

Environmental Science records

Record Type	Description / Examples	Notes	Due at Archives
College Publications	Environmental Science Newsletter	Digital copies through Google docs from Center for Business & Economics	At Publication
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	Requested by Associate Provost and submitted by faculty through semester specific form.	Beginning of each semester
Self-Studies	Department Self-Study	To be collected and shared by Assessment Committee. Next expected Summer 2025 .	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 2026 .	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