

15/31/1
Liberal Arts and Sciences
General Studies
Administrative Correspondence, 1936-1968

Box 1: Subject File, Advertising - Enrollment Program

Advertising, 1943

D.W. Gotshalk, text of Objectives and Values to Students of the General Division and The General Division in University Education; University Honors won by General Division students; J.W. Swain - broadcast lecture.

Advising, 1952-53, 1964-65

Correspondence relating to faculty load and requirements for transfer students; routine procedure; no date

Advisory Committee, 1962-66

Announcements, memoranda, agenda and minutes

Advisory Committee - Liberal Arts and Sciences

Correspondence regarding appointments, January-May 1963

Annual Reports - DGS, 1946-53 (DGS curriculum)

Annual Reports - DGS, 1950-51, 1952-53 through 1960-61 (missing 1951-52)

Also included at end of folder - Department of Psychology Annual Report, 1958-59

Annual Report, 1962-63, 1963-64, 1964-65, 1967-68, 1968-69

Annual Report, 1966-67

Articles

Typescripts, H.E. Gulley, R.Q. Bone, anonymous, articles, memoranda relating to concept of division of general studies. Reprint recruiting as seen by a non-librarian, Robert Q. Bone, 1949

Assistants

Mimeographed copy of policy covering duties of graduate assistants in biological or physical science, 1953, 1954

Audio Tutorial, 131-132 Spring, 1966-67

Correspondence, request for nonrecurring funds for remodeling and equipment, 1966-67. Includes copies of correspondence of 1955, 1958-59, 1965

Blaser Report - DGS, 1945-46

Prospective bulletin for high school students; report of Liberal Arts Planning Committee

Brochure replies, 1964

Brochures - (DGS description and promotion)

Budget, 1941-45

Budget, 1947-50

Budget and Promotions Committee, 1965-67

Committee assignments, draft proposals

Chemistry Workshop, 1951

Mimeographed copies and subcommittee reports and addresses at workshop, Oklahoma A&M, Stillwater, June 13-22, 1951. Topics include curriculum, laboratory, small colleges.

Colloquium, 1963-1964

Notes, agenda, announcements; Drafts and copies; Course outlines, 1948-51

Course Outlines

Courses, 1943, 1947-48

DGS I - Verbal expression and verbal communication

DGS II - History of Civilization

Courses, DGS II - History of Civilization, Special lectures

DGS III - Biological Science

DGS V - Social Science, Sociology

DGS VI - Literature and Fine Arts

DGS VII - Psychology and Philosophy

Committee on History, 1962-67

Examinations, 1950

Drafts, memoranda, outlines, lectures, reading lists showing development, renumbering and structuring of seven basic courses. Materials for course on physical science not included.

Evaluation of, 1939-42

Examination Committee of the General Division - minutes of the meetings (1940); faculty comments and evaluation; duplications of course material; Mauric T. Price: comments on History of Civilization.

Cribbet Report, 1957-58

Report of University Committee on General Education and letter of evaluation by DGS faculty.

Curriculum Committee, 1963-64

Draft and final copy for brochure description describing Division; memoranda and announcement from Division Head to Committee members.

Economic Opportunity, 1964-65

Correspondence, proposals for grants-in-aid, work-study programs under Economic Opportunity Act, 1964

Engineering, 1950

Correspondence, committee minutes relating to non-technical elective courses.

Engineering, 1962-63, 1965

Principally 1962 proposals submitted to College Policy and Development Committee by departments of the College of Engineering. Includes subcommittee report and pamphlet on Humanities - Social Science courses of the engineering curricula.

English, Advisory Committee for Curriculum, 1960-62

Correspondence of Division Head and students, memorandum, outlines of high school English programs.

Enrollment figures, 1947-66

Box 2: Subject File, Examining Committee - Liberal Studies Conference

Examining Committee, 1940-44

Marvin T. Herrick - A.J. Harno, 1944, concerning DGs evaluation; Do the Interests of Students Indicate the Need of a Liberal Education? by Robert P. Fischer; copies of semester examinations; statements on DGs program by committee; table showing distribution of students; semester grades.

Extension Committee, 1964-66

Correspondence, pamphlets, faculty list, summary of reports of extension; committee announcements and agenda

Faculty rating, 1948, 1951, no date

Questionnaires for student evaluation of instructors and course content, also sample and model forms.

Faculty reports, 1950

Annual reports from Departments to Division Head

Freshman and Sophomore Program, 1936-41

American Council on Education - study of problems in general education; Owen J. Reamer to Dean Matthew T. McClure concerning general education program; Report of the Committee on Educational Program for Freshman and Sophomore Students, 1936.

Future Directions, October 1962

First draft and processed copy of "Beginning of a Proposed Statement on Future Objectives and Directions for the Division of General Studies," with statements of reaction from several faculty members and Dean of Liberal Arts and Sciences.

General Division, Organization of, 1939-42

S.E. Glenn - recommendations; gains in Intelligence Test Scores of students in the General Division; National Teacher Examinations; curriculum; Organization Committees.

General Education, 1945-49

Questionnaire; Theodore Pease, R.P. Stearns; committee meetings; J.F. Jackson; departmental suggestions concerning possible new DGS courses.

General Education, Articles, 1943-54

Reprints; articles; general education in other universities: Michigan State, Southern Illinois, Drake, Minnesota, Washington, Pennsylvania College for Women.

General Education, Conference on, 1944-46

Lists of meetings, locations and dates; programs.

General Education, Miscellaneous, 1948, 1951, 1958

Correspondence, memoranda relating to professional pilot course, evaluation, projected enrollment.

General Education in other schools, 1945-50

Carnegie Institute of Technology; Michigan State College - Biology; Lindenwood.

General Education Programs in other universities, 1944

Michigan State College, Northwestern University.

General Studies, Information about Division of, 1936, 1940-48

Reports, Committee on College Policy, Liberal Arts and Sciences, Theodore C. Pease, Chairman - correspondence.

- General Studies, Division of, Special write-up, 1949
Edward C. Fuller; University of Wisconsin Bulletin "A Program of Integrated Liberal Studies," D.W. Gotshalk.
- General Studies - Evaluation, 1944
Planning committee of the College of Liberal Arts and Sciences report.
- Gulley, H.E. - Head of Division, 1962-67
General and personal correspondence, relating to organization and committees, speaking engagements, invitations, students, faculty, press releases, includes correspondence with other universities.
- Gulley, H.E. - report, 1962
Mimeographed Beginning of a Proposed Statement on Future Objectives and Directions for the Division of General Studies, no date; report on General Education Conference, faculty recommendations on DGS structure and functions.
- Henry, President David D., 1958-65
Correspondence, mimeographed announcements.
- High School Principals' Meeting, 1943
Correspondence and agenda
- Innovation, 1964-65
Correspondence and statement of Division Head on innovation and experimentation in instruction; outline of projects under consideration and in process in DGS.
- Instructional Awards, 1964-67 (2 folders)
Correspondence, applications, and proposals of DGS faculty.
- James Scholars, 1963-67
Correspondence regarding honors program.
- Lanier, Lyle H., Provost, 1959-60, 1962, 1964-67
Correspondence concerning division fiscal matters; staff appointments; operating expenses; guidelines for preparations of proposals for research grants, April 1964 - July 1967; cheating, general education requirements.
- LAS Bulletin
Proposed copy for LAS Bulletin, October 1964
- Liberal Arts and Sciences, 1943-53
Correspondence between A.C. Willard and M.T. Herrick; Liberal Arts and Sciences - Policy Committee Report, 1949; Stoddard Report, 1950; honors requirements.
- Liberal Arts College Faculty Meeting
Mimeographed agenda for some meetings during period September 1964 - December 1968
- Liberal Studies, 1965
Draft copy of committee report on establishing school of Liberal Studies and comments of Division Head.
- Liberal Studies Conference
Reports of delegates to Conferences of Association for General and Liberal Studies, 1962-65. Includes programs; newsletter; drafts.

Box 3: Subject File, Mail Committee - Summer Study Program

Mail Committee, 1966

Correspondence, drafts, reports of Ad Hoc committee on guidelines for use of University Mail and classification of users.

Mathematics, 1954-55

Correspondence and proposals regarding course content.

Monticello College, Godfrey, Illinois

Official program of inauguration of John Ralph Haines as Tenth President, March 19, 1965; letter of H.E. Gulley, re: attendance.

Memos and reports, 1963-67

Ditto file copies include preliminary draft of proposal for research and/or related activities submitted to United States Committee of Education, February 16, 1966; minutes of Faculty Advisory Committee; draft proposals for course content; recommendations for revision of General Education requirements, College of LAS, January 1965; reports of committee on innovations, December 16, 1964; report of faculty members attending third annual meeting of Association for General and Liberal Studies, Michigan State University, October 29-31, 1964; percentage of students in DGS courses by college, 1961-65; 1964 recipients of DGS Graduate Assistant Teacher of the year Award; confidential draft of procedures for Teacher of the Year Award, 1963.

Organization Committee, 1940-43

Report; instructional staff list.

Peltason, Jack, 1960-64

Correspondence and duplicated announcements from Dean of LAS relating to division personnel, students, courses.

Policy and Development Committee, 1966

Report to Dean, LAS, covering state of the faculty, problems of organizational structure, future enrollments and attendant problems, student participation. Processed.

Preliminary Study, 1939-47, 1955

Table of Specifications for a Comprehensive Test of Proficiency in the Humanities; booklets, pamphlets, reprints; Wright Junior College Study of Terminal General Education.

Publicity, 1940-43

Illinois Alumni News; announcements; broadcast, 1941.

Recommendations, 1964-67

Correspondence of Division Head relating to staff appointments and student applications.

Registration Statistics, 1961-64

Reorganization, 1966

Letters and draft submitted to Dean Rogers.

Reports, 1943-47

Enrollment; research and progress in DGS.

Reports, 1954, 1966-67

Committee on Student English, 1953-54; second draft Educational Opportunities for Increasing Numbers, study paper for President's Faculty Conference, 1965, committee on Courses and Curricula of College of Liberal Arts and Sciences, 1966; Ad Hoc Committee on the position of the Division of General Studies in the College of Liberal Arts and Sciences, 1967.

Research Grants, information

Announcements and queries, 1965-66

Retired Professors Registry, February, 1964

List of registrants, number 5. Retired Professors Registry, American Association of University Professors, February, 1964. Processed.

Ridenour Correspondence, 1950 (with R.G. Bone)

Rogers, Robert, 1964-65, 1967

Correspondence to and from Dean, LAS relating to space requirements, curriculum objectives and evaluation, examination schedules, faculty assignments, and Senate membership.

Self Study of DGS, 1958

Report includes purpose, findings, conclusions, recommendations.

Space, general and remodeling, 1960, 1961, 1963-66

Correspondence and Memos concerning estimates, remodelling, transfers, assignments, and space; processed report "Calculation of Physical Facility Requirements using the Numeric Method," personnel payroll roster, 1965

- Requirements, 1955-56

Memoranda, reports, correspondence.

Space Statistics, 1966

Space utilization analysis, 1966

Space - Undergraduate learning center, 1963-65

Includes preliminary prospectus of plans for high-rise office building and undergraduate learning center.

Speech

Typescript and copies of recommendations for proposed transfer of DGs 111-112, Verbal communication, to the Speech Department.

Staff meetings, 1950, 1953, 1954, 1959

Notices, reports, agenda of only a few meetings.

Staff meetings, 1965-66

List faculty committee assignments, notices of meetings.

Staff Memos, 1964-68

Statistical Material on General Divisions, 1939-41

Semester grades, distribution, examinations; History of Civilization - J.W. Swain; evaluation of similar programs at University of Chicago and Columbia University.

Statistics, 1955-63

Statistics, 1963-67

Copies of Bureau of Institutional Research reports relating to DGs; include statistics on class size, teaching load, staff activities and NT check sheets.

Student Information, 1963-68

Includes processed copy Student Governance at Illinois; A Report of the Provost's Committee and summary of Recommendations, 1966; copies of University of Illinois Student Letter, 1966; Student Affairs, 1967-68; U. of I. Student Letter, 1966; pamphlets on student housing, discipline, pre-college programs.

Student Requirements, 1959-64

Mimeographed memos from Dean LAS and Provost covering revision of LAS major and minor requirements, supplying missing grades, student physical exams, scheduling final exams; alternate ROTC programs; copies of "Student Letter No. 1,2,3," 1963.

Student's Opinion, no date

Students, 1945-47

Lists enrollees, recommendations for graduating seniors.

Study Committee (President Allerton Conference), 1965

Correspondence and report on 1980 projected enrollment and educational opportunities: at University of Illinois.

Summer Study Program, 1965

Completed student questionnaires, faculty and staff assignments; subcommittee interim report on experimental summer program for disadvantaged students.

Box 4: Subject File, Teacher Education - Year Round Occupation

Teacher Education, Committee on General Education, 1956-58

Teacher Education, Committee on General Education - Humanities, 1956-57

Teacher Education, Committee on General Education - Natural Science, 1956-57

Teacher Education, Committee on General Education - Social Science, 1956-57

Correspondence, memoranda, drafts, committee and sub-committee reports on course structure.

Teacher Evaluation, 1966

Committee appointments, duties; proposal for development of staff meetings for teaching assistants in verbal communication.

Teacher of the Year, 1964-65 - 1967-68 - 1964-67 (two folders)

Lists of recipients, correspondence, news releases, and clippings, vouchers relating to awards to graduate teaching assistants.

Television, 1962-65

Correspondence, reports on use of taped lectures and faculty rights with respect to TV programs, summary of student opinion on use of TV.

Tests, 1946-47

Faculty evaluation of GED submitted to Division Head.

Workshop, Organizational, May 16, 1964

Correspondence, drafts and final program, processed copy of remarks of Professor Robert W. Rogers, Dean elect of LAS, at opening session.

Year-Round Operation, 1960-66

Committee report of Ad Hoc Committee of Urbana-Champaign Senate, Statement of Senate Committee on Educational Policy, report, 1960, of Study of possible twelve month operation of the university, reactions of DGS to proposal.

Box 5: General Correspondence, A-N, 1936-1968

A, 1953-67

English Qualifying Test; general education requirements; John White, Vertebrate Paleontology; assistantships; missionary teachers (Cairo, Egypt).

B, 1948-66

Laboratory space; Captain Dodson, Professor J.W. Swain, Bond Issue (9/8/58), History Department (3/8/57); Social Sciences program in DGS; DGS 111-112 9verbal communication); biological and psychological research - Edwin M. Banks, DGS department; assistantships; description of courses in DGS; C. Ritchie Bell - appointment; American Historical Association's "Resolution Concerning Public Education," 1952; University of Illinois, Chicago Branch: humanities sequences.

C, 1953-65

Charles McIntyre - recommendation; pre-journalism students enrolled in DGS; course material overlapping in DGS 151 and 171; assistantships; Oren R. Rankin - recommendation.

D, 1953-66

Asian Foundation grant - shipment of books to Far Eastern professors, universities; Captain Dodson; verbal communication course; John B. Droste.

E, 1953-54, 1956, 1957-67 (room assignments)

TV lectures, Geoffrey Brunn(4/5/65), Glen Gandes, Sidney Rose - appointments

F, 1951-66

Robert Rogers - recommendation (9/26/63)

G, 1948, 1952-67

Student Counseling Service; (8/6/64); Advisory Committee, American Society for Engineering Education - Humanistic-Social Research Project Report; D.W. Gotshalk, DGS 172; Coleman K. Griffith, 1953; field trip insurance.

H, 1949, 1953-67

General Studies at other universities, Southern, California, Wisconsin; Kellogg W. Hunt (11/20/61) credit hours in biological science; William Habberton - leave of absence; humanities sequences; John B. Sirich - teaching DGS.

I-J, 1952-56, 1958-67

Robert W. Johannsen - Cooperation Department of History; Frederick H. Jackson - resignation; physical science instructor - recruitment; proposed revision of DGS 151-

152, 1954; reprint of American Historical Review article by Frederick H. Jackson, 1952.

K, 1953-66

Peter P. Klassen - College Age Population Space - Natural History Building; general biology instructorship - recruitment.

L, 1962-67

Student Correspondence; Glenn Leggett - NCTE; Staff recruitment; DGS 171-172; Veterans Nursery School; Laboratory Elementary School; budget.

M, 1943, 1952-68

Self evaluation; physical science; Charles J. McIntyre; Bryan MacMahon; Verbal Communication program; teacher evaluation program; The State of the University by Lloyd Morey; visual aid: slides, Physical Plant; College English.

N, 1953-56, 1959, 1963

Box 6: General Correspondence, 1936-67, O-Z

O, 1948-52, 1957, 1959-60, 1965-66

P-Q, 1949-67

S.N. Postlethwaite - audio-tutorial; professional pilot course; W.R. Power - appointment; Verbal Communication program; list of scholarly publications, DGS faculty, 1953; C. Arthur Poxon; faculty appointments; correspondence with students.

R, 1947, 1952-67

Harold R. Reinhart - YMCA appointment; Staff recruitment; Hadley Read - Instructional Resource Center; proposed math program in DGS; A Study of Competencies Desirable for Instructors of College General Education Courses in Physical Science by Oren R. Rankin; Charles D. Smith; O.R. Rankin, reprint.

S, 1953-67

Grade Complaints; MSU/Aid communication seminars; staff recruitment; proficiency credit for DGS 111; DGS 171-172 sequence; recommendation for students; faculty recruitment - Verbal Communications; recommendation of James M. McCrimmon as successor to R.G. Bone, Director of DGS; DGS 151-152: modification of catalog description; copy of Remarks on a Series of Controversies Involving the University of Illinois, by George D. Stoddard.

T, 1950-55, 1957-59, 1964-66

Luther College - College Bowl; Hal

R. Taylor - National Project in Agricultural Communications; Evaluation of the Verbal Communication courses; Warren Taylor (Oberlin College), copy of lecture, Democracy and the Oberlin Idea.

U, 1949, 1951

V, 1950, 1954, 1961, 1965, 1967

W, 1953-67, V.I. West - English Qualifying Exam.

XYZ, 1952-53, 1960, 1963-65

C.P. Viens - National Foundation of the Arts and Humanities

- Courses - DGS 141 and 142 - Physical Science 1956-67 Staff teaching loads, outlines, workbooks, course proposals, research studies by G.E. Gaides pertaining to factors affecting student performance, grade effects on students, remedial math program, student evaluation; student self-evaluation results; lab exercises; correspondence regarding available staff positions; and teaching by television; space needs; article by Harold G. Cassidy Science for the Non-Scientist: An Interim Report on the Course Science 1 B
- Courses - DGS 151 and 152, Social Science, 1951-66 Outlines, correspondence regarding research projects, staff positions; reorganization of the course; carbon copy of draft Appendix IV concerning television project.
- Courses - DGS 161 and 162, Literature and Fine Arts, 1964-65 Teaching loads, course description (Humanities 215 and 216), course outlines, reserve book list.
- Courses - DGS 171 and 172, Psychology and Philosophy, 1956-64 Course outlines; correspondence regarding course changes and proposals; annotated bibliography of paperbacks relating to psychology.
- Courses, Enrollments, 1947-54, 1960-67 Class statistics - comparisons and predictions
- Courses, Evaluation, 1951-55 Questionnaires, student comments, rating averages
- Courses, proposed - Public Issues, 1964 Mimeographed draft of a proposed senior course for James Scholars
- Courses, Science Survey, 1940-42 Minutes of the organization committee, Natural Science survey course regarding available textbooks, teaching loads, outlines; Report to the Committee on the general course in physical sciences; correspondence relating to course examinations, staff positions, remodeling and equipment.
- Courses, Verbal Communication, 1945, 1949 Correspondence regarding available staff positions
- Curriculum Committee, 1950-64 Memoranda regarding the revision of brochure describing the Division, goals, new course descriptions; mimeographed draft of the brochure; minutes of meetings; enrollment statistics, faculty opinion questionnaire; report on the division of General Studies self study; recommendations to the advisory committee and faculty; one issue of Faculty Letter concerning the council on General Education; two pamphlets by Professor Marvin T. Herrick entitled A Revival of General Education and the Departmentalization of Knowledge.
- Engineering, General Education for, 1955-56 Minutes of the subcommittee on the status study (regarding the ability of Engineering students in non-engineering fields); subcommittee memoranda; yearly reports of the activities of the subcommittee; report of subcommittee on "summary of ideas" to the status committee; minutes of the Lisle Abbot Rose Memorial Award Committee meeting
- English, Student Senior Seminar, 1963-64 Regarding proposal for, purpose of, requirements, staff
- Esso Foundation, Grant Proposal, 1964-65 Correspondence and application for funds to support an experimental project regarding the improvement of instruction and

Reading List, 1967
Registration, 1948-64
Reports, Annual, to the President, 1965-66

Box 8: Subject File, Reports, Special-Wisconsin, 1947-67

Reports, Special, 1950-67
Research Grant Proposals, 1964-65
Sociology, Joint Committee, 1962-64
Space, LAS Building, 1963
Space, New DGS Science Courses, 1959; 1965-66
Space, Office, 1964-66
Space, Viewing, Listening Booths, 1963-66
Speech, 1957
Staff, Tenure and Rank, 1962-66
Teacher Training Seminar, Verbal Communication, 1967
Teaching Loads, 1960-64
Teaching Methods, 1963-65
Teaching Methods, Experimentation, 1962-65
Teaching, Problems and Research of, 1964-65
Teaching Seminars for Assistants, 1965-66
Wisconsin-ILS-Program, 1947;1964