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## GSUC ARCHIVES

### I. SUBJECTS

The material in this record group deals with the Graduate Center generally, i.e., it is not focused on a specific subject or organization, or on a specific group of subjects or organizations. Most of it was received originally from the Mina Rees Library and the Office of Public Affairs; but some came from individual academic departments and centers and institutes (usually via the Library), and some is of uncertain or unknown provenance. A sizable group of both recent and older files was transferred to the Archives from the Library in the spring of 2013. And in 2010 the Provost's Office, for the first time, sent a batch of its files to the Archives: 8 large transfer cartons containing mostly older, obsolescent material but also a few scattered recent papers.

[revised and updated as of November 24, 2014]

Academic Calendars 1991-1993, 1999, 2000

Academic Convocations. See also Anniversaries [below]. Commencements [below]

Student Awards Convocations programs (1995/1996-2002/2003)

Convocation for members of the National Academy of Sciences (1979)

Academic Planning. See Programs (General) [below]

Academic Review Committee 1999

Academic Standards 1987-1989

Papers about Academic Standards Committee meetings; policy statements; drafts

Academy for the Humanities and Sciences (CUNY)

Invitation to the presentation of the Feliks Gross Endowment Award (2004); brochure (2002 or 2003); programs (1989, 1992, 1993, 1995); descriptive leaflets (undated and 1987); report on the inauguration of the Academy (May 1979)

Accreditation. See Self-Study (below)

Administration (General)

Papers about appointments, retirements and other changes in top administrative offices, some with biographies (1968, 1973-1975, 1977, 1994, 1996, 1998, 2003-2005, 2007, 2008, 2013)

Lists of administrative bodies and their functions (governance documents); chart (1988, 1994-1996, 1998, 2001, 2002, 2008)

Administration—The Presidency

Memorandum from CUNY chancellor and trustees, brochure and advertisement about

search for a new president (2004); lists of faculty representatives who meet with president's cabinet and who are members of president's faculty advisory committee (undated, probably late 1970s or early 1980s); Mina Rees's letters and memoranda about forming a search committee for new president (1971)

*Note:* The papers and other records of the current president and his predecessors are in Record Groups V-A through V-D

Admissions and Enrollment. See also Expanded Educational Opportunity [below].

Foreign Students [below]

Admission and Enrollment (General) 1973, 1976, 1979, 1987-2009

Memoranda about recruiting new students (1990, 2009); invitations to receptions for new students and orientation programs (1973, 1976, 1979, 1987-2009); papers about IELTS (International English Language Testing System) and GRE (Graduate Record Examination (1991, 2001, 2002); about late acceptances by programs' executives (1989, 1990, 1992); about new data required on application forms and new re-registration form (1991)

Admissions and Enrollment—Personnel 1987, 1990-1992

Papers about appointments of Les Gribben as Director of Admissions and of Roselyn Strazza Vullo as Assistant Director, following Robert Gilleece's death

Admissions and Enrollment—Statistics 1970, 1982, 1985-1993, 1995-2008

Reports on new admissions, many including data on ethnicity (1991-1993, 1995-Sept. 2008); summary of report on how doctoral students admitted in 1978 fared in a decade (1989); survey of entering students, with replies to confidential questionnaire; fall enrollment report (1982); report on students enrolled, by home states (fall 1970)

*Advocate (The)*

Advertising rate card for 2009/2010

*Note:* The collection of issues is in record group III (Periodicals)

Affirmative Action. See Expanded Educational Opportunity [below]

Alumni Directories 1994-1998

Invitation to sign up for the on-line directory (undated, probably 2009 or 2010)

Alumni Employment 1996-1997

Reports by *Lingua Franca*; related correspondence

Alumni Reunions 1993-1994

Dion Shea's memoranda about psychology alumni's reunion and proposal for future reunions

American Association for Higher Education 1991-1993

American Association of University Women (AAUW) 1999-2003

Correspondence about GSUC membership or forming a GSUC chapter; pamphlets and brochures about AAUW and its foundation; membership directories

American Institute of Architects 1970

News releases, newsletters and other papers about Women's Auxiliary tour of GSUC, held to benefit architecture students; photos (1970)

American Museum of Natural History 1968, 1971

News release about new animal behavior laboratory, part of joint program with GSUC; correspondence about Museum's agreement with Board of Higher Education on joint programs for graduate students (1971); text of agreement (1968)

Anniversaries of the Graduate School—10<sup>th</sup> (1973)  
News releases, invitation, program, text of major addresses including A. Schlesinger Jr.'s and ex-president Mina Rees's as well as her 1972 reviews of the first 10 years

Anniversaries of the Graduate School—20<sup>th</sup> (1983)  
News releases, program. Papers about a dance event in Bryant Park a few days later marking CUNY's 20<sup>th</sup> anniversary, co-sponsored by the GSUC, are included

Anniversaries of the Graduate School—25<sup>th</sup> (1986)  
News releases, programs, invitations, correspondence and papers about preparatory meetings, all pertaining to special event at New York Public Library honoring GSUC and to 3 symposia held at different times during the year; text of Mayor Koch's address; his proclamation; texts of several addresses; copy of *Social Policy* with articles by GSUC president Proshansky and others on the nature and role of an urban university

Anniversaries of the Graduate School—30<sup>th</sup> (1991)  
Proposal for celebration

Anniversaries of the Graduate School—40<sup>th</sup> (2002)  
Program, invitations, correspondence, text of President Horowitz's remarks and of Debra Stewart's address

Anniversaries of the Graduate Schools—50<sup>th</sup> (2011)  
Michael Anderson's Book of GSUC history, *Fifty Years at the Center* (2011) [several copies]; invitations to and descriptions of special events (2011-2012)

Annual Reports 1961-1975  
The report for 1972-1975, dated Nov. 1975, is in a folder in a box; the others are in hardcover bindings adjacent to the box. There are 2 copies of each bound volume

Archives and Records Management (2 folders)  
Folder 1: booklet about an archival research conference held at GSUC (2014); memoranda and reports about establishing archival programs at CUNY units (1970, 1983-1989, 2007); booklets about archival operations (1973, 1983, 1991)  
Folder 2: memoranda and reports about archival and records management operations at GSUC (1990-1996); paper about appointing Dr. John Rothman, a volunteer, as of Feb. 2001, to organize GSUC Archives

*Note:* A loose-leaf binder with papers from the Modern Archives Institute sponsored by the National Archives and Records Administration and the Library of Congress in 2000 is shelved next to the box containing these folders

Auditing Programs. See Special Events (General) [below]

Awards. See also Academic Convocations [above] (for student awards). Fellowships, etc. [below]. Honorary Degrees [below]

Announcement of Alumni Achievement Awards (2009); announcements of and invitations to the annual Frances Degen Horowitz Awards luncheons (2006, 2007); list of Chancellor's and President's medals awarded, 1967-1995; list of President's

awards (luncheon honorees), 1987-1991

*Note:* five plaques honoring the GSUC for charitable donations and other activities (1991-2000) are stored in the box directly behind the folder

#### Baccalaureate Program (4 folders)

Folder 1 (1991-2009): minutes of meeting of CUNY committee on baccalaureate for unique and interdisciplinary studies (2009); brochures and pamphlets; guides for faculty mentors

Folder 2 (1987, 1994, 1995, 1997, 1999, 2000, 2006-2009, 2011): commencement programs

Folder 3 (2007): external evaluators' site visit and report; self-study; related papers

Folder 4 (1971-1973, 1975, 1978): documents about the program and its establishment  
See also Fellowships, etc.—Specific: Thomas W. Smith Graduate Scholarships [below]

#### Baruch College 1991, 1999, 2004

Memoranda about use of Baruch College's Athletic and Recreation Complex by GSUC students (2004); about requirements for enrollment in courses at Baruch (1999); correspondence about use of GSUC facilities for conference sponsored by Baruch (1991)

#### Black Student Alliance 1991, 1993, 1995, 1998

Papers about its inaugural conference (1998); letter thanking Associate Provost Pamela Reid for speaking at meeting (1995); flier about meeting on national health care (1993); newsletter (1991)

#### Board of Visitors 1979, 1987, 1988, 1990, 1992, 1993

List of members (1993); memorandum about use of room; minutes of meeting (1992); agenda for meeting (1990); list of committees (1988); minutes of Academic Committee meeting (1987); list of members (1979)

#### Brooklyn College 1981

Letter asking admission of GSUC students to recreational facilities, at reduced fees

#### Bryant Park 1976, 1977, 1980-1983

News releases, memoranda and reports on efforts by GSUC, New York Public Library and area business organizations to rid park of drug traffic and other crime and restore it for general public use and enjoyment; photos

#### Budget. See Finances

Buildings. *Note:* This heading covers both 33 West 42<sup>nd</sup> Street with leased spaces in the adjacent W. R. Grace Building, and 365 Fifth Avenue. For other leased spaces, see Housing for Faculty and Students [below]. See also Dining Commons [below]

#### Buildings—Acquisition and History of 33 West 42<sup>nd</sup> Street 1963-1968, 1970, 1977

Legal and other papers about the original leases of one or more floors in the building, proposals to buy the building, and approval of the purchase; papers about Aeolian Hall (the original building), including a brochure and photos and drawings

#### Buildings—Mall at 33 W 42<sup>nd</sup> Street and Other Redesign 1966-1975, 1986, 1987

Ray Ring's article on unconventional exhibits (1987); his draft article on art exhibits,

reactions to them, and origin of plans for them (1986); letter praising Mall and its beneficial effects on Midtown area; application for National Endowment for the Arts grant; papers about creating the Mall; trade journal and newspaper articles about the design and role of Dean Mikulsky; opening ceremonies

See also American Institute of Architects [above]. Special Events [below] (for exhibits and performances in the Mall)

Buildings—Miscellaneous Papers About 33 West 42<sup>nd</sup> Street 1971, 1991, 1994-1996

Papers about construction for eventual occupation by SUNY College of Optometry, strike by maintenance workers, diverse maintenance problems; floor plans as of 1995; floor plans of adjacent floors in 11 West 42<sup>nd</sup> Street (undated); floor space data by functional use (1971)

Buildings—Miscellaneous Papers about 365 Fifth Avenue

M. C. Byers' progress report on restoring areas hit by flood (2007); undated, unsigned report on flood damage

Buildings—Relocation from 33 W 42<sup>nd</sup> St. to 365 Fifth Ave. (5 folders) 1993-2000

See also Information Kiosks [below]. Library—Relocation [below]

Folder 1 (2000): news releases, brochures, programs and other papers about the opening celebrations; text of W. J. Wilson's address and Pres. Horowitz's remarks; memoranda and leaflets about students' complaints about facilities; floor plans

Folder 2 (1999): instructions about occupying space, installing equipment, dealing with flaws and delays; progress reports; brochures, newspaper and other articles about the move and the former B. Altman department store building and its transformation; illustrations from the 1914 book on B. Altman & Co. (copies of the book itself are behind this folder); memoranda about and schedules for the move; details about communications and computer facilities

Folder 3 (1997, 1998): papers about progress in planning the relocation and in the selection of an architect; details about Durst Family reception and exhibit on plans for the Fifth Ave. building; undated brochure about building, its reconstruction, and naming opportunities for prospective donors; draft plan for information technology resources and staffing

Folder 4 (1995, 1996): papers about State Legislature's and Gov. Pataki's approval of the purchase of the Altman building and plan to move SUNY College of Optometry to 33 West 42<sup>nd</sup> Street; about designs submitted by architects; about organizing the move; about Environmental Psychology program's survey of faculty reactions to moves; memoranda by and to Pres. Horowitz by and to faculty members on their reactions

Folder 5 (1993, 1994): papers about proposal to move GSUC to B. Altman department store building and SUNY College of Optometry to 33 West 42<sup>nd</sup> Street; reports on financing and GSUC space needs; text of final proposals; Prof. Chappell's letter to Pres. Horowitz on benefits of move for science programs

Buildings—Security

Booklet about fire safety and emergency evacuations at 365 Fifth Avenue; booklets about security policies and crime prevention there (2000, 2002-2010); CUNY

statement of policy and procedures in cases of workplace violence involving people or property (2004); memorandum about security at 365 Fifth Ave. (1999); fact sheet about CUNY peace officers (1995); Center for Human Environments reports 2 burglaries of its offices with large amounts of equipment stolen (1989); notice about guards at 33 W. 42<sup>nd</sup> Street, including one who patrols entire building (1977)

Bulletins 1962-2009

Campus Disorders (2 folders)

Folder 1: memorandum about disciplinary procedures involving faculty and staff members (1994); about new policy requiring election of faculty to serve on student disciplinary panel (1992); papers about disorders over budget cuts and tuition increases (1989, 1991)

Folder 2: papers about protests against Vietnam War and New York City's financial crisis and resulting changes in tuition and admissions policies (1967-1972); manuals, memoranda and other papers about disciplining students are included

Census (U.S.) 2003

Memorandum about National Science Foundation grant to establish a Census data research center at Baruch College

Center for the Integration of Research, Teaching and Learning 2003, 2005

Correspondence about annual forum

Centers and Institutes. *Note:* This is a separate record group, with its own Guide City College. See Freedom of Speech [below] (for Prof. Michael Levin case)

College Association 1982, 1992, 2004, 2008-2010

Membership lists (2008-2010); minutes of meetings (2008-2010); bylaws (undated); notice of election of faculty members (2004); memorandum on new policy requiring election of 6 faculty members to serve on the association (1992); report on meeting of ad hoc committee to draft governance plan (1982)

Columbia University 1969, 1978

Letters about use of its libraries by GSUC faculty and students; policy statements

Commencements (7 folders) 1965-2013

Programs, instructions, news releases, and other ancillary material, including video disks for 2009 and 2011, and copies of 2 *New York Times* blogs (2009) dealing with the first graduates awarded CUNY PhDs. Of special interest: list of commencement speakers, 1965-1991 (1991). Records for 2012 are missing

Commencements—Reports on Graduates

See also Placement [below]

GSUC data from "Surveys of Earned Doctorates" (1998, 2000-2002); reports on doctoral graduates by ethnicity or race, GSUC and all U.S. (1991-1995), and GSUC (1989-1994); list of doctoral degrees grants through June 2001, by discipline (2001); tables of Ph.D. and M.A. candidates who have met all graduation requirements, with titles of their doctoral dissertations and M.A. theses (Feb. 1971); tables of Ph.D. degrees conferred (June 1965-June 1970) and of Ph.D. matriculants (1962-1969), all by discipline; letter by Board of Higher Education counsel, replying to Mina Rees,

affirms that degree, certificate etc. may be withheld if candidate owes books or money to GSUC (1968)

Community-based Organizations (1993)

Reports on involvement of GSUC faculty and centers and institutes

Computer Center. *Note:* This was later called the Information Technology Department.

Its newsletter is filed in the Periodicals record group (III)

Computer Center (General) 1972, 1975, 1992-1999, 2002-2004, 2008, 2011

Memoranda about a "Security Summit" conference on non-public information in CUNY databases (2011); summary description of Information Technology (IT) resources and programs (2008); summary report on IT services for new doctoral programs at non-GSUC campuses (2007); notice of e-mail program changes (2004); user survey plans; memorandum on file sharing and copyright aspects (2003); Provost Kelly's e-mail requesting that all web sites of doctoral programs, centers and institutes, and administrative offices be clearly identified with GSUC (2002); notice about getting help from IT (undated, probably 1999); memorandum on formation of task force on educational technology (1998); notice about computer failure; reports on IT plans and resources; notice of need for software support analyst (1997); report on information resources; draft policy on appropriate use of IT; Prof. Mollenkopf 's and S. Saegert's proposal to the Building Planning Advisory Committee (BPAC) for an Urban Data Analysis Laboratory (undated); hardware inventory report (1995, 1996); IT organization chart (1996); Treitman Research report on GSUC's IT needs and plans; memoranda on computer access; chart about security problem; letter on effects of staff reduction due to budget cuts; memoranda to and about program assistant Aslam Pathan about his problems in processing files and his need for and use of software, some in violation of center's rules; center director Arlen Rauschkolb's statement on center's facilities and organization; IBM report on proposed agreement with GSUC to form a joint research facility (1992-1994); report on computerized databases at John Jay College (1975); letter on GSUC plans for user-oriented computer facility (1972)

Computer Center—Courses and Workshops 1984-1997, 2003-2005, 2009

Pamphlets and memoranda about training programs and instructions about specific software; related correspondence

Computer Center—Information Technology (Information Resources) Committee [both names are used] (a committee of the Graduate Council)

Meeting notices, agendas and minutes (2001-2004, 2006-2010); annual report (2001/2002); e-mails of comment and suggestions (2002); report on new Federal rules on preserving evidence in digital form; report "Information Technology Needs Assessment"; memorandum on security policies; Educause Center report on print management (all 2006)

Computer Center—Information Technology Subcommittee (BPAC) 1995

*Note:* This was the Building Planning Advisory Committee, formed to advise on IT needs for the new building, 365 Fifth Avenue

Reports on meetings; agendas; related correspondence (1995)



Consortial Structure of the Graduate School. See Programs (General)—Organization [below]

Copying Machines 1969, 1971, 1982, 1983, 1986, 1988-1990, 1992, 1997, 2000-2003, 2005, 2007

Memoranda about deactivating Xerox machines and replacing them with Konica-Minoltas (2007); agenda for meeting of task force on document management and reproduction services (2005); charts on volume of inbound and outbound fax (undated); e-mail about problems with Continental copy card vending machines; letter detailing complaints; contract; request for proposal on photocopying and microfilming system; vendors' questions and GSUC replies (2002-2003); papers about contracts for machines and/or services (1982, 1983, 1986, 1988-1990, 1992, 1997, 2000, 2001); letters about Xeroxing policy, including fees (1969, 1971)

Copyrights and Patents 1990, 1991, 1996, 1999, 2003

See also Dissertations, Theses and Term Papers [below]

Memorandum on copyright problem in "file sharing" (2003); guidelines on GSUC policy on copyright (1999); on fair use (1996); on GSUC policy on reproducing copyrighted works (1990, 1991)

Council of Executive Officers 2010

Meeting minutes; agendas (2010)

Council of Graduate Schools (CGS) 2001

Membership survey

CUNY (General)

Friends of CUNY response to the Schmidt Commission report on CUNY finances, criticizing it severely and offering alternative recommendations (1999); report, "Immigration/Migration and the CUNY Student of the Future" (1995); guidelines on use of CUNY or college names and titles in matters unrelated to one's duties or position (1992)

CUNY—Libraries (General) (2 folders) 1969-2005

Folder 1: C. Kendrick's memorandum to chief librarians about possible effects on libraries of new professional degree programs (2005); note about the *PhD Alumni Association Guide to the CUNY Libraries*; summary of access rules (2000); faculty guides to CUNY libraries (1990, 1991, 1995); Chief Librarian Susan Newman's testimony on library cooperation (1995); her comments on libraries' role in efforts to strengthen doctoral education; Prof. Birman's letter to Chancellor Reynolds and several unit presidents, citing State's plan to finance new library at Fordham, urges campaigns for funds to improve libraries at CUNY, GSUC, and CCNY (1993); report on space allocated to libraries in each CUNY unit; report on fines and fees (1985); request to librarians of each unit to report on circulation policy, procedures and practices (1984); survey on circulation (1983); report on plans to implement Chancellor's task force proposals for library system development (1982); PhD Alumni Association guide to libraries; note about University Faculty Senate's vote to create a university library system (1981); papers about open access experiment (1979); report on databases available in NYC area (1975); report on open access;

- Dean Hillerbrand's comment (1973); report on goal for collection size; summary of questionnaire (1969)
- Folder 2: Ad Hoc Committee on Collection Development Policy: minutes of meetings; reports; related correspondence (1982-1984)
- CUNY—Libraries—Book Ordering 1984, 1996-2000
- Papers about using Coutts Library Services or a competitor for university-wide acquisition of shelf-ready books; about problems including prices and discounts (1996-2000); papers about seeking a new vendor for statewide library book orders (1984)
- CUNY—Libraries—Datafiles Consortium 1976, 1978-1980, 1983-1988
- Reports, correspondence and other papers about computerized databases accessible to all participating senior colleges; details about consortium's origin in ICPSR (Inter-university Consortium for Political and Social Research) and key roles of Baruch and Hunter Colleges
- CUNY Graduate School of Journalism. See Journalism School [below]
- CUNY Honors College 2000-2004, 2006
- Descriptions of the Honors College (2000); descriptions of the Instructional Technology Fellowships (2001, 2004, 2006); President Horowitz's letter on book purchases for fellows (2002); list of fellows by year of service (2003)
- Deutscher Akademischer Austausch Dienst (DAAD) (German Academic Exchange Service). See Fellowships, etc.—Specific Awards, DAAD [below]. Special Events—Colloquiums, etc.—DAAD Seminars [below]
- Development Office. *Note*: Most of the material on fund-raising is filed under Graduate Center Foundation [below]
- Pres. Horowitz's letter about a new campaign (2002); new campaign's and other brochures, some undated; campaign overview; preliminary report on funds received (2000); memoranda on plans, prospects, stewardship, and appeal results; report on CUNY's private fund-raising practices (1997-1998); biographical sketch of Karen Buck, Director of Development (1996); presentation to President's Cabinet retreat (1992); report on gifts to GSUC (1987-1991); 2 reports on GSUC's growth, 1983-1989; 2<sup>nd</sup> report gives details on faculty appointments, 1985-1989 (1989); lists of foundations aiding GSUC (1986); of fund-raising projects (1983)
- Dining Commons
- Flier about the facility at 365 Fifth Avenue (undated); memoranda and fliers on changes in management and operations (1977, 1994, 1995); leaflet about reopening and open house (1979); poster and photo (1973)
- Disciplining of Students or Staff. See Campus Disorders [above]
- Discrimination. See Expanded Educational Opportunity [below]
- Dissertations, Theses and Term Papers (3 folders)
- Folder 1: memoranda on rules for depositing dissertations (2005); on rule requiring 3 doctoral faculty members on a dissertation committee (2004); on barring inclusion of writings by the student's mentor (2003); *New York Times* article on New York

City Police Sergeant Henry and his Ph.D. dissertation (2002); dissertation assistant's memorandum on fee increase; unsigned memorandum on dissertation-related costs absorbed by the Library; University Microfilm list of its charges (2000); registrar's office instructions on submission of dissertation and related procedures (1999); proposal of new requirement for dissertation acceptance (1996); copyright booklet (1992); required form for depositing a dissertation (1991); questionnaire about style and format (1985); memoranda on preparing dissertations and its defense (1980, 1983); on accepting a defense "with distinction" (1982); on revising style and format because of use of microfilm (1981); on applicable copyright provisions (1969)

Folder 2: lists of doctoral candidates whose dissertations have been submitted or approved (1975-1994); of graduates with M.A. or M.S. degrees and their thesis topics (1992); of masters theses held by the Library (1971-1975)

Folder 3: papers about nominations for distinguished dissertation awards offered by Council of Graduate Schools (1983, 1986, 1992, 1994, 1996, 1997, 1999-2004)

Diversity of the Student Body, Faculty and Staff. See Expanded Educational Opportunity [below]

Doctoral Alumni Association. See PhD Alumni Association [below]

Doctoral Students Council (DSC). *Note:* As of 2008, this is a separate record group (VIII)

Drugs 1990, 2001

Statements of policy for a drug-free environment

Education (General) 1985, 1987, 1988

Papers about the annual 42<sup>nd</sup> Street Education Fair, sponsored by GSUC, NY Public Library, NY University, Pace University and others, to promote opportunities for post-secondary education in this area

Emergency Closings

Memoranda on procedures for snow or other emergency closings (1991, 1997)

Equipment (General)

Memoranda about removing items from campus and about chemical products (2002); notice of a re-inventory of equipment; outline of procedures for purchases by individual departments (1991); memorandum on tracking relocation or disposition of equipment (1990); memoranda about new procedures due to CUNY commitment to GAAP (Generally Accepted Accounting Principles) (1989); notices of new procedures required by New York State accounting guidelines (1985, 1986)

Executive Officers. See Programs [below]

Executive Officers Handbook (4 folders)

Folder 1: 1996 handbook; note about the 1992 handbook

Folder 2: 1982 and 1983 handbooks

Folder 3: 1978 handbook; revisions and additions (1972, 1975)

Folder 4: 1970 handbook

Expanded Educational Opportunity (18 folders) 1971-2009

*Note:* Here are collected virtually all papers about GSUC policies and actions to prevent and fight ethnic and other kinds of discrimination, to promote graduate

education among minority and other groups now under-represented in the population at large and especially in education (“affirmative action”), and to extend “equal opportunity” to handicapped persons and returned war veterans. Terse entries in this Guide summarize the more important contents of each folder. Related material will be found under Admissions and Enrollment—Statistics [above] and Fellowships etc. [below]. See also Faculty (for Delmos Jones program) and Programs (General)—Descriptions (for brochures for applicants from minority groups)

- Folder 1 (2001-2009): papers about the reorganization of the Office of Educational Opportunity and Diversity Programs (OEODP) (2007); Advertising Resource Guide prepared by the Office of Affirmative Action; schedule for external review of OEODP (2005); notes about a meeting on mentoring and other initiatives (2004); revised booklet “Affirmative Action Procedures for Recruitment” (2002)
- Folder 2 (2000): papers about the CUNY Affirmative Action Committee’s site visit; about the 7<sup>th</sup> annual Institute on Teaching and Mentoring sponsored by the Compact for Faculty Diversity; memorandum about award to GSUC for producing minority doctoral graduates in physical sciences, mathematics and engineering; plaque (2000)
- Folder 3 (1997-1999): proposal to National Science Foundation for grant to increase minority participation in sciences and mathematics; proposal “highly recommended” but grant denied; papers about GSUC affiliation with Alliance for Minority Participation; Affirmative Action Committee annual report; “The Urban University” CUNY Conference in Science and Engineering (all 1998); Alliance’s annual report (1997-1998); papers about Affirmative Action Committee meetings; its publication, “Affirmative Action Procedures for Recruitment” (1997)
- Folder 4 (1995-1996): papers about personnel changes, finances and student aid; reminders about affirmative action procedures in seeking new staff; GSUC given Council of Graduate Schools and Peterson’s Guides award for recruiting and retaining minority students
- Folder 5 (1994): description of Office of Educational Opportunity and Diversity Programs (OEODP) as name change from Office of Expanded Educational Opportunity and Diversity goes into effect; application for U.S. aid to continue participation in Patricia Roberts Harris Fellowship Program
- Folder 6 (1990-1993): papers about Project Aspire, an affirmative action effort to increase the number of minority group students in doctoral programs, including draft application for grant under McNair Post-Baccalaureate Achievement Program; summary report on recruitment and retention programs; reminders about affirmative action procedures; self-study of Title IX compliance; Prof. Andrew Hacker’s essay “Racism in Three Easy Lessons” (Oct. 1990)
- Folder 7 (1981-1989): papers about GSUC’s participation in proposed National Consortium for Minority Doctorates in Science; update on affirmative action (1989); papers about American Council on Education survey on efforts to recruit, retain and graduate minority students in doctoral degree-granting institutions (1987); report on minority students at GSUC, by discipline (1986-1987); report on affirmative action at GSUC, with historical review (1986); paper on affirmative action procedures in

- recruiting instructional staff (1985); memoranda on affirmative action (1981, 1982)
- Folder 8: Affirmative Action and non-discrimination policy statements 1982-1994, 1997-2000, 2004-2009; Affirmative Action Plan for fall 2011 and 2009; Pluralism and Diversity report for 2010-2011
- Folder 9: Affirmative Action Plans for Sept. 2008-Aug. 2009 and Sept.2006-Aug. 2007; Pluralism and Diversity Report for 2006-2007
- Folder 10: Affirmative Action Plans for Sept. 2005-Aug. 2006 and Sept. 2004- Aug. 2005; Pluralism and Diversity Report for 2005-2006
- Folder 11: Affirmative Action Plans for Sept. 2003-Aug. 2004 and Sept. 2002-Aug. 2003
- Folder 12: Affirmative Action Plans for Sept. 2001- Aug. 2002, Sept. 2000-Aug. 2001 and Sept. 1999- Aug. 2000; Pluralism and Diversity Report, Sept. 1999-Aug. 2000
- Folder 13: Affirmative Action Plans for Sept. 1998-Aug. 1999, Sept. 1996-Aug. 1997, and correction to 1997-1998 plan
- Folder 14: Affirmative Action Plans for Sept. 1995-Aug. 1996, Sept. 1994-Aug. 1995, and committee report to GSUC president (Jan. 1990)
- Folder 15: Affirmative Action Plans for 1990, 1983); summary of report on fellowships for minorities and women in Mid-Atlantic Region (coordinated by GSUC), with planned poster (1985)
- Folder 16: Affirmative Action Plans for Nov. 1981-Oct.1982, Nov. 1980-Oct.1981); invitation to an open house (1980); list of minority group students awarded doctorates (1978-1979); summary report for 1976-1977; program as of March 1973; 5-year plan (Dec.1971)
- Folder 17: papers about Pipeline (Diamond Fellowship) program to draw minority undergraduates into college teaching careers; fliers, descriptive booklet (undated); reports on budgets, personnel, promotional events, and shared financing by Aaron Diamond Foundation and GSUC (1995-1998)
- Folder 18: papers about Pipeline (Diamond Fellowship) program, including details on financing, allocations to participating colleges, role of CUNY Research Foundation (1992-1994)

#### Faculty (General) (5 folders)

- Folder 1: news release about plan to add 12 senior-level professors in 2010/2011 (2010); invitations to annual luncheon for GSUC faculty (2008, 2009); memoranda about applying for paid leaves of absence (2003-2007); booklet of excerpts from reviews of books by GSUC faculty; press release about new survey showing that GSUC faculty is among best in US (2007); memoranda about nominating faculty members to Chancellor's reception for faculty members who have won major awards (2006, 2003); "Salute to Scholars," brochures about main honorees among faculty (2003, 2005); memoranda about naming doctoral faculty members; about new NY State requirement that faculty members file financial disclosure statements (2004); about nominations for Chancellor's reception for faculty members who have won major awards; survey of departments' diverse ways of nominating doctoral

faculty; report on gender, age and ethnicity of the doctoral faculty; report of Committee on Academic Integrity (all 2003); list of recent books by faculty members (2001); *Chronicle of Higher Education* article on drive to recruit new faculty (2000)

Folder 2: list of recent books by faculty members; lists of faculty members who have received international or national recognition for scholarly achievements, compiled at request of Doctoral Faculty Policy Committee; list of “urban experts” among faculty (1998); handbook for new instructors (1997)

Folder 3: reports on faculty honorees (1996-1997, 1994-1995); list of faculty members who had been on broadcasts (June 1995-Jan. 1996); lists of “urban experts” and “arts experts” among faculty (fall 1994 and undated, probably mid-1990s); list of faculty members who are experts on New York State issues (1994); compendium of reviews or notices of faculty books in *The New York Times Book Review* (1992-1993)

Folder 4: lists of faculty with large research grants and major faculty honorees (1991/1992); booklet listing “urban experts” among faculty (undated, probably early 1990s); directory of faculty who may be resources for activities in various fields (1992)

Folder 5: survey of distinguished professors at GSUC and their activities at other CUNY campuses (1989); brochure on faculty, “Access to Excellence” (1988/1989); Faculty Policy Committee plans tribute to Mina Rees on her retirement as president (1972); memorandum on governance guidelines (1971); lists of distinguished professors (1970, 1971); Dean Kublin’s report, responding to charge that CUNY faculty is “in-bred”, lists faculty members whose highest degree is from other universities (1967)

#### Faculty Allocation System (“Consortium”)

M. Zavelle’s paper on system and effects on doctoral education at CUNY (2004); unsigned papers describing the system (1999, undated but probably 1998, 1992); report on GSUC faculty teaching at other CUNY units, 1983/84 through 1991/92 (1991); letters about allocation of lines to colleges for 1991/92 (1991); summaries of allocations for 1991/92, 1990/91, 1989/90 and preceding 3 years (1990, 1991); Provost’s Office statement describing doctoral faculty in the consortial structure (1990); letters about Brooklyn College allocations (1982, 1988); memorandum asking doctoral faculty members to identify themselves by GSUC as well as home campuses (1984)

#### Faculty: Delmos Jones Visiting Scholars and Lectures Program 2001-2004

Memoranda about selections; financial reports; fliers; program described in obituary notice; flier about its inauguration

#### Faculty Development

Programs of seminars, colloquiums etc. (spring 1996-spring 2004) [several missing]; requests for proposals for 1997/1998 (1997); memorandum about refreshments at seminars (1991); booklet “On Publishing in the Academy” based on 1989/1990 seminars; newsletter of Instructional Resource Center; Center’s booklet on teaching reading in freshman years (all 1990)

Faculty Evaluation 1971, 1974, 1979, 1981, 1982

Memoranda about required student evaluations of faculty, candidates for appointment, tenure or promotion; variations by college and programs; Board of Higher Education rules

Faculty Lists (7 folders)

Folder 1: lists by name and/or program, Nov. 1996-Oct. 2000; addendum March 2001; booklet listing new faculty, spring 1999-fall 2005; lists of new faculty Oct. 1997-Nov 1998 and Nov. 2000-Nov 2001

Folder 2: lists by name and/or program, May 1993-Nov. 1996; list of appointments for fall 1993

Folder 3: lists by name and/or program, April 1990-Nov. 1992

Folder 4: lists by name and/or program, March 1988-Sept. 1989

Folder 5: lists by name and/or program, July 1986-Nov. 1987; list of changes effective spring 1987

Folder 6: lists by name and/or program, spring and fall 1973; supplements to spring 1973 list; list of faculty on leave or retiring, 1973/74

Folder 7: lists by name and/or program, spring 1971 and fall 1972; supplements to spring 1972 and spring 1971 lists

Faculty Meetings

Agendas for and minutes of meetings (2005-2009); minutes of the once-a-semester meetings; memoranda about agenda items and related matters (1970-1974)

Faculty: Named Chairs 1999

Faculty Research Grants 1978-1982, 2009

Report on awards for May 2009 by principal investigators; attached report on pending applications (2009); summary report on awards, by program 1978-1982 (1982); annual reports on awards, by program (1978-1981)

Faculty Retirement 2000, 2003-2005

Memoranda about use of "emeritus" at colleges and GSUC (2000, 2003-2005)

Faculty Travel 1981, 1982, 1986, 1987

Report on faculty travel by program (1986/1987); memoranda on New York State restrictions; on partial funding of travel by GSUC (1982); report on travel by name and program (1981/1982)

Fees. See Dissertations, etc. [above]. Student Activity Fees, Technology Fee, and Tuition and Fees [all below]

Fellowships, Grants and Other Financial Aid (General) (3 folders)

Folder 1: bulletins, pamphlets and other papers offering general information on awards available, applications, procedures and calendars of application deadlines (1977-2009) [many items are undated and several years may not be represented]; samples of monthly reports on grants awarded (Jan-March 2003) and grant applications submitted (Oct.-Nov. 2002); financial and other reports on groups of funds and awards; related memoranda (1991-1996)

Folder 2: list of continuing teaching fellowships as of May 15, 2009; invitations to 2 receptions, one honoring groups of fellows, another honoring Barbara Slifka for her

support of student fellowships (2007); memorandum about Political Science Program's executive committee vote urging GSUC funding of students be limited to \$20,000 to motivate students to seek outside aid (2005); 2004-2005 Federal loan application procedures and related information; memorandum about Council of Graduate Schools resolution on seeking and accepting financial aid; copy of resolution (2004); letter from North Carolina Agricultural and Technical State University seeking information on GSUC graduate teaching assistants to help its own teacher training efforts (2003); handbook on graduate assistantships and teaching fellowships, with appointments form (2000); papers about diverse offers and awards (1990, 1991, 1997-2000); copy of *A Beginning Manual on How to Solve the External Funding Puzzle*; Kurt Schmeller's draft on graduate teaching fellows, with letter of response; memorandum on revised policy of publicizing grants and gifts (all 1992); Prof. Baumel's letter on need for more financial aid for doctoral students; reports on awards to "Super Fellows" (Robert E. Gilleece Fellowships) (1991); report on student aid available for 1990/1991

Folder 3: reports on total of grants received, fiscal years 1978-1989, and on special fellowship awards 1989-1990; papers about work-study programs; about endowment funds for several fellowships; report on 1989-1990 financial aid allocations (1989); brochure about financial aid 1988-89; memoranda on aid for foreign students; on new tax law (1988); on special fellowships; on publicizing awards; IRS documents about Federal income tax on grants (1987); CUNY General Counsel's memorandum on tax law changes (1986); Financial Aid Office fliers (1975-1981 and undated); memorandum about graduate fellows being ineligible for unemployment insurance (1977); booklet on "500" program (campaign for \$500 gifts from 500 corporations) (1974); reports on matriculated students' employment, mostly as instructors (1969, 1974); on all types of student aid (July 1971-June 1972)

Fellowships, Grants and Other Financial Aid—New York State Programs

Chancellor Goldstein's memorandum on state's \$15-million grant to develop a structural biology center at City College; state's news release (2001); report on Kennedy Fellows program for persons employed in disabilities field (1993); Higher Education Services Corp. report on state's loans, grants and scholarships to GSUC (1989-1992); report on trends in Tuition Assistance Program (TAP) (1986-1987)

Fellowships, Grants and Other Financial Aid—Specific Awards, Grants and Projects

*Note:* routine announcements of awards, rules for applications and the like are not mentioned in the award descriptions

Alexander C. Naclerio Research Support Fellowship 1986-1992, 1996-1999, 2003-2005

Correspondence with and about award winners; financial statements; G. Marshall's letter about origin of endowment for awards (1986) and undated statement

American Association of University Women 1987

Andrew W. Mellon Foundation

Center for the Humanities announcement of Mellon dissertation fellowships (2008); leaflet about fellowships for research on security and humanitarian action (2002);



papers about fellowships in humanistic studies (1991, 1992, 1994, 1995, 1999-2002); leaflets about fellowships for community college faculty (1981-1982, 1987-1992); lists of fellows (1977-1984); memoranda on GSUC library privileges for former fellows (1984); leaflets about post-doctoral fellowships in the humanities (1976-1979)

Andrew W. Silk Dissertation Fellowship

List of award winners, 1985-1997; includes note that program was ended in 1997

Art History Scholarship Fund

Papers about ACA Galleries 50<sup>th</sup> anniversary exhibit to aid fund (1981)

Arthur M. Schlesinger, Jr. Dissertation Fellowship

Pamphlet (undated)

Athena Pollis Fellowship in Human Rights

Papers about its creation, conditions of award, funding, and early award winners (2001, 2002, 2004)

Brookdale Foundation Group 1990, 1993, 1995

Announcements

Catherine Hoover Voorsanger Fellowship in American Art History 2004

Statement about its origin; e-mail exchange about recent awards

Center for the Humanities 2002, 2006

Announcements of offers of new stipends

DAAD Fellowships for Study in Germany 1971, 1975-1993, 1995, 1999

Correspondence about the program generally and about applicants and awards

Dankwart Rustow Fellowship Funds 2000

Financial reports

Diamond Fellowships, often referred to as "Pipeline Program". See Expanded

Educational Opportunity [above]

Dissertation Fellowships

Papers about several fellowship funds connected to the Center for Jewish Studies (2004, 2005, 2009); memoranda and other papers about preparing dissertation proposals, including workshops (2001-2009); lists of fellowships offered and recipients (1987-2008); memorandum on ending a \$20,000 cap on awards to any one student (2005); financial reports for the Andrew Silk fund (2004, 2005); memorandum about winners of dissertation fellowships also accepting other kinds of stipends (2002); financial report for the Stone fund (2000); memorandum on limiting amount of awards to any one student (1999); letter about Cairns Family Foundation grant (1998); about Nina Fortin Memorial Fund established by the Women's Studies Certificate program (1989, 1990, 1997); letters about the Asian American Higher Education Council award (1995); about Social Science Research Council plan to expand number of institutions participating in its International Dissertation Fellowship program (1991); about Prof. Ruth Temple's endowment of award for best dissertation in comparative literature (1977-1991); about District Council 37 sponsorship of award (1985-1986); about Eisner Fellowships in Holocaust Studies (1979); list of funding sources (1974)

## Duberman Fellowships

Prof. Duberman's letter on transferring fund's administration to the Center for Lesbian and Gay Studies and change in terms (1998)

FIPSE (Fund for Improvement of Post-Secondary Education) 1983, 2986, 1991-1993

Papers about a project to improve teaching by graduate students in senior and community colleges, initiated and implemented by the Center for Advanced Studies in Education (CASE) and financed by FIPSE grant

Ford Foundation 1987, 2003-2006

Papers about its \$200,000 grant honoring GSUC's 40<sup>th</sup> anniversary, its income to be used to support dissertation research on issues of race, gender, or education policy (2003-2006); papers about \$80,000 matching grant for conference on comparative politics (1988); list of recipients of awards for minority students (1987)

Fulbright Programs 1987, 1990, 1992, 1994-1997, 2000,2004, 2005, 2007

Memoranda about Doctoral Dissertation Research Abroad program (2007); Visiting Specialists Program (2005); Scholar grant awards; Prof E. Tenenbaum's appointment as advisor to Dissertation Research Abroad grant candidates (2004); correspondence about proposal to join other U.S. universities in program to fund visits by Egyptian scholars (2000); list of visiting scholars from abroad (1996/1997); letter asking GSUC to join active celebration of Fulbright programs 50<sup>th</sup> anniversary; flier on teacher exchange program; grant application guidelines; letters about housing for foreign scholars (all 1995); memorandum on evaluation of student grant applicants; program newsletter; papers about a workshop on scholars programs held at GSUC (all 1994); directory of 1993/1994 Visiting Scholars and Occasional Lecturers (1993); description of Faculty Development Seminars (undated); list of current and 1992/1993 winners of student grants; GSUC response to survey of experiences with Fulbright scholars (1992); flier and booklet about programs (undated); memorandum to faculty associates of Fulbright scholars (1990); report on GSUC award winners (1987)

Gabor Varszegi Fund

Established to promote Holocaust research (1997)

Harold W. McGraw Fellowship 1987, 1994, 2000

Helaine Newstead Bequest 1983-1988, 1990-1996, 2004, 2005

Financial reports; correspondence about and with recipients. The last item is an Essay by a recipient intended for a festschrift for Dr. Newstead (undated)

Helena Rubinstein Foundation 1976-2001

Letters requesting and granting annual funds to aid needy female students; fliers; notes identifying recipients; related correspondence

J. Bruce Llewellyn Fellowships 1982-1989, 1993-2001

Correspondence about terms and selection of grant recipients; leaflets; brochures

Jacob Javits Fellowships 1987-1992

Financial reports; list of recipients

Jewish Fund for Education of Women 2004, 2005

John H. E. Fried Memorial Fellowship in International Law and Human Rights  
1992, 1993, 1996, 1998, 2000, 2001  
Correspondence with his widow and other papers about its endowment, name,  
purposes and awards

John Simon Guggenheim Memorial Foundation 1974, 1978, 1985

Joseph Monticciolo Fellowship 1994

Kenneth B. and Mamie Phipps Clark Fellowship 1977, 1986-1999  
Correspondence with K. B. Clark and with and about award winners

Lane Cooper Fellowship 2001

Leonard S. Kogan Fellowship 1977-1995  
Correspondence and other papers about the administration and finances of the fund,  
and awards accepted and declined; fliers

MAGNET Program. See Expanded Educational Opportunity

Mario Capelloni Fellowships 1999, 2000, 2004, 2005

Martin Spiaggia Fellowships 2004, 2005

Mina Rees Funds  
Fellowship funds financial reports (2000, 2005); list of scholarship fund contributors  
(undated)

Mondadori Award 1999

Monroe Carell Jr. Dissertation Fellowships 2002-2008  
Letters mostly about awards, many by or to Carell; agreement creating fund

National Endowment for the Humanities  
Leaflets about: challenge grant program (undated, after 1995); fellowships for high  
school teachers (1983-1985)

National Graduate Fellowships Program 1985-1987

National Institutes of Health (NIH)  
Announcement of 3-year grant for cancer prevention and control (undated)

National Science Foundation (NSF) (3 folders)  
Folder 1: grant application for study of backlash to terrorist attacks on US (2001);  
memorandum and news release about NSF offer to fund projects to increase role  
of women and girls in science, engineering and mathematics (1993); memorandum  
about graduate and postdoctoral fellowships in science for 1981-1982 (1980)  
Folder 2: descriptions of Senior Foreign Scientist Fellowships program; news  
releases; correspondence about GSUC participation; lists of awards (1966-1971)  
Folder 3: papers about Senior Foreign Scientists Fellowships program candidates  
and nominees (1967-1970)

National Society of Colonial Dames in the State of New York (3 folders) 1966,  
1972-2009  
Papers about its annual dissertation fellowship in American history, including  
receptions at GSUC; photos; cumulative lists of winners and topics; note about a  
second award (2004) given by the National Society of Colonial Dames in America

Pipeline Program (Diamond Fellowships). See Expanded Educational Opportunity  
[above]

Ralph Bunche Institute on the United Nations

Note about lack of suitable applicant for 1994-1995 (1994); memoranda about creation of annual award to be administered by the Provost's Office and given to a minority candidate if possible (1993); flier about this; award certificate; Prof. B. Rivlin's letter, progress report and memorandum on funding by MacArthur Foundation; list of 1990/91 winners; list of contributors (1991); progress report (1989); proposal for MacArthur Foundation grant, approved (1988); memorandum on first fellowship awarded (1986); draft announcement of creation of fellowship fund (undated)

Randolph L. Braham Fellowship 1997-2000

Richard Anthony Styskal Dissertation Award

Correspondence with his widow about establishing and funding it (1996, 1997)

Richard C. Wade Dissertation Prize

Summary of awards (1997-2002)

Rose Kfar Rose Dissertation Award 2007

Science Fellowships 1986-1989, 1996, 2007

Papers about financing special awards for doctoral science students and selecting winners

Spero-Goldreich Award 1996, 1997

Papers about establishment of its fund and conditions of awards

Thomas W. Smith Graduate Scholarships

Announcement of 1<sup>st</sup> award ceremony (2004); program for fellows reunion (2000)

Vartan Gregorian Fellowship 1987, 1988, 1990, 1994

William H. and Gwynne K. Crouse Fellowship 1985

William J. Clinton Distinguished Fellows Program 2005

Invitation to nominate senior faculty members to apply; fellowships entail work at Clinton School of Public Service, University of Arkansas

William Randolph Hearst Fellowship 2000, 2005

Writing Fellows Program

Description (2000); Provost Kelly's letter announcing approval of program (1999)

Feminist Press 1985

*Publishers Weekly* article and newsletter on its change of affiliation and relocation to GSUC from SUNY College at Westbury

Finances (General) (2 folders)

Folder 1: Business Office advisories on procedures, forms, etc. (2001-2004, 2007, 2009); list of new forms for various transactions; Provost Kelly's memorandum to provosts of senior colleges about proposal to compensate colleges for costs of providing graduate courses (other than faculty); draft of proposal (1998); memoranda by President Horowitz, Provost Marshall and others about cuts in state and city budgets and their effects on GSUC and all CUNY; protests by students and faculty; photo; charts; Vice Chancellor Freeland's address to University Faculty Senate on budget problems (1995, 1996); Horowitz's and Marshall's memoranda on 1992/93 budgets (1992, 1993)

Folder 2: memorandum on 1990/91 budget and deficit reduction plan; N. Cantor's letter to *New York Times* charging that SUNY and CUNY strive for elite education at taxpayers' expense; replies by Chancellor Reynolds and others (1990); reports on overhead and release time recoveries for fiscal year 1979 and expenditures through Dec. 1978 (Jan. 1979); reports and letters on budget cuts and "retrenchment" (1974-1975); audit reports (1971-1973)

Finances—Budget Allocations to Programs 1991-1992, 1995-1999, 2001-2008

Finances—Operational Expenditures for Select Units 1996-2001

These reports cover mostly the Expanded Educational Opportunity and Diversity Programs, the Baccalaureate Program, the Language Reading Program, and the Latin/Greek Institute; a few also cover the Mina Rees Library

Financial Aid, Office of. See Fellowships, Grants and Other Financial Aid [above]

Financial Aid, Office of—Florence J. Bloch Papers (6 folders) 1961-2000

*Note:* This material was given to the Graduate Center Archives by Craig Kaplan, Bloch's attorney and estate executor, in 2010. His letter of provenance and e-mail he exchanged with the Archivist are included here (folder 1), as are e-mails from several GSUC offices responding to the Archivist's inquiry about her. Only material relevant to the GSUC has been retained here; the remainder has been transferred to the Hunter College Library Archives by mutual agreement.

Folder 1: Introductory Papers (2010)

Attorney's letter of provenance; e-mails exchanged by him, by other GSUC offices, and by the Hunter College Archivist with the GSUC Archivist

Folder 2: Career (1961-1981)

Papers covering her career from her rejection of Dean Mina Rees's request to join her as an office assistant at the newly formed Division of Graduate Studies (1961), through her stint as executive secretary to CUNY Chancellor Albert Bowker (1963-1964), her appointment as a Higher Education Officer (HEO) at GSUC, and her rise to Coordinator (later Director) of Financial Aid (1973), to her retirement at the end of 1980, and award of the President's Medal (1981). (The medal itself is in back of the box behind the "Friends of the CUNY Graduate Center" folder.)

Folder 3: Career (cont'd) (1980-1981)

Congratulatory letters from colleagues, friends and students

Folder 4: Pension (TRS) and Insurance (TIAA) Records (1963-1981)

Folder 5: Donations to GSUC (1991-1997, 2000)

Letters from President Horowitz and others about her gifts to the Graduate Center Foundation and participation in alumni fund-raising campaigns (1991-1997); Horowitz's letter thanking her for planning a legacy to GSUC (2000)

Folder 6: Miscellaneous

Invitation to retirees' reunion (2000); invitation to president's reception for retirees; letters about Bloch's service on the planning committee (1997); Horowitz's holiday greeting card; Joan Byers' card enclosing photo of Horowitz, Byers and two others with Mina Rees at Horowitz's party for Rees's 94<sup>th</sup> birthday (1996); Proshansky's letter thanking Bloch for get-well note; memorandum about Robert

Gilleece's death (1990); Bloch's notes about PSC/CUNY's treatment of retirees (undated); copy of court's notice in probate of Helaine Newstead's will, which includes legacy to Bloch (1981); Proshansky's letter thanking Bloch for congratulating him on becoming GSUC president (1973). A plaque for a PSC/CUNY award to Bloch (1996) is in back of this box behind the folders; there are no papers about this.

Foreign Students. See International Students [below]

Freedom of Speech. See also Campus Disorders [above] for free speech as issue in student demonstrations

CUNY General Counsel's draft memo on regulating free speech in institutions of higher education; extracts about free speech from CUNY policy manual (1994); summary of recent court decisions about "hate speech" (1993); memorandum about CUNY and colleges' reactions to "hate crimes"; papers about case of City College Prof. Michael Levin, including suit to bar him from teaching at GSUC, because of his alleged racial bias (1991)

Freshman Program (4 folders) 1966-1969

*Note:* This was a program to admit selected graduating high school seniors to GSUC for their undergraduate freshman year

Bulletins, calendars, course lists; correspondence about courses, faculty and faculty assignments, students activities, etc.

Friends of the CUNY Graduate Center ?-2000

Pamphlets, mostly undated; list of members (June 1992)

Goldstein, Matthew (Chancellor)

Videodisc of his appearance at GSUC, May 3, 2011. There is no explanation and the disc could not be played

Governance. See Administration (General) [above]

Graduate Center Foundation, Inc. 1984, 1991-2007

Program, invitations and other papers for the annual dinner, honoring T. W. Smith (2007); schedule of 2007 board meetings (2006); report for July 2003-June 2004; list of Board of Trustees officers and members (2002); profiles of 2 new members; Internal Revenue Service's copy of foundation's "determination letter" (2001); newsletters (1998-2001); correspondence about the GSUC photos; report on 1998 contributions over \$5000 (1999); specifications for printing of newsletters and related services; list of board members; report on 2 funds holding GSUC investments; brochure and pamphlets linking gifts to new building at 365 Fifth Ave. (all 1998); memorandum on approach to Bank of New York; note on J. Leeds's suit against foundation (1997); diverse brochures and pamphlets, mostly with fund-raising appeals (many undated); memorandum on processing contributions received (1995); resolutions to drop "CUNY" from foundation name and to deposit funds with Chemical Bank (1994); copies of slides on advantages of a foundation, its structure, and comparison with the Board of Visitors, including report on funds raised, Jan. 1987-Dec. 1991 (1991); bylaws (undated); draft bylaws (1984)

Graduate Council. See Administration (General) [above]. "Graduate Council" in the Committee Records record group

Graduate Education (General) 1973, 1977, 1990, 2004, 2010

Prof. Linda Edwards's paper, "A Cooperative Structure for Doctoral Education," describing GSUC's consortial structure as possible model for doctoral education elsewhere (2010); correspondence about Council of Graduate Schools' Ph.D. completion project (2004); Provost's Office's terse description of GSUC (1990); final report of Council of Graduate Schools committee on part-time graduate students (1977); NY State Regents' report "Meeting the Needs of Doctoral Education" (1973)

Graduate Record Examination (GRE)

Memorandum on recent increase in scores (1993)

Graduate School and University Center (CUNY) (General)

Brochure *Highlights 2008; The Graduate Center Fact Book 2003/04-2005/06*; descriptive brochures (1990 and undated, probably 1988); list of recent accomplishments (1983-1989)

Graduate School of Library and Information Studies (Queens College)

Letters to students and CUNY Chancellor Reynolds urging that school be kept open despite college's acting president Curtis's proposal to close it to meet retrenchment goal (1995)

Graduate Students Union 1982, 1986

Fliers about organizing, grievances and meetings

Grants. See Fellowships, Grants and Other Financial Aid [above]

Handicapped Students. *Note:* Reports on affirmative action for the handicapped are included in or appended to many reports on affirmative action for ethnic minorities under Expanded Educational Opportunity [above]

See also Library

Harlem Research Center (Community Research and Service Center) 1970-1973

Memorandum about name change (1973); notes on activities; annual report for 1970-1971; correspondence about grants; Dean Proshansky's memorandum about the center's founding and purposes; memoranda about financial and personnel matters

Henry Luce Foundation

1986-1987 annual report

Herbert H. Lehman College. See Lehman College [below]

Holiday Cards 2007

Honorary Degrees

Lists of CUNY awards (1945-1997, 1974-1996, 1945-1995); statement of criteria for awards and procedure (undated, probably 1990s); list of GSUC awards (1974-1990); memoranda about proposed awards (1974-1975)

Honors College. See CUNY Honors College [above]

Housing for Faculty and Students

Pamphlet on West Hall (1987); brochure on available housing and flier about it

(1984); detailed information bulletin; memorandum on Hunter College dormitory rooms set aside for GSUC students (1983); packet of information for entering students (1973); mimeographed brochure (undated, probably late 1960s)

#### Information Kiosks 1999, 2000, 2002

Memoranda about establishing and updating information about offices, staff etc. for display on large touch-screen monitors, placed on every floor to guide visitors

Information Technology. See Computer Center [above]

#### Interdisciplinary Study and Research (3 folders)

*Note:* papers about certificate programs generally and about new or proposed certificate programs are included here. Material on specific certificate programs, even though they are interdisciplinary, will be found under the titles of the programs under Programs (Specific) [below]

Folder 1 (2000-2009): proposed changes in requirements for Doctor of Public Health (DPH) degree; draft proposal for program in demography (2009); Provost's Office pamphlet describing interdisciplinary study generally (2008); memoranda about scheduled review of certificate programs (2006); about approval of proposed courses (2005); about new offerings (2003); proposal for program in political psychology (unsigned, undated, probably 2003); course descriptions and other brochures and pamphlets (many undated, after (2001); sample certificates for 13 concentrations offered (undated, after 2001); Council of Graduate Schools (CGS) survey of certificate programs; related e-mails (2001); report on current offerings and enrollment (2000)

Folder 2 (1990-1997): pamphlets and brochures describing program and listing courses (1990-1992, 1994, 1995, 1997); papers about proposed new courses, meetings with coordinators and steering committee actions and agendas (1990, 1992, 1995-1997)

Folder 3 (1979-1981, 1983, 1985, 1989): pamphlets and brochures about courses and concentrations (some undated); papers about proposed new courses

#### International Education (2 folders) 1989-2006

Surveys of CUNY participants and opportunities for study abroad; directories; advice about applications; related papers

#### International Students 1983, 1995, 1997, 2000, 2002

Booklets "International Student Status – A Guide for Administrators, Faculty and Staff" (2000, 2002); packet of information for incoming students, including advice on immigration, health insurance and health care (1997); e-mail response to claim that foreign students are burden on CUNY and U.S. taxpayer (1995); memorandum on imminent arrival of first group of students from India (1983)

#### Inter-University Doctoral Consortia Project 1978-1980, 2006

Final report (1980) and minutes of executive and steering committees and of all seven study groups (1978-1980); letter of transmittal to GSUC Archives by ex-Dean B. Rivlin, who had been the project director (2006). *Note:* the paper-bound records of the steering committee and the study groups are in the box behind the folder



Journalism School 2006, 2007

Newsletter (*Inside Story*) (2007); Chief Librarian Julie Cunningham's e-mail about student orientation; Middle States Commission's letter about school site and accreditation status; schedule of interviews of candidates for position of IT director; correspondence about financial accounts, library access and facilities including remote databases; information bulletins (all 2006)

Jury Duty 1991

Memorandum to staff on rules and procedures

Latin and Greek Institute. See Programs (Specific) [below]

Law School at Queens College. See Queens College—Law School [below]

Lehman College 2003, 2005

Memorandum of Agreement for certificate in Geographic Information Science (2005); correspondence about evidently erroneous 1998 agreement on offer of M.S. degree in physics (2003)

Lexington School for the Deaf 1977, 1978

Correspondence about access to GSUC Library by trainees in Infant Teacher Training Program

Libraries (General) 1968

Statement on maintaining privacy in library records, prepared for New York Library Association (undated); report of National Advisory Commission on Libraries, reprinted from *Congressional Record* (1968)

Library (General) (3 folders)

Folder 1: Palmer School of Library and Information Science's letter thanking GSUC for participating in "Open Sesame" project (2011); e-mail exchange about Library's website (2010); Chief Librarian J. Cunningham's report on electronic resources available to graduate students at City and Hunter Colleges; update on Library's strategic plans, part of self-study (2008); plans detailed (2007); unsigned, undated summary of Library Committee's report (probably c.2008); 1<sup>st</sup> issue of newsletter; list of problems and issues for discussion (2007); Cunningham's report and correspondence about access to GSUC resources by students from J. S. Murphy Institute (School of Professional Studies) (2006); her report on journal subscription databases; report on GSUC Library and related resources as of 1999/2000 (2001); correspondence about major programs' needs and suggestions for additions to the collections and new facilities; guidelines on handling Web resources; booklet listing available electronic databases; summary of Library's operations and services (2000)

Folder 2: report on Library's plans and needs; related correspondence; entry in Special Libraries directory (1997); letters to Provost Marshall about service shortcomings due to budget cuts; entry in American Library Directory; Chief Librarian Susan Newman's report on procedures and usage of technical services; list of tasks performed by students (1996); summary of complaints about the Library and possible remedies; draft proposal to improve Library's "physical environment";

draft report on joint meeting of Library and Student Services committees; reports to Marshall and others on Library Committee meetings; papers about New York State's "Electronic Doorway Library" project; terse guide to the Library; letter about PhD Alumni Association plan to produce new guide; e-mail exchanges about matching funds, new carrels and possible new computer facilities (1994, 1995); proposal to improve services for graduate students in the natural sciences (1993); Library Committee agenda for Nov. 12, 1991, meeting; several reports on Library operations (1991/1992 and undated)

Folder 3: revised entry in PhD Alumni Association guide to the Library (1986); list of ZGM holdings (1985); leaflet with general description of Library; Jane Moore's memoranda about progress in readying new library (1976); Margaret K.

Rowell's memorandum on Library's plans and goals (1974); her report to Provost Proshansky on steps to improve relations with other CUNY libraries (1973); her letter to Proshansky on designating Library as an academic department; her letter to Library staff on reorganization; her report to Proshansky on Library budget and operations; reports of Committee on Library Development (1970, 1971); brief profile of the Library; Rowell's report on expansion and new locations; correspondence with Proshansky about this, including suggestion that books be shelved by subject; guide to the Library for inclusion in executive officers handbook; report on cost of microfilming card catalog (all 1969); list of Library holdings; list of its resources, by programs (undated, apparently 1969); report on holdings and operations; Ad Hoc Library Committee's proposals for use and operations of Library; Rowell's reply; committee chairman's letter on available resources and their locations; report on Library's current organization and locations; Mina Rees's note on integrating Freshman Library into GSUC Library (all 1968); list of libraries and other resources in GSUC's vicinity; Rowell's letter on using Library and its services (1966); her letter on Library's role in GSUC (1965); leaflet of library information for graduate students (1964/65)

Library—Access 1965, 1967, 1969, 1972, 1974, 1976, 1993, 1994, 1998-2000

Papers about allowing use of the Library to alumni, retirees, other kinds of users, and possible restrictions or fees

Library—Acquisitions 1966, 1970, 1972?, 1975, 1977, 1982, 2005, 2006

*Note:* Related material on library development will be found under Library (General) [above]

Reports on collection size and policies (2005, 2006, 1982, 1975, 1972?, 1970 and undated); correspondence about students' request for role in acquisitions (1977); collection development plans; note on effects of budget cuts (1974?, 1976?); correspondence about Library's buying used books from Boys High Schools

Library—Annual Reports (3 folders) 1964-1977

Library—Asbestos Problem 1985-1987

Memoranda about plans to remove asbestos fireproofing from ceiling, closing library during this process; student leaflet and newspapers about this; set of photographs, dated Feb. 11, 1986; also, a small album dated Jan. 16, 1988, with photos of Library

- getting packed up; these may or may not be connected with the asbestos problem
- Library—Cherniss Collection 1987-1989  
Papers about his collection of classics (books, journals and other works) acquired by the Library; rules about access; clipping of his obituary is included
- Library—Circulation. See Library—Access [above]
- Library—Circulation—Overdue Books 1969, 1975, 1981, 1982  
Papers about fines levied, other penalties, and “amnesty” offers
- Library—Committee on the Future of the Graduate School Library 1964, 1968-1974  
Meeting minutes and agendas; related correspondence, including memoranda by M. K. Rowell, librarian in charge, providing background data and her and Library staff’s recommendations and comments
- Library—Eighteenth Century Collection 2002, 2003, 2005, 2007  
Papers about the collection and Reading Room, fellowship offers, access conditions, and GSUC agreement with Charles Tanenbaum
- Library—Equipment and Supplies 1978, 1988, 1989, 1991, 1994, 1995, 1997-2000, 2002  
See also Computers [above]. Copying Machines [above]  
Papers about buying new equipment, de-accessioning and disposal of old or obsolete items, and plan for inventory
- Library—Finances 1964-1968, 1970-1976, 1979, 1980, 1992-1995, 1998-2000, 2007  
Reports on budgets and allocation of funds by program size and requests; comment on cuts; related correspondence
- Library—Finances—Internal Control Review Reports 1989-1996
- Library—Gifts 1972, 1980, 1981, 1987, 1991  
Chief Librarian Susan Newman’s memorandum to Associate Provost Marshall on burden imposed on staff by many donations and on fact that many gifts are unwanted; proposes policy (1991); letter on proposed donation of books (review copies) by Metaphilosophy Foundation (1987); DSC sends gift of \$2500 (1981); papers about C. Bateson’s gift of Margaret Mead’s collection of reprints of articles by diverse authors (1980); statement of policy on gifts (1972); list of gifts (undated)
- Library—Goering-Negrelli Correspondence (2 folders) 1977-1991  
Folder 1: correspondence and other papers about Ben E. Swearingen’s gift of letters exchanged by Hermann Goering and Leo Negrelli in 1924-1925 documenting aspects of the Nazi and Fascist movements; gift made at behest of Michael Palumbo; correspondence also covers rules for access to the letters  
Folder 2: texts of the letters in the original languages and translations (2 copies)
- Library—Handbooks 1965, 1966, 1975, 1980-1999
- Library—Handicapped Users 2002, 2005, 2008, 2009  
Papers about case of a student needing assistive technology and availability of such devices (2008, 2009); about policy and compliance (2002, 2005)
- Library—HEDS Reports 3 folders  
*Note:* These reports (Higher Education Data System) are regular surveys of U.S. academic libraries under the aegis of the Department of Education, with each

library supplying its own data. The file here includes only a few recent reports of the GSUC Library, and the earliest, for their historic interest.

Folder 1 (2000-2005)

Folder 2 (1990's)

Folder 3 (1964, 1966, 1967, 1972, 1973): the papers of 1972 and 1973 deal with New York State's adaptation of the reports for its own surveys

Library—Human Relations Area Files (HRAF) 1968-2001

Brochures; correspondence about the library's subscription to the microfiche service, donation of the files to York College, their move and eventual destruction in storage

Library—Library Associates

Pamphlet about its formation and purpose (undated, after 2000)

Library—Mathematics Collection 1964, 1976

Library—Monthly Usage Reports 1970, 1980, 1990

*Note:* most of these reports were discarded as of no archival interest, but these 3, each for June of the 3 years, were retained as being typical of these reports and for illustrating the growth of the Library over 3 decades

Library—Music Collection 1980, 1987, 1990, 1995, 2000-2002

W. Shank's letter on history of collection (2002); 2 reports on collection and program's needs (2000, 2001); report on collection holdings and organization (1995); letter on gift or recordings from Fashion Institute (1990); memoranda about bibliographic control of music microfilms; about equipment and staff needs (1987); letters about delay in cataloguing (1980)

Library—Naming 1985, 1998

Letter about opportunities for donors to name parts of Library in new building (1998); brochure about naming it for Mina Rees; CUNY Board of Trustees resolution on this; invitation to dedication ceremony; Chief Librarian Jane R. Moore's remarks; news release; form for CUNY Libraries news release

Library—Newsletter 2007, 2008

First 3 issues of new newsletter, *In Medias Res*

Library—Periodicals 1968, 1975, 1980, 1997

Prof. Berkowitz's memorandum on need for access to science journals and possible solutions (1997); memoranda on plans for union list covering all CUNY libraries and OCLC ability to provide this (1980); lists of GSUC library's holdings (1968, 1975)

*Note:* bound volumes of such lists for 1985-1987, 1989-1992, and 1996 are shelved near the box holding this folder

Library—Relations with the New York Public Library 1968-1977, 1985-1992, 1996

See also Copying Machines [above]

Memorandum asking the chief librarian to join a new subcommittee on liaison with the Science, Industry and Business Library; minutes of its meeting (1996); papers about accessing the NYPL catalog (CATNYP) and installing a terminal at GSUC; about relations between NYPL and CUNY in general, including a formal agreement and a \$2-million state appropriation to help defray NYPL's costs (1985-1992);

details on negotiations of agreement on use of NYPL research facilities; text of agreement, drafts and important comments (1969-1977); American Council of Learned Societies (ACLS) report on CUNY, SUNY and NYPL cooperation (1969)  
Library—Relocation to 365 Fifth Ave. (2 folders) 1993-2000

E-mail exchanges and other memoranda about schedules, space, plans, shelving, equipment, diverse features required and desired, and diverse problems; floor plans; movers' and suppliers' brochures; newspaper articles and other papers.

*Note:* oversize floor plans, blueprints and drawings are in two large boxes following the last box containing "Library" folders

Library—Seymour B. Durst Old York Library (2 folders) 1995-2001, 2007-2011

Folder 1: final report of consultant, M. H. Pettit, on the collection, its organization, finding aids, and plans for additional work (2011); her interim report on the guidebook collection (2009, 2010); invitation to a special program and reception; video disc (2008); invitation to visit the collection (undated); Chief Librarian Julie Cunningham's letters thanking many staff members for their help when the collection was flooded; S. H. Jaffe's report on the collection and plans to make it better known (2007); brochure about Graduate Center Foundation benefit dinner honoring Durst Family (2001); formal agreement of Old York Foundation and GSUC on transfer of collection to GSUC and processing it and establishing a reading room and exhibit area; related correspondence, news releases and other documents

Folder 2: Chief Librarian S. Newman's e-mail exchanges with President Horowitz and other GSUC officials about proposing that the Durst Family transfer the Old York Library collection to the GSUC Library to process and open it for scholarly research, with additional terms including a separate reading room, Durst fellowship, annual colloquia, readings from the collection, etc.; proposal drafts; correspondence with Wendy Durst Kreeger and other family members; news releases; newspaper articles

*Note:* the Jan. 1999 catalog (2 volumes) is in a separate (smaller) box next to the box containing these folders

Library—Space 1967, 1980, 1989, 1992-1996, 1999

Letter about inadequate space for technical services (1999); proposals for locating diverse library units in 5<sup>th</sup> Ave. building (1996); memoranda about space allocations at 42<sup>nd</sup> Street (Grace Building basement) (1994, 1995); floor plans and a set of elevation drawings (mostly undated); Chief Librarian J. Moore's report on 1976 move from several floors to Grace Building basement, noting general satisfaction of staff and users but various flaws requiring correction (1980); excerpts from committee meeting on space needs (1967)

*Note:* large blueprints, floor plans and drawings are in two oversize boxes, one for 33 West 42<sup>nd</sup> Street, the other for 365 Fifth Ave, shelved near the last "Library" box.

See also Library—Relocation [above]

Library—Staff 1971, 1982, 1983, 1990-1994, 1997-2001, 2006, 2011

Chief Librarian J. Cunningham's note to staff and others thanking them for farewell gift and party (undated, probably 2011); ALA/APA salary survey (2006);

Cunningham's application for position of Chief Librarian; offer of position; organization charts (2000, 2001); e-mail exchange about search for a music librarian (1999); organization chart (1998); Dean Marshall's list of Library positions in priority order (1997); papers about vacancies and potential staff reductions if proposed budget cuts are enacted (1992-1994) deputy president S. Cahn's memorandum about J. Moore's retirement and appointment of S. Newman as acting chief librarian (1991); Marshall's request for positions that should be filled; Moore's response (1990); Moore's letter on vacancies and replacement needs (1983); organization chart 1971-1982 (1982); letters to President Mina Rees, Dean Proshansky and committee chairman B. Brook about Library staff members who were voted in as faculty members with academic ranking (1971)

Library—Staff—Photographs

Two 8x10 group photographs, with caption identifying all (1993); several packets of snapshots, some dated, some identifying the location or circumstances; several packets without dates or other identification

Library—User Surveys 2001, 2003, 2004

LibQUAL (library quality of collection and service) survey (2003), final report (2004); Michael Adams's report on recent survey (2001)

Library—Water Damage 1993-1995, 1998

Papers about damaged books, carpeting, etc.; cost of repairing or replacing books; instructions about reporting leaks

See also Library—Seymour B. Durst Old York Library [above]

Library—William H. and Gwynne K. Crouse Library for Publishing Arts (3 folders) 1979-1990

Letters, memoranda, news releases and other papers about the gift of this collection to the GSUC Library in the 1980s, augmented in 1984 with the Stephen Greene Memorial Collection from the Association of American Publishers (AAP), and its transfer to the American Booksellers Association in 1987-1988 because of insufficient funding; photo of W. and G. Crouse; pamphlets and other promotional material is included. A Guest Book is between folders 2 and 3

Library and Information Management Program (2 folders) 1990, 1992

Reports, memoranda and other papers about closing Columbia University's School of Library Service and establishing a graduate library program at GSUC, possibly by acquiring some of Columbia's staff and other resources

Long-Range Policy and Planning 1972, 1977, 1990, 2011

Strategic Plan 2012-2016 (2011); report of the Long-Range Planning Committee (1990); summary of 5-year goals (undated but probably 1977); 1972-1975 plan as distributed to the Graduate Council (1972). See also Self-Study [below]

Master Plan. See Long-Range Policy and Planning [above]

Menand, Louis (Prof)

News release about his winning 2002 Pulitzer Prize in History

Mentoring 1995, 2002?

- Pamphlet about mentoring and Dr. H. Adams's presentation at GSUC (2002?); report of president's task force on mentoring (1995)
- Middle States Association of Colleges and Secondary Schools. *Note:* For its role in NY State's review and accreditation process, see Programs (General)—Reports and Assessments [below] and Self-Study [below]
- Mina Rees Library. See Library [above]
- Minorities. See Expanded Educational Opportunity [above]
- Mount Sinai Medical Center (1967, 1993, 1995, 1998)  
Memorandum by CUNY's acting general counsel Moskowitz to Board of Trustees to let Mt. Sinai end its affiliation with CUNY in view of its proposed merger with NY University (1998); faculty survey highlights (1995); President Rowe's memorandum on charges of bias in maternity service's room assignments (1993); correspondence, news releases, and other papers about its affiliation with CUNY, including Board of Higher Education resolution amending CUNY master plan to include ties with Mt. Sinai and draft of affiliation agreement; Medical School dean's letter; news release on U.S. Public Health Service grants for school buildings (all 1967)  
See also Programs (Specific)—Biomedical Sciences [below]
- Museum of the American Indian 1978  
Letter and flier about its library being open to student and faculty doing research on Native Americans
- Music for Peace 1970  
Packet from a GSUC political action committee with copies of anti-war petitions, newspaper articles and other papers
- National Clearinghouse for Self-Help Groups 1978  
Transcript of a telecast about it
- New York City (General)  
Papers about the Independent Budget Office, including list of Advisory Board members (2002); flier about job openings there (undated, probably 2000); papers about the CUNY Internship Program in Government and Politics: undated pamphlet and fact sheet; annual reports for 1998, 1996/97, 1986/87, 1980-1983, and 1972/73; 6 loose-leaf binders containing manuals of personnel procedures of the 1970's as requested by Y. Jones-Johnson (1996); newsletters; reprint of an article on the internship program (1973)  
*Note:* the 6 binders are shelved near the box containing this folder
- New York City Transit System 2002  
Papers about its internship program for college students
- New York Public Library 1970, 1973  
Statement about use of research facilities by graduate students and faculty; Council of Chief Librarians resolution on services and facilities required (1973); letter about \$1 million paid to Library by New York City and State; R. W. Couper's memorandum about NYPL's reorganization including his appointment as president/CEO (1970)  
See also Copying Machines [above]

New York State

C. D. Perkins's proposal of performance standards for postsecondary and adult vocational education programs (1992); papers about contract with CUNY providing for GSUC to process and print Gov. Carey's public papers (1982)

News Releases (3 boxes) 1969-2010

Releases, mostly from the Office of Public Affairs

*Note: these papers are filed only by date, not by subject, and are not indexed. It is unlikely that every release issued is extant here. Many releases are not dated; their date has been approximated as far as possible*

Nishi, Setsuko Matsunaga (Prof) 2009

News release on her being awarded Japan's Order of the Rising Sun

Office of Academic Planning. See Programs (General) [below]

Office of Educational Opportunity and Diversity Programs (OEODP). For its activities and programs see Expanded Educational Opportunity [above]

Office of Financial Aid. See Financial Aid, Office of [above]

Office of Public Affairs. See Public Affairs Office [below]

Ombudsmen

Announcement and flier (undated, probably 2000)

Open Meetings Law 2006? 2009?

CUNY's general counsel's paper on how law applies to CUNY and its components (both dates given)

Origin of the Graduate School. *Note: This file contains arbitrarily selected papers about the Graduate School's origin and evolution, 1951-1970. The selection is not exhaustive. The papers are filed chronologically (earliest to latest). They comprise:*

Tables of important actions by the Coordinating Committee for Graduate Studies, Oct. 1951 to June 1960 and Sept. 1960 to June 1961

Minutes of the Board of Higher Education meeting Dec. 13, 1960, at which recommendations to establish the City University comprising the several colleges and offering graduate programs were presented and adopted

Graduate Council memorandum of Sept. 25, 1961, on changing procedures for establishing and administering doctoral programs; excerpts from Board of Higher Education minutes of Sept. 28, 1961 meeting; draft of a confidential proposal, "Organization of Graduate Studies," Feb. 15, 1962

Interim Administrative Procedures for the Graduate Program, Dec. 11, 1962

Board of Higher Education leaflet, "The Next Step for the City University of New York," urges state financing to support a "Vigorous Doctoral Program"

Draft proposal for the Interim Faculty Organization for the Ph.D. Programs, June 2, 1964

Chancellor's Office report, "Graduate Work at the City University of New York," Sept. 1967

Memorandum to Dean Mina Rees on the appointment by the Board of Higher Education of a Committee on the University Graduate Division, March 1968;



memorandum of July 3, 1968, on Rees's decision that Sept. 1, 1961, when she was appointed Graduate Division dean, shall be considered the date of the division's founding

Rees's (then provost) report to the Board of Higher Education on needs for a graduate school and plans for its building, finances, programs etc.; her recommendations, Oct. 1968

Table of Ph.D. programs approved by the State Education Department, with dates when approval was granted and when it may expire, June 25, 1969

Memorandum about considering Dec. 13, 1960, as the date on which the Graduate Division was founded, with a copy of the Board of Higher Education minutes of that date, July 9, 1969

Table of graduate programs approved by the State Education Department, July 16, 1969

Memorandum to the Board of Higher Education's general counsel on the establishment of the Graduate Division as a separate institution, with relevant documents attached, July 18, 1969

Tables about the growth of doctoral programs and enrollment, 1962-1968, Ph.D.s granted, 1961-1969, and location of students enrolled in Ph.D. programs, Sept. 1969

Public Affairs Office fact sheet about the Graduate Division, Nov. 1970

Outreach. See Community-based Organizations [above]

#### Ph. D. Alumni Association (formerly Doctoral Alumni Association)

Newsletters (1970, 1987, 1988, 1990-1992, 1994, 1999, 2001-2004, 2009); association president Dr. Gertrude Schneider's history of the association (2009); membership directories (1988, 1993, 1996); memorandum to executive officers about start of alumni survey project (2001); report on Internet workshop sponsored by the association; Associate Provost Reid's response (1995); 1984/85 report (1985); memorandum about membership activities and dues; 1980/81 report (1981); lists of association Board of Directors (1979-1981); association president's letter to executive officers about keeping in touch with alumni; memorandum about authorizing a clerical assistant (1979); report on new officers (1973); minutes of association meetings; list of its officers and directors; lists of alumni and their present positions (all 1970); list of all PhD graduates as of Sept. 1969; minutes of meetings, including first meeting to formally organize the association; constitution and bylaws; lists of doctoral graduates with dates, disciplines and current positions; list of members attending first meeting; list of constitution and nominating committee members (all 1969); Chief Librarian M. K. Rowell's letter defining doctoral alumni's library privileges; Dean Kublin's letter about this; minutes of organizational meeting, with invitation to Rowell to attend and her reply (1968)

See also CUNY—Libraries [above] for the association's guide

Placement 1971, 2000

Final report of President's Task Force on Career Preparation and Placement (2000);

report on present positions of Ph.D. alumni, by program of their doctoral studies (1971)

Plagiarism 2005

Booklet, "Avoiding and Detecting Plagiarism," produced by provost's and student affairs offices

Pluralism and Diversity. See Expanded Educational Opportunity [above]

Presidential Succession. See Administration (General) [above]

President's Cabinet 2014

List of issues discussed at recent meeting and proposed solutions (2014)

Press Releases. See News Releases [above]

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Programs (General). *Note:* Here are filed papers about the doctoral and other graduate programs as a whole. Materials about specific disciplines and course offerings are filed under Programs (Specific) [below]. For related material see Restructuring Proposals [below] and the relevant files in the "Committee Records" record group. See also the "Programs" files in the Presidents record groups, which are not duplicated here

Programs (General)—Certificate Programs. *Note:* General material will be found under Interdisciplinary Study and Research [above]. Material on individual programs is filed under Programs (Specific) [below]

Programs (General)—Course Announcements (6 folders) 1964-2007

Programs (General)—Descriptions (6 folders)

Folders 1-4: brochures for prospective applicants (1974-2011); many issues are missing and several are undated

Folder 5: brochures for prospective applicants from ethnic minorities, issued with input by the Office of Educational Opportunity and Diversity Programs (1989, 1991, others undated)

Folder 6: summary of programs and specializations intended to brief the Graduate Center Foundation board (undated, probably after 2000); leaflets (undated, probably 1989-2000); photocopy of description in *The Princeton Review's* guide to "Graduate Programs: Humanities and Social Sciences" (1997-1998); typescript listing major studies and research in 11 programs and their needs for equipment (undated); course description in *Peterson's Guides* (1970)

Programs (General)—Organization

Prof. Linda Edwards's paper on GSUC's consortial structure and its possible use as model for other doctoral institutions (2010); master list of executive officers, by program since inception (2007); instructions for making changes in degree programs (2004, 2006); e-mail about "NRP" (no record of progress) grade to be given when applicable to students working on their dissertations (2005); memorandum on new benchmark for student progress before dissertation; M. Zavelle's paper on the consortial structure of doctoral education at CUNY and its effects on quality (2004); lists of executive officers (1974, 1976-1977, 1991-2002) and master list covering 1963-1974; memorandum about new Carnegie Foundation

initiative to help departments restructure their programs (2002); 2 unsigned papers describing and praising the consortial structure and its benefits (1998, 1999); unsigned memorandum on the faculty allocation system (1992); Provost's Office statement on the allocation system and consequent program structure (1990); 2 letters to education writers or editors about the structure (1986); list of program executive committees (1970); Mina Rees's memoranda on adding students to executive committees (1970) and on the recent reorganization (1968); Interim Administrative Procedures for the Graduate Program adopted by the Administrative Council on Dec. 11, 1962. *Note:* The box also contains a loose-leaf binder with the handbook for program assistants, 1<sup>st</sup> edition, 1983. Apparently no other editions were produced or are extant

Programs (General)—Reports and Assessments (6 folders)

See also Self-Study [below]

Folder 1: J. Wrigley's and W. Ebenstein's draft report to CUNY Provost A. Logue on developing professional doctorates (2009); note to all programs to review their First Examinations; e-mails about preparing for Middle States Commission review and re-accreditation process due in 2009-2010 (2008); Commission letter with proposed schedule of visits and reviews (2007); reports on number of students with ten enrolled semesters and no Second Examination, by programs (2003, 2005); report on new professional degree programs and their possible impact on libraries (2005); memorandum to newly formed benchmark committee on periodic reviews of programs; memorandum on forming committee at behest of CUNY Trustee Badillo; list of members; Academic Planning Committee's long-range plan for 1997-2000 (1997); committee's report; Provost Marshall's memorandum on part 2 of committee's report; memoranda on procedures required by New York State in presenting proposals for new programs, changes in programs, or eliminating programs (1996); National Research Council survey of research-doctoral programs; part 2 of report on Academic Program Planning; related papers (1995)

Folder 2: papers about accreditation; about part 1 of report on Academic Program Planning; NASULGC president Magrath's report on reviews mandated by Federal laws and needed for accreditation; Strategic Planning Committee report; NYS Education Department memorandum on plan for periodic review of doctoral programs; CUNY guidelines on periodic reviews (all 1994); draft report on resources needed to strengthen graduate education; report of Chancellor's Advisory Committee on Academic Program Planning, with transmittal letters by Chancellor Reynolds and GSUC Pres. Horowitz, who also asks for executive officers' reactions; her letter summarizing reactions; Academic Program Review (draft and final version); related papers; data from the 1982 assessment of programs by the Conference Board of Associated Research Councils (all 1992-1993); summary of current program reviews and policies of CUNY colleges (1991)

Folder 3: Graduate School Profile and Data Books by the Office of Academic Planning (1989-1991)

Folder 4: official list of all programs and courses offered by GSUC as of Sept. 1986;

memorandum about recent national survey showing GSUC programs in high regard (1983); data on GSUC excerpted from a national assessment of research-doctorate programs (1982); *Handbook for Users* of the Graduate Program Self-Assessment Service, sponsored by the Council of Graduate Schools and the Graduate Record Examination Board (1980); report on a Conference on the Assessment of Quality of Graduate Education Programs, sponsored by the Conference Board of Associated Research Councils (1976); Prof. Schlesinger's article in *The New York Times* on the value of a graduate school; Dean Hillerbrand's memorandum on promoting programs and recruiting students (1975); Regents' policy statement "Meeting the Needs of Doctoral Education" (1973); memoranda about evaluations of CUNY doctoral programs; list of programs with dates of inception (1969-1971); Chancellor's reports on graduate work (Sept. 1967 and Feb.-March 1968); report on growth in number of graduate programs offered and enrollment in them (1962-1971)

Folder 5: New York State Education Department Guidelines for review of graduate programs (1962); Graduate Council memorandum on changes in procedures for establishing, evaluating and administering doctoral programs (1961); Pearl Max's report "Step by Step Toward the Ph.D. 1920-1960"; Chancellor's report on proposed programs for Sept. 1962 (Oct. 1961)

Folder 6: Chancellor's report on proposed programs for Sept. 1961 (Feb. 1961)

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Programs (Specific): *Note:* Unless otherwise noted, materials in these folders consist of brochures, fliers, bulletins, newsletters, etc. and routine notices about courses, faculty, executive officers and other administrators issued by or for individual programs, and are not further described in this Guide. Many papers are not dated. 1981 or earlier statements on a given program's governance structure as submitted to or approved by the Graduate Council are included, but see relevant folders in the Committee Records record group for cognate material. See also Fellowships, Grants and Other Financial Aid [above] for aid sponsored by or pertinent to specific programs, and Special Events [below] for exhibits, symposiums, lectures and performances sponsored or co-sponsored by specific programs

American Studies (Certificate Program): includes a self-study and a report by external evaluators after a site visit, with related papers (2006-2007); also, course descriptions (1995)

Anthropology and Anthropology-Archaeology: includes CUNY response to a student's law suit (2009); schedule for site visitors in external review (2001); papers about hiring Prof. Robotham to fill vacancy created by Eric Wolf's retirement (1991, 1998, 1999); about excavation of African burial ground in NYC (1994); about New York Consortium in Evolutionary Primatology and Tiwai research station in Sierra Leone (1991); handbooks (1984, 1989); Prof. Schneider's report on problems (1988)

Art History: includes schedule for site visitors in periodic external review (2003); list of 1980-1995 enrolled students and their current status (2002); bylaws

(2001); letter about and terms of Sally and Nick Webster Art History Program Enrichment Fund (2000); correspondence about the Henry J. Luce Foundation gifts for American art program and students (1995); handbooks (1980, 1983, 1995); papers about slide collection (visual resources) and finding aids (1994, 1995); short- and long-range planning report (1992); papers about plans to expand program and offer it as leading to a PhD (1989-1991); proposal to establish program; course list; structure as approved by Graduate Council committee (1981, 1983)

Audiology. See also Programs (Specific): Health Sciences [below]

Papers about journals available in libraries (2005)

Biochemistry: includes statistics on students, faculty etc., spring 1994

Biology: includes graduate student's letter to Pres. Horowitz criticizing handling of PhD candidates at Queens College (1994), papers about membership in Organization for Tropical Studies and about faculty dissatisfaction with Prof. Chabora, the executive officer (1991, 1992), research agreement with Asahi Chemical Industry (1991), proposal to reorganize curriculum (1990), budget problems (1987-1989), papers about state panel's review and rating of program, with Pres. Proshansky's protest and Commissioner Ambach's reply (1987), draft agreement with Columbia University to establish cooperative program in biological oceanography (1982, 1983), bylaws (1974), evaluations of the programs (1972)

Biomedical Sciences: includes state approval of proposed program in biomedical engineering and of discontinuance of PhD and MPhil programs in biomedical sciences (1999), program changes, budget problems (1991, 1992), recruiting minority students (1990), Mt. Sinai School of Medicine's student-faculty handbooks for 1989-1991 and 1982-1984; letters asking state approval of program modification and noting state rating panel's positive review of program (1989), two lists of research preceptors (undated); program description (1986), plan for state review panel's site visit (1984), description of the medical scientist training program and application for Public Health Service grant (1982), 1969-1970 prospectus for the whole graduate program, and 1967 agreement of GSUC with Mount Sinai. See also Health Sciences [below]

Biopsychology

Business: includes papers about recruiting minority students (1992-1996), brief descriptions of program, with data on placement of recent graduates; proposal for new courses (1991); revised program structure (1990); proposal to establish a graduate school of business at Baruch College (1987); papers about external reviews of program and self-study (1981, 1986); proposal of short course in marketing and management (1981); program description and structure (1980); structure as approved by Graduate Council committee (1973)

Chemical Engineering

Chemistry (2 folders): includes Dean Marshall's memoranda on composition of dissertation committees and workload agreement (1992) and on foreign

language requirement (1991), Chancellor Reynolds' letter to State Education Department on program modifications (1991), Prof. Ronn's reports on program status and needs (1987), on percentage of female students 1980-1985 (1986), correspondence about matching funds to buy equipment (1982, 1985), about need for funds to raise student aid and faculty pay (1984), instructions for prospective graduates (1981-1984), papers about travel to Puerto Rico to recruit students (1981), about laboratory fees (1980); American Chemical Society committee's report on number of female members of graduate faculties in US, 1970/71 and 1978/79 (1980)

Classics: includes self-study and correspondence about site visit by external evaluators of the program (2009), course descriptions (1996), memorandum about moves to have Fordham join CUNY and NYU in a classics consortium (1993), correspondence about CUNY's acquisition of the Cherniss collection of classics materials (1987-1991), requisition for license agreements (1990), plans to create computer database of classical bibliography with the International Society for Classical Bibliography (1988), descriptions of MA program in Classical Studies, proposal to establish Ph.D. program and its support by site visitors evaluating program in periodic review and ultimate approval (1982-1986)

Clinical Psychology: includes criticism of City College program by American Psychological Association review team (2009) and review team's reports recommending re-accreditation (1986, 1991)

Community and Social Service

Comparative Literature: includes schedule for site visitors' external review (1999); report on students' jobs (1998); proposal for Italian subprogram (1994); handbook (1993/1994); report on number of years taken by students from start to graduation (1986); proposed changes in governing structure (1971); list of students enrolled in M.A. program (1970)

Computer Science (3 folders): includes papers about periodic New York State reviews and evaluations, with pertinent program descriptions, faculty data and other details (1984, 1988-1990, 1993, 1998, 1999); handbook and prospectus (1997); application for National Science Foundation grant for equipment (1995); proposal by an ad hoc faculty committee for drastic changes in program and requirements (1994); faculty list (1989); proposal for project of GSUC and 7 public high schools; AT&T equipment proposal and site visit (1988); draft of governance plan (1987); letters announcing state approval of PhD program (1985); advisory committee meetings, membership list and proposal to establish PhD program (1981, 1982)

Continuing Education and Public Programs. See Special Events [below]

Criminal Justice: includes proposal to restructure program and e-mails about it (2008); periodic external review of program with evaluators' report, details on site visit, and self-study (2007); report on program changes (2005); year-end reports (1990-1994); memoranda about changes in dissertation defense process

(1991-1993); program structure as approved by Graduate Council (1984); Prof. Bard (Psychology) proposal to establish interdisciplinary center and program for criminal justice research (1971)

#### Developmental Psychology

Earth and Environmental Sciences: includes Lehman College offer of certificate in Geographic Information Science, approved by CUNY and NY State Education Department (2005); list of students in program, memoranda about program scope and structure (1992); course list; student handbook (1991); memoranda about Hunter College plan to offer Ph.D. in geography (1990); about funds to buy equipment (1988, 1989); about revised catalog description (1987); booklet on possible dissertation projects as related to faculty interests 1983/1984 (1983); papers about the program's establishment (1978, 1982)

Economics (2 folders): includes original and revised report by external evaluators, the program's response, self-study and related papers (2008-2009); Fordham University's request for data on GSUC program, deemed "role model" (2004); draft student handbook for 2003/2004 (2003); papers about Arthur Leon Honiker Memorial Award for best Masters essay (1998-2000); list of executive committee and other program news (1998); reports on alumni employment (1967 to 1998, to 1995, to 1993, to 1992, and to 1989); student handbooks for 1995/1996 and as of July 1993; advice to Ph.D. candidates on job search; letters on overlap and possible conflict between Business and Economics programs; report on program status; revised program structure (1993); letter on proposed exchange program with Lausanne University (1992); reports on faculty assignments 1988-1991 (1991); on completed dissertations 1967-1990; on program status (1986); governance structure approved by faculty and students (1971); list of faculty (spring 1970)

Education in Publishing Program: includes lists of companies represented (spring 1978-1980; spring 1978-fall 1981); list of students enrolled in workshops (fall 1980); statement of income and expenses (Oct. 1982). See also Library—William H. and Gwynne K. Crouse Library for Publishing Arts (above)

Educational Psychology (formerly Education): includes report on external evaluation after site visit and self-study; program's response (2005-2006); American Psychological Association report on committee review of School Psychology program resulting in re-accreditation (2004); report on specialization in Research on Acquisition of Literacy (1994); description of major concentration areas (1993); correspondence between GSUC and Queens College on registration procedures (1989, 1990); papers about change in New York State licensing regulations for School Psychology graduates (1988, 1989); official description of School Psychology (1988); Dean Marshall's report on "action plan" of universities granting Ph.D. in Education (1985); papers about governance structure of the Ph.D. program in Education (1979, 1982); memorandum about the new major in School Psychology (1981)

Engineering: includes papers about transferring program's administration from

GSUC to City College and resulting shifts in finances (2008-2009); City College agreement with University of Puerto Rico's College of Engineering to establish a collaborative Ph.D. program (2008?); Dean Reid's letter on travel and research awards for students attending conferences and requirement that they acknowledge GSUC's role (1996); correspondence about tuition support for minority students (1995); nominations of Prof. Alfano for Science Mentor Award of American Association for the Advancement of Science (1992); letter on need for differential salary scale for faculty and higher stipends for graduate students; faculty salary survey 1982-1983 (1982); original governance plan (1971). See also Programs (Specific): Science and Technology [below]

English (2 folders): includes report by external evaluators of the program, their site visit, program's response, self-study, and related papers (2008); reports on program's students teaching English classes on CUNY campuses and on job placement of alumni 1992-1996 (1996); NYC area libraries' resources for study of English and American literature; papers about orientation and workshops for English students who will be teacher interns (1995); Ph.D. requirements (1993); papers about GSUC membership in consortium of the Folger Institute (1988-1993); guidelines for faculty mentors and dissertation directors (1992); list of faculty mentors and students assigned to them; report on program's violations of CUNY bylaws; papers about Prof. Perloff's nomination to Schweitzer Chair (1990, 1991); lists of faculty publications, activities and honors (1988-1989, 1989-1990); letter about "Poetry New York" and copy of its only issue (1985, 1986); papers about the Dickens project (1982-1985); about the writing skills assessment test (1985); original governance plan (1971)

Environmental Psychology: includes correspondence about reappointing Prof. Cindi Katz (1989-1992); Student Handbook (1991); list of sources and resources, proposal for an urban simulation center (1987); policy about length of time students may be in program (1982)

Experimental Psychology

Fashion Studies

Film Studies (Certificate Program): includes external evaluators' report after site visit, program's response and self-study (2006-2007)

Foreign Language Study: includes survey of enrollment in M.A. programs, showing sharp decline (1981)

See also Latin and Greek Institute [below]

Forensic Psychology: includes external evaluators' report on proposal to establish program, program's response and related papers (2002, 2003)

French: includes schedule for external evaluation of program (2000); memoranda about new courses (1983, 1990, 1997); Handbook for 1987/1988; list of faculty and their specialization (undated, probably early 1980s); program description and guide for Ph.D. candidates (1976); approval of original structure, with several additions (1970)

Fund-Raising Management



Germanic Languages and Literatures: includes Provost Kelly's proposal to cease offering this program, citing low registration (2003); memoranda about staffing, enrollment and other problems (1991); papers about offer of M.A. program (1968, 1969, 1980); program structure (1971)

Health Sciences: includes proposal to establish a CUNY School of Public Health and letter thanking President Kelly for his support; Provost Robinson's letter proposing new administrative structure for the 4 component programs – Audiology, Nursing, Physical Therapy, Public Health (2009); papers about a proposed concentration in urban health and plan for a School of Public Health; proposal for Ph.D. program in public health (2007); President Horowitz's memorandum on plans for several clinical Ph.D. programs; proposal for Ph.D. program in physical therapy; Vice Chancellor Botman's memorandum on planned evolution of Masters into doctoral programs but with different consortial structure (2005)

Hispanic and Luso-Brazilian Literatures and Languages: includes external evaluators' report, schedule, program response, self-study and related papers (2008, 2009); course descriptions (1995); faculty/student handbooks (1993, 1995); papers about changing program title from "Spanish" to "Hispanic and Luso-Brazilian..." (1991)

History: includes external evaluators' report, site visit, schedule, the program's response and self-study, and related papers (2007-2008); course descriptions (2002, 2004); student handbook (1997); letter about Women Writing Women's Lives seminar moving to GSUC; list of publications (1994); papers about MacArthur Foundation grant to Prof. Wade (1992); lists of requirements for Ph.D. in History (1985, 1986); correspondence about GSUC link with Berlin Technical University's Center for Research on Anti-semitism (1982, 1983); original governance plan (1971)

Industrial and Organizational Psychology: includes report of program's high ranking (2005); papers about its establishment as subprogram of Psychology (1981, 1984-1986)

Interactive Technology and Pedagogy: includes proposal for such a certificate program (2000) and unsigned, undated letter of intent

Jewish Studies: includes news releases about the H. M. Proshansky Chair, invitation to its inauguration, and papers about Sam Heilman's appointment as first occupant (1992, 1993)

Latin and Greek Institute

Learning Processes / Behavior Analysis: includes papers about external evaluators' site visit and program's self-study (2007-2008); notice of program accreditation by Association for Behavior Analysis after delegates' site visit (2002); letter about NY State license for program graduates (1999)

Liberal Studies (2 folders): includes external evaluators' report after site visit and the program's self-study (2007); papers about plans to offer joint BA/BS/MA program in Liberal Studies and concentration in Media Studies (1997); about

enrollment in specialization in Translation (1995); enrollment reports (1988); letters about need for concentration in Translation and Rockefeller Foundation support for it (1982, 1983); papers about possible courses in "Science and Society" concentration (undated); program as approved by Graduate Council (1979); program descriptions, text and draft (undated)

#### Library-Information Science

Linguistics (2 folders): includes program description (1997); acting executive officer's description of relationship between program at GSUC and at Queens College (1995); program prospectus (1991); faculty list; draft agreement with IBM for a research project (1988); program descriptions; report on grant to and activities of Linguistic Society of America (1987); papers about agreements for research projects involving IBM, GSUC and Linguistics Society (1984, 1985); program report (1983, 1984); CUNYForum No. 9, 1983, compendium of papers on diverse aspects of linguistics (1983); program structure (undated)

#### Marine Studies

Mathematics: includes external evaluators' report after site visit, the program's response and self-study, and related papers (2008-2009); correspondence by faculty members and administrators over issue of program's governance structure (1991); statistics about enrollment 1984/85 through 1988/89, applications for admission, and summary data on students, graduation and faculty (all 1988); memoranda about offering courses for gifted high school students (1986); lists of faculty with specialization (1979, 1984, 1985); original structure of the program (1975)

See also Programs (Specific): Science and Technology [below] for inclusion

#### Mechanical Engineering

Medieval Studies and Renaissance Studies (2 folders): includes final report and draft by external evaluators on both programs after site visit, Medieval Studies program's and Renaissance Studies program coordinator's responses, descriptions of both programs, and related papers (2006-2007); memoranda on offers of travel and research grants and other awards (2002,2004); papers about Medieval Studies program's exchange agreement with General Theological Seminary (1995); Renaissance Studies program description and course lists (1992); formal proposal to create Renaissance Studies program as approved by Graduate Council and its curriculum committee (1991); lists of library and other resources in New York area for Medieval Studies (1987, 1989)

Middle Eastern Studies: includes proposal for a new MA degree program as approved by Graduate Council curriculum committee (2006)

Music: includes schedule for periodic external evaluation (2003); memoranda about efforts by American Musicological Society and Sonneck Society to foster minority participation; handbook for doctoral students; description of doctoral program in Music Performance (all 1994); enrollment and related data (spring 1992); papers about a party honoring Barry S. Brook; his letter setting up fund for student award (1989); papers about CUNY and New York State approval of

Doctor of Musical Arts (DMA) degree; brochure about DMA program; Dean Marshall's letter about making Brook a distinguished professor; Rockefeller Foundation letter about \$30,000 grant to CUNY to produce a world history of music; list of faculty and their specializations; Brook's letter about NEH grant for RILM project (all 1987); external evaluation of DMA proposal (1986); proposal detailed (1985); pamphlet and booklet about RILM (a bibliographic system) (1983); program's original governance structure (1971)

Neuropsychology and Conditioning: includes letter about proposal of a CUNY neuroscience program (2009); student handbook; list of program alumni and their current occupation (1980)

Nursing (Nursing Science)

Includes state approval of proposed DNS (doctor of nursing science) program at GSUC, Hunter and Lehman Colleges and College of Staten Island; proposal detailed (2005, 2006). See also Programs (Specific), Health Sciences [above]

Philosophy: includes invitation to reception celebrating John H. Kornblith Family Chair in Philosophy of Science and Value; letter about first occupant (1991); course description (1990); list of faculty and their specialization (1989); program regulations and structure (1986); papers about changing original structure (1983); student handbook (1981-1982); letters about periodic external evaluation of program (1981); original structure of program (1971)

Physical Therapy: includes New York State approval of doctoral degree program (2005). See also Programs (Specific), Health Sciences [above]

Physics: includes booklet of regulations and guidelines (undated); department chairman's and executive committee members' letters of resignation to protest lack of funds for staff and student support (1989-1992); lists of admission applicants; of doctoral faculty (1986); admissions and enrollment data, fall 1982 to fall 1986; annual review of Ultrafast Spectroscopy and Laser Laboratory at City College (1986); booklet on program at Brooklyn College (undated, probably mid-1980s); report on program needs (1985); letter granting Hunter College full participation in doctoral program, along with City, Queens and Brooklyn Colleges (1984); draft of program governance structure (1971)

Political Science: includes external evaluators' report after site visit and the program's response and self-study (2008-2009); correspondence about rules for membership in doctoral faculty (2004); report on structural and curriculum changes (2003, 2004); correspondence about Prof. Renshon's proposal for a Decision Analysis Seminar (1996); memorandum to faculty on student advisors; list of students by advisors to whom they are assigned; Dean Reid backs Prof. Mollenkopf's application for NSF grant for equipment and operation of a social science research center (1995); correspondence and other papers about Renshon's proposals for courses in political psychology and a journal on this subject (1985-1992); Handbooks (1987, 1988, 1991); faculty biographies (1987, 1990); directory of registered students (1984); the program's amended governance structure (1980); report on M.A. program

(1978); notes on faculty for 1972/1973

Psychology: includes New York State Education Department's approval of changes in several subprogram titles; list (2006); department memorandum on new regulations for certain treatment licenses (2005); schedule for periodic external review (2003); memorandum of Hunter College-GSUC agreement on granting M.A. degree (1999); program's response to Academic Planning Committee's criticism (1996); Alumni Directory (1994); list of subprograms and courses (1993); summary of program's development; State memorandum approving programs after external review (1992); affirmative action report; State memoranda on eliminating essay requirement for licenses and on subprograms progress reports (1991); on conclusions of periodic external review (1989, 1990); Prof. Saltzstein's draft describing consortial structure (1987); memoranda about changes in State regulations (1983, 1985, 1987); program structure documents (1972, 1982); program and faculty lists (undated); subprograms enrollment report (1980); final report *Police Management of Conflicts among People* (Aug. 1970)

See also titles of subprograms under Programs (Specific)

Public Health: e-mail exchange about plans for program leading to Doctor of Public Health (DPH) degree, external evaluators' site visit and report; letter of intent to offer program; formal proposal and addendum (2006, 2007)

See also Programs (Specific): Health Sciences [above]

Renaissance Studies. See Programs (Specific): Medieval Studies and Renaissance Studies [above]

Science and Technology (General) (4 folders)

Folder 1: information sheet on AGEP/STEM (Alliances for Graduate Education and the Professoriate Program/Science, Technology, Engineering, Mathematics), funded by the National Science Foundation (2008); papers about electronic resources needed to support science programs on multiple campuses including request for funds (2007, 2008); agenda for Sciences Discipline Cluster meeting (2007); final report of CUNY Committee for Doctoral Education in the Sciences (1999); letter by the National Academy of Sciences and sister institutions in engineering and medicine soliciting views on graduate education in the sciences; list of aspects to be considered (1994); Chancellor Reynolds's advisory committee report on SETM (= STEM); her draft response; report on doctoral science degrees granted and enrollment (1992); reports on doctoral science programs offered, based on State Education Department data; report on minority students in such programs (1990)

Folder 2: report of a CUNY faculty task force on SETM; subcommittee reports (1989)

Folder 3: selected bibliography of faculty research in mathematics and sciences; Prof. A. K. Levine's proposal to restructure doctoral science programs (1989)

Folder 4: papers about site visits by CUNY SETM task force (1988); letter of

agreement on exchanges with Beijing (China) Institute of Technology (1987); tables of bachelor degrees in sciences granted, by disciplines (1976-1987, 1978-1987); Prof. Chabora's proposal for a GSUC Dean of Science (1986); Prof. Schuckman's draft reports on SETM programs (1985); Prof. Pfeffer's task force report on equipment and facilities (1980)

Social-Personality Psychology: includes MS. Foundation letter on collaboration with the program (1996); Handbook (1992)

Social Welfare: includes correspondence about eliminating the DSW (Doctor of Social Work) degree and substituting Ph.D. in Social Welfare (2002-2005); governance structure document (1977); proposal for a DSW program (undated, probably early 1970s)

Sociology: includes papers about the Bensman award fund (1999, 2005); course description (1998); Student Handbook (1997); papers about a proposal for a Children's Studies project (1992, 1993); plan for an interdisciplinary program of Advanced Social Science Research (1993); draft agreement of GSUC and Grand Central Partnership for fellowships for students to provide services for the homeless (1989); 1<sup>st</sup> issue of the Journal of the Association of Doctoral Students in Sociology (1972); original program structure (1971)

Spanish. *Note:* In the early 1990s the title of this program was changed to "Hispanic and Luso-Brazilian Languages and Literatures" q.v. [above]. This folder contains a few papers preceding that change, including a description of courses (spring 1992) and a letter from the Hispanic Concerns Staff of the U.S. Education Dept. (1983)

Speech and Hearing Sciences (2 folders): includes schedule for periodic external evaluation (2004); plans to celebrate Prof. Hochberg's 25-plus-year career in the program (1999); Handbook (undated, probably late 1990s); program directory (1993/1994); papers about program's role in research of language and related disabilities (1991, 1992); news release, other papers and photos about program's 25<sup>th</sup> anniversary (1990); 2 working papers (1976, 1978); Communication Sciences Laboratory's research reports 1-5 (1972-1973); program's original governance structure (1971)

Study Abroad. See International Education [above]

Summer Institutes. See also Foreign Language Study [above]. Latin and Greek Institute [above]

Theatre: includes Executive Vice Chancellor Botman's letter approving plan for M.A. program in Applied Theatre at School of Professional Studies (2007); invitation to a reception and letter about the 1<sup>st</sup> appointment to the Vera Mowry Roberts Chair in American Theatre (2003, 2004); invitation to Roberts' 90<sup>th</sup> birthday fete; news release about her gift of \$500,000 to endow the chair (2003); revised Student Handbook (1997); Student Handbook (1995); proposal for reception honoring Roberts for gift establishing a dissertation fellowship (1990); brochure about the inauguration of the Lucille Lortel Chair (1989); original document on governance structure (1971)

Urban Education: includes external evaluators' report after site visit, program's response and self-study; related papers (2009); pamphlet about inaugural event (2001); program description; State Education Dept. letter on program's registration; program proposal as approved by Graduate Council; copy of proposal for external reviewers and their schedule (all 2000); letter of intent to propose program; Dean Edwards's comment (1998, 1999)

Women's Studies: includes external evaluators' report after site visit; related papers (2007); calendars 1994-2006; proposal for Ph.D. in Women's Studies (1994); list of courses (1993); report on activities, faculty and courses (1989); original proposal for this program (1986)

Public Affairs Office. *Note:* The papers collected here deal mostly with the facts and the image the GSUC has sought to present to the public, the news media, the prospective faculty and students, and the governmental and philanthropic sources of funding. Many are undated, and there is no certainty that all such papers have been retained. Related material will be found under Faculty (General), Finances (General), Programs (General), Self-Study, and Special Events

Public Affairs Office—Brochures

Major promotional brochure and "Highlights 2008" (both 2009); "Scholar in the City" (undated, probably 1994); 3 untitled brochures (1990); two undated, probably early 1980s or late 1970s)

Public Affairs Office—Equipment 1979-1982, 1987-1991

Correspondence and other papers about the need for and acquisition of typesetting equipment; also, about new telephone equipment (1979)

Public Affairs Office—Fact Sheets and Fliers 1967-2001

Included are a fact sheet with a map showing the 42<sup>nd</sup> Street and Fifth Avenue buildings (c.1996) and a sheet describing a tour of the 42<sup>nd</sup> Street building (c.1971)

Public Affairs Office—Miscellaneous

Report on needs for institutional research and current capabilities (2001)

Public Affairs Office—News Releases. See News Releases [above]

Public Affairs Office—"The Graduate Center in the News" (5 folders) Feb. 1994-Feb. 2007

Compendiums of selected news and magazine articles about diverse aspects of GSUC

Queens College—Law School 1981-1983

News releases about its program and mission, its formation and appointment of Prof. C. R. Halpern as dean; bulletin and application

Records Retention

Schedule for NY State government records; draft schedule for SUNY (2007); CUNY draft policy (2003); Michael Business Machines booklet describing retention periods by types of records, and means of disposal (1986)

Registrar's Office

Students' immunization record form (1990); list of codes used to identify students and

their status (1980); summary instructions for new registrants (1975-1976)

#### Research (General)

Memorandum about new regulations, National Science Foundation's requirement that all transactions be conducted on-line, and diverse databases for locating sponsors and resources (2000); statement on CUNY's establishment of a research station on Aruba (1968); draft (1967)

#### Research—Hazardous Materials

Memorandum about complying with NY State and Federal regulations on informing and training employees; relevant documents attached (2000)

#### Research—Human Subjects

Institution Review Board's Committee on the Protection of Human Subjects manual including meeting dates, training requirements, forms for submitting new proposals, etc. (2003); memoranda on new Federal requirement for training of researchers using human subjects (2000); on CUNY policy on protecting human subjects (1999); on procedures and practices adopted by the committee (1995)

#### Restructuring Proposals (3 folders) 1971-1973, 1975-1976

Memoranda, letters, reports and other papers about proposals by CUNY Chancellors Bowker and Kibbee, some Board of Higher Education members and others in the CUNY administration to transform the Graduate Division into the Graduate School and University Center, using the Center for research projects, community outreach and other functions; proposals prompted in part by New York City's fiscal crisis, in part by competition with other universities for the best faculty and students; many faculty and administration members opposed, fearing that functions other than education of students would preempt public attention and funds to the detriment of education and that GSUC administrators would gain power and influence at expense of the faculty; eventually a modified plan was accepted

#### Scholars' Fund

Pamphlet and gift form (undated)

#### School of Professional Studies (SPS) 2003-2009

Bulletin 2009-2010; brochure on policies and procedures for academic program development; memoranda about services provided to SPS students and faculty by Mina Rees Library and reimbursements (2009); Chief Librarian J. Cunningham's e-mail about SPS setting up 3 programs with M.A degrees and effects on library (2008); report on issues discussed at library meeting (2007); agenda for SPS task force meeting (2006); summary of SPS enrollment term by term, summer 2003-fall 2005 (2005); memorandum on student ID cards (2004); introductory brochure (undated); Cunningham memoranda on library service for SPS students (2003)

#### Self-Study (4 folders) 1966-1967, 1977, 1982, 1987-1988, 1994, 2000, 2008, 2009

*Note:* For other material on the re-accreditation process involving the Middle States Association commission, see Programs (General)—Reports and Assessments [above]

Folder 1: memoranda about start of decennial process with commission of Middle States Association of Colleges and Secondary Schools (2008, 2009); 2000 Self-

- Study; 1994 Periodic Review Report and earlier draft
- Folder 2: 1987 Self-Study; papers about the association's evaluation team's site visit, its report and President Proshansky's response (1987-1988)
- Folder 3: 1982 Periodic Review report; related correspondence (1982); 1977 Self-Study and visiting team's report (1977)
- Folder 4: 1966 Self-Study; evaluation team's and association commission's reports and accreditation letter (1967)
- Services for Students and Staff (General)
- Pamphlet for mailing (undated); minutes of Student Services Committee meeting (1992); memoranda on important new information for students (1991); plan for news bulletins (1985); data for information bulletin for students (1984)
- Services for Students and Staff—Day Care 1969, 1977
- Excerpts from a television program on the day care center (1977); memorandum to President Rees on anthropology students' and faculty members' proposal to create a nursery and child care facility (1969)
- Services for Students and Staff—Health Services 1973, 1987, 1996
- Wellness Center pamphlets (undated); leaflet announcing a Health and Wellness Festival (1996); memorandum offering insurance information (1987); memorandum reporting a registered nurse on duty all weekdays (1973)
- Services for Students and Staff—Psychological Counseling
- Leaflets (undated)
- Sexual Harassment
- Correspondence about including advice on purportedly consensual relationships; Columbia University policy cited (2005); pamphlet about GSUC policies and complaint procedures (2003); report about CUNY's training program in harassment policy and prevention (printout and floppy disk); related correspondence (1999); policy statement and pamphlet (1995-1996); poster (undated); GSUC policy statement and draft; American Library Association committee policy statement and pamphlet; Prof. Carlson memorandum to faculty on problems inherent in any faculty/student relationship (1988); letter citing Brandeis University policy statement (1987); GSUC Pres. Proshansky memorandum stating policy (1986)
- Smoking 1988, 1992, 1993, 1995
- Memoranda on CUNY's no-smoking policy; report by Columbia University Center on Addiction and Substance Abuse (1993)
- Special Events. *Note:* Here are collected fliers, pamphlets, schedules, programs and other papers about "extracurricular" events – colloquiums, seminars, exhibits, lectures, forums and performances, all offered to enrich the academic life of students and faculty (and the general public, which is often invited) and usually without academic credits. In general, these events are arranged by one or more academic programs and/or one of the research centers or institutes; some may be co-sponsored by an outside organization or a benefactor. *This collection is representative but not exhaustive.* Where dates are given as earliest-to-latest, not every year encompassed is necessarily represented



Special Events (General) (4 folders)

Folder 1: booklets listing continuing education and public programs for 4-6 months (Feb. 2005-fall 2011); related papers

Folder 2: booklets listing continuing education and public programs for 4-6 months (Dec. 1999-Feb. 2005); media promotion plan for these programs (undated); report on enrollment (2000/2001); flier on offerings of Office of Special Programs (1988)

Folder 3: monthly and bimonthly listings (March 2000-Sept. 2010) (many missing)

Folder 4: monthly and bimonthly listings of events (April 1980-Jan. 1993); weekly lists (April-May, 1986); separate lists (Dec. 1978-Jan. 1979, Oct. 1979); lists of auditing and continuing education program (spring 1977, spring 1978); auditing information with list of courses (Feb. 1978)

Special Events—Art: group shows, conferences, miscellaneous

Includes papers about “The Art of the Parade,” an exhibition on Macy’s Thanksgiving Day parade (1987-1988)

Special Events—Art: individual exhibits, A-M

Special Events—Art: individual exhibits, N-Z

Special Events—Colloquiums, Conferences, Seminars, Symposiums (1966-2009)

5 folders; material is in more or less reverse chronological order but not sorted further

Special Events—Colloquiums, Conferences, Seminars, Symposiums—DAAD Seminars (1981-1992)

Correspondence about weekend seminars sponsored by the German Academic Exchange Service (DAAD); schedules

Special Events—Film

Special Events—Lectures 3 folders 1966-2010

Papers about lectures other than those named for specific donors or honorees. A booklet with the text of Arthur Schlesinger Jr.’s inaugural lecture as Albert Schweitzer Professor of the Humanities, Oct. 25, 1966, is in folder 3

Special Events—Lectures—Dankwart A. Rustow Memorial Lectures 2000-2006

Special Events—Lectures—David R. Kessler Lectures 1992, 1994, 1996, 2004

Special Events—Lectures—Delmos Jones Lectures. See Faculty [above] (for Delmos Jones Visiting Scholars and Lectures Program)

Special Events—Lectures—Henri Peyre Lectures 2007

Invitation to inaugural lecture and reception; brochure

Special Events—Lectures—Herbert G. Gutman Memorial Lectures 1989, 1996, 2001, 2003

Special Events—Lectures—Irving Howe Memorial Lectures 1996, 2000, 2001, 2003

Special Events—Lectures—Leon Levy Biography Lecture 2010

Special Events—Lectures—Leonard S. Kogan Memorial Lectures 1976, 1980

Includes typescript of J. L. Singer’s lecture (1980)

Special Events—Lectures—“Pro Helvetia” Swiss Lectureship 1982-1994

Booklets containing lecture series 1-6 and 8

Special Events—Lectures—Stanley Burnshaw Lectures 1998, 2000

Special Events—Lectures—W. E. B. Du Bois Distinguished Visiting Lecturer Series

1993-1999

Correspondence with and about the lecturers, and about financing; fliers; booklets of 5 lectures

Special Events—Memorials

Morton Bard (1998), Robert Gilleece (1990), Herbert Gutman (1985?), Pearl Kibre (1985), Geoffrey Marshall (2001), Henri Peyre (1989), Harold M. Proshansky (1991), Mina S. Rees (1997, 2003), Charles Rosen (2013), Arthur M. Schlesinger, Jr. (2007), Richard A. Styskal (1990), Emanuel Winternitz (1984), Sue R. Zalk (2001)

Special Events—Miscellaneous 1970-2010

Announcements and other papers about multi-subject and mixed media events, book signings, receptions, and the like. Of special interest: pamphlet and invitation to the Initiative for the Theoretical Sciences; invitation to dinner and lectures honoring Prof. J. Wittreich (2010); program of an event honoring outgoing President Frances Degen Horowitz (2005); invitation to “The Playwright as President,” a tribute to Czech President Vaclav Havel, with speeches by and conversation with ex-President Clinton and Prof. Elie Wiesel; booklet with Havel’s speech (2002).

*Note:* The box next to the one containing this folder has a selection of videotapes, mostly of 2002-2004 events, as examples. They include a concert, 2 science shows, 3 colloquiums, the Vaclav Havel event, and 4 other interview shows (Sen. Edward Kennedy, Arthur Gelb, John McEnroe, and Daniel Ellsberg)

Special Events—Music and Dance 1972-2011

Special Events—Theatre 1977-2008

Includes the program, news release and other papers about the performances marking inauguration of Lucille Lortel Distinguished Professorial Chair in Theatre (1989)

Staff (General)

Invitations to annual employee recognition awards ceremonies (1993-2001, 2006-2009; video disc of 2011 ceremony)

Invitations to staff holiday parties (1983, 1988-1990, 1994, 2004, 2006, 2007; video disc of 2008 party)

Video disc of “Take Your Children to Work” Day (2009)

Booklets, “Employment Discrimination Complaint Procedure” (2000, 2007); memoranda about: vacancy for a non-teaching adjunct (2005); hiring freeze for non-teaching personnel (2003); actions by IT required when an employee leaves GSUC job (undated); Family Medical Leave Act (1994); use of official title and name of college or university (1992); employee handbook (1991); memoranda about: requiring certification of all new employees (1987); identification cards (1971); pants suits as acceptable attire (1970)

Staff—Affirmative Action. See Expanded Educational Opportunity [above] for inclusion of staff recruitment policies and procedures

Strikes by Students. See Campus Disorders [above]

Student Activity Fees 1975, 1981

CUNY Board of Trustees’ policy statement; Doctoral Students Council memorandum

warning of ill effects of policy (1981); report of a task force and memorandum on suggested changes (1975)

Student Handbooks 1968/69 to 2012-13 (2003-2004 missing)

Student Organizations 1980, 1985

Procedure for forming chartered organizations, model by-laws and constitution (1985); registration forms of 2 new organizations (1980)

Student Records

Memorandum on access policy and compliance with Federal law (2000)

Student Unrest. See Campus Disorders [above]

Students' Participation in Administration or Operations. See Faculty (General) [above] for students' evaluation of faculty. See the "Committee Records" record group for student membership on committees

Styskal, Richard A.

Memorandum about his death in a car accident; announcement of memorial service (1990)

Teaching Assistantships. See Fellowships, etc. [above]

Technology Fee

Planning Report (undated, after Feb. 2002)

Telephone Directories (2 folders) Oct. 1967 to Jan. 1999

*Thesis* (the Graduate School Magazine)

Correspondence about appointments to the editorial advisory board and the 1<sup>st</sup> issue (1981, 1985-1987)

*Note:* issues of the magazine are in the Periodicals record group

Times Square Business Improvement District 1990

GSUC security director J. F. Schaefer's response to questionnaire about improvements in area

Tuition and Fees

Memorandum about change in federal tax law applicable to tuition waivers (1997); leaflets about increases (1992, 1995); report on waivers at selected state universities, SUNY colleges, GSUC, and several private universities in New York (1991)

See also Campus Disorders, Student Activity Fees, and Technology Fees [all above]

Unemployment Insurance

Memorandum about New York State law (1997)

United Fund of Greater New York

Merit certificate to GSUC for staff role in 1975 campaign

University Faculty Senate 2003, 2009

Pres. Kelly's announcement of election of new GSUC representatives (2009); committee's plans for libraries (2003)

Urban Studies and Research (2 folders)

Pamphlet about GSUC's offerings and facilities (undated); description of the Office of Urban Policy and Programs excerpted from an unidentified document (undated);

summary of urban research undertaken at GSUC's centers and institutes (1989); report of the Center for Urban and Policy Studies (CUPS) listing all CUNY faculty and courses concerned with urban matters (1979); newsletters of the Office (1974-1977, 1979); report on West 42<sup>nd</sup> Street study (1978); memorandum on false fire alarms, possible subject of study (1975); Urban Analysis Center annual report (1973); Center's selected bibliography on decentralization and neighborhood government (1972)

Urbandoc 1971

*Note:* This was a bibliographic computerized information project at GSUC directed by Vivian S. Sessions, funded under the Federal urban renewal program and co-sponsored by the City Planning Commission

Report on 4 years of activity and demonstrations; manuals

Whitney Museum of American Art

Bulletin of special events, spring 2004, in its independent study program

Women. See Expanded Educational Opportunity [above] (for gender discrimination)