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Division of Student Affairs Records

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Division of Student Affairs Records

Finding Aid

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Collection Summary

Identifier

UA 19

Title

Division of Student Affairs Records

Creator

Division of Student Affairs, South Dakota State University

Dates

1915-2013

Extent

5.0 linear feet -- 5 records center 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. Division of Student Affairs Records. UA 19. South Dakota State University Archives and Special Collections, Hilton M. Briggs Library, Brookings, South Dakota.

Abstract

The Division of Student Affairs at SDSU enriches the students' overall educational experiences through the delivery of quality services and programs as well as by providing intentional learning experiences in diversity, global awareness, leadership, and social responsibility. The collection is composed of annual and biennial reports as well as publications, material related to TRiO Programs, and materials from the Student Affairs Council and other committees and taskforces that work with Student Affairs.

Historical Note

In February of 1942, the Regents of Education of South Dakota adopted a plan for the college organization to be changed to from a Junior and Senior College Division. The functions of the Junior College Division included student personnel services, Senior College preparatory curricula, and terminal curricula. Raymond Y. Chapman was employed as the Director of this Division. In 1949, the Junior College organization was abandoned as such and the Division of Student Personnel Services was organized with Chapman as Dean. As the college grew and administrations changed, the responsibilities of the Division of Student Personnel Services increasingly enlarged and the several student personnel services on the campus were centralized in the Division of Student Personnel Services. This centralization was an apparent effort to reduce the number of individual departments reporting directly to the president of the college and place certain responsibilities in a more limited number of offices and officials. In 1969, an Associate Dean of Student Personnel Services was appointed in order to prepare for the retirement of R.Y. Chapman, who had been Dean since the Division was established in 1949. Plans also began for the reorganization of the Division into a comprehensive Student Services Division. New programs and revised procedures were initiated during 1970. The Division was again reorganized in 1986 and the name was changed to Student Affairs Division. This name remains today.

Until 1958, the Dean of the Division of Student Personnel Services was primarily responsible for determination of administrative policy and program

direction of the division and was advised by the president of the college and the Administrative Council together with the actions and recommendations by the faculty and department heads. The Committee on Student Personnel Services also advised the dean. This committee, which was appointed by the president, was chaired by the dean and consisted of the Dean of Women, Dean of Men, Director of Student Activities, Director of Housing, Director of Food Services, the college nurse, and student personnel. This committee served as a policy-recommending group and on a consulting basis until the 1958-60 biennium when the committee was abandoned. Beginning in 1958, staff meetings including representatives of all phases of Student Personnel Services were initiated to facilitate communications within the division.

The Student Affairs Division provides services and activities, which are designed to help the student gain the greatest benefit from their university education. This purpose has been reflected in the annual and biennial reports throughout the years.

Many functions are controlled within the framework of the Student Affairs Division. These functions are: testing services, student counseling services, orientation of new students, administration of the General Registration program, terminal course program, in-service training of faculty counselors, educational research and measurement, teaching of counselor practicum course, veterans records, loans and scholarships, and placement of students (part- and full-time). Responsibilities of the Student Affairs Division that have been handled primarily by the dean over the years are freshman and New Student Week, Student Personnel Records, General Registration, and Terminal Curricula.

Some functions are controlled cooperatively within the framework of the Student Affairs Division and outside agencies. These functions are student health services, student housing, student activities, food services, admissions and records activities, and high school relations activities.

Contents Note

Composed of annual and biennial reports from the Junior College, Division of Student Personnel Services, Student Personnel Division, and Student Affairs Division. These were presented to the President of the college.

Annual reports were not always called for by the President's office and were submitted only at the request of the President of the college. The annual reports are not in the same detail as the biennial report but cover the basic outline as applied to a non-academic division. These reports do not include a

historical background, budget recommendations or allotment requests, or resignation and replacement information. These reports generally did include departmental reports within the framework of the Student Affairs Division and previous divisions.

Biennial reports were submitted biennially to the President of the University. These reports generally included a historical background, budget recommendations and allotment requests, resignation and replacement information, and goals for the next biennium. These reports also included departmental reports submitted within the framework of the division. These included reports from Student Health, Student Housing, Dean of Women, Dean of Men, Student Activities, Veterans Affairs, Educational Research and Measurement, Placement, Loans and Scholarships, Student Personnel Records, Machine Records, General Registration and Terminal Courses. They also included reports on the counseling of students, pro-college counseling, counseling for special groups, and freshman orientation. The biennial report also included financial statement and lists of scholarships awarded.

Key Words

South Dakota State College of Agriculture and Mechanic Arts. Junior College.

South Dakota State University. Division of Student Affairs.

South Dakota State University. Division of Student Personnel Services.

Administrative Information

Conditions Governing Access

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Arranged and Described by

Crystal J. Gamradt, 1998 June 12, additions made 2013 June 7.

Container List

Box	Folder	Description	Date(s)
3	29	Academic Affairs Council	2008
1	1	Activities Center information	undated
2	6	Admissions Presentation	1998, 2000-2003
2	10	Alcohol Consumption and College Students	1999, Undated
2	7	Alcohol Education Report Folder 1 of 2	1998-2000
2	8	Alcohol Education Report Folder 2 of 2	1998-2000
2	5	Alcohol Takes Force Folder 3 of 3	1997-1999
2	3	Alcohol Task Force Folder 1 of 3	1997-1999
2	4	Alcohol Task Force Folder 2 of 3	1997-1999
3	19	All President's Meeting	2007
4	14	Alpha Xi Delta House Design	2011
1	2	Annual report - Division of Student Personnel Services	1958-1959
1	3	Annual report - Division of Student Personnel Services	1966-1969
1	4	Annual report - Student Services Division	1970-1972
1	5	Annual report - Student Services Division	1974-1978
1	6	Annual report - Student Services Division	1979-1982
1	12	Biennial report - Division of Personnel Services	1968-1970
1	7	Biennial report - Division of Student Personnel Services	1948-1954
1	8	Biennial report - Division of Student Personnel Services	1954-1958

Box	Folder	Description	Date(s)
1	9	Biennial report - Division of Student Personnel Services	1958-1962
1	10	Biennial report - Division of Student Personnel Services	1962-1966
1	11	Biennial report - Division of Student Personnel Services	1966-1968
1	13	Biennial report - Junior College	1942-1948
3	31	Board of Regents	2008, Undated
3	30	Board of Regents Meeting Agendas	2008
3	20	BOR Retention Committee	2007
4	7	Budgeting & Planning Miscellaneous	2010
2	27	Business Process Review	2002
4	26	Caldwell & Renovated Union Luncheon	2013
1	36	Campus Trends	1994, 1996
2	23	Community and Connection at a Tribal College	2001
1	14	Conference Planning at SDSU (brochure)	undated
1	15	Correspondence	2003
1	16	Counseling Service (brochure)	undated
2	24	Developing Student-Centered Operations	2001
3	34	Diversity Enhancement Council	2009
2	11	Diversity Enhancement Director	1999
2	28	Division of Student Affairs Folder 1 of 2	2002
2	29	Division of Student Affairs Folder 2 of 2	2002
3	11	Division Retention Plan Folder 1 of 2	2006-2007
3	12	Division Retention Plan Folder 2 of 2	2006-2007
3	21	Enrollment Data	2007-2009
2	15	Executive Summary of Diversity Focus Groups	2000
4	8	Fall Enrollment	2010
3	22	Foundation Presentation	2007-2008, Undated
1	17	Freshman Directory	1956-1957
1	18	General Regulation - for the guidance of the faculty and the students of South Dakota State College	1927
4	21	Guide to Military Friendly Schools	2013
1	32	Higher Education Revenues & Expenditures	1992
4	9	Hobo Day Gallery Grand Opening	2010
3	35	Honors College Information	2009
4	27	Improving Memory Skills	Undated
3	36	Institutional Self-Study	2009
4	15	Jackrabbit Convocation MC Remarks	2011
4	10	Jackrabbit Village Hall Names	2010

Box	Folder	Description	Date(s)
2	16	Journal of Post-Secondary Education and Disability	2000
1	33	Leadership Classes Folder 1 of 2	1993-1994
1	34	Leadership Classes Folder 2 of 2	1993-1994
4	28	Living on Campus at SDSU	Undated
2	12	Marysz Rames Papers	1999, Undated
4	22	Matriculation Ceremony	2013
4	23	Medary Commons Renovation Plan	2013
4	11	Mike Reger's Retirement	2010
3	8	Millennial Students	2005
4	1	Miscellaneous Education Papers	2009, 2013
3	13	NASPA IV-West Regional Conference	2006
1	30	NCA Self-Study Folder 1 of 2	1985, 1987- 1989
1	31	NCA Self-Study Folder 2 of 2	1985, 1987- 1989
4	16	New Student Orientation	2011
2	17	North Central Association	2000
2	18	North Central Association Progress Report	2000
4	24	Oakwood Magazine	2013
1	19	Pamphlets	2001
4	17	Professional Staff Advisory Council	2011
2	9	Residence Hall Training	1998-2002, 2005, Undated
4	2	Residential Life Handbooks	2009-2012
1	20	Rules and regulations	1915-1916, 1964, undated
4	25	Scholars Reception	2013
3	3	SDBOR Retention Task Force Folder 1 of 2	2003
3	4	SDBOR Retention Task Force Folder 2 of 2	2003
3	23	SDSMT Emergency Management	2007
4	29	SDSU Residential Life Improvement Plan	Undated
3	5	SDSU Retention Committee	2003, 2005- 2006
4	12	SDSU Standards Project	2010
3	7	South Dakota Opportunity Scholarship Briefing Session	2004
1	21	South Dakota State University: Campus Safety and Security	2001
3	6	State of the Division Address	2003

Box	Folder	Description	Date(s)
1	29	State Profiles	1978-1996
1	22	Statement on Illegal Drugs and Alcohol	1992, 1998
4	13	Status of International Affairs at SDSU	2010
3	14	Strategic Plan for Reclassification	2006
3	24	Strategic Plan for Reclassification	2007
3	25	Strategic Planning: Union Style	2007
4	38	Student Affairs Council	2006
4	39	Student Affairs Council	2007
4	40	Student Affairs Council	2007
4	41	Student Affairs Council	2007
5	1	Student Affairs Council	2007
5	2	Student Affairs Council	2008
5	3	Student Affairs Council	2008
5	4	Student Affairs Council	2009
5	5	Student Affairs Council	2009
4	31	Student Affairs Council	2000-2002
4	32	Student Affairs Council	2000-2002
4	33	Student Affairs Council	2003-2004
4	34	Student Affairs Council	2003-2004
4	35	Student Affairs Council	2004-2005
4	36	Student Affairs Council	2005-2006
4	37	Student Affairs Council	2005-2006
5	6	Student Affairs Council	2010-2011
5	7	Student Affairs Council	2010-2011
5	8	Student Affairs Council	2010-2011
2	25	Student Affairs Mission and Structure	2001, 2005, Undated
1	35	Student Affairs Planning Guide	1993-1994
4	4	Student Affairs Planning Work Session	2009-2010
2	19	Student Affairs Restructuring Folder 1 of 2	2000-2001
2	20	Student Affairs Restructuring Folder 2 of 2	2000-2001
4	5	Student Affairs Strategic Planning	2009
2	26	Student Attitude Study	2001
1	23	Student code	2004
1	24	Student code	2005
1	25	Student Handbook	1939-1940
3	15	Student Learning Papers	2006-2007, Undated
1	26	Student Services - miscellaneous	1929-1982
3	26	Student Success at SDSU	2007-2008
4	18	Student Success Model	2011

Box	Folder	Description	Date(s)
2	21	Student Support Services TRiO Grant	2000-2001, 2010, Undated
5	9	Students' Association	2002-2003
5	10	Students' Association	2002-2003
5	11	Students' Association	2003-2004
5	12	Students' Association	2003-2004
5	13	Students' Association	2010-2011
5	14	Students' Association	2010-2011
5	15	Students' Association	2010-2011
2	30	Students Embrace Change	2002
1	27	Summer school directories	1934-1974
4	3	Sungard Higher Education	2009
2	31	System Retention Committee Folder 1 of 3	2002-2003
3	1	System Retention Committee Folder 2 of 3	2002-2003
3	2	System Retention Committee Folder 3 of 3	2002-2003
2	22	Task Force on Advising Summary	2000
2	1	Transforming Higher Education	1995
4	20	TRiO Fact Book	2012
1	28	TRiO Programs	2003-2010
3	9	Tuition Review Committee Folder 1 of 2	2005
3	10	Tuition Review Committee Folder 2 of 2	2005
2	13	University Diversity Council	1999
2	14	University Diversity Council Subcommittee	1999
3	32	Update for Higher Education	2008
2	2	USD Current Practices and Problems	1996
3	33	Virginia Tech Ripple Effect	2008
3	17	Voluntary System of Accountability Nomination Info	2006, Undated
3	28	Voluntary System of Accountability Student Growth	2007
3	18	Voluntary System of Accountability task Force Info	2006
3	27	VSA Common Data Set Initiative	2007
3	16	VSA Joint Commission on Accountability Reporting	2006, Undated
4	30	VSA Presentations	Undated
4	19	Weary Wil's Sports Grill	2011
4	6	Wellness Center Information	2009-2011