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### Graduate School and University Center Archives Finding Aid - Record Group IV: Committee Records

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## GSUC ARCHIVES IV

### COMMITTEE RECORDS

This record group comprises the agendas and minutes of meetings, membership rosters, correspondence and other documents of the several boards, councils, committees and other such bodies (all here covered by the term “committees”) that were involved in some aspect of the administration and operation of the CUNY Graduate School and University Center. Material concerning committees and institutes as a group appears under “(General)”; material concerning individual committees or specific groups is in folders labeled with committee names, stored alphabetically in boxes labeled with the first and last names of the folders they contain. The folders are listed alphabetically below with more or less detailed descriptions of their contents. Many of the names have changed over the years and others may not always have been used consistently. In many cases there are no documents about the origin of a committee or its demise; but requisite adjustments have been made and explanatory notes inserted wherever it was deemed to be appropriate and useful.

Although there is no comprehensive list of all committees, a brief overview can be found in the several self-study reports, located in the “Subjects” record group under “Self-Study.” Interestingly, there is no mention of committees in the first such report (1966). The reports starting with the one of 1977 vary somewhat in their treatment of this topic but do afford a glimpse at the changes that have taken place.

Most of the material, dated from the 1960’s and 1970’s, was received from the Provost’s Office, which for many years thereafter maintained central files and did not transfer post-1980 material to the Archives. There is considerable overlap between committees and their parent organization, between two or more committees, and between committees and subcommittees, and an effort has been made to eliminate duplications. Every committee had a staff assistant or secretary, and the quality and completeness of its files may vary with that person’s (and the chairman’s) ability and diligence.

In a few cases, indexes to the subjects addressed by a given committee had been prepared and are included with the committee’s files, but they have not been checked for accuracy and comprehensiveness. Where possible, the most important subjects covered have been mentioned in the listings below. With very few exceptions no links were established between “Committee Records” and another record group, such as “Subjects” or “Doctoral Students Council,” although both may have documents covering the same committee. Users seeking information about a given topic (e.g., financial aid for students) are advised to search all pertinent record groups. It is hoped that these guides will facilitate such searches significantly.

[revised and updated as of November 24, 2014]

GSUC Archives IV  
Committee Records

Board of Higher Education (BHE) Committee on the University Graduate Division

*Note:* this was renamed “Committee on the Graduate School” after 1971 and may have gone out of existence or been merged into another BHE committee after 1975  
Minutes and related documents, April 1968-Oct. 1975 (4 boxes). The documents deal mostly with curriculum and personnel matters and include voluminous faculty biographies. Papers following Jan. 1971 through Aug. 1972 are missing. Papers for 1968-1971 will also be found in the Rees record group (V-A)

Committee on Coordination of Teacher Education

*Note:* this committee’s connection with the Graduate School, if any, is not known; but it is the earliest body to deal with post-baccalaureate education at CUNY  
Minutes and related documents, May 1948-June 1976. 22 bound volumes (the last 3 in spring binders), each covering one academic year, with indexes in back of each volume. Volumes for 1963-64, 1964-65, 1965-66, 1967-68, 1971-72, and 1973-74 are missing. There is also a biennial report for 1948-1950, addressed to the Board of Higher Education and the president of the State University of New York. Its introduction reviews the origin, composition and mission of the committee

Coordinating Committee for Graduate Studies

*Note:* this was formed in 1951 to coordinate teacher education and other studies leading to graduate degrees, offered by Brooklyn, City, Hunter and Queens Colleges. (That is why it was also called Four-College Coordinating Committee for Graduate Studies.) Its work consisted mostly of course offerings and admission and degree requirements. Succeeded by the Graduate Council [q.v. below] in June 1961  
Minutes and related documents Nov. 1951-June 1961; annual reports for 1953-54 to 1960-61 (1959-60 is missing); summary of the committee’s history 1951-1958

Council of Executive Officers—Ad Hoc Committee on the Tuition Plan

Draft minutes of meetings, March 10 and March 22, 1976; report to President Proshansky, Oct. 1975

Council of Executive Officers—Meetings

Minutes, agendas and related documents (1965-1976, 1986, 1987, 1990-2009; indexes for 1966-1970 and 1974-1975)

Council of Executive Officers—Membership

Rosters 1971-1976

Doctoral Faculty Policy Committee (2 folders)

Folder 1: Nov. 2006 meeting notice and agenda; minutes of Sept. 2006 meeting; chairman’s call for nominations of new members (2004); correspondence, minutes of meetings, membership records and related documents (1978, 1979)

Folder 2: correspondence, membership records, minutes of meetings and related documents (1971-May 1972, May 1974-1977). Issues addressed include a proposal for a “University Faculty” and the role of the Research Foundation (q.v. under “Research Foundation” in the CUNY record group)

Executive Committees of Specific Programs (4 folders) 1963-1985

Membership records, filed by year and, in each year, alphabetically by program. Some records include notes about personnel changes.

Faculty-Student Disciplinary Committee 1971

President Rees's memorandum to the Graduate Division faculty listing the committee members and hoping "...that there will be no need to convoke this committee."

Graduate Advisory Committee (3 boxes)

*Note:* Originally named "Graduate Administrative Committee," this was formed in 1964 to advise the senior colleges on programs for advanced degrees

Graduate Advisory Committee—Meetings (14 folders) 1964-1990

Minutes and related documents. Detailed proposals for courses and correspondence about them and the meetings are included until mid-1975 but not thereafter. Indexes to the minutes are included from 1972 on, but have not been checked for accuracy or completeness

Graduate Advisory Committee—Membership

Rosters 1973, 1977-1990. Some are annotated

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Graduate Council. *Note:* originally the "Coordinating Committee for Graduate Studies" [q.v. above], it became the "University Graduate Council" in 1961 and was called "Graduate Faculty Council" from 1968 to 1970. As described in the Jan. 2000 *Self-Study*, it is "...the governing body of the Graduate Center"; its functions are "...to formulate educational policy for all graduate work... including standards of admission and academic performance; to approve programs and curricula; to recommend...the granting of degrees...[and] to consider any other academic matters..." Because of its large volume the material is presented in two sections, the first dealing with the Council as a whole and the second with its discrete committees

Graduate Council (General) 1964-1974

Documents about its origin and mission, the interim organization of the graduate faculty, meetings, and Prof. Helaine Newstead's appointment as council secretary. The records of the short-lived "Committee on the University Graduate Council Bylaws and Committee Personnel" (1964-1965) and a draft manual of policies and procedures, with dates of their adoption, are included

Graduate Council—Bylaws 2 folders

*Note:* Only the complete texts are filed here, along with only the most significant documents about their adoption. For drafts, amendments, correspondence and other papers pertaining to the bylaws, see "Ad Hoc Committee on Governance" and "Committee on Structure" under Graduate Council Committees [below]

Folder 1: 1982, 1988, 1990, 1995, 2001, 2006, 2007, 2009

Folder 2: 1964-1978

Graduate Council—Meetings (14 folders) 1961-1977, 1981, 1995, 2009, 2010

Minutes of meetings, often with initial drafts and notes, and agendas and supporting papers. There is considerable overlap with records of individual committees [see below] and a fair amount of duplication as proposals pass from a committee to the Council, from the Council back to the committee, and from one Council meeting to the next. Indexes to the minutes are available for the early 1960s only. The minutes usually include lists of approved doctoral dissertations and of degrees granted. Major issues the Council dealt with include new programs and courses, fees and tuition, tenure, students' roles in academic and administrative matters, CUNY and New York City finances, GSUC's role in New York's cultural life, etc.

Graduate Council—Membership—Correspondence (2 folders) 1965-1975

Memoranda, letters and other papers, arranged chronologically, about appointing or replacing representatives of individual programs, with some biographical data. A major issue was appointing the required number of student representatives. Behind the folders are 6 loose-leaf binders of similar material, mostly 1965-1973, arranged alphabetically by program. There is an obvious overlap and much duplication

Graduate Council—Membership—Rosters 1964-1975

Many are alphabetized by names as well as by program or college represented; many are annotated; and many include attendance records

Graduate Council—Membership—Student Representation. See Student Representation on the Graduate Council and Committees [below]

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Graduate Council Committees. *Note:* these are listed alphabetically by full names

Ad Hoc Committee on Expanded Educational Opportunity (2 folders) 1968-1970

Correspondence, minutes of meetings, and related documents about discrimination and the efforts to combat it, including plans for ethnic studies curricula and recruiting students from minority groups

Ad Hoc Committee on Governance. *Note:* this committee dealt with the Graduate Council bylaws as well as the administrative structure of the individual programs. It may not have been intended as an “ad hoc” committee initially. It was disbanded after March 1972 and its functions were transferred to the Committee on Structure

Ad Hoc Committee on Governance (General) 1969-1972

Minutes of meetings; reports on governance guidelines and proposals for the Graduate School as a whole and for diverse programs; related correspondence

Ad Hoc Committee on Governance—Program Structure Reports (2 folders)

The reports, mostly dated 1970-1972, are filed alphabetically by programs, and describe the executive and other committees administering each program, their membership, and the program’s rules and requirements

Ad Hoc Committee on Interdisciplinary Study and Research 1971

Final report, with President Rees’s note transmitting it to the Graduate Council and noting appointment of a “continuing committee” to carry out its recommendations

Ad Hoc Committee on Student Affairs. See Committee on Student Services [below]

Ad Hoc Committee on the Graduate School and University Center 1972

*Note:* this was formed in 1971 in response to the chancellor’s “restructuring” proposal

Final report; correspondence about forming an “interim committee” as proposed in the report; list of members elected

Ad Hoc Committee to Ascertain the Impact of [Union Contract] Regulations on the Educational Process 1969

Correspondence about its initial membership

Committee on Admissions, Standards and Financial Aid (General) (4 folders) 1963-1974

Minutes of meetings, reports and related correspondence, mostly about financial aid and grades. Of special interest: report on financial aid to students, July 1970-June 1971, which summarized the findings of a program-by-program, student-by-student survey conducted in fall 1970. The survey data are filed under Committee on

- Admissions—Financial Aid Survey [below]
- Committee on Admissions, Standards and Financial Aid—Disciplinary Cases 1967-1968
- Transcript and tape recording of the June 13, 1968 hearing on the arrest of students Barry Goldstein and Robert Levin for “forcibly occupying” the Brooklyn College registrar’s office; papers about a case of alleged cheating on an examination brought against Mrs. Marcella Bakur and Michael Hoffman (1967-1968)
- Committee on Admissions, Standards and Financial Aid—Financial Aid Survey (2 folders) 1970-1971
- Data collected in the survey about every student in every program, filed alphabetically by programs (formal reports in folder 1, raw data in folder 2)
- Committee on Committees 1969-1975, 1982,1983,1986,1988, 1990-1992, 1995, 2007, 2009, 2010
- Correspondence about meetings, membership, and committee’s charge; minutes of meetings
- See also Student Representation on the Graduate Council and Committees [below]
- Committee on Curriculum and Degree Requirements (7 folders) 1965-1976, 2003, 2009
- Minutes of meetings; correspondence and related documents, mostly about program changes and additions, language requirements, the “en route” M.A. degree, new courses, prerequisites and examinations; membership lists
- Committee on Curriculum and Degree Requirements—Subcommittee on Education
- Reports, correspondence and other documents on graduate programs in education, culminating in approval of a Ph.D. program in educational psychology (1968-1969)
- Committee on Curriculum and Degree Requirements—Subcommittee on Long-Range Curriculum Planning (2 folders) 1968-1970
- Minutes of meetings, reports, correspondence and other papers. Its initial purpose was to handle proposals for new programs, but later it was asked also to review existing programs periodically. The parent committee appears to have had much the same responsibilities and to have terminated the subcommittee after spring 1970
- Committee on Faculty Interests 1966-1968
- Reports and correspondence on issues such as workload, sabbatical leave, benefits, and communications among the several CUNY units. The committee appears to have been terminated as a Graduate Council unit some time in or after 1968
- Committee on Library Development (7 folders)
- Note:* this was also called “Library Committee” and “Committee on Libraries and Information Resources”
- Folder 1: minutes of meetings; agendas (2000-2011); annual report for 2001-2002; letter to Pres. Horowitz about impact of budget cuts (2001); resolution on funding electronic data bases of journals; program executive officers asked to comment on library development; their reactions (2000)
- Folder 2: minutes of meetings; agendas (1990-1999); annual report for 1992-1993
- Folder 3: minutes of meetings; agendas (1977-1989); membership lists for 1980-1981, 1979-1980, and 1976-1978; annual reports for 1979-1980 and 1978-1979; correspondence about restricting faculty access, computerized data bases, and faculty criticism of GSUC Library (1978, 1979)
- Folder 4: minutes of meetings; agendas (1975, 1976); annual reports for 1975-1976

and 1974-1975; report on data bases available in NY Metropolitan Area to CUNY faculty and students; correspondence and reports on computerized facilities including The New York Times Information Bank; replying to inquiry from Committee on Structure, chairman reports students' participation and interest in Library Committee is very low (1975)

Folder 5: results of questionnaire about Library's shortcomings; letters about new membership nominations; statement of acquisition policy (1974); annual reports for 1972-1973 and 1973-1974; report on special services offered by NY Public Library to CUNY faculty and advanced graduate students (1973, 1974); minutes of meetings; agendas (1973, 1974); papers about meeting with NY Public Library officials, including Council of Chief Librarians resolution on services it should provide to GSUC (1973); minutes of meetings, agendas; memorandum on election of new members; Pres. Rees's letter on NEH grant to NY Public Library, urging GSUC community to help in its drive for matching funds (1972)

Folder 6: papers about threatened cuts in NY Public Library's research facilities and CUNY's moves of support (1971); minutes of meetings; agendas (1970, 1971); annual reports for 1970-1971 and 1969-1970; Chief Librarian M. Rowell's memorandum on GSUC Library's long-term needs and plans; papers about joining Center for Research Libraries and about relationship with NY Public Library (1970)

Folder 7: minutes of meetings; agendas; correspondence, resolutions and other papers about "affiliation" with NY Public Library research libraries; about effects of NY City budget cuts; report for 1968-1969; membership lists and elections (1968, 1969)

Committee on Protection of Human Subjects 1971-1976

Papers mainly about membership; policy statements of the Board of Higher Education and the CUNY Research Foundation

*Note:* there is within CUNY a committee with a similar name and responsibilities and, apparently, overlapping membership

Committee on Research (formerly Committee on Research Policy) 1965-1984

Committee on Research—Annual Reports 1970-1984

Committee on Research—Meetings (6 folders) 1965-1984

Minutes, agendas, supporting documents and related correspondence. Of special interest: papers about use of photocopiers and other technologies (1977ff); about patent and copyright policies (1975-1976); about relations with the CUNY Research Foundation and grants and awards to doctoral faculty (1972-1974); and a faculty survey about the need for more research facilities and financial support (1971)

Committee on Research—Membership 1967-1984

Rosters and related correspondence

Committee on Structure—Annual Reports 1969-1982

Relatively brief summaries. Reports for 1971/72 and 1975/76 are missing

Committee on Structure—Meetings (9 folders) 1966, 1968-1982, 1994, 1995, 2001, 2003, 2010

Minutes, agendas, and related documents and correspondence. The committee dealt mostly with the Graduate School's governance as defined in the Graduate Council bylaws, the status, work load, compensation and tenure of the doctoral faculty, and the administrative structure of individual programs, but also with the council's agenda and with specific issues, e.g., creation of an ombudsman position

Committee on Structure—Membership

Rosters 1976-1981

Committee on Student Services (2 folders) 1966-1975

*Note:* this was originally called “Committee on Student Organizations and Student Services” and was sometimes also called “Student Affairs Committee”

Correspondence, minutes of meetings, and related documents dealing with student organizations at GSUC or in individual departments, services such as housing, cafeterias, or medical care, and the functions of the Doctoral Students Council. The papers of Nov.-Dec. 1972 concern the formation of an “Ad Hoc Committee on Student Affairs” that was to handle some of the committee’s functions but it never became operational

Committee on the University Graduate Council Bylaws and Committee Personnel

*Note:* Its records (1964-1965) are included under Graduate Council (General) [above]

Executive Committee 2008-2010

Agenda for Feb. 2010 meeting; minutes of Nov. 2009 meeting; annual report for 2008-2009

Library Committee. See Committee on Library Development [above]

Standing Committees (as a Group) 1965-1974, 1993

Report on major actions by standing committees, 1988-spring 1993; correspondence about memberships, meetings, and reports; membership lists, 1965-1974

Student Affairs Committee. See Committee on Student Services (above)

Student Representation on the Graduate Council and Committees 1970-1975

Correspondence about nominations and compliance with council bylaws; lists of student members

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President’s Cabinet. *Note:* this comprised the deans and other top administrators. It was called the “Dean’s Staff Committee” at first and the “Provost’s Cabinet” from May to Nov. 1969. These papers came to the Archives from the Provost’s Office, *not* the President’s; however, there are files titled “President’s Cabinet” with additional and different papers in the several “Presidents’ Files” record groups

President’s Cabinet—Meetings (17 folders) Nov. 1968-May 1976, Sept. 1981-June 1985

Minutes of meetings and agendas, supporting documents and related correspondence. Most deal with personnel -- mainly faculty appointments, promotion and leaves -- usually with biographies attached; however, for many items listed in the agendas or minutes there are no supporting documents. Files from June 1976 to summer 1981 are missing, and from mid-1975 to May 1976 there are agendas but little else.

President’s Cabinet—Miscellaneous 1969, 1972-1975, 1984, 1985

*Note:* the papers here deal with subjects not mentioned in the meeting minutes or agendas but apparently were distributed to Cabinet members for information or future discussion

Of special interest: CUNY annual leave accrual policy (1985); recommendations for establishing archival programs at all CUNY units (1984); report on program of study abroad (1974); New York City Comptroller’s audit of GSUC finances, July 1, 1968-June 30, 1972 (1973)

President’s Cabinet—Vacation Schedules 1971, 1973



- President's (formerly Provost's) Faculty Advisory Committee 1969, 1973, 1974  
*Note:* these papers came from the provost's office; but other papers about this committee will be found among the several presidents' papers in the "Presidents' Files" record group  
Memoranda about membership; membership roster
- President's (formerly Provost's) Student Advisory Committee. *Note:* apparently this committee was the same as the Doctoral Students Council's steering committee. Its functions were defined by the Graduate Council at a meeting on Nov. 18, 1971; see President Rees's letter of April 14, 1972, in this file
- President's Student Advisory Committee—Meetings 1968-1970, 1972, 1974  
Minutes and agendas; supporting documents and related correspondence. Among the major issues dealt with was the evaluation of faculty members by students (1972); student activity fees (1970); and formation of the Doctoral Students Council (1969)
- President's Student Advisory Committee—Membership 1969-1979  
Rosters; a few related notes
- University Committee on Patents and Inventions 1975  
Memoranda nominating 2 faculty members
- University Graduate Division Personnel and Budget Committee 1971  
Memoranda about the election of 3 faculty members