Department Mission, Vision, Values

The Mission of the University Archives is to preserve the legal and administrative documents of the University to facilitate efficient management of the same. In addition, the Archives seeks to preserve the historical documents and ephemera to facilitate historical research and scholarship, as well as an understanding of the University’s history.

The Vision of the University Archives is to develop and inspire creative thinkers and leaders. By using the Archives’ documents, those using the Archives’ collections can see where the University has been, how it arrived at its current position, and where it is headed in the future.

The Values of the University Archives are to enhance the reputation of the University, as well as to raise the visibility of the institution. The University Archivist and Assistant Archivist seek to assist users locate the documentation needed and to suggest documents that may permit a deeper understanding of whatever topic the users are undertaking.

Department Strategy Statement

By utilizing its unique position as the sole custodian of the University’s records, the University Archives’ strategy is to increase the number of its collections, the number of researchers using the facility, and its contacts with alumni.

Objective:

The Archives objective is to increase the number of items in its collections by 20% by 2020, in order to protect the University by maintaining its legal and administrative documents, as well as the history of the institution.

Scope:

The scope of the Archives is to increase Archives research by students, faculty, and researchers and to increase contact with alumni. Additionally, the Archives services the needs of the Administrative Offices.

Advantage:

The Archives will utilize its unique position as the sole custodian of the University’s records, according to the Collected Rules and Regulations of the University of Missouri System.

Comparator Institutions

The University Archives at Missouri S&T is a special facility unlike other university archives within the University of Missouri four campus system. The S&T Archives is a part-time office that lacks a Certified Archivist, as well as full-time employees. A “Certified Archivist” is a degreed position known as the C.A.

The University of Missouri-Columbia employs four full time employees of whom three are Certified Archivists. In addition, they have a full-time staff person, three part-time employees, and three student workers. The University of Missouri-Kansas City employs one Certified
Archivist and one part-time employee. The University of Missouri-St. Louis has no Certified Archivists; however, they have one full-time position and one part-time position.

At S&T, the Archives has served approximately forty students during the last year; whereas, the MU, UMKC, and UMSL Archives have each served approximately five to six students during the last year. Regarding accessions, the S&T Archives acquired 115 new collections, while MU has accessed 119, UMKC 50, and UMSL 30. S&T is the only Archives of the four to have a financial donor who contributes $500/year.

Persons Responsible

The Archivist and Assistant Archivist, both part-time positions, share responsibility for the completion of tasks.

Department Governance and Leadership

The University Archivist reports directly to the Provost and is regulated by the University of Missouri System’s Collected Rules and Regulations 180.010. At Missouri S&T, the University Archivist position is “part-time,” as is the Assistant Archivist’s position.

Department Themes and Levers/Categories of Actions

AND

Department Plans/Actions and Metrics Summary

Theme 1: Develop and inspire creative thinkers and leaders for life-long success.

Lever 1.5 Encourage collaboration with teaching and research. This can be achieved by getting more instructors to utilize the University Archives for research assignments. Due to limited space in the Archives, it is not possible to have more than three students, in addition to the Assistant Archivist, working in the facility at the same time.

Actions:
Encourage faculty to use the University Archives for class research assignments.


Metrics:
Starting August 2014, encourage one to two faculty to use the Archives for assignments. Increase to two-three faculty using the Archives for student research. More could be accommodated if the Archives obtains larger facilities and more archives personnel.

Lever 1.6 (Archives) helps create professional development opportunities for students who work for the Archives as a work/study, paid employee, or “intern.” Because of the sensitive nature of some of the material in the Archives, the number of students will vary each semester. In addition, due to limited space in the Archives, it is not possible to have more than three students, in addition to the Assistant Archivist, working in the facility at the same time.

Actions:
Encourage students to seek employment or academic semester hours at the University Archives.

**Theme 2: Enhance reputation and raise visibility.**

**Lever 2.3** Develop a culture of excellence in research, scholarship and creative activity among faculty, staff, and students. The goal is to encourage more faculty to utilize the Archives for their class projects, as well as their own. The goal is to increase the number of faculty using the Archives by one professor each year.

**Actions:**
Encourage faculty to use the University Archives for research projects, either for faculty research or for classroom assignments.

**Dates:**
Start August 2014; Complete 2020.

**Metrics:**
Starting August 2014, one to two students or faculty researchers/semester. To increase to two-three students or faculty researchers/semester IF the University Archives obtains larger facilities and more archives personnel.

**Level 2.7:** Address administrative structural changes to facilitate strategy and enhance visibility. This will allow the University Archives to maintain accurate legal, administrative, and historical records of the university.

**Actions:**
Increase the number of Archives’ collections by 20% by 2020 (from 1,394 to 1,673). Expanding the collections will require the training of department heads and administrative staff.

**Dates:**
Start Spring 2014; Complete 2020.

**Metrics:**
As of February 2014, the University Archives holds 1,394 collections. This number is expected to increase by 20% by 2020 (to 1,673). Regarding the training of department heads and administrative staff, prior to Spring 2014, there has been 1 biannual group training session for administrative assistants and department heads about the need to conform to the Records Management requirements as designated by the University of Missouri System. This will increase, beginning Fall 2014, to one annual training session for the same customer base. Individual departments may request one-on-one training. The number of individual training sessions will vary annually. With more training, more collections will be acquired.

**Lever 2.8 (Archives) desires to connect with alumni to gather items relevant to the University’s history.** This will allow the University to gain visibility, as well as to bring ephemera to the Archives where it can be displayed showing the University’s past.

**Actions:**
Attend University alumni events, such as Homecoming and St. Pat’s. Suggest that the editor of the *S&T Magazine* highlight the Archives once per year.

**Dates:**
Start Fall 2014; Complete 2020.
Metrics: 
Starting with one alumni event and one article in CY2014, increasing to 2-3 events and one article/year. Due to the limited number of alumni events on campus, attending 2-3 events per year can be expected to continue through 2020.

Lever 2.9 (Archives) seeks to assist outside researchers. This permits visibility on a larger scale as it provides exposure for the Archives outside the standard University world.

Actions: 
Make contacts with local historical societies and local news outlets. In addition, provide brochures about the Archives to campus offices and historical societies.

Dates: 
Start January 2014; Complete 2020.

Metrics: 
Prior to CY2014, the Archivist and Assistant Archivist attended the Homecoming events annually. Starting with the April 2014 meeting of the Phelps County Historical Society and increasing contacts by one per year to a goal of three per year. The numbers might be increased by exposure in local news outlets explaining that the Archives may contain information related to Rolla history. Meeting with 2-3 groups per year will continue through 2020.

Theme 3: Achieve sustainable growth to ensure best return on investment.

Lever 3.3 seeks to improve facilities to enhance research and student learning, and expand experiential training. The target is to obtain new space for the Archives that would permit more students, faculty, and others to use the collections of the University Archives.

Actions: 
With the assistance of the Provost and Campus Physical Facilities, look for a larger facility for the University Archives.

Dates: 
Start Fall 2014; Complete 2020.

Metrics: 
Due to limited campus availability of space, this Action is dependent upon open facilities.

Lever 3.5 desires to create and implement a student and alumni lifetime engagement strategy. The goal is to increase student and alumni participation with the Archives by 1-3 student(s) and/or alumni each year. This could include students doing research at the Archives and alumni donating items to the Archives’ collections.

Actions: 
Attend University 2-3 alumni events per year. Encourage alumni to donate university memorabilia while attending alumni events.

Dates: 
Start Fall 2014; Complete 2020.

Metrics: 
Increase student and alumni participation in the Archives by 1-3 persons annually. By 2020, the desired number of interactions with students and alumni will be 5-7 per year. The amount of memorabilia donated by alumni will vary annually to an unknown extent.
Lever 3.6 desires to devise convenient technology-based methods of accessibility, communication and engagement with external constituents. The goal is to increase the accessibility of University photographs on the Archives’s webpage by 50/year.

**Actions:**  
Add photographs to the website.

**Dates:**  
Start April 2014; Complete 2020.

**Metrics:**  
Increase photographs on the website by 50 per year. As of January 2014, the University Archives has 39 photographs available on the website with a goal of 300 or more photographs on the website by 2020.

**Theme 4: Increase and facilitate meaningful access to and interaction with renowned faculty, staff and services.**

**Lever 4.10 (Archives) hopes to encourage alumni to maintain links with the University via donations of ephemera to the Archives.** The goal is to increase contact with the alumni to 3 alumni/year in order to increase the collections of the University Archives.

**Action:**  
Meet with alumni at least 1-2 times per year.

**Dates:**  
Start Fall 2014; Complete 2020.

**Metrics:**  
Attend a minimum of one event per year. Homecoming and St. Pat’s are the prime events to connect with alumni. Unless the number of alumni events increases, two events per year would remain the standard by 2020.

**Best-in-Class (BIC) and Strategy Targets**

**Student return on investment.** The University Archives will expose students to research possibilities at the Archives, expose faculty to what is available at the Archives, and expand contact with the University’s alumni. With the gradual success in each of those categories, the University Archives will not only protect the legal and administrative side of the campus, but will also enhance the historical side of the University as well. Further, links with alumni will encourage lifelong relationships with the University.