

Guide to
Dallas Theological Seminary. Doctor of Ministry Records

1971-2006 and undated, bulk 1988-2006

8.44 linear feet

Accession Number: 2008-03
Collection Number: CN 024

Prepared by Lolana Thompson
December 2008

Restrictions: A few documents are restricted until 2066, consult repository for details.

Abstract: Dallas Theological Seminary Doctor of Ministry program files regarding classes, students, and faculty.

Preferred Citation:

[Identification of the Item], Dallas Theological Seminary. Doctor of Ministry Records, CN 024, Box [number], Folder [number], Archives, Dallas Theological Seminary.

Archives, Dallas Theological Seminary, 3909 Swiss Ave., Dallas, TX 75204

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Historical Sketch:

Dallas Theological Seminary (DTS) first offered Doctor of Ministry (D.Min.) courses in 1980. The program was established to provide advanced training to students involved in vocational ministry. Courses were designed for nonresidents, so students spent a minimal amount of time on campus. Thirty students were admitted to the program the first year, and the first two graduated in 1983. Dallas Theological Seminary faculty taught some courses, but visiting faculty were often utilized. Classes were usually taught on the Dallas campus, but have also been offered in other states, Switzerland, and Guatemala. The majority of courses were electives, allowing students to tailor their program to meet their needs. The program began offering a concentration in Christian Education in 1992. The D. Min. courses changed from two semester hours credit to three in the fall of 1998. The Spanish program in Guatemala started in 2004. A cohort structure was introduced in the summer of 2006, allowing a group of students with a specifically focused learning objective to take the same D.Min. courses for six hours per year for three years. Students also took electives outside the cohort. Also in 2006, a concentration for women in ministry became available as part of the Christian Education track.

Directors of D. Min Program

1979-1996	Dr. Thomas L. Constable
1996-2000	Dr. R. Keith Willhite
2000-2008	Dr. John W. Reed
2008-	Dr. D. Scott Barfoot

References:

Betker, Pam, ed. *Catalog for 1998-1999* (Dallas: Dallas Theological Seminary, 1998), 113.

Dallas Theological Seminary. Doctor of Ministry Records, CN 024, Archives, Dallas Theological Seminary.

Reed, John W., e-mail message to Lolana Thompson, October 8, 2008.

Thames, James H., ed. *Catalog for 2006-2079* (Dallas: Dallas Theological Seminary, 2006), 136.

Thames, James H., ed. *Catalog for 2008-2009* (Dallas: Dallas Theological Seminary, 2008), 9, 142.

System of Arrangement:

The Doctor of Ministry records are organized in thirteen series.

Series I. Doctor of Ministry Courses, 1988-2006, undated. 2.08 linear feet (117 folders)

Maintained files in original arrangement, which is primarily in numerical order by course number. Includes course descriptions, correspondence, instructions for faculty, syllabi, class notes, and class handouts.

Series II. Doctor of Ministry Courses, Retired Files, 1971-1996, undated. 1.08 linear feet (74 folders)

Maintained contents in original arrangement by alphanumeric course number. Includes correspondence, syllabi, handouts, and course evaluations.

Series III. Old Testament and Pastoral Ministry Courses, 1990-2006, undated. .33 linear feet (9 folders)

Arranged by alphanumeric course number. Includes class notes, syllabi, and handouts.

Series IV. Continuing Education Seminars, 1985-1993, undated. .1 linear feet (3 folders)

Maintained files in original arrangement. Primarily course notes.

Series V. Students, 1991-2003, undated. .58 linear feet (27 folders)

Maintained files in original arrangement. Includes correspondence, reports, minutes, questionnaires, a survey of library resources used, and faculty reports.

Series VI. Meetings, 1988-2006, undated. .73 linear feet (16 folders)

Arranged chronologically by committee. Primarily minutes with some agendas and correspondence.

Series VII. Policy, 1996-2004. .42 linear feet (5 folders)

Maintained files in original arrangement. Includes correspondence and instructions.

Series VIII. Extension Sites, 1987-2005, undated. .5 linear feet (27 folders)

Maintained files in original arrangement. Includes correspondence, notes, forms, and reports.

Series IX. Writing and Research, 1992-2002, undated. .04 linear feet (4 folders)

Maintained files in original arrangement. Orientation packet, sample projects, and instruction booklet.

Series X. Writings by Dr. John W. Reed, 1988, undated. .08 linear feet (6 folders)

Arranged alphabetically. Outlines and messages.

Series XI. Miscellaneous, 1980-2004, undated. .46 linear feet (12 folders)

Primarily filed alphabetically by title of folder. Includes correspondence, handbooks, handouts, institutional effectiveness plans, reports, lesson notes, and brochures.

Series XII. Graduates [Representative Files], 1981-2006, undated. 1.08 linear feet (43 folders)

Arranged alphabetically. Includes correspondence and forms.

Series XIII. D.Min. Assessment Questionnaire, 2000-2002. .96 linear feet (16 folders)

Maintained original arrangement. Report, survey forms (arranged by assigned number), and reply postcards.

Scope and Content Note: This collection, housed in seven full size boxes, consists of administrative records documenting the activities and operations of the Doctor of Ministry Program. The contents date from 1971-2006. The bulk of the collection was created after 1980 when the program began. The contents include correspondence, reports, minutes, questionnaires, syllabi, class notes, and forms. The collection primarily concerns the courses in the Doctor of Ministry Program.

The collection is organized in thirteen series. The first series, Doctor of Ministry Courses, 1988-2006 and undated, is the largest and provides an overview of the classes offered. The files primarily concern D.Min. courses, but files for some Master's level classes are included. When former course numbers were indicated, they were included in parentheses in the folder title. The second series, Doctor of Ministry Courses, Retired Files, 1971-1996 and undated, documents courses offered in the early years and includes some information collected before the program began. These files are not as complete as the more recent ones in the first series. The third series, Old Testament and Pastoral Ministry Courses, 1990-2006 and undated, contains material for nine classes in those subjects. The fourth series provides some information about Continuing Education Seminars offered by DTS, 1985-1993 and undated. The fifth series, Students, 1991-2003 and undated, deals with administrative details, including accreditation, self studies, planning, and surveys. The sixth series, Meetings, primarily documents the actions of the D.Min. Committee, but also includes the Academic Affairs Committee and the Pastoral Ministry Department, 1988-2006 and undated. The seventh series, Policy, 1996-2004, includes limited material about organizational effectiveness, immigration, the D.Min. Committee, and using Turabian. The eighth series, Extension Sites, contains files about proposed locations as well as sites where courses were offered, 1987-2005 and undated. The majority of the documents concern the program with Seminario Teologico Centroamericano in Guatemala. Series nine, Writing and Research, has information about the Cathedral Project, sample projects, and old instructions for applied research, 1992-2002 and undated. Series ten, Writings by Dr. John W. Reed, consists of six messages and outlines, 1988 and undated. Series eleven, Miscellaneous, includes annual reports, institutional effectiveness plans, and lessons by Mark Young, 1980-2004 and undated. Series twelve, Graduates, is composed of selected files regarding students who completed the D.Min. degree, 1981-2006 and undated. These files contain correspondence and forms. Series thirteen, D. Min. Assessment Questionnaire, consists of over one hundred survey forms collected by Bhatia Singh for a dissertation he wrote about the program, and an independent study done later by Keith Raines using results not included in the dissertation, 2000-2002.

This collection provides insight into the content of many D. Min. courses and the administration of the department. It also shows a transition from paper records to more electronic records. By 2007, the D. Min. Office was relying heavily on electronic records, which will reduce the amount of paper records available in the future.

Selected Search Terms:

Dallas Theological Seminary. Doctor of Ministry Program
Dallas Theological Seminary—Faculty

Donor/Source: DTS. Doctor of Ministry Office, January 16, 2008 and March 4, 2008.

Custodial History: The files were transferred from the Doctor of Ministry Office to the archives in 2008.

Literary Rights: It is the researcher's responsibility to determine requirements of copyright laws.

Related Material: See also *Doctor of Ministry Handbooks* in the archives, Bhatia Singh's dissertation *Christian Higher Education at Dallas Theological Seminary: an Assessment of Doctor of Ministry Programs* in the library collection and Thomas Keith Raines' dissertation *Doctor of Ministry Program Evaluation Using a Student Satisfaction Survey* in the library collection.

Note to the Researcher: Course numbers have sometimes changed over the years and the entire course numbering system changed in about 2002/2003. See the attached Container List for more details about this collection.

Processing Information:

The processor primarily maintained original folder titles and the original order of the files. Some files containing only one or two documents were merged with other related small files. This was done especially with the retired files for D. Min. courses which were not in folders, but were separated by colored papers labeled with the course number. The content of most files has been arranged chronologically, with undated material at the back. The contents of some folders were originally in reverse chronological order, or in no discernable order. In the container list, the term "correspondence" often describes letters, memoranda, and printed email messages. The term "includes" indicates the description lists only some of the contents of a file.

Because files for the graduates of the program filled four filing drawers and were fairly repetitive, only a few were selected for the archives. When available, two files were chosen from each graduating class. Selection was usually random, but an effort was made to include files for some female and foreign students.

Some files were not transferred to the archives. The personnel files for the faculty were active, so they remained in the D.Min. Office. Printed material regarding D.Min. programs at other seminaries was not transferred because it took so much space. Handouts from conferences Dr. Reed attended were also not transferred because of their bulk. Duplicate copies of class handouts were returned to the D.Min. Office.

Separated Material:

The following items which did not originate in the Doctor of Ministry Office were filed with other collections in the archives which contain similar reports. The Graduating Student Survey Summary Reports 1999-2002 were filed with Accession 2005-15. Copies of the Institutional Self-Study Report dated January 1999 and the draft of the Institutional Self-Study Report dated September 27, 2002 were filed with Accession 2006-38.

Container List:

Series I. Doctor of Ministry Courses		1988-2006, undated
<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>
1	1	D.Min. Curriculum Minutes from Academic Affairs Committee Feb. 4, 1997; D.Min. Program, 1997; Report on Rural and Urban Pastor's Course, 2003.
1	2	Course Descriptions
1	3	African American D.Min. Memo and list of alumni.
1	4	Women's Ministries Memo.
1	5	Biblical Theological Seminary, Guest Professor 2000 Includes catalog, class roster, and class handouts for Applied Research Project Development class.
1	6	Biblical Theological Seminary, Guest Professor 2004 Includes correspondence with students; class list; evaluation summary; and handouts for Applied Research Project Development class.
1	7	Christian Education Courses Correspondence.
1	8	Church Leadership Series Includes proposal for three new D.Min. courses.
1	9	Course Schedules Includes schedules and correspondence.
1	10	Seminar Scheduling Includes schedule and correspondence.
1	11	How to Prepare a Doctor of Ministry Course Planning guide, instructions to professors, and contract for form reader.
1	12	Marriage and Family Counseling Surveys Letter and form to Biblical Counseling Alumnus and results.
1	13	Counseling Track Correspondence, notes, and a statement of belief.
1	14	Women's Leadership Expanded summary of the Dallas Theological Seminary Women Alumnae Survey by Joye Baker.
1	15	Prospective Courses Includes memos; list for course renumbering in 2001; and a few syllabi for courses at other seminaries.

Series I. Doctor of Ministry Courses		1988-2006, undated
<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>
1	16	Prospective Courses, D.Min. Cohort Includes project by Keith Willhite in creative problem solving to increase student participation and learning in the D.Min. program, agenda for cohort meeting, and notes about pastoral cohort meeting.
		2004-2005, undated
1	17	Prospective Courses, New Course Ideas Includes syllabi and planning guide.
		1998, 2000, 2005, undated
1	18	T-Net Includes course descriptions and correspondence.
		1992, 1998-2003, undated
1	19	T-Net, D.Min. Bridge Courses Includes information about course at Denver Seminary, a Profiles of Ministry booklet, and pages from a Union Theological Seminary catalog.
		1992, 1999, undated
1	20	[Personal Ministry Assessment] Includes handout for Excavating Ministry with Theological Archaeology, personal ministry development worksheet, and field education forms.
		1998-2000
1	21	Masters Courses: Grading Standards Standards for 603, 604, and 605.
		2000-2001
1	22	Masters Courses: 405 Extension Course Syllabus.
		2000
1	23	Masters Courses: Th.M. Research Requirements Memo and guidelines.
		2002, undated
1	24	Masters Courses: Counseling Statement Biblical Counseling Division Statement of Belief and survey results.
		2000-2003
1	25	Masters Courses: 603 Note about revisions in Pastoral Ministry preaching courses, schedule, and forms. [These documents were originally in separate but consecutive files.]
		2000, undated
1	26	Masters Courses: 603 Spring 2001 Correspondence, syllabus, class handouts, and final examination.
		1990-2001, undated
1	27	Masters Courses: 603 Class Notes Notes for students at Tampa Bay extension.
		2000
1	28	Masters Courses: 603 Summer 2000, Tampa Syllabus and handout on style.
		1996, 2000
1	29	Masters Courses: 603 Summer 2000, DTS Schedules.
		2000

Series I. Doctor of Ministry Courses		1988-2006, undated
<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>
1	30	Masters Courses: 603 Preaching Process, Timothy Warren Outline.
1	31	Masters Courses: 604 Topical Exposition Lecture Notes Notes for two lectures by Timothy Warren.
1	32	Masters Courses: 604 Syllabus and Class Notes Memos, class notes, and handouts.
1	33	Masters Courses: 604 Mark - Divisions and Main Ideas Class schedule and notes.
1	34	Masters Courses: 605 Course Materials Includes syllabus, class notes, and memo.
1	35	Masters Courses: 622 and 626 Includes class notes and memos regarding leadership.
1	36	Ph.D. in Homiletics Includes proposal, agendas and memos.
1	37	Statistics Memos and summaries.
1	38	Syllabi Evaluations Memo and evaluation forms.
1	39	ID 201 Includes proposal and syllabus.
1	40	D.Min. 101 (R12) The Ministry Leader Includes syllabi and syllabi evaluations.
1	41	D.Min. 101 (R12) D.Min. Dissertation Research Paper by Michael P. Green subtitled How to Complete a Dissertation and Live to Tell about It.
1	42	D.Min. 101 (R12) The Ministry Leader Includes syllabus, memos, forms, and a description of D.Min research by John Reed.
1	43	D.Min. 101 (R12) Handouts Includes photocopies of articles, bibliographies, and sample scripts.
1	44	D.Min. 101 (R12) Pre-Resident Handouts Includes memos, a course packet, and a life planning sheet.
1	45	D.Min. 101 (R12) Class Notes Notes for class taught by Bill Lawrence.

Series I. Doctor of Ministry Courses		1988-2006, undated
<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>
1	46	D.Min. 101 (R12) Resident Handout Paper copies and a CD which includes several additional documents.
		2003, undated
1	47	D.Min. 102 (R15) Applied Research Project Includes several syllabi, including one in Spanish, and handouts.
		1998-2003, undated
1	48	D.Min. 102 (R15) Includes memos and handouts.
		1991-1995, undated
1	49	D.Min. 102 (R15) Handouts from David L. Edwards.
		1995
1	50	D.Min. 102 (R15) Memos Related to the class and to student projects.
		1994-2000
1	51	D.Min. 102 (R15) Includes memos, a syllabus, and handouts.
		1995-2000, undated
1	52	D.Min. 102 (R15) Days 1-5 Includes handwritten notes and photocopies of articles. [These were originally filed in five folders, one for each day.]
		undated
1	53	D.Min. 102 (R15) Philosophy of Ministry Inventory Blank form.
		undated
1	54	D.Min. 102 (R15) Research Instrument Validation Handouts.
		2000
1	55	D.Min. 102 (R15) Resident Handouts Includes forms and articles.
		1998, undated
1	56	D.Min. 102 (R15) Includes literature review example and list of research projects.
		2001-2002, undated
1	57	D.Min. 102 (R15) Evaluation Summary of residence evaluation.
		1999
1	58	D.Min. 102 (R15) Philadelphia Includes memo, correspondence, and handouts.
		1994
1	59	D.Min. 102 (R15) Biblical Seminary Includes memo, schedule, and syllabus.
		1999-2000
1	60	D.Min. 102 (R15) Biblical Seminary Memo and syllabus.
		2002
1	61	D.Min. 102 (R15) Up to Now, Summer Status reports from students.
		2000

Series I. Doctor of Ministry Courses		1988-2006, undated
<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>
1	62	D.Min. 102 (R15) Assignments, Winter Correspondence and memos. 1999
1	63	D.Min. 102 (R15) Projects Correspondence between John Reed and students. 2001
1	64	D.Min. 205 (B10) Biblical Hermeneutics and Exposition Syllabus for 1997. 1996
1	65	D.Min. 205 Biblical and Historical Studies in Israel Descriptions of tours for three years. 2001-2005
1	66	D.Min. 205 (B10) Life of Christ Syllabus and handout about Christ. 1998-1999
1	67	D.Min. 210 (B11) Interpretation and Communication of Narrative Literature Two syllabi. circa 1992, 2006
1	68	D.Min. 210 (B11) Pre-resident Handouts Various handouts. 1988, 1991, undated
1	69	D.Min. 215 (B18) Studies in New Testament Problems Syllabus. 1989
2	1	D.Min. 305 (C10) Evaluating the Educational Ministry of the Local Church Syllabi. 1994, 2002, 2005
2	2	D.Min. 310 (CE11) Instructional and Learning Theories Includes syllabi and one course plan. [The contents of this file were originally in two files, one for syllabi and one for handouts.] 1998, 2002, undated
2	3	D.Min. 315 (CE12) Creative Problem Solving Syllabus. 2001
2	4	D.Min. (CE34) Problem Solving Seminar in Christian Education Handouts. undated
2	5	D.Min. 320 (CE13) Small Group Process in Church Ministries Syllabi and evaluations. 1998, 2002, 2005
2	6	D.Min. 325 (CE14) Family Life: Enrichment and Education Syllabus. 1997
2	7	D.Min. 330 (CE15) Biblical Patterns for Contemporary Parenting Syllabi. 2001, undated

Series I. Doctor of Ministry Courses		1988-2006, undated
<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>
2	8	D.Min. 335 (CE16) Trends and Issues in Church Education Form letters to students and syllabus.
2	9	D.Min. 340 (CE17) Strategic Resource Development Syllabi and syllabus evaluation form.
2	10	D.Min. 345 (CE13) Biblical Church Leadership and Church Staffing Includes syllabi.
2	11	D.Min. 350 (CE30) Applied Educational Technology Syllabi.
2	12	D.Min. 355 (CE 20) Trends and Issues in Family Ministries Syllabus.
2	13	D.Min. 405 (C10) [Selected Topics of Communication Issues in Today's Ministry] Course descriptions and syllabi, older course numbers vary; titles include The Hermeneutic of Typology and Prophecy, Preaching the Gospels, The Leader as Preacher, and Advanced Expository Preaching. [Folder title taken from course title in catalog, titles on syllabi vary.]
2	14	D.Min. 410 (C12) Homiletics Practicum Syllabi.
2	15	D.Min. 410 (C12) Homiletics Practicum Handouts for class. [There were so many handouts for this course that only a sample was retained.]
2	16	D.Min. 415 (C13) Evangelism and Assimilation Syllabus for 2002, and 1996 syllabus for A20 Developing Lay Leaders in the Church.
2	17	D.Min. 420 (C14) Creativity in Ministry Syllabi, syllabus evaluation forms, and handouts.
2	18	D.Min. 425 (C15) Communicating in Contemporary Culture Includes syllabi and handouts.
2	19	D.Min. 425 (C15) Handouts, includes some handwritten notes.
2	20	D.Min. 430 (C24) Biblical Exposition for the 21st Century Includes syllabi and handouts.

Series I. Doctor of Ministry Courses		1988-2006, undated	
<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>	
2	21	D.Min. 435 (C18) Writing for Publication Includes syllabi and handouts.	1996, 2004-2005
2	22	D.Min. 440 (C19) Relevance in Preaching Includes syllabi and handouts.	1998, 2005
2	23	D.Min. 445 (C20) Sharpening Your Interpersonal Skills Syllabus.	1999
2	24	D.Min. 450 (C12) Creativity in Preaching Syllabi and handouts.	1999-2000, 2005
2	25	D.Min. 455 (C22) Preaching Topical Expository Sermons Syllabi and handouts.	1997, 2003, 2006
2	26	D.Min. 460 (C23) Long-Term Sermon Planning to Facilitate Life Change Includes syllabus and expository outline of The Book of Revelation.	2005, undated
2	27	D.Min. 505 (L10) Personal Leadership Development Includes syllabus and memos.	1998-1999, 2003, undated
2	28	D.Min. 508 XP-AP Executive Pastor and Assistant Pastor Cohort Syllabus.	2006
2	29	D.Min. 510 (L11) Leadership Evaluation and Development (LEAD) Syllabi, including ones for CE24 Human Resource Development and N11 The Effective Pastor.	1995-2003
2	30	D.Min. 515 (A10) Leadership and Management in the Church Syllabi.	1995, 1997, 2004
2	31	D.Min. 520 Church Planting and Extension Syllabi for R14 Strategies for Church Growth, A13 Church Planting and Extension, 623 Church Planting, and 624 Advanced Church Planting.	1996-1997
2	32	D.Min. 525 (L14) Strategic Planning and Mission for Ministry Syllabus.	2001
2	33	D.Min. 530 (L18) Cross-Cultural Church Planting Handouts and syllabus for C23 Ministry in Multicultural America.	1997, undated
2	34	D.Min. 535 Leading Through Mentoring and Coaching Syllabus and handouts.	2005

Series I. Doctor of Ministry Courses		1988-2006, undated	
<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>	
2	35	D.Min. 550 Effective Church Leadership, Fellowship Bible Church North Includes syllabus and syllabus evaluation.	2004
2	36	D.Min. 550 Effective Church Leadership, Oak Cliff Bible Fellowship Syllabi.	2003, 2005
2	37	D.Min. 550 Effective Church Leadership, Stonebriar Community Church Syllabi.	2002-2003
2	38	D.Min. 550 and 553 Effective Church Leadership, Tulsa Syllabi for both 550 and 553, with syllabus evaluation for 553.	2004
2	39	D.Min. 605 (N10) Selected Topics of Nurture Issues in Today's Ministry Includes syllabi and description of N24 Mobilizing Laypersons for Counseling.	1995-2002, 2006
2	40	D.Min. 610 (N12) The Primacy of the Minister's Spiritual Life Syllabus and syllabus evaluation.	1998, undated
2	41	D.Min. 615 (N17) Advanced Pastoral Psychology and Counseling Syllabi for 615 and syllabus for N29 The Bible and Counseling.	1994, 1997-1998
2	42	D.Min. 620 (N20) Worship Enhancement and Effectiveness Syllabi and handouts.	1996, 1998, 2002, undated
2	43	D.Min. 625 (N25) Discipleship Dynamics Syllabi, including one in Spanish.	1994, 2001, 2005
2	44	D.Min. 630 (N26) Ministry's Ethical Dilemmas Syllabi and memo.	1998, 2002
2	45	D.Min. 635 (N27) Marriage and Family Counseling Syllabi.	1997, 2003
2	46	D.Min. 705 Selected Topics of Theological Issues in Today's Ministry Syllabi on various topics; all with old course numbers: H11, R13, and T10.	1995-1996, 2000-2001, undated
2	47	D.Min. 720 (T13) Culture, Meaning, and Contextualization in Ministry Syllabi and evaluation forms.	1998, undated
2	48	D.Min. 725 (T14) Ministries of Reconciliation Syllabus, memo, and outline.	1998, undated

Series I. Doctor of Ministry Courses		1988-2006, undated
<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>
2	49	D.Min. 730 (H12) Structure of Christian Doctrine Syllabus. 1996
2	50	D.Min. 735 (T17) The Role of Prayer in Ministry Includes syllabi and annotated bibliography. 1993, 2004, undated
Series II. Doctor of Ministry Courses, Retired Files		1971-1996, undated
<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>
2	51	D.Min. A10 Management Principles 1980-1995, undated Includes correspondence, syllabi, and course evaluation forms.
2	52	D.Min. A11 Management Principles and Practice 1980-1981, 1988, 1991-1992 Includes correspondence, syllabus, and course evaluation.
2	53	D.Min. A12 Church Growth and Outreach Ministries 1980-1987, undated Includes correspondence, syllabus, and course evaluation.
2	54	D.Min. A13 Church Planting and Extension 1980-1994 Includes correspondence and syllabus.
2	55	D.Min. A14 Developing Leadership through Nonformal Theological Education 1971, 1978, 1980- Includes correspondence, syllabus, and handouts.
2	56	D.Min. A15 Developing Lay Leaders in the Local Church 1982-1993 Includes correspondence, syllabus, and course evaluations.
2	57	D.Min. A16 Church Staffing 1981-1995, undated Includes correspondence, forms, and a photograph of John L. Mitchell.
2	58	D.Min. A17 Small Group Process in Ministry 1983-1993, undated Includes correspondence, syllabus, and a photograph of Charles Sell.
2	59	D.Min. A18 Cross-Cultural Church Planting 1987-1989 Includes correspondence and a syllabus.
2	60	D.Min. A19 The Evangelization of the World 1987-1989 Includes correspondence and course evaluation forms; course was taught in Switzerland.
2	61	D.Min. A20 Developing Lay Leaders 1988-1991, 1994, undated Includes correspondence and syllabus.
2	62	D.Min. A21 Change, Power, and Conflict Management undated Course evaluation forms and one memo.

Series II. Doctor of Ministry Courses, Retired Files		1971-1996, undated
<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>
2	63	D.Min. B13 Acts: Principles of Mission and Ministry 1981-1989, 1993, undated Includes correspondence, syllabus, and course evaluation forms.
2	64	D.Min. B14 Old Testament Hymnic Literature 1982-1983, undated Includes correspondence, syllabus, and notes for lectures.
2	65	D.Min. B15 Hermeneutics of Typology and Prophecy 1981-1983, 1988-1993, undated Includes correspondence, syllabus, and course evaluation forms.
2	66	D.Min. B16 Old Testament Wisdom Literature 1982-1983, 1992, undated Includes correspondence and syllabus.
2	67	D.Min. B17 Preaching the Gospels 1981-1989, 1992, undated Includes correspondence, syllabus, and course evaluation forms.
2	68	D.Min. B18 Studies in New Testament Problems 1983-1993, 1996 Includes request for new course and correspondence.
2	69	D.Min. B19 Studies in Old Testament Problems 1983-1986, 1993, 1996, undated Includes correspondence and course evaluation forms.
2	70	D.Min. B20 Studies in the Sermon on the Mount 1983-1986 Includes request for new course and correspondence.
2	71	D.Min. B21 Preaching Prophecy and B22 circa 1986, circa 1997 Request for new course, email about scheduling.
2	72	D.Min. C10 Persuasion Factors in Contemporary Preaching 1980-1986, undated Includes syllabi, correspondence, course evaluation forms, and a bibliography.
2	73	D.Min. C11 Contemporary Evangelistic Preaching 1979-1992, undated Includes correspondence, course evaluation forms, and syllabus.
3	1	D.Min. C12 Homiletics Practicum 1980-1989, undated Includes correspondence and syllabi.
3	2	D.Min. C13 A Minister's Personal Evangelistic Strategy 1980-1989, undated Includes correspondence, bibliography, syllabus, and course evaluation forms.
3	3	D.Min. C14 Creativity in Ministry 1979-1982, 1987-1988, undated Includes correspondence, syllabi, handouts, bibliography, and course evaluation forms.

Series II. Doctor of Ministry Courses, Retired Files		1971-1996, undated
<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>
3	4	D.Min. C15 Communicating in Contemporary Culture 1981-1983, 1988, undated Includes correspondence, syllabus, and course evaluation form.
3	5	D.Min. C16 Orientation to Cross-Cultural Ministries 1983-1984, undated Includes request for new course, correspondence, and syllabus.
3	6	D.Min. C17 Media and Ministry 1983-1985 Includes request for new course and correspondence.
3	7	D.Min. C18 Writing for Publication 1987-1993 Includes correspondence.
3	8	D.Min. C19 Contemporary Cross-Cultural Evangelism 1987 Request for approval of a new course.
3	9	D.Min. C20 Imagination and Biblical Preaching 1991-1996, undated Correspondence and minutes of Academic Affairs Committee meeting approving the course.
3	10	D.Min. C21 Creativity in Preaching 1993 One letter and vita for Calvin Miller.
3	11	D.Min. C22 Preaching Topical Expository Sermons 1993, 1995 Memos.
3	12	D.Min. C23 Ministry in Multicultural America 1993, undated Correspondence.
3	13	D.Min. C24 Preaching into the 21st Century / Preaching for Special Occasions 1993-1994, 1999-2000, undated Memos, course evaluation forms, and syllabus.
3	14	D.Min. C25 Exegeting Culture 1993-1994 Includes memos.
3	15	D.Min. C26 The Leader as Preacher 1995 One letter and course description.
3	16	D.Min. CE10 Evaluating the Educational Ministry of Your Church, CE13 Biblical Church Leadership, and CE14 Group Process in Church Ministry 1993-1995, undated Includes correspondence and course evaluations.
3	17	D.Min. CE15 Biblical Patterns for Contemporary Parenting, CE16, CE19 Trends and Issues in Children's Ministry, and CE20 Current Trends in Family Ministry 1994-1996 Includes correspondence and course evaluation forms.
3	18	D.Min. CE30 Applied Educational Technology undated Course evaluation forms.

Series II. Doctor of Ministry Courses, Retired Files		1971-1996, undated
<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>
3	19	D.Min. H10 Dynamic Non-Christian Religious Movements in America 1980-1987, undated Includes correspondence, course evaluation forms, and syllabus.
3	20	D.Min. H11 The Church in Twentieth Century America 1980-1985, 1993, undated Includes correspondence, syllabus, and course evaluation forms.
3	21	D.Min. H12 The Structure of Christian Doctrine 1994 One memo and minutes from Academic Affairs Committee meeting approving new course.
3	22	D.Min. L10 Qualitative Church Growth 1998 Correspondence and syllabus.
3	23	D.Min. L20 Planning to Intentionally Make Disciples, L21 Change, Power, and Conflict Management, and L22 Managing and Multiplying Intentional Disciplemaking... 1998, undated Includes memos and syllabi.
3	24	D.Min. N11 The Effective Pastor 1980-1994, undated Includes correspondence, a syllabus, outline, and course evaluation forms.
3	25	D.Min. N12 Premarital and Marital Counseling 1980-1983 Includes correspondence, syllabus, and course evaluation forms.
3	26	D.Min. N13 Ministry to the Middle Aged 1981-1982 Includes correspondence, syllabus, and course evaluation forms.
3	27	D.Min. N14 Basic Pastoral Psychology and Counseling 1982, undated Includes correspondence and syllabi.
3	28	D.Min. N15 Counseling Techniques 1981-1989, undated Includes memos, syllabus, and course evaluation forms.
3	29	D.Min. N16 Family Enrichment 1982-1991, undated Includes correspondence, syllabus, and course evaluation forms.
3	30	D.Min. N17 Advanced Pastoral Psychology and Counseling 1980-1995, undated Includes correspondence, syllabus, and course evaluation forms.
3	31	D.Min. N18 Ministry to and with the Aging 1983-1984 Includes memos and syllabus.
3	32	D.Min. N19 Crisis Counseling 1982-1984, undated Includes memos, syllabus, and course evaluation forms.
3	33	D.Min. N20 Worship in the Local Church 1980-1994, undated Includes correspondence, syllabus, and course evaluation forms.

Series II. Doctor of Ministry Courses, Retired Files		1971-1996, undated
<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>
3	34	D.Min. N21 Interpersonal Relationships Includes correspondence. 1983-1984
3	35	D.Min. N22 Marital Preparation and Enrichment Includes correspondence and course description. 1983-1985, 1993
3	36	D.Min. N23 Confronting the Demands of Ministry Includes correspondence and a handout titled "A Diagnostic Counseling System." 1984-1986, undated
3	37	D.Min. N24 Mobilizing Lay Persons for Counseling Includes correspondence. 1985-1989, undated
3	38	D.Min. N25 Discipleship Dynamics Includes course description and course evaluation forms. 1987-1992, undated
3	39	D.Min. N26, N27, N28, N29, and N30 Includes memos for the following courses: Contemporary Social Issues, Marriage and Family Counseling, Leadership Evaluation and Development, The Bible and Counseling, and Ministry to Dysfunctional Families. 1990-1994
3	40	D.Min. T10 Contemporary Ethical Problems Includes correspondence and syllabus. 1980-1988, 1992
3	41	D.Min. T11 The Charismatic Movement Includes correspondence, syllabus, and course evaluation forms. 1980-1992
3	42	D.Min. T12 Theological Tensions in Evangelicalism Includes memos, course evaluation forms, and syllabus. 1981-1988, 1993, undated
3	43	D.Min. T13 Apologetics and Apologetic Systems Includes memos, syllabus, and course evaluation forms. 1982-1987, undated
3	44	D.Min. T14 Biblical Authority Includes memos and course description. 1982-1984
3	45	D.Min. T15 Ecclesiology and Strategies of Ministry Includes correspondence, syllabus, and course evaluation forms. 1982-1991, undated
3	46	D.Min. T16 The Ministry of Women Correspondence and syllabus. 1982-1984
3	47	D.Min. T17 Prayer Course evaluation forms. 1994
3	48	D.Min. T18 Contemporary Theological Trends Memos and syllabus. 1987-1995, undated
3	49	D.Min. T19 Trends in Roman Catholicism Includes correspondence and syllabus. 1990-1995, undated

Series II. Doctor of Ministry Courses, Retired Files		1971-1996, undated
<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>
3	50	Women's Courses Includes memos, notes about a lecture on Eve, notes for course The Woman of God, course evaluation forms, and bibliography.
		1979-1985, undated
Series III. Old Testament and Pastoral Ministry Courses		1990-2006, undated
<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>
3	51	O.T. Introduction Class notes by Allen P. Ross. [no course number given]
		undated
3	52	O.T. 166 Exodus Class notes by Allen P. Ross.
		undated
3	53	P.M. 103 Expository Preaching I Includes roster, syllabus, lesson notes, and reading guide.
		2006
3	54	P.M. 604 Biblical Communication II Includes roster, syllabus, class notes, and handouts.
		2000
3	55	P.M. 610 Advanced Expository Preaching Includes roster, syllabus, and handouts.
		1991
3	56	P.M. 618 Preaching Bible Narratives Includes schedule, syllabus, and handouts.
		1990
3	57	P.M. 621 Leading the Church in Worship Includes schedule, syllabus, and handouts.
		1991
3	58	P.M. 753 Dramatizing Scripture, John Reed, Instructor Includes roster, syllabus, class notes, and printout of Power Point presentation.
		2006
3	59	P.M. 753 Dramatizing Scripture, Reg Grant, Instructor Nineteen "supplements," including a bibliography.
		undated
Series IV. Continuing Education Seminars		1985-1993, undated
<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>
3	60	Developing Lay Leadership Ninety-four pages of notes for course offered in Phoenix, Arizona by William Lawrence.
		1985
3	61	Increasing Relevance and Clarity in Your Speaking Includes pamphlet and notes for Donald Sunukjian's seminar offered in New Braunfels, TX.
		1986
3	62	Planning for Relevance in Preaching Includes one hundred fifty-two pages of notes for John Reed's seminar on planning, notes for course 603, notes on the Book of Joshua, and article titled <i>Pastors and Purity</i> by Randy Alcorn
		1993, undated

Series V. Students		1991-2003, undated	
<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>	
3	63	Accreditation Includes memos regarding the Strategic Plan Action Steps and ATS/SACS Self-Study Report and articles about accreditation.	2002, undated
3	64	Exit Interviews Forms from six students.	1999-2002
4	1	Guide for Reviewing Programs in Religion & Theology Fifty-four page guide from the American Academy of Religion.	1999
4	2	ATS: Assessment Includes statistics, memos, and reports.	1998-2002, undated
4	3	ATS: International Programs Memo and printout of ATS information.	2001
4	4	ATS: D.Min. Accreditation Photocopies of standards for D.Min.	undated
4	5	ATS: Ministry Requirements Includes memos, articles, and ATS PROFILES of Ministry booklets.	1998-2000, undated
4	6	ATS: D.Min. Language Requirement Correspondence from other schools with D.Min. programs.	2002
4	7	Institutional Effectiveness Memo, Institutional Effectiveness Plan, and assessment forms.	2002
4	8	Southern Association of Colleges and Schools (SACS) Includes memos, grade distribution reports, and evaluation forms.	1999-2005, undated
4	9	SACS Self-Study Includes minutes, lists, and correspondence.	2001, undated
4	10	SACS Self-Study Doctoral Level Educational Programs Includes reports, memos, minutes, and D.Min. Student Handbook for 2001/2002.	1991-2004
4	11	SACS Self-Study Subcommittee on Practices and Philosophy of Accreditation Includes Administration Response to the 1993 Self-Study Report, minutes, and Institutional Self-Study Plan dated June 2001.	1993, 2000-2001
4	12	Advising Pastoral Ministry Students Includes correspondence.	1999-2000, undated
4	13	Planning: Partnerships with Churches One memo.	2000
4	14	Planning: D.Min. Ideas and Dreams Includes proposal for D.Min. program and memos.	1992, 1998-2000, undated

Series V. Students		1991-2003, undated	
<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>	
4	15	Planning: Promotional Material One memo and notes.	2003, undated
4	16	Planning: Strategic Includes memos and notes.	2001-2002, undated
4	17	D.Min. Questionnaire Report.	1991
4	18	D.Min. Project Questionnaires Forms completed by students.	1997
4	19	D.Min. Current Student Surveys Includes forms completed by students.	1996-1997, undated
4	20	D.Min. Summer Survey Includes memo, list of students, and completed forms.	1999
4	21	Spiritual Growth Questionnaires Completed forms.	1999
4	22	Grade Distribution Reports Reports for 1997-2001.	1999-2002
4	23	D.Min. Inquiry Follow-up Survey Completed forms.	1996
4	24	Survey of Library Resources Used by D.Min. Students Report from the DTS Office of Institutional Research and Planning.	1999
4	25	Faculty Reports Annual reports, workload calculations, and evaluations of the department chairman.	1999
Series VI. Meetings		1988-2006, undated	
<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>	
4	26	Academic Affairs Committee Includes minutes, some agendas, and a few memos.	1999-2006
4	27	Division Meetings Notes, agenda, and printout of Power Point presentation.	1999-2000, undated
4	28	D.Min. Committee Minutes.	1988-1993
4	29	D.Min. Committee Minutes.	1994
4	30	D.Min. Committee Minutes.	1995

Series VI. Meetings 1988-2006, undated**Box Folder Title, Dates, Description**

4	31	D.Min. Committee Minutes.	1996
4	32	D.Min. Committee Minutes.	1997
4	33	D.Min. Committee Minutes.	1998
4	34	D.Min. Committee Minutes.	1999
4	35	D.Min. Committee Minutes.	2000
4	36	D.Min. Committee Agendas, minutes, and a few memos.	2001
4	37	D.Min. Committee Agendas, minutes, and a few memos.	2002
4	38	D.Min. Committee Agendas and minutes.	2003
5	1	D.Min. Committee Includes agendas, minutes, and correspondence.	2004
5	2	D.Min. Committee Includes agendas, minutes, and correspondence.	2005
5	3	P.M. Department Includes agendas, minutes, and memos.	1995-2005

Series VII. Policy 1996-2004**Box Folder Title, Dates, Description**

5	4	General Includes organizational effectiveness survey and procedures for academic calendar.	2000-2004
5	5	Immigration Issues Correspondence and a printout of a web page from Pennsylvania State University.	2002
5	6	D.Min. Committee Items Includes memos and notes.	1996-2003
5	7	Transition to 3 Hour Curriculum Includes brief course descriptions and a memo.	1997

Series VII. Policy		1996-2004
<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>
5	8	Turabian Includes correspondence and a one page example titled "Turabian and the Three Bears." 2001
6	33	Schroeder, Gordon Correspondence and forms. 1980-1984
Series VIII. Extension Sites		1987-2005, undated
<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>
5	9	General A memo, a one page description, and an email. 1997-1999
5	10	Guidelines for a Good Syllabus for Extension Courses Includes instructions and class times. 1997
5	11	Africa Correspondence. 2002
5	12	China Includes correspondence and evaluation written by Cheuk On Lui. 1988, 2000-2001
5	13	Hong Kong Correspondence. 2001
5	14	Philippines Includes correspondence and notes. 1992, 1997-1999, undated
5	15	Philadelphia Biblical University: General and Payment Includes correspondence and forms. 1999-2002, undated
5	16	Philadelphia Biblical University: Agreement One letter and two agreements. 1987, 2000, 2003
5	17	Philadelphia Biblical University: Equivalencies Includes correspondence and description of Master of Science in Bible program. 1999-2000, undated
5	18	Philadelphia Biblical University: Pennsylvania Department of Education Includes correspondence and provisions. 1998, 2003-2005
5	19	Spanish: Application Draft of form. 2001
5	20	Spanish: Brazilian Seminary Includes correspondence and list of graduate schools in Hispanic America. 2000, 2003, undated
5	21	Spanish: Ph.D. Programs Correspondence and program description. 2001

Series VIII. Extension Sites			1987-2005, undated
<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>	
5	22	Spanish: Recruiting Survey Form and results from Guatemala City.	2001
5	23	Spanish: Guatemala Photocopy of encyclopedia article and travel brochure.	2000, undated
5	24	Spanish: Seminario Teologico Centroamericano (SETECA), Accreditation Includes correspondence, catalog, SACS policies, and statement of library support.	1996, 1999-2001
5	25	Spanish: SETECA, Accreditation Includes correspondence and information regarding ATS visit.	2003-2005, undated
5	26	Spanish: SETECA, Accreditation, Substantive Change Prospectus Prospectus.	2003
5	27	Spanish: SETECA Includes correspondence, reports, and photographs.	1999-2004, undated
5	28	Spanish: Guatemala Trip Includes correspondence.	2003
5	29	Spanish: SETECA, Agreement Includes worksheets and agreements.	1997-2002, undated
5	30	Spanish: SETECA, Curriculum Includes correspondence and curriculum.	2000-2001, undated
5	31	Spanish: SETECA, Financial Report Includes correspondence and reports.	2001-2002, undated
5	32	Spanish: SETECA, Library Project Includes correspondence and portions of ATS Bulletin.	1996, 2000
5	33	Spanish: SETECA, Fellowship Associates Includes correspondence and a proposal to Fellowship Bible Church	1998-2004, undated
5	34	San Antonio Includes correspondence.	1999-2001, undated
5	35	Tampa Bay Includes correspondence and schedule.	2000
Series IX. Writing and Research			1999-2002, undated
<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>	
5	36	Cathedral Project Orientation packet for D.Min. students in search of a dissertation topic.	1999

Series IX. Writing and Research 1999-2002, undated

<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>	
5	37	Sample Lawson Project Samples for self guided church consultant by Michael S. Lawson.	2000
5	38	Sample Project "Pastoral Options with Cohabiting Couples."	1997
5	39	Old "Nuts and Bolts" Includes booklet to guide the applied research project and supplement to	2002, undated

Series X. Writings by John W. Reed 1988, undated

<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>	
5	40	Communicating Biblical Messages Twelve page message.	undated
5	41	Hosea: the Story of a Love that Would Not Die Five page monologue.	undated
5	42	Joshua Nine page outline.	1988
5	43	Long-term Sermon Preparation Three page outline and two page report on projects.	1988, undated
5	44	Revelation Includes outlines and messages.	1988, undated
5	45	Traits of a Fully Devoted Follower of Christ Eight pages describing traits.	undated

Series XI. Miscellaneous 1980-2004, undated

<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>	
5	46	Annual Reports Reports on the D.Min. Program and related memos.	1980-1988
5	47	D.Min. Handbooks Includes correspondence and one edition of handbook.	1990, circa 1993-1995, undated
5	48	D.Min. Programs at other Schools Includes Guidelines from Reformed Theological Seminary, description of seminar at Fuller Theological Seminary, and description of D.Min. program at Southern Baptist Theological Seminary.	1996
5	49	Faculty Workshop Handouts.	2004
5	50	Institutional Effectiveness Plans Plan from the 2002-03 Institutional Effectiveness Committee.	2002

Series XI. Miscellaneous		1980-2004, undated
<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>
5	51	Institutional Effectiveness: Pastoral Ministries Plans for department. 2002
5	52	Summary Findings and Research of the Committee on Partnership in Ministry to the Division of Ministry and Communication 1990 Two reports: 1989 survey of women students and spouses and a proposal for two programs, one for spouses and one for couples.
5	53	Communicating God's Word, Lessons 1-3 1985 Lessons by Mark S. Young, 121 pages.
5	54	Communicating God's Word, Lessons 4-6 1985 Pages 122-264.
5	55	Communicating God's Word, Lessons 7-9 1985 Pages 265-410.
6	1	Communicating God's Word, Lessons 10-12 1985 Pages 411-522 and appendices.
6	2	Brochures and Newsletter 1987-2000, undated General information on D.Min. program and one newsletter.
Series XII. Graduates [Representative Files]		1980-2006, undated
<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>
6	3	Abbassi, Nabeeh N. 1994-2002 Includes correspondence and forms.
6	4	Asberry, Robert L. 1995-2000 Includes correspondence and forms.
6	5	Berkey, Merlin D. 1983-1987 Includes correspondence and forms.
6	6	Brown, James R. 1998-2004 Includes correspondence and forms.
6	7	Campos, Ana M. E. 1994-2001 Includes correspondence and forms.
6	8	Cecil, Douglas M. 1987-1990 Includes correspondence and forms.
6	9	Dodds, Michel L. 1991-1997 Includes correspondence and forms.
6	10	Gasser, William W. 1993-1999 Includes correspondence and forms.

Series XII. Graduates [Representative Files]			1980-2006, undated
<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>	
6	11	Haan, William D. Includes correspondence and forms.	1988-1996
6	12	Harthan, Stephen C. Includes correspondence and forms.	1986-1990
6	13	Hicks, Robert Michael Includes correspondence and forms.	1985-1987
6	14	Howard, Phillip A. Includes correspondence and forms.	1981-1985
6	15	Jackson, Tony L. Includes correspondence and forms.	2000-2005
6	16	Jarvis, Charles E. Includes correspondence and forms.	1998-2001
6	17	Johnston, Benjamin Charles Includes correspondence and forms.	1989-1998
6	18	Klein, Richard R. Includes correspondence and forms.	1995-2001
6	19	Lai, Johann Y. H. Includes correspondence and forms.	1988-1991
6	20	Main, John Dallas Includes correspondence and forms.	1993-1998
6	21	Mariscal, Moises Includes correspondence and forms.	1988-1994, undated
6	22	Merkh, David J. Includes correspondence and forms.	1995-2003
6	23	Miller, Larry E. Includes correspondence and forms.	1987-1996
6	24	Neathery, James A. Includes correspondence and forms.	1998-2004
6	25	Nolten, James P. Includes correspondence and forms.	1991-1993
6	26	Oliver, Robert W. Includes correspondence and forms.	1997-2005
6	27	Olsen, William Includes correspondence and forms.	1992-2005

Series XII. Graduates [Representative Files]			1980-2006, undated
<u>Box</u>	<u>Folder</u>	<u>Title, Dates, Description</u>	
6	28	Osigian, Barkef K., III Includes correspondence and forms.	2002-2006
6	29	Phillips, David Dixon Includes correspondence and forms.	1987-2005
6	30	Prather, Craig M. Includes correspondence and forms.	1987-1999, undated
6	31	Quick, Kenneth Baker Includes correspondence and forms.	1985-1989
6	32	Rodenberg, Neil William Includes correspondence and forms.	1984-1990
6	34	Scro, Joseph F. Includes correspondence and forms.	1985-1993
6	35	Shubert, Jeannette Marie Includes correspondence and forms.	1997-2001, undated
6	36	Sims, Andre Includes correspondence and forms.	1998-2003
6	37	Stiles, D. Wayne, II Includes correspondence and forms.	1999-2004
6	38	Stone, David Alan Includes correspondence and forms.	1987-1991
6	39	Stuckey, Edward Robert Includes correspondence and forms.	1987-1996, undated
6	40	Tang, Patrick Y. Includes correspondence and forms.	1984-1988, undated
6	41	Troxel, A. Burge Includes correspondence and forms.	1980-1986
6	42	Tsang, Michael W. Includes correspondence and forms.	1990-1997, undated
6	43	Wells, Jeffrey H. Includes correspondence and forms.	1986-1992
6	44	Wilt, Stephen K. Includes correspondence and forms.	1988-1994
6	45	Woodson, Terrance S. Includes correspondence and forms.	1991-2001

Series XII. Graduates [Representative Files] 1980-2006, undated**Box Folder Title, Dates, Description**

6	46	Yaremchuk, Igor M.	1994-2006
		Includes correspondence and forms.	

Series XIII. D.Min. Assessment Questionnaire 2000-2002**Box Folder Title, Dates, Description**

7	1	Survey Form	2000
		Blank form and form with total results; used by Bhatia Sukhwant Singh to write his dissertation, titled <i>Christian Higher Education at Dallas Theological Seminary: an Assessment of Doctor of Ministry Programs</i> .	
7	2	Christian Higher Education at Dallas Theological Seminary: an Assessment of Doctor of Ministry Programs	2002
		Independent study by Keith Raines, intended to serve as an appendix to Bhatia Singh's dissertation.	
7	3	Completed Forms 2-10	2000-2001
7	4	Completed Forms 11-20	2000-2001
7	5	Completed Forms 21-30	2000-2001
7	6	Completed Forms 31-40	2000-2001
7	7	Completed Forms 41-50	2000-2001
7	8	Completed Forms 51-60	2000-2001
7	9	Completed Forms 61-70	2000-2001
7	10	Completed Forms 71-80	2000-2001
7	11	Completed Forms 81-90	2000-2001
7	12	Completed Forms 91-100	2000-2001
7	13	Completed Forms 101-110	2000-2001
7	14	Completed Forms 111-120	2000-2001
7	15	Completed Forms 121-131	2000-2001
7	16	Reply postcards	2000-2001
		Reply cards mailed to indicate the questionnaire had been returned; sent separately to preserve anonymity.	

List of Common Abbreviations:

ATS – Association of Theological Schools

D. Min. – Doctor of Ministry

O. T. – Old Testament

P. M. – Pastoral Ministry

SACS - Southern Association of Colleges and Schools

SETECA - Seminario Teologico Centroamericano