



ArchivesSpace

Graduate Education, Office of; Records

This finding aid was produced using ArchivesSpace on September 28, 2021.

M.E. Grenander Department of Special Collections & Archives

Table of Contents

Summary Information	3
Administrative History	3
Scope and Contents	4
Arrangement of the Collection	4
Administrative Information	4
Controlled Access Headings	5
Physical Characteristics and Technical Requirements	6
Collection Inventory	6
Website for the Office of Graduate Education	6
Office of the Dean of Graduate Studies	7
Records of Edgar Flinton, Dean	12
Records of J. Fredericks Volkwein, Assistant Dean	15
Records of Robert McFarland, Assistant Dean	17
Records of Richard Farrell, Assistant Dean	21

Summary Information

Repository:	M.E. Grenander Department of Special Collections & Archives
Title:	Office of Graduate Education Records
ID:	ua410
Date [inclusive]:	1931-2017
Physical Description:	10.42 cubic ft.
Physical Location:	The materials are located onsite in the department.
Language of the Material:	English .
Abstract:	This collection contains inactive records from the Office of Graduate Education (previously called the Office of Graduate Studies), which is responsible for the administration of graduate programs at the University.

Preferred Citation

Preferred citation for this material is as follows:

Identification of specific item, series, box, folder, Office of Graduate Education Records, 1931-2017. M.E. Grenander Department of Special Collections and Archives, University Libraries, University at Albany, State University of New York (hereafter referred to as the Office of Graduate Education Records).

[^ Return to Table of Contents](#)

Administrative History

The Office of Graduate Education has its origins circa 1952, with the appointment of Edgar Flint as the first Director of Graduate Studies. In the 1960s, the position was retitled "Dean of Graduate Studies." Beginning in 1971, the office was combined with the Office for Research, and was administered by a group of Assistant Deans overseen by the Vice President for Research and Graduate Studies. These offices were separated in the late 1990s.

As of 2017, the Office of Graduate Education is headed by the Vice Provost and Dean for Graduate Studies and operates within the Office of the Provost (Academic Affairs).

[^ Return to Table of Contents](#)

Scope and Contents

This collection contains administrative records created by the Office of Graduate Education (formerly, the Office of Graduate Studies). Types of materials include: internal memoranda, external correspondence, reports, policy documents, and meeting minutes. The primary topics addressed in this collection are: registration and review of graduate programs, enrollment policies, policies for graduate student assistants, Master's and Doctoral dissertation and thesis policies, hiring for administrative positions, and administration of academic departments.

[^ Return to Table of Contents](#)

Arrangement of the Collection

The collection is organized into 6 series. Series 1 contains archived versions of the website of the Office of Graduate Education. Series 2 contains administrative records covering much of the history of the Office. Series 3 through 6 contain materials organized according to the specific Deans and Assistant Deans responsible for their creation.

[^ Return to Table of Contents](#)

Administrative Information

Publication Statement

M.E. Grenander Department of Special Collections & Archives

Revision Description

EAD file created Encoded in EAD by Benjamin Covell 2014 2017

Processing Information

Processed in 2017 by Benjamin Covell.

Acquisition Information

A portion of this collection was donated by Bob McFarland in 1997.

The remainder of the collection was accessioned from a records storage room maintained by the Office of the Provost.2016

Access

Access to this record group is unrestricted.

Copyright

This page may contain links to digital objects. Access to these images and the technical capacity to download them does not imply permission for re-use. Digital objects may be used freely for personal reference use, referred to, or linked to from other web sites.

Researchers do not have permission to publish or disseminate material from these collections without permission from an archivist and/or the copyright holder.

The researcher assumes full responsibility for conforming to the laws of copyright. Some materials in these collections may be protected by the U.S. Copyright Law (Title 17, U.S.C.) and/or by the copyright or neighboring-rights laws of other nations. More information about U.S. Copyright is provided by the Copyright Office. Additionally, re-use may be restricted by terms of University Libraries gift or purchase agreements, donor restrictions, privacy and publicity rights, licensing and trademarks.

The University Archives are eager to hear from any copyright owners who are not properly identified so that appropriate information may be provided in the future.

[^ Return to Table of Contents](#)

Controlled Access Headings

- Graduate teaching assistants
- Universities and colleges--Graduate work.
- Education, Higher--Administration.
- Universities and colleges--Accreditation.
- Accreditation (Education)
- Web Archives
- Administrative records
- Letters (correspondence)
- Memorandums

- UAlbany Academic Administration
- State University of New York at Albany
- State University of New York at Albany. Office of Graduate Education

Physical Characteristics and Technical Requirements

Web Archives

[^ Return to Table of Contents](#)

Collection Inventory

Website for the Office of Graduate Education, 2003 February 4-2017 January 17

Physical Description: 885 Captures

Immediate Source of Acquisition:

Immediate Source of Acquisition

Web crawling is managed through the Internet Archive's Archive-It service. This page includes links to both the university's collection and the Internet Archive's public collection.

Surface-level crawling of www.albany.edu is performed daily which should includes most top-level webpages. Separate targeted crawls of every albany.edu subdomain are performed monthly to attempt to gather all content. This includes: www.albany.edu, www.rna.albany.edu, www.ctg.albany.edu, www.ualbany.com, www.albany.edu/rockefeller, www.albany.edu/cela, www.albany.edu/asrc, m.albany.edu, library.albany.edu, events.albany.edu, cstar.cestm.albany.edu, csda.albany.edu, and alumni.albany.edu

Physical Characteristics and Technical Requirements

Web Archives

Title/Description	Instances
<p>http://www.albany.edu/graduate - University Archives collection, 2013 May 8-2017 January 17</p> <p><u>Digital Object:</u> http://www.albany.edu/graduate - University Archives collection</p>	<p>Web-Archive 1</p>
<p>WARC file for http://www.albany.edu/graduate, (please see https://en.wikipedia.org/wiki/Web_ARChive for more details), 2013 May 8-2017 January 17</p>	<p>WARC 1</p>
<p>http://www.albany.edu/graduate - Internet Archive collection, 2003 February 4-2017 January 17</p>	<p>Web-Archive 2</p>

Digital Object: <http://www.albany.edu/graduate - Internet Archive collection>

[^ Return to Table of Contents](#)

Office of the Dean of Graduate Studies, 1946-1998 (1960-1990)

Physical Description: 3.93 cubic ft.

Arrangement

Arranged chronologically.

Scope and Contents

This series contains records created by various Deans and administrators within the Office of Graduate Studies. Materials include: annual reports (1969-1980), admissions and enrollment data, dissertation and thesis abstracts and approvals, correspondence with academic departments and administrators, policy documentation covering a variety of subjects (including program review, dissertation transmittal, and graduate assistantships), official descriptions of graduate programs, budget records, and other administrative documentation.

Title/Description	Instances	
Miscellaneous Materials, 1946-1985Undated	Box 1	Folder 1
Miscellaneous Materials, 1950-1983	Box 1	Folder 2
Miscellaneous Materials, 1958-1987Undated	Box 1	Folder 3
Graduate Faculty, 1960-1965	Box 1	Folder 4
Enrollment Summaries, 1961-1964	Box 1	Folder 5
Enrollment Data, 1961-19641968	Box 1	Folder 6
Doctoral Programs Official Description-Professional, 1961-19621967-197619791981-1983Undated	Box 1	Folder 7
Foreign Language Requirement, 19621966-1969	Box 1	Folder 8
Additional Materials from the Education Office, 19621968-1972	Box 1	Folder 9
Doctoral Dissertation Abstracts and Approvals, 1963-1967	Box 1	Folder 10
Processing Doctoral Dissertations- Departmental Procedures, 1963-1967	Box 1	Folder 11
Policies for Program proposals and evaluation, 19631967-19701972-1974Undated	Box 1	Folder 12
Master's Degree: Requirements and Thesis, 1964	Box 1	Folder 13
Graduate Faculty- Agenda, proposals, minutes, 1964-1966	Box 1	Folder 14
List of Program Evaluations, 1964-1975	Box 1	Folder 15
Undergraduates in Graduate Courses, 19651967-19691972Undated	Box 1	Folder 16

Graduate Programs Guidelines, Policies, and Information, 19661968-19691972-19731975Undated	Box 1	Folder 17
Additional Materials from the School of Business, 19661971-197319751979	Box 1	Folder 18
Doctoral Programs Official Description- Arts and Sciences (1 of 3), 1966-1984	Box 1	Folder 19
Doctoral Programs Official Description- Arts and Sciences (2 of 3), 1966-1984	Box 1	Folder 20
Doctoral Programs Official Description- Arts and Sciences (3 of 3), 1966-1984	Box 1	Folder 21
Office of Graduate Studies- Organization, 19671968	Box 1	Folder 22
French Assistantship Programs, 1967196819691971	Box 1	Folder 23
Wurzburg Program, 1967-1971	Box 1	Folder 24
Department of Curriculum-Instruction, 1967-1972Undated	Box 1	Folder 25
Admissions and Enrollment summaries, 1967-1973	Box 1	Folder 26
Additional Materials from the College of Arts and Sciences, 196719691972-1974	Box 1	Folder 27
Additional Materials from the Astronomy and Space Science Department, 1967-1976	Box 1	Folder 28
Masters Programs Official Descriptions- Professional, 1967-19741976-19791981-1983	Box 1	Folder 29
Masters Programs Official Descriptions- Arts and Science, 1967-19791982-19831986	Box 2	Folder 1
Masters Programs Official Descriptions- Arts and Science, Graduate School of Public Affairs, 1967-197819801982-19831986	Box 2	Folder 2
Masters Programs Official Descriptions- Arts and Science, Graduate School of Public Affairs, 1967-197819801982-19831986	Box 2	Folder 3
Certification- Educational Administration, 1968-1969	Box 2	Folder 4
Memoranda to Deans, Chairmen, faculty, 1968-1969	Box 2	Folder 5
Materials Distributed, 1968-1969	Box 2	Folder 6
Office of Graduate Studies, Report for the Academic Year, 1968-1969	Box 2	Folder 7
Department of Biological Sciences, 1968-1972	Box 2	Folder 8
Policies on Admission of SUNYA employees as graduate students, 19681971	Box 2	Folder 9
Graduate Deans- SUNY and USA, 196819691971Undated	Box 2	Folder 10
School of Education, 196819711972Undated		

	Box 2	Folder 11
Additional Materials from the Afro-American Studies Department, 1968-1974	Box 2	Folder 12
Innovative Graduate Programs, 196819731974Undated	Box 2	Folder 13
Graduate Assistantships and Fellowships, 1968-1978	Box 2	Folder 14
Department of Music, 19691970	Box 2	Folder 15
Materials Distributed, 1969-1970	Box 2	Folder 16
Memoranda to Deans, Chairmen, faculty, 1969-1970	Box 2	Folder 17
Office of Graduate Studies, Report for the Academic Year, 1969-1970	Box 2	Folder 18
Department of Classics, 196919701971Undated	Box 2	Folder 19
Credit Hours in Graduate Courses, 196919701972	Box 2	Folder 20
Additional Materials from the Office of Undergraduate Studies, 1969-1973	Box 2	Folder 21
Masters Programs Official Descriptions-Professional, 1969-19751977-19781980-19831985	Box 2	Folder 22
Office of Graduate Admissions, 19691972-197719801982-1986Undated	Box 2	Folder 23
Committee on Training Graduate Teaching Assistants, 1970	Box 2	Folder 24
Doctoral Programs Under Review, 1970-1971	Box 2	Folder 25
Office of Graduate Studies, Report for the Academic Year, 1970-1971	Box 2	Folder 26
Full- Time Study Requirement-Employment, 1970-1973	Box 2	Folder 27
Materials Distributed, 1970-1973	Box 2	Folder 28
Grading- Graduate Audit Policies, 1970197119731974Undated	Box 2	Folder 29
Self-Study Report in Preparation for the Accrediting Visitation by Middle States Association of Colleges and Secondary Schools, 1971 January	Box 2	Folder 30
The Effect of Undergraduate S/U Type Grades on Graduate Admissions and on financial Award Decisions, 1971 November	Box 2	Folder 31
Current Projects, 1971-1972	Box 3	Folder 1
Masters Thesis Abstracts, 19711972	Box 3	Folder 2
Office of Graduate Studies and Research, Report for the Academic Year, 1971-1972	Box 3	Folder 3
Doctoral Degrees Conferred, Summaries, 197119721973	Box 3	Folder 4
Fact Book on Higher Education (1 of 2), 1971-1973	Box 3	Folder 5
Fact Book on Higher Education (2 of 2), 1971-1973		

	Box 3	Folder 6
Doctor of Arts, 197119721973Undated	Box 3	Folder 7
Graduate Assistantships and Fellowships, Information, 1971-1974	Box 3	Folder 8
Memoranda to Deans and Department Chairs, 1971-1974	Box 3	Folder 9
Organization of the Office of Graduate Studies and Research, 19711974	Box 3	Folder 10
Additional Materials from the Vice President of Management and Planning, 197119721975	Box 3	Folder 11
Additional Materials from the Graduate School of Public Affairs, 1971197519771978	Box 3	Folder 12
Dissertation Load- Registration Policy, 1972	Box 3	Folder 13
Doctoral Recipients from United States Universities, 19721973	Box 3	Folder 14
Offices of Graduate Studies and Research, Report for the Academic Year, 1972-1973	Box 3	Folder 15
Manuals for Graduate Students(1 of 3), 1972-1974	Box 3	Folder 16
Manuals for Graduate Students(2 of 3), 1972-1974	Box 3	Folder 17
Manuals for Graduate Students(3 of 3), 1972-1974	Box 3	Folder 18
Summaries of Graduate Student Support by School and Department, 197219731974	Box 3	Folder 19
Report on International Education, 19721974Undated	Box 3	Folder 20
Department of Sociology, 19721976	Box 3	Folder 21
Graduate Education at SUNY Albany, A Summary Report, 1973 April	Box 3	Folder 22
Annual Report of the Offices of Graduate Studies and Research, 1973-1974	Box 3	Folder 23
Program Evaluation, 1973-1974	Box 3	Folder 24
Departmental and faculty Productivity-Sciences, 1973-1975	Box 3	Folder 25
Doctoral Program Summaries, 1973-1975	Box 3	Folder 26
Doctoral Dissertation Abstracts, 1973-1976	Box 3	Folder 27
Bibliography of Doctoral Theses completed at State University of New York at Albany, 1974 May	Box 3	Folder 28
Individualized Graduate Program, 1974	Box 3	Folder 29
Annual Report of the Offices of Graduate Studies and Research, 1974-1975	Box 3	Folder 30
Review of Graduate Programs-Procedures,etc., 19741975Undated	Box 3	Folder 31
State Education Department Evaluations-Criteria and Procedures, 1974-1976Undated	Box 3	Folder 32

Thesis Requirements, 19741977-1979Undated	Box 3	Folder 33
Annual Report of the Offices of Graduate Studies and Research, 1975-1976	Box 3	Folder 34
Master Plans-Graduate Studies, 197519771979	Box 3	Folder 35
Annual Report of the Offices of Graduate Studies, 1976-1977	Box 3	Folder 36
Library and S.E.D. Reviews, 1977	Box 3	Folder 37
S.E.D. Certification in Reading, 1977	Box 3	Folder 38
Annual Report of the Office of Graduate Studies, 1977-1978	Box 3	Folder 39
Graduate Study-Informational materials, ca. 1977/1978	Box 3	Folder 40
New Format for Graduate Publications, 1977-1980Undated	Box 3	Folder 41
Annual Report of the Office of Graduate Studies, 1978-1979	Box 4	Folder 1
Updates of Three-Year Plan, 19781979	Box 4	Folder 2
Graduate Assistantship and Fellowship, Information, 1978-19821984-1986	Box 4	Folder 3
Office of Graduate Studies, Report for the Academic Year, 1979-1980	Box 4	Folder 4
Five Year Plan Progress Updates(1 of 2), 1987-1990	Box 4	Folder 5
Five Year Plan Progress Updates(2 of 2), 1987-1990	Box 4	Folder 6
CGS/GRE Survey of Graduate Enrollment, 1988	Box 4	Folder 7
Department of Counseling and Personnel Services- Program Information, Undated	Box 4	Folder 8
NSF Conference- Washington, D.C., 1970 May 1	Box 5	Folder 1
Account Expenditure Summaries - Office of Graduate Admissions and Policy, 1993-1994	Box 5	Folder 2
Account Expenditure Summaries - Office of Graduate Admissions and Policy, 1995	Box 5	Folder 3
Account Expenditure Summaries - Office of Graduate Admissions and Policy, 1995	Box 5	Folder 4
Account Expenditure Summaries - Office of Graduate Admissions and Policy, 1996	Box 5	Folder 5
Account Expenditure Summaries - Office of Graduate Admissions and Policy, 1996	Box 5	Folder 6
Account Expenditure Summaries - Office of Graduate Admissions and Policy, 1997	Box 5	Folder 7
Account Expenditure Summary - Office of Graduate Admissions and Policy, 1997-1998	Box 6	Folder 1

[^ Return to Table of Contents](#)

Records of Edgar Flinton, Dean, 1931-1975 (1960-1975)

Physical Description: 2.17 cubic ft.

Arrangement

Arranged chronologically.

Scope and Contents

This series contains records created by Edgar Flinton, who served as Director of Graduate Studies starting in 1953, and then as Dean of Graduate Studies from 1964 until 1971. Included in this series are correspondence with the State Education Department regarding program registration and evaluation, materials from meetings of the Graduate Faculty, planning documentation, memoranda to Deans and Department Chairs, budget documentation (including allocations for graduate fellowships and assistantships), and other assorted correspondence, reports, and meeting minutes.

Title/Description	Instances	
A Report on Some Phases of Graduate Study in The New York State College For Teachers at Albany, 1931	Box 1	Folder 1
New York State Education Department- Registration of Graduate Programs, 19541957-19581966-1967	Box 1	Folder 2
Registration- State Education Department, 195419581968-1971	Box 1	Folder 3
Certification-Policy, 1957-1963Undated	Box 1	Folder 4
Programs Registered with State Education Department, 1958-1961	Box 1	Folder 5
Teacher Preparation Programs, 1958-1966	Box 1	Folder 6
Certification-Guidance, 19591961Undated	Box 1	Folder 7
Middle States Association of Colleges and Secondary Schools, 1960-1964	Box 1	Folder 8
Graduate Office- Plans, 1960-1966	Box 1	Folder 9
Certification- Documents, 196119621964	Box 1	Folder 10
Curriculum, Supervision, and Instruction, Ed. D., 1962	Box 1	Folder 11
Guidance and Personnel Services, State-Wide Coordinating Committee, 1962	Box 1	Folder 12
Certification-State Education Department Guidelines, 1962Undated	Box 1	Folder 13
Guidance and Personnel Services Program, 1962Undated	Box 1	Folder 14
National Council for Accreditation of Teacher Education, 196219641965Undated	Box 1	Folder 15

Provost, State University of New York-Harry Porter-Registration of Programs, 1963	Box 1	Folder 16
Graduate Programs- Planning, Correspondence with Harry Porter, 1963-1964	Box 1	Folder 17
Internships, 1963-1965	Box 1	Folder 18
Memoranda to Deans, Chairman, Faculty, 1963-1967	Box 1	Folder 19
Course Proposal and Approval- Procedures, 1963-1965-1969	Box 1	Folder 20
Provost, State University of New York Harry Porter, 1963-1968-1971	Box 1	Folder 21
Program proposals and evaluation, 1963-1966-1968-1972-Undated	Box 1	Folder 22
Graduate Faculty Meeting, 1964 January 6	Box 1	Folder 23
Intensive Teacher Training Program, 1964	Box 1	Folder 24
Department Recommendations for PhD. Admissions, 1964-1965	Box 1	Folder 25
Grading, 1964-1965	Box 1	Folder 26
Curriculum, Instruction, and Supervision Program, 1964-1965-1966	Box 1	Folder 27
Correspondence- State Education Department, Division of Higher Education, 1964-1965-1967-1968	Box 1	Folder 28
Graduate Assistantship and Fellowships, 1964-1966-1970	Box 1	Folder 29
Campus Academic Plan, 1964-1974	Box 1	Folder 30
Curriculum, Instruction, and Supervision, Ed. D.-Minutes, 1965	Box 1	Folder 31
Provost, State University of New York-Harry Porter-Registration of Programs, 1965	Box 1	Folder 32
Graduate Admissions Policies, 1965-1966	Box 1	Folder 33
Graduate Faculty- Minutes and Programs, 1965-1966	Box 1	Folder 34
Schweitzer Chair Proposals, 1965-1966	Box 1	Folder 35
Foreign Language Requirement- Evaluation, 1965-1970	Box 1	Folder 36
College of Arts and Sciences Curriculum Committee (1 of 2), 1965-1970-1972	Box 1	Folder 37
College of Arts and Sciences Curriculum Committee (2 of 2), 1965-1970-1972	Box 1	Folder 38
Committee to Advise the President on the Deanship of the School of Library Science, 1966-1967	Box 1	Folder 39
Department of Librarianship, 1966	Box 1	Folder 40
School Psychology Program- Operation, 1966	Box 1	Folder 41
Graduate School, Current Programs- Status, ca.1966	Box 1	Folder 42
Master Plan, 1964-1974-1966-1967		

	Box 1	Folder 43
Doctoral Dissertation Abstracts and Transmittals, 196619671968	Box 1	Folder 44
Exchange Programs-Strasbourg, Nanyang, Madrid, Cyprus, 1966-1971	Box 1	Folder 45
Department of Business Education, 1967	Box 1	Folder 46
Memoranda to Deans, Chairman, Faculty, 1967-1968	Box 1	Folder 47
Master Theses, 196719681969	Box 1	Folder 48
School of Education- Curriculum and Instruction, 19671969	Box 1	Folder 49
School Of Social Welfare, Accreditation, 19671969	Box 1	Folder 50
Cooperative Programs For Doctoral Study, 1967196819691970	Box 2	Folder 1
Memoranda to Graduate Academic Council, Studies and Reports(1 of 2), 1967-1971	Box 2	Folder 2
Memoranda to Graduate Academic Council, Studies and Reports(2 of 2), 1967-1971	Box 2	Folder 3
Operation- Review of New Programs, 19671969-1971	Box 2	Folder 4
Department of Anthropology, 1968	Box 2	Folder 5
Afro-American Studies- Background materials, 1968-1969	Box 2	Folder 6
Community-College Teacher Preparation Programs, 1968-1969	Box 2	Folder 7
Programs Approved, 1968-1969	Box 2	Folder 8
EPDA Part E, 19681969Undated	Box 2	Folder 9
Masters Programs Under Review, 1968-1970	Box 2	Folder 10
Teacher English as a Second Language-Internship, 19681970	Box 2	Folder 11
Graduate Program Review Procedures, 196819701971	Box 2	Folder 12
Council of Graduate School-Newsletter, 1968-1973	Box 2	Folder 13
Campus Academic Plan, 1968-1975	Box 2	Folder 14
Graduate Programs, proposed Doctoral Programs, 1969 October	Box 2	Folder 15
Master Plan(1971-1975), Priorities for the Albany and Space Science Department, 1969 October	Box 2	Folder 16
Bureau of College Evaluation, 1969	Box 2	Folder 17
Council of Graduate Schools-Annual Meeting (1 of 2), 1969	Box 2	Folder 18
Council of Graduate Schools-Annual Meeting (2 of 2), 1969	Box 2	Folder 19
School of Education- Department of Instruction - Instructional Assignments, 1969	Box 2	Folder 20
Teacher Preparation Programs, 1969	Box 2	Folder 21

School of Business, 1969Undated	Box 2	Folder 22
Administrative Officials Meetings (1 of 2), 1969-1970	Box 2	Folder 23
Administrative Officials Meetings (2 of 2), 1969-1970	Box 2	Folder 24
Black Studies-Annotated Bibliography and Clippings, 1969-1970	Box 2	Folder 25
Budget Preparation, 19691970	Box 2	Folder 26
Doctoral Programs Approved, 1969-1970	Box 2	Folder 27
Graduate Programs-Information Copies, 1969-1970	Box 2	Folder 28
Masters Programs Approved, 1969-1970	Box 2	Folder 29
Operation-Review and Registration of New Graduate Programs, 1969-1970	Box 2	Folder 30
Certification- Analysis, ca., 1960	Box 2	Folder 31
Assistantship/Fellowship Allocations(1 of 2), 1969-1971	Box 2	Folder 32
Assistantship/Fellowship Allocations(2 of 2), 1969-1971	Box 2	Folder 33
Operation-Registration of New Programs, 1970 February 12	Box 2	Folder 34
EPDA Part E, 1970	Box 2	Folder 35
NASA-Traineeship Program Proposal, 1970Undated	Box 2	Folder 36
Administrative Officials Meetings, 1970-1971	Box 2	Folder 37
Advisory Search Committee for Vice President for Academic Affairs, 19701971	Box 2	Folder 38
Department of Public Administration, 19701971	Box 3	Folder 1
Memoranda to Deans, Chairman, Faculty, 1970-1971	Box 3	Folder 2
Operation Budget Information, 1970-1971	Box 3	Folder 3
Graduate Programs in Manchester England and Madrid, Spain, 1971	Box 3	Folder 4
Graduate Programs- University Senate Action, 1971	Box 3	Folder 5

[^ Return to Table of Contents](#)

Records of J. Fredericks Volkwein, Assistant Dean, 1966-1977

Physical Description: 0.66 cubic ft.

Arrangement

Arranged chronologically.

Scope and Contents

This series contains records created by J. Fredericks Volkwein who served in a number of administrative positions at the University, including Assistant Dean of Graduate Studies. Materials include reports, meeting minutes, and correspondence. Topics covered by this series include evaluation and review of graduate programs, graduate grading policies, cross-registration, and other administrative functions of the Office of Graduate Studies.

Title/Description	Instances	
Doctoral Programs - Education, 1966-1974	Box 1	Folder 1
Selective Service and Veterans, 1968-1973	Box 1	Folder 2
Doctor of Arts, 1969-1971	Box 1	Folder 3
Grading - Graduate Pass/Fail Option, 1969-1971	Box 1	Folder 4
Grading - Graduate Policies, 1969-1973	Box 1	Folder 5
Graduate Program Evaluation, 1969-1975	Box 1	Folder 6
Miscellaneous Graduate Educational Policies, 1971-1973	Box 1	Folder 7
Correspondence - Van Miller, 1971-1972	Box 1	Folder 8
Task Force on Student Interchange(Cross-Registration) (1 of 2), 1971-1973	Box 1	Folder 9
Task Force on Student Interchange(Cross-Registration) (2 of 2), 1971-1973	Box 1	Folder 10
Conflict of Interest- Student/Employee, 1972	Box 1	Folder 11
General Electric Company-Research and Development Center, 1972	Box 2	Folder 1
Cross-Registration Graduate Proposals, 1972-1973-1974-1975	Box 2	Folder 2
Schedules for Graduate Program Reviews, 1972-1975	Box 2	Folder 3
Department of Instruction, 1973	Box 2	Folder 4
Meeting the Needs of Doctoral Education, 1973	Box 2	Folder 5
Correspondence - Daniel H. Murray, 1973-1974-1975	Box 2	Folder 6
State Education Department Correspondence, 1973-1977	Box 2	Folder 7
Women's Studies Program, 1974 November 29	Box 2	Folder 8
Office of Institutional Research- Annual Report, 1974-1975	Box 2	Folder 9
Romance Languages, 1974-1975-1976	Box 2	Folder 10
University Libraries, 1974-1975-1976	Box 2	Folder 11
Graduate Studies - Administrative Self-Study, 1975	Box 2	Folder 12

[^ Return to Table of Contents](#)

Records of Robert McFarland, Assistant Dean, 1964-1991

Physical Description: 3 cubic ft.

Arrangement

Arranged chronologically.

Scope and Contents

This series consists of records created by Robert McFarland, who served in various positions at the University, including Assistant Dean of Graduate Studies. Topics addressed in the series generally relate to the administration of graduate programs. Materials include daily correspondence with students, Deans, and academic departments, graduate thesis and dissertation abstracts and transmittals, correspondence with the State Department of Education regarding program registration and review, and materials from search committees for various Deanships and other administrative positions.

Title/Description	Instances	
Thesis Abstracts, 1964-1970	Box 1	Folder 1
Master's Thesis Abstracts and Transmittals, 1965-1969	Box 1	Folder 2
Department of English, 19661971	Box 1	Folder 3
Flinton, Edgar W., 1966-1971	Box 1	Folder 4
Daily Correspondence - Robert McFarland, 1967	Box 1	Folder 5
School of Library Science, 196719711972	Box 1	Folder 6
Correspondence - Saimond, Paul, 1967-1973	Box 1	Folder 7
Graduate Student Association, 1967-19701975Undated	Box 1	Folder 8
Peterson's Guides Correspondence, 196719691973-1981	Box 1	Folder 9
Daily Correspondence - Robert McFarland, 1968	Box 1	Folder 10
Department of History, 1968-1972	Box 1	Folder 11
Department of Economics, 196819711972Undated	Box 1	Folder 12
Department of Romance Languages, 19681972Undated	Box 1	Folder 13
Graduate School of Public Affairs, 1968-1973	Box 1	Folder 14
Program Review and Revision, 1968-197119761981-19851991Undated	Box 1	Folder 15
Daily Correspondence - Robert McFarland, 1969	Box 1	Folder 16
Correspondence - Kuusisto Alan, 19691970	Box 1	Folder 17
NDEA Fellowship Materials, 19691970	Box 1	Folder 18
Correspondence - Cowling, Vincent, 19691971	Box 1	Folder 19
Correspondence - O'Reilly, Charles, 196919701971	Box 1	Folder 20
Correspondence - Wheeler, Paul, 19691971	Box 1	Folder 21

Department of Atmospheric Science, 196919701971	Box 1	Folder 22
Correspondence - Colman, Charles, 1969-1972	Box 1	Folder 23
Graduate Program Revisions, 19691971-1973	Box 1	Folder 24
Correspondence - Volkwein, J. Fredericks,, 1969-1974	Box 1	Folder 25
Outline and Procedure for Graduate Program Proposals, 196919711974	Box 1	Folder 26
Council of Graduate Schools, 196919701978Undated	Box 1	Folder 27
Miscellaneous Materials, 1969-1986	Box 1	Folder 28
Daily Correspondence - Robert McFarland, 1970	Box 1	Folder 29
Political Economy, 1970	Box 1	Folder 30
Department of Rhetoric and Public Address, 19701971	Box 1	Folder 31
Dissertations, 1970-1971	Box 1	Folder 32
Department of German, 19701971Undated	Box 1	Folder 33
Department of Sociology, 197019711972	Box 1	Folder 34
Foundations of Education, 19701972	Box 1	Folder 35
Department of Reading, 197019711972Undated	Box 1	Folder 36
Correspondence - Benezet, Louis T., 1970-1974	Box 1	Folder 37
Daily Correspondence - Robert McFarland, 1971	Box 1	Folder 38
Search Committee For Director of Research, 1971	Box 1	Folder 39
Search Committee For a Graduate Dean, 1971	Box 1	Folder 40
Department of Afro-American Studies, 1971Undated	Box 1	Folder 41
Department of Anthropology, 19711972	Box 1	Folder 42
Department of Psychology, 19711972	Box 1	Folder 43
School of Criminal Justice, 19711972	Box 1	Folder 44
Dissertations (1 of 2), 1971-1972	Box 2	Folder 1
Dissertations (2 of 2), 1971-1972	Box 2	Folder 2
Department of Art, 19711972Undated	Box 2	Folder 3
School of Social Welfare, 19711972Undated	Box 2	Folder 4
Correspondence - Salkever, Louis, 197119721973	Box 2	Folder 5
Correspondence - Sirotkin, Phillip, 197119721973	Box 2	Folder 6
Department of Chemistry, 19711973	Box 2	Folder 7
Department of Geology, 19711973	Box 2	Folder 8
Bilingual Education, 197119721973Undated		

	Box 2	Folder 9
Correspondence - Registrar's Office, 1971-1974	Box 2	Folder 10
Regional Cross-Registration, 1971-1974	Box 2	Folder 11
Search Committee Staff Manual, 197119761978-1980Undated	Box 2	Folder 12
Daily Correspondence - Robert McFarland, 1972	Box 2	Folder 13
Italian Studies, 1972Undated	Box 2	Folder 14
Israeli Programs (1 of 2), 19721973	Box 2	Folder 15
Israeli Programs (2 of 2), 19721973	Box 2	Folder 16
Long Range Planning Task Force, 19721973	Box 2	Folder 17
Graduate Policies, 1972197419761978-1980Undated	Box 2	Folder 18
Daily Correspondence - Robert McFarland, 1973	Box 2	Folder 19
Graduate Program Review Policies and Procedures, 19731977-19791982-1983Undated	Box 2	Folder 20
Proposal for a Mathematics /M.B.A. Programs, 1974 November	Box 2	Folder 21
Daily Correspondence - Robert McFarland, 1974	Box 2	Folder 22
Projects-John W. Shumaker, 197419771980-1985Undated	Box 2	Folder 23
Ad Hoc Publications Group, 1975	Box 2	Folder 24
Daily Correspondence - Robert McFarland, 1975	Box 2	Folder 25
State University College at Geneseo, 1975	Box 2	Folder 26
Select Committee on Academic Program Priorities, 19751976	Box 2	Folder 27
Daily Correspondence - Robert McFarland, 1976	Box 2	Folder 28
Search Committee for Vice President of Academic Affairs, 19761977	Box 2	Folder 29
Public Information, 197619771978	Box 2	Folder 30
SED-SUNY Lawsuit, 1976-1978	Box 2	Folder 31
SED Correspondence, 19761978-1982	Box 2	Folder 32
Terminated Programs, 19761978-19871989-1990Undated	Box 2	Folder 33
State Education Department Reviews to Date, 1977 August	Box 2	Folder 34
Daily Correspondence - Robert McFarland, 19771978	Box 2	Folder 35
Graduate Faculty, 19771978	Box 2	Folder 36
Office of Graduate Studies and Office of Summer Sessions Professional Staff, 1977-1978	Box 3	Folder 1
Office of Program Registration and Review, 19771978	Box 3	Folder 2
Required Annual Reports - SED and SUNY, 19771978Undated		

	Box 3	Folder 3
Correspondence - Program Review and Registration, 1977-1984	Box 3	Folder 4
State Education Department Reviews, 1977-1979	Box 3	Folder 5
Correspondence - State Education Department, SUNY (1 of 2), 1977-1985Undated	Box 3	Folder 6
Correspondence -State Education Department, SUNY (2 of2), 1977-1985Undated	Box 3	Folder 7
Department of Anthropology, 1978	Box 3	Folder 8
Sixth Year Campus Certificate Program in Library and Information Science, 1978	Box 3	Folder 9
Public Information, 197819791980Undated	Box 3	Folder 10
Library, 1978-1981	Box 4	Folder 1
Promotion Review Panel, 1978-1982	Box 4	Folder 2
Office of Program Registration and Review, 1978198819891990Undated	Box 4	Folder 3
SED Conference, 1979 February 8-1979 February 19	Box 4	Folder 4
Daily Correspondence - Robert McFarland, 1979-1984	Box 4	Folder 5
Academic Program Development, 1979-1985	Box 4	Folder 6
Certificate Programs, 19801984-1987Undated	Box 4	Folder 7
Miscellaneous Program Registration Materials, 19811982Undated	Box 4	Folder 8
Correspondence - State Education Department, 1981-1989Undated	Box 4	Folder 9
Office of Program Registration and Review, 19821988Undated	Box 4	Folder 10
Search Committee for Vice President for Research and Educational Development, 1983-1985	Box 4	Folder 11
Search Committee for Vice President for Research and Educational Development, 1983-1985	Box 5	Folder 1
Committee on Psychology Programs, 1984-1985	Box 5	Folder 2
Search for Assistant to the Vice President for Research and Educational Development, 1984-1985	Box 5	Folder 3
Graduate Bulletin, curriculum changes, 1984-19861989	Box 5	Folder 4
Advisory Committee to Strengthen the Department of African and Afro-American Studies, 1985	Box 5	Folder 5
Search Committee for the Vice President for Research and Dean of Graduate Studies, 1985	Box 5	Folder 6
Undergraduate Programs, 19851986	Box 5	Folder 7

Planning Documents, College of Science and Mathematics, 19851991	Box 5	Folder 8
Middle States Review, 1986	Box 5	Folder 9
Search Committee for Executive Vice President for Academic Affairs, 1987 December 21	Box 5	Folder 10
Search Committee for Provost of Rockefeller College/Director of Rockefeller Institute of Government, 1988	Box 5	Folder 11
Academic Policy Group Minute, 1988-1990	Box 5	Folder 12
Search Committee for the Dean of Undergraduate Studies, 1991	Box 5	Folder 13

[^ Return to Table of Contents](#)

Records of Richard Farrell, Assistant Dean, 1977-1990

Physical Description: 0.66 cubic ft.

Arrangement

Arranged chronologically.

Scope and Contents

This series contains records created by Richard Farrell, who served as Assistant Dean of Graduate Studies. Much of the material consists of correspondence, meeting minutes, and supporting materials for the Enrollment Management Committee. Additional topics include: student surveys, program accreditation and evaluation, and five-year planning documentation.

Title/Description	Instances	
Graduate Student Surveys, 19771979-19811983Undated	Box 1	Folder 1
Enrolled Graduate Student Survey, 1979	Box 1	Folder 2
Non Enrollment Survey, 19781979	Box 1	Folder 3
Non Enrollment Survey, 19791980	Box 1	Folder 4
Middle States Accreditation, planning, 1980-1981198419861988-1989Undated	Box 1	Folder 5
English for International Teaching Assistants, 198419851986	Box 1	Folder 6
Correspondence - Walt Gibson, 19851986	Box 1	Folder 7
School of Business - Admissions, 19851986	Box 1	Folder 8
School of Public Health Services, 19851986Undated	Box 1	Folder 9
Graduate Assistantships Education, 1986198819891990	Box 1	Folder 10
Enrollment Management Committee, 1988	Box 1	Folder 11
Enrollment Management Committee, 1988	Box 1	Folder 12

Enrollment Management Committee, 1988	Box 1	Folder 13
Enrollment Management Committee - Enrollment Data, 1988	Box 2	Folder 1
Enrollment Management Committee - Graduate Minority Recruitment and Retention Subcommittee, 1988	Box 2	Folder 2
Enrollment Management Committee, 19881989	Box 2	Folder 3
Enrollment Management Committee - Graduate Minority Recruitment and Retention Subcommittee, 19881989	Box 2	Folder 4
Task Force on Library Construction, 19881989	Box 2	Folder 5
Enrollment Management Committee, 19881989Undated	Box 2	Folder 6
Enrollment Management Committee, 19881989Undated	Box 2	Folder 7
Enrollment Management Committee - Graduate Admissions and Recruitment Audit, 1989	Box 2	Folder 8
Five Year Plan, 1989	Box 2	Folder 9
Enrollment Management Committee - Minority Enrollment, 1989Undated	Box 2	Folder 10

[^ Return to Table of Contents](#)