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Record Series 328 contains the administrative and departmental files of the Department of Integrative Biology and Physiology. These include correspondence of the chair and faculty, departmental reports and memoranda, meeting minutes, enrollment and curricular materials, and other administrative files documenting the activities and development of the department from its early days as the Department of Physical Education, through its iterations as the Department of Kinesiology and the Department of Physiological Science.

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Transferred from the Department of Kinesiology, November 1988.

Processing Information
Originally processed by University Archives staff, 1990. Reprocessed by Lori Dedeyan, 2019. Reprocessing activities included enhanced description of materials, further arrangement, and screening for non-permanent materials falling outside the scope of University Archives collecting policies.

Record series 328 includes the contents of former University Archives record series numbers 329 (Memoranda), 330 (Course and Curriculum Files), 332 (Class Schedules and Enrollment), 334 (Meeting Minutes), 335 (Reports and Proposals), 336 (Subject Files), which were retired after their contents were merged into this record series in August 2019.

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UCLA Catalog Record ID
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Administrative/ Biographical History
The Department of Integrative Biology and Physiology traces its origins to the Department of Physical Education, which was established in 1915 as part of the State Normal School at Los Angeles. In 1919 the department became part of the Teachers College of the Southern Branch of the University of California, with separate departments for men and women. During the 1920s, the department's efforts were devoted to the training of Physical Education teachers and the administration of the Physical Education classes that were required of all undergraduates.
In 1932 the Men's and Women's Gymnasiums were completed. In 1938 the M.S. degree in Physical Education was authorized. The following year, the department became part of the newly established College of Applied Arts. Separate divisions for men and women were eliminated in 1952. In 1960 the College of Applied Arts was dissolved and replaced by the College of Fine Arts. The Physical Education Department was then transferred to the College of Letters and Science, Division of Life Sciences. In 1962 the revised physical education major was approved and focused on kinesiology and one of three allied fields: physiology, psychology, or sociology.

In 1973 the department changed its name to the Department of Kinesiology. The department first offered a Ph.D. degree in Kinesiology in 1979. In 1990 the Kinesiology Department changed its name to the Physiological Sciences Department. In 2010, it was again changed to the Department of Integrative Biology and Physiology.

**Scope and Contents**

Record Series 328 contains the administrative and departmental files of the Department of Integrative Biology and Physiology. These include correspondence of the chair and faculty, departmental reports and memoranda, meeting minutes, enrollment and curricular materials, and other administrative files documenting the activities and development of the department from its early days as the Department of Physical Education, through its iterations as the Department of Kinesiology and the Department of Physiological Science. The materials reflect the development of Physical Education curricula and teaching methods at large since the early twentieth century. Lesson plans, learning outcomes, and training methods are particularly well documented.

**Arrangement**

This collection has been arranged in the following series:

- Series 1: Correspondence, 1919-1978
  - Subseries 1.1: Department Chairs, 1919-1978
  - Subseries 1.2: Faculty, 1940-1977
- Series 2: Departmental memos from chairs, 1954-1979
- Series 3: Meeting minutes, 1929-1978
- Series 4: Administrative files, 1918-1977
- Series 5: Departmental reports and proposals, 1936-1968
- Series 6: Enrollments and schedules, 1929-1977
- Series 7: Course and curriculum files, 1919-1978

**Subjects and Indexing Terms**

Physical education and training -- United States
Physical education and training -- Curricula -- United States
Physical education teachers -- Training of -- United States
Kinesiology -- United States
University of California, Los Angeles. Department of Integrative Biology and Physiology -- Archives

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**Series 1. Correspondence 1919-1978**

**Scope and Contents**

This series primarily contains the correspondence of department chairs, as well as that of faculty members.

**Subseries 1.1. Department chairs 1919-1978**

**Arrangement**

Materials are arranged chronologically by chairperson.

- box 1, folder 1-2  
  Frederick Cozens 1919-1943
- box 1, folder 3  
  Frederick Cozens, Ernest Moore 1920-1927
- box 1, folder 4  
  William Spaulding 1927
- box 11, folder 7-9  
  John F. Bovard, correspondence with Business Office 1940-1944
- box 1, folder 5-12, box 2, folder 1  
  John F. Bovard 1939-1947
Subseries 1.1. Department chairs 1919-1978

- Carl Haven Young 1947-1951
- Ben W. Miller 1952-1957
- Donald T. Handy (Acting Chair) 1957-1958
- Ben W. Miller 1958-1962
- Donald T. Handy 1962-1972
- Ben W. Miller 1958-1962
- Donald T. Handy 1971
- Jack F. Keogh 1977-1978
- Brown, Camille 1977
- Cratty, Bryant 1976-1977
- Edgerton, V. Reggie 1976-1977
- Egstrom, Glen 1976-1977
- Gregor, Robert 1976-1977
- Hollingsworth, Cecil 1940-1973
- Hunt, Valerie 1976-1977
- Miller, Ben 1976-1977
- Morehouse, Laurence 1975-1977
- Rankin, Lucinda 1976-1977
- Sanborn, Jeanette 1957-1968
- Scanlan, Tara 1976
- Smith, Judith 1976-1977
- Snyder, Ray 1976-1977
- Sproul, Robert Gordon: correspondence with faculty 1940-1945
- Taylor, A. M. 1977
- Zernicke, Ronald 1975-1977

Subseries 1.2. Faculty 1940-1977

Arrangement
Materials are arranged primarily alphabetically by faculty member.

Series 2. Departmental memos from chairs 1954-1979

Scope and Contents
This series contains memoranda issued by the department chairs.

Arrangement
Materials are arranged chronologically by chairperson.
Series 3. Meeting minutes 1929-1978

Scope and Contents
This series contains meeting minutes and notes from various committees and staff meetings.

Arrangement
Materials are arranged alphabetically by committee name or topic.

box 14, Folder 9
Advisory Council 1948-1953

box 14, Folder 10
Chancellor's committee on Department of Physical Education 1954-1955

box 14, Folder 11
Community laboratory experiences committee 1952

box 14, Folder 12
Coordinating committee 1953-1954

Box 15, Folder 1
Committee on affiliation with secondary schools 1948-1950

Box 15, Folder 2
Committee for multi-purpose sports recreation pavilion 1959-1962

Box 15, Folder 3
Committee on counseling and guidance 1949-1951

Box 15, Folder 4
Committee on courses 1948-1952

Box 15, Folder 5
Curriculum committee (lower division) 1949-1950

Box 15, Folder 6
Curriculum committee and curriculum studies 1946-1950

Box 15, Folder 7-8
Curriculum coordinating council 1950-1958

Box 15, Folder 9
Graduate committee 1929-1950

Box 15, Folder 10-11
Liaison committee on physical education 1953-1957

Box 15, Folder 12
Observation committee 1951

Box 15, Folder 13
Physical education and military affairs committee 1944-1951

Box 15, Folder 14
Physical education reorganization committee 1937-1938

Box 16, Folder 1-3
Staff meetings: men's department 1932-1950

Box 16, Folder 4-5
Staff meetings: women's department 1937-1951

Box 16, Folder 6
Staff meetings: joint departments 1949-1951

Box 16, Folder 7
Staff meetings: schedules and materials 1956-1974

Box 16, Folder 8-9
Staff meetings 1958-1959

Box 17, Folder 1-8
Staff meetings 1959-1962, 1976-1978

Series 4. Administrative files 1918-1977

Scope and Contents
This series contains administrative materials documenting departmental programs, policies, and financial concerns.

Arrangement
Materials are arranged chronologically.

Box 18, Folder 1
Rules for Decathlon events 1918

Box 20, Folder 20
Library suggestions and reference books 1923-1924

Box 18, Folder 2
Research in physical education, Frederick Cozens 1925

Box 18, Folder 3
E.K. Hall speech at Walter Camp Memorial 1928

Box 18, Folder 4
Boxers for Olympics 1931-1932

Box 18, Folder 5
Recreation School 1936-1939

Box 18, Folder 6
University regulations 1938-1945

Box 18, Folder 7
Research lab 1938-1939

Box 18, Folder 8
Gifts to the Physical Education department 1939

Box 18, Folder 9
Departmental orders to the staff 1939-1940

Box 18, Folder 10
Press clippings of Physical Education department 1939-1940

Box 18, Folder 11
Press clippings for intramural sports 1939-1940

Box 18, Folder 12
Athletic schedules and changes 1940-1941

Box 18, Folder 13-14
American Academy of Physical Education 1941-1943, 1948-1950

Box 19, Folder 1-2
Physical education convocation 1941-1942

Box 19, Folder 3
First Aid Organization, Student Defense Organization: clippings 1942

Box 19, Folder 4
American Association of University Professors 1942-1949

Box 19, Folder 5
Phi Epsilon Kappa 1946-1950
Series 4. Administrative files 1918-1977

Box 19, Folder 6
Administrators' Club 1951

Box 19, Folder 7
Community laboratory experience 1951-1952

Box 19, Folder 8-9
American Association for Health, Physical Education, and Recreation conferences 1951, 1958-1969

Box 19, Folder 10
Physical Education Library 1951-1952

Box 19, Folder 11-12
Observation of public schools 1951-1955, 1974

Box 19, Folder 13
Individual Group on Democracy 1951-1952

Box 19, Folder 21
Junior colleges: transfer credits 1952-1963

Box 19, Folder 14-15
Comprehensive plan and group study 1952-1964

Box 19, Folder 16
St. Gregory Catholic School playday 1953

Box 19, Folder 17
Capital Improvements building request 1954

Box 19, Folder 18
Conference on Professional Preparation in Health, Physical Education, and Recreation 1953-1956

Box 19, Folder 19
Alumni Association 1953

Box 20, Folder 1
Legal aspects committee 1953

Box 20, Folder 2
Graduate education unit operating codes 1953

Box 20, Folder 3
General catalogue materials 1953

Box 20, Folder 4
Administrative handbook 1953

Box 20, Folder 5
Presentation to the women's faculty club 1953

Box 29, folder 24
Research studies on cost analysis 1954

Box 20, Folder 6
Doctoral competencies 1954

Box 20, Folder 7
Ruth Reynolds Memorial Fund 1955-1959

Box 20, Folder 8
Junior College Study 1956

Box 20, Folder 9
Sellwood Memorial Fund 1956-1962

Box 20, Folder 10
Curricular hearings 1960

Box 20, Folder 11
Catalogue materials 1963

Box 20, Folder 12
Faculty responsibilities 1964-1974

Box 20, Folder 13
Catalogue materials 1972

Box 20, Folder 14
Social welfare fund 1974-1976

Box 20, Folder 15
Miscellaneous, men's gym 1975-1977

Box 20, Folder 16
Motions passed, Department of Kinesiology 1976-1977

Box 29, folder 25
Department policies and announcements 1977-1979

Box 20, Folder 17
Department of Physical Education organization chart undated

Box 20, Folder 18
Department of Physical Education evaluations undated

Box 20, Folder 19
Personal advising undated

Series 5. Departmental reports and proposals 1936-1968

Scope and Contents
This series contains program and budgetary reports, departmental evaluations, and teaching and coursework proposals and evaluations.

Arrangement
Materials are arranged in a roughly chronological order.

Box 21, Folder 1
Budget reports 1938-1941

Box 21, Folder 2
School of Physical Education- Manual of Information 1936-1937

Box 21, Folder 3
Curriculum Committee report 1944

Box 21, Folder 4
Contributions of Health Education, Physical Education, and Recreation to the Goals of General Education 1951

Box 21, Folder 5
Contribution of the Department of Physical Education to Physical Medicine and Rehabilitation 1952

Box 21, Folder 6
Educational Policies of the Department of Physical Education 1954

Box 21, Folder 7
Report of the Chancellor's Special Committee on the Department of Physical Education 1955

Box 21, Folder 8
Annual report: Department of Physical Education 1956-1957

Box 21, Folder 9
California Junior College Study Report: General Information and the Health Program 1956
Box 21, Folder 10  California Junior College Study Report: Recreation and Athletics 1956  
Box 21, Folder 11  Building program: classroom and office buildings for Physical Education and Military Science 1958  
Box 21, Folder 12  General College Student Program: Study of Factors Which Influence Choices of P.E. Activities by Students 1957  
Box 21, Folder 13  Fencing committee report 1957  
Box 21, Folder 14  Department of Kinesiology Organization and Administrative Evaluation (by Robert Woodruff) 1976  
Box 22, Folder 1  Study of Expected Competencies for Women P.E. Majors at the End of the 14th Grade 1949  
Box 22, Folder 2  Curriculum Coordinating Council reports 1951-1952  
Box 22, Folder 3  The Place of Camping in the College Service Program 1952  
Box 22, Folder 4  Tentative Statement on Staff Ethics and Relationships 1952  
Box 22, Folder 5  Study of Teaching Methods Used During the Academic Year 1954  
Box 22, Folder 6  Teaching Load, Class Size andInstruction Costs (by Ben Miller) 1954  
Box 12, folder 14  Report on effectiveness of instruction 1954-1955  
Box 22, Folder 7  Principles, Policies, and Procedures for the Allocation of Faculty Work Load 1955  
Box 22, Folder 8  P.E. for General College Students in Selected American Universities (by Donald Handy) 1957  
Box 22, Folder 9  Self-Study Report of the Department of Physical Education 1958  
Box 22, Folder 10  Proposed course changes in Physical Education 1960  
Box 22, Folder 11  The Physical Education Library Today and Tomorrow 1961-1962  
Box 22, Folder 12  Interpretation of Prescribed Coursework at UCLA 1964  
Box 22, Folder 13  To Subcommittee or Graduate Council- proposal for MS degree in Physical Education 1967  
Box 22, Folder 14  Proposal for a Reinforced MS Degree in Physical Education 1965  
Box 29, folder 27  L. Morehouse: "For the Physical Education Requirement" 1967  
Box 22, Folder 15  Proposal for a PhD Degree in the Kinesiology Department 1968  
Box 22, Folder 16  The Need for a College Physical Education Requirement undated  
Box 12, folder 13  Evaluation of instruction program 1975-1977  
Box 22, Folder 17  Status of the Professional Preparation in Physical Education for Men in the Three Districts of the American Association for Health, Physical Education, and Recreation undated  

Series 6. Enrollments and schedules 1929-1977  
Scope and Contents  
This series contains enrollment figures and class schedules for departmental courses and programs.  
Arrangement  
Materials are arranged by topic.  

Box 22, Folder 18-19  Class schedules 1963-1972  
Box 22, Folder 20  Enrollment figures 1929-1940  
Box 23, Folder 1-8  Enrollment figures 1962-1976  
Box 29, folder 26  Enrollment in adapted Physical Education classes undated  
Box 23, Folder 9  Record of teaching personnel during summer session 1953-1976  
Box 23, Folder 10-25  Summer sessions: schedules and correspondence 1920-1921, 1925, 1962-1976  
Box 24, Folder 1  Summer sessions: schedules and correspondence 1977
Scope and Contents
This series contains materials relating to the proposal, development, and implementation of
teaching programs and curricula. Also included are course materials and reports from
Physical Education and Kinesiology courses.

Arrangement
Materials are arranged primarily chronologically. Specific course materials are arranged by
course title and number.

Box 24, Folder 2-3  General athletic ability tests: instructions and figures, by Frederick W. Cozens
1934-1943
Box 24, Folder 4  Curriculum studies, Physical Education requirements 1937-1939
Box 24, Folder 5  Grade allotments 1940-1941
Box 24, Folder 6  Berkeley course equivalents 1943-1945
Box 24, Folder 7  Curriculum studies: physical education 1947
Box 24, Folder 8  Curriculum studies: health education 1947
Box 24, Folder 9  Curriculum studies: recreation education 1949
Box 24, Folder 10  Projected graduate courses 1950-1960
Box 24, Folder 25  Graduate degrees in Health Education 1952
Box 24, Folder 11  Curriculum studies: physical therapy 1951-1954
Box 24, Folder 12  M.S. Degree guidebook revision 1953
Box 24, Folder 13  Body of knowledge 1960
Box 24, Folder 14  Course revisions 1961-1963
Box 24, Folder 15  Undergraduate curriculum: revised 1963
Box 24, Folder 16  Elementary school program 1960
Box 24, Folder 17  New curriculum 1963
Box 24, Folder 18  Conceptual framework of kinesiology 1963
Box 24, Folder 19  Activity clinics and proficiency tests 1965-1968
Box 24, Folder 20  Basic movement: description and analysis 1965
Box 24, Folder 21  Course contributions to each area of kinesiology 1965
Box 24, Folder 22  Course equivalents of quarter courses 1965-1966
Box 24, Folder 23  Course numbers and descriptions 1966
Box 24, Folder 24  Graduate study curriculum, alumnae input 1970
Box 25, Folder 1  Recipients of Master's Degrees 1923-1959
Box 25, Folder 2  Objectives of General Education and of Physical Education undated
Box 25, Folder 3  Four year Physical Education curriculum 1943-1945
Box 25, Folder 4  Philosophy of Physical Education 1950-1970
Box 29, folder 23  Graduate students’ guidebook 1952
Box 25, Folder 5  Physical Education - M.S. Degree 1953, 1959
Box 25, Folder 6  Information on Physical Education teaching minor 1953-1970
Box 25, Folder 7  Information on Physical Education teaching major 1958-1967
Box 25, Folder 8  Justification for School Health Educational Curriculum in the Physical Education
Department 1959
Box 25, Folder 9  Physical Education Major prerequisites: Psychology, Sociology, and Physiology
1959-1967
Box 25, Folder 10  Required versus elective courses 1956-1965
Box 25, Folder 11  Physical Education Unit 1957-1963
Box 25, Folder 12  Physical Education undergraduate courses: original proposal to college 1962
Box 25, Folder 13  Instructor’s Guidebook for P.E. for General College Students (P.E. 1 & 26) 1954-1955
Box 25, Folder 14  Physical Education 1: hearing 1957
Box 25, Folder 15  Physical Education 1: letter to Chancellor Knudsen 1960
Box 25, Folder 16  Physical Education 1: military conditioning 1961-1962
Box 25, Folder 17  Physical Education 1: program to cultural recreation 1967
Box 25, Folder 18  Physical Education 1: sports clinics 1965-1966
Box 25, Folder 19  Physical Education 13: material for physical fitness 1942-1943
Box 25, Folder 20  Physical Education 26: Experimental Program Report 1951
Box 25, Folder 21  Physical Education 26: general class materials 1952
Box 25, Folder 22  Physical Education 26: evaluations of student teaching 1953
Box 25, Folder 23  Physical Education 26: teaching by juniors 1953
Box 25, Folder 24  Physical Education 29: daily record, class minutes: fall semester 1949
Box 25, Folder 25  Physical Education 29: study of movement 1949
Box 26, Folder 1   Physical Education 29/30: final report 1950
Box 26, Folder 2   Physical Education 29: daily record: fall semester 1950-1951
Box 26, Folder 3   Physical Education 29: class minutes 1950-1951
Box 26, Folder 4   Physical Education 29: report to core staff: understanding self 1950-1951
Box 26, Folder 5   Physical Education 29: final report: spring semester 1953
Box 26, Folder 6   Physical Education 30: notes on exams 1948-1949
Box 26, Folder 7   Physical Education 30: class record: spring semester 1950
Box 26, Folder 8   Core evaluations 1950-1952
Box 26, Folder 9   Physical Education 30: report to core staff 1951
Box 26, Folder 10  Physical Education 30: materials and notes: spring semester 1951
Box 26, Folder 11  Physical Education 30: final report: fall semester 1953
Box 26, Folder 12  Physical Education 30: philosophy unit 1953
Box 26, Folder 13  Physical Education 30: final report: fall semester 1954
Box 26, Folder 14  Physical Education 31: junior core staff meetings: recorder's reports 1951-1952
Box 26, Folder 15  Physical Education 31: objectives, lesson plans 1954-1955
Box 26, Folder 16  Physical Education 31: grouping 1954-1955
Box 26, Folder 17  Physical Education 31: final report: fall semester 1951-1952
Box 26, Folder 18  Physical Education 31: general materials 1954-1955
Box 26, Folder 19  Physical Education 31: basketball unit: objectives, exams 1952
Box 26, Folder 20  Physical Education 31: freshman core final report: spring semester 1952
Box 26, Folder 21  Physical Education 31: sophomore core final report: fall semester 1952
Box 26, Folder 22  Physical Education 31: junior core staff meetings: recorder's reports 1951-1952
Box 26, Folder 23  Physical Education 31: objectives, lesson plans 1954-1955
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Box 27, Folder 5   Physical Education 31: junior core staff meetings: recorder's reports 1951-1952
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Box 27, Folder 8   Physical Education 31: class notes 1952-1953
Box 27, Folder 9   Physical Education 31: individual needs from students 1952
Box 27, Folder 10  Physical Education 31: junior class roster 1953-1954
Box 27, Folder 11  Physical Education 31: final exam notes 1954
Box 27, Folder 12  Physical Education 31: skill testing 1953-1954
Box 27, Folder 13  Physical Education 31: objectives 1954
Box 27, Folder 14  Physical Education 31: dance unit 1951
Box 27, Folder 15  Physical Education 31: skills units: information sheets 1952
Box 27, Folder 16  Physical Education 31: spring semester report 1952
Box 27, Folder 17  Physical Education 31: self grading by students 1952
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Box 27, Folder 19  Physical Education 31: philosophy unit 1953
Box 27, Folder 20  Physical Education 31: spring semester report 1953
Box 27, Folder 21  Physical Education 31: basketball unit: lesson plans and evaluation 1954
Box 27, Folder 22  Physical Education 31: hockey teaching unit: objectives 1954
Box 27, Folder 23  Physical Education 31: aquatics unit: materials 1955
Box 27, Folder 24  Physical Education 31: tennis unit: materials 1955
Box 27, Folder 25  Physical Education 31: calendar undated
Box 27, Folder 26  Physical Education 31: staff objectives undated
Box 27, Folder 27  Physical Education 370: girls' basketball unit undated
Box 28, Folder 1   Kinesiology 2B: materials 1977
Box 28, Folder 2   Kinesiology 14: materials 1976-1977
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Box 28, Folder 4   Kinesiology 44: outline of class undated
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<td>Box 29, Folder 22</td>
<td>Zoology: interdepartmental curriculum 1959-1963</td>
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