

**Accession Number:** UA1989.26

## **College of Arts and Sciences, English Department Records**

**Dates:** 1948-1986, bulk 1971-1979

**Creator:** English Department

**Extent:** 16.0 linear feet

**Level of description:** Folder

**Processor & date:** Ashley Howdeshell, June 2011; updated by K. Young, 2019

### **Administration Information**

**Restrictions:** One box restricted. Consult archivist for details.

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**Citation:** Loyola University Chicago. Archives and Special Collections. College of Arts and Sciences, English Department Records, 1948-1986. Box #, Folder #.

**Provenance:** Records were transferred to the University Archives in 1989 by the English Department.

**Separations:** Extraneous and duplicate materials were removed and destroyed.

**See Also:** Office of the President records.

### **Administrative History**

The study of English literature and language has been a part of the Loyola University curriculum since the opening of St. Ignatius College in 1870. In 1909, St. Ignatius College became the College of Arts and Sciences of Loyola University. The English Department officially came into existence in 1923, though English courses had always been a requirement of the curriculum. The English Department offers undergraduate and graduate degrees.

### **Scope and Content**

The College of Arts and Sciences, English Department Records consists of 16.0 linear feet spanning the years 1948 to 1986. The records include memorandums, committee minutes, course schedules, annual reports, budgets, and departmental statistics. Series are arranged alphabetically by subject.

Those who have served as Chairperson of the English Department during the dates spanning 1948 to 1986 are listed below.

Reverend Norman T. Weyand, S.J., Ph.D.	1945-1957
Reverend Edward L. Surtz, S.J., Ph.D.	1957-1958
John S. Gerrietts, Ph.D.	1958-1973
James D. Berry, Ph.D.	1973-1976
John S. Shea, Ph.D.	1976-1985
James E. Rocks, Ph.D.	1985-1990

**Series 1: English Department Records, 1948-1986, n.d, Boxes 1-31**

This series contains committee minutes, budgets, annual reports, memorandums to faculty, correspondence, conference notes, statistics and departmental procedures.

**Series 2: Restricted, 1957-1977, n.d, Box 32**

This series contains student and faculty records.

**Subjects:**

Academic Arts Council  
Affirmative Action Program  
Annual Reports  
Core Curriculum Committee  
Correspondence  
Course Schedules  
English Department Council  
Faculty Council  
Illinois State-Wide Curriculum Preparation of English Teachers (ISCPET)  
Loyola Bulletin  
Modern Language Association  
Rome Center  
Statistics  
Syllabi  
WLWU  
Writing Clinic  
African-American Studies  
Centennials  
Continuing education  
Honors programs

**Accession No.: 1989.26**

**Creator: English Department**

<u>Box</u>	<u>Folder</u>	<u>Title</u>	<u>Dates</u>
<b><u>Series 1: English Department Records, 1948-1986, n.d.</u></b>			
1	1	Academic Arts Council	1973-1975
1	2	Academic Arts Council	1979
1	3	Academic Vice President	1958-1981
1	4	Acta & Agenda	1960
1	5	ADE (Administrators of Departments of English) – Committee on Teaching Loads	1973-1975
1	6	ADE – St. Louis	1973-1974
1	7	Admissions	1974
1	8	Admissions Policy, Sub-Committee on	1972-1973
1	9	Advanced Placement English Exam, Grading the	1975-1978
2	1	Affirmative Action Program	1971-1975
2	2	Affirmative Action Program	1973-1976
2	3	Afro-American Studies Program	1971-1976
2	4	All Faculty Members	1984-1985
2	5	Allen, Don Cameron – MLA – Ph.D. Study	1966
2	6	Annual Report	1965-1966
2	7	Annual Report	1966-1967
2	8	Annual Report	1967-1968
2	9	Annual Report	1968-1969
2	10	Annual Report	1969-1970
2	11	Annual Report	1970-1971
2	12	Annual Report	1971-1972
2	13	Annual Report	1972-1973
3	1	Annual Report	1973-1974
3	2	Annual Report	1974-1975
3	3	Annual Report	1975-1973
3	4	Arts Council	1967-1969
3	5	Arts Council	1970
3	6	Arts Council	1970-1971
3	7	Arts Council	1972-1973
3	8	Arts Council	1975-1976
3	9	Arts Council Elections	1981-1983
3	10	Associate Dean – Lewis Towers Arts	1979-1980
3	11	Associate Vice President for Academic Programs	1976-1983
3	12	Asst. Vice President – Finance (Employee Relations)	1973-1976
4	1	Bridging Tow Worlds Conference – March 21-22	1986

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4	2	Bulletins: Other Schools	1975
4	3	Budget	1960-1961
4	4	Budget	1961-1962
4	5	Budget	1962-1963
4	6	Budget	1963-1964
4	7	Budget	1964-1965
4	8	Budget	1965-1966
4	9	Budget	1966-1967
4	10	Budget	1967-1968
4	11	Budget	1968-1969
5	1	Budget	1969-1970
5	2	Budget	1970-1971
5	3	Budget	1971-1972
5	4	Budget	1972-1973
5	5	Budget	1973-1974
5	6	Budget	1974-1975
5	7	Budget	1975-1976
5	8	Budget	1976-1977
6	1	Budget	1978
6	2	Budget	1979
6	3	Capital Budget	1977
6	4	Capital Budget	1978-1980
6	5	Centennial Symposium – John H. Fisher	1970
6	6	Chicago Public Library	1973-1975
6	7	Committee on Departmental Decision-making	1972
6	8	Committee on the English Department and the High School	1975-1976, n.d.
6	9	Chancellor	1972-1980
6	10	Committee on Faculty Appointments	1962-1976
6	11	Committee on Faculty Appointments	1972-1976
6	12	Committee on Space – Lake Shore Campus, J.D. Barry, Chairman	1975-1976
6	13	Comp. Lit. Study ISCEPT-LU	1966-1968
6	14	Conference of Chairmen	1963
7	1	Conference on College Composition and Communication	1972
7	2	Conference on English in the High School	1975
7	3	Conference on English in the High School – Correspondence	1975
7	4	Conference on English in the Two-Year College – Correspondence	1975
7	5	Conference: Teachers of English in Junior Colleges	1959-1960
7	6	Conference: Teachers of English in Jesuit Colleges	1961
7	7	Continuing Education – Mini Courses	1974-1976
7	8	Continuing Education – Weekend College	1976-1978

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7	9	Convention	1974-1975
7	10	Convention	1975-1976
7	11	Conventions	1976-1977
7	12	Conventions	1977-1978
7	13	Conventions	1978-1979
7	14	Conventions	1979-1980
7	15	Core Curriculum Committee	1976-1978
8	1	Core Curriculum Committee	1976-1978
8	2	Core Curriculum Committee – Special Committee	1981
8	3	Core Curriculum English Department	1977
8	4	Correspondence – Extra-mural	1977, 1983
8	5	Correspondence – Graduate Dean	1960-1974
8	6	Correspondence – Graduate Dean	1974-1976
8	7	Correspondence with Graduate Dean	1977-1983
8	8	Correspondence – Honors Program	1966, 1981
8	9	Correspondence – M. Le Blanc	1961-1978
8	10	Correspondence – Legislators, Bureaucrats, and High Mucky-Mucks	1980
8	11	Correspondence – LU Administrators	1977-1982
8	12	Correspondence – M. Manzke	1961, 1971
8	13	Correspondence – E. McCann	1960-1972
8	14	Correspondence – University College	1974-1983
8	15	Correspondence – V.P. and Asst. to President	1984
8	16	Council Elections – Spring	1979
9	1	Dean College of Arts and Sciences	1960-1974
9	2	Dean of College of Arts and Sciences	1974-1984
9	3	Dean for Humanities	1974-1980
9	4	Dental School	1966
9	5	Department Council	1974
9	6	Department Council	1975
9	7	Department Council	1975-1976
9	8	Department Council	1976-1977
9	9	Department Council	1977-1978
9	10	Department Council	1978-1979
9	11	Department Council	1980-1981
10	1	Department Council Elections	1973-1977
10	2	Department Council Election Ballots	1983, n.d.
10	3	Department of English – Brochures	n.d.
10	4	Departmental Announcements	1978-1979
10	5	Departmental Announcements	1979-1980
10	6	Departmental Announcements	1981-1982
10	7	Departmental Minutes	1978-1979
10	8	Departmental Council Minutes	1978-1979
10	9	Departmental Meeting Minutes	1979-1980
10	10	Departmental Minutes	1980-1981
10	11	Departmental Minutes	1981-1982

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10	12	Departmental Lecture Series – C. Hayes	1985
10	13	Educational Opportunity Program	1969-1976
10	14	Edward L. Surtz Lectures	1974-1978
10	15	English 271 (211, 112) – Intro to Poetry	1972, n.d.
10	16	English 272 (212, 111) Intro to Drama	n.d.
10	17	English 273 (213, 113) Intro to Fiction	n.d.
10	18	English 281 (221) Studies in Historical Milieu	n.d.
10	19	English 282 (222) Studies in Authors (Syllabus)	n.d.
10	20	English 283 (223) Studies in Ethnicity	n.d.
10	21	English 284 (224) Studies in a Theme Syllabus	n.d.
10	22	English 285 (225) American Short Story..Sem II	1975-1976
10	23	English 285 (225) Studies in a Genre (Syllabus)	n.d.
10	24	English 285 (225) The Modern Novel	1974, n.d.
10	25	English 285 (225) Barry's Schedule Syllabus	1974-1975
10	26	English 322 (336) Introduction to Chaucer	n.d.
10	27	English (325) Fall Session – Syllabus	1971-1972
10	28	English 330 (362) English Literature 1660- 1798	n.d.
10	29	English 330 English Literature 1660-1978	n.d.
10	30	English 335 (371) English Literature 1798- 1837	n.d.
10	31	English 340 (377) English Literature 1937- 1900	n.d.
10	32	English 375 American Literature 1607-1865	n.d.
10	33	English 380 (291) American Literature 1865- 1914	n.d.
10	34	English 385 (292) American Literature 1914- Present	n.d.
11	1	English Club of Greater Chicago	1974-1975
11	2	English Department Bylaws	1966-1980
11	3	English Department Circular Letters	1949-1957
11	4	English Department – Newsletters	1973-1975
11	5	English Department Proceedings	1945-1957
11	6	English Department Proceedings	1957-1962
11	7	English Department Proceedings	1962-1963
11	8	English Department Proceedings	1963-1964
11	9	English Department Proceedings	1964-1965
11	10	English Department Proceedings	1965-1966
12	1	English Department Proceedings	1966-1967
12	2	English Department Proceedings	1967-1968
12	3	English Department Proceedings	1968-1969
12	4	English Department Proceedings	1969-1970
12	5	English Department Proceedings	1970-1971
12	6	English Department Proceedings	1971-1972
12	7	English Department Proceedings	1972-1973
13	1	English Department Proceedings	1973-1974

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13	2	English Department Proceedings	1974-1975
13	3	English Department Proceedings	1975-1976
13	4	English Department Proceedings	1976-1977
13	5	English Department Proceedings	1977-1978
14	1	English Department – Student Recruitment	1974-1982
14	2	English Department – Syllabi for Majors	1948-1954, n.d.
14	3	English Graduate Students Clubs	1960-1972
14	4	English Major Alumni	1966, 1974
14	5	ETPS – English Teacher Preparation Study	1964, 1967
14	6	Environmental Science Program	1975
14	7	ERIC	1973
14	8	Ethnicity – Chicago	1975
14	9	Evaluation	1971-1978, n.d.
14	10	Faculty Council	1964-1979
14	11	Faculty Council	1966-1968
15	1	Faculty Council	1969-1971
15	2	Faculty Council	1971-1972
15	3	Faculty Council	1972-1973
15	4	Faculty Council	1973-1976
16	1	Faculty Council – Insurance	1971
16	2	Faculty Council Minutes	1979
16	3	Faculty Council – Problems at the Medical Center	1971
16	4	Faculty Syllabi – Sem. II	1981-1982
16	5	Faculty Syllabi – Sem. I	1982-1983
16	6	Faculty Syllabi – Sem. II	1982-1983
16	7	Faculty Syllabi – Sem. II	1984-1985
16	8	Founder’s Day Awards	1976
16	9	Freshman Learning Groups	1972-1975
16	10	Full-Time Faculty	1984-1985
17	1	Gaffigan, Joseph	1980-1981
17	2	Graduate Club – Job Placement	1974
17	3	Graduate Programs: Discussion with Administration	1978
17	4	Honorary Degree Citations	1975-1979, n.d.
17	5	Honors Convocation	1958-1972
17	6	Honors Program	1958-1973
17	7	Honors Program	1974-1979
17	8	Honors Program – Director	1974
17	9	Humanities Institutes	1976-1977
17	10	The Humanities Newsletter	1975-1976
17	11	Illinois Association of Teachers of English	n.d.
18	1	Illinois Board of Higher Education	1966-1968
18	2	Ill. Board of Higher Education – Faculty Advisory Committee	1964-1966
18	3	Illinois Board of Higher Education – Report	1966
18	4	Illinois Curriculum Study Center	1963-1966

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18	5	Illinois State-Wide Curriculum Preparation of English Teachers (ISCPET)	1965-1968
18	6	Improvement of the Science of Core Proposal	1985
18	7	ISCPET	1965-1968
18	8	ISCPET	1968
18	9	ISCPET – Loyola University – Classics Factor	1965-1968
18	10	ISCPET – Experienced Teachers	1965-1966
18	11	ISCPET	1965-1967
19	1	ISCPET – LU-M-13	1965-1967
19	2	ISCPET – Special Students Contract Forms	1967
19	3	ISCPET – LU Student Teaching and Oral	1965-1967
19	4	Intercollegiate Essay Contest	1948-1955
19	5	Intercollegiate Essay Contest	1956-1970
19	6	Inter-Disciplinary Studies	1977-1978
19	7	Internships	1978-1979
19	8	Lectures - Correspondence – Misc.	1958-1979
19	9	Lectures	1968-1969
19	10	Lectures – Correspondence – Intra-University	1958-1965
19	11	Lectures – Correspondence – Steinman	1959-1962
19	12	Lectures – LU – Announcements	1959-1964
19	13	Letters to Colleagues	1976-1982
19	14	Letters to and from Students	1977-1983
19	15	The Literature of Adolescence English 399 Dr. Troy, Sem. II	1976-1977
19	16	Linguistics Studies: Dir. Dr. T. Austin	1974-1984
20	1	List of Fellows and Awards Granted by American Council of Learned Societies	1983
20	2	Loyola Bulletins – Bus. Administration	1964-1966
20	3	Loyola Bulletins – Graduate School	1967-1973
20	4	Loyola Bulletins – Arts and Sciences	1971-1975, n.d.
20	5	Loyola Mellon Poetry Contest	1985-1986
20	6	Loyola Mellon Grants, 12 <sup>th</sup> Series	1980-1982
20	7	Loyola Symposium on Values and Ethics	1987
20	8	Media Services – Forms and Correspondence	1978-1983
20	9	Meeting of Arts and Sciences Chairmen	1931, 1981-1983
20	10	Mellon Essay Contest	1978-1983
20	11	Mellon Fund “APS” and Grants	1973-1983
20	12	Memos: To All Members of the Dept.	1976-1977
20	13	Memos: To All Members of the Dept.	1977-1978
21	1	Memos: All Members	1978-1979
21	2	Memos: All Members	1979-1981
21	3	Memos: Full-Time Members and Lecturers	1967-1981
21	4	Memos: To Full-Time Members	1977-1978
21	5	Memos: To Full-Time Members	1978-1979
21	6	Memos: Full-Time Members	1979-1981
21	7	Memos: Full-Time Faculty, Adj. Prof., and Lecturers	1974-1978



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22	1	Minor in English	1975-1976
22	2	MLA (Modern Language Association)	1965
22	3	MLA	1973
22	4	MLA Local Comm.	1965
22	5	Modern Language Association (MLA) – Job Information Lists	1974-1975
22	6	MLA Newsletter	1974-1975
22	7	National Council of Teachers of English – Achievement Award Letters	1974
22	8	National Endowment for the Humanities	1974-1975
22	9	NCTE Awards	1981-1982
22	10	NDEA Institute on EIMC Materials	1967
22	11	New Activities	1974-1975
22	12	Newberry Consortium	1978-1980
22	13	Niles	1968-1976
22	14	North Central Visit – Alumni Questionnaires	1975
23	1	Notices to Full-Time Members of the Department	1975-1976
23	2	Notices to Full-Time Members of the Department	1975-1976
23	3	Notices to Full-Time Members of the Department	1976-1977
23	4	Numbered Memos: Dean of College of Arts and Sciences	1977-1978
23	5	Numbered Memos: Dean of College of Arts and Sciences	1978-1979
23	6	Numbered Memos: Dean of College of Arts and Sciences	1979-1980
23	7	Numbered Memos: Dean of College of Arts and Sciences	1980-1981
23	8	Numbered Memos: Dean of College of Arts and Sciences	1981-1982
23	9	Numbered Memos: Dean of College of Arts and Sciences	1982-1983
23	10	Numbered Memos: Dean of College of Arts and Sciences	1983-1984
23	11	PMLA – Article “The Training of Teaching Assistants”	1970
24	1	Organizations: AAUP	1958-1962
24	2	Organizations: Johnson Society of the Great Lakes Region	1960-1963
24	3	Part-Time Faculty	1984-1985
24	4	Physical Plant	1975
24	5	Plagiarism	1978, n.d.
24	6	Poetry Contest	1965-1968
24	7	President	1958-1983
24	8	President of University – Annual Report	1960

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24	9	President – Annual Report	1960-1961
24	10	President – Annual Report	1961-1962
24	11	President – Annual Report	1962-1963
24	12	President – Annual Report	1963-1964
24	13	President – Annual Report	1964-1965
25	1	Proceedings of the Department	1978-1979
25	2	Project English	n.d.
25	3	Project: SPIRIT – Director Dr. Robert Berry	1977-1978
25	4	Registration and Records	1972-1973
25	5	Requirements in English	1949-1951, n.d.
25	6	Rome Center	1962-1982
25	7	Rome Center	1975-1980
25	8	Rome Center	1980-1981
25	9	Rome Center	1981-1982
25	10	Rome Center	1982-1983
25	11	Rome Center	1983-1984
25	12	Rome Center	1984-1985
25	13	Rome Center	1985-1986
25	14	Rome Center Interest	1968-1970
25	15	Rome Center Schedules	1962-1978
25	16	Schedules	1946-1947
25	17	Schedules – Sem. I.	1947-1948
25	18	Schedules – Sem. II	1947-1948
25	19	Schedules – Summer	1948
25	20	Schedules – Sem. I.	1948-1949
25	21	Schedules – Sem. II.	1948-1949
25	22	Schedules – Summer	1949
25	23	Schedules – Sem. I.	1949-1950
25	24	Schedules – Sem. II.	1949-1950
25	25	Schedules – Summer	1950
25	26	Schedules – Sem. I.	1950-1951
26	1	Schedules – Sem. II	1950-1951
26	2	Schedules – Summer	1951
26	3	Schedules – Sem. I.	1951-1952
26	4	Schedules – Sem. II	1951-1952
26	5	Schedules – Summer	1952
26	6	Schedules – Sem. I and II	1952-1953
26	7	Schedules – Summer	1953
26	8	Schedules – Sem. I.	1953-1954
26	9	Schedules – Sem. II	1953-1954
26	10	Schedules – Summer	1954
26	11	Schedules – Sem. I.	1954-1955
26	12	Schedules – Sem. II.	1954-1955
26	13	Schedules – Summer	1955
26	14	Schedules – Sem. I	1955-1956
26	15	Schedules – Sem. II	1961-1962
26	16	Schedules – Summer	1962

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26	17	Schedules – Sem. I.	1962-1963
26	18	Schedules – Sem. II	1962-1963
26	19	Schedules – Summer	1963
26	20	Schedules – Sem. I	1963-1964
26	21	Schedules – Sem. II	1963-1964
26	22	Schedules – Summer	1964
26	23	Schedules – Sem. I	1964-1965
26	24	Schedules – Sem. II	1964-1965
26	25	Schedules – Summer	1965
26	26	Schedules – Sem. I.	1965-1966
26	27	Schedules – Sem. II	1965-1966
26	28	Schedules – Summer	1966
26	29	Schedules – Sem. I.	1966-1967
26	30	Schedules – Sem. II.	1966-1967
26	31	Schedules – Summer	1967
26	32	Schedules – Sem. I.	1967-1968
26	33	Schedules – Sem. II.	1967-1968
26	34	Schedules – Summer	1968
27	1	Schedules – Sem. I.	1968-1969
27	2	Schedules – Sem. II	1968-1969
27	3	Schedules – Summer	1969
27	4	Schedules – Sem. I	1969-1970
27	5	Schedules – Sem. II.	1969-1970
27	6	Schedules – Summer	1970
27	7	Schedules – Sem. I.	1970-1971
27	8	Schedules – Sem. II.	1970-1971
27	9	Schedules – Summer	1971
27	10	Schedules – Sem. I.	1971-1972
27	11	Schedules – Sem. II	1971-1972
27	12	Schedules – Summer	1972
27	13	Schedules – Sem. I.	1972-1973
27	14	Schedules – Sem. II	1972-1973
27	15	Schedules – Summer	1973
27	16	Schedules – Sem. I.	1973-1974
27	17	Schedules – Sem. II	1973-1974
27	18	Schedules – Summer	1974
27	19	Schedules – Sem. I.	1974-1975
27	20	Schedules – Sem. II	1974-1975
27	21	Schedules – Sem. I	1975-1976
27	22	Schedules – Sem. II.	1975-1976
27	23	Schedules – Summer	1976
27	24	Schedules – Summer	1975
27	25	Schedules – Sem. I.	1976-1977
27	26	Schedules – Sem. II	1976-1977
27	27	Schedules – Summer	1977
27	28	Schedules – Semester I.	1977-1978
27	29	Schedules – Sem. II.	1977-1978

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28	1	Schedules – Summer	1978
28	2	Schedules – Sem. I.	1978-1979
28	3	Schedules – Sem. II	1978-1979
28	4	Schedules – Summer	1979
28	5	Schedules – Semester I	1979-1980
28	6	Schedules – Sem. II	1979-1980
28	7	School of Business Administration	1974-1975, n.d.
28	8	School of Education	1974-1975
28	9	SBHE English Study	1981
28	10	Self-Study – Committee on Student Life	1963-1964
28	11	Seminar: Human Responsibility for Contemporary American Society	1977
28	12	Senior Surveys and Evaluations	1979-1983
28	13	Special Events	1975-1982
28	14	Special Events Suggestions	1982-1983
28	15	Space Committee	1975-1979
28	16	Staff-Taught Courses	1976
28	17	Statistics	1952-1957
28	18	Statistics I	1959-1960
28	19	Statistics II	1959-1960
28	20	Statistics I	1960-1961
28	21	Statistics II	1960-1961
28	22	Statistics – Summer	1961
28	23	Statistics I	1961-1962
29	1	Statistics II	1961-1962
29	2	Statistics I	1962-1963
29	3	Statistics II	1962-1963
29	4	Statistics – Summer	1963
29	5	Statistics I	1963-1964
29	6	Statistics II	1963-1964
29	7	Statistics I	1964-1965
29	8	Statistics II	1964-1965
29	9	Statistics – Summer	1965
29	10	Statistics I	1965-1966
29	11	Statistics II	1965-1966
29	12	Statistics I	1966-1967
29	13	Statistics II	1966-1967
29	14	Statistics – Summer	1967
29	15	Statistics I	1967-1968
29	16	Statistics II	1967-1968
29	17	Statistics – Summer	1968
29	18	Statistics I	1968-1969
29	19	Statistics II	1968-1969
29	20	Statistics – Summer	1969
29	21	Statistics I	1969-1970
29	22	Statistics II	1969-1970
29	23	Statistics – Summer	1970

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29	24	Statistics I	1970-1971
29	25	Statistics II	1970-1971
29	26	Statistics – Summer	1971
29	27	Statistics I	1971-1972
29	28	Statistics II	1971-1972
29	29	Statistics – Summer	1972
29	30	Statistics I	1972-1973
29	31	Statistics II	1972-1973
29	32	Statistics – Summer	1973
29	33	Statistics I	1973-1974
29	34	Statistics II	1973-1974
29	35	Statistics – Summer	1974
30	1	Statistics I	1974-1975
30	2	Statistics II	1974-1975
30	3	Statistics I	1975-1976
30	4	Statistics II	1975-1976
30	5	Statistics I	1976-1977
30	6	Statistics II	1976-1977
30	7	Statistics – Summer	1977
30	8	Statistics I	1977-1978
30	9	Statistics II	1977-1978
30	10	Statistics – Grades, Enrollments	1954-1961
30	11	Statistics – Admissions	1960-1961
30	12	Statistics – Admissions	1961-1962
30	13	Statistics – Admissions	1962-1963
30	14	Statistics – Admissions	1963-1964
30	15	Statistics – Admissions	1964-1965
30	16	Statistics – Admissions	1965-1966
30	17	Statistics – Admissions	1966-1967
30	18	Statistics – Admissions	1967-1968
30	19	Statistics on Admissions	1970
30	20	Steinman – Budget	1959-1960
30	21	Steinman – Poets – Budget	1957
30	22	Student Internships	1978
30	23	Teachers of Freshman English	1975-1980
31	1	Teaching Assistants	1983-1985
31	2	Tenure Cases	1974
31	3	Texts for 101 and 201 – Memo	1980
31	4	Texts for 101 and 201 – Memo	1981
31	5	Texts for English 101 and 201	1982
31	6	Texts for English 101 and 201 – Report	1983-1984
31	7	The Three Year Plan	1975-1976
31	8	Three-Year Plan	1976-1979
31	9	<i>Tyro</i>	1974-1975
31	10	Undergraduate and Graduate English Clubs	n.d.
31	11	Undergraduate English Clubs	1961-1971
31	12	University Archives	1982

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31	13	University Research Services – Director	1976-1984
31	14	Workshop on Listening	1979
31	15	Writing Clinic	1977
31	16	Writing Courses	1977-1980
31	17	Writing Programs	1979-1981
31	18	WLUW	n.d.
<b><u>Series 2: Restricted, 1957-1977, n.d.</u></b>			
32	1	GPA Data	1974-1975
32	2	ISCPET Payroll	1965-1968
32	3	Statistics	1957-1964
32	4	Statistics	1964-1971
32	5	Statistics	1972-1977
32	6	Student Grade Grievances	1957-1977, n.d.