

Guide to Dean's Office Records BC05.01

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English

Describing Archives: A Content Standard

Barnard Archives and Special Collections

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Summary Information

Repository:	Barnard Archives and Special Collections
Creator:	Barnard College. Dean's Office
Title:	Dean's Office
ID:	BC05.01
ID [aspace_uri]:	/repositories/2/resources/329
Date [inclusive]:	1894-1952
Physical Description:	93.61 Linear Feet 225 boxes
Physical Location:	This collection is located in the Barnard Archives and Special Collections, Barnard Library. To use this collection, please contact the Barnard Archives and Special Collections at 212.854.4079 or archives@barnard.edu.
Language of the Material:	English .
Abstract:	This collection consists of the Barnard College Dean's Office records.

Preferred Citation

Dean's Office Records, 1894-1952; Box and Folder; Barnard Archives and Special Collections, Barnard Library, Barnard College.

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Historical Background

According to Statutes of Barnard College, revised in 1908, the Dean was chief executive officer of the school. The Dean presided over Faculty meetings in the absence of the President of Columbia University. The Dean was also charged with general oversight of the college including buildings and grounds, moveable property, student discipline and, all educational administration. The Dean reported the needs of the College to the President of the University and had a seat on the University Council. The Dean also proposed budgets and appointments

of officers of education to the Board of Trustees. The title was changed to President in 1952 during the term of Millicent McIntosh.

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Collection Scope and Content Summary

This collection consists of records produced by the Dean's Office during the terms of Emily James Smith, Dean, 1894-1900; Laura Drake Gill, Dean, 1901-1907; William Tenney Brewster, Acting Dean, 1907-1910; Virginia Crocheron Gildersleeve, Dean, 1911-1947; and Millicent Carey McIntosh, Dean, 1947-1952. The collection primarily consists of correspondence between the Dean's Office and academic and administrative departments of Barnard; schools, departments and administrative offices of Columbia University; and organizations, associations and institutions with which Barnard was affiliated or in communication.

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Collection Arrangement

This collection is arranged in five series to reflect the terms of Barnard's deans and chronological therein.

- Series 1. Emily James Smith (Putnam), Dean, 1894-1900
- Series 2. Laura Drake Gill, Dean, 1901-1907
- Series 3. William Tenney Brewster, Acting Dean, 1907-1910
- Series 4. Virginia Crocheron Gildersleeve, 1911-1947
- Series 5. Millicent Carey McIntosh, 1947-1952

Boxes titled with a date range adhere to a filing scheme outlining the material's organization by subject.

The title of Dean changed to President during Millicent McIntosh's term in 1952, and material beginning with the '52-'53 school year has been moved to the President's Office Records, BC 5.22. During this period of transition the titles of "Dean" and "President" were used interchangeably.

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Filing Scheme

1. Trustees

- a. Clerk
- b. Treasurer
- c. Associate members
- d. Finances
- e. –
- f. –
- fd. Morningside Heights, Inc.
- g. Alumnae committees (13-14; 25th Anniversary)

2. Trustee committees

- a. Buildings and grounds
- b. Education
- c. Finance
- d. Scholarship
- e. Pure science fund
- f. Administration of Student's Hall / Barnard Hall

3. Endowment

4. Alumnae

- a. Reunion, by class
- b. Committee on Athletics
- c. Co-operative dorm
- d. Ella Weed Room
- e. Student's Aid Committee; Students' Loan Fund
- f. Membership Committee
- g. Committee on Employment
- h. –
- i. –
- j. Alumnae bulletin
- k. Alumnae council
- l. –
- m. Barnard Camp (1924/25 –)
- n. –
- o. –
- p. Board of Directors
- q. –
- r. Barnard College Club (1930/31 –)

5. –

6. University President

7. Secretary of the University

a. Publicity (directory, statistics, catalog)

b. Treasurer

c. Registrar

d. Bursar

e. Buildings and grounds

Ea. Barnard Lunchroom

f. Dean's Office (Columbia College)

g. Chaplain (some years in Reg O include list of Jewish students)

h. Health

Ha. University Physician

i. Library

Ia. University Librarian

j. Public ceremonies

Ja. 175th Anniversary (1928/29 – 1929/30)

k. –

l. Public Relations

m. Summer Session

n. Library

o. School of Hygiene

p. Graduate faculties

q. Extension

Qb. Institute of Arts and Sciences

r. Quarterly; Columbia University Press (1928/29 –)

s. Alumni council and news; Alumni Association of the Graduate Schools

t. Committee on Employment for Students

u. Woman's Faculty Club (1913-14 only)

v. Provost

w. –

x. Women's Graduate Club (1927/28, see also 11)

y. University Extension Home Study

z. –

8. University Council (see also 13f)

9. Earl Hall; Casa Italiana (1928/29 –)

10. Lecturer; Maison Française (1930/31 –)
11. Women Graduate Students; Johnson Hall
 - a. Officers; Johnson Hall (1928/29 –)
12. University Committees
 - a. Appointments; Advisory Committee on Women's Residence Halls (1930/31 –)
 - b. On social settlements
 - c. On entrance exams
 - d. On higher degrees
 - e. On admissions
 - Ea. Special high school exams
 - f. On Student's Hall (1915/16 –)
 - g. –
 - h. On public health instruction (1915/16 –)
13. Schools of University
 - a. Journalism
 - b. Union Theological
 - c. Pharmacy
 - d. Architecture
 - e. Philanthropy; NY School of Social Work
 - f. University Council (see also 8)
 - g. Physicians and Surgeons
 - h. Law
 - i. Business
 - j. Architecture (1927/28 –)
 - k. –
 - l. –
14. –
15. –
16. Teachers College
 - a. Dean's Office
 - b. Secretary
 - c. Registrar
 - d. Committee on Undergraduate Students
 - e. Extension teaching
 - f. Educational Museum
 - g. Appointments secretary

- h. School of Practical Arts
- i. Library (1928/29 –)

17. Barnard offices

- a. Bursar
- b. Registrar
- c. Secretary
 - Ca. Personnel
- d. Dean
 - Da. Student affairs
 - Db. Social events
 - Dc. Outside groups
 - Dd. Speeches, articles, annual report
 - De. Politics
 - Df. Recommendations
 - Dg. Personal
- e. Provost

18. Dean's Office

- a. –
- b. List of graduating students and grades
- c. Faculty meetings
- d. –
- e. –
- f. Registration

19. Committees

- a. Admissions
- b. Instruction/programs of studies
 - Ba. Faculty advisors
 - Baa. Student programs (1928/29 –)
 - Bb. Curriculum
- c. Honors (some include honor system)
- d. Scholarships
- e. Student Organizations; Student Affairs
- f. Joint TC committee on faculty exchange
- g. Schedule of hours
- h. Re-organization of faculty (1919 –)
- i. Transfers
- j. University undergraduates

k. Alumnae; foreign students (1929/30 –)

20. Faculty, budget

21 – 49. Departments

a. Personnel

b. –

c. Registrar's office

21. Anthropology

22. Astronomy

23. Botany

24. Chemistry

25. Economics and Social Science

26. Education

27. English

28. Fine Arts

29. Geography / French

30. Geology

31. German

32. Greek and Latin

33. History

34. Italian

35. Law

36. Mathematics

37. –

38. Music

39. Philosophy and Psychology

40. Physical Education

a. Greek Games

41. Physics
42. Romance Languages
43. Zoology
44. Proposed courses
45. Religion
46. Government
47. Interdepartmental Programs (?): American Studies
48. East European Languages
49. Hebrew, Arabic, Chinese
50. College Entrance Examination Board
51. Residence Halls
 - a. Employment of staff
 - b. Miscellaneous off-campus housing; cafeteria (1929/30 –)
 - c. Deanery, Hewitt
 - d. Office of the Commons
52. Repairs at Barnard
53. –
54. Assemblies
55. Publicity
 - a. Publications
 - b. Printing of exam papers
 - c. Printing of diplomas
 - d. Paper samples; stationery orders
 - e. Printing of office papers/forms
 - f. Announcements, brochures
 - g. Clipping bureau
56. Chapel; Summer School for women workers in Industry (1928/29 –)
57. Scholarships

- a. Graduate Fellowships
- b. Foreign students
- c. Individual students for whom VCG sought funds
- d. -
- e. International
- f. Guggenheim Foundation
- g. WONPR Public Service Fellowship

58. Associate Alumnae

59. Social activities (suffix c denotes constitution of an organization)

- a. Entertainments
 - Aa. Bear
- b. Athletic Association; also 59mm
 - Bb. Students' exchange
 - Bbb. Barnard Farm
- c. Barnard Club; Whittier Hall (see also 59n)
 - Cc. Craigie Club; Newman Club (1925/26 –)
 - Ccc. Menorah (1925/26 –)
- d. Fraternities
 - Dd. DAR
- e. Societé Française
 - E2. Deutscher Kreis
 - E3. Classical Club
 - Ee. Socialist Club
- f. Christian Students' Missionary Association; Church Club
 - Ff. Musical Club
 - Fff. Dance and Music Club; Dance Club
- g. Lunchroom
 - Gg. Philosophy Club
- h. Christian Club; Blue Book; Religious and social organizations
 - Hc. YWCA
 - Hh. Firelight Club
- i. Mortarboard
 - Ii. English Club
- j. Mathematical Club

Jj. Debate Club

- k. Class gift
- l. Undergraduate Association (see also 59p)
- m. Student Council
- n. Whittier Hall (see also 59c)
- o. Bulletin (see also 59q)

Oo. Barnacle (see also 59r)

- p. Commencement; Undergraduate Association (1928/29 –)

Pa. Honor Board (1925/26 –)

- q. Zoological Club; Bulletin (1928/29 – , see also 59o)
- r. Barnard Union, Barnacle (see also 59oo)
- s. Foreign missions
- t. College Settlements Association; Circulo Hispano (1928/29 –)
- u. Senior class
- v. Junior class
- w. Sophomore class
- x. Freshman class
- y. Suffrage Club, Social Science Club/League
- z. Classes: constitutions and correspondence (followed by class year less 10, e.g. z11 is class of 1921)

60. Invitations to other college ceremonies

61. Advertising

62. Publicity / Press Relations

- a. 1929-30

63. Phi Beta Kappa

64. Expositions

65. Association of Collegiate Alumnae; College Entrance Examination Board (1928/29 –)

66. Relations with TC

67. Botany Club

68. Women's University Club

69. Learned Societies/Secondary Schools

- a. American School of Classical Studies/Athens
- b. Naple's Table Association for Women's Scientific Research/SPARS

- c. Modern Language Association
- d. The Brearley School
- e. Masters School, Dobbs Ferry
- f. National Institute of Social Sciences
- g. Constantinople Women's College
- h. Spence School
- i. National Association of Principals of Schools for Girls
- j. Co-operative Bureau for Women Teachers/St. Agatha's
- k. Chapin School
- l. –
- m. National Research Council
- n. Presbyterian Hospital Nursing School
- o. –
- p. Carnegie Corp. Advisory Committee on College Libraries
- q. National Student Federation of America (1930/31 –)

70. Occupation Bureau

71. Bureau of Vocational Information

72. Placement for Teachers (?)

73. Personnel Research Federation; non-teacher placement

74. Placement: part time and odd jobs

75. –

76. Placement: unsolicited part-time jobs

77. Placement: full-time jobs

78. Fellowships and graduate scholarships

- a. Rose Sidgwick Memorial Foundation (1918/19 –)
- b. French exchange programs; France-America Society
- c. Honors courses (1922/23 –)

79. Association of Collegiate Alumnae Placement Bureau

80. Contributions

- a. Potential donors

81. National Education Association

82. Complaints, crank letters, investigations; English Speaking Union (1929/30 –), UNESCO

83. Committee on Public Information, begun 1918 re: women's war work
84. American Council on Education / Institute of International Education
85. International Federation of University Women (see also 96 1929/30); American Council on Education (1928/29 –)
 - a. Institute of International Education
86. Seven College Conference
87. Study Abroad (1929/30 –)
88. College Entrance Examination Board (see also 65, 50)
89. –
90. –
91. –
92. –
93. Summer Session at Oxford / Committee on International Intellectual Cooperation (1929/30)
94. AAUW
 - a. Reid Hall (1928/29 –)
 - b. Reid Hall finances (1928/29 –)
 - c. Reid Hall minutes of the Board of Directors (1930/31 –)
 - d. –
 - e. –
 - f. Committee on International Relations (1928/29 –)
 - g. Fellowships (1928/29 –)
95. Carnegie Corporation
96. International Federation of University Women (1928/29 –)
 - a. Budget Committee
 - b. Crosby Hall (?)

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Administrative Information

Publication Statement

Barnard Archives and Special Collections

3009 Broadway

New York, NY 10027

archives@barnard.edu

URL: <http://archives.barnard.edu/>

Access

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Acquisition Information

Transferred from the Dean's Office.

Accruals

No additions are expected.

Processing History

This collection was processed and the finding aid written by Hilary Price in January 2015.

Descriptive Rules Used: Finding aid adheres to that prescribed by Describing Archives: A Content Standard. Encoding: Machine readable finding aid encoded in EAD 2002.

Finding aid written in English.

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Controlled Access Headings

- College administrators
- Clippings
- Women -- Employment
- Women's colleges -- New York (State) -- New York
- Women college administrators -- New York (State) -- New York.
- Letters
- Correspondence
- College presidents
- Barnard College. Academic Committee.
- Barnard College. Alums.
- Barnard College. Office of the Bursar.
- Barnard College. Office of the Registrar.
- Brewster, W. T. (William Tenney), 1869-1961
- Gill, Laura Drake, 1860-1926
- National Research Council (U.S.)
- National Student Federation of the United States of America.
- Putnam, Emily James
- Unesco
- American Association of University Women
- Barnard College. Dean's Office
- Barnard College. Board of Trustees
- Barnard College. Provost and Dean of Faculty
- Gildersleeve, Virginia Crocheron,, 1877-1965
- McIntosh, Millicent C.

Collection Inventory

Emily James Smith (Putnam), Dean, 1894-1900

Physical Description: 4 boxes

Language of the Material: English.

Title/Description	Instances
Correspondence, 1894-1897 <u>Physical Description</u> : 1 box	box 222
Correspondence, 1894-1901	box 220

Physical Description: 1 box

Correspondence, 1895-1900 box 221

Physical Description: 1 box

Correspondence, 1898-1900 box 219

Physical Description: 1 box

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Laura Drake Gill, Dean, 1901-1907

Physical Description: 12 boxes

Language of the Material: English.

Title/Description	Instances
1900-1902 <u>Physical Description</u> : 1 box	box 1
Correspondence, 1900-1904 <u>Physical Description</u> : 1 box	box 223
Correspondence, 1901-1904 <u>Physical Description</u> : 1 box	box 224
Correspondence, 1901-1928 <u>Physical Description</u> : 1 box	box 225
Faculty Committee on Scholarships, 1902-1907 <u>Physical Description</u> : 1 box	box 213
Committee on Foreign Language Requirements, 1903-1907 <u>Physical Description</u> : 1 box	box 214
1904-1906 <u>Physical Description</u> : 3 boxes	box 2-4
1906-1908 <u>Physical Description</u> : 3 boxes	box 5-7

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William Tenney Brewster, Acting Dean, 1907-1910

Physical Description: 5 boxes

Language of the Material: English.

Title/Description	Instances
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Faculty Committee on Scholarships, 1907-1910	box 213
<u>Physical Description:</u> 1 box	
<u>Language of the Material:</u> English.	
Committee on Foreign Language Requirements, 1907-1910	box 214
<u>Physical Description:</u> 1 box	
1908-1909	box 8
<u>Physical Description:</u> 1 box	
1909-1910	box 9-10
<u>Physical Description:</u> 2 boxes	

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Virginia Crocheron Gildersleeve, Dean, 1911-1947

Physical Description: 191 boxes

Language of the Material: English.

Title/Description	Instances
Committee on Student Organizations, 1903-1920	box 217
<u>Physical Description:</u> 1 box	
1910-1911	box 11-12
<u>Physical Description:</u> 2 boxes	
1911-1912	box 13-14
<u>Physical Description:</u> 2 boxes	
Faculty Committee on Scholarships, 1911-1937	box 213
<u>Physical Description:</u> 1 box	
<u>Language of the Material:</u> English.	
Committee on Foreign Language Requirements, 1911-1920	box 214
<u>Physical Description:</u> 1 box	
<u>Language of the Material:</u> English.	
1912-1913	box 15-19
<u>Physical Description:</u> 5 boxes	
Faculty Committee on Honors, 1912-1929	box 215
<u>Physical Description:</u> 1 box	
1913-1914	box 20-22
<u>Physical Description:</u> 3 boxes	
1914-1915	box 23-25

<u>Physical Description:</u> 3 boxes	
1915-1916	box 26-28
<u>Physical Description:</u> 3 boxes	
1916-1917	box 29-31
<u>Physical Description:</u> 3 boxes	
1917-1918	box 32-34
<u>Physical Description:</u> 3 boxes	
1918-1919	box 35-38
<u>Physical Description:</u> 4 boxes	
1919-1920	box 39-41
<u>Physical Description:</u> 3 boxes	
1920-1921	box 42-44
<u>Physical Description:</u> 3 boxes	
1921-1922	box 45-46
<u>Physical Description:</u> 2 boxes	
Committee on Student Affairs, 1921-1947	box 216
<u>Physical Description:</u> 1 box	
1922-1923	box 47-48
<u>Physical Description:</u> 2 boxes	
1923-1924	box 49-50
<u>Physical Description:</u> 2 boxes	
1924-1925	box 51-53
<u>Physical Description:</u> 3 boxes	
1925-1926	box 54-57
<u>Physical Description:</u> 4 boxes	
1926-1927	box 58-64
<u>Physical Description:</u> 7 boxes	
1927-1928	box 65-75
<u>Physical Description:</u> 11 boxes	
1928-1929	box 76-83
<u>Physical Description:</u> 8 boxes	
1929-1930	box 84-89
<u>Physical Description:</u> 6 boxes	
1930-1931	box 90-95

<u>Physical Description:</u> 6 boxes	
1931-1932	box 96-101
<u>Physical Description:</u> 6 boxes	
1932-1933	box 102-108
<u>Physical Description:</u> 7 boxes	
1933-1934	box 109-115
<u>Physical Description:</u> 7 boxes	
1934-1935	box 116-123
<u>Physical Description:</u> 8 boxes	
1935-1936	box 124-130
<u>Physical Description:</u> 7 boxes	
1936-1937	box 130-136
<u>Physical Description:</u> 7 boxes	
1937-1938	box 137-143
<u>Physical Description:</u> 7 boxes	
1938-1939	box 144-1951
<u>Physical Description:</u> 8 boxes	
1939-1940	box 152-157
<u>Physical Description:</u> 6 boxes	
1940-1941	box 158-163
<u>Physical Description:</u> 6 boxes	
1941-1942	box 164-167
<u>Physical Description:</u> 4 boxes	
Office Committee on Assemblies, 1941-47	box 218
<u>Physical Description:</u> 1 box	
1942-1943	box 168-172
<u>Physical Description:</u> 5 boxes	
1943-1944	box 173-178
<u>Physical Description:</u> 6 boxes	
1944-1945	box 179-182
<u>Physical Description:</u> 4 boxes	
1945-1946	box 183-187
<u>Physical Description:</u> 5 boxes	
1946-1947	box 188-191

Physical Description: 4 boxes

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Millicent Carey McIntosh, Dean, 1947-1952

Physical Description: 24 boxes

Language of the Material: English.

Title/Description	Instances
Committee on Student Affairs, 1947-1952 <u>Physical Description</u> : 1 box	box 216
Committee on Student Organizations, 1947-1952 <u>Physical Description</u> : 1 box	box 217
Office Committee on Assemblies, 1947-1952 <u>Physical Description</u> : 1 box <u>Language of the Material</u> : English.	box 218
1947-1948 <u>Physical Description</u> : 4 boxes	box 192-195
1948-1949 <u>Physical Description</u> : 5 boxes	box 196-200
1949-1950 <u>Physical Description</u> : 4 boxes	box 201-204
1950-1951 <u>Physical Description</u> : 5 boxes	box 205-209
1951-1952 <u>Physical Description</u> : 3 boxes	box 210-212

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