
Finding aid prepared by University Archives staff, 1988 November; finding aid revised by Katharine A. Lawrie, 2013 February; machine-readable finding aid created by Katharine A. Lawrie, 2013 June.

UCLA Library Special Collections
Room A1713, Charles E. Young Research Library
Box 951575
Los Angeles, CA, 90095-1575
(310) 825-4988
spec-coll@library.ucla.edu
©1988 November
Title: University Extension. Director. Administrative files.
Identifier/Call Number: University Archives Record Series 284
Contributing Institution: UCLA Library Special Collections
Language of Material: English
Physical Description: 5.8 linear ft. (7 boxes, 3 cartons)
Date: 1959-1989
Abstract: Record Series 284 contains the administrative files of the director of UCLA University Extension.
creator: University Extension
Access
COLLECTION STORED OFF-SITE AT SRLF: Open for research. Advance notice required for access. Contact the UCLA Library Special Collections Reference Desk for paging information.
Publication Rights
Copyright of portions of this collection has been assigned to The Regents of the University of California. The UCLA University Archives can grant permission to publish for materials to which it holds the copyright. All requests for permission to publish or quote must be submitted in writing to the UCLA University Archivist.
Preferred Citation
[Identification of item], University Extension. Director. Administrative files (University Archives Record Series 284). UCLA Library Special Collections, University Archives.
Scope and Content
Record Series 284 contains the administrative files of the director of UCLA University Extension. Files regard courses, programs, and events sponsored by UCLA University Extension, on such topics as arts and humanities, business administration, dentistry, education, engineering, industrial relations, social sciences, and the Artsreach Program. Materials include organizational, planning, and promotional documents.
This is an active record series; additional University records are expected to be added.

UCLA Catalog Record ID
UCLA Catalog Record ID: 3521351

Box 1, Folder 1 Administrative manual - University Extension. 1961-1962.
Box 1, Folder 2 Area Center Matters. 1961-1963.
Box 1, Folder 3 Arrowhead Conference Center. 1963.
Box 1, Folder 4 Arts and Humanities - Arrowhead art exhibits. 1963-1964.
Box 1, Folder 5 Arts and Humanities - general. 1963.
Box 1, Folder 6 Arts and Humanities - general. 1964.
Box 1, Folder 7 Arts and Humanities - La Jolla - San Diego Art Program. 1964-1965.
Box 1, Folder 8 Arts and Humanities - Women's Program (Roz Loring/Statewide Program). 1965.
Box 1, Folder 9 Arts, Humanities, and Social Sciences - general. 1963.
Box 1, Folder 10 Associate Director - Campuses and Centers (Baisden). 1961.
Box 1, Folder 11 Associate Director - Ford Foundation (also fund for adult education). 1964.
Box 1, Folder 12 Associate Director - Ford Foundation - grant comp. enrollments. 1965.
Box 1, Folder 13 Business administration - executive program - general. 1962-1965.
Box 1, Folder 14 Business administration - faculty payment problem. 1965.
Box 2, Folder 1 Business administration - general. 1964.
Box 2, Folder 2 Business administration - general. 1965.
Box 2, Folder 3 Business administration - Teacher Compensation study - draft. 1963-1965.
Box 2, Folder 5 Business Administration. 1963.
Box 2, Folder 7 Conferences and program consultation. 1959-1965.
Box 2, Folder 8 Conference - Democratic Process. 1962 Spring.
Box 2, Folder 9 Correspondence Instruction - Rowbotham. 1961-1962.
Box 2, Folder 10 Counseling and Testing Services Center. 1963-1965.
Box 2, Folder 11 Dean's Office - Statewide - Jack Mezirow. 1965.
Box 2, Folder 12  Dean's Office - Statewide - Warren Schoonover and Tom Lane. 1965.
Box 2, Folder 13  Dean's Office - Statewide - Paul Sheats, C. L. Larsen. 1964-1965.
Box 3, Folder 1  Dentistry - Dental Assistants Advisory Committee. 1964.
Box 3, Folder 2  Dentistry - Dental Assistants Program. 1961-1965.
Box 3, Folder 3  Dentistry - draft proposal - cooperative program. 1964.
Box 3, Folder 4  Dentistry - general. 1964.
Box 3, Folder 6  Education - Exceptional Children meeting. 1964.
Box 3, Folder 7  Education - general. 1964.
Box 3, Folder 8  Education - Reiss/Davis Psychoanalysis/Learning courses. 1963-1964.
Box 3, Folder 9  Education - Faith Smitter. 1963.
Box 3, Folder 10  Education - teacher credentials. 1965.
Box 4, Folder 1  Educational television - Paltridge. 1961-1962.
Box 4, Folder 2  Employee services. 1963.
Box 4, Folder 5  Engineering - physical sciences. 1962.
Box 4, Folder 7  Facilities and space. 1963.
Box 4, Folder 8  Film series. 1963.
Box 4, Folder 9  Fine Arts productions and public lectures. 1960-1964.
Box 4, Folder 11  High school - extension courses. 1962.
Box 4, Folder 12  Industrial relations - Aaron. 1962-1963.
Box 4, Folder 14  Industrial relations - labor certificate program. 1962-1963.
Box 5, Folder 1  Mailing lists - use of. 1961-1962.
Box 5, Folder 2  Management Programs - Angus McLeod. 1962-1963.
Box 5, Folder 3  Master Calendar. 1961-1962.
Box 5, Folder 4  Medicine and Health Sciences - general. 1963-1965.
Box 5, Folder 5  Medicine and Health Sciences - Sternberg. 1961-1963.
Box 5, Folder 6  Motion Picture Production - Clyde B. Smith. 1961-1963.
Box 5, Folder 7  Numbering of courses. 1963.
Box 5, Folder 8  Paramedical program - Marion Kosht. 1962.
Box 5, Folder 9  Physical Sciences - general. 1963-1965.
Box 5, Folder 12  Program promotion. 1963.
Box 5, Folder 13  Program processing. 1963.
Box 5, Folder 14  PTA panel. 1960 May.
Box 5, Folder 15  Publications. 1963.
Box 5, Folder 16  Public lectures. 1961-1963.
Box 5, Folder 18  Public relations. 1961.
Box 6, Folder 1  Real estate - Karl Venter. 1961-1965.
Box 6, Folder 2  Social Sciences - Advanced Community Seminar. 1964-1965.
Box 6, Folder 3  Social Sciences - Community Leaders Conference, Lake Arrowhead. 1962.
Box 6, Folder 5  Social Sciences - general. 1962-1965.
Box 7, Folder 1  Social welfare - general. 1964-1965.
Box 7, Folder 2  Statewide Dean - Fee Study Committee (Warren Schoonover). 1963-1964.
| Box 7, Folder 4 | Statewide Dean - Mental Retardation Workshops - Richard Baisden, et. al. 1964. |
| Box 7, Folder 6 | Statewide departments. 1962. |
| Box 7, Folder 7 | Statewide Subcommittee on Programs. 1965. |
| Box 7, Folder 9 | Tele-Lecture. 1962. |
| Box 7, Folder 10 | Television. 1962-1963. |
| Box 7, Folder 12 | Visual Communications. 1959-1962. |
| Box 8, Folder 1 | Obesity. 1980. |

Scope and Contents note
Includes newspaper clippings, class notes, correspondence, and press releases.

| Box 8, Folder 2 | Proposition 9. 1980. |

Scope and Contents note
Includes newspaper clippings, memos, media tip sheet, notes, and press coverage.


Scope and Contents note
Includes correspondence, newspaper clippings, notes, memos, conference schedule, press releases, media tip sheet, and conference materials.

| Box 8, Folder 4 | Women in science. 1978. |

Scope and Contents note
Includes media campaign outline, notes, correspondence, contact information, newspaper clippings, workshop abstract, and workshop program.

| Box 8, Folder 5 | Women in science - hometown stories. 1978. |

Scope and Contents note
Includes correspondence and press releases.

| Box 8, Folder 6 | Future directions of human resource management. 1985. |

Scope and Contents note
Includes press releases, correspondence, notes, conference program, presentation summary, publicity campaign, newspaper clippings, and biographical information.

| Box 8, Folder 7 | Public policy. 1984-1987. |

Scope and Contents note
Includes press releases, conference programs, notes, correspondence, newspaper clippings, media tip sheet, and conference brochures.

| Box 8, Folder 8 | Public policy program - transportation demand management class of 1986. 1986. |

Scope and Contents note
Includes transportation newsletters, correspondence, and press releases.

| Box 8, Folder 9 | Discovery '85. 1985. |

Scope and Contents note
Includes television public service director list, press releases, newspaper clippings, notes, events, lecture schedule, forms, publicity, and public service announcements.
Box 8, Folder 10  Celebration of Arts. 1983.
Scope and Contents note
Includes photographs, lecture room assignments, press releases, and newspaper clippings.

Box 8, Folder 11  The Plato Society. 1983.
Scope and Contents note
Includes press releases, press contacts, correspondence, newsletters, discussion groups, newspaper clippings, and brochures.

Scope and Contents note
Includes newspaper clippings, notes, correspondence, schedule, press releases, press contacts, conference reading list, and biographical information.

Scope and Contents note
Includes newspaper clippings, background information, notes, correspondence, conference schedule, press releases, and transcripts.

Box 8, Folder 14  The return of Comet Halley. 1985 Oct 05.
Scope and Contents note
Includes newspaper clippings, photographs, and negatives.

Box 8, Folder 15  Japanese sense of beauty. 1985 Apr-May.
Scope and Contents note
Includes newspaper clippings, correspondence, press releases, and brochures.

Box 8, Folder 16  Gertrude Stein Symposium. 1984.
Scope and Contents note
Includes notes, correspondence, press releases, and symposium program.

Box 8, Folder 17  Olympics transportation. 1985 Feb 01.
Scope and Contents note
Includes brochures, press releases, post olympic transportation survey, and conference prospectus.

Box 8, Folder 18  AIDS. 1983.
Scope and Contents note
Includes brochures, and press releases.

Box 8, Folder 19  Spies and spying. 1985 Feb 09.
Scope and Contents note
Includes memos, conference programs, notes, press releases, buying list, and correspondence.

Box 8, Folder 20  Love and lure of the sea. 1985 Jan 10-Feb 28.
Scope and Contents note
Includes notes, press releases, and contact information.

Box 8, Folder 21  Pornography as violence against women. 1985 Apr 27.
Scope and Contents note
Includes notes, newspaper clippings, and flyers.
Box 8, Folder 22  
**Salesman in three cultures. 1985 Fall.**

Scope and Contents note
Includes correspondence, notes, brochures, and press releases.

Box 8, Folder 23  
**Domestic violence. 1985 Nov 16.**

Scope and Contents note
Includes conference schedule, correspondence, press releases, notes, brochures, and newsletters.

Box 8, Folder 24  
**Revolution in Central America. 1985 Mar 27-May 15.**

Scope and Contents note
Includes brochures, press releases, photographs, correspondence, and newsletters.

Box 8, Folder 25  
**Hispanic PR Training Program. 1985-1986.**

Scope and Contents note
Includes project proposal, newspaper clippings, press releases, description of students, class roster, correspondence, newsletter, community group list, public relations and program liaisons, fact sheet, and program brochure.

Box 9, Folder 1  


Scope and Contents note
Regards promotional article in Los Angeles Magazine written by Nick Hordern. Includes article, photograph negatives, transparencies, proofs, and a slide.

Box 9, Folder 21  
Dean Freedman FICSIT Telecommunications "Visiting Scholar" program. 1985.

Scope and Contents note
Regards visit of former Prime Minister James Callaghan to undergraduate political science students at UCLA. Includes photograph proofs.

Box 9, Folder 22  

Box 9, Folder 23  

Scope and Contents note
Regarding science program sponsored by UCLA Extension, open to the public.

**Scope and Contents note**
Regarding Artsreach program.

Box 9, Folder 25  **Art as Opera (1983 Apr 30).** 1983; 1989.

**Scope and Contents note**
Regarding symposium featuring Philip Glass, David Byrne, and John Baldessari.


Box 9, Folder 27  **Biofeedback training - Jack Sandweiss.** 1982; 1989.

Box 9, Folder 18  **Bilingual dental assistant film.** 1980.

Box 10, Folders 1-2  **EOC (Educational Opportunity Center) news publications - Valley Exp.** 1979; 1983; 1989.

Box 10, Folder 3  **Business/Management Daytime Career Institute at DTC (Downtown Center).** 1983; 1989.


Box 10, Folder 5  **Sid Caesar Night (Nov 08).** 1984; 1989.


**Scope and Contents note**
Regarding exhibition "Art from California Prisons."

Box 10, Folder 10  **Artsreach Cancer Program.** 1981-1982.


Box 10, Folder 12  **Artsreach - Nelles School.** 1986.


Box 10, Folder 14  **Artsreach photographs, proofs, and negatives.** 1977; 1982; n.d.


**Scope and Contents note**
Includes photographs of women prisoners at display of their art created through the Artsreach program.

Box 10, Folder 18  **Brochures.** 1973-1974.

Box 10, Folder 19  **Brochures.** 1971-1972.