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Guide to the San Jose State Normal School Records

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Guide to the San Jose State Normal School Records

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Guide to the San Jose State Normal School Records

Collection number: MSS-2010-04-01

SJSU Library Special Collections & Archives
Dr. Martin Luther King, Jr. Library
San Jose State University
San Jose, California

Date Completed:

August 2010

Encoded by:

Silke Higgins

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Descriptive Summary

Title: San Jose State Normal School Records

Dates: 1860-1990

Bulk Dates: 1887-1909

Collection number: MSS-2010-04-01

Collection Size: 42 boxes, 46.03 linear feet

Repository: San Jose State University. Library.

San Jose, California 95192-0028

Abstract: The San Jose State Normal School Records document the early history and student life of the State Normal School. This collection consists of various types of records: accounting and financial files and ledgers, attendance and achievement records, board meeting minutes, commencement records, diplomas, enrollment statistics, graduate lists, student placements filed in cards and ledgers, teachers class journals, and trustee information, as well as general records pertaining to the daily operation of the school. Also included are a large number of records created by students of the San Jose State Normal School, such as alumni publications, *Alpha Phi Omega* meeting minutes, class diaries, photo albums, scrapbooks, and sketches. In addition, the collection contains a small number of realia in the form of banners, flags, and the dress of a 1906 Normal School graduate. This collection is arranged into six series: Series I: Administrative and Financial Records, 1861-1932; Series II: Legal Documents, 1870-1936, undated; Series III: Office of the Registrar Records, 1860-1934; Series IV: Students, Faculty, and Alumni Records and Publications, 1863-1927, undated; Series V: Miscellanea, 1871-1990, undated; and Series VI: Textiles, 1881-1921.

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

San Jose State Normal School Records, MSS-2010-04-01, San Jose State University Library Special Collections & Archives.

Processing Information

Collection processed by Silke Higgins. Finding aid EAD encoded by Silke Higgins. Reviewed by Danelle Moon.

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 Jose, 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 Jose 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.

Bibliography

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

San Jose State College. *Historical Sketch of the State Normal School at San Jose, California, With a Catalogue of its Graduates*. Sacramento, California: J. D. Young, supt. State Printing, 1889.

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

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

Related Material

San Jose State Normal School Principals and Early Presidents Records, MSS-2009-02-01, San Jose State University Library Special Collections & Archives.

San Jose State Normal School Teaching Tools Collection, MSS-2009-02-06, San Jose State University Library Special Collections & Archives.

Scope and Content of Collection

The San Jose State Normal School Records document the early history and student life of the State Normal School. This collection consists of various types of records: accounting and financial files and ledgers, attendance and achievement records, board meeting minutes, commencement records, diplomas, enrollment statistics, graduate lists, student placements filed in cards and ledgers, teachers' class journals, and trustee information, as well as general records pertaining to the daily operation of the school. Also included are a large number of records created by students of the San Jose State Normal School, such as alumni publications, *Alpha Phi Omega* meeting minutes, class diaries, photo albums, scrapbooks, and sketches. In addition, the collection contains a small number of realia in the form of banners, flags, and the dress of a 1906 Normal School graduate.

Arrangement

This collection is arranged into six series: Series I: Administrative and Financial Records, 1861-1932; Series II: Legal Documents, 1870-1936, undated; Series III: Office of the Registrar Records, 1860-1934; Series IV: Students, Faculty, and Alumni Records and Publications, 1863-1927, undated; Series V: Miscellanea, 1871-1990, undated; and Series VI: Textiles, 1881-1921.

Subject Headings

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

Minns' Evening Normal School -- History.

California State Normal School -- History.

San Jose State Normal School -- History.

San Jose State Normal School -- Training School -- History.

San Jose State Teachers College -- History.

San Jose State University -- History.

Education, Higher -- California -- San Jose.

Series I: Administrative and Financial Records 1861-1932**Series Scope and Content Summary**

This series documents the administrative and financial aspects of the San Jose State Normal School. Included are accounting books in English and Spanish, bills issued for building maintenance labor, correspondence regarding financial matters, payroll records for special appropriations, and numerous ledgers and files documenting incidental funds transactions, invoices paid, and maintenance completed. Also included are handwritten minutes of the Normal School Board of Trustees, records pertaining to the daily operations of the school, trustee information, and statistical reports prepared for the Bureau of Education. Of special interest in this series are documents, newspaper clippings, correspondence, pamphlets, and petitions filed by interested parties from Chico, Colusa, Red Bluff, and Redding in an effort to convince the selection committee of the Board of Trustees for the State Normal School that their city should be chosen as the place to establish the first branch of the State Normal School on the West Coast.

Arrangement

Files are arranged alphabetically by format and chronologically by date.

Box 1	Accounting Ledgers 1867-1895
Box 2	Bills, Incidentals, Invoices Paid, Receipts, Vouchers 1861-1901
Box 3	Board of Trustees Minutes, Correspondence, Petitions 1863-1895
Box 4	Board of Trustees Reports, Surveyor General Reports 1884-1900
Box 5	Financial Records 1888-1932
Box 6	Payroll Records, Bills for Building Maintenance Provided 1906

Series II: Legal Documents 1870-1936, undated**Series Scope and Content Summary**

This series is comprised of legal documents, including architectural contracts, insurance contracts, and land deeds. Also included is a historically significant document written by the architects who surveyed and summed up the damages the San Jose State Normal School building suffered during the 1906 earthquake.

Arrangement

Files are arranged alphabetically by format and chronologically by date.

Box 7	Legal Documents 1870-1936, undated
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Series III: Office of the Registrar Records 1860-1934**Series Scope and Content Summary**

The materials in this series document the early curriculum, coursework, and student body demographic of the San Jose State Normal School. Included are attendance and achievement records, commencement records, course catalogs, diplomas, enrollment statistics, faculty meeting minutes, grade books, graduate lists, and official entrance exams for a variety of subjects, teacher training manuals, and student placement records. Of special interest in this series are student contracts, which detail the commitment to teach in the public school environment for a set amount of time after graduation from San Jose State Normal School. These contracts allowed students to attend and graduate from San Jose Normal School without the payment of tuition fees. Also included are two ledgers containing promises made by students to report in writing to the President of the State Normal School twice a year for three years after graduation, and once a year thereafter while working in the teaching profession to uphold the San Jose State Normal School's high standards and ensure the continuation of the graduate time line.

Arrangement

Files are arranged alphabetically by format and chronologically by date.

Box 8 **Attendance, Grading, Graduation & Scholarship Records 1872-1934**

Box 9 **Course Catalogs and Diplomas 1873-1912**

Box 10 **Entrance Exams and Training Manuals 1877-1932**

Box 11 **Faculty Meeting Minutes 1881-1923**

Box 12 **Forms, Instructions, Exam Questions Scrapbook circa 1860**

Box 13 **Student Enrollment Statistics in Ledger (Fragile) 1862-1867**

Box 14 **Student Enrollment Statistics in Ledgers 1899-1912**

Box 15 **Student Placement Records (Cards) 1863-1890**

Box 16 **Student Placement Records (Cards) 1891-1901**

Box 17 **Student Placement Records (Cards) 1902-1909**

Box 18 **Student Placement Records (Cards) 1910-1913**

Box 19 **Student Placement Records (Cards) 1915-1919**

Box 20 **Student Placement Records (Cards) 1920-1926**

Box 21 **Student Placement Records (Cards) 1927-1930**

Box 22 **Student Promises (Ledger) 1914-1918**

Series IV: **Student, Faculty, and Alumni Records and Publications 1863-1927, undated**

Series Scope and Content Summary

This series documents materials created by teachers, students, and alumni of the San Jose State Normal School. Included are *Alpha Phi Omega* meeting minutes, photo albums, scrapbooks, sketches, teachers' daily class journals and class diaries, as well as the meeting minutes, journals, and record books created by various student societies. Of special interest in this series are several volumes of *Memory's Lane* journals composed by students, which provide first-hand accounts of the 1906 San Francisco earthquake and its impact on the San Jose State Normal School campus. Also noteworthy is a student petition directed at the Board of Trustees circa 1890, requesting them to rescind a policy that suspended Bible readings on campus. In addition, this series holds memorabilia from the 1926 *Fiestas de las Rosas* festival and the dance drama *Nightingale and the Rose* performed in the same year. Also included are scrapbooks created by students, such as Mabel B. Dowser's herbarium, Sarah Rich's extensive collection of geography clippings and class notes, as well as Hazel MacIntosh's *Ero Sophian Society* book.

Arrangement

Files are arranged alphabetically by format and chronologically by date.

Box 23 ***Alpha Phi Omega* Alumni Meeting Minutes 1898-1909**

Box 24 **Alumni Records (Handwritten Journals) 1863**

Box 25 **Alumni Records (Handwritten Journals) 1868-1906**

Box 26 **Alumni Records (Handwritten Journals) 1906-1921**

Box 27 **Bible Reading Student Body Petition circa 1890**

Box 28 **Class Journals 1874, 1927**

Box 29 **Copies of Guide Posts Publication circa 1927**

Box 30 **Herbarium and Geography Scrapbook 1895, undated**

Box 31 ***Memory's Lane* Journals 1925-1927**

Box 32

Nightingale and the Rose, Fiestas de las Rosas 1926

Box 33

Normal School Societies Minutes and Records 1873-1918

Box 34

Photo Albums 1885, 1887

Box 35

Scrapbook by Hazel MacIntosh 1914**Series V: Miscellanea 1871-1990, undated****Series Scope and Content Summary**

The items in this series are a collection of miscellaneous materials related to the San Jose State Normal School, accumulated over the years by various sources. Included are newspaper clippings, photographs, posters, and select items that were gathered from the overall collection to become part of an exhibit commemorating the 150th anniversary of San Jose State University in 2007. Of special interest in this series is a compilation of analytical data regarding the San Jose State Normal School. Comprised of enrollment and graduation statistics and graphs; grade distribution figures; warning card counts; and withdrawal rates, this large ledger provides at-a-glance information about some of the Normal School's vital statistics. Also included are various publications by students, staff, and alumni, such as re-union class of 1878 brochures, poems commemorating the class of 1884, the *Christmase Booke* of the 1913 class, the *Alumni Bulletin*, and several issues each of *Teacher and Student*, *Pacific Coach Teacher*, and *La Torre* publications.

Arrangement

Files are arranged alphabetically by format and chronologically by date.

Box 36

Affidavits, Constitutions, Letters, News Clippings 1871-1925

Box 37

Commencement & Convocation Records 1877-1990, undated

Box 38

Normal School Analytical Data (Ledger) undated

Box 39

Photos, Clippings, Historical Sketch Books 1889-1966

Box 40

Various Publications 1878-1937**Series VI: Textiles 1881-1921****Series Scope and Content Summary**

This series is comprised of a small number of realia, including the San Jose State Normal School banner, flags created by individual classes, and a dress worn by a 1906 Normal School alumnus.

Box 41

Class of 1916 Alumnus Gown 1916

Box 42

Normal School Banners and Flags 1881-1921