

# PURDUE

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## UNIVERSITY

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## FINDING AID TO THE DEAN OF STUDENTS RECORDS

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West Lafayette, Indiana 47907-2058  
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Revised by: Virginia Pleasant, November 23, 2015  
Processed by: Jonnie McConnell, July 30, 2013

## Descriptive Summary

<b>Creator Information</b>	Purdue University Office of the Dean of Students
<b>Title</b>	Dean of Students records
<b>Collection Identifier</b>	UA 29
<b>Date Span</b>	1974 - 2006
<b>Abstract</b>	This collection contains Annual Reports, Date File Correspondence, and other documents created by the Office of the Dean of Students.
<b>Extent</b>	5.4 cubic feet (11 mss. boxes, 1 cubic foot box)
<b>Finding Aid Author</b>	Jonnie McConnell
<b>Languages</b>	English
<b>Repository</b>	Virginia Kelly Karnes Archives and Special Collections Research Center, Purdue University Libraries

## Administrative Information

<b>Location Information:</b>	ASC-R
<b>Access Restrictions:</b>	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.
<b>Acquisition Information:</b>	Donated by Betty Nelson and Sally Watlington, April 23, 2008
<b>Custodial History:</b>	The bulk of these records were created by Beverley Stone and Barbara Cook while serving as Deans of Women at Purdue University. They passed from Barbara Cook to Betty Nelson and Sally Watlington, who then donated them to Purdue University Karnes Archives and Special Collections, along with other personal papers of Barbara Cook.
<b>Accession Number:</b>	20080423.3
<b>Preferred Citation:</b>	UA 29, Dean of Students records, Karnes Archives and

Special Collections, Purdue University Libraries

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**Related Materials  
Information:**

For the personal papers of individual Deans of Students, see the Beverley Stone papers (MSF 466), the Barbara Cook papers (MSF 467), and the Betty Nelson papers (MSF 473).

## **Subjects and Genres**

### **Persons**

Cook, Barbara Ivy, 1929 – 2013

Stone, Beverley, 1916 - 2003

### **Topics**

Purdue University. Dean of Students

### **Form and Genre Types**

Correspondence

Annual Reports

### **Occupations**

Women College Administrator

## History of the Office of the Dean of Students

In 1974, Purdue consolidated the roles of Dean of Women and Dean of Men into the Office of the Dean of Students, with Beverley Stone serving as the first Dean of Students. Barbara Cook took over as Dean of Students in 1980 and served until 1987. Betty Nelson served as Dean of Students 1987 – 1995. Tony Hawkins served as Dean of Students 1995 - 2011. The duties of the Dean of Students during this time included providing personal and academic counseling, disciplinary action, administrating student organizations, providing testing services, student housing services and other services related to student well-being.

*Source: Material within the collection.*

## Collection Description

### Scope

The Dean of Students records (1974 – 1990; 4.4 cf) documents the function and day-to-day duties of the Office of the Dean of Students through outgoing correspondence (Date File), organizational and procedural documents, and other materials. The Records are organized into five series:

### Arrangement

#### **Series 1. Annual Reports, 1971 – 2000 (0.4 cubic feet)**

The Office of the Dean of Students Annual Reports report on the state of the office, long-term objectives, and statistical information about services rendered. Materials in the series are arranged chronologically.

#### **Series 2. Date File, 1974 – 1987 (3.6 cubic feet)**

The Date File consists of carbon copies of outgoing mail from the Dean of Students, given a numerical signifier and arranged by date. Any correspondence containing privileged student information, such as transcripts, disciplinary procedure, and letters of recommendation, has been restricted for 70 years from the time of creation.

#### **Series 3. Office Organization and Procedures, 1972 – 1987 (0.2 cubic feet)**

This series contains various official reports about the purpose and organization of the Office of the Dean of Students.

#### **Series 4. Scholarship and Fellowship Information, 1980 – 2001 (0.1 cubic feet)**

This series documents the Helen Schleman Scholarship, Mortar Board Fellowships, and the Helen Bass Williams Fellowship.

#### **Series 5. Miscellaneous Material, 2000 – 2006 (0.1 cubic feet)**

This series contains clippings, information about Barbara Elsbury's memorial service, and documents about a student/landlord dispute that the Dean of Students was asked to mediate.

#### **Series 6. Dean of Women and Dean of Students Slide Collections (1.0 cubic feet)**

**Descriptive Rules** Anglo-American Cataloguing Rules, 2<sup>nd</sup> Edition / Describing Archives: A Content Standard

**Additions**

On July 19, 2013, Betty Nelson and Sally Watlington reviewed the Mortar Board records (accession 20130614) and set aside several groups of slides that more reasonable belong in UA 12.05.02 Dean of Students records. Some of these slides were in plastic slide projector carousels and appeared to be completed slide shows, while the rest of the slides were loosely organized into small boxes and were apparently extra images that were never inserted into the slide shows. All of these slides have been rehoused in archival quality sleeves and acid-free folders. These slides are now described below as Series 6, along with several cassette tapes that accompanied the slide shows.

The collection identifier was changed to UA 29 in November 2015 to reflect the new identification system for all University Archives that was established in 2015. (The old identifier was UA 12.05.02.) The collection contents, finding aid, and archon record were edited to reflect this change.

## DETAILED DESCRIPTION OF THE COLLECTION

### **Series 1. Annual Reports, 1978 - 2000 (0.4 cubic feet)**

#### **Box 1**

##### Folder

- 1 Annual Report, 1978 – 1979
- 2 Annual Report, 1979 – 1980
- 3 Annual Report, 1980 – 1981
- 4 Annual Report, 1981 – 1982
- 5 Annual Report, 1985 – 1986
- 6 Annual Report, 1986 – 1987
- 7 Annual Report, 1988 – 1989
- 8 Annual Report, 1990 – 1991
- 9 Annual Report, 1993 – 1994
- 10 Annual Report, 1994 – 1995
- 11 Annual Report, 1996 – 1997
- 12 Annual Report, 1998 – 1999
- 13 Annual Report, 1999 – 2000

### **Series 2. Date File, 1974 – 1987 (3.6 cubic feet)**

#### **Box 2**

##### Folder

- 1 Date File, July 1, 1974 – August 7, 1974
- 2 Date File, August 7, 1974 – September 20, 1974
- 3 Date File, September 20, 1974 – October 18, 1974
- 4 Date File, October 22, 1974 – December 31, 1974
- 5 Date File, January 2, 1975 – February 13, 1975
- 6 Date File, February 13, 1975 – March 25, 1975
- 7 Date File, March 25, 1975 – May 9, 1975
- 8 Date File, May 12, 1975 – August 13, 1975
- 9 Date File, August 13, 1975 – October 14, 1975
- 10 Date File, October 15, 1975 – December 29, 1975
- 11 Date File, January 5, 1976 – February 17, 1976
- 12 Date File, February 17, 1976 – April 6, 1976
- 13 Date File, March 23, 1976 – April 26, 1976
- 14 Date File, April 22, 1976 – June 4, 1976

#### **Box 3**

##### Folder

- 1 Date File, June 4, 1976 - August 2, 1976
- 2 Date File, August 2, 1976 - October 14, 1976

- 3 Date File, October 15, 1976 - November 19, 1976
- 4 Date File, November 19, 1976 - December 29, 1976
- 5 Date File, January 3, 1977 - February 16, 1977
- 6 Date File, February 16, 1977 - March 14, 1977
- 7 Date File, March 14, 1977 - April 8, 1977
- 8 Date File, April 12, 1977 - May 4, 1977
- 9 Date File, May 9, 1977 - June 6, 1977
- 10 Date File, June 3, 1977 - August 1, 1977
- 11 Date File, July 29, 1977 - September 23, 1977
- 12 Date File, September 23, 1977 - November 2, 1977
- 13 Date File, November 2, 1977 - December 7, 1977
- 14 Date File, December 7, 1977 - December 21, 1977
- 15 Date File, January 3, 1978 - February 7, 1978
- 16 Date File, February 16, 1978 - March 20, 1978
- 17 Date File, March 23, 1978 - April 17, 1978

**Box 4**

Folder

- 1 Date File, April 17, 1978 – May 30, 1978
- 2 Date File, May 26, 1978 – July 8, 1978
- 3 Date File, July 12, 1978 – September 6, 1978
- 4 Date File, September 7, 1978 – October 24, 1978
- 5 Date File, October 25, 1978 – November 13, 1978
- 6 Date File, November 11, 1978 – December 29, 1978
- 7 Date File, January 3, 1980 – January 28, 1980
- 8 Date File, January 24, 1980 – March 5, 1980
- 9 Date File, March 5, 1980 – April 8, 1980
- 10 Date File, April 14, 1980 – May 6, 1980
- 11 Date File, May 19, 1980 – June 30, 1980
- 12 Date File, July 2, 1980 – August 26, 1980
- 13 Date File, August 26, 1980 – October 10, 1980
- 14 Date File, October 13, 1980 – January 6, 1981
- 15 Date File, January 14, 1981 – February 3, 1981
- 16 Date File, February 4, 1981 – March 23, 1981
- 17 Date File, March 23, 1981 – April 20, 1981

**Box 5**

Folder

- 1 Date File, April 22, 1981 – June 3, 1981
- 2 Date File, July 2, 1981 – September 3, 1981
- 3 Date File, September 4, 1981 – October 27, 1981
- 4 Date File, October 29, 1981 – December 28, 1981
- 5 Date File, January 4, 1982 – February 5, 1982
- 6 Date File, February 8, 1982 – March 18, 1982

- 7 Date File, March 18, 1982 – May 28, 1982
- 8 Date File, June 1, 1982 – July 22, 1982
- 9 Date File, July 22, 1982 – August 22, 1982
- 10 Date File, August 27, 1982 – October 12, 1982
- 11 Date File, October 12, 1982 – November 16, 1982
- 12 Date File, November 8, 1982 – December 29, 1982
- 13 Date File, January 3, 1983 – January 24, 1983
- 14 Date File, January 24, 1983 – February 16, 1983
- 15 Date File, February 16, 1983 – March 16, 1983
- 16 Date File, March 16, 1983 – April 21, 1983
- 17 Date File, April 22, 1983 – May 20, 1983

**Box 6**

Folder

- 1 Date File, May 23, 1983 – June 16, 1983
- 2 Date File, July 5, 1983 – August 10, 1983
- 3 Date File, August 8, 1983 – September 19, 1983
- 4 Date File, September 20, 1983 – November 17, 1983
- 5 Date File, November 17, 1983 – November 29, 1983
- 6 Date File, November 29, 1983 – December 28, 1983
- 7 Date File, January 3, 1984 – February 9, 1984
- 8 Date File, February 13, 1984 – April 16, 1984
- 9 Date File, April 17, 1984 – June 21, 1984
- 10 Date File, July 3, 1984 – October 10, 1984
- 11 Date File, October 12, 1984 – January 31, 1985
- 12 Date File, February 6, 1985 – April 17, 1985
- 13 Date File, April 22, 1985 – June 11, 1985
- 14 Date File, June 11, 1985 – August 14, 1985
- 15 Date File, August 15, 1985 – October 8, 1985
- 16 Date File, October 9, 1985 – December 31, 1985
- 17 Date File, January 3, 1986 – January 21, 1986

**Box 7**

Folder

- 1 Date File, January 22, 1986 – February 24, 1986
- 2 Date File, February 25, 1986 – March 13, 1986
- 3 Date File, March 13, 1986 – May 15, 1986
- 4 Date File, May 15, 1986 – June 26, 1986
- 5 Date File, July 1, 1986 – August 6, 1986
- 6 Date File, August 6, 1986 – August 28, 1986
- 7 Date File, August 29, 1986 – October 9, 1986
- 8 Date File, October 9, 1986 – November 20, 1986
- 9 Date File, November 24, 1986 – December 29, 1986
- 10 Date File, January 6, 1987 – February 3, 1987

- 11 Date File, February 4, 1987 – March 9, 1987
- 12 Date File, March 9, 1987 – April 27, 1987
- 13 Date File, April 28, 1987 – June 1, 1987
- 14 Date File, June 1, 1987 – July 16, 1987 and index
- 15 Date File Index, 1976 – 1979
- 16 Date File Index, 1979 - 1980

### **Box 8 RESTRICTED**

#### Folder

- 1 Restricted Date File, July 3, 1974 – March 11, 1975
- 2 Restricted Date File, March 13, 1975 – December 30, 1975
- 3 Restricted Date File, January 5, 1976 – April 22, 1976
- 4 Restricted Date File, April 23, 1976 – November 17, 1976
- 5 Restricted Date File, November 22, 1976 – December 29, 1976
- 6 Restricted Date File, January 3, 1977 – March 10, 1977
- 7 Restricted Date File, March 16, 1977 – August 10, 1977
- 8 Restricted Date File, August 17, 1977 – December 21, 1977
- 9 Restricted Date File, January 3, 1978 – March 22, 1978
- 10 Restricted Date File, March 28, 1978 – December 19, 1978

### **Box 9 RESTRICTED**

#### Folder

- 1 Restricted Date File, January 3, 1980 – April 7, 1980
- 2 Restricted Date File, April 15, 1980 – June 17, 1980
- 3 Restricted Date File, July 2, 1980 – November 26, 1980
- 4 Restricted Date File, December 4, 1980 – March 19, 1981
- 5 Restricted Date File, March 23, 1981 – July 28, 1981
- 6 Restricted Date File, August 3, 1981 – January 5, 1982
- 7 Restricted Date File, January 5, 1982 – May 28, 1982
- 8 Restricted Date File, June 1, 1982 – November 10, 1982
- 9 Restricted Date File, November 11, 1982 – January 4, 1983
- 10 Restricted Date File, January 4, 1983 – March 31, 1983
- 11 Restricted Date File, April 4, 1983 – June 2, 1983
- 12 Restricted Date File, June 7, 1983 – September 7, 1983

### **Box 10 RESTRICTED**

#### Folder

- 1 Restricted Date File, September 13, 1983 – December 28, 1983
- 2 Restricted Date File, January 3, 1984 – March 29, 1984
- 3 Restricted Date File, April 11, 1984 – June 5, 1985
- 4 Restricted Date File, June 18, 1985 – February 10, 1986
- 5 Restricted Date File, February 10, 1986 – November 13, 1986
- 6 Restricted Date File, November 24, 1986 – June 18, 1986

### **Series 3. Office Organization and Procedures (0.2 cubic feet)**

#### **Box 11**

##### Folder

- 1 Dean of Students Mission Statement and organization, 1987
- 2 Office Organization, 1976 - 1980
- 3 Student Conduct Procedures, 1977
- 4 Office procedure and miscellaneous documents, 1972 – 1991, 1 of 2
- 5 Office procedure and miscellaneous documents, 1972 – 1991, 2 of 2
- 6 Readmissions policy, correspondence, and reports, circa 1974 - 1980

### **Series 4. Scholarship and Fellowship Information (0.1 cubic feet)**

#### **Box 11**

##### Folder

- 7 Helen Schleman Scholarship Fund, 1998 – 2001
- 8 Mortar Board Fellowship applications and awards, 1980 – 1981, 1 of 2
- 9 Mortar Board Fellowship applications and awards, 1980 – 1981, 2 of 2
- 10 Helen Bass Williams Fellowship information, 1992 - 1993

### **Series 5. Miscellaneous Material (0.1 cubic feet)**

#### **Box 11**

##### Folder

- 11 Barbara (Babs) Elsbury memorial, 2000 - 2001
- 12 Dean of Students Office clippings, 1976 - 1981
- 13 Student and landlord dispute documents, 1980
- 14 Student services brochures, 2000-2006

### **Series 6. Dean of Women and Dean of Students Slide Collections (1.0 cubic feet)**

#### **Box 12**

##### Folder

- 1 Office of the Dean of Women miscellaneous slides, circa 1940 – 1974
- 2 “You – The Important Dimension,” Dean of Women slide show
- 3 “Seek a Wider Vision,” slide show #1
- 4 “Seek a Wider Vision,” Dean of Women slide show
- 5 “Seek a Wider Vision,” slide show
- 6 “You Might Change Your Mind,” Dean of Men slide show

- 7 "An Open Door," Dean of Students slide show
- 8 "To Build Bridges," Dean of Students slide show #1
- 9 "To Build Bridges," Dean of Students slide show #3
- 10 Beverley Stone Retirement Dinner slide show, section 1, right
- 11 Beverley Stone Retirement Dinner slide show, section 1, left
- 12 "Women in Transition," Co-op Extension slide show
- 13 Academic Review Counseling slide show
- 14 Office of the Dean of Students, Beverley Stone, 1975
- 15 Various repeated Office of the Dean of Men and Office of the Dean of Women slides
- 16 Various Office of the Dean of Men and Office of the Dean of Women rejects and slide show repeats
- 17 Repeats from old slide shows
- 18 Various Dean of Men and Dean of Women shots
- 19 Office of the Dean of Men and Office of the Dean of Women headshots
- 20 Various outtakes from Office of the Dean of Women slide shows, 1971 - 1973
- 21 Office of the Dean of Men and Office of the Dean of Women repeats, 1970s
- 22 Office of the Dean of Men and Office of the Dean of Women headshots
- 23 Office of the Dean of Students outtakes from "An Open Door" slideshow
- 24 Office of the Dean of Men repeats
- 25 Office of the Dean of Men and Office of the Dean of Women repeats
- 26 Office of the Dean of Men and Office of the Dean Women repeats, 1970s
- 27 Office of the Dean of Women, 1971 – 1972
- 28 Various repeated Office of the Dean of Men and Office of the Dean of Women slides, 1970s
- 29 Various repeated Office of the Dean of Men and Office of the Dean of Women shots, 1970s
- 30 Various outtakes from Office of the Dean of Students slide shows, 1975 - 1980
- 31 Various Office of the Dean of Men and Office of the Dean of Women rejects and repeats
- 32 Various repeated shots from the Office of the Dean of Men
- 33 Various repeated shots from Office of the Dean of Men slide shows
- 34 Office of the Dean of Women rejects

Item

- 1 Small box containing eight cassette tapes that accompanied the slide shows.