Guide to the San Jose State College Presidential Office Administrative Records
MSS.2009.04.01

SJSSU Special Collections & Archives
© 2009
Dr. Martin Luther King, Jr. Library
San José State University
One Washington Square
San José, CA 95192-0028
special.collections@sjsu.edu
URL: http://library.sjsu.edu/sjsu-special-collections/sjsu-special-collections-and-archives
Language of Material: English
Contributing Institution: SJSU Special Collections & Archives
Title: San Jose State College Presidential Office Administrative Records
creator: San José State College Presidential Office Administration Division
Identifier/Call Number: MSS.2009.04.01
Physical Description: 29 boxes (36.25 linear feet)
Date (bulk): Bulk, 1950-1972
Date (inclusive): 1899-1972
Abstract: The San Jose State College Presidential Office Administrative Records (1899-1972 [bulk 1950-1972]) document the general administrative functions of the Office of the President. The records consist of budget reports, committee files, photographs, and correspondence. Also included are materials pertaining to several controversial events on campus, such as the 1957 athletics controversy, the St. John Dixon admittance case, and records of discrimination involving Greek societies, housing facilities, and hiring practices at San José State College. This collection is arranged into two series: Series I. General Files, 1899-1972 (bulk 1950-1972); and Series II. Statistical Reports, 1915-1935.
Access
The collection is open for research.
Publication Rights
Copyright is assigned to the San José State University Library Special Collections & Archives. All requests for permission to publish or quote from manuscripts must be submitted in writing to the Director of Special Collections. Permission for publication is given on behalf of the Special Collections & Archives as the owner of the physical items and is not intended to include or imply permission of the copyright holder, which must also be obtained by the reader. Copyright restrictions also apply to digital reproductions of the original materials. Use of digital files is restricted to research and educational purposes.
Preferred Citation
San Jose State College Presidential Office Administrative Records, MSS-2009-04-01, San José State University Library Special Collections and Archives.
Processing Information
Collection processed and finding aid EAD encoded by Robert Donahue. Reviewed by Danelle Moon and Erin Louthen.
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 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 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 Administration traces its roots to the Minns’ Evening Normal School. The growth and transition from the Normal School to a university system requires a complex administrative system to manage the university. The President of the University plays a primary role overseeing all of the administrative functions, in concert with academic vice presidents and the academic senate. From 1921 through 1964 SJSU presidents were the sole decision makers regarding administrative functions. However, changes began in President Wahlquist’s (1952-1964) tenure when he permitted the Faculty Council (later the Academic Senate) to be formed in 1952. During President Clark’s (1964-1969) tenure the practice of shared governance came into effect, with the president of the university sharing administrative powers with the university faculty. In order to address student protests related to Civil Rights issues, President Clark (1964-1969) also established the position of Ombudsman to improve communication between the administration and student body; San José State University was the first CSU campus to appoint an Ombudsman.
Scope and Content of Collection
The San Jose State College Presidential Office Administrative Records (1899-1972 [bulk 1950-1972]) document the general administrative functions of the Office of the President. The records consist of budget reports, committee files, photographs, and correspondence. Also included are materials pertaining to several controversial events on campus, such as the 1957 athletics controversy, the St. John Dixon admittance case, and records of discrimination involving Greek societies, housing facilities, and hiring practices at San Jose State College.

**Arrangement**

This collection is arranged into two series: Series I. General Files, 1899-1972 (bulk 1950-1972); and Series II. Statistical Reports, 1915-1935.

**Subjects and Indexing Terms**

- Education, Higher -- California -- San José
- Race discrimination -- California -- San José
- San José State College Presidential Office Administration Division
- California State University, San José -- History
- San Jose State College
- San José State Normal School -- History
- San José State Teachers College -- History
- San José State University -- History
- San José State University. Athletics Dept. -- History
- San José State University. President’s Office. Administration -- History
- San José State University. President’s Office. Administration -- Records and correspondence


- **Physical Description:** 27.0 boxes
- **Series Scope and Content Summary**
  
  This series contains budget reports, committee records, and administrative files. Also included are records chronicling the controversial decision to join an athletic conference in 1957; records of discrimination involving Greek societies, housing facilities, and hiring practices at San José State College; as well as the case of St. John Dixon. Dixon was one of three students expelled from Alabama State University after participating in a sit-in at a white lunch counter. He applied for admission to San José State and was initially denied. President Wahquist (1952-1964) and advocates for Dixon later intervened and he was admitted to San José State College.

  **Arrangement**

  This series is arranged chronologically by date range.

<table>
<thead>
<tr>
<th>Box</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-13</td>
<td>Administrative Files &amp; Correspondence 1899-1972</td>
</tr>
<tr>
<td>14</td>
<td>Correspondence, Athletics Controversy 1933-1958</td>
</tr>
<tr>
<td>15-25</td>
<td>General Files 1948-1972</td>
</tr>
<tr>
<td>26</td>
<td>General Files, Interracial Prejudice Report 1950-1961</td>
</tr>
<tr>
<td>27</td>
<td>General Files, St. John Dixon Case, and Discrimination in National Fraternities and Housing 1952-1960</td>
</tr>
</tbody>
</table>
Series II: Statistical Reports 1915-1935

Physical Description: 2.0 boxes

Box 28-29  
Statistics Worksheets for President's Annual Reports 1915-1927