

PURDUE

UNIVERSITY



FINDING AID TO THE DEAN OF WOMEN RECORDS

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Revised by: Amanda Burdick, October 28, 2016
Processed by: Jonathan McConnell, April 18, 2013

Descriptive Summary

Creator Information	Purdue University Office of the Dean of Women
Title	Dean of Women records
Collection Identifier	UA 41
Date Span	1948-1987, predominant 1960-1974
Abstract	This collections contains annual reports, budgets, correspondence and other official documents from the office of the Dean of Women.
Extent	6.35 cubic feet (7 mss. boxes, 3 c.f. boxes, 1 flat box)
Finding Aid Author	Jonathan McConnell, 2013
Languages	English
Repository	Virginia Kelly Karnes Archives and Special Collections Research Center, Purdue University Libraries

Administrative Information

Location Information:	ASC-R
Access Restrictions:	Collection is open for research. Access to privileged student information, including grades, recommendations and discipline records is restricted until 70 years from their date of creation.
Acquisition Information:	Donated by Betty Nelson and Sally Watlington, April 23, 2008.
Custodial History:	These records were created by Helen Schleman and Beverley Stone while serving as Deans of Women at Purdue University. The records were inherited by Barbara Cook and then donated to the Purdue University Karnes Archives and Special Collections by Betty Nelson and Sally Watlington, along with other personal papers.
Accession Number:	20080423.3, 20130613

Preferred Citation: UA 41, Dean of Women records, Karnes Archives and Special Collections, Purdue University Libraries

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Related Materials Information: For the personal papers of individual Deans of Women, see the Carolyn Shoemaker collection (MSF 343), the Dorothy Stratton papers (MSF 366), the Helen Schleman papers (MSF 334), and the Beverley Stone papers (MSF 466). The Dean of Men and Dean of Women offices were merged in 1974 into the Dean of Students office.

Subjects and Genres

Persons

Schleman, Helen Blanche, 1902 – 1992

Stone, Beverley, 1916 – 2003

Organizations

National Association for Women Deans, Administrators & Counselors

Topics

Purdue University. Dean of Women

Form and Genre Types

Correspondence

Annual Reports

Newsletters

Records (documents)

School records

Occupations

Women College Administrator

History of the Dean of Women Office

In 1933 Purdue hired its first full-time Dean of Women, Dorothy Stratton. Prior to this, the Dean of Women duties were carried out by Professor of English Literature Carolyn Shoemaker. When Helen Schleman took over as Dean in 1947, the office staff consisted of her, a placement officer, and an assistant dean seeing to the counseling, discipline, and administration needs of Purdue's women students. As the number of women students at Purdue grew steadily, so did the size and responsibilities of the dean's office, including placement services for women students, the SPAN Plan program to help nontraditional women return to education, and minority outreach programs to help the expanding diversity in the student body. Beverley Stone took over as Dean of Women after Schleman's retirement in 1956, and in 1974 Stone became the first Dean of Students at Purdue when the Dean of Women and Dean of Men offices were combined.

Sources: Material within the collection and the Susan Bulkeley Butler Women's Archives website.

Collection Description

Scope

The Dean of Women Office records (1958 – 1986; 6 cubic feet) document the official records of the Office of the Dean of Women, including correspondence, budgets, organization records, annual reports, and affiliated professional organizations. The Date File, which is a copy of outgoing mail from the Dean, offers researchers a glimpse into the day-to-day duties of the Dean of Women. However, any Date File that may have existed prior to 1960 is not included in these records, and there is a sizable gap between 1961 and 1969. The Annual Reports offer summaries of and statistics about the office's responsibilities. Purdue's Deans of Women were important contributors to the National Association of Women Deans, Administrators, and Councilors (NAWDAC), and Series 4 documents the history of that organization and its relationship with Purdue.

The Dean of Women Office records are organized into 4 series:

Arrangement

1. Annual Reports, 1958 – 1973 (1.2 cubic feet)

The form and content of the annual report changes over the years, but in general it includes an overview of the Office of the Dean of Women's philosophy and role in University administration, demographic information about women students as a group, statistics about office visits and discipline issues, and detailed reports from individual office staff.

2. Date File, 1960 – 1974 (1.2 cubic feet)

This series is composed of carbon copies of outgoing correspondence from the Dean of Women. The records include approximately a year of correspondence (1960 – 1961) when Helen Schleman was Dean of Women, and then there is a significant break in the record until 1969 – 1974, during Beverley Stone's tenure. Any document containing privileged information, such as discipline records, grades, or letters of recommendation, has been restricted.

3. Budgets and Miscellaneous Material, 1968 – 1975 (0.2 cubic foot)

This series includes official Dean of Women program budgets, information about the Freshman Conference Program, and other miscellaneous documents.

4. NAWDAC Records, 1948 – 1991 (3.0 cubic feet)

Started in 1916 as a National Association of Deans of Women, the organization that would eventually be the National Association of Women Deans, Administrators, and

Councilors (NAWDAC) was important in developing the professional and social community of women college administrators, especially through its quarterly journal and annual meeting. Helen Schleman and Barbara Cook both served as president of NAWDAC. Beverley Stone was on the executive board as treasurer. This series contains a wide variety of NAWDAC historical material, including correspondence, publications, notes, and manuscripts. Materials in this series are arranged chronologically.

5. Artifacts (0.75 cubic feet)

This series includes the Shoemaker and Deans' Bibles and a Dean of Women sign.

Additions

On June 13, 2013, two Bibles and a Dean of Women sign were transferred to the Archives and Special Collections from the Dean of Students office. One Bible apparently was given to Carolyn Shoemaker by her husband. The other Bible is known as "The Deans' Bible", an artifact that was originally owned by Shoemaker. Dorothy Stratton started the tradition wherein the outgoing Dean of Women or Dean of Students bequeaths the Deans' Bible to her or his successor. Each of the Dean's names is written in the Bible, along with a favorite passage.

Revision History

Collection identifier updated from UA 12.05.02-6 to UA 41 as of October 28, 2016.

DETAILED DESCRIPTION OF THE COLLECTION

Series 1. Annual Reports, 1958 – 1973

(1.2 cubic feet)

Box 1

Folder

1. Annual Reports, 1958 – 1959
2. Annual Reports, 1959 – 1960
3. Annual Reports, 1960 – 1961
4. Annual Reports, 1961 – 1962, 1 of 2
5. Annual Reports, 1961 – 1962, 2 of 2
6. Annual Reports, 1962 – 1963, 1 of 2
7. Annual Reports, 1962 – 1963, 2 of 2
8. Annual Reports, 1963 – 1964, 1 of 2
9. Annual Reports, 1963 – 1964, 2 of 2

Box 2

Folder

1. Annual Reports, 1964 – 1965, 1 of 2
2. Annual Reports, 1964 – 1965, 2 of 2
3. Appendage to 1964 – 1965 Annual Report: "Job Opportunities for the Woman College Graduate," 1 of 2
4. Appendage to 1964 – 1965 Annual Report: "Job Opportunities for the Woman College Graduate," 2 of 2
5. Annual Reports, 1965 – 1966, 1 of 3
6. Annual Reports, 1965 – 1966, 2 of 3
7. Annual Reports, 1965 – 1966, 3 of 3
8. Annual Reports, 1966 – 1967
9. Annual Reports, 1967 – 1968
10. Annual Reports, 1968 – 1969, 1 of 2
11. Annual Reports, 1968 – 1969, 2 of 2

Box 3

Folder

1. Report on Student Unrest, 1968 – 1969
2. Barbara Cook Annual Reports, 1969 – 1986
3. Annual Report, 1969 – 1970
4. Miscellaneous documents filed with annual reports, 1970
5. Annual Report material, 1969 – 1971
6. Annual Reports, 1970 – 1971, 1 of 3
7. Annual Reports, 1970 – 1971, 2 of 3
8. Annual Reports, 1970 – 1971, 2 of 3

9. Programs ran by Cecelia Zissis, 1970 – 1971
10. Annual Reports, 1971 – 1972
11. Staff Annual Reports, 1972 – 1973, 1 of 2
12. Staff Annual Reports, 1972 – 1973, 2 of 2
13. Cecelia Zissis Annual Report materials, SPAN Plan and Old Masters, 1972 – 1973
14. Annual Report, 1972 – 1973

Series 2. Date File, 1960 – 1974

Box 4

Folder

1. Date file, June 7, 1960 – July 29, 1960 and index
2. Date file, August 1, 1960 – October 24, 1960
3. Date file, October 26, 1960 – December 30, 1960
4. Date file, January 1, 1961 – March 18, 1961
5. Date file, March 17, 1961 – May 8, 1961
6. Date file, May 8, 1961 – September 22, 1961
7. Date File, September 26, 1961 – October 26, 1961 and index
8. Date File, January 6, 1969 – March 11, 1969
9. Date File, March 12, 1969 – July 1, 1969
10. Date File, July 1, 1969 – November 13, 1969
11. Date File, November 14, 1969 – March 9, 1970
12. Date File, March 10, 1970 – June 3, 1970
13. Date File, June 3, 1970 – October 30, 1970
14. Date File, November 2, 1970 – December 31, 1970
15. Date File, January 1, 1972 – March 16, 1972
16. Date File, March 17, 1972 – May 1, 1972
17. Date File, May 1, 1972 – June 26, 1972

Box 5

Folder

1. Date File, June 28, 1972 – September 14, 1972
2. Date File, September 19, 1972 – December 28, 1972
3. Date File, January 4, 1973 – February 28, 1973
4. Date File, March 1, 1973 – April 10, 1973
5. Date File, March 19, 1973 – May 11, 1973
6. Date File, May 14, 1973 – July 2, 1973
7. Date File, July 2, 1973 – October 22, 1973
8. Date File, October 23, 1973 – December 7, 1973
9. Date File, December 7, 1973 – December 21, 1973

10. Date File, January 2, 1974 – February 1, 1974
11. Date File, February 1, 1974 – March 27, 1974
12. Date File, March 27, 1974 – April 30, 1974
13. Date File, May 1, 1974 – June 25, 1974
14. Date File index, 1963 – 1966
15. Date File index, 1970 – 1973

Box 6 RESTRICTED Date File

Folder

1. Restricted Date File, June 8, 1960 – December 5, 1960
2. Restricted Date File, January 1, 1961 – October 26, 1961
3. Restricted Date File, January 6, 1969 – July 7, 1969
4. Restricted Date File, July 7, 1969 – February 25, 1970
5. Restricted Date File, March 10, 1970 – December 21, 1970
6. Restricted Date File, January 10, 1972 – September 14, 1972
7. Restricted Date File, September 26, 1972 – January 4, 1973
8. Restricted Date File, December 29, 1972 – December 11, 1973
9. Restricted Date File, January 2, 1974 – May 29, 1974

Series 3. Budgets and Miscellaneous Material, 1968 – 1975

Box 7

Folder

1. Miscellaneous Dean's Office material, 1968 - 1973
2. Program Budget, 1966 – 1971
3. Program Budget, 1971 – 1975
4. Freshman Conference Program, 1968 – 1972
5. Freshman Conference Program, 1971 – 1972

Series 4. NAWDAC records, 1948 – 1991

Box 8

Folder

1. NAWDC historical – Feder Proposal, 1948 – 1949
2. NAWDC nominations, 1948 – 1966
3. NAWDC historical – 1949 – 1950
4. NAWDC historical – committee appointments, 1949 – 1964
5. NAWDC “new directions,” 1950 – 1970
6. NAWDC historical – unification issue, 1951 – 1952

7. NAWDC historical – Philips Foundation Grant, Commission on the Education of Women, 1952, 1 of 2
8. NAWDC historical – Philips Foundation Grant, Commission on the Education of Women, 1952, 2 of 2
9. NAWDC placement bureau reports, 1955 - 1970
10. NAWDC newsletters, 1956 – 1967, 1 of 2
11. NAWDC newsletters, 1956 – 1967, 2 of 2
12. NAWDC publications and printing costs, 1960 – 1970
13. NAWDC resolutions, 1960 – 1970
14. NAWDC historical – Growth and Development Committee questionnaire, 1961, 1 of 2
15. NAWDC historical – Growth and Development Committee questionnaire, 1961, 2 of 2
16. NAWDC executive director, 1961 – 1970
17. Miscellaneous NAWDAC material, 1961 – 1975
18. NAWDC historical – *My Room in the World*, by Kathryn Phillips, 1963 - 1965
19. NAWDC report, “The Married Woman Undergraduate: Why Does She Persist?”, 1964
20. NAWDC National Convention, 1965, 1 of 2
21. NAWDC National Convention, 1965, 2 of 2
22. NAWDC Nominating Committee returns, 1965 – 1966, 1 of 2
23. NAWDC Nominating Committee returns, 1965 – 1966, 2 of 2
24. NAWDC – miscellaneous conference and administrative documents, 1965 – 1968, 1 of 3
25. NAWDC – miscellaneous conference and administrative documents, 1965 – 1968, 2 of 3
26. NAWDC – miscellaneous conference and administrative documents, 1965 – 1968, 3 of 3
27. NAWDC nominating committee, 1966 – 1967
28. NAWDC, 1966 – 1967
29. NAWDC nominating committee, 1966 – 1967
30. NAWDC – Helen Schleman desk file, 1966 – 1967
31. Correspondence, Helen Schleman and JoAnn Fley, 1966 – 1977
32. Various journals on student counseling, 1966 – 1968
33. NAWDC – other women’s organizations (primarily NCAWE – National Council of Administrative Women in Education), 1967 – 1970
34. NAWDC reports, notes, correspondence and ephemera, 1967 – 1970, 1 of 4
35. NAWDC reports, notes, correspondence and ephemera, 1967 – 1970, 2 of 4
36. NAWDC reports, notes, correspondence and ephemera, 1967 – 1970, 3 of 4
37. NAWDC reports, notes, correspondence and ephemera, 1967 – 1970, 4 of 4
38. NAWDC information binder, 1969 – 1970

39. The National Association of Student Personnel Workers (NASPA) information, 1969 – 1970
40. NAWDC meeting at Helen Schleman's beach house, 1970

Box 9

Folder

1. NAWDC – State Associations, 1970
2. NAWDC – Allied Organizations, 1970
3. American Personnel and Guidance Association (APGA) and American College Personnel Association (ACPA), 1970
4. NAWDC membership survey, 1970
5. NAWDC, equal rights amendment, IAWS, 1970
6. NAWDC, new directions correspondence, 1970 – 1971
7. NAWDC, Committee on the Status of Women, 1970 – 1971
8. NAWDC newsletters, 1970 – 1973
9. NAWDAC Free Press, 1970 – 1973
10. NAWDAC Free Press, 1973 – 1976
11. NAWDAC miscellaneous, 1970 – 1990, 1 of 3
12. NAWDAC miscellaneous, 1970 – 1990, 2 of 3
13. NAWDAC miscellaneous, 1970 – 1990, 3 of 3
14. NAWDAC history written by Jo Ann Fley, 1970 – 1991
15. NAWDAC goals and historical information binder, 1971
16. NAWDAC – NASPA – ACPA joint meeting and organization, 1971, 1 of 3
17. NAWDAC – NASPA – ACPA joint meeting and organization, 1971, 2 of 3
18. NAWDAC – NASPA – ACPA joint meeting and organization, 1971, 3 of 3
19. NAWDAC funding and finance documents, 1971 – 1974, 1 of 2
20. NAWDAC funding and finance documents, 1971 – 1974, 2 of 2
21. NAWDAC funding information, 1971 – 1974
22. Helen Schleman NAWDAC correspondence, 1971 – 1974
23. NAWDC (National Association for Women in Education) demise, 1971 – 2000
24. NAWDAC working materials and correspondence, 1972
25. KSP Trust – historical material, 1972 – 1973
26. NAWDAC correspondence between Helen Schleman and Esther Lloyd-Jones, 1972 – 1974
27. NAWDAC correspondence, Mariam Schneider, 1972 – 1974
28. NAWDAC – KSP Trust, Ad Hoc committee reports, 1972 – 1977
29. NAWDAC – KSP Trust and miscellaneous material, 1973 – 1975
30. NAWDAC – KSP Trust historical, 1973 – 1976
31. NAWDAC Ad Hoc Committee on Financial Development, 1973 – 1974
32. NAWDAC correspondence, Helen Schleman and Dorothy Truex, 1973 – 1974

33. Helen Schleman NAWDAC correspondence and miscellaneous, circa 1973 – 1978
34. NAWDAC historical – KSP Trust (Kathryn Sisson Phillips), 1973 – 1979, 1 of 2
35. NAWDAC historical – KSP Trust (Kathryn Sisson Phillips), 1973 – 1979, 2 of 2
36. NAWDAC conference, Chicago, 1974
37. NAWDAC convention, 1975, materials belonging to Helen Schleman
38. Miriam Sheldon memorial and Jo Ann Fley manuscripts, 1975
39. NAWDAC conference, New Orleans, 1975 – 1976, 1 of 2
40. NAWDAC conference, New Orleans, 1975 – 1976, 2 of 2

Box 10

Folder

1. Conference proceedings transcript, 1976
2. Two-year presidency discussion, 1976 – 1991
3. KSP Trust and miscellaneous, 1975 – 1978
4. KSP Trust, 1976 – 1977
5. NAWDAC materials, 1976 – 1987, 1 of 2
6. NAWDAC materials, 1976 – 1987, 2 of 2
7. KSP Trust, 1977 – 1980
8. Correspondence, Helen Schleman and Jo Ann Fley, 1977 – 1983
9. NAWDAC conference materials with notes by Helen Schleman, 1978
10. NAWDAC annual report, 1978
11. Jo Ann Fley manuscript with notes by Helen Schleman, 1978
12. KSP Trust and miscellaneous materials, 1978 – 1979
13. NAWDAC conference material, 1980 – 1981
14. NAWDAC miscellaneous, 1981 – 1983
15. NAWDAC Manual of Operations, 1982
16. KSP Trust, 1982 – 1983
17. Miscellaneous documents, 1981
18. NAWDAC conference program with notes, 1986
19. NAWDAC 1987 resolutions committee

Series 5. Artifacts

Box 11

Item

1. Shoemaker Bible
Includes marriage, birth, and death dates for the Edward W. Dutcher and Harriet L. Dutcher family, 1836-1879
2. Deans' Bible
3. Folder of information about the Deans' Bible

4. Dean of Women sign