

Computer Science Records

Record Type	Description/Examples	Notes	Due at Archives
College Publications	Department Brochure		At time of publication
Faculty Vitae	Curriculum Vitae	See Provost and Dean of the College for Schedule	Collected and sent by Provost's Office
Policy and Procedural Manuals or Documents	Guidelines and Expectations for Senior Projects	Contact Archives as soon as they become available	See Notes
Records of Student Organizations	Applied Computing Machinery (ACM)	Please send Archives any of the following when available: constitution/bylaws, mission statement, pamphlet/brochure, any local publications (e.g. newsletters, program brochures)	See notes
Self-Studies	Department Self-Study	To be collected and shared by Assessment Committee. Next expected Summer 2023 .	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 2024 .	At publication – year 2 of reporting cycle
Self-Studies	Annual Progress Reports	To be collected and shared by Assessment Committee. Next expected Summer 2025 .	Each summer years 3 – 8 of

Senior Projects (comps)	Project Abstracts	Senior Projects are uploaded to GitHub	reporting cycle
Syllabi	Course Syllabi	Requested by Associate Provost and submitted by faculty through semester specific form.	See Notes
			Beginning of each semester