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## Directory of Records – General

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### Office - Learning Services - Collaborations

**Description of the Mandate and Function:**

Responsible for the overall coordination of grouped study courses, and administration of collaborative initiatives with other post-secondary providers.

**General Classes or Types of Information:**

- Grouped study course files
- Competition Files (Posting of positions and copies of applicant resumes/CV's)
- Instructor files
- Cooperating Institution files and agreements
- Copies of common administrative records such as LSC finance records such as invoices, phone records, university committee meeting minutes, expense claims, and courier records, institutional reports, and general program and service information.

**PIB Titles:**

- Collaborations Database
- Evaluations Database
- Instructor Database
- Instructor Files
- LSO web based MySQL databases

**Copies of Records Located:**

Cooperating Institution Agreements, meeting minutes, agendas and attachments distributed to other offices as required.

**Policy & Procedure Manuals, Guidelines, Handbooks, Etc.:**

Tutor Orientation Guide  
Alberta Partner Guide

**Remarks:**