## Dance Records

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Description / Examples</th>
<th>Notes</th>
<th>Due at Archives</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Publications</td>
<td>Dance Concert Programs</td>
<td></td>
<td>At time of publication</td>
</tr>
<tr>
<td>College Publications</td>
<td>Department Brochure</td>
<td></td>
<td>At time of publication</td>
</tr>
<tr>
<td>College Publications</td>
<td>DVDs of Concert Programs</td>
<td></td>
<td>At time of publication</td>
</tr>
<tr>
<td>Faculty Vitae</td>
<td>Curriculum Vitae</td>
<td>See Provost and Dean of the College for schedule</td>
<td>Collected and sent by Provost's Office</td>
</tr>
<tr>
<td>Records of Student</td>
<td>JADE: Jazz Dance Ensemble</td>
<td>Please send Archives any of the following when available:</td>
<td>See notes</td>
</tr>
<tr>
<td>Organizations</td>
<td></td>
<td>constitution/bylaws, mission statement, pamphlet/brochure, any local publications (e.g. newsletters, program brochures)</td>
<td></td>
</tr>
<tr>
<td>Self-Studies</td>
<td>Department Self-Study</td>
<td>To be collected and sent by Director of Assessment. Next expected Summer 2018.</td>
<td>At Publication – end of academic year 1 of reporting cycle</td>
</tr>
<tr>
<td>Self-Studies</td>
<td>External Review; Action Plan</td>
<td>To be collected and sent by Director of Assessment. Next expected about Summer <strong>2019</strong>.</td>
<td>At publication – year 2 of reporting cycle</td>
</tr>
<tr>
<td>--------------</td>
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</tr>
<tr>
<td>Self-Studies</td>
<td>Annual Progress Reports</td>
<td>To be collected and sent by Director of Assessment. Next expected Summer <strong>2020</strong>.</td>
<td>Each summer years 3 – 8 of reporting cycle</td>
</tr>
<tr>
<td>Syllabi</td>
<td>Course Syllabi</td>
<td>Request to all faculty through the building coordinator early each semester. Follow up reminder to individual Faculty by mid-semester.</td>
<td>Beginning of each semester</td>
</tr>
</tbody>
</table>

Edit this entry.