

1-1-2009

Guide to the San José State College Academic Deans' Council Records

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Finding aid funded by the generous support of the National Historical Publications and Records Commission (NHPRC).

Processed by:
Thomas Stamps
Date Completed:
2009
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Descriptive Summary

Title: San José State College Academic Deans' Council Records

Dates: 1956-1964

Collection number: MSS-2009-03-08

Creator: San José State College Academic Deans' Council

Collection Size: 2 boxes(2.5 linear feet)

Repository: San José State University. Library.

San José, California 95192-0028

Abstract: The San José State College Academic Deans' Council Records (1956-1964) document the administrative responsibilities of the Academic Deans' Council. The records consist of new course proposals, council meeting minutes and agendas, curriculum reports, meeting minutes of the College Council, and by-laws for electing faculty representatives. The records also include correspondence from Dean Fred Harclerod and department heads regarding changes to San José State College's curriculum and academic policies. This collection is arranged into one series: Series I. Administrative Files, 1956-1964.

Physical location: For current information on the location of these materials, please consult the Library's online catalog.

Languages: Languages represented in the collection: English

Access

The collection is open for research.

Publication Rights

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Preferred Citation

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Processing History

Collection processed by Thomas Stamps. Finding aid EAD encoded by Mary Ellen Petrich. Reviewed by Danelle Moon and Erin Louthen.

Project Information:

This finding aid was created as part of the Survey and Cataloging Project, a two-year San José State University Library grant project funded by the National Historical Publications and Records Commission. The project began in 2008. The Project Director is Danelle Moon. The Project Archivist is Erin Louthen.

Organizational History

In 1857 the San Francisco Board of Education established Minns' Evening Normal School for current and prospective teachers in the city. Named after its principal, George W. Minns, the institution was formally established as the first California State Normal School by the State Legislature in 1862. A decade later, the Legislature voted to move the Normal School to San José, and the school relocated to its new home on Washington Square prior to the fall term of 1872. After a fire destroyed the Normal School building in 1880, the Legislature authorized \$200,000 to construct a new building on the same site. Completed in 1881, the building was commonly referred to as the Second State Normal School. After several names and curriculum changes, Minns' Normal School is now San José State University, offering more than 134 bachelor's and master's degrees with 110 concentrations, and is recognized as one of the top public universities granting such degrees in the West.

The San José State College Academic Deans' Council was established to consider all matters pertaining to the academic programs of the college and to make recommendations to the President's Council regarding changes to curriculum and academic policy. The Academic Deans' Council is made up of college department heads, with the Dean of the College as the appointed chairman. All new course proposals are submitted to the Academic Deans' Council for approval. The council is also responsible for making recommendations for committees such as the Accreditation Committee and the Commencement Committee.

Bibliography

Gilbert, Benjamin F., and Burdick, Charles. *Washington Square, 1857-1979: The History of San José State University*. San José, California: San José State University, 1980.

San José State University. *About SJSU*. http://www.sjsu.edu/about_sjsu/

Walsh, James P. *San José State University: An Interpretive History, 1950-2000*. San José, California: San José State University, 2003.

Scope and Content

The San José State College Academic Deans' Council Records (1956-1964) document the administrative responsibilities of the Academic Deans' Council. The records consist of new course proposals, council meeting minutes and agendas, as well as curriculum reports, meeting minutes of the College Council, and by-laws for electing faculty representatives. In the 1950s and 1960s, San José State College enrollment increased rapidly and a flood of new course proposals were presented to the council to accommodate students' needs. As such, the records document whether new course proposals were approved or denied after consideration from the council. Deans' correspondence related to procedural and other administrative issues can also be found in this collection, such as correspondence from Dean Fred Harclerod and department heads regarding changes to the curriculum and academic policies.

Arrangement

This collection is arranged into one series: Series I. Administrative Files, 1956-1964.

Subject Headings

The following terms have been used to index the description of this collection in the library's online public access catalog.

San José State College. Academic Deans' Council -- History

San José State College. Academic Deans' Council -- Records and correspondence

San José State University -- Faculty

San José State College -- History

San José State University -- History

Universities and colleges -- California -- San José -- Faculty

College teachers -- California -- San José
Deans (Education) -- California -- San José
Education, Higher -- California -- San José

Related Material

Academic Senate Records. SJSU University Archives Collection.

Dean of Academic Planning Records. SJSU University Archives Collection. <http://www.oac.cdlib.org/findaid/ark:/13030/kt709nf26q>

Faculty Council Records. SJSU University Archives Collection.

Series I: **Administrative Files 1956-1964**

Physical Description: 2 boxes

Series Scope and Content Summary

The materials in this series document the administrative responsibilities of the Academic Deans' Council from 1956-1964. The Academic Deans' Council is made up of department heads and chaired by the Dean of the College. The council deals with all matters relating to academic programs at San José State, including the approval or rejection of new course proposals. In addition, the records document Dr. Fred Harclerod as Chairman of the Council until 1958, succeeded by Interim Dean Joe H. West until 1959, and followed by Dean John W. Gilbaugh through 1964. Minutes and agendas of the Academic Deans' Council meetings, along with recommendations to the college president, are also contained in this series.

Arrangement

This series is arranged chronologically by date.

Boxes 1-2

Administrative Files 1956-1964