

# Society of Indiana Archivists

**Protecting Indiana's Documentary Heritage since 1972** 

# ciety of Indiana Archivist

# More Product Less Process

Ever asked yourself...

Which collections to do first?

What level of detail is required?

How much time to spend on each collection?

Answers to these questions and many others at the

2008 SIA

Fall Workshop

Registration information page 3

#### SIA 2008 Annual Meeting and

#### **Conference** Highlights

#### From the President's desk...

by Elizabeth Wilkinson of Purdue University Libraries--Archives and Special Collections

It is a pleasure to be your new president. I want to begin by thanking everyone who made the SIA Annual

Meeting this spring such a success. As the program chair I can tell you it took several people to make the workshop, tours, and sessions run so smoothly. I have to thank Steve Haller not only for his wonderful tour but also helping to facilitate the use of the beautiful Indiana Historical Society building for the preconference workshop and annual meeting. Special thanks to Jeff Harris and Stacy Klingler of IHS who made putting on the workshop look easy.

Thanks to the SIA Board members, Jackie Shalberg and Sr. Rachel West, for working with me on the local arrangements and managing the sessions and tours throughout the day. I also want to thank Dale Ogden from ISM and the folks at the Eiteljorg for pro-

viding the wonderful behind the scenes tours. Thanks also to all of the excellent presenters for the truly informative and insightful sessions. And finally, thanks to all that attended. I hope that the members enjoyed the meeting and that we enticed some non-members to join up.

The annual meeting signals both the end and the beginning of tenure on the SIA Executive Board. Thanks to outgoing Board members Jackie Shalberg and Alison Staunkraff and their consistent service to SIA. Many thanks to Pres. Tom Hamm who will now serve on the Board as Past President. For those of you who were unable to attend the Business meeting portion of the Annual meeting, let me introduce you to your newly elected SIA Officers: Paul Brockman, Board Member: Director of Manuscript and Visual Collections, Indiana Historical Society. Vicki Casteel, Board Member:

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#### The Heart of Archiving

by Alison Johnson

Alison Johnson 2008 Confer-

ence Scholarhsip winner with

incoming President Elizabeth

Wilkinson and applause from

outgoing President

Thomas Hamm.

Before attending the SIA Annual Meeting, I had preconceived notions about what archiving entails. Coming from an institution in the beginning stages of creating its Archives, I hoped to learn about the structure, organization, and processes of archiving. Through the Pre-Conference Workshop with Jeff Harris of the Indiana Historical Society, I grained an incredible amount of knowledge about the process of accessioning and appraising,, the proper environment for the preservation

of the collection, and the legal implications of ownership.

At Saturday's meeting, I learned more about specific topics such as how to date photographs, how to make your archives available to search on the Internet, and how to decide what to keep in the collection and what to get rid of. My folders were crammed with notes, resources, and an already growing To Do list.

By Friday evening, however, I noticed something else in the air at the conference that had nothing to do with structure, organization, and practicality. I sensed a passion, a mission, and a heart behind all the talk of accessioning and appraising. I spoke with people who seemed to be driven by a subtle urgency to preserve our history

and to do it with excellence. There was a respect and reverence for the collections and the unique story that each collection tells. My mindset of, "Someone has to organize this stuff just in case anyone ever wants to use it" quickly changed to "What a tremendous responsibility of preserving the culture of my institution for generations to come!" I am very grateful for the opportunity to attend this year's annual meeting and for the people who introduced me to more than procedures and practicalities, but who also showed me the passion and purpose of archiving.

Editor's note: Alison Johnson was the winner of the Society's 2008 Conference Attendance Scholarhsip. Many thanks to Jackie Shalberg and Elizabeth Wilkinson for reveiwing the applications and selecting the winner.

www.inarchivists.org

# More Product Less Process

# SIA co-sponsors SAA Processing Workshop

The theme of this year's Society of American Archivist's conference is revolution/evolution and among the biggest changes in recent archival history is the widespread adoption of the Greene-Meissner theories of processing. The Society of Indiana Archivists will be co-hosting a workshop in October this fall which focuses on these revolutionary standards. The workshop description follows:

Backlogs don't have to weigh as heavily as they do! Focus on implementing concrete strategies for increasing processing rates and reducing backlogs as outlined in the Greene-Meissner article, "More Product, Less Process: Revamping Traditional Archival Processing," and learn as you share information and experiences with your fellow workshop participants. Topics include appraisal, arrangement, description, digitization, and preservation, as well as development of processing plans, policies, and benchmarks. This array of topics is addressed through lecture, case studies, and group discussion.

Upon completing this workshop, you'll be able to:

•Understand the concepts and arguments outlined in "More Product, Less Process";

- •Implement strategies for increasing processing rates in a variety of institutions;
- •Apply techniques for managing efficient processing programs, including developing processing plans, policies, and benchmarks;
- •Understand how descriptive standards such as DACS can assist in the creation of descriptive records that adhere to "minimum" requirements and assist in the reuse of data in a variety of outputs; and
- \*Develop strategies for integrating processing with other archival functions, particularly accessioning.

Who should attend? Archivists who process archival collections or manage archival processing programs and administrators interested in processing procedures within their repositories (introductory to intermediate levels).

Register on-line at http://www.archivists.org under Continuing Education. SAA Member \$185 early-bird/ \$235 regular. Employees of Member Institutions \$210early-bird/ \$260 regular. Nonmember \$235 early-bird/ \$285 regular. SAA will provide a \$25 discount off the non-member rate for Society of Indiana Archivists (SIA) members. Enter the code "MPLPSIA08" into the promotional code field of the online registration form and the discount will be activated.

#### **More Product, Less Process**

When: Oct. 14, 2008 Where: IUPUI in Indianapolis

Early-bird registration deadline: September 14, 2008

Co-Sponsors: Society of Indiana Archivists

Please register early as this workshop is limited to 35 people.

Indiana University-Purdue University at Indianapolis

Lodging available at the University Place Conference Center and Hotel

850 West Michigan Avenue in Indianapolis. Full details at www.archivists.org

# The Yates Records at Wabash College or A Busman's Holiday Redux

by Stephen E. Towne IUPUI Special Collections and Archives

Being a peripatetic researcher as well as archivist, this last fall found me in Crawfordsville visiting Wabash College's Archives and Special Collections. I went there at the tail end of a two-week swing through Tennessee, Kentucky, Illinois, and Indiana, visiting archives and manuscripts collections in several places. At Wabash I intended to look at college records and publications documenting the teaching career of Henry B. Carrington, erstwhile Civil War general who returned to Indiana after the war to serve as a professor. However, my plans changed when College Archivist Beth Swift stunned me with the nonchalantly dropped line:

"Do you know we have the papers of Governor Richard Yates of Illinois?"

Of course, you could have knocked me over with a feather when she said it. After I collected my wits I asked her whereof she spoke. The story is one of those archives and manuscripts tales we all know of documentary gems surfacing in the unlikeliest places. Here's the scoop: a Wabash alumnus from a small town near Crawfordsville, Winfred Harbison, developed an interest in Civil War Governor Richard Yates of Illinois. Harbison was the recipient of a University of Illinois Ph.D., a longtime faculty member at Wayne State University in Detroit, the author of a well-known book on U.S. Constitutional history and of articles on Civil War-era politics. Winfred Harbison was given the Governor's papers by a member of the Yates Family to write the definitive biography of the Illinois politician. Harbison studied the records carefully and drafted three chapters of the intended biography. However, he died in 1985 before completing the work. Harbison's notes and draft chapters form part of the collection.

The records remained in the hands of Harbison's family, who after later gave them to the Wabash College Archives and Special Collections. However, they remained unprocessed and generally inaccessible. Archivist Beth Swift recently supervised some of her student workers in the task of bringing some order to the records and making them available; she also posted a Worldcat catalog entry for the collection on the web. As a result, historians have sniffed out the Yates records and have begun to visit Crawfordsville. I, myself, put

aside my Carrington research for the present and began to visit the pleasant Wabash College campus monthly for the following six months to plow through the rich Yates records.

The Yates records at Wabash are an important cache and complement the well-known Yates Family Papers collection held at the Abraham Lincoln Presidential

collection held at the Abraham Lincoln Presidential

Library (formerly the Sample of incoming correpsondence Illinois State Historical from the Winfred A. Harbison Library) at Springfield.

Collection of the Papers Yates, governor from 1861

Of Governor Richard

Yates (1815-1873) to 1865, and subsequently elected to the U.S. Senate in 1865 for a term, was a Whig Party and later Republican Party ally of fellow Illinoisan Abraham Lincoln. An ardent abolitionist, historians typically group him with the Radical Republican element that pressed Lincoln to act to abolish slavery and fight the war aggressively. Along with a wealth of useful incoming correspondence from around Illinois and from national military and political leaders, Yates' gubernatorial papers at Wabash include several letterpress books giving the governor's thoughts and words expressed to a wide variety of political allies. (In contrast, the Yates Family Papers at Springfield contains only one such letterpress book.) Included are many of Yates' letters written to President Lincoln, Secretary of War Edwin M. Stanton, and other important wartime leaders. In sum, the Yates records at Wabash College provide an important entry point into the thinking and actions of one of the most important political leaders in the North during the Civil War.

Yates' role in northern politics during the Civil War has been neglected by historians for many years, partly because of the lack of his outgoing correspondence. But the reemergence of the Yates gubernatorial records at Wabash College may rectify that neglect. Researchers owe their thanks to the efforts of Beth Swift and her student workers for making these important records accessible and available.

Highlight a collection or a project from your institution in the next SIA News and Notes! Submit your article to swiftb@wabash.edu by January 15 and share your projects with other archivists around the state.



### Announcements

#### **Stewarding Historic Structures**

Monday, September 22, 8:30 a.m. to 3 p.m.

Tippecanoe Place Restaurant, South Bend

Maintaining historic buildings can present special challenges. In a workshop designed for organizations that occupy or take care of historic structures, learn how to identify problems and where to go for solutions. Co-sponsored by Historic Landmarks Foundation and the Indiana Historical Society.

Topics include: Restoration vs. preservation. Working with contractors. Prioritizing and planning for preservation projects. Funding resources for historic properties. Historic building materials. Common areas of concern, including windows, floors, and HVAC systems. Cost: \$20 per person, \$18 per member of Historic Landmarks Foundation or the Indiana Historical Society. Lunch is included. Reservation required. Registration deadline is September 8. Contact: Stacy Klingler at the Indiana Historical Society, 317-233-3110 or sklinger@indianahistory.org.

#### **Collections Preservation**

Learn how to preserve your historical collections and avoid harm in a collection environment. Discussion will focus on current issues in preservation, such as storage and collection environmental issues, undertaking preservation efforts and exploring conservation techniques. Registration fee covers the cost of tools, which participants will keep.

Understand essential issues in preserving historical collections. Recognize different types of material and how the techniques to preserve them vary. Learn how to humidify, surface clean and provide housings for paper materials. Obtain answers to the most perplexing problems about your institution's collections based on a pre-workshop survey.

Ramona Duncan-Huse is Senior Director of Conservation at the Indiana Historical Society. She has specialized in managing the preservation and treatments to the library's rare collection of manuscripts, printed and photographic collections for 20 years. She holds a Certificate of Conservation from a program sponsored by the University of London and the Courtauld Institute.

Sept. 16, 2008, 8:30 a.m. to 4 p.m. at the Indiana State University Library, Terre Haute. Instructor: Ramona Duncan-Huse. Cost: \$105 per person, \$200 for two (same organization), \$295 for three (same organization). Register by: September 8.

# Indiana Magazine of History now on-line

From the Indiana history listserv: More than a century's worth of scholarship on Indiana history is now available on a free, searchable Web site launched by the Indiana University Digital Library Program and the Indiana Magazine of History.

Designed as a resource that will appeal to readers ranging from schoolchildren to professional historians, the new online IMH (http://webapp1.dlib.indiana. edu/imh/) offers searchable text and images of more than 40,000 pages of one of the nation's oldest historical journals-from the \_IMH\_'s first issue in 1905 until a point two years prior to the present date. The project was supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act administered by the Indiana State Library.

To try out the \_IMH\_ Online, visit http://webapp1.dlib.indiana.edu/imh/

#### Minnetrista Cultural Center in Muncie

Recording History: The Grand Pianos and Diverse Sounds of Starr GennettMay 31 - August 31This Minnetrista original exhibit explores the compelling story of Starr Piano Company and its offshoot, Gennett Records. Through artifacts and engaging interactives the exhibit will connect the visitor with the diversity of music produced at Gennett Records and the variety of musicians who recorded. http://www.minnetrista.net/Visit/Calendar/Exhibitions/recording.html

# Purdue Archives and Special Collections to Close for Move

The Purdue University Libraries Archives & Special Collections will be closed to the public October 13, 2008 - January 11, 2009. During that period ASC staff will move Archives & Special Collections materials to its new home on the fourth floor of the Stewart Center. The Virginia Kelly Karnes Archives and Special Collections Research Center will be open to the public on January 12, 2009.

An official opening ceremony is tentatively set for April 2009 to coincide with Gala Week activities on campus.

The Archives & Special Collections currently houses Purdue publications such as The Debris, Inside Purdue, and Purdue Alumnus; academic schools' newsletters and reports; photographs of campus events and buildings (some from the early 20th century); newspaper articles on the University's activities, events, faculty, staff, and programs; and unique archival and manuscript materials.

Significant archival records of Purdue University include the papers of former University Presidents, and publications and papers of current and past Purdue faculty and administrators. A small collection of papers of founder John Purdue are also housed in the archives.

Select manuscript collections include the papers of Frank and Lillian Gilbreth, pioneers in time and motion studies. The George Palmer Putnam Collection of Amelia Earhart Papers, the largest and most comprehensive collection of archival material relating to the life, career, and mysterious disappearance of the famous aviator, is another treasure of the Purdue Archives and Special Collections. An additional outstanding collection is a large portfolio of original cartoon sketches created by Pulitzer Prize-winning editorial cartoonist John T. McCutcheon (class of 1889).

The unit also has rare book collections relating to the history of Indiana, the history of glass and glassmaking, world fairs and expositions, and literary classics issued in fine bindings by the Limited Editions Club of New York.

The Virginia Kelly Karnes Archives and Special Collections Research Center will bring together critical historical documents previously dispersed across campus and in offsite campus storage into one secure and environmentally controlled facility. The Center will include an inviting reception area and exhibit space, a quiet research and reading room, a substantial workroom for processing and preserving materials, and an instruction area to promote classroom use of archival materials.

According to Sammie Morris, Head of Archives and Special Collections, "The new Karnes Center will allow the Archives to better care for its treasured collections while making them more accessible to researchers. With our expanded exhibitions space and our addition of a classroom we hope to enhance the visitor's experience with increased exhibitions and programs. We've also designed our new reading room by blending elements of traditional and modern design in order to offer an elegant, quiet space conducive to research and appreciation of Purdue history."

Renovation of the fourth floor of Stewart Center is nearly seventy-five percent complete and on schedule. To read more about the project or see architectural renderings, go to:

http://www.lib.purdue.edu/adv/ascrenovation.html. Visit the ASC website http://www.lib.purdue.edu/sp-col to keep apprised of updates.

an update on your institution/organization, please send your item to swiftb@wabash.edu for publication in the early spring newsletter.

Deadline is January 15th.

# Friends of the Indiana State Archives Update

The Friends of the Indiana State Archives (FISA) exists to serve and support the staff of the Indiana State Archives. The dedicated State Archives staff deserve and need the help: patronage continues to grow steadily as researchers of all kinds increasingly call on the State Archives for assistance. At the same time large volumes of records continue to pour into the State Archives from state government agencies and offices. The Archives staff is sadly small and stretched to its limits. FISA works to help in a variety of ways to support that staff. Below are some of the ways they do so.

The FISA volunteer program is the frontline effort to support the State Archives. Since 1991 dozens of carefully screened volunteers have provided 34,000 hours of valuable labor in undertaking useful tasks to make records accessible and preserve them for future use. Volunteers donated 5715 hours in 2007 alone. Recent projects include indexing naturalization, court, and land office records, and assisting Archives conservation staff to repair state prison mug shots, Supreme Court case files, and records of early roads in the state. Volunteers and staff recently completed a massive project of keying into a database muster roll information on approximately 200,000 Indiana soldiers who served in Indiana volunteer units in the Civil War. This database will soon be posted to the website to provide access to records requested thousands of times every year. Other examples of volunteer work abound.

State officials moved the State Archives to an eastside Indianapolis state-owned warehouse in 2001, miles from the seat of state government, during the renovation of the Indiana State Library and Historical Building. This move was dubbed "temporary," but no serious effort has been made by state leaders to plan for the State Archives to return to the state government campus in downtown Indianapolis. In the meantime, the records in the "temporary" warehouse face significant dangers due to the seriously deficient environmental conditions in the building. Temperatures and humidity levels in records storage areas fluctuate significantly, endangering many priceless records. The roof has leaked on many occasions, including over the conservation lab and the vault area in which the State Constitutions and other important records are kept. A recent rain prompted a leak over the conservation lab and nearly destroyed an 1822 map of the state road from Mauck's Ferry to Indianapolis, the road used in 1824 to carry state records when the capitol moved from Corydon. Part of the roof even collapsed under a heavy snow. The building has



recently twice dodged tornadoes that passed nearby, a serious threat because it could not withstand a tornado should one come slightly closer.

In 2002 the Indiana Heritage and Culture Council recommended in a report to then Governor Frank O'Bannon that the State of Indiana "construct a state of the art Archives building...at a location central to the Government Complex and the Indiana Historical Society." Responding to this call, FISA is working behind the scenes to get the State Archives out of the current dangerous building and into a new and safe home for the Indiana State Archives. FISA envisions a public/ private initiative to fund and build a new State Archives building in the downtown state government campus, one next to the capital where state workers and leaders can use the records efficiently, and near the Indiana State Library and the Indiana Historical Society, where researchers can gain access to the records to study Indiana history and government. This public/private effort will need statewide help to raise money and gather the political support to get the job done.

The Indiana State Archives is your archives. It serves you, and it behooves all archivists in the state to support the effort to protect properly the unique records of state government. FISA hopes that archivists will raise their voices singly and collectively in support of a new home for the Indiana State Archives.

## http://www.depauw.edu/library/archives/ijhof/index.html

The Indiana Journalism Hall of Fame was established in 1966 by the Indiana chapter of the Society of Professional Journalists, Sigma Delta Chi, to recognize and honor those individuals who have demonstrated over a number of years that they are journalists of the highest distinction; that their dedication and contribution to journalism have in turn contributed to the regard others have for journalism; that their contributions to journalism have resulted in contributions to their communities; and that their contributions to journalism have had a significant impact on the political, social, economic or cultural life of their communities.

President from page 2

Visual Collections Archivist, Indiana State Archives. Kate Cruikshank, Vice President/President Elect: Political Papers Specialist for the Indiana University Archives.

I must also report that in July, Board Member Lisa Hooper resigned her position on the Board due to taking a position at Western Washington University Music Library. We send Lisa our congratulations! However, this now leaves us with an opening on the Board that we hope to fill shortly.

Looking to the upcoming year I would like to share some of the items discussed at the last SIA Executive Board meeting held in June:

- •The revision of the by-laws is still underway. We plan on having them ready for a vote by the membership at the 2009 annual meeting.
- •We discussed plans for the fall workshop and decided to partner with SAA and co-sponsor a workshop in October. We chose October in honor of American Archives month. Please see a full description of the workshop and details on how to register later in this newsletter.
- •The Board also decided to offer a scholarship for this workshop. We plan on making the scholarship to the fall SIA a permanent offering, just like the one for the annual meeting.
- •We created a new ad hoc Education committee, chaired by me. This committee will coordinate the fall workshop and any workshops for annual meetings.

We will continue with the ad hoc Scholarship Committee now chaired by Vicki Casteel and the Program/ Local Arrangements Committee headed by Kate Cruikshank. We truly want to engage the membership in these activities and are looking for volunteers to join our committees. If you are interested in planning the 2009 annual meeting contact Kate Cruikshank cruiksha@indiana.edu; if you are interested in awarding the fall workshop and annual meeting scholarships contact Vicki Casteel vcasteel@yahoo.com; and if you would like to help plan workshops please contact me emwilkin@purdue.edu. Each committee is in need of two members to assist the chair. Also, if you are interested in presenting at the next annual meeting, please contact Kate.

Our newsletter editor, Beth Swift, has been doing an outstanding job for us, but she is always in need of ma-

terial. Please feel free to contact Beth swiftb@wabash. edu with any information regarding exhibits, special events, grant announcements, staff changes, job postings, etc.

That is it for now. Please contact us with suggestions, needs, or wanting to volunteer to help.

Until next time, Elizabeth Wilkinson Purdue University Libraries Archives and Special Collections 504 West State Street, West Lafayette, IN 47907 Phone: (765) 494-9040 Email: emwilkin@purdue.edu

# MAC 2009 Call for Proposals Extended!

Midwest Archives Conference has extended the call for proposals for presentations, sessions, roundtable discussions, workshops, and papers for its Annual Meeting to be held April 30-May 2, 2009, in St. Louis, MO.

Proposals accepted through September 12, 2008.

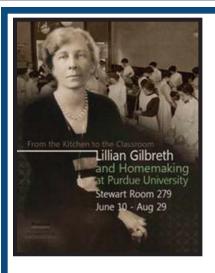
The Program Committee is interested in proposals on all aspects of archives and archival work. MAC believes that, like St. Louis' pacesetters, archivists must not remain in the pack reacting to developments, but instead must take a lead from the post in order to save the treasures of society.

We encourage creative and timely presentations that will engage archivists and records managers from all types of backgrounds. Proposals from graduate students and professionals in allied fields are welcome.

Typical sessions are 90 minutes in length with three panelists and a chair or moderator. Though full panel sessions are preferred, individual proposals that need additional presenters or fine-tuning will also be considered. Early proposal submissions are encouraged!

To submit a session proposal, please send a brief description of the session giving its title, an abstract, and the name, contact information, and biographical background of each presenter.

Proposals and questions may be submitted to: Adriana P. Cuervo, Co-chair, Sousa Archives and Center for American Music, University of Illinois at Urbana-Champaign, 236 Harding Band Building, 1103 South Sixth St. Champaign, IL 61820 Phone: 217-244-9309 acuervo@uiuc.edu



#### From the Kitchen to the Classroom: Lillian Gilbreth and Homemaking at Purdue University

Through August 30, 2008, STEWART CENTER 279

This exhibit features items from the Gilbreth Papers in conjunction with highlighting Purdue's role in women's education through the Home Economics program. Objects displayed include historic photographs and documents tracing the 120-year history of the College of Consumer and Family Sciences as well as Lillian Gilbreth artifacts and her plans for the Kitchen Practical.

Gilbreth, the real-life matriarch featured in "Cheaper by the Dozen," pioneered the field of motion studies with her husband Frank and served as a

consulting engineer for the Brooklyn Borough Gas Company and the New York Herald Tribune Institute. Purdue's College of Consumer and Family Sciences is one of the largest and most recognized schools of its kind in the nation, with programs in child development and family studies, consumer and family sciences education, consumer sciences and retailing, foods and nutrition, and hospitality and tourism management.

Summer hours for Archives and Special Collections are: Tuesday-Thursday, 1:00 PM-4:30 PM. The next exhibit to be showcased in the Purdue Archives & Special Collection will be The Oaken Bucket: History of a Rivalry September 1-October 12, 2008. Panels with reproductions from football programs showing the Bucket, plus photos and artifacts.

#### Historic Landmarks Foundation of Indiana Cornelius O'Brien - Indiana Main Street Conference

Learn about the state of preservation in Indiana at the annual Cornelius O'Brien-Indiana Main Street Conference, held October 16-18, in Bloomington. State and national speakers, discuss issues facing historic preservation, archaeology, and historic downtowns. National Trust President Richard Moe will give the keynote address. Historic Landmarks joins as a partner this year. Co-sponsored by the Indiana Division of Historic Preservation and Archaeology (DHPA), Indiana University and Indiana Main Street. For more on the conference, contact DHPA at 317-232-1646.

#### Content DM projects on-line at http://replica.palni.edu/cdm4/browse.php

From the Private Academic Library Network of Indiana website: PALNI Libraries share a CONTENTdm Digital Library server located in the PALNI computer room in Indianapolis. Fifteen digital library collections, with more than 35,000 digitized images and objects, may be browsed and searched through a shared web interface. Also, a major digital archive of digitized peace studies material, can be searched through a customized user interface, developed by Earlham College, Goshen College, and Manchester College, for their joint *Plowshares Project*.

Other collections include: The Pelton Botanicals Collection from Butler University, The Winona Railroad collection from Grace College, An Oral History of the Sisters of St. Francis of Oldenburg, Indiana, A collection of civil war images from Montgomery County, Indiana, Progressive Era Reformers, Monroe and Culla Vayhinger, along with a variety of architecturally interesting images from the various PALNI campuses.

Next News and Notes deadline is January 15. Publication mid-February. Items to swiftb@wabash.edu