

Inventory of the

Business College

Records

in the

Northern Illinois University Archives

UA 20

INTRODUCTION

The University Archives acquired the records of the College of Business in several installments beginning in the mid-1960's. Literary rights are dedicated to the public. There are no restrictions on access to the collection.

32 boxes
16.50 linear feet
1951-

SCOPE AND CONTENT

The College of Business records date from 1951 to the present and are divided into two series: college level records and departmental records. The college level records contains self-study reports; AACSB visitation reports and correspondence; and the minutes, agendas, and supportive materials for the College Senate, College Curriculum, and the College Council Committees. The series also includes a complete run of annual reports from 1959 to 1982, programs, reports, and miscellaneous publications.

The departmental series consists of program reviews and miscellaneous syllabi. The remainder of the series is divided into the accountancy, business education, finance, management, and marketing departments and includes such records as meeting minutes, correspondence, departmental studies, reports, program, and curriculum information. Included in the business education department records are a substantial amount of records from Delta Pi Epsilon, a national honorary graduate fraternity devoted to the advancement and professionalization of business education.

HISTORICAL SKETCH

The College of Business at Northern had its origin in 1951 as the Department of Business Education under the direction of Francis R. Geigle. A major reorganization was made in 1959 when the Department of Business Administration was added to the Business Education Department. As a result of the rapid growth of the university enrollments in business classes, in 1961 the College of Business was established. At that time the College included four departments: Accountancy, Management and Finance, Business Education, and Marketing. Management and Finance became independent departments within the College in 1963. In 1962 the Ed.D. degree in Business Education was established as one of the first doctoral programs at Northern. By the mid-1990's the College of Business was ranked the 9th largest in the nation. The Departments of Accountancy, Finance, Management, Marketing, and Operations Management and Information Systems are included in the College.

COLLECTION INVENTORY

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
SERIES I: College Records		
1	1 2-11	History and Information Annual Reports, 1959-1967
2	1-7	Annual Reports, 1968-1971
3	1-7	Annual Reports, 1972-1975
4	1-8	Annual Reports, 1975-1979
5	1-3 4-6 7-9	Annual Reports, 1980-1982 Report of Baccalaureate Program (Application for Membership in The American Association of Collegiate Schools of Business), 1968 Self-Study Reports, 1966-1967, 1973
6	1-7	Self-Study Reports, 1973-1976
7	1-12	Self-Study Reports, 1976, 1981, 1993
8	1 2-7	Self-Study Report, n.d. Curriculum Committee Minutes, 1961-1982
9	1-9	Curriculum Committee Minutes, 1982-
10	1-9	Curriculum Committee, Supportive Material, 1972-1980
11	1-6 7-8	Curriculum Committee, Supportive Material, 1981-1988 College Council Minutes, 1961-1974
12A	1-6	College Council Minutes, 1974-1994
12B	1-	College Council Minutes, 1995-
13	1-13	College Council Agendas and Supportive Material, 1974-1982
14	1-12 13-19	College Council Agendas and Supportive Material, 1982-1988 Business Senate Minutes, (1961-1982)

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
15	1-13	Business Senate Minutes, 1982-
16	1	Ad Hoc Library Committee Reports, 1968
	2	Faculty Meeting Minutes, 1962-1973
	3	Graduate Faculty Meetings, 1964-1967
	4-9	Senate/Council Retreats, 1976-1981
17	1-4	Senate/Council Retreats, 1982-1984, 1986
	5-8	Dean's Council, 1982-1985
18	1-2	Dean's Council, 1985-1987
	3-4	Dean's Retreat, 1986-1987
		AACSB:
	5-6	Accreditation Reference Book, 1981-1982
	7	Correspondence, 1964-1968
	8	Resurvey, 1970-1971
	9	Statistical Service Salary Survey, 1968-1971
19	1	Statistical Service Salary Survey, 1972-1974
	2	Past Faculty Information, 1977-1981
	3	Pre-Visit Correspondence, 1980-1981
	4	Visitation, December 1-4, 1981
	5	Visit-Follow-up and Supporting Materials, 1981-1982
	6	Accounting Accreditation Meeting, March 25-26, 1982
	7-9	Reports, Fall 1983-Spring 1985
20	1-2	Reports, Fall 1986-Spring 1988
	3	Academic Planning Committee, 1985-1986
	4	Academic Planning Hearing, 1971-1973
	5	Five Year Academic Plan, 1976-1977
	6	Business Correspondence, 1961-1980
	7	Proposal for the Doctorate Degree, 1965
	8	Ph.D. in Business Committee Meetings, 1965
	9	Ph.D. in Business, 1965-1968
	10	Doctorate of Business Administration, 1970-1973
	11	Northern's College of Business, Brochures, 1988-1990
21	1	Executive M.B.A. Program, 1985
	2	Partners in Achieving Excellence-Board of Executive Advisors, 1991
	3a-b	<u>Business Network</u> , (Fall 1985-Spring 1999)
	4	Presidents Forums, 1969-1971

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>	
21	5	Conference on Business and Society, 1969	
	6	Seminar - "Changing Land Use and Value in Northern Illinois", 1970	
	7	Executives Seminars, 1961-1973	
	8	DeKalb AgResearch Business Lecture, 1970	
	9	Annual Awards Programs, 1963-1975	
	10-11	NIU Business Report, 1965-1971	
	12	<u>Classroom</u> - Computer Augmented Instruction, 1971-1974	
	13	<u>Horizons</u> Newsletter, 1973-1974	
	14	Northern Illinois Business Review, 1968-1972	
	15	A Business and Economic Guide to Northern Illinois, 1967	
	22	1	A Business and Economic Guide to Northern Illinois, 1968
		2	Zip Research Applied to Marketing Decision Making, 1967
		3	The Size and Composition of Current Defense Markets, 1968
		4	Transportation in 1980, 1968
		5	<u>The DeKalb Area Economy: Present and Future</u> , by Tseng and Wilbur, 1972
6		International Business: A Report (Canada), 1967	

SERIES II: Departmental Records

	7	Statewide Program Review of Business Programs, May 1, 1979
	8	Program Improvement and Development, (1982- 1984)
	9	Academic Administrative Program Review, 1984
	10	Introduction to all Program Reviews, May 1985
		Program Reviews:
	11-12	College of Business, 1972, 1976
	13	Recommendations and Abstracts, 1984-1985
	14	Accountancy, (1975-1980)
	15	NEPR, [1984]
	16	Recommendations and Abstracts, 1984-1985
23	1-2	Master of Business Administration, 1975, 1979-80
	3	NEPR, [1984]
	4	Recommendations and Abstracts, 1984-1985
	5	Business Education Department, 1971, 1972
	6-7	Business Education and Administrative Services, [1979-1980]
	8	NEPR, [1984]
	9	Recommendations and Abstracts, 1984-1985

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
		Program Reviews, cont.:
23	10	Business Systems & Analysis (MS-Management Information Systems), 1979-1980
	11	NEPR, [1984]
	12	Abstract, 1984-1985
	13	Finance, 1980
24	1	NEPR, [1984]
	2	Recommendations and Abstracts, 1984-1985
	3	Management, 1979-1980, n.d
	4	NEPR, 1978, [1984]
	5	Recommendations and Abstracts, 1984-1985
	6	Marketing, 1979-1980
	7	NEPR, [1984]
	8	Recommendations and Abstracts, 1984-1985
	9-12	Program Review Correspondence and Supportive Material, (1975-1983)
25	1-3	Program Review Correspondence and Supportive Material, 1984-1986
		Accountancy Department:
	4	Department Information, (1957-1973)
	5	Department Meeting Minutes, (1966-1969)
	6	Student Advisory Board Meeting Minutes, 1969
	7	Annual Accounting Intern Dinner Meeting Programs, 1964-1978
	8	Workshops and Seminar Programs, (1962-1979)
	9	Alumni Newsletter, Spring 1978, Fall 1981
	10	AACSB Reaccreditation, 1981-1983
	11	AACSB Accounting Visitation, Spring 1983
		Business Education Department:
	12	History
26	1	Correspondence, (1951-1958)
	2	Inter-Departmental Correspondence, 1953-1954
	3	Correspondence with National Office Managers Association, 1953
	4	Undergraduate Curriculum Information, 1951-1953
	5	Graduate Curriculum Information, 1951-1954
	6	Course Offerings, 1954-1955
	7	Department Report, 1952
	8	Consultant's Visitation Report, 1962

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
		Business Education Dept., cont.:
26	9	Handbook for Student Teachers, 1964
	10	Student Recognition Banquet, 1976
	11	List of Materials in Resource Center, 1970
	12	Proposal for Research Activities Submitted to the U.S. Commissioner of Education, 1966
	13-14	Annotated Bibliography of Instructional Materials in Cooperative Occupational Education, 1974, 1977
	15	Curriculum Planning Guides, 1978
		Delta Pi Epsilon (National Honorary Graduate Fraternity in Business Education)
27	1-2	DPE History, National, (1957-1991)
	3	Alpha Phi Chapter Histories, 1972, 1977
	4	"Yesterday-Today-Tomorrow; Business Education at NIU," 1977
	5	Historian's Report, Alpha Phi, (1967-1991)
	6	By-Laws, Alpha Phi, (1967-1993)
	7	Officer's Handbook, (1965-1993)
	8	Financial Reports (1967-1989)
	9	Chapter Organization, May 27, 1967
	10-11	Alpha Phi Meetings, 1967-1987
28	1	Alpha Phi Meetings, 1988-1993
	2	Guest Book, 25th Anniversary, June 1992
	3	Minutes, Chapter, (1967-1991)
	4	Minutes, Executive Board, 1967-1989
	5-7	Membership Lists/Directories, 1967-1986
29	1	Membership Directories, 1987-1990
	2	Attendance, (1967-1972)
	3-7	Newsletter, "The Alpha Phi-Le" 1967-1984
30	1	Newsletter, "Alpha Phi-Le", 1985-April 1993
		Projects:
	2	National Research Study: "A Study to Determine the Perceptions of Business Education by Various Groups of School Personnel", 1970
	3	National Research Study #2, 1971
	4-5	Consumer Education - Programmed Learning Instruction, 1975
	6	The Chipmunk Series - Typewriting Learning Activity Packets, 1976
	7	Blue Bird Series, 1977

Projects, cont.:

30	8	A Study of Speed and Errors in Problem Typewriting, 1977
	9	An Analysis of Business Letters, 1978-79
	10	A Study to Identify the Essential Characteristics in the Operation of a Vocational Office Program and to Compare the Vocational Training that the Graduates of a Cooperative Vocational Office Education Program Received to the Vocational Training Needed for Their Present Position, 1983
	11	Computer Usage and Keyboarding Instruction in Elementary Schools in Northern Illinois, 1985
31	1	Effects of Previous Keyboarding Experience on Student Performance in High School Beginning Keyboarding/Typewriting, 1987
	2	Performance on Straight Copy Tests of High School Beginning Keyboarding Students Using Only Microcomputers, 1990-91
	3	Certificates of Merit, 1987, 1990, 1992
	4	Chapter Recognition Application 1/1/85-12/31/86
	5	Copyright Info. (1970-1977)
	6	D.P.E. "I.Q." tests, n.d.
	7	Illinois D.P.E. Coordinating Council, 1974-1989
	8	Position Paper, May 1972
		Finance:
	9	<u>Wirtz Street Journal</u> , 1981
		Management:
	10	Purposes and Objectives, 1965
		Marketing:
	11	Program Information, n.d.
	12	<u>The First 50 Years of Beta Gamma Sigma</u> , by Fayette H. Elwell, 1963
	13	Principles, Tools, BSA 324 and MGMT 468 Course Coordinators, 1985 (Syllabi)
	14	Report on Syllabi for Graduate Programs, 1971
	15	Executive M.B.A. Program, 1992