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College of Agriculture and Biological Sciences. Dean's Office Records

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College of Agriculture and Biological Sciences. Dean's Office Records

Finding Aid

South Dakota State University Archives and Special Collections
Briggs Library (SBL) Room 241 Box 2114
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Brookings, SD 57007
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Collection Summary

Identifier

UA 5.0

Title

College of Agriculture and Biological Sciences. Dean's Office Records

Creator

Office of the Dean, College of Agriculture and Biological Sciences, South Dakota State University

Dates

Circa 1890-2009

Extent

4.29 linear feet -- 4 boxes

Language

English

Repository

South Dakota State University Archives and Special Collections, Hilton M. Briggs Library, Brookings, South Dakota.

Access note

This collection is open to researchers without restrictions. The materials in the Archives do not circulate and may be used in-house only.

Preferred Citation

Name of item. College of Agriculture and Biological Sciences. Dean's Office Records, UA 5.0. South Dakota State University Archives and Special Collections, Hilton M. Briggs Library, Brookings, South Dakota.

Abstract

The College of Agriculture and Biological Sciences has a three-fold mission to teach, conduct research, and use extension programs to serve people in South Dakota, the nation, and the world. The collection is composed of general office records and financial records generated by the Office of the Dean for the College of Agriculture and Biological Sciences.

Historical Note

The Morrill Act of 1862, the act that allowed for the 1881 establishment of South Dakota State University, required instruction in agriculture. Courses in all areas of agriculture were taught, and many courses in other disciplines had an agricultural focus. In 1897, when the first official departments were established at South Dakota State University, four specifically agricultural departments were formed: Agriculture, Architecture and Agricultural Engineering, Dairy Science, and Geology and Agronomy. Other related departments, specifically Horticulture/Forestry and Botany/Zoology, were also established at this time. In 1908, the School of Agriculture joined these departments as a secondary school program devoted to "preparing rural students for life on the farm."

By 1924, the Division of Agriculture established many of the departments that are found in the College of Agriculture and Biological Sciences today. The division included not only the various academic departments, but also the Agricultural Experiment Station and the Cooperative Extension Service, which had been founded by the Smith-Lever Act in 1914. The School of Agriculture was included until it was dissolved in 1960. In 1964, the Division of Agriculture became the College of Agriculture and Biological Sciences when South Dakota State College became South Dakota State University.

The academic program in the College of Agriculture and Biological Sciences is twofold: one deals with the traditional field of agriculture and the other deals with the biological sciences.

Agricultural work is divided into four areas: academic programs, research, extension, and statewide services. Experiments and investigations for the benefits of agriculture are done in connection with problems of livestock, natural resources, field crops, veterinary science, horticultural crops, agricultural economics, dairy, landscape design, and mechanized agriculture. The results of research form the basis for classroom instruction, extension work, and for a means of answering inquiries coming into the university. The Extension Service

takes the work of instruction statewide by bringing results of research to every home.

Work in biological sciences is mainly in the departments of biology/microbiology and wildlife/fisheries sciences. Biological science is an integral part of all departments that deal with plant and animal sciences.

Arrangement

This collection is arranged into two series:

Series 1. General office records

Series 2. Financial records

Folders for each series are arranged in alphabetical order.

Contents Note

Series 1. The General office records

The General office records are composed of general office records and various publications generated by the Office of the Dean. Folders consist of correspondence, course changes/additions, fact sheets, short course and conference materials, college promotional material, newsletters, brochures, posters and other publications.

Series 2. The Financial records

The Financial records are composed of budgets and financial reports for the College of Agriculture and Biological Sciences, also known as the Division of Agriculture. The bulk of the material consists of salary budgets for the college. Also included are budget reports for the South Dakota Agricultural Experiment Station and financial reports for the Cooperative State Research Service, a division of the United States Department of Agriculture. The salary budgets, also called salary lists, are comprised of position listings for each department within the college, the contract pay for the previous year and the recommended pay for the upcoming fiscal year. Also included with this material is correspondence and research on the contract pay for faculty and staff in other institutions.

Key Words

South Dakota State University -- College of Agriculture and Biological Sciences

South Dakota State University -- College of Agriculture and Biological Sciences -- Finance

Administrative Information

Conditions Governing Access

This collection is open to researchers without restrictions. The materials in the Archives do not circulate and may be used in-house only.

Researchers conducting extensive research are asked to make an advance appointment to access archival material. Please call or e-mail prior to visiting the collection and indicate as much detail as possible about a particular topic and intended use.

South Dakota State University supports access to the materials, published and unpublished, in its collections. Nonetheless, access to some items may be restricted as a result of their fragile condition or by contractual agreements with donors.

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Arranged and Described by

Crystal J. Gamradt, 1998 May 8, additions made 2013 August 12.

Container List

Series	Box	Folder	Description	Date(s)
1. General office records	1	1	ABS News (e-newsletter)	2006
1. General office records	1	2	ABS News (e-newsletter)	2007
1. General office records	1	3	ABS News (e-newsletter)	2007
1. General office records	1	4	Accomplishments and future directions: executive summary	1997
1. General office records	4		Ag Day [t-shirt]	2012
1. General office records	1	14	Ag Research Biotechnology (newsletter)	2000-2001

Series	Box	Folder	Description	Date(s)
1. General office records	1	5	Ag/Bio (newsletter)	1990-1991, 1995
1. General office records	1	6	Ag/Bio (newsletter)	2000-2002
1. General office records	1	7	AgBio (newsletter)	2003-2005
1. General office records	1	8	AgBio (newsletter)	2006-2007
1. General office records	1	9	Ag-Bio Careers Day (promotion, program)	1999-2000, 2005
1. General office records	1	10	Ag-Bio Faculty Handbook for Advisors	1984
1. General office records	1	11	Ag-Bio Interaction and Communication (faculty presentations) (promotion)	1973-1975
1. General office records	1	12	Ag-Bio Student Handbook	2005-2006
1. General office records	1	13	Ag-Bio Vision (newsletter)	1987-1988, 1990
1. General office records	1	15	Agricultural Biofuels: technology, sustainability and profitability conference (program)	2007
1. General office records	1	16	Agriculture Related Issues Task Force (background materials notebook)	1997
1. General office records	1	17	Annual Report - Help South Dakota During Challenging Times	2009
1. General office records	1	18	Class surveys (fact sheets)	1960-1976
1. General office records	1	19	Correspondence	1966-1967, 1969, 1973, 1975, 1987-1988
1. General office records	1	20	Course changes and/or additions	1967-1975
1. General office records	1	21	Course outlines	1971
1. General office records	1	22	Dean's Newsletter	1973-1985
1. General office records	1	23	Events (lists, invitations)	1967

Series	Box	Folder	Description	Date(s)
1. General office records	1	26	Extension Vision for the 21st Century	2000
1. General office records	1	24	Fact books, fact sheets	1999, 2002, 2007
1. General office records	1	25	Farm and Home Week (programs)	1927-1987
1. General office records	1	27	Farmers Institute (poster)	1890 circa
1. General office records	1	28	Farms of America [4 framed prints and plaque]	1985
1. General office records	1	29	Fertilizer short course (programs)	1951-1953
1. General office records	1	30	First Country Life conference (program)	1914
1. General office records	1	31	Growing South Dakota [magazine]	2010
1. General office records	1	32	Growing South Dakota [magazine]	2011
1. General office records	1	33	Growing South Dakota [magazine]	2012
1. General office records	1	34	Growing South Dakota [magazine]	2013
1. General office records	1	35	Highlights of staff and students (Creating Opportunities for a Lifetime fact sheet)	1989
1. General office records	1	36	Impact of South Dakota State University-College of Agriculture and Biological Sciences (125th Anniversary report)	2006
1. General office records	1	37	Institutional On-Farm Training conference (program)	1954-1955
1. General office records	1	38	International Wheat Surplus Utilization conference (program)	1958
1. General office records	1	39	Pamphlets (promotional)	1955
1. General office records	1	40	Plan for College of Agriculture and Biological Sciences: Accomplishments and Future Directions - Executive summary	1992

Series	Box	Folder	Description	Date(s)
1. General office records	3	15	Promotional material (scratch pad, foam \$ signs)	undated
1. General office records	3	16	Recognition banquet (programs)	2004, 2007
1. General office records	3	17	SDSU Farm and Home Fest [programs]	1987
1. General office records	3	18	Soil and Land Valuation conference (programs)	1931-1933, 1936, 1938-1940
1. General office records	3	19	Soil Conservation Society of America Chapter annual meeting (programs)	1950-1951, 1953
1. General office records	3	21	South Dakota Thriving (magazine)	2007
1. General office records	3	22	South Dakota Thriving (magazine)	2008
1. General office records	3	23	South Dakota Thriving (magazine)	2009
1. General office records	3	24	Student Agricultural organizations at South Dakota State College (brochure)	undated
1. General office records	3	25	Sun Grant Initiative (clippings, brochure, promotional pen)	2001
1. General office records	3	20	The South Dakota Agriculturalist (magazine)	1937-1938
2. Financial records	2	6	Agricultural Experiment Station budget	1968
2. Financial records	2	1	Agricultural Experiment Station budget	1947-1948
2. Financial records	2	2	Agricultural Experiment Station budget	1955-1957
2. Financial records	2	3	Agricultural Experiment Station budget	1957-1959
2. Financial records	2	4	Agricultural Experiment Station budget	1965-1966
2. Financial records	2	5	Agricultural Experiment Station budget	1966-1967
2. Financial records	2	7	Agricultural Experiment Station budget	1968-1969
2. Financial records	2	8	Agricultural Experiment Station budget	1968-1969
2. Financial records	3	15	Annual Report - 2018 Plan	2017

Series	Box	Folder	Description	Date(s)
2. Financial records	2	9	Budget of the State of South Dakota, Biennium 1957-1959	1957-1959
2. Financial records	2	10	College of Agriculture and Biological Sciences budget	1969-1970
2. Financial records	2	11	College of Agriculture and Biological Sciences salary budget	1964-1965
2. Financial records	2	12	College of Agriculture and Biological Sciences salary budget	1965-1966
2. Financial records	2	13	College of Agriculture and Biological Sciences salary budget	1966-1967
2. Financial records	2	14	College of Agriculture and Biological Sciences salary budget	1967-1968
2. Financial records	2	15	College of Agriculture and Biological Sciences salary budget	1968-1969
2. Financial records	2	16	Cooperative State Research Service financial report	1967-1968
2. Financial records	2	17	Cooperative State Research Service financial report	1968-1969
2. Financial records	2	18	Division of Agriculture budget	1951-1953
2. Financial records	2	19	Division of Agriculture budget	1958-1959
2. Financial records	2	20	Division of Agriculture salary budget	1942-1947
2. Financial records	2	21	Division of Agriculture salary budget	1947-1948
2. Financial records	2	22	Division of Agriculture salary budget	1948-1949
2. Financial records	2	23	Division of Agriculture salary budget	1950-1951
2. Financial records	3	1	Division of Agriculture salary budget	1951-1952
2. Financial records	3	2	Division of Agriculture salary budget	1952-1953
2. Financial records	3	3	Division of Agriculture salary budget	1953-1954
2. Financial records	3	4	Division of Agriculture salary budget	1954-1955

Series	Box	Folder	Description	Date(s)
2. Financial records	3	5	Division of Agriculture salary budget	1955-1956
2. Financial records	3	6	Division of Agriculture salary budget	1957-1958
2. Financial records	3	7	Division of Agriculture salary budget	1958-1959
2. Financial records	3	8	Division of Agriculture salary budget	1959-1960
2. Financial records	3	9	Division of Agriculture salary budget	1960-1961
2. Financial records	3	10	Division of Agriculture salary budget	1961-1962
2. Financial records	3	11	Division of Agriculture salary budget	1962-1963
2. Financial records	3	12	Division of Agriculture salary budget	1963-1964
2. Financial records	3	13	State-wide services assigned to State College financial report	1947-1953
2. Financial records	3	14	Substation budgets - Needs for appropriations	1945-1954