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4-11-2023

## English Language Institute Collection: Finding Aid

Bethany Latham

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# English Language Institute Collection | Finding Aid

## Summary Information

### Repository

Houston Cole Library  
Alabama Gallery, 10<sup>th</sup> Floor  
700 Pelham Road North  
Jacksonville, AL 36265-1602  
256.782.8195

### Creator

Houston Cole Library

### Title

English Language Institute Collection

### Date

2004-2022

### Extent

8 boxes, 1 folder, 1,740 items

## Background Information

### Scope and Content Note

This collection (cataloged on Bib #2710887) contains plaques, printed photographs, digital photographs (on CD), printed promotional materials, digital promotional materials (on CD and DVD), and assorted documents related to JSU's English Language Institute (ELI). The English Language Institute was established in 2004, the program was moved online in 2021, and ceased existence in 2022. These residual materials were then deposited with the Library.

The ELI program was designed to prepare non-native English speakers for university study in the United States. Program participants, in cohorts of 12 or less, pursued a curriculum that included: 22 hours per week of core ESL skills in Listening, Speaking, Pronunciation, Reading, and Writing; 4 hours of electives (TOEFL/IELTS Preparation, Public Speaking & Conversation, Cinema & Cultural Analysis, U.S. History, Conversation Partners); 3 hours of an "Introduction to JSU" course which included visiting university classes, meeting international students who had transitioned from language student to college student, and participation in university events and activities. There were also extra-campus activities such as trips to Atlanta and Birmingham, festivals, picnics, museums, amusement parks, etc. Participants in the ELI could also declare conditional admission to JSU and, upon successful completion of the ELI curriculum, be admitted to the university without a TOEFL or IELTS score.

*(Sources: Information found in the materials and JSU news articles.)*

### Arrangement

This collection is arranged by item type, then chronologically:

- Box 1.
  - *Printed Photographs (2005-2009)*
- Box 2.
  - *Printed Photographs (2010-2011)*
- Box 3.
  - *Printed Photographs (2012-2017)*
- Box 4.
  - Trays 1-3. *Photo Albums*
- Box 5.
  - *Framed Photographs*
- Box 6.
  - *Plaques*
- Box 7.
  - *Promotional Materials*
- Box 8.
  - *Digital Photos on CD*
- Folder.
  - *ELI Documents*

## **Administrative Information**

### **Access and Use**

This collection is open to researchers under the guidelines set out in the *Houston Cole Library Policy and Procedures Manual*, Alabama Gallery section. Please consult the policy for specific instructions.

Materials are the property of Jacksonville State University and are intended for non-commercial use. They may be copied for research, teaching, personal, or any fair use as defined by U.S. copyright law. Images may not be altered in any way. Users are asked to acknowledge Houston Cole Library, Jacksonville State University. For questions or further information about usage rights, please contact the Library's Digital Projects & Special Collections Department at 256.782.8195.

### ***Preferred citation***

English Language Institute Collection, Houston Cole Library Special Collections.

### **Provenance**

These items were transferred to the Library by Cannon Connell, Administrative Assistant of International House, in February 2023. Their previous provenance is unknown. See attached Memorandum of Understanding.

In addition to the materials enumerated in the inventory, the donation also included one binder containing FERPA-eligible information on the program's participants, as well as 5 CDs with information on students who signed up for the program but did not attend campus. These items were offered to the Office of the Registrar as student records.

### **Processing Information**

Arranged and described by Bethany Latham, 2023.

**Physical Condition**

The items are all well preserved and in good condition.

**Related Materials**

International House Scrapbook and Photograph Collection (Bib #2278932)

International House Miscellaneous Collection (Bib #2314793)

## Container Contents and Collection Inventory | JSU ELIN 1

### BOX 1 | Printed Photographs (2005-2009)

<i>Item</i>	<i>Title/Description</i>	<i>Date</i>
<b>1-2</b>	Program participants	2006
<b>3-34</b>	Savannah, GA trip	2006
<b>35-96</b>	Program participants: receptions, activities, Huntsville Space & Rocket Center trip, trip to Tennessee Aquarium in Chattanooga, TN	2006
<b>97-104</b>	Staff and program participants	c. 2006
<b>105-156</b>	Program participants: new students, pizza/game night, conversation partners	c. 2005-2007
<b>157-185</b>	Program participants: headshots, field trips, activities	c. 2007-2009
<b>186-230</b>	Program participants: headshots, field trips, group photos	2008
<b>231-243</b>	Taizhou University visit: Chinese educators from Taizhou University visit campus in July 2009 for a workshop and activities, also includes visit of President Meehan and Lisa Williams to China	2009

### BOX 2 | Printed Photographs (2010-2011)

<i>Item</i>	<i>Title/Description</i>	<i>Date</i>
<b>244-324</b>	Program participants: graduation, field trips (possibly Cathedral Caverns near Grant, AL or DeSoto State Park, Blue Bell Ice Cream Factory in Sylacauga, AL, St. Michael's Episcopal Church in Anniston, AL, World of Coca-Cola in Atlanta, GA), receptions	2010
<b>325-399</b>	Dupes of 244-324	2010
<b>400-402</b>	Program participants: football games, other activities	c. 2006-2008
<b>403-423</b>	Program participants: receptions, new students, field trips (Huntsville Space and Rocket Center, Tennessee Aquarium in Chattanooga, TN)	2010
<b>424-559</b>	Program participants: new students, pottery and pottery classes, field trips (Anniston Bowling Center, Cheaha State Park, Blue Bell Ice Cream Factory in Sylacauga, AL, possibly Cathedral Caverns near Grant, AL or DeSoto State Park, St. Michael's Episcopal Church in Anniston, AL, Six Flags in Atlanta, GA), honor society induction, receptions [possibly some duplication with 244-324]	2010
<b>560-680</b>	Program participants: new students, soccer game, Christmas party, field trips (CNN Center in Atlanta, GA, World of Coca-Cola in Atlanta, GA Tennessee Aquarium in Chattanooga, TN) [possibly some duplication with 244-324]	2010
<b>681-706</b>	Program participants: new students, pizza parties, field trips (Tennessee Aquarium in Chattanooga, TN, La Mariposa's Oyster Bar, Birmingham Zoo)	2010
<b>707-770</b>	Program participants: group photos, receptions and parties, certificates, classroom activities	2011
<b>771-822</b>	Program participants: trip to Huntsville Space and Rocket Center	2011
<b>823-948</b>	Program participants: Christmas party	2011

<b>949-1005</b>	Program participants: field trips (Six Flags in Atlanta, GA), headshots, group shots [these images duplicated on CD and in some other prints above]	2011
<b>1006-1093</b>	Program participants: group photos, receptions and parties, certificates, classroom activities, field trips (Huntsville Space and Rocket Center, Six Flags in Atlanta, GA) [duplication with 707-822]	2011
<b>1094-1154</b>	Program participants: group photos, receptions and parties, certificates, classroom activities [some duplication with 707-770]	2011
<b>1155-1206</b>	Program participants: trip to Huntsville Space and Rocket Center [some duplication with 771-822]	2011
<b>1207-1322</b>	Program participants: Christmas party [some duplication with 823-948]	2011
<b>1323-1379</b>	Program participants: field trips (Six Flags in Atlanta, GA), headshots [these images duplicated on CD]	2011

### BOX 3 | Printed Photographs (2012-2017)

<i>Item</i>	<i>Title/Description</i>	<i>Date</i>
<b>1380</b>	Program participants: trip to Tennessee Aquarium in Chattanooga, TN [duplicate of 68]	2006
<b>1380-1449</b>	Program participants: field trips (Riverchase Galleria, CNN Center in Atlanta, GA, Jacksonville Christmas Parade, Birmingham Zoo, Chimney Peak, Anniston Museum of Natural History, Germania Springs Park, pottery class, and headshots (Wuhon Scholars)	2012
<b>1450-1517</b>	Program participants: field trips (Noccalula Falls in Gadsden, AL, Chimney Peak, DeSoto Caverns, Huntsville Space and Rocket Center, Berman Museum, Barber Motorsports Hall of Fame in Birmingham, AL), and conversation partners	2013
<b>1518-1582</b>	Program participants: field trips (Birmingham Museum of Art, Anniston Museum of Natural History, Barber Motorsports Hall of Fame in Birmingham, AL, Little River Canyon, archaeology site, Birmingham Zoo, World of Coca-Cola in Atlanta, GA, Cheaha State Park, Cathedral Caverns)	2014
<b>1583-1616</b>	Program participants: field trips (Alabama Fan Museum in Ft. Payne, AL, Anniston Museum of Natural History, McWane Science Center in Birmingham, AL, archaeological site, Huntsville Space and Rocket Center)	2015
<b>1617-1636</b>	Program participants: field trips (Tennessee Aquarium in Chattanooga, TN, Huntsville Space and Rocket Center, Cathedral Caverns, Cheaha State Park, Noccalulla Falls in Gadsden, AL, Alabama Sports Hall of Fame in Birmingham, AL)	2016-2017

### BOX 4, TRAYS 1-3 | Photo Albums

<i>Item</i>	<i>Title/Description</i>	<i>Date</i>
<b>1</b>	Photo album with black cover and gold diamond embossing, containing prints of program participants, field trips, football games, etc. [some are duplicates of loose prints]	2005-2007

2	Photo album with black cover and gold diamond embossing, containing prints of program participants, get to know you parties, field trips, classes, and other events	c. 2009
3	Photo album with black cover, containing prints of program participants, headshot, activities, graduations, and other events [some are duplicates of loose prints]	2010

#### BOX 5 | Framed Photographs

<i>Item</i>	<i>Title/Description</i>	<i>Date</i>
1	Program participants, possibly in China, black plastic frame	c.2006
2	Program participants with completion certificates, black plastic frame	c.2006
3	Photograph of a cake, black plastic frame	c.2010
4	Photo collage of program participants, black plastic frame	c.2011
5	Photograph of program participants at CNN Center in Atlanta, GA, black cardboard frame	2018

#### BOX 6 | Plaques

<i>Item</i>	<i>Title/Description</i>	<i>Date</i>
1	Foundation plaque	c.2004
2	Program review plaque	c.2013

#### BOX 7 | Promotional Materials

<i>Item</i>	<i>Title/Description</i>	<i>Date</i>
1-2	ELI promotional video, 8 mins, 50 secs, on DVD [2 copies]	2006
3	ELI promotional video, 8 mins, 50 secs, on DVD	2007
4	ELI promotional brochure, picture of Bibb Graves Hall	c.2008
5	JSU Today: Person of the Week Freeman Wu (Chinese delegate) and Coach Jim Case, Show #0069, on DVD	2009
6	ELI promotional brochure digital file on CD	c.2010
7	ELI promotional poster digital file on CD	c.2011
8-14	ELI promotional brochure proofs [4] and 3 CDs containing promotional brochure files (#172-11)	c.2011
15-18	ELI promotional brochure, grey, picture of Library [2 copies], printer's proofs, and CD containing brochure file	2014-2015
19	Title IX brochure	c.2015
20-22	ELI promotional materials printouts, in Chinese [3 documents]	c.2015
23	ELI retractable banner digital file on CD	c.2015
24-25	ELI promotional brochure, red, world map [2 copies]	2015-2016
26	Cardboard box with program participants photo on lid	unknown

#### BOX 8 | Digital Photos on CD

<i>Item</i>	<i>Title/Description</i>	<i>Date</i>
1	Photo CD "JSU Photos"	2004-2005

2	Photo CD "ELI Photos – Office Copy"	2005
3	Photo CD "ELI Photos, Summer 2"	2007
4	Photo CD "ELI Student Handbook Photos 8/15/2007"	2007
5	Photo CD "ELI Photos, 1/31/2008"	2008
6	Photo CD "ELI Photos from Alan Webb ASAD"	c.2008
7	Photo CD "ELI Pictures from Alan Webb"	c.2008
8	Photo CD "ELI Photos 2008 @JSU"	2008
9	Photo CD of rafting trip	2008-2009
10	Photo CD labeled "Hobson's?" of Tennessee Aquarium, Space and Rocket Center, and promotional pics	2009
11	Photo CD "Pictures by Bus"	2009
12	Photo CD "Atlanta Aquarium Reception 2009"	2009
13	Photo CD "US Space and Rocket Center 2/14/2009"	2009
14	Photo CD "Taizhou Linda's First Pictures"	2009
15	Photo CD "Taizhou Gena's First Pictures"	2009
16-21	Photo CDs, Walmart, 8/20/2009 [6 CDs] [many photos duplicated in the prints]	2009
22	Photo CD "ELI Pix from Steve Latham 9/10/2009"	2009
23-29	Photo CD "Assorted Pictures from Main Office Computer 12/17/2009" [7 CDs]	2009
30	Photo CD "CNN and Honor Society"	2010
31	Photo CD "copied 6/29/2010" containing photos of Get to Know You activities, and visits to St. Michaels Episcopal Church in Anniston, AL, Cathedral Caverns near Grant, AL, and Blue Bell Ice Cream Factory, Sylacauga, AL [photos may be duplicated in the prints]	2010
32-34	Photo CDs 9/01/2010 [3 CDs]	2010
35-37	Photo CDs, Walmart from 7/12/2011 [3 CDs] [many photos duplicated in the prints]	2011
38	Photo CD "Pictures Taken @ Pottery Class 7/16/2011"	2011
39-40	Photo CDs, Walmart, from 8/21/2011 [2 CDs] [many photos duplicated in the prints]	2011
41	Photo CD "ELI Photos Party, Trips, Photo Plates"	2011-2012
42	Photo CD "New Student Flag Photos, Picnic 3/20/2012"	2012
43	Photo CD "ELI Recruitment Photos 10/9/2014"	2014

#### Folder | ELI Documents

<i>Item</i>	<i>Title/Description</i>	<i>Date</i>
1-21	Certificates and documents for deans' and president's list recipients	2009-2014
22	Student Research Symposium certificate for Sani Maman Brah	2010
23	Newspaper clipping "JSU Foundation Recognizes Scholarship Recipients"	2011
24	Telephone account for ELI memo and phone usage	2011
25	Undergraduate Research Conference schedule for the University of Memphis, Department of Chemistry	2019



# MEMORANDUM

**DATE:** 1 March 2023

**TO:** Staci Stone | Vice Provost AND Ingrid Galinat | Director, International House & Programs

**FROM:** Bethany Latham | Digital Assets & Special Collections Librarian, Houston Cole Library

**CC:** *John-Bauer Graham, Dean of Library Services; Jodi Poe, Head of Technical Services; Cannon Connell, Administrative Assistant, International House & Programs*

## DISPOSITION AGREEMENT

In order to provide appropriate preservation for and access to materials (enumerated below) relating to JSU's English Language Institute (ELI), the Library and International House & Programs enter into the following agreement.

### Materials

1. Assorted framed items. *Photographs and plaques.*
2. English Language Institute documents. *Loose-leaf and binders containing documentation on ELI participants, ELI promotional and marketing publications, and miscellaneous documents.*
3. Printed photographs. *3 photographic albums and approximately 500 assorted prints.*
4. Compact discs. *Approximately 55 CDs containing primarily photographic image files.*

### International House & Programs agrees to:

1. Transfer the materials above to the permanent custody of the Library.

### The Library agrees to:

1. Accept and organize the materials.
2. Discard any materials not deemed appropriate for addition to the Library's collection.
3. Provide metadata for the materials.
4. Evaluate the materials for possible digitization.

5. House the materials in the Library's Alabama Gallery Special Collections, using appropriate archival storage, and providing for public access as enumerated in the Library's Alabama Gallery Policy.