Guide to the University of California, Irvine, Division of Continuing Education records AS.130

Special Collections and Archives, University of California, Irvine Libraries
(cc) 2019
The UCI Libraries
P.O. Box 19557
University of California, Irvine
Irvine 92623-9557
spcoll@uci.edu
URL: http://special.lib.uci.edu
**Contributing Institution:** Special Collections and Archives, University of California, Irvine Libraries

**Title:** University of California, Irvine, Division of Continuing Education records

**Creator:** University of California, Irvine. University Extension

**Identifier/Call Number:** AS.130

**Physical Description:** 17.75 Linear Feet (12 records cartons, 11 document boxes, and 2 oversized folders)

**Date (inclusive):** 1972-2017

**Abstract:** This collection comprises administrative records that document the development of the University of California, Irvine, Division of Continuing Education (formerly known as University Extension until 2016) and its continuing education and community programs from 1972-2017. Of particular interest are records created during the incorporation of the Distance Learning Center and the program that acquired and operated KOCE TV. Also included are records from programs in the following areas: summer sessions, summer session academic summits, travel study, UCI Online, Online Advisory Committee, UNEX, Japan Travel Bureau, deans’ records, family and international graduate student programs, Hewlett Foundation, CSET Exam courses, first online programs, planning and design, marketing, law, business and management, English for nonnative speakers, University Club, the 2004 OLLI Conference, Laureate, INSEARCH, early documentation about the engagement of UCI with the Massive Open Online Courses (MOOC) movement, meeting minutes, correspondence, photographs, international student recruitment, budget and documentation.

**Language of Material:** English

**Access**
The collection has only been minimally processed. It may contain restricted materials. Please contact the Department of Special Collections and Archives in advance to request access.

**Publication Rights**
Property rights reside with the University of California. Copyrights are generally retained by the creators of the records and their heirs. It is the responsibility of the researcher to determine who holds the copyright and pursue the copyright owner or his or her heir for permission to publish where the UC Regents do not hold the copyright.

For information on use, copyright, and attribution, please visit: http://special.lib.uci.edu/using/publishing.html

**Preferred Citation**
University of California, Irvine, Division of Continuing Education records. AS-130. Special Collections and Archives, The UC Irvine Libraries, Irvine, California. Date accessed.

For the benefit of current and future researchers, please cite any additional information about sources consulted in this collection, including permanent URLs, item or folder descriptions, and box/folder locations.

**Acquisition Information**
Transferred from UCI Division of Continuing Education (formerly known as UCI Extension) in multiple accruals from 2004-2011, and from 2015-2019.

**Collection Scope and Content Summary**
This collection comprises administrative records that document the development of the University of California, Irvine, Division of Continuing Education (formerly known as University Extension until 2016) and its continuing education and community programs from 1972-2017. Of particular interest are records created during the incorporation of the Distance Learning Center and the program that acquired and operated KOCE TV. Also included are records from programs in the following areas: summer sessions, summer session academic summits, travel study, UCI Online, Online Advisory Committee, UNEX, Japan Travel Bureau, deans’ records, family and international graduate student programs, Hewlett Foundation, CSET Exam courses, first online programs, planning and design, marketing, law, business and management, English for nonnative speakers, University Club, the 2004 OLLI Conference, Laureate, INSEARCH, early documentation about the engagement of UCI with the Massive Open Online Courses (MOOC) movement, meeting minutes, correspondence, photographs, international student recruitment, budget and documentation.

**Extent Description**
The extent of the finding aid does not include the one missing box (accn2007-024A 001)- LUJ, 2014/7/22.

**Subjects and Indexing Terms**
University of California, Irvine. University Extension
Box 1 1972-2003

Series Scope and Content Summary
This box contains records of UCI University Extension, including programs in conjunction with the Saddleback Area Coordinating Council from 1972-1973, a program to acquire and operate part of KOCE TV, and UCI Summer Session. Of special interest are records of the foundation of the Distance Learning Center at UCI. The records are mainly proposals for the creation of a distance learning program at UCI, sample distance program agreements and standards from other institutions, budget proposals, reports, clippings, and email correspondence.

Box 2 2000-2005

Series Scope and Content Summary
This box contains records of UCI University Extension, mainly relating to the establishment of UCI's Distance Learning Center. Included are budgets, emails, correspondence, agendas and minutes from strategic planning meetings, and documents expressing the relationship between UCI Extension and UC Berkeley Extension/Center for Media and Independent Learning.

Box 3 2003-2006

Series Scope and Content Summary
This box contains records created by the UCI Extension school OCTANe@UCI program in affiliation with OCTANe, an Orange County organization that supports the local development of Biomedical and Technology based businesses. The records include administrative files comprised of correspondence, agendas, programming plans, directories, budgets, brochures, reports, National Science Foundation grant materials, schedules, clippings, and drafts.

Box 4 2003-2006

Series Scope and Content Summary
This box contains records created by the UCI Extension school OCTANe@UCI program in affiliation with OCTANe, an Orange County organization that supports the local development of Biomedical and Technology based businesses. The records include administrative files comprised of correspondence, agendas, programming plans, directories, budgets, brochures, reports, National Science Foundation grant materials, schedules, clippings, and drafts.

Box 5 2003-2006

Series Scope and Content Summary
This box contains administrative records from the Osher Lifelong Learning Institute (OLLI), a UCI Extension School program. The accession includes correspondence. Funding records, applications, memorandums, course catalogs, agendas, directories, reports, and newsletters.

Box 6 1993-2004

Series Scope and Content Summary
This box contains administrative files related to the University Extension's Arts and Humanities programs; the University Extension's Business Management and Legal programs; and the University Extensions Criminal Justice Programs. The files include correspondence and paperwork about the Arts and Humanities programs; correspondence, research, and planning materials about the Management and Legal programs; and correspondence, manuals, and forms from the Criminal Justice Programs. It also includes files from the Design and Digital Arts program.

Box 7 2001-2006

Series Scope and Content Summary
This box contains files related to the foundation and early operations of the UCI Distance Learning Center. The files also document the creation of the UC's (systemwide) first online degree, a master's in Criminology, Law, and Society.
box accn2009-016A 001   Box 8 1994-2007
Series Scope and Content Summary
This box contains administrative records from the following programs within the Extension
School: English & Certificates for Internationals; Engineering/Science; Information
Technologies; Social Sciences; and Education.

Series Scope and Content Summary
This box contains administrative records from the following programs within the Extension
School: English & Certificates for Internationals; Engineering/Science; Information
Technologies; Social Sciences; and Education.

box accn2009-026A 001   Box 10 1994-2006
Access
This addition to the collection is only minimally processed, it may contain restricted material.
Please contact the Department of Special Collections and Archives in advance to request
access.
Series Scope and Content Summary
This box contains administrative files related to the University Extension School's Legal,
Planning, and Design programs and the Marketing service unit. It includes two file folders of
correspondence, reports, and other related materials, including budgetary information. It
also includes administrative files documenting the Summer Session programs including
Delta College. The folder titled Summer Session: Delta College contains some restricted
material.

box accn2010-005A 001   Box 11 1997-2005
Series Scope and Content Summary
This box contains administrative records documenting the University of California, Irvine
Extension's Switzerland Program, the beginning of Extension's online program, and the
Sylvan Program. Included are several folders containing correspondence, publicity materials
from similar program with compact disks, budgets, reports, and other materials.

box accn2014-037 001   Box 12 1995-2011
Series Scope and Content Summary
This box contains correspondence, memos, and reports documenting UCI Extension and its
units and programs. It includes Distance Ed, University Club, Budget, and Great Park.

box accn2014-037 002   Box 13 1995-2011
Series Scope and Content Summary
This box contains correspondence, memos, and reports documenting UCI Extension and its
units and programs. It includes Summer Session, OLLI Board of Directors, Distance Learning
Center, Global Village Restart, International Student Recruitment, and Gottredson/EVC.

box accn2014-037 003   Box 14 1995-2011
Series Scope and Content Summary
This box contains correspondence, memos, and reports documenting UCI Extension and its
units and programs. It includes OCWC Administration, Summer Session, Hewlett files,
I-Village, and International.

box accn2015-017 001   Box 15 2002-2012
Series Scope and Content Summary
Box 16 2002-2012
Series Scope and Content Summary
This box contains (2002-2011) Laureate, International program recruiting, and Osher Lifelong Learning Institute (OLLI).

Box 17 2002-2012
Series Scope and Content Summary
This box contains (2003-2012) Student Housing handbook, and Osher Lifelong Learning Institute (OLLI) 2004 Conference.

Box 18 2002-2012
Series Scope and Content Summary
This box contains (2004-2010) Osher Lifelong Learning Institute (OLLI) 2004 Conference, Capella University scandal articles, and correspondence.

Box 19 2002-2012
Series Scope and Content Summary
This box contains (2002-2011) INSEARCH and correspondence.

Box 20 2002-2012
Series Scope and Content Summary
This box contains (2002-2008) international student recruitment and Laureate.

Box 21 2009-2015
Series Scope and Content Summary
This box contains correspondence, files, budgets, and notes relating to Summer Session Academic Summits, Summer Session Travel Study, UCI Online, Online Advisory Committee, UNEX, Japan Travel Bureau, UCI Extension Deans Richard Baisden and Gary Matkin, UCI Continuing Education Family presentation, and programs for international graduate students.

Box 22 2009-2015
Series Scope and Content Summary
This box contains correspondence, files, budgets, and notes relating to the William and Flora Hewlett Foundation, CSET Exam courses, Masters of Advanced Studies in Criminology, Law, and Society, and the UCI Distance Learning Center.

Box 23 2012-2017
Series Scope and Content Summary
This box contains Mike Dennin orientation files - Gary Matkin (Dean of Continuing Education) wrote a memo explaining that in 2016 he transferred full control of what had been called the UCI Distance Learning Center (DLC) to Mike Dennin, Dean of DUE and Vice Provost for Teaching and Learning. The DLC had existed since 2000 and these files include background material sent to Mike as they made the transfer (2014-2015). Early documentation about the engagement of UCI with the Massive Open Online Courses (MOOC) movement. UCI's involvement began in September 2012 and offered their first MOOC in January 2013 through Coursera (2012-2014).

Box 24 2002-2017
Series Scope and Content Summary
This box contains two accessions: accn2019-069 002 includes files documenting Summer Session for the years 2013-2017; and accn2019-075 includes a folder documenting UCI's first efforts in open education and the Division's leadership in this arena at the start of the Open Education Resources movement.
OS Folders 1-2 1999-2005

Series Scope and Content Summary

These folders contain 9 oversized photographs from Office of the Vice Provost for Teaching & Learning, Division of Summer Session. The photographs are from when Summer Session was part of UCI University Extension (now UCI Division of Continuing Education), 1999-2005. The photographs are travel study class photographs at Pembroke College, University of Cambridge in the United Kingdom. 8 of the photographs are mounted and the photographs include the names of students underneath.