Guide to the San Jose State Normal School Records MSS.2010.04.01

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Language of Material: English
Contributing Institution: SJSU Special Collections & Archives
Title: San Jose State Normal School Records
Identifier/Call Number: MSS.2010.04.01
Physical Description: 42 boxes (46 linear feet)
Date (inclusive): 1860-1990
Abstract: The San Jose State Normal School Records collection consists of various types of records created both by administration and students. The collection also contains a small number of textiles in the form of banners, flags, and the gown of a 1916 graduate.
Access
The collection is open for research.
Publication Rights
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Preferred Citation
San Jose State Normal School Records, MSS-2010-04-01, San Jose State University Library Special Collections & Archives.
Processing Information
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, George W. 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 Jose, 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, Minns' Normal School is now San Jose State University, offering more than 134 bachelor's and master's degrees with 110 concentrations, and is recognized as one of the top public universities granting such degrees in the West.
Related Material
San Jose State Normal School Principals and Early Presidents Records, MSS-2009-02-01, San Jose State University Library Special Collections & Archives.
San Jose State Normal School Teaching Tools Collection, MSS-2009-02-06, San Jose State University Library Special Collections & Archives.
Scope and Content of Collection
The San Jose State Normal School Records document the early history and student life of the State Normal School. This collection consists of various types of records: accounting and financial files and ledgers, attendance and achievement records, board meeting minutes, commencement records, diplomas, enrollment statistics, graduate lists, student placements filed in cards and ledgers, teachers’ class journals, and trustee information, as well as general records pertaining to the daily operation of the school. Also included are a large number of records created by students of the San Jose State Normal School, such as alumni publications, Alpha Phi Omega meeting minutes, class diaries, photo albums, scrapbooks, and sketches. In addition, the collection contains a small number of realia in the form of banners, flags, and the dress of a 1906 Normal School graduate.
Arrangement
Subjects and Indexing Terms
Education, Higher -- California -- San José.
San Jose State Normal School

Guide to the San Jose State Normal School Records
MSS.2010.04.01
San José State Teachers College -- History
California State Normal School -- History.
Minns’ Evening Normal School -- History.
San Jose State Normal School -- Training School -- History.
San Jose State Normal School -- History.
San Jose State University -- History.
San Jose State Teachers College -- History.

**Administrative and Financial Records Series I: 1861-1932**

**Series Scope and Content Summary**

This series documents the administrative and financial aspects of the San Jose State Normal School. Included are accounting books in English and Spanish, bills issued for building maintenance labor, correspondence regarding financial matters, payroll records for special appropriations, and numerous ledgers and files documenting incidental funds transactions, invoices paid, and maintenance completed. Also included are handwritten minutes of the Normal School Board of Trustees, records pertaining to the daily operations of the school, trustee information, and statistical reports prepared for the Bureau of Education. Of special interest in this series are documents, newspaper clippings, correspondence, pamphlets, and petitions filed by interested parties from Chico, Colusa, Red Bluff, and Redding in an effort to convince the selection committee of the Board of Trustees for the State Normal School that their city should be chosen as the place to establish the first branch of the State Normal School on the West Coast.

**Arrangement**

Files are arranged alphabetically by format and chronologically by date.

**Box 1**

**Accounting Ledgers 1867-1895**

**Box 2**

**Bills, Incidentals, Invoices Paid, Receipts, Vouchers 1861-1901**

**Box 3**

**Board of Trustees Minutes, Correspondence, Petitions 1863-1895**

**Box 4**

**Board of Trustees Reports, Surveyor General Reports 1884-1900**

**Box 5**

**Financial Records 1888-1932**

**Box 6**

**Payroll Records, Bills for Building Maintenance Provided 1906**
Legal Documents Series II: 1870-1936

Series Scope and Content Summary
This series is comprised of legal documents, including architectural contracts, insurance contracts, and land deeds. Also included is a historically significant document written by the architects who surveyed and summed up the damages the San Jose State Normal School building suffered during the 1906 earthquake.

Arrangement
Files are arranged alphabetically by format and chronologically by date.

Office of the Registrar Records Series III: 1860-1934

Series Scope and Content Summary
The materials in this series document the early curriculum, coursework, and student body demographic of the San Jose State Normal School. Included are attendance and achievement records, commencement records, course catalogs, diplomas, enrollment statistics, faculty meeting minutes, grade books, graduate lists, and official entrance exams for a variety of subjects, teacher training manuals, and student placement records. Of special interest in this series are student contracts, which detail the commitment to teach in the public school environment for a set amount of time after graduation from San Jose State Normal School. These contracts allowed students to attend and graduate from San Jose Normal School without the payment of tuition fees. Also included are two ledgers containing promises made by students to report in writing to the President of the State Normal School twice a year for three years after graduation, and once a year thereafter while working in the teaching profession to uphold the San Jose State Normal School's high standards and ensure the continuation of the graduate time line.

Arrangement
Files are arranged alphabetically by format and chronologically by date.
Office of the Registrar Records Series III: 1860-1934
Student Placement Records (Cards) 1891-1901

Box 17  Student Placement Records (Cards) 1902-1909

Box 18  Student Placement Records (Cards) 1910-1913

Box 19  Student Placement Records (Cards) 1915-1919

Box 20  Student Placement Records (Cards) 1920-1926

Box 21  Student Placement Records (Cards) 1927-1930

Box 22  Student Promises (Ledger) 1914-1918

Student, Faculty, and Alumni Records and Publications Series IV: 1863-1927

Series Scope and Content Summary
This series documents materials created by teachers, students, and alumni of the San Jose State Normal School. Included are Alpha Phi Omega meeting minutes, photo albums, scrapbooks, sketches, teachers' daily class journals and class diaries, as well as the meeting minutes, journals, and record books created by various student societies. Of special interest in this series are several volumes of Memory's Lane journals composed by students, which provide first-hand accounts of the 1906 San Francisco earthquake and its impact on the San Jose State Normal School campus. Also noteworthy is a student petition directed at the Board of Trustees circa 1890, requesting them to rescind a policy that suspended Bible readings on campus. In addition, this series holds memorabilia from the 1926 Fiestas de las Rosas festival and the dance drama Nightingale and the Rose performed in the same year. Also included are scrapbooks created by students, such as Mabel B. Dowser's herbarium, Sarah Rich's extensive collection of geography clippings and class notes, as well as Hazel MacIntosh's Ero Sophian Society book.

Arrangement
Files are arranged alphabetically by format and chronologically by date.

Box 23  Alpha Phi Omega Alumni Meeting Minutes 1898-1909

Box 24  Alumni Records (Handwritten Journals) 1863-1906

Box 25  Alumni Records (Handwritten Journals) 1906-1921

Box 26  Alumni Records (Handwritten Journals) 1921-1928

Box 27  Bible Reading Student Body Petition circa 1890
Student, Faculty, and Alumni Records and Publications Series IV: 1863-1927

Class Journals 1874, 1927

Box 28

Class Journals 1874, 1927

Box 29

Copies of Guide Posts Publication circa 1927

Box 30

Herbarium and Geography Scrapbook 1895

Box 31

Memory’s Lane Journals 1925-1927

Box 32

Nightingale and the Rose, Fiestas de las Rosas 1926

Box 33

Normal School Societies Minutes and Records 1873-1918

Box 34

Autograph Book and Photo Albums 1875-1887

Box 35

Scrapbook by Hazel MacIntosh 1914

Miscellanea Series V: 1871-1990, undated

Series Scope and Content Summary

The items in this series are a collection of miscellaneous materials related to the San Jose State Normal School, accumulated over the years by various sources. Included are newspaper clippings, photographs, posters, and select items that were gathered from the overall collection to become part of an exhibit commemorating the 150th anniversary of San Jose State University in 2007. Of special interest in this series is a compilation of analytical data regarding the San Jose State Normal School. Comprised of enrollment and graduation statistics and graphs; grade distribution figures; warning card counts; and withdrawal rates, this large ledger provides at-a-glance information about some of the Normal School’s vital statistics. Of interest from the student perspective is the autograph book of Miss Ada Locke, the valedictorian of the class of 1876, featuring 46 inscriptions from fellow students as well as her teachers upon graduating. Also included are various publications by students, staff, and alumni, such as re-union class of 1878 brochures, poems commemorating the class of 1884, the Christmasse Booke of the 1913 class, the Alumni Bulletin, and several issues each of Teacher and Student, Pacific Coach Teacher, and La Torre publications.

Arrangement

Files are arranged alphabetically by format and chronologically by date.

Box 36

Affidavits, Constitutions, Letters, News Clippings 1871-1925

Box 37

Commencement & Convocation Records 1877-1990, undated

Box 38

Normal School Analytical Data (Ledger) undated

Box 39

Photos, Clippings, Historical Sketch Books 1889-1966
Box 40  
Various Publications 1878-1937

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Student Memorabilia 1875-1876
Subjects and Indexing Terms
Ada, Locke

Textiles Series VI: 1881-1921

Series Scope and Content Summary
This series is comprised of a small number of realia, including the San Jose State Normal School banner, flags created by individual classes, and a dress worn by a 1906 Normal School alumnus.

Box 41  
Class of 1916 Alumnus Gown 1916

Box 42  
Normal School Banners and Flags 1881-1921