

Inventory of the

Graduate School

Records

in the

Northern Illinois University Archives

UA 28

INTRODUCTION

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

19 boxes
9.0 linear feet
1951+

SCOPE AND CONTENT

The records of the Graduate School partially document its functions and expansion from 1951 through the present. The records held include: correspondence, survey records, graduate faculty handbooks, Graduate Council files, committee records, and brochures and programs. Meeting minutes are regularly added to the collection. The archives also maintains a copy of every master's thesis and doctoral dissertation. Graduate music recitals from 1962 through 2000 are located in the Audio Visual Collection, UA 11. Graduate Catalogs from 1951 to the present are located in the Reading Room, Reference area.

HISTORICAL SKETCH

The move for a graduate program at Northern was slow in developing, primarily due to the state appropriations necessary to finance a program. In 1939 President Adams appointed a graduate faculty committee to work with similar groups in other Illinois public institutions on plans for graduate programs. In Northern's case this first effort was unsuccessful, but the idea was still alive among administrators and faculty and in November 1949 President Holmes appointed a steering committee to set up the mechanics for a graduate program. At the same time the Teachers College Board established guidelines for Northern in the areas of faculty qualifications, library holdings, location of classes, and degree offered (M.S.Ed.). In 1951 the Board granted Northern permission to offer graduate courses and during that summer, under the direction of J. Robert Hains, courses were offered by the departments of Biological Sciences, Education, English, Mathematics, Physical Sciences, Social Sciences, and Speech.

By 1960 twenty-three departments at Northern were offering graduate courses leading to the Masters degree. In the Fall of 1962, after considerable effort, doctoral programs were introduced for the departments of Business Education, English, Education, and History. The first doctoral degree was conferred in 1964. A Performer's Certificate was authorized in 1982 and in 1983 an Educational Specialist degree was approved. As of 2003 Northern offers the Masters in over 100 major programs, the Doctor of Education in six academic majors, and the Doctor of Philosophy in ten departments.

The first Director/Dean of the Graduate School in 1951 was Dr. J. Robert Hains. After Hains became Executive Vice-President and Provost in 1961 Dr. C. Norton Coe was appointed Dean of Graduate School, followed by Dr. Wayne J. McIlrath from 1963 to 1973. James A. Rutledge became Dean in January 1974. Dean Jaros served as Dean of the Graduate School and Associate Provost for Graduate Studies and Research from fall 1980 to spring 1984. Graduate School Associate Dean David Greenfield served as interim Dean until he resigned in August 1984. Jerrold H. Zar, former Chair of Biological Sciences Department, followed as interim Dean and in 1985 was named Dean of the Graduate School bringing stability until his retirement in December 2002. T. Daniel Griffiths served as Acting Dean and Vice Provost for Research, until Rathindra N. Bose was hired as Vice President for Research and Dean of the Graduate School in July 2003.

COLLECTION INVENTORY

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| 1A | 1 | History and Information |
| | 2 | Correspondence, 1951-1979 |
| | 3 | Curricular Requests, 1962-1966 |
| | 4 | Student Withdrawals and Reasons, 1958-1963 |
| | 5 | Candidates for the Degree, 1954-1964 |
| | 6 | Departmental Distribution of Students, 1955-1963 |
| | 7 | Report on Enrollment, 1954-1963 |
| | 8 | Survey Data, Analysis, and Recommendations Concerning Access of Women and Men to Graduate Education, 1976 |
| | 9 | Title IX Education Amendment of 1972, Report, Spring 1980 |
| | 10 | Support Function Report, FY 1987 |
| 1B | 1-2 | Graduate Faculty Handbooks, (1953-1979) |
| | 3 | Handbooks for Preparing Theses and Dissertations, (1968-1978) |
| | 4 | Research Handbook, Sept. 1976 |
| | 5 | Graduate Student Union & History Graduate Student Government, 1968 |
| | 6 | Graduate School Brochure, 2001 |
| | 7-9 | Graduate Student Newsletter, (1978-1982), (1986-2007) |
| | 10 | Responsibilities of Graduate Studies and Research Personnel, 1989 |
| 2 | | Graduate Council: |
| | 1 | Correspondence, 1951-1970 |
| | 2-4 | Minutes, 1951-1968 |
| | 5-6 | Supplementary Information, 1957-1968 |
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| 4 | | Graduate Council Subcommittees: |
| | 1 | Graduate Colloquium Committee, 1975-1979, Fall 1981 |
| | 2 | Graduate Curriculum Study Committee, 1951-1958 |
| | 3 | Committee to Study Graduate Grading Systems, 1971 |
| | 4 | Committee for Improving Graduate Instruction, 1960 |
| | 5 | Committee for Investigation of the Sixth Year Program, 1958 |
| | 6 | Committee on Qualifying Papers, n.d. |
| | 7 | Committee on Selective Retention of Graduate Students, n.d. |
| 8 | Heads of Departments of the Graduate Division, Minutes, 1952-1954 | |

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| 4 | 9 | Graduate Curriculum Committee: Minutes, 1961-1965 |
| | 10 | Correspondence, 1955-1962 |
| | 11 | Graduate Faculty, Meeting Minutes, 1951-1962 |
| | | Graduate Student-Faculty Committee: |
| | 12 | Reports, 1966-1969 |
| | 13 | Brochures and Programs, 1967-1974 |
| | 14 | Quad-Cities Graduate Study, Annual Report, 1972 |
| | 15 | Intech, 1984-1988 |
| | 16 | University Press Board, 1988-1991 |
| 5 | | Graduate Council: |
| | 1-9 | General Information & Correspondence, 1984-1993 |
| 6 | 1 | Standing Committees, Lists, 1970-1988 |
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| | 7 | Graduate Council Fellowship, 1989-1992 |
| | 8-9 | Honorary Degree, 1985-1993 |
| | 10-11 | Research and Artistry, 1989-1991 |
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| 7 | | Office of Sponsored Research: |
| | 1 | Study of Research Requests, 1957-1962 |
| | 2 | Policies and Procedures, Annual Report, 1967 |
| | 3 | Advisory Council, 1963-1965, 1974 |
| | 4 | Grant Applications and Awards, 1963-1964, 1967-1968 |
| | 5 | Reports, 1975-1976 |
| | 6 | <u>Sponsored Research Items</u> , 1964-1966 |
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| | 9 | Administrative Program Review, May 1987 |
| | 10 | Miscellaneous Correspondence, (1986-2000) |
| 8 | 1-6 | Graduate Faculty Admission Committee, 1974-1990 |
| | 7 | Ad Hoc Committee on Graduate Faculty Membership, 1988-1989 |
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| 14 | | Graduate Council: |
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| | 5 | Standards Committee, 1993-1995, 1999-2001 |
| | 6 | Graduate Assistantships, (1986-1998) |
| | 7 | Graduate School, 2001 |
| | 8 | Graduate School - Customer Parking, 1999 |
| | 9 | IBHE Correspondence and Related Material, (1995-2000) |
| | 10 | Office for Research, Restructuring, 1982-1983 |
| | 11 | Thesis and Dissertation, 1990-1991 |
| | 12 | Tuition Waivers, 1995-2000 |
| 15 | | Dean Jerrold Zar's Correspondence: |
| | 1 | Admissions, 1992 |
| | 2 | Alliance for Science & Technology Research in America, 2001 |
| | 3 | Argonne, 1989 |
| | 4 | Arlt Award in the Humanities, 2002 |
| | 5 | Asian-American Students, 2000 |
| | 6 | Assessment, 1996 |
| | 7 | Biotechnology Center, 1985-1987 |
| | 8 | Board of Regents, 1990 |
| | 9 | Board of Trustees, 1995 |
| | 10 | Bursar, 1993, 1999 |
| | 11 | Center for Biochemical and Biophysical Studies, 1992 |
| | 12 | Center for Imaging and Visualization Studies, 1989-1990 |
| | 13 | College of Business, 1992, 2002 |
| | 14 | College of Education, 1999 |
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| | 17 | Commencement, 1986, 1990, 2000 |
| | 18 | Continuing Education, 1989-1992 |
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| | 20 | Educational Technology, Research and Assessment, 2001 |
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| 15 | 22 | Fellowships, 1990, 2000 |
| | 23 | Fermilab, 1999, 2001 |
| | 24 | Food Research Center, 1989 |
| | 25 | Geology, 1992 |
| | 26 | Grants, (1983-2002) |
| | 27-28 | High-Performance Computing, 1990-1992 |
| | 29 | Illinois Manufacturing Extension Center (IMEC), 2000-2002 |
| 16 | 1-4 | Illinois Resource Network, 1987-1990 |
| 17 | 1 | Illinois Universities Senior Research Officers Committee, 1984-1985 |
| | 2 | Indirect Costs, 1985, 1988, 2002 |
| | 3 | Industry, 1991 |
| | 4 | Intellectual Property Committee, 2001 |
| | 5 | International Programs, 1995, 1998-1999 |
| | 6 | Journalism, 1987 |
| | 7 | Leadership in Educational and Sport Organizations, 2001 |
| | 8 | Minorities, (1990-2001) |
| | 9 | National Council for Science and the Environment, 1999-2000 |
| | 10 | NIU Centennial Convocation, 1994-1995 |
| | 11 | Northern Illinois University Law, ca. 1996 |
| | 12 | Nursing - Research Grants, 1990 |
| | 13 | Online Instruction, ca. 1999 |
| | 14 | Performance Learning Systems, 1989-1992 |
| | 15 | Peterson's, 2001-2002 |
| | 16 | Physics Frontier Center, 2001 |
| | 17 | Plant Molecular Biology Center, 1984-1986, 1990 |
| | 18 | Presidential Research Professorships, 2001 |
| | 19 | Public Administration and Law, Joint Degree, 2000 |
| | 20 | Radiation Safety, 2000 |
| | 21 | Registration and Records, 1990-1993, 2002 |
| | 22 | Research, 1987, 1992-1994 |
| | 23 | Research Animals, 1999 |
| | 24 | Rockford, 1999 |
| | 25 | Rhoten A. Smith Assistantship Fund, 2001 |
| | 26 | Social Science Research Institute, 1992 |
| | 27 | Special Education, 1993 |
| | 28 | STAT LAB, 2000-2002 |
| | 29 | Student Association, 1998 |
| | 30 | Student Judicial Office, 1990-1991 |
| | 31 | Supportive Professional Staff, 1987 |
| | 32 | Teaching and Learning, Tuition Waivers, 2001 |

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| 17 | 33 | Dean Jerrold Zar's Correspondence, cont.: |
| | 34 | Technology Commercialization Office (TCO), (1990-2002) |
| | 35 | University Enterprises, Inc., 1989 |
| | 36 | University Libraries, Qualifying Papers, 1986 |
| | 37 | University Press, 1986, 2002 |
| | 38 | Thomas C. Wiegele Dissertation Completion Award, 1992, 2000 |
| | | Graduate Council, Summary of Minutes, (1993-2002); and List of Graduate Council Meeting Dates, 1951-2002 |