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Graduate School of Arts and Sciences02.MWalB00169A

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Describing Archives: A Content Standard

Brandeis University

415 South St.

Main Library, Goldfarb Level 2

Waltham, MA 02454-9110

ascdepartment@brandeis.edu

URL: <https://findingaids.brandeis.edu/>

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Summary Information

Repository:	Brandeis University
Title:	Graduate School of Arts and Sciences
ID:	02.MWalB00169A
Date [inclusive]:	1952-2010, undated
Physical Description:	23.00 Linear Feet
Physical Description:	23 record center boxes other_unmapped
Physical Description:	23.00 Linear Feet
Text [other]:	All
Abstract:	<p>Arranged in eighteen series: 1. Early Historical Materials, 1953-1978, undated; 2. Deans' Papers, 1952-2006; 3. Graduate Council Meeting Minutes, 1958-1986, 2005-2006; 4. Financial Files, 1953-1987; 5. Departmental and Program Files [R], 1959-1996; 6. Presidents' Correspondence, 1959-1977; 7. Board of Trustees, 1963-1977; 8. Faculty [R], 1960-2005; 9. Statistics, 1960-1994; 10. Graduate Student Profiles, 1954-1988; 11. Committees, 1958-1979; 12. Subject Files, 1953-1996; 13. Student Services, 1958-1995; 14. Library, 1959-1978; 15. Commencement, 1954-1990; 16. General Reports, 1977-1996; 17. Audio Visual Materials, 1998-2007, undated; 18. Addendum, 1963-1967, 2007-2010. Series one, two, five, ten, eleven, thirteen, fourteen, sixteen and seventeen are arranged alphabetically. Series three, six, seven and fifteen are arranged chronologically. Series four, eight, nine and twelve are arranged both alphabetically and chronologically. For more information about each series, please consult the series descriptions in the box and folder listing.</p>

Preferred Citation

Graduate School of Arts and Sciences, Robert D. Farber University Archives & Special Collections Department, Brandeis University

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Biographical or Historical Information

The Graduate School of Arts and Sciences was established in 1953, when the Board of Trustees authorized graduate programs in the areas of Chemistry, Music, Psychology, and Near Eastern and Judaic Studies. The Graduate School today offers the following degrees: Master of Arts, Master of Sciences, Master of Fine Arts, and Doctor of Philosophy in 30 different fields. The first M.A. and M.F.A. degrees were conferred in 1954 and the first Ph.D. degree in 1957. The Graduate Council, of which the Dean of Arts and Sciences is the chair, is in charge of as academic programs and planning, degree requirements, and general regulations.

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Scope and Contents

Files in this collection were created from 1952 through 2007. A significant portion of the files were created in the 1960s, 1970s and 1980s. Materials include correspondence, memos on academic and administrative functions, meeting minutes--particularly those of the Graduate Council and faculty--financial files, reports, lists, surveys and profiles of graduate students, statistical materials, publications, commencement preparations and programs. The collection also includes some historical information on the Graduate School and graduate students, departmental and program files, library and committee files, as well as a variety of subject files. A significant amount of the materials were generated by the different deans in the Graduate School.

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Administrative Information

Publication Statement

Brandeis University

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Waltham, MA 02454-9110

ascdepartment@brandeis.edu

URL: <https://findingaids.brandeis.edu/>

Conditions Governing Access

Some material is restricted; please consult the University Archivist.

Access to the collection is in accordance with the policies of the Robert D. Farber University Archives & Special Collections Department, Brandeis University. Please contact the department for more information.

Conditions Governing Use

Requests to reproduce or publish material from the collection should be directed to the Robert D. Farber University Archives & Special Collections Department, Brandeis University.

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Related Materials

Related Materials

For further research, see also the Dean of Arts and Sciences collection under the Graduate School series.

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Controlled Access Headings

- Brandeis University -- Faculty
- Brandeis University. Graduate School of Arts and Sciences
- Brandeis University -- Presidents
- Brandeis University. Board of Trustees
- Brandeis University -- Students
- Universities and colleges -- Massachusetts -- Waltham
- Brandeis University

Other Descriptive Information

Box 22 contains reports and publications in binders that have not been refoldered. There is also material throughout the collection that needs to be photocopied for preservation purposes.

Addenda to this collection may not be listed in the finding aid, but may be available for research use. Please contact us for more information.

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Collection Inventory

Early Historical Materials , 1953-1978, undated

Date: 1953-1978, undated

Scope and Contents

This series contains a diverse range of files that capture the early history of the graduate school. The materials include the inauguration booklet of the Graduate School; historical description such as "History and Definition of the Graduate School" and "Policies and Procedures;" correspondence, memos, reports, statistics; and surveys of and information on the graduate student body. There are also various files on enrollment and funding, registration materials, and historical material on the creation of the Graduate Student Council, now know as the Graduate Students Association (GSA).

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American Council on Education survey, 1960-1975 <u>Date:</u> 1960-1975	Box 1	Folder 4
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Catalog: miscellaneous, 1958-1964 <u>Date:</u> 1958-1964	Box 1	Folder 6
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Deans' Papers, 1952-2006

Date: 1952-2006

Scope and Contents

This series contains the papers of all the deans of the Graduate School, beginning with the first dean, Leonard Levy. The materials mostly include general administrative files such as correspondence and memos dealing with departments and programs, the president's office, faculty and students, various committees, sponsors and donors to the school, as well as associations, organizations and schools external to Brandeis. There are also various announcements and publications regarding conferences, lectures and events on campus; papers detailing new academic and scholarship proposals, training and research grants; as well as financial, budget, and fund-raising files of the Graduate School. A variety of surveys, reports, statistical profiles and lists have also been generated by the different deans, principally Dean Robert Art.

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Financial Files, 1953-1987

Date: 1953-1987

Scope and Contents

This series contains the financial files of the Graduate School such as budget matters, financial aid, and income from scholarships and fellowships as well as fees and tuition. The materials include budget reports, raw data from actual accounts, and lists of expenses and income.

Arrangement note: Alphabetical, except Budget, which are in chronological order.

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Departmental and Program Files [R], 1959-1996

Date: 1959-1996

Scope and Contents

This series contains various materials connected with the various departments, programs, institutes, or centers throughout Brandeis, some of which are now obsolete such as Classical and Oriental Studies, and Neuroscience. The materials include general administrative files such as memos, correspondence, budget information and reports. They also include general descriptions of the departments and programs; the graduate student body and services provided

for them; information on research and teaching assistants, grants, fellowships and scholarships; as well as various publicity items such as brochures and flyers.

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Presidents' Correspondence, 1959-1977

Date: 1959-1977

Scope and Contents

This series contains correspondence with Abram Sachar, Charles Schottland, and Marver Bernstein concerning the Graduate School of Arts and Sciences. Sachar generated most of the correspondence in this series.

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[^ Return to Table of Contents](#)**Board of Trustees, 1963-1977**Date: 1963-1977**Scope and Contents**

This series contains the detailed minutes of Board of Trustees meetings over a seven year period and a file of general matters relating to the board.

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Date: 1971-1977

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Faculty [R], 1960-2005

Date: 1960-2005

Scope and Contents

This series contains the detailed minutes of faculty and faculty senate meetings, as well as general administrative files on a variety of faculty-related matters such as faculty lists, grants awarded, and faculty library committee.

Arrangement note: Alphabetical, except Faculty Meeting Minutes and Faculty Senate Meeting Minutes which are in chronological order.

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Faculty meeting minutes, 1964-1976, 2003 <u>Date:</u> 1964-1976, 2003	Box 12	Folder 17
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Faculty library committee, 1968-1969 <u>Date:</u> 1968-1969	Box 12	Folder 41
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Faculty matters: confidential, 1957-1974 <u>Date:</u> 1957-1974	Box 12	Folder 43
Faculty travel, 1969 <u>Date:</u> 1969	Box 12	Folder 44
Faculty handbook, 1968 <u>Date:</u> 1968	Box 12	Folder 45

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Statistics, 1960-1994

Date: 1960-1994

Scope and Contents

This series contains statistical records of the graduate student body such as enrollment figures, actual head counts from 1960 through 1989, and registration numbers.

Arrangement note: Alphabetical, except Head Counts, etc. which are in chronological order.

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Head counts, etc., 1960-1989 <u>Date:</u> 1960-1989	Box 13	Folder 5
Head counts, etc., 1960-1989 <u>Date:</u> 1960-1989	Box 13	Folder 6
Head counts, etc., 1960-1989	Box 13	Folder 7

<u>Date:</u> 1960-1989		
Head counts, etc., 1960-1989 <u>Date:</u> 1960-1989	Box 13	Folder 8
Head counts, etc., 1960-1989 <u>Date:</u> 1960-1989	Box 13	Folder 9
Head counts, etc., 1960-1989 <u>Date:</u> 1960-1989	Box 13	Folder 10
Head counts, etc., 1960-1989 <u>Date:</u> 1960-1989	Box 13	Folder 11
Head counts, etc., 1960-1989 <u>Date:</u> 1960-1989	Box 13	Folder 12
Head counts, etc., 1960-1989 <u>Date:</u> 1960-1989	Box 13	Folder 13
Head counts, etc., 1960-1989 <u>Date:</u> 1960-1989	Box 13	Folder 14
Head counts, etc., 1960-1989 <u>Date:</u> 1960-1989	Box 13	Folder 15
Head counts, etc., 1960-1989 <u>Date:</u> 1960-1989	Box 13	Folder 16
Head counts, etc., 1960-1989 <u>Date:</u> 1960-1989	Box 13	Folder 17
Head counts, etc., 1960-1989 <u>Date:</u> 1960-1989	Box 13	Folder 18
Head counts, etc., 1960-1989 <u>Date:</u> 1960-1989	Box 13	Folder 19
Head counts, etc., 1960-1989 <u>Date:</u> 1960-1989	Box 13	Folder 20
Head counts, etc., 1960-1989 <u>Date:</u> 1960-1989	Box 13	Folder 21
Head counts, etc., 1960-1989 <u>Date:</u> 1960-1989	Box 13	Folder 22
Head counts, etc., 1960-1989 <u>Date:</u> 1960-1989	Box 13	Folder 23
Head counts, etc., 1960-1989	Box 13	Folder 24

<u>Date:</u> 1960-1989		
Head counts, etc., 1960-1989 <u>Date:</u> 1960-1989	Box 13	Folder 25
Head counts, etc., 1960-1989 <u>Date:</u> 1960-1989	Box 13	Folder 26
Head counts, etc., 1960-1989 <u>Date:</u> 1960-1989	Box 13	Folder 27
Head counts, etc., 1960-1989 <u>Date:</u> 1960-1989	Box 13	Folder 28
Head counts, etc., 1960-1989 <u>Date:</u> 1960-1989	Box 13	Folder 29
Head counts, etc., 1960-1989 <u>Date:</u> 1960-1989	Box 13	Folder 30
Head counts, etc., 1960-1989 <u>Date:</u> 1960-1989	Box 13	Folder 31
Head counts, etc., 1960-1989 <u>Date:</u> 1960-1989	Box 13	Folder 32
Overall enrollment figures, 1965-1978 <u>Date:</u> 1965-1978	Box 13	Folder 33
Registration: Spring, 1994 <u>Date:</u> 1994	Box 13	Folder 34
Steady-state enrollment figures, 1960-1964 <u>Date:</u> 1960-1964	Box 13	Folder 35
University fact file, 1988-1989 <u>Date:</u> 1988-1989	Box 13	Folder 36

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Graduate Student Profiles, 1954-1988

Date: 1954-1988

Scope and Contents

This series contains files on the profile of graduate students at Brandeis. This would include student profiles and name lists, minority student information, and surveys of earned doctorates coupled with PhD and dissertation information. There is also a student roster file dating from 1954.

Box 14

Box 14

Advanced degree students information, 1968-1969 <u>Date:</u> 1968-1969	Box 14	Folder 1
Application box scores, 1969-1970 <u>Date:</u> 1969-1970	Box 14	Folder 2
Application lists, 1957-1961 <u>Date:</u> 1957-1961	Box 14	Folder 3
Graduate student list, 1982-1986 <u>Date:</u> 1982-1986	Box 14	Folder 4
Graduate student list, 1982-1986 <u>Date:</u> 1982-1986	Box 14	Folder 5
Graduate student list, 1982-1986 <u>Date:</u> 1982-1986	Box 14	Folder 6
Graduate student profiles, 1962-1965 <u>Date:</u> 1962-1965	Box 14	Folder 7
Minority students information, 1967-1988 <u>Date:</u> 1967-1988	Box 14	Folder 8
PhD and dissertation information, 1961-1964 <u>Date:</u> 1961-1964	Box 14	Folder 9
Student information, 1969-1970 <u>Date:</u> 1969-1970	Box 14	Folder 10
Student roster, 1954-1968 <u>Date:</u> 1954-1968	Box 14	Folder 11
Survey of earned doctorates, 1970-1979 <u>Date:</u> 1970-1979	Box 14	Folder 12
Survey of earned doctorates, 1958-1969 <u>Date:</u> 1958-1969	Box 14	Folder 13

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Committees, 1958-1979

Date: 1958-1979

Scope and Contents

This series contains files accumulated by the graduate school deans who served on various committees such as Academic Planning, Administrative, Admission, Curriculum Review, Disciplinary, Educational Policy, Faculty,

General Education as well as various sub-committees such as Curriculum Oversight and Education. The materials include reports from the committees, correspondence and memos.

Box 14	Box 14	
Academic planning committee, 1973-1976 <u>Date:</u> 1973-1976	Box 14	Folder 14
Academic planning committee, 1973-1976 <u>Date:</u> 1973-1976	Box 14	Folder 15
Academic standards committee, 1971 <u>Date:</u> 1971	Box 14	Folder 16
Ad hoc committee, 1964-1967 <u>Date:</u> 1964-1967	Box 14	Folder 17
Administrative committee, 1960-1969 <u>Date:</u> 1960-1969	Box 14	Folder 18
Administrative committee, 1960-1969 <u>Date:</u> 1960-1969	Box 14	Folder 19
Administrative committee, 1960-1969 <u>Date:</u> 1960-1969	Box 14	Folder 20
Administrative committee, 1960-1969 <u>Date:</u> 1960-1969	Box 14	Folder 21
Administrative committee, 1960-1969 <u>Date:</u> 1960-1969	Box 14	Folder 22
Administrative committee, 1960-1969 <u>Date:</u> 1960-1969	Box 14	Folder 23
Administrative committee, 1960-1969 <u>Date:</u> 1960-1969	Box 14	Folder 24
Administrative committee, 1960-1969 <u>Date:</u> 1960-1969	Box 14	Folder 25
Adult education committee, 1961-1963 <u>Date:</u> 1961-1963	Box 14	Folder 26
Admission and awards committee, 1958-1966 <u>Date:</u> 1958-1966	Box 14	Folder 27
Admission and finance committee, 1971-1972 <u>Date:</u> 1971-1972	Box 14	Folder 28
Curriculum oversight sub-committee, 1964-1966	Box 14	Folder 29

<u>Date:</u> 1964-1966		
Curriculum review committee, 1969 <u>Date:</u> 1969	Box 14	Folder 30
Disciplinary committee, 1959-1969 <u>Date:</u> 1959-1969	Box 14	Folder 31
Disciplinary committee, 1959-1969 <u>Date:</u> 1959-1969	Box 14	Folder 32
Educational policy committee, 1964-1969 <u>Date:</u> 1964-1969	Box 14	Folder 33
Educational policy committee, 1964-1969 <u>Date:</u> 1964-1969	Box 14	Folder 34
Educational policy committee, 1964-1969 <u>Date:</u> 1964-1969	Box 14	Folder 35
Educational policy committee, 1964-1969 <u>Date:</u> 1964-1969	Box 14	Folder 36
Educational policy committee, 1964-1969 <u>Date:</u> 1964-1969	Box 14	Folder 37
Educational policy committee, 1964-1969 <u>Date:</u> 1964-1969	Box 14	Folder 38
Box 15	Box 15	
Education sub-committee, 1968 <u>Date:</u> 1968	Box 15	Folder 1
Environmental committee, 1968-1974 <u>Date:</u> 1968-1974	Box 15	Folder 2
Faculty committee, 1973 <u>Date:</u> 1973	Box 15	Folder 3
General education committee, 1965 <u>Date:</u> 1965	Box 15	Folder 4
National women's committee, 1968-1969 <u>Date:</u> 1968-1969	Box 15	Folder 5
Wien faculty committee, 1967 <u>Date:</u> 1967	Box 15	Folder 6
University machine shop sub-committee, 1973 <u>Date:</u> 1973	Box 15	Folder 7
Urban Studies committee, 1969-1979		

Date: 1969-1979

Box 15

Folder 8

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Subject Files , 1953-1996

Date: 1953-1996

Scope and Contents

This series contains a large variety of files connected to different departments at Brandeis, ranging from academic to administrative, as well as files connected with organizations external to the university. This series contains two sets of files concerning the student strike in the 1970s and files dealing with the black student seizure of Ford Hall in 1969. The materials in these files typically include memos, correspondence, surveys and questionnaires, reports and lists. Files dealing with issues within Brandeis would include affirmative action and minority student information; various graduate student information derived from surveys and lists; alumni and teaching assistant materials; files from security and public affairs offices; and publications circulated within the Brandeis community, such as newsletters from the Office of the President, as well as publications intended for potential students, such as flyers describing the various academic departments and scholarship/grant opportunities. There are also files that are connected to external organizations such as the Council of Graduate Schools in the United States, the National Academy of Sciences, Science Council, and Educational Testing Service (ETS).

Arrangement note: Alphabetical, except Publicity which are in chronological order.

Box 15	Box 15	
Academic guide for new faculty, 1990 <u>Date</u> : 1990	Box 15	Folder 9
Academic guide for teaching assistants, 1991 <u>Date</u> : 1991	Box 15	Folder 10
Affirmative Action	Box 15	
Title/Description	Instances	
Miscellaneous, 1973-1977 <u>Date</u> : 1973-1977	Box 15	Folder 11
Miscellaneous, 1973-1977 <u>Date</u> : 1973-1977	Box 15	Folder 12
Recruiting, 1981 <u>Date</u> : 1981	Box 15	Folder 13
Recruiting report, 1980 <u>Date</u> : 1980	Box 15	Folder 14
Women and ethnic groups by department, 1975 <u>Date</u> : 1975	Box 15	Folder 15
Community affirmative action review, 1992, 1993		

<u>Date:</u> 1992, 1993	Box 15	Folder 16
Community affirmative action review, 1992, 1993 <u>Date:</u> 1992, 1993	Box 15	Folder 17
Alumni Questionnaires, 1964 <u>Date:</u> 1964	Box 15	Folder 18
American Council of Education: rating of graduate programs, 1969-1972 <u>Date:</u> 1969-1972	Box 15	Folder 19
Awards: Miscellaneous, 1976-1984 <u>Date:</u> 1976-1984	Box 15	Folder 20
Black students statistics and report, 1970-1971 <u>Date:</u> 1970-1971	Box 15	Folder 21
Coalition for aid to private education, 1970 <u>Date:</u> 1970	Box 15	Folder 22
Computer center, 1973-1975 <u>Date:</u> 1973-1975	Box 15	Folder 23
Conduct of courses, 1970 <u>Date:</u> 1970	Box 15	Folder 24
Consensual relations policy, 1989-1990 <u>Date:</u> 1989-1990	Box 15	Folder 25
Consilience New Media Lab, 2005 <u>Date:</u> 2005	Box 15	Folder 26
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Correspondence	Box 15	
Title/Description	Instances	
Ira Berk, 1968-1973 <u>Date:</u> 1968-1973	Box 15	Folder 28
Dean of Faculty, 1963-1966 <u>Date:</u> 1963-1966	Box 15	Folder 29
Dean of Financial Affairs, 1958-1969 <u>Date:</u> 1958-1969	Box 15	Folder 30
Dean of Financial Affairs, 1958-1969	Box 15	Folder 31

Date: 1958-1969

Dean of Students, 1964-1969

Box 15

Folder 32

Date: 1964-1969David L. Robien, Director of Business Administration,
1960-1971

Box 15

Folder 33

Date: 1960-1971**Council of Graduate Schools**

Box 15

Title/Description**Instances**

In the United States, 1961-1971

Box 15

Folder 34

Date: 1961-1971

In the United States, 1961-1971

Box 15

Folder 35

Date: 1961-1971

In the United States, 1961-1971

Box 15

Folder 36

Date: 1961-1971

Annual report, 1970-1988

Box 15

Folder 37

Date: 1970-1988

In the United States: Miscellaneous, 1968-1975

Box 15

Folder 38

Date: 1968-1975

Box 16

Box 16

Council of Graduate Schools

Box 16

Title/Description**Instances**

In the United States: Publications, 1968-1973

Box 16

Folder 1

Date: 1968-1973

Donor letters, 1975

Box 16

Folder 2

Date: 1975

Educational Testing Service: Miscellaneous, 1969-1970

Box 16

Folder 3

Date: 1969-1970

Educational Testing Service: Study/survey, 1973

Box 16

Folder 4

Date: 1973

External scholarship information, 1963-1971

Box 16

Folder 5

Date: 1963-1971

Fellowship: Recipient biographical information, 1960-1964

Box 16

Folder 6

Date: 1960-1964

Fellowship: Reports and lists, 1970-1975

Box 16

Folder 7

<u>Date:</u> 1970-1975		
Graduate Center, 1964-1967 <u>Date:</u> 1964-1967	Box 16	Folder 8
Graduate Record Examination (GRE) survey of departmental practices in program review and faculty evaluations, 1976 <u>Date:</u> 1976	Box 16	Folder 9
Graduate School study commission, 1977-1991 <u>Date:</u> 1977-1991	Box 16	Folder 10
Graduate School study commission, 1977-1991 <u>Date:</u> 1977-1991	Box 16	Folder 11
Letters to PhD students, 1979 <u>Date:</u> 1979	Box 16	Folder 12
Massachusetts Graduate Deans Group, 1970 <u>Date:</u> 1970	Box 16	Folder 13
Minority recruiting, 1975-1976 <u>Date:</u> 1975-1976	Box 16	Folder 14
Minority students, 1981-1988 <u>Date:</u> 1981-1988	Box 16	Folder 15
Named awards, 1983-1984 <u>Date:</u> 1983-1984	Box 16	Folder 16
National Academy of Sciences, 1960-1972 <u>Date:</u> 1960-1972	Box 16	Folder 17
National Research Council, 1968-1974 <u>Date:</u> 1968-1974	Box 16	Folder 18
National Strike Information Center, 1970 <u>Date:</u> 1970	Box 16	Folder 19
National Student Strike Center and Bank Robbery, 1970 <u>Date:</u> 1970	Box 16	Folder 20
Newsletters, 2007-2009 <u>Date:</u> 2007-2009	Box 16	Folder 21
Open House, 2009 <u>Date:</u> 2009	Box 16	Folder 22
Reactions to student strike from President, 1970-1972 <u>Date:</u> 1970-1972	Box 16	Folder 23
Student Strike, 1970	Box 16	Folder 24

<u>Date:</u> 1970		
New England Board of Higher Education, 1961 <u>Date:</u> 1961	Box 16	Folder 25
Northeastern Association of Graduate Schools (NAGS), 1973-1977 <u>Date:</u> 1973-1977	Box 16	Folder 26
NSF and NIH survey of graduate science and postdoctoral students, 1972-1981 <u>Date:</u> 1972-1981	Box 16	Folder 27
Personnel: Miscellaneous, 1966-1971 <u>Date:</u> 1966-1971	Box 16	Folder 28
Petition: Black seizure, undated <u>Date:</u> undated	Box 16	Folder 29
Seizure of Ford Hall, 1968-1970 <u>Date:</u> 1968-1970	Box 16	Folder 30
PhD placement survey, 1973-1978 <u>Date:</u> 1973-1978	Box 16	Folder 31
Phi Beta Kappa student list, 1961-1971 <u>Date:</u> 1961-1971	Box 16	Folder 32
Placement of doctorates, 1987-1990 <u>Date:</u> 1987-1990	Box 16	Folder 33
Public affairs, 1958-1970 <u>Date:</u> 1958-1970	Box 16	Folder 34
Public affairs, 1958-1970 <u>Date:</u> 1958-1970	Box 16	Folder 35
Publication	Box 16	
Title/Description	Instances	
People at Brandeis, 1970 <u>Date:</u> 1970	Box 16	Folder 36
President's newsletter, 1970-1971 <u>Date:</u> 1970-1971	Box 16	Folder 37
Notes (from the office of the President), 1970-1971 <u>Date:</u> 1970-1971	Box 16	Folder 38
Publicity	Box 16	

Title/Description	Instances	
Flyers, 1953-1965 <u>Date:</u> 1953-1965	Box 16	Folder 39
Flyers, 1953-1965 <u>Date:</u> 1953-1965	Box 16	Folder 40
Flyers, 1953-1965 <u>Date:</u> 1953-1965	Box 16	Folder 41
Flyers, 1953-1965 <u>Date:</u> 1953-1965	Box 16	Folder 42
Flyers, 1953-1965 <u>Date:</u> 1953-1965	Box 16	Folder 43
Flyers, 1953-1965 <u>Date:</u> 1953-1965	Box 16	Folder 44
Flyers, 1953-1965 <u>Date:</u> 1953-1965	Box 16	Folder 45
Flyers, 1953-1965 <u>Date:</u> 1953-1965	Box 16	Folder 46
Flyers, 1953-1965 <u>Date:</u> 1953-1965	Box 16	Folder 47
Flyers, 1953-1965 <u>Date:</u> 1953-1965	Box 16	Folder 48
Flyers, 1953-1965 <u>Date:</u> 1953-1965	Box 16	Folder 49
Flyers, 1953-1965 <u>Date:</u> 1953-1965	Box 16	Folder 50
1965-1966 flyers correspondence, 1964-1965 <u>Date:</u> 1964-1965	Box 16	Folder 51
Flyers, 1965-1966 <u>Date:</u> 1965-1966	Box 16	Folder 52
1966-1967 flyers correspondence, 1965-1966 <u>Date:</u> 1965-1966	Box 16	Folder 53
Flyers, 1966-1968 <u>Date:</u> 1966-1968	Box 16	Folder 54
Flyers, 1966-1968	Box 16	Folder 55

<u>Date:</u> 1966-1968		
1968-1969 flyers correspondence, 1967-1968 <u>Date:</u> 1967-1968	Box 16	Folder 56
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Box 17	Box 17	
Re-accreditation report, 1986-1987 <u>Date:</u> 1986-1987	Box 17	Folder 1
Science Council: Miscellaneous, 1961-1969 <u>Date:</u> 1961-1969	Box 17	Folder 2
Security, 1970-1975 <u>Date:</u> 1970-1975	Box 17	Folder 3
Status of Women,, 1971 <u>Date:</u> 1971	Box 17	Folder 4
Student placement information, 1961-1964 <u>Date:</u> 1961-1964	Box 17	Folder 5
Student senate: Brandeis retreat,, 1974 <u>Date:</u> 1974	Box 17	Folder 6
Study abroad opportunities,, 1964 <u>Date:</u> 1964	Box 17	Folder 7
Tax Exempt Status, undated <u>Date:</u> undated	Box 17	Folder 8
Teaching Assistants	Box 17	
Title/Description	Instances	
Cost breakdown, 1960-1961 <u>Date:</u> 1960-1961	Box 17	Folder 9
Financial/cost breakdown, 1963-1966 <u>Date:</u> 1963-1966	Box 17	Folder 10
Job descriptions, 1960-1961	Box 17	Folder 11

Date: 1960-1961

Miscellaneous, 1966-1977

Box 17

Folder 12

Date: 1966-1977

Reports, 1961-1965

Box 17

Folder 13

Date: 1961-1965

1996-1997 Viewbook, 1996

Box 17

Folder 14

Date: 1996

(Brandeis) website text, 1996

Box 17

Folder 15

Date: 1996[^ Return to Table of Contents](#)

Student Services, 1958-1995

Date: 1958-1995

Scope and Contents

This series contains general administrative files such as memos, correspondence, and publications such as brochures and booklets, concerning the various student services provided by the University. These services include housing, health care and insurance, counseling, and language tutorials.

Box 17

Box 17

Buildings and grounds, 1959-1973

Box 17

Folder 16

Date: 1959-1973

Career planning, 1963-1972

Box 17

Folder 17

Date: 1963-1972

Computer center, 1968-1971

Box 17

Folder 18

Date: 1968-1971

English as a second language: Miscellaneous, 1992-1995

Box 17

Folder 19

Date: 1992-1995

Foreign students, 1958-1979

Box 17

Folder 20

Date: 1958-1979

Health care and health insurance progress report, 1992

Box 17

Folder 21

Date: 1992

Health insurance

Box 17

Title/Description

Instances

Correspondence, 1968-1980

Box 17

Folder 22

Date: 1968-1980

Miscellaneous, 1958-1968

Box 17

Folder 23

Date: 1958-1968

Miscellaneous, 1974-1993

Box 17

Folder 24

Date: 1974-1993**Health Services**

Box 17

Title/Description**Instances**

Advisory committee, 1970-1973

Box 17

Folder 25

Date: 1970-1973

Blue Cross, 1966-1975

Box 17

Folder 26

Date: 1966-1975

Publications, 1958-1967

Box 17

Folder 27

Date: 1958-1967

Publications, 1974-1981

Box 17

Folder 28

Date: 1974-1981**Housing**

Box 17

Title/Description**Instances**

Historical material, 1971-1973

Box 17

Folder 29

Date: 1971-1973

Miscellaneous, 1959-1971

Box 17

Folder 30

Date: 1959-1971

Ridgewood, 1963-1965

Box 17

Folder 31

Date: 1963-1965

Student union building, 1969

Box 17

Folder 32

Date: 1969**Infirmary**

Box 17

Title/Description**Instances**

Correspondence, 1957-1965

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Folder 33

Date: 1957-1965

Correspondence, 1966-1981

Box 17

Folder 34

Date: 1966-1981**Languages**

Box 17

Title/Description	Instances	
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German, 1967-1968 <u>Date:</u> 1967-1968	Box 17	Folder 36
Italian, 1968 <u>Date:</u> 1968	Box 17	Folder 37
Spanish, 1967-1968 <u>Date:</u> 1967-1968	Box 17	Folder 38
Language examinations: General, 1962-1971 <u>Date:</u> 1962-1971	Box 17	Folder 39
Language requirements, 1970-1971 <u>Date:</u> 1970-1971	Box 17	Folder 40
Language tutorials and examinations, 1965-1971 <u>Date:</u> 1965-1971	Box 17	Folder 41
Language tutorials and examinations, 1965-1971 <u>Date:</u> 1965-1971	Box 17	Folder 42
Language tutorials and examinations, 1965-1971 <u>Date:</u> 1965-1971	Box 17	Folder 43
Language tutorials and examinations, 1965-1971 <u>Date:</u> 1965-1971	Box 17	Folder 44
Language tutorials and examinations: Miscellaneous, 1968-1979 <u>Date:</u> 1968-1979	Box 17	Folder 45
Parking: Miscellaneous, 1958-1969 <u>Date:</u> 1958-1969	Box 17	Folder 46
Parking rules, 1969-1971 <u>Date:</u> 1969-1971	Box 17	Folder 47
Proposed graduate housing, 1960-1969 <u>Date:</u> 1960-1969	Box 17	Folder 48
Box 18	Box 18	
Rabb building, 1958-1975 <u>Date:</u> 1958-1975	Box 18	Folder 1
Resident counselor, 1959-1976 <u>Date:</u> 1959-1976	Box 18	Folder 2
Special students, 1970-1971		

<u>Date:</u> 1970-1971	Box 18	Folder 3
University council, 1968-1969	Box 18	Folder 4
<u>Date:</u> 1968-1969		

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Library, 1959-1978

Date: 1959-1978

Scope and Contents

This series contains general administrative files connected with the Brandeis libraries, which include information on budget, holdings, personnel, security, Special Collections, and committees such as the building committee and the National Women's Committee. The materials include correspondence, statistics, memos, and miscellaneous meeting minutes and reports.

Box 18	Box 18	
Bibliophiles, 1971-1974	Box 18	Folder 5
<u>Date:</u> 1971-1974		
Budget, 1969-1973	Box 18	Folder 6
<u>Date:</u> 1969-1973		
Building committee, 1968-1971	Box 18	Folder 7
<u>Date:</u> 1968-1971		
Building committee, 1968-1971	Box 18	Folder 8
<u>Date:</u> 1968-1971		
Building committee, 1968-1971	Box 18	Folder 9
<u>Date:</u> 1968-1971		
Building conditions information, 1971-1972	Box 18	Folder 10
<u>Date:</u> 1971-1972		
Committee members, 1970-1971	Box 18	Folder 11
<u>Date:</u> 1970-1971		
Consortium, 1971-1973	Box 18	Folder 12
<u>Date:</u> 1971-1973		

Correspondence

Box 18

Title/Description	Instances
With Dean Black (controversial issues), 1971-1972	Box 18 Folder 13

<u>Date:</u> 1971-1972		
With B. Levinson (sponsored research coordinator), 1967-1969	Box 18	Folder 14
<u>Date:</u> 1967-1969		
With B. Levinson (sponsored research coordinator), 1967-1969	Box 18	Folder 15
<u>Date:</u> 1967-1969		
Faculty library committee meeting minutes, 1970-1974	Box 18	Folder 16
<u>Date:</u> 1970-1974		
Holdings statistics, 1971-1978	Box 18	Folder 17
<u>Date:</u> 1971-1978		
Holdings statistics, 1971-1978	Box 18	Folder 18
<u>Date:</u> 1971-1978		
Holdings statistics, 1971-1978	Box 18	Folder 19
<u>Date:</u> 1971-1978		
Holdings statistics, 1971-1978	Box 18	Folder 20
<u>Date:</u> 1971-1978		
Holdings statistics, 1971-1978	Box 18	Folder 21
<u>Date:</u> 1971-1978		
Holdings statistics, 1971-1978	Box 18	Folder 22
<u>Date:</u> 1971-1978		
Listening center, 1972-1974	Box 18	Folder 23
<u>Date:</u> 1972-1974		
Microforms/dissertations, 1960-1976	Box 18	Folder 24
<u>Date:</u> 1960-1976		
Miscellaneous, 1959-1973	Box 18	Folder 25
<u>Date:</u> 1959-1973		
Miscellaneous, 1959-1973	Box 18	Folder 26
<u>Date:</u> 1959-1973		
Miscellaneous, 1959-1973	Box 18	Folder 27
<u>Date:</u> 1959-1973		
Miscellaneous, 1959-1973	Box 18	Folder 28
<u>Date:</u> 1959-1973		
Miscellaneous, 1959-1973	Box 18	Folder 29

<u>Date:</u> 1959-1973		
Miscellaneous, 1959-1973 <u>Date:</u> 1959-1973	Box 18	Folder 30
Box 19	Box 19	
Operation report and budget statistics, 1971-1972 <u>Date:</u> 1971-1972	Box 19	Folder 1
Personnel, 1971-1974 <u>Date:</u> 1971-1974	Box 19	Folder 2
Report of the combined student library committee, 1970 <u>Date:</u> 1970	Box 19	Folder 3
Search committee, 1969 <u>Date:</u> 1969	Box 19	Folder 4
Security, 1971-1972 <u>Date:</u> 1971-1972	Box 19	Folder 5
Special Collections, 1967-1972 <u>Date:</u> 1967-1972	Box 19	Folder 6
Supplies publications, 1970-1971 <u>Date:</u> 1970-1971	Box 19	Folder 7
Women's Committee, 1970-1972 <u>Date:</u> 1970-1972	Box 19	Folder 8

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Commencement, 1954-1990

Date: 1954-1990

Scope and Contents

This series contains a variety of files concerning the annual commencement exercise. The materials include copies of the commencement program or booklet, lists of graduating students, miscellaneous memos and correspondence that have to do with planning for the actual commencement exercises. Planning materials include the schedule of activities for the day of commencement itself as well as detailed diagrams of the various seating positions of attendees.

Box 19	Box 19	
Commencement: Miscellaneous, 1960-1965 <u>Date:</u> 1960-1965	Box 19	Folder 9
Commencement committee, 1959-1967	Box 19	Folder 10

<u>Date:</u> 1959-1967		
Commencement: Student lists, 1954-1969 <u>Date:</u> 1954-1969	Box 19	Folder 11
Commencement: Program, 1954 <u>Date:</u> 1954	Box 19	Folder 12
Commencement: Program , 1955 <u>Date:</u> 1955	Box 19	Folder 13
Commencement, 1956 <u>Date:</u> 1956	Box 19	Folder 14
Commencement, 1957 <u>Date:</u> 1957	Box 19	Folder 15
Commencement: Program, 1958 <u>Date:</u> 1958	Box 19	Folder 16
Commencement: Program, 1959 <u>Date:</u> 1959	Box 19	Folder 17
Commencement, 1960 <u>Date:</u> 1960	Box 19	Folder 20
Commencement, 1961 <u>Date:</u> 1961	Box 19	Folder 21
Commencement, 1962 <u>Date:</u> 1962	Box 19	Folder 22
Commencement: Program, 1962 <u>Date:</u> 1962	Box 19	Folder 23
Commencement, 1963 <u>Date:</u> 1963	Box 19	Folder 24
Commencement: Degrees, 1963 <u>Date:</u> 1963	Box 19	Folder 25
Commencement: Program, 1963 <u>Date:</u> 1963	Box 19	Folder 26
Commencement, 1964 <u>Date:</u> 1964	Box 19	Folder 27
Commencement: Degrees, 1964 <u>Date:</u> 1964	Box 19	Folder 28
Commencement: Program, 1964	Box 19	Folder 29

<u>Date:</u> 1964		
Commencement, 1965 <u>Date:</u> 1965	Box 19	Folder 30
Commencement: Degrees , 1965 <u>Date:</u> 1965	Box 19	Folder 31
Commencement: Program, 1965 <u>Date:</u> 1965	Box 19	Folder 32
Commencement, 1966 <u>Date:</u> 1966	Box 19	Folder 33
Commencement: Degrees, 1966 <u>Date:</u> 1966	Box 19	Folder 34
Commencement: PhD dinner, 1966 <u>Date:</u> 1966	Box 19	Folder 35
Commencement: Program, 1966 <u>Date:</u> 1966	Box 19	Folder 36
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General Reports, 1977-1996

Date: 1977-1996

Scope and Contents

This series contains bound reports of the visiting and advisory committees to a few departments and programs such as Anthropology, American Studies, Economics, and Music, among others. It also contains reports to the president from 1977 through 1991. There are also various departmental publications such as flyers, brochures and publicity materials.

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Box 21

Committee Reports

Box 21

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Academic Planning Committee, 1985-1986 <u>Date</u> : 1985-1986	Box 21	Folder 1
Anthropology Visiting Committee, 1981	Box 21	Folder 2

<u>Date:</u> 1981		
American Studies: History, self-assessment and plans, 1986 <u>Date:</u> 1986	Box 21	Folder 3
Biochemistry Visiting Committee, 1987-1988 <u>Date:</u> 1987-1988	Box 21	Folder 4
Biology Visiting Committee, 1981-1982 <u>Date:</u> 1981-1982	Box 21	Folder 5
Chemistry Advisory Committee, 1984 <u>Date:</u> 1984	Box 21	Folder 6
Economics Advisory Committee, 1982 <u>Date:</u> 1982	Box 21	Folder 7
Fine Arts: Dossier of materials renewal (Susan Lichtman and Peter Markman), 1982 <u>Date:</u> 1982	Box 21	Folder 8
Fine Arts Visiting Committee, 1987-1988 <u>Date:</u> 1987-1988	Box 21	Folder 9
History: Materials for Visiting Committee, Spring 1986 <u>Date:</u> Spring 1986	Box 21	Folder 10
Mathematics Advisory Committee, 1982 <u>Date:</u> 1982	Box 21	Folder 11
Mathematics: Report to the Visiting Committee, 1978 <u>Date:</u> 1978	Box 21	Folder 12
Music Advisory Committee, 1983-1984 <u>Date:</u> 1983-1984	Box 21	Folder 13
Philosophy and History of Ideas: Advisory Committee visit, 1984-1985 <u>Date:</u> 1984-1985	Box 21	Folder 14
Physics Visiting Committee, April 1981 <u>Date:</u> April 1981	Box 21	Folder 15
Psychology Department Visiting Committee, 1984 <u>Date:</u> 1984	Box 21	Folder 16
Romance and Comparative Literature: Report to the Visiting Committee, October 1978 <u>Date:</u> October 1978	Box 21	Folder 17
Sociology Advisory Committee, December 1982	Box 21	Folder 18

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Theater Arts: Report for the Visiting Committee, 1984-1985 <u>Date:</u> 1984-1985	Box 21	Folder 19
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Masters and PhD programs (publications): American History, circa 1996 <u>Date:</u> circa 1996	Box 22	Folder 1
Masters and PhD programs (publications): Anthropology, circa 1996 <u>Date:</u> circa 1996	Box 22	Folder 2
Masters and PhD programs (publications): Biologies, circa 1996 <u>Date:</u> circa 1996	Box 22	Folder 3
Masters and PhD programs (publications): Chemistry, circa 1996 <u>Date:</u> circa 1996	Box 22	Folder 4
Masters and PhD programs (publications): European History, circa 1996 <u>Date:</u> circa 1996	Box 22	Folder 5
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Masters and PhD programs (publications): English, circa 1996 <u>Date:</u> circa 1996	Box 22	Folder 7
Masters and PhD programs (publications): Genetic Counseling, circa 1996 <u>Date:</u> circa 1996	Box 22	Folder 8
Masters and PhD programs (publications): Interdisciplinary Program in Literary Studies , circa 1996 <u>Date:</u> circa 1996	Box 22	Folder 9
Masters and PhD programs (publications): Jewish Communal Service , circa 1996 <u>Date:</u> circa 1996	Box 22	Folder 10
Masters and PhD programs (publications): Mathematics , circa 1996	Box 22	Folder 11

<u>Date</u> : circa 1996		
Masters and PhD programs (publications): Music, circa 1996 <u>Date</u> : circa 1996	Box 22	Folder 12
Masters and PhD programs (publications): Near Eastern and Judaic Studies, circa 1996 <u>Date</u> : circa 1996	Box 22	Folder 13
Masters and PhD programs (publications): Physics, circa 1996 <u>Date</u> : circa 1996	Box 22	Folder 14
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Masters and PhD programs (publications): Women's Studies, circa 1996 <u>Date</u> : circa 1996	Box 22	Folder 22
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This series includes five reel-to-reel audio recordings of class lectures, and CDs of the GSAS Newsletter (formerly GSASFYI News) and the Graduate Journal.

Box 22	Box 22	
GSAS Newsletter (4 CDs), 1998-2007 <u>Date:</u> 1998-2007	Box 22	Folder 27
Graduate Journal (1 CD), 2004 <u>Date:</u> 2004	Box 22	Folder 28
General education 18E-2: Problems of communication, undated <u>Date:</u> undated	Box 22	Folder 29
History of Science 1-A-1 De Magnete, undated <u>Date:</u> undated	Box 22	Folder 30
Hum 5 Se 1-A-1 Oresteria, undated <u>Date:</u> undated	Box 22	Folder 31
Math 12C-1, undated <u>Date:</u> undated	Box 22	Folder 32
Orwell 1984, undated <u>Date:</u> undated	Box 22	Folder 33

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This series includes newsletters, a Graduate School of Arts and Sciences brochure, and Ph.D. qualifying exam questions for the Department of Sociology.

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GSAS brochure, 2010 <u>Date</u> : 2010	Box 23	Folder 2
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Ph.D. qualifying exam questions for Department of Sociology,
1963-1967

Date: 1963-1967

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Addendum 10/30/15- Administrative materials

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