

# Guide to the Institutional Research Records

Bunker Hill Community College Archives

N-318

250 Rutherford Ave, Boston, MA 02129

## Collection Overview

**Title:** Institutional Research

**Record Group Number:** RG021

**Creator:** Office of Institutional Research, Assessment, and Planning [also called Office/Department of Institutional Effectiveness in records]

**Date:** 1973-2025

**Extent:** 7 boxes (~3.44 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 #.  
Institutional Research Records. Bunker Hill Community College Archives, Boston, Massachusetts.

## Scope and Contents

The Institutional Research record group is composed of eleven series with documents dating between 1973 and 2025. This collection is composed of

documentation created by what is presently called the Office of Institutional Research, Assessment, and Planning, but it has also been titled the Office/Department of Institutional Effectiveness in the records and was once part of the Division of Planning and Development. This department is responsible for collecting and analyzing the data of Bunker Hill Community College, providing consultation to other parties within the college, and monitoring strategic planning. The contents of this record group reflect that purpose, as it consists of the data and reports produced by the department in addition to the communications and meeting materials that informed this data collection.

Specific topics and materials that receive attention in this collection include the Future Search Event that took place at the college during the turn of the 21<sup>st</sup> century, the yearly Rideshare surveys organized by the department, and the fact books produced annually by the college between 2001-2009. A sizable portion of the collection is data, reports, communications, proposals, and meeting materials.

## **Arrangement**

This collection is arranged into eleven series, and each series is organized chronologically.

## **Collection Inventory**

### **Series 1: Fact Sheets and Fact Books (RG021.01)**

The first series consists of fact sheets and fact books produced by Institutional Research. A majority of this series are bound books, dating from 2001 to 2009. In addition to the books, there is one folder of sheets/individual papers dating from 1983 to 2009. Both the books and sheets contain general information on Bunker Hill Community College, including facts about programs, the student population, and college services. Items are all paper-based, and they are arranged chronologically.

#### *Box 1*

- Folder 1: Institutional Effectiveness Fact Sheets

- Bound Items (2001-2005)

#### *Box 2*

- Bound Items (2006-2009)

#### **Series 2: Future Search Event/Transforming BHCC (RG021.02)**

The second series includes three folders of documentation on the Future Search Event/Transforming BHCC, and items range in date from 1996 to 2010. This initiative, titled *Transforming Bunker Hill Community College: A New College for a New Century*, consisted of a series of events where the college community came together to define the mission, goals, and future vision of BHCC. The primary event was a conference in 1999, but this series includes materials from the years preceding and following the conference, highlighting the buildup and impact of Future Search. These materials belonged to the Deans of Institutional Research, hence their location in this record group. All items are paper-based and include memoranda, agendas, minutes, and proposals. Folders are organized chronologically.

#### *Box 3*

- Folder 1: 1996-1997
- Folder 2: 1998-1999
- Folder 3: 2000-2010

#### **Series 3: Reports (RG021.03)**

The third series consists of reports created by Institutional Research, and they are divided into three folders. Items date between 1997 and 2019. These reports are largely on enrollment at the college, but there are also reports on the effectiveness of certain academic programs, grant progress, data use, and the success of college initiatives. A majority of these reports were produced by Emily Dibble and David Leavitt. All the items in this record group are paper-based and organized chronologically.

#### *Box 4*

- Folder 1: 1997-2006

- Folder 2: 2007-2017
- Folder 3: 2019 and Undated

#### **Series 4: Data (RG021.04)**

The fourth series includes all the data compiled and created by Institutional Research, and it is divided into three folders and three boxes. These folders contain data from the first years of the college in 1974 up to 2020. A substantial portion of the data relates to students, particularly to the numbers and demographics of students enrolled in certain courses or programs. There is also data about how the college has achieved its long-term goals and outcomes from the Learning Community Seminars and Clusters. One box is separate from the rest of this series, and it is a box binder with enrollment data from 1974 to 1984 (Box 7 of the RG). All items in this series are paper-based and arranged chronologically.

- Folder 1: 1974-2010

#### *Box 5*

- Folder 2: 2010-2015
- Folder 3: 2015-2020 and Undated

#### *Enrollment Binder Box*

#### **Series 5: Communications (RG021.05)**

The fifth series contains communications, both between employees/staff of Institutional Research and between the department and college. These items are organized within two folders, and they range in date from 1973 to 2020. Some recurring topics include requests for data, enrollment data for the president, and meeting information. All materials in this series are paper-based memoranda, emails, and letters. Items are arranged chronologically.

- Folder 1: 1973-2013
- Folder 2: 2013-2020 and Undated

**Series 6: Meeting Materials (RG021.06)**

The sixth series includes meeting materials for the department divided into three folders. The contents of these folders date from 2012-2019, so there is an absence of meeting items from the earlier years of the college and department. Many documents are from staff and departmental meetings, but there are also meeting materials from the Core Data Standards meetings and the Enrollment Subcommittee. All items are paper-based, including agendas, minutes, and communications. The series is arranged chronologically.

- Folder 1: 2012-2017
- Folder 2: 2017-2019
- Folder 3: Undated

**Series 7: Rideshare Program (RG021.07)**

The seventh series contains all the materials related to the Rideshare Program, dating from 2001-2025. This series consists of one folder and a set of bound reports. The Rideshare Program is administered annually by the Massachusetts Department of Environmental Protection (DEP) to large organizations and educational institutions to survey the transportation habits of their communities. The primary goal of the program is to require these institutions to provide information that encourages community members to use cleaner transportation methods (public transit and carpool). All the documents within this series are paper-based, including letters, emails, faxes, and reports. Items are arranged chronologically.

*Box 6*

- Folder 1: 2001-2025
- Bound Rideshare Reports

**Series 8: HEIRS Discrepancy and Data Verification System (RG021.08)**

The eighth series includes the data and documents that Institutional Research submitted to the Massachusetts Department of Higher Education. Items within this series are from 2016 and 2017. At the end of each term, BHCC would submit data to the Department of Education's online Higher Education Information Resource System (HEIRS). This data would include statistics on enrollment, student

demographics, and programs being offered. All materials in the series are paper-based data sheets, arranged chronologically.

- Folder 1: 2016-2017

### **Series 9: Taskstream (RG021.09)**

The ninth series consists of items related to an initiative within Institutional Research to transition to a new digital assessment and management system called Taskstream. This is a small series with three items from 2015, so it is not clear whether Taskstream was ever implemented. These documents are related to the planning phase of the transition with a timeline, pricing email, and blank subscription agreement. All documents are paper-based, and they are organized chronologically.

- Folder 1: 2015

### **Series 10: Institutional Surveys (RG021.10)**

The tenth series includes institutional surveys conducted by Institutional Research between 1997 and 2017. These surveys cover a range of topics, including graduation follow-ups, course enrollment, employment demand, and comparisons to other two-year colleges. All documents are paper-based, and they are arranged chronologically.

- Folder 1: 1997-2017

### **Series 11: Division of Planning and Development (RG021.11)**

The eleventh series includes the documentation on the Division of Planning and Development, a legacy department that previously housed Institutional Research. Materials in this series date from 1983 to 1996. The Division of Planning and Development was established in 1983 by faculty, staff, administrators, and students to replace the Open College. This division was responsible for institutional research in addition to community development and long-range planning. This division no longer exists. This series includes newspaper clippings, pamphlets, and reports, and it is arranged chronologically.

- Folder 1: 1983-1996

## **Related Finding Aids**