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Abstract: Record Series 774 contains the administrative files of the UCLA Higher Education Research Institute (HERI), formerly known as the Higher Education Laboratory. These files include: correspondence, data runs, reports, selected survey instruments, and documents on the Cooperative Institutional Research Program (CIRP).
creator: Higher Education Research Institute. 1974 -
Access
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[Identification of item], Higher Education Research Institute. Administrative files (University Archives Record Series 774).
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Biography
ACE/UCLA Relationship: HERI has been working with the American Council on Education (ACE) on the Freshman Survey since it transferred to UCLA in 1973. ACE website has a link to their archives though it looks like it is under construction. http://www.acenet.edu/AM/Template.cfm?Section=ACEArchives
Alexander Astin Notes: Worked with ACE until 1973 at which time he moved to UCLA.
Grants Notes: Grant funded research projects or coding for grants found in files dated 1985 included, CIRP/FUSS (Federal Department of Education), FIPSE (Value-Added), Ford, Exxon, Higher Education Specialization, NIE Project and DEC.
CIRP - Cooperative Institutional Research Program founding director is Dr. Alexander Astin and is the largest ongoing national study of college students in the United States. Survey started in 1966 by the American Council on Education (ACE) and then transferred to UCLA in 1973. Once transferred to UCLA, survey has been sponsored by ACE. The major focus of the Cooperative Institutional Research Program is to obtain descriptive information about the entering freshman students and to study the impact of college on those students. (MLS: ACE 1971, brochure.)
Many of the survey questions remain the same from year to year providing comparative data which can be used to discover national trends. In addition to the repeated questions, as new issues prominent in higher education develop, those are also added to the questionnaire. Follow up surveys of students are also conducted. (MLS: UCLA Educator, Winter 74.)
Uses of CIRP Data:
The freshman survey data has been used for a variety of purposes including curriculum and program evaluation, impact studies, information for the public, institutional research and for normative comparisons. (MLS: from CIRP booklet.) (MLS: from UCLA Educator, Winter 1974: Five major categories in which CIRP data may be used include impact studies, descriptive and normative studies, studies of collect environment, methodological studies and theoretical studies.)
HERI HISTORY:
HERI (the Higher Education Research Institute (pronounced as the name ‘Harry’)was first established in 1973. At that time it was called the Laboratory for Research on Higher Education. HERI was established to serve as an "interdisciplinary center for research, evaluation, information, policy studies, and research training in higher education." (MLS: from CIRP booklet.)
1977 pamphlet: Address in 1977: 924 Westwood Blvd. Suite 850. Los Angeles, CA 90024. Says institute was established in 1973 to "carry out empirical research in all sectors of postsecondary education: two- and four-year colleges, universities, proprietary institutions, and adult education." "The research program of the Institute encompasses four broad areas: academic administration and institutional management, federal and state financial aid programs, use of postsecondary education in careers, and educational equity for women."
1966 Cooperative Institutional Research Program (CIRP) started at American Council on Education (ACE).
1973 CIRP transferred to HERI (formerly called Laboratory for Research on Higher Education?) at UCLA.
1985-1987 Astin and Inouye CAEL Student Potential Project.
1985  Astin and J. Lehman GSE Faculty Survey.
2003  Astin, Astin and Lindholm CSBV Pilot Survey.

**Scope and Content**

Record Series 774 contains the administrative files of the UCLA Higher Education Research Institute (HERI), formerly known as the Higher Education Laboratory. These files include: correspondence, data runs, reports, selected survey instruments, and documents on the Cooperative Institutional Research Program (CIRP).

CIRP is the largest ongoing national study of college students in the United States. The first CIRP survey was taken in 1966 and sponsored by the American Council on Education (ACE); in 1973 the CIRP survey was relocated to UCLA with the transfer of Alexander W. Astin from ACE to UCLA. Astin served as the first Director of HERI (1973 to 20--).

Abbreviations found in material include:

ACE = American Council on Education
ACT = American College Testing Program
CIEL = Curriculum Integration Project
CIRP = Cooperative Institutional Research Program
CSBV = College Students' Beliefs and Values
CSS = College Student Survey
FIPSE = Fund for the Improvement of Post-Secondary Education
HEGIS = Higher Education General Information Surveys
HERI = Higher Education Research Institute
HSGPA = High school grade point average
IRB = Institutional Review Board
PSAT = Preliminary Scholastic Aptitude Test
SAT = Scholastic Aptitude Test
SISFAP = Study of the Impact of Student Financial Aid Programs
SPP = Student Potential Program

Names of people/places noted during processing:
Alexander Astin (Also Alexander W. Astin; Sandy Astin)
John A. Creager
Office of Research – American Council on Education (ACE)
Robert F. Boruch
Alan E. Bayer
David E. Drew
Engin I. Holmstrom
Jeannie T. Royer
Richard M. Webb
Elaine H. El-Khawas
Ann S. Bisconti
Lindholm
Inoue
Clark Kerr (Chairman, Carnegie Commission on Higher Education)
Carnegie Commission on Higher Education (conducted joint survey with ACE – forms available)
Laboratory for Research on Higher Education (former name of HERI?)
Robert Pace (1978, Director of Laboratory for Research on Higher Education)
Helen S. Astin (in 1976, Vice-President of HERI)
Michele Harway
Patricia McNamara
Daryl E. Carlson
Bakke (?Case in 1978? On preferential use of race in admitting students to selective academic programs)
Exxon Education Foundation's Resource Allocation Management Program
Value Added: New Approach to Institutional Excellence (grant funded by FIPSE) 86-7Box 15 does not exist.

This is an active Record Series; additional University records are expected to be added.

The collection is organized into the following series:

1. Series 1. HERI Administrative files.
2. Series 2. Survey files and data runs

**HERI Administrative files.** Series 1.

Scope and Contents note
Includes correspondence, general operating manuals, office procedures, office announcements, etc. Includes grant proposals, continuation grant proposals and grant award notices. Grant names found in files include, FIPSE, CIRP, Ford, Exxon, NIE Project, etc. Includes meeting agendas and documentation for conferences and workshops held by HERI to explain projects and HERI research plans.

Box 3
Correspondence for Alexander Astin. 1974-1975.

Box 3

Scope and Contents note
Includes office procedures documents, CIRP administration procedures, HERI publication order processing procedures, committees and lists, telephone lists, etc.

Box 6
Meeting minutes - CIRP advisory committee. 1974.

Box 6
Miscellaneous office documents. 1970[?].

Scope and Contents note
Contains miscellaneous HERI office documents such as party invitations.

Box 13

Scope and Contents note
Includes conference agenda.

Box 13

Extent: 12 folders

Scope and Content
Includes ledgers of accounting, sundry debtor reference control subsidiary ledgers. Entries in ledgers show records of invoices sent to participating universities.

Box 13

Extent: 5 folders

Scope and Contents note
Contains continuation grant request form for project entitled "Value Added: A New Approach to Institutional Excellence".

Box 13

Extent: 3 folders

Scope and Contents note
Includes workshop material for 1986 and 1987 workshops.
Survey files and data runs. Series 2.

Scope and Contents note
Includes forms, data runs, approval forms, survey trend files and selected reports using HERI data. Project survey forms include Student Potential Program (SPP), College Students’ Beliefs and Values (CSBV) Pilot Survey, Wisconsin Faculty Survey, Connecticut College Alumni Survey, Hampshire College Alumni Survey, etc. Series also includes samples of student, faculty and participating institution survey forms. Also includes comparative tables showing student information questionnaire items from years 1965-1972. Printouts are grouped according to project and year. Includes files relevant to the administration of surveys including survey documentation of methodologies, findings, survey errata notices, invitations to participate in surveys, etc.. Includes publications from educational institutions who participated in HERI surveys and subsequently created reports using HERI data.

Box 1

Student Potential Program Questionnaire. 1984-1986.
Scope and Contents note
Completed forms in various formats and includes student data cover sheet with scores from SAT and other standardized exams, biographical information, interview evaluation form, and supplementary experimental rating data entry sheets. Some forms noted ‘denied admission’. Also includes completed information sheets on interviewee's activities and codebooks (1 folder). Continued in Box 3. Includes signed approval forms from either or both institutions and students agreeing to participate in HERI studies.

Box 2


Box 3

College Student Survey (CSS) approval forms. 2002.
Extent: 2 folders

Box 3

Cooperative Institutional Research Program (CIRP) approval forms. 2002.
Extent: 4 folders

Box 3

Extent: 4 folders
Scope and Contents note
Contains student counts for freshman survey trends. Trend dates covered vary according to institution and generally cover from 1971 to 1988. Files show first-time full time (FTFT) students and part time/transfer (NTFT) student data. Data organized by institution code.

Box 3

Student Potential Program Questionnaire. 1984-1986.
Scope and Contents note
Completed forms in various formats and includes student data cover sheet with scores from SAT and other standardized exams, biographical information, interview evaluation form, and supplementary experimental rating data entry sheets. Some forms noted ‘denied admission’. Also includes completed information sheets on interviewee's activities. Continued from Box 1.

Box 4

General note
Dates taken from computer run printouts.

Box 5

College Students’ Beliefs and Values (CSBV) Pilot Survey. 2003.
Scope and Contents note
Contains completed CSBV Pilot Survey forms. Continued in Box 8 and 9.
<table>
<thead>
<tr>
<th>Box 6</th>
<th>CIRP student information form questionnaire comparison report. 1965-1972. Scope and Contents note Includes table describing CIRP student information questions for first eight years of survey.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 6</td>
<td>Sample forms - Cooperative Institutional Research Program (CIRP) participant survey. 2000. Scope and Contents note Includes survey forms for participating institutions.</td>
</tr>
<tr>
<td>Box 6</td>
<td>Sample forms - faculty surveys. 1972. Scope and Contents note Includes survey forms used in faculty surveys.</td>
</tr>
<tr>
<td>Box 6</td>
<td>Sample forms - invitations to participate in survey. 1993-1995. Scope and Contents note Includes invitations to participate in College Student Survey (CSS) and Follow-up surveys (FUS).</td>
</tr>
<tr>
<td>Box 6</td>
<td>Sample forms - student surveys. 1961-1995. Scope and Contents note Includes samples of Freshman Information Forms, Student Information Forms, Inventory of College Activity Forms and various follow-up survey forms. Some years missing.</td>
</tr>
<tr>
<td>Box 6</td>
<td>Sample forms - survey data request forms. 1993-1994. Scope and Contents note Includes request forms for CIRP institutional data, College Student Survey data.</td>
</tr>
<tr>
<td>Box 6</td>
<td>Sample letters - survey administration letters. 1991-1995. Scope and Contents note Includes sample letters sent to institutions participating in HERI surveys covering survey administration and handling of survey forms.</td>
</tr>
<tr>
<td>Box 6</td>
<td>Survey errata notices. 1988. Scope and Contents note Includes error notices sent to survey participants.</td>
</tr>
<tr>
<td>Box 7</td>
<td>SISFAP Study A Documentation - 12th grade freshman. c. 1976.</td>
</tr>
</tbody>
</table>
Box 10  UCLA Graduate School of Education (GSE) Faculty Survey. 1984.
Scope and Contents note
Contains completed faculty survey forms entitled 'Interests and Competencies: Part II' and survey codebook.

Box 10  University of Wisconsin Faculty Survey. 1992.
Scope and Contents note
Contains completed faculty survey forms. Continued in Box 17.

Scope and Contents note
Contains completed alumni survey forms. Also includes unopened mail returned to HERI from students who were not at the address sent.

Box 12  Hampshire College Alumni Survey. 1990.
Scope and Contents note
Contains completed alumni survey form.

Box 12  Hampshire College Alumni Survey completed form. 1990.
Scope and Contents note
Includes 1 completed survey form.

Box 12  Connecticut alumni survey forms. 1969.
Scope and Contents note
Survey forms and envelopes.

Box 14  Norms Data Run. 1976-1983.
Scope and Contents note

Box 16  Student Typology Data Runs. 1986-1987.
Scope and Contents note
Years for which typologies generated include 1971/1980, 1983/1985, 1971 and 1986. Includes various typologies including high school activities, college activities, major and minor course, careers, etc.

Box 17  University of Wisconsin Faculty Survey. 1992.
Scope and Contents note
Contains completed faculty survey forms. Continued from Box 10.

Box 17  Wisconsin faculty survey forms. 1992.
Scope and Contents note
Continues in box 10.

Box 18  NIE DIA Financial Aid Regression Data Runs. 1984-1986.
Scope and Contents note
Includes handcodded NIE financial data, fortran coding sheets, and EDRS source publications relating to data authored by Robert H. Fenske.
Survey files and data runs. Series 2.

Box 18
- Data runs DIA regression.
- Data runs NIE DIA data. 1985.

Box 19
- Hampshire Project Data Runs. 1990.
  Scope and Contents note
  Data runs for Hampshire College Alumni Survey. Includes Hampshire College data, Connecticut College data, Hampshire and Connecticut Colleges descriptive and miscellaneous analyses.

Box 19
- Data runs Hampshire project. 1990.
- Data runs Hampshire project. Connecticut college data. 1990.
  Scope and Contents note
  Hampshire college alumni survey.

Box 19
- Data runs Hampshire project. Hampshire college data. 1990.

Reports, publications and announcements. Series 3.

Scope and Contents note
Includes grant, research and study reports generated by HERI. Also includes articles, institute brochures, research announcements and other materials published by HERI.

Box 6
  Scope and Contents note
  Includes material published by HERI announcing research projects and publications.

Box 6
  Scope and Contents note
  Includes brochures and printed materials explaining HERI's activities, research, workshops, etc.

Box 6
  Extent: 2 folders

Box 6
  Extent: 2 folders
  Scope and Contents note
  Includes reports from University of Delaware, United States Military Academy, Mount St. Mary's College, Catholic University, etc.

Box 6

Box 7

Box 7
- Phase 1: Study Design and Pre-implementation Activities for a Study of the Impact of Student Financial Aid Programs final report. 1975 Apr 15.

Box 11
  Scope and Contents note
  Includes three individually bound documents: Exxon File, Summary and Documentation, and Exxon File Layout.

Extent: 2 folders
Scope and Contents note
Includes SISFAP study reports: Study A Documentation 11th - 12th Grade Longitudinal File (2 bound volumes) and SISFAP - Study A, The Impact of Student Financial Aid Programs on Student Choice Appendices (1 bound volume).