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## Administrative Council Records

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# Administrative Council 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](mailto:arcrefs@sdstate.edu)

## Collection Summary

### *Identifier*

UA 50.6

### *Title*

Administrative Council Records

### *Creator*

Administrative Council / Council of Deans, South Dakota State College

### *Dates*

1923-1961

### *Extent*

0.84 linear feet -- 2 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.* Administrative Council Records. UA 50.6. South Dakota State University Archives and Special Collections, Hilton M. Briggs Library, Brookings, South Dakota.

### *Abstract*

The Administrative Council discussed questions of administration or policy brought forth by the president, or to discuss any other questions brought up the any council member. The collection consists of minutes of the meetings and some correspondence of both the Administrative Council and its predecessor, the Council of Deans.

## **Historical Note**

The Administrative Council was the new name given to the Council of Deans in 1942. The Committee of Deans, in existence from 1923, had been made up of the deans of the various areas on campus, including the colleges and the Deans of Men and Women. The Council made decisions on such things as campus rules, students' requests to expand their course load, student absences and disciplinary actions. Also discussed at meetings were administrative matters such as the institution of a vocational course and changing credits for certain courses. The Council approved candidates for degrees and the college calendar. It is not clear whether the president was always included in these meetings, although his name often appears on the minutes.

The name change to Administrative Council did not signify any major changes within the focus of the group. Throughout its lifespan, the nature of the material discussed and decisions made at these meetings remained the same as previous. By the mid 1950's, however, the Council had expanded to include faculty representatives from the Faculty Association.

By 1955, when the council is first mentioned in the Faculty Handbook, the group met weekly with the president to discuss questions of administration or policy brought forth by the president, or to discuss any other questions brought up the any council member. There is no indication of whether this was a decision making group, but as no other campus group fulfilled the decision making and policy making duties performed by the Council, it can be assumed that they continued to perform these functions. At this time, the president served as the chairman of the Administrative Council. This brief description remains in the Faculty Handbook until the 1970 edition, when first mention is made of the Academic Senate, which did take over the decision-making and policymaking roles outlined above.

## **Contents Note**

This collection is composed of the minutes of the meetings and some correspondence of both the Administrative Council and its predecessor, the Council of Deans. For the most part, the minutes are extremely business-like, showing mainly the names and process of certain actions. They do have some interesting facts related to the running of the college, and some of the disciplinary actions and causes for them prove quite amusing. The correspondence file, although quite small, consists mainly of material relating to whether or not someone may not be admitted back to school. Other correspondence refers to the happenings in the various meetings, but this is quite limited. Overall, the material offers a look at some of the administrative concerns and issues surrounding the administration of the land grant institution.

## **Key Words**

South Dakota State University -- Administrative Council

South Dakota State University -- Council of Deans

## **Administrative Information**

### *Conditions Governing Access*

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*Arranged and Described by*

Elizabeth B. Scott, 1998 March 6. Additions made by Crystal J. Gamradt, 2008 November 10.

## Container List

<b>Box</b>	<b>Folder</b>	<b>Description</b>	<b>Date(s)</b>
1	1	Correspondence	1929-1941
1	2	Minutes	1923-1926
1	3	Minutes	1926-1928
1	4	Minutes	1928-1930
1	5	Minutes	1930-1932
1	6	Minutes	1932-1934
1	7	Minutes	1934-1938
1	8	Minutes	1938-1941
1	9	Minutes	1941-1942
1	10	Minutes	1942-1945
1	11	Minutes	1945-1947
1	12	Minutes	1947-1948
1	13	Minutes	1948-1949
2	1	Minutes	1949-1950
2	2	Minutes	1950-1951
2	3	Minutes	1951-1952
2	4	Minutes	1952-1953
2	5	Minutes	1954-1955
2	6	Minutes	1955
2	7	Minutes	1955-1956
2	8	Minutes	1956-1957
2	9	Minutes	1957-1958
2	10	Minutes	1958-1959
2	11	Minutes	1959-1961