

SFU Simon Fraser University Archives and Records
Management Department

Finding Aid - School of Criminology fonds (F-7)

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School of Criminology fonds

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Summary information

Repository:	Simon Fraser University Archives and Records Management Department
Title:	School of Criminology fonds
ID:	F-7
Date:	1972 - 1985 (date of creation)
Physical description:	38 cm of textual records
Dates of creation, revision and deletion:	

Administrative history / Biographical sketch

Note

The School of Criminology was established under the name of the Department of Criminology by the Board of Governors in February 1975. In 1984, it was renamed the School of Criminology. The School is responsible, through its Director, for the promotion of research and the development and delivery of programs in the field of Criminology. The first director, Dr. Ezzat Fattah, set out the goals of the Criminology program, which included the mission to contribute to public education and public enlightenment about crime and justice through the dissemination of scientific, unbiased information; accelerate the shaping of a fair, rational and responsive criminal justice system; promote understanding and co-operation between people in the social, legal and behavioral sciences, in and outside the University, through an interdisciplinary and integrative approach, through team teaching and team research, and; contribute in various ways to social development and social reform.

In December 1972, a faculty ad hoc committee recommended that graduate and undergraduate programs in Criminology be established and incorporated within the Division of General Studies. In August 1973, the Senate resolved to accept this recommendation. In 1974, Criminology was established as a program within the new Faculty of Interdisciplinary Studies, before becoming a full department the next year. In 1985, the School left the Faculty of Interdisciplinary Studies to become a departmental unit within the Faculty of Arts.

In 1978 the School added an M.A. program to its offerings, followed in 1984 by the addition of a Ph.D. program. In meeting its research and instruction mandates, the School has sponsored the Criminology Research Centre, whose management committee consists of members of the department. The School has also taken part in the University's Directed Independent Study Course (DISC) Program, recruiting its first Distance Education Coordinator in 1979 and offering its first DIS course in 1980. In May 1981, The Universities

Council of B.C. approved the establishment of Certificate Programs (General and Advanced) in Criminology, comprised of a variety of home study courses. The School also sponsors conferences on various topics, and members of the department have attended conferences elsewhere.

The School has been organized administratively into a Director, Associate Directors, and a number of standing committees. The Director is the chief administrative officer, whose responsibilities include the management of the operational budget; faculty tenure, promotion and salary recommendations; teaching assignments; and representation of the School to external bodies. The Director reported, until 1985, directly to the Dean of Interdisciplinary Studies. The Associate Directors have been responsible for space allotment, the appointment of sessional staff, the coordination of curriculum development in graduate and undergraduate programs, and advice to the Director on specific matters. The Departmental Assistant is responsible for much of the day-to-day administration of the School, including the management of the departmental budget, the scheduling of courses, the provision of liaison with administrative offices, and advising students.

The number and composition of departmental committees has varied over time. Long-standing committees include the Undergraduate and Graduate Curriculum Committees. The School also struck various ad hoc committees when required, including those on Field Practices, Planning and Co-ordinating; Statistics; and Legal Studies.

Scope and content

The fonds of the School of Criminology consists of records created and received in the course of the administration of the School and the carrying out of its functions of providing instruction and promoting research. The activities documented include policy and procedures development; the planning, initiation and administration of curriculum and programs; departmental and faculty meetings; and the publication of brochures and reports. The types of documents include meeting agenda and minutes, correspondence, memoranda, pamphlets and reports.

Notes

Title notes

- Source of title proper: Title of the fonds is based on the name of its creator.

Immediate source of acquisition

The records were transferred in a number of accessions from the School since the early 1980s.

Arrangement

The fonds was arranged and originally described by the archivist in 1990. The arrangement and titles of series by subject were provided by the archivist.

Restrictions on access

Some access restrictions apply in accordance with Freedom of Information and Protection of Privacy legislation. Consult the appropriate series level description and the archivist.

Finding aids

File lists are available.

Related material

Consult the inventory to the Faculty of Arts fonds, F-2. Also consult the inventory to the Faculty of Interdisciplinary Studies fonds, F-23.

Accruals

Additional material has been accessioned but not yet processed (1.67 m., 1981-1987). Consult with the archivist about unprocessed accruals. Further accruals from the department are expected.

Other notes

- Publication status: published
- Level of detail: Full
- Status description: Revised

Access points

- Verdun-Jones, Simon N. (subject)
- Chappell, Duncan (subject)
- Fattah, Ezzat A. (subject)

Series descriptions

Series F-7-1: Departmental History

Date: 1972 - 1974 (date of creation)

Scope and content:

Series consists of records relating to the history of the School, including proposals for the establishment of the Criminology program and a departmental history. It includes reports.

Physical description: 4 cm of textual records

File / item list

Ref code	Title	Dates	Access status	Container
F-7-1-0-0-1	File - Proposals for undergraduate curriculum	1974	Pending review	7-1
F-7-1-0-0-2	File - Correspondence	1972	Pending review	7-1
F-7-1-0-0-3	File - Papers: department history - proposal for criminology program	1972	Pending review	7-1

Series F-7-2: Correspondence

Date: 1975 - 1979 (date of creation)

Scope and content:

Series consists of correspondence and related materials received and sent by the School Director. It includes brochures, memoranda, questionnaires, and annual and other reports. Names that appear in file titles as correspondents or subjects are listed below under Access Points.

Physical description: 13 cm of textual records

Access points:

- Teaching Support Staff Union

Restrictions on access:

Access to records in the series is restricted in accordance with Freedom of Information and Protection of Privacy legislation. Consult the unit list and the archivist for further information.

File / item list

Ref code	Title	Dates	Access status	Container
F-7-2-0-0-1	File - Chronological correspondence - Chair	1975	Pending review	7-1
F-7-2-0-0-2	File - Chronological correspondence - Chair	1976	Pending review	7-1
F-7-2-0-0-3	File - Chronological correspondence - Chair	1976	Pending review	7-1
F-7-2-0-0-4	File - Chronological correspondence - Chair	1977	Pending review	7-1
F-7-2-0-0-5	File - Chronological correspondence - Chair	1977	Pending review	7-1

F-7-2-0-0-6	File - Chronological correspondence - Chair	1978	Pending review	7-1
F-7-2-0-0-7	File - Chronological correspondence - Chair	1978	Pending review	7-2
F-7-2-0-0-8	File - Chairperson's correspondence	1977 - 1978	Pending review	7-2
F-7-2-0-0-9	File - Chair's correspondence - TSSU	1979	Pending review	7-2
F-7-2-0-0-10	File - Employee appraisal	1978	Pending review	7-2
F-7-2-0-0-11	File - Student appraisal	1978	Pending review	7-2
F-7-2-0-0-12	File - Correspondence - general	1977 - 1978	Pending review	7-2

Series F-7-3: Departmental committees

Date: 1976 - 1978 (date of creation)

Scope and content:

Series consists of the records of various departmental committees. It includes circulars, correspondence, agenda and minutes of meetings, and memoranda.

Physical description: 6 cm of textual records

File / item list

Ref code	Title	Dates	Access status	Container
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Sub-series F-7-3-1: Departmental meetings

Date: 1976 - 1977 (date of creation)

Physical description: 1 cm of textual records

File / item list

Ref code	Title	Dates	Access status	Container
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F-7-3-1-0-1	File - Agendas, minutes and papers	1976 - 1977	Pending review	7-2
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Sub-series F-7-3-2: Undergraduate curriculum committee

Date: 1976 - 1978 (date of creation)

Physical description: 2 cm of textual records

File / item list

Ref code	Title	Dates	Access status	Container
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F-7-3-2-0-1	File - Agendas, minutes, and papers	1976 - 1978	Pending review	7-2
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F-7-3-2-0-2	File - Field school proposals	1977 - 1978	Pending review	7-2
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F-7-3-2-0-3	File - Transfer credit	1978	Pending review	7-2
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Sub-series F-7-3-3: Graduate curriculum committee

Date: 1978 (date of creation)

Physical description: 1 cm of textual records

File / item list				
Ref code	Title	Dates	Access status	Container
F-7-3-3-0-1	File - Agendas, minutes, and papers	1978	Pending review	7-2
Sub-series F-7-3-4: Field practices, planning and coordinating committee <u>Date:</u> 1977 - 1978 (date of creation) <u>Physical description:</u> 1 cm of textual records				
File / item list				
Ref code	Title	Dates	Access status	Container
F-7-3-4-0-1	File - Agendas, minutes, and papers	1977 - 1978	Pending review	7-2
Sub-series F-7-3-5: Statistics committee <u>Date:</u> 1976 (date of creation) <u>Physical description:</u> 1 cm of textual records				
File / item list				
Ref code	Title	Dates	Access status	Container
F-7-3-5-0-1	File - Agendas, minutes, and papers	1976	Pending review	7-2
Sub-series F-7-3-6: Legal studies committee <u>Date:</u> 1978 (date of creation) <u>Physical description:</u> 1 cm of textual records				
File / item list				
Ref code	Title	Dates	Access status	Container
F-7-3-6-0-1	File - Legal studies	1978	Pending review	7-2
Series F-7-4: Faculty committees <u>Date:</u> 1974 - 1980 (date of creation) <u>Scope and content:</u> Series consists of the records relating to committees of the Faculty of Interdisciplinary Studies, including the Curriculum Committee. It includes correspondence, course proposals, and memoranda. <u>Physical description:</u> 1 cm of textual records <u>Access points:</u> <ul style="list-style-type: none"> Faculty of Interdisciplinary Studies. Undergraduate Curriculum Committee 				
File / item list				
Ref code	Title	Dates	Access status	Container
F-7-4-0-0-1	File - Course proposals and papers	1974 - 1978	Pending review	7-2

F-7-4-0-0-2	File - Course proposals and papers	1979 - 1980	Pending review	7-2
Series F-7-5: University committees				
<u>Date:</u> 1977 (date of creation)				
<u>Scope and content:</u>				
Series consists of the records relating to University committees, including the University Review committee. It includes memoranda and reports.				
<u>Physical description:</u> 1 cm of textual records				
<u>Access points:</u>				
<ul style="list-style-type: none"> University Review Committee 				
File / item list				
Ref code	Title	Dates	Access status	Container
F-7-5-0-0-1	File - University Review Committee	1977	Pending review	7-2
F-7-5-0-0-2	File - Agendas, minutes, and papers (Missing as of Sept. 12, 1997)	1977	Pending review	7-2
Series F-7-6: Field school				
<u>Date:</u> 1976 - 1978 (date of creation)				
<u>Scope and content:</u>				
Series consists of records relating to the operation of the Field School, including student placement and seminars. It includes correspondence, memoranda, and reports.				
<u>Physical description:</u> 2 cm of textual records				
<u>Restrictions on access:</u>				
Access to records relating to student placements is restricted in accordance with Freedom of Information and Protection of Privacy legislation. Consult the unit list and the archivist for further information.				
File / item list				
Ref code	Title	Dates	Access status	Container
F-7-6-0-0-1	File - General correspondence	1977 - 1978	Pending review	7-3
F-7-6-0-0-2	File - Student placements	1977 - 1978	Pending review	7-3
F-7-6-0-0-3	File - Analysis	1976 - 1977	Pending review	7-3
F-7-6-0-0-4	File - Field practice manual	1977 - 1978	Open	7-3
F-7-6-0-0-5	File - Seminars	1978	Pending review	7-3
Series F-7-7: Subject files				
<u>Date:</u> 1975 - 1979 (date of creation)				
<u>Scope and content:</u>				

Series consists of records relating to various subjects, including the B.C. Police College, distance education, the Isaac Ray Memorial Lectures, and Law Foundation grants. It includes correspondence, memoranda, reports and statistics. Names that appears in file titles as correspondents or subjects are listed below under Access Points.

Physical description: 7 cm of textual records

Access points:

- British Columbia Police College
- Canadian Police College
- Law Foundation of British Columbia
- University of Ottawa
- Criminology Student Union

File / item list

Ref code	Title	Dates	Access status	Container
F-7-7-0-0-1	File - British Columbia Police College	1975	Pending review	7-3
F-7-7-0-0-2	File - Canadian Police College	1979	Pending review	7-3
F-7-7-0-0-3	File - Clarkson's prison reform proposal	1979	Pending review	7-3
F-7-7-0-0-4	File - Committee list	1978	Pending review	7-3
F-7-7-0-0-5	File - Courses in statistics and/or research design	1977	Pending review	7-3
F-7-7-0-0-6	File - Student Union constitution and correspondence	1975 - 1978	Pending review	7-3
F-7-7-0-0-7	File - Distance education	1977 - 1978	Pending review	7-3
F-7-7-0-0-8	File - Distinguished criminologist series	1975 - 1978	Pending review	7-3
F-7-7-0-0-9	File - Extended studies diploma program	1977	Pending review	7-3
F-7-7-0-0-10	File - Filing system, general office	1976	Open	7-3
F-7-7-0-0-11	File - The Isaac Ray Memorial lectures	1978	Pending review	7-3
F-7-7-0-0-12	File - Law Foundation library grant	1977 - 1978	Pending review	7-3
F-7-7-0-0-13	File - Law Foundation research grant	1978	Pending review	7-3
F-7-7-0-0-14	File - Retreats (departmental)	1978	Pending review	7-3
F-7-7-0-0-15	File - Series on juvenile crime	1977	Pending review	7-3
F-7-7-0-0-16	File - Statistics course	1978	Open	7-3
F-7-7-0-0-17	File - University of Ottawa, external review	1977	Pending review	7-3

Series F-7-8: Conferences

Date: 1979 - 1980 (date of creation)

Scope and content:

Series consists of records relating to various conferences sponsored, or attended by, members of the Department. It includes agenda, correspondence, pamphlets, and reports.

Physical description: 2 cm of textual records

File / item list

Ref code	Title	Dates	Access status	Container
F-7-8-0-0-1	File - Female offenders workshop	1979	Pending review	7-3
F-7-8-0-0-2	File - Incarcerated offenders workshop, remedies, not problems	1979	Pending review	7-3
F-7-8-0-0-3	File - Managing the criminal justice system	1980	Pending review	7-3
F-7-8-0-0-4	File - Conference correspondence	1979 - 1980	Pending review	7-3

Series F-7-9: Publications

Date: 1980 - 1985 (date of creation)

Scope and content:

Series consists of various publications of the School promoting its programs. It includes brochures, pamphlets, and reports.

Physical description: 1 cm of textual records

File / item list

Ref code	Title	Dates	Access status	Container
F-7-9-0-0-1	File - Criminology brochure	1984	Open	7-3
F-7-9-0-0-2	File - Assorted publications	1980 - 1985	Open	7-3

Series F-7-10: Student Issues

Date: 1977 (date of creation)

Scope and content:

Series consists of records relating to students, including grade change requests by individual students.

Restrictions on access:

Access to records in this series is restricted in accordance with Freedom of Information and Protection of Privacy legislation. Consult the unit list and the archivist for further information.

File / item list

Ref code	Title	Dates	Access status	Container
F-7-10-0-0-1	File - Grade change requests	1977	Pending review	7-3

