

## **Series Outline**

- Series I. Correspondence, 1963-2005
- Series II. Staff Meeting Minutes, 1961-1998
- Series III. University Housing Committee, 1971-1997
- Series IV. Reports and Studies, 1930-2003
- Series V. Residence Hall Files, 1945-1975
- Series VI. Policy and Procedure Statements, 1961-1975
- Series VII. Newspaper Clippings, 1972-1975
- Series VIII. Publications, 1965-2004
- Series IX. Hawthorne Manor, 1948-1972
- Series X. General Subject Files, 1950-1971

## Detailed Description of the Collection

### Box

#### Series I. Correspondence, 1963-2005

Primarily consisting of correspondence, Series I documents the general administration of campus residence halls and dormitories. Among the topics covered in these records include: co-educational housing implementation, resident assistant and head advisor staffing, policy and procedure development, campus security, special event planning, social and educational programs, residence hall judicial board, and summer session planning. This series also includes newspaper clippings, reports, staff directories, and surveys.

- 1 Black Student Union/Students for a Democratic Society, 1969
- 5 Campus Parking, 1973
- 1 Co-Educational Housing, 1967-1975 (2 folders)
- 1 Conferences/Workshops, 1977-1979
  - 1 Residence Hall Presidents Conference , 1971-1972
- 5 Counseling Center, 1972-1973
- 3 Dean of Students Office, 1970-1973
- Educational Programs, 1970-1975
  - 1 Drug Use, 1970
  - 1 General, 1971-1975
  - 1 Television and Radio Programming, 1971-1975
- 1 General , 1970-2004 (3 folders)
- 1 Head Residents/Hall Presidents , 1971-1975
- 1 Interfraternity and Panhellenic Councils , 1974-1975
- 1 Oregon State System of Higher Education, 1963-1972
- 1 Other University/College Residence Programs, 1973-1974
- Personnel, 1970-1975
  - 1 Desk and Secretarial Staff, 1973-1975
  - 1 General, 1970-1973
  - 1 Residence Program Staff and Hall Officer Employee Lists, 1971-1975
- 1 Policy and Procedure Development , 1971-1975
- 1 Policy Review and Orientation Board , 1971-1973
- 1 Professional Association Conferences/Workshops, 1972-1973
- 1 Residence Hall Judicial Boards, 1967-1973
- 1 Resident Assistants , 1970-1976 (4 folders)
- 1 Room Reservation Department, 1971-1975
- 3 Security, 1972-1974
- 1 Social Programs and Activities , 1971-1973
- 1 Special Events, 1971-1975
  - 1 Beaver Open House, 1975
  - 1 Dad's and Mom's Weekends, 1972
  - 1 New Student Week, 1971-1975
- 1 Steven Norton Memorial Library/Study Halls , 1971-1973
- 1 Summer Session , 1971-1975
- 1 Surveys, 1971-2005
- 1 Telephone Services, 1972-1975
- 1 Tutorial Program, 1968-1975
- 1 University Archives, 1970-1973
- 2 Visitation Policy Reviews and Changes, 1966-1975 (2 folders)
- 2 Wyckoff Memorial Committee, 1972

**Box****Series II. Staff Meeting Minutes, 1961-1998**

Series II is made up of materials from various departmental and residence hall council staff meetings and consists of meeting minutes, reports, and correspondence.

- 2 All-Department Meetings, 1992-1998 (2 folders)
- 2 Central Office Staff Meetings, 1973-1992 (3 folders)
- 2 Department Leadership Team Meetings, 1992-1994 (2 folders)
- 2 Desk Clerk Meetings, 1991-1992
- 2 Head Resident Staff Meetings, 1971-1975
- 2 Housing Programs Staff Meetings, 1971-1973
- 2 Project Coordinating Group Meetings , 1996-1997
- 2 Residence Hall Council Meeting Minutes, 1970-1975
- 2 Unit Leader Meetings, 1994-1997 (4 folders)

**Box****Series III. University Housing Committee, 1971-1997**

Series III consists of records generated by the University Housing Committee and is made up of correspondence, meeting minutes and agendas, membership rosters, and statistical reports.

- 2 General, 1971-1980 (2 folders)
- 3 General, 1981-1997 (6 folders)

**Box****Series IV. Reports and Studies, 1930-2003**

In addition to annual and biennial reports, Series IV contains survey summary reports, demographic statistical profiles, residence hall room occupancy reports, and studies concerning visitation policies.

- 3 Annual Reports, 1971/72-2002/03 (3 folders)
- 3 Biennial Reports, 1928/30-1968/70
- 3 The Case for Educational Inventiveness: An Address to the Association of College and University Housing Officers, 1972 [Conference Paper]
- 5 A Comparative Summary of Board Costs Between OSU and other Colleges/Universities, 1974
- 3 Contacts with Students Considering a Withdrawal, 1973
- 3 Demographic Statistical Profile Reports, 1971-1974
- 5 Demographic Statistical Profile Reports, 1973-1974
- 3 Dorm Transfers Summary Report, 1972
- 3 The Effects of Social Visitation on Academic Achievement of Residence Hall Students, 1970 [Residence Programs Office Staff Papers series]
- 3 Percent of Student Population Occupying Various Types of Housing: 1963/64-1970/71 , 1970
- 3 Program for Quad Residence Halls, 1972
- 5 Projected Income from Proposed 1974/75 Rates, 1974
- 3 Proposed Experimental Program for Implementing and Evaluating a Central Administrative Hall in the McNary Complex, 1972
- 3 Proposed Residence Hall Program Design and Structure, 1963
- 3 A Re-Allocation of Responsibility for Residence Hall Control, 1972 [Residence Programs Office Staff Papers series]
- 3 Remarks by Chancellor Roy E. Lieuallen on Responsibility and Accountability in American Higher Education, 1970 [Residence Programs Office Staff Papers series]
- 3 Report to OSU from the Ad Hoc Committee on General Education, 1972
- 3 Requests for Exception to Housing Regulations-Summary Reports, 1971
- 3 Residence Hall Facilities Survey, 1972
- 3 Residence Hall Room Reservation/Occupancy Reports, 1971-1973
- 3 Residential Life Needs Assessment Pilot Project, 1994
- 3 Security Violations Report, 1973
- 3 Seventeen Areas of Concern, 1972 [Ad Hoc Committee on Student Housing report]
- 3 Student Analysis of Housing Department from a Business Management Perspective, 1972
- 3 Survey Summary Reports, 1966-1975
- 5 Survey Summary Reports, 1975
- 3 Why Not Residence Halls, 1972 [Association of College and University Housing Officers (ACUHO) conference paper]

**Box****Series V. Residence Hall Files, 1945-1975**

The residence hall files in Series V reflect student governance of residence halls and dormitories. Consisting of annual reports, constitutions, correspondence, flyers, hall council meeting minutes and agendas, newspaper clippings, policy statements, and quarterly activity reports, this series contains records on both paper and microfilm.

- 3 Bloss Hall, 1971-1974
- 3 Buxton Hall, 1971-1974
- 3 Callahan Hall, 1969-1975
- 3 Cauthorn Hall, 1971-1974
- 3 Finley Hall, 1969-1975
- 3 Hawley Hall, 1971-1973
- 3 McNary Hall, 1970-1975
- 3 Poling Hall, 1971-1974
- 3 Sackett Hall, 1966-1973
- 3 Snell Hall, 1971-1974
- Weatherford Hall, 1945-1975
- 4 General, 1968-1975

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- 3 Weatherford Hall Council Minutes, 1959-1965
- 4 Hawley Club Minutes, 1945-1950 [Club for residents of the fourth floor of Weatherford Hall]
- 4 West Hall, 1970-1975
- 4 Wilson Hall, 1970-1975

**Box****Series VI. Policy and Procedure Statements, 1961-1975**

Series VI consists of policy and procedure statements covering guidelines and regulations of various activities in the residence halls such as alcohol use/purchase, bicycle security, fire drill/emergency evacuation, flammable materials, political activity and campaign flyer distribution.

- 4 Alcohol Use and Purchase Policies , undated
- 4 Bicycle Security Policy , 1972
- 4 Discipline and Judicial Process Guidelines, undated
- 4 Emergency Procedures, 1974
- 4 Establishment of Individual Priority and Reservation of Residence Hall Rooms, 1971
- 4 Fire Drill/Emergency Evacuation, 1974
- 4 Married Student Housing Policy, 1961-1965
- 4 Occupancy Policy, 1973
- 4 Open Flame and Flammable Materials Policy, 1971
- 4 Peavy Arboretum Lodge Use, undated
- 4 Political Activity and Campaign Flyer Distribution Guidelines, 1970-1975
- 4 Residence Hall Opening Day Procedures, undated
- 4 Residence Hall Roof Antennae, 1973
- 4 Room Assignment Guidelines, 1972
- 4 Transferring to Another Room, undated
- 4 Use of Guest Meal Passes, 1971
- 4 Vacation and Quarterly Opening/Closing Procedures, 1971-1975

**Box****4 Series VII. Newspaper Clippings, 1972-1975**

The newspaper clippings in Series VII document housing policy changes, administrative re-organization, news items about resident assistants, residence hall construction, and campus reaction to the Nancy Wyckoff murder. The articles are clipped primarily from the *Barometer*, *Corvallis Gazette-Times*, and *Oregonian*.

**Series VIII. Publications, 1965-2004**

The publications in Series VIII include brochures, contract forms, flyers, food service menus, handbooks, and newsletters. In addition to general information about residence hall and cooperative student housing, this series contains student generated media that highlights residence hall life and culture.

## Brochures, 1972-2004

- 4 Conference Guest Housing and Dining Guides, 2001
- 4 Conference Reservation and Sponsor's Guides, 2000-2002
- 4 Cooperative Living Information, 1965-1994
- 4 General Information, 1981-2004
- 4 Married Student and Family Housing, 1972-2000
- 4 Cauthorn Hall Yearbook, 2002
- 4 Flyers for Various Lectures, Presentations, Services, undated
- 4 Food Service Menus, 1974-1975
- 4 Handbook/Planners, 2000-2001
- 4 Housing Contract Forms, 1973-1991
- Newsletters, 1971-2004
  - 4 Campus Living, 1995-1998
  - 4 The Cooperative, 1994-1997
  - 4 For Your Information (FYI), 1973
  - 5 GDI, 1971 [Residence Hall Council]
  - 4 Housing Programs/Department Newsletter, 1971-1972
  - 6 Living and Learning, 2004 (apx 16x20 in.)
  - 4 Linchpin, 1972-1974
  - 6 The OSU Reporter, 1974-1975 (apx 16x20 in.)
  - 4 Potpourri, 1972
  - 4 The Resident, 1974-1994
  - 6 The Resident, 1971-1973 (apx 16x20 in.)
  - 6 Student Housing, 1971-1973 (apx 16x20 in.)
- 4 The Perils of Pauline in Apartmentland: Leasing and Living Off-Campus , ca. 1975
- 6 Posters, 1972-1975 (apx 16x20 in.)
- 4 Residence Hall Handbooks, 1966/67-2004/05 (4 folders)
- 4 Residence Hall Information and Contracts, 1993-2000
- Student Residence Hall Newspapers, 1971-1975
  - 4 Bloss Hall, 1972-1974
  - 4 Callahan Hall, undated
  - 4 Callahan and McNary Halls, 1971
  - 4 Finley Hall, 1972
  - 4 McNary Hall, 1974
  - 4 Poling Hall, undated
  - 4 Sackett Hall, 1972-1975
  - 4 Weatherford Hall, 1971-1975
  - 4 West Hall, 1972-1973

**Box****Series IX. Hawthorne Manor, 1948-1972**

Series IX relates to the administration of Hawthorne Manor and includes constitutions/bylaws, financial reports and ledgers, meeting minutes, newsletters, and tax records. Established as a men's housing cooperative in 1948, Hawthorne Manor occupied three different locations near campus before its closure in 1967.

- 5 Articles of Incorporation/Lease, 1949-1962
- 4 Constitutions/Bylaws, 1951-1966
- 4 Financial Reports and Ledgers, 1948-1966
- 4 General, 1951-1972 (2 folders)
- 4 Housing Meeting Minutes, 1956-1967 (2 folders)
- 4 Newsletters, 1962-1964
- 4 Tax Records, 1950-1969
- 5 Tax Records, 1950-1967

**Reel Folder****Series X. General Subject Files, 1950-1971**

The general subject files in Series X document residence hall administration by student organizations (residence hall clubs and the Interdormitory Council) and university offices (Deans of Men and Women, University Housing Committee). Consisting of microfilmed records which include biennial reports, constitutions/bylaws, correspondence, handbooks, meeting minutes, newspaper clippings, publications, and statistical reports, this series covers administrative matters such as budgetary analysis, policy and procedure development, food service management, property leasing, and campus safety.

1	1	Advisors, 1963-1965
1	2	Art Collection, 1964
1	3	Biennial Reports, 1964
1	4	Callahan Hall, 1965
1	5	Cauthorn Hall, 1959-1964
1	6	Dedications-Callahan, McNary, Wilson Halls, 1964-1965
1	7	Disciplinary Actions, 1963-1964
1	8	Hall Director Lists, 1959-1965
1	9	Dorm Planning, 1963-1965
1	10	Educational Program, 1963-1964
1	11	Fire Drill Procedures, 1961-1965
1	12	Food Service-Comments and Complaints, 1964-1966
1	13	Freshman Club Minutes, 1960
1	14	Graduate Assistants, 1961-1965
1	15	Hawley Hall, 1962-1965
1	16	Housing Committee, 1962-1966
1	17	Housing Coordinator, 1964
1	18	Housing Department Staff Meetings, 1959-1965
1	19	McNary Hall, 1963-1964
1	20	Dean Robert Chick, 1963-1965
1	21	Alice F. Dalbey, 1964 [Assistant Dean of Women]
1	22	Tom Murphy, 1964-1965 [Assistant Dean of Students]
1	23	Mens Hall Residence Council, 1956-1965
1	24	Miscellaneous Correspondence, 1960-1964
1	25	New Student Program Committee, 1964
1	26	Off-campus Housing Cost Comparisions, 1961-1964
1	27	Physical Plant, 1963-1964
1	28	Poling Hall, 1958-1965
1	29	Dean Popovich, 1961-1963
1	30	Riots and Disturbances, 1963-1965
1	31	Women's Building Disturbance, 1963
1	31	Sackett Hall Problems, 1963
1	31	Rush Information, 1964-1965
1	31	Interfraternity Council, 1956-1961
1	32	Sackett Hall, 1950-1965
1	33	Sackett Hall, 1964-1965
1	34	Social Rules, 1964-1965
1	35	Snell Hall, 1965
1	35	Enrollment Figures in Dorms, 1955-1963
1	36	Student Conduct Committee, 1958-1962
1	37	Student Employment, 1964-1965
1	38	Student Loan Policies and Application Information, 1961-1962
1	39	Summer School, 1961-1965
1	40	Residence Hall Survey Summary, 1964



- 1 41 Waldo Hall Council, 1963-1965
- 1 42 Weatherford Hall Council, 1963-1965
- 1 44 Wilson Hall Residence Council, 1964-1965
- 1 45 Interhall Council , 1962-1966
- 1 45 Men's Residence Hall Council, 1963-1964
- 2 1 Married Student and Singles Housing, 1968-1969
- 2 2 Standards for Institutionally Owned Housing, 1968
- 2 3 Student Telephone Long Distance Identification Log Book, 1968-1969
- 2 4 Fee and Policy Memoranda, 1968-1969
- 2 5 Residence Hall Manual, 1969
- 2 6 List of Rates, Rules, and Policies, 1968-1970
- 2 6 Residence Hall Employee Job Description, 1968-1970
- 2 6 Food Service Cost Analysis, 1968-1970
- 2 6 Summer Desk Clerk List, 1968
- 2 7 Business Manager Policies and Plans, 1968-1969
- 2 7 Student Conduct Committee, 1968-1969
- 2 7 Housing Department Personnel Issues, 1968-1969
- Access to this folder prior to the year 2044 requires approval by University Archivist.
- 2 8 OSU Lease Agreements, 1965-1968
- 2 9 Corvallis Chamber of Commerce, 1968-1969
- 2 10 Civil Defense Activities, 1967-1969
- 2 11 Dean of Administration, 1968
- 2 12 Dean of Men-Dad's Weekend, 1969
- 2 13 Dean of Students, 1968-1969
- 2 14 Dean of Women, 1968-1969
- 2 15 Sanitation Reports for Food Services and Residence Halls, 1969
- 2 16 Police Report, 1968
- 2 17 Housing Committee Actions, 1968-1969
- 2 18 Thomas F. Adams , 1959-1971 [Director of Housing]
- 2 19 John Jackson, 1968-1969 [Plant Supervisor for housing]
- 2 20 Corvallis Chamber of Commerce, 1967
- 2 21 Residence Hall Announcements, Newsletter, and Bulletin, 1968-1969
- 2 22 Student Housing Committee, 1968-1969