

A Guide to the Office of the President: Faculty Minutes, 1909-1998 UA 0011

Office of the President: Faculty Minutes
1909-1998



Title Statement

A Guide to the Office of the President: Faculty Minutes, 1909-1998 UA 0011

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Profile Description

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Language Usage: Description is written in: English, Latin script.

Descriptive Rules: Describing Archives: A Content Standard

Descriptive Summary

Unit ID

UA 0011

Unit ID

/repositories/4/resources/441

Unit Date

1909-1998

Language

English

Abstract

The Office of the President: Faculty Minutes, 1909-1998, are comprised of minutes of James Madison University general faculty meetings and includes bound volumes and loose minutes.

Extent

1.5 cubic feet 5 boxes

Repository

James Madison University Libraries Special Collections

Administrative Information

Access Restrictions

Collection is open to research. Researchers must register and agree to copyright and privacy laws before using this collection. Please contact Research Services staff before visiting the James Madison University Special Collections Library to use this collection.

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Acquisition Information

This collection was formed from the merger of several groups of materials received from Fred Hilton in JMU Media Relations (accessions 93-0107, 93-0210), Gail May in the President's Office (accessions PR 99-1122, 00-0215), and Machel Rader in the President's Office (PR 2005-0519). These accessions were combined under the collection number PR 99-1122.

Processing Information

The collection was minimally reprocessed in 2018 and is only comprised of the Faculty Minutes, 1908-1998, which originally formed part of the much larger aforementioned accession (PR 99-1122). A copy of the original finding aid is located in the collection control file. Additionally, general faculty meeting minutes that were interfiled with the Faculty Senate Minutes (FA 93-0305), and vice versa, were removed and integrated into this collection. Faculty Senate Minutes, UA 0001, remains a separate collection.

Preferred Citation

[identification of item], [box #, folder #], Office of the President: Faculty Minutes, 1909-1998, UA 0011, Special Collections, Carrier Library, James Madison University, Harrisonburg, VA.

Administrative History

The State Normal and Industrial School for Women at Harrisonburg opened its doors to the first class of students on September 28, 1909. President Julian Burruss' first faculty hires included Cornelius Heatwole (Education), John Wayland (History and Social Sciences), Yetta Shoninger (Primary Methods), Althea Loose (Physical Education and Foreign Languages), Sarah Sale (Household and Manual Arts), and Margaret King (Geography and Nature Study). Subsequent faculty hires included Elizabeth Cleveland (English Language and Literature), Natalie Lancaster (Mathematics), Annie Cleveland (English and Foreign Language), Lida Cleveland (Music), and Evalina Harrington (Kindergarten Education).

Prior to the first day of classes, the first meeting of the State Normal and Industrial School faculty took place on Wednesday, September 22, 1909 in Science Hall, now Maury Hall. In addition to President Julian Burruss, eight faculty members were in attendance. John W. Wayland served as the first secretary.

Scope and Content

The Office of the President: Faculty Minutes, 1909-1998, are comprised of six bound volumes of minutes and numerous folders of unbound minutes and memoranda of the faculty of James Madison University and its previous iterations. The bound volumes also include related tipped-in documents and correspondence. Loose documents, once laid in the bound volumes, were removed during an early processing campaign. These include draft minutes and other related and supplementary material. Photocopies of the original inserts were made and include annotations noting the location from where the original insert was removed. Abstracts created by Nancy Bondurant Jones provide brief synopses of general faculty meetings from 1927 through 1946.

The faculty minutes begin with the first meeting of the faculty of the State Normal and Industrial School for Women at Harrisonburg on September 28, 1909 and continue through November 5, 1998. Gaps are present

between the years of 1969 and 1998. Further, there were no official faculty meetings held during the 1997-1998 academic year.

The subject matter of the minutes reflect and document the happenings in the faculty meetings. Topics include approval of degree candidates, general announcements, enrollment numbers, curriculum and program proposals, student rules and regulations, salary increases, reorganization and administrative changes, the pass-fail initiative, faculty handbook revisions, the Jay Rainey case (September 12, 1969 meeting), and sit-ins and protests (May 9, 1970 meeting). Minutes of the Committee on Curriculum and Instruction are also interfiled.

A talk entitled "The Faculty Senate" dated December 12, 1967 given by Dr. Francis W. Warlow at a faculty dinner is included and appears to document some of the early discussions toward creating JMU's Faculty Senate.

Related Material

Faculty Senate Minutes, 1967-2007, UA 0001, Special Collections, Carrier Library, James Madison University, Harrisonburg, VA.

Keywords

Minutes (administrative records)

Memorandums

Abstracts (summaries)

State Normal and Industrial School for Women (Harrisonburg, Va.) -- History

State Normal and Industrial School for Women (Harrisonburg, Va.) -- Faculty

State Normal School for Women at Harrisonburg (Harrisonburg, Va.) -- History

State Normal School for Women at Harrisonburg (Harrisonburg, Va.) -- Faculty

State Teachers College at Harrisonburg (Harrisonburg, Va.) -- History

State Teachers College at Harrisonburg (Harrisonburg, Va.) -- Faculty

Madison College -- History

Madison College -- Faculty

James Madison University -- History

James Madison University -- Faculty

Arrangement

The collection is arranged chronologically with folders of removed inserts and abstracts interfiled after their respective minute books.

Description of Subordinate Components

Minute Book One

Unit ID /repositories/4/archival_objects/5030

Unit Date 1909-1915

Mixed Materials [1000898470] 1 (box)

Container 1 (folder)

Minute Book Two

Unit ID /repositories/4/archival_objects/5031

Unit Date 1915-1921

Mixed Materials [1000898470] 1 (box)

Container 2 (folder)

Keywords

Influenza Epidemic, 1918-1919

Minute Book Three

Unit ID /repositories/4/archival_objects/5032

Unit Date 1921-1924

Mixed Materials [1000898470] 1 (box)

Container 3 (folder)

Minute Book Four

Unit ID /repositories/4/archival_objects/5033

Unit Date 1924-1927

Mixed Materials [1000898470] 1 (box)

Container 4 (folder)

Minute Book Five

Unit ID /repositories/4/archival_objects/5034

Unit Date 1927-1938

Mixed Materials [1000898471] 2 (box)

Minute Book Six

Unit ID /repositories/4/archival_objects/5035

Unit Date 1938-1956

Mixed Materials [1000898472] 3 (box)

Container 1 (folder)

Inserts (originals)

Unit ID /repositories/4/archival_objects/5036

Unit Date 1909-1927

Unit Date 1956

Mixed Materials [1000898472] 3 (box)

Container 2 (folder)

Inserts (copies)

Unit ID /repositories/4/archival_objects/5037

Unit Date 1909-1927

Unit Date 1956

Mixed Materials [1000898473] 4 (box)

Container 1 (folder)

Abstracts for 1927-1946

Unit ID /repositories/4/archival_objects/5038

Unit Date undated

Mixed Materials [1000898473] 4 (box)

Container 2 (folder)

Minutes

Unit ID /repositories/4/archival_objects/5039

Unit Date 1957-1963

Mixed Materials [1000898473] 4 (box)

Container 3 (folder)

Minutes

Unit ID /repositories/4/archival_objects/5040

Unit Date 1964-1965

Mixed Materials [1000898473] 4 (box)

Container 4 (folder)

Minutes

Unit ID /repositories/4/archival_objects/5041

Unit Date 1966-1967

Mixed Materials [1000898473] 4 (box)

Container 5 (folder)

Minutes

Unit ID /repositories/4/archival_objects/5042

Unit Date 1968

Mixed Materials [1000898473] 4 (box)

Container 6 (folder)

Minutes

Unit ID /repositories/4/archival_objects/5043

Unit Date 1969-1970

Mixed Materials [1000898473] 4 (box)

Container 7 (folder)

Minutes

Unit ID /repositories/4/archival_objects/5044

Unit Date 1971

Mixed Materials [1000898474] 5 (box)

Container 1 (folder)

Minutes

Unit ID /repositories/4/archival_objects/5045

Unit Date 1972-1982

Mixed Materials [1000898474] 5 (box)

Container 2 (folder)

Minutes

Unit ID /repositories/4/archival_objects/5046

Unit Date 1984-1990

Mixed Materials [1000898474] 5 (box)

Container 3 (folder)

Minutes

Unit ID /repositories/4/archival_objects/5047

Unit Date 1991-1998

Mixed Materials [1000898474] 5 (box)

Container 4 (folder)