

**Lane Community College Archives  
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**Guide to Instructional Services Office (Hein, Case, Rasmussen)  
Records  
1965 – 1981  
A-023**

Collection processed by: Brian P. McClatchey, 1999  
Inventory encoded by: Elizabeth Uhlig, 2006

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**Collection Number:** A-023

**Creator:** Instructional Services Office

**Title:** Instructional Services Office (Hein, Case, Rasmussen) Records

**Dates:** 1965 – 1981

**Quantity:** 41 document boxes (16.4 cubic feet)

**Summary:** Records of the Office of Instructional Services during the tenures of William Hein (1965-1968), Lewis Case (1968-1974) and Gerald Rasmussen (1974-1978). This collection includes correspondence, subject files, academics and college planning records, and vocational instruction packages.

**Location of Collection:** Lane Community College Archives, Center Building

**Administrative History:**

The Office of Instruction was created when Lane Community College was established in 1965. The name of the department changed over the years: Office of Instruction, 1965-1974; Instructional Operations, 1974-1978; Office of Instruction, 1978-1986; Instructional Branch, 1986-1994; and Instructional Services, 1994-1997. In 1997, it was combined with Student Services to become the Instruction and Student Services Office.

The first dean of instruction was William Hein, who served in that capacity from the establishment of the office until 1968. His successor was Lewis E. Case, who served as dean until 1974. At that time, Gerald Rasmussen was named dean of instructional operations.

**Biographical Sketch: Lewis Case**

Lewis Case received a B.A. from Syracuse University in 1950, a M.A. also from Syracuse in 1963, and an honorary LLD from Harding College in Searcy Arkansas in 1965. From 1950 to 1957 he was a Church of Christ minister serving congregations in Texas. He began work on his master's degree in 1957 at the University of Pittsburgh, and in 1960, he left to become dean of students at Ohio Valley College in Parkersburg, West Virginia. In 1963, he became vice-president of the college, and in 1964, he was named president. He came to Lane Community College in 1966 to serve as a speech

instructor, and in 1967, he became assistant dean of instruction. Later that year, he was named dean to replace William Hein.

**Biographical Sketch: Gerald Rasmussen**

Gerald Rasmussen received his B.A. from the University of Oregon in 1951 in history, and his M.A. in history, also from the University of Oregon in 1960. He taught elementary school in Redmond, Oregon and high school in Albany, Oregon before teaching at Grand View College in Iowa. After a stint as a Fulbright Scholar in Denmark, Rasmussen returned to the United States, where he taught history at Lower Columbia College in Longview, Washington. In 1965, he came to Lane Community College to assume the posts of history instructor and head of the social science department. He was named associate dean of instruction in 1967, and dean of instruction in February of 1974.

**Content Description:**

The Instructional Services Office Records document the history of the Instructional Services Office from 1965 to 1974. The collection contains primarily administrative records dealing with the department as a whole as well as programs within the larger college.

The records are organized into 4 series: Correspondence, an alphabetized subject file, Academic and College Planning records, and Vocational Instructional Packages.

**Related Collections:**

**Instructional Services Office Records: 1966-1997 (A-052).** These are the administrative and departmental records for the Office of Instruction from 1974 to 1997. Four vice presidents are represented in this collection: Gerald Rasmussen (1974-1986), Jacquelyn Belcher (1986-1990), Jim Ellison (1990-1995), and Larry Warford (1994-1997).

**Willamette Writers Guild Records: 1976-1986 (A-046).** Joyce Salisbury's records of the Willamette Writers Guild. Collection includes correspondence, project and topic files, and files of correspondence, poems, and biographical information on poets and writers. The guild was eliminated in the late 1970s.

**Arrangement:**

- Series A: Correspondence, 1968-1979
- Series B: Subject Files, 1961-1980
- Series C: Academic and College Planning Records, 1974-1977
- Series D: Vocational Instruction Packages, 1972

**Subjects:**

Case, Lewis

Hein, William

Rasmussen, Gerald

Schafer, Eldon G. 1922-1985

KLCC-FM

KVOD-TV

Lane Community College (Eugene, Or.) Academic and College Planning

Lane Community College (Eugene, Or.) Adult Basic Education

Lane Community College (Eugene, Or.) Art and Applied

## Design

Lane Community College (Eugene, Or.) Business Department  
Lane Community College (Eugene, Or.) Florence  
Lane Community College (Eugene, Or.) Cooperative Work Experience  
Lane Community College (Eugene, Or.) Health Occupations  
Lane Community College (Eugene, Or.) Home Economics  
Lane Community College (Eugene, Or.) Learning Resource Center  
Lane Community College (Eugene, Or.) Mass Communications  
Lane Community College (Eugene, Or.) Mathematics  
Lane Community College (Eugene, Or.) Nursing Department  
Lane Community College (Eugene, Or.) Social Science Department  
Lane Community College (Eugene, Or.) Planning  
Lane Community College (Eugene, Or.) Accreditation  
Accreditation  
Organizational change  
Planning  
Vocational education  
Lane Community College (Eugene, Or.) Office of Instruction  
Lane Community College (Eugene, Or.) Instructional Operations

### **Alternative Forms Available:**

Repository maintains guide to collection on an in-house database. A guide to the collection is also available on the repository's website.

### **Administrative Information:**

**Restrictions on Access:** The collection is open for research with the exception of several folders which are restricted due to privacy concerns.

**Restrictions on Use:** None

**Preferred Citation:** Instructional Services Office (Hein, Case, Rasmussen) Records, 1965-1981 (A-023), Lane Community College Archives, Eugene, Oregon

**Custodial History:** Administrative transfer. The records were originally accessioned into Archives and Records Management as 77-06, 78-017, 78-020, 78-038, 79-049, 79-053, 80-064, 81-014, 81-039, 81-041, 81-044, 81-071, 81-076, 82-007, 82-013, and 82-015.

### **Processing Note:**

Collection was processed and described in 1999 by Brian P. McClatchey.

## **CONTAINER LIST**

### **Series A: Correspondence, 1968-1979**

This series contains departmental correspondence to and from the vice presidents and staff of the Instructional Services Office.

*Title, date, box/folder*

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Department Chairs, 1974-1978, 1/6

Dresser, Judy, 1979, 1/7

Ellison, Jim, 1979, 1/8

Harker, Keith, 1971-1978, 1/9

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Lamberts, Julie, 1978-1979, 1/12

Other Deans, 1974-1975, 1/13

Parnell, Dale, 1968, 1/14

Piercy, Jim, 1977-1979, 2/1-2

Rasmussen, Gerald, 1973-1979, 2/3-12

Rasmussen, Gerald, 1969-1976, 3/1-4

Schafer, Eldon, 1972-1979, 3/5-11

Warford, Larry, 1978-1979, 3/12

Williams, Nile, 1977-1979, 3/13

### **Series B: Subject Files, 1961-1980**

The second series contains files that document the ACCESS program, the accreditation of the college, budget records, long-range planning, departmental records, and various college proposals.

*Title, date, box/folder*

ACCESS, Background Material, 1975-1976, 4/1

ACCESS, Correspondence, 1975-1978, 4/2

ACCESS, Correspondence/Meeting Records, 1976-1980, 4/3-5

ACCESS, Consumer Education Module, 1976-1977, 4/6

ACCESS, Financial Records, 1976-1978, 4/7

ACCESS, Financial Reports, 1976-1978, 4/8

ACCESS, Health Science Course, 1975-1978, 4/9-10

ACCESS, Questionnaire, 1977, 4/11

ACCESS, Recovery Costs, 1977, 4/12

ACCESS, Reports, 1976-1977, 4/13-14

ACCESS, Student Motivation, 1974, 4/15

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Accreditation Report, 1974, 6/3-4  
Accreditation Report, Accreditation Responses, 6/5  
Accreditation Report, Staff Reports, 6/6  
Accreditation Report, Section 4, Notes, Drafts, 6/7  
Accreditation Report, Administration Drafts and Comments, 6/8  
Accreditation Report, Language Arts Drafts and Comments, 6/9  
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Accreditation Report, Performing Arts, 6/11  
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