

2009

# San José State College Presidential Office Administrative Records

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## Guide to the San José State College Presidential Office Administrative Records

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Collection number: MSS-2009-04-01



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UNIVERSITY

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Processed by:  
Robert Donahue  
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Encoded by:  
Robert Donahue

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### Descriptive Summary

**Title:** San José State College Presidential Office Administrative Records

**Dates:** 1899-1970

**Bulk Dates:** 1950-1970

**Collection number:** MSS-2009-04-01

**Creator:** San José State College Presidential Office Administration Division

**Collection Size:** 29 Boxes(36.25 linear feet)

**Repository:** San José State University. Library.

San José, California 95192-0028

**Abstract:** The San José State College Presidential Office Administrative Records (1899-1970 [bulk 1950-1970]) document the general administrative functions of the Office of the President. The records consist of budget reports, committee files, photographs, and correspondence. Also included are materials pertaining to several controversial events on campus, such as the 1957 athletics controversy, the St. John Dixon admittance case, and records of discrimination involving Greek societies, housing facilities, and hiring practices at San José State College. This collection is arranged into two series: Series I. General Files, 1899-1970 (bulk 1950-1970); and Series II. Statistical Reports, 1915-1935.

**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.

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**Publication Rights**

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**Preferred Citation**

San José State College Presidential Office Administrative Records, MSS-2009-04-01, San José State University Library Special Collections and Archives.

**Processing Information**

Collection processed and finding aid EAD encoded by Robert Donahue. 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 Office of Administration traces its roots to the Minns' Evening Normal School. The growth and transition from the Normal School to a university system requires a complex administrative system to manage the university. The President of the University plays a primary role overseeing all of the administrative functions, in concert with academic vice presidents and the academic senate. From 1921 through 1964 SJSU presidents were the sole decision makers regarding administrative functions. However, changes began in President Wahlquist's (1952-1964) tenure when he permitted the Faculty Council (later the Academic Senate) to be formed in 1952. During President Clark's (1964-1969) tenure the practice of shared governance came into effect, with the president of the university sharing administrative powers with the university faculty. In order to address student protests related to Civil Rights issues, President Clark (1964-1969) also established the position of Ombudsman to improve communication between the administration and student body; San José State University was the first CSU campus to appoint an Ombudsman.

**Bibliography**

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

San José State University. *About SJSU*. [http://www.sjsu.edu/about\\_sjsu/](http://www.sjsu.edu/about_sjsu/) (accessed 03/19/2009).

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

**Scope and Content of Collection**

The San José State College Presidential Office Administrative Records (1899-1970 [bulk 1950-1970]) document the general administrative functions of the Office of the President. The records consist of budget reports, committee files, photographs, and correspondence. Also included are materials pertaining to several controversial events on campus, such as the 1957 athletics controversy, the St. John Dixon admittance case, and records of discrimination involving Greek societies, housing facilities, and hiring practices at San José State College.

**Arrangement**

This collection is arranged into two series: Series I. General Files, 1899-1970 (bulk 1950-1970); and Series II. Statistical Reports, 1915-1935.

**Indexing Terms**

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

San José State University. President's Office. Administration -- History

San José State University. President's Office. Administration -- Records and correspondence

San José State University. Athletics Dept. -- History

San José State Normal School -- History

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San José State Teachers College -- History  
San José State College -- History  
California State University, San José -- History  
San José State University -- History  
Education, Higher -- California -- San José  
Race discrimination -- California -- San José

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Series I: **General Files 1899-1970 (bulk 1950-1970)**

**Physical Description:** 27 Boxes

**Series Scope and Content Summary**

This series contains budget reports, committee records, and administrative files. Also included are records chronicling the controversial decision to join an athletic conference in 1957; records of discrimination involving Greek societies, housing facilities, and hiring practices at San José State College; as well as the case of St. John Dixon. Dixon was one of three students expelled from Alabama State University after participating in a sit-in at a white lunch counter. He applied for admission to San José State and was initially denied. President Wahquist (1952-1964) and advocates for Dixon later intervened and he was admitted to San José State College.

**Arrangement**

This series is arranged chronologically by date range.

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Boxes 1-13                      **Administrative Files & Correspondence 1899-1966**

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Box 14                              **Correspondence, Athletics Controversy 1933-1958**

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Boxes 15-25                      **General Files 1948-1970**

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Box 26                              **General Files, Interracial Prejudice Report 1950-1961**

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Box 27                              **General Files, St. John Dixon Case, and Discrimination in National Fraternities and Housing 1952-1960**

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Series II: **Statistical Reports 1915-1935**

**Physical Description:** 2 Boxes

**Subseries Scope and Content Summary**

This series contains statistics worksheets for annual reports presented to Presidents Dailey (1900-1918), Wilson (1919-1920), Kemp (1920-1923), Heron (1923), Snyder (1923-1925) and Minssen (1925-1927) during their tenure as president. This information includes student statistics such as enrollment numbers, statistics by gender, by semester, and other categories.

**Arrangement**

This series is arranged chronologically by date range.

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Boxes 28-29                      **Statistics Worksheets for President's Annual Reports 1915-1927**

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