

Business and Economics Records

Record Type	Description / Examples	Notes	Due at Archives
Syllabi	Course Syllabi	Requested by Associate Provost and submitted by faculty through semester specific form.	Beginning of each semester
Senior Projects (comps)	Project Abstracts	Abstracts also available on Economics Department web site	Projects with abstracts are submitted to Dspace collection annually in May
College Publications	Department Newsletter		At time of publication
College Publications	Managerial Economics		At time of publication
Self-Studies	Department Self-Study	To be collected and shared by Assessment Committee. Next expected Summer 2028 .	At Publication – end of academic year 1 of reporting cycle
Self-Studies	External Review; Action Plan	To be collected and shared by Assessment Committee. Next expected Summer 2029 .	At publication – year 2 of reporting cycle
Self-Studies	Annual Progress Reports	To be collected and shared by Assessment Committee. Next expected Summer 2023 .	Each summer years 3 – 8 of reporting cycle
Policy and Procedural Manuals and Documents	Guidelines and Expectations for Senior Projects		Archives will print from website