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Graduate School Records

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Graduate School Records

Finding Aid

South Dakota State University Archives and Special Collections
Briggs Library (SBL) Room 241 Box 2114
1300 North Campus Drive
Brookings, SD 57007
Phone: 605-688-5094
Email: arcrefs@sdstate.edu

Collection Summary

Identifier

UA 11

Title

Graduate School Records

Creator

Graduate School, South Dakota State University

Dates

1921-2006

Extent

1.68 linear feet -- 3 document cases, 2 small document cases

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. Graduate School Records, UA 11. South Dakota State University Archives and Special Collections, Hilton M. Briggs Library, Brookings, South Dakota.

Abstract

The Graduate School advances post-baccalaureate education to meet the economic, technological and societal needs of South Dakota and beyond, supports graduate student success, and fosters innovation and diversity in graduate education and scholarship. The collection is composed of records, Graduate Council minutes, Graduate Faculty records, and records of the Office of Research and Sponsored Programs.

Historical Note

South Dakota State University (SDSU) granted its first Master of Science degree in 1891. The first Master of Education degree and Doctor of Philosophy degree were granted in 1958. A committee supervised all graduate work until 1957, when the Graduate School was established.

The Graduate School operates as one unit with no departments or department heads. The Graduate School is committed to providing an atmosphere for qualified students to obtain rigorous advance education in a variety of fields in preparation for service and leadership in their professions and society. It also promotes scholarly pursuits and scientific research for the advancement of knowledge within a climate of freedom of inquiry. The Master of Science, Master of Arts, and Master of Education degrees are offered in approximately 30 majors. The Doctor of Philosophy is offered in agronomy; animal science; atmospheric, environmental, and water resources; biological sciences, chemistry; and sociology. The Master of Science Teaching degree was discontinued July 1, 1996, and no new students were admitted after that date.

The graduate faculty is composed of the university president, Vice President for Academic Affairs, Vice President for Administration, graduate dean, college deans, heads of departments in which graduate courses are given and other faculty, chosen on the basis of their training and experience, in accordance with the policies of the Graduate School. The Graduate Faculty acts on all matters of policy and standards. In addition, individual Graduate Faculty are authorized to serve as adviser to graduate students or, on their examining committees and to teach courses for graduate credit.

Office of Research and Sponsored Programs

As part of the Graduate School, the Office of Research & Sponsored Programs (ORSP) provides services to the University community in the areas of research development and external funding for research, scholarship, creative activities, and other sponsored projects. South Dakota State University is committed to excellence in both basic and applied research, as well as other scholarly and creative activities associated with the University's mission. An effort is maintained to discover new ideas, processes, and developments that will expand and strengthen the state's industrial and agricultural economy. Research and scholarly activities are considered integral, essential, and traditional parts of university life involving faculty, as well as graduate and undergraduate students. The research program provides an atmosphere of encouragement for these activities in all segments of the institution.

Some services and activities of the Office of Research & Sponsored Programs include maintaining a database on the expertise and research interests of investigators, and obtaining and disseminating information on sponsoring agencies and funding opportunities using a large grants database to identify appropriate funding sources. It also facilitates interdisciplinary projects, supports research project and grant application development through seminars and workshops for investigators, and provides individual assistance in the preparation and submission of grant applications. ORSP facilitates administrative review and submission of grant applications and contract proposals, insures that grant applications conform to University policies and comply with federal regulations, and negotiates with funding agencies on terms and conditions for grants and agreements. Finally, ORSP is a point of contact for external funding agencies, maintains records of pending applications, and tracks the status of proposals.

Graduate Council

A Graduate Council of nine members elected from the Graduate Faculty assists the Graduate Dean. The council includes the Graduate Dean (chair); one member each from Animal Sciences, Biological Sciences, Education and Counseling, Engineering Sciences, Health Sciences, Physical Sciences, Plant Sciences, Social Sciences and Humanities. The Dean of the Library serves as an ex-officio member.

Graduate Faculty

The Graduate Faculty is composed of the University President, Provost and Vice President for Academic Affairs, Executive Vice President for Administration, college deans, heads of departments in which graduate courses are given, and other faculty, chosen on the basis of their training and experience, in accordance with the policies of the Graduate School. The Graduate Faculty acts on all matters of policy and standards. In addition, Graduate Faculty are authorized to serve as adviser to graduate students or, on their examining committee and to teach courses for graduate credit.

Arrangement

This collection is arranged into four series:

Series 1. Dean's Office Records [UA 11.0]

Series 2. Office of Research & Sponsored Programs Records [UA 11.1]

Series 3. Graduate Council Minutes [UA 11.2]

Series 4. Graduate Faculty Records [UA 11.3]

Contents Note

Composed of Graduate School records, Graduate Council minutes, Graduate Faculty records, and records of the Office of Research and Sponsored Programs. Folders consist of newsletters, pamphlets, info sheets, brochures, announcements, schedules, meeting minutes, and correspondence.

Series 1. Dean's Office Records [UA 11.0].

This series is composed of materials generated by the office of the dean of the Graduate School. Folders consist of newsletters, pamphlets, info sheets, and the constitution and by-laws for the Graduate Education Association.

Series 2. Office of Research & Sponsored Programs Records [UA 11.1].

This collection is composed of items published by the Office of Research and Sponsored Programs. Folders contain brochures, newsletters, announcements and schedules. The Office of Research and Sponsored Programs newsletter covers the years 2001-2006 but is incomplete.

Series 3. Graduate Council Minutes [UA 11.2].

This collection is composed of minutes from Graduate Council meetings and some correspondence. The minutes are, for the most part, business like, listing members present and absent at each meeting with a majority including notations in the margin indicating the subject of each paragraph. The minutes deal mainly with action on graduate courses, new degree programs, and nominations to graduate faculty. The minutes from 1997-1998 are the largest files because of the inclusion of several nominations to the graduate faculty.

Series 4. Graduate Faculty Records [UA 11.3].

This collection is minutes from Graduate Faculty meetings and some correspondence. The minutes are businesslike with some including notations in the margin indicating the subject of each paragraph. The minutes deal mainly with matters of policy and standards.

Key Words

Graduate Education Association

South Dakota State University -- Graduate Council

South Dakota State University -- Graduate faculty

South Dakota State University. Graduate School.

South Dakota State University. Office of Research and Sponsored Programs.

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.

Copyright note

Copyright restrictions apply in different ways to different materials. Many of the documents and other historical materials in the Archives are in the public domain and may be reproduced and used in any way. There are other materials in the Archive carrying a copyright interest and must be used according to the provisions of Title 17 of the U.S. Code. The Archive issues a warning concerning copyright restrictions to every researcher who requests copies of documents. Although the copyright law is under constant redefinition in the courts, it is ultimately the responsibility of the researcher to properly use copyrighted material.

Arranged and Described by

Crystal J. Gamradt, 1998 May 19, additions made 2008 August 25.

Container List

Series	Box	Folder	Description	Date(s)
1. Office of the Dean [UA 11.0]	1	1	Class III Curricular Request - Ph.D. in Water Resources and Atmospheric Sciences - Volume 1	1991
1. Office of the Dean [UA 11.0]	1	2	Deans of Graduate School (list)	1957-2005
1. Office of the Dean [UA 11.0]	1	5	Graduate and Professional School Fair (posters)	1999-2005
1. Office of the Dean [UA 11.0]	1	4	Graduate Education Association - Constitution and by-laws	1952
1. Office of the Dean [UA 11.0]	1	3	Graduate Notes and Quotes (pamphlet)	2000, 2005
1. Office of the Dean [UA 11.0]	1	6	Info sheets	1992, 1999-2000
1. Office of the Dean [UA 11.0]	1	7	Journal of Undergraduate Research	2004, 2006
1. Office of the Dean [UA 11.0]	1	8	Look At This! - Graduate School Newsletter	1994-1995
1. Office of the Dean [UA 11.0]	1	10	Master of Science Teaching Courses (schedule)	1993
1. Office of the Dean [UA 11.0]	1	9	Master's Degree - Mark of the Professional Teacher - SDSC Summer Session (brochure)	1953

Series	Box	Folder	Description	Date(s)
1. Office of the Dean [UA 11.0]	1	11	Regulations and Procedure for Members of the Graduate Faculty	1959, 1975
1. Office of the Dean [UA 11.0]	1	12	Regulations concerning graduate study and advanced degrees (pamphlet)	1921, 1926
1. Office of the Dean [UA 11.0]	1	13	Report on long-range planning	1989
1. Office of the Dean [UA 11.0]	1	14	Undergraduate Research, Scholarship and Creative Activity Day	2004
2. Office of Research and Sponsored Programs records [UA 11.1]	1	1	Celebrating Research, Scholarship and Creative Activities (announcement, schedules)	2001, 2003, 2006, 2008
2. Office of Research and Sponsored Programs records [UA 11.1]	1	2	From SDSU Research to Economic Development (brochure)	2004
2. Office of Research and Sponsored Programs records [UA 11.1]	1	3	Grantwinship Workshops and Seminars (schedule)	2003, 2007
2. Office of Research and Sponsored Programs records [UA 11.1]	1	4	Office of Research and Sponsored Programs newsletter	2001-2006
2. Office of Research and Sponsored Programs records [UA 11.1]	1	5	Online newsletter	2007
2. Office of Research and Sponsored Programs records [UA 11.1]	1	6	Report on long range planning	1989 July
2. Office of Research and Sponsored Programs records [UA 11.1]	1	7	SDSU Intellectual Property Disclosure Procedures (brochure)	2002
3. Graduate Council minutes [UA 11.2]	1	1	Minutes	1962

Series	Box	Folder	Description	Date(s)
3. Graduate Council minutes [UA 11.2]	1	2	Minutes	1963
3. Graduate Council minutes [UA 11.2]	1	3	Minutes	1964
3. Graduate Council minutes [UA 11.2]	1	4	Minutes	1965
3. Graduate Council minutes [UA 11.2]	1	5	Minutes	1966
3. Graduate Council minutes [UA 11.2]	1	6	Minutes	1967
3. Graduate Council minutes [UA 11.2]	1	7	Minutes	1967
3. Graduate Council minutes [UA 11.2]	1	8	Minutes	1969
3. Graduate Council minutes [UA 11.2]	1	9	Minutes	1970
3. Graduate Council minutes [UA 11.2]	1	10	Minutes	1971
3. Graduate Council minutes [UA 11.2]	1	11	Minutes	1972
3. Graduate Council minutes [UA 11.2]	1	12	Minutes	1973
3. Graduate Council minutes [UA 11.2]	1	13	Minutes	1974
3. Graduate Council minutes [UA 11.2]	1	14	Minutes	1975
3. Graduate Council minutes [UA 11.2]	1	15	Minutes	1976
3. Graduate Council minutes [UA 11.2]	1	16	Minutes	1977
3. Graduate Council minutes [UA 11.2]	1	17	Minutes	1978
3. Graduate Council minutes [UA 11.2]	1	18	Minutes	1979
3. Graduate Council minutes [UA 11.2]	1	19	Minutes	1980
3. Graduate Council minutes [UA 11.2]	1	20	Minutes	1981
3. Graduate Council minutes [UA 11.2]	1	21	Minutes	1982
3. Graduate Council minutes [UA 11.2]	1	22	Minutes	1983

Series	Box	Folder	Description	Date(s)
3. Graduate Council minutes [UA 11.2]	1	23	Minutes	1984
3. Graduate Council minutes [UA 11.2]	1	24	Minutes	1985
3. Graduate Council minutes [UA 11.2]	1	25	Minutes	1986
3. Graduate Council minutes [UA 11.2]	1	26	Minutes	1987
3. Graduate Council minutes [UA 11.2]	1	27	Minutes	1988
3. Graduate Council minutes [UA 11.2]	1	28	Minutes	1989
3. Graduate Council minutes [UA 11.2]	1	29	Minutes	1990
3. Graduate Council minutes [UA 11.2]	2	1	Minutes	1991
3. Graduate Council minutes [UA 11.2]	2	2	Minutes	1992
3. Graduate Council minutes [UA 11.2]	2	3	Minutes	1993
3. Graduate Council minutes [UA 11.2]	2	4	Minutes	1994
3. Graduate Council minutes [UA 11.2]	2	5	Minutes	1995
3. Graduate Council minutes [UA 11.2]	2	6	Minutes	1996
3. Graduate Council minutes [UA 11.2]	2	7	Minutes	1997
3. Graduate Council minutes [UA 11.2]	2	8	Minutes	1998
4. Graduate Faculty minutes [UA 11.3]	1	2	Minutes	1952
4. Graduate Faculty minutes [UA 11.3]	1	1	Minutes	1949-1950
4. Graduate Faculty minutes [UA 11.3]	1	3	Minutes	1955-1959
4. Graduate Faculty minutes [UA 11.3]	1	4	Minutes	1960-1967
4. Graduate Faculty minutes [UA 11.3]	1	5	Minutes	1968-1971
4. Graduate Faculty minutes [UA 11.3]	1	6	Minutes	1972-1975

Series	Box	Folder	Description	Date(s)
4. Graduate Faculty minutes [UA 11.3]	1	7	Minutes	1976-1982
4. Graduate Faculty minutes [UA 11.3]	1	8	Minutes	1983-1985
4. Graduate Faculty minutes [UA 11.3]	1	9	Minutes	1986-1990
4. Graduate Faculty minutes [UA 11.3]	1	10	Minutes	1991-2000