

A Guide to the Roslyn R. Atkinson Collection, 1967-1983

TABLE OF CONTENTS

[Overview of the Collection](#)

[Administrative Information](#)

[Restrictions](#)

[Biographical Sketch](#)

[Scope & Content Note](#)

[Arrangement](#)

[Index Terms](#)

[Container Listing](#)

[Series](#)

[1: Administrative Material, 1962-1984.](#)

[Series](#)

[2: Correspondence, 1970-1976.](#)

[Series](#)

[3: Subject Files, 1968-1983.](#)

[Series](#)

[4: Public Relations and Publications, 1961-1977.](#)

[Series](#)

[5: Personal Papers, 1964-2005.](#)

**A Guide to the Roslyn R. Atkinson Collection,
1967-1983**

**Archives & Special Collections
College of Staten Island Library, CUNY
2800 Victory Blvd., 1L-216
Staten Island, NY 10314**

© 2010 The College of Staten Island, CUNY

Finding Aid by Katie Fernandez and Rachel Jirka

Overview of the Collection

Collection No. : CM-21
Title: Roslyn R. Atkinson Collection
Creator: Roslyn R. Atkinson
Dates: 1967-1983
Extent: Approximately 5 Linear Feet
Abstract: This collection documents the establishment and history of Evening Studies Program and the career of Dean Roslyn R. Atkinson. The material for this collection comes from the personal papers of Dean Atkinson.

Administrative Information

Preferred Citation

Roslyn R. Atkinson Collection, Archives and Special Collections, Department of the Library, College of Staten Island, CUNY, Staten Island, New York.

Acquisition

This collection was donated to the CSI archives in April 2007 by Michael Atkinson, son of Roslyn Atkinson.

Processing Information

Collection processed by Katie Fernandez and Rachel Jirka.

[Return to the Table of Contents](#)

Restrictions

Access

Access to this record group is unrestricted.

Copyright Notice

The researcher assumes full responsibility for compliance with laws of copyright. Requests for permission to publish material from this collection should be discussed with the Coordinator of Archives & Special Collections.

[Return to the Table of Contents](#)

Biographical Sketch

Roslyn Rivkin Atkinson was born in May of 1916.

After graduating from Curtis High School in 1932, she attended New York University. She graduated summa cum laude with a Bachelor's Degree in Marketing and Mathematics in 1935. In 1939, she was awarded a M.B.A. from New York University. Atkinson also completed 53 credits towards a Ph.D. in Marketing and Operations Research at New York University.

Atkinson began her career with the department store Abraham & Straus, Inc., but her education and work experience in Marketing, Sales, and Business led her to become a Professor in the Business departments of N.Y.U and the Fashion Institute of Technology.

The Staten Island Community College hired Atkinson in 1958 as a Lecturer in the Evening Studies Business department. In her positions as Assistant and Associate Professor, Atkinson taught courses in: Marketing, Advertising, Managerial Statistics, Business Data Processing, Mathematics, Probability & Statistics, and Consumer Behavior.

Atkinson held the title of College Public Relations Officer at the Staten Island Community College from 1961 to 1967. She was a respected member of several professional organizations that dealt with Public Relations and Advertising. She participated in many conferences and published widely within the field. From 1970 to 1979 Atkinson held the office of Dean of Faculty for Evening Studies, Summer Session, and Continuing Education. The Evening Session was significant because it allowed students to earn a degree through night courses. This revolutionary concept enabled non-traditional learners and full-time workers to gain access to higher education.

Attinson also served as a Higher Education Officer until her retirement as professor emeritus in 1986. She continued to serve the college community through participation with Retired Senior Volunteer Program/Serve and Enrich Retirement through Volunteer Experience (RSVP/SERVE).

Roslyn R. Attinson was an active member of the local Jewish Community Center throughout her life. It was there that she met her husband, Bernard Attinson, with whom she had two children, Michael and Susan. She served as the finance manager for the Jewish Community Center, as fundraiser for the Alan and Joan Bernikow Center at Sea View and she promoted the Dorothy Delson Kuhn Music Institute. Roslyn Attinson died on November 5, 2006.

[Return to the Table of Contents](#)

Scope & Content Note

This collection contains material pertinent to the Evening Studies program at the Staten Island Community College. Dean Attinson was involved in the program from 1970 to 1979, and her papers provide access to a broad range of material from that period—from memos and correspondence to advertisements and news clippings.

Administrative Material includes official inquiries and annual reports published by the College including information on the integration of Day and Evening Sessions. Other materials document the funding and cost analysis, faculty position and hierarchy, academic scheduling and planning, registration and enrollment statistics, as well as grading and advisement procedures.

Correspondence contains communication between inter-college personnel. This series includes memos as well as letters between individuals. The correspondence is arranged chronologically.

Subject Files includes information on experimental learning and alternative education programs at the Staten Island Community College during the time of Dean Attinson's tenure. This series also includes information on the Gerontology and Jewish Studies programs, as well as the Multi-Lingual Institute. This series is arranged alphabetically.

Public Relations & Publications contains several copies of The Evening News, a newspaper designed specifically for Evening Studies students. This series also contains advertisements for the Evening Studies program and news clippings on the progress of the Evening Studies program.

Personal Papers documents the career and education of Roslyn R. Attinson. Included in these materials are: resumes; self-evaluations and outlines of job duties; letters of recommendation and commendation. As previously stated, Dean Attinson published in several publications; copies of three articles pertaining to the management of a 2 year community college are located in this series.

[Return to the Table of Contents](#)

Arrangement

The Roslyn R. Attinson Collection is divided into five series:

ADMINISTRATIVE MATERIAL
CORRESPONDENCE
SUBJECT FILES
PUBLIC RELATIONS AND PUBLICATIONS
PERSONAL PAPERS

[Return to the Table of Contents](#)

Index Terms

This collection is indexed under the following terms. Manuscript collections are not included in the College of Staten Island's library catalog at this time.

Subject Names

Staten Island Community College.

Subject Topics

Community Colleges — Staten Island (N.Y.)

Continuing education — Staten Island (N.Y.) — 1970-1979.

Education — Staten Island (N.Y.)

Evening and continuation schools — Staten Island (N.Y.)

[Return to the Table of Contents](#)

Container Listing

Series

1: Administrative Material, 1962-1984.

| Box# | Folder# | Title |
|------|---------|--|
| 1 | 1 | Articulation with Richmond College, 1972 |
| 1 | 2 | Integration of Day & Evening Studies, 1969-1975 |
| 1 | 3 | Evening Session Annual Reports, 1963-1973 |
| 1 | 4 | Evening Studies Budget, 1971-1975 |
| 1 | 5 | Evening Studies Cost Analysis, 1970-1975 |
| 1 | 6 | Administrative Structure, 1962-1969, 1977, n.d. |
| 1 | 7 | Academic Position Descriptions, 1981 |
| 1 | 8 | Staff & Teaching Load Reports, 1970-1976 |
| 1 | 9 | Evening Session Lab Technicians, 1973 |
| 1 | 10 | Evening Studies Registration Statistics, 1971-1972 |
| 1 | 11 | Evening Studies Enrollment, 1968-1976 |
| 1 | 12 | Classroom Space Utilization, 1970-1984 |
| 2 | 1 | Evening Studies Attendance Policy, 1971-1972 |
| 2 | 2 | Evening Studies Academic Advisement, 1971-1973 |
| 2 | 3 | Evening Studies Grading, 1971-1973 |
| 2 | 4 | Evening Studies Dean's List, 1972-1973 |
| 2 | 5 | Evening Studies Grievances, 1972 |

| | | |
|---|---|---|
| 2 | 6 | Evening Studies Alumni Statistics, 1963 |
| 2 | 7 | Evening Studies Leadership Training Weekend Agenda, 1974 |
| 2 | 8 | Evening Studies Summer Session, 1971-1972 |

**Series 2: Correspondence,
1970-1976.**

| Box# | Folder# | Title |
|-------------|----------------|---|
| 2 | 9 | Memos from Dean Atkinson, 1971-1974, 1983 |
| 2 | 10 | Memos from Dean Atkinson to President William Birenbaum, 1970-1975 |
| 2 | 11 | Memos to Evening Studies Supervisors/Department Chairs, 1970-1972 |
| 2 | 12 | Memos to Evening Studies Supervisors/Department Chairs, 1973-1976 |
| 2 | 13 | Memos to Evening Studies Staff, 1970-1974 |
| 2 | 14 | Memos to Evening Studies Students, 1971-1975, n.d. |
| 2 | 15 | Memos to Evening Studies College Community, 1970-1974 |

**Series 3: Subject
Files, 1968-1983.**

| Box# | Folder# | Title |
|-------------|----------------|---|
| 3 | 1 | Alternative Higher Education, 1977-1982, n.d. |
| 3 | 2 | Bridge Program, 1972-1983 |
| 3 | 3 | Cooperative Assessment of Experimental Learning (CAEL), 1975 |
| 3 | 4 | Civil Service Institute, 1970-1975 |
| 3 | 5 | Civil Service Institute (originally housed in binder), 1969-1973 |
| 3 | 6 | Experimental Freshman Studies Program, 1972 |
| 3 | 7 | Experimental Learning, 1972-1982 |
| 3 | 8 | Gerontology Program, 1975 |
| 3 | 9 | High School Equivalency Course, 1972-1973 |
| 3 | 10 | J.C.C./S.I.C.C. Jewish Studies Program, 1975 |
| 3 | 11 | Mature Adult Woman Study, 1975-1976 |
| 3 | 12 | Multi-Lingual Institute, 1973-1975 |

| | | |
|---|----|--|
| 3 | 13 | Multi-Lingual Institute Festival, 1974 |
| 4 | 1 | Non-Classroom Learning, 1980-1981 |
| 4 | 2 | Non-Classroom Learning (originally housed in binder), 1982-1983 |
| 4 | 3 | Non-Traditional Learning Conference, 1970-1975 |
| 4 | 4 | OPTIONS for Older Adult Students, 1968-1972, 1992 |
| 4 | 5 | Parent Involvement in Reading (PAIR), 1973 |
| 4 | 6 | Program Articulation / Alternate Degree Program, 1976 |
| 4 | 7 | Special Programs Task Force, 1970 |
| 4 | 8 | SUNY Independent Studies Program, 1972 |

**Series 4: Public Relations
& Publications, 1961-1977.**

| Box# | Folder# | Title |
|--------------------|----------------|--|
| 4 | 9 | Public Relations Materials, 1961-1962, 1974 |
| 4 | 10 | "Dean's Corner" Evening News, 1975 |
| 4 | 11 | Articles featuring Evening Studies/ S.I.C.C., 1971-1977, n.d. |
| 4 | 12 | Articles featuring Dean Atkinson, 1964-1971, n.d. |
| 4 | 13 | Evening Studies Advertisements, 1961, 1967-1974, 1981, n.d. |
| Oversized box 1 | | <i>Evening News</i> , 1971-1974 |

**Series 5: Personal Papers,
1964-2005.**

| Box# | Folder# | Title |
|-------------|----------------|--|
| 4 | 14 | Resumes & Job Descriptions, 1971-1983 |
| 4 | 15 | Annual Personnel Reports, 1972-1976 |
| 4 | 16 | Evaluations, 1974-1982 |
| 4 | 17 | Self- Evaluations, 1973 |
| 4 | 18 | Letters of Participation and Thank You, 1968-1975 |
| 4 | 19 | Letters of Citation and Recommendation, 1965-1983 |
| 4 | 20 | Personal Scrapbook, 1965-1976 |

| | | |
|---|----|--|
| 4 | 21 | Interactions with Women's Groups, 1975-1976, 2005 |
| 4 | 22 | Publishing Letters, 1965-1966 |
| 4 | 23 | Article: "An Application of Simulation for Use in 2 Year College," 1966 |
| 4 | 24 | Article: "An Application for Use in the Academic Decision System," 1965 |
| 4 | 25 | Article: "An Interdisciplinary Approach to a PR Program," 1964 |

[Return to the Table of Contents](#)