

Memorial Union Program Council Records, 1964-2016

Overview of the Collection

Creator	Oregon State University. Memorial Union.
Title	Memorial Union Program Council Records
Dates	1964-2016 (inclusive) 1964 2016 2006-2015 (bulk) 2006 2015
Quantity	8.00 cubic feet, including 51 photographic prints, 2843 digital photographs, and 1 videotape, (9 boxes, including 3 oversize boxes) 8.38 Gbytes, (3228 files)
Collection Number	RG 275
Summary	The Memorial Union Program Council (MUPC) Records document the administration of this organization and its role in programming campus events. Primarily reflecting activities related to event coordination and publicity, this collection includes artifacts, budgetary documents, contracts, correspondence, digital files, flyers, handbooks, meeting minutes, photographs, posters, publications, reports, and scrapbooks. The MUPC was established in 1948.
Repository	Oregon State University Libraries, Special Collections and Archives Research Center Special Collections and Archives Research Center 121 The Valley Library Oregon State University Corvallis OR 97331-4501 Telephone: 541-737-2075 Fax: 541-737-8674 scarc@oregonstate.edu
Access Restrictions	Collection is open for research.
Languages	English

Historical Note

Formed in 1948 as the Memorial Union Activity Council, the Memorial Union Program Council (MUPC) has served as the university's primary body in the coordination of student programming and campus wide events. The organization is managed by a combination of student officers elected at large and volunteers. These members serve on committees that are responsible in planning the combination of ongoing and one time MUPC events that occur on campus every year.

Among the annual events coordinated by the MUPC have included Mom's Weekend, Dad's Weekend, Student Leadership Conferences, the Children's Holiday Party, and the Battle of the Bands.

In 2016, the administration of the MUPC was transferred from the Memorial Union to the Office of Student Leadership and Involvement. While the change did not alter the core function of the organization, the council had to be renamed and is now known as the OSU Program Council. Another change that year was the renaming of the OSU Mom's and Dad's Weekends to the OSU Fall and Spring Family Weekends. As a part of this change, the organization of these two annual events has become a collaborative effort between the OSU Program Council and the Office of New Student Programs and Family Outreach.

Content Description

The Memorial Union Program Council (MUPC) Records document the administration of this organization and its role in programming campus events. These records were generated and assembled by the MUPC and include: artifacts, budgetary documents, contracts, correspondence, digital files, handbooks, flyers, meeting minutes, photographs, posters, publications, reports, scrapbooks, and a VHS videotape.

The primary focus of this collection is the coordination of events by the MUPC and the various processes involved in planning them-committee recommendations, budgetary management, staging logistics, publicity, and post event review. Materials illustrating these processes include correspondence, contracts, flyers, meeting minutes, posters, surveys, tickets, artifacts, and evaluation reports. Documentation of some of the events are depicted in photographs, moving images, and scrapbooks.

Administrative activities reflected in these records include program and budget assessment, the publication of event planning guidelines, and policy reviews/updates in staff meetings. These are featured in reports, handbooks, meeting minutes, and publications.

Use of the Collection

Preferred Citation

Memorial Union Program Council Records (RG 275), Oregon State University Special Collections and Archives Research Center, Corvallis, Oregon.

Administrative Information

Arrangement

The Memorial Union Program Council Records consist of 10 series. 1. Reports, 1985-2013; 2. Committees, 1989-2015; 3. Staff Meetings, 1964-2013; 4. Handbooks, 1977-2013; 5. Event Planning, 1985-2015; 6. Publications, 1970-2016; 7. Photographs, 2004-2012; 8. Scrapbooks, 1971-2011; 9. Moving Images, 1995-2013; and 10. Artifacts, 2012-2013.

Acquisition Information

The bulk of these materials were transferred to the Special Collections and Archives Research Center in 2017. Records received earlier were originally described as a part of the Memorial Union Records (RG 099).

Related Materials

Other collections in the OSU Special Collections and Archives Research Center that document the work of the Memorial Union Program Council include the Memorial Union Records (RG 099), the Memorial Union Photograph Collection (P 198), and the [KBVR TV Moving Images Collection \(F/V 170\)](#).

Documentation of the major annual events organized by the MUPC, Mom's Weekend, Dad's Weekend, and the Children's Holiday (Christmas) Party, can also be found in the [Office of New Student Programs Records \(RG 279\)](#), News and Communications Photograph Collection (P 057); the Beaver Yearbook Photograph Collection (P 003), Harriet's Photographic Collection (P HC), and [the Memorial Union Videotapes \(FV 198\)](#).

The personal papers of MUPC administrator [Leone S. Johnson](#) are also available.

Detailed Description of the Collection

Series 1: Reports, 1985-2013

Series 1 consists of reports compiled by MUPC staff that reflect assessment, budgeting, and activities during summer session. This series also contains digital files.

Container(s)	Description	Dates
Box/Folder		
1.1	Assessment Reporting	2009-2010
1.2	Assessment Reporting	2012-2013
1.3	Budget Reporting	2004-2011
1.4	Summer Term Reports	1985-1989
	Assessment Reporting This folder is made up of 7 born digital files relating to an assessment of the Memorial Union. These files contain focus group questions, learning outcome statements, and a transcript of a group interview of Memorial Union staff. These files are available for viewing in the Reading Room.	2005-2006

Series 2: Committees, 1989-2013

Series 2 reflects the work of various Memorial Union Program Council committees and is made up of meeting minutes, notes, correspondence, check in sheets, and committee membership lists.

Container(s)	Description	Dates
Box/Folder		
1.5	Community Relations and Traditions Committee	2013-2015
1.6	Entertainment and Recreation Committee	2012-2015
1.7	General	1989-2012
1.8	Holiday Decoration Celebration Committee	2005
1.9	Marketing Committee	1998-1999
1.10	Marketing Committee Notebook	1998-1999
1.11	Marketing and Social Media Committee	2012-2013
7.1	Marketing and Social Media Committee	2012
1.12	Marketing and Social Media Committee	2012-2015
1.13	Memorial Union Advisory Board	2013-2014
1.14	MUPC Inclusivity Committee	2011-2013
1.15	MUPC Weekly Committee Check In Sheets	2012-2013
1.16	Mom's and Dad's Weekend Planning Committee	2012
1.17	Mom's Weekend Fashion Show Committee	2009-2010
1.18	OSU Spirit, Holidays, and Special Events Committee	2012-2013

Series 3: Staff Meetings, 1964-2013

Series 3 consists of materials reflecting staff meetings and is made up of meeting minutes, agendas, notes, and memoranda.

Container(s)	Description	Dates
Box/Folder		
1.19	Staff Meetings	1964-1965

Container(s)	Description	Dates
1.20	Staff Meetings	1976-1980
1.21	Staff Meetings	2005-2013

Series 4: Handbooks, 1977-2013

Series 4 is made up of handbooks, guides, and binders of information assembled as a part of training orientations and reference for MUPC officers. In addition to policy and procedure guidelines, the handbooks also contain blank forms, evaluation reports, maps, and budget information.

Container(s)	Description	Dates
Box/Folder		
1.22	Event Planning Guides	2004
1.23	Memorial Union Election Packets	1991-2010
1.24	MUPC Director Binder	2012
1.25	MUPC Director's Retreat Packet	2002
1.26 - 1.30	MUPC Handbooks for 1977-1978 thru 2004-2005 5 folders. Not all years represented, gap from 1989 through 2003.	1977-2004
1.31	MUPC Marketing Binder	1997-1999
1.32	MUPC Marketing Opportunities Guide	2013
1.33	MUPC Orientation Handbook	2012
2.1	MUPC Orientation Handbook	2013
2.2	MUPC Program Advisor Binder	2003-2006
2.3	Student Involvement Event Planning Guide	2001

Series 5: Event Planning Files, 1986-2015

Series 5 documents the planning and publicity of campus events and activities organized by the Memorial Union Program Council. These materials are made up of certificates, contracts,

correspondence, event programs, flyers, posters, tickets, information packets, judging forms, meeting minutes, event summary reports, and stage passes. This series also contains digital files.

Container(s)	Description	Dates
Box/Folder		
2.4	All-University Student Recognition and Awards Banquet Includes correspondence regarding the Jo Anne Trow Woman of Distinction Award.	2002-2010
2.5	Battle of the Bands	2004-2008
2.6	Battle of the Bands/Flat Tail Music Festival	2009
2.7 - 2.10	Battle of the Bands/Flat Tail Music Festival 4 folders	2010
2.11 - 2.13	Battle of the Bands/Flat Tail Music Festival 3 folders	2011
2.14 - 2.17	Battle of the Bands/Flat Tail Music Festival 4 folders	2012
2.18 - 2.20	Battle of the Bands/Flat Tail Music Festival 3 folders	2013
3.1 - 3.2	Battle of the Bands/Dam Jam 2 folders.	2014
3.3	Battle of the Bands	2015
3.4	Battle of the DJs	2012
3.5	Battle of the DJs	2013
3.6	Battle of the DJs	2014
3.7	Benny Beaver's Birthday Bash	2012-2013
3.8	Campus Movie Fest	2009-2010
3.9	Campus Movie Fest	2011
3.10 - 3.17	Children's Holiday Party	2005-2014

Container(s)	Description	Dates
	8 folders.	
8.1	Children's Holiday Party-Planning Notes	2013
3.18	Civil War Tee Shirt Sales	2010-2013
3.19	Connect Week Activities	2010-2012
3.20 - 3.31	Dad's Weekend	1993-2014
7.2	Dad's Weekend	2012
4.1	Homecoming Events	2006-2013
4.2 - 4.4	Leadership Conferences	2010-2013
4.5	Lounge Jam	2009
4.6	Martin Luther King (MLK III) Lecture	2006
4.7	MUPC Diversity Speaker Series	2010-2011
4.8	Men's Leadership Conferences	2006-2009
4.9	Mom's Weekend Mom's Weekend Fashion Show	1988-1994
4.10 - 4.14	Mom's Weekend Mom's Weekend Fashion Shows	1999-2001
4.15 - 4.16	Mom's Weekend 2 folders.	2006-2007
4.17 - 4.18	Mom's Weekend 2 folders.	2008
4.19 - 4.20	Mom's Weekend 2 folders.	2009
4.21 - 4.25	Mom's Weekend 5 folders.	2010
5.1	Mom's Weekend	2010

Container(s)	Description	Dates
5.2 - 5.5	Mom's Weekend 4 folders.	2011
5.6 - 5.11	Mom's Weekend 6 folders.	2012
5.12 - 5.16	Mom's Weekend 5 folders.	2013
5.17 - 5.20	Mom's Weekend 4 folders.	2014
6.1	Mom's Weekend	2015
7.3	Mom's Weekend	1989-2014
6.2	Movie in the Quad	2012
6.3	Oregon's Birthday Celebrations	2013-2014
6.4 - 6.7	OSU Has Talent	2010-2014
7.4	Posters for Various Events	1985-2014
6.8	Renaissance Faire	2006-2007
6.9- 6.10	Snow in the Quad	2006-2011
6.11	Sponsorship For Events	2002-2010
6.12	Summer Session Noon Concerts	2011-2013
6.13	Taylor Mali and Poetry Slam For Poverty	2011
6.14	Tristan Taormino Lecture	2011
6.15	Valentine's Day Event	2013
6.16	Various Events	2005-2011
6.17 - 6.19	Western Wind-Up	2013-2015

Container(s)	Description	Dates
7.5	Western Wind-Up	2013
6.20 -6.23	Women's Leadership Conference 4 folders. Nothing for years 1995 through 2000	1990-2009
	Event Planning Files This folder consists of 378 born digital files reflecting the planning and publicity of various MUPC events. These files include budgetary records, event summary reports, letter templates, posters, registration form blanks, and survey materials. These files are available for viewing in the Reading Room.	2002-2011

Series 6: Publications, 1970-2016

Series 6 is comprised of brochures, event calendars, and other media printed for distribution containing information on Memorial Union Program Council members and activities.

Container(s)	Description	Dates
Box/Folder		
8.2	Event Calendars	1976-1987
6.24	Informational Brochures	1970-2016

Series 7: Photographs, 2004-2012

Series 7 is made up of photographic and digital images taken by Memorial Union Program Council staff that document various events organized by MUPC. These events include the Mom's Weekend Fashion Show, Battle of the Bands, and the Children's Holiday Party. In total, there are 46 photographic prints and 2843 digital photographs in this series.

Container(s)	Description	Dates
Box/Folder		
6.25	Children's Holiday Party	2012
6.26	Renaissance Faire Vendor Booths	2004
	Photographs This folder contains 2843 digital photographs arranged in 22 folders. The images depict Mom's Weekend Fashion Shows	2006-2012

Container(s)	Description	Dates
	and music festivals organized by the MUPC. These files are available for viewing in the Reading Room.	

Series 8: Scrapbooks, 1971-2011

Series 7 consists of 3 scrapbooks assembled by the Memorial Union Program Council that contain newspaper clippings, photographs and posters documenting events organized by the MUPC and new stories about its members. There are 5 photographic prints in these scrapbooks.

Container(s)	Description	Dates
Box-item		
7.1	7.1: Scrapbook	1971
7.2	7.2: Scrapbook	1986
Box/Folder		
6.27	Scrapbook	2011

Series 9: Moving Images, 1995-2013

Series 9 is made up of 1 VHS videotape and 4 digital files containing footage from events organized by the Memorial Union Program Council. Also included is a recording of student auditions for the "OSU Got Talent" competition and an informational video about serving in the MUPC.

Container(s)	Description	Dates
Box-item		
6.1	6.1: Mom's Weekend VHS videotape	1995
	2: MUPC-Choose Your Own Adventure! A promotional film to publicize the activities of the MUPC. Video can be accessed here .	2010
	3: "OSU Has Talent" Auditions Student auditions for the 2013 "OSU Has Talent" contest. Video can be accessed here .	2013
	4: Battle of the Bands	2013

Container(s)	Description	Dates
	Footage from the 2013 Battle of the Bands. Video can be accessed here .	
	5: Battle of the Bands and Flat Tail Music Festival Footage from the Battle of the Bands and Flat Tail Music Festival. Video can be accessed here .	2012

Series 10: Artifacts, 2012-2013

Series 10 is comprised of artifacts created in the course of organizing and managing Memorial Union Program Council events. The items include a backstage pass on a lanyard, a customized portfolio for the Battle of the Bands Director, refrigerator magnets, and animal bag puppets used as craft models at the 2013 Children's Holiday Party.

Names and Subjects

Subject Terms :

College students--Oregon--Corvallis.
 Concerts--Oregon--Corvallis.
 Student activities--Oregon--Corvallis.

Corporate Names :

Oregon State University. Memorial Union.

Form or Genre Terms :

Born digital.
 Digital moving image formats.
 Digital photographs.
 Information artifacts.
 Photographic prints.
 Posters.
 Scrapbooks.
 Video recordings.

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