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F0070

York University Office of Special Projects fonds
York University (Toronto, Ont.). Vice President (Academic Services)

Title: York University Office of Special Projects fonds

Outside Dates: 1960-1980; predominant 1968-1979

Physical description: 4.5 m of textual records

Biographical Sketch: The Office of Special Projects evolved out of the Data Systems and Analysis section of the Office of the Vice President (Academic Services) and eventually resided in the Office of the Vice President, where D.E. Coates was an Assistant to the Vice President for Special Projects, with reference to Policy Planning. Coates served as the Special Projects Officer (1969-1980), during which time he undertook studies, usually of a quantitative nature, on admissions, enrolment, graduation, housing and commuter services and related themes for university planning.

Scope and Content: The fonds consists of the following series: Correspondence and papers, 1968-1976; Reports, 1960-1980; and Survey material, 1972-1976

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CALL NUMBERFILE LIST

Office of Student Services. Director
(Henry B.M. Best)

1975-027/001

- (1)-(2) General 1966, 1967 (2 files)
- (3) Accident and Sickness Insurance for Students
1966-1968
- (4) Early Admissions 1967
- (5) Faculty of Arts and Science Council 1967
- (6)-(7) Association of Universities and Colleges in Canada
(A.U.C.C.). Conference on the Arts and the University
1967 (2 files)
- (8) Canadian Imperial Bank of Commerce Cultural Fellowships
1967
- (9) Canadian Union of Students (C.U.S.) 1967
- (10) College Masters 1967

Committees:

- (11) President's Committee on Co-ordinating Activities 1967
- (12) Advisory Committee on Student Affairs (Minutes) 1967
- (13) Joint Committee on the Students' Representative Council
1967
- (14) Council of Masters 1966 (includes minutes 1966)
- (15) Departmental Expenses 1967
- (16) Faculty Announcements 1967
- (17) Faculty of Fine Arts. Proposed Fine Arts Building
Project 391 1968
- (18) Flights to Europe 1967
- (19) Food Services Invoices 1966-1967
- (20) Founders College Senior Common Room 1967 (includes
minutes of the Board of Directors of the Founders
College Senior Common Room 1967)

1975-027/002

- (21)-(22) Founders College Student Council 1965-1967 (2 files)
- (23) Glendon College Athletics 1967
- (24)-(25) Glendon College Student Council 1966-1967 (2 files)
- (26)-(27) Health Services 1966-1967 (2 files)
- (28) Inter-Collegiate Athletics 1966-1967 (includes minutes of
Inter-College Athletic Council 1967)
- (29) Inter-Collegiate Conference on Canadian-American
Relations 1966-1967
- (30) Invitations 1967-1968

CALL NUMBERFILE LIST**1975-027/002**

- (31) Department of Music (Dr. W. McCauley, Director)
1966-1967
- (32) National Association of Student Personnel Administrators
(N.A.S.P.A.) 1967
- (33) National Employment Service 1966
- (34) Ontario College Health Services Association 1967
- (35) Department of Physical Plant. Journal Transfers 1967
- (36)-(37) Registration 1967, 1968 (2 files)
- (38) Religious groups 1966-1967
- (39)-(40) Requests for Leave 1966-1967 (2 files)
- (41) Stong House. Art Studio Project 434 1966
- (42) Student Christian Movement (S.C.M.) 1967
- (43) Student Housing 1967
- (44) Student Placement Service (York University) Annual Report
1966-1967
- (45)-(46) Student Representative Council 1966-1967 (2 files)
- (47) Telephone Invoices 1967

1975-027/003

- (48) Theatre Department. Director 1966-1967
- (49) Vanier College Council 1966-1967
- (50) Vanier College Council 1966-1967
- (51) York Student Agencies (YSA) 1966-1967
- (52) York Student Council (YSC) 1967
- (53) York Student Council (YSC) 1968
- (54) York Student Council (YSC): Student Activity Fees 1968
- (55) York Student Council: Replies from students concerning a
proposed increase in student activity fees 1968
- (56) York University Players 1967

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Office of Special Projects
(David E. Coates)

1978-025/001

- I YORK UNIVERSITY (STUDENT) HOUSING AND COMMUTER
TRANSPORTATION SURVEY (Prof. Clifford Jansen) 1972
- Computer cards (1 box: 5 cartons) OVERSIZED [R 14.3 top shelf]
- II SURVEY OF YORK UNIVERSITY ALUMNI- 1973
- Computer cards (1 box: 5 cartons) OVERSIZED [R 14.3 top shelf]
- III STUDY OF NON-DEGREE PROGRAMMES (YORK UNIVERSITY
SENATE COMMITTEE ON NON-DEGREE STUDIES) May 1975

- (1) Completed questionnaires (No. 1-50)
(2) Completed questionnaires (No. 51-100)
(3) Completed questionnaires (No. 101-142)

1978-025/002

- (4) Computer print-out of responses

- IV YORK/RYERSON/UNIVERSITY OF TORONTO STUDENT HOUSING
AND COMMUTING SURVEY March 1976

Completed Questionnaires:

- (5) York University: Batch 1 (No. 001-200)
(6) York University: Batch 2 (No. B-001-200)
(7) York University: Batch 3 (No. C-001-200)

1978-025/003

- (8) Ryerson Polytechnical Institute: Batch 1
(9) " " " : Batch 2
(10) " " " : Batch 3
(11) " " " : Batch 4

1978-025/004

- (12) Ryerson Polytechnical Institute: Batch 5
(13) " " " : Batch 6
(14) " " " : Batch 7
(15) " " " : Batch 8

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(16)	University of Toronto: Batch 1
(17)	" " " : Batch 2
(18)	" " " : Batch 3
(19)	" " " : Batch 4
(20)	" " " : Batch 5

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Office of Special Projects (David E. Coats)

SERIES I CORRESPONDENCE & PAPERS 1968-1976

1978-026/001

Committees

- (1) Committee on University Affairs - York University's Brief to C.U.A. 1970

President's Working Committee on Factors in the Selection of York as a Place for Undergraduate Study (FACTORS)

- (2) Miscellaneous 1. 1971-1974
(3) Miscellaneous 2. 1972-1975
(4) Miscellaneous 3. 1974
(5) Colloquium June 4, 1973 1.
(6) Colloquium June 4, 1973 2.

1978-026/002

- (7) Colloquium June 4, 1973 3.
(8) Colloquium October 17, 1973
(9) Study of Grade 12 and 13 - Paul Anisef 1972-1973
(10) Study "Survey of York Undergraduates 1972-73"
by Clifford Jansen (also see file No. 135)
(11) Presidential Task Force on the Future of Glendon College
1971

President's Committee: Sessional Operations

(includes some minutes)

- (12) President's Committee on Sessional Operations
1972
(13) Subcommittee on Calendars 1972
(14) Subcommittee on Operations Schedules 1971-1973

Senate

Academic Policy and Planning Committee (APPC)

- (15) Enrolment Extensions to Operating Budgets (Academic)
1969-1971
(16) Financing Operations 1970
(17) Committee on Admissions -includes minutes 1970
(18) Degrees Conferred 1968-1972

CALL NUMBERFILE LIST**1978-026/003**

- (19) Faculty of Education 1970-1972
(20) Enrolment Requirements for Ministry of Colleges and Universities 1972-1974
- Faculty and Staff
- (21) Orientation - Colloquium Faculty and Staff 1972
(22) Personnel Records 1970-1972
(23) Registration and Pre-registration Arrangements, Events 1972

1978-026/004

- (24) Salaries: Faculty Salaries (Statistics) 1963-1973
(25) Salaries: Faculty Salary Analyses and Comparisons 1970-1972
(26) Salaries: Staff Salaries 1972
(27) Training
- Finance and Budgeting
- (28) Accounting Department 1973
(29) BSU Entitlement and Capital Budgets 1970
(30) "York University Financial Statements Ten Month Period Ended April 30, 1972" -Clarkson, Gordon & Co., Chartered Accountants
(31) Program Budgeting 1970
(32) Ministry of Colleges and Universities Distribution Sheet-re: Prof. Paul Anisef follow-up Summary 1974, 1975
(33) Nipissing College 1972-1973
(34) Office of the Registrar - Admissions 1970-1971 Transferred to Vice-President, (Academic Services) (Arthur C. Johnson), Accession 1, Nov. 1975, No. 200A/202A/227 in Box 29 1 ½ in.

1978-026/005

- (35) Statistics - Enrolment and Grades 1969-1972
- Surveys
- (36) Graduates and Alumni 1973
(37) Housing and Transportation Survey 1976
(38) Housing and Transportation 1970-1972

CALL NUMBERFILE LIST**1978-026/005**

SERIES II REPORTS 1960-1980

Internal: Miscellaneous

- (39) Affiliation Agreement Between the Governors of the University of Toronto and York University 1960
- (40) "Bookstore" Project Group 1972
- (41) Commission on Post-Secondary Education - York University Brief to 1972
- (42) Computer Programs Using the Faculty of Arts Data Base 1968

1978-026/006

- (43) "Future of the Faculty of Arts" - Report to the Dean by Theodore W. Olson 1972
- (44) Master Plan Report - York University Campus -Gordon S. Adamson & Associates., John B. Parkin Associates, Shore & Moffat and Partners 1969
- (45) "Methodolgy for SP-P21: Information Pertaining to McMaster Applicants Fall 1977" 1978
- (46) Ontario Department of Education Student Scheduling System 1970
- (47) Planning and Institutional Research Office Bibliography 1972
- (48) "Predictors of Academic Success" by Norman S. Endler and Danny Steinburg 1962
- (49) Preliminary Report On Research Administration 1971
- (50) Preliminary Report On Research Administration (Photocopy) 1971
- (51) "Report On Science Education in Ontario and Its Implications for the Preservice Training of Teachers" by E. Lightstone 1971
- (52) "A Report On Winter/Summer 1980 Session Students at York" by Clifford Jansen 1980
- (53) "Reports to the President 1968-1969"
- (54) Schools Liason Office "Annual Report" 1970-1971
- (55) U.I.P. and "Suggested Actions: Market Research and Programme Planning" 1975
- (56) University Operations Scheduling Project 1972, 1973: Notes on (Includes "Cycle: A Computer-Supported Process for University Operations Scheduling")

CALL NUMBERFILE LIST**1978-026/006**

- (57) "York Feeder Schools" 1977
(58) York University Transport Centre, "The Structure of
Railroad Subsidies in Canada" 1974

Internal: Administration

- (59) B.A. Degree Programme In Stong College (Proposal)
1971
(60) How to Obtain York University's Financial Data 1972
(61) "Manual of Account Codes" Office of Assistant Vice
President and Comptroller 1972
(62) Organization Charts for Offices of President and Vice-
Presidents July 1972

1978-026/007

- (63) Secretary of the University - "The Unofficial Guidebook to
the Rules and Procedures Governing Appointments,
Tenure, and Promotions, At York University" 1972
(64) Special Projects Office. "Intra-Faculty and Inter-Faculty
Cross-Listed Courses: Fall/Winter Session 1976-77"
1977
(65) Office of Student Programmes: Regulations Governing
Examinations, Academic Standards, and Degree
Programmes 1971
(66) Student Records: Index of Computer Produced Reports
1972
(67) Teaching Hours n.d.

Faculty of Administrative StudiesFord Foundation

- (68) "Third Annual Report for the Ford Foundation 1971-1972"
1973
(69) "Fifth and Final Report to the Ford Foundation 1973-1974"
by Margaret E. Styles
(70) "Group Project Report - Administrative Studies Faculty
Attitudes" by D. Lamont, D. Rotenberg and D. Gerrish
1972
(71) "A Long-Range Plan for the Faculty of Administrative
Studies" 1970
(72) MBA Alumni Survey Report 1976

CALL NUMBERFILE LIST**1978-026/007**Faculty of Administrative StudiesFord Foundation con't

- (73) "Proposal for Faculty of Administrative Studies
Graduate admissions Computer System"
By David Colpitts 1976
- (74) "Report on Faculty Research" - Division of Research 1974
- (75) "Simulation of Enrolment Levels at Various Grades and
First Year University Education in Ontario 1949-1995"
1979
- (76) "Stock Options and Company Performance" - Capital
Markets Research Programme 1970

Board of Governors

- (77) Committee to Study Education for Health Services - Reports
1970-1972
- (78) Housing Task Force 1977

Biology Department

- (79) Bureaucratic "Streamlining" 1976

1978-026/008

Committees

President's Committees

- (80) Committee on Glendon College "Report of the Presidential
Committee on Glendon College/June 1969"

Commission On Goals and Objectives (PCGO)

- (81) Bibliography 1976
- (82) Recommendations from Task Forces 1976

Submissions to Commission On Goals and Objectives

- (83) Centre for Research On Environmental Quality (CREQ)
by W.J. Megaw
- (84) Centre for Research in Experimental Space Science,
"Cress, Past, Present and Future - A Retrospective
Account" 1976
- (85) J. Tait Davis., "Report on Feeder Schools and their
Affect on the Enrolment of York University"
- (86) Institute for Behavioral Research 1976-1977
- (87) Office of Research Administration by F. Elkin,
Director
- (88) York University Alumni Association Brief 1977

CALL NUMBERFILE LIST**1978-026/008**

- (89) Submissions to Commission On Goals and Objectives con't
York University Transport Centre: Executive Committee
1976

Task Force on the Future Role, Development and
Organization of Research of PCGO

- (90) 5th Draft 1976
(91) Final Report 1976
(92) Committee on Scholarships - Report 1971
(93) Committee on Sessional Operations, "An Academic
Operations Schedule for York University,
September 1972-October 1973" 1972

1978-026/009

- (94) Task Force on Urban and Regional Studies 1975

Committee on University -Affairs (CUA)

- (95) Brief to CUA 1968
(96) Brief to CUA 1969
(97) Brief to CUA (complete copy) 1970
(98) Brief to CUA 1971
(99) Appendix 1971
(100) Appendix of Tables and Reports - York University Brief
1971
(101) Statistical Submission to CUA 1972

1978-026/010

Faculty of Education

- (102) "A Study of the Impact of Advertising in the Excalibur to
Attract First Year Education Applicants" by Wm. J.
Phillips 1980
(103) "A Survey of 128 of the 1980 Applicants to the First Year
of the York University Faculty of Education
Co-Registered B.Ed. Programme" by Wm. J. Phillips

Faculty of Fine Arts

- (104) Faculty Evaluation Requirements 1972-1973

Department of Geography

- (105) "University Undergraduate Enrolments As A Function of
Distance From Secondary Schools in Southern
Ontario" 1975

CALL NUMBERFILE LIST**1978-026/010**

Glendon College

(106) "Report of the 1974 Survey of Glendon College Students"
-Department of Sociology 1974

(107) "Report on Attendance of Selected Grade 13 Students at
Glendon College" 1968-1969

Faculty of Graduate Studies

(108) "Faculty Three to Five Year Plans" - submitted to Senate
Academic Policy and Planning Committee 1980

(109) Research Office Information Booklet 1971

Institute for Behavioral Research

(110) "Five Year Plan" Frederick Schindeler, Director 1974

(111) Housing, Transport and Social Participation at York -
I The University Setting

edited by Clifford Jansen and Patricia Pryse-White

(112) Housing, Transport and Social Participation at York -
II Survey of York Undergraduates
by Clifford Jansen 1972

(113) Subscriptions and Library Holdings as of October 1971

York Graduate Study by Paul Anisef and Clifford Jansen

(114) I Background Characteristics 1971

(115) II The Honours and Ordinary Programme 1971

1978-026/011

(116) III Atkinson and York Graduates 1971

(117) IV Decisions About University, Major, Career 1971

(118) V The York Experience 1971

(119) VI Present Work Experiences, 1971

(120) VII Experiences of Those Presently In Graduate School
1972

1978-026/012Lapp Report

(121) "An Assessment of the Needs for Higher Education in Metro
Toronto and the Role at York University"
by Phillip Lapp 1972 (3 copies)

(122) Lapp Report -in sections 1972

(123) Lapp Report -Data for 1972

President's Reports

(124) "These Five Years" 1960-1965

(125) Report 1965-1966

(126) "Those Ten Years" 1960-1970

CALL NUMBERFILE LIST**1978-026/012**

- Department of Psychology
(127) Annual Research Report 1975

1978-026/013

- Office of the Registrar
(128) "Review of Registrar E.D.P." 1972
(129) "A Study of Undergraduate Transcripts at York University"
1972
(130) "York Data '75" 1974/75, Reports 1-9
- Faculty of Science
(131) Admission Requirements 1976
- Senate
(132) Report to President from Senate Committee on Research
1976
- Department of Sociology
(133) "The Adjustment of Freshmen to York University 1968/69"
by Clifford Jansen 1969
(134) "A Report on College Electives" by Clifford Jansen 1970
(135) "II: A Survey of Undergraduates" 1972
(also see: File No. 10)
- 1978-026/014**
(136) "York Students Survey: A Study of Options and Attitudes of
Freshmen 1969/70" by Clifford Jansen

- Studies
(137) College study (York University Colleges) by R. Colson and
J. Charron 1971
(138) Housing, Transport and Social Participation Study -
"Transportation and Parking" n.d.
(139) Non-Returnees - Dr. M. Eagle 1972-1973
(also see: File No.147)
(140) Preliminary Study of Trends - First Year Applications,
Admissions and Registrations at York in 1968 and
1969. 1970
(141) York Graduate Study - Paul Anisef and Clifford Jansen
1970-1971

- Surveys
(142) College Tutorial Questionnaire 1974

- Graduate and Alumni
(143) Alumni Survey 1976

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Graduate and Alumni

- (144) "Report on the 1973 Survey of York University Graduates"
by Joan Stewart, Keith Oleksiuk, David Coates,
Christopher White 1976
- (145) "Special Analysis of Data From the 1974 and 1975
Graduate Surveys" 1974&1975
- (146) Survey of York Computer Students - Psychological
Services Department, John Stewart 1968-1969
- (147) Survey of York "Drop-Outs" 1972-1973
-Dr. M. Eagle (also see: File No. 139)
- (148) Survey of York Undergraduates reports 1-3
by Clifford Jansen 1972-1973

Task Forces

- (149) Faculty of Graduate Studies - "Report of the Task
Force on the Structure and Organization of the
Faculty of Graduate Studies" 1974
- (150) Recruitment and Admission of Students Bibliography Task
Force on Recruitment 1980
- (151) Social Science "Task Force Report" 1972

York Planning System

- (152) Bibliography 1972
- (153) Committee: Cost of Bilingualism at Glendon College
1972
- (154) Glendon 1973
- (155) "York Planning System Report Description Manual" n.d.

1978-026/016

External: Miscellaneous

- (156) "Association of Universities and Colleges of Canada
Publications 1958-1972" Association of
Universities and Colleges of Canada Research
Division, January 1973
- (157) "BENCH - A Simulator Simulator for Academic Planning"
Campus Feasibility Study: An Introduction 1969
- (158) "The Challenge of Canadian Problems and Opportunities:
An Important Approach" by Norman Grace
- (159) "Data Element Dictionary Research Related Elements
Section" n.d.
- (160) "Economics of Higher Education and Educational Planning-
A Bibliography" 1968
- (161) "Evaluation of Teaching Effectiveness: A Working Paper"
by S.W. Pyke 1971

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External: Miscellaneous (con't)

- (162) "An Investigation of Subjective Evaluation Functions in the Context of University Budgeting" - a thesis by F.J. Carmone Jr., University of Waterloo, 1971
- (163) "Locational Planning in Higher Education" - Institute for Quantitative Analysis of Social and Economic Policy, University of Toronto, 1970
- (164) "Long Range Resource Planning Methodolgy" - University of Manitoba
- (165) Ontario Committee on University Affairs, "Special Study of Operating Support for the Emerging Universities in Ontario for Fiscal Year 1968-1969"
- (166) Ontario Planning and Analysis Group Clearing House Information 1974
- (167) Ontario School Enrolment Projection, by C. Watson, S. Quaaazi and A. Klaist 1972
- (168) "Opportunities for Financial Benefits" 1972

1978-026/017

- (169) "Opportunities in Canadian Universities for Education in Urban and Regional Affairs" 3rd Ed., by Colin MacAndrews 1970-1971
- (170) "A Preliminary Report of Some Findings from the Follow-Up of the Grade 10 Blishen-Porter Cohort of Ontario High School Students" by M. Barrados 1974
- (171) Task Force Development Strategy -Simcoe-Georgian Area 1976
- (172) "Unifacts Study" (Study of the University of Toronto Unifacts System) 1971
- (173) "A University Planning Process: Simulation on the Backs of Envelopes" for presentation to The Association for Institutional Research Forum 1973
- (174) University Student Information System 1971
- Council of Ontario Universities (COU)
- (175) "MCU Preliminary Report on 1973 Student Intentions Survey" 1973
- Council of Ontario Universities (COU)
- (176) "Report of the Research Division for the Year 1972-73"
- (177) University Extension Function in Ontario 1973

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Ministry of Colleges and Universities (MCU)

- (178) "The Critical Juncture" by Paul Anisef 1973
(179) "The Critical Juncture (Phase Two)" by Paul Anisef 1973
(180) "Draft Undergraduate Enrolment Reporting
Requirements, 1976-1977" 1975
(181) "The Potential Impact of Regional High School Enrolment
Changes to 1986 on Universities and Colleges of
Applied Arts and Technologies" November 1978
(182) "Report On Student Intentions Survey" by L.C. Payton 1973

Statistics

- (183) Statistics Canada Report
(184) Statistics on Citizenship of Faculty at Ontario Universities
1972-1973

Surveys

- (185) Seneca Students Survey by Ralph V. Barnett and Howard
A. Doughty 1974

Systems Research Group

- (186) "A Computer Simulation of Sub-Model of the Academic
Staffing System in Campus IV" 1969
(187) "Cost Analysis of University Programs" 1971

Western Interstate Commission for Higher Education (WICHE)
-Boulder, Colorado

- (188) Annual Report 1975 1976
(189) Newsletter 1976
(190) Program Classification Structure 1970 1.
(191) Program Classification Structure 1970 2.

SERIES III PRINTED MATERIAL 1969 & 1976

- (192) Administrative Handbook -Vice President Small 1969
(193) Computer Print-Out Sheet for Housing Survey 1976
-Oversize R14. 3/6
(194) "Pincer-Toes: Being the Original of the D.M. Foster"
(concerns sailboat) n.d.