Collection Overview:

Title: Papers of the School of Communications
Creator: Liberty University
Dates: 1979 – Current
Repository: Liberty University Archive
Extent: 1.92 linear foot
Abstract: This Record Group contains the papers and publications of the School of Communications and its departments.

Historical Note:
The Division of Communications was renamed the School of Communications in 1985. In 2003 the English Language Institute was established. In 2004 the first Communications Studies Masters degree was approved by SACS. The School of Communications changed its name to the School of Communications and Creative Arts in the fall of 2013.

Current Departments:
Department of Communication Studies
Department of Digital and Studio Arts
Cinematic Arts Center
Department of Theatre Arts

Sub-Group 3: Department of English & Modern Languages – In the summer of 2011 the Department of English & Modern Languages moved from the School of Communications to the College of Arts & Sciences.

Sub-Group 8: Department of Studio and Digital Arts – The department was created in the fall of 2011.

Sub-Group 15: Department of Communication Studies

Sub-Group 18: Theatre Arts Department – In the summer of 2012 the Theatre Arts Department moved from the College of Arts & Sciences to the School of Communications.

Sub-Group 19: Cinematic Arts Center – the center began classes in the spring of 2012.

Scope and Content Notes:
This Record Group is approximately 1.92 linear feet. It contains minutes, publications, brochures and promotionals, and official papers.

Administrative Notes:
Access Restrictions: highlighted materials are in the Restricted section of the archives. Access to these materials is strictly monitored and may only be obtained with signed permission from the creating entity.

Use Restrictions: Copyright for Official University records is held by Liberty University; all other copyright is retained by the authors of the materials or their descendents as stipulated by United States copyright law.

Preferred Citation: [folder name, number]; [series name, number]; [sub-group name, number]; Papers of the School of Communications, Record Group 16; Liberty University; Liberty University Archive, Lynchburg VA.

Arrangement: Sub-Groups are arranged by academic unit. Series are arranged by subject.

Processing Information: Collection was processed by Abigail Sattler.

Last Updated: This Finding Aid was last updated on April 21, 2014.

Related Materials:
Falwell Ministries Record Group 9: Liberty Channel
Faculty Authored Articles

Brief Description of the Collection:

LU 16:1-3 Box 1: General Materials of the School of Communications, Graduate Studies and Department of English & Modern Languages
LU 16:1-3 Box 2: Restricted Materials of the School of Communications, Graduate Studies and Department of English & Modern Languages Part 1
LU 16:1-3 Box 3: Restricted Materials of the Department of English & Modern Languages Part 2
LU 16:4-10 Box 1: General Materials of the Telecommunications Department, Modern Languages Department, Speech Communications Department, Journalism Department, Department of Studio and Digital Arts, Department of Modern Languages and Linguistics and the Division of Communications
LU 16:4-10 Box 2: Restricted Materials of the Telecommunications Department, Modern Languages Department, Speech Communications Department, Journalism Department, Department of Studio and Digital Arts, Department of Modern Languages and Linguistics and the Division of Communications
LU 16:11-19 Box 1: General Materials of the Division of Television, Radio and Film, Liberty University Radio Station, Institute for Research on Mass Media and Religious Values, Office of the Faculty Athletic Representative, Department of Communication Studies, Liberty Broadcasting Network, Papers of the School of Communications Faculty, Theatre Arts Department and the Zaki Gordon Cinematic Arts Center
LU 16:11-19 Box 2: Restricted Materials of the Division of Television, Radio and Film, Liberty University Radio Station, Institute for Research on Mass Media and Religious Values, Office of the Faculty Athletic Representative, Department of Communication Studies, Liberty Broadcasting Network, Papers of the School of Communications Faculty, Theatre Arts Department and the Zaki Gordon Cinematic Arts Center

Detailed Description of the Collection:
Sub-Group 1: School of Communications
   Series 1: General Materials
      Unit 1: Events
      Unit 2: Press Releases and News

LU 16:1-3 Box 2
   Series 2: Minutes Etc.
      Unit 1: 1980’s
         Folder B: 1982 – 1983
         Folder C: 1983 – 1984
         Folder D: 1984 – 1985
         Folder E: 1985 – 1986
         Folder F: 1986 – 1987
      Unit 2: 1990’s
         Folder A: 1993 – 1994
         Folder B: 1995 – 1996
         Folder C: 1996 – 1997
         Folder D: 1997 – 1998
         Folder E: 1998 – 1999
         Folder F: 1999 – 2000
      Unit 3: 2000’s
         Folder B: 2001 – 2002
         Folder C: 2002 – 2003
         Folder D: 2003 – 2004
         Folder E: 2004 – 2005
         Folder F: 2006 – 2007
         Folder H: 2008 – 2009
         Folder I: 2009 – 2010
Unit 4: 2010’s
   Folder A: 2010 – 2011
Series 3: Committees
   Unit 1: Minutes of the Foreign Language Committee
   Unit 2: Minutes of the Modern Languages Committee
   Unit 3: Ad-Hoc Committee Addressing Language Competencies of International Students Minutes

LU 16:1-3 Box 1
   Series 4: Projects and Initiatives
   Unit 1: Ann Wharton Lecture Series

LU 16:1-3 Box 2
   Series 5: Official Papers
   Unit 1: Five-Year Plans
   Series 6: Accreditation Materials
   Unit 1: Assessment Plan (2003-2004)

Sub-Group 2: Graduate Studies
LU 16:1-3 Box 1
   Sub-Group 3: Department of English & Modern Languages
   Series 1: Publications
      Unit 1: News & Notes Newsletters
      Unit 2: Lamplight Magazine
         Folder A: 2000 – 2006
         Folder B: 2007 – 2008
      Unit 3: Lamp Magazine
         Folder A: 2009 – 2010
         Folder B: 2011 – 2014
      Unit 4: Moceans Magazine

LU 16:1-3 Box 2
   Series 2: Minutes Etc.
   Unit 1: 1980’s
Folder B: 1981 – 1982
Folder C: 1982 – 1983
Folder D: 1983 – 1984
Folder E: 1984 – 1985
Folder F: 1985 – 1986
Folder G: 1986 – 1987
Folder H: 1987 – 1988
Folder I: 1988 – 1989

Unit 2: 1990’s

Folder A: 1994 – 1995

**LU 16:1-3 Box 3**

Folder B: 1995 – 1996
Folder C: 1996 – 1997
Folder D: 1997 – 1998
Folder E: 1998 – 1999
Folder F: 1999 – 2000

Unit 3: 2000’s

Folder B: 2001 – 2002
Folder C: 2002 – 2003
Folder D: 2003 – 2004
Folder E: 2005 – 2006
Folder F: 2006 – 2007
Folder H: 2009 – 2010

Unit 4: 2010’s

Folder A: 2010 – 2011

Sub-Group 4: Telecommunications Department

Series 1: General Materials

Unit 1: Brochures and Promotionals

Series 2: Minutes Etc.
Unit 1: 1980’s
  Folder A: 1982 – 1983
  Folder B: 1984 – 1985
  Folder C: 1985 – 1986
  Folder D: 1986 – 1987
  Folder E: 1987 – 1988

Unit 2: 1990’s
  Folder B: 1992 – 1993

Series 3: Publications
  Unit 1: Telecommunications Times Newsletter
    Sub-Group 5: Modern Languages Department
      Series 1: Minutes Etc.
        Unit 1: 1980’s
          Folder A: 1984 – 1985
          Folder B: 1985 – 1986
          Folder C: 1986 – 1987

    Sub-Group 6: Speech Communications Department
      Series 1: Minutes Etc.
        Unit 1: 1980’s
          Folder B: 1981 – 1982
          Folder C: 1982 – 1983
          Folder D: 1983 – 1984
          Folder E: 1984 – 1985
          Folder F: 1985 – 1986
          Folder G: 1986 – 1987
          Folder H: 1987 – 1988

    Sub-Group 7: Journalism Department
      Series 1: Publications
Unit 1: The Paper Newsletter
Unit 2: CLUE Newsletter
Series 2: Official Papers
Unit 1: Journalism Plan 1982
Series 3: Minutes Etc.
Unit 1: 1980’s
   Folder A: 1984 – 1985
   Folder B: 1985 – 1986
   Folder C: 1987 – 1988
Unit 2: 1990’s
   Folder A: 1993 – 1994
Sub-Group 8: Department of Studio and Digital Arts
Sub-Group 9: Department of Modern Languages and Linguistics
   Series 1: Minutes Etc.
   Unit 1: 1990’s
   Folder A: 1993 – 1994
Sub-Group 10: Division of Communications
   Series 1: Minutes Etc.
   Unit 1: 1970’s
   Folder A: Undated
   Folder B: 1979 – 1980
   Unit 2: 1980’s
   Folder B: 1981 – 1982
   Folder C: 1982 – 1983
   Folder D: 1983 – 1984
   Folder E: 1984 – 1985
   Folder F: 1985 – 1986
   Folder G: 1986 – 1987
   Folder H: 1987 – 1988
Series 2: Official Papers
Unit 1: Ten Year Plans

LU 16:11-19 Box 1

Sub-Group 11: Division of Television, Radio and Film

Series 1: General Materials

Unit 1: Brochures and Promotionals

Series 2: Publications

Unit 1: TVRF Telegram Newsletter


LU 16:11-19 Box 2

Series 3: Minutes Etc.

Unit 1: 1970’s

Folder A: 1979 – 1980

Unit 2: 1980’s

Folder B: 1982 – 1983
Folder C: 1983 – 1984

Series 4: Official Papers

Unit 1: Ten Year Plans

LU 16:11-19 Box 1

Sub-Group 12: Liberty University Radio Station

Series 1: WLBU General Materials

Unit 1: Brochures and Promotionals

LU 16:11-19 Box 2

Unit 2: Brochure Drafts

Series 2: WLBU Official Papers

Unit 1: Policies and Procedures
Unit 2: Program Logs

Series 3: WLBU Minutes Etc.

Unit 1: 1980’s
LU 16:11-19 Box 1
Series 4: Victory FM General Materials
Unit 1: Brochures and Promotionals

LU 16:11-19 Box 2
Sub-Group 13: Institute for Research on Mass Media and Religious Values
Series 1: Minutes Etc.
Unit 1: 1980’s
Folder A: 1984 – 1985

Sub-Group 14: Office of the Faculty Athletic Representative
Series 1: Official Papers
Unit 1: Memos and Communications

Sub-Group 15: Department of Communication Studies
Series 1: Minutes Etc.
Unit 1: 1980’s
Unit 2: 1990’s
Folder A: 1995 – 1996
Folder B: 1996 – 1997
Folder C: 1997 – 1998
Folder D: 1998 – 1999
Folder E: 1999 – 2000
Unit 3: 2000’s
Folder B: 2001 – 2002
Folder C: 2002 – 2003
Folder D: 2003 – 2004
Folder E: 2004 – 2005
Folder G: 2006 – 2007
Folder H: 2007 – 2008
Folder I: 2009 – 2010

Unit 2010’s

Folder A: 2010 – 2011

Folder B: 2011 – 2012

Series 2: Official Papers

Unit 1: Five-Year Plans

LU 16:11-19 Box 1

Sub-Group 16: Liberty Broadcasting Network

Series 1: General Materials

Unit 1: Miscellaneous Materials

Sub-Group 17: Papers of the School of Communications Faculty

Series 1: Lila Wistrand Robison

Unit 1: Professional Papers

Series 2: Marshall B. Samuelson

Unit 1: Published Booklets

Sub-Group 18: Theatre Arts Department

Series 1: General Materials

Series 2: Theatre Programs

Unit 1: 2013 – 2014

Sub-Group 19: Zaki Gordon Cinematic Arts Center

Series 1: General Materials

Unit 1: Information Packets, Brochures and Promotionals

Unit 2: Miscellaneous Materials

Unit 3: College for a Weekend Materials