

# **Guide to the Health Advocacy Program Records RG 3.5.1**

**Finding aid prepared by Sarah Pinard**

---

This finding aid was produced using the Archivists' Toolkit

November 01, 2013

Describing Archives: A Content Standard

Sarah Lawrence College Archives

April 2012

Sarah Lawrence College Archives

1 Mead Way

Bronxville, NY, 10708

914-395-2480

[archives@sarahlawrence.edu](mailto:archives@sarahlawrence.edu)

# Table of Contents

---

<u>Summary Information</u> .....	3
<u>Historical note</u> .....	4
<u>Scope and Contents note</u> .....	4
<u>Series Description</u> .....	5
<u>Administrative Information</u> .....	7
<u>Related Materials</u> .....	8
<u>Controlled Access Headings</u> .....	8
<u>Collection Inventory</u> .....	10
<u>Series I. Administrative Files</u> .....	10
<u>Series II. Directors and Administrators</u> .....	12
<u>Series III. Faculty</u> .....	13
<u>Series IV. Students and Alumni</u> .....	14
<u>Series V. Curriculum</u> .....	15
<u>Series VI. Program Activities and Events</u> .....	16
<u>Series VII. Reference</u> .....	23
<u>Series VIII. Audiovisual</u> .....	24
<u>Series IX. Photographs</u> .....	28

## Summary Information

---

<b>Repository</b>	Sarah Lawrence College Archives
<b>Creator</b>	Sarah Lawrence College. Health Advocacy Program.
<b>Title</b>	Health Advocacy Program Records
<b>Date [bulk]</b>	Bulk, 1989-1998
<b>Date [inclusive]</b>	1979-present
<b>Extent</b>	2.5 linear feet 2 record cartons, 1 document box, digital objects
<b>Language</b>	English
<b>Text [Carton]</b>	1
<b>Text [Carton]</b>	2
<b>Text [Box]</b>	3

## Historical note

---

The Health Advocacy Program was founded in 1980 by Joan Marks '51. This program was the first of its kind in the nation and trained professionals to be liaisons between patients and the healthcare system. It was initially funded in part by the J.M., Helena Rubinstein, and Florence V. Burden Foundations. In the beginning, coursework was completed in three semesters and has always included intensive fieldwork outside the classroom. Current students typically complete their degrees after four semesters and one summer. The program was originally directed by Joan Marks in conjunction with Ruth Ravich of the Mt. Sinai Medical Center. The program's faculty was, and continues to be, composed of outside professionals who work in psychology, healthcare, health law, ethics, and economics, as well as Sarah Lawrence College faculty from all disciplines.

### Program Directors

1980-1998	Joan Marks, co-director
1980-1986	Ruth Ravich, co-director
1998-2007	Marsha Hurst, director
2007-2009	Laura Weil, interim director
2010-2011	Laura Weil, director
2011-present	Vicki Breitbart, director

### Assistant Directors

1980-1985	Elinor Miller, assistant director
1985-1989	Jael Noam Zickel, assistant director
1989-1993	Susan Guma, assistant director
1993-1998	Eva Taben, assistant director

## Scope and Contents note

---

This collection consists of advisory board reports, material relating to grants and other funding sources, administrative correspondence, meeting minutes, fieldwork placement documentation, curricular material, program, flyers, and correspondence related to Health Advocacy Program activities and events, as well as reference sources in the form of clippings, newsletters, and press releases. Photographs of classes and program-sponsored events have been rehoused in the Photograph Collection. There are a significant number of audiocassette tape recordings of conferences, classes, and lectures. Many of these recordings are from the Health Advocates in Research Conference, held in 2005. These recordings are listed in the appendix to this finding aid.

The bulk of the records date from 1967 to 1999. Records dating before 1968 are mostly brochures and reference materials.

The majority of these records were created by daily administrative functions. These materials include the directors' correspondence, committee and advisory board reports, and documents related to funding. This also includes faculty meeting minutes, curricular material, and document in the Open House folders. Flyers, programs, and other ephemera are products of conferences, workshops, and lectures held on campus and sponsored by the Health Advocacy Program.

## Series Description

---

**The records are organized in nine series:**

- I Administrative Files**
- II Directors and Administrators**
- III Faculty**
- IV Students and Alumni**
- V Curriculum**
- VI Program Activities and Events**
- VII Reference**
- VIII Audiovisual**
- IX Photographs**

### **Series I. Administrative Files**

This series is arranged in alphabetical order. In 1991 the College applied for and received funding from the New York State Department of Health's AIDS Institute to develop and run a series of educational workshops on HIV/AIDS. Nine one-day and five two-day workshops were designed and offered over a six month grant period. Brochures, administrative correspondence, reports, New York State material for all seminars and workshops conducted by Sarah Lawrence College with support from the AIDS Institute are located in this series.

This series also houses administrative papers that document the accreditation and certification of the Health Advocacy Program, documents created by the Advisory Board, and administrative correspondence, contracts, and forms for fieldwork placement sites.

## **Series II. Directors and Administrators**

This series is arranged alphabetically by last name. The correspondence in the folders is both internal, external, and to students and alumni. The external correspondence includes letters about student placements and internships with site coordinators. There is also a folder of recommendation letters for students by Marsha Hurst. This folder is restricted. Also of note is a file of detailed notes taken at a conference about patient rights and attended by Marsha Hurst, circa 2000.

## **Series III. Faculty**

This series is arranged alphabetically by subject. The majority of files in this series are from faculty and meeting retreats held between 1998 and 2004. Additional materials include a folder of correspondence from Laura Weil in her role as a faculty member in the Health Advocacy Program, and a folder of faculty lists, some of which include salary information. This folder is restricted.

## **Series IV. Students and Alumni**

This series is arranged alphabetically by subject. Many of the folders in this series are restricted including class and student lists, documentation about fieldwork placements, and student reports. The author of the student paper, "Staff Nursing: A White Paper," is unknown. The Questionnaire folder contains correspondence regarding the student questionnaire. The material in this series dates to 1980 through 2000, with the bulk of the material dating to the late 1980s through 1999.

## **Series V. Curriculum**

This is a small series arranged alphabetically by subject. The series includes an overview of course descriptions that are undated, summer reading lists that were sent to students between 1982 and 2002, and material about co-requisite courses, the Cuba Study Program, and the fieldwork program. Additional correspondence about Health Advocacy II and The Politics and Economics of Health Policy courses are also located in this series. Much of the material in this series is undated. The folders for which dates are known span 1982 to 2002.

## **Series VI. Program Activities and Events**

This series is arranged in six sub-series:

- A **Commencement**
- B **Conferences and Workshops**
- C **General**
- D **Lectures**
- E **Open House**
- F **Orientation**

The bulk of the material in this series is located in two sub-series: Conferences and Workshops and Open House. These sub-series, as well as the Orientation sub-series, are arranged in chronological order. The remaining sub-series are arranged in alphabetical order by subject.

Files in sub-series B. Conference and Workshops contain flyers, programs, correspondence, lists, and publicity materials for these events. Some events have more documentation than others. Of note for their quantity of material are the folders of the Veterans Administration Patient Representatives Conference and Workshops (1996-1997), and the Conference for Veterans Administration Patient Representatives (1997), as well as the Health Advocacy in Research Conference (2005). Audiocassette recordings of sessions from the Health Advocacy in Research Conference are located in the Audiovisual Collection. There are photographs and audiocassette recordings of the Childhood Asthma and the Community event (2003), and photographs from Expressions of Caregiving: Sharing Experience and Exploring Meaning (2005).

Sub-series E. Open House includes material from 1986 to 1999 with the bulk of this material dating from 1991 to 1999. In addition to containing orientation schedules and information important to new Health Advocacy students, the folders in sub-series F. Orientation also include campus-wide schedules of events, College policies, and semester and academic year calendars. This material dates from 1995 to 2003.

### **Series VII. Reference**

This series is arranged alphabetically by subject. This is a small series containing reference material produced by the Health Advocacy Program and the College in promotion of the program. This includes program brochures and newsletters, often written by students, as well as press releases written by the College. There is also a folder of clippings about events on campus and courses offered by the Health Advocacy Program. The material in this series dates from 1980 to 2012.

### **Series VIII. Audiovisual**

This is a series of cassette tapes. These cassettes are housed in the Audiovisual Collection. The majority of these tapes are recordings of classroom lectures and discussions. There are also recordings of conferences sponsored by the Health Advocacy Program. It is of note that there are two recordings for which print material also exists. These are: "Childhood Asthma and the Community" and "Health Advocacy in Research."

### **Series IX. Photographs**

This is a small series of photographs. These photographs are housed in the Photograph Collection. Additional material about "Childhood Asthma and the Community," and "Communicating with Children and Adolescents with Life-Limiting Conditions" is located in the Audiovisual Collection and also in Series VI. Program Activities and Events. All photographs are in color.

---

## **Administrative Information**

---

### **Publication Information**

Sarah Lawrence College Archives April 2012

## **Conditions Governing Access note**

Administrative records are closed for 20 years from the date of creation. Partially restricted or restricted folders are labeled as such and are usually restricted for 75 years from the date of creation or death of the individual(s) mentioned. See Archivist for further information.

## **Processing information**

Processed in April 2012 by Sarah Pinard.

---

## **Related Materials**

---

### **See also**

Faculty, Staff, and Administration Personnel Files were removed and rehoused in the Faculty/Staff/Administration Files. Course Evaluations were removed and rehoused in the Course Evaluations Collection. Audiovisual material and photographs were removed and housed in the Audiovisual Collection and Photograph Collection. Brochures for the Professional Certificate in Mediation in Health Care, a program offered by the Center for Continuing Education in partnership with the Health Advocacy Program, are located in the Center for Continuing Education Records.

---

## **Controlled Access Headings**

---

### **Corporate Name(s)**

- New York (State). AIDS Institute.

### **Genre(s)**

- Audiocassettes
- Bulletins
- Correspondence
- Newsletters
- Photographs

**Personal Name(s)**

- Carroll, Mary
- Greene, Crystal
- Hurst, Marsha
- Marks, Joan H.
- Mizrahi, Terry
- Ravich, Ruth
- Taben, Eva
- Weil, Laura

**Subject(s)**

- AIDS (Disease) - United States - Prevention
- Patient advocacy

## Series I. Administrative Files

## Collection Inventory

Series I. Administrative Files	
	Carton
Accreditation and Certification 1979-1980, 2003	1
Admission Applications 1998-2000	1
Advisory Board - Correspondence 1996-1998	1
Advisory Board - Meeting 1981	1
Advisory Board - Meeting 1988	1
Advisory Board - Meeting 1997	1
Advisory Board - Member List circa 1997	1
Advisory Board - Report 1980	1
Advisory Board - Report 1981, 1983	1
Advisory Board - Report 1997	1
Budget 1995	1

## Series I. Administrative Files

Fellowships - Porrath Foundation 2003	1
Fellowships - U.S. Department of Education Graduate and Professional Opportunities Program 1986	1
Fieldwork Placement - Forms 2000-2001	1
Fieldwork Placement Sites - Contracts 1991-1994, 2001	1
Fieldwork Placement Sites - Correspondence circa 1992-2001	1
Grants - New York State Department of Health AIDS Institute 1989	1
Grants - New York State Department of Health AIDS Institute 1990	1
Grants - New York State Department of Health AIDS Institute 1991	1
Grants - New York State Department of Health AIDS Institute 1992-1993	1
Grants - Pfizer "Health Literacy and End of Life Decisions: Consumer Understanding of Advance Directives" 2000	1
Job Description 1998	1
Library Resources 1998	1
Recruitment 1997	1

**Series II. Directors and Administrators**

---

Reports - Annual 1980-1998	1
Reports - Middle States 1997	1
Reports - Trustees 1986	1
Website 1998	1

**Series II. Directors and Administrators**

**Carton**

Carroll, Mary - Correspondence (external) 1998-1999	1
Carroll, Mary - Correspondence (internal) 1998	1
Carroll, Mary - Correspondence (students and alumni) 1997-1998	1
Greene, Crystal - Correspondence (external) 2001	1
Hurst, Marsha - Conference Notes circa 2000	1
Hurst, Marsha - Correspondence (external) 1998-2004	1
Hurst, Marsha - Correspondence (internal) 1998-2001	1
Hurst, Marsha - Correspondence (students and alumni) 1998-1999	1

## Series III. Faculty

Hurst, Marsha - Recommendation Letters for Students 1999-2001	1
<b>RESTRICTED</b>	
Restricted indefinitely. See Archivist for further information.	
Marks, Joan - Correspondence (external) 1980-1981, 1987, 1991, 1993, 1997	1
Marks, Joan - Correspondence (internal) 1980, 1984-1985, 1994, 1996-1998	1
Marks, Joan - Correspondence (students and alumni) 1995-1997	1
Ravich, Ruth - Correspondence (external) 1981	1
Taben, Eva - Correspondence (external) 1998	1
<b>Series III. Faculty</b>	
	<b>Carton</b>
Lists 1991-1999	1
<b>RESTRICTED</b>	
Restricted indefinitely. See Archivist for further information.	
Meetings and Retreats 1998	1
Meetings and Retreats 1999-2000	1

**Series IV. Students and Alumni**

---

Meetings and Retreats 2000-2001 1

Meetings and Retreats 2001-2002 1

Meetings and Retreats 2002-2003 1

Meetings and Retreats 2003-2004 1

Weil, Laura - Correspondence 2000, 2002 1

**Series IV. Students and Alumni**

**Carton**

Alumnae Association 1999 1

Class Lists 1997-1998 1

**RESTRICTED**

Restricted indefinitely. See Archivist for further information.

Fieldwork Placements 1993-2000 1

**RESTRICTED**

Restricted indefinitely. See Archivist for further information.

Fieldwork Placements - Student Reports undated, 1984-1998 1

**Series V. Curriculum**

---

**RESTRICTED**

Restricted indefinitely. See Archivist for further information.

Graduate Student Association Steering Committee 1999

1

Job Descriptions 1998

1

Lists 1980-1998

1

**RESTRICTED**

Restricted indefinitely. See Archivist for further information.

Minority Students 1987-1988, 1991

1

**RESTRICTED**

Restricted indefinitely. See Archivist for further information.

Questionnaire 1986

1

Student Handbook 2012-2013

1

Student Meetings 1999

1

Student Paper "Staff Nursing: A White Paper" 1988

1

**Series V. Curriculum****Carton**

**Series VI. Program Activities and Events**

---

Co-requisite Courses 1998-1999	2
Course Descriptions undated	2
Cuba Study Program 2001	2
Fieldwork Program (I, II, III) undated	2
Health Advocacy II 1998	2
The Politics and Economics of Health Policy 1998	2
Summer Reading Lists undated, 1982-2002	2
<b>Series VI. Program Activities and Events</b>	
<b>Sub-series A. Commencement</b>	
	<b>Carton</b>
Commencement undated, 1998-1999	2
<b>Sub-series B. Conference and Workshops</b>	
	<b>Carton</b>
Statistical Package for the Social Sciences Lab undated	2

**Sub-series B. Conference and Workshops**

---

Conference on Advocacy in Health Care 1984	2
Reproductive Freedoms: A Workshop for Concerned Women and Men 1986	2
Supervisor's Workshop 1993	2
Supervisor's Workshop 1994	2
Advocacy for Women's Health Across the Life Span 1996	2
Veterans Administration Patient Representatives Conference and Workshops 1996-1997	2
Conference for Veterans Administration Patient Representatives 1997	2
Grant Writing Workshop 1998	2
Mediation Workshop 1999	2
Educating for Advocacy: Expanding Your Boundaries 1999	2
Budgeting Workshop 2000	2
Grant Writing Workshop 2003	2
Childhood Asthma and the Community 2003	2
Choosing a Health Insurance Plan Workshop 2004	2

**Sub-series B. Conference and Workshops**

---

Health Advocacy in Research 2005

2

**See also**

Audiovisual Collection for conference session recordings

Evidence Based Healthcare Workshop 2005

2

Personal Patient Advocacy Workshop 2005

2

An IRB Workshop - And How To and Why 2005

2

Communicating with Patients Workshop 2005

2

Budgeting Workshop with Diane Borst 2005

2

An Introduction to Patient Advocate Foundation Workshop 2005

2

Myers-Briggs Type Indicator Workshop 2005

2

Expression of Caregiving: Sharing Experience and Exploring Meaning 2005

2

Mediation in the Health Care Community 2005

2

Everybody Needs a Proxy Campaign and Training Program 2005

2

Advocacy and Genetics: Arenas of Engagement 2006

2

**Sub-series C. General**

Walk In My Shoes Simulation 2006 2

Undoing Racism Training 2012  
 Undoing Racism Training, 2012  
[\[I:\Archives\Archived Digital Files\Academics\Health Advocacy\Conference and Workshops  
 \2012\\_09\\_05-06\\_HAP\\_Undoing Racism Flyer\]](#)

Mediation in Healthcare Certification 2012  
 Mediation in Healthcare Certification, 2012  
[\[I:\Archives\Archived Digital Files\Academics\Health Advocacy\Conference and Workshops  
 \2012\\_08\\_13\\_Mediation in Healthcare Certification\]](#)

**Carton**

Off-Campus 2003-2004, 2006 2

Budgeting Workshop with Diane Borst 2

**Sub-series C. General**

**Carton**

Calendar of Events 1998-1999 2

Capstone Presentations 2012 2

Dinners and Parties 2001, 2004, 2007 2

Off-Campus Events 2004-2006 2

**Sub-series D. Lectures**

Readings 2006	2
Reunion 2003	2
Reunion 2005	2
Seminars 2004	2
Speakers - Correspondence 1995, 1997	2
Theatre and Film 2003	2
<b>Sub-series D. Lectures</b>	
	<b>Carton</b>
Calendar of Lectures 1992-1998	2
Margaret Keller Distinguished Lecturer Series 2012-2013 Margaret Keller Distinguished Lecturer Series, 2013	2
<a href="I:\Archives\Archived Digital Files\Academics\Health Advocacy\Lectures\Margaret Keller Distinguished Lecture Series">[I:\Archives\Archived Digital Files\Academics\Health Advocacy\Lectures\Margaret Keller Distinguished Lecture Series]</a>	
New Pap Technology (Brown Bag Lecture by Susan Titus Glascoff '90) circa 1997-1998	2
Lectures 1997-1999	2
Lectures 2001-2006	2

**Sub-series E. Open House**

---

<b>Sub-series E. Open House</b>	
	<b>Carton</b>
Open House March 1986	2
Open House November 1991	2
Open House March 1992	2
Open House November 1993	2
Open House April 1993	2
Open House November 1993	2
Open House March 1994	2
Open House October 1994	2
Open House October 1995	2
Open House March 1996	2
Open House May 1996	2
Open House October 1996	2

**Sub-series F. Orientation**

Open House April 1997	2
Open House June 1997	2
Open House November 1997	2
Open House December 1997	2
Open House May 1998	2
Open House February 1999	2
Open House March 1999	2
Open House Surveys 1996-1997	2
<b>Sub-series F. Orientation</b>	
	<b>Carton</b>
General 1995	2
General fall 1996	2
General spring 1997	2
General fall 1997	2

**Series VII. Reference**

General spring 1998	2
General fall 1998	2
General spring 1999	2
General fall 1999	2
General fall 2001	2
General fall 2003	2
<b>Series VII. Reference</b>	
	<b>Carton</b>
Alumni Magazine 1985-1988	2
	<b>Box</b>
Brochures undated, 1983, 1988, 1997, 1998, 2004-2005, 2009, 2011-2012	3
Bulletins 1992-1994	3
Bulletins 1995-1998	3
Bulletins 1999-2003	3
<b>See also</b>	

**Series VIII. Audiovisual**

<b>Archived Digital Files</b>	
Bulletins 2004-2008, 2011-2012	3
Bulletins, spring 2002	
<a href="#">[I:\Archives\Archived Digital Files\Academics\Health Advocacy\Bulletins\2002_Spring_HAP_Bulletin]</a>	
<b>Bulletins - Correspondence 1997</b>	
	3
<b>Clippings 1980, 1982, 1986-1987, 1989, 1991, 1994, 1998-2001</b>	
	3
<b>Newsletter undated, 1985-1986, 1989, 1992</b>	
	3
<b>Newsletter 1993-1996</b>	
	3
<b>Press Releases 1981, 1987, 1997</b>	
	3
<b>Publicity and Advertisement undated, 1995, 1997-1998, 2003-2006</b>	
	3
<b>Series VIII. Audiovisual</b>	
	<b>Cassette</b>
<b>Models of Advocacy 2006</b>	
	1432
<b>Models of Advocacy 2006</b>	
	1433
<b>Models of Advocacy: Theories and Practice, with Laura Weil undated</b>	
	1434

## Series VIII. Audiovisual

Health Advocates in Research Conference, Break-Out Session (Double Yellow Group), with Alice Herb 2005	1435
Health Advocates in Research Conference, Break-out Session, with Margaret Keller 2005	1436
Health Advocacy II, with Jaqueline Case 1999	1437
Health Advocates in Research Conference, Break-Out Session A.M., with E.H. Morreim 2005	1438
Health Advocacy II, with Jane Morris 1999	1439
Health Advocates in Research Conference, Break-Out Session P.M., with E.H. Morreim 2005	1440
Health Advocates in Research Conference, Break-Out Session, with Terry Mizrahi 2005	1441
Health Advocates in Research Conference, Break-Out Session, with Patricia Banta and Jane Nadel 2005	1442
Health Advocates in Research Conference, Break-Out Session (Double Yellow Group), with Patricia Banta and Jane Nadel 2005	1443
Childhood Asthma and the Community 2003	1444
Childhood Asthma and the Community 2003	1445

## Series VIII. Audiovisual

History of Health Care in the United States undated	1446
Models of Advocacy: Theory and Practice 2006	1447
Health Advocacy, with Terry Mizrahi 2001	1448
Illness and Disability Narratives 2006	1449
Health Care Policy 2001	1450
Health Advocacy Class, with Margaret Keller undated	1451
Health Advocacy II, with Lindsay Farrell 1999	1452
Health Advocates in Research Conference, Break-Out Session A.M., with Laura Weil 2005	1453
Health Advocates in Research Conference, Break-out Session P.M., with Constance Peterson 2005	1454
Metro New York Health Care for All Campaign Lecture undated	1455
Health Advocates in Research Conference, Break-Out Session A.M., with Constance Peterson 2005	1456
Health Advocates in Research Conference, Break-Out Session P.M., with E.H. Morreim 2005	1457

## Series VIII. Audiovisual

Health Care Policy, with Bruce Berg 2007	1458
Health Advocacy II 1999	1459
Health Advocacy Class 1999	1460
Health Advocacy II, with Cynthia Nicholls Mead 1999	1461
Health Advocacy II 1999	1462
Health Advocacy Class, with Margaret Keller undated	1463
Health Advocacy Class undated	1464
Health Advocacy II 1999	1465
Health Advocacy: Role and Position, with Terry Mizrahi 2001	1466
Health Advocacy II 1999	1467
Health Advocacy I, with guest speaker 2001	1468
Health Advocacy II 1999	1469
Health Advocacy I 2001	1470
Communicating with Children and Adolescents with Life-Limiting Conditions 2003	1471

**Series IX. Photographs**

---

**Series IX. Photographs**

Academic Program and Services - Graduate Studies - Health Advocacy Classes 2002, 2003, 2007

Events - Health Advocacy Program - Childhood Asthma and the Community 2003

Events - Health Advocacy Program - Communicating with Children and Adolescents with Life-Limiting Conditions 2003

Events - Health Advocacy Program - Expressions of Caregiving: Sharing Experience and Exploring Meaning 2005