OFFICE OF THE PRESIDENT
CENTRAL CONNECTICUT STATE COLLEGE, NEW BRITAIN, CONN.

Important Papers Covering the Years 1929-1960
Selected and Classified for The Archives, 1970-1972
by Jesse B. Johnson, Professor Emeritus

FILE CASE NO. I
Drawer A. STATE DEPARTMENT OF EDUCATION

a. Governing Boards

1. Connecticut State Board of Education
   1) Agreements and Contracts
   2) Bulletins and Publications
   3) Convocation of State Board of Education
   4) Correspondence
   5) Personnel, Policies, Positional, etc.

2. Board of Trustees for Connecticut State Colleges

b. History of the College

c. Office of the Commissioner of Education

1. Commissioners of Education
   1) Butterfield, Ernest W., 1933-1943
   2) Grace, Alonzo G., 1943-1948
   3) Engleman, Finis E., 1948-1956
   4) Sanders, William J., 1955-

2. Commissioner’s Councils and Committees
   1) Advisory Council, 1955-1965
   2) Educational Resources Advisory Committee
   3) Liaison Committee
   4) Working Relationships Committee

3. Deputy Commissioners of Education
   1) Engleman, Finis E., 1946-1948
   2) Flaherty, William H., 1950-1971


5. Reports of Committees and Councils
   1) Biennial Report Committee
   2) Bimonthly Reports to Commissioner, 1953-1958
   3) Commissioner’s Statistical Reports
   4) Public Expenditure Council Reports
   5) Commencement Statistics to the State Dept. of Education
FILE CASE NO. I

Drawer B. PHYSICAL PLANT

a. Buildings and Grounds

1. Capital Program
2. Arute Field
3. Auditorium (Ad. Bldg.)
4. Henry Barnard Hall
5. Elihu Burritt Building (Library)
6. East Hall
7. Memorial Hall (Gymnasium)
8. Rockwell School Building
9. Maria Sanford Hall
10. Student Center
11. Welte Hall (3 folders)
12. Clarence Carroll Hall
13. Samuel May Hall
14. Seth North Hall
15. Rockland Project
16. Marcus White Hall
17. Veteran's Housing
18. Dormitories' Statistics
19. Dormitories' Self Liquidating Plans

b. Maintenance of Buildings and Grounds

1. Equipment
2. Repairs and Improvements
4. Superintendent of Buildings and Grounds, Earl Humiston
5. Superintendent of Buildings and Grounds, Kenneth Gill
6. Administrative Services Officer, Karl Happ
7. Chief Engineer, John Knowlton
8. Supervisor of Stores, Edward Kling

c. Division of Requisitions, Invoices, etc.

1. Closed Purchase Requisitions

d. Authorization for Use of Facilities

1. College Groups
2. Outside Groups
FILE CASE NO. I

Drawer C. FISCAL PROGRAMS, POLICIES, CONTRACTS, etc.

a. Bookstore
b. Budgets, 1901-1967
c. Financial Aid to Colleges
d. Legislation by Sessions, 1947-1965
e. Legislative Bulletins, 1947-1963
f. Legislative Coordinating Committee, State Department of Education
g. Salaries
h. Travel

FILE CASE NO. I

Drawer D. (1) CONNECTICUT STATE COLLEGES

a. College Presidents

1. Ady, Lester K., Prin. of New Haven State Normal School
2. Brownell, Samuel M., Acting President, New Haven State Teachers College
3. Buley, Hilton C., President, New Haven State Teachers College
4. Haas, Ruth A., President, Danbury State Teachers College
5. Higgins, Principal, Danbury State Normal School
6. Hill, Warren G., Acting President, New Haven State Teachers College
7. Smith, Eugene, President, Willimantic State Teachers College
8. Welte, Hebert D., President, Central Connecticut State

b. Presidents' Meetings, 1947-1966 (5 folders)

c. Faculty Association of Four State Teachers Colleges

1. Minutes, 1941-1945
2. Committee on Coordination Among the Teachers Colleges
3. Salary Schedule and Related Policies
4. Hickerson Committee, 1953-1963
5. Teacher Education Quarterly

Drawer D. (2) HIGHER EDUCATION IN CONNECTICUT

a. State Board of Higher Education
c. Conference on Education in Preparation for White House Conference on Education
d. Division of Departmental Administration

1. Administrative Practices and Procedures
2. Committee on Administrative Procedures
3. Supervisory Council of the Department
5. Director of Administration, Roger M. Thompson, 1946-1948
6. Director of Administration, Richard Coughlin, 1948-1959 (3 folders)
7. Director of Finance, Edward Lynch, 1952-1959
8. Principal Accountant, Wilfred E. Gibson, 1950-1959
9. Supervisor of Purchases, C.L. Magnuson
10. Supervisor of Property Control and Maintenance, Frank Bradely, 1950-1959
11. Director of Personnel, Glendon A. Scobie, 1949-1955
13. Supervisor of Personnel, Catherine Riccio, 1960-

e. Division of Administrative Services

1. Director of Administrative Services, Joseph Baer
2. Director of Field Services, Charles F. Ritch
3. Director of Teacher Preparation, F.E. Pierce
4. Certification Regulations
5. Chief, Federal-State-Local Relations, Roger Thompson

f. Division of Instructional Services

1. Director, Bureau of School and Community Services, N.S. Light
2. Chief, Bureau of Youth Services, Collier, Paul D.
3. Chief, Rural Education, Ernest Nybakken
4. Supervisor, Business Education, Paul M. Boynton
5. Bureau of Higher Education

g. Division of Vocational Education

1. Director, Joseph Murphy
2. Bureau Chief, Emmett O'Brien
3. Bureau Chief, R.W. Howes
FILE CASE NO. I
Drawer E. STUDIES AND EVALUATIONS

a. Connecticut's Need for Teachers, 1950-1953
   1. Correspondence
   2. Statistical Data (2 folders)
   3. Teacher Supply, Demand and Salaries in Connecticut
   4. Teacher Turnover in Connecticut Public Schools, 1956-1957

b. Self Evaluation by Faculty and Students
   1. Evaluation by Students
   2. Evaluation of Students and Teachers by Group Within the College
   3. Self Evaluation by the Faculty, 1947-1950 (3 folders)
   4. Student Personnel Evaluative Study by the Faculty of CCSC

c. Evaluations by Outside Agencies
   1. AACTE Revisitation Program 1951-1952
   2. NCATE-NEACSS Joint Revisitation, 1959

d. Studies in Other Institutions
   1. Studies 1951-1959 (4 folders)
   2. Studies of Services and Needs of the State Teachers Colleges
FILE CASE NO. II

Drawer A. THE PRESIDENT

a. President Welte

1. Personal
2. Speeches
3. Reports
4. Correspondence, 1939–1987 (2 folders)
b. Administrative Letters, 1932-1966 (3½ folders)
c. Administrative Plans

1. Development of T.C.C.
2. Organizational Charts

FILE CASE NO. II

Drawer B. ADMINISTRATIVE STAFF

e. Tributes, Memorials, Welte Chair, 1968-1986 (2 folders)

a. Deans of the College

1. Reckely, John R., 1946-1949
2. Fuller, Kenneth O., 1949-1951

b. Business Managers

1. Thibodeau, Edgar J., 1947-1964
3. Purchasing Agent
4. Insurance
5. Food Service Management, 1965-1966 (Slater Corporation)
6. Data Processing Equipment

c. Admissions Director and Registrar

1. Drake, Barbara
2. Wilson, Walter
3. Rugh, Douglas
4. Adamson, Walter
5. Fitzpatrick, Garland (Acting)
6. Chatfield, William D.

d. Personnel Office

1. Witt, Mrs. Marti, Director
2. Policies and Procedures (unclassified)
3. Policies and Procedures (classified)
4. Staff Organization
5. Secretarial Council
6. Staff Photographs

e. Library

1. Strong, Katherine, Librarian
2. Massman, Robert, Librarian

f. Other Administrative Officers

1. Dean of Administration, Cletus Clow
2. Assistant to the President, Harold Bingham
3. Director of Graduate Studies, Charles, R. Kinney
4. Dean of Students, William D. Chatfield
5. Dean of Men, George Howe, 1930-1947
6. Dean of Men, Edward Owen, 1947-1970 (approx.)
7. Dean of Men (r.e. parking) Edward Owen
8. Dean of Women, Helen M. Dobbie, 1936-1942 (approx.)
9. Dean of Women, Ruth A. Paul, 1942-1945
10. Dean of Women, Ruth (Paul) Johnson, 1945-1947
11. Dean of Women, Miriam B. Underhill, 1947-1970 (approx.)
12. Director of Residence for Women, Mary A. Roess
13. Director of Residence for Women, Isabelle A. Rupert

g. Bookstore Managers

1. Ash, Frank
2. Bunker, Howard
3. Boynton, L.D.
4. Fabian, Ida

h. College Nurse

1. Platt, Kufta, Wesoly
2. Perznowski, Helen

i. Student Personnel

1. Director of Student Personnel, Philip Clark, 1947-1957 (approx.)
2. Director of Student Personnel, Carl Mienstedt (approx.), 1957-1958
a. Department Chairmen

1. Departmental Memorandum
2. Art Department

1) Miss Woodword, Chairman
2) Lydia Strong, Chairman
3) Linnea M. Garrison, Chairman
4) James F. Crafts, Chairman
5) Randolph Aurrell, Chairman

3. Business Education Department

1) Frank Ash, Chairman
2) Harold M. Perry, Chairman
3) C.A. Nolan, Chairman
4) Albert C. Mossin, Chairman
5) Lewis Boynton, 1943-1965 (approx.)

4. Education and Psychology Department

1) Richard L. Wampler, Chairman, 1935-1948
2) Douglas Rugh, Chairman, 1949-1954
3) Willis Rollins, Chairman, 1954-1955
4) Douglas Rugh, Chairman, 1955-1959
5) Justus Beach, Chairman, 1966-1969
6) John Pescosolido, Director of Educational Services, 1969-1970

5. English Department

1) Hebert E. Fowler, Chairman, 1935-1953
2) Walter B. Fulghum, Chairman, 1953-1960 (approx.)

6. Health and Physical Education

1) Harrison J. Kaiser, Chairman for Men
2) Katherine E. Colton, Chairman for Women
3) Rachael Spencer, Chairman for Women
4) Genivieve B. Kehr, Chairman for Women
5) William Moore, Chairman for Men

7. Industrial Arts Department

1) Raymond W. Phipps, Chairman, 1936-1946
2) Paul N. Wenger, Chairman, 1946-1972
8. Mathematics Department

1) Sherman W. Waggoner, Chairman
2) Kenneth G. Fuller, Chairman
3) Margaret C. Weeber, Acting Chairman
4) Kenneth G. Fuller, Chairman
5) Urban Cook, Chairman

9. Modern Language Department

1) Karl Hess, Chairman
2) Arthur M. Selvi, Chairman, 1952-1971

10. Music Department

1) Grace C. Cushman, Chairman
2) Etzel Wilhoit, Chairman
3) Robert Soule, Chairman

11. Practice Schools

1) Superintendent of Practice Schools, William Dyer, 1930's-1947
2) Superintendent of Practice Schools, Sherman Waggoner, 1947-1962
4) Director of Professional Education, Edmund Thorne, 1965-
5) Supervisors of Elementary Education
   a) Mary Noys
   b) Ann Foberg
   c) Mildred Barrows
   d) Stewart Dean
   e) Nelson R. Scull (temporary)

6) Supervisors of Secondary Education
   a) Samuel W. Price
   b) Jesse B. Johnson
   c) Theodore C. Lokken
   d) Garland M. Fitzpatrick
   e) Rodney Card

12. Science Department

1) William C. Lee, Chairman
2) Francis J. Rio, Chairman
3) Benjamin J. Kaston, Acting Chairman
4) Francis J. Rio, Chairman

13. Social Science Department

1) Jesse B. Johnson, Chairman, 1936-1966
2) Ernest D. Lehman, Chairman, 1966-1968

b. Department Meetings

FILE CASE NO. II

Drawer D. COUNCILS AND COMMITTEES

a. Advisory Council, 1950-1965 (3 folders)
b. Administrative Council, 1946-1965 (9 folders)
c. Citizen's Council, 1947-1965
d. Faculty Council (predecessor of Senate)

1. Minutes of Faculty Council, 1943-1959

e. Faculty Senate

1. Minutes of Faculty Senate, 1960-1969 (3 folders)

f. Curriculum Committee

1. Curriculum Committee Minutes, 1934-1966 (7 folders)

g. Athletic Board of Control

1. Minutes of the Athletic Board of Control, 1942-1966 (8 folders)

h. Other Committees

1. Archives
2. Assembly-Lecture Committee
3. Assignments Committee
4. Budget Committee
5. Calendar Committee
6. Catalog Committee
7. Chapel Committee
8. Civilian Defense Local Committee
9. Community Chest Committee
10. Evening College Committee
11. Faculty Procedures Committee
12. Handbook Committee
13. Health Service Committee
14. Library Committee
15. Medical Advisory Committee
16. Red Cross Committee
17. Religious Education Committee
18. Semester-Quarter Plan Committee
19. Social Activities Committee
20. Social and Welfare Committee
21. UNESCO Council
22. U.N. Education, Scientific and Cultural Organization
23. War Emergency Committee
24. Who's Who Committee
FILE CASE NO. II
Drawer E. FACULTY

a. Activities

1. Contracts
2. Advisers to Student Organizations
3. All College Banquet
4. Faculty Bulletin
5. Faculty Change
6. Faculty Exchange
7. Faculty Fellowships, Scholarships, Grants
8. Faculty Loads and Schedules
9. Faculty Needs
10. Faculty Newsletter
11. Faculty Promotion
12. Faculty Publications
13. Faculty Handbook
14. Sabbatical Leaves

b. Communications, arranged alphabetically A-Z

c. Faculty Directory

d. Faculty Meetings

1. 1939-1952
2. 1952-1959
3. 1963-1967
FILE CASE NO. III

Drawer A. CORRESPONDENCE (excluding faculty)

a. Arranged alphabetically A-Z

FILE CASE NO. III

Drawer B. PUBLIC RELATIONS

a. Office of Public Relations
   1. William Naughton, 1948-1953 (2 folders)

b. Committee on Public Relations

c. Public Releases, 1947-1964 (5 folders)

FILE CASE NO. III

Drawer C. ADMISSIONS

a. Office of Director of Admissions
   1. Director's Reports to President of the College, 1949-1955
   2. Director's Reports to President of the College, 1956-1963

b. Admissions Policy and Standards
   1. Admissions Standards, 1934-1944
   2. Established, 1934-1956
   5. Quotas, 1949-1955

c. Admissions, Student Standing, and Graduate Committee, 1932-1967 (6 folders)
   1. Graduates and Statistics, 1930-1959

d. Admissions and Withdrawal Statistics, 1928-1964 (5 folders)
   1. Study on Withdrawals
   2. Examinations and Interviews

e. Recruitment Activities, 1943-1961 (2 folders)
DRAWER D. STUDENT ACTIVITIES

a. Student Activities Funds, 1948-1966 (4 folders)
b. Other Activities
   1. Funds for Honor Awards
   2. Funds for Basketball
   3. Class Gifts
   4. College Forum
   5. College Sophomore Test Scores, 1932-1954
   6. College Theatre
   7. Dial
   8. Football
   9. Freshmen Advisees and Advisors
  10. Future Teachers of America
  11. Student Handbook
  12. Insurance
  13. Majors and Minors
  14. Men's Athletic Association
  15. Music Activities
  16. Radio Workshop and Station at the College
  17. The Recorder
  18. Rifle Club
  19. Senior Week and Seminar
  20. Student Health Service
  21. Student Identification Cards
  22. Visual Education Club
  23. Women's Athletic Association
c. Commencement
   1. Commencement, 1940-1966 (4 folders)
d. Student Directory
   1. Directories, 1943-1962 (3 folders)
e. Dean's Lists
   1. Dean's List, 1949-1966 (2 folders)
f. Dormitory Housing
   1. On Campus
   2. Off Campus
g. Enrollments
   1. Registration
   2. Program of Studies
   3. Orientation Program
   4. Enrollments, 1925-1955 (3 folders)
h. Student Exchange and International Education
   1. Student Exchange, 1947-1959 (2 folders)

i. Student Personnel Committee
   1. Committee Minutes, 1942-1963 (2 folders)

j. Placement Data
   1. Placement Information Prepared for the General Assembly
   2. Placement Material and Data, 1929-1964 (2 folders)

k. Student Status Reports
   1. Reports, 1942-1965 (3 folders)

l. Veterans
   1. Enrollment and Activities, 1947-1958

FILE CASE NO. III.

Drawer E. STUDENT ACTIVITIES (Continued)

a. Student-Faculty Council
   1. Student Dormitory Regulations
   2. Student Government Activities
   3. Student-Faculty Council, 1942-1966 (3 folders)

b. Financial Aid
   1. Athletics
   2. College-Work-Study
   3. Conn. Inter-collegiate Student Legislature
   4. Marcus White Loan Fund
   5. National Defense Loan
   6. Scholarships Committee, 1943-1965 (4 folders)
   7. Student Help (State Financial Aid)
   8. Student Loans (federal-state-local)
a. Curriculum Proposals

1. Proposals, 1934-1952
2. Proposals for Extension of the Programs and Services, 1957-1958
3. Overall Curriculum Program
4. Henry Barnard Lectures

b. Audio-Visual Education

1. Director, Alfred L. Villa
2. Director, Russell Capen
3. Audio-Visual Materials

c. Educational Television

1. Within the College
2. Outside the College

d. Citizenship Education Project

1. Director, Philmore Wass, 1950-1951 (2 folders)
2. Director, Warren Fabyan, 1951-1958 (2 folders)

e. Cooperative Programs with Colleges

1. Among Colleges, 1942-1948

f. Driver Education

1. 1948-1967 (2 folders)

g. Elementary Education

1. Experimental Programs, 1961-1962
2. Sloan Foundation Curriculum Studies, 1947-1948
3. Glastonbury Experiment, 1946
4. Social Science Elementary Curriculum, 1956-1965
5. Outdoor Education, 1962-1964

h. New Britain General Hospital

1. Cooperative Program with School of Nursing, 1952-1958
2. Cooperative Program with School of X-Ray Technology, 1962-1963
h. New Britain General Hospital
   1. Cooperative Program with School of Nursing, 1952-1958
   2. Cooperative Program with School of X-Ray Technology, 1962-1963

i. Vocational-Industrial Education
   1. Training Program, 1947-1960 (3 folders)

j. Curriculum Materials
   1. History
   2. Modern Language
   3. Out-of-Class Activities
   4. Social Science

FILE CASE NO. IV

Drawer B. EVENING COLLEGE AND SUMMER SESSION

a. Evening College and Extension
   1. Programs, 1939-1959 (6 folders)
   2. In-Service Teacher Education Program, 1951-1956

b. Summer Session
   1. Programs, 1943-1965 (8 folders)
   2. Summer Session Budgets, 1947-1965 (2 folders)
   3. National Science Foundation Summer Institute, 1963-1964
   4. Language Summer Institute (NDEA), 1964

FILE CASE NO. IV

Drawer C. GRADUATE STUDIES

a. Graduate Councils
   1. Graduate Council, 1955-1960
   2. Four College Graduate Committee, 1955-1960

b. Graduate Programs
   1. Master's Degree Program Report, Committee of Presidents of Four
      State Teachers Colleges, 1950-1955
   2. Graduate Programs, 1947-1965 (10 folders)

c. Intensive Program for College Teachers
   1. Programs, 1949-1964 (10 folders)

d. Evaluation
   2. Evaluation of Master's Degree Program by NCATE
FILE CASE NO. IV

Drawer D. STUDENT TEACHING

a. General Information

1. Cadet Teaching
2. Critic Teachers
3. Elementary Principals and Faculty
4. Elementary Principals and Liaison Committee
5. Evaluation of Student Teaching
6. Junior Seminar For Elementary Majors
7. Laboratory School Council
8. Laboratory School—Experience Study Committee
9. Public Schools
10. Training Schools, 1930-1959

b. Elementary Student Teaching

1. Elementary Student Teaching, 1942-1964 (2 folders)
2. Camp School
3. Stanley School
4. Vance School

c. Secondary Student Teaching

1. Student Teaching, 1942-1964 (2 folders)

FILE CASE NO. IV

Drawer E. ALUMNI ASSOCIATION

a. Alumni Association, General Information, 1937-1964
b. Membership Lists
c. Alumni Coordinating Committee
d. Follow-up Committee
e. Alumni Newsletter
f. The Grad
OFFICE OF THE PRESIDENT
CENTRAL CONNECTICUT STATE COLLEGE, NEW BRITAIN, CONN.

Important Papers Covering the Years 1929-1960
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FILE CASE NO. V

Drawer A. FACULTY PROFESSIONAL ORGANIZATIONS

a. American Association of University Professors
b. American Association of University Women
c. American Federation of Teachers
d. Association for Childhood Education
e. Conn. Association of Boards of Education
f. Conn. Association of Public School Superintendents
g. Conn. Education Association
h. Conn. Industrial Arts Association
i. Conn. State Employees Association
j. Middle States Association of Colleges and Secondary Schools
k. National Education Association
l. National Safety Council
m. New Britain Teachers Club
   (2 folders)

FILE CASE NO. V

Drawer B. INSTITUTIONAL PROFESSIONAL ORGANIZATIONS

A. American Association of Teachers Colleges and AACTE

a. Annual Reports, 1950-1961
   1. Reports on Faculty Salaries, 1951-1952

b. Grants
   1. $1,000 to TCC, 1957
   2. Grants and Agreements, 1957-1958

c. Visitation and Revisitation Programs
   2. Oneonta, STC, 1953

d. General AACTE Information
   1. American Association of Teachers Colleges, 1944-1948 (4 folders)
   2. American Association of Colleges for Teacher Education
      (successor to AATC), 1948-1953 (6 folders)
3. AACTE, H.D. Welte, President, 1953-1954 (7 folders)
4. AACTE, CORRESPONDENCE, E.C. Poméroy, Sec.-Treas., 1954-1955 (2 folders)
5. AACTE, Executive Committee, 1954-1955
6. Other AACTE Committees, 1954-1955
7. AACTE, Plans for Annual Meeting, 1954-1955
8. AACTE, Annual Meeting, 1954-1955
9. AACTE, Associate Secretary (new position), 1955-1957
10. AACTE, Regional Workshops, Billings Mont., 1955
11. Correspondence and Activities, 1955-1956 (2 folders)
12. General Correspondence, Nov. 1955-July 1957
13. Correspondence and Activities, 1957-1964 (4 folders)
15. Eight State Conference of Presidents and Deans, 1958-1959

e. Affiliation with Foreign Colleges

1. Re. Affiliation with Foreign Universities, 1957-1964
2. University of Hiroshima, 1958-1959
3. University of Rangoon, 1958-1959
4. Pedagogische Hochschule, 1959
5. Grantham Training College, 1959-1964

FILE CASE NO. V

Drawer C. INSTITUTIONAL ORGANIZATIONS (Continued)

B. American Council on Education, 1947-1959 (3 folders)
C. Association of Teacher Education Institutions
D. Conn. Council on Secondary Education
E. Eastern States Association of Professional Schools for Teachers, 1947-1958
F. National Association of Inter-Collegiate Athletics, 1954-1961
G. National Commission on Accrediting, 1959-1963
H. National Commission on Teacher Education and Professional Standards, 1953-1963
I. National Council for Accreditation of Teacher Education,

a. NCATE, Correspondence, 1951-1964 (4 folders)
b. NCATE, General Correspondence, 1959
c. NCATE, Committee on Visitation and Appraisal, 1954-1957 (2 folders)
d. NCATE, Re-evaluation and Correspondence, re. Fredonia State University, 1960-1961
e. NCATE, Council Meetings, 1957-1959

J. National Society of College Teachers of Education