Guide to the San José State University Dean of Academic Planning Records

SJSU Library Special Collections and Archives
Dr. Martin Luther King, Jr. Library
San José State University
One Washington Square
San José, CA 95192-0028
Phone: (408) 808-2062
Fax: (408) 808-2063
Email: special.collections@sjsu.edu
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Collection number: MSS-2009-03-05

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Jane Gilvin
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Jane Gilvin
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Descriptive Summary

Title: San José State University Dean of Academic Planning Records
Dates: 1967-1980
Collection number: MSS-2009-03-05
Creator: San José State University Dean of Academic Planning Division
Collection Size: 14 boxes(16.46 linear feet)
Repository: San José State University. Library.
San José, California 95192-0028


Physical location: For current information on the location of these materials, please consult the Library's online catalog.

Languages: Languages represented in the collection: English

Access
The collection is open for research.

Publication Rights
Organizational History
In 1857 the San Francisco Board of Education established Minns' Evening Normal School for current and prospective teachers in the city. Named after its principal, Washington Minns, the institution was formally established as the first California State Normal School by the State Legislature in 1862. A decade later, the Legislature voted to move the Normal School to San José, and the school relocated to its new home on Washington Square prior to the fall term of 1872. After a fire destroyed the Normal School building in 1880, the Legislature authorized $200,000 to construct a new building on the same site. Completed in 1881, the building was commonly referred to as the Second State Normal School. After several names and curriculum changes, Minn's Normal school is now San José State University, offering more than 134 bachelor and master degrees with 110 concentrations, and is recognized as one of the top public universities granting such degrees in the West.

The Academic Planning & Budget Division of San José State University is overseen by the Office of the Provost. The Dean of Academic Planning served as director of the department and today oversight of the department is under the Office of the Vice Provost. According to the division's mission statement, the Academic Planning & Budget Division is responsible for the planning and direction of programs of institutional research, analytical studies, marketing research, certain management information systems and program assessment and evaluation. The division is also responsible for managing the student evaluation of teaching effectiveness through the Student Opinion of Teaching Effectiveness Program (SOTE & SOLATE).

Scope and Content
The San José State University Dean of Academic Planning Records (1967-1980) document the activities of the Dean of Academic Planning and the Academic Planning & Budget Division. The records chronicle the tenure of Ted W. Benedict and Dr. Jack Foote, both of whom served as Dean of Academic Planning in the 1960s and 1970s. The records include correspondence, purchase orders, invoices, press releases and paper accounting records. Additional formats represented in the collection include university travel request forms, architectural layout plans, and student surveys.

The Dean of Academic Planning, now known as the Vice Provost, reports to the Office of the Provost. The Vice Provost's duties include the planning and direction of institutional research, analytical studies, marketing research, certain management information systems, program assessment and evaluation, and the student evaluation of teaching effectiveness program.

Arrangement

Subject Headings
The following terms have been used to index the description of this collection in the library's online public access catalog.
San José State University. Dean of Academic Planning -- History
San José State University. Dean of Academic Planning -- Correspondence
San José State College -- History
California State University, San José -- History
San José State University -- History
Deans (Education) -- California -- San José
Series I: Accounting Records 1970-1980

Physical Description: 8 boxes

Series Scope and Content Summary

This series documents some of the major administrative functions of the Office of the Dean of Academic Planning. The office is responsible for developing resource allocation plans, academic calendars and schedules, and conducting market research.

The series consists of invoices, purchase orders, account transfer requests and minor capital outlay requests. The architectural plans accompanying the minor capital outlay request for the remodeling of the nursing learning lab are of special note. In addition, materials in this series contain documentation regarding student enrollment falling below projected estimates for the first time in the university’s history, which necessitated the university returning funds to the state in January 1975.

Arrangement

This series is arranged chronologically by date range.

Boxes 1-6
Administrative & General Files 1970-1980
Box 7
Correspondence & Architectural Plans 1975-1977
Box 8
Correspondence, Purchase & Travel Records 1977-1978

Series II: Press Releases & Publicity 1967-1973

Physical Description: 3 boxes

Series Scope and Content Summary

This series consists of work orders for copies of brochures, fliers, posters, publicity items, student surveys, and press releases. The series also documents the Dean of Academic Planning’s investigation into the most effective places to advertise Summer Session courses, in an effort to reach the widest range of potential students. In addition, press releases in the series chronicle numerous campus events, and often contain significant biographical information about event speakers.

Noteworthy items in the series include surveys gauging where students learned about Summer Session course offerings; as well as a 1973 Summer Session press release about Captain Jacques-Yves Cousteau’s lecture at DeAnza College, given as part of a free lecture series sponsored by the university, the NASA Ames Research Center and the Astronomical Society of the Pacific.

Arrangement

This series is arranged chronologically by date range.

Boxes 9-10
Continuing Education & Press Releases 1967-1973
Box 11
Brochures, Press Releases & Surveys 1972-1973

Series III: Travel Requests 1976-1978

Physical Description: 3 boxes

Series Scope and Content Summary

This series consists of out-of-state travel requests from staff and faculty to the Office of the Dean of Academic Planning. The requests include travel to conferences, athletic recruitment and new hire relocation.

Arrangement

This series is arranged chronologically by date range.

Boxes 12-14
Travel Requests 1976-1978