

***Mount Mercy University Archives: Organization Chart
Revised: July 2017***

SUBDIVISIONS BY TYPE OF INFORMATION

- /1: Minutes and agendas
- /2: Summary reports
- /3: Financial reports
- /4: Publications of creating organization
- /5: Other publications
- /6: Personnel
- /7: Agreements, contracts, transfer courses, etc.
- /8: Statistics
- /9: Press cuttings
- /10: Photographs
- /11: Miscellaneous
- /12: Correspondence
- /13: Media

Archives Divisions:

- A. Board of Trustees and President
- B. Academic Affairs
- C. Advancement and Marketing
- D. Financial Management
- E. Student Affairs and Student Development
- F. Enrollment Management (Admissions)
- H. Faculty: Divisions, Departments, and Programs
- I. Faculty Meetings and Faculty Leadership Team (FLT)
- J. Committees
- K. Ad Hoc Committees
- L. Syllabi
- M. Sisters of Mercy
- N. [Inactive] Student Publications

A. BOARD AND PRESIDENT

1. Board of Trustees

- /2 Biographies
- /2 Board of Trustees: Committees and membership rosters (1950s-1960s)
- /2 Board of Trustees: Class Lists (1957-2013)
- /2 Board of Trustees: Committee membership rosters (1976-2013)
- /2 Faculty Liaison Committee (2015-)
- /3 Philanthropy history (individual profiles)
- /4 Board of Trustees history (Lay Advisory Board to Board of Trustees)
- /4 Board of Trustees (enlarging board [ballots], 1974)
- /5 Memos
- /5 Profiles
- /6 Memorial to Dr. John Huston
- /12 Correspondence
- /12 Letters for obtaining U.S. Presidents' photos, 1962-

a. Benefactors

2. President

- /1 Presidential Search Committee, 1998
- /1 Presidential Search Committee, 2005-2006
- /1 President's Committee (1950s)
- /2 List of Administrative Functions
- /2 Presidential Vitas and Biographies
- /2 Mount Mercy Mirror
- /2 Presidential reports
- /2 Reports to investors
- /2 Articles of Incorporation and Bylaws of MMC, 1962
- /2 Amendment to the Articles of Incorporation, 1963
- /2 Institutional Analysis of MMC, 1968
- /2 Conversion to Coeducation at MMC, 1969
- /2 Annual reports to Board of Trustees
- /2 2002 Strategic Plan, Draft
- /2 Strategic Plan, 2003-2004 Version (approved by Trustees, April 2003)
- /2 Strategic Plan, History and Drafts (2008)
- /2 Strategic Plan, Annual and Final Reports (2008-)
- /2 Statistical Information (2006)
- /2 Mount Mercy, By the Numbers (2008-)
- /4 Faculty Directories, 1962-
- /4 Equal Opportunity/Affirmative Action Plan
- /5 Memos
- /5 MMC/MMU Policy Manual, v.1: Governance and Administration (2000; 2006; 2009; 2010)
- /5 MMU Policy Manual, v. 1: Governance/Administration (2017)
- /5 MMU Policy Manual, v. 2: Employee Policies (new) (2016)
- /5 MMC Policy Manual, v. 3: College Wide Policies (various versions)
- /5 MMC Policy Manual, v. 5: Staff Policy Manual (2006)
- /5 MMU Policy Manual: v. 4 (2010; 2014)
- /5 MMU Policy Manual: (Proposed, draft of new volume, no.2) (2016)
- /5 Ex corde Ecclesiae, 2000
- /5 MMC Mission and Goals: 2005 Update
- /5 MMC College Goals (2003-2005)
- /5 Campus Emergency Information (Nov. 2010)
- /5 Organizational charts (various)
- /5 Employee Recognition Dinner

- /5 Employee recognition picnic (2015-)
- /5 Retirement receptions (various)
- /5 History of Mount Mercy College (Sr. Mary Agnes Hennessey)
- /5 History of College Seal
- /5 History of College Seal/Mercy Shield (Sr. Mary Ildephonse Holland)
- /7 Affiliation with Catholic University of America (1950s)
- /11 Presidential Lecture Series (2009-)
 - a. Michael Donovan (2010)
 - b. Williard (“Sandy”) Boyd (2011)
 - c. Clay Jones (2012)
 - d. John Smith (CRST) (2013)
 - e. John L. Allen, Jr. (2014)
 - f. Marybeth Lorbiecki (2015)

- /13 Staff Orientation
 - a. Sister Mary Ildephonse Holland
 - 1928-1933
 - 1946-1961
 - /2 Reports to the Board of Trustees
 - /5 “A Brief History of the Cedar Rapids Mercys.” (McAuley Cornerstone; Oct. 1955)
 - /5 “Short Summary of History of Mount Mercy.” (Diocese history project, 1961)
 - /13 North Central Association, 1954-1960 (MMJC to MMC transition)

 - b. Sister Mary Cornelia Burke
 - 1933-1939

 - c. Sister Mary Maura Marron
 - 1939-1946

 - d. Sister Mary Agnes Hennessey
 - 1961-1977
 - /5 Speeches (various)
 - /5 “Ministry of Higher Education” (1976)
 - /12 Correspondence with Howard Hall (1960s)
 - /12 Correspondence with trustees
 - /12 Correspondence with Archbishop (1960s)

 - e. Thomas R. Feld
 - 1977-1999
 - /2 Presidential Search Committee
 - /2 Drafts for Long Range Planning, 1984-
 - /2 Presidential Inauguration, December, 1977
 - /2 Report of the President, January 1978
 - /2 10 Year Recognition, 1987
 - /2 15 Year Recognition, 1992
 - /2 Farewell Reception (“Celebration of a Presidency,” April 16, 1999)
 - /3 Reports to Investors
 - /5 Letters and memos
 - /7 Hiring of President Feld by trustees, 1977
 - /12 Evergreen State College offer (1984)
 - /12 Correspondence
 - /12 US DOE Correspondence
 - /12 Correspondence with political figures (notables, 1980s)

/12 Vice President campus visit (Oct. 28, 1986)

- f. Robert F. Pearce
 - 1999-2006
 - /2 Presidential search committee (1998)
 - /2 Inauguration committee minutes (1999-2000)
 - /2 Inauguration planning and facilities documents (2000)
 - /2 Presidential Inauguration, May 1, 2000
 - /2 Inaugural Address
 - /2 Celebratory Mass
 - /2 Mount Mercy forums (2000-2005)
 - /3 MMC Annual budgets (scattered)
 - /4 MMC Mission and Goals (2005)
 - /4 MMC strategic plans (2002-2006)
 - /5 NSSE Benchmarks and IPEDS data (2003-2005)
 - /5 Employee recognition dinners
 - /5 Speeches and other writings
 - /5 Letters and memos
 - /5 Retirement party and garden dedication (May 2006)
 - /12 Correspondence

- g. Christopher R.L. Blake
 - 2006-2013
 - /2 Presidential Search Committee (2005-2006)
 - /2 Presidential Inauguration (October 27, 2006)
 - /2 Inauguration Planning Materials (10/27/2006)
 - /2 Inauguration: Invitations, event programs, and marketing items
 - /2 Inauguration Address (10/27/2006)
 - /2 Formulary for the installation ceremony
 - /2 Inauguration ball (10/27/2006)
 - /2 Committee on Identity and Vision (2006-2007)
 - /2 University Designation (2010)
 - /2 Sabbatical and departure from MMU (May 20, 2013)
 - /4 "The Plan for Mount Mercy University" (2008-2012) [strategic plan]
 - /5 Value Proposition (2010-2011)
 - /5 Letters and memos
 - /5 White papers (various)
 - /11 Miscellaneous
 - /12 Correspondence

- h. Dr. Norm Nielsen, Interim President (May 2013-Dec. 2013)
 - /2 Appointment by Trustees (May 30, 2013)

- i. Laurie Hamen, J.D.
 - (December 2013-)
 - /2 Transition plan for introducing President Hamen
 - /2 Presidential Inauguration (September 26, 2014)
 - /2 Inauguration Committee Materials
 - /2 Inauguration facilities planning and volunteer plans
 - /2 Presidential Inaugural Mass: Planning and publications
 - /2 Inauguration Formulary (script)
 - /5 Inauguration Invitations, Program, and Brochures
 - /5 Inauguration (miscellaneous)

/5 Letters and Memos

B. ACADEMIC AFFAIRS

1. Provost and Vice President of Academic Affairs
 - /1 Academic Dean Search Committee, 1998
 - /1 Academic Dean Search Committee, 1983
 - /1 Academic Dean Search Committee, 1977
 - /1 Faculty Forums, 2003-
 - /1 Academic, Long-Range Planning Committee (1992-1996)
 - /1 Committee on Student-Oriented Outcomes (1984-1991)
 - /1 Non-traditional Studies Committee (1984-1987)
 - /1 General Education Committee, Phase II (1985-1988)
 - /1 Pre-professional Advisory Committee (1996-1998)
 - /1 Select Committee on Objectives (2005-2006)
 - /2 Evaluation of BAS/BAA (1977-1983)
 - /2 Academic Calendars and Schedules, 1953-
 - /2 Academic Advising Handbook
 - /2 Annual Reports: 1947-48, 1956, 1964-
 - /2 Steps towards four-year college status (campus actions, 1950s)
 - /2 North Central, junior college site visit, 1931
 - /2 North Central Association accreditation application (1948)
 - /2 Report of NCA Examiners to the Central Board of Review (1949)
 - /2 North Central Reports: 1957, 1959, 1972, 1982, 1992, 2002* (note detailed entries that follow)
 - /2 Preparation Materials: 1960 site visit
 - /2 Report on a Self-Survey of Mount Mercy College (1959)
 - /2 Report of the NCA Examiners (January 1960)
 - /2 Report of an Accrediting Examination of Mount Mercy College, 1960 (NCA)
 - /2 Preparation for 1963, NCA site revisitation (1962)
 - /2 Reports of the Committees: Institutional Analysis (1969)
 - /2 An Institutional Self-Study for North Central Association (1972)
 - g. Institutional Profile
 - h. President's Report
 - i. Basic Institutional Data (1971-1972)
 - /2 North Central: Report of a Visit to Mount Mercy College (March 1973)
 - /2 MMC Response to 1972 NCA Site visit results (June 1973)
 - /2 North Central: Financial Statements, Endowment, and Income reports (1930-1935)
 - /2 North Central: Accreditation correspondence (1928-1936)
 - /2 North Central: Accreditation correspondence (1947-1949)
 - /2 North Central: Other Correspondence (1925-1941)
 - /2 North Central: Accreditation correspondence (1960-1963)
 - /2 North Central: Annual Report on Regulation (1942-1958)
 - /2 North Central: Letter verifying accreditation (1931-1958)
 - /2 North Central: Self-study preparation materials (1981)
 - /2 An Institutional Self Study for the North Central Association (1982)
 - a. Abstract
 - b. Main Report
 - c. Basic Institutional Data
 - d. Summary
 - /2 Report of a Visit to Mount Mercy College (NCA, December 1982)
 - /2 NCA 1983: Accreditation Announcement (post-1982 site visit)
 - /2 NCA 1992: Site Visit Preparation Materials (from NCA/MMC, 1991)
 - /2 NCA 1993: Accreditation Announcement (post-1992 site visit)
 - /2 Self-Study for the Higher Learning Commission (2002)

- /2 NCA 2002: Site Visit Preparation Materials
- /2 Assurance Section (HLC): 2002 NCA Site Visit
- /2 HLC: Fact-Check Copies of October 2002 Site Visit (Jan. 2003)
- /2 HLC 2003: Accreditation Announcement (post-2002 site visit)
- /2 Higher Learning Commission Annual Institutional Data Update (2006)

- /2 North Central Report: Five Year Monitoring on Assessment (June 2005)
- /2 HLC: Analysis of Report on Student Learning Assessment (July 2005)
- /2 North Central Association: Report of a Comprehensive Evaluation Visit, 2003
- /2 Executive Summary for NCA; Fall, 2002
- /2 HLC: Approval of Associates Degree in Nursing (2007)
- /2 MMC: Exploration and Implementation of Graduate Programs (2006-2008)
- /2 Report to the Higher Learning Commission (HLC): Approval Request for Addition of Graduate Studies and Change in Educational Site (Feb. 2008)
- /2 HLC: Correspondence for Site Visit (April 2008)
- /2 HLC: Final Team Report: Report of a Focus Visit (June 2008)
- /2 HLC: Approval of First Graduate Programs (Sept. 2008)
- /2 MMC: Department of Nursing, Program Proposal for MSN in Nursing (Oct. 2009)
- /2 MMC: Program Proposal: Master of Arts degree in Counseling and Therapy (Oct. 2009)
- /2 HLC: Reports and Correspondence (various) (2009-2011)
- /2 HLC: Pathways Project (background) (2009-2012)
- /2 Report to the Higher Learning Commission: Approval Request for Change in Educational Site (Accelerated program in Monticello, 2009)
- /2 HLC: Approval of New Degree Site (Graduate Center) (Aug. 2009)
- /2 Report to the HLC: Site Confirmation Visit (Monticello, IA) (Nov. 2009)
- /2 HLC: Confirmation of Monticello program (Dec. 2009)
- /2 HLC: Rationale for Graduate Faculty Policies (Sept. 2010)
- /2 Higher Learning Commission: Evaluation of Grad Programs (Feb. 2011)
- /2 Higher Learning Commission: Statement of Affiliation (May 2011)
- /2 Higher Learning Commission (HLC): Pathways Project (2012-2013)
- /2 MMU: Adult Accelerated Program. CAP Standards Self-Study (March 2012)
- /2 MMU: Full Accreditation Report submitted to Higher Learning Commission (2012)
- /2 HLC: Institutional Update (March 2012)
- /2 MMU: Master of Arts in Criminal Justice Program Proposal (2012)
- /2 MMU: Pathways Project: Quality Initiative Report (Aug. 2012)
- /2 Higher Learning Commission (HLC): Final Report (March 2013)
- /2 Iowa Board of Nursing: MSN Program Approval Report (Jan. 2014)

- /2 Title III Grant Project
- /2 Partnership in Learning Program
 - a. Annual Reports, 1999-
 - b. Minutes, 2000-
- /2 Academic Years : Tables/Dates
- /2 Academic Affairs Staff, Goals and Objectives
- /2 Institutional Analysis of MMC, 1968
- /2 Curriculum Committee, 1960s
- /2 MMC Policies for Use of Human Subjects (June 1970)
- /2 Assessment Committee, 1997-1999
- /2 State of the Faculty Report, 2007
- /2 Diversity Assessment Report, 2014
- /4 Faculty Directory: Mount Mercy Junior College (1930s)
- /4 Constitution of the Faculty Organization (1949-1950)
- /4 Faculty Data and Summary Sheets (1959-1967, various)
- /4 Employee List: scattered

- /4 Faculty/Staff Handbook
 - /4 Faculty Salary benchmarks (2011)
 - /4 Faculty Hiring Guidelines (2013-2014)
 - /4 Faculty Manual Task Force, 2001-04
 - /4 Faculty Manual updates (2007)
 - /4 Newsletter, 1976-
 - Fall Footnotes, August Answers, Spring, Summer (scattered)
 - /4 Telephone List
 - /4 Semester and Exam dates (scattered)
 - /4 Faculty Scholarship
 - i. Faculty Scholarship dinner
 - ii. Faculty Recognition reception
 - /4 Faculty Discussions on Catholic and Mercy Education (2005)
 - /5 Mount Mercy Academy: IA DOE annual report (1928-29)
 - /5 Mount Mercy Academy: Annual county report (enrollment)
 - /5 Mount Mercy Academy school policies
 - /5 Annual department reports to Academic Dean (1940s-1950s)
 - /5 Aims and objectives: Academic Programs (Junior College, 1950s)
 - /5 Academic Departments: Annual Reports (1988-1997)
 - /5 Summaries of Academic program reports (2007-2008)
 - /5 Marriage and Family Therapy (MFT) Graduate Program: HLC Report (Feb. 2011)
 - /5 MFT Graduate Program: Clinic Manual (draft) and reports (2013)
 - /5 Nursing Graduate Program (MSN): HLC Report (Feb. 2011)
 - /5 Faculty Promotions
 - /5 Faculty Orientation Information (2002)
 - /5 Faculty Summary Reports
 - /5 Faculty Interim Reports (1990-1998)
 - /5 Faculty Sabbatical Reports (1983-)
 - /5 MMC Summer School Analysis (1981-1984)
 - /5 Student Evaluation of Faculty Effectiveness
 - /5 Faculty Salary Study, 1999-2000
 - /5 Feld Chair for Teaching Excellence
 - /5 Applications and correspondence
 - /5 Academic Dishonesty: Definitions (2005)
 - /5 Academic Integrity Policy (2006)
 - /5 Adjunct Faculty Handbook (2007)
 - /5 Academic Affairs Chart (2007)
 - /5 Memos
 - /7 LearningHouse Proposal (January 2011)
 - /8 Assessment Data, 1989-1997
 - /11 North Central Association and NCEA certificates, Mount Mercy Academy
 - /12 Correspondence with Iowa State Teachers College (UNI) regarding formation of junior college (1950s)
 - /12 Other correspondence with North Central Association (1950s)
 - /12 Other accreditation correspondence (various institutions) (1950s)
 - /12 NCA: General correspondence (1959-1968)
 - /12 Correspondence for the 1960 NCA Site Visit
 - /12 Congratulatory correspondence (1960 NCA site visit)
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- a. Sister Mary Xavier Reilly
 - 1928-1940
 - b. Sister Mary Ildephonse
 - 1940-1941

- c. Sister Mary Eleanor Cashman
/5 MMC Timeline (via interview) (1997)
/11 Recognition dinner, 1981
- d. Dr. George Griffin
1947-1948
- e. Dr. E.B. Donahue
1948-1950
- f. Arthur R. Acosta
1950-1952
- g. Dr. John McGuigan
1954-1958
- h. Sister Mary Agnes Hennessey
1958-1961
- i. Sister Mary Augustine Roth
1961-1963
- j. Sister Mary Barbara Kobbe
1963-1969
- k. Dr. Ron Van Ryswyk
1969-1972
- l. Dr. Travis Houser
1972-1978
/5 Letters and memos
- m. Rev. Robert L. Ferring
1978-1983
/5 Letters and memos
/7 Conditions of hiring, 1978
- n. Dr. Jean Sweat
1983-1997
/2 Executive Summary, 1996-1997
/2 Summary Annual Report, 1996-1997
/5 Letters and memos
/5 Departure (history), 1997
- o. Mary Tarbox/Neil Bernstein (Interim)
- p. Dr. Susan Pauly
1998-2006
/2 Five Year Academic Plan, 2000-2005
/2 Background and Summary of Academic References, 1999
/5 Task Forces Reports, 2001
/5 Letters and memos
/11 Academic Council
- q. Buelane Daugherty (Interim VP for Academic Affairs)

- 2006-2007
 - /2 Search for new Provost-VPAA (2006-2007)
 - /5 Letters and memos
 - j. Sr. Catherine Stewart (Assoc. VP for Academic Affairs, 2006-2007)
 - /5 Core Curriculum Articles (11/01/2006)
 - r. Dr. John Marsden, Provost and VPAA (2007-2011)
 - /5 Letters and memos
 - a. Dr. Jan Handler (Assoc. VP for Academic Affairs, 2007-2011)
 - s. Dr. Melody Graham, Acting Provost and VPAA (2011-2012); Provost & VPAA (2012-2013)
 - a. Dr. Jan Handler (Associate Provost, 2011-2012); (Vice Provost, 2012-)
 - b. Melody Graham (administrative leave, May 20, 2013); resignation (July 2013)
 - t. Dr. Jan Handler, Interim Provost (May 20, 2013); Provost (July 2013-)
2. Academic Center for Excellence
 - /2 Annual Reports: 1997
 - /4 Publications
 - *Learning Circle: SEE Faculty Development
 - /5 Flyers
 - /5 Memos
 - /5 Midterm Success Workshops
 - /5 Disabilities Resource Manual
 - /5 Staff Survey, 2002
 - /5 Referral forms, 2002
 - /5 Persistence Partners, 2016-
 - /6 Personnel
 3. Career Services and Career Development
 - /2 Annual Reports
 - /2 Evening Class Schedules
 - /2 Job Search Manual, 1976
 - /2 Proposal for Career Services Office
 - /2 Rep. Task Force on Assessment of Prior Learning
 - /4 Brochures
 - /4 Echoes from the Mount
 - /4 Focus
 - /4 Job Trek
 - /4 Key Notes
 - /4 Newsletters
 - /4 Night Flyers
 - /4 Pathways
 - /5 Flyers and Memos
 - /5 SACA flyers
 - /5 2000 Employer and Grad School Directory
 - /5 MMC Freshmen: A Profile (2004)
 - /6 Personnel
 - /8 Graduate Placement and Statistical reports, 1974- (scattered)
 - a. Elderhostel
 - 1977, 1978, 1981-1986

- b. Continuing Education Committee
 - /1 Minutes: 1976-1980
 - /5 Promotion Brochures
 - /5 FOCUS Magazine (1980s)
 - c. Career Day/ Fair
4. Faculty Development Office
- /1 Faculty Development Committee minutes, 1997-
 - /2 Annual Reports: 1982-2005
 - /2 Results of Survey, 1980
 - /2 Reports on Staying Well Program, 1987, 1988
 - /4 New Developments
 - /4 Learning Circle
 - /5 Flyers, Memos, etc. (1980 and before)
 - /5 Flyers, memos, etc. (1981-)
 - /5 Prior Experiential Learning
 - /5 Staff Gathering, 2000-
 - /5 Sexual Harassment Workshop (2000)
 - /5 Jan Rohner [Feld Chair] Assessment Workshop (1/21/2003)
 - /5 Lunch & Learning brochures
 - /5 Bits & Pieces Newsletter, 2001-
5. Library Services
- /1 Library Staff Meeting Minutes, 1973-1975
 - /1a Library Committee Minutes, 1974-1975
 - /1 Linn County Consortium
 - /2 Annual Reports, 1967-1974
 - /2 Goals and Objectives
 - /2 Policy Manual, 1957, 1974
 - /3 Library expenditures (1940s)
 - /3 McAuley Library campaign: finances and correspondence (1961)
 - /3 Annual Reports from Personnel, 1974 (scattered)
 - /3 Federal Grants, 1979-1981
 - /3 Variance Reports, 2000
 - /4 Handbooks
 - a. Library Student Assistant Handbook (2004-)
 - /4 Library Bulletins, etc., 1981-
 - /4 Public Art Competition brochure, 1998/Busse Atrium Sculpture
 - /5 Library reports (various), 1950s
 - /5 Flyers and memos (1969-1985)
 - /5 Request for Proposal for Library Automation System (12/3/1993)
 - /5 Library Staff Newsletter, 1994
 - /5 MMC Library History
 - /5 Reference procedures (1974)
 - /5 Busse Briefing, 1997
 - /5 Busse Bulletin, 2000-
 - /5 Busse Library Reading Room, 2004
 - /5 Linn County Union List of Periodicals
 - /5 WITNESS article on Iowa fiction project (2001)
 - /6 Personnel
 - /6 Student Assistants
 - /7 Bibliographic instruction workshop (BI), 1994
 - /11 Library Guest book, 1964-1966
 - /11 BI materials

/11 Budget Categories, 1984-1985

- a. Information Technology Services (ITS)
 - /2 CMC History/Documents
 - /2 IT Strategic Plan, 2011-2014
 - /4 Computer Center News
 - /5 Memos
 - /5 Assessments and Reports (2012-)
 - /5 Courses at the Computer Center, 2000-
 - /5 2001 HP Bravo Award Winners
 - /5 Technology Assessment of Mount Mercy College (Feb. 2005)
 - /5 Technology Newsletter, 2005-
 - /5 Help Desk Tip of the Month (2005)
 - /6 NET Lab Dedication, 12/22/99
- b. Curriculum Center
 - /2 Proposal
 - /4 1977-1987
- c. Lundy Library Dedication

6. Registrar

- /2 Class Schedules sent out Fall 1971-Spring 1984
- /2 Class Schedules sent out Fall 1984-
- /2 Summer schedules
- /2 Interim schedules
- /2 Curriculum changes
- /2 Annual Reports, scattered
- /5 Forms and office publications (1920s-1940s)
- /5 Flyers, memos
- /6 Personnel
- /7 List of Transfer courses (Kirkwood)
- /8 Freshmen profiles, 1977
- /8 Number of graduates, 1952-1973
- /9 Class schedules, Busse copy, 1999-
- /9 Room Assignments, Busse Copy

7. Mount Mercy Institute/Advance/Accelerated Programs

- /1 Search committee
- /2 Strategic plans
- /5 Flyers and memos
- /5 Learning Circle: SEE Faculty Development
- /5 AP-FASTSTEP Nursing Program brochures (Fall, 2001)
- /5 ASAP: Adult Student Accelerated Programs (ASAP) (2002-)
- /6 Personnel

8. Campus Computing (IT)

- /2 Technology Support Services: A Work in Progress (2006)
- /5 Memos
- /5 Summer-Fall 2000 Overview
- /6 Personnel

C. INSTITUTIONAL ADVANCEMENT/ DEVELOPMENT

1. Vice President for Institutional Advancement
 - /2 Annual Reports, 1966-- (scattered)
 - /2 NEH Grant Application, 1980
 - /2 Needs Assessments
 - /3 IRS Foundation Status, 1970
 - /3 Scholarship Fund histories (1950s-1970s)
 - /4 Estate planning workshops and brochures
 - /4 Gift Acceptance Policy (2013)
 - /5 Proposal for Deferred Gifts Council, 1963
 - /5 Memos
 - /5 In Celebration of Service (Feld), 1993
 - /5 "Grant Connection" Newsletter, 2002-
 - /5 Mount Mercy Wish List brochure
 - /5 MMC College Fact Card
 - /5 Sr. Mary Cephas Wichman Retirement (5/20/04)
 - /5 Sr. Mary Cephas Wichman speeches (various)
 - /5 Heritage Club Dinners (through 2006; renamed "President's Dinner")
 - /5 President's Dinner (2007-)
 - /6 Personnel
 - /7 Barrett-Jackson Scholarship Trust (1970s)
 - /8 Income breakdown of students
 - /11 Parents' Council
 - /11 Remarks of Sen. Richard Clarke (1973)
 - /11 Iowa College Foundation Annual Reports

2. Alumni Affairs
 - /1 Minutes of meetings, incl. Constitution: 1948-1950; 1961-1976; 1976-1983; 1984-1988; 1989-
 - /1 Alumni Executive Board Minutes, 1983-1987; 1988-
 - /1 Alumni Board, Executive Committee: Strategic Planning (1998-2005)
 - /1 Student Career Alumni Ambassadors (SACA) (1996-)
 - /1 Reunions/Homecoming (planning records)
 - /1 Circle K Chapter (1996-)
 - /2 Directories
 - /2 Moderator's report, 1961-1966
 - /2 Follow-up Studies, 1946-1956; 1940-1955
 - /3 Financial reports
 - /4 Keeping You Posted
 - /4 The Hilltopper, 1961-1968 (scattered)
 - /4 Alumni Board Promotion, pre-reorganization
 - /5 Flyers and memos
 - /5 1953 Alumni Newsletter
 - /6 Personnel
 - /7 Constitution and Bylaws
 - /11 Alumni memories
 - /11 Iowa Peace Institute Newsletter
 - /12 Correspondence, 1950- 1960s (scattered)
 - a. Homecoming
 - b. Reunions

- /5 MM Academy Reunion (1996, 1999)
 - c. St. Nick Party
 - d. International Federation of Catholic Alumnae
 - e. Alumni Games
 - f. Golf Outing
3. Annual Fund Raising
- /5 United Way, 1994
 - a. Wagon Races, 1997-2001
 - b. Scholarshare
 - /2 Volunteer Handbook, 1990-1993
 - /5 Brochure, 1996- (scattered)
 - /7 Volunteer Handbook, 1995-
 - c. Library Association: MMC Women's Club (1940s-1960s)
 - /1 Minutes and activities (1945-1961)
 - /4 Constitution and Bylaws
 - /5 Correspondence and reports
 - /5 Membership lists (1946-1962)
 - /5 1957 Garden Party
 - d. Annual Gifts Program
 - e. Leadership Fund
 - f. MMC Foundation Packet
 - g. Tabletops on the Hilltop
 - h. MMC Women's Giving Circle, 2002-
 - /6 Personnel
4. Capital Campaigns
- /5 Flyers
 - a. Donnelly Campaign, 1973-1978
 - /2 Campaign Data and Report, 1974
 - /2 Campaign Preparation, 1978
 - /5 Fund-Raising Survey Report, 1973
 - /5 Trustees' Publication, 1978
 - b. New Futures, 1979-1983
 - /2 New Futures Promotional Notebook, 1978
 - /2 Trustees' Proposal
 - /5 Hall-Perrine Proposal (8/11/78): Draft only
 - c. Pattern of Progress, 1983-1985
 - d. Vision for Tomorrow, 1987-1992
 - e. Basile Hall Campaign, 2000-2002
 - /5 Hall-Perrine Foundation Grant
 - f. 2007-2008 Annual Campaign Status Report
 - g. Unity Campaign (University Center), 2009-2014
 - /2 Report on the Unity Campaign, 2017
 - h. Home Field Advantage (athletics complex), 2012-
5. Communications and Marketing
- /4 Postcards

- /4 Advance (serial publication) 1962-1991
- /4 College Calendars, 1964-
- /4 College Catalogs, 1923- (scattered)
- /4 Faculty and Staff Newsletter (F&S), 1971-1992; 1994; 1996-
- /4 Mound News, 1959-1969
- /4 Mount Mercy Times
 - k. Mount Mercy Times Advertising Policy (2005)
 - l. Publication Schedule, 2006-07
- /4 Mount Mercy Magazine, 1991-
- /4 Student Spotlight, 1987-1990
- /4 Tunnel Talk: 1965-1972 (scattered); 1973-
- /4 Resource guide for media
- /5 Advertisements, 1991-1992
- /5 Flyers and memos
- /5 Speakers Bureau
- /5 Article in *The Iowan* , Spring 1966
- /5 Time magazine ad, Oct. 27, 1967
- /5 US News and World Report ranking, 1998
- /5 MMC Admission View Book, 2001
- /5 CCA Strategic Findings (4/2006)
- /5 Lawlor Group: Integrated marketing plan proposal (2007)
- /5 Lawlor Group Reports (2008)
- /5 Lawlor Group: Brand Analysis (2008)
- /5 MMU Logo re-design project (2009)
- /5 MMU website RFP and team ratings (2009)
- /5 mStoner Website redesign survey results (2010)
- /5 Social Media Policy and reports (2011-2013)
- /6 Personnel
- /7 Brochures
- /10 Slides
- /13 Commercials on videotape

D. FINANCIAL MANAGEMENT

1. Vice President for Finance and Business Operations
 - /2 Business Continuity of Operations plan (2007; 2008)
 - /2 Academic Programs: Financial Analysis (2012)
 - /5 Memos
 - /5 Salary Increases
 - /5 Tuition increases/ Room and board rates (1990s)
 - /6 Personnel
2. Bookstore
 - /5 Flyers and Memos
3. Building and Grounds/Facilities
 - /2 Map of 1913 Cedar Rapids featuring Mound Farm
 - /2 Description of physical plants, 1958
 - /2 US DOE Report for Fiscal Year, 1933-1934
 - /2 Proposals/plans for recreational center (1980-81)
 - /2 Financial Report, 2000
 - /3 College and Convent Appraisals: 1954, 1957
 - /3 Campus Appraisal, 1965
 - /4 Warde Chapel renovation, 1968-1969

/4 Donnelly Center dedication
 /4 Donnelly Center: Dedication Committee and Address (Sr. M.A. Hennessey)
 /4 Hennessey dedication/groundbreaking
 /4 Hennessey Dedication committee (minutes) (1983-1984)
 /4 MMC/Hall Foundation: Lot Purchase (Monterrey Apts.) (1985)
 /4 McAuley dedication
 /4b "A Brief History of the Cedar Rapids Mercys." (Cornerstone, Oct. 1955)
 /4b Dedication Speeches (9/1956)
 /4c Dedication correspondence (1956)
 /4d Dedication Registry (guests) (1956)
 /4 Regina Hall: Loan Agreement history (1964)
 /4 Regina Hall: US DOE Grant Application (three copies) (Nov. 1964)
 /4 Regina Hall dedication and blessing (09/25/1965)
 /4 Regina/McAuley Fiberoptic cable project (1997)
 /4 Regina Hall windows replacement (1998)
 /4 Campus apartments project (1976)
 /4 Regis High School: Correspondence for attempted purchase (1982)
 /4 Regis High School: Appraisal Report (1990)
 /4 Regis High School: Hall Foundation Grant (1990)
 /4 Regis High School: Shive-Hattery Building Valuation (1989)
 /4 Regis High School: Purchase and program(s) correspondence (1978-1998)
 /4 Regis High School: Purchase negotiations (1982-1998)
 /4 Busse Library: Final Library Program document (1989)
 /4 Busse Library: Durrant Architects, planning meetings (1990-1992)
 /4 Busse Library: Floor plans and other schematics (1990-1992)
 /4 Busse Library: Furnishings planning (1990-1992)
 /4 Busse Library: Shelving planning (1990-1992)
 /4 Busse Library: Mechanical systems
 /4 Busse Library: Security systems
 /4 Busse Library: Floor testing program (1991)
 /4 Busse Center: Dedication Task Force (1992)
 /4 Busse Center: Vision for Tomorrow commitments (1991)
 /4 Busse Center: Gazette coverage and special section (1993)
 /4 Busse Center: Dedication correspondence
 /4 Busse Center: Dedication invitations
 /4 Busse Center: Dedication programs and bookmarks
 /4 Busse Center: Dedication speakers and honorary degrees
 /4 Busse Center: Dedication and open house events
 /4 Lundy Commons planning and dedication (1995)
 /4 Andreas House Dedication (11/6/2000)
 /4 Basile Hall: Terracon subsurface exploration report (May 2000)
 /4 Basile Hall: Construction Agreement (A111-1997) (Rinderknecht) (Nov. 2000)
 /4 Basile Hall: Abbreviated form of agreement (Novak Design Group)
 /4 Basile Hall: General Conditions of Contract (Novak Design)
 /4 Basile Hall: Novak Design: Square footage cost estimate (11/2000)
 /4 Basile Hall: Project estimates (Rinderknecht, 2001)
 /4 Basile Hall: Terracon geotechnical engineering report (March 2001)
 /4 Basile Hall: Shive-Hattery proposal for services (June 2001)
 /4 Basile Hall: Site redevelopment plan, city hearing (Aug. 2001)
 /4 Basile Hall: Final site development plan (Oct. 2001)
 /4 Basile Hall: Memo to R. Pearce (Facilities/Finance) (Dec. 2001)
 /4 Basile Hall: Building cost analysis (2001)
 /4 Basile Hall groundbreaking, 2002
 /4 Basile Hall dedication, 2003
 /4 McAuley Auditorium, Lighting updates (1991-2002)
 /4 Stello Performance Hall dedication, 1994

/4 Warde Hall: Pipe organ history (1966-1993)
 /4 Warde Hall, handicapped access for tunnel (2004)
 /4 Warde histories and proposed renovations (1999)
 /4 Warde Hall: President's Office remodel (2001, 2006)
 /5 Benefactors of McAuley Hall
 /5 Mortgage bond refunding (public announcement) (May 1935)
 /5 Facilities memos
 /5 Origins of names of campus buildings
 /5 Campus development plan, 10/88
 /5 Campus Map, 2000
 /5 Campus zoning adjustment (2000)
 /5 27th Street parking lot expansion (2003)
 /5 Art Building Project (2003-2006)
 /5 Survey of Historic Campus Architecture and Design (2003) (by L. Scarth)
 /5 "The More Things Change: The Story of Warde Hall." (2003)
 /5 McAuley Library Windows and Rene Travis-Reilly interview (4/29/04)
 /5 White Gallery Dedication (April 2001)
 /5 Pearce Serenity Garden dedication (2006)
 /5 University Center: OPN Architects, Statements of Qualifications (2007, 2008)
 /5 University Center: Shive Hattery Topographic Survey (2009)
 /5 University Center: Site Blessing and Dedication (2010-2011)
 /5 University Center: Inspirational phrasing (schematics)
 /5 University Center: Rinderknecht Reports (2009-2011)
 /5 University Center: Financing options (2010)
 /5 University Center: Sculpture (first stage, 2010)
 /5 University Center: Architectural drawings (2010-2011)
 /5 Iowa DOT: I-380 Sign Change (2010)
 /5 Ashley House: Proposed dormitory (2012)
 /5 Dedication of the Sisters of Mercy University Center (2014)
 /5 CRST Graduate Center: Application for Acquisition of Surplus Federal Real Property for Educational Purposes (Jan. 2007)
 /5 CRST Graduate Center: Notice of Interest for US Army Reserve Training Center (Jan. 2007)
 /5 CRST Graduate Center: Application Materials (Cedar Rapids Mayor's Office)
 /5 CRST Graduate Center: Rinderknecht contract (2011)
 /5 CRST Graduate Center: US DOE Quit Claim Deed to MMU (2012)
 /5 CRST Graduate Center: Schematics and architectural drawings
 /5 CRST Graduate Center: Miscellaneous reports
 /5 CRST Graduate Center groundbreaking (Nov. 2012)
 /5 CRST Graduate Center financials
 /5 CRST Graduate Center opening ceremony (Sept. 2013)
 /5 Robert W. Plaster Athletic Complex Groundbreaking (Oct. 2016)
 /5 Condon Family Rectory Dedication (Oct. 2016)
 /5 W.H. Lightner: Obituary (Grotto architect)
 /5a. Lightner narrative (11/17/2000)
 /5b Articles on Grotto (c/o J. Gilmore) (11/26/2000)
 /5c Grotto court case (IA Supreme Court) (May, 1936)
 /5d Grotto court case (IA Supreme Court) (June, 1937)
 /5e Lightner Papers (excerpts)
 /5 History of Grotto (by Sr. Mary Ildephonse Holland)
 /5 Dedication of Grotto: (8/15/41): Program and Gazette article
 /5 Grotto composition document from Sacred Heart (stones, weights, etc.)
 /5 Grotto Restoration Campaign (Fall, 2001)
 /5 Grotto restoration: correspondence, grants, reports
 /5 Grotto Re-Dedication (May 1, 2003)
 /5 Grotto descriptions (MMC Busse books)

- /5 Performa Group: Campus Planning Assessment (1998)
- /5 MMC/Alliant Energy Audit promotion (2010)
- /5 Department of Defense, Memo of Understanding (Armory) (2013)
- /5 Graduate Center Opening: CR Gazette Insert (Sept. 2013)
- /6 Personnel
- /12 Warde Hall Wings project (1951-52)
- /12 Correspondence for purchase of statue for grotto (1950-51)
- /12 Report on Warde Hall Chapel (1967)

4. Copying Service/Copy Center

- /5 Memos and flyers

5. Dining Services

- /5 Memos and flyers
- /5 Price List
- /6 Personnel

6. Financial Aid

- /5 Flyers
- /6 Personnel

7. Human Resources

- /5 Memos and letters

E. STUDENT AFFAIRS (DEVELOPMENT)

1. Vice President for Student Affairs (Dean of Students)

- /2 Student Development Staff, Meeting Minutes
- /2 Report from the Dean of Students on Disciplinary Matters (1947-48)
- /2 Student Personnel Services Committee, minutes (1958-59)
- /2 Student Personnel Services, Annual Reports (1950s-1960s)
- /2 Annual report, 1957-58
- /2 Annual Reports: 1959-1982 (scattered); 1992-(scattered)
- /2 Equal Opportunity Plan
- /2 Sexual Harassment Policies
- /2 Campus cultural audit, 1998
- /2 Parental expectations of MMC, 1998-
- /2 College student survey, 1997
(CIRP) American Freshman National Survey Report, 1993
- /2 Core Survey, 1994
- /2 Student satisfaction survey, Fall, 1994
- /2 Student Satisfaction Report, Fall, 2000
- /2 Student Satisfaction Inventory (SSI), Noel-Levitz (2001)
- /2 Hultline consultation report, 1993
- /2 Climate for Diversity at MMC: A Report (1998)
- /2 Staff structure, 1977
- /4 MMC Open (1965-1966)
- /4 News from Student Services, 1979-1980
- /4 Parking Rules
- /5 Flyers and memos
- /5 Project Access (1990s)
- /5 Student Development Leadership Awards
 - a. SDLA Luncheon Speeches (2003)

- /5 Emerging Leaders Program
 - a. Emerging Leaders Newsletter, 2002-
 - b. First Year Student Program Guide, 2006-2007
 - c. Annual reports/overviews (various)
- /5 PALS program
- /5 Student Service Center, 2004-
- /6 Personnel
- /6 William (Bill) Hood history (1992)
- /8 Questionnaire results, 1980
- /8 Retention records, 1980
- /8 Retention and attrition study, 1974-1979

2. Athletics

- /1 Minutes, Athletics Council (1950s)
 - /2 Game schedules, general calendars, academic grade points
 - /2 Administrative reports (2005-2009)
 - /2 Football Task Force : Feedback and Final Report (Jan. 2016)
 - /4 General publications
 - /5 Mount Mercy Mustangs: Athletics by the Numbers (2010-2013)
 - /5 Flyers and memos
 - /5 History of Name: MMC Mustangs
 - /6 Personnel
 - /11 Dedication material
- a. Awards Banquet
 - b. Hall of Fame
 - c. Intramurals
 - d. Baseball
 - e. Basketball, Men's
 - /2 Junior Varsity games and statistics (1988-1991)
 - /2 Game summaries, statistics, and annual reports (1985-1993; 1996-2004)
 - /2 Year-End statistics (various)
 - f. Basketball, Women's
 - /1 AIAW Tournament Committee, 1981-1982
 - /2 Rosters
 - /2 Schedules
 - /4 Assorted programs
 - /5 Flyers and memos
 - /5 30th Anniversary for Women's Basketball (Nov.9-10, 2001)
 - /5 40th anniversary for Women's Basketball (Oct. 1, 2011)
 - /5 800th Victory for Women's Basketball ((Nov. 2011)
 - /8 Division III Ranking Sheets, 1979-1980
 - /8 Statistics, 1972-1980 (by player, scattered)
 - /11 IIAAW Tourney, 1979
 - /11 IIAAW Tourney Champ Certificate, 1976-1977
 - /12 Correspondence: NCBT history
 - g. Cross Country

- h. Golf
 - i. Soccer
 - j. Softball
 - k. Track
 - l. Volleyball
 - m. Intercollegiate Athletics Program
 - n. Summer Soccer Camp
3. Campus Ministry
- /2 Campus Ministry Handbook
 - /2 Religious Welfare Committee (1950s)
 - /2 Evaluation of MMC's Campus Ministry Program (2005)
 - /5 Bulletins, 1974- (scattered)
 - /5 Flyers
 - /5 Mission of Mercy: Market Research Study (2011)
 - /5 Flyers and reports (2012-2013)
 - /5 MMC Religious bulletins, 1957-1959
 - /5 City on the Hill (newsletter), 2004-
 - /6 Personnel
 - /7 Renew 2000: Jubilee 2000
 - /8 Campus Ministry Monthly, 2000-
 - /11 Spiritual Life Congress, 1979
- a. Office of Volunteerism and Service Learning
 - /5 Mercy Works
 - /5 Memos
 - /5 Volunteer Fair
 - /5 Service Trips
 - b. Cultural Diversity Programming
4. Counseling
- /1 Committee Minutes, 1955
 - /4 Project ENHANCE
 - /5 Flyers and memos
 - /5 Manual (1950s, ca.)
 - /5 Child Care information, 2000--
 - /7 Job Description, 1975
5. Health Services/Collaborative College Health Services
- /5 Flyers and memos
6. Residence Life
- /2 The Good Book
 - /2 Residence Life Handbook
 - /2 Roommate handbook
 - /5 Flyers and memos
 - /6 Personnel

- /8 Resident Hall Census
 - /11 Regina guest book (1964-65)
7. Student Activities
- /2 Student Activity Calendar
 - /4 Mound Memos (storage: 1950-1973)
 - /4 New Faces [photo directory] (1980-83)
 - /5 Flyers and memos
 - /5 New/Returning Students, Fall Mailing, 2000—
 - /5 M2 AP Board (student programming)
 - /6 Personnel
 - /8 Survey of activities
- a. Orientation
 - /4 Event planning
 - /5 Student Brochures
 - b. Spring Fling/Spring Formal
 - c. Family Weekend
 - d. Talent Show
 - e. Hillfest
 - f. Homecoming
 - g. Black History Month
 - h. Lip Sync Contest, 2000-
 - i. Iowa Centennial Pageant (1946)
 - j. Mount Mercy Idol, 2004-
8. Security
- /5 Flyers and memos
 - /5 Annual Report
 - /6 Personnel
9. Switchboard/Receptionist
- /5 Flyers and memos
 - /6 Personnel
10. Student Government and Clubs
- a. Class Officers
 - /1 Minutes, 1949-1958; 1991-1993,1996
 - /2 Service Report, 1993
 - /2 Tech Manual and Beer Party Policies, 1987
 - /2 Visitation policies, 1992
 - /3 Financial records, 1986-1989
 - /4 Student Publications: Bylaws (2001)
 - /4 Club and Organization Listings, 1993-
 - /4 Freshman Abstract, 1960s
 - /4 Handbook
 - /4 Mound Memos manuscript, 1968-1970
 - /5 Memos and flyers
 - /5 SGA Spotlight, 2000-
 - /7 Constitution (1988)
 - /8 Results of Academic-Free Hour Survey
 - /12 Correspondence, Class Officers
 - b. Art Club
 - c. BACCHUS

- d. Biology Club
 - e. Business Club/SIFE
 - f. Cheerleading Organization
 - g. Criminal Justice organization
 - h. Drama Club
 - i. English Club
 - j. Herodotus Society
 - k. International Club
 - l. Machiavellian Society
 - m. Minstrel
 - n. MMIMC (Pep Band)
 - o. Phi Beta Lambda
 - p. Psychology Club
 - q. PRSSA
 - r. Religious Studies
 - s. Club SWO
 - t. Storytelling Organization
 - u. S-ISEA
 - v. STARS
 - w. TLC
 - x. TNT
 - y. Real Estate Club
 - z. Amnesty International
 - aa. WINGS
 - bb. Students for Life
 - cc. Club Friday
 - dd. Young Democrats, 1968-1973
 - ee. Contemporary Political Issues, 1966-1972
 - ff. Table Tennis Club
 - gg. Peace and Justice Forum
/4 Peace and Justice News
 - hh. African American Student Association
/9 Student profile (2/6/02)
 - ii. SIFE, 1999-
 - jj. Disabilities Awareness Group (D.A.G.)
11. Emerging Leaders Program
/4 Publications creating organization
/5 Memos
12. Office of International Programs
/5 Search for Director of International Programs (2008)
/5 Memos and flyers
/7 Memorandum of Understanding: MMU and Canterbury Christ Church University (2011-2014)
- F. ENROLLMENT MANAGEMENT (ADMISSIONS)
/1 Vice President for Enrollment Management
/2 Enrollment graphs, 1928-1948
/2 Enrollment reports, 1998-2014
/2 Retention/Attrition Study for 1974-1979 (1981)
/2 Enrollment statistics (scattered)
/2 New student profile
/2 External consultant report (1977)
/2 Annual reports
/2 Administrative reports (2007-2008)

- /4 Administrative reports, 2009-
- /2 Dean of Enrollment search (2007)
- /2 VP Search (June 2008)
- /4 Application materials
- /4 Brochures, Junior College
- /4 MMC (brochure and application): Vol.1-v.4; 1987-1991
- /4 Admissions Bulletin (1990s)
- /4 Junior Year Communication Plan (2010)
- /4 Telemarketing handbook
- /5 Memos and letters
- /5 Student Recognition Day
- /5 Freshman send-off picnic (1986)
- /5 College Selection Assessment, Jan. 1994
- /6 Personnel

1. Dean of Enrollment (2008-)
 - /5 Presidential Scholarship Day
 - /5 Memos and flyers
 - /6 Personnel
 - a. Director of Admission
 - b. Campus Visitation Day, 1960-
 - c. Enrollment Management Team/Group
 - /1 Minutes
 - /5 Memos and flyers

G. RELIGIOUS WELFARE

H. FACULTY: DIVISIONS, DEPARTMENTS AND PROGRAMS

- /2 List of Divisions, Departments, and Committees
- /5 Memos to faculty
- /11 Gift from faculty to Arb Henry Rohlman, 1946-1954

1. Business Administration
 - /2 Assessment report
 - /3 Scotttrade brokerage account filing (2013)
 - /4 Business News
 - /4 Commercial Program history
 - /5 Proposal to form Business Advisory Council (2007)
 - /5 Barbara Knapp Lecture Series (2003-)
 - /5 Market on the Mount (ENACTUS) (2013-)
 - /5 Letters and memos
 - a. Accounting
 - b. Business Administration
 - /5 BAD Day
 - /5 Accelerated Learning Summit (2007-)
 - /8 Academic Information
 - c. Economics
 - d. Marketing
 - e. Advance
 - /5 Memos
 - /5 Schedules
 - f. Public Relations

/5 Brochures

2. Education

- /1 Meetings of Education Department: 1972-73; 1977-90; 1997-
 - /1 Minutes, Teacher Education Screening Committee, 1985-90
 - /1 Teacher Education Advisory Committee (TEAC)
 - /2 Evaluation of Teachers, 1959
 - /2 Model of Authentic Teacher Ed Program, 1972
 - /2 On-Site Evaluation, 1991
 - /2 Evaluative Survey Report, 1996-97
 - /2 Institutional Reports for Iowa DOE Approval: 1991, 1995
 - /2 Self-evaluations: 1963, 1964, 1977, 1983
 - /2 Annual reports, 1970-1985
 - /2 Education Faculty Handbook, 2007
 - /2 Departmental reports
 - /2 Course proposals
 - /2 Application for approval of Teacher Ed Programs, 1959
 - /2 Student Teaching
 - a. Guide 1959, 1960, 1967, 1971, 1990, 1994-1999
 - b. Seminar Schedule, 1995
 - /2 Purposes, goals, and objectives of programs
 - /2 Course Offerings/Listings
 - /2 Budget requests (1997)
 - /2 Strategic Planning documents
 - /2 Program Assessment, 1996
 - /2 Summary Report for 1998 Senior Portfolios
 - /2 Field experience guide
 - /2 State of IA Institutional Report (2006)
 - /2 MMC Teacher Education Program: Institutional Report for the State of Iowa (Site Visit) (Feb. 2007)
 - /2 IA DOE, Site Visit approval letter and team report (July 2007)
 - /3 Title VI Grants: US DOE
 - /5 Conferences/Institutes
 - /5 Education department brochure
 - /5 Mold Us & Fashion Us: Student reception
 - /5 MMC Cooperating Teacher Workshop
 - /5 SEMTEC Program, 1972-73
 - /5 Faculty data forms (DPI)
 - /5 Draft grant proposal
 - /5 Alumni survey (1998-99)
 - /5 Memos
 - /5 Professional Development Plan (1997)
 - /5 Jan Handler, Feld Teaching Chair Winner, 2001
 - /5 Denise Little thesis (May 2010) [first M.A. cohort]
 - /6 Personnel
 - /7 Memorandum of Understanding, MMU and CPU School District (2013-14)
 - /11 Career Opportunities Program, 1974
 - /11 IA Standards for Practitioner Preparation Programs, 2001
 - /11 IA DOE Directory of Teacher Preparatory Institutions, 1997
 - /11 IA Board of Educational Examiners
 - /12 Annual shared meeting: MMC, Arthur Elementary, Erskine Elementary
 - /12 State of IA Dept. of Public Instruction, correspondence, 1955-1961, 1962-1973, 1959-1976; 1977-1987
 - /12 IA DOE Visitation/Certification correspondence, 1990-1991
- a. Early Childhood
 - /7 Course proposals

- b. Elementary
 - /2 1959 Alumnae Evaluation
 - /7 Course proposals
 - /7 Elementary endorsements
 - c. Elementary/Secondary in Art and Music
 - d. Secondary
 - /7 Secondary endorsements
 - e. Middle school endorsements
- 3. English
 - /2 10 year Assessment
 - /4 English and Public Relations newsletter
 - a. English
 - /4 For Instance, Fall 1973-Spring 1975
 - /4 Hofren (writings of honors freshmen), 1959
 - /4 Perceptions
 - /4 Reflections, 1976-1999
 - /4 Touch of Ink, 1988-90
 - /4 Paha (renamed Reflections) 2000-
 - /4 Vanguard, 1947-1965
 - /5 Coffeehouse
 - /5 Open House
 - /5 Flyers
 - /6 Personnel
 - /6 Sr. Augustine, Golden Anniversary
 - b. Public Relations
- 4. Fine Arts
 - /2 Calendars, 1972-(scattered)
 - /5 Memos, flyers
 - /5 Stello dedication
 - a. Art
 - /2 Academic information
 - /2 Art Collection summary report, 1980, 1993
 - /2 Calendars, 1977-1978
 - /2 10 Year Assessment (1997)
 - /2 Annual Reports, 1980s-1990s
 - /4 Art Dept. brochure
 - /5 Overalls All Over (Downtown CR exhibit), 2001
 - /5 Grotto preservation (AR 290), Summer, 2002
 - /5 Artificious: Department Magazine (April 2003-)
 - /5 On the Edge-In the Middle: New Portuguese Art (Gilmor), 2008
 - /6 Personnel
 - /9 Press cuttings
 - /10 Class photograph
 - a.1 Arts sales and rental gallery
 - a.2 Children's and high school display
 - a.3 Senior Thesis exhibits
 - a.4 McAuley Gallery (1970-2001)
 - a.4 Janalyn H. White Gallery (2001-)
 - a.5 Off Campus Exhibits
 - a.6 Special Events
 - /1 1976-1977 Art Fair on the Hill
 - /2 Janalyn Hanson White Gallery dedication: April 27, 2001
 - a.7 Faculty Exhibits

- b. Music
 - /4 Publications of creating organization
 - /5 Flyers
 - /5 Spring tours
 - /5 MMC Alma Mater (lyrics and music) (2006)
 - /6 Guest recital
 - /6 Medley benefit recital
 - /6 Personnel
 - /6 Stello Hall Performances
 - /6 Faculty Recitals
 - /6 Off campus concert
 - /7 Simon Estes Concert, 3/2000
 - /13 Videotapes of concerts
 - c. Music Education
 - d. Speech/Drama
 - /5 Play programs, flyers, brochures
 - /6 Personnel
 - e. Musicals
5. Health Sciences
- a. Nursing
 - /1 Continuing Ed in Nursing Committee, Minutes, 1982-85
 - /2 Academic information
 - /2 Student handbook
 - /2 National League of Nursing (NLN) Self-Evaluation Reports: 1974, 1976, 1980
 - /2 National League of Nursing (NLN), Self-Evaluation Reports: 1988, 1990 (Interim), 1996
 - /2 Iowa Board of Nursing: Iowa Articulation Plan for Nursing Education: RN to Baccalaureate
 - /2 Iowa Board of Nursing: Accreditation Site Visit and Program Approval (2009)
 - /2 Iowa Board of Nursing: Pre-Visit Materials: BSN and RN-BSN nursing programs (2014)
 - /2 Iowa Board of Nursing: Site Visit, Pre-Visitation Materials: MSN Nursing Program (2014)
 - /2 MSN Nursing Program: Assessment Plan (2014)
 - /2 Self Study Report, Commission on Collegiate Nursing Education, 2001
 - /2 Commission on Collegiate Nursing Education, CIP Report (2006)
 - /2 Self Study Report, Commission on Collegiate Nursing Education, 2011
 - /2 Evaluation Team Report: CCNE Site Visit (October 2011)
 - /4 Statement of objectives and philosophy (1954)
 - /4 Mercy School of Nursing/MMJC Agreement (1951)
 - /4 Establishment of nursing program, 1970-72
 - /5 Sr. Mary Agnes Hennessey letter on fate of Donnelly building project (1973)
 - /5 IA Board of Nursing: NCLEX Change and Awarding of Diplomas (2006)
 - /5 HLC Approval of Emergency Associates Degree of Nursing (2007)
 - /5 MMC Nursing: Curriculum Changes for NCLEX Eligibility (2007)
 - /5 Capping ceremony
 - /5 Donnelly Center Dedication
 - /5 Honors Induction ceremony
 - /5 Memos and flyers
 - /5 Pinning ceremony
 - /5 Student Satisfaction survey (3/2004)
 - /5 100 Years of Nursing Celebration (Oct. 6, 2007)
 - /6 Personnel
 - /7 Agreement of Cooperation Contracts: Mercy Hospital, St. Luke's, and UIHC
 - /11 Graduates, May 1973-1994

- b. Medical Technology
 - /5 Mercy School of Medical Technology
 - c. Mercy Hospital School of Nursing
6. Natural/Mathematical Sciences
- a. Biology
 - /2 Academic information
 - /5 Flyers
 - /6 Personnel
 - b. Chemistry
 - c. Mathematics
 - /6 Personnel
 - d. Physics
 - e. Computer Studies/Science
 - /5 Memos and flyers
 - /5 Opening of new McAuley Computer Lab (2006)
 - /6 Personnel
7. Philosophy
- a. Religious Studies
 - /4 Kairos, Fall 1971-1973
 - /4 Papers from God and Glucose, Interim, 1972
 - b. Aquinas Lectures
 - /12 Aquinas Lecture correspondence
8. Social Sciences
- a. Criminal Justice
 - /5 Proposal to Change CJ Major and Minor (2003)
 - b. History
 - /4 Seminar papers: 1994-1995
 - /5 Women's History Week
 - /5 Flyers and memos
 - c. Political Science
 - /1 Lyell D. Henry Jr. Symposium
 - /5 Flyers and memos
 - d. Psychology
 - /1 Department Minutes, 1980-1999
 - /2 Annual reports, 1971-1999
 - /5 Flyers and memos
 - e. Social Work
 - /2 Self-Studies: 1974, 1977, 1982, 1983, 1989, 1993, 2004
 - /2 Denial of accreditation (CSWE, 1975)
 - /2 Response to site visit report (1982)
 - /2 Application for Reaffirmation, Council on Social Work Education (1996)
 - /2 Interim progress report (2005)
 - /5 Flyers and memos
 - /12 Correspondence for 1977 CSWE site visit (1976-1977)
 - /12 Correspondence for 1982 CSWE site visit (1982-1985)
 - /12 Correspondence for 1989 CSWE site visit (1986-1992)
 - /12 Correspondence for 1996 CSWE site visit (1996-1998)
 - /12 Correspondence for 2004 CSWE site visit (2002-2005)
 - /12 Correspondence for 2012 CSWE site visit (2012-2013)
 - e. Sociology
 - /5 Cedar Rapids Gazette coverage
 - /5 Iowa Sociological Association (IASA) Conference (4/02/2004)
 - f. Home Economics

9. General Studies
 - /2 Course proposals
10. Honors Program
 - /5 Brochures
 - /5 Connections Lecture Series, 2001-
 - /a Orangutan Language Project (2001)
11. Communications
 - /2 Restructuring the Major: A Proposal (Nov. 2002)

I. FACULTY MEETINGS

- /1 Minutes: 1948-57; 1957-65; 1965-69; 1969-78; 1967-70; 1971-80; 1981-90; 1991-2000; 2001-
 - a. Faculty Senate
 - /1 Minutes, 2002- August 2005
 - /4 Senate History and creation
 - /5 Flyers and memos
 - c. Faculty Leadership Team (FLT): August 2005-
 - /1 Agendas and Minutes
 - /2 Merit Pay Issue (2011-2012)
 - /4 History and Creation
 - /5 Flyers and Memos
 - d. Faculty Chair (2007-)
 - /5 Memos

J. COMMITTEES

- /2 List of Divisions, Departments, and Committees
 1. Campus Planning Committee/Strategic Planning Committee
 - /1 Minutes
 - /5 Strategic planning update (1994-95)
 - /5 "Vision for the 21st Century" (1996)
 - /5 Draft, Strategic Plan for MMC (2002)
 - /5 Memos/Minutes (2001-2004)
 - /8 Student satisfaction inventory, 1994
 - a. Student Success
 - b. Technology
 - c. Governance, Communication, and Climate
 2. Admissions (Enrollment Management) Committee
 3. Assessment Committee
 - /1 Minutes, 1994-
 - /2 Assessment data: 1990-94; 1995-97
 - /2 Assessment Appendix (2002)
 - /5 Memos
 - /11 Mission of the College Task Team
 4. Campus Safety and Security
 - /1. Minutes, 1975-78; 1994
 - /4 Parking regulation and security, 1974-
 - /4 Strategies for stopping campus crimes
 - /5 Memos and flyers
 - /5 Surveys, 1994-95
 - /7 Proposals
 - /8 Parking survey results, 1993
 - /8 Incident reports, 1993-95
 5. Commencement Committee
 - /1 Committee minutes

- /2 Commencement programs, 1959-1979 (scattered); 1980-present
- /2 Senior Reception planning
- /2 Honors Convocation planning
- /2 Invitations
- /2 Event formularies (master script)
- /2 Commencement Awards and Speakers (1959-) [chart]
- /5 Flyers and memos
- /11 Commencement addresses
- /11 Honorary degrees (1970s)
- /12 Event correspondence
- /12 Speaker correspondence
 - a. Honors Convocation
 - b. December Graduates Reception
 - c. Graduation Party Committee
- 6. Cultural Affairs
 - /1 Minutes and memos, 1975-80
 - /2 Calendars, 1974- (scattered)
 - /5 Cultural Affairs flyers
 - /5 Happenings on the Hill
 - /5 Memos
 - a. Film Series
 - /4 Film Series, 1984- (scattered)
 - b. (NONE)
 - c. Women's History Week
 - /13 Videotape
 - d. Readings
 - e. Speakers
 - f. Fine Arts
 - /1 Triangle Dango dedication, 1999
 - g. Renaissance Festival at Mound Farm
 - h. Lincoln Highway Exhibit, 1996
- 7. Educational Policies Committee
 - /1 Minutes
 - /5 Flyers and memos
 - /7 Proposals
- 8. Faculty Development
 - /1 Minutes
 - /5 Flyers and memos
- 9. Faculty Grievance Committee
- 10. Faculty Welfare Committee
 - /1 Minutes
 - /5 Flyers and memos
 - a. AAUP
- 11. Nominations, Elections, and Appointments
 - /2 Committee Election Results
 - /5 Ballots and Memos
- 12. Promotion and Tenure
- 13. Review of the Faculty
- 14. Social Committee
 - /5 Flyers and memos
- 15. Student Development Committee
 - /1 Minutes
 - /4 Stopping Campus Crimes
- 16. Student Financial Aid Committee
- 17. Teacher Education Advisory Committee
- 18. Wellness Committee

- /5 Flyers and memos
- 19. Library Committee
 - /1 Minutes
- 20. Academic Long Range Planning Committee
 - /1 Minutes (1994-95)
- 21. Student Publication Board
 - /1 Minutes, 1994
- 22. Technology Committee (SEE ALSO Technology Task Force, J.1/b)
 - /5 Memos and flyers
- 23. Campus Planning and Assessment Committee
 - (SEE ALSO Campus Planning Committee, J. 1)
 - /5 Memos and flyers
- 24. Founders Day Convocation Committee
 - /5 Memos and flyers
 - /5 Speeches
 - /5 Speeches and Programs (1961-1965)
- 25. Honors Advisory Committee
 - /5 Student Research Forum, 2000-
 - /5 Honors Program course listings
 - /5 Undergraduate Honors Day, 2003-
 - /5 Honorable Mention (newsletter)
- 26. President's Advisory Group, 2000-
 - /1 Minutes
- 27. Academic Integrity Committee, 2005-
 - /1 Minutes
 - /5 Memos and flyers
- 28. Graduate Policy Council (9/4/2007-)
 - /1 Minutes
 - /4 Graduate program handbook
 - /5 Memos and flyers
 - /7 Proposals (all programs)
- 29. Mission Integration Committee
 - /1 Minutes/Agendas

K. AD HOC COMMITTEES

- 1. AV Study Committee
 - /1 Minutes, Fall 1980
- 2. Evaluation
 - /1 Minutes, 1980s
- 3. Student Oriented Outcomes
 - /1 Minutes, 1984
 - /5 Flyers and memos
- 4. Phase II
- 5. Educational Resources Committee (1950s)
 - /1 Minutes, 1955
- 6. Task Force Committee
 - a. Coeducational Task Force, 1969
 - b. Faculty Manual, 2000-
 - c. Assessment, 2000-
 - /5 Assessment Appendix, 2001
 - /5 Measuring and Improving Student Learning (publication)
- 7. Sisters of Mercy Recreation Day
- 8. Future of the College
- 9. Committee on Committees
- 10. 50 Year Committee

- /1 Minutes, 1978
 - /5 MMC Night at the Paramount, 1979
 - /5a Script of MMC Night at the Paramount
 - 11. Education Curriculum Committee on Women
 - 12. 60 Year Committee
 - 13. Selection Committee for Busse Sculpture Competition
 - /5 Flyers and memos
 - 14. Committee on Non-Traditional Studies, 1984-85
 - /1 Minutes
 - /5 Other publications
 - 15. NCA/HLC Accreditation Committee, 2000-2002
 - /2 Academic Plan, 2000-2001
 - /5 Brochures
 - /5 Self-Study, 2002 (publication)
 - /5 Memos
 - 16. Presidential Search Committee, 1999-2000
 - /5 Memos
 - 17. MMC 75th Anniversary Committee and Diamond Events Series (2002-2003)
 - /1 Minutes
 - /5 75th anniversary brochures and publications
 - /5 Sister Mary Cephas Wichman; History Center Exhibit speech (9/12/2002)
 - /5 75th anniversary commemorative book
 - /5 75th anniversary gala (Sept. 2003)
 - /5 75th anniversary Gazette insert (Sept. 2003)
 - /13 Julian Bond Lecture (Chapel of Mercy): February 7, 2003
 - 18. Staff Communication Committee, 2003-
 - /5 Memos and flyers
 - 19. First Year Committee, 2004-
 - /1 Minutes
 - /2 Reports
 - /5 Flyers and memos
 - 20. General Education Committee, 2003-
 - /5 Flyers and memos
 - 21. Select Committee on Objectives
 - 22. Commission on Identity and Vision (SEE President Blake; A.2g.5)
 - 23. Core Curriculum Committee, 2006-
 - /5 Letters and memos
 - /5 Core curriculum models (12/10/2007)
 - 24. Graduate Oversight Committee, 2006-2007
 - /1 Minutes
 - /2 Program Conceptual Plans and Course Approval Process
 - /5 Memos
 - /7 Course Proposals
- **Renamed "Graduate Policy Council." All materials filed at (J.28) on and after September 4, 2007.*
- 25. Committee on Sustainability (2008-2012)
 - /5 Letters and Memos
 - 26. Spanish Language Program Committee (2008-2011)
 - 27. Strategic Innovation Committee (2012-)
 - 28. 85th Anniversary Committee (calendar) (2012-2013)
 - 29. Strategic Planning Advisory Committee (2002-2009)
 - 30. Administrative Leadership Team (ALT) (2007-2014)
 - 31. Space Usage Committee (2006-2009)
 - 32. PROUD, 2010-2012
 - 33. Fall Faculty Series, 2014-

L. SYLLABI

1951; Fall, 1959-

M. SISTERS OF MERCY

- /2 Association of Mercy Colleges: 10th Anniversary Report, 1994
- /2 Perpetual Profession history (April 1979)
- /2 Report to the Sisters of Mercy of the Americas: Presidents of Mercy Higher Education Institutions (1999)
- /2 Sponsorship Initiative: Conference for Mercy Higher Education (2004)
- /5 Listing of Mount Mercy Academy and Junior College faculty (1924-1958)
- /5 Handbook of School Policies (Archdiocese of Dubuque), 1955
- /5 Junior College and Academy: Teacher contract letters
- /5 Teacher information for Archdiocese of Dubuque (1950s)
- /5 Centennial Celebration (at MMC) (1974)
- /5 Commemorative calendar (125th anniversary, 2000)

- /5 Mercy Hospital flyer
- /5 Catholic Annual Guide
- /5 Mercy Higher Education Colloquium, Annual Conference, 6/98
- /5 *Chapter Bulletin*, Sisters of Mercy of the Americas (Summer 1991)
- /5 *Mercy Journal* (scattered)
- /5 *Mercy Pulse*
- /5 *Mercy Works*
- /5 CR Regional Community directory, 1999-2000
- /5 Association of Mercy Colleges Newsletter
- /5 Grotto Stories (with Jane Gilmor) (October, 2001)
- /5 History and Reorganization of Sisters of Mercy Mission, 2004
- /5 Sisters of Mercy affiliated with MMC [comprehensive list] (2006)
- /11 Services for Sr. Siena Davis
- /11 Sisters of Mercy history calendar: 1875-2000
- /11 History of MMC: Interview with Sr. Mary Eleanor Cashman (11/20/1997)
- /11 Sr. Mary Eleanor Cashman (biographical items)
- /11 Sr. Mary Michaeline Meehan (biographical items)
- /12 Correspondence for "India Comes to Mercy" (Indian Sisters at MMC) (1960s)
- /12 Correspondence with President's and Finance offices (1980-2002)
- /12 MMC/MMU-Archdiocese correspondence (2006-2014)
- /13 History of Sisters of Mercy in New World

N. STUDENT PUBLICATIONS

1. Chimes (1923-1932)
 - /10 Chimes Photo Packs (print versions)
2. Mound Builder: 1940-45; 1946-50; 1951-55; 1956-60; 1961-63
 - /5 Mound Builder newspaper awards
3. MERCIAN: 1963-1965
4. Yearbooks, 1975-1976
5. MINSTREL, 1990-1994
6. ARTICULATION, 1969-1972 (scattered)
7. KMWR
 - /2 Program logs
 - /3 Financial records
 - /4 Program guides, 1977-1978
 - /5 Flyers and memos
 - /7 FCC Licensing material

/11 Ad copy
/11 Award to Sr. Mary Lorenz Buckley
/11 Floor plans
/12 Correspondence