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Double Discovery Center Records 5410439

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Summary Information

Repository: Rare Book and Manuscript Library

Creator: Columbia College (Columbia University). Double Discovery Center

Creator: Dais, Larry

Creator: Hopkins, Glenn

Creator: Lehecka, Roger

Creator: Martin, Paula

Creator: Matthews, Kevin C

Creator: Shenton, James P., 1925-2003

Creator: Twyner, Olger C., III

Title: Double Discovery Center records

ID: 5410439

ID: UA#0012

Date [inclusive]: 1965-2005

Date [bulk]: 1985-1995

Physical Description: 61.5 linear feet 51 record cartons, 20 archival boxes, 1 half-size archival box

Language of the Material: English .

Abstract: Established in 1965 by Columbia University, the Double Discovery Center (DDC) provides educational programs and services to low income and first generation college-bound junior high and high school students in New York City. The DDC is one of the oldest Upward Bound programs in the United States. The collection contains the records of the DDC from 1965 to 2005, including student files and materials documenting the DDC's primary programs, Upward Bound and Talent Search.

Preferred Citation

Identification of specific item; Date (if known); Double Discovery Center Records; Box and Folder; University Archives, Rare Book & Manuscript Library, Columbia University in the City of New York.

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History

On August 20, 1964, President Lyndon Johnson signed the Economic Opportunity Act (EOA), which was the centerpiece of his "War on Poverty" legislative agenda. This legislation created government funded programs that provided the opportunity for economically disadvantaged Americans to develop skills, continue their education, and find employment. The EOA established the Office of Economic Opportunity (OEO). Directed by Sargent Shriver, the OEO created programs such as Head Start and Job Corps. The passage of the EOA by the United States Congress marked the beginning of the "Great Society" legislation of Johnson. Based on the "New Frontier" Program of President John F. Kennedy, this legislation established Title VII of the Civil Rights Act, Medicare, and Medicaid.

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History

The goals of the War on Poverty inspired the Columbia College Citizenship Council to establish a summer tutoring program for low-income students who lived in neighborhoods adjacent to Columbia University. The Columbia College Citizenship Council was a student committee that directed the Columbia College Citizenship Program. Steven Weinberg (CC 1966), Chairman of the Citizenship Council, Roger Lehecka (CC 1967), Professor James P. Shenton, and Dean John W. Alexander, submitted a grant proposal in the spring of 1965 to the OEO requesting funds for this new program. With the assistance of Arnold Saltzman (CC 1936) whose contacts included Congressman Adam Clayton Powell, Jr. and Director Sargent Shriver, Columbia University was awarded an initial grant of \$157,020 from the OEO to establish Project Double Discovery (PDD). The name derived from the "double discovery" that was made by both the students and staff of the students academic potential. PDD was one of seventeen pilot Upward Bound programs in the United States.

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History

In July of 1965, PDD initiated their first summer Upward Bound program. The program consisted of 160 high school students who were identified as having strong academic potential,

but lacked the motivation that was necessary to seek a higher education. The College Discovery and Development Program (CDD) -- established in 1965 by the City University of New York (CUNY) and the New York City Board of Education to provide tutoring and college counseling to economically disadvantaged students--selected the initial PDD participants from 600 individuals already enrolled in the CDD program. Since CDD was an academic-year program, the educational assistance during the summer from PDD served to complement the efforts of CDD.

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History

During the eight-week Upward Bound summer program, students lived in Columbia University campus housing and were supervised by Columbia and Barnard College student counselors. From Monday to Friday, students were expected to attend classes from 8 a.m. to 1p.m. Two hour-long afternoon study sessions followed their lunch break. One afternoon during the week, students traveled on short field trips to museums, government agencies, and important local institutions such as the United Nations. Murray Bromberg, a teacher at Thomas Jefferson High School in Brooklyn, directed this initial 1965 summer program; Dean Alexander supervised him. Weinberg was Assistant Director of PDD and Lehecka his assistant.

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History

In 1966, after the first summer program, the OEO increased funding to PDD to \$317,000. In 1968, OEO Director Sargent Shriver expanded the Upward Bound program to provide academic assistance to over 20,000 low-income high school students nationwide. As a result of this increased funding, PDD became a year round program that provided after school and Saturday tutoring. Due to similarities between the new year-round version of PDD and the CDD, the relationship between the two programs would eventually terminate in 1973. In order to extend their services to more students, the Talent Search program was created at PDD in 1977. With the addition of the Talent Search program, PDD changed its name, in 1985, to the Double Discovery Center (DDC). Both Talent Search and Upward Bound programs provide academic classes, tutoring, college advising, personal development workshops, and counseling services. However, Upward Bound students are required to participate in all DDC activities. Students enrolled in the Talent Search program are encouraged to participate in these activities, but it is not required. Both programs receive funding from the government through the Higher Education Act of 1965--Special Programs for Students from Disadvantaged

Backgrounds (generally referred to as TRIO). Additional funding comes from both state and local grants along with private donations.

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History

Originally created by the students of the Columbia College Citizenship Program, the DDC became a separate department under the Dean of Columbia College in 1980. The Executive Director of the DDC monitors all services provided by the organization. In order to improve the DDC, the Board of Friends was organized in 1984 to monitor and evaluate the delivery of program services. The Board of Friends makes recommendations for the overall improvement of the DDC. Standing committees organized by the Board include: Fund Development, Mentoring and Volunteerism, Nominating, and Program. The Director of the DDC holds a position on the Board of Friends. Assistant directors for both Upward Bound and Talent Search provide assistance to the Director in the management of DDC.

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History

The DDC further expanded their organization in the 1980s and 1990s. Career Beginnings was established in the 1980s and provided career awareness to the students of the DDC. However, this program was discontinued in 1990. Other programs at the DDC include: Brothers of a New Direction (BOND), Reaching Youth Through Saturday Education (RYSE), Latino Project Discover, Sonya Kovalesvskaya High School Math Days, Young Achievers, Young Womens Alliance, and Youth Education Through Sports (YES). In an attempt to reach junior high school students prior to entering high school, DDC expanded their Talent Search program in 1991 to seventh and eighth grade students in the city. This was accomplished through the creation of the Seventh and Eight Grade Early Intervention Initiative (EII). In honor of the 30th anniversary of the program, the DDC conducted an Alumni Attainment Survey in 1995. Of the 352 responses, 98% enrolled in college and 66% graduated from college. In 1998, President Bill Clinton praised the DDC for its program designed to reduce racial disparities through education.

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Summary

Established in 1965 by Columbia University, the Double Discovery Center (DDC) provides educational programs and services to low income and first generation college-bound junior high and high school students in New York City. The DDC is one of the oldest Upward Bound programs in the United States. The collection contains the records of the DDC from 1965 to 2005, including student files and materials documenting the DDC's primary programs, Upward Bound and Talent Search.

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Arrangement

Arranged in five series.

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Administrative Information

Publication Statement

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Revision Description

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Restrictions on Access

All administrative records of the University are restricted for 25 years from the date of creation.

Restrictions on Access

This collection is located off-site. You will need to request this material at least three business days in advance to use the collection in the Rare Book and Manuscript Library reading room.

Processing Information

This collection was processed by Megan A. Hibbitts (project archivist), Jocelyn K. Wilk, Ranya Abdelsayed (GSAS 2005), Kristen Bogee, Douglas DiCarlo, and Paschal Magele. Finding aid written by Megan Hibbitts in 2005; reformatted by Carolyn Smith and Jocelyn Wilk in October 2008.

Processing Information

Processing of the Double Discovery Center Records was made possible by a grant from the New York State Archives, Documentary Heritage Program, "Columbia University's Educational Initiatives, 1953-1983: The Emergence of Policies and Programs for K-12 Minority Education." (Project #0375-05-4133).

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Related Materials

Selected Related Material at Columbia

Office of Public Affairs, 1947-1998: Double Discovery Negatives

Selected Related Material at Columbia

Central Files: The Administrative Records of Columbia University, 1890-1971.

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Controlled Access Headings

- Education -- History
- Education -- New York (State)
- Education -- United States
- Minority students -- Civil rights -- United States
- Minority students -- Civil rights -- New York Metropolitan Area
- Minority students -- Rating of
- Minority students -- United States
- Applications
- Clippings (Information Artifacts)
- Correspondence
- Forms (documents)
- Lists (document genres)
- minutes (administrative records)
- Photographs
- publications (documents)
- Press releases
- Questionnaires
- Reports
- Speeches (documents)
- Columbia College (Columbia University)
- Columbia University
- United States (Title of work: Civil Rights Act of 1964.)
- United States. Community Services Administration
- United States. Office of Economic Opportunity

Collection Inventory

Series I: Double Discovery Center, 1960-2007

Scope and Contents

This series is divided into eight subseries, which include the Office of the Director, Board of Friends, Finances, Scholarships, Students, Alumni, Academics, and Publications.

Subseries I.1: Office of the Director, 1960-2005

Scope and Contents

The Office of the Director subseries includes material that belonged to current and past Executive Directors of the DDC. Executive Directories have included: Larry Dais (1969-1981), Paula Martin (1981-1985), Glenn Hopkins (1985-1990), Kevin C. Matthews (1990-1998), and Olger C. Twyner, III (1998-Present). These files consist of addresses, reports, testimony to the United States Senate by Larry Dais, press releases, DDC anniversary materials, a copy of the Economic Opportunity Act of 1964, and information about TRIO. Correspondence of the Director is not located in this sub-series, but can be found throughout the rest of the collection.

Title/Description	Instances	
Addresses		
Devlin, Jerry, 1989 November	box 1	folder 1
Dinkins, David, 1987 April	box 1	folder 2
Frost, Richard T, 1966 October	box 1	folder 3
Glaser, Paul, 1989 November	box 1	folder 4
Greenberg, Jack, 1989 November	box 1	folder 5
Humphrey, Hubert, 1966 September	box 1	folder 6
Kershaw, Joseph A., 1965-1966	box 1	folder 7
Shriver, Sargent, 1965 March-May	box 1	folder 8
Alianza Latino Weekend, 1989	box 1	folder 9
Anniversary Celebrations of Double Discovery Center		
20th, 1985 April	box 1	folder 10
30th, 1995 December	box 1	folder 11
35th, 2000 May	box 1	folder 12
40th, 2005 June	box 1	folder 13
<i>Black Heights</i> Literary Magazine, 1981	box 1	folder 14
College Exploration Weekend, 1989 February	box 1	folder 15
Committee on Technology, 1996 July	box 1	folder 16
Commencement Programs, 2000-2003	box 1	folder 17
Design of Shirts for Double Discovery Center, 1990s	box 1	folder 18
Double Discovery Center Task Force, 1994-1996	box 1	folder 19
Economic Opportunity Act, 1964	box 1	folder 20
Farragut Houses Summer Program, 1994 July	box 1	folder 21
Founder's Committee, 1997	box 1	folder 22
News Clippings, 1965-1998	box 1	folder 23
"No Time to Loose Award" Submission, 1991 August	box 1	folder 24

Parent's Advisory Council Meeting, 1967 August	box 1	folder 25
Press Releases, 1965-1985	box 1	folder 26
Reports		
Dais, Larry, 1980 June	box 1	folder 27
Hopkins, Glenn, undated	box 1	folder 28
Kershaw, Joseph, 1966 June	box 1	folder 29
Levine, Robert A., 1963-1969	box 1	folder 30
Mahoney, Bette and Lewis Rosen, 1968 October	box 1	folder 31
Perry, Stewart, et. al., 1968 April	box 1	folder 32
Robinson, Mary E., 1966 April	box 1	folder 33
Sutton, Gordon F., 1967 June	box 1	folder 34
Szanton, Eleanor S., 1968 May	box 1	folder 35
Watts, Harold, 1965 October	box 1	folder 36
Williams, Walter, et. al., 1965 December	box 1	folder 37
Special Events, 1960-1969	box 1	folder 38
Statistics, 1996-1994	box 2	folder 1
Testimony to United States Senate--Dais, Larry, 1979 October	box 2	folder 2
TRIO Program Information, 1980	box 2	folder 3
Volunteer Information, 1988	box 2	folder 4

Subseries 1.2: Board of Friends, 1985-1999

Scope and Contents

The Board of Friends subseries contains charters, correspondence, meeting minutes, and reports of The Board of Friends. This subseries also contains the records of the Fund Development Committee. Established by the Board of Friends in 1984, the Fund Development Committee organizes outreach activities for the DDC.

Title/Description	Instances	
Charters, 1988, 1992, 1988, 1992 <u>Physical Description:</u> (2 Folders)	box 2	folder 5 to 6
Correspondence and Memoranda, 1989-1997	box 2	folder 7
Executive Committee--Meeting, 1999 May	box 2	folder 8
Final Report on PSAT/National Merit Scholarship Qualifying Test Project,, 1985 November	box 2	folder 9
Fund Development		

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20th Anniversary of Double Discovery Center, 1985	box 2	folder 10
21st Anniversary of Double Discovery Center, 1986	box 2	folder 11
Campaign for the Children of Promise, 1987-1988	box 2	folder 12
Correspondence and Memoranda, 1985-1992 <u>Physical Description:</u> (2 Folders)	box 2	folder 13 to 14
Meeting, 1992 October	box 2	folder 15
Reports, 1989-1990	box 2	folder 16
Meetings, 1989-1994 <u>Physical Description:</u> (19 Folders)	box 2	folder 17 to 35
Meetings, 1994-1999 <u>Physical Description:</u> (13 Folders)	box 3	folder 1 to 13
Member Directories and Donor Lists, 1989-1991, 1996	box 3	folder 14
Mentoring and Volunteerism Committee		
Correspondence, 1991-1992	box 3	folder 15
Meeting, 1992 October	box 3	folder 16
Nominating Committee		
Correspondence and Memoranda, 1989-1997	box 3	folder 17
Recruitment Correspondence, 1992	box 3	folder 18
Reports, 1989-1990	box 3	folder 19
Retreats, 1992-1998 <u>Physical Description:</u> (6 Folders)	box 3	folder 20 to 25
Special Events Committee--Meeting, 1996	box 3	folder 26
Statistics on Board Members, circa, 1998	box 3	folder 27

Subseries 1.3: Finances, 1971-2003

Scope and Contents

This series is comprised of two sub-groups: Donation and Grant Transactions, and Fundraising Activities. Arranged by account number, Donation and Grant Transaction files include receipts and correspondence that document funds received by the DDC. Fundraising files are comprised of grant proposals, correspondence, letters, and newsletters. Also in these files are quarterly and annual performance reports that were issued by the DDC in order to remain compliant with federal guidelines. Note that some grant proposals and performance reports are located in the Upward Bound and Talent Search series. Information regarding benefits and the Fun Run, created to help raise funds for the DDC, is also included in this subseries.

Title/Description	Instances	
Benefits, 1997-1998	box 3	folder 28

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Donation and Grant Transactions		
Account # 0113-20223, 1976-1977	box 3	folder 29
Account # 0113-20227, 1977-1978	box 3	folder 30
Account # 0113-20327, 1976 June-August	box 3	folder 31
Account # 0113-26410, 1978-1979	box 3	folder 32
Account # 0113-26415, 1977-1979	box 3	folder 33
Account # 0113-26481, 1980 September-October	box 4	folder 1
Account # 0113-35991, 1979-1981	box 4	folder 2
Account # 0113-36001, 1979-1980	box 4	folder 3
Account # 0-40008-4200, 1985-1990	box 4	folder 4
Account # 0-41866-4200, 1985-1991	box 4	folder 5
Account # 0-43107-4200, 1986-1989	box 4	folder 6
Account # 0-43469-4200, 1988-1989	box 4	folder 7
Account # 2-41006 22, May 1985	box 4	folder 8
Account # 26500, 1971-1976	box 4	folder 9
Account #5-28513, 1988-1989	box 4	folder 10
Account #5-28911, 1985-1988	box 4	folder 11
Account #5-28912, 1987-1988	box 4	folder 12
Account #5-29881, 1989	box 4	folder 13
Account #5-35992, 1980-1982	box 4	folder 14
Account #5-35993, 1981-1983	box 4	folder 15
Account #5-35994, 1982-1983	box 4	folder 16
Account #5-35995, 1983-1984	box 4	folder 17
Account #5-35996, 1984-1985	box 4	folder 18
Account #5-35997, 1983-1986	box 4	folder 19
Account #5-36000, 1988-1989	box 4	folder 20
Account #5-36001, 1988-1990	box 4	folder 21
Account #5-36002, 1980-1983	box 4	folder 22
Account #5-36003, 1980-1982	box 4	folder 23
Account #5-36004, 1982-1985	box 4	folder 24
Account #5-36005, 1983-1985	box 4	folder 25
Account #5-36006, 1984-1985	box 4	folder 26

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Account #5-36007, 1985-1986	box 5	folder 1
Account #5-36008, 1986-1987	box 5	folder 2
Account #5-36009, 1987-1988	box 5	folder 3
Account #6-40008-2100, 1987-1988	box 5	folder 4
Account #6-40008-3610, 1985-1987	box 5	folder 5
Account #6-40008-4200, 1988-1989	box 5	folder 6
Account #6-40876, 1984-1990	box 5	folder 7
Account #6-41866-4200, 1985-1987	box 5	folder 8
Account #6-40876, 1984-1986	box 5	folder 9
Fun Run, 1990-1997	box 5	folder 10
Fundraising		
100 Black Men		
Donor Acknowledgement Letters, 1992	box 5	folder 11
Newsletter, 1987	box 5	folder 12
Black Enterprise Top 100 List--Donor Solicitation Letters, 1991	box 5	folder 13
Corporate Grant Proposals--Status Report, 1986-1989	box 5	folder 14
Foundation Grant Proposals--Status Report, 1986	box 5	folder 15
Fund Solicitation Letters, 1987	box 5	folder 16
New York City Grants		
Neighborhood Youth Alliance Program--Proposal, 1993-1996	box 5	folder 17
One City Award Program--Proposal, 1988	box 5	folder 18
Safe Streets Intergenerational Consortium Program--Proposal, 1992-1993	box 5	folder 19
Stop the Violence Fund--Proposal and Award, 1992-1994	box 5	folder 20 to 23
<u>Physical Description:</u> (3 Folders)		
Youth Bureau Proposal, 1989-1990	box 6	folder 1 to 2
<u>Physical Description:</u> (2 Folders)		
Liberty Partnership Program		
Double Discovery Center Participation, 1991	box 6	folder 3
Grant Proposal, 1988-1992	box 6	folder 4
Guidelines for Grant Proposals, 1991-1992	box 6	folder 5

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Sloan Foundation Mathematics Program, 1988	box 6	folder 6
Talent Search		
Grant Proposals--Competitive, 1980-1991 <u>Physical Description:</u> (4 Folders)	box 6	folder 7 to 10
Grant Proposals--Competitive, 1988-2003 <u>Conditions Governing Access:</u> Conditions Governing Access [Restricted until 2029]	box 7	folder 1 to 4
Grant Proposals--Competitive--Special Initiative, 1989-1991	box 7	folder 5
Grant Proposals--Continuation, 1981-1987 <u>Physical Description:</u> (4 Folders)	box 7	folder 6 to 9
Grant Proposals--Continuation, 1987-1996 <u>Physical Description:</u> (6 Folders)	box 8	folder 1 to 6
Grant Proposals--Continuation--Student Rosters, 1989-1990 <u>Conditions Governing Access:</u> Conditions Governing Access [Restricted until 2066]	box 8	folder 7
Performance Report--Annual, 1977-1997 <u>Physical Description:</u> (18 Folders)	box 8	folder 8 to 25
Performance Report--Final, 1979-1980	box 8	folder 26
Performance Report--Interim, 1978	box 8	folder 27
Performance Report--Notes, 1990-1994 <u>Physical Description:</u> (4 Folders)	box 8	folder 28 to 31
Performance Report--Notes, 1994-1997 <u>Physical Description:</u> (3 Folders)	box 9	folder 1 to 3
Memorandum--Impact of Budget Cuts on Project Double Discovery, 1982	box 9	folder 12
Performance Report--Notes, 1980-1982,1989-1990 <u>Physical Description:</u> (2 Folders)	box 9	folder 13
Performance Report--Notes--Student Rosters, 1989-1990 <u>Conditions Governing Access:</u>	box 9	folder 14

Conditions Governing Access

[Restricted until 2066]

Proposal--College Tour Program, 1975-1976	box 9	folder 15
Tiger Foundation		
Awards, 1995-1997	box 10	folder 1
Grant Proposals, 1995-1999	box 10	folder 2
Reports, 1996-1997	box 10	folder 3
United States Department of Agriculture--Food Service Program Application,, 1987	box 10	folder 4
Upward Bound		
Correspondence--Community Support, 1994-1995	box 10	folder 5
Grant Proposals--Budget Modifications, 1986-1987,1989-1990 <u>Physical Description:</u> (2 Folders)	box 10	folder 6 to 7
Grant Proposals--Competitive, 1989-1995 <u>Physical Description:</u> (2 Folders)	box 10	folder 8 to 9
Grant Proposals--Competitive, 1995-2000 <u>Conditions Governing Access:</u> Conditions Governing Access [Restricted until 2026]	box 11	folder 1
Grant Proposals--Continuation, 1986-1995 <u>Physical Description:</u> (6 Folders)	box 11	folder 2 to 7
Performance Reports--Annual, 1992-1993	box 11	folder 8
Performance Reports--Notes, 1991-1996 <u>Physical Description:</u> (5 Folders)	box 11	folder 9 to 13
Performance Reports--Notes--Student Rosters, 1992-1996 <u>Physical Description:</u> (4 Folders) <u>Conditions Governing Access:</u> Conditions Governing Access [Restricted until 2072]	box 11	folder 14 to 17

Subseries 1.4: Scholarships, 1985-2004

Scope and Contents

This subseries consists of correspondence, essay and speech topics, along with applications for the Elizabeth H. Piper Scholarship. Established in 1984 by philanthropist Elizabeth H. Piper, this scholarship provides funds to a select number of DDC students for college tuition.

Title/Description	Instances	
Community Education Scholarship Program, 1985	box 12	folder 1
Elizabeth H. Piper Scholarship		
Applications, 1993-2004 <u>Physical Description:</u> (6 Folders) <u>Conditions Governing Access:</u> Conditions Governing Access [Restricted until 2030]	box 12	folder 2 to 7
Applications, 1993-2004 <u>Physical Description:</u> (4 Folders) <u>Conditions Governing Access:</u> Conditions Governing Access [Restricted until 2030]	box 13	folder 1
Correspondence, 1984-1988	box 13	folder 2
Essay and Speech Topics, 1990-1997	box 13	folder 3
Planning Meeting, 2002 October	box 13	folder 4

Subseries 1.5: Students, 1988-1991**Scope and Contents**

This series includes college placement forms and student rosters.

Title/Description	Instances	
College Placements, undated <u>Conditions Governing Access:</u> Conditions Governing Access [Restricted until 2067]	folder 5	
Student Rosters, 1988-1991 <u>Physical Description:</u> (3 Folders) <u>Conditions Governing Access:</u> Conditions Governing Access [Restricted until 2067]	folder 6 to 8	

Subseries 1.6: Alumni, 1981-1999

Scope and Contents

This subseries is comprised of alumni information forms, lists, newsletters, and photographs that document alumni activities of the DDC. Also included in this subseries is the Alumni Attainment Study, which was conducted by the DDC in 1995.

Title/Description	Instances	
Alumni Attainment Study		
Findings, 1995 September	box 13	folder 9
Surveys, 1981-1994	box 13	folder 10 to 13
<u>Physical Description:</u> (4 Folders)		
Alumni Information Forms--A-Z, undated	box 14	folder 1 to 3
<u>Physical Description:</u> (3 Folders)		
Alumni Lists, 1990-1999	box 14	folder 4
Events, 1991-1995	box 14	folder 5
Newsletters, 1988-1989	box 14	folder 6
Photographs, 1990-1999	box 14	folder 7
Phifer, Mekhi--Autobiographical Essay, undated	box 73	folder 12
<u>Conditions Governing Access:</u>		
Conditions Governing Access		
[Restricted until 2075]		

Subseries 1.7: Academics, 1981-2001**Scope and Contents**

The Academics subseries includes memorandum, lesson plans, and college planning materials. This sub-series also contains SAT and PSAT Preparation materials, which consist of DDC prepared syllabi, instructor and student preparation manuals, practice tests, and course evaluations.

Title/Description	Instances	
College Planning, 1992-1996	box 14	folder 8
Lesson Plans and Memos, 1981 Summer, 1981	box 15	folder 1
SAT and PSAT Preparation		
Course Evaluations, 1996 Fall, 1996	box 15	folder 2
Instructor's Manuals, 1994 Spring –1998 Summer, 1994	box 15	folder 3 to 9
<u>Physical Description:</u> (7 Folders)		
Memorandum, 1995 January	box 15	folder 10
Practice Test, 1995 September	box 15	folder 11
PSAT--Instructor's Manual, 1997 Spring, 1997	box 15	folder 12

SAT Practice Manual, undated	box 15	folder 13
Student Preparation Manuals, 1996 Spring–1997 Spring, 1996 <u>Physical Description:</u> (4 Folders)	box 15	folder 14 to 17
Syllabi, 1995 Summer, 1995	box 15	folder 18
Teacher Meeting Notes, 1996 Spring, 1996	box 15	folder 19
Teacher Orientations, 1996, 1998, 1996, 1998	box 15	folder 20
Minicourse Evaluations, 2000-2001 <u>Conditions Governing Access:</u> Conditions Governing Access [Restricted until 2027]	box 73	folder 2
7th and 8th Grade Curricula, 1993	box 73	folder 3
Program Descriptions, 1982-1988, undated, 1982-1988, undated	box 73	folder 9
Training Workbooks, 1990-1991	box 73	folder 10
Calendars and Student Rosters, 1992-1999 <u>Conditions Governing Access:</u> Conditions Governing Access [Restricted until 2075]	box 73	folder 11

Subseries 1.8: Publications, 1965-2007

Scope and Contents

The Publications subseries contains DDC publications and includes annual, summary, and final reports, handbooks, and newsletters. This subseries also includes student publications, as well as essay and literary journals written by DDC students.

Title/Description	Instances	
Reports--General, 1973-2003	box 73	folder 4
Awards Ceremony Booklets, 2003-2007	box 73	folder 5
Center Award Booklets, 2001, 2006, 2001, 2006	box 73	folder 6
<i>Discovery</i> and Other Newsletters, 1980-2002	box 73	folder 7
Annual Reports, 1984-1988, 1993-1994, 1984-1988, 1993-1994	box 16	folder 1
<i>Bridge Volunteer Handbook</i> , undated	box 16	folder 2
Career Beginnings Program--Student Handbook, 1990	box 16	folder 3
<i>Double Discovery – Since 1965</i> , 1995	box 16	folder 4

Final Report of the President, 1985 October	box 16	folder 5
<i>The Mentoring Process</i> , undated	box 16	folder 6
Newsletters, 1979-1981, 1988-1989, 1979-1981, 1988-1989	box 16	folder 7
Oakleigh L. Thorne Community Education Work Scholarship Program--Final Report	box 16	folder 8
<i>Project Double Discovery</i> circa, 1975	box 16	folder 9
<i>Project Double Discovery and Columbia-Then and Now</i> circa, 1981	box 16	folder 10
PSAT/National Merit Scholarship Qualifying Test (NMSQT) Preparation Pilot Program--Final Report,, 1985 November	box 16	folder 11
Reports, 1994-1998	box 16	folder 12
Stanley H. Kaplan Educational Center SAT Preparation Scholarship Program--Report, 1984 Spring, 1984	box 16	folder 13
Strategic Plans, 2001	box 16	folder 14
Summary Report, 1991-1992	box 16	folder 15
Volunteer Handbook, 1991-1992	box 16	folder 16
Student Publications		
<i>A "Privileged" Magazine</i> , 1994	box 16	folder 17
<i>Creative Compositions</i> , 1994	box 16	folder 20
<i>The DDC Crew</i> , undated	box 16	folder 21
<i>It's All Good</i> , undated	box 16	folder 27
No Mask, 1968 Summer, 1968	box 16	folder 31
<i>A Short Story: The Cat</i> circa, 1968	box 17	folder 1
<i>A World of Many Things</i> circa, 1995	box 17	folder 2
Writing Club, 1997 Summer, 1997	box 17	folder 3
Where Do I Come From? 2002 Fall, 2002	box 17	folder 4
Yearbooks, 1995, 1999, 1995, 1999 <u>Physical Description:</u> (2 Folders)	box 17	folder 5 to 6
Newsletters and Magazines, 1965-2006	box 73	folder 8

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Series II: Upward Bound, 1965-1996

Scope and Contents

This series holds information on the Upward Bound program and the College Discovery and Development Program at City University of New York (CUNY). These files include parent and student information, Upward Bound staff and student handbooks, correspondence and memorandum, "director lists" (honor roll), program objectives, grant proposals, quarterly reports, and academic programming materials. Additional Upward Bound files can be found in Series I: Double Discovery Center, 1960-2007.

Title/Description	Instances	
General, undated	box 17	folder 7
Academic Program Materials, 1980-1984, 1992-1996, 1980-1984, 1992-1996 <u>Physical Description:</u> (8 Folders)	box 17	folder 8 to 15
College Discovery and Development Program at City University of New York,, 1965	box 17	folder 16
Correspondence and Memorandum, 1981-1994	box 17	folder 17
Director's Lists, 1991, 1993, 1991, 1993	box 17	folder 18
Final Report, 1984 October	box 17	folder 19
<i>The Keys to Learning-A Learning Skills Handbook</i>	box 17	folder 20
Organizational Structure of Upward Bound, 1995 Summer, 1995	box 17	folder 22
Parent and Student Information, undated	box 17	folder 23
Performance Report, 1977-1981 <u>Physical Description:</u> (4 Folders)	box 17	folder 24 to 27
Performance Report, 1981-1992 <u>Physical Description:</u> (8 Folders)	box 18	folder 1 to 8
Pilot Program at Columbia University, 1965-1967	box 18	folder 9
Proposals, 1966, 1975-1976, 1980-1983, 1966, 1975-1976, 1980-1983 <u>Physical Description:</u> (5 Folders)	box 18	folder 10 to 14
Proposals, 1983-1987 <u>Physical Description:</u> (6 Folders)	box 19	folder 1 to 6
Quarterly Reports, 1975, 1977, 1975, 1977 <u>Physical Description:</u> (3 Folders)	box 19	folder 7 to 9
Review of Upward Bound Program, 1987 July	box 19	folder 10
Student Action Forms, 1987-1990	box 19	folder 11
Staff Handbooks, undated	box 19	folder 12
Student Handbooks, undated	box 19	folder 13

Summer Residential Program Handbook, undated	box 20	folder 1
USDOE Grant Application Guidelines, 1983	box 20	folder 2
Work Plans, 1978-1980 <u>Physical Description:</u> (2 Folders)	box 20	folder 3 to 4
Year-End Reports, 1974-1977, 1985, 1974-1977, 1985 <u>Physical Description:</u> (3 Folders)	box 20	folder 5 to 7
Counselor and Teaching Assistant Lists, 1991	box 73	folder 1

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Series III: Talent Search, 1976-1998

Scope and Contents

Files in this series contain information on the Talent Search program. Documents include class notes, conference and workshop materials, "director's and honors lists," exams, grant proposals, final reports, quarterly reports, and the text of the Seventh and Eighth Grade Early Intervention Initiative. Additional Talent Search files can be found in Series I: Double Discovery Center, 1960-2007.

Title/Description	Instances	
General, undated	box 20	folder 8
Activities and Clubs, 1994, 1995-1996, 1994, 1995-1996	box 20	folder 9
Class Notes, 1993 Summer, 1993	box 20	folder 10
College Exploration, 1995 Summer, 1995	box 20	folder 11
College Program Review, 1993-1996	box 20	folder 12
Conferences and Workshops, 1993, 1995, 1993, 1995	box 20	folder 13
Correspondence and Memorandum, 1993-1998	box 20	folder 14
Directors and Honors Lists, 1993, 1998, 1993, 1998	box 20	folder 15
Early Childhood Internship Program, 1998 Summer, 1998	box 20	folder 16
Exams, 1992, 1996, 1998, 1992, 1996, 1998	box 20	folder 17
Federal Program Proposal, 1977	box 20	folder 18
Final Reports, 1984-1985 <u>Physical Description:</u> (2 Folders)	box 20	folder 19 to 20
Grade Sheets, 1995 Summer, 1995 <u>Conditions Governing Access:</u> Conditions Governing Access [Restricted until 2071]	box 20	folder 21
Mini Course Series, 1991, 1993, 1991, 1993		

	box 20	folder 22
Newsletter, 1989 July-August	box 20	folder 23
Operations Report--Registration Procedures, 1996 January	box 20	folder 24
Policy Manual, 1981 October	box 20	folder 25
Pre-Ninth Grade High School Preparation, 1996 July	box 20	folder 26
Progress Report, 1976 December-February	box 20	folder 27
Quarterly Reports, 1977-1978 <u>Physical Description:</u> (2 Folders)	box 20	folder 28 to 29
Schedules, 1994, 1996, 1994, 1996	box 20	folder 30
Seventh and Eight Grade Early Intervention Initiative (EII), 1993	box 20	folder 31
Staff Biographies, 1994, 1996, 1994, 1996	box 21	folder 1
Staff Handbooks, circa, 1998	box 21	folder 2
Staff Orientation, 1994 Summer, 1994	box 21	folder 3
Student Council Elections, 1994-1995	box 21	folder 4
Student Handbooks, undated	box 21	folder 5
Student Survival Guides, 1997 Summer, 1997	box 21	folder 6
Syllabi, 1994, 1996-1998, 1994, 1996-1998	box 21	folder 7
Yearly Review, 1992-1993	box 21	folder 8

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Series IV: Other Programs, 1988-1996

Scope and Contents

Series IV contains information on the other programs at DDC, including Brother's of New Direction (BOND), Latino Project Discover, Reaching Youth Through Saturday Education Alliance, and Youth Education Through Sports. Two other programs at DDC were the Bridge Volunteer Program and Career Beginnings. While there are no specific files on these programs, information on the Bridge Volunteer Program and Career Beginnings can be found in Series I: Double Discovery Center Series, 1960-2007.

Title/Description	Instances	
Brothers of a New Direction (BOND)	box 21	folder 9
General, 1989-1994	box 21	folder 10
Student Rosters, 1991,1993	box 21	folder 10

Conditions Governing Access:

Conditions Governing Access

[Restricted until 2069]

Reaching Youth through Saturday Education (RYSE)	box 21	folder 11
General, undated	box 21	folder 12
Student Rosters and Attendance Sheets, 1996 Spring, 1996	box 21	folder 13
<u>Conditions Governing Access:</u> Conditions Governing Access		
[Restricted until 2072]		
Latino Project Discover, 1988	box 21	folder 14
Sonya Kovalevskaya High School Math Days, 1994	box 21	folder 15
Young Achievers, 1996 Summer, 1996	box 21	folder 16
Young Women's Alliance, 1994	box 21	folder 17
Youth Education through Sports, 1990	box 21	folder 17

[^ Return to Table of Contents](#)**Series V: Student Files, 1990-2003****Scope and Contents**

This series comprises individual student files for those enrolled in both Upward Bound and Talent Search programs. Documents include applications, household tax information, test results, health forms, worksheets, student art, some correspondence, student evaluation forms, and "bowl scores". Students that were in the Upward Bound program earned "bowl score" numbers, which are used by the DDC staff to measure student participation and overall success in the program. This series was originally organized by the program and year. However, for access purposes, the files have been rearranged in alphabetical order by the student's last name. Files for a student from multiple years have been combined into one file per name.

Title/Description	Instances
Aba-Jabel-Alleyne <u>Conditions Governing Access:</u> Conditions Governing Access [Restricted until 2079]	box 22
Almanzar-Arnold, Andrew <u>Conditions Governing Access:</u> Conditions Governing Access [Restricted until 2079]	box 23
Arnold, Dwayne-Barker <u>Conditions Governing Access:</u>	box 24

Conditions Governing Access

[Restricted until 2079]

Barksdale-Beraud box 25

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Bereyah-Briceno box 26

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Briggs-Burke box 27

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Burnett-Capel box 28

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Capellan-Chase box 29

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Chau-Coleman box 30

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Coles-Crittenden box 31

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Crockett-Darien box 32

Conditions Governing Access:

Conditions Governing Access

[Restricted until 2079]

Darlington-Deleon box 33

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

De Los Santos-Dormeus box 34

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Dorns-English box 35

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Enoch-Feliz box 36

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Ferdinand-Franks box 37

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Fraser-Garcia box 38

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Garib-Gonzalez, A. box 39

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Gonzalez, C.-Guerrero box 40

Conditions Governing Access:

Conditions Governing Access

[Restricted until 2079]

Guevara-Hart box 41

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Harvey-Hickson box 42

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Hidalgo-Irizarry, A. box 43

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Irizarry, V.-Jervey box 44

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Jeter-Jones, J. box 45

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Jones, K.-Kirton box 46

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Knight-Lee box 47

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Leeper-Lopez box 48

Conditions Governing Access:

Conditions Governing Access

[Restricted until 2079]

Lora-Marte box 49

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Martin-McField box 50

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

McGarrell-Meskina box 51

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Metagr-Monxhwedey box 52

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Moon-Myvett box 53

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Nager-Ofori box 54

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Ogando-Parker box 55

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Parrales-Pereyra box 56

Conditions Governing Access:

Conditions Governing Access

[Restricted until 2079]

Perez-Piney

box 57

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Pinkney-Quinn

box 58

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Quinones-Restrepo

box 59

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Retif-Roberts

box 60

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Robinson-Rogers

box 61

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Rojas-Sampson

box 62

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Samuel-Scott

box 63

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Scutchins-Simon

box 64

Conditions Governing Access:

Conditions Governing Access

[Restricted until 2079]

Simpkins-Soriano box 65

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Sornoza-Sylvestre box 66

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Tague-Thompson box 67

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Thornhill-Valcourt box 68

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Valdes-Wafula box 69

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Wagner-Whyte box 70

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Wickham-Wong, K. box 71

Conditions Governing Access:
Conditions Governing Access

[Restricted until 2079]

Wong, L.-Zuluaga box 72

Conditions Governing Access:

Conditions Governing Access

[Restricted until 2079]

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