Zayed University
University Archives
Finding Aid: Academic Administrative Group

Overview of the Collection

Collection ID: 2011-06-001
Record Group: RG 5/1.1.3 (Deans/Academic Administrative Group)
Series Title: Academic Administrative Group
Source: Zayed University Library Dean; Assistant Provost
Dates: 2006-2007
Quantity: 0.5 linear feet (1 box)
Location: Dubai Archives Storage

Scope and Contents of the Records

This group of records was transferred to the University Archives from former Library Dean Patricia Wand, and former Assistant Provost Elizabeth Stanley in June, 2010. The collection includes materials from 2006 to 2007 and may not be complete.

The Academic Administrative Group was founded in the fall of 2006. An email message sent by Elizabeth Stanley at the time describes the group as follows:

The Academic Administrative Group has recently been established, after discussion with the Provost’s Council, as an expansion of the Assistant Deans and Chairs group which met last year. It is intended to be an implementation group and will generally meet monthly to share information and discuss academic administrative processes.

The 16 October 2006 minutes include further correspondence on the group’s origins. For most of Fall 2006, and in February 2007, files include membership lists in various forms

Membership included 35 or more members from across both campuses. The last record on file is a meeting cancellation notice from April, 2007, which may have been the last thing produced by this group before its demise.

The small collection includes meeting agendas and minutes, as well as some correspondence.

Further accruals may be expected.
Index Terms


Administrative Information

Preferred Citation(s):
Chicago Manual of Style

American Psychological Association (APA) Style
Deans, Zayed University. [Include date of item here, in parentheses.] [Include cited item and folder here.] (Record Group 5/1.1.3; Accession No. 2011-06-001). University Archives. Zayed University, Dubai/Abu Dhabi, United Arab Emirates.

Accession Information:
Accession number(s): 2011-06-001

Processing Information:
Processed by Heidi Butler, May 2011

Detailed Description of the Records

<table>
<thead>
<tr>
<th>Box</th>
<th>Folder</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 1</td>
<td>Folder 1</td>
<td>Administrative Task List (draft September 2006)</td>
</tr>
<tr>
<td></td>
<td>Folder 2</td>
<td>16 October 2006</td>
</tr>
<tr>
<td></td>
<td>Folder 3</td>
<td>27 November 2006</td>
</tr>
<tr>
<td></td>
<td>Folder 4</td>
<td>25 December 2006 (cancellation notice and correspondence)</td>
</tr>
<tr>
<td></td>
<td>Folder 5</td>
<td>22 January 2007 (cancellation notice and draft agendas)</td>
</tr>
<tr>
<td></td>
<td>Folder 6</td>
<td>12 February 2007</td>
</tr>
<tr>
<td></td>
<td>Folder 7</td>
<td>26 February 2007</td>
</tr>
<tr>
<td></td>
<td>Folder 8</td>
<td>26 March 2007</td>
</tr>
<tr>
<td></td>
<td>Folder 9</td>
<td>23 April 2007 (cancellation notice)</td>
</tr>
</tbody>
</table>