

Guide to Dean's Office Records BC05.01

Finding aid prepared by Hilary Price

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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
Date [inclusive]	1894-1952
Extent	93.61 Linear feet , 225 boxes
Physical Location	This collection is stored offsite and advance notice is required for access. To use this collection, please contact the Barnard Archives and Special Collections at 212.854.4079 or archives@barnard.edu.
Language	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.

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.

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.

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.

Filing Scheme

1. Trustees

- a. Clerk
- b. Treasurer
- c. Associate members
- d. Finances
- e. –
- f. –
- 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 (?)

Administrative Information

Publication Information

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Access

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Accruals

No additions are expected.

Acquisition Information

Transferred from the Dean's Office.

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.

Controlled Access Headings

Corporate Name(s)

- American Association of University Women.
- Barnard College. Academic Committee.
- Barnard College. Alumni and alumnae.

- Barnard College. Board of Trustees.
- Barnard College. Dean's Office.
- Barnard College. Office of the Bursar.
- Barnard College. Office of the Registrar.
- Barnard College. Provost and Dean of Faculty.
- National Research Council (U.S.) .
- National Student Federation of the United States of America.
- Unesco.

Genre(s)

- Clippings
- Correspondence
- Letters

Personal Name(s)

- Brewster, W. T. (William Tenney), 1869-1961
- Gildersleeve, Virginia Crocheron, 1877-1965
- Gill, Laura Drake, 1860-1926
- McIntosh, Millicent C.
- Putnam, Emily James, 1865-1944

Subject(s)

- College administrators
- College presidents
- Women college administrators--New York (State)--New York.
- Women's colleges--New York (State)--New York
- Women--Employment

Emily James Smith (Putnam), Dean

Collection Inventory

Series 1. Emily James Smith (Putnam), Dean 1894-1900 4.0 boxes

Box

Correspondence, 1894-1897 1.0 box

222

Correspondence, 1894-1901 1.0 box

220

Correspondence, 1895-1900 1.0 box

221

Correspondence, 1898-1900 1.0 box

219

Series 2. Laura Drake Gill, Dean 1901-1907 12.0 boxes

Box

1900-1902 1.0 box

1

Correspondence, 1900-1904 1.0 box

223

Correspondence, 1901-1904 1.0 box

224

Correspondence, 1901-1928 1.0 box

225

Faculty Committee on Scholarships, 1902-1907 1.0 box

213

William Tenney Brewster, Acting Dean

Committee on Foreign Language Requirements, 1903-1907	1.0 box	214
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1904-1906	3.0 boxes	2-4
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1906-1908	3.0 boxes	5-7
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Series 3. William Tenney Brewster, Acting Dean 1907-1910 5.0 boxes

Box

Faculty Committee on Scholarships, 1907-1910	1.0 box	213
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Committee on Foreign Language Requirements, 1907-1910	1.0 box	214
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1908-1909	1.0 box	8
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1909-1910	2.0 boxes	9-10
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Series 4. Virginia Crocheron Gildersleeve, Dean, 1911-1947 191.0 boxes

Box

1910-1911	2.0 boxes	11-12
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1911-1912	2.0 boxes	13-14
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Faculty Committee on Scholarships, 1911-1937	1.0 box	213
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Committee on Foreign Language Requirements, 1911-1920	1.0 box	214
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Virginia Crocheron Gildersleeve, Dean,

1912-1913 5.0 boxes	15-19
Faculty Committee on Honors, 1912-1929 1.0 box	215
1913-1914 3.0 boxes	20-22
1914-1915 3.0 boxes	23-25
1915-1916 3.0 boxes	26-28
1916-1917 3.0 boxes	29-31
1917-1918 3.0 boxes	32-34
1918-1919 4.0 boxes	35-38
1919-1920 3.0 boxes	39-41
1920-1921 3.0 boxes	42-44
1921-1922 2.0 boxes	45-46
Committee on Student Affairs, 1921-1947 1.0 box	216
1922-1923 2.0 boxes	47-48
1923-1924 2.0 boxes	49-50

Virginia Crocheron Gildersleeve, Dean,

1924-1925	3.0 boxes	51-53
1925-1926	4.0 boxes	54-57
1926-1927	7.0 boxes	58-64
1927-1928	11.0 boxes	65-75
1928-1929	8.0 boxes	76-83
1929-1930	6.0 boxes	84-89
1930-1931	5.0 boxes	90-94
1931-1932	6.0 boxes	95-100
1932-1933	7.0 boxes	101-107
Committee on Student Organizations, 1932-1947	1.0 box	217
1933-1934	7.0 boxes	108-114
1934-1935	9.0 boxes	115-123
1935-1936	7.0 boxes	124-130
1936-1937	6.0 boxes	131-136

Millicent Carey McIntosh, Dean

1937-1938	7.0 boxes	137-143
1938-1939	8.0 boxes	144-1951
1939-1940	6.0 boxes	152-157
1940-1941	6.0 boxes	158-163
1941-1942	4.0 boxes	164-167
Office Committee on Assemblies, 1941-47	1.0 box	218
1942-1943	5.0 boxes	168-172
1943-1944	6.0 boxes	173-178
1944-1945	4.0 boxes	179-182
1945-1946	5.0 boxes	183-187
1946-1947	4.0 boxes	188-191
Series 5. Millicent Carey McIntosh, Dean 1947-1952		
		Box
Committee on Student Affairs, 1947-1952	1.0 box	216

Millicent Carey McIntosh, Dean

Committee on Student Organizations, 1947-1952 1.0 box	217
Office Committee on Assemblies, 1947-1952 1.0 box	218
1947-1948 4.0 boxes	192-195
1948-1949 5.0 boxes	196-200
1949-1950 4.0 boxes	201-204
1950-1951 5.0 boxes	205-209
1951-1952 3.0 boxes	210-212