Administrative Summary
Creator: California Institute of the Arts
Title: California Institute of the Arts Archival Collection
Dates: 1925-1988
Date (bulk): (bulk 1960-1972)
Quantity: 66 cubic feet
Repository: California Institute of the Arts. Library.
Valencia, California 91355-2397
Abstract: California Institute of the Arts was established in 1961 with the merger of Chouinard Art Institute (founded 1921) and the Los Angeles Conservatory of Music (founded 1883). This merger became the nucleus of Walt Disney’s dream of a community of the arts, the only professional training ground in the United States for all the visual and performing arts. The collection covers the years 1925 to 1988, with the bulk of the material ranging from 1960 to 1972.
California Institute of the Arts Archive
Identification: CalArts-001
Language of Material: English
Restrictions on Access
This collection is open for research with permission from California Institute of the Arts Archive staff.
Publication Rights
Property rights reside with California Institute of the Arts. Literary rights are retained by the creators of the records and their heirs. For permissions to reproduce or to publish, please contact California Institute of the Arts Archive staff.
Related Material Located in the California Institute of the Arts Archive Archives
Unprocessed collections with related material are located in the Cal Arts Library Archives
Preferred Citation
Acquisition Information
Records in this collection were deposited by California Institute of the Arts as part of the California Institute of the Arts Archives.
Processing Information
Accruals
Future additions are anticipated.
Administrative History of the California Institute of the Arts Collection
The California Institute of the Arts, commonly known as CalArts, was born in 1961 as Walt Disney’s dream of an ideal environment for artists of different media. CalArts is located in Valencia, California, and grants degrees in visual and performing arts. Incorporated on September 1, 1961, it was the first degree-granting institution of higher learning in the United States created specifically for students of both the visual and the performing arts. It was the dream and vision of Walt Disney to create such an institute, who provided funding for it in his will. Initially formed through the merger of the Chouinard Art Institute (founded 1921) and the Los Angeles Conservatory of Music (founded 1883), it opened at its present campus in Valencia, California, in November 1971.

The Los Angeles Conservatory was founded by Emily J. Valentine in 1883. Originally located at 408 South Main Street, the Conservatory eventually occupied buildings on South Figueroa Street and Sunset Boulevard in West Hollywood as well as the Pilgrimage Theatre, which was part of the Hollywood Bowl facilities. In September 1962, the Conservatory joined Chouinard in the California Institute of the Arts and moved to 607 South Park View Street, Los Angeles.

Chouinard Art Institute was a professional art school founded in 1921 in Los Angeles, California by Mrs. Nelbert Chouinard (1879-1969), and was incorporated in 1935 as a non-profit educational institution. Between 1955 and 1957 Chouinard received accreditation from the Western Association of Schools and Colleges. In less than a decade the Chouinard Art School was listed among the top five art schools in the nation, a position it occupied for the rest of its fifty-one-year history. But, in 1955 Chouinard was in financial trouble. The financially fragile school asked for and received money from the Walt Disney Studio. It was at this time that Walt Disney began his efforts to straighten out the managerial and financial affairs of the school. During the next five years Walt injected the planning, the funds, and the management talent required to resuscitate the school, and set it toward the goal that he envisioned for the school. Until his death, Walt Disney made up
Chouinard’s deficit each year.
Coincidentally, while Walt was investigating the possibility of Cal Arts, the Los Angeles Conservatory of Music was undergoing financial difficulties of its own. After three-quarters of a century of existence, the Conservatory, too had suffered reverses and needed help. This help was supplied by Mrs. Lulu von Hagen and Thornton Ladd of its Board of Trustees. In this period, Mrs. Von Hagen and Mr. Ladd were brought together with Walt Disney, and out of a union of Chouinard and the Conservatory, Cal Arts emerged.

California Institute of the Arts was incorporated on September 1, 1961, and the first Board of Trustees meeting was held the following March. Chouinard and the Conservatory began operating under the name of the Institute while the Trustees began working on the establishment of a permanent campus and a development program. Preparation continued in 1964, when the “Cal Arts Story” was dramatized on film by the Disney studios and shown at the world premiere of “Mary Poppins” at Grauman’s Chinese Theatre in Hollywood, California. Prior to the “Mary Poppins” premiere, whose proceeds were donated to Cal Arts, Walt Disney and Mrs. Von Hagen introduced the Institute to an audience of 1500 guests in the fifteen-minute special film. Following the showing of the short film and “Mary Poppins,” the guests attended a champagne reception hosted by Technicolor Corporation. Among those who attended the Premiere were Julie Andrews, Dick Van Dyke, and numerous other Hollywood luminaries.

Walt’s dream would cost a great deal of money. Administrators devoted much of their time to investigating government loans and finding affluent patrons around Southern California. In October 1965 James Jackson was elected Director of the Institute by the school’s Board of Trustees. Jackson had joined Cal Arts in 1964 as a consultant in planning and development, after which he served as Acting Director. As Director, Jackson drew up the applications necessary to secure federal assistance in the construction of the campus. The eventual result of these applications was a $2.2 million federal grant and a $2.8 million federal loan, which, together with the guarantees provided by the Disney Foundation, assured the building of the new campus.

Land for a campus was acquired in 1967 and planning for the physical facilities was immediately undertaken. Disney interests had discovered a simple solution to their land acquisition problem – give Cal Arts part of the Golden Oaks Ranch in Newhall. The 728-acre ranch had belonged to Walt Disney Productions for years. In 1967 the gift property was sold back to the Disney interests so they could find a more spacious and suitable site. Price proposed a 60-acre site down the road from the Placerita ranch, on the edge of the rural town Valencia, located 32 miles northwest of downtown Los Angeles. At the time, the area was remote from Los Angeles, bordered by Placerita Canyon State Park and a national forest, yet readily accessible to downtown Los Angeles. Other locations had also been considered, such as the Hollywood Bowl area.

Ground was broken for the new campus on May 3, 1969. The proposed grand opening in October 1970, however, would come and go by the time classes were to begin. Construction was frustrated by torrential rains and labor troubles of every variety. So, instead the “new” school began its first year in the buildings of Villa Cabrini Academy, a former Catholic girls’ school on the edge of downtown Burbank. Woefully behind schedule and over budget, the Valencia campus finally opened in November 1971.

Harrison Price, vice-chairman of Cal Arts board of trustees, led the search for a president competent to run the vast program planned for Cal Arts. The search ended with the appointment of Dr. Robert W. Corrigan as the first president of the Institute. Corrigan, former dean of the School of Arts at New York University, was attempting to create a similar mix of artistic disciplines as those that were going to be attempted at Cal Arts.

Corrigan was installed in December 1967. In February 1968, Corrigan was joined by his friend, Herbert Blau, then co-director of the Repertory Theatre of New York’s Lincoln Center. Blau was named provost of the Institute and Dean of the School of Theatre and Dance. Corrigan and Blau worked together to choose the new deans and key faculty people for Cal Arts, who would then select faculty for their own departments. Following Corrigan’s installation, the Development Office at Retlaw Enterprises, Inc. was closed, and development activities were transferred to Cal Arts. The Board of Trustees primary charge to Corrigan was to create totally new programs, “A Community of the Arts” through inter-related schools of Music, Theatre, Film, and Design. By November 1971 all five schools moved to the new, permanent site of Cal Arts in Valencia.

Corrigan held his position until 1972, when he was replaced by William S. Lund, a Disney son-in-law, a Stanford B.A., active in business, real estate, and economic counseling. Lund assumed the position of Chairman of the Board of Trustees as well as Chief Administrative Officer for the Institute. In February 1975 Robert John Fitzpatrick accepted the presidency of Cal Arts. Prior to his installation as president, Fitzpatrick had been dean of Students at John Hopkins Hospital University in Baltimore, Maryland since 1972, and a member of the Baltimore City Council since 1971. Fitzpatrick was getting ready to run for Congress when Cal Arts called to offer him the presidency of the institution. Fitzpatrick took strident measures to open up the campus, develop new bases of financial support, and strengthen the board of trustees.

Admission to Cal Arts was based solely on artistic ability and potential. Students received intensive professional training in the area of his/her career purpose without being cast into a rigid pattern. Instructional emphasis was placed on the
development of the professional artist – the artist of tomorrow. “There is an urgent need,” said Disney, “for a professional school which will not only give its students thorough training in a specific field, but will also allow the widest possible range of artistic growth and expression.”

Bibliography

1883 Los Angeles Conservatory of Music founded
1921 Chouinard Art Institute founded
1961 Los Angeles Conservatory of Music and Chouinard Art Institute merged under the leadership of Walt Disney into the California Institute of the Arts, 1961

September 1, 1961 Cal Arts Incorporated; Mrs. Richard R. Von Hagen, first chairman of the Board of Trustees
July 1963 Women’s Board (later Women for California Institute of the Arts) established.
January 1964 Accredited by Western Association of Schools and Colleges
November 1966 Need and Concept – a major planning study – approved
December 1966 Death of Walt Disney.
April 1967 Valencia, California, selected as permanent site for the Institute
September 1967 Harrison Price elected chairman of Board of Trustees
December 1967 Robert W. Corrigan appointed President
February 1968 Herbert Blau appointed Provost and dean of the School of Theatre and Dance
July 1968 The President and Provost assumed office.
January 1969 Expansion of Board of Trustees initiated
March 1969 Announcement of $54 million fund raising goal, spurred by $5 million Disney Foundation grant
March 21, 1969 President Nixon presented Walt Disney Medal to Mrs. Walt Disney. Members of the Walt Disney Associates (Founded February 1969) a support group of the Institute's Development Program received bronze replicas of the original gold medal.
April 1969 First student accepted
May 3, 1969 The “Great Ground Breaking” at Valencia
July 1969 Deans and their staff in residence
September 1969 First Institute catalog published
November 1969 Student selection process begun
December 5, 1969 Walt Disney Associates established
August 1970 Villa Cabrini, Burbank, selected as interim campus. Faculty (approximately 80) in residence
September 1970 Faculty – 126 in residence
October 5, 1970 Sessions begin
October 12, 1970 First 12 month academic year begins with 659 students at provisional campus
September 1971 Second academic year began in Valencia at permanent campus

Scope and Contents of the Records
This collection is comprised of architectural drawings, photographs, correspondence, reports, newspaper clippings, and other records pertaining to California Institute of the Arts in Valencia, California. A majority of the records in this collection
relate to the foundation, planning, and development of Cal Arts as an institution. The collection covers the years 1925 to 1988, with the bulk of the material ranging from 1960 to 1972. This collection also contains records pertaining to the City of the Arts, Seven Arts City, Walt Disney, and Walt Disney Productions.

With the exception of the Walt Disney Commemorative Medal in series 6, the Spring Fair button in series 6, and a few photographic prints scattered throughout other series, this collection consists largely of textual records. Textual record types primarily include correspondence, newspaper clippings, reports, notes, and financial material. The largest series in the collection is the Chouinard Art Institute series. Other large series include the Cal Arts planning and foundation series, the Board of Trustees series, the administrative records series, and the development and fundraising series.

Series 15 contains subject files, which includes miscellaneous records, and records related to Cal Arts, but not created by Cal Arts. Of significance, are records pertaining to the City of the Arts, Seven Arts City, Walt Disney, and Walt Disney Productions. The Walt Disney records include engagements attended by Walt, and records collected by Walt’s secretary, Tommie Wilck. The Walt Disney Productions records include correspondence, WED correspondence, publicity records, and a newspaper clipping file pertaining to Walt Disney Theme Parks.

The collection is organized into fifteen series:

Series 1: Los Angeles Conservatory, 1914-1969
Series 2: Chouinard Art Institute, 1925-1974
Series 4: Board of Trustees, 1961-1981
Series 7: Events, 1964-1986
Series 8: Faculty and Staff, 1962-1986
Series 10: Cal Arts Planning and Foundation, 1960-1980
Series 11: Presidents/Directors Records, 1964-1975
Series 14: Students and Alumni, 1963-1987
Series 15: Subject Files, 1941-1979

Index Terms
The following terms have been used to index the description of this collection in the library’s online public access catalog.

Subjects:
California Institute of the Arts (Valencia, Calif.)
Chouinard Art Institute
Chouinard, Mrs. Nelbert
Corrigan, Robert
Disney, Walt
Fitzpatrick, Robert
Jackson, James
Los Angeles Conservatory of Music
Valentine, Emily J.
Von Hagen, Lulu
Walt Disney Productions

Subjects and Indexing Terms
Genres and Forms of Materials
Architectural Drawings
Blueprints
Clippings (Books, newspapers, etc.)
Correspondence
Series 1 Los Angeles Conservatory of Music, 1914-1969, undated
Physical Description: 2.5 cubic feet
Scope and Content Note
This series contains records from the Los Angeles Conservatory of Music. It is arranged into seven subseries: Administrative records; Board of Trustees records; Publications; Financial Records; Reports; and Correspondence.

Subseries 1-1 Administrative Records 1914-1969, undated
Physical Description: 0.25 cubic feet
Scope and Content Note
Contains documents pertaining to the administrative functions of the school and includes letters, financial information, contracts, manuals, and statistical information. Files are arranged alphabetically within the subseries and chronologically within each folder.

box 1, folder 1 Accreditation Information, [ca. 1963]
box 1, folder 2 Advertising Contracts, 1959-1961
box 1, folder 3 Articles of Incorporation, 1951
box 1, folder 4 Bylaws, 1947, undated
box 1, folder 5 Curricula, undated
box 1, folder 6 Enrollment Statistics, [ca. 1967]
box 1, folder 7 Faculty Information, 1914, 1969
box 1, folder 8 Faculty Lists, 1962-1964, undated
box 1, folder 9 Personnel Salaries and Resumes, 1958-1963, undated
box 1, folder 10 Staff Manual, undated

Subseries 1-2 Board of Trustees Records, 1947-1966, undated
Physical Description: 0.75 cubic foot
Scope and Content Note
Contains information about the Los Angeles Conservatory of Music Board of Trustees. Subseries includes meeting information, financial statements, and the personal papers of Mrs. Richard (Lulu Mae) R. Von Hagen. Files are arranged alphabetically within the subseries and chronologically within each folder.

box 1, folder 11 Attendance Record, 1958-1962
box 1, folder 12 Bank Statements, 1957-1958
box 1, folder 13-15 Correspondence, 1953-1963
box 1, folder 16 Meeting Agendas, 1947-1962 and undated
box 2, folder 1 Membership Lists, 1957-1960 and undated
box 2, folder 2 Minutes, 1957-1963
box 2, folder 3-5 Von Hagen, Mrs. Richard R., Personal Papers, 1948-1956 and undated
## Subseries 1-3 Publications, 1946-1965

**Physical Description:** 0.25 cubic foot

**Scope and Content Note**

The Publications subseries has various types of published information related to the school and other musical events in the Los Angeles area. This subseries contains Los Angeles Conservatory of music brochures and catalogs, magazines, musical programs, newspaper clippings and press releases. Files are arranged alphabetically by title within the subseries and chronologically within each folder.

<table>
<thead>
<tr>
<th>Box 3, Folder</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Brochures, undated</td>
</tr>
<tr>
<td>2-5</td>
<td>Catalogs, 1946-1963</td>
</tr>
<tr>
<td>6</td>
<td>Concert and Opera Programs, 1956-1962 and undated</td>
</tr>
<tr>
<td>7</td>
<td>Magazines, 1960-1961</td>
</tr>
<tr>
<td>8</td>
<td>Miscellaneous, 1955-1965 and undated</td>
</tr>
<tr>
<td>9</td>
<td>Newspaper Clippings and Press Releases, 1959-1960 and undated</td>
</tr>
</tbody>
</table>

## Subseries 1-4 Subject Files, 1958-1962, undated

**Physical Description:** 0.25 cubic foot

**Scope and Content Note**

This is a subseries of subject terms and contains brochures, newsletters, newspaper clippings, and photographs. Files are arranged alphabetically within the subseries and chronologically within each folder.

<table>
<thead>
<tr>
<th>Box 3, Folder</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Lincoln Center for the Performing Arts, 1958-1960 and undated</td>
</tr>
<tr>
<td>11</td>
<td>Lloyd Center, 1958-1959</td>
</tr>
<tr>
<td>12</td>
<td>Los Angeles Conservatory of Music History, 1958 and undated</td>
</tr>
<tr>
<td>13</td>
<td>Los Angeles Music Commission, 1961-1962 and undated</td>
</tr>
<tr>
<td>14</td>
<td>Moore, Douglas Stuart, 1962 and undated</td>
</tr>
<tr>
<td>15</td>
<td>Music Center, 1958-1961</td>
</tr>
<tr>
<td>16</td>
<td>Oates, Irene Carter, 1959</td>
</tr>
<tr>
<td>17</td>
<td>Pascarella, Cesare, 1959</td>
</tr>
<tr>
<td>18</td>
<td>Photographs, undated</td>
</tr>
<tr>
<td>19</td>
<td>Yerke, Kenneth, 1960</td>
</tr>
</tbody>
</table>

## Subseries 1-5 Correspondence, 1946-1963 and undated

**Physical Description:** 0.5 cubic feet

**Scope and Content Note**

This is a subseries of incoming and outgoing correspondence. Documents included are letters, newspaper clippings, and invitations. Files are arranged alphabetically within the subseries and chronologically within each folder.

<table>
<thead>
<tr>
<th>Box 4, Folder</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Artists Advisory Board 1959, 1961</td>
</tr>
<tr>
<td>2</td>
<td>California Institute of the Arts, 1959-1963 and undated</td>
</tr>
<tr>
<td>3</td>
<td>California Institute of the Arts Founders, 1961-1962 and undated</td>
</tr>
<tr>
<td>4</td>
<td>High School of the Arts [Buckley School], 1961-1962 and undated</td>
</tr>
<tr>
<td>5</td>
<td>Lloyd Foundation, Ralph B., 1956-1962</td>
</tr>
<tr>
<td>6</td>
<td>Memoranda, 1959-1965 and undated</td>
</tr>
<tr>
<td>7</td>
<td>National Association of Schools of Music, 1946-1949</td>
</tr>
<tr>
<td>8</td>
<td>National Association of Schools of Music, 1950-1956</td>
</tr>
<tr>
<td>9</td>
<td>National Association of Schools of Music, 1957-1959 and undated</td>
</tr>
<tr>
<td>10</td>
<td>Peabody College, 1960</td>
</tr>
<tr>
<td>11</td>
<td>Pilgrimage Theatre, 1959-1961</td>
</tr>
<tr>
<td>12</td>
<td>Rockerfeller, Martha Baird, 1959-1961</td>
</tr>
<tr>
<td>13</td>
<td>Scholarships, 1958-1962</td>
</tr>
</tbody>
</table>
Subseries 1-5 Correspondence, 1946-1963 and undated

Subseries 1-6 Financial Records, 1946-1963 and undated

Physical Description: 0.25 cubic foot

Scope and Content Note

This subseries contains financial information regarding the Los Angeles Conservatory of Music and includes financial statements, bank statements, tax information and scholarship information. Files are arranged alphabetically within the series and chronologically within each folder.

Subseries 1-7 Reports, 1957-1963 and undated

Physical Description: 0.25 cubic foot

Scope and Content Note

This subseries contains reports about the Los Angeles Conservatory of Music and the performing arts industry. Files are arranged alphabetically within the series and chronologically within each folder.

Series 2 Chouinard Art Institute 1925-1974

Physical Description: 19 cubic feet

Scope and Content Note

This series contains records from the Chouinard Art Institute related to its administrative functions, faculty, staff, students, and activities. The earliest documents are course catalogs from 1925. The latest documents are those pertaining to its transition to the California Institute of the Arts at the Valencia Campus in the early 1970s. The bulk of the documents are from the 1960s. Documents include catalogs, schedules, contracts, letters, memoranda, announcements, reports, posters, newspaper clippings, invitations, and financial statements.
Subseries 2-1 Academic Records, 1959-1971, undated

Physical Description: 0.5 cubic foot

Scope and Content Note

This subseries contains information about academic records and includes documents from the Academics Records Committee meetings, student screening records, and degree statistics. Documents include correspondence, meeting minutes, and forms. Files are arranged alphabetically within the series and chronologically within each folder.

box 1, folder 1 Academic Records Committee Correspondence, 1959-1963
box 1, folder 2 Academic Records Committee Meeting Minutes, 1960-1964, 1971
box 1, folder 3 Degree Statistics, 1962-1965
box 1, folder 4 Miscellaneous Screenings, 1967
box 1, folder 5 Qualifying Drawing Screening, 1967
box 1, folder 6-15 Sophomore Screening, 1960-1970 and undated
box 1, folder 16 Transcript Information, 1959 and undated

Subseries 2-2 Administrative Records, 1954-1971

Physical Description: 1.0 cubic foot

Scope and Content Note

This subseries contains information about the administrative functions related to the staff and faculty of the Chouinard Art Institute. Included are lists, memoranda, reports, letters, claims, and bulletins. Files are arranged alphabetically by title within the series and chronologically within each folder.

box 2, folder 1 Accreditation Material, (ca. 1954)-1971
box 2, folder 2 Administrative Reports, 1959
box 2, folder 3 Administrative Staff Memoranda, 1958-1968 and undated
box 2, folder 4 Administrative Staff Information, 1958-1963 and undated
box 2, folder 5 Administrative Staff Mailing Lists, 1960-1961
box 2, folder 6 Announcements and Bulletins, 1967-1971 and undated
box 2, folder 7 Articles of Incorporation and Bylaws, 1935, 1957 and undated
box 2, folder 8 Faculty Lists from Other Schools, 1965
box 2, folder 9 Faculty and Staff Lists, 1957-1971 and undated
box 2, folder 10-12 Faculty Memoranda, 1960-1969
box 3, folder 1 Health Insurance, 1957-1969 and undated
box 3, folder 2 Insurance Claims, 1960-1971
box 3, folder 3 Job Descriptions, 1961 and undated
box 3, folder 4 Placement Services, 1970 and undated
box 3, folder 5 Policies and Procedures, 1935-1969 and undated
box 3, folder 6 Requests, 1962-1963
box 3, folder 7 Salaries and Status, 1959-1970 and undated
box 3, folder 8 Secretarial Applications, 1968-1969
box 3, folder 9-11 Staff Meeting Minutes, 1964-1971 and undated
box 3, folder 12 Student Insurance, 1965-1971 and undated

Subseries 2-3 Admissions and Registration, 1958-1971, and undated

Physical Description: 1.0 cubic foot

Scope and Content Note

This subseries contains information pertaining to the admissions and registration process at the Chouinard Art Institute. Documents include notebooks, memoranda, letters, bulletins, and forms. Files are arranged alphabetically by title within the series and chronologically within each folder.

box 4, folder 1-4 Admissions Coordinating Committee, Portfolio Screening Minutes, 1965-1967
Subseries 2-3 Admissions and Registration, 1958-1971, and undated

- Box 4, Folder 1: Elizabeth Eklund Notebook, 1965-1966
- Box 4, Folder 2: Donald E. Smith, 1965-1966
- Box 4, Folder 3: Elizabeth Eklund Notebook, 1966-1967
- Box 4, Folder 4: Donald E. Smith, 1966-1967
- Box 4, Folder 5-7: Admissions Inquiries, 1968-1972
- Box 4, Folder 8: Announcements, 1959-1963 and undated
- Box 4, Folder 9: Application for Admission forms, 1963-1973 and undated
- Box 4, Folder 10-11: Correspondence, Memoranda and Notes, 1958-1971 and undated
- Box 4, Folder 12: Correspondence, Outgoing Letters, 1958-1963 and undated
- Box 4, Folder 13: Donald E. Smith, 1965-1966
- Box 4, Folder 14: Elizabeth Eklund Notebook, 1966-1967

Subseries 2-4 Financial Records, 1957-1973

- Box 6, Folder 1: Budget Material, 1959-1970 and undated
- Box 6, Folder 2: Cash Receipts and Disbursements, 1963
- Box 6, Folder 3: Contributions, Non-Disney, 1959-1973 and undated
- Box 6, Folder 4-5: Financial Statements of Chouinard, Los Angeles Conservatory of Music, Cal Arts, 1957-1963
- Box 6, Folder 6: Instructional Supplies Costs, 1966-1970

Subseries 2-5 Board of Trustees Records, 1957-1964 and undated

- Box 6, Folder 7: Correspondence, 1959-1964 and undated
- Box 6, Folder 8: Meeting Agendas and Notes, 1957-1964 and undated
- Box 6, Folder 9: New Board Member Suggestions, undated
- Box 6, Folder 10: Resolutions, 1964
Subseries 2-6  Buildings and Maintenance, 1958-1971

Physical Description: 0.25 cubic foot

Scope and Content Note

This subseries contains information about the buildings, grounds, and maintenance of Chouinard Art Institute including property, staff, and work request information. Documents include letters, lists, newspaper clippings, inventories, leases, and work orders. Files are arranged alphabetically by title within the series and chronologically within each folder.

- Box 7, Folder 1: Class Equipment, 1958-1968 and undated
- Box 7, Folder 2: Correspondence, 1958-1971 and undated
- Box 7, Folder 3: Eagle Maintenance Company, 1958-1962
- Box 7, Folder 4: Equipment Inventory, 1969
- Box 7, Folder 5: Exhibits and Displays, 1962
- Box 7, Folder 6: Grandview Campus, 1969, 1971 and undated
- Box 7, Folder 7: Green Sheet Clippings, 1969 and undated
- Box 7, Folder 8: Inventory, 1968-1969
- Box 7, Folder 9: Leases, 1963
- Box 7, Folder 10: Maintenance Staff Information, 1958-1971 and undated
- Box 7, Folder 11: Parking, 1958-1970 and undated
- Box 7, Folder 12: Repairs and Alterations, 1959-1961 and undated
- Box 7, Folder 13: Work Orders and Requests, 1965-1971 and undated

Subseries 2-7  Committees and Groups, 1949-1970

Physical Description: 1.0 cubic foot

Scope and Content Note

This subseries contains information about faculty, student, and other groups associated with the Chouinard Art Institute. The largest subseries is that of the Faculty Committee, which oversaw many departmental and administrative functions. Documents include meeting minutes, letters, a notebook, notes, and newsletters. Files are arranged alphabetically by title within the series and chronologically within each folder.

- Box 8, Folder 1: Academic Policies and Curriculum Committee, 1967-1969
- Box 8, Folder 2: Alumni Association, 1959-1962
- Box 8, Folder 3: Board of Advisors, 1956
- Box 8, Folder 4: Childcare Committee, undated
- Box 8, Folder 5-7: Chouinard Auxiliary, 1961
- Box 8, Folder 5: Committee Notes, 1961
- Box 8, Folder 6: Correspondence, 1961
- Box 8, Folder 7: Invitation Responses, 1961
- Box 8, Folder 8-13: Department Chairmen, 1961-1968
- Box 8, Folder 14: Department Chairmen Memoranda and Agendas, 1968-1969
- Box 8, Folder 15: Directors Advisory Cabinet, 1963-1964
- Box 8, Folder 16: Executive Staff, 1961-1962 and undated
- Box 9, Folder 1-10: Faculty Committee, 1956-1968 and undated
- Box 9, Folder 1: Admissions, 1967-1968
- Box 9, Folder 2: Art, 1967 and undated
- Box 9, Folder 3: Extension, 1968
- Box 9, Folder 4: General Studies, 1960-1966 and undated
- Box 9, Folder 5: Instruction, 1958-1959
- Box 9, Folder 6: Notebook, 1967-1968
- Box 9, Folder 7: Public and Alumni Relations, 1968
- Box 9, Folder 8: Financial Advisory, 1967
- Box 9, Folder 9: Student Activities, 1967-1968
- Box 9, Folder 10: Student Aid, 1967-1968
- Box 9, Folder 11: Faculty Society, 1956-1957 and undated
### Subseries 2-7 Committees and Groups, 1949-1970

<table>
<thead>
<tr>
<th>Box</th>
<th>Folder</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>12</td>
<td>Faculty-Student Committee, 1960 and undated</td>
</tr>
<tr>
<td>9</td>
<td>13</td>
<td>Library Committee, 1960</td>
</tr>
<tr>
<td>9</td>
<td>14</td>
<td>Other Department Committees, 1949, 1956</td>
</tr>
<tr>
<td>9</td>
<td>15</td>
<td>Public Relations Committee, 1968 and undated</td>
</tr>
<tr>
<td>9</td>
<td>16</td>
<td>Specialist Committees, 1960-1962</td>
</tr>
<tr>
<td>9</td>
<td>18</td>
<td>Student Association Committee, 1969-1970</td>
</tr>
<tr>
<td>9</td>
<td>19</td>
<td>Student Council and Representatives, 1967-1969 and undated</td>
</tr>
</tbody>
</table>

**Subseries 2-8 Contracts, 1966-1969**

- Physical Description: 0.5 cubic foot
- **Scope and Content Note**
  The contracts subseries contains contracts for chief administrative personnel and staff. This subseries only represents 1966-1969. Contracts from other years are missing. Files are arranged alphabetically by title within the series and chronologically within each folder. Some folders are arranged alphabetically by title according to Chouinard Art Institute's original order as noted.

<table>
<thead>
<tr>
<th>Box</th>
<th>Folder</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>1</td>
<td>Chief Administrative Personnel, 1967-1968</td>
</tr>
<tr>
<td>10</td>
<td>3</td>
<td>Staff: Terms I, II, III, IV ('J-Z'), 1966-1967</td>
</tr>
<tr>
<td>10</td>
<td>4</td>
<td>Staff ('A-K'), 1967</td>
</tr>
<tr>
<td>10</td>
<td>5</td>
<td>Staff ('L-Z'), 1967</td>
</tr>
<tr>
<td>10</td>
<td>7</td>
<td>Staff: Terms III and IV, 1968</td>
</tr>
<tr>
<td>10</td>
<td>8</td>
<td>Staff: Terms V, VI ('A-Z'), 1968</td>
</tr>
<tr>
<td>10</td>
<td>9</td>
<td>Staff: Terms V, VI ('L-Z'), 1968</td>
</tr>
<tr>
<td>10</td>
<td>10</td>
<td>Staff: Terms I, II ('A-K'), 1968-1969</td>
</tr>
</tbody>
</table>

**Subseries 2-9 Catalogs and Schedules, 1925-1971**

- Physical Description: 1.0 cubic foot
- **Scope and Content Note**
  This subseries contains catalogs and schedules that provide information about course offerings. The catalogs range from 1925-1968, and schedule information ranges from 1965-1971. Additional schedule information can be found in subseries 3, Admissions and Registration, which contains folders entitled “schedules and fees.” Files are arranged alphabetically by title within the series and chronologically within each folder.

<table>
<thead>
<tr>
<th>Box</th>
<th>Folder</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>1-15</td>
<td>Catalogs, 1925-1958</td>
</tr>
<tr>
<td>12</td>
<td>1-3</td>
<td>Catalogs, 1959-1968</td>
</tr>
<tr>
<td>12</td>
<td>4</td>
<td>Schedule Changes, 1965-1968</td>
</tr>
<tr>
<td>12</td>
<td>5-9</td>
<td>Schedules, 1967-1970</td>
</tr>
<tr>
<td>12</td>
<td>10</td>
<td>Teaching Schedules, 1961-1971 and undated</td>
</tr>
</tbody>
</table>

**Subseries 2-10 Department and Course Information, 1953-1971**

- Physical Description: 2.0 cubic feet
- **Scope and Content Note**
  This subseries contains departmental information in addition to information about courses, workshops and programs offered at Chouinard Art Institute. Files are arranged alphabetically by title within the series and chronologically within each folder.

<table>
<thead>
<tr>
<th>Box</th>
<th>Folder</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>1</td>
<td>Advertising Design, 1957-1970 and undated</td>
</tr>
<tr>
<td>13</td>
<td>2-4</td>
<td>Apprentice Program, 1965-1967 and undated</td>
</tr>
<tr>
<td>13</td>
<td>2</td>
<td>Correspondence, 1965-1967</td>
</tr>
<tr>
<td>Box and Folder</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>13, folder 3</td>
<td>Evaluations, 1966-1967</td>
<td></td>
</tr>
<tr>
<td>13, folder 4</td>
<td>Waivers, 1966 and undated</td>
<td></td>
</tr>
<tr>
<td>13, folder 5</td>
<td>Ceramics, 1958-1970 and undated</td>
<td></td>
</tr>
<tr>
<td>13, folder 6</td>
<td>Cinemagraphics, [ca. 1967]</td>
<td></td>
</tr>
<tr>
<td>13, folder 7-8</td>
<td>Course Offerings and Curricula, 1956-1957, 1966 and undated</td>
<td></td>
</tr>
<tr>
<td>13, folder 9-10</td>
<td>Course Offerings and Curricula, Counseling Information, 1968-1971</td>
<td></td>
</tr>
<tr>
<td>13, folder 11</td>
<td>Evaluation Workshop, 1959-1962</td>
<td></td>
</tr>
<tr>
<td>14, folder 1</td>
<td>Design, 1953-1971 and undated</td>
<td></td>
</tr>
<tr>
<td>14, folder 2</td>
<td>Evaluation Material, 1955-1958</td>
<td></td>
</tr>
<tr>
<td>14, folder 3</td>
<td>Evening Extension Classes, 1961-1962 and undated</td>
<td></td>
</tr>
<tr>
<td>14, folder 4</td>
<td>Extension Classes, 1968 and undated</td>
<td></td>
</tr>
<tr>
<td>14, folder 5</td>
<td>Fashion Department, 1961-1971 and undated</td>
<td></td>
</tr>
<tr>
<td>14, folder 6</td>
<td>Letters and Articles, 1961-1970 and undated</td>
<td></td>
</tr>
<tr>
<td>14, folder 7</td>
<td>Schedules, 1965-1971 and undated</td>
<td></td>
</tr>
<tr>
<td>14, folder 8</td>
<td>Speakers, 1968-1969 and undated</td>
<td></td>
</tr>
<tr>
<td>14, folder 9</td>
<td>Film Arts, 1951-1971 and undated</td>
<td></td>
</tr>
<tr>
<td>14, folder 10</td>
<td>Film Series, 1965-1968 and undated</td>
<td></td>
</tr>
<tr>
<td>14, folder 11</td>
<td>Fine Arts Department, 1965-1971 and undated</td>
<td></td>
</tr>
<tr>
<td>14, folder 12</td>
<td>Course Information, 1965-1971 and undated</td>
<td></td>
</tr>
<tr>
<td>14, folder 13</td>
<td>Equipment Catalogs, 1970 and undated</td>
<td></td>
</tr>
<tr>
<td>14, folder 14</td>
<td>Meeting Notes, 1969</td>
<td></td>
</tr>
<tr>
<td>14, folder 15</td>
<td>Sales, 1967-1971 and undated</td>
<td></td>
</tr>
<tr>
<td>14, folder 16</td>
<td>Sculpture Lab, 1965-1971</td>
<td></td>
</tr>
<tr>
<td>15, folder 1</td>
<td>Foreign Study, 1968-1970 and undated</td>
<td></td>
</tr>
<tr>
<td>15, folder 2</td>
<td>Freshman Foundation, 1965-1970</td>
<td></td>
</tr>
<tr>
<td>15, folder 3</td>
<td>General Studies, 1959-1971 and undated</td>
<td></td>
</tr>
<tr>
<td>15, folder 4</td>
<td>Correspondence, 1959-1971</td>
<td></td>
</tr>
<tr>
<td>15, folder 5</td>
<td>Course Outlines and Information, 1959-1969 and undated</td>
<td></td>
</tr>
<tr>
<td>15, folder 6</td>
<td>Room Charts and Schedules, 1965-1971</td>
<td></td>
</tr>
<tr>
<td>15, folder 7</td>
<td>Textbooks, 1959-1967 and undated</td>
<td></td>
</tr>
<tr>
<td>15, folder 8</td>
<td>Graduate Study, 1964-1967 and undated</td>
<td></td>
</tr>
<tr>
<td>15, folder 10</td>
<td>High School Student Courses, 1961-1962 and undated</td>
<td></td>
</tr>
<tr>
<td>15, folder 11</td>
<td>Illustration, 1959-1971</td>
<td></td>
</tr>
<tr>
<td>15, folder 13</td>
<td>Photography, 1962-1963</td>
<td></td>
</tr>
<tr>
<td>15, folder 14</td>
<td>Professional Practice, 1960-1966 and undated</td>
<td></td>
</tr>
<tr>
<td>16, folder 1</td>
<td>Textbooks, 1964-1966 and undated</td>
<td></td>
</tr>
<tr>
<td>16, folder 2</td>
<td>Theater Arts, 1965-1967 and undated</td>
<td></td>
</tr>
<tr>
<td>16, folder 3</td>
<td>Saturday Classes, 1961-1963</td>
<td></td>
</tr>
<tr>
<td>16, folder 4</td>
<td>Special Classes, 1970-1971 and undated</td>
<td></td>
</tr>
<tr>
<td>16, folder 5</td>
<td>Tool Chip Design Lab, 1966</td>
<td></td>
</tr>
<tr>
<td>16, folder 6</td>
<td>War on Poverty, 1966-1967 and undated</td>
<td></td>
</tr>
<tr>
<td>16, folder 7</td>
<td>Work study and Student Employment, 1964-1970 and undated</td>
<td></td>
</tr>
</tbody>
</table>

**Subseries 2-11 Events, 1952-1972 and undated**

- **Physical Description:** 1.0 cubic foot
- **Scope and Content Note:**

  This subseries contains information about events taking place at the Chouinard Art Institute. Documents include announcements, bulletins, letters, and calendars. Files are arranged alphabetically by title within the series and chronologically within each folder.

<table>
<thead>
<tr>
<th>Box and Folder</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>17, folder 1</td>
<td>Announcements, 1967-1971 and undated</td>
</tr>
<tr>
<td>17, folder 2-5</td>
<td>Bal Chouinard, 1957-1961 and undated</td>
</tr>
<tr>
<td>17, folder 2</td>
<td>Correspondence, 1961 and undated</td>
</tr>
<tr>
<td>17, folder 3</td>
<td>Financial Statements, 1957, 1960</td>
</tr>
<tr>
<td>Box</td>
<td>Folder</td>
</tr>
<tr>
<td>-----</td>
<td>--------</td>
</tr>
<tr>
<td>17</td>
<td>4</td>
</tr>
<tr>
<td>17</td>
<td>5</td>
</tr>
<tr>
<td>17</td>
<td>6</td>
</tr>
<tr>
<td>17</td>
<td>7</td>
</tr>
<tr>
<td>17</td>
<td>8</td>
</tr>
<tr>
<td>17</td>
<td>9</td>
</tr>
<tr>
<td>18</td>
<td>1</td>
</tr>
<tr>
<td>18</td>
<td>2-7</td>
</tr>
<tr>
<td>18</td>
<td>8</td>
</tr>
<tr>
<td>19</td>
<td>1</td>
</tr>
<tr>
<td>19</td>
<td>2</td>
</tr>
<tr>
<td>19</td>
<td>3</td>
</tr>
<tr>
<td>19</td>
<td>4</td>
</tr>
<tr>
<td>19</td>
<td>5-10</td>
</tr>
<tr>
<td>19</td>
<td>5</td>
</tr>
<tr>
<td>19</td>
<td>6</td>
</tr>
<tr>
<td>19</td>
<td>7</td>
</tr>
<tr>
<td>19</td>
<td>8</td>
</tr>
<tr>
<td>19</td>
<td>9</td>
</tr>
<tr>
<td>19</td>
<td>10</td>
</tr>
<tr>
<td>19</td>
<td>11</td>
</tr>
<tr>
<td>19</td>
<td>12</td>
</tr>
<tr>
<td>20</td>
<td>1</td>
</tr>
<tr>
<td>20</td>
<td>3</td>
</tr>
<tr>
<td>20</td>
<td>4</td>
</tr>
<tr>
<td>20</td>
<td>5</td>
</tr>
<tr>
<td>20</td>
<td>6</td>
</tr>
<tr>
<td>20</td>
<td>7</td>
</tr>
<tr>
<td>20</td>
<td>8</td>
</tr>
<tr>
<td>20</td>
<td>9</td>
</tr>
<tr>
<td>20</td>
<td>10</td>
</tr>
<tr>
<td>20</td>
<td>11</td>
</tr>
<tr>
<td>20</td>
<td>12</td>
</tr>
<tr>
<td>20</td>
<td>13</td>
</tr>
<tr>
<td>20</td>
<td>14</td>
</tr>
<tr>
<td>20</td>
<td>15</td>
</tr>
<tr>
<td>Box Folder</td>
<td>Name</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>20, 16</td>
<td>Blackwell, Pat</td>
</tr>
<tr>
<td>20, 17</td>
<td>Band, Robert</td>
</tr>
<tr>
<td>20, 18</td>
<td>Boston, Archie</td>
</tr>
<tr>
<td>20, 19</td>
<td>Bousman, Tracy</td>
</tr>
<tr>
<td>20, 20</td>
<td>Brand, Harry</td>
</tr>
<tr>
<td>20, 21</td>
<td>Brown, Evert</td>
</tr>
<tr>
<td>20, 22</td>
<td>Bundy, Stuart M.</td>
</tr>
<tr>
<td>20, 22</td>
<td>Bruckhardt, Hans</td>
</tr>
<tr>
<td>20, 23</td>
<td>Canavier, John</td>
</tr>
<tr>
<td>20, 24</td>
<td>Cannon, Robert F.</td>
</tr>
<tr>
<td>20, 25</td>
<td>Carlson, Robert</td>
</tr>
<tr>
<td>20, 26</td>
<td>Case, Sue-Ellen</td>
</tr>
<tr>
<td>20, 27</td>
<td>Casson, Samuel R.</td>
</tr>
<tr>
<td>20, 28</td>
<td>Cappucci, Beatriz</td>
</tr>
<tr>
<td>20, 29</td>
<td>Cheatham, Frank</td>
</tr>
<tr>
<td>20, 30</td>
<td>Chidamian, Claude</td>
</tr>
<tr>
<td>20, 31</td>
<td>Chuey, Robert</td>
</tr>
<tr>
<td>20, 32</td>
<td>Chouinard, Robert</td>
</tr>
<tr>
<td>20, 33</td>
<td>Cohen, Howard</td>
</tr>
<tr>
<td>20, 34</td>
<td>Coplans, John</td>
</tr>
<tr>
<td>20, 35</td>
<td>Cormack, Robert</td>
</tr>
<tr>
<td>20, 36</td>
<td>Crawford, Dr. Robert</td>
</tr>
<tr>
<td>20, 37</td>
<td>Cross, Warren</td>
</tr>
<tr>
<td>20, 38</td>
<td>Cruse, Albert</td>
</tr>
<tr>
<td>20, 39</td>
<td>Cutrow, Leonard</td>
</tr>
<tr>
<td>21, 1</td>
<td>‘D’ Miscellaneous</td>
</tr>
<tr>
<td>21, 2</td>
<td>Davis, Marc</td>
</tr>
<tr>
<td>21, 3</td>
<td>Danziger, Louis</td>
</tr>
<tr>
<td>21, 4</td>
<td>Denker, Stuart</td>
</tr>
<tr>
<td>21, 5</td>
<td>Diamond, Harry</td>
</tr>
<tr>
<td>21, 6</td>
<td>Dudley, Don</td>
</tr>
<tr>
<td>21, 7</td>
<td>Dyal, Kaye</td>
</tr>
<tr>
<td>21, 8</td>
<td>Durbin, James</td>
</tr>
<tr>
<td>21, 9</td>
<td>‘E’ Miscellaneous</td>
</tr>
<tr>
<td>21, 10</td>
<td>Edwards, Melvin</td>
</tr>
<tr>
<td>21, 11</td>
<td>Eklund, Elizabeth</td>
</tr>
<tr>
<td>21, 12</td>
<td>Ertman, Ilse</td>
</tr>
<tr>
<td>21, 13</td>
<td>Evans, Donald</td>
</tr>
<tr>
<td>21, 14</td>
<td>Evans, Ruth</td>
</tr>
<tr>
<td>21, 15</td>
<td>Evans, Osmond</td>
</tr>
<tr>
<td>21, 16</td>
<td>Everts, Connor</td>
</tr>
<tr>
<td>21, 17</td>
<td>‘F’ Miscellaneous</td>
</tr>
<tr>
<td>21, 18</td>
<td>Fassbinder, John</td>
</tr>
<tr>
<td>21, 19</td>
<td>Fields, Tamara</td>
</tr>
<tr>
<td>21, 20</td>
<td>Foster, Walter</td>
</tr>
<tr>
<td>21, 21</td>
<td>Fox, Louis</td>
</tr>
<tr>
<td>21, 22</td>
<td>Friedman, Cynthia</td>
</tr>
<tr>
<td>21, 23</td>
<td>Funk, Joseph</td>
</tr>
<tr>
<td>21, 24</td>
<td>‘G’ Miscellaneous</td>
</tr>
<tr>
<td>21, 26</td>
<td>Gee, George</td>
</tr>
<tr>
<td>21, 27</td>
<td>Gillien, Ted</td>
</tr>
<tr>
<td>21, 28</td>
<td>Gittleson, Barry</td>
</tr>
<tr>
<td>21, 29</td>
<td>Goodman, Calvin</td>
</tr>
<tr>
<td>21, 30</td>
<td>Goodwin, Dr. Philip A.</td>
</tr>
<tr>
<td>21, 31</td>
<td>Goss, Jerry</td>
</tr>
<tr>
<td>Box Number</td>
<td>Folder Number</td>
</tr>
<tr>
<td>------------</td>
<td>---------------</td>
</tr>
<tr>
<td>box 21</td>
<td>folder 32</td>
</tr>
<tr>
<td>box 21</td>
<td>folder 33</td>
</tr>
<tr>
<td>box 21</td>
<td>folder 34</td>
</tr>
<tr>
<td>box 22</td>
<td>folder 1</td>
</tr>
<tr>
<td>box 22</td>
<td>folder 2</td>
</tr>
<tr>
<td>box 22</td>
<td>folder 3</td>
</tr>
<tr>
<td>box 22</td>
<td>folder 4</td>
</tr>
<tr>
<td>box 22</td>
<td>folder 5</td>
</tr>
<tr>
<td>box 22</td>
<td>folder 6</td>
</tr>
<tr>
<td>box 22</td>
<td>folder 7</td>
</tr>
<tr>
<td>box 22</td>
<td>folder 8</td>
</tr>
<tr>
<td>box 22</td>
<td>folder 9</td>
</tr>
<tr>
<td>box 22</td>
<td>folder 10</td>
</tr>
<tr>
<td>box 22</td>
<td>folder 11</td>
</tr>
<tr>
<td>box 22</td>
<td>folder 12</td>
</tr>
<tr>
<td>box 22</td>
<td>folder 13</td>
</tr>
<tr>
<td>box 22</td>
<td>folder 14</td>
</tr>
<tr>
<td>box 22</td>
<td>folder 15</td>
</tr>
<tr>
<td>box 22</td>
<td>folder 16</td>
</tr>
<tr>
<td>box 22</td>
<td>folder 17</td>
</tr>
<tr>
<td>box 22</td>
<td>folder 18</td>
</tr>
<tr>
<td>box 22</td>
<td>folder 19</td>
</tr>
<tr>
<td>box 22</td>
<td>folder 20</td>
</tr>
<tr>
<td>box 22</td>
<td>folder 21</td>
</tr>
<tr>
<td>box 22</td>
<td>folder 22</td>
</tr>
<tr>
<td>box 22</td>
<td>folder 23</td>
</tr>
<tr>
<td>box 22</td>
<td>folder 24</td>
</tr>
<tr>
<td>box 22</td>
<td>folder 25</td>
</tr>
<tr>
<td>box 22</td>
<td>folder 26</td>
</tr>
<tr>
<td>box 22</td>
<td>folder 27</td>
</tr>
<tr>
<td>box 22</td>
<td>folder 28</td>
</tr>
<tr>
<td>box 22</td>
<td>folder 29</td>
</tr>
<tr>
<td>box 23</td>
<td>folder 1</td>
</tr>
<tr>
<td>box 23</td>
<td>folder 2</td>
</tr>
<tr>
<td>box 23</td>
<td>folder 3</td>
</tr>
<tr>
<td>box 23</td>
<td>folder 4</td>
</tr>
<tr>
<td>box 23</td>
<td>folder 5</td>
</tr>
<tr>
<td>box 23</td>
<td>folder 6</td>
</tr>
<tr>
<td>box 23</td>
<td>folder 7</td>
</tr>
<tr>
<td>box 23</td>
<td>folder 8</td>
</tr>
<tr>
<td>box 23</td>
<td>folder 9</td>
</tr>
<tr>
<td>box 23</td>
<td>folder 10</td>
</tr>
<tr>
<td>box 23</td>
<td>folder 11</td>
</tr>
<tr>
<td>box 23</td>
<td>folder 12</td>
</tr>
<tr>
<td>box 23</td>
<td>folder 13</td>
</tr>
<tr>
<td>box 23</td>
<td>folder 14</td>
</tr>
<tr>
<td>box 23</td>
<td>folder 15</td>
</tr>
<tr>
<td>box 23</td>
<td>folder 16</td>
</tr>
<tr>
<td>box 23</td>
<td>folder 17</td>
</tr>
<tr>
<td>box 23</td>
<td>folder 18</td>
</tr>
<tr>
<td>box 23</td>
<td>folder 19</td>
</tr>
<tr>
<td>box 23</td>
<td>folder 20</td>
</tr>
<tr>
<td>box 23</td>
<td>folder 21</td>
</tr>
<tr>
<td>box 23</td>
<td>folder 22</td>
</tr>
<tr>
<td>box 23</td>
<td>folder 23</td>
</tr>
<tr>
<td>box 23</td>
<td>folder 24</td>
</tr>
<tr>
<td>box 23</td>
<td>folder 25</td>
</tr>
<tr>
<td>box 23</td>
<td>folder 26</td>
</tr>
</tbody>
</table>
box 23, folder 27 Leider, Malcolm, 1959-1967
box 23, folder 28 Lieber, Bramwell, 1963-1964 and undated
box 23, folder 29 ‘M’ Miscellaneous, 1961-1970
box 23, folder 30 McElroy, Dixie, 1959-1964
box 23, folder 31 Malkiewicz, Kris, 1969-1970 and undated
box 23, folder 32 Marootian, Dorothy, 1966-1968
box 23, folder 33 Mezerow, Simon, 1959-1970 and undated
box 23, folder 34 Michelson, Harold, 1959-1962
box 23, folder 35 Miller, Willard H., 1967
box 23, folder 36 Miyauchi, John, 1966-1968
box 23, folder 37 Moore, William, 1959-1968
box 23, folder 40 Muhs, James, 1963-1967
box 24, folder 1 Nemoy, Maury, 1962-1965 and undated
box 24, folder 2 Neuerberg, Norman, 1965-1966 and undated
box 24, folder 3 Norland, Gerald, 1959-1960 and undated
box 24, folder 4 O’Hara, T.J., 1967 and undated
box 24, folder 5 O’Neill, Beverly, 1970 and undated
box 24, folder 6 Overby, Robert, 1966-1971 and undated
box 24, folder 7 Page, Frank, 1967-1971 and undated
box 24, folder 8 Palfi, Marion, 1966-1967 and undated
box 24, folder 9 Parkhurst, Ken, 1963
box 24, folder 10 Plummer, Elmer, 1961-1962
box 24, folder 11 Pumphrey, Byron, 1959-1970 and undated
box 24, folder 12 Pullias, Earl, 1960-1965
box 24, folder 13 Putzel, Robert, 1960-1962
box 24, folder 14 Quiton, Gregory, 1961, 1963
box 24, folder 15 Reed, Donald Anthony, 1963-1968
box 24, folder 16 Reeder, Paul, 1961-1967 and undated
box 24, folder 17 Reep, Edward, 1957-1971
box 24, folder 18 Reid, Stephen, 1962-1964
box 24, folder 19 Reserva, Dan, 1959-1963
box 24, folder 20 Rise, Gerald, 1968-1969
box 24, folder 21 Roach, James, 1967-1970 and undated
box 24, folder 22 Robbins, Harry, 1964
box 24, folder 23 Roberts, Eva Dickstein, 1957-1975 and undated
box 24, folder 24 Rocque, Millie, 1961-1970 and undated
box 24, folder 25 Rubel, Christopher, 1970-1971
box 24, folder 26 Rubin, Marvin, 1959-1971 and undated
box 24, folder 27 Rudick, Martin, 1961-1966
box 24, folder 28 Russell, John A., 1961
box 25, folder 1 Salisbury, Mike, 1968-1971
box 25, folder 2 Schaeffing, Jim, 1965-1966
box 25, folder 3 Schlessinger, Philip J., 1963
box 25, folder 4 Schwartz, Zachary, 1967-1971 and undated
box 25, folder 5 Scott, Delmore, 1963-1970 and undated
box 25, folder 6 Seidel, Thomas, 1968-1972 and undated
box 25, folder 7 Selje, Richard, 1960-1962 and undated
box 25, folder 8 Senter, John, 1959-1962
box 25, folder 9 Shean, Al, 1965
box 25, folder 10 Shenkman, Lillian, 1965-1968 and undated
box 25, folder 11 Shields, Douglas, 1971
box 25, folder 12 Silliman, Acey, 1961-1962
box 25, folder 13 Simpson, Marz, 1966-1968 and undated
box 25, folder 15 Smith, Donald, 1966
box 25, folder 16 Smith, Robert, 1927, 1964-1965
<table>
<thead>
<tr>
<th>Box</th>
<th>Folder</th>
<th>Faculty Name</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>18</td>
<td>Steinberg, J. Leonard</td>
<td>1958-1963</td>
</tr>
<tr>
<td>25</td>
<td>19</td>
<td>Steiner, Simon</td>
<td>1962-1965 and undated</td>
</tr>
<tr>
<td>25</td>
<td>20</td>
<td>Stone, Richard</td>
<td>1962</td>
</tr>
<tr>
<td>25</td>
<td>21</td>
<td>Stram, John</td>
<td>1964-1967</td>
</tr>
<tr>
<td>25</td>
<td>22</td>
<td>Strosnider, Lee</td>
<td>1968</td>
</tr>
<tr>
<td>25</td>
<td>23</td>
<td>Sugita, Chizuko</td>
<td>1964-1965</td>
</tr>
<tr>
<td>25</td>
<td>24</td>
<td>Sultanian, Anahid</td>
<td>1968-1971 and undated</td>
</tr>
<tr>
<td>25</td>
<td>25</td>
<td>Swearengen, Richard</td>
<td>1969</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>Swenson, Charles</td>
<td>1966</td>
</tr>
<tr>
<td>25</td>
<td>27</td>
<td>Tagmann, Pierre</td>
<td>1966-1967 and undated</td>
</tr>
<tr>
<td>25</td>
<td>28</td>
<td>Tara, Bill</td>
<td>1964-1971</td>
</tr>
<tr>
<td>25</td>
<td>29</td>
<td>Tara, Elizabeth</td>
<td>1968-1969</td>
</tr>
<tr>
<td>25</td>
<td>30</td>
<td>Taylor, Hope</td>
<td>1969</td>
</tr>
<tr>
<td>25</td>
<td>31</td>
<td>Teske, Charles</td>
<td>1959-1967</td>
</tr>
<tr>
<td>25</td>
<td>32</td>
<td>Teske, Edmund</td>
<td>1962-1963</td>
</tr>
<tr>
<td>25</td>
<td>33</td>
<td>Theisen, Earl</td>
<td>1967-1968 and undated</td>
</tr>
<tr>
<td>25</td>
<td>34</td>
<td>Thomas, Mary</td>
<td>1959-1964 and undated</td>
</tr>
<tr>
<td>25</td>
<td>35</td>
<td>Thompson, J.B.</td>
<td>1967-1969 and undated</td>
</tr>
<tr>
<td>25</td>
<td>36</td>
<td>Thompson, Margaret</td>
<td>1955-1970 and undated</td>
</tr>
<tr>
<td>25</td>
<td>37</td>
<td>Thursby, Raymond</td>
<td>1969-1970</td>
</tr>
<tr>
<td>25</td>
<td>38</td>
<td>Timberlake, Richard</td>
<td>1964-1965</td>
</tr>
<tr>
<td>25</td>
<td>40</td>
<td>Turman, Herbert</td>
<td>1965-1975 and undated</td>
</tr>
<tr>
<td>25</td>
<td>41</td>
<td>Turnbull, George</td>
<td>1967</td>
</tr>
<tr>
<td>26</td>
<td>1</td>
<td>Van Runkle, Thea</td>
<td>1964-1965 and undated</td>
</tr>
<tr>
<td>26</td>
<td>2</td>
<td>Vitale, Diana</td>
<td>1963-1966 and undated</td>
</tr>
<tr>
<td>26</td>
<td>3</td>
<td>Vogel, Joseph</td>
<td>1964-1965</td>
</tr>
<tr>
<td>26</td>
<td>4</td>
<td>Von Dornum, Jack H.</td>
<td>1961</td>
</tr>
<tr>
<td>26</td>
<td>5</td>
<td>Von Huene, Stephen</td>
<td>1963-1970</td>
</tr>
<tr>
<td>26</td>
<td>6</td>
<td>Waite, Ellen</td>
<td>1969-1971</td>
</tr>
<tr>
<td>26</td>
<td>7</td>
<td>Wakeling, Gwen</td>
<td>1962</td>
</tr>
<tr>
<td>26</td>
<td>8</td>
<td>Walker, Clay</td>
<td>1967-1968 and undated</td>
</tr>
<tr>
<td>26</td>
<td>9</td>
<td>Wanderman, Sandy</td>
<td>1966</td>
</tr>
<tr>
<td>26</td>
<td>10</td>
<td>Warnke, Detlef A.</td>
<td>1962-1963 and undated</td>
</tr>
<tr>
<td>26</td>
<td>11</td>
<td>Watson, Dori</td>
<td>1962</td>
</tr>
<tr>
<td>26</td>
<td>12</td>
<td>Weston, Joe</td>
<td>1965-1966</td>
</tr>
<tr>
<td>26</td>
<td>13</td>
<td>Whiting, Eric</td>
<td>1969 and undated</td>
</tr>
<tr>
<td>26</td>
<td>14</td>
<td>Wilkins, Stanley</td>
<td>1961-1962</td>
</tr>
<tr>
<td>26</td>
<td>15</td>
<td>Williams, Bill</td>
<td>1965-1969 and undated</td>
</tr>
<tr>
<td>26</td>
<td>16</td>
<td>Williams, Guy</td>
<td>1957-1959 and undated</td>
</tr>
<tr>
<td>26</td>
<td>17</td>
<td>Willis, Joseph P.</td>
<td>1962 and undated</td>
</tr>
<tr>
<td>26</td>
<td>18</td>
<td>Winquist, Robert</td>
<td>1950-1962</td>
</tr>
<tr>
<td>26</td>
<td>19</td>
<td>Woelfer, Emmerson</td>
<td>1959-1972 and undated</td>
</tr>
<tr>
<td>26</td>
<td>20</td>
<td>Wolf, Jerome</td>
<td>1962</td>
</tr>
<tr>
<td>26</td>
<td>21</td>
<td>Wood, James</td>
<td>1959-1968 and undated</td>
</tr>
<tr>
<td>26</td>
<td>22</td>
<td>Wood, Roger</td>
<td>1964-1966</td>
</tr>
<tr>
<td>26</td>
<td>23</td>
<td>Zammit, Norman</td>
<td>1966-1968</td>
</tr>
<tr>
<td>26</td>
<td>24</td>
<td>Zirker, Joe</td>
<td>1963</td>
</tr>
<tr>
<td>26</td>
<td>25</td>
<td>Zolotow, Milton</td>
<td>1963-1966</td>
</tr>
<tr>
<td>26</td>
<td>26</td>
<td>Zorthian, Jirayr</td>
<td>1964-1969 and undated</td>
</tr>
</tbody>
</table>
Subseries 2-14 General Correspondence, 1956-1972

Physical Description: 1.5 cubic feet

Scope and Content Note

This subseries contains general correspondence not related to other subseries in this collection. It is arranged into the two subseries, Chouinard correspondence and other correspondence. The Chouinard correspondence subseries contains letters and memoranda written by Chouinard staff and faculty addressed to other Chouinard staff and faculty. The other correspondence subseries contains letters to or from individuals and companies outside the Chouinard Art Institute. Files are arranged according to Chouinard Art Institute's original order, alphabetically by title within the subseries and chronologically within each folder. Miscellaneous folders are arranged alphabetically by title.

Correspondence, Chouinard, 1958-1971

box 27, folder 1-35, box 28, folder 1-12
box 27, folder 1  
box 27, folder 2  
box 27, folder 3  
box 27, folder 4  
box 27, folder 5  
box 27, folder 6  
box 27, folder 7  
box 27, folder 8  
box 27, folder 9  
box 27, folder 10  
box 27, folder 11  
box 27, folder 12  
box 27, folder 13  
box 27, folder 14  
box 27, folder 15  
box 27, folder 16  
box 27, folder 17  
box 27, folder 18  
box 27, folder 19  
box 27, folder 20  
box 27, folder 21  
box 27, folder 22  
box 27, folder 23  
box 27, folder 24  
box 27, folder 25  
box 27, folder 26  
box 27, folder 27  
box 27, folder 28  
box 27, folder 29  
box 27, folder 30  
box 27, folder 31  
box 27, folder 32  
box 27, folder 33  
box 27, folder 34  
box 27, folder 35  
box 28, folder 1  
box 28, folder 2  
box 28, folder 3  
box 28, folder 4  
box 28, folder 5  

Armstrong, Betty, 1968-1969
Baker, Viroque, 1958-1959
Bales, Bob - Staff Assistant, 1966-1967
Bain, Bruce - Bursar, 1967-1971
Biggs, Donald - Director of Admissions, 1970-1971
Blau, Herbert - Vice President, 1968-1971
Bodlak, David - Admissions, 1967-1969
Brach, Paul - Dean of Art, 1968-1970
Brewer, John - Assistant to President, 1964-1969, undated
Butler, Charlie, 1969-1970
Carlson, Hank, 1969-1970
Corrigan, Robert, 1968-1971
Crowell, Shirley, 1967-1968
Cruse, Albert - Dean, 1967-1970, undated
Cruse, Albert - Personal, 1965-1971, undated
Currie, Ann, 1970
Edwards and Deutsch, 1964-1965
Fager, Curson, 1969-1970
Fiske, Kenneth - Registrar, 1967-1968
Friedley, Harold - Extension Division, 1965-1967, undated
Gallagher, Dan - Purchasing, 1970-1971
Goodwin, Philip, 1967-1968
Graham, Donald, 1971 and undated
Hardyman, Maitland, 1968-1969
Hirsch, Julie, 1969-1970
Homayounfar, Carolyn, 1968-1971
Houser, Dwain - Chairman of General Education, 1969-1970
Hyams, Barry, 1969-1970
Jackson, James, 1965-1967, undated
Leavitt, Bill - Coordinator, Ext., 1969-1970
Lonsbury, John - Humanities Chairman, 1967-1968
Lubrick, Judith - Financial Aid, 1967-1971
Marumoto, William, 1968
Subseries 2-14 General Correspondence, 1956-1972

Physical Description: 0.5 cubic foot

Scope and Content Note

This subseries contains records pertaining to graduation ceremonies at the Chouinard Art Institute. Since this subseries contains records created after the 1962 formation of California Institute of the Arts, it also includes records containing information about graduates from the Los Angeles Conservatory of Music. Documents include letters, lists, invitations, memoranda, notes, programs, photographs and negatives. Files are arranged alphabetically by title within the series and chronologically within each folder.
Subseries 2-15 Graduation, 1956-1971

- Box 30, Folder 1: Artwork, [ca. 1964]
- Box 30, Folder 2: Awards, 1959, 1962
- Box 30, Folder 3: Correspondence, 1959-1970 and undated Expenses, 1962
- Box 30, Folder 4: Graduates Lists, 1956-1971 and undated
- Box 30, Folder 5: Invitations and Guests Lists, 1958-1968 and undated
- Box 30, Folder 6: Notes, 1960-1965 and undated
- Box 30, Folder 7: Photographs and Negatives, and undated
- Box 30, Folder 8: Programs, 1959-1970 and undated
- Box 30, Folder 9: Speeches, 1960, 1962 and undated

Subseries 2-16 Grants and Loans, 1954-1973

- Box 31, Folder 2: Alcoa Aluminum, 1968
- Box 31, Folder 3: Arts and Humanities Grants, 1967-1969
- Box 31, Folder 4: Asia Foundation, 1964-1965
- Box 31, Folder 5: Carnegie Corporation, 1963
- Box 31, Folder 6: Container Corporation of America, 1959-1963
- Box 31, Folder 7: Danforth Foundation, 1966-1977
- Box 31, Folder 8: Disney Contributions, 1957-1964
- Box 31, Folder 9-10: Ford Foundation, 1954-1964 and undated
- Box 31, Folder 11: Ford Motor Company, 1960
- Box 31, Folder 12: Grant Equipment, 1964-1966
- Box 31, Folder 13: Muselwhite Foundation of Decorative Arts, 1960-1962

Subseries 2-17 Library Records, 1958-1971

- Box 32, Folder 1: Books added to the library, 1958-1967
- Box 32, Folder 3: Books ordered, 1968-1970
- Box 32, Folder 4: Cataloging Service Information, 1958
- Box 32, Folder 5: Collection Development Catalogs, 1958-1950
- Box 32, Folder 6: Correspondence, 1961-1971, n.d.
- Box 32, Folder 8: Library Project Correspondence, 1959-1961
- Box 32, Folder 10: Library Reports, 1960-1966
- Box 32, Folder 12: Questionnaire, 1958
Subseries 2-18 **Public Relations, 1934-1972**

Physical Description: 0.5 cubic foot

Scope and Content Note

This subseries contains records pertaining to public relations at Chouinard Art Institute and includes advertising, financial information, tour information, publicity, and information about visitors to the campus. The documents include correspondence, brochures, mailing lists, newspaper clippings, and press releases. The bulk of the documents are from the 1960s, however, there is an early document from 1934 in the publicity folder. Files are arranged alphabetically by title within the subseries and chronologically within each folder.

box 33, folder 1  Budget, 1962-1963 and undated
box 33, folder 2  Brochure Requests, 1971-1972 and undated
box 33, folder 3  Brochures, undated
box 33, folder 4  Correspondence, 1964-1968
box 33, folder 5  High School Tours, 1960-1963
box 33, folder 6-12  Mailing Lists, undated
box 33, folder 6  Art Galleries, undated
box 33, folder 7  Colleges and Universities, undated
box 33, folder 8  Elementary Schools, undated
box 33, folder 9  Los Angeles City/County Parks and Recreation, undated
box 33, folder 10  Museums, undated
box 33, folder 11  Newspapers, Magazines, Television Stations, undated
box 33, folder 12  Private Schools, undated
box 33, folder 13  Posters, 1960-1963
box 33, folder 14  Press Releases, 1969 and undated
box 33, folder 15  Printing Projects, 1962, 1965
box 33, folder 16  Promotional Program, 1962-1963
box 33, folder 17  Publicity, 1934-1971 and undated
box 33, folder 18  Visitors, 1959-1963

Subseries 2-19 **Subject Files, 1956-1971**

Physical Description: 0.5 cubic foot

Scope and Content Note

This subseries contains records arranged by subject matter and includes information on Chouinard Art Institute’s founder, Nelbert Chouinard. Documents included in this subseries are brochures, contracts, letters, a city ordinance and variance, and newsletters. Files are arranged alphabetically by title within the series and chronologically within each folder.

box 34, folder 1  Art Schools, 1965-1968 and undated
box 34, folder 2-5  Chouinard, Nelbert, 1956-1969 and undated
box 34, folder 2  Biographical Information, 1956-1969 and undated
box 34, folder 3  Correspondence, 1960-1962
box 34, folder 4  Contracts, 1957-1967
box 34, folder 5  Personal Financial Information, 1959-1969 and undated
box 34, folder 6  Exchange Teachers, 1966 and undated
box 34, folder 7  Hoven Letter Press, 1966-1968
box 34, folder 8  Job Placement, 1969-1970
box 34, folder 9  Los Angeles County Variance on Salt Firing, 1971 and undated
box 34, folder 10  Ordinance 87218, 1959-1962
box 34, folder 11  Oxberry Camera, 1967
box 34, folder 12  Private Schools Tuition and Payment Plans, [ca. 1971]
box 34, folder 13  Red Cross, 1964
box 34, folder 14  Siqueiros, and undated

CalArts-001  22
Subseries 2-19

Subject Files, 1956-1971

- box 34, folder 15: Society of Illustrators, 1965-1968 and undated
- box 34, folder 16: Student Publications, 1960-1967 and undated
- box 34, folder 17: Tamarind Lithography Workshop, 1964-1970
- box 34, folder 19: Teacher Education, 1961

Subseries 2-20 Scholarships, 1938-1973

Physical Description: 0.5 cubic foot

Scope and Content Note

This subseries contains information about scholarships made available to students at the Chouinard Art Institute. The documents reflect that scholarships were awarded as early as 1938 and that during the mid-to-late-1960s, scholarships were awarded as part of a competition. The subseries contains scholarship announcements, names of applicants and recipients, letters, financial information, and information about sponsors. Documents included are announcements, applications, financial statements, letters, lists, and policies. Files are arranged alphabetically by title within the subseries and chronologically within each folder.

- box 35, folder 1: Announcements, 1938-1966 and undated
- box 35, folder 4-7: Correspondence, 1958-1969
- box 35, folder 6: Faculty Scholarship Committee, 1958-1964
- box 35, folder 7: General Scholarship, 1959-1966
- box 35, folder 12: Schedules and Notes, 1963-1966
- box 35, folder 14: Solicitations and Responses, 1953-1956
- box 35, folder 17: Gimbel, 1966
Subseries 2-21 Cal Arts Transition, 1956-1971

Physical Description: 1.5 cubic feet

Scope and Content Note

This subseries contains documents pertaining to the transition of the Chouinard Art Institute to the California Institute of the Arts and is arranged into two subseries: Planning Committee records, and General records. The Planning Committee records reflect the concerns of the Chouinard Planning Committee and Walt Disney’s Company, W.E.D. about the transition to California Institute of the Arts in 1962. Included are letters to and from W.E.D., Disney attorneys and advisors. Also included are questionnaires, and reports regarding the transition. The second subseries, General records, contains documents pertaining to the transition to California Institute of the Arts, but that are not associated with the Planning Committee. These records reflect the transition to California Institute of the Arts in 1962 and also the relocation from the campus in Los Angeles to the campus in Valencia in the early 1970s. This subseries includes meeting notes and minutes, brochures, lists, newspaper clippings, maps, and reports. Files are arranged alphabetically by title within the subseries and chronologically within each folder.

Planning Committee Records, 1956-1959 and undated

Correspondence, 1956-1959 and undated
  Cresap et al., 1957-1958 and undated
  Disney, 1956-1959
  Incoming, 1958-1959
  Luther Marr Memoranda, 1957
  Other, 1956-1959
  Outgoing, 1956-1958
  Price-Waterhouse, 1957
  Minutes, 1957-1959
  Questionnaires and Responses, 1957 and undated
  Notes, undated
  Reports, 1957-1959 and undated

General Records, 1958-1971

Brochures and Clippings, 1959 and undated
  Committee Lists, 1960 and undated
  Complaints, 1964, 1969
  Conceptual Ideas, 1958-1971 and undated
  Correspondence, 1959-1962 and undated
  Fundraising, 1963, 1968
  Meeting notes and minutes, 1960-1962 and undated
  Notes, 1959 and undated
  Organization Committee Minutes and Agendas, 1960-1961
  Phase Out Material, 1968-1970 and undated
  Planning Manual, undated
  Property Maps, 1961 and undated
  Property Search, 1960-1961 and undated
  Reference Material, 1958-1959 and undated
  Reports and studies, 1959-1960 and undated
  Restructuring ideas, 1969-1971 and undated
Series 3 Administrative Records, 1963-1985

Physical Description: 7.2 cubic feet

Scope and Content Note
This series includes records related to the administration of Cal Arts. Material includes Administrative Council and Dean’s Council minutes, agendas, and memoranda; reports of the Western Association of Schools and Colleges; Institute goals and planning records; budget records including correspondence, reports, and ledgers; and general records including contracts, financial statements, and reports.

This series is arranged alphabetically by title.

Subseries 3-1 Budget Records, 1966-1983

Physical Description: 2.0 cubic feet

Scope and Content Note
This subseries includes correspondence, reports, budget proposals, fiscal year budgets, library budget records, and budget preparation material for Cal Arts.

box 1, folder 1 Administrative Budget Proposal, 1973-1974
box 1, folder 2 Annual Budget, 1969-1970
box 1, folder 3 Annual Report, 1969-1970
box 1, folder 4-6 Annual Report and Financial Statements, 1972-1973
box 1, folder 7 Balance Sheet (Preliminary Closing), 1969
box 1, folder 8-13 Budget Preparation Material, 1968-1973, undated
box 2, folder 1-12 Budget, FY 1967-1968 to FY 1982-1983
box 3, folder 1-5 Budget Proposals, 1969-1974
box 3, folder 6-8 Budget Requests, 1970-1976
box 3, folder 9 Budget Request Summary, 1974-1975
box 3, Budget Summaries, 1970-1974
box 3, folder 10-12 Correspondence, 1968-1969
box 3, folder 13 Expenditure Summary, 1975
box 3, folder 15-16
box 4, folder 1 General Ledger, 1973-1975
box 4, folder 2 Library Budget, 1972/1973
box 4, folder 3 Library Budget Projections, 1968-1970
box 4, folder 4 Library Budget for School of Music, 1964
box 4, folder 5 Library Budget - Miscellaneous Records, 1973
box 4, folder 6 Materials Budget, 1971
box 4, folder 7 Preliminary Budget, 1976/1977
box 4, folder 8 Revenue, 1972-1973
box 4, folder 9 Revised Budget, 1968
box 4, folder 10 Ten Year Projections (1966-1977), 1966


Physical Description: 1.5 cubic feet

Scope and Content Note
This subseries contains correspondence, meeting minutes, meeting agenda, and supplemental information for council meetings for the Academic Council, Administrative Council, and Deans Council. The Deans’ Council, established in September 1970, consisted of the Deans, the President, the Vice-President for Administration, and the Vice President for Planning and Development. The Deans’ Council was changed in October 1970 to the Deans’ Administrative Council.

box 5, folder 1-9 Academic Council, 1971-1980
Subseries 3-5 Planning and Development, 1964-1984

学术和课程规划

学术和课程规划

艺术和批判研究写作课程 NEH 奖金申请，1980

CalArts 开发行动笔记本，1964

“Cal Arts 评估自学习对国家艺术学校协会的报告，1975

Presidential Search Committee, 1964-1975

Physical Description: 0.5 cubic feet

Scope and Content Note

This subseries contains committee records for presidential searches, including applicant biographical material, correspondence, candidate itinerary, and meeting minutes and agenda.

First Presidential Search, 1964-1969

Applicant Biographical Material, 1968

Corrigan Itinerary, 1967

Search Related Correspondence, 1964-1969

Second Presidential Search, 1972-1974

Candidate Itinerary and Background Information, 1973-1974

Candidate Lists, 1973-1974

Committee Members, 1972

Correspondence, 1973-1975

Armstrong, Betty, 1973-74

Lund, William S. 1973-74

Incoming, 1973-1975

Memorandum, 1973-1974

Financial Records, 1974

Meeting Minutes, 1973-1974

Meeting Minutes and Agenda, 1972-1974

Western Association of Schools and Colleges, 1966-1985

Physical Description: 0.5 cubic feet

Scope and Content Note

This subseries contains WASC visitation reports, evaluation reports, and Cal Arts self evaluation studies and reports.

Cal Arts Fifth Year Report to WASC, 1985

Cal Arts Interim Report to Senior Commission, 1978

Cal Arts Self Evaluation Study, 1966

Cal Arts Self Study Report, 1980
CalArts-001
Subseries 4-2 Building and Grounds Committee, 1969-1972

Physical Description: 1.1 cubic feet
Scope and Content Note
This subseries contains records created by the Building and Grounds Committee, such as reports, meeting material, and construction company records.

box 12, folder 1  Agenda, 1970
box 12, folder 2  Committee Members, 1969
box 12, folder 3  Construction Status Report, 1970
box 12, folder 4  Cost Reduction Study, 1968
box 12, folder 5-6  Meeting Material, 1969-1970
box 12, folder 7-8  Meeting Minutes, Agenda, and Supplemental Material, 1969-1971
box 12, folder 9  Meeting Minutes, February 1, 1971
box 13, folder 1-4,  Peter Kiewit Son's Company, 1968-1972
box 14, folder 1  Bids for Phase I and II, 1968-1970
box 13, folder 2-5  Bulletins, 1969-1971
box 13, folder 6-7  Change Orders, 1970-1972
box 14, folder 1  Notice of Completion for Academic Building, 1972
box 14, folder 2  Presidents' File, 1969
box 14, folder 3  Silva and Hill Construction Company, 1969

Subseries 4-3 Executive Committee, 1967-1981

Physical Description: 0.5 cubic feet
Scope and Content Note
This series contains meeting material, and records created by the presidents office concerning the Board of Trustees Executive Committee.

box 14,  Meeting Material, April 7, 1969- June 30, 1981
folder 4-19
box 14, folder 20  Minutes, 1967-1968
box 15, folder 1  President's File, 1969-1970
box 15, folder 2  President's Office, 1968-1969

Subseries 4-4 Presidents' Files, 1968-1969

Physical Description: 0.4 cubic feet
Scope and Content Note
This subseries contains records created and collected by the president's office regarding the Board of Trustees, including meeting material, notes, financial committee records, development committee records, and academic affairs committee records.

box 15, folder 3  Academic Affairs Committee, 1969
box 15, folder 4  Correspondence, 1968
box 15, folder 5  Development Committee, 1968-1969
box 15, folder 6  Finance Committee, 1968-1969
box 15, folder 7  Meeting Agenda and Minutes, 1968
box 15, folder 8  Newsletters from R.W. Corrigan, 1968-1969
box 15, folder 9  Notes, 1968

Subseries 4-5 Standing Committees, 1971

Physical Description: 0.5 cubic feet
Scope and Content Note
This subseries contains meeting material, and a white book pertaining to the Standing Committees for the Board of Trustees.
Subseries 4-5 Standing Committees, 1971

box 15, folder 1-6
Meeting Material, February 1, 1971 - December 6, 1971

box 15, folder 7
White Book, 1971

Subseries 4-6 Other Committees, 1972-1981

Physical Description: 0.5 cubic feet

Scope and Content Note

This subseries contains correspondence, meeting material, and miscellaneous committee records for the Board Affairs Committee, the Education Committee, the Finance Committee, as well as, Joint Committee records, and records concerning the New York Trustees.

box 17, folder 1
Board Affairs Committee Meeting Material, 1981

box 17, folder 2
Education Committee, Self Study by Task Force, January-April 1975

box 17, folder 3-5
Finance Committee, 1970-1972

box 17, folder 3
Investments, 1972

box 17, folder 4-5
Meeting Minutes, Agenda, and Supplemental Material, 1970-1972

box 17, folder 6
Joint Committee Meeting Material, 1976, 1980

box 17, folder 7-8
New York Trustees, 1979

box 17, folder 7
Correspondence, 1979

box 17, folder 8
Meeting Agenda and Minutes, 1979

Series 5 Departmental/Office Records, 1962-1989

Physical Description: 2.6 cubic feet

Scope and Content Note

This series includes correspondence, photographs, publicity announcements, and other records from offices of the Registrar, Admissions, Public Affairs, Planning and Development, the Library, and other departments.

Subseries 5-1 Admissions, 1965-1989

Physical Description: 0.25 cubic feet

Scope and Content Note

This series includes records related to registration, financial aid, and scholarships, as well as brochures and flyers for Cal Arts, a student body profile, and admission statistics.

box 1, folder 1
Admissions Brochure Draft, 1965-1966

box 1, folder 2
Admissions Requirements, undated

box 1, folder 3
Admissions Statistics, 1970, undated

box 1, folder 4
Application Instructions and Information, 1969-1971

box 1, folder 5
Financial Aid and Scholarship Information, 1967-1977

box 1, folder 6
Portfolio Information, 1975-1976, 1984

box 1, folder 7
Printed Matter: Brochures and Flyers, 1969-1989, undated

box 1, folder 8
Publicity, 1970

box 1, folder 9-10
Student Affairs Analysis, 1965

box 1, folder 11
Student Assignments, 1965

box 1, folder 12
Student Assignments, Laboratory Assistants, Class Assistants, 1965

box 1, folder 13
Student Profile, 1970-1972, 1986

Subseries 5-2 Planning and Development (Office for), 1967-1971

Physical Description: 0.5 cubic feet

Scope and Content Note

This subseries contains correspondence, notes, and other records pertaining to the Office for Planning and Development.
Series 5 Departmental/Office Records, 1962-1989
Subseries 5-2 Planning and Development (Office for), 1967-1971

Subseries 5-3 Public Affairs, 1972-1985

Physical Description: 1.0 cubic feet

Scope and Content Note
This subseries includes correspondence, photographs, publicity announcements, newspaper clippings, and other records pertaining to publicity and public relations. Material includes records for the Berlin L.A. 200 Festival: A Sister City Bicentennial Celebration; and musical benefit performances by Buddy Rich, Louie Bellson, and Count Basie.

box 2, folder 7
Arnold Schoenberg Institute, 1977

box 2, folder 8-15
Berlin L.A. 200 Festival, 1980

box 2, folder 8
Invitations

box 2, folder 9
Film Program

box 2, folder 10
Financial Records

box 2, folder 11
Organization Records

box 2, folder 12
Program

box 2, folder 13
Publication

box 2, folder 14
Publicity

box 2, folder 15
Publicity Packet

box 2, folder 16
Buddy Rich and his orchestra, 1972

box 2, folder 17

box 3, folder 1-3
Correspondence, 1984-1985

box 3, folder 4
Count Basie and his orchestra Benefit, 1972

box 3, folder 5-6
Explorations, undated

box 3, folder 7
Holland Festival, 1982

box 3, folder 8
Los Angeles Chamber Orchestra, 1977-1979

box 3, folder 9
Los Angeles Philharmonic, 1977

box 4, folder 1
Louie Bellson and his Orchestra, 1972

box 4, folder 2
Mayor Tom Bradley receives Walt Disney Commemorative Medal, 1980

box 4, folder 3
Morgan Wixon Theatre, 1982

box 4, folder 4
Royal Shakespeare Company, 1982-1983

box 4, folder 5
Schoenberg-Ives 100th Birthday Celebration, 1974

box 4, folder 6
Sequoia String Quartet/KUSC, 1982

box 4, folder 7
Smithsonian Magazine, 1982
Subseries 5-4 Registrar, 1962-1988

Physical Description: 0.5 cubic feet

Scope and Content Note

This subseries includes memorandums, registration reports, and registration totals created by the Registrar’s office, as well as academic calendars, catalogs, and schedules for the Art School, the Extension Division, and the Music School.

- box 4, folder 9 Announcements to Students, 1971-1981
- box 4, folder 10-14, 15 Art School, 1963-1965
- box 4, folder 10 External Division, 1965-1966
- box 4, folder 11 Joint, 1963-1969
- box-folder 5:1-2 Data Processing, 1967
- box 5, folder 3 Degree Requirements, 1972
- box 5, folder 4 Enrollment Reports, 1963-1967
- box 5, folder 6 Memorandums, 1968-1973
- box 5, folder 7 Registration Reports, 1971-1973
- box 5, folder 8 Registration Report, Academic Year 1972-1973
- box 5, folder 9 Registration Totals, 19701-1971
- box 5, folder 10 Schedules, 1963-1975
- box 5, folder 11-15 Art School, 1963-1968
- box 5, folder 12 Extension Division, 1963-1968
- box 5, folder 13 Joint, 1966-1968
- box 5, folder 14 Music School, 1963-1964
- box 5, folder 15 Summer School and Extension Programs, 1975, undated
- box 6, folder 1 Student Registration Lists, 1972-1973
- box 6, folder 2 Summer Session Records, 1973

Subseries 5-5 Other Departments/Offices, 1963-1987

Physical Description: 0.4 cubic feet

Scope and Content Note

This subseries contains reports, proposals, and miscellaneous records pertaining to the Directors Office, Operations, the Career Development Placement Office, and other departments/offices at Cal Arts.

- box 6, folder 3-5 Career Development Placement Office, 1983-1986
- box 3, folder 5 “National Directory of Art Internships,” 1986-87
- box 6, folder 6-8 Directors Office, 1963-1965
- box 3, folder 6 Directors Annual Report (Dr. John Vincent), 1963-1964
- box 3, folder 7 Revised Planning Manual Draft By John Vincent, 1964
- box 3, folder 8 Tuition Recommendation Study, 1965
- box 6, folder 9 Educational Services Proposal, 1966-1967
- box 6, folder 10 Life Support Institution Affairs Standing Committee Minutes, Memos, and Agenda, 1970-1972
- box 6, folder 11 Directors Report, 1966-1967
- box 6, folder 12 Operations, 1965-1968
Series 5 Departmental/Office Records, 1962-1989
Subseries 5-5 Other Departments/Offices, 1963-1987

Series 5 Departmental/Office Records, 1962-1989
Subseries 5-5 Other Departments/Offices, 1963-1987

Series 6 Development and Fundraising, 1957-1987
Physical Description: 8.0 cubic feet
Scope and Content Note
This series contains membership group, event, and other fundraising records. Included are correspondence, by-laws, organizational records, and financial records for groups such as the Women for Cal Arts, Friends of Cal Arts, Cal Arts Advocates, and the Walt Disney Associates. This series also includes correspondence, reports, and organizational records for events such as the Spring Fair, benefit concerts, and movie premieres. Also included are records pertaining to the Walt Disney Commemorative Medal.

Subseries 6-1 Administrative Records, 1963-1987
Physical Description: 1.0 cubic feet
Scope and Content Note
This subseries contains administrative records for development and fundraising, including brochures, direct mail campaign records, donor records, and other records.

Subseries 6-2 Development Program, 1968-1974
Physical Description: 0.5 cubic feet
Scope and Content Note
This subseries contains reports, proposals, and a brochure draft for the fundraising development program.
Subseries 6-3  **Events, 1964-1987**

**Physical Description:** 1.2 cubic feet

**Scope and Content Note**

This subseries contains records pertaining to benefits, festivals, the Spring Fair, and other events that raised money for Cal Arts.

- box 4, folder 1  **Benefit Ball, 1964-1966**
- box 4, folder 2  **Cal Arts Benefit Ball Planning Meeting Report, 1964**
- box 4, folder 3  **Cardinal's Dinner Guest List, 1968**
- box 4, folder 4  **Eighth Annual Fine Arts Festival, Burbank High School, 1971**
- box 4, folder 5  **“An Evening with Ellenshaw,” undated**
- box 4, folder 6  **Padua Hills Playright’s Workshop/Festival, 1983**
- box 4, folder 7-21, box 5, folder 1-5  **Spring Fair, 1972-1977**
- box 4, folder 7-11  **Correspondence, 1972-1977**
- box 4, folder 12-13  **Entry Applications, 1973**
- box 4, folder 14  **Invitations, 1976**
- box 4, folder 15  **Memorandum, 1972-1973**
- box 4, folder 16-21  **Organizational Records, 1972-1977**
- box 5, folder 1  **Programs, 1972-1975**
- box 5, folder 2-5  **Publicity, 1972-1976**
- box 5, folder 2-19  **Spring Fair Button, undated**
- box 5, folder 3-11  **Student-Faculty Community Dinner, 1971**
- box 5, folder 12-13  **World Music Festival Programs, 1987-1987**

Subseries 6-4  **Premieres, 1957-1986**

**Physical Description:** 1.5 cubic feet

**Scope and Content Note**

This subseries contains correspondence, financial records, organizational records, press releases, programs, invitations, invitation lists, and invitation packets for the premieres of *Mary Poppins*, *The Happiest Millionaire*, and the *Fox and the Hound*. The Los Angeles premiere and other premieres across the country for *The Happiest Millionaire* and *Mary Poppins* were used to benefit Cal Arts and Cal Arts scholarships.

- box 6, folder 1-2  **Fox and the Hound Premiere, 1981**
- box 6, folder 1  **Invitations, 1981**
- box 6, folder 2  **Programs, 1981**
- box 6, folder 3-19  **Happiest Millionaire Premiere, 1967**
- box 6, folder 3  **Committee Meeting Records, 1967**
- box 6, folder 4  **Contributions, 1967**
- box 6, folder 5  **Correspondence, 1966-1967**
- box 6, folder 6  **Financial Records, 1967**
- box 6, folder 7  **Invitations, 1967**
- box 6, folder 8  **Invitation Packet, 1967**
- box 6, folder 9  **Letterhead, undated**
- box 6, folder 10  **Organization Records, 1967**
- box 6, folder 11  **Parking Passes, 1967**
- box 6, folder 12  **Premiere Committee Notebooks, 1964**
- box 6, folder 13  **Press Kit, 1967**
- box 6, folder 14  **Program Outline, 1967**
- box 6, folder 15  **Reservation Cards, [1967]**
- box 6, folder 16  **Reservations, 1967**
- box 6, folder 17  **Sample Book, 1967**
- box 6, folder 17 A  **Scholarship Fund, 1968-1970**
Subseries 6-5 Women for Cal Arts, 1966-1973

Physical Description: 0.75 cubic feet

Scope and Content Note
This subseries consists of by-laws, organizational booklets, Executive Committee meeting minutes and agendas, financial records, and other organizational records. In order to reflect the true goals and activities of the Women for Cal Arts, the name of the organization was changed to “Friends of California Institute of the Arts” in 1972. In 1976, the name was changed to the Cal Arts Advocates. Records created after 1972 are located in the two subseries following this subseries.

box 8, folder 1 Accounting Book, 1969-1973
box 8, folder 2-3 Administrative Records, 1967-1972
box 8, folder 4 Bank Statements and Cancelled Checks, 1969-1972
box 8, folder 5 Bills Paid, 1970
box 8, folder 6 By-Laws, undated
box 8, folder 7 Correspondence, 1970-1971
box 8, folder 8 Deposit Slips and Registers, 1969-1971
box 8, folder 9 Event Invitations, 1970
box 8, Executive Committee Meeting Minutes and Agenda, 1969-1971
folder 10-11
box 9, folder 1 Membership Records, 1971-1972
box 9, folder 2 Newsletter, 1970
box 9, folder 3 Notebook, 1970
box 9, folder 4 Organizational Booklet, 1970
box 9, folder 5 Organizational Concept, 1966-1967
box 9, folder 6 Organization Meeting Reports, 1968
box 9, folder 7 Statement of Purpose, [1969]
box 9, folder 8 Steering Committee Meeting Agenda and Minutes, 1968
box 9, folder 9 Treasurer’s Reports, 1970-1973
box 9, folder 10 Workshop, 1970
Subseries 6-6 Friends of Cal Arts, 1971-1979

Physical Description: 0.85 cubic feet
Scope and Content Note
This subseries consists of correspondence, accounting records, membership records, and organizational records for the Friends of Cal Arts.

box 9, folder 11 Bank Account Deposit Slips, 1971-1978
box 9, Bank Statements, 1973-1978
folder 12-14
box 9, folder 15 Bills Paid, 1972-1973
box 9, folder 16 Blank Checks, undated
box 9, folder 17 By-Laws, undated
box 9, folder 18 Checking Account Register, 1972-1976
box 9, Correspondence, 1972-1976, undated
folder 19-20,
box 10, folder 1
box 10, folder 2 Deposit Slips, 1972-1976
box 10, folder 3-4 Executive Committee, 1972-1975
A
box 10, folder 3 Correspondence, 1973
box 10, folder 4 Meeting Agenda and Minutes, 1972-1975
box 10, folder 4 A Member Lists, 1973
box 10, folder 5-7 Membership Dues Received, 1976
box 10, folder 8 Membership Lists, 1974-1975
box 10, folder 9 Membership Questionnaire, 1975
box 10, folder 10 Open House, 1974
box 10, folder 11 Organizational Booklet, 1971-1972
box 10, folder 12 Organizational Records, 1972-1978
box 11, folder 3 Savings Account Statements and Register, 1975-1979
box 11, folder 4 Statement for Recipients of Interest Income, 1977-1978

Subseries 6-7 Cal Arts Advocates, 1976-1977

Physical Description: 0.75 cubic feet
Scope and Content Note
This subseries consists of organizational records, correspondence, meeting minutes, and financial records for the Cal Arts Advocates.

box 11, folder 5 Bank Account Records, 1976
box 11, Correspondence, 1977
folder 6
box 11, Executive Board List, 1976
box 11, Executive Board Meeting Minutes, 1976
box 11, Invitation to brunch with President Robert Fitzpatrick, 1977
folder 7
box 11, Kurkowski (Ed) Memorabilia, 1977
box 11, Meeting Agenda and Minutes, 1977
folder 8
box 11, Membership Lists, 1976-1977
box 11, Newsletters: “Cal Arts Advocate,” 1977
box 11, Organizational Records, undated
folder 9
Subseries 6-8 Walt Disney Associates, 1968-1971

Physical Description: 0.5 cubic feet

Scope and Content Note

This subseries contains invitations, reports, and an objective statement for the Walt Disney Associates, a group of men and women who provided the Institute with part of the financial support necessary to create and support the Institute. Regular Membership was $1000 per year for 10 years. Life Membership was $2500 per year for 10 years.

- box 12, folder 1 Brochure, undated
- box 12, folder 2 Concept and Objectives Statement, undated
- box 12, folder 3 Invitation for Membership, undated
- box 12, folder 4 License Agreement, 1968-1969
- box 12, folder 5-6 Solicitation Documents, 1968-1971, undated
- box 12, folder 7 "Walt Disney Associates Grove" Brochure, undated

Subseries 6-9 Walt Disney Commemorative Medal, 1966-1975

Physical Description: 1.0 cubic feet

Scope and Content Note

This subseries contains a brochure concerning the medal, publicity about the medal, a joint resolution from Congress authorizing its creation, as well as several commemorative medals. The 90th Congress of the United States, by joint resolution on May 24, 1968, authorized the striking of a single gold medallion. President Richard M. Nixon presented the medal to Mrs. Walter E. Disney at a special ceremony in the State Dining Room at the White House. Congress simultaneously authorized the U.S. Mint to issue a limited number of bronze replicas designated for the specific purpose of providing financial support for Cal Arts. The bronze medal was given as a token of appreciation to each contributor of $100 or more to Cal Arts. The three-inch, eight-ounce bronze medallion bears a portrait of Walt Disney on the obverse of the medal, designed and sculpted by Blaine Gibson. The reverse, bearing the likeness of famous Disney cartoon characters, was designed by Bob Moore and executed by Joe Kaba. All are Disney artists.

- box 12, folder 8 Brochure, [1969]
- box-folder 13-14 Commemorative Medals, [1966]
- box 12, folder 9 Employee Contributions, 1969-1971, undated
- box 12, folder 10 Publicity, 1969, undated
- box 12, folder 11 Resolution, 1968-1975

Series 7 Events, 1964-1986

Physical Description: 1.0 cubic feet

Scope and Content Note

This series consists of brochures, announcements, and administrative records pertaining to student and faculty exhibits, premieres, performances, and other events at Cal Arts. Included are campus/building dedication records, commencement records, dedication festival records, and student and faculty recitals.

- box 1, folder 1 “Ablutions” - Feminist Art Program, undated
- box 1, folder 2 “Aeczantez,” 1979
- box 1, folder 3 “Alice in dnalrednow,” undated
- box 1, folder 4 “Amahil And The Night Visitors,” 1972
- box 1, folder 5 “Anselm: An Evening of Music with Anselm Rothschild,” 1976
- box 1, folder 6 “As You Like It,” undated
- box 1, folder 7 Athletics, undated
- box 1, folder 8 Barrows, John (Horn Player), 1971
- box 1, folder 9 Berberian, Cathy, undated
- box 1, folder 10 “Cal Arts in Town,” 1984
- box 1, folder 11 The Cal Arts Orchestra, 1979
- box 1, folder 12 “The Cal Arts Season,” 1975-1979
box 1, folder 13    Cal Arts/Vanguard, 1977
box 1, folder 14    California Portfolio Days, 1983-1984
box 1,    Campus/Building Dedications, 1975-1982
folder 15-16    Roy O. Disney Music Hall, 1975
box 1, folder 16    William H. Ahmanson Hall, 1982
box 1,    Commencements, 1965-1985
folder 17-18    Printed Material, 1966-1985, undated
box 1, folder 17    Schedules, 1965-1969
box 1, folder 20    “A Dance to Spring,” 1974
box 1, folder 21    “Danscape,” 1985
box 1,    Dedication Festival, 1971
folder 22-23    Correspondence, 1971
box 1, folder 22    Organizational Material, 1971
box 1, folder 24    “Electro-Acoustic,” 1983
box 1, folder 25    “Electron Music,” 1979
box 1, folder 26    “Endgame,” undated
box 1, folder 27    Exhibit Programs and Announcements, 1970-1975, 1985, undated
box 1, folder 28    “An Evening of Performing Arts,” 1974
box 1, folder 29    “An Evening of Student Choreography,” undated
box 1, folder 30    Faculty Recital Programs, 1963-1968
box 2, folder 1    “Fat City School of Finds Art Faculty Exhibition,” 1972
box 2, folder 2    “A Glass Bead Game,” 1974
box 2, folder 3    “God’s Trombones,” undated
box 2, folder 4    Guest Performances, 1969
box 2, folder 5    “I Want the Moon!: A Musical Fantasy,” undated
box 2, folder 6    “James Joyce Dubliners,” undated
box 2, folder 7    “Jan Kessler-Mime,” undated
box 2, folder 8    “Kaleidoscope” and “The Revelation of St. John the Divine,” 1979
box 2, folder 9    “The Last Plastics Show,” undated
box 2, folder 11    “Moliere’s Tartuffe,” 1973
box 2, folder 12    “Monday Evening Concerts,” 1979
box 2, folder 13    Non-Cal Arts Events, 1969
box 2, folder 14    “Open Houses,” 1974
box 2, folder 15    Performing Arts, 1982-1986
box 2, folder 16    “Plenty of Butlers,” A Collection of Dancing by Susan Rose and Friends, undated
box 2, folder 17    Student Recital Programs, 1964
box 2, folder 18    “The Plough and the Stars,” by Sean O’Casey, undated
box 2, folder 19    “The Rake’s Progress,” [197-]
box 2, folder 20    Saturday Night Film Series, undated
box 2, folder 21    “Seven Against Thebes,” undated
box 2, folder 22    “The Six Suites for Solo Cello,” performed by Joel Krosnick, undated
box 2, folder 23    “The Solomons Company Dance, 1976
box 2, folder 24    Student Recital Programs, 1964
box 2, folder 25    “Two Concerts In Honor of the Centennial Year of Arnold Schoenberg,” undated
box 2, folder 26    “Visions for a Changing Theatre,” undated
box 2, folder 28    West Coast Women Artists’ Conference, 1972
box 2, folder 29    “Womanhouse,” undated
box 2, folder 30    “Woyzeck,” A Play by Georg Buchner, undated
box 2, folder 31    “Yokoncert,” undated
box 2, folder 32    Untitled, undated
Series 8 Faculty and Staff, 1962-1986

Physical Description: 3.6 cubic feet

Scope and Content Note

This series contains administrative and human resource documents pertaining to Cal Arts faculty and staff, including records for the Faculty Council and Faculty Senate. Also included are Sequoia String Quartet invitations, programs, and publicity related documents.

Subseries 8-1 Administrative Records, 1963-1983

Physical Description: 1.7 cubic feet

Scope and Content Note

This subseries contains faculty and staff administrative records, including faculty contracts, faculty and staff records, staff council by-laws, and staff council meeting material.

box 1, folder 1
- Academic Officers, 1976-1977

box 1, folder 2
- Administrative Bulletins, 1966

box 1, folder 3
- Administrative Manual, 1972

box 1, folder 4
- Committee on Educational Standards, 1974

box 1, folder 5
- Correspondence, 1967-1971

box 1, folder 6
- Creative Leave Program, 1980

box 1, folder 7
- Faculty Biographical Sketches, 1970

box 1, folder 8
- Faculty Center, 1974-1976

box 1, folder 9
- Faculty Conference (Idyllwild), 1971

box 1, folder 10
- Faculty Contract Correspondence, 1967

box 1, folder 11-12
- Faculty Contracts, 1965-1967

box 1, folder 13
- Faculty Evaluation System, 1973-1983

box 1, folder 14
- Faculty Information, 1970, undated

box 1, folder 15
- Faculty Meetings, 1971-1974

box 1, folder 16
- Faculty Newsletter, 1971

box 1, folder 17
- Faculty Orientation Tentative Schedules, 1971

box 1, folder 18-23
- Faculty and Staff Records, 1963-1984

box 2, box 3, folder 1-6
- Armstrong, Elizabeth, 1977, undated

box 2, folder 18
- Blau, Herbert, 1970-1971

box 2, folder 19
- Brach, Paul, 1974, undated

box 2, folder 20
- Brewer, John (Bursar), 1963-1964

box 2, folder 21
- Emshwiller, Ed, 1979

box 2, folder 22
- England, Nicholas, 1970, undated

box 2, folder 23
- Fitzpatrick, Robert, 1974-1984

box 2, folder 24
- Hodgetts, Craig E., 1970, undated

box 2, folder 25
- Kaprow, Allan, [1970], undated

box 2, folder 26
- Lichtenstein, Roy, 1977

box 2, folder 27
- Lord, Catherine, 1983

box 2, folder 28
- Mackendrick, Alexander, 1969

box 2, folder 29
- Nixon, Marni, undated

box 2, folder 30
- O'Neill, Beverly, undated

box 2, folder 31
- Pearce, Peter Jon, [1969]

box 2, folder 32
- Powell, Mei, 1970-1973

box 2, folder 33
- Schapiro, Miriam, undated

box 2, folder 34
- Stein, Maurice, undated

box 2, folder 35
- Stearns, James, 1969

box 2, folder 36
- Stoltzman, Richard, 1970
Series 8 Faculty and Staff, 1962-1986
Subseries 8-1 Administrative Records, 1963-1983

box 3, folder 1 Subotnick, Mort, 1970, 1982
box 3, folder 2 Von Hagen, Lulu May, 1983
box 3, folder 3 Winkey, Timothy, 1971
box 3, folder 4 Youngblood, Gene, undated
box 3, folder 5-6 Miscellaneous (A to Z), 1969-1980, undated
box 3, folder 7 Faculty Rosters, 1974-1983
box 3, folder 8 Faculty Salaries, 1973
box 3, folder 9 Faculty and Staff Rosters, 1969-1971
box 3, folder 10 Faculty Task Force, 1975-1976
box 3, folder 11 Faculty Trustee, 1974, 1979
box 3, folder 12 Faculty Union Organization, 1973
box 3, folder 13 Mentor System Correspondence, 1970-1972
box 3, folder 14 Staff Benefits, 1978-1979
box 3, folder 15 Staff Council By-Laws, undated
box 3, folder 16 Faculty Council Meeting Minutes, 1972-1975
box 3, folder 17 Staff Evaluation Studies, undated
box 3, folder 18 Faculty Reports, 1967
box 3, folder 19 Wage and Salary Records, 1968-1971

Subseries 8-2 Faculty Council, 1971-1973
Physical Description: 0.25 cubic feet
Scope and Content Note
This subseries contains Faculty Council records, including correspondence, meeting material, organizational records, and the council's proposed constitution.

box 4, folder 5 Constitution (proposed), undated
box 4, folder 6 Correspondence, 1973
box 4, folder 7 Meeting Minutes and Agenda, 1971-1973
box 4, folder 8 Memorandum, 1971-1973
box 4, folder 9 Notes and Miscellaneous Records, 1973
box 4, folder 10 Organizational History, [1971]
box 4, folder 11 Proposed Constitution, 1971, undated

Subseries 8-3 Faculty Senate, 1974-1977
Physical Description: 0.5 cubic feet
Scope and Content Note
This subseries contains the by-laws, correspondence, notes, meeting material and other records pertaining to the Faculty Senate.

box 4, folder 12 By-Laws, 1974
box 4, folder 13 By-Laws (Drafts), 1974-1977
box 4, folder 14 Coordinating Committee, 1974-1975
box 4, folder 15 Correspondence, 1974
box 4, folder 16 Meeting Minutes, 1974
box 4, folder 17 Notes, [1974]

Subseries 8-4 Human Resources, 1962-1972
Physical Description: 0.75 cubic feet
Scope and Content Note
This subseries contains faculty and staff human resource records, such as faculty and staff job descriptions, policy and procedure records, resumes, candidate applications, and dispute records.

box 4, folder 18 Acceptance Letters and Job Offers, 1963-1967
box 4, folder 19 Advice of Proposed Commitments, 1969
Subseries 8-4 Human Resources, 1962-1972

- box 2, folder 20: Benefits, 1965
- box 20, folder 24: Faculty and Staff Lists and Organization Charts, 1962-1967, undated
- box 20, folder 25: Job Descriptions, 1966-1967
- box 5, folder 1: Personnel Medical Issues, (restricted) undated
- box 5, folder 3: Resignations, Terminations, and Vacancies, (restricted) 1963-1969

Subseries 8-5 Sequoia String Quartet, 1977-1986

- box 5, folder 6: 3rd Annual Concert Series Program, 1982
- box 5, folder 7: 4th Annual Concert Series Program, 1983
- box 5, folder 8: 5th Annual Concert Series Invitations
- box 5, folder 9: 6th Annual Concert Series Programs, 1984-1985
- box 5, folder 10: 7th Season Concert Series Programs, 1985-1986
- box 5, folder 11: 7th Season Concert Series Invitation, 1985-1986
- box 5, folder 12: 10th Anniversary Concerts Program, 1982-1983
- box 5, folder 13: Newsletter, 1985
- box 5, folder 14: Publicity, 1977, 1984-1986


- box 1, folder 1: Federal Loans and Grants Programs, 1967
- box 1, folder 2: Financial Statements, 1964-1965
- box 1, folder 3: Expenses/Budgets, 1967
- box 1, folder 4: Expenses-Cancelled Checks, 1967
- box 1, folder 5: Promissory Notes-Notes Payable, 1957-1965
- box 1, folder 6: Recast Schedule Correspondence, 1968
- box 1, folder 7: Stock Gifts, 1969
- box 1, folder 8: Student Loans-Academic Financial Services Division, 1967-1968

Series 10 Cal Arts Planning and Foundation, 1960-1980

- box 1, folder 1: Federal Loans and Grants Programs, 1967
- box 1, folder 2: Financial Statements, 1964-1965
- box 1, folder 3: Expenses/Budgets, 1967
- box 1, folder 4: Expenses-Cancelled Checks, 1967
- box 1, folder 5: Promissory Notes-Notes Payable, 1957-1965
- box 1, folder 6: Recast Schedule Correspondence, 1968
- box 1, folder 7: Stock Gifts, 1969
- box 1, folder 8: Student Loans-Academic Financial Services Division, 1967-1968

This series includes program and facilities planning files, correspondence, construction specifications, Committee meeting notes, financial reports, and construction progress reports. The series also includes materials related to Cal Arts groundbreaking, including correspondence, guest lists, photographs, printed ephemera, and press releases. Other materials include reports, programs, and awards documenting Walt Disney’s role in the foundation of Cal Arts. Also present are files regarding the restructuring of Cal Arts, including facilities and administration files, proposals, and committee records.
Subseries 10-1 Academic Program, 1961-1966

Physical Description: 0.2 cubic feet
Scope and Content Note
This subseries contains development plan records, a planning manual, recommendation reports, and other records pertaining to the creation of the Cal Arts academic program.

- box 1, folder 1 Development Plans, 1965-1966
- box 1, folder 2 Planning Manual, 1964
- box 1, folder 3 Planning Report and Recommendations, 1966
- box 1, folder 4 “The University and the Creative Arts,” by McNeil Lowry, Director Ford Foundation Program in the Humanities and the Arts before the Association of Graduate Schools (with notes by Thornton Ladd), 1961


Physical Description: 0.8 cubic feet
Scope and Content Note
This subseries contains correspondence, campus planning brochures, reports, building lease records, historical summaries concerning the foundation and planning of Cal Arts, and other administrative records regarding the planning and foundation of Cal Arts.

- box 1, folder 5 Building Lease Correspondence and Site Location Records, 1962-1968
- box 1, folder 6 Campus Planning Brochures, [ca. 1964]
- box 1, folder 7-9 Correspondence, 1964-1967
  - box 1, folder 7 Jackson, James, 1964-1966
  - box 1, folder 8 Sturdy, Herbert F. (Co-Executor of the Estate of Walter E. Disney), 1966
  - box 1, folder 9 Wilck, Thomas, 1966
- box 1, folder 11 “History and Plans,” [1965]
- box 1, folder 12 Lawsuit Records (Chouinard Faculty v. Cal Arts (Board of Directors), 1969
- box 1, folder 13 Legislation, 1964-1966
- box 1, folder 14-19 Reports, 1966-1967, undated
  - box 1, folder 14 “Building to Match a Philosophy,“ by Thornton Ladd, undated
  - box 1, folder 15 “The Plan,“ undated
  - box 1, folder 16 “Position Report,“ by Thornton Ladd, 1966
  - box 1, folder 17 “Remarks by Thornton Ladd,” 1967
  - box 1, folder 18 “A Study of the Los Angeles Conservatory of Music and Arts, and of its Relationship to the Musical and General Cultural Scene in the Area of Southern California, undated
- box 1, folder 19 “Synopsis,” undated
- box 1, folder 20 “Statement of Purpose,” undated
- box 1, folder 21 Miscellaneous Planning Records, undated


Physical Description: 5.5 cubic feet
Scope and Content Note
This subseries contains correspondence, construction specifications, construction progress reports, design changes, job meeting records, budget records, and reports regarding the architecture and construction of Cal Arts.

- box 2, folder 1 Alternative Contingency Space Locations, 1970
- box 2, folder 2 Architectural Renderings, undated
- box 2, folder 5-6 Bi-Weekly Progress Reports, 1970-1971
  - box 2, folder 5 Phase I, 1970-1971
<table>
<thead>
<tr>
<th>Box</th>
<th>Folder</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>6</td>
<td>Phase II, 1970-1971</td>
</tr>
<tr>
<td>2</td>
<td>7</td>
<td>Building Cost and Space History, 1963-1971</td>
</tr>
<tr>
<td>2</td>
<td>8</td>
<td>Building Lease Records, 1964-1971</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Change Order Bulletins, Phase II Construction, 1970-1972</td>
</tr>
<tr>
<td>3</td>
<td>1-16</td>
<td>Correspondence, 1960-1972</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>Blau, Herbert, 1968-1969</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>Clark, Royal, 1968-1972</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>Corrigan, Robert, 1967-1970</td>
</tr>
<tr>
<td>3</td>
<td>5</td>
<td>Hood, Raymond, 1967-1972</td>
</tr>
<tr>
<td>3</td>
<td>6</td>
<td>Jackson, James W., 1964-1967</td>
</tr>
<tr>
<td>3</td>
<td>7</td>
<td>Ladd and Kelsey, 1968</td>
</tr>
<tr>
<td>3</td>
<td>8-9</td>
<td>Peter Kiewit Sons’ Company, 1969-1972</td>
</tr>
<tr>
<td>3</td>
<td>10</td>
<td>Raaberg, Charles, 1968</td>
</tr>
<tr>
<td>3</td>
<td>11</td>
<td>Schutter, Claude, 1969-1971</td>
</tr>
<tr>
<td>3</td>
<td>12</td>
<td>Thomas Wilck Associates, 1967</td>
</tr>
<tr>
<td>3</td>
<td>13</td>
<td>W.J. Burke Construction Company (Phase I), 1969-1971</td>
</tr>
<tr>
<td>3</td>
<td>14</td>
<td>W.J. Burke Construction Company (Phase II), 1969-1972</td>
</tr>
<tr>
<td>3</td>
<td>15</td>
<td>Wesley, David, 1968</td>
</tr>
<tr>
<td>3</td>
<td>16</td>
<td>Miscellaneous, 1967-1972</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>Design Change Synopsis, 1970-1971</td>
</tr>
<tr>
<td>4</td>
<td>2-3</td>
<td>Design Changes, 1970-1972</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
<td>Phase I Construction, 1970-1971</td>
</tr>
<tr>
<td>4</td>
<td>3</td>
<td>Phase II Construction, 1970-1972</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>Easement Agreements and Correspondence, 1967-1969</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>Equipment Planning and Purchasing, 1969-1970</td>
</tr>
<tr>
<td>4</td>
<td>6</td>
<td>Feasibility Study, 1968</td>
</tr>
<tr>
<td>4</td>
<td>7</td>
<td>Golden Oak Ranch Property Description, 1966</td>
</tr>
<tr>
<td>4</td>
<td>8</td>
<td>Grant of Easement, 1969-1970</td>
</tr>
<tr>
<td>4</td>
<td>9-12</td>
<td>Job Meetings, 1969-1971</td>
</tr>
<tr>
<td>5</td>
<td>1-3</td>
<td>Academic Facility, 1969-1971</td>
</tr>
<tr>
<td>5</td>
<td>4-12</td>
<td>Academic Facility, Phase II, 1970-1971</td>
</tr>
<tr>
<td>5</td>
<td>1</td>
<td>Residence Halls, 1969-1971</td>
</tr>
<tr>
<td>5</td>
<td>2</td>
<td>Separate Contract (Ilig. Construction Co.), 1971</td>
</tr>
<tr>
<td>5</td>
<td>3</td>
<td>Kitchen and Food Service Facilities, 1969-1970</td>
</tr>
<tr>
<td>5</td>
<td>4-5</td>
<td>Ladd and Kelsey, 1964, undated</td>
</tr>
<tr>
<td>5</td>
<td>5-7</td>
<td>Preliminary Cost Estimate County Parking garage and Cal Arts Site Grading, 1964</td>
</tr>
<tr>
<td>5</td>
<td>6-7</td>
<td>Site Plan, undated</td>
</tr>
<tr>
<td>5</td>
<td>8</td>
<td>Land Purchase Agreement, 1967</td>
</tr>
<tr>
<td>5</td>
<td>9</td>
<td>Modular Theatre Correspondence, Notes, and Reports, 1970-1971</td>
</tr>
<tr>
<td>6</td>
<td>9-11</td>
<td>New Campus Project, 1970-1971</td>
</tr>
<tr>
<td>7</td>
<td>1-6</td>
<td>Phase I, 1969</td>
</tr>
<tr>
<td>7</td>
<td>7-8</td>
<td>Phase II, October 27, 1969</td>
</tr>
<tr>
<td>8</td>
<td>1-7</td>
<td>New Campus Funds, 1969-1971</td>
</tr>
<tr>
<td>8</td>
<td>8-9</td>
<td>Actual New Campus Funds, 1969-1970</td>
</tr>
<tr>
<td>8</td>
<td>10</td>
<td>Construction Fund, Actual and Estimated, 1970-1971</td>
</tr>
<tr>
<td>8</td>
<td>11</td>
<td>Estimated Cash Receipts and Distribution, 1969-1970</td>
</tr>
<tr>
<td>9</td>
<td>1</td>
<td>Operation Expenses (Actual and Estimated), 1970-1972</td>
</tr>
<tr>
<td>9</td>
<td>2-4</td>
<td>Periodic Estimate for Partial Payment, 1969-1972</td>
</tr>
<tr>
<td>9</td>
<td>2</td>
<td>Academic Building, 1970</td>
</tr>
<tr>
<td>9</td>
<td>3</td>
<td>Academic Building, Phase II, 1970-1972</td>
</tr>
<tr>
<td>Box and Folder</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>9, folder 4</td>
<td>Residence Halls, 1969-1971</td>
<td></td>
</tr>
<tr>
<td>9, folder 5-6</td>
<td>Planning Data, 1965</td>
<td></td>
</tr>
<tr>
<td>9, folder 7</td>
<td>Progress Reports, 1969</td>
<td></td>
</tr>
<tr>
<td>10, folder 1-9</td>
<td>Reports, 1960-1967</td>
<td></td>
</tr>
<tr>
<td>10, folder 2A</td>
<td>“Cal Arts Project,” by Esta Haight, 1967</td>
<td></td>
</tr>
<tr>
<td>10, folder 3</td>
<td>“California Institute of the Arts: Comparison on Estimates on Cost of proposed Facilities,” by WED Enterprises, 1967</td>
<td></td>
</tr>
<tr>
<td>10, folder 5</td>
<td>“Golden Oak Ranch,” undated</td>
<td></td>
</tr>
<tr>
<td>10, folder 6</td>
<td>“New Campus Costs: 9 Year Projection of Operations,” 1967</td>
<td></td>
</tr>
<tr>
<td>10, folder 7</td>
<td>“Potential Housing Demand for Faculty, Non-Academic Staff, and Married Students at Cal Arts,” by Economic Research Associates, 1967</td>
<td></td>
</tr>
<tr>
<td>10, folder 8</td>
<td>“Project Estimate of Golden Oak,”” by Ladd and Kelsey, Architects, 1967</td>
<td></td>
</tr>
<tr>
<td>10, folder 10</td>
<td>Schematic Plans Report, Phase I and Phase II, 1968</td>
<td></td>
</tr>
<tr>
<td>10, folder 11</td>
<td>Student Housing Programming and Site Selection Study, 1980</td>
<td></td>
</tr>
<tr>
<td>10, folder 12</td>
<td>Sub-Committee Meeting, 1971</td>
<td></td>
</tr>
<tr>
<td>10, folder 13</td>
<td>Summary of Equipment Requests, 1970</td>
<td></td>
</tr>
<tr>
<td>10, folder 14</td>
<td>W.J. Burke Construction Co. Publicity Notebook, undated</td>
<td></td>
</tr>
<tr>
<td>10, folder 15</td>
<td>Walt Disney Productions, 1965-1969</td>
<td></td>
</tr>
<tr>
<td>11, folder 1</td>
<td>WED’s Estimate of Construction Costs, 1967</td>
<td></td>
</tr>
<tr>
<td>11, folder 2</td>
<td>Weekly Job Meetings, 1972</td>
<td></td>
</tr>
<tr>
<td>11, folder 3-5</td>
<td>Weekly Progress Reports, 1969-1970</td>
<td></td>
</tr>
</tbody>
</table>

**Subseries 10-4 “Great Groundbreaking,” 1968-1969**

**Physical Description:** 0.5 cubic feet

**Scope and Content Note**

This subseries contains correspondence, programs, fact sheets, guest records, organizational records, publicity records/press releases, and photographs of the groundbreaking for Cal Arts campus.

<table>
<thead>
<tr>
<th>Box and Folder</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12, folder 1-8</td>
<td>Correspondence, 1968-1969</td>
</tr>
<tr>
<td>12, folder 1</td>
<td>Corrigan, Robert W., 1968-1969</td>
</tr>
<tr>
<td>12, folder 2</td>
<td>DuBridge, Lee A., 1969</td>
</tr>
<tr>
<td>12, folder 3</td>
<td>Fager, Curzon, 1969</td>
</tr>
<tr>
<td>12, folder 4</td>
<td>Hirsch, Julia C., 1968-1969</td>
</tr>
<tr>
<td>12, folder 5</td>
<td>Hyams, Barry, 1969</td>
</tr>
<tr>
<td>12, folder 6</td>
<td>Office of the President of the United States, 1969</td>
</tr>
<tr>
<td>12, folder 7</td>
<td>Reagan, Ronald, 1969</td>
</tr>
<tr>
<td>12, folder 8</td>
<td>Miscellaneous A to Z, 1968-1969</td>
</tr>
<tr>
<td>12, folder 9</td>
<td>Fact Sheets, Schedule, and Program, 1969</td>
</tr>
<tr>
<td>12, folder 10</td>
<td>Guests Lists, 1968-1969</td>
</tr>
<tr>
<td>12, folder 11</td>
<td>Photographs, 1969</td>
</tr>
<tr>
<td>12, folder 12</td>
<td>Planning Budget, 1968</td>
</tr>
<tr>
<td>12, folder 13</td>
<td>Planning Notes, 1968-1969</td>
</tr>
<tr>
<td>12, folder 14</td>
<td>Press Releases and Publicity, 1969</td>
</tr>
<tr>
<td>12, folder 15</td>
<td>Printed Material, [ca. 1969]</td>
</tr>
<tr>
<td>12, folder 16</td>
<td>Speaking Program, 1969</td>
</tr>
<tr>
<td>12, folder 17</td>
<td>Speeches, 1969</td>
</tr>
</tbody>
</table>
Subseries 10-5 Public Relations, 1963-1970

Physical Description: 0.6 cubic feet

Scope and Content Note

This subseries contains correspondence, press releases, public relations planning records, concept statements, and the concept brochure for the planning and development of Cal Arts. Of significance are the concept statements, press conference records, and photographs.

- box 13, folder 1: “The Concept,” undated
- box 13, folder 2: Concept Statements, 1968-1979
- box 13, folder 3-5: Correspondence, 1963-1970
- box 13, folder 4: WED Enterprises Inc. 1963-1970
- box 13, folder 5: Miscellaneous, 1967-1970
- box 13, folder 8: Photographs, 1969
- box 13, folder 9: Correspondence, 1964-1969
- box 13, folder 10: Notes, undated
- box 13, folder 12: “Selected Writings on the Cal Arts Concept of Education,” 1964
- box 14, folder 1-2: Thomas Wilck and Associates Program Notebook

Subseries 10-6 Restructuring, 1968-1972

Physical Description: 0.8 cubic feet

Scope and Content Note

This subseries contains correspondence, background material, proposals, student meeting notes, and resolutions covering the transfer of securities for the restructuring of Cal Arts.

- box 14, folder 3: Correspondence, 1968-1972, undated
- box 1, folder 4: Groups as Provost Santa Barbara Retreat Minutes, 1972
- box 1, folder 5: Notes and Background Material, 1971-1972
- box 1, folder 6: Proposals, 1972, undated
- box 1, folder 7: Resolutions Covering Transfer of Securities, 1969
- box 1, folder 8: Student Meeting Notes, 1969

Series 11 Presidents/Directors Records, 1964-1975

Physical Description: 2.0 cubic feet

Scope and Content Note

This series contains biographical material, correspondence, reports, and administrative records pertaining to and created by Cal Arts Director’s and President’s. Also included are records pertaining to John Fitzpatrick’s installation as President in 1975.

Subseries 11-1 Jackson, James W., 1964-1968

Physical Description: 1.5 cubic feet

Scope and Content Note

This subseries contains administrative records, correspondence, and reports created during James Jackson’s tenure as the acting director and director of California Institute of the Arts between 1965 and 1967.

- box 1, folder 1: Administrative Agendas/Staff Meetings, 1965-1966
- box 1, folder 2: Advisory Council/Visiting Artists, 1965-1966
Subseries 11-1 Jackson, James W., 1964-1968

- box 1, folder 3: Alumni, 1966
- box 1, folder 4: Bell Educational Services, 1965-1966
- box 1, folder 5: Biographical Material, [ca. 1965]
- box 1, folder 6: Board Reports, 1965-1966
- box 1, folder 7: Chouinard Art School Interim Catalogue, 1965
- box 1, folder 8-9: Correspondence and Reports to Walt Disney, 1964-1966
- box 1, folder 10: Correspondence from James Jackson, 1964-1966
- box 1, folder 11: Correspondence from James Jackson regarding new campus, 1966
- box 1, folder 12: Correspondence with John Brewer (Bursar), 1965-1966
- box 1, folder 13: Correspondence with Royal Clark, 1964-1967
- box 1, folder 14: Correspondence with Harold Covert, 1965-1966
- box 1, folder 15: Correspondence with Charles Romero, 1965
- box 1, folder 16: Daily Chronological Files, 1966
- box 2, folder 1-4: Directors Notebook, 1965-1966
- box 2, folder 5: Directors Reports to Board of Trustees, 1964-1966
- box 2, folder 6: Expense Reports, 1965-1966
- box 2, folder 7: Federal Aid, 1965-1966
- box 2, folder 8: Gifts Received, 1966
- box 2, folder 9: Land Acquisition and Development Records, 1965
- box 2, folder 10: Laverne College Consulting Records, 1965-1966
- box 2, folder 11: Music/Dr. Wolf, 1965
- box 2, folder 12: Northrup Institute of Technology Consulting Records, 1965
- box 3, folder 1: Personnel/Administration, 1965-1966
- box 3, folder 2: Personnel/Staff, 1965-1966
- box 3, folder 4: Prospective Donors, 1965-1966
- box 3, folder 7: Reports and Correspondence to Walt Disney, 1966
- box 3, folder 8: San Diego County Theatre and Arts Foundation Summary of Remarks, 1965
- box 3, folder 9: School of Music, 1966
- box 3, folder 10-11: Staff Meetings, 1967
- box 3, folder 12: Staff Meetings Minutes and Memos, 1965-1966
- box 3, folder 13: Staff Meetings Minutes and Notes, 1967
- box 3, folder 14: Student Affairs, 1965
- box 3, folder 15: Students, 1966


- box 4, folder 1: Acceptance of Presidency Statement, 1967
- box 4, folder 2: Biographical Material, 2000
- box 4, folder 3: Correspondence, Incoming, 1968-1969
- box 4, folder 4: Correspondence, Outgoing, 1968-1971
- box 4, folder 5: Publicity, 1968
- box 4, folder 6: “Some Thoughts on University Governance,” 1970
- box 4, folder 7: “Welcome Address to Faculty,” 1970

Subseries 11-3 Fitzpatrick, Robert, 1975

- box 3: Acceptance of Presidency Statement, 1967
- box 3: Biographical Material, 2000
- box 3: Correspondence, Incoming, 1968-1969
- box 3: Correspondence, Outgoing, 1968-1971
- box 3: Publicity, 1968
- box 3: “Some Thoughts on University Governance,” 1970
- box 3: “Welcome Address to Faculty,” 1970

Scope and Content Note

This subseries contains biographical material, correspondence, publicity records, Corrigan’s acceptance statement, and Corrigan’s welcome address to the faculty.

This subseries contains correspondence, an invitation, press records, and a program for the installation of Robert Fitzpatrick as president in 1975.
Installation
Correspondence, 1975
Invitation, 1975
Press Information, 1975
Program, 1975

Physical Description: 1.0 cubic feet
Scope and Content Note
This series contains bulletins, calendars, newsletters, and articles created by Cal Arts. This series also includes publications collected by, but not created by Cal Arts.

Subseries 12-1 Cal Arts Publications, 1963-1987
Physical Description: 0.9 cubic feet
Scope and Content Note
This subseries contains bulletins, calendars, newsletters, and articles created by Cal Arts.

box 1, folder 1
Bulletins, 1963-1972

box 1, folder 2-5
Cal Arts Progress, 1965-1967

box 1, folder 6-8

box 1, folder 9
“California Institute of the Arts,” 1965

box 1, folder 10
“California Institute of the Arts: Your Education at Cal Arts,” 1965

box 1, folder 11
Institute Brochure, 1977-1978

box 1, folder 12
Brochure, 1977-1978

box 1, folder 13
Correspondence, 1977-1978

box 1, folder 14
Development Records, 1977-1978

box 1, folder 15
Development Records, 1977-1978

box 1, folder 16
Love, [ca. 1970]

box 1, folder 17
Newsletters, 1970

box 1, folder 18
“Student Information,” 1965

box 1, folder 19
“Summary of the Concept and Statement for California Institute of the Arts,” undated

Subseries 12-2 Non-Cal Arts Publications, 1968
Physical Description: 0.1 cubic feet
Scope and Content Note
This subseries contains publications not published by Cal Arts.

box 1, folder 18

Series 13 Publicity, 1967-1983
Physical Description: 0.5 cubic feet
Scope and Content Note
This series contains journal articles, newspaper clippings, press/publicity releases, and publicity packets pertaining to Cal Arts.

box 1, folder 1-10
Articles, 1968-1983

box 1, folder 1
Angelino, Marie. “Nelbert Chouinard,” American Artist, May 1968

box 1, folder 2

box 1, folder 3

box 1, folder 4
“Distinguished Men Appointed to Cal Arts,” in Disney News, Fall 1968

box 1, folder 5
“Famed Educator, Editor, Writer Heads Cal Arts,” in The Disney World, Vol. 6, No. 1, April 1968
<table>
<thead>
<tr>
<th>Box, Folder</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 8</td>
<td>Kolodin, Irving. “Mixing the Arts in the Mikimaushaus,” <em>Saturday Review</em>, Jan. 29, 1972</td>
</tr>
<tr>
<td>1, 9</td>
<td>Real, James, “When You Wish Upon A School,” in <em>West</em>, 1972</td>
</tr>
<tr>
<td>1, 10</td>
<td>Rich, Alan. “California Institute of the Arts: Walt Disney’s Legacy to Young Creativity,” <em>Smithsonian</em>, (includes correspondence), Jan. 1983</td>
</tr>
<tr>
<td>1, 11</td>
<td>Journal Clippings, 1979-1983</td>
</tr>
<tr>
<td>1, 12-13</td>
<td>Newspaper Clippings, 1969, 1971</td>
</tr>
<tr>
<td>1, 14</td>
<td>Correspondence, 1967-1972</td>
</tr>
<tr>
<td>1, 15</td>
<td>Publicity List (1970-1982), 1982</td>
</tr>
<tr>
<td>1, 16-18</td>
<td>Publicity Packages, 1969</td>
</tr>
<tr>
<td>1, 19</td>
<td>Publicity Pamphlets, 1972, 1978</td>
</tr>
<tr>
<td>1, 20</td>
<td>Publicity Releases, 1967-1972</td>
</tr>
</tbody>
</table>

**Series 14: Students and Alumni, 1963-1987**

- **Physical Description:** 1.5 cubic feet
- **Scope and Content Note**
  Series contains alumni association records, student housing records, and student affairs records, including orientation records, commencement speeches, student council records, student rosters, and interdisciplinary records.

**Subseries 14-1: Alumni Association, 1963-1986**

- **Physical Description:** 0.2 cubic feet
- **Scope and Content Note**
  This subseries contains records pertaining to the alumni association, including alumni bulletins, correspondence, and organizational records. The Alumni Association was founded as a non-profit organization in 1965, and was governed by a twelve member Board of Directors to serve the best interests of the Institute and its programs. Members included leading professional artists and musicians, who contributed their knowledge, experience, and skill to strengthen the institute. The founding Board of Directors included: Miss Mary Costa, Miss Edith Head, Miss Gale Storm, Marc F. Davis, Tony Duquette, Harold W. Grieve, John C. Hench, Charles M. Jones, Henry Mancini, Marty Paich, Nelson Riddle, and Millard Sheets.

<table>
<thead>
<tr>
<th>Box, Folder</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2</td>
<td>“Alumni News,” 1986</td>
</tr>
<tr>
<td>1, 3</td>
<td>Board of Trustees Organization Notebook, 1966</td>
</tr>
<tr>
<td>1, 4</td>
<td>Correspondence, 1963</td>
</tr>
<tr>
<td>1, 5</td>
<td>Third Annual Alumni Scholarship Awards Luncheon, 1968</td>
</tr>
</tbody>
</table>

**Subseries 14-2: Student Affairs, 1965-1983**

- **Physical Description:** 1.1 cubic feet
- **Scope and Content Note**
  This subseries contains student affairs records, including orientation records, commencement speeches, student council records, student rosters, and interdisciplinary records.

<table>
<thead>
<tr>
<th>Box, Folder</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 6</td>
<td>Commencement Speeches, 1976</td>
</tr>
<tr>
<td>1, 7</td>
<td>Correspondence and Miscellaneous Records, 1967-1971</td>
</tr>
<tr>
<td>1, 8</td>
<td>Financial Aid, 1965-1969</td>
</tr>
</tbody>
</table>
### Subseries 14-2 Student Affairs, 1965-1983

<table>
<thead>
<tr>
<th>Box</th>
<th>Folder</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9</td>
<td>Grade Reports, 1970</td>
</tr>
<tr>
<td>1</td>
<td>10-12</td>
<td>Interdisciplinary Studies, 1975-1985</td>
</tr>
<tr>
<td>1</td>
<td>10</td>
<td>Committee Records and Correspondence, 1975-1983</td>
</tr>
<tr>
<td>1</td>
<td>11-12</td>
<td>Project Proposals, 1985</td>
</tr>
<tr>
<td>1</td>
<td>13</td>
<td>Judicial Review Board Minutes, 1972</td>
</tr>
<tr>
<td>1</td>
<td>14</td>
<td>Life Support Newsletter, 1975</td>
</tr>
<tr>
<td>1</td>
<td>15</td>
<td>Miscellaneous Notes and Memorandum, 1969-1979</td>
</tr>
<tr>
<td>1</td>
<td>16</td>
<td>Orientation Memorandum and Announcements, 1971-1983</td>
</tr>
<tr>
<td>1</td>
<td>17</td>
<td>Orientation and Registration Schedules, 1971-1983</td>
</tr>
<tr>
<td>1</td>
<td>18</td>
<td>Student Awards, undated</td>
</tr>
<tr>
<td>1</td>
<td>19</td>
<td>Student Council Constitution and By-Laws, undated</td>
</tr>
<tr>
<td>1</td>
<td>20</td>
<td>Student Council Correspondence, 1977</td>
</tr>
<tr>
<td>1</td>
<td>21</td>
<td>Student Council Minutes, 1974-1976</td>
</tr>
<tr>
<td>1</td>
<td>22</td>
<td>Student Council Notebook, 1971-1972</td>
</tr>
<tr>
<td>1</td>
<td>23</td>
<td>Student Experience Reports, undated</td>
</tr>
<tr>
<td>1</td>
<td>24</td>
<td>Student Government Constitution, 1965-1967</td>
</tr>
<tr>
<td>1</td>
<td>25</td>
<td>Student Grievances, 1965, undated</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>Student Handbook, 1971, 1980</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>Student Recital Programs, 1964</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>Student Rosters, 1971-1972</td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>Student Support Services Opinionnaire Questionnaire, 1981-1983</td>
</tr>
<tr>
<td>2</td>
<td>5</td>
<td>Student Trustee’s report to the Board of Trustees, 1975</td>
</tr>
<tr>
<td>2</td>
<td>6</td>
<td>United Student Aid Funds Recommendation, 1965</td>
</tr>
<tr>
<td>2</td>
<td>7</td>
<td>Work Study Program, 1965-1968</td>
</tr>
</tbody>
</table>

### Subseries 14-3 Student Housing, 1969-1987

<table>
<thead>
<tr>
<th>Box</th>
<th>Folder</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>8</td>
<td>Brochures, 1983-1987</td>
</tr>
<tr>
<td>2</td>
<td>9</td>
<td>Correspondence, and Memorandum, 1969-1971</td>
</tr>
<tr>
<td>2</td>
<td>10</td>
<td>Valencia Housing Project Background Material, 1971</td>
</tr>
<tr>
<td>2</td>
<td>11</td>
<td>Valencia Housing Project Correspondence, 1970-1971</td>
</tr>
<tr>
<td>2</td>
<td>12</td>
<td>Valencia Housing Project Student Design Proposal, undated</td>
</tr>
<tr>
<td>2</td>
<td>13</td>
<td>Valencia Housing Project Problem Statement, undated</td>
</tr>
<tr>
<td>2</td>
<td>14</td>
<td>Valencia Housing Project Student Research Booklet, 1971</td>
</tr>
</tbody>
</table>

### Series 15 Subject Files, 1941-1979

<table>
<thead>
<tr>
<th>Box</th>
<th>Folder</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Cafeteria, undated</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>Cal Arts Letterhead, 1964-1965</td>
</tr>
<tr>
<td>1</td>
<td>3-6</td>
<td>City of the Arts, 1959, undated</td>
</tr>
<tr>
<td>1</td>
<td>3</td>
<td>“An Analysis of Mountain Park as a Site for City of the Arts,” undated</td>
</tr>
<tr>
<td>1</td>
<td>4-5</td>
<td>“An Analysis of Site Location Factors,” 1959</td>
</tr>
<tr>
<td>1</td>
<td>6</td>
<td>Correspondence, 1959</td>
</tr>
</tbody>
</table>
box 1, folder 7  Docent Training, 1978
box 1, folder 8  Historical Summary of Cal Arts, 1967
box 1, folder 9  Library Miscellaneous, undated
box 1, folder 11  School Facts (statistics, facts, chronologies), undated
box 1, folder 12-15  Feasibility Reports and Correspondence, 1957-1959
box 1, folder 13  "Seven Arts City," 1959
box 1, folder 14-15  Shopping Center Planning Data Book, by Economic research Associates, 1958
box 1, folder 16  Southern California Choral Music Association, 1967-1971
box 1, folder 17  Valencia Village Shopping Center, 1967
box 2, folder 1-6  Walt Disney, 1941-1966, undated
box 2, folder 1-3  Engagements 1965, undated
box 2, folder 1  Calgary Exhibition and Stampede, 1965
box 2, folder 2  Freedoms Foundation at Valley Forge "Great Moments with Mr. Lincoln," 1965
box 2, folder 3  San Francisco Press Club, undated
box 2, folder 4  Photographs, undated
box 2, folder 5  Publicity Releases, undated
box 2, folder 6  "Tommie" Wilck File (Walt Disney's Office [Secretary]), 1941, 1964-1966
box 2, folder 7-17  Walt Disney Productions, 1961-1979
box 2, folder 7  Annual Report, 1972
box 2, folder 8  Correspondence and Envelopes, 1967, undated
box 2, folder 10  "A Study of Walt Disney Productions, Inc." by Irving Lundborg and Co., 1963
box 2, folder 11  Theme Park Newspaper Clippings, 1970-1973
box 2, folder 12  "Walt Disney Buys Historic Rancho Where California Gold First Found," by Joe Reddy, undated
box 2, folder 13  Walt Disney Film writing Awards, 1969-1971
box 2, folder 14  Walt Disney Productions Employee Savings Plan Card, 1961
box 2, folder 15  WED Enterprises Correspondence
box 2, folder 16  Workshops, 1979
box 2, folder 17  Miscellaneous, [196- ]
box 2, folder 18  Women's Board Correspondence, 1967