

# **Guide to the History Department Records BC13.29**

**Finding aid prepared by Charlotte Kostelic**

---

This finding aid was produced using the Archivists' Toolkit

October 28, 2015

Describing Archives: A Content Standard

Barnard Archives and Special Collections

© 2015

3009 Broadway

New York, New York, 10027

212.854.4079

[archives@barnard.edu](mailto:archives@barnard.edu)

# Table of Contents

---

<u>Summary Information</u> .....	3
<u>Collection Scope and Content Summary</u> .....	4
<u>Arrangement</u> .....	4
<u>Administrative Information</u> .....	4
<u>Related Materials</u> .....	5
<u>Controlled Access Headings</u> .....	6
<u>Collection Inventory</u> .....	7
<u>Ad Hoc Committee</u> .....	7
<u>Budget</u> .....	7
<u>Afro-American Studies Proposals</u> .....	7
<u>Affirmative Action Program</u> .....	7
<u>Correspondence</u> .....	7
<u>Faculty Files</u> .....	7
<u>Job Inquiries</u> .....	8
<u>Committee on Instruction</u> .....	8
<u>Course Records: syllabi, class lists, information about majors, exam questions, teaching schedules</u> .....	8
<u>Meeting Minutes</u> .....	9

## Summary Information

---

<b>Repository</b>	Barnard Archives and Special Collections
<b>Creator</b>	Barnard College. History Department.
<b>Title</b>	History Department
<b>Date [inclusive]</b>	1948-2002
<b>Extent</b>	6.66 Linear feet ; 17 boxes
<b>Physical Location</b>	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.
<b>Language</b>	English
<b>Abstract</b>	This collection consists of departmental correspondence, student records, faculty files, teaching schedules, and special reports from the Barnard College Department of History.

### Preferred Citation

History Department, 1948-2002; Box and Folder; Barnard Archives and Special Collections, Barnard Library, Barnard College.

## Collection Scope and Content Summary

---

This collection contains materials relating to the Barnard College History Department. The collection includes: departmental correspondence (1948-1980), student records and profiles (1950-1980), meeting minutes (1984-1998), departmental budgets (1948-1980), and course materials (1952-2002). There are materials relating to the hiring of new faculty and the growth of the department to include a broader scope of course offerings. This includes correspondence with the Barnard Organization of Soul Sisters, who proposed an Afro-American Studies program (1968-1969) (box 1), and materials relating to courses taught on the history of women's education (1997-1998) (boxes 16-17).

---

## Arrangement

---

This collection is arranged into ten series. The contents are arranged in the original order in which they were received. The series arrangement of the records is as follows:

Series 1, Ad-Hoc Committee, (1971-1974)

Series 2, Budget, (1948-1980)

Series 3, Afro-American Studies Proposals, (1968-1969)

Series 4, Affirmative Action Program, (1973-1974)

Series 5, Correspondence, (1948-1980)

Series 6, Faculty Files, (1954-1980)

Series 7, Job Inquiries, (1968-1980)

Series 8, Committee on Instruction, (1977-1978)

Series 9, Course records: syllabi, class lists, information about majors, exam questions, teaching schedules (1952-1998)

Series 10, Meeting Minutes, (1984-1998)

---

## Administrative Information

---

### Publication Information

Barnard Archives and Special Collections © 2015

### Access

Any materials that discuss confidential personnel matters (such as applications for work and tenure appointments) are restricted. Some folders in Boxes 3, 7, and 13 are restricted for 75 years after the date of creation as well as all of boxes 5 and 6.

### **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**

Additions are expected.

### **Acquisition Information**

Transferred to the archives from the Barnard College History Department.

### **Processing History**

This collection was processed and the finding aid written by Charlotte Kostelic in October 2015. Finding aid adheres to that prescribed by Describing Archives: A Content Standard. Machine readable finding aid encoded in EAD 2002. Finding aid written in English.

### **Appraisal Note**

Records containing the personal information of students (such as grade books) were removed from the collection. They had previously been included within the correspondence and course records series. Dossiers sent from university job placement offices have been removed from the Job Inquiries series.

---

## **Related Materials**

---

### **Related Collections**

Other materials relating to the Afro-American Studies proposals from the Barnard Organization of Soul Sisters can be found in BC 37.02 the Barnard Organization of Soul Sisters (B.O.S.S.) records. Other materials relating to the Africana Studies Program can be found in BC 13.07 the Africana Studies records.

## Controlled Access Headings

---

### Genre(s)

- Correspondence

### Subject(s)

- Barnard College
- History
- History Study and teaching
- Universities and colleges--Departments

## Ad Hoc Committee,

## Collection Inventory

<b>Series 1 Ad Hoc Committee, 1971-1974 1.0 folder</b>	<b>Box</b> 1	<b>Folder</b> 1
<b>Series 2 Budget, 1948-1980 0.21 Linear feet</b>		<b>Box</b> 1
<b>Series 3 Afro-American Studies Proposals, 1968-1969 1.0 folder</b>	<b>Box</b> 1	<b>Folder</b> 2
<b>Series 4 Affirmative Action Program, 1973-1974 1.0 folder</b>	<b>Box</b> 1	<b>Folder</b> 3
<b>Series 5 Correspondence, 1948-1980 1.25 Linear feet</b>		<b>Box</b> 2-4
<b>Series 6 Faculty Files, 1954-1980 1.04 Linear feet</b>		
<b>Access</b>		
Any materials that discuss confidential personnel matters (such as applications for work and tenure appointments) are restricted.		
		<b>Box</b>
Faculty Files: Albrecht-Carrie--Chambers, 1954-1980		13
Faculty Files: Koss--McCaughey, 1966-1980		5
Faculty Files: Olton--Woodbridge; part-time and visiting faculty; adjunct faculty; readers, graders, work-study, 1969-1979		6
Faculty Files: Part-time and visiting faculty, 1973-1980		7

## Job Inquiries,

<b>Series 7 Job Inquiries, 1968-1980 2.01 Linear feet</b>		
	<b>Box</b>	
Job Inquiries: 1955-1967, 1955-1967	7	
Job Inquiries: 1968-1974, 1968-1974	8	
Job Inquiries: 1974-1978, 1974-1978	9	
Job Inquiries: 1979-1980; Resumes for American History: 1972-1973, 1972-1980	10	
Resumes for American History: 1972-1973; Resumes for French History: 1972-1973, 1972-1973	11	
<b>Series 8 Committee on Instruction, 1977-1978 1.0 folder</b>	<b>Box</b>	<b>Folder</b>
	1	11
<b>Series 9 Course Records: syllabi, class lists, information about majors, exam questions, teaching schedules, 1952-1998 0.83 Linear feet</b>		
	<b>Box</b>	
Discussion for reorganization of History 1-2 and 3-4, 1948	2	
Course planning 1957-1980; course syllabi and catalogue information 1947-1967, 1947-1967	4	
BC 3464: Barnard and Higher Learning in America, 1997	17	



## Meeting Minutes,

Lecture pamphlet (2002); History exams (1952); teaching schedule (1975-1979); interactive history of Barnard project (1998); syllabus for Barnard and Higher Learning in America (1997), 1952-2002	16
Planning survey (1976-1979); registration information for courses (1963-1976), 1963-1979	10
Course syllabi and catalogue information (1968-1979); Index of history lectures (1970-1975), 1968-1979	12
Exam questions (1947-1956), 1947-1956	13
<b>Series 10 Meeting Minutes, 1984-1998 0.42 Linear feet</b>	
	<b>Box</b>
Meeting Minutes: 1967-1978, 1967-1978	12
Meeting Minutes: 1984-1998, 1984-1998	15
Meeting Minutes: 1979-1980, 1979-1980	13