Guide to Dean's Office Records
BC05.01
Finding aid prepared by Hilary Price

This finding aid was produced using the Archivists' Toolkit
August 18, 2015
Describing Archives: A Content Standard
# Table of Contents

Summary Information .................................................................................................................. 3

Historical Background ................................................................................................................ 4

Collection Scope and Content Summary .................................................................................. 4

Collection Arrangement ............................................................................................................ 4

Filing Scheme .............................................................................................................................. 5

Administrative Information ......................................................................................................... 15

Controlled Access Headings .................................................................................................... 16

Collection Inventory ................................................................................................................ 18

Emily James Smith (Putnam), Dean ......................................................................................... 18

Laura Drake Gill, Dean ............................................................................................................. 18

William Tenney Brewster, Acting Dean .................................................................................... 19

Virginia Crocheron Gildersleeve, Dean ................................................................................... 19

Millicent Carey McIntosh, Dean ............................................................................................... 22
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
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. Craige Club; Newman Club (1925/26 – )
   Ccc. Menorah (1925/26 – )

d. Fraternities

   Dd. DAR

e. Société 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

Barnard Archives and Special Collections © 2015

Access

This collection has no restrictions.

Reproduction Restrictions

Photocopies or scans may be made for research purposes.

Publication Rights

Permission to publish material from the collection must be requested from the Barnard Archives and Special Collections. The Barnard Archives and Special Collections approves permission to publish that which it physically owns; the responsibility to secure copyright permission rests with the patron.

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.


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
## Collection Inventory

<table>
<thead>
<tr>
<th>Series 1. Emily James Smith (Putnam), Dean 1894-1900</th>
<th>4.0 boxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correspondence, 1894-1897</td>
<td>1.0 box</td>
</tr>
<tr>
<td>Correspondence, 1894-1901</td>
<td>1.0 box</td>
</tr>
<tr>
<td>Correspondence, 1895-1900</td>
<td>1.0 box</td>
</tr>
<tr>
<td>Correspondence, 1898-1900</td>
<td>1.0 box</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Series 2. Laura Drake Gill, Dean 1901-1907</th>
<th>12.0 boxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1900-1902</td>
<td>1.0 box</td>
</tr>
<tr>
<td>Correspondence, 1900-1904</td>
<td>1.0 box</td>
</tr>
<tr>
<td>Correspondence, 1901-1904</td>
<td>1.0 box</td>
</tr>
<tr>
<td>Correspondence, 1901-1928</td>
<td>1.0 box</td>
</tr>
<tr>
<td>Faculty Committee on Scholarships, 1902-1907</td>
<td>1.0 box</td>
</tr>
<tr>
<td>Series 3. William Tenney Brewster, Acting Dean 1907-1910</td>
<td>5.0 boxes</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Faculty Committee on Scholarships, 1907-1910</td>
<td>1.0 box</td>
</tr>
<tr>
<td>Committee on Foreign Language Requirements, 1907-1910</td>
<td>1.0 box</td>
</tr>
<tr>
<td>1908-1909</td>
<td>1.0 box</td>
</tr>
<tr>
<td>1909-1910</td>
<td>2.0 boxes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Series 4. Virginia Crocheron Gildersleeve, Dean, 1911-1947</th>
<th>191.0 boxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Committee on Scholarships, 1911-1937</td>
<td>1.0 box</td>
</tr>
<tr>
<td>Committee on Foreign Language Requirements, 1911-1920</td>
<td>1.0 box</td>
</tr>
<tr>
<td>1910-1911</td>
<td>2.0 boxes</td>
</tr>
<tr>
<td>1911-1912</td>
<td>2.0 boxes</td>
</tr>
<tr>
<td>Year</td>
<td>Boxes</td>
</tr>
<tr>
<td>------------</td>
<td>---------</td>
</tr>
<tr>
<td>1912-1913</td>
<td>5.0</td>
</tr>
<tr>
<td>Faculty Committee on Honors, 1912-1929</td>
<td>1.0 box</td>
</tr>
<tr>
<td>1913-1914</td>
<td>3.0</td>
</tr>
<tr>
<td>1914-1915</td>
<td>3.0</td>
</tr>
<tr>
<td>1915-1916</td>
<td>3.0</td>
</tr>
<tr>
<td>1916-1917</td>
<td>3.0</td>
</tr>
<tr>
<td>1917-1918</td>
<td>3.0</td>
</tr>
<tr>
<td>1918-1919</td>
<td>4.0</td>
</tr>
<tr>
<td>1919-1920</td>
<td>3.0</td>
</tr>
<tr>
<td>1920-1921</td>
<td>3.0</td>
</tr>
<tr>
<td>1921-1922</td>
<td>2.0</td>
</tr>
<tr>
<td>Committee on Student Affairs, 1921-1947</td>
<td>1.0 box</td>
</tr>
<tr>
<td>1922-1923</td>
<td>2.0</td>
</tr>
<tr>
<td>1923-1924</td>
<td>2.0</td>
</tr>
<tr>
<td>Year Range</td>
<td>Number of Boxes</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>1924-1925</td>
<td>3.0</td>
</tr>
<tr>
<td>1925-1926</td>
<td>4.0</td>
</tr>
<tr>
<td>1926-1927</td>
<td>7.0</td>
</tr>
<tr>
<td>1927-1928</td>
<td>11.0</td>
</tr>
<tr>
<td>1928-1929</td>
<td>8.0</td>
</tr>
<tr>
<td>1929-1930</td>
<td>6.0</td>
</tr>
<tr>
<td>1930-1931</td>
<td>5.0</td>
</tr>
<tr>
<td>1931-1932</td>
<td>6.0</td>
</tr>
<tr>
<td>1932-1933</td>
<td>7.0</td>
</tr>
<tr>
<td>1933-1934</td>
<td>7.0</td>
</tr>
<tr>
<td>1934-1935</td>
<td>9.0</td>
</tr>
<tr>
<td>1935-1936</td>
<td>7.0</td>
</tr>
<tr>
<td>1936-1937</td>
<td>6.0</td>
</tr>
</tbody>
</table>

**Committee on Student Organizations, 1932-1947** 1.0 box

<table>
<thead>
<tr>
<th>Year Range</th>
<th>Number of Boxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1932-1947</td>
<td>217</td>
</tr>
<tr>
<td>Year</td>
<td>Boxes</td>
</tr>
<tr>
<td>--------------</td>
<td>-------</td>
</tr>
<tr>
<td>1937-1938</td>
<td>7.0</td>
</tr>
<tr>
<td>1938-1939</td>
<td>8.0</td>
</tr>
<tr>
<td>1939-1940</td>
<td>6.0</td>
</tr>
<tr>
<td>1940-1941</td>
<td>6.0</td>
</tr>
<tr>
<td>1941-1942</td>
<td>4.0</td>
</tr>
<tr>
<td>1942-1943</td>
<td>5.0</td>
</tr>
<tr>
<td>1943-1944</td>
<td>6.0</td>
</tr>
<tr>
<td>1944-1945</td>
<td>4.0</td>
</tr>
<tr>
<td>1945-1946</td>
<td>5.0</td>
</tr>
<tr>
<td>1946-1947</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**Series 5. Millicent Carey McIntosh, Dean 1947-1952   24.0 boxes**

<table>
<thead>
<tr>
<th>Year</th>
<th>Boxes</th>
<th>Box Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>1947-1952</td>
<td>1.0</td>
<td>216</td>
</tr>
</tbody>
</table>

Committee on Student Affairs, 1947-1952   1.0 box

- Page 22 -
<table>
<thead>
<tr>
<th>Committee</th>
<th>Boxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee on Student Organizations, 1947-1952</td>
<td>1.0 box</td>
</tr>
<tr>
<td>Office Committee on Assemblies, 1947-1952</td>
<td>1.0 box</td>
</tr>
<tr>
<td>1947-1948</td>
<td>4.0 boxes</td>
</tr>
<tr>
<td>1948-1949</td>
<td>5.0 boxes</td>
</tr>
<tr>
<td>1949-1950</td>
<td>4.0 boxes</td>
</tr>
<tr>
<td>1950-1951</td>
<td>5.0 boxes</td>
</tr>
<tr>
<td>1951-1952</td>
<td>3.0 boxes</td>
</tr>
</tbody>
</table>