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## Finding Aid to the College of Human Development & Education Records

### College of Human Development & Education

College of Human Development & Education records, 1892-present

Record Group 14

4 linear feet

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[History](#)

[Inventory](#)

### OVERVIEW

**Access:** The collection is open under the rules and regulations of the University Archives.

**Provenance:** This is an on-going collection with material arriving through departmental records transfers, the university campus mail, or donations by various individuals.

**Property rights:** The University Archives owns the property rights to this collection.

**Copyrights:** Copyrights to this collection remain with the University Archives.

**Citation:** [Identification of item]. College of Human Development & Education Records, University Archives, North Dakota State University, Fargo.

**Links:** [Dean Alba Bales records, 1926-1937, 1940-1942](#)  
[Dean Alice Haley records, 1937-1940](#)  
[Dean Lucile Horton records, 1942-1944](#)  
[Dean Leita Davy records, 1944-1951](#)  
[Dean Clara Cervený records, 1951-1952](#)  
[Dean Ella Johnson Olson records, 1953-1954](#)  
[Dean F. Caroline Budewig records, 1954-1970](#)  
[Dean David Worden records, 1970-1972](#)  
[Dean Katherine Burgum records, 1972-1980](#)  
[Dean Jacqueline Voss records 1980-1982](#)

[Dean Charlotte Bennett records, 1982-1991](#)

[Dean Shirley Friend records, 1991-1992](#)

[Dean Virginia Clark Johnson records, 1993-Present](#)

[Apparel, Design, Facility, and Hospitality Management Department records, 1927-2003](#)

[Child Development and Family Science Department records, 1968-2005](#)

[Education Department records, 1936-2005](#)

[Health, Nutrition, and Exercise Sciences Department records, 1925-2005](#)

## **HISTORY**

The foundation for the establishment of the College of Human Development and Education was laid 100 years before, in 1892. In the first North Dakota Agricultural College catalog, published in 1892, a winter course in domestic economy was offered. By 1893, a Department of Domestic Economy had been established and in 1898, the department was called the Department of Household Economy, to reflect its emphasis. In 1902, the Department was renamed Household Economics and renamed again in 1904 to Domestic Science. As of 1910, it was the Department of Home Economics. The Department continued to grow and in 1917 when Schools were formed, Home Economics was one of the six Schools at the College. With the change of names in 1960 from North Dakota Agricultural College to North Dakota State University, the School of Home Economics became the College of Home Economics. The next major change occurred in July, 1992, when the College of Home Economics became the College of Human Development and Education. This change combined the School of Education, the College of Home Economics, and the Division of Health, Physical Education and Recreation. The five academic units within the college were: Apparel, Textiles, and Interior Design; Child Development and Family Science; Education; Food and Nutrition; and Health, Physical Education, and Recreation.

As of 2006, there were four units within the college: Apparel, Design, Facility and Hospitality Management [name changed from Apparel, Textiles, and Interior Design in 2001/2002]; Child Development and Family Science; Education; and Health, Nutrition and Exercise Sciences, [merged food and nutrition and health, physical education, and recreation in 2001].

## **SCOPE & CONTENT**

The records of the College of Human Development and Education, as whole, consists annual reports (1983-2000), accreditations/self-evaluations (1948-1993), faculty development (1995-2005 {gaps}), faculty meetings (1988-1991), honors Day (1948-1999 {gaps}), special programs (1945-2006 {gaps}), curriculum – general, agricultural education, education, home economics education (1956-1995 {gaps}), public relations/recruitment (1942-2006 {gaps}), departmental chairs meeting (1993-2003), historical background (1950-1984), general alumni activities (1914-2001 {gaps}), Home Economics Alumni Association (1967-1971), placement reports (1928-1988 {gaps}), personnel records (1948-2001), buildings 1944 – 1998 {gaps}), Student organizations (1952-1992 {gaps}), Advisory Boards (1985-2002), and publications – newsletters (1959-2006), publications – general (1972-1997).

**NOTE: Personnel Files have been shred.** As per the current North Dakota State Records Retention Schedule, Faculty Personnel Files (Record Control Number: 600606) and Staff Personnel Files (Record Control Number: 600609) are considered confidential and are to be **SHRED 6 years after termination (6 AT)**. Legal Reference: Exempt per NDCC 44-04-18.1; Legal value per NDCC 28-01-16(5).

## INVENTORY

### 14.1.1 Annual Reports

Annual Report - 1982-1983  
Annual Report – 1983-1984  
Annual Report - 1984-1985  
Annual Report - 1985-1986  
Annual Report - 1986-1987  
Annual Report - 1987-1988  
Annual Report - 1988-1989  
Annual Report - 1989-1990  
Annual Report – 1990-1991  
Annual Report – 1992-1993 (2 folders)  
Annual Report – 1993-1994 (2 folders)  
Annual Report – 1994-1995 (4 folders)  
Annual Report – 1995-1996 (3 folders)  
Annual Report – 1996-1997 (4 folders)  
Annual Report – 1997-1998 (4 folders)  
Annual Report – 1998-1999 (4 folders)  
Annual Report – 1999-2000 (4 folders)  
Annual Report – 2000-2001 (4 folders)  
Annual Report – 2001-2002 (4 folders)

### 14.1.2 Accreditation and Self-Evaluation

Report of the Developmental Study of the School of Home Economics at NDAC - 1948-1949

Complete Self Evaluation Report Set – American Home Economics Association [AHEA] – general information – submitted March 1974

Complete Self Evaluation Report Set – AHEA – personnel data - 1974

Complete Self Evaluation Report Set – AHEA – Team Visitor’s Notebook - 1974

Complete Self Evaluation Report Set – AHEA – Minutes of Departmental Meetings - 1974

Complete Self Evaluation Report Set – AHEA – Administrative Handbook - 1974

Complete Self Evaluation Report Set – AHEA – Faculty Handbook (June 1972) - 1974

Complete Self Evaluation Report Set – AHEA – Minutes of Department Chairmen Meeting - 1974

Complete Self Evaluation Report Set – AHEA – Staff Assignments Self-Evaluation Form 3 - 1974

Complete Self Evaluation Report Set – AHEA – Personnel Data Self-Evaluation Form 4 – 1974

Complete Self Evaluation Report Set – AHEA – NDSU Library Guide (November 1970) – 1974

Complete Self Evaluation Report Set – AHEA – Family Life Center – Design Development (November 1973) – 1974

Complete Self Evaluation Report Set – AHEA – NDSU Undergraduate Bulletin – 1972-1974 - 1974

Complete Self Evaluation Report Set – AHEA – NDSU Undergraduate Bulletin – 1974-1976;

Bulletin Revisions for 1974-1976 – 1974

Complete Self Evaluation Report Set – AHEA – Honors Day program – 1973 – 1974

Complete Self Evaluation Report Set – AHEA – clippings - 1975

Accreditation Interim Report - 1981

Home Economics Research - Basic Facts & Figures – presented to the Agricultural Consultation Board - February, 1984

Home Economics Research - Supplement - Basic Facts & Figures - presented to the Agricultural Consultation Board - April, 1984

College of Home Economics - Self Evaluation Report – September 1984

College of Home Economics - Self Evaluation Report – Appendix I – Mission and Goals (1980) - 1984

College of Home Economics - Self Evaluation Report – Appendix II – Organization and Administration – 1984

College of Home Economics - Self Evaluation Report – Appendix II.9 – Annual Report 1983- 1984 – 1984

College of Home Economics - Self Evaluation Report – Appendix III – Faculty – 1984

College of Home Economics - Self Evaluation Report – Appendix IV – NEVER RECEIVED

College of Home Economics - Self Evaluation Report – Appendix V – Physical Facilities – 1984

College of Home Economics - Self Evaluation Report – Appendix VI – Programs – 1984

College of Home Economics - Self Evaluation Report – Appendix VII – NEVER RECEIVED

College of Home Economics - Self Evaluation Report – Appendix VIII – Students - 1984

Report of Site Visit Team – American Home Economics Association – August 1985

Self Evaluation - correspondence and support material – American Home Economics Association - 1992-1993

Overview - College of Human Development & Education – American Home Economics Association - March 1993

### **14.1.3 Faculty & Staff**

#### **14.1.3.1 Faculty Development**

Faculty Development Day – 1995, 1997

Robert & Patty Hendrickson Faculty Development Fund – 2004-2005

#### **14.1.3.2 Faculty Lists**

Faculty Lists – 1971-1972

#### **14.1.3.3 Faculty Meetings**

Faculty Meeting - College Goals and Objectives – November

Faculty Meeting Minutes - 1988-1991 [gaps]

#### **14.1.4 Honors Day**

Honor Day Award Designs - 1948, c. 1950, 1953, n.d.

Honors Day – invitations/acceptances, lists, notes - 1967

Honors Day – program, invitations/acceptances, notes, awards – 1969

Honors Day (university-wide) – memos – 1976, 1978

Honors Day – committee minutes, memos, committee members - 1979

Honors Day – committee minutes, committee members, luncheon list, scholarship winners, scholarship agreement - 1980

Honors Day – committee minutes, luncheon menu & set-up - 1981

Honors Day – committee minutes, guest list - 1982

Honors Day – program, committee minutes, memos, luncheon guests - 1983

Honors Day – committee members, minutes, luncheon – 1984

Honors Day – program - 1996

Celebrate Excellence – Honors Day - program 1997

Celebrate Excellence – Honors Day - program 1998

Celebrate Excellence – Honors Day - program 1999

Celebrate Excellence – Honors Day - program 2000

Celebrate Excellence – Honors Day - program 2001

Celebrate Excellence – Honors Day - program 2002

Celebrate Excellence – Honors Day - program 2006

Celebrate Excellence – Honors Day - program 2007

Celebrate Excellence – Honors Day - program 2008

Celebrate Excellence – Honors Day - program 2009

#### **14.1.5 Special Programs**

Planning Conference, School of Home Economics – September 1945

Elvira Smith Dinner – May 1959

Christine Finlayson Day – May 1960

Lucile Horton Dinner – May 1960

Marion C. Benson Dinner -May 1975

Faculty In-service Day - flyer – May 1977

Home Economics Research Day - program – January 1979

Katherine Burgum Day – invitation – March 1980

A Forum on General Education – program, registration – April 1983

World Home Economics Day – 1988, 1990

Home Economics Centennial Symposium - program – February 1990

Hendrickson Distinguished Lectureship Series – 1996-1998

High Tea - 1997

Wassail Tea - flyer – December 1998

Emily Reynolds Historic Costume Collection Lunch – 2004, 2006

Faculty/Staff Development Day – emails, program components – February 2000

Faculty/Staff Development Day – name tag, program, emails, handout, transparency – February 2001

Faculty/Staff Development Day – emails, notes, handout – February 2002

#### **14.1.6 Curriculum**

##### **General**

Resident Instruction Reports - 1956-1964

Course Offerings - Home Economics - Photostats from Bulletins -1892-1952, 1970-76

Short Course - The Techniques of Food Preservation by Freezing - July, 1946

Course syllabi – various courses -1948-53

Short Course - Homemaking Education for Out-of-School Girls – February/March, 1948

Interior Design Course - February 1968

Course offerings - Summer Sessions - 1973, 1975, 1976, 1977, 1978, 1979, 1980, 1982

Special Topics Courses – listing - Spring 1979

##### **Department of Agricultural Education (1990-1993)**

AgEd 230 Fall 1990

AgEd 304 Winter 1990-91

AgEd 305 Winter 1990-91

AgEd 401 Spring 1991

AgEd 481 Spring 1991

AgEd 495

AgEd 498 Fall 1993

AgEd 504 Winter 1990-91

AgEd 505 Winter 1990-91

##### **Department of Education (1974-1992)**

Education- Mid-Term Student Teacher Evaluation

Education 196

Education 300

Education 301 (3 folders)

Education 302 (2 folders)

Education 303 (2 folders)

Education 352

Education 356

Education 401

Education 402

Education 449

Education 460

Education 461

Education 462

Education 463

Education 470- Winter 1985-86

Education 480  
Education 481- Fall 1991  
Education 481- Winter 1991-92  
Education 481- Spring 1992  
Education 481, 482, 483  
Education 484- Fall 1990  
Education 491  
Education 496  
Education 497, 498  
Education 502  
Education 586

**Home Economics Education (1975-1995)**

HEEd 196  
HEEd 270  
HEEd 370  
HEED 372  
HEEd/AgEd 375  
HEEd 470  
HEEd 471  
HEEd 472  
HEEd 474  
HEEd 475  
HEEd 476  
HEEd 477  
HEEd 478  
HEEd 479  
HEEd 481  
HEEd 491/496  
HEEd 496 ( 2 folders)  
HEEd 497  
HEEd 498.2- Summer 1983  
HEEd 496  
HEEd 496/ H&CE 496  
HEEd 498/598  
HEEd 498  
HEEd 500  
HEEd 571  
HEEd 572  
HEEd 575  
HEEd 577  
HEEd 596  
HEEd 596- Teacher/ Parenting Workshop 1981  
HEEd 596- Teacher/ Parenting Workshop 1989 (2 folders)

Teaching Occupational Home Economics - Workshop- Summer 1975

**Health, Nutrition and Exercise Science (HNES)**

Course Proposal/Change Forms – 1993-2003

Course Proposal/Change Forms – 1997-2000

Course Proposal/Change Forms – Fall 2002

Course Proposal/Change Forms – Fall 2003

**14.1.7 Public Relations/Recruitment**

*Home Economics Bulletin* – North Dakota Agricultural College - c.1942-43

*Home Economics and Your Future* - booklet (2) & mock-up - c.1950s

College of Home Economics - brochures - c.1950, 1956, 1958

*Home Economics Looks Toward Tomorrow...at the N.D.A.C.* – booklet - 1955 (2)

Scholarships for the Study of Home Economics at the NDSC - brochure – May 1958

College of Home Economics - brochures - c.1960s

Careers in Home Economics – 1969

College of Home Economics – brochure - 1973

College of Home Economics - flyer – 1975-1976

College of Home Economics - NDSU Facts - 1988, 1989; brochure - 1989

College of Home Economics – brochures - 1991

College of Human Development and Education – brochures - 1992

College of Human Development and Education – brochure – 1993

College of Human Development and Education – sheets on each major – 1993

College of Human Development and Education – brochure - 1995

College of Human Development and Education - research being conducted by - booklet –  
Winter, 1996 (continues as *Research and Service to Help North Dakotans*

The College of Human Development and Education providing *Research and Service to  
Help North Dakotans* - winter 1997; winter 1998; winter 1999; winter 2000; winter 2001;  
winter 2002; winter 2003

College of Human Development and Education – promotional sheet - 1998

College of Human Development and Education – informational piece with postcard tear off –  
1999

Doctoral Program – April 2003

College of Human Development and Education – brochure – June 2003

College of Human Development and Education – Accomplishments – booklet - 2004

College of Human Development and Education – Accomplishments – booklet – 2005

College of Human Development and Education – Accomplishments – booklet – 2006

College of Human Development and Education – Accomplishments – booklet - 2007

College of Human Development and Education – Accomplishments – booklet - 2008

College of Human Development and Education – PhD in Human Development – brochures –  
2005, 2006

HDE – Seed for the Future – Supporting Graduate Research – 2007

HDE - Help other Grow and Succeed – April 2007

HDE – programs that Focus on People - 2007

College of Home Economics/College of Human Development & Education - brochures – n.d.



#### **14.1.8 Departmental Chairs**

Management Team (Departmental Chairs) – minutes – August 1993 – February 1994

Management Team – minutes – February – June 1994

Management Team – minutes – August 1994 – May 1995

Management Team – minutes – June 1995 – May 1996

Management Team – minutes – July – October 1996

Management Team – minutes – November 1996 – April 1997

Management Team – minutes – August 2000 – April 2001

Management Team – minutes – August 2001- May 2002

Management Team – minutes – September 2002- June 2003

#### **14.1.9 Historical Background**

“Forty Years of Home Economics at N.D.A.C.” – Dean Leita Davy - 9/26/50

“The Development of Home Economics at The North Dakota Agricultural College” - Josephine Bartow (student paper) – reference copy only - 1960

*A Centennial History of the College of Home Economics - 1891-1980* -Drafts, correspondence, manuscript materials - 1984-86

*A Centennial History of the College of Home Economics - 1891-1980* - Dean’s Copy - Draft- 1984

*A History of the College of Home Economics - NDSU - 1891-1980* - Dean Charlotte Bennett’s copy – n.d.

*A Centennial History of the College of Home Economics - 1891-1990*. 1992. Fargo: The College of Home Economics, North Dakota State University.

Home Economics Department - Ellen H. Richards Memorial Program - December 14, 1914

Advertisement (copy), *Saturday Evening Post*: Maytag washer – the domestic science class at NDAC – April 21, 1917.

College of Human Development & Education - websites – 9/10/97 & 1/8/02

#### **14.1.10 Alumni Activities**

Home Economic Graduates – career information - 1914-1938

Presentation of Home Economics Graduates - Commencement Programs – December 1938, June 1939, March 1940, December 1940, June 1941, December 1944

Outstanding Women that have graduated in Home Economics from NDSU - Carolyn Ballantyne (student paper) - March, 1965 – reference copy only

Committee for Coffee Hour honoring the Graduating Seniors in Home Economics and their Parents and/or Spouses - 1968-1977, 1978, 1980

Alumni Awards - Anne Stegner - Class of 1949 - 1977

Study - “Political Efficacy and Political Participation of Home Economics Alumni from North Dakota State University” - Dr. Maryanne Paynter, Dept. of Home Management & Family Economics - March, 1983

Alumni Data – College of Home Economics – cumulative – compiled November 1984

Fabulous Forties Reunion -1985

Oversized Display pieces documenting College of Home Economics History - "Fabulous Forties Reunion" - April, 1985 (**Removed to NDSU COLLEGES, Oversized Box**)

Alumni Job Survey - 1998

Alumni Awards – Dr. Susan Crockett – 1999; Colonel Esther F. Myers, USAF – 2000; Tama Duffy – 2001

### **Home Economics Alumni Association (HEAA)**

Silver Tea - Home Economics graduates in Bismarck-Mandan area - 1967

Secretary's Folder - minutes, decal, sample constitutions, flyers, brochures, notes, clippings, correspondence - 1967-1968

Brief History of NDSU Home Economic Alumni Association - 1967-1971

General Information from a file from a past alumnae - 1967-1971

Constitution & by-laws - 1968

Meeting program & Banquet tickets – May 1968

Membership Flyer – October 1968

Flyer - NDSU HEAA Meeting - 1968

General information - 1968-1969

Alumni News Letter – Spring 1969

NDSU home Economics Alumni Day – letter, notes - 1969

Second annual meeting - flyer, clippings, program & speaker information – September 1969

Financial Summary - 1969-1971

Annual Meeting – program – "The Realms of Women" – October 1971

Stationery & Envelopes

### **Placement Reports**

Placement Records - 1928-1942

Placement Report - Master's Degree Graduates - 1956-1981

Placement Report – 1969-1970

Placement Report – 1970-1971

Placement Report – 1973

Graduates in Education - 1976

Annual Placement Report - 1978

Annual Placement Report - 1979

1Annual Placement Report - 1980

Annual Placement Report - 1981

Annual Placement Report - 1982

Annual Placement Report - 1977 & 1982

Annual Placement Report - 1978 & 1983

Annual Placement Report - 1979 & 1984

Annual Placement Report - 1980 & 1985

Annual Placement Report - 1981 & 1986

Annual Placement Report - 1981

Annual Placement Report - 1982

Annual Placement Report - 1982 & 1987  
Annual Placement Reports – 1983 & 1988

**RG 14.1.15 Personnel Files Series, 1948-**

**NOTE – FILES REMOVED AND SHRED, as per the NDSU Records Retention Schedule**

**14.1.20 Buildings**

Specific recommendations to Building Committee for a new Home Economics Building – May 1944  
Need for a Home Economics Building – letter, pamphlet – 1947  
Call for Home Economics Building – 1950-1951  
Home Economics Building approval and thank you - 1951-1952  
Confirmation of contract – Home Economics Building – May 1952  
Home Economics Building – Specs - Electrical & Plumbing, Heating and Ventilating - April 1, 1952  
Bids on Equipment for New Home Economics Building - 1952-54  
“Policy for the Use of the Home Economics Building” - September, 1954  
Dedication - Home Economics Building - history of building process, correspondence, clippings, invitations, programs - 1954 (Oversized Clippings Removed to: NDSU COLLEGES, Oversized Print Materials)  
Congratulation notes/letters -dedication of Home Economics Building - 1954  
Guest Register - Dedication of Home Economics Building - October 22, 1954  
Founders Room - Home Economics Building - 1954-1957  
Home Economics Building: furnishings and equipment – brochures- April, 1958; January 1961  
General Building and/or Addition requests – 1960-1970  
Space needs and need for Additional Facility for Home Economics – December 1965, September 1966  
Remodeling of Room 29 (Auditorium) – Home Economics Building - 1970

Family Life Center - proposals, bids, clippings, correspondence, ground breaking program - 1965-1974  
Building and/or Addition request - Report - “Further Justification for Additional Space in College of Home Economics North Dakota State University and Preliminary Space Requirements” - Katherine K. Burgum, Dean, July 10, 1972  
Home Economics Building - Building Committee - Program - August 31, 1972  
Building Needs - Faculty Survey - 1973  
Grant Application to The Kresge Foundation for A Family Life Center - College of Home Economics - March 27, 1973  
Family Life Center, 4H Conference Center, Student Union Art Gallery - design development & floor plans - 1973  
Building Specifications – 1974-1975  
Family Life Center - Ground Breaking Ceremonies - April 9, 1974 (photo enclosed)  
Home Economics Building - Remodeling Report - 1975-1976  
Home Economics Remodeling - Room Checklist - September 1975  
Surplus Property in Home Economics Building - November 1975

Memorial Wall - Family Life Center - National Women's Committee - Alumnae of North Dakota State University - Family Life Center - Memorial Wall - \$60 bricks (stationery, envelope, brochure) - 1975, 1979

Dedication of Family Learning Center - correspondence, telegrams, programs, clipping, "The Impossible Dream" - dedication address for the Family Life Center; by Dr. Kinsey B. Green, Executive Director, American Home Economics Association - October 1, 1976 (Oversized Clippings and Poster Board (Removed to: NDSU COLLEGES, Oversized Print Materials)

Honor Award to Mutchler, Twichell & Lynch, P.C. for their design of Home Economics Building, North Dakota State University - 14<sup>th</sup> Annual Design Competition - October 1976 (Removed to: NDSU /COLLEGES, Oversized Print Materials)

Brick Memorial Wall 1978-1979

Alba Bales House Memo of Agreement - 1991-1992

Evelyn Morrow Lebedeff Hall Dedication - 1995

Rededication of the Family Life Center to the Katherine Kilbourne Burgum Family Life Center - October 2, 1998

#### **14.1.28 Student Organizations**

##### **14.1.28.1 Tryota** (became North Dakota Home Economics Association - Student Member Section in 1970)

Tryota - Constitutions - 1952-53, 1965-66

Tryota - Council Meeting Minutes - 1947-1958

Tryota - Presidents - list - 1924-1971

Tryota - Initiations - 1933-1967

Tryota - Award of Merit - 1942

Tryota/AHEA - Membership - 1964-1972

Tryota - Journal - Cash Register - 1966-1969

Tryota/Home Economics Club - Photostats from yearbooks - 1924-1944

Scrapbook (beige - very poor condition) Tryota Club - North Dakota State College, Fargo, No. Dak. - 1944-1951 - reconstructed (**REMOVED TO OVERSIZED BOX**)

Scrapbook (Black) - Tryota Club - NDAC - 1952-1953 (**REMOVED TO OVERSIZED BOX**)

Scrapbook (reconstructed) - Tryota & NDHEA - 1960s-1986 (**REMOVED TO OVERSIZED BOX**)

##### **14.1.28.2 North Dakota Home Economics Association - Student Member Section (NDHEA/SMS)**

Constitutions - 1972-1992

President's materials - 1987-1990

President's records - 1993-1994

Executive Council - Minutes - 1975-1988

Executive Council - notebook - Minutes, correspondence, committees, Title IX, programs, ND State business, and annual reports - 1977-1979

Executive Board Minutes - 1981-1985

Executive Committee - Events - 1991-1992

Publicity Chairperson - 1978-1983

Secretary Minutes - 1985-88  
Treasurer's Report - 1987, 1988  
Treasurer Files - 1986-87  
Activities - 1980-1981  
Activities - 1991-1992  
Activities - 1993-1994  
Award Blank - General  
Certificate of Recognition - blanks  
Egg-o-grams - 1990  
Fall Workshop - 1985  
50th Anniversary - 1959  
Finances - Fall Workshops - 1985-1990  
Fund Raising – 1970s, 1980s  
Fund Raiser, "Current" Stationery - 1987  
Request for funding to attended 1991 meeting - 1991  
Handbook, NDHEA - 1993  
History of NDHEA/SMS - 1983  
Membership lists - 1976-1984  
Outstanding Membership Award - presented to Student Member Section - by North Dakota Home Economics Association - 1979-1980  
Publicity - balloon, popcorn - n.d.  
Procedures for Officer Installation – n.d.

Scrapbook (brown cover) - NDHEA - History Since 1977 thru 1983 (**REMOVED TO  
OVERSIZED BOX**)

Scrapbook (red cover) - NDHEA/SMS - 9th Annual Fall Workshop - NDSU - November 1-2, 1985  
(**REMOVED TO OVERSIZED BOX**)

Album (maroon) - Build Your Profession - 9<sup>th</sup> Annual Fall Workshop - NDHEA/SMS – November, 1985  
(**REMOVED TO OVERSIZED BOX**)

#### **14.1.28.3 Home Economics Student Council**

*Spectrum* clipping - "Home Economics Students Organize New Council Group - May 16, 1968  
Student Council - Advisor - 1969-1972  
Membership Lists - 1969-1987  
Minutes - 1975-1986  
Meeting Dates - 1977-1980, 1985-1986  
Objectives - 1978-79, 1986-87  
Constitution, minutes, membership, correspondence, activities, procedures - 1980s  
Constitutions & Revisions - 1983, 1986  
Constitution, minutes, membership, correspondence - 1986  
Constitution, minutes - 1981-1985  
Constitution, committees, membership - 1983-1984  
Senior Pins - 1986  
Election - 1986

Meeting of All Organization Presidents - 1986  
Newsletter mockup - 1987  
Little "I" Booth – booth materials and related - 1987 (2 folders)  
Letterhead  
Blank Forms, assorted  
Home Economics Student Council (HESC) - Newsletter - 1985-1986

**14.1.28.4 Student Advisors Program** (since 1976 – designed to supplement and complement the existing faculty advisor system)

Scrapbooks – 1976-1982  
Home Economics - Student Advisors Program - Constitution, contracts, mission, history, thank you notes, news clipping- 1980s-1990s (4 folders)  
Student Advisor Family Members – 1994-1995  
Advisor's Handbook - binder - c.1990

**14.1.28.5 Dean's Student Advisory Council** (serves as liaison between students, faculty, and the Dean. Coordinates special events for the college and promotes students participation)

Dean's Student Advisory Council - 1980s-1990s (3 folders)  
Dean's Student Advisory Council Family Members – 1994-1995  
Student organizations in the College of HD & E – 1997-1998

**14.1.28.6 Finding Aid to [Phi Upsilon Omicron Records](#)**

### **14.1.35 Advisory Boards**

**14.1.35.1 Board of Visitors** (which is made up of alumni, was established in 1995 as a resource to expand enrollment, boost opportunities for career success, promote ongoing relationship with the college, and to support the college financially)

Board of Visitors – meeting minutes – 1985-1987  
Board of Visitors – meeting minutes – 1989-1991  
Board of Visitors – meeting minutes – 1991-1992  
Board of Visitors – meeting minutes – 1995-2002

### **14.3 Committees, Task Forces, Commissions**

**14.3.1 Academic Affairs Committee**

Academic Affairs Committee - minutes – 1979  
Academic Affairs Committee – minutes, policies and procedures - 1979-1980  
Academic Affairs Committee - minutes - 1980-1981  
Academic Affairs Committee – minutes, policies and procedure, committee actions -1981-1986  
Academic Affairs Committee – minutes, department input, approval process - 1983-1985

**14.3.5 Curriculum Committee**

Curriculum Committee - minutes - 1978

**14.3.11 Tenure and Evaluation Committee**

Procedures and Criteria for Evaluation of Faculty - 1975

Promotion, Tenure & Evaluation Committee - Manual April 1991

**14.3.14 Student Progress Committee**

Student Progress Committee – annual report - 1978-79

**14.3.15 Social Committee**

Social Committee – memos, budgets, programs - 1965-1966

Social Committee – events, committee assignments - 1966-1967

Social Committee – memos, invitations, assignments - 1967-1968

Social Committee - memos, invitations, assignments - 1968-1971

Social Committee – assignments - Fall 1969, Fall 1972

Social Committee – reports, events, memos, assignments - 1971-1980

**14.3.17 Building Committee**

Building Committee – building needs, space criteria - 1965-1969

Building Committee - building needs, space criteria – 1970-1972

**14.3.18 History Committee**

History Committee – minutes - 1975

**14.3.19 Memorial Fund Committee**

Memorial Fund Committee – reports, meetings - 1970-1972 [photos]

**14.3.19 Scholarship Committee**

Scholarship Committee – memos, correspondence, general information - 1974-75

Scholarship Committee – report, memos, scholarships - 1977-1979

**14.3.25 Management Team**

Management Team – minutes – 1998-2000

**14.7 PUBLICATIONS, COLLEGE -WIDE**

**Scope & Content**

The series consists of alumni newsletters from 1959 to present, two tabloid pieces for prospective students (c.1983, 1989), a history of the college from 1891 – 1990 and a history of the Home Management House..

**14.7.1 Newsletters**

*Alumni News* - College of Home Economics - 1982-1993 [REMOVED TO OVERSIZED PUBLICATIONS - NDSU COLLEGES]

Alumni Newsletters: 1959, 1960, 1962, 1963, 1964, 1965, 1967

Alumni Newsletters - 1959-1965 (bound)

*Alumni News Letter* - 1968

*Alumni News Letter* - 1969

*Alumni News Letter* - 1971

*The College of Home Economics Newsletter* - Spring, 1980; Spring, 1981 [**REMOVED TO  
OVERSIZED PUBLICATIONS - NDSU COLLEGES**]

*HD & E Headlines* - newsletter - 1994, 1995, 1996, 1997, 1998, 2000, 2002, 2003, 2004, 2005,  
2006 [**REMOVED TO OVERSIZED PUBLICATIONS - NDSU COLLEGES**]

“Home Economics at ndsu ... past, present and future” - tabloid - c.1984 [**REMOVED TO  
OVERSIZED PUBLICATIONS - NDSU COLLEGES**]

*Mothers Club Newsletter*, 1968

*NDSU News for Prospective Students* - “So what can you do with a degree in home economics?”  
- tabloid - c. 1983, 1989 [**REMOVED TO OVERSIZED PUBLICATIONS - NDSU  
COLLEGES**]

#### **14.7.2 General**

Home Economics in the News (clippings) – 1972-1977

*A Centennial History of the College of Home Economics 1891-1990*. NDSU, College of Home  
Economics. 1992. (3 copies)

*History of the Home Management House*. NDSU, College of Human Development and Education.  
December, 1997. (2 copies)