

**A GUIDE TO THE PAPERS OF  
LAVERNE W. MILLER**

National Public Broadcasting Archives  
University of Maryland Libraries

Processed by: Elizabeth C. Borja  
March 2001  
50.25 lin. ft.

## **BIOGRAPHY**

Born in 1916, LaVerne W. Miller grew up in Milwaukee, Wisconsin, and graduated in 1938 with a liberal arts degree from Milwaukee-Downer College for Women. She received two master's degrees, one in literature from the University of Chicago and the other in business administration from the University of Maryland. She also received a doctorate in literature from Bradley University.

From 1957 to 1959, Miller taught at the University of Maryland. In 1961, she joined the faculty of Montgomery College in Montgomery County Maryland. She was the Learning Resources Director at the Takoma Park Campus of Montgomery College until her retirement in 1997. She played a role in the development of the Maryland College of the Air Consortium, distance learning courses in which students learned from shows broadcast over Maryland Public Television with periodic class meetings at the college campus. Miller also directed programs that brought prominent guest lecturers to campus and helped develop and direct the college's English as a Second Language program. She also served as the Washington area coordinator of course development for the Great Books Foundation.

Miller was also an active member of the AECT (Association for Educational Communications and Technology), serving on the Definitions and Technology Committee of the International Division. As a judge for the Council on Nontheatrical Events (CINE), Miller helped select American educational films to participate in various international film festivals. Several of these festivals were hosted by the International Council for Educational Media (ICEM), an organization created to provide a channel for the international exchange and evaluation of information, experience and materials in the field of educational media. Miller also was a member of the Maryland Association for Higher Education (MAHE) and edited the group's newsletter. She served on the Middle States Association's Council on Higher Education which assisted colleges in New York, Pennsylvania, New Jersey, Maryland, Delaware, and the Caribbean with self-assessment of their programs.

LaVerne W. Miller died on May 4, 2001.

## **SCOPE AND CONTENT**

The Papers of LaVerne W. Miller cover the years 1951 to 1995 and contain some undated material. The bulk of the materials dates from 1975 to 1992. The collection documents Miller's career at the Takoma Park campus of Montgomery College as the Director of Learning Resources and her participation in the Maryland College of the Air Consortium. Also documented are her dealings with adult learning resources in general and cable telecommunications. The collection also contains materials from her service in the Association for Educational Communications and Technology (AECT), Council on International Nontheatrical Events (CINE), International Council for Educational Media (ICEM), Maryland Association for Higher Education (MAHE), and the Middle States Association's Council on Higher Education, as well as correspondence with colleges, publications, and audiovisual materials collected over the years. Types of materials include textbooks, study guides, correspondence, notes, reports, student coursework,

newsletters, brochures, article clippings, transparencies, slides, a computer disk, a phonograph recording, and photographs.

The collection consists of eight series:

- Series 1: College of the Air
  - Subseries 1: Telecourses
  - Subseries 2: Montgomery College Administration
  - Subseries 3: Maryland College of the Air Consortium
  - Subseries 4: Public Television Stations
- Series 2: Adult Learning Resources
- Series 3: Cable Telecommunications
- Series 4: Association for Educational Communications and Technology (AECT)
  - Subseries 1: General
  - Subseries 2: Council on International Nontheatrical Events (CINE)
  - Subseries 3: International Council for Educational Media (ICEM)
- Series 5: Professional Affiliations
  - Subseries 1: Conferences and Organizations
  - Subseries 2: Maryland Association for Higher Education (MAHE)
  - Subseries 3: Middle States Association – Council on Higher Education
  - Subseries 4: Other Colleges
- Series 6: Publications
- Series 7: Subject Files
- Series 8: Audiovisual Materials

## **PROVENANCE**

The Papers of LaVerne W. Miller appeared out of thin air to take up mucho space.

## **SERIES DESCRIPTIONS**

### Series 1: College of the Air, 1965-1994 (27.5 lin. ft.)

This series documents Miller's work as the Director of Learning Resources at the Takoma Park campus of Montgomery College.

#### Subseries 1: Telecourses, 1965-1993

This subseries covers the various courses that were presented at Montgomery College through the College of the Air. Major courses include: Classic Theatre, Understanding Human Behavior, the Growing Years, and Family Portrait. Often courses had two names, the television show name and the Montgomery College name. Most of the information can be found under the television show name. Materials include programs/previews, textbooks, course

materials, study guides, test banks, and student coursework and are arranged alphabetically by telecourse title.

Subseries 2: Montgomery College Administration, 1968-1994

This subseries contains materials concerning the administration at Montgomery College in Montgomery County Maryland, where LaVerne Miller was the Director of Learning Resources. Most deal with the administration of telecourses at the Takoma Park campus, including license agreements, correspondence with various Montgomery College personnel, course calendars, course proposals, enrollment figures and student evaluations. There is also information pertaining to the college board of trustees, copyrights, publicity, and campus newsletters. Materials include reports, correspondence, article clippings, brochures, budgets, license agreements, transparencies, and slides, and are arranged alphabetically by topic.

Subseries 3: Maryland College of the Air Consortium, 1969-1992

This subseries deals with the Maryland College of the Air Consortium, organized in 1970 by Maryland Public Television to provide telecourses to students who cannot take traditional on-campus courses. Most of Montgomery College's telecourses were provided by the Maryland COA. Topics covered include the Adult Learning Service Courses, information about consortium affiliates, the Council for Resource Directors (CORD), and workshops. Materials include catalogs, correspondence, brochures, minutes, reports, notes, directories, article clippings, and newsletters and are arranged alphabetically by topic.

Subseries 4: Public Television Stations, 1979-1988

This subseries covers various public television stations that were active in telecourse broadcasting, either in the Maryland area or other areas. These stations include WAPB (Maryland Center for Public Broadcasting), WETA (Washington, DC), and WGBH (Boston). Materials include correspondence, brochures and reports, and are arranged alphabetically by station and chronologically within.

Series 2: Adult Learning Resources, 1968-1995 (3.5 lin. ft.)

This series contains materials relating to adult learning resources collected by Miller that are not directly related to Montgomery College or the Maryland College of the Air Consortium. Some of these resources are from the Annenberg/Corporation for Public Broadcasting (CPB) Project, the BBC, the EPIE (Educational Products Information Exchange) Institute, and the Public Broadcasting Service (PBS) Adult Learning Service. Topics include grants and scholarships, films, guides and catalogs, and the arts and

endowments. Materials include reports, brochures, correspondence, article clippings, and newsletters, and are arranged alphabetically by resource and/or topic.

Series 3: Cable Telecommunications 1977-1989 (1.75 lin. ft.)

This series consists of Miller's research into the use of cable television for telecourses. Topics include conferences and workshops, Maryland Center for Public Broadcasting, the Montgomery College Cable Plan, Montgomery Community Television, the Montgomery County Council, and publications. In the early 1980s, Montgomery College considered cable television as a option for its telecourses. Miller attended several conferences and workshops related to this. Each campus of Montgomery College had its own cable committee and several plans for cable telecommunications were drafted. Additionally, Miller collected legislation from the Montgomery County Council, the state of Maryland, and the federal government concerning cable. She also collected various publications dealing with cable issues. Materials include reports, notes, brochures, correspondence, program guides, article clippings, and official documents, arranged alphabetically by topic and chronologically within topic.

Series 4: Association for Educational Communication and Technology (AECT), 1971-1992 (6.5 lin. ft.)

This series documents Miller's membership in the Association for Educational Communication and Technology (AECT), as well as her related work for the Council on International Nontheatrical Events (CINE) and the International Council for Educational Media (ICEM).

Subseries 1: General, 1971-1992

This subseries covers the overall workings of the AECT. Some of the topics covered include general correspondence and correspondence with specific personnel, by-laws, AECT Conventions, the Definitions and Technology Committee, the International Division, and Publications of the AECT. Materials include correspondence, program guides, brochures, notes, various forms, a computer disk, newsletters, magazines, and article clippings and are arranged alphabetically by topic and then chronologically within topics.

Subseries 2: Council on International Nontheatrical Events (CINE), 1977-1992

This subseries contains materials relating to Miller's work with CINE. She served as a judge, selecting American educational films for the CINE Golden Eagle Aware and others to be sent abroad for international competition. In addition to jury forms and recommendation sheets, materials also include correspondence, brochures, program guides and catalogs, financial statements and budgets, and the CINE by-laws, all arranged in alphabetical order by topic.

Subseries 3: International Council for Educational Media (ICEM), 1973-1994

This subseries focuses on the international functions hosted by the ICEM. The primary gatherings are the International Week for Educational Media and Films in the spring and the General Assembly meeting in the fall. Materials are arranged chronologically and include correspondence, catalogues, brochures, programs, and reports from the gatherings, as well as several issues of the ICEM magazine Educational Media International.

Series 5: Professional Affiliations, 1968-1994 (7.5 lin. ft.)

This series details Miller's other educational related affiliations.

Subseries 1: Conferences and Organizations, 1968-1992

This subseries covers various educational conferences Miller attended, as well as organizations of which she may have been a member or from whom she received information. Conference topics include curriculum organization, technology, copyright, distance learning, high definition television (HDTV), and teleconferencing. Materials include correspondence, brochures, reports, notes and catalogs and are arranged alphabetically by conference or organization.

Subseries 2: Maryland Association for Higher Education, 1984-1990

This subseries details Miller's time as the editor of the Maryland Association for Higher Education's newsletter. Materials include correspondence and the newsletter itself, organized chronologically.

Subseries 3: Middle States Association—Council on Higher Education, 1968-1994

This subseries documents Miller's work with the Middle States Association's Council on Higher Education. It provides information about the various member colleges, campus visits by the Council, and self-assessment by the colleges. Some of the colleges represented are Burlington County Community College, Cayuga County Community College, Community College of Allegheny County, Inter-American University of Puerto Rico, and Sullivan County Community College. Types of materials include correspondence, handbooks, reports, brochures, guidebooks, syllabi, manuals, article clippings and by-laws and are arranged alphabetically by school.

Subseries 4: Other Colleges, 1968-1994

This subseries covers various contacts Miller had with colleges outside of the Middle States Association. Materials include correspondence, handbooks, reports, brochures, guidebooks, syllabi, manuals, and article clippings and are arranged alphabetically by school.

Series 6: Publications, 1951-1990 (1.0 lin. ft.)

This series consists of various publications collected by Miller throughout her career in education. Topics range from instructional television to computer instruction to educational films and the use of television in education. Of note are several books in Danish and Finnish concerning grade school reform and development and language instruction. There is also a collection of 1983 speeches by President Ronald Reagan. Additionally, this series contains notes and bibliographies collected by Miller for general research on education. Materials include article clippings, magazines, books, brochures, reports, and correspondence and are arranged chronologically.

Series 7: Subject Files, 1962-1990 (0.75 lin .ft.)

This series is comprised of files on various subjects. Topics include compressed speech, conservation, consumerism, Francis Ford Coppola, Germany, and other miscellany. One large subject is computers/computer assisted instruction (CAI) which traces the minimal use of computers in education from the late 1960s to the more prevalent use in the 1980s. Another large subject is educational/instructional technology which contains information about various forms of technology such as film, bibliographies for such information and government documents about the use of educational technology. Materials include brochures, article clippings, correspondence, notes, government documents, reports, and a phonographic recording (in compressed speech), and are arranged alphabetically by topic.

Series 8: Audiovisual Materials, 1980-1991 (1.75 lin. ft.)

This series contains audiocassette tapes and videocassette tapes collected by Miller. Videocassettes include a set of eight management telecourse in 1980 and a preview of the "Family Album USA" course. The series also has a set of three student videos that won the 1988 Community College Association for Instructional and Technology competition. Audiocassettes include a preview of the Annenberg/CPB Project, Audio-Print Course Collection 1988 and a recording of a May 1985 Cable Television Conference. These materials can be found in the NPBA audiovisual collection.

**BOX INVENTORY**

**SERIES 1: COLLEGE OF THE AIR  
SUBSERIES 1: TELECOURSE**

Box	Folder	
1	1	Accounting: The Basis for Business Decisions – Instructor’s Manual 1980
	2	The Adams Chronicles – Program Guide/Preview 1976-1978
	3	Administration of Justice – Study Guide, July 1975

- 4 Adventures of the Mind: A Series on Personal Computing – Teacher’s  
Guide 1980
- 5 The Africans – Program Guide/Preview 1985  
Against All Odds: Inside Statistics  
6 Program Guide/Preview 1988  
7 Faculty Guide 1987
- 8 The Age of Uncertainty – Program Guide/Preview 1977  
America: The Second Century (also History 202: History of the United  
States, Part Two)  
9 Course Materials, Spring 1981  
10 Faculty Guide 1977  
11 Study Guide 1980  
12 America’s Second Century: Topical Readings, 1865-Present, 1984  
13 We Americans II, 1976
- 14 America by Design – Program Guide/Preview 1987  
15 The American Adventure – Program Guide/Preview 1987  
16 The American Economy – Study Guide, Revised 1975  
17 The American Experience – Program Guide/Preview 1989  
American Government  
18 Preview/Survey 1986  
Course Materials  
19 Fall 1980  
20 Fall 1981  
21 n.d.  
22 Correspondence 1981-1982  
23 Faculty Guide, n.d.  
24 Test Bank 1984  
25 Telecourse Procedures Notebook, n.d.  
Student’s Study Guide to American Government Survey  
26 First Edition 1978  
27 Third Edition 1985  
28 Fourth Edition 1987  
29 American Government: People, Institutions and Policies. Aldrich,  
Miller, Ostrom, and Rhode. 1986  
30 Instructor’s Manual 1986  
31 Test Items 1986  
32 Study Guide 1986  
Government by the People. Burns, Peltasin, and Cronin.  
2 1 11<sup>th</sup> Edition, 1981  
2 12<sup>th</sup> Edition, 1984  
3 The American South Comes of Age – Program Guide/Preview 1986  
The American Story (also History 201: History of the United States, Part  
One)  
4 Program Guide/Preview , n.d.  
Course Materials  
5 Fall 1980

6	Fall 1981
7	Course Guide
8	Faculty Guide
9	Telecourse Procedures Notebook
	Study Guide
10	1977
11	Second Edition, 1981
12	<u>An American History, Volume I: to 1977.</u> Rebecca Brooks Grivner. Third Edition, 1981
13	America's Toughest Assignment – Preview, 1990
14	Anyone for Tennyson? (English TV Course) Fall 1976
15	Art of the Western World – Program Guide/Preview 1989
	As Man Behaves (also General Psychology)
16	Class Role/Registration, Spring 1976
17	Student Materials, Spring 1976
18-19	Course Materials, Fall 1980 (2f)
20	Course Guide
21	Faculty Guide
22	Study Guide, 1980
	<u>Understanding Psychology</u>
23	Second Edition 1977
24	Third Edition 1980
25	Instructor's Manual
	The Ascent of Man
26	Preview/Program Guide 1974
27	Course Materials, 1980
3	1-4 Administrative and Academic Support Package (4f)
	5 Study Guide 1975
	6 Press Materials and Correspondence (with slides)
	The Brain
7	Program Guide/Preview 1986-1990
8	<u>Brain, Mind and Behavior.</u> Bloom, Lazerson, and Hofstadter. 1986
9	Telecourse Study Guide
10	Business and Higher Education – Program Guide and Preview 1989
	Business and the Law
11	Program Guide/Preview 1989
12	Faculty Manual 1989
	The Business File
13	Preview and Program Guide 1985-1991
14	Faculty Guide 1985
	Telecourse Study Guide
15	First Edition 1985
16	Second Edition 1988
	<u>Introduction to Business,</u> Straub and Attner
17	Second Edition 1985

	18	Instructor's Manual
	19	Third Edition 1988
		The Business of Management (also Principles of Management)
	20	Program Guide/Preview 1982
	21	Course Materials, n.d.
	22	Faculty Manual
		<u>Introduction to Management</u> , Plunkett and Attner
	23	First Edition 1983
	24	Telecourse Guide
	25	Instructor's Manual
	26	Test Bank Two
4	1	Second Edition 1986
	2	Telecourse Guide
		Child Psychology (see The Growing Years)
	3	Children's Literature – Study Guide 1972
		The Chinese
	4	Program Guide/Preview 1986
	5	“Heart of the Dragon” Television Series 1985-1986
	6	Chinese Brush Painting – Program Guide/Preview 1988
	7	Civilisation – Program Guide/Preview, Fall 1970
		Classic Theatre: The Humanities in Drama
	8	Program Guide/Preview
	9	Exploratory Course Proposal 1975
	10	Proposal Information 1975
	11	Student Manual
	12	Teacher's Guides
	13	Correspondence 1975-1976
	14	Student's Manual/Syllabus/Study Guide 1975-1976
	15	Plays/Glossary/Student Response Sheet 1975-1976
	16	Grades/Midterm Exam/Final Exam/Notes/News Clips 1975-1976
	17	Manuals 1975
	18-19	Course Materials 1975 (2f)
	20-25	Student Course Work, Fall 1975 (6f)
	26	Communications Skills 151 – Study Guide 1974
	27	Communications Skills 152 – Study Guide 1976
5	1	The Computer Programme – Program Guide/Previews 1983
		Computer Works
	2	Program Guide/Previews 1987
	3	Faculty Manual 1987
		Connections: Technology and Change
	4	Program Guide/Preview 1979
	5	Pamphlets 1979
	6	Student Materials, n.d.
	7	Class Lists/Student Papers/Tests 1979
	8	Technology Papers, n.d.
	9	Pamphlets/Intro Kit 1980

- 10 Course Materials 1980  
Congress: We the People
- 11 Program Guide/Preview 1983
- 12 Instructor's Guide 1984
- 13 Study Guide 1984
- 14 The Constitution: That Delicate Balance – Program Guide/Preview, n.d.  
Contemporary Health Issues
- 15 Program Guide/Preview 1987
- 16 Student Study Guide 1982
- 17 Essentials of Life and Health, Grawunder, Pruitt, Steinmann, Third  
Edition 1981
- 18 Conversemos – Program Guide/Preview 1988-1989
- 19 Cosmos – Program Guide/Preview 1981
- 20 Design One – Study Guide 1974
- 21 Dimensions in Cultures – Student Materials, Spring 1976  
Discovering Psychology
- 22 Program Guide/Preview 1988
- 23 Working with Psychology – Student Resources. 1971  
The Earth Explored
- 24 Program Guide/Preview 1985
- 25 Faculty Materials  
Physical Geology, Plummer and McGearry
- 26 Textbook Preview, n.d.
- 27 Third Edition 1985
- 28 Instructor's Manual
- 29 Study Guide
- 30 Laboratory Manual
- 31 Physical Geology, Zumberge and Rutherford, Sixth Edition -  
Laboratory Manual 1983
- 32 Earth and Sky – Study Guide 1982  
Economics USA
- 33 Program Guide/Preview 1985-1986
- 34 Economics USA, Mansfield and Behravesh 1986
- 6 1 Telecourse Study Guide
- 2 Text Review Guide
- 3 Faculty Manual with Text Questions  
English 101 - Student Course Work
- 4-6 1965-1967 (3f)
- 7-8 1968 (2f)  
English 101, post 1980 (see Writing for a Reason)
- 9 English 214 (Literature) – Student Course Work, Spring 1980
- 10 Ethics in America – Program Guide/Preview 1988-1989  
Europe: The Mighty Continent
- 11 Course Materials 1979
- 12 Study Guide
- 13 Eyes on the Prize – Program Guide/Preview 1986; 1990

		Faces of Culture
	14	Program Guide/Preview 1983
	15-16	Faculty Manual 1983 (2f)
	17	Study Guide for the Telecourse
	18	<u>Cultural Anthropology</u> , William Havilland, Fourth Edition 1983
	19	Instructor's Manual
	20	Family Album USA – Program Guide/Preview 1992
		Family Portrait (also Marriage and the Family)
	21	Course Materials, Fall 1981
	22	Marriage and the Family – Faculty Guide
	23	<u>Family Portrait: A Study of Contemporary Styles</u> 1977
	24	Alternative Edition 1978
		Focus on Society
	25	Program Guide/Preview 1982
	26	Faculty Guide, January 1984
	27	Faculty Guide 1988
		Telecourse Procedures Notebook
	28	First Edition 1983
7	1	Second Edition 1987
		<u>Sociology</u> , Robertson
	2	Second Edition 1981
	3	Third Edition 1987
	4	Additional Test Bank
	5	Footsteps – Program Guide/Preview 1979
		For All Practical Purposes: Introduction to Contemporary Mathematics
	6	Program Guide/Preview 1988
	7	<u>For All Practical Purposes: Introduction to Contemporary</u>
		<u>Mathematics</u> 1988
	8	Telecourse Guide
		French in Action
	9	Program Guide/Preview 1987
	10	Faculty Manual, Part I 1987
	11	<u>French in Action: A Beginning Course in language and Culture:</u>
		<u>The Capretz Method</u> 1987
		Part I
	12	Instructor's Guide
	13	Study Guide
	14	Workbook
		Part II
	15	Study Guide
	16	Workbook
		From Socrates to Sartre (also Introduction to Philosophy)
		Course Materials
	17	1979
	18	Spring 1981
	19	Fall 1981

20	Faculty Guide 1987
21	Study Guide
22	Gardening 1975
	General Psychology (see As Man Behaves or Understanding Human Behavior)
23	Global Links – Program Guide/Preview 1987
	Government by Consent
24	Program Guide/Preview 1989
25	Faculty Guide
	The Growing Years (also Child Psychology)
	Course Materials
26	1979
27	Fall 1980
28	Fall 1981
29	n.d.
8	1 Faculty Guide
	<u>A Child's World: Infancy Through Adolescence</u> , Papalia and Olds
	2 Second Edition 1979
	3 Study Guide for the Televised Course
	4 Study Guide to Text
	5 Third Edition 1982
	6 Study Guide for the Televised Course
	7 Here's To Your Health – Faculty Guide ,n.d.
	Heritage: Civilization and the Jews
	8 Program Guide/Preview 1983
	9 Telecourse Manual for Faculty and Administrators
	10 Study Guide
	11 Source Reader
	History 161 (see The Western Tradition)
	History 201, History of the United States, Part One (see The American Story)
	History 202, History of the United States, Part Two (see America: The Second Century)
12	History and Philosophy of Law Enforcement – Study Guide 1974
13	The Human Condition – Program Guide/Preview 1984-1988
14	Humanities through the Arts – Program Guide/Preview 1978-1981
15	In Our Own Image – Study Guide 1977
	Introduction to Geology (see Of Earth and Man)
	Introduction to Mathematics
16-18	Course Materials – 1979-1981 (3f)
19	Faculty Guide 1983
	<u>Introduction to Mathematics</u> , Goldstein and Schneider
20	Third Edition 1978
21	Fourth Edition 1981
	Introduction to Philosophy (see From Socrates to Sartre)
	It's Everyone's Business

		Course Materials
22		Fall 1976
23-25		1979-1981 (3f)
26		Faculty Guide
27		<u>It's Everyone's Business</u> , Hegar – Study Guide and Readings, Fourth Edition 1984
28		<u>Introduction to Modern Business</u> , Musselman and Jackson, Ninth Edition 1984
9	1	Keep It Running – Program Guide/Preview, n.d.
	2	Learning in America – Program Guide/Preview 1989
		Making It Count: An Introduction to Computers and Their Applications
	3	Course Materials, n.d.
	4	Instructor's Guide 1980
		Marketing
	5	Program Guide/Preview 1984
	6	Faculty Guide 1988
		Marketing Perspectives
	7	Faculty Guide 1981
	8	Study Guide 1981
		Marriage and the Family (see Family Portrait)
	9	The Mechanical Universe – Program Guide/Preview 1985
	10	The Mind – Program Guide/Preview 1988-1989
		The New Literacy: An Introduction to Computers
	11	Program Guide/Preview 1983-1989
	12	Examination Bank 1985
	13	Faculty Manual 1985
	14	<u>Information Processing</u> , Bohl, Fourth Edition 1984
	15	Telecourse Guide
	16	Instructor's Guide
	17	Study Guide
		Oceanus: The Marine Environment
	18	Program Guide/Preview 1980-1985
	19	Faculty Guide
	20	<u>Oceanography: An Introduction</u> , Ingmanson and Wallace, Third Edition 1985
	21	Instructor's Manual
	22	Study Guide
		Of Earth and Man (also Introduction to Geography)
		Course Materials
	23	1979
	24	Spring 1980
	25	Spring 1981
	26	Faculty Guide 1984
	27	Study Guide
	28	<u>Geography and Development: A World Regional Approach</u> , Hoy 1978

- 29                    Essentials of Geography and Development: Concepts and Processes, Hoy 1980
- 10    1    Out of the Fiery Furnace – Program Guide/Preview 1985
- 2    Parliamentary Speech – Study Guide, 1976
- 3    The Pacific Century – Program Guides/Preview 1992
- Personal Finance
- 4            Program Guide/Preview 1978-1983
- 5            Faculty Guide 1982
- 6            Personal Finance and Money Management, Rosefsky 1978
- 7            Instructor’s Guide
- 8            Telecourse Study Guide
- 9            Personal Finance, Rosefsky, Third Edition 1985
- 10           Instructor’s Manual
- 11           Telecourse Study Guide
- 12    The Photographic Vision – Program Guide/Preview 1984
- 13    Planet Earth – Program Guide/Preview, n.d.
- 14    Portrait of a Family – Program Guide/Preview 1988
- 15    Principles of Economics – Course Materials, Spring 1981
- Project Universe: Astronomy
- 16           Program Guide/Preview 1983
- 17           Realm of the Universe, Abell, Third Edition 1984
- 18           Instructor’s Manual
- 19           Telecourse Study Guide
- 20    Psychology: The Study of Human Behavior – Program Guide/Preview 1990
- 21    Public Relations and the Media – Program guide/Preview 1988
- 22    A Question of Place – Instructor’s Manual 1977
- Science and Culture in the Western Tradition
- 23           Program Guide/Preview 1987
- 24           “The Day the Universe Changed” – Preview 1988
- 25           Reader/Study Guide
- 26    Seasons of Life – Program Guide/Preview 1990
- 27    Shadows on the Wall – Program Guide/Preview 1976
- 28    The Sociological Imagination – Program Guide/Preview 1991
- 29    Something Ventured – Program Guide/Preview 1991
- 30    The Story of English – Program Guide/Preview 1986
- 31    Survey of Western Music – Program Guide/Preview 1986-1987
- 32    Survival Spanish – Program Guide/Preview/Course Materials 1987
- Till Death Do Us Part: The Changing American Family
- 33           Student Manual 1981
- 34-35       Study Guide (2f)
- 36    Transitions: Adults in Learning, n.d.
- 37    Understanding and Using English Grammar – Teacher’s Guide 1993
- Understanding Human Behavior (also General Psychology)
- 38           Program Guide/Preview 1986
- 39           Course Materials, Fall 1981

- 11 1 Faculty Guide  
1983  
2-3 1984 (2f)  
Study Guide for the Telecourse  
4 Second Edition 1983  
5 Third Edition 1986  
Understanding Human Behavior, McConnell  
6 Third Edition 1980  
7 Instructor's Manual  
8 Fourth Edition – Instructor's Manual 1983  
9 Fifth Edition 1986  
10 Instructor's Manual  
11 Vietnam: A Television History – Program Guide/Preview 1983-1991  
12 Vistas: An Interactive Course in English – Program Guide/Preview 1992  
13 Voices and Visions: A Television Course on Modern American Poetry –  
Program Guide/Preview 1987  
14 War: A Commentary by Gwynne Dwyer – Program Guide/Preview 1985  
15 War and Peace in the Nuclear Age – Program Guide/Preview 1988-1989  
The Western Tradition (also History 161)  
16 Course Materials, Spring 1990  
17 Student Course Work, Spring 1990  
18 The World: A Television History – Program Guide/Preview 1987  
19 The World of Chemistry – Program Guide/Preview 1990  
The Write Course  
20 Program Guide/Preview 1986  
21 Faculty Guide 1984  
22 Study Guide for the Telecourse 1984  
23 The Holt Guide to English 1985  
24 “Writer's Workshop” Study Guide 1982  
Writing for a Reason (also English 101, post 1980)  
Course Materials  
25 Fall 1980  
26 Fall 1981  
27 Student Coursework, Fall 1984  
28 Faculty Guide 1978  
12 1 Study Guide 1978  
2 Writing for a Reason, Brock and Howard 1978  
3 Writers Writing – Program Guide/Preview, n.d.  
3A Miscellaneous Press Releases, 1982-1986

## **SUBSERIES 2: MONTGOMERY COLLEGE ADMINISTRATION**

- 4 Audiovisual Technician's Information 1968-1970  
Montgomery Community College Board of Trustees Minutes  
5 September-November 1992  
6 January-February 1993

- 7 March-May 1993
- 8 June-July 1993
- 9 September-October 1993
- 10 November 1993-January 1994
- Budget
- 11 TV Expenses Spring 1976
- 12 Statistics – Money and Budget (F. Soper) 1980-1984
- Office Expenses
- 13 1982
- 14 1983-1984
- 15-16 1985-1986 (2f)
- 17 1987-1990
- 18 Educational Support Services FY 1985
- 19 Sources of Funding and Expenditure FY 1986-1989
- 20 Cable – Preliminary Community Access Task Force Report 1983-1984
- 21 Cable Telecommunications Plans Drafts 1985
- 22 Cable Telecommunications Plan Draft January 1986
- 23 College of the Air Reports 1975-1987
- 24 College of the Air Reports and Budget 1979-1980
- 25 College of the Air Report – Five Year Plan, February 1980
- 26-28 Commission for International Students (CIS) – English for Speakers of Foreign Languages, Fall 1980 (3f)
- 27 Computer Services 1984
- 28 Computers – Accelerated Word Processing Program 1989
- 29 Continuing Education – Schedule of Classes, Fall 1989
- Copyright Information
- 13 1-2 1977-1986 (2f)
- 3 1987-1988
- 4 Announcements from the Copyright Office, Library of Congress 1977-1986
- Correspondence, General
- 5 1971
- 6-12 1975-1981 (7f)
- 13-14 1983 (2f)
- 15-16 1984 (2f)
- 17-18 1985-1986 (2f)
- 19-22 1987 (1-4/5 f)
- 14 1 1987 (5/5 f)
- 2-9 1988 (8f)
- 10-12 1989 (3f)
- 13-17 1990 (5f)
- 18 1991
- Correspondence, Montgomery College Personnel
- 19 Ahmann, Margaret 1986-1993
- Anderson, Lois
- 20 1988-1989

15	1	1989-1993
	2	1991-1994
	3	Bacon, Betty 1988-1989
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	14	Catlett, Karen 1993-1994
	15	Choper, Jordan 1973-1989
	14	Comer, Don 1976-1983
	15-16	Coulters, Lynn 1973-1993 (2f)
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- 2 Canadian Film Festival 1989
- 3 Cornell, Richard (correspondence with photos) 1984-1987  
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- 4 1976-1978
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- 6 1983
- 7 1984-1985
- 8 1986-1990
- 9-10 1991-1992 (2f)
- 11-12 1993 (2f)
- 13-14 1994 (2f)
- 15-16 Convention Program Guides 1977-1992 (2f)  
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- 17 1980 – Denver
- 18 International Convention 1981 – Philadelphia
- 19-21 AECT/IVLA (International Visual Literacy Association)  
Convention 1987 (3f)
- 22-24 1988 – New Orleans (3f)  
1989 – Dallas
- 25-26 (1-2/5f)
- 24 1-3 (3-5/5f)
- 4 Presentation Proposals
- 5-8 1990 – Anaheim (4f)
- 9 1991 – Washington, DC
- 10 Convention Program Planing Guide and Proposals for 1992
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 18 Spring 1992  
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- 32 Brochures 1982
- 33 Conference – Canada, 1984
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- 20 Communications Technology Workshop at Hood College, March 7-8,  
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- 21 Copyright Conference – Virginia Polytechnic Institute, December 14-16,  
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- 22 Council for the Advancement of Experiential Learning 1983

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- |    |     |                      |
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|    | 40  | 1984                 |
| 28 | 1-2 | 1985 (2f)            |
|    | 3   | 1986                 |
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- 20 Library Syllabi 1971-1975
- 21 Handbook 1974-1975
- 22 Telecom Syllabi 1974-1975
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- 31 South Campus Information. February 16, 1973
- 32 Correspondence 1973-1974
- 33 Collective Bargaining Agreements 1982; 1983-1986
- 34 Preliminary Team Assignments 1984
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- 2 Center, North
- 3 Center, North Appendix
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- 7 Erie Community College, North Campus (Buffalo, NY) 1977
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- 10 Fashion Institute of Technology (New York, NY) 1976-1977  
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- 11 1977
- 12 1980-1984
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- 15 Miller Request for Leave 1975-1976
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- 21 Preliminary Evaluation Reports 1976
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- 24 Statistical Reports December 1973
- 25 Regional Colleges 1974
- 26-27 Visit Materials 1980-1983 (2f)
- 28 Self Study Reports—Aguadillo Regional Office and Central  
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- 29 Statistical Report Fall Semester 1981-1982
- 30 1 Catalogs/Faculty Handbook 1981/1983
- 2 Progress Report 1982
- 3 Evaluation Report 1982
- 4 Visit Notes 1982
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- 16 Queensborough Community College (Bayside, NY) 1988
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- 18 Southeastern University (Washington, DC) 1973
- 19 Staten Island Community College, 1971
- 20 State University of New York 1968-1975
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- 24 Brentwood, NY – West Campus Self-Study Report 1981
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- 36 University of Pennsylvania (Philadelphia, PA) 1974-1979
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- 3      Ball State University (Muncie, IN) 1971
- 4      Bennington College (Bennington, VT) n.d.
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- 6      Bradley University (Peoria, IL) 1977
- 7      Brigham Young University (Provo, UT) 1978-1979
- 8      California Institute of Technology (Pasadena, CA) n.d.
- 9      Claremont Colleges – Dr. Fred Weingarten (Pomona, CA) 1972
- 10     Coast Community College District (CA) 1969-1977
- 11     College of the Mainland (Texas City, TX) 1973
- 12     College of William and Mary (Williamsburg, VA) 1993
- 13     Dallas County Community College (Dallas, TX) 1975-1976
- 14     Dartmouth College (Hanover, NH) 1971-1972
- 15     DeAnza College (Cupertino, CA) 1973-1974
- 16     The Defiance College (Defiance, OH) 1981
- 17     Dupage College (Glen Elyn, IL) n.d.
- 18     East Coast University (Dade City, FL) 1973
- 19-20   East Los Angeles Community College (Los Angeles, CA) 1976 (2f)
- 21     East Texas State University (Commerce, TX) 1976
- 22     El Centro College – Dallas County Community College District—  
          Developmental Studies, n.d.
- 23     El Paso Community College – Catalog (El Paso, TX) 1975-1976
- 24     Ferris State College (Big Rapids, MI) n.d.
- 25     Florida Atlantic University (Boca Raton, FL) 1971-1974
- 26     Florida State University (Tallahassee, FL) n.d.
- 27     Garland Junior College (Boston, MA) 1971-1973
- 28     George Mason University (Fairfax, VA) 1979-1982
- 29     Georgia State University (Atlanta, GA) 1973-1974
- 30     Grambling State University (Grambling, LA) 1993
- 31     Hillsdale College (Hillsdale, MI) 1987
- 32     Hampshire College (Amherst, MA) 1971
- 33     Holyoke Community College (Holyoke, MA) 1978
- 34     Illinois Wesleyan College (Bloomington, IL) 1970-1971
- 35     Indiana University (Bloomington, IL) 1978
- 36     Kean College of New Jersey (Union, NJ) 1977
- Lawrence University (Appleton, WI)  
37-38         1970-1977 (2f)
- 39         1981-1983
- Los Angeles Community College District  
40         1976
- 41         1985
- 42     Los Angeles Valley Community College (Van Nuys, CA) 1976-1980

- 43 Marshall University (Huntingdon, WV) 1972-1973
- 44 Meramec Community College (St. Louis, MO) 1973
- Miami-Dade Community College (Miami, FL)
- 45 1976-1977
- 46 1978
- 47 1981-1982
- 48 1983
- 49 Miami University (Oxford, OH) 1979
- 50 Milwaukee Area Technical College (Milwaukee, WI) 1978
- 51 Morehead State University (Morehead, KY) 1981
- 52 Nicolet College (Rhineland, WI) 1976
- 53 North Carolina State University (Raleigh, NC) 1972
- 54 Northern Illinois University (DeKalb, IL) 1978
- 55 Northern Virginia Community College (Alexandria, VA) 1969-1974
- 56 North Orange County Community College District (Fullerton, CA) 1975
- 57 Northwestern University (Evanston, IL) 1975
- 58 Nova University (Ft. Lauderdale, FL) n.d.
- 59 Oakland Community College (Bloomfield Hills, MI) 1969-1973
- Ohio State University (Columbus, OH)
- 60 1969-1972
- 61 1992
- 62 Oklahoma Christian College (Oklahoma City, OK) 1968-1970
- 63 Palmer College (San Marcos, CA) 1978
- 64 Parkersburg Community College (Parkersburg, WV) 1973-1974
- 65 Paul D. Kamp Community College (Franklin, VA) 1976
- 66 Pima College (Tucson, AZ) n.d.
- 67 Purdue University (West Lafayette, IL) 1973
- 68 Rhode Island College (Providence, RI) 1978
- 69 Rock Valley College (Rockford, IL) 1973
- 70 St. John's College (Santa Fe, NM) 1974-1976
- 71 Smith College (Northampton, MA) 1976
- 72 Sonoma State University (Rohnert Park, CA) 1989
- 73 Southern Illinois University (Carbondale, IL) 1973
- 74 Tallahassee Community College (Tallahassee, FL) 1988-1989
- Tarrant County Junior College (Ft. Worth, TX)
- 32 1 1974
- 2 Student Developmental Services 1974-1975
- 3 University of Bophuthatswana 1981-1983
- University of California
- 4 Berkeley 1972-1973
- 5 Davis 1972-1973
- 6 Los Angeles (UCLA) 1993
- 7 University of Chicago (Chicago, IL) n.d.
- 8 University of Iowa – Center for Labor and Management (Iowa City, IA)
- 1970
- 9 University of Houston (Houston, TX) 1975

- 10 University of Kentucky (Lexington, KY) 1976  
 11 University of Maine (Orono, ME) 1987  
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 12 1972-1976  
 13 1990  
 14 U Michigan Press – English as a Second Language, n.d.  
 15 University of Plano (Plano, TX) n.d.  
 16 University of Southern California (Los Angeles, CA) 1975  
 17 University of South Carolina (Columbia, SC) 1991  
 University of Texas  
 18 Arlington 1979  
 19 Austin 1976  
 20 University of Wisconsin (Madison, WI) 1971-1979  
 21 Utah State University (Logan, UT) 1994  
 22 Vicennes University Junior College (Vicennes, IN) 1976  
 Virginia Polytechnic Institute (Blacksberg, VA)  
 23-24 1978-1984 (2f)  
 25 n.d.  
 26 Counseling Services 1981  
 27 Learning Laboratory 1981  
 28 Workshop on Teaching Textbook Mastery 1981  
 29 Wayne State University (Detroit, MI) 1969-1970  
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 30 1974-1976  
 31 n.d.  
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 33 Colleges—Miscellaneous 1973-1992

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- 16 Germany 1990
- 17 Miscellaneous 1990

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[video cassettes]

Telecourses

- "Personal Time Management" Filing System Lesson 6; 2/21/1980
- "Personal Time Management" Broadcast 4/25/1980, Channel 22, 30 min
- "You the Supervisor" 4/28/1980
- "Human Relationships" – Modern Management; Broadcast 4/29/1980
- "Modern Supervision" 4/29/1980
- "You the Supervisor" 5/5/1980
- "Human Relations and Motivation" #8, 5/6/1980
- "Modern Supervisor" Broadcast 5/6/1980 on Ch. 22, 30 min
- "Family Album USA" – Preview, Episode 4 (1991)

1988 CCAIT Student Winners

“Home Place” by Brian Warchol, Sheridan College, Ontario, 13 min

“Persistence” by David Shapiro, Oakton Community College, Des Plaines, IL 6 min

“Run Back to Momma” by Dev Multer, AIMS Community College, Greeley, CO 3 min

[Audio cassettes]

The Annenberg/CPB Project, Audio-Print Course Collection 1988

Tape 1:

Side A: American History I, 1492-1865, The Reproach of Egypt

Side B: American History II, 1865-Present, Prisoners of Prejudice

Tape 2:

Side A: Modern Literature: 19<sup>th</sup> Century, William Blake

Side B: Modern Literature, 20<sup>th</sup> Century, Virginia Woolf

Tape 3:

Side A: Marriage and the Family, Family Stress and Change

Side B: Introduction to Sociology, Support Networks for the Elderly

Tape 4:

Side A: Legacies, Revolution and Republic Motherhood

Side B: Introduction to Psychology, A Memory of Watergate

Tape 5:

Side A: Ethics in Business, Moral Issues and Cooperations

Side B: American National Government, Voting and Elections

Tape 6:

Side A: College Algebra, Systems of Equations

Side B: How to Listen, Taking Control

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