

- Sub-series 1: Long Range Planning Committee (RG012.10.01)
  - Folder 1: 5 Year Plan 1982
  - Folder 2: Management Study 1982
  - Folder 3: Master Plan 1983
  - Folder 4: BHCC goals: 1984-1985
  - Folder 5: 85-86 Goals
  - Folder 6: Stage III Planning Report
  - Folder 7: Inst. Long Range Plan 1989-90
  - Folder 8: Annual Report 1992-93
  - Folder 9: 1994
  - Folder 10: Long Range Planning Committee 1999
  - Folder 11: Long Range Planning Committee 2000 (1 of 3)
  - Folder 12: Long Range Planning Committee 2000 (2 of 3)
  - Folder 13: Long Range Planning Committee 2000 (3 of 3)
  - Folder 14: Long Range Planning Committee 2001
  - Folder 15: Long Range Planning Committee 2002
  - Folder 16: Long Range Planning Committee 2003
  - Folder 17: Long Range Planning Committee 2004
  - Folder 18: Long Range Planning Committee 2004 (copy 1 of 2)
  - Folder 19: Long Range Planning Committee 2004 (copy 2 of 2)
  - Folder 20: Long Range Planning Committee 2006
  - Folder 21: Long Range Planning Committee 2010
  - Folder 22: Long Range Planning Committee (2011-2015)
  - Folder 23: Annual Unit Planning
  - Folder 24: Take the Money and Run
- Sub-series 2: Library Committee (RG012.10.02)
  - Folder 1: Library Committee 1978, 1989, 1999
- Sub-series 3: Graduation Awards Committee (RG012.10.03)

- Folder 1: Graduation Awards Committee
- Sub-series 4: Technology Summit Planning Committee (RG012.10.04)
  - Folder 1: Technology Summit Planning Committee 2001

*Binder*

- Binder: Difficult Dialogue Workshops 2006

**Series 11: Ad Hoc Committees and Task Forces (RG012.11)**

The eleventh series includes 47 folders and one bound item spread across nine sub-series. These materials are dated between 1978 and 2020, and they were produced by the Ad Hoc committees of the college. Some sub-series contain the materials of only one committee while others group committees together thematically. The first sub-series is for the Advisory Board, which consists of Boston area community members who advise on college matters.

The second sub-series centers on the most well-documented Ad Hoc committee, the General Education Committee. This committee evaluates and makes suggestions on the General Education program at BHCC, which introduces students to core subjects and prepares them for specialized coursework. The third sub-series contains materials on the Mission Statement Committee, which crafts and updates the college's mission statement. The fourth sub-series is for the Presidential Search Committee. This committee forms during presidential searches and is involved in the entire search process from reviewing resumes to conducting interviews. The fifth sub-series encompasses all the academic committees, which are responsible for designing and reviewing programs.

The sixth sub-series, the Developmental Education Task Force, contains materials related to the reviews and updates of developmental courses in English and Math. A variety of committees on climate action and diversity initiatives form the seventh sub-series, including the Affirmative Action Committee, the Climate Action Committee, the President's Climate Commitment Committee, and the Institutional Diversity & Inclusion Advisory Committee.

The eighth sub-series includes materials on the technology committees of BHCC, with most of the committees focusing on the search and implementation of various

software. The last sub-series contains the miscellaneous committees and task forces that did not clearly fit in the other sub-series. All items are text-based and primarily come in the formats of memoranda, minutes, agendas, reports, proposals, and data. Materials are arranged chronologically.

*Box 6*

- Sub-series 1: Advisory Board Members (RG012.11.01)
  - Folder 1: Advisory Board Members 1980
- Sub-series 2: General Education Committee (RG012.11.02)
  - Folder 1: Task Force Reports (1989-1990)
  - Folder 2: General Education Task Force (1990)
  - Folder 3: General Education Task Force (1991) (1 of 3)
  - Folder 4: General Education Task Force (1991) (2 of 3)
  - Folder 5: General Education Task Force (1991) (3 of 3)
  - Folder 6: General Education Task Force (1992-1993)
  - Folder 7: General Education Review Committee “Update to College Forum” (1999)
  - Folder 8: General Education Implementation Committee (2000-2004)
- Sub-series 3: Mission Statement Committee (RG012.11.03)
  - Folder 1: Mission Statement Committee (1990)
  - Folder 2: Mission Statement Committee (2000)
  - Folder 3: Mission Statement Committee (2001-2013)
- Sub-series 4: Presidential Search Committee (RG012.11.04)
  - Bound Items
  - Folder 1: Presidential Search Committee
  - Folder 2: Vice President’s Search Committee
- Sub-series 5: Academia and Degree Committees (RG012.11.05)
  - Folder 1: Educational Enrichment Task Force
  - Folder 2: Tenure Review Committee
  - Folder 3: Liberal Arts Study Committee
  - Folder 4: Negotiated Degree Program Committee
  - Folder 5: Individualized Degree Program Committee
  - Folder 6: Academic Motivation Committee
  - Folder 7: Assessment/Placement Task Force: Student Intake Process

- Folder 8: Scheduling Task Force
- Folder 9: General Concentration Committee
- Folder 10: Enrollment Team and Strategic Enrollment Management Team
- Folder 11: Commission on English Language Program Accreditation Steering Committee
- Sub-series 6: Developmental Education Task Force (RG012.11.06)

*Box 7*

- Folder 1: Comparative Statistics, Div. of Academic Student Affairs
- Folder 2: Developmental Education Task Force- Correspondence & Reports
- Folder 3: Developmental Education Task Force - Statistics & Metrics
- Folder 4: Developmental Education Task Force- Minutes
- Sub-series 7: Climate and Diversity Action Committees (RG012.11.07)
  - Folder 1: Affirmative Action Committee
  - Folder 2: Institutional Diversity & Inclusion Advisory Committee and the Campus Climate Survey Committee
  - Folder 3: Climate Action Committee
  - Folder 4: President's Climate Commitment Committee
- Sub-series 8: Technology Committees and Planning (RG012.11.08)
  - Folder 1: Academic Computing Committee "Directions in Technology" 03/11/1993
  - Folder 2: Ellucian and Datatel User's Group
  - Folder 3: CROA Steering Committee/Technology Team
  - Folder 4: Administrative Committee for Technology (ACT)
  - Folder 5: Assessment, Planning, and Accreditation Software Search Team
  - Folder 6: Colleague Optimization Group & Colleague Users Working Group
- Sub-series 9: Misc. Committees and Taskforces (RG012.11.09)
  - Folder 1: Ad Hoc Committee on Liberal Arts
  - Folder 2: Ad Hoc committee on Retention
  - Folder 3: Sabbatical Leave Committee
  - Folder 4: 1996 BHCC Management Team

- Folder 5: U.S. Department of Labor American Recovery and Reinvestment Act (ARRA) Health Care Training Proposal Planning Group
- Folder 6: BHCC Life Map Taskforce
- Folder 7: Equity Working Group
- Folder 8: Misc. Committee/Task Forces Materials

### **Series 12: Task Force Reports**

The twelfth series consists of five folders, with each folder containing a report. These reports are predominantly from 1975, but one is from 1996. The reports in folders one through four are all produced by task forces formed in collaboration between BHCC and Charlestown High School. The report in folder five is from a collaborative task force of Boston area educational institutions, including BHCC. All items in this series are text-based reports.

#### *Box 8*

- Folder 1: Educational Enrichment & Business and Electrified Programs
- Folder 2: Career Exploration
- Folder 3: Learning Center and Developmental Skills
- Folder 4: Human Relations
- Folder 5: 1994-1996 English Task Force

### **Related Finding Aids**

[RG002 - Office of the President](#)

[RG004 - Academic Affairs and Student Services](#)

[RG005 - Office of Diversity and Inclusion](#)

[RG007 - Academic Departments](#)