San José State University Office of the Vice President Records MSS.2009.04.02

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Abstract: The SJSU Office of the Vice President Records consists of administrative files, admissions issues, committee meeting notes, correspondence, departmental evaluations, informational pamphlets, meeting minutes, newspaper clippings, certificates, photographs and ephemera.
Access
The collection is open for research, however, all materials in boxes 15, 20, and 22 are restricted.
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Processing Information
Project Information
This finding aid was created as part of the Survey and Cataloging Project, a two-year San José State University Library grant project funded by the National Historical Publications and Records Commission. The project began in 2008. The Project Director is Danelle Moon. The Project Archivist is Erin Louthen.
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 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, Minns’ Normal School is now San José 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.

The Office of the Vice President reports directly to the President of the University. In the 1960s this office was known as the Office of the Executive Vice President, and had responsibility over the Director of Admissions and Records, Director of Public Relations, and the Executive Dean. The Academic Administration, composed of the Academic Vice President (AVP) and college deans, was responsible for policies, procedures, and programs related to the educational mission of the university. Today the Executive and the Academic branches consist of the following: President, Chief of Staff, Intercollegiate Athletics Director, Special Assistant to the President, and the Director of Sustainability; Academic Affairs–Provost and Vice President; Administrative and Finance Vice President, Chief Information Officer and Information Technology Vice President, Student Affairs Vice President, and University Advancement Vice President.

1953-1955 James C. DeVoss
1955-1956 C. Grant Burton
1956-1972 William J. Dusel
1972-1978 Burton R. Brazil
1978-1980 Gail Fullerton
1980-1986 Jack W. Coleman
1986-1992 J. Handel Evans
1992-1994  Dean Batt  
1995-2006  Don W. Kassing  
2006-2009  Rose Lee  
1967-1970  Hobert W. Burns  
1970-1972  Edward J. Harrington  
1972-1984  Hobert W. Burns  
1984-1986  John R. Brazil  
1986-1988  John B. Gruber  
1988-1994  Arlene N. Okerlund  
1995-1998  Vacant  
1998-2002  Linda L. Bain  
2002-2006  Marshall R. Goodman  
2006-2008  Carmen Sigler  
2009  Gerry Selter (interim)  
1995-1998  Dean Batt  
1998-2006  Monica F. Rascoe  
2006-2009  Veril Phillips  
1998-2004  Janet C. Redding  
2004-2006  Robert Ashton  
2006-2009  Fred Najjar  

**Related Material**

San José State University Office of the President, John T. Wahlquist Records, MSS-2009-04-04  
San José State University Office of the President, Robert D. Clark Records, MSS-2009-07-02  
San José State University Office of the President, Hobert W. Burns Records, MSS-2009-06-02  
San José State University Office of the President, John H. Bunzel Records, MSS-2009-06-01  

**Scope and Content of Collection**

The SJSU Office of the Vice President Records, 1953-2008 (bulk 1961-1972) consist of administrative files, admissions issues, committee meeting notes, correspondence, departmental evaluations, informational pamphlets, meeting minutes, newspaper clippings, certificates, photographs and ephemera. The bulk of these records document the impact of the civil rights movement and the anti-war protests on campus life in the 1960s and 1970s. Of note, the records document the administration’s response to race relations and anti-war protests and include research materials related to the campus from other local and national colleges.

**Arrangement**

This collection is arranged into two series: Series I. Administrative Records and Series II. Ephemera.

**Subjects and Indexing Terms**

Education, Higher -- California -- San Jose  
Vietnam War, 1961-1975 -- Protest movements -- California -- San Jose  
Minorities -- Education (Higher) -- California -- San Jose  
California State University, San José -- History  
San Jose State College  
San José State University -- History  
San José State University. Office of the Vice President -- History  
San José State University. Office of the Vice President -- Records and correspondence  
San José State University. Office of the Vice President

Series Scope and Content Summary
This series consists of the administrative records of the Office of the Vice President. The series includes committee meeting minutes, correspondence, departmental evaluations, newspaper clippings of campus announcements and events, as well as student and faculty unrest files. In 1970s and 1980s, a state budget crisis developed and impacted the university on several administrative and fiscal levels, particularly in terms of the limitations imposed upon student admissions and enrollment due to a lack of instructional funding. Despite the economic downturn during this period, the university was able to expand its course curriculum and student services, as evidenced by the numerous departmental evaluations included in this series.

Arrangement
This series is arranged chronologically by date range.

Access Note
All materials in Boxes 15, 20, and 22 are restricted.

Box 1-22
Administrative Records 1953-1994

Box 23
Series II: Ephemera 2005-2008
Scope and Contents
This series includes plaques, awards and other materials relating to Vice President’s office.