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## General files and correspondence: Miscellaneous (A3-H-d) contents

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### **Vice Chancellor for Academic Affairs and Dean (A3)**

The position of Vice-Chancellor for Academic Affairs did not exist early on. Rodney Briggs upon the founding of UMM was the campus' chief executive officer, and he also performed the functions of the academic dean. According to the catalog for the 1961-62 year there was an Administrative Committee in place, and the Committee members, it would seem, collectively performed roles later formally assigned to the Dean. When Briggs resigned in 1969 John Q. Imholte assumed the position of "Academic Dean and Acting Provost." Two years later Gordon Bopp was named "Academic Dean." Bopp remained in that role until the 1979-81 academic year at which time Elizabeth (Bettina) Blake was named to replace Bopp. Blake resigned in 1995 and was replaced by Samuel Schuman. Meanwhile, the title changed in the 1987-1989 academic year, and the office was renamed "Vice Chancellor of Academic Affairs and Dean." When Schuman became acting Chancellor in 1998 he appointed a series of so-called "Baby Deans" to administer the functions of that office. John Schwaller was then named Dean in 2002, and he was succeeded by Judith Kuechle on an interim basis in 2006 and Roland Guyotte in 2007. Cheryl Contant followed Guyotte in 2008.

### **General files and Correspondence (A3-H)**

Originally, these materials were organized as a distinct series within the Vice-Chancellor for Academic Affairs record group and categorized as "Miscellaneous." Because of the volume of materials and the range of topics covered, these records were further divided in 2010-11 into a number of different sub-series: Academic, Administrative, Correspondence, Miscellaneous, North Central Association, People, Students, Teaching and Employment. The Record Series was also renamed, "General Files and Correspondence." See the abstracts for the various sub-series for more detailed descriptions.

### **Miscellaneous (A3-H-d)**

The materials in this record sub-series, dating mainly from the administrations of Gordon Bopp and Elizabeth (Bettina) Blake, were originally arranged as "Miscellaneous." The series was then renamed "General Files and Correspondence" and was reorganized into four different sub-series. The records in this sub-series are not easily classifiable into the other groupings of the series and, not surprisingly, engage a wide variety of topics.

Of special interest is the plethora of materials having to do with accreditation. These include materials related to North Central Association visits, self-study reports and documents pertaining to teachers' education. Some records speak to personnel issues and more specifically to personnel concerns within the Psychology discipline in the early 1980s. Reports authored by Stephen Granger that document the changing profile of Morris students are also noteworthy. The subseries holds other documents relevant to recruitment, enrollment shifts and retention. Other materials date from Chancellor John Q. Imholte's retirement and detail celebration honoring his contributions to UMM. A single file documents a UMM Master's program in elementary education offered through Continuing Education and Extension in the 1980s.

Also of note are the Affirmative Action files mainly from the 1970s. Some files contain summary forms describing the affirmative action process for individual faculty searches and some materials speak to changed conditions in the wake of the Rajender Consent Decree.

Correspondents: Bettina Blake, William Campbell, Gordon Bopp, Chris Bekemeier, Jerry Rottier, Craig Kissock, Ted Underwood, Wilbert Ahern

## **Container List**

### **Box 1**

ACT 1984-85, 87-88, 88-89, 89-90  
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Graduates 1981-82, 82-83  
Graduates of 1981-82 by Discipline  
Graduates – Graduation 1973-75, 75-76  
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Graduates (UMM) Follow-Up  
Graduate Assistants  
Great Lakes Area Development Council Survey 1975  
Harvard University – Lifelong Education Institution  
HECB Misc. Correspondence 1981-86  
HECB – Curriculum Proposals submitted by UMM to HECC 1981-86  
Health Services UMM  
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Highways – Minnesota Trunk Highways  
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High School Tests (PSAT.NMSQT)  
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Inloading-UMM 1983-84

### **Box 2**

Academic Planning  
Admin. Advisory Council – UCI 1968-69  
Administration – Acad. Personnel  
Assessment of Gen Ed Subcommittee of ASLC  
Bettina Blake Article “The Yin and Tang of Student Learning in College”  
Budget Mat'l – UC  
Administration – Gen'l  
Computers, CAI, Etc.  
Com. on Privilege, Tenure, & Acad. Freedom  
Dean's Council – UCI 1968-69  
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Enrollment Data  
Engineering – California, Costs, Etc. Faculty Affairs  
Federal Programs – Support of Higher Education  
Foreign Contacts  
Foundations – Support of Higher Educ.

Hopkins Syndrome  
Innovation – Special Programs  
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Library  
Minority Programs, Etc.  
Population – World Food Problem  
Program Budgeting – PPBS  
Social Problems  
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Student Participation in Governance of Universities  
UCI – Organization etc.  
Unions in Higher Education  
Unrest: Higher Education  
University Governance  
Urban Crisis  
Faculty Workload Study – UC  
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Senior Perspective – Article on UMM Investment (February 2000)  
Interim Arrangements  
Correspondence – Intercampus (UMM) 1995-96  
Correspondence – Intercampus (TC) 1995-96  
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Pi Delta Phi  
Minnesota High School Graduation Rules Conference HHH Center 12/8/93  
Phi Beta Kappa (QBK)

### **Box 3**

North Central Association of Colleges and Secondary Schools  
    North Central – Accreditation Information  
    North Central: Library Data  
North Central Report: Preliminary Drafts on Student Life Section of Report  
North Central Report: Preliminary Drafts on Administrative Section  
North Central Report: Reactions to Criticisms  
North Central Report: Statistics for Data Forms and Figures  
North Central Draft Final Report  
North Central: Correspondence 1969-70  
Mission and Goals Materials for NCA  
NCA Miscellaneous Guides & Materials 1978-79  
NCA Materials 1980-81  
NCA Self-Study Report Questionnaires\*Student Personnel Units\*Academic Units  
NCA Team Report & UMM Responses  
Report of the NCA Committee on Institutional Organization and Dynamics  
Report of the Institutional Resources Committee of the NCA Self-Study  
Self-Study Report of UMM for the NCA 1980 Accreditation Review  
Final Draft\*NCA Self-Study\*Educational and Learning Experiences\*6/13/79

NCA Decision-Making Committee  
NCA  
Educational & Learning Experiences Committee  
NCA Steering Committee  
NCA Goals & Missions Committee  
NCA Resources Committee  
NCA Miscellaneous  
NCA Purdue

**Box 4**

NCA Purdue Papers  
NCA University of Arkansas  
NCA U of Arkansas Library Report\*Papers  
NCA Commission on Institutions of Higher Education Handbooks 1985-86\*Papers  
NCA Self-Study Lindenwood College St. Charles, Missouri 1984  
NCA Chatfield College\*Lindenwood Recommendations  
NCA Chatfield – Long Term Plan\*Papers  
NCA Nazareth College\*Madonna  
NCA Nazareth College  
NCA Discipline Self-Study Questionnaires  
NCA Western State College of Colorado  
NCA Madonna

**Box 5**

Survey of Institutional Goals at UMM, June 1978  
Basic Institutional Data & Profile Statements—Report to NCA by UMM 1968-69  
NCA Discipline – Division Self-Study Education & Humanities  
UMM Final Response to NCATE Visiting Team Report  
Evaluation of UMM Secondary Ed. Program—Research Report 1977  
Report to the National Council of Accreditation of Teacher Education  
Folder #2 May 1980 Board of Teaching Visit  
Folder #1 May 1980 Board of Teaching Visit  
A Report to the National Council for Accreditation of Teacher Education  
North Central Draft Final Report  
Report to the State Department of Education Visitation Committee for Accreditation 1964  
Basic Institutional Data and Profile Statements

**Box 6**

Carrier, Carol A. Visit to UMM Feb. 27, 1989  
Cox-Klinger Positions  
Guebert, Toby  
Granger 1986-87\*92-93  
Mondale Visit 1981  
Pflaum, Rosalynd and Brooks, Gladys Visit to UMM 9/9/91  
Seminar – Honors Correspondence

J. F. Maclear (Duluth) Correspondence  
Terrell (Minneapolis) Correspondence  
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Faculty Advisor and Student Adviser Correspondence 1967-68  
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Jack and Lucy Imholte Celebration June 2, 1990  
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**Box 7**

Dean's List Fall Quarter 1979  
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Dean's List – Spring 1997  
Student Access – January 1977  
Student Access – Preliminary Recommendations (Wilderson) 1976  
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Student Contact Handbook – UMM 1974  
Student Experience Task Force Report 1984  
Student Recruitment 1978-79, 79-80

**Box 8**

Reports on UMM to Nat. Council for Accred. of Teach. Ed. (1969 & 1979)  
Master's Degree in El. Ed. 1985-86  
Appendices for NCATE Report  
NCATE 87-90  
National Council for the Accreditation of Teacher Education  
NCATE: Preparation for Visitation and Report Writing  
    NCATE: Standards  
    NCATE: V & A Committee Meeting  
    NCATE: Visitation  
NCATE Visiting Team Report 1969  
Report on UMM  
NCATE: Correspondence  
Teaching Evaluations by Students 1972  
Teacher Education – Minn. Board of Teaching 1980-86

**Box 9**

Affirmative Action Handbook (Harvard University)  
Miscellaneous - Affirmative Action 1976-77, 77-78, 78-79, 79-80, 80-81, 81-82  
AA: Workshop June 1977, Oct. 1980  
AA: New Procedures 1980  
Affirmative Action Report 1975-76  
Placement Office (Career, Planning, and Placement)  
Career Planning and Placement 1978-79, 79-80, 80-81, 81-82, 83-85  
College Work Study 1986-89  
"E" Category Task Force Report 1975-76  
Retrenchment 1983  
Student Employment Handbook 1974  
Morris Chamber of Commerce 1974-75  
Student Financial Aid – Work Study 1973-78