

Guide to Health and Wellness Services Records BC05.21

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Describing Archives: A Content Standard

Barnard Archives and Special Collections

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Summary Information

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|----------------------------------|---|
| Repository: | Barnard Archives and Special Collections |
| Title: | Health and Wellness Services Records |
| ID: | BC05.21 |
| ID [aspace_uri]: | /repositories/2/resources/47 |
| Date [inclusive]: | 1964-2024 |
| Date [bulk]: | 1993-2012 |
| Physical Description: | 6.67 Linear Feet 3 record cartons, 2 document boxes, 1 oversized box |
| Physical Description: | 2.75 Gigabytes 4 CDs |
| Physical Location: | This collection is located in the Barnard Archives and Special Collections, Barnard Library. To use this collection, please contact the Barnard Archives and Special Collections at 212.854.4079 or archives@barnard.edu. |
| Language of the Material: | English . |
| Abstract: | This collection consists of materials from the Barnard College Health and Wellness Services office. The bulk of the collection is comprised of records created by the Wellness Spot Health Promotion Program, formerly known as Well-Woman. |

Preferred Citation

Health and Wellness Services Records, 1964-2024; Box and Folder; Barnard College Archives, Barnard Library, Barnard College.

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Historical Note

The Health and Wellness Services Office (previously known as Health Services and Student Health Services) oversees several centers, programs, and services that provide medical care, counseling services, and education on health and wellbeing to Barnard students. Major centers

within Health and Wellness Services include Primary Health Care Services, the Rosemary Furman Counseling Center, and the Francine A. LeFrak Foundation Center for Well-Being. Major programs include the Denise LeFrak Foundation Alcohol and Substance Awareness Program, The Wellness Spot Health Promotion Program, and the Being Barnard Violence Prevention Program.

Health and Wellness Services began as a medical office and infirmary in 1916 with Dr. Gulielma Alsop as its first physician. In 1947, Dr. A. Louise Brush was appointed as the first counselor to students. By 1963, the psychiatric staff had increased to one full time counselor and three part-time consultants. Since then, the Health and Wellness Services Office has increased and diversified its services and programs as notions of health and wellness have expanded and changed.

The Wellness Spot (formerly known as Well-Woman) Health Promotion Program is one of the longest standing and most well known programs within Health and Wellness Services. The mission of the Wellness Spot is to "promote the health and wellness of the Barnard student body through peer education, educational programming, individual health behavior consultation, campus-wide health campaigns, community outreach, and advocacy." Topics and themes of the Wellness Spot's programming include mental health, reproductive health and rights, sexual assault awareness and prevention, nutrition, eating disorders, stress and anxiety management.

Well-Woman was established in 1993 to centralize a variety of health education initiatives that were being collaboratively developed by several topic-based groups of peer educators as well as Barnard staff in the Health Services and Student Life offices. Peer educators are Barnard students who are trained by Health and Wellness Services to provide information about a range of physical, mental, emotional, sexual, spiritual, and nutritional wellness to the Barnard and Columbia communities. Peer educators have been and continue to be at the core of developing and executing the Wellness Spot's programming.

In May 2022, Well-Woman changed its name to The Wellness Spot.

Sources: Health and Wellness Services BC05-21, Barnard Archives and Special Collections, Barnard College, New York, NY.

"About the Wellness Spot," Barnard College, accessed October 8, 2024, <https://wayback.archive-it.org/6655/20240918222004/https://barnard.edu/TheWellnessSpot/about>.

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Scope and Contents

The Health and Wellness Services Office collection consists of research reports, informational guides, brochures, posters, flyers, zines, correspondence, and notes produced by various centers, programs, and task forces within the Health Services umbrella related to a range

of topics including sexual violence awareness and prevention, alcohol and substance abuse awareness and recovery, counseling and psychiatry, suicide awareness and prevention, and other issues related to health and wellbeing. These materials were generated by Barnard students and staff who developed, advertised and executed health education programs and events for Barnard students.

The bulk of the collection comprises records generated by the Wellness Spot (formerly known as Well-Woman) while they developed health education programming and provided support services since its establishment in 1993 through 2012. The Wellness Spot materials include meeting minutes, peer education training guides, event flyers, informational pamphlets, visitor logs and event attendance records, programming plans, secondary published sources, and email correspondence between peer educators and Health and Wellness staff.

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Arrangement

This collection is arranged into two series.

Series 1: Barnard Health and Wellness Services, 1964-2024 is arranged chronologically by year. Oversized materials are housed separately in box 5.

Series 2: The Wellness Spot, 1992-2018 consists of three bankers boxes that are arranged by document type. Each academic year, the Wellness Spot peer educators and staff assembled binders of documents that they used to manage their office operations and develop their programming. These binders were disbound and their contents divided into folders prior to their arrival to the Barnard Archives. There are dividers still present within each folder that indicate how documents were arranged in the binder they came from. The folders containing the contents of these annual binders are labeled "Well Woman History/Histories" and are arranged chronologically by academic year in boxes 2 through 4.

Peer educator manuals are arranged chronologically by year.

Peer educator office hour logs are arranged chronologically by year.

Master copies of informational handouts are arranged alphabetically by subject.

One folder of event flyers created in 2017-2018 that were not contained in a Well Woman History binder is arranged on its own.

An oversize portfolio of posters advertising the Well-Woman program is arranged separately in box 5.

Four CDs containing digital photographs of Well-Woman events and other digital files from the Well-Woman computer are arranged chronologically in box 6.

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Administrative Information

Publication Statement

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URL: <http://archives.barnard.edu/>

Acquisition Information

The date of the initial transfer of Health and Wellness Services records to the Barnard Archives is unknown. A significant accrual of materials related to the Wellness Spot (formerly known as Well-Woman) Health Promotion Program, which now comprise the bulk of the collection, was transferred from the Health and Wellness Services Office by Cristen Kennedy, former Director of Health Promotion and Education, to the Barnard Archives in June 2024.

Publication Rights

The copyright to materials created by Health and Wellness Services staff is retained by Barnard College. The individual peer educators present in the collection hold dual copyright of the materials they authored. Individuals utilizing the collection who wish to reproduce, publish and/or profit monetarily from the materials in this collection must obtain permissions from the copyright owners.

Processing Information

This collection was processed and significant additions were made to the finding aid by Katelyn Landry in October 2024. An accrual was processed and the finding aid was updated by Katelyn Landry in January 2025. Finding aid adheres to descriptive rules prescribed by Describing Archives: A Content Standard.

Access

This collection has no restrictions.

Accruals

Accruals are expected.

Reproduction Restrictions

Reproductions can be made for research purposes.

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Controlled Access Headings

- Universities and colleges -- Health promotion services
- Barnard College
- Health education of women
- Women's health services
- Women--health and hygiene
- Barnard College -- History
- College students--Health and hygiene
- College students--mental health
- Student volunteers in mental health
- Peer counseling of students
- AIDS education
- Reproductive rights
- Women -- Sexual behavior
- Sexual assault
- Eating disorders
- Stress management
- Alcoholism counseling
- Drug abuse counseling

Collection Inventory

Barnard Health and Wellness Services, 1964-2024

box 1

Arrangement

This series is arranged chronologically by year with undated materials placed at the end of the sequence. Oversized materials are housed separately in Box 5.

Scope and Contents

This series is comprised of materials generated by a variety of different staff members, peer educators, and

committees, from the Health and Wellness Services Office. Materials include essays about the history of the Health Services office as well as brochures, pamphlets, flyers, handouts, and programs created to promote health education and wellbeing initiatives to Barnard and Columbia students.

| Title/Description | Instances | |
|--|-----------|------------------|
| Number of students seen by psychiatric service, 1948-1964 | box 1 | folder 1 |
| Miscellaneous correspondence, programs, and flyers, 1962-1999 | box 1 | folder 2 |
| Report by Lela H. Anderson, college nurse, 1966 | box 1 | folder 3 |
| Biography of Dr. Gulielma F. Alsop, college physician, circa 1960s | box 1 | folder 4 |
| AIDS information pamphlet, 1986 | box 1 | folder 5 |
| College Student Suicide conference, 1988 | box 1 | folder 6 |
| Student Personal Awareness (SPA), 1990 | box 1 | folder 7 |
| Committee on Rape and Sexual Assault, 1991-1994 | box 1 | folder 8 |
| Counseling Services, 2000-2001 | box 1 | folder 9 |
| Sexual violence prevention and response program, undated | box 1 | folder 10 |
| Alcohol and substance awareness program, undated | box 1 | folder 11 |
| Furman counseling center, undated | box 1 | folder 12 |
| Health Services Patient Education Brochures, 1990-2010 | box 1 | Folders 13-14 |
| Being Barnard brochures and signs, undated | box 1 | folder 15 |
| COVID-19 masking posters, 2024 | box 5 | |

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The Wellness Spot, 1992-2018

Scope and Contents

This series contains records created by the Wellness Spot Health Promotion Program, formerly known as Well-Woman, from its establishment in 1992-1993 through 2018.

Each academic year, the Wellness Spot peer educators and staff assembled binders of documents that they used to manage their office operations and develop their programming. These binders generally include the following types of records, however the order and extent of each type varied each academic year: peer educator rosters, schedules, and contact information; meeting agendas and minutes; secondary sources and lesson plans used by peer educators to develop educational programming and special projects; attendance at programs, workshops, and lectures presented by the Wellness Spot; newsletters and publications; event flyers; and other miscellaneous notes.

This series also includes copies of manuals that were used to train peer educators on their roles and responsibilities. These training manuals were sometimes duplicated in full or in part within the annual binders.

This series also includes notebooks and documents which peer educators used to document how many students visited the Wellness Spot office and what kinds of conversations or activities they participated in.

This series also includes master copies of informational handouts that the Wellness Spot used for their programming and workshops. Some of these informational handouts were duplicated within the annual binders and training manuals.

This also series includes posters and flyers used to advertise the Wellness Spot's services as well as programs, workshops, and special events that they hosted.

Finally, this series includes born-digital files including event photographs, documents, spreadsheets, and graphics that were originally stored on Wellness Spot office computers and were preserved on CDs.

Arrangement

The annual binders kept by the Wellness Spot peer educators and staff were disbound and their contents divided into folders prior to their arrival to the Barnard Archives. There are dividers still present within each folder that indicate how documents were arranged in the binder they came from. The folders containing the contents of these annual binders are labeled "Well Woman History/Histories" and are arranged chronologically by academic year in boxes 2 through 4.

Peer educator manuals are arranged chronologically by year after the "Well Woman History" annual binders in box 4.

Master copies of informational handouts are arranged alphabetically by subject after the peer educator manuals in box 4.

Finally, one folder of event flyers created in 2017-2018 that were not contained in a Well Woman History binder are arranged after the master copies of handouts in box 4.

An oversize portfolio of posters advertising the Well-Woman program is arranged separately in box 5.

The four CDs are arranged chronologically in box 6. The digital files contained on the CDs have not yet been imaged or transferred.

| Title/Description | Instances |
|-------------------------------------|-------------------------|
| Well-Woman history (annual binders) | box 2 box 3 box 4 |
| Peer educator training manuals | box 4 |
| Peer educator office hour logs | box 4 |
| Master copies of handouts | box 4 |
| Well-Woman flyers | box 4 |
| Portfolio of Well-Woman posters | box 5 |

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|---|-------|
| Well-Woman digital files, 2003-2007 <u>Physical Description:</u> 2.75 Gigabytes Four CDs | box 6 |
| Well-Woman back-up, 2003-01-27 | box 6 |
| Well-Woman back-up, 2003 | box 6 |
| Well-Woman computer files, 2005 | box 6 |
| Well-Woman Halloween event pictures, 2005-10-27 | box 6 |

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