

A Guide to the Office of the President: Committee Records, 1909-1957 UA 0040

Office of the President: Committee Records
1909-1957



Title Statement

A Guide to the Office of the President: Committee Records, 1909-1957 UA 0040

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Profile Description

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Descriptive Rules: Describing Archives: A Content Standard

Descriptive Summary

Unit ID

UA 0040

Unit ID

/repositories/4/resources/480

Unit Date

1909-1957

Language

English

Abstract

The Office of the President: Committee Records, 1909-1957 is comprised of meeting minutes, correspondence, reports and budgetary information, documenting the work of various committees during the first 50 years of the State Normal and Industrial School for Women (subsequently known as the State Normal School, State Teachers College, and Madison College).

Extent

0.2 cubic feet 1 box

Repository

James Madison University Libraries Special Collections

Administrative Information

Access Restrictions

Collection 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

Present in the cage at the time of founding.

Processing Information

Items had been minimally processed, and were formerly assigned the collection number PR 93-0409, Minute Books of Various Committees.

Preferred Citation

[identification of item], [box #, folder #], Office of the President: Committee Records 1909-1957, UA 0040, Special Collections, Carrier Library, James Madison University, Harrisonburg, VA.

Administrative History

The State Normal and Industrial School for Women committee records from 1909 to 1957 document various efforts by faculty members and administrative staff to shape and regulate student life, found student publication and organizations, promote the school in the community, and influence the design of campus buildings and landscape.

Scope and Content

The Administrative Council papers contain correspondence regarding absences, illness and other attendance matters, and meeting minutes discussing student disciplinary matters, student regulations, senior class privileges, recommendations made by the Student Council (1:1).

The Alumnae Relations Committee minutes include topics such as the formation of the Rockingham Harrisonburg Chapter of the Alumnae Committee, membership association dues and planning class reunions. John Wayland was secretary (1:2).

The Committee for Student Welfare documents include regulations for boarding students, disciplinary matters, the formation of student government association in 1912, senior privileges, and a schedule of the churches that faculty members were assigned to attend. It contains boarding agreement forms and a document called, "Recommendations to the Literary Societies made by the Student Welfare Committee," given to the Lee and Lanier Literary Society. There is also a reference to Walker Lee, African American janitor and long-time employee at the school. Natalie Lancaster served as chair (1:2).

The Committee on Appointments and Relations to other Institutions document faculty speaking engagements in the community and at other institutions (1:3, 1:4).

The Committee on Equipment meeting minutes contain recommendations regarding the design and

landscaping of campus; recommendations that teachers' accommodations be designed according to historic models such as the Mary Washington House in Fredericksburg, and "other of the less pretentious colonial homes of Virginia"; and specific items for purchase such as library books, hat racks, rugs and thermometers for classrooms. The committee was chaired by John Wayland. The Library Committee (1926-1940) is comprised of meeting minutes and budget recommendations (1:5).

Committee on Public Exercises and Entertainments Record book contains meeting minutes regarding the planning of movies, concerts, theater performances and other campus events for students. It includes budget information, and listings of entertainers that came each year. The committee was first chaired by John Wayland, followed by Bessie Lanier and Edna Schaeffer (1:6, 1:7)

The Committee on Publications meeting minutes outline the formation of the "Schoolma'am," and documents early editors, constitutions, contracts with publishers and fundraising efforts. The minutes also document the concerted efforts by the faculty to publish in educational journals, scholarly journals, and popular, regional newspapers. Minutes were submitted by Elizabeth Cleveland (1:8, 1:9).

The Committee on Student Publications documents are comprised of correspondence, reports, and budgets related to every day workings of "The Breeze" and "The Schoolma'am." It includes a report regarding the copper shortage during World War II (which impacted newspaper printing), travel plans for the Associated Collegiate Press Convention, correspondence with various printers, and student elections (1:10).

Separated Materials

Faculty meeting minutes from 1913-1927 were removed from the collection and added to UA 0007, Office of the President: Faculty Minutes, 1909-1998.

Keywords

Minutes (administrative records)

Letters (correspondence)

Administrative reports

Telegrams

Minute books

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

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

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

Madison College -- History

James Madison University -- History

Lanier Literary Society

Arrangement

Folders are arranged by topic.

Description of Subordinate Components

Administrative Council Papers

Unit ID /repositories/4/archival_objects/6748

Unit Date 1927

Mixed Materials [1000898308] 1 (box)

Container 1 (folder)

Committee on Alumnae Relations and Student Welfare Committee

Unit ID /repositories/4/archival_objects/6749

Unit Date 1911-1930

Mixed Materials [1000898308] 1 (box)

Container 2 (folder)

Keywords

Lee, Robert Walker, 1875-1929

Committee on Appointments and Relations to other Institutions, Record Book

Unit ID /repositories/4/archival_objects/6750

Unit Date 1911-1916

Mixed Materials [1000898308] 1 (box)

Container 3 (folder)

Committee on Appointments and Relations to other Institutions, Loose Inserts

Unit ID /repositories/4/archival_objects/6751

Unit Date 1909-1911

Mixed Materials [1000898308] 1 (box)

Container 4 (folder)

Committee on Equipment and Library Committee

Unit ID /repositories/4/archival_objects/6752

Unit Date 1911-1940

Mixed Materials [1000898308] 1 (box)

Container 5 (folder)

Committee on Public Exercises and Entertainments Record Book

Unit ID /repositories/4/archival_objects/6753

Unit Date 1926-1957

Mixed Materials [1000898308] 1 (box)

Container 6 (folder)

Committee on Public Exercises and Entertainments, Loose Items

Unit ID /repositories/4/archival_objects/6754

Unit Date 1956, undated

Mixed Materials [1000898308] 1 (box)

Container 7 (folder)

Committee on Publications, Minutes

Unit ID /repositories/4/archival_objects/6755

Unit Date 1909-1913

Mixed Materials [1000898308] 1 (box)

Container 8 (folder)

Committee on Publications, Loose Items

Unit ID /repositories/4/archival_objects/6756

Unit Date 1911-1933

Mixed Materials [1000898308] 1 (box)

Container 9 (folder)

Committee on Student Publications

Unit ID /repositories/4/archival_objects/6757

Unit Date 1940-1943

Mixed Materials [1000898308] 1 (box)

Container 10 (folder)