

RG 6 BRANDON UNIVERSITY ADMINISTRATIVE RECORDS

(Items in italics have not been entered into the database)

BU 1 OFFICE OF THE CHANCELLOR

1.1 Stanley Knowles

BU 2 BRANDON UNIVERSITY BOARD OF GOVERNORS

2.1 Board of Governors – documents

2.2 Board Executive Committee

2.2.1 Board Executive minutes

2.2.2 Board Executive correspondence

2.2.3 Board Executive agendas

2.3 General Board agendas, minutes and packages

2.3.1 General Board of Governors' agendas

2.3.2 General Board of Governors' minutes

2.3.3 General Board of Governors' packages

2.3.4 Board of Governors' motion sheets

2.3.5 Board of Governors' index of motions

2.4 Board correspondence and subject files

2.5 Board of Governors' committees

2.5.1 Nominating Committee

2.5.2 Finance Committee

2.5.3 Presidential Selection Committee

2.5.4 Membership Committee

2.5.5 Foundation-Liaison Committee

2.5.6 Athletic Directorate

2.6 Board Projects

BU 3 OFFICE OF THE PRESIDENT

3.1 President's files

3.2 President's reports

BU 4 OFFICE OF THE VICE-PRESIDENT

- 4.1 Vice-President - Academic and Research
- 4.2 Vice-President - Administration and Finance
 - 4.2.1 Human Resources

BU 5 OFFICE OF THE REGISTRAR

- 5.1 Registrar's files
- 5.2 Student files (on microfilm)
- 5.3 Inter-Universities North (IUN)

BU 6 BRANDON UNIVERSITY SENATE

- 6.1 Senate minutes
- 6.2 Committees of Senate
 - 6.2.1 Curriculum and Academic Standards Committee*
 - 6.2.2 Senate Planning Committee*
 - 6.2.3 Scholarships, Bursaries, Medals and Awards Committee*
 - 6.2.4 Bachelor of General Studies Committee
 - 6.2.5 Senate Committee of Student Affairs
- 6.3 General Faculty Council
- 6.4 Ad Hoc Committees of Senate
 - 6.4.1 *University Act Committee*
 - 6.4.2 *Recruitment Committee*
 - 6.4.3 *Science Education*
- 6.5 Convocation services, baccalaureate services, and banquets
 - 6.5.1 Honorary Degree recipients
- 6.6 Brandon College/University Calendars
 - 6.6.1 Calendars - bound archival copies
 - 6.6.2 Calendars - researchers' copies
 - 6.6.3 Calendars - miscellaneous

BU 7 FACULTIES AND SCHOOLS

- 7.1 Faculty of Arts
 - 7.1.1 Dean of Arts
 - 7.1.2 *Arts Faculty Council*

- 7.1.3 Faculty of Arts publications
- 7.1.4 Department of History
 - 7.1.4.1 Brandon - Great Depression research project
 - 7.1.4.2 Northern Great Plains History Conference
- 7.1.5 Department of Drama
- 7.1.6 Department of Religion

- 7.2 Faculty of Science
 - 7.2.1 Dean of Science
 - 7.2.2 *Science Faculty Council*
 - 7.2.3 *Faculty of Science publications*
 - 7.2.4 Department of Psychology
 - 7.2.5 Department of Biology
 - 7.2.5.1 Hortline

- 7.3 Faculty of Education
 - 7.3.1 Dean of Education
 - 7.3.2 *Education Faculty Council*
 - 7.3.3 Faculty of Education publications
 - 7.3.4 Interoffice
 - 7.3.5 Brandon University Indian Leadership Development (BUILD)
 - 7.3.6 *Athletics*
 - 7.3.7 Swaziland/Malawi project

- 7.4 School of Music
 - 7.4.1 Dean of Music
 - 7.4.1.1 *Lorne Watson*
 - 7.4.1.2 *Gordon Macpherson*
 - 7.4.2 *Music Faculty Council*
 - 7.4.3 School of Music publications

- 7.5 School of Health Studies
 - 7.5.1 Dean of Health Studies
 - 7.5.2 *Health Studies Faculty Council*
 - 7.5.3 *School of Health Studies Publications*
 - 7.5.4 School of psychiatric nursing (BMHC)

BU 8 BRANDON UNIVERSITY LIBRARY SERVICES

- 8.1 University Librarian
 - 8.1.1 *Eileen McFadden*
 - 8.1.1.1 *Eileen's Correspondence*
 - 8.1.1.2 *Eileen's Senate Materials*
 - 8.1.2 *Terry Mitchell*

- 8.2 S.J. McKee Archives

- 8.2.1 Archives - general files
- 8.2.2 Archives - *budget files*
- 8.2.3 Archives - correspondence files
- 8.2.4 Archival displays

8.3 Film Services

8.4 Library special events

- 8.4.1 Brandon Aboriginal Literary Festival

BU 9 DEPARTMENT OF EXTENSION

9.1 Extension - general Files

- 9.1.1 Extension - R.B. Inch

9.2 FOCUS

9.3 Brandon University Art Exhibition Committee

9.4 Extension Publications

BU 10 OFFICE OF DEVELOPMENT

10.1 Director of development – general files

10.2 Public Communications

- 10.2.1 Public communications - scrapbooks

10.3 Alumni Relations

- 10.3.1 Alumni - general files
- 10.3.2 Alumni News
- 10.3.3 Alumni - homecoming and class reunions

BU 11 BRANDON UNIVERSITY FOUNDATION

BU 12 STUDENT SERVICES

12.1 Student Services – Dean's records

- 12.1.1 *Cam Conner (1971-1982)*
- 12.3.2 *Tom Mitchell (1983-88)*
- 12.3.3 *Beth Westfall (1988-93?)*
- 12.3.4 *Darcy Bower (1993?-present)*

12.2 Impacte/Core

BU 13 MISCELLANEOUS PUBLICATIONS

BU 14 BRANDON UNIVERSITY STUDENTS' UNION (BUSU)

14.1 BUSU Executive and Council

14.2 Reserved sub-series

14.3 BUSU correspondence

14.4 BUSU clubs

14.5 BUSU publications

14.5.1 The Sickle

14.5.1.1 The Sickle - archival copies

14.5.1.2 The Sickle - researcher's copies

14.5.1.3 The Spectrum

14.5.2 Student Handbooks

14.5.3 The Quill

14.5.3.1 The Quill editions

14.5.3.2 The Quill duplicates and microfilm

14.5.3.3 The Quill special editions

*Note: BUSU is a separate corporate entity, but for administration purposes it has been incorporated into RG 6

BU 15 BRANDON UNIVERSITY FACULTY ASSOCIATION (BUFA)

*Note: BUFA is a separate corporate entity, but for administration purposes it has been incorporated into RG 6.

BU 16 BRANDON UNIVERSITY/COLLEGE ARTIFACTS

16.1 Artifacts – flags and banners

16.2 Artifacts - apparel

16.3 Artifacts - other

