

# Finding Aid for the Dean of Women and Dean of Students Office Records

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## **Descriptive Summary**

Repository: University Archives, Department of Special Collections, Washington University Libraries, One Brookings Drive, Campus Box 1061, St. Louis, MO 63130, Telephone: (314) 935-5444 or (314) 935-9730, Fax (314) 935-8320, e-mail: [spec@wumail.wustl.edu](mailto:spec@wumail.wustl.edu), website: <http://library.wustl.edu/units/spec/archives>

Creator: Offices of the Dean of Women, Dean of Students, and Student Affairs.

Title: Dean of Women and Dean of Students Office Records.

Dates: 1915 – 2003 (bulk 1940 – 1968).

Quantity: 2.75 linear feet.

Language: English.

## **Historical Note**

These files originated with the Dean of Women, Adele Starbird, who served from 1931 until her retirement in 1959. The office of Dean of Women was started at Washington University in 1913, with primary responsibility for all female students (commonly referred to as “co-eds”) on campus. Duties included recruitment, advising, student conduct, dormitories, and all other non-academic areas. Starbird was the last person to hold the title Dean of Women. The duties of this position were absorbed by the Office of the Dean of Students, staffed in 1959 by Dean Arno Haack, and Assistant Dean of Students, Catherine M. Draper.

In 1962 Gertrude Knelleken, already an Associate Professor of physical education for women, joined the staff as Assistant Dean of Students. Knelleken, a member of the National Association of Women Deans and Counselors, then assumed management of non-academic activities for women students. In 1965, with the first of many reorganizations, the department was renamed the Office of Student Affairs (also at times known as the Office of Student Activities). In 1967 Helen Trudi Spiegel took Knelleken's place as Assistant Director in the Office of Student Affairs. Spiegel was promoted to Director of Student Affairs in 1970, and remained in this position until 1974 when she transferred to work on special projects for the University's Public Affairs department. During this time Susan Wedemeyer was pointed as Assistant Director of Student Affairs and Counselor in Women's Affairs (circa 1971 – 1974).

The position was revived by Shannon Collier-Tenison under the title of Women's Programming Coordinator in 1995. She was succeeded by Stephanie N. Kurtzman in 1998 as Coordinator for Women's Programs and Community Service (in the Office of Student Activities, which was part of the newly created Department of Campus Life).

## **Scope and Content Notes**

This collection includes early materials about McMillian Hall, the first women's dormitory on campus; sororities; women's honor societies, including Sophomore Commission, Chimes, and Mortar Board; and the administration of the Women's Building. Primarily materials are paper office files, supplemented with a few photographs and a small number of audio recordings from the 1970s.

More recent additions include miscellaneous flyers, brochures, memos, and group rosters from women's groups on campus, including the Women's Leadership Training Institute and the Student Union's Women's Issues Commission. These folders are filed at the end of Box 3.

## **Arrangement**

This collection is arranged alphabetically by subject.

## **Related Materials**

### **Related Archival Collections**

For related departmental files consult the Office of Student Affairs / Student Activities Records, Publications of Student Affairs, and Student Union Records, all located at University Archives.

For similar topics consult the Women's Pan-Hellenic Records, Athletic Department Records (Series 02), Publications by Student Groups, Women's Resource Center Records, and Women's Studies Program Administrative Papers, all located at University Archives.

## **Administrative Information**

### **Source of Collection**

This material was transferred to the archives by Trudi Spigel in 1974. Additional materials were transferred by Stephanie N. Kurtzman in 2011.

### **Accruals**

Accruals are added at the end of the existing files.

### **Processing Information**

Inventory compiled by Archives Staff in 1992. Top level information compiled, and finding aid converted to DACS by Miranda Rectenwald in June 2011. Updated by Rebecca van Kniest in October 2011.

## **Restrictions**

### **Access Restrictions**

There are no restrictions to access. Access to audio materials dependent on physical condition of materials.

### **Use Restrictions**

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### **Collection Contents**

<b>Box No.</b>	<b>Folder</b>
Box 01	Alpha Epsilon Phi, 1958-1959
	Alpha Lambda Delta, 1955-1968
	Alumnae, Prominent Women, 1949-1951
	American Association of University Women, 1953-1962
	American Association of University Women, 1962-1966
	Association of College Honor Societies - Information Booklet, 1961
	Association of Women Students, 1948-1957
	Athletics, 1966-1968
	Budget - Women's Building, 1966-1967
	Camps, undated
	Campus Planning Committee - Dormitory Planning Committee, 1956-1958
	Chimes, 1971-1975
	Chimes - National, 1949-1961
	Commencement, 1964-1966
	Committees, University-Wide, 1965-1967
	Conference on Social Programming, 1964
	Conrole, Paul, 1954-1963
	Council of Mothers' Clubs, 1946-1966
	Deans of Women - Missouri Association of Women Deans and

Counselors, 1951-1966

Deans of Women - National Association of Women Deans and Counselors, 1957-1967

Deans of Women - NAWDC Convention, St. Louis, 1958

Deans of Women - NAWDC Conventions, 1961-1967

Delta Phi Epsilon, 1962-1963

Ewing, Jim - Director of Student Activities, 1965-1968

Faculty and Administrators - Lists and Hierarchy, 1961-1967

Faculty Night, 1964-1965

Forensics Union, 1967-1968

Forsyth Residence Halls - Guides, 1965-1968

Fraternities - Orientation, 1970, undated

Fraternity Housemothers, 1948-1967

Freshman Orientation, 1960-1965

Gamma Rho, 1940-1955

General Studies Course - Psychology and Theology, Susan Wedemeyer, 1971

Haack, Dean Arno, 1951-1965

Haack, Dean Arno - Report from the Dean of Students, 1958-1960

Hartmann, Charles J. - Coordinator of Residence Programs, 1966

Honors Assembly Program, 1967

Housing - Millbrook Faculty Apartments, 1953-1954

Humanistic Education Institute, 1971

Independent Women's Association (IWA), 1931-1966

Information, Office of, 1958

Injury Report Form, 1965

In-Town Student Association, undated

Janitorial Services - Women's Building, 1965  
Job Analysis, Payroll, Tax Exemptions, 1944  
Knelleken, Gertrude, undated  
Leadership - Responsibility, Communication, Studies, Recruiting for Positions, Group & Committee Work, 1957-1970  
Liess, Daniel - Superintendent of Safety and Security, 1960-1963  
Life Planning Program, 1969  
Maintenance Center, 1967-1969  
McMillan Hall - Dormitory for Women, 1944-1959  
Mortar Board, 1961-1973  
Mortar Board - Black Book, Constitution, 1935-1971  
Mortar Board - Membership Rosters, 1915-1973  
National Spurs - Junior Honorary, 1963-1966  
Newman Club, 1951-1965  
Panhellenic Administration - Status of Fraternities and Sororities, Budget Proposals, 1969-1970  
Panhellenic Advisory Council, 1964-1971  
Panhellenic Advisory Council, 1967-1970  
Panhellenic Association, National, 1957-1969  
Panhellenic Association, St. Louis, 1956-1959  
Panhellenic Association, Washington University, 1948-1967  
Panhellenic Association, Washington University, 1969-1971  
Panhellenic Association - Business Telephone, 1963-1966  
Panhellenic Association - Change of Status, 1965-1968  
Panhellenic Association - Minutes of Meetings, 1959-1970  
Panhellenic Association - Old Constitutions, 1952-1958

Box 02      Panhellenic Association - Projects, undated  
Panhellenic Association - Rush, 1957-1962  
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Panhellenic Association - Rush, 1966-1967  
Panhellenic Association - Rush, 1967-1968  
Panhellenic Association - Rush, 1969-1970  
Panhellenic Handbook, 1967  
Pennington, Jean, 1970  
Peterson, Ann - Sorority Rush, 1970  
Phi Mu, 1966  
Photographs, undated  
Pickens, Buford L. - Use of Women's Building Rooms, 1962  
Proctors (Women's Building), undated  
Proposal - Alpha Lambda Delta Project for Freshman Year Planning, 1971  
Pyramid Club - Phi Sigma Sigma, 1967  
Rapoport, Nicole - Assistant Director of Student Activities, 1967  
Recommendations, 1960-1968  
Registrar, 1970-1971  
Ritterskamp, James J., Jr. - Director of Purchasing, 1948-1957  
St. Clair, Frederick G. - Supervising Engineer, Building Repairs,  
1949-1965  
Sandven, Mrs. Freda Morris, 1963  
Senior Women's Seminar, 1971  
Shepley, Ethan A. H., 1953-1960  
Sherwood, Susan, 1968-1969  
Sigma Delta Tan/Kappa Chi, 1950-1951  
Social Rules and Regulations, 1965, undated

Sophomore Commission, 1973-1974

Sororities, 1955-1974

Sorority Expansion, 1941-1965

Sorority Membership, 1953-1960

Sorority Membership, 1959-1970

Sorority Membership, 1960-1968

Sorority Treasurers - Summer Addresses, 1970

Speakers, 1970

Starbird, Dean Adele - Portrait Unveiling, 1968

Stearns, Joyce C. - Dean of Facilities, 1947

Student Activities, 1970

Student Affairs - Administrative Council, 1970

Student Affairs, Board of, 1959-1965

Student Assembly, 1966-1968

Student Center, 1947-1951

Student Senate, 1960-1963

Student Union Building, 1961-1962

Students, 1964-1967

Tolman, Dean Carl, 1955-1959

Travel Forms and Regulations, 1958-1968

United States Army and Navy - Recruiting for Women's Programs, 1957-1959

Vermyle, Dr. Dyckman W. - Associate Provost for Student Affairs, 1964-1966

Wagner, O. W. - Director of Student Records, 1950-1952

Wedemeyer, Susan - Counselor in Women's Affairs, 1971

Women's Building - Business, 1971

Women's Building - Calendar, Folder 1, 1953-1966  
Women's Building - Calendar, Folder 2, 1953-1966  
Women's Building - Employees, 1959-1969  
Women's Building - Gifts, 1928-1967  
Women's Building - History, 1925-1962  
Women's Building - Hostess Job Description, 1963-1967  
Women's Building - Maids and Porters Job Description, 1960-1966  
Women's Building - Permissions, 1954-1968  
Women's Building - Policies, Rules, 1933-1967  
Women's Building - Requests for Information and Replies, 1930-1940  
World University Service - Fundraising, 1959-1963  
YWCA, 1965-1967

Box 03      Behavior Modification, 1958-1967, undated  
Conner, David, 1969  
Counseling Tests - Blank Forms, undated  
Kenniston, Kenneth - Education Articles, 1968  
Kovarick, Beverly, 1969  
Leavens, William, 1969  
Lichtenfeld, Steve, 1969  
Miscellaneous, undated  
Play Therapy, undated  
Practicum in Counseling, 1968  
Research - Psychology and Counseling, undated  
Ringel, Joyce, 1969  
Rorschach, undated  
Rorschach - Readings, undated

Salmini, Peter - Counseling Notes, undated

Women's Programs and Services, 1983, 1986, 1988-1999

Women's Programs and Services, 2000-2001

Women's Programs and Services, 2003, undated

- Box 04
- Women's Conference - Session I: Society in Prospect, tape 1 (audio cassette), April 17, 1972
  - Women's Conference - Session I: Society in Prospect, tape 2 (audio cassette), April 17, 1972
  - Women's Conference - Session IIA: Gender Roles and Development, tape 1 (audio cassette), April 18, 1972
  - Women's Conference - Session IIA: Gender Roles and Development, tape 2 (audio cassette), April 18, 1972
  - Women's Conference - Session IIB: Life Styles of Women, tape 1 (audio cassette), April 18, 1972
  - Women's Conference - Session IIB: Life Styles of Women, tape 2 (audio cassette), April 18, 1972
  - Informal Chat on Sororities, Mrs. B. Office (reel to reel), March 18, 1969
  - VOC Assembly (reel to reel), undated
  - Ken Bantil and May Ballard (?) (reel to reel), undated