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**Record Group 16  
School of Continuing and Non-Resident Education**

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Last Modified October 18, 2021**

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**School of Continuing and Non-Resident Education; Record Group 16  
Indiana University of Pennsylvania, Special Collection and University Archives  
6 boxes; 6 linear feet**

**Abstract**

Corrections Education Program, in cooperation with the State Department of Education, IUP assumed administrative responsibility for educational programs for inmates at nine adult correctional facilities. Administrative and correspondence files, 1978-1980 includes personnel manual and results of survey of participants. For more information about the Pennsylvania Association for Adult Continuing Education (PAACE), PAACE Journal of Lifelong Learning, Volume 23, 2014 (Volumes 1-22, 1992-Present, [IUP Department of Adult and Community Education](#)) go to Manuscript Group 225

**Scope and Content**

This collection is housed in six archival boxes. The collection includes correspondences, reports, program plans, newsletters, studies and membership information regarding the School of Continuing and Non-Resident Education.

**Provenance**

Unknown.

**Restrictions**

None, this collection is open for research. Property rights reside with Indiana University of Pennsylvania (IUP), and the IUP Special Collections and University Archives. Literary rights are retained by the creators of the records and their heirs. For permissions to reproduce or publish, please contact the [Special Collections Librarian and University Archivist](#).

**Processor**

The collection was organized and the finding aid was updated by Harrison Wick on October 18, 2021.

**Container List**

**Box 1 (41 folders)**

1. Correction Education Program Administration Budget – Correspondence (General), FY 1978-1979
2. Administration Budget, IUP Contract, 1979-1980
3. Correction Education Program Administration – Conferences and Workshops (FY 1979-1980), Correspondence (General)
4. Corrections Education Program Administration – Evaluations – Field Coordinators
5. Corrections Education Program – Job Description
6. Corrections Education Program Administration – Personnel and Policy Procedures
7. Robert H. Lawson – Field Coordinator – Pittsburgh

8. Lane, Sharon
9. Personnel
10. Corrections Education Program Administration – Plan of Work
11. Corrections Education Program Administration – Surveys and Reports, Internship Report – Joyce Hanley
12. Corrections Education Program Agencies – Bureau of Corrections, Correspondence, FY 1978-1979
13. Administration Budget – Correspondence - In
14. Administration Budget – Correspondence - Out
15. Administration Budget – Correspondence - General
16. Corrections Education Program Administration – Misc. Correspondence, FY 1977-1978
17. Corrections Education Program Administration – Misc. Correspondence, FY 1978-1979
18. Corrections Education Program Administration – Misc. Correspondence, 1978
19. Corrections Education Program Administration – Misc. Correspondence, 1979
20. Corrections Education Program Administration – Misc. Correspondence, 1980
21. SCI – Camp Hill, Specific Information – Bob Stanley
22. Corrections Education Program – SCI – Dallas, Correspondence
23. Corrections Education Correspondence – Dean, 1978
24. Corrections Education Correspondence – Dean, 1979
25. Corrections Education Correspondence – Dean, 1980
26. Corrections Education Program – SCI – Graterford, Correspondence, 1978
27. Corrections Education Program – SCI – Graterford, Correspondence, 1979
28. Corrections Education Program – SCI – Graterford, Correspondence, 1980
29. Corrections Education Program – SCI – Greensburg, Correspondence, 1976-1978
30. Corrections Education Program – SCI – Greensburg, Correspondence, 1979
31. Corrections Education Program – SCI – Huntingdon, Correspondence, 1978
32. Corrections Education Program – SCI – Huntingdon, Correspondence, 1979 (In)
33. Corrections Education Program – SCI – Huntingdon, Correspondence, 1979 (In)
34. Corrections Education Program – SCI – Huntingdon, Correspondence, 1978-1980 (Out)
35. Corrections Education Program – SCI – Huntingdon, General Correspondence, 1977-1978
36. Corrections Education Program – SCI – Huntingdon, General Correspondence, 1979-1980
37. Corrections Education Program – SCI – Huntingdon, General Information
38. Corrections Education Program Inter- Agency Committee Correspondence & Minutes, FY 1977-1978
39. Corrections Education Program Correspondence, Dean, FY 1978-1979
40. Corrections Education Program Inter-Agency Committee Correspondence, 1978-1979
41. Corrections Education Program Inter-Agency
  - a. Copy of House Bill #529 (Session 1977)
  - b. Correctional Goals
  - c. Responsibilities for the operation of educational programs in the state correctional institutions

- d. Workshop notice and newspaper article (1978)
- e. Outline on the delineation of authority
- f. Accounting for Expenses, 1987
- g. Job notice, 1979
- h. Meeting Agenda and Notes
  - i. March 28, 1978
  - ii. April 27, 1978
  - iii. May 24, 1978
  - iv. June 9, 1978
  - v. July 10, 1978
  - vi. July 12, 1978
  - vii. July 13, 1978
  - viii. August 3, 1978
  - ix. August 7, 1978
  - x. August 8, 1978
  - xi. August 22, 1978
  - xii. August 23, 1978
  - xiii. September 19, 1978
  - xiv. September 18, 1978
  - xv. September 27, 1978
  - xvi. October 11, 1978
  - xvii. October 24, 1978
  - xviii. November 15, 1978
  - xix. November 16, 1978
  - xx. December 12, 1978
  - xxi. January 9, 1979
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  - xxiv. February 5, 1979
  - xxv. February 6, 1979
  - xxvi. February 15, 1979
  - xxvii. February 20, 1979
  - xxviii. February 21, 1979
  - xxix. March 8, 1979
  - xxx. May 9, 1979
  - xxxi. May 8, 1979
  - xxxii. May 17, 1979
  - xxxiii. July 10, 1979
  - xxxiv. August 3, 1979
  - xxxv. November 28, 1979
- i. Educational Department Policies, July 26, 1978
- j. Goal Statement written by William Robinson
- k. PLATO pricing information
- l. Welding school Project
- m. Benefit Rates
- n. Object Code for use with Corrections Education Grants Categories

- o. Definitions of Major and Minor Objects of Expenditures 100 Personnel services
- p. "Correctional NEWSFRONT," 1978
- q. Employment Tax Credit Programs, May 31, 1979
- r. Report of Discussion at SCIR
- s. State Contract dealing with Budget issues
- t. Inventory of Office Equipment
- u. CSPG Notes, November 29, 1978
- v. Guidelines of the Correction Education Vocational Education Advisory Committee
- w. Grievance Report From
- x. Apprenticeship training
- y. Notes and Correspondence about Meetings

**Box 2 (39 folders)**

1. SRCF – Mercer Contract Governor’s Special Grant, February 1, 1980-September 30, 1980
2. Corrections Education Program SCRF – Mercer Correspondence (In)
3. Corrections Education Program SCRF – Mercer Correspondence (Out)
4. Corrections Education Program SCRF – Mercer Correspondence (General)
5. Corrections Education Program SCRF – Mercer Correspondence, Fiscal Year 1978-1979
6. Corrections Education Program, Community Based Support System.
7. Corrections Education Program SCI (State Correctional Institutions), Muncy Correspondence (In)
8. Corrections Education Program SCI (State Correctional Institutions), Muncy Correspondence (Out)
9. Corrections Education Program SCI (State Correctional Institutions), Muncy Correspondence (General)
10. Corrections Education Program SCI (State Correctional Institutions), Muncy Correspondence (In), FY 1978–1979
11. Corrections Education Program SCI (State Correctional Institutions), Muncy Correspondence (Out), FY 1978–1979
12. Corrections Education Program SCI (State Correctional Institutions), Muncy Correspondence (General), FY 1978–1979
13. Correctional Education Program, Correspondence of Karen Dicks
14. Correctional Education Organizational
15. Other Offices Concerned Correction Education
16. Correction Education Program Pennsylvania Department of Education General
17. Correction Education Program Pennsylvania Department of Education, Correspondence (In)
18. Correction Education Program Pennsylvania Department of Education, Correspondence (Out)
19. Phase-Out Corrections Education
20. Corrections Education Program SCI (State Correctional Institutions), Pittsburgh Correspondence (In)
21. Corrections Education Program SCI (State Correctional Institutions), Pittsburgh Correspondence (Out)

22. Corrections Education Program SCI (State Correctional Institutions), Pittsburgh Correspondence (General)
23. Corrections Education Program SCI (State Correctional Institutions), Pittsburgh Correspondence (In), FY 1978–1979
24. Corrections Education Program SCI (State Correctional Institutions), Pittsburgh Correspondence (Out), FY 1978–1979
25. Corrections Education Program SCI (State Correctional Institutions), Pittsburgh Correspondence (General), FY 1978–1979
26. Corrections Education Program SCI (State Correctional Institutions), Rockview Correspondence (In)
27. Corrections Education Program SCI (State Correctional Institutions), Rockview Correspondence (Out)
28. Corrections Education Program SCI (State Correctional Institutions), Rockview Correspondence (General)
29. Corrections Education Program SCI (State Correctional Institutions), Rockview Correspondence, FY 1978-1979
30. Corrections Education Program State Correctional Institutions, All Field Coordinators
31. Directors of Education, Superintendents, Correspondence (Out), FY 1978–1979
32. Adult Corrections Education, Director of Corrections Education – IUP
33. Photographs – contact sheets & slides
34. Union Negotiations
35. Adult Correction Education, Welcome to Staff, Robert Wilburn
36. Personnel Manual, Adult Correction Education School of Continuing & Non-Resident Education
37. PEP State Regional Correctional Facility, Greensburg, 1980-1981
38. Proposed Educational Program, State Correctional Institute, Graterford, Pennsylvania
39. Plan for Educational Programs, State Correctional Institute at Muncy, January 1979

**Box 3 (3 folders)**

1. Corrections Education Surveys
2. Corrections Education Surveys
3. Corrections Education Surveys

**Box 4 (36 folders)**

1. Continuing Education, Normal School Extension Service
2. Continuing Education, Proposals for Continuing Education
3. Continuing Education, Crime Study Center
4. Continuing Education, Labor Studies Programs
5. Continuing Education, PMS Newsletter, Motorcycle Safety
6. Continuing Education, Community and University Studies
7. Continuing Education, “Information” newsletter annual report
8. Continuing Education, Elderhostel/Aging Courses
9. Continuing Education, Emergency Medical Services

10. Continuing Education, Nursing
11. Continuing Education, Criminology
12. School of Continuing Education , Credit Classes Program, General Description of Program
13. Continuing Education, 1974 Audit Report
14. Continuing Education, Youth Experience In Summer
15. School of Continuing Education , Credit Classes Program, General Fiscal Reports
16. Continuing Education, Publications
17. Continuing Education, Courses
18. Continuing Education, Brochures, 1954-1969
19. Continuing Education, Brochures, 1970-1979
20. Continuing Education, Brochures, 1980-1989
21. Continuing Education, Brochures, 1990-2003
22. Pennsylvania Library Association Membership Directory and Information Guide, 1996
23. Pennsylvania Library Association Membership Directory and Information Guide, 1995
24. Pennsylvania Library Association Membership Directory and Information Guide, 1994
25. Pennsylvania Library Association Membership Directory and Information Guide, 1993
26. Pennsylvania Library Association Membership Directory and Information Guide, 1992
27. Pennsylvania Library Association Membership Directory and Information Guide, 1991
28. Pennsylvania Library Association Membership Directory and Information Guide, 1990
29. Pennsylvania Library Association Membership Directory and Information Guide, 1989
30. Pennsylvania Library Association Membership Directory and Information Guide, 1988
31. Pennsylvania Library Association Membership Directory and Information Guide, 1987
32. ARIN IU 28 Library Consortium ACCESS PA Membership Directory & IDS, 2004-2005
33. Quarterly Reports, January 1980-December 1980
34. Quarterly Reports, January 1981-December 1981
35. Quarterly Reports, January 1982-December 1982
36. Quarterly Reports, January 1983-December 1983

**Box 5 (20 folders)**

1. Quarterly & Annual Reports, July 1983–June 1984
2. Quarterly & Annual Reports, July 1984–June 1985
3. Quarterly & Annual Reports, June 1985–May 1986
4. Quarterly & Annual Reports, June 1986–May 1987
5. Quarterly & Annual Reports, June 1987–May 1988
6. Quarterly & Annual Reports, June 1988–May 1989
7. Quarterly & Annual Reports, June 1989–May 1990
8. Quarterly & Annual Reports, July 1990–June 1991
9. Quarterly Reports, 1991-1992
10. Continuing Education Quarterly Reports, 1992-1993
11. Quarterly Reports, 1993-1994
12. Quarterly Reports, 1994-1995
13. Quarterly Reports, 1995-1996
14. Quarterly Reports, 1996-1997
15. Quarterly Reports, 1997-1998

16. Quarterly Reports, 1998-1999
17. Quarterly Reports, 1999-2000
18. Quarterly Reports, 2000-2001
19. Quarterly Reports, 2001-2002
20. Quarterly Reports, 2002-2003

**Box 6 (8 folders)**

1. Quarterly Reports, January 1978-December 1978
2. Quarterly Reports, January 1979-December 1979
3. School of Continuing Education Long Range Plan, 1983-1984 through 1987-1988
4. School of Continuing Education Long Range Plan, 1984-1985 through 1988-1989
5. School of Continuing Education: Credit Classes Program: Spring, Summer and Fall 1978
6. School of Continuing Education: Credit and Non-Credit Courses Schedule: Summer 1979 and Fall 1980
7. School of Continuing Education: Community and University Studies: Spring Series, 1982-1988
8. School of Continuing Education: Programs, 1997 and 2001
  - a. Branching Out: Community University Studies, Fall 1997
  - b. Adventure in Lifelong Learning, Fall 2001