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**Finding Aid to the  
Dean Archibald Ellsworth Minard Records  
College of Arts, Humanities, & Social Sciences**

**Minard, Dean Archibald Ellsworth**

Dean Archibald Ellsworth Minard records, 1919-1949

2 linear ft.

Record Group 11.2.2

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**OVERVIEW**

**Links:** Finding Aid to the [President Archibald Ellsworth Minard Records 1929](#)

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**BIOGRAPHY**

Archibald Ellsworth Minard was born in King's County, Nova Scotia on January 18, 1878. He moved to the United States with his parents in 1889. Minard earned both a bachelor's and master's degree from Harvard University. In addition, he also studied at the University of Chicago, University of Wisconsin, and Oxford University in England.

Minard became an instructor of English and Philosophy at North Dakota Agricultural College (NDAC) in 1904. He was head of the English Department and later served as Dean of the School of Applied Arts and Sciences from 1919 to 1949. Minard also served as acting president of NDAC from July to September 1929, after Dr. J.L. Coulter resigned. Minard resigned from his position as dean in 1949, but remained in the school as a professor of philosophy. Minard was a member of Phi Beta Kappa, American Association for the Advancement of Science, National Education Association, and the North Dakota Education Association. In addition, he was author of NDAC's school song, "The Yellow and the Green."

Minard married twice, first to Gladys May Pease on September 2, 1908. She died December 23, 1939. On August 6, 1941, he married Mrs. Elita Olson McArdle.

Minard died May 9, 1950 in Bethesda, Maryland. Friends and colleagues provided a memorial shelf of books on philosophy and science in the NDAC library in his memory. The science building, which housed the School of Applied Arts and Sciences, was rededicated as Minard Hall on June 4, 1951.

## **SCOPE AND CONTENT**

The records consist of three series: Budget Series, Correspondence Series, and Subject File Series. The [Budget Series](#) contain budget records of the School of Applied Arts and Sciences from 1911 to 1949. The records include actual as well as proposed budgets for the school as a whole, as well as individual departments. There are gaps in the series.

The [Correspondence Series](#) contains personal as well as administrative correspondence. The files are essentially left in Minard's filing system--alphabetical by name of individual or organization. The series covers 1926 through 1949. Student discipline files containing correspondence from the 1930s through the 1940s are in Box 2, Folders 1-4 and are CLOSED.

The [Subject File Series](#) includes biennial reports, College Council meeting minutes (1937-1948), and other records. There is information about the preliminary study conducted in 1944 on the feasibility of offering a nursing degree program through the school. Information on local programs offered through the National Youth Administration and Works Progress Administration are also included.

## **BOX AND FOLDER LIST**

Archibald Ellsworth Minard – biographical information

### **Budget Series**

Budgets - 1911-1922

Budgets - 1921/1922 to 1922/1923, estimates for 1923/1924 to 1924/1925

Budgets - 1923-1924, 1924-1925

Budgets - 1925-1926, 1926-1927, 1927-1928  
Budgets - 1928-1929  
Budgets - 1929-1930  
Budgets - 1929-1930  
Budgets - 1930-1931  
Budgets - 1931-1932  
Departmental Budgets - 1930-1932  
Budget Study - Dolve - May 1932  
Departmental Budgets - 1932-1933  
Budgets - 1932-1933, 1933-1934  
Departmental Budgets - 1933-1934  
Trial and Sample Budgets for Departments and Division - 1934-1935,  
1935-1936, 1936-1937  
Division Budgets - 1934-1935, 1935-1936, 1936-1937  
Departmental Budgets - July 1934 - June 1935  
Departmental Budgets - 1935-1936  
Information on Income Tax Returns - 1935-1936  
Departmental Budgets - 1936-1937  
Budget - 1937-1938  
Biennial Budgets Proposed - 1938-1941  
Budgets - 1938-1939  
Budgets - 1939-1940  
Budgets Proposed by Department Chairmen - 1940-1941  
Budgets - 1940-1941  
Budgets - 1941-1942  
Budgets - 1943-1944  
Budgets - 1944-1945  
Budget Proposals - 1945-1947  
Budgets - 1945-1946  
Budgets - 1946-1947  
Budgets - Summer School - 1947  
Budget Proposals - 1947-1949  
Budget Proposals - 1948-1949  
Budget Proposals - 1947-1948  
Budgets - 1948-1949  
Budgets - Summer School - 1948  
Budgets - 1948-1949  
Budget Proposals - 1949-1951

### **Correspondence Series**

Correspondence

A, 1934-1936

B, 1933-1949  
C, 1936-1948  
D, 1933-1944  
E, 1937-1949  
G, 1934-1942  
H, 1929-1946  
H, 1932-1949  
Harvard College Committee on Scholarships, 1941-1949  
I-J, 1928-1949  
Thomas J. Jackson, 1933-1948  
K, 1929-1949  
L, 1929-1948  
M, 1933-1948  
N, 1933-1947  
Neal, Bigilow, 1926-1937  
Nelson, C.I. (Dr.), 1939-1943  
O, 1931-1948  
P, 1931-1948  
R, 1929-1939  
S-Sm, 1931-1949  
Sn-Sy, 1933-1949  
T, U, V, 1930-1949  
W, 1931-1949  
Wartchow, Beatrice (Physical Education), 1944-1946  
X, Y, Z, 1935-1946  
Student Discipline (CLOSED FILES, See University Archivist)  
1, 1930s-1940s  
2, 1930s-1940s  
3, 1930s-1940s  
Stanley Raymond, 1931-1939

### **Subject File Series**

#### **Biennial Reports**

General History (?)  
English and Philosophy, 1912-1922  
Science & Literature, 1920-1922  
Science & Literature, 1924  
Science & Literature, 1928  
Science & Literature, 1928-1930  
Science & Literature, 1930-1932  
Science & Literature, 1934  
Science & Literature, 1938  
Science & Literature, 1942-1948

Board of Higher Education, 1948-1949  
Building Requests from departments, 1929-1950  
Business Office, 1944  
Business Office, S.W. Hagen, 1934-1941  
Extension Evening Courses  
Faculty, College Council minutes, 1937-1939  
Faculty, College Council minutes, 1940-1942  
Faculty, College Council Minutes, 1943-1945  
Faculty, College Council Minutes, 1946-1948  
Faculty, Retirement Policies, 1944-1948  
Faculty, Vacations and Sick Leave, 1941-1949  
Geology and Geography, 1932-1938  
Graduate Program, Minutes of Graduate Committee, 1923-1938  
Graduate Program, Surveys and Studies, 1935-1947  
Hold Association - Agricultural College  
Land Grant Institutions, College Founding and Purpose  
Land Grant Institutions, Survey, 1927-1929  
Land Grant Institutions, Arts and Sciences Division, 1947-1948  
Legislation  
National Youth Administration and Works Progress Administration, 1937-  
1942  
North Dakota Education Association, 1937-1945  
Nursing Program - Preliminary Studies, 1944  
Phi Kappa Phi, 1932-1946  
President's Office, Official Bulletins, Eversull, 1939-1946  
President's Office, Dr. Frank L. Eversull, 1938-1947  
President's Office, Dr. J.H. Longwell, 1946-1948  
President's Office, J.H. Shepperd, 1933-1937  
President's Office, Dr. John C. West, 1937-1938  
Repairs, 1941  
Rhodes Scholarship, 1945-1949  
Teaching Load Data, 1932  
Teaching Load Data, 1937  
Teaching Load Data, 1941  
Will, George F.