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Guide to the College Student Services Administration (CSSA) Program Records, 1966-2002

Title

College Student Services Administration (CSSA) Program Records (RG 233)

Dates

1966-2002 (inclusive)
1979-2002 (bulk)

Creator

Oregon State University. College Student Services Administration Program.

Summary

The College Student Services Administration (CSSA) Program Records document the development and administration of the CSSA program primarily from 1979 through 2002. The CSSA program is a graduate program that was founded in 1966. The curriculum has emphasized administrative leadership and management of programs and services for two- and four-year colleges and universities.

Quantity

2.25 cubic feet (3 boxes, including 1 oversize box)

Restrictions on Access

Collection is open for research.

Oregon State University Libraries, University Archives
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Finding aid prepared by Tama Bolton, 2006.

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Historical Note

Dr. Robert W. Chick, an administrator who had significant student affairs experience at the University of Missouri, University of Denver, and Washington State University, founded the CSSA program in 1966. As the first Dean of Students and later the Vice President for Student Affairs at Oregon State University, Dr. Chick built an outstanding program of coordinated student services within the OSU community.

Dr. Chick provided leadership in bringing together student affairs professionals throughout Oregon and the Northwest to share ideas and discuss relevant issues in the field. From this, he recognized the need for a professional training and degree program in the region. In 1966, the State Board of Higher Education in Oregon approved the offering of Ed.D., Ph.D., Ed.M., and the M.S. degrees through the CSSA graduate programs at Oregon State University. Dr. Chick's mentorship of CSSA graduate students and of Oregon State University student affairs professionals has left a lasting legacy.

The College Student Service Administration program's primary mission has been to prepare individuals for professional administrative positions in student services departments at two- and four-year colleges and universities. The curriculum has emphasized administrative leadership and management of programs and services.

Graduates of the CSSA program hold professional positions in nearly every state and in several other countries. Alumni hold numerous middle and upper management positions at colleges and universities including serving as Coordinators, Directors, Assistant and Associate Deans, Deans, Vice Presidents, and Presidents. Alumni have also held numerous leadership positions in professional associations as well as serving on numerous advisory boards, editorial boards, and national/regional committees.

Known as the College Student Personnel Administration (CSPA) until the early 1970s the program title was changed to College Student Services Administration (CSSA). Those who had custody of the records at some time include: College of Education, School of Education, Office of Student Services, Office of Student Affairs, Office of Dean of Students. In 2003 the CSSA program was formally moved to the College of Education.

The CSSA program has been under the direction of the following: Arthur L. Tollefson (1966-1972); Jo Anne J. Trow (1972-1983); J. Roger Penn (1983-2002); Thomas Scheuermann, (2002-2003); and Richard H. Shintaku, (2003-present).

Arrangement

The records are arranged in thirteen series. The series arrangement is as follows: Series I. Publications; Series II. Correspondence; Series III. Certificates; Series IV. Dean Biographies; Series V. Newspaper Clippings; Series VI. Posters; Series VII. Directories; Series VIII. Self Review; Series IX. Drawings; Series X. Poems; Series XI. Information Management; Series XII. Subject File; Series XIII. Photographs; Series XIV. Scrapbooks.

Content Description

The College Student Services Administration (CSSA) Program Records document the development and administration of the CSSA master's and doctoral program. Records include program and alumni newsletters, photos, correspondence, and program reports.

Preferred Citation

College Student Services Administration Records (RG 233), Oregon State University Archives, Corvallis, Oregon.

Acquisition Information

Records were transferred from College Student Services Administration program in September 2006.

Future Additions

Additions to the collection are expected.

Related Material

Additional institutional records pertaining to CSSA can be found in the following record groups: Student Affairs Office (RG 102), School of Education Records (RG 184), Office of Multicultural Affairs (RG 225), and Student Involvement (RG 232).

Subjects

This collection is indexed under the following headings in the OSU Libraries Catalog. Researchers desiring materials about related topics, persons, or places should search the catalog (<http://oasis.oregonstate.edu>) using these headings.

Individuals

Chick, Robert William.

Penn, John Roger.

Trow, Jo Anne J.

Organizations

Oregon State University. School of Education.

Topics

College administrators--Training of--Oregon.

Universities and colleges--Graduate work.

Forms of Materials in the Collection

Photograph albums.

Photographic prints.

Scrapbooks.

Other Creators

Oregon State University. Office of Student Affairs.

Oregon State University. College Student Personnel Administration.

Series Outline

Series I. Publications, 1972-2002

Series II. Correspondence, 1968-2002

Series III. Certificates, 1986-1992

Series IV . Dean Biographies, 1996-2002

Series V. Newspaper Clippings, 1996-1997

Series VI. Posters, 1994-1999

Series VII. Directories, 1972-2002

Series VIII. College Student Service Administration Program Self-Review, 1992

Series IX. Drawings, 1976, undated

Series X. Poems, 2001

Series XI. Information Management, 1977-1999

Series XII. Subject File, 1992-2002

Series XIII. Photographs, 1972-2001

Series XIV. Scrapbooks, 1973-1994

Detailed Description of the Collection

Box

Series I. Publications, 1972-2002

Series I consists of two separate newsletters the CSSA Program Notes and Alumni News.

- 1 CSSA Program Notes, 1978-2002
- 1 Alumni News, 1972-2002

Box

Series II. Correspondence, 1968-2002

Primarily consisting of correspondence, Series II is made up of memos and letters, emails, program transition documents, announcements and postcards.

- 1 General, 1968-2002
- 1 Postcards, announcements, thank-you cards, 1983-2000
- 1 Program Transition, 1991-1994

Box

Series III. Certificates, 1986-1992

Series III includes certificates from the CSSA program as well as the United Way.

Box

Series IV . Dean Biographies, 1996-2002

Biographies of former deans of the CSSA program including: Dr. Robert W. Chick, Dr. Arthur Tollefson, Dr. Jo Anne Trow, and Dr. J. Roger Penn comprise Series IV.

Box

Series V. Newspaper Clippings, 1996-1997

Articles pertaining to aspects of the program.

Box

Series VI. Posters, 1994-1999

Series VI consists of a variety of program posters.

- 1 Flyers, 1994-1999
- 3 Program Posters, undated (apx 16x20 in.)

Box

Series VII. Directories, 1972-2002

Series VII consists of directories of students and alumni.

- 1 Alumni Directories, 1985-2002
- 3 Alumni Directory, undated (apx 16x20 in.)
- 1 College Student Personnel Administration (CSPA) Candidates, 1972

Box**1 Series VIII. College Student Service Administration Program Self-Review, 1992**

A program self review submitted to the College of Education is documented in Series VIII.

Box**1 Series IX. Drawings, 1976, undated**

This series consists of ink drawings of college characters and a watercolor painting.

1 College Characters, undated

1 Wren Building Watercolor, 1976

Box**Series X. Poems, 2001**

The poems in Series X pay tribute to the graduating class of 2001.

1 Ode to CSSA Class of 2001, 2001

Series XI. Information Management, 1977-1999

Information management plans about transferring records to the University Archives are outlined in Series XI.

Box**Series XII. Subject File, 1992-2002**

Series XII includes typical programs of study, marketing, and library holdings.

1 Library Holdings, 1995

1 Marketing, 1993 -2002

1 Programs of Study, 1992

1 Unit Information and Procedures, 1977-1981

Box**Series XIII. Photographs, 1972-2001**

Series XIII contains various photographs of class celebrations, conferences, group gatherings, graduation and retirement events, negatives, and groups of graduating classes

- 1 Baby Photographs, undated
- 1 Celebrations of the Class of 1997, 1997
- 1 Class of 1999, 1999
- 1 Classroom and Groups, 2001
- 1 Dr. Trow's Retirement Party, undated
- 1 Conference, 1999
- 1 Faculty and Staff Photographs, undated
- 1 Graduation and Retirement party, undated
- 1 Graduation Party , 1999
- 1 Group Gatherings, 1998-1999
- 1 Groups by graduating class year , 1985-1997
- 1 National Association of Student Professional Administration (NASPA) Conference, 2001
- 1 Office of Student Services, 1983-1994
- 1 Orientation, 2000
- 1 Outdoor Gatherings, 1997
- 1 General Photographs, 1972-2000
- 2 Photo Album, 1998

Box**Series XIV. Scrapbooks, 1973-1994**

Series XIV contains scrapbooks from the office of the Dean of Students and Student Services as well as the CSSA program.

- 2 College Student Services Administration Program-Graduating Class, 1992-1994
- 2 Dean of Students Office, 1981-1992
- 2 Dean of Students Office, 1987-1990
- 3 Student Services Office, 1973-1980 (apx 16x20 in.)
- 1 Loose Photographs