The Finding Aid of the John D. Nicks Jr. Papers 0068

Andrea Oates, Special Collections and University Archives Intern, under the supervision of Katie Richardson
Pepperdine University. Special Collections and University Archives.
April 2013
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Malibu 90263-4786
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URL: https://library.pepperdine.edu/collections/boone-special-collections-university-archives.htm
Language of Material: English
Contributing Institution: Pepperdine University. Special Collections and University Archives.
Title: John D. Nicks Jr. Papers
Creator: Nicks, John D., Jr.
Identifier/Call Number: 0068
Physical Description: 17.5 Linear Feet(14 boxes)
Date (inclusive): 1949-1999
Abstract: The collection includes files accumulated by Nicks and document his career in academia with a particular focus on his time at Pepperdine. Nicks held many roles at Pepperdine including professor, dean of the Pepperdine School of Business, vice president of academic affairs, and the vice president of development. Materials found within the collection include correspondence and administrative files, among others.
Pepperdine University. Special Collections and University Archives.
Conditions Governing Access
Advance notice required for access.
Conditions Governing Use
Permission to publish, quote, or reproduce must be secured from the repository and the copyright holder.
Preferred Citation
[Box/folder# or item name], John D. Nicks Jr. Papers, Collection no. 0068, Special Collections and University Archives, University Libraries, Pepperdine University.
Biographical note
John D. Nicks Jr. was born on February 4, 1941, in Albuquerque, New Mexico. In 1963, he graduated from Abilene Christian University with a bachelor's degree in religion. Nicks met his wife Carolyn, while they were both enrolled at the university, and the two married on June 2, 1961.
After receiving his bachelor's degree from Abilene Christian University, the family moved to Corvallis, Oregon, where Nicks served as a minister at a branch of the Church of Christ. While in Oregon, he also earned a doctorate in educational administration from the University of Oregon.
In 1972, Nicks and his family moved to Agoura, California, when Nicks received a professor of sociology position at Pepperdine University. He went on to hold various positions at the university including dean of the business school, vice president of academic affairs, and vice president of development. While at Pepperdine, Nicks also received a master's degree in business administration.
Nicks was a member of the Church of Christ in Malibu, the Academy of International Business, and the United States Association for Small Business and Entrepreneurship.
He and his wife had three children, David, Steven, and Michael. Nicks passed away on February 13, 1999.
Scope and Content
The collection includes materials accumulated by John D. Nicks Jr. and document his 20- plus year career at Pepperdine University. Nicks held many roles at Pepperdine including professor, dean of the Pepperdine School of Business, vice president of academic affairs, and the vice president of development. Items include correspondence files and appointment books from the time Nicks was vice president of academic affairs (1976-1982); teaching materials from his work as a professor at both the University of Oregon and at Pepperdine (1968-1976); administrative files from the School of Business; and research materials accumulated by Nicks while pursuing degrees at both the University of Oregon and Pepperdine University.
Materials found within the collection include correspondence, newspaper and article clippings, meeting minutes, financial records, administrative files, appointment books, conference proceedings, handwritten notes, course evaluations, and student surveys, among others.
Related Archival Materials
Pepperdine University Graziadio School of Business and Management Records, Pepperdine Special Collections and University Archives collection #0083.
James I. Penrod Papers, Pepperdine Special Collections and University Archives collection #0105.
Pepperdine University Accreditation Collection, Pepperdine Special Collections and University Archives collection #0074.
Processing Information note
The collection was arranged and described by Andrea Oates, Special Collections and University Archives Intern, under the supervision of Katie Richardson in April, 2013.

**Immediate Source of Acquisition**

Materials were donated by Carolyn Nicks, the wife of John D. Nicks Jr., in 2011.

**Arrangement**

The collection is arranged in the following series: 1. Correspondence; Series 2. Appointment Books/Calendars; Series 3. Subject Files; Series 4. Teaching Materials; and Series 5. Research Materials.

**Subjects and Indexing Terms**

College administrators -- United States -- History  
Correspondence  
Education, Higher -- California  
Administrative records  
Appointment books  
Malibu (Calif.) -- History -- 20th century  
Universities and colleges -- California -- History  
Pepperdine University  
Pepperdine University. School of Professional Studies  
Penrod, James I.  
Seaver College  
Nicks, John D., Jr.  
Graziadio School of Business and Management  
Churches of Christ

**box 1-3**  
**Series 1: Correspondence 1977-1982**  
**Scope and Content**

The series consists of correspondence sent by or to the office of the vice president for academic affairs from 1977 to 1982. The series is organized chronologically.

- Office of the Vice President for Academic Affairs 1976 September 29 - 1977 June 29
- Office of the Vice President for Academic Affairs 1977 July 26 - 1977 October 18
- Office of the Vice President for Academic Affairs 1977 October 14 - 1978 January 30
- Office of the Vice President for Academic Affairs 1978 February 1 - 1978 April 6
- Office of the Vice President for Academic Affairs 1978 April 7 - 1978 May 31
- Office of the Vice President for Academic Affairs 1978 June 1 - 1978 July 31
- Office of the Vice President for Academic Affairs 1978 August 1 - 1978 September 29
- Office of the Vice President for Academic Affairs 1978 October 2 - 1978 December 28
- Office of the Vice President for Academic Affairs 1979 January 2 - 1979 March 30
- Office of the Vice President for Academic Affairs 1979 March 26 - 1979 May 31
- Office of the Vice President for Academic Affairs 1979 June 1 - 1979 July 20
- Office of the Vice President for Academic Affairs 1979 July 20 - 1979 August 21
- Office of the Vice President for Academic Affairs 1979 August 4 - 1979 October 11
- Office of the Vice President for Academic Affairs 1979 October 8 - 1979 November 10
- Office of the Vice President for Academic Affairs 1979 November 2 - 1979 November 29
- Office of the Vice President for Academic Affairs 1979 November 29 - 1979 December 31
- Office of the Vice President for Academic Affairs 1980 January 2 - 1980 February 28
<table>
<thead>
<tr>
<th>Box and Folder</th>
<th>Scope and Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>box 2, folder 9-10</td>
<td>Office of the Vice President for Academic Affairs 1980 March 1 - 1980 April 22</td>
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<td>box 2, folder 11</td>
<td>Office of the Vice President for Academic Affairs 1980 April 23 - 1980 May 1</td>
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<tr>
<td>box 2, folder 12-14</td>
<td>Office of the Vice President for Academic Affairs 1980 May 6 - 1980 October 22</td>
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<td>box 2, folder 15-16</td>
<td>Office of the Vice President for Academic Affairs 1981 September 3 - 1982 April 30</td>
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<td>box 3, folder 1</td>
<td>Office of the Vice President for Academic Affairs 1980 November 3 - 1980 December 3</td>
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<td>box 3, folder 2</td>
<td>Office of the Vice President for Academic Affairs 1981 January 2 - 1981 February 28</td>
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<td>Office of the Vice President for Academic Affairs 1981 March 2 - 1981 April 20</td>
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<td>Office of the Vice President for Academic Affairs 1981 April 20 - 1981 August 31</td>
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<td>Office of the Vice President for Academic Affairs 1982 May 13 - 1982 August 6</td>
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**Series 2: Appointment Books/Calendars 1976-1982**

Scope and Content
The series consists of appointment books and calendars kept by John D. Nicks Jr. from 1976 to 1982. The series is organized chronologically.

- box 3, folder 6: Appointment Books/Calendar 1976
- box 3, folder 7: Appointment Books/Calendar 1977
- box 3, folder 8: Appointment Books/Calendar 1978
- box 3, folder 9: Appointment Books/Calendar 1979
- box 3, folder 10: Appointment Books/Calendar 1979 December 27 - 1980 November 21

**Series 3: Subject Files 1959-1999**

Scope and Content
The series contains materials kept by Nicks and filed alphabetically by subject. Subjects include administrative issues associated with the School of Business and Management; conferences, meetings, and workshops attended; enrollment profiles; faculty matters; fundraising efforts; degrees offered by the school; grants awarded and sought after; individuals; church matters; and WASC accreditation materials. The series dates from 1959 to 1999.

- box 3, folder 14: Academic Coordinating Team 1988 October 3 - 1989 July 25
- box 3, folder 16: ACE Institute (American Council on Education) 1979
- box 3, folder 18: American Institute of Family Relations 1977 June 30 - 1978 October 31
- box 3, folder 19: Audit Policy 1989 November 14 - 1990 March 16
- box 3, folder 20-21: Audits - Pepperdine University 1975 - 1982

- box 3, folder 22: Bennis, Warren 1984
- box 3, folder 24: Brock, Margaret 1979 October 17 - 1981 July 17
- box 4, folder 1: BSM Committee (Business School of Management) 1984 - 1987
- box 4, folder 2: BSM Statistics (Business School of Management) 1981 - 1985
- box 4, folder 4: Campus Life File 1978 - 1980
- box 4, folder 5: CAPE (Center for American Private Enterprise) 1977 - 1982
- box 4, folder 6: CASE Conference (Council for Advancement and Support of Education) 1981
- box 4, folder 7: CASE Conference (Council for Advancement and Support of Education) 1982 January 24-27
- box 4, folder 8: Chesney, Nori 1979 June 19
- box 4, folder 9: Church Matters - Advertising 1965
- box 4, folder 10: Church Matters - Advertising (Newspapers) 1964 - 1970

The Finding Aid of the John D. Nicks Jr. Papers 0068
<table>
<thead>
<tr>
<th>Box and Folder</th>
<th>Description</th>
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<td>4, folder 12</td>
<td>Church Matters - Church Music 1959</td>
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<td>4, folder 13</td>
<td>Church Matters - Religious Education 1961 - 1967</td>
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<td>4, folder 14</td>
<td>Church Matters - Studying the Bible 1961</td>
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<td>4, folder 15</td>
<td>Church Matters - University Church of Christ 1969 - 1971</td>
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<td>4, folder 16</td>
<td>Church Matters - Work Program 1961 - 1965</td>
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<td>4, folder 17</td>
<td>Church of Christ - Oregon (Bulletins) 1963 August 4 - 1964 December 27</td>
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<td>4, folder 5</td>
<td>Church of Christ - Oregon (Bulletins) 1965 January 3 - 1969 March 2</td>
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<td>4, folder 18-20</td>
<td>Church Relations 1974 - 1981</td>
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<td>4, folder 21</td>
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<td>Computers - Hardware: Technology 1986 October 13</td>
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<td>Conferences- Administrative (Oxnard) 1977 March 4-5</td>
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<td>Conferences- Management (Ojai) 1980 October 23</td>
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<td>Conferences- Management (Oxnard) 1977 November 18-19</td>
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<td>Conferences- Management Vol II (Oxnard) 1977 November</td>
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<td>Conferences- Management (Oxnard) 1978 November 2-3</td>
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<td>Conferences- Management (Oxnard) 1981</td>
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<td>5, folder 4</td>
<td>COPA Off - Campus Military Study (Council On Postsecondary Accreditation) 1976 - 1979</td>
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<td>Cost Allocations - Pepperdine University 1988</td>
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<td>Enrollment Profile - Pepperdine University 1984</td>
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<td>Faculty 1985</td>
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<td>Faculty Advisory Committee 1972 - 1982</td>
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<td>5, folder 24</td>
<td>Faculty Conference 1992</td>
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<td>5, folder 25</td>
<td>Faculty Correspondence - School of Business and Management 1992</td>
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<td>5, folder 26</td>
<td>Faculty Development 1985</td>
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<td>Faculty Evaluations 1987 - 1989</td>
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<td>Faculty Handbook Information 1984 June 26</td>
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<td>Faculty Projects - MIS 1992</td>
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<td>Faculty Prospects 1989 - 1990</td>
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<td>Faculty Research Project 1977 - 1981</td>
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<td>Faculty Utilization (Schedule) 1989 - 1992</td>
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<td>Financial Aid - FISL (Federally Insured Student Loan) Approval 1979 - 1980</td>
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<td>Foreign Language Project 1979 - 1983</td>
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<td>Fundraising Campaign 1992</td>
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<td>Fundraising Staff Committee Meetings 1981 - 1982</td>
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<td>Grants 1992 April 30</td>
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<td>Hawaii Phaseout 1981</td>
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box 6, folder 2  Hawaii Report 1981
box 6, folder 3  Higher Education - Curriculum 1980 May 14
box 6, folder 4  Higher Education - Costs 1981
box 6, folder 5-6  Hitchin & Associates - Leach Project 1985
box 6, folder 7  Human Resources Management (HRM) - Tuition Increase 1977 - 1978
box 6, folder 8  Human Resources Management (HRM) - Tuition Increase 1978 - 1979
box 6, folder 9  Human Resources Management (HRM) - Tuition Increase 1979 - 1980
box 6, folder 10  Human Resources Management (HRM) 1980 - 1981
box 6, folder 11  Human Resources Management (HRM) - Virginia Conferences 1978 - 1979
box 6, folder 12  INTEC 1992
box 6, folder 13  Integrated Productivity Systems (IPS) 1982 - 1983
box 6, folder 14  Integrated Productivity Systems (IPS) - Nozinger & Bragg Project 1983
box 6, folder 15  Interim - University Affairs 1981
box 6, folder 16  International Business 1976 - 1981
box 6, folder 17  International Master of Business Administration (MBA) Questionnaire 1984
box 6, folder 18  International Programs 1985 - 1987
box 6, folder 19  Japan Project 1983
box 6, folder 20  John Minter Associates 1982 February
box 6, folder 21  John Price Jones, Inc. 1981
box 6, folder 22  JRW - AACSB (American Assembly of Collegiate Schools of Business) 1988
box 6, folder 23  L.A. Community College Resource and Development Advisory Committee 1981
box 6, folder 24  L.A. Ph.D. in Psychology 1975
box 6, folder 26  Management Information Systems (MIS) and Management Program and 1986
box 6, folder 28  Management Information Systems (MIS) Curriculum 1984 - 1986
box 6, folder 30  Management Information Systems (MIS) Curriculum Study 1992
box 6, folder 31  Management Information Systems (MIS) Journal of Education 1993
box 7, folder 8  Management Information Systems (MIS) UCLA Survey 1984 - 1987
box 7, folder 9  Master of Business Administration (MBA) UCLA Survey 1991 February
box 7, folder 11  Master of Business Administration (MBA) Fund Raising Study 1982
box 7, folder 12-13  Master of Business Administration (MBA) Malibu 1984 - 1988
box 7, folder 14  Master of Business Administration (MBA) Malibu 1992
box 7, folder 15  Master of International Business (MIB) 1994
box 7, folder 16-17  Master of International Business (MIB) Miscellaneous 1986 - 1995
box 7, folder 18  McLuhan 1982
box 7, folder 19  Meetings - Vice Presidential (Oxnard) 1977 September 26
box 7, folder 20  Meetings - Vice Presidential (Oxnard) 1977 December 19
box 7, folder 21  Meetings - Vice Presidents' Operational (Thousand Oaks) 1978 October 23
box 7, folder 22  Melgoza, Bertha 1980
box 7, folder 23  Morerod, Dolores - 599 (Directed Study) 1985 - 1986
box 8, folder 1  National Center for Higher Education Management Systems (NCHEMS) Workshop 1980 February 13
box 8, folder 2-3  National Science Foundation (NSF) Course 1975
box 8, folder 4  NORM World Research Project 1970 - 1974
box 8, folder 5-6  Off-Campus Program Case Studies 1980
box 8, folder 7  Pacific Sociological Examination 1981 March 26 - May 14
box 8, folder 8  PEPSTAT 1982 January 18
box 8, folder 9  Planning - Malibu Campus 1973 - 1976
box 8, folder 11  Planning: Long Range Planning 1974
box 8, folder 12  Planning: Los Angeles Campus 1979 - 1984
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box 8, folder 16  Ratio Analysis - Pepperdine University 1982 February 5
box 8, folder 17  Restricted Funds 1975 - 1981
box 8, folder 18  Richardson - Manuscript on Work 1985 May
box 8, folder 19  Sacramento Bee - Pepperdine University 1975 March
box 8,  
folder 20-21  School of Business and Management - Academic Computing 1984 - 1987
box 8, folder 22  School of Business and Management - Curriculum Deviations 1986 - 1993
box 8, folder 23  School of Business and Management - Ethnic Statistics 1985 - 1991
box 8, folder 24  School of Business and Management - Faculty Matters 1965 - 1977
box 8, folder 25  School of Business and Management - Faculty Meeting Discussion Groups 1991 - 1992
box 8, folder 26  School of Business and Management - Faculty Profiles 1983 - 1987
box 8, folder 27  School of Business and Management - General 1977 - 1985
box 8, folder 28  School of Business and Management - General 1989 - 1992
box 8,  
folder 29-31  School of Business and Management - General 1992
box 9, folder 1  School of Business and Management - General 1992
box 9, folder 2-4  School of Business and Management - General
box 9, folder 5  School of Business and Management - General 1994
box 9, folder 6  School of Business and Management - James I. Penrod 1979 June 26
box 9, folder 7  School of Business and Management - Malibu Program (Director Search) 1996 April
box 9, folder 8-9  School of Business and Management - Malibu Program (Drescher Campus) 1994 - 1996
box 9, folder 10  School of Business and Management - Management 1991
box 9, folder 11  School of Business and Management - MBA Curriculum 1991 - 1993
box 9, folder 12  School of Business and Management - Mission 1990
box 9, folder 13  School of Business and Management - Mission 1992
box 9, folder 14  School of Business and Management - Personnel Reports 1987 - 1990
box 9, folder 15  School of Business and Management - PKE (Presidential/Key Executive) MBA Program 1980
box 9, folder 16  School of Business and Management - Statistics 1994
box 9, folder 17  School of Business and Management - Strategic Planning 1988 - 1989
box 9, folder 18  School of Business and Management - Strategic Planning 1990
box 9, folder 19  School of Business and Management - Strategic Planning 1991
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box 9, folder 23  School of Professional Studies 1977 - 1979
box 9, folder 24  School of Professional Studies 1979 October
box 9, folder 25  School of Professional Studies - Christian Education Certificate 1976 - 1977
box 9, folder 26  School of Professional Studies - Faculty Committees 1978 - 1979
box 9, folder 27  School of Professional Studies - Faculty / Course Evaluation 1978 January
box 9, folder 28  School of Professional Studies - General 1976 - 1980
box 9, folder 29  School of Professional Studies - Liberal Studies 1976 - 1979
box 9, folder 30  School of Professional Studies - Marketing Report 1979 May 21
box 9, folder 31  School of Professional Studies - Newsletter 1977 - 1978
box 9, folder 32  School of Professional Studies - Phase Out 1979 - 1980
The series consists of materials accumulated by Nicks while he was a professor at both the University of Oregon and Pepperdine University between 1968 and 1992. Nicks taught a variety of classes over his career, including those related to psychology, social science, and business. The series is organized into two sub-series: Class Materials and Evaluations. Within each sub-series, materials are organized alphabetically.

Sub-series 4.1: Evaluations 1972-1992

This sub-series contains materials dating from 1972 to 1992 and is organized alphabetically.

BSM Program Evaluation Questionnaire 1986

BSM Program Evaluation Questionnaire 1986 April 28
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Sub-series 4.1: Evaluations 1972-1992

box 11, folder 13-14
BSM Program Evaluation Questionnaire 1986-1987
box 11, folder 15-20
BSM Program Evaluation Questionnaire 1992
box 11, folder 21
BSM Program Evaluation Questionnaire (Univariate Statistics) 1986
box 11, folder 22
Course Evaluations: SOC SCI 105 (Man and Society) 1972 December
box 11, folder 23
Course Evaluations: SOC SCI 105 (Man and Society) 1973
box 12, folder 1
Course Evaluations: SOC SCI 105 (Man and Society) 1973 December 4
box 12, folder 2
Course Evaluations: SOC SCI 105 (Man and Society) 1974 April 3
box 12, folder 3
Course Evaluations: SOC SCI 105 (Man and Society) 1975 March 27
box 12, folder 4
Course Evaluations: SOC SCI 105 (Man and Society) 1976 April 6

box 12
Sub-series 4.2: Class Materials 1968-1976
Scope and Content
This sub-series contains materials dating from 1968 to 1976 and is organized alphabetically.

box 12, folder 5
Class Materials - PSYC 151 (Culture) 1972-1975
box 12, folder 6
Class Materials - PSYC 151 (Perception) 1972-1976
box 12, folder 7
Class Materials - PSYC 151 (General Psychology) 1971-1972
box 12, folder 8
Class Materials - PSYC 415 (Advanced General Psychology) 1973
box 12, folder 9-10
Class Materials - PSYC 524 (Social Psychology)
box 12, folder 11
Class Materials - PSYC 530 (Psychological Testing) 1971-1974
box 12, folder 12
Class Materials - PSYC 529 (Psychological Assessment) 1974
box 12, folder 13
Class Materials - SOC SCI 105 (Man and Society) 1973-1975
box 12, folder 14
Class Materials - SOC SCI 105 (Man and Society) 1976
box 12, folder 15-16
box 12, folder 17
Class Materials - SOC SCI 166 (Alienated Youth) 1972
box 12, folder 18
box 12, folder 19
Class Record Books - SOC SCI 105 (Man and Society) 1973-1975
box 12, folder 20
Family Workshop - Adult Class (Focus on the Adolescent) 1972 May - June
box 12, folder 21
Oregon State University - Counseling and Therapy 1968-1969
box 12, folder 22
Oregon State University - General Psychology 1968
box 12, folder 23
Oregon State University - PSYC ASSESS 1968-1969
box 12, folder 24
Oregon State University - Social Change 1969-1970
box 12, folder 25
University of Oregon - Culture and Communication 1969
box 12, folder 26
University of Oregon - Philosophy of Science 1970
box 12, folder 27
University of Oregon - Psychology of Differences 1969
box 12, folder 28
University of Oregon - Psychology of Prejudice 1970
box 12, folder 29
University of Oregon - PSYC 436 (Personality) 1969

box 13-14
Series 5: Research Materials 1949-1989
Scope and Content
The series contains materials accumulated by Nicks while performing research for his studies. Nicks attended the University of Oregon where he received a doctorate in educational administration. He later pursued a master's degree in business administration at Pepperdine University. The materials in the series date from 1949 to 1989 and are organized alphabetically.

box 13, folder 1
Archdiocese Drop-Out Questionnaire - University of Oregon 1971
box 13, folder 2
Archdiocese Study - University of Oregon 1971
box 13, folder 3
Archdiocese Study Preliminary Testing - University of Oregon 1970 November
box 13, folder 4
Articles for Dissertation - University of Oregon 1949-1970
box 13, folder 5
Babson Paper 1982
box 13, folder 6
Challenge of the ‘90s 1987 April 18
box 13, folder 7
Chapters 3-4 Data Analysis 1971
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<tr>
<th>Box/Folder</th>
<th>Description</th>
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<td>box 13, folder 8</td>
<td>Comprehensive Exam - Research Methods 1970 July 29</td>
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<td>box 13, folder 9</td>
<td>Computer Use Survey 1988</td>
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<td>box 13, folder 10-11</td>
<td>Data Collection Protocol - MBAR 604 Project 1988</td>
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<td>Data Collection Protocol - MBAR 632 Project 1989</td>
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<td>Dissertation (Complete) - University of Oregon 1972 June</td>
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<td>Dissertation - University of Oregon 1972 June</td>
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<td>box 13, folder 24-26</td>
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<td>box 14, folder 1</td>
<td>MBA Research Project: Pepperdine University 1982 December</td>
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<td>box 14, folder 2-3</td>
<td>MIS Research Ideas 1986-1987</td>
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