Descriptive Summary
Languages: English
Contributing Institution: Special Collections & Archives, UC San Diego
9500 Gilman Drive
La Jolla 92093-0175
Title: Department of Physical Education. Administrative records
Identifier/Call Number: RSS 1230
Physical Description: 3.8 Linear feet(3 records cartons, and 2 archives boxes)
Date (inclusive): 1965-1994
Abstract: The administrative records of the Department of Physical Education document the creation and development of the department, including its 1987 reorganization and renaming to the Department of Physical Education Instruction, and its 1994 disestablishment.

Scope and Content of Collection
The administrative records of the Department of Physical Education document the creation and development of the department, including its 1987 reorganization and renaming to the Department of Physical Education Instruction, and its 1994 disestablishment.

Arranged into two sections: 1) Department of Physical Education, and 2) Department of Physical Education Instruction.
The first section, Department of Physical Education, documents the department's administration and activities until its reorganization in 1987. Arranged in six series: 1) ADMINISTRATIVE FILES, 2) COURSES AND PROGRAMS, 3) COMMITTEES, 4) EVENTS, 5) PROJECTS, and 6) PHOTOGRAPHS.
The second section, Department of Physical Education Instruction, documents the department's administration and activities from 1987 until its disestablishment in 1994. Arranged in seven series: 7) ADMINISTRATIVE FILES, 8) COURSES AND PROGRAMS, 9) COMMITTEES, 10) EVENTS, 11) PROJECTS, 12) PUBLICITY MATERIALS, and 13) PHOTOGRAPHS.

Administrative History
The Department of Physical Education was officially established in 1965, an action which formalized the physical education activities that had already been in operation. The department's mission was to provide instruction that promoted a lifetime appreciation for quality health and fitness. The opportunity to participate was to be extended to all students regardless of ability. The department provided physical education instruction, oversaw individual and team sports activities, offered fitness assessments and guidance to all university community members, and oversaw the maintenance of athletic facilities.
The department was comprised of three units: Instructional Courses, Recreation Activities, and Intercollegiate Athletics. Instructional Courses consisted of lectures and practical activities designed to teach the skills to engage in sports activities for the entirety of one's lifetime. Recreation Activities provided the opportunity for students to enjoy recreational activities and intramural sports under game conditions. Intercollegiate Athletics provided an arena for students who had demonstrated superior competence to compete; these students represented the student body in intercollegiate competitions.

Prior to 1987, the department was headed by a faculty department chairperson who reported to the Vice Chancellor for Academic Affairs for curriculum matters and to the Vice Chancellor for Undergraduate Affairs for facilities issues. In 1987, the department was reorganized as the Department of Physical Education Instruction, with the department chair reporting solely to the Vice Chancellor of Academic Affairs. The other two department units became the Department of Recreation and the Department of Athletics, both reporting to the Vice Chancellor of Undergraduate Affairs.
The Department of Physical Education Instruction offered programs in four general areas: conditioning, aquatics, individual sports, and team sports. They also offered classes and certifications in the areas of water safety, lifesaving, first aid, scuba diving, and sports officiating.

In May 1994, the Department of Physical Education Instruction was disestablished by vote of the UCSD Academic Senate Committee on Academic Policy. The department had lost most of its permanent staff through early retirement, resignation, and the transfer of recreational programs to other units. In a period of declining budgets, the resources that would have been required to rebuild the department were not available. The department's classes and functions were merged with those of the campus Recreation department, effective January 1995.

Preferred Citation
UC San Diego. Department of Physical Education. Administrative records. RSS 1230. Special Collections & Archives, UC San Diego Library

Acquisition Information
DEPARTMENT OF PHYSICAL EDUCATION

ADMINISTRATIVE FILES

Scope and Contents
Series 1) ADMINISTRATIVE FILES: Contains information pertaining to general departmental operations, and administrative documents including Academic Plans, minutes of department meetings, and policies. Arranged alphabetically.

Box 1, Folder 1
Budget requests and allocations 1974-1987

Box 1, Folder 2
Correspondence 1971-1987

Box 1, Folder 3
Department mission statement 1987

Box 1, Folder 4
Department program descriptions 1983-1986

Box 1, Folder 5
Department organizational charts 1983-1987

Box 1, Folder 6
Statement of Philosophy 1984

Academic plans
Box 1, Folder 7
Department Long Range Plan 1987

Box 1, Folder 8

Box 1, Folder 9
Department Long Range Plan - Correspondence 1979

Box 1, Folder 10
Intercollegiate Athletics (ICA) 5 year plan 1985

Departmental reviews and reports
Box 1, Folder 11-12
Facility Use Fee - Internal review and improvements 1983-1986

Box 1, Folder 13
Facility Use Fee - Budget reports 1983-1985

Box 1, Folder 14
Intercollegiate Athletics and Recreational Sports - Management review and response 1986

Department meetings
Box 1, Folder 15-19
Faculty 1970-1987

Box 1, Folder 20
Scheduling 1986-1987

Faculty and staff
Box 1, Folder 21
Director of Instructional Programs - Job description 1984-1987

Box 1, Folder 22
Director of Recreation - Job description 1979

Box 1, Folder 23
Intercollegiate coaches - Roles in the department 1983

Box 1, Folder 24
Teachers of Special Programs (TSP) - Job description 1982

Box 1, Folder 25
Teachers of Special Programs (TSP) - Appointment policy 1980-1983

Policies
Box 1, Folder 26
Equipment use 1978-1988

Box 1, Folder 27
Facilities use 1976-1977

Box 1, Folder 28
Faculty workload 1981-1987

Box 1, Folder 29
General operations 1979

Box 1, Folder 30
Policy binder 1973-1974

Box 1, Folder 31
Promotions and merit increases 1979-1984

Box 1, Folder 32
Recreation privileges 1977

Publication Rights
Publication rights are held by the creator of the collection.

Subjects and Indexing Terms
Physical education and training -- Curricula
Physical education and training -- California
University of California, San Diego. Department of Physical Education -- Archives
University of California, San Diego. Department of Physical Education Instruction -- Archives
COURSES AND PROGRAMS

Scope and Contents
Series 2) COURSES AND PROGRAMS: Files related to the courses and programs offered by the three departmental units - Instructional Courses, Recreation Activities, and Intercollegiate Athletics. A significant portion of this series deals with the Physical Education minor. Arranged alphabetically.

Box 1, Folder 36 Academic Internship Program (AIP) 1984-1986
Box 1, Folder 37 Fitness for Life Program 1985-1986
Box 1, Folder 38 Health Education / Risk Reduction (HE-RR) - Grant proposal 1985
Box 1, Folder 39 Proposals for Minors 1984
   General note
   Includes Dance minor and Sport and Physical Education Administrative Track minor.

Box 1, Folder 40 Scuba courses undated
Box 1, Folder 41 State-funded Avocational, Recreational, and Personal Development courses 1983-1984
   General note
   Includes discussion of the 1983 requirement that the University submit information on state-funded courses to the state legislative budget committees.

Box 1, Folder 42 Summer Session courses 1984-1986
Box 1, Folder 43 Undergraduate Instructional Improvement grant 1982-1985
Box 1, Folder 44 Well Being Program 1984-1987
Box 1, Folder 45 Physical Education minor
Box 1, Folder 46 Correspondence 1984-1987
Box 1, Folder 47 Course requirements 1980-1987
Box 1, Folder 48 Meetings 1987-1989
Box 2, Folder 1 Proposal for Physical Education minor program 1980
Box 2, Folder 2 Reports 1986-1987
Box 2, Folder 3 Requirements - Revelle College 1987
Box 2, Folder 4 Requirements - Warren College 1987
Box 2, Folder 5 Support staff 1984
Box 2, Folder 6 Program reports
Box 2, Folder 7 Accreditation - Self-study reports 1984-1985
Box 2, Folder 8 Aquatics 1978-1981
Box 2, Folder 9 Area coordinator’s reports 1978-1987
Box 2, Folder 10 Individual sports 1978-1982
Box 2, Folder 11 Team sports 1979-1981

COMMITTEES

Scope and Contents
Series 3) COMMITTEES: Depicts the involvement of the department with several committees. The department maintained membership in the Academic Senate and the Campus Department Chairs meetings. All other committees listed in this series solicited specific information from the department, and the files contain that correspondence. Arranged alphabetically.

Box 2, Folder 11 Academic Senate - Department membership 1985-1986
Box 2, Folder 12 Campus Strike Contingency Planning Committee 1984
DEPARTMENT OF PHYSICAL EDUCATION

COMMITTEES

Box 2, Folder 13-17
Campus Department Chairs meetings 1983-1987

Box 2, Folder 18
Presidential Committee on Faculty Displacement 1984

Representative Committee of University of California Supervisors of Physical Education 1983-1985

EVENTS

Scope and Contents
Series 4) EVENTS: Includes campus-wide community events, as well as the department's internal events, such as orientations and the PE minor's year-end party. Arranged alphabetically.

Box 2, Folder 20
All-Cal Tournaments 1986-1987
General note
Includes committee meeting minutes and results from tournaments.

Box 2, Folder 21
Health and Fitness week 1984

Box 2, Folder 22
Orientations 1987

Box 2, Folder 23
Physical Education minor year-end party 1987

PROJECTS

Scope and Contents
Series 5) PROJECTS: Documents several collaborative projects that the Department of Physical Education Instruction took part in. These projects involved both the campus and San Diego communities. Arranged alphabetically.

Box 2, Folder 24
California Universities Sailing Institute 1986

Box 2, Folder 25
Canyonview Pool and Natatorium maintenance 1987-1991

Box 2, Folder 26
Dive San Diego 1986

Box 2, Folder 27
San Diego Aquatics Association - Fund raising 1983

Box 2, Folder 28
Student Recreation Facilities - Project Planning Guide 1982

Box 2, Folder 29
Waterpolo Team 1987

PHOTOGRAPHS

Scope and Contents
Series 6) PHOTOGRAPHS: Taken at various events, including holiday parties, baseball games, and department beach trips.

Box 2, Folder 30
Campus 1965-1969

Box 2, Folder 31
Events 1975-1976

DEPARTMENT OF PHYSICAL EDUCATION INSTRUCTION

ADMINISTRATIVE FILES

Scope and Contents
Series 7) ADMINISTRATIVE FILES: Contains information pertaining to general departmental operations, and administrative documents including Academic Plans, minutes of department meetings, and policies. Of particular interest are the files on the department's reorganization and eventual disestablishment. Arranged alphabetically.

Box 2, Folder 32-33
Budget requests and allocations 1987-1992

Box 2, Folder 34-43
Correspondence 1987-1993

Department of Physical Education. Administrative records
Box 3, Folder 1
Department mission statements 1990-1991
Box 3, Folder 2
Department program descriptions 1988-1992
Box 3, Folder 3
Department organizational chart 1990

Departmental reorganization
Ad hoc Committee on Organization of the Physical Education Department
Box 3, Folder 4
Correspondence 1987
Box 3, Folder 5
Meetings 1987
Box 3, Folder 6
Final report 1987
Box 3, Folder 7
Budget projections 1987
Box 3, Folder 8
Facilities proposals 1987-1989
Box 3, Folder 9
Reorganization meeting 1987
General note
Meeting between the Department Chair and the Vice Chancellor for Academic Affairs.

Box 3, Folder 10
Reorganized staffing and department organization 1987
Box 3, Folder 11
Academic Senate discussions regarding the future of Department 1988-1989
General note
Includes documentation of the issues leading up to the disestablishment of the Department of Physical Education.

Box 3, Folder 12-13
Disestablishment of the Department of Physical Education 1993-1994

Academic plans
Box 3, Folder 14-15
Box 3, Folder 16-17
General note
Includes correspondence from the Vice Chancellor for Academic Affairs, calling for another attempt at these drafts.

Box 3, Folder 18
Department Long Range Plan - Correspondence 1987-1990
General note
Includes minutes of the department's Executive Committee.

Department meetings
Box 3, Folder 19
Area coordinators 1989-1991
Box 3, Folder 20
Executive Committee 1989-1990
Box 3, Folder 21-22
Faculty 1987-1992
Box 3, Folder 23
Teachers of Special Programs (TSP) 1989-1991
General note
TSP representatives meetings with the department chair.

Faculty and staff
Box 3, Folder 24
Area Coordinators - Job descriptions 1988
Box 3, Folder 25
Department Chair - Job descriptions 1988
Box 3, Folder 26
Teachers of Special Programs (TSP) - Appointment Policy 1990
Box 3, Folder 27
Teachers of Special Programs (TSP) - Leave Policy 1988-1990
Box 3, Folder 28
Union-represented Non-Senate Instructional Faculty 1987

Policies
Box 3, Folder 29
Academic Titles for Administrators 1989
Box 3, Folder 30
Equipment use 1989-1990
Box 3, Folder 31
Faculty 1988-1989
Box 3, Folder 32
Faculty workload 1989-1992
Box 3, Folder 33
General operations 1988-1992
Department of Physical Education. Administrative records
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COMMITTEES

Box 4, Folder 8  Academic Senate - Department membership 1989-1992
Box 4, Folder 9  Academic Senate subcommittees 1990
Box 4, Folder 10 Campus Department Chairs meetings 1990-1991
Box 4, Folder 11 Committee on Academic Personnel 1991
Box 4, Folder 12 Program Review Committee 1987-1992

EVENTS

Scope and Contents
Series 10) EVENTS: Includes campus-wide community events, as well as the department's internal events, such as Faculty orientations. Arranged alphabetically.

Box 5, Folder 1  All Campus Leadership Conferences 1990-1991
Box 5, Folder 2  All Campus Student Services Faire 1991
Box 5, Folder 3  Annual Arts and Humanities Divisional Conference 1989-1991
Box 5, Folder 4  AVIA Day 1988-1989
Box 5, Folder 5  Commencements 1989-1991
Box 5, Folder 6  Diana Chadwell benefit 1990

General note
5K run and 2 mile walk.

Box 5, Folder 7  Early Academic Outreach Program 1991
Box 5, Folder 8  Eating Disorders Awareness Week 1989
Box 5, Folder 9  Faculty orientations 1988-1990
Box 5, Folder 10  Health and Fitness fairs 1990-1991
Box 5, Folder 11  Holiday gift drives 1990-1992
Box 5, Folder 12  National Fitness Foundation Camp 1988
Box 5, Folder 13  Orientations 1988-1991
Box 5, Folder 14  UCSD Welcome Week 1988

General note
The Physical Education Instruction Department held a "Jog and See UCSD" tour of campus.

Box 5, Folder 15  Welcome events 1988-1990
Box 5, Folder 16  World Association of Veteran Athletes (WAVA) games 1988

PROJECTS

Scope and Contents
Series 11) PROJECTS: Documents several collaborative projects that the Department of Physical Education Instruction took part in. These projects involved both the campus and San Diego communities. Arranged alphabetically.

Box 5, Folder 17  Comprehensive computerized health-risk analysis program 1984-1985
Box 5, Folder 18  Fitness Assessment Program 1988-1990
Box 5, Folder 19  Preventative Medicine and Life Leisure Activities Project 1979-1982

General note
If approved by the Regents, this project would have been established as an Institute.

Box 5, Folder 20  San Diego County Sheriff's Department training program 1984-1985

PUBLICITY MATERIALS

Box 5, Folder 21  DIMENSIONS - Instruction, Athletics, and Recreation descriptions 1989

General note
Published by Student Outreach and Recruitment (SOAR).
<table>
<thead>
<tr>
<th>Box 5, Folder 22</th>
<th>Marketing group coupon book (Campus) 1987</th>
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<tr>
<td>Box 5, Folder 23</td>
<td>Newsletter 1990</td>
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**PHOTOGRAPHS**

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<th>Box 5, Folder 24</th>
<th>Events circa 1991</th>
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<tr>
<td></td>
<td>General note</td>
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<td>Includes cookouts and holiday parties.</td>
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<tr>
<th>Box 5, Folder 25</th>
<th>People undated</th>
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