

Taylor University Archives
Association of Christians in Student Development Archives

Accession: 95-10,16,17; 97-1 -15; 00-2

Box Series 1: Miscellaneous Files

Box Series 2: Miscellaneous Operational Documents binders

Box Series 3: Multimedia

Box Series 4: Koinonia

Box Series 5: File Collections

Summary: This collection was received by the Archives in 1995, and has continued to be added to. It had previously been stored in the office of Tim Herrmann, Director of Student Development at Taylor University since 1980 until moved in 1995. Portions of the collection were also held at other various college's locations. It contains information concerning individual yearly conferences as well as business meeting minutes, and various correspondences. The Association for Christians in Student Development is composed of professionals who seek to bring their commitment to Jesus Christ together with their work in Student Development. The ACSD began in 1980 as a result of the merge of the Christian Association of Deans of Women and the Association of Christian Deans and Advisors of Men. The Association has grown and currently represents approximately 900 individuals from more than 300 institutions. This collection also contains information on the Christian Association of Deans of Women and the Association of Christian Deans and Advisors of Men, which merged in 1980. The files are arranged for the most part in order of years.

Spring 2006

In Spring 2006 the collection was entirely reorganized. Previously, the files had been roughly organized by topic, and then by year, which eventually resulted in overflowing boxes as well as several different boxes and files containing the same information. Most files had also not been placed in acid-free folders, and many documents were still contained in vinyl 3-ring binders.

Re-organization consisted of the files being grouped by year, consistent file names created, all files were placed in acid-free file folders, and all documents were taken out of 3-ring binders and put in acid-free file folders. Within each year, the file folders have been alphabetized by folder name.

Collection Guidelines and Procedures

▪ PROCESSING PROCEDURE

When new files come in, separate them by year.

Take all items out of their old folders and put them in acid-free folders (see file name guidelines below). For the items from years past, file them in the existing folders.

For items in 3 ring binders, take the items out and place directly into a file folder. Discard the binder.

For all other items, file in appropriate boxes. For audio tapes, label them with a CD spine label

▪ FILE NAME GUIDELINES:

When naming a folder, look through the checklist to familiarize yourself with the file names that have been used. Consistent file names should be used for each year throughout the collection.

When naming a folder, follow this formula:

ACSD [general description of contents] [year] [extra detail, if needed]

Box 1.1: Miscellaneous Files

Undated

CADW (Christian Association of Deans of Women) MISC	UNDATED
Past and Future Conference Information	UNDATED
Conference Planning	UNDATED
Conference Host Application and Guidelines	UNDATED
National Conference Proposal Forms	UNDATED
Constitution and Bylaws	UNDATED
CADW, CASA, ACDAM, ACSD History	
Informational Pamphlets	UNDATED
Journal Publication Guidelines	UNDATED
Ideas for the Organization	UNDATED
Membership	UNDATED
Lifetime Membership Certificates	UNDATED
Regional Information	UNDATED

1965-73

ACDAM/CADW Annual Conferences	1969-1973
ACDAM/CADW Regional Directors	1970's
ACDAM Doctrinal Statements	1970's
Koinonia	1970's

1974

CADW Conference	1974
Correspondence	1974
CADW Financial Documents	1974
CADW Regional Meeting	1974

1975

ACDAM/CADW Annual Conference	1975
Regional Directors	1975

1976

Annual Conference	1976
ACDAM Membership	1976

1977

ACDAM/CADW Annual Conference	1977
ACDAM Executive Committee	1977
ACDAM Financial Documents	1977
ACDAM Business Meeting	1977
ADCAM Membership	1977
ACDAM/CADW Regional Directors	1977
CADW Headlines	1977

1978

Annual Conference	1978
ACDAM Financial Documents	1978
ACDAM Business Meeting	1978
ACDAM/CADW Executive Committee Meetings	1978
ACDAM/CADW National Meetings	1978
ACDAM Membership	1978
Questionnaire	1978
ACDAM/CADW Regional Directors	1978
CADW Survey	1978

1979

CASA/CADW Regional Conference	1979
ACDAM/CADW Annual Conference	1979
Correspondence	1979
CASA Financial Documents	1979
ACDAM/CADW National Meetings	1979
CASA/CADW Executive Meetings	1979
ACDAM Business Meeting	1979
ACDAM Membership	1979

1980

CADW/CASA Annual Conference	1980
Conference Planning	1980
Correspondence	1980
Executive Committee Meeting	1980
Financial Documents	1980
Goal Statements	1980
General Information	1980
CADW/CASA Merger	1980
Transitional Meeting to Establish ACSD from CADW	1980
ACDAM Regional Directors	1980
CADW Meeting Minutes	1980
Annual Business Meeting	1980
Membership	1980
Placement Service	1980
Regional Directors	1980

1981

Annual Conference: Calvin College	1981
Regional Conference	1981
Correspondence	1981
Executive Committee Minutes	1981
Financial Documents	1981
Annual Business Meeting	1981
Membership	1981

Placement Service	1981
1982	
Regional Conferences	1982
Annual Conference: Bryan College	1982
Correspondence	1982
Executive Committee Minutes	1982
Financial Documents: Receipts	1980-82
Annual Business Meeting	1982
Membership	1982
1983	
Annual Conference: Bethel College	1983
Annual Conference: Bethel College Evaluation Forms	1983
Correspondence	1983
Executive Committee Minutes	1983
Financial Documents	1983
Financial Documents: Bank Statements	1983
Financial Documents: Money Receipts	1982-83
Annual Business Meeting	1983
Membership	1983
Papers written by ACSD Members	1983
1984	
Regional Conferences	1984
Annual Conference: John Brown University	1984
Annual Conference: John Brown University Conference Evaluations	1984
Correspondence	1984
Executive Committee	1984
Executive Committee Minutes	1984
Financial Documents	1984
Financial Documents: Bank Statements	1984
Financial Documents: Receipts	1984
Financial Documents: Receipts	1983-84
Annual Business Meeting	1984
Membership	1984
Membership: Regions	1984
Papers written by ACSD Members	1984

Box 1.2

1985

Annual Conference: Messiah College	1985
Correspondence	1985
Executive Committee	1985
Financial Documents	1985
Financial Documents: IRS	1985
Financial Documents: Receipts	1985
Financial Documents: Receipts	1984-85
Annual Business Meeting	1985
Membership	1985
Task Force	1985

1986

Annual Conference: Wheaton College	1986
Correspondence	1986
Executive Committee	1986
Financial Documents	1986
Financial Documents: Receipts	1986
Annual Business Meeting	1986
Membership	1986

1987

Career Development Proposal	1987
Annual Conference: Marion College	1987
Annual Conference: Marion College Conference Evaluations	1987
Correspondence	1987
Executive Committee	1987
Financial Documents	1987
Financial Documents: Budget Survey	1987
Financial Documents: IRS	1987
Financial Documents: Receipts	1987
Informational Pamphlet	1987
Annual Business Meeting	1987
Membership	1987
Placement Service	1987

1988

Annual Conference: Azusa Pacific University	1988
Annual Conference: Azusa Pacific University Conference Binder	1988
Annual Conference: Azusa Pacific University Conference Evaluations	1988
Conference Planning	1988
Constitution	1988
Correspondence	1988

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Executive Committee	1988
Financial Documents	1988
Financial Documents: IRS	1988
Financial Documents: Receipts	1988
Informational Brochure	1988
Annual Business Meeting	1988
Membership	1988
Placement Service	1988
Women's Retreat	1988

1989

Annual Conference: Wheaton College	1989
Annual Conference: Wheaton College Conference Evaluations	1989
Correspondence	1989
Executive Committee	1989
Financial Documents	1989
Financial Documents: Receipts	1989
Financial Documents: Tax Exempt Status	1989
General Information	1989
Placement Service	1989
Regional Directors	1989
System Guide	1989
Task Force	1989

Box 1.3

1990

Calendar	1990
CoCa Affiliation	1990
Annual Conference: Calvin College	1990
Annual Conference: Calvin College Conference Binder	1990
Annual Conference: Calvin College Conference Evaluations	1990
Conference Planning	1990
Correspondence	1990
Executive Committee	1990
Financial Documents	1990
Financial Documents: Ledger	1980-90
Financial Documents: Bank Statements	1990
Financial Documents: Receipts	1990
General Information	1990
Informational Pamphlet	1990
Annual Business Meeting	1990
Membership	1990
New Professionals Retreat	1990

1991

Annual Conference: Gordon College Conference Binder	1991
Conference Planning	1991
Correspondence	1991
Executive Committee Minutes	1991
Financial Documents: Receipts	1990-91
Annual Business Meeting	1991
Membership	1991
Voting Ballot	1991

1992

Career Services Network	1992
Annual Conference: Huntington College	1992
Annual Conference: Huntington College Conference Binder	1992
Annual Conference: Huntington College Conference Binder	1992
Annual Conference: Huntington College Workshop Correspondence	1992
Annual Conference: Huntington College Master Schedule	1992
Annual Conference: Huntington College Publicity	1992
Annual Conference: Huntington College Budget	1992
Annual Conference: Huntington College Tentative Projections	1992
Annual Conference: Huntington College Planning Committee Memos	1992
Annual Conference: Huntington College Presentation by Paul Lowell Haines	1992
Annual Conference: Huntington College Conference Evaluations	1992
Conferences: Summer Schedule	1992

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Conference Planning	1992
Correspondence	1992
Executive Committee Minutes	1992
Financial Documents: Receipts	1991-92
Annual Business Meeting	1992
Membership	1992
Placement Service	1992
Surveys	1992
Voting Ballot	1992

1993

Annual Conference: Houghton College Conference Binder <i>[see box 1.4 for more 1993 conference files]</i>	1993
Conference Planning	1993
Correspondence	1993
Executive Committee	1993
Financial Documents	1993
Financial Documents: Receipts	1992-93
General Information	1993
Informational Pamphlet	1993
Koinonia Records	1993
Annual Business Meeting	1993
Membership	1993
New Professionals Retreat	1993
Placement Service	1993
Regional Conference	1993
Regional Director	1993
Surveys	1993
Voting Ballot	1993

Box 1.4

1993

Annual Conference: Houghton College	1993
Annual Conference: Houghton College Budget	1993
Annual Conference: Houghton College Committees	1993
Annual Conference: Houghton College Correspondence	1993
Annual Conference: Houghton College Program	1993
Annual Conference: Houghton College Conference Evaluations	1993
National Conference Manual	1993

1994

Calendar	1994
Annual Conference: Westmont University	1994
Annual Conference: Westmont University Conference Binder	1994
Annual Conference: Westmont University Conference Binder	1994
Annual Conference: Westmont University Conference Binder	1994
Annual Conference: Westmont University Conference Evaluations	1994
Conference Planning	1994
Correspondence	1994
Executive Committee	1994
Financial Documents: Receipts	1993-94
Informational Pamphlet	1994
Annual Business Meeting	1994
Membership	1994
New Professionals Retreat	1994
Placement Service	1994
Regional Directors Meeting	1994
Voting Ballot	1994
ACPA Convention	1994
CACSD	1994

1995

Calendar	1995
Committees	1995
Annual Conference: Anderson University	1995
Annual Conference: Anderson University Marketing	1995
Annual Conference: Anderson University Attendee Binder	1995
Annual Conference: Anderson University Attendee Binder	1995
Annual Conference: Anderson University Conference Evaluations	1995
Conference Planning	1995
Constitution and Bylaws	1995
Correspondence	1995
Distinguished Service Awards	1995
Diversity	1993-95
Executive Committee	1995

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Financial Documents	1995
General Information	1995
Informational Pamphlet	1995
Koinonia Records	1995
Annual Business Meeting	1995
Membership	1995
Newsclippings	1995
New Professionals Retreat	1995
Placement Service	1995
Regional Director	1995
Research Grants	1995
Voting Ballots	1995
ACPA Convention	1995

1996

Calendar	1996
Annual Conference: Bethel College Attendee Binder	1996
Annual Conference: Bethel College Attendee Binder	1996
Annual Conference: Bethel College Planning File	1996
Annual Conference: Bethel College Conference Evaluations	1996
Conference Planning	1996
Correspondence	1996

Box 1.5

1996

Distinguished Service Awards	1996
Electronic Technology	1996
Executive Committee	1996
Financial Documents	1996
Informational Pamphlet	1996
Leadership Development Programs Resource Guide	1996
Annual Business Meeting	1996
Membership	1996
New Professionals Retreat	1996
New Professionals Retreat Alumni	1996
Placement service	1996
Planning	1996
Prayer Breakfast	1996
Research Grants	1996
Technology	1996
CACSD	1996

1997

Archives	1997
Calendar	1997
Annual Conference: Asbury College	1997
Annual Conference: Asbury College Conference Binder	1997
Annual Conference: Asbury College Conference Binder	1997
Annual Conference: Asbury College Planning and Final Reports	1997
Conference Planning	1997
Correspondence	1997
Distinguished Service Awards	1997
Elections	1997
Executive Committee	1997
Executive Reports	1997
Financial Documents	1997
Informational Pamphlet	1997
Koinonia Records	1997
Annual Business Meeting Minutes	1997
Multicultural Scholarships	1997
New Professionals Retreat	1997
Operations and Procedures Manual	1996-1997
Placement service	1997
Prayer Breakfast	1997
Regional Conference	1997
Technology	1997

1998

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Calendar	1998
Annual Conference: Calvin College	1998
Annual Conference: Calvin College Conference Binder	1998
Conference Planning	1998
Correspondence	1998
Distinguished Service Awards	1998
Electronic Technology	1998
Executive Committee	1998
Financial Documents	1998
Annual Business Meeting Minutes	1998
Multicultural Dialogue	1998
Multicultural Scholarships	1998
New Professionals Retreat	1998
Regional Conference	1998
Regional Directors	1998
Placement service	1998

Box 1.6

1999

Calendar	1999
Annual Conference: Biola University	1999
Conference Planning	1999
Correspondence	1999
Distinguished Service Awards	1999
Executive Committee	1999
Financial Documents	1999
Informational Pamphlet	1999
Journal	1999
Leadership Institute Proposal	1999
Annual Business Meeting Minutes	1999
Membership	1999
Multicultural Scholarships	1999
New Professionals Retreat	1999
Regional Director	1999
Web Page	1999

2000

Calendar	2000
Annual Conference: Taylor University	2000
Annual Conference: Taylor University Conference Binder	2000
Annual Conference: Taylor University Planning File #1	2000
Annual Conference: Taylor University Planning File #2	2000
Distinguished Service Awards	2000
Executive Committee	2000
Financial Documents	2000
Informational Pamphlet	2000
Journal	2000
Leadership Institute	2000
Annual Business Meeting Minutes	2000
Membership	2000
New Professionals Retreat	2000
Placement service	2000
Regional Director	2000

2001

Annual Conference: Northwestern College	2001
Annual Conference: Northwestern College Conference Binder	2001
Conference Planning	2001
Distinguished Service Awards	2001
Executive Committee	2001
Financial Documents	2001

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Journal: Growth	2001
Journal: Growth (working copy)	2001
Logo Ideas	2001
Membership	2001
Multicultural Scholarships	2001
New Professionals Retreat	2001
Regional Director	2001
ACPA and NASPA	

2002

Annual Conference: Lee University Conference Binder	2002
Conference Planning	2002
Conference Reports	2002
Correspondence	2002

continued in next box

Box 1.7

2002 continued

Distinguished Service Awards	2002
Executive Reports	2002
Executive Committee	2002
Executive Committee Meetings June	2002
Executive Committee Meetings November	2002
Financial Documents	2002
Annual Business Meeting	2002
Multicultural Scholarships	2002
New Professionals Retreat	2002
Regional Conference	2002
Research Grants	2002

2003

Annual Conference: Wheaton College	2003
Conference Planning	2003
Correspondence	2003
Executive Committee Meetings	2003
Executive Reports	2003
Financial Documents	2003
Journal: Growth	2003
Annual Business Meeting	2003
Membership	2003
Multicultural Scholarships	2003
New Professionals Retreat	2003
Professionals Retreat	2003

2004

Annual Conference: John Brown University	2004
Annual Conference: John Brown University Conference Binder	2004
Executive Committee Meetings	2004
Executive Reports	2004
Financial Documents	2004
Journal: Growth	2004
Past Officers Meeting	2004
Annual Business Meeting	2004
New Professionals Retreat	2004

2005

Annual Business Meeting	2005
Annual Conference: George Fox University (includes a CD of files)	2005
Annual Conference: George Fox University Conference Binder	2005
Correspondence	2005
Executive Committee Meetings	2005

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Executive Reports 2005
Journal: Growth 2005

2006

ACSD Annual Business Meeting 2006
ACSD Annual Conference: Indiana Wesleyan Conference Binder 2006
ACSD Executive Committee Meetings 2006
ACSD New Professionals Retreat: Indiana Wesleyan Conference Binder 2006
ACSD Financial Documents 2006
ACSD Placement 2006

2007

ACSD Annual Business Meeting 2007
ACSD Annual Conference 2007: Northwestern College Conference Binder 2007

Box 2.1: Miscellaneous Operational Documents

These documents were taken directly from binders labeled as "Miscellaneous Operational Documents." I kept all files as is and directly transferred them from the binder to the file folders. The years overlap, and the documents contained within are the same as in the Box 1 Series.

1991-1994

1980-1993

1987-1992 File #1

1987-1992 File #2

1992-1995 File #1

1992-1995 File #2

1992-1995 File #3

1992-1995 File #4

Box 3.1: Multimedia & Artifacts

Videos

1997 ACSD Annual Conference: Asbury College Promo Video (2 copies)
???? ACSD Annual Conference: Biola Promo Video
???? ACSD Annual Conference: Calvin College Promo Video

Audio Tapes

Single Tapes

Unidentified

CADW/CASA Conference 1980: Jim & Sally Conway
CADW/CASA Conference 1980: John Powell
CADW/CASA Conference 1980: Tony Evans
ACSD Conference 1984: Tony Compolo
ACSD Conference 1989: Ted Ward
ACSD Conference 1992: George Kuh
ACSD Conference 1992: George Kuh (copy of the original)
ACSD Conference 1992: Brennan Manning 1
ACSD Conference 1992: Brennan Manning 2
ACSD Conference 1992: Brennan Manning (copy of the originals)
ACSD Conference 1992: Brennan Manning (copy of the originals)
ACSD Conference 1992: Sharon Parks
ACSD Conference 1992: Sharon Parks (copy of the original)
ACSD Conference 1992: Daniel Taylor
ACSD Conference 1993: Margaret Barr
ACSD Conference 1993: Paul Borden

Tape Sets

ACSD Conference 1986: Banquet, Don Baker, Lee Knefelkamp, Em Griffin (2 sets of 6)

Photos

ACSD Conference Photos 1988 – 1999 (box)
ACSD Conference Photos 2000 – present (box)

Artifacts

ACSD Plaque with a gavel. Dated June 5th, 1980 (maybe a plaque commemorating the formation of the ACSD?)

Box 4.1: Koinonia

CASA Headlines 1974 – 1978
Koinonia 1975; 1977 - 1998

Box 4.2: Koinonia

Koinonia 1999 -

Box 5.1: Ruth Bamford Files

Ruth Bamford, Dean of Student Programs, Wheaton College.
ACSD President, 1982-1984

1. ACSD Historical Information
2. Correspondence 1982-1985
3. ACSD Program 1984: Conference Planning materials
4. Koinonia: Nov. 1982-1984
5. Business Meetings 1983-1984
6. Regions: Regional Meeting
7. Task Force 1983-1984
8. Executive Committee: Job descriptions for ACSD positions
9. Misc. Correspondence 1981-1984
10. Document binder: Placement service Service, Election Nominations, Ideas, Other Professional
11. ACSD Placement service Bulletins
12. Procedure Manual and Policies