

**OXFORD COLLEGE OF EMORY
UNIVERSITY. OFFICE OF THE DEAN.
Dean's office files, 1941-2015, undated**

Emory University
Oxford College Archives
Oxford College Library
134 Few Circle
Oxford, GA 30054
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Descriptive Summary

Creator: Oxford College of Emory University. Office of the Dean.
Title: Dean's office files, 1941-2015, undated
Call Number: Series No. 001
Extent: 10.70 linear ft. (25 boxes)
Abstract: Consists of reports, committee records, faculty minutes, speeches and subject files transferred from the Office of the Dean.
Language: Materials entirely in English.

Administrative Information

Restrictions on Access

Special restrictions apply: materials in Box 19 are restricted in accordance with Emory University Archives access policy which stipulates that records of the Board of Trustees are closed for a period of 25 years from the date of creation.

Terms Governing Use and Reproduction

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Related Materials in This Repository

Board of Counselors Records, OX-S002; Southern Association of Colleges and Schools Self-Study Records, OX-S005; Oxford College Lectures, Speeches, and Papers Collection, OX-S015.

Citation

[after identification of item(s)], Dean's Office Files, Oxford College Archives, Oxford College Library, Emory University.

Processing

Processed by Nancy Hall Watkins, 2005.

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Collection Description

Biographical Note

The position of Dean was created when Emory Junior College was founded in 1929. Following the move of Emory College from Oxford to the Atlanta campus of Emory University in 1919, the Oxford campus served as home to Emory University Academy, a college preparatory institution which existed until 1949. Support continued, however, for the establishment of two-year College associated with Emory University and Emory Junior College was founded in 1929. Since its beginning, the school has undergone two name changes; first to Emory at Oxford in 1935 and then to Oxford College of Emory University in 1964.

Reverend Hugh A. Woodward served as the first Dean of the College from 1929-1933. Successive deans were Reverend George S. Roach (1933-1945); Reverend Virgil Y. C. Eady (1945-1966); Dr. N. Bond Fleming (1966-1976); Dr. J. William Moncrief (1976-1986); Dr. William H. Murdy (1986-1999); Dr. Dana Greene (1999-2005), and Stephen Bowen (2005-2016). Douglas Hicks is the current Dean of Oxford College of Emory University.

The Dean is responsible for overseeing the operation of the College and reports directly to the Provost and Vice President for Academic Affairs of Emory University.

Scope and Content Note

These records consist of reports, committee records, faculty minutes, speeches and subject files transferred from the Office of the Dean. The bulk of the records date from 1966 to 1999.

Arrangement Note

Organized into five series: (1) Reports, 1945-2003, (2) Committee records, 1959-2004, (3) Faculty minutes, 1946-1999, (4) Speeches, 2000-2004 and (5) Subject files, 1941-2007.

Description of Series

[Series I: Reports, 1945-2015](#)

[Series II: Committee records, 1959-2010](#)

[Series III: College Council and faculty minutes, 1946-1999](#)

[Series IV: Speeches, 1999-2004](#)

[Series V: Subject files, 1941-2007](#)

Series I
Reports, 1945-2015
Boxes 1-2, 10, 13, 15, 24-25

Scope and Content Note

This series consists of annual reports and other reports on specific topics related to Oxford College and Emory University. The annual reports include both reports from the Dean to the President of the University and departmental reports submitted to the Dean.

Arrangement Note

Arranged by report type.

Annual Reports

Box	Folder	Content
1	1	1945; 1958
1	2	1959
1	3	1960
1	4	1961
1	5	1962
1	6	1963
1	7	1963-1964
1	8	1964-1965; 1965-1966
1	9	1966-1967
1	10	1967-1968
1	11	1968-1969
1	12	1969-1970
1	13	1970-1971
1	14	1971-1972
1	15	1972-1973
1	16	1973-1974
1	17	1974-1975
1	18	1975-1976
1	19	1976-1977
1	20	"Annual Report Material," 1979
2	1	1980-1981
2	2	1981-1982
2	3	1983-1984
2	4	1984-1985
2	5	1985-1986
2	6	1986-1987
2	7	1987-1988

2	8	1988-1989
2	9	1989-1990
2	10	1990-1991
2	11	1991-1992
2	12	1992-1993
15	1	1993-1994
15	2	1994-1995
15	3	1995-1996
15	4	1996-1997
15	5	1996-1994 (departmental reports)
15	6	1997-1998
15	7	1998-1999
15	8	1997-1998 (departmental reports)
24	1	1999-2000
24	2	1999-2000 (departmental reports)
24	3	2000-2001
24	4	2000-2001 (departmental reports)
24	5	2001-2002
24	6	2002-2003
24	7	2002-2006 (departmental reports)
24	8	2003-2005
24	9	2005-2006 (1 of 2)
24	10	2005-2006 (2 of 2)
24	11	2006-2015

Board of Education of the Methodist Church

1	21	Report of Emory-at-Oxford, 1952
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Published Reports

13	1	"A vision for Emory: a report from the Chancellor of Emory University," 1998
13	2	ACT student opinion survey, 2003
13	3	National Survey of Student Involvement (NSSE), 2002
13	4	National Survey of Student Involvement findings, by Daniel Tedorescu, 2002
13	5	On the question of size: mission, vision, and a recommendation for the optimal enrollment at Oxford College, Dean Stephen H. Bowen, 2007 January 1
13	6	"Oxford 2010: a strategic plan for Oxford College of Emory University," draft 11, 1998
13	7	"Teaching at Emory: report of the Commission on Teaching at Emory University," 1998
10	8	"Oxford College of Emory University, Master Plan study" (1 of 2), 1974 April

10 9 "Oxford College of Emory University, Master Plan study" (2 of 2), 1974 April

Other Material

25 1 ACT reports general file (1 of 2), 1997-2005
25 2 ACT reports general file (2 of 2), 1997-2005
25 3 ACT summary, 2005
25 4 ACT survey files, 2001
25 5 ACT survey files, 2002-2005
25 6 HEDS graduate student survey files, 1999-2003

Series II
Committee records, 1959-2010
Boxes 3-10, 20-23

Scope and Content Note

This series consists of records of faculty and staff committees, including, but not limited to, committees on academic policy, curriculum review, faculty development, general staff, special initiatives and strategic planning.

Arrangement Note

Arranged alphabetically by name of committee.

Faculty and Staff Committees

Box	Folder	Content
3	1	Assignments, 1959; 1982-1989
3	2	Assignments, 1990-1995
3	3	Assignments, 1996-
3	4	Academic policy, 1966-1967
3	5	Academic policy, 1967-1968
3	6	Academic policy, 1968-1969
3	7	Academic policy, 1969-1970
3	8	Academic policy, 1970-1971
3	9	Academic policy, 1971-1972
3	10	Academic policy, 1972-1973
3	11	Academic policy, 1973-1974
3	12	Academic policy, 1974-1975
3	13	Academic policy, 1975-1976
3	14	Academic policy, 1976-1977
3	15	Academic policy, 1978-1979
3	16	Academic policy, 1979-1980
3	17	Academic policy, 1980-1981
3	18	Academic policy, 1981-1982
3	19	Academic policy, 1982-1983
4	1	Academic policy, 1983-1984
4	2	Academic policy, 1984-1985
4	3	Academic policy, 1985-1986
4	4	Academic policy, 1986-1987
4	5	Academic policy, 1987 September
4	6	Academic policy, 1987 October
4	7	Academic policy, 1987 November-December
4	8	Academic policy, 1988 January-April

4	9	Academic policy, 1988 September-October
4	10	Academic policy, 1988 November-1989 January
4	11	Academic policy, 1989 February-March
5	1	Academic policy, 1989 August
5	2	Academic policy, 1989 September-December
5	3	Academic policy, 1990 January
5	4	Academic policy, 1990 February-April
5	5	Academic policy, 1990 July-August
5	6	Academic policy, 1990 September-November
5	7	Academic policy, 1991 February-June
5	8	Academic policy, 1991 August-December
5	9	Academic policy, 1992 January-March
5	10	Academic policy, 1992 August-November
5	11	Academic policy, 1993-2000, 2007, 2008
6	1	Alumni relations, 1984-1986, 1991-1993
6	2	Campus development, 1985-1987
6	3	Chaplaincy, 1983-1988, undated
6	4	Cinema, 1984
6	5	Committee to nominate a Dean, 1966
6	6	Computer, 1991-1992
6	7	Curriculum review, 1994-1996
6	8	Curriculum review, 1997-1998
6	9	Curriculum review, undated
6	10	Dean's Council on long-range planning, 1998- <i>Renaissance at Oxford: master plan with strategic plan for Oxford College of Emory University: 2010</i>
6	11	Development and planning, 1969-1973
6	12	Faculty development, Expenditures, 1986-1987
6	13	Faculty development, Grant proposals-Baird, 1988
6	14	Faculty development, Grant proposals-Carpenter, 1988
6	15	Faculty development, Grant proposals-Davis, 1988
6	16	Faculty development, Grant proposals-England, 1987
6	17	Faculty development, Grant proposals-Greer, 1988
6	18	Faculty development, Grant proposals-Guillebeau, 1987
6	19	Faculty development, Grant proposals-Henderson, 1987
6	20	Faculty development, Grant proposals-Lemons, 1987
6	21	Faculty development, Grant proposals-Morris, 1987
6	22	Faculty development, Grant proposals-Oliver, 1987
6	23	Faculty development, Grant proposals-Owen-Smith, 1988
6	24	Faculty development, Grant proposals-Parker, 1988
6	25	Faculty development, Grant proposals-Saadein, 1988

- 6 26 Faculty development, Grant proposals-Shapiro, 1987
- 6 27 Faculty development, Grant proposals-Stave, 1988
- 6 28 Faculty development, Grant proposals-Warburton, 1987
- 6 29 Faculty development, Grant proposals-Wundrum, 1987
- 7 1 Faculty development, Memoranda, 1984-1989
- 7 2 Faculty development, Memoranda, 1991-1998
- 7 3 Faculty development, Memoranda, undated
- 7 4 Faculty development, Survey, 1995
- 7 5 Faculty development, Survey, undated
- 7 6 Faculty development, Survey, undated
- 7 7 Faculty advisory, 1972
- 7 8 General staff, 1988-1990
- 7 9 General staff, 1991-1992
- 7 10 General staff, 1993-1994
- 7 11 General staff, 1995-1997
- 7 12 Health, 1983, undated
- 7 13 Library and audiovisual, 1995
- 7 14 Lyceum, 1988, undated
- 7 15 Olympic planning, 1996
- 7 16 Organization and procedures, 1991-1995
- 7 17 Physical and financial development, 1985-1995
- 7 18 Pierce chair consultation committee, 1976-1977
- 7 19 Pierce program, 1979
- 7 20 Research, 1975
- 7 21 Re/Vision
- 7 22 Special initiatives, 2001-2002
- 7 23 Special initiatives, 2002-2003
- 7 24 Special initiatives, 2003-2004
- 8 1 Strategic planning, Environmental assessment benchmark-additional external assessment information, 2004
- 8 2 Strategic planning, Environmental assessment benchmark-A; B; benchmark group; academics; admissions, 2004
- 8 3 Strategic planning, Environmental assessment benchmark-international students; services and facilities; student body, 2004
- 8 4 Strategic planning, Environmental assessment benchmark-tuition and financial aid; U.S. News ranking, 2004
- 8 5 Strategic planning, Environmental assessment benchmark-competitor group, 2004
- 8 6 Strategic planning, Environmental assessment benchmark-common data set, 2003-2004

8	7	Strategic planning, Environmental assessment benchmark-IPEDS; median salaries, 2004
8	8	Strategic planning, Environmental assessment report-Introduction, 2004
8	9	Strategic planning, Environmental assessment report-Parts I-III, 2004
9	1	Strategic planning, Environmental assessment report-Part IV, A-F, 2004
9	2	Strategic planning, Environmental assessment report-Part IV, G, 2004
9	3	Strategic planning, Environmental assessment report-Part IV, H, 2004
9	4	Strategic planning, Environmental assessment report-Part V, 2004
9	5	Strategic planning, Environmental assessment report-Parts VI-IX, 2004
9	6	Strategic planning, Environmental assessment report-Parts X-XII, 2004
9	7	Strategic planning, Environmental assessment report-Parts XIII-XIV, 2004
9	8	Strategic planning, Environmental assessment report -Report, 2004
10	1	Strategic planning, Faculty surveys, 2004
10	2	Strategic planning, Strategic plan draft, 2004 October 20
10	3	Strategic planning, Strategic plan, 2005 February 28
10	4	Strategic planning, Strategic plan, 2005 May 9
10	5	Strategic planning, Distinctive and distinguishing: a strategic plan for Oxford College and its role within Emory University, 2005 September 10
10	6	Strategic planning, Athletics strategic planning committee report, 2006-2007
10	7	Strategic planning, resource needs, 2005
23	1	Student life, 1984, 1986
23	2	Writing support, Survey-A-C, 1996
23	3	Writing support, Survey-D-N, 1996
23	4	Writing support, Survey-O-W, 1996
20	1	Strategic Planning Process, Oxford College Environmental Assessment (1 of 5), 2004
20	2	Strategic Planning Process, Oxford College Environmental Assessment (2 of 5), 2004
20	3	Strategic Planning Process, Oxford College Environmental Assessment (3 of 5), 2004
20	4	Strategic Planning Process, Oxford College Environmental Assessment (4 of 5), 2004
20	5	Strategic Planning Process, Oxford College Environmental Assessment (5 of 5), 2004
21	1	Strategic Planning Process, Oxford College Environmental Assessment (1 of 4), 2004
21	2	Strategic Planning Process, Oxford College Environmental Assessment (2 of 4), 2004
21	3	Strategic Planning Process, Oxford College Environmental Assessment (3 of 4), 2004

- 21 4 Strategic Planning Process, Oxford College Environmental Assessment (4 of 4),
2004
- 22 1 Strategic Planning, Additional Assessment/Benchmark Information (1 of 4),
2004
- 22 2 Strategic Planning, Additional Assessment/Benchmark Information (2 of 4),
2004
- 22 3 Strategic Planning, Additional Assessment/Benchmark Information (3 of 4),
2004
- 22 4 Strategic Planning, Additional Assessment/Benchmark Information (4 of 4),
2004

Series III
College Council and faculty minutes, 1946-1999
Boxes 11-12, 16-17

Scope and Content Note

This series consists of minutes from College Council and faculty meetings.

Arrangement Note

Arranged chronologically by type of meeting.

Box	Folder	Content
17	1	College Council, 1969-1970
17	2	College Council, 1970-1971
17	3	College Council, 1971-1972
17	4	College Council, 1973-1974
17	5	College Council, 1973-1974
17	6	College Council, 1974-1975
17	7	College Council, 1975-1976
17	8	College Council, 1976-1977
11	1	Faculty, 1946
11	2	Faculty, 1947 January-August
11	3	Faculty, 1947 September-December
11	4	Faculty, 1948 January-May
11	5	Faculty, 1948 June-December
11	6	Faculty, 1949
11	7	Faculty, 1950
11	8	Faculty, 1951
11	9	Faculty, 1966-1967
11	10	Faculty, 1967-1968
11	11	Faculty, 1968-1969
11	12	Faculty, 1973-1974
11	13	Faculty, 1974-1975
11	14	Faculty, 1975-1976
11	15	Faculty, 1976-1977
12	1	Faculty, 1977-1978
12	2	Faculty, 1978-1979
12	3	Faculty, 1979-1980
12	4	Faculty, 1980-1981
12	5	Faculty, 1981-1982
12	6	Faculty, 1982-1983
12	7	Faculty, 1983-1984

12	8	Faculty, 1984-1985
12	9	Faculty, 1985-1986
12	10	Faculty, 1986-1987
12	11	Faculty, 1987-1988
12	12	Faculty, 1988-1989
16	1	Faculty, 1989-1990
16	2	Faculty, 1990-1991
16	3	Faculty, 1991-1992
16	4	Faculty, 1992-1993
16	5	Faculty, 1993-1994
16	6	Faculty, 1994-1995
16	7	Faculty, 1995-1996
16	8	Faculty, 1996-1997
16	9	Faculty, 1997-1998
16	10	Faculty, 1998-1999

Series IV
Speeches, 1999-2004
Box 13

Scope and Content Note

This series consists of speeches delivered by the Dean at various Oxford College occasions including meetings of the Oxford College Board of Counselors, Emory University Board of Trustees, commencement, convocation, dedication of new facilities and other major events.

Arrangement Note

Arranged alphabetically by type of event.

Box	Folder	Content
13	8	Alumni, 2003-2004
13	9	Awards, 2000-2004
13	10	Baccalaureate service, 2000-2004
13	11	Bivings Field dedication, 2003
19	1	Board of Counselors [Restricted until 2026], 2000-2001
19	2	Board of Governors [Restricted until 2027], 2002
19	3	Board of Trustees [Restricted until 2026], 2001, 2004
13	12	Commencement, 2000-2004
13	13	Convocation, 2000-2004
13	14	Family Weekend, 1999-2004
13	15	Haygood Hall rededication, 2000
13	16	Oxford Day, 2000
13	17	Oxford Weekend, 2002, 2004
13	18	Performing arts center, 2000-2001
13	19	State of the College, 2003
13	20	Welcome to parents, 2001, 2003
13	21	Miscellaneous, 2000-2004

Series V
Subject files, 1941-2007
Box 14, 18

Scope and Content Note

This series consists of subject files transferred from the Office of the Dean. Included are faculty handbooks, information related to the Four-year Program, memoranda, correspondence between Emory University and Oxford College related to plant needs in the early 1950s, and guidelines used to convert the school from quarter to semester system in 1982.

Arrangement Note

Arranged alphabetically by subject.

Box	Folder	Content
14	1	Academic advisor's handbook, 1987
14	2	Board of Trustees information sheet, 2001
14	3	Campus redesign guidelines, undated
14	4	Class gift, 1996
14	5	College name change, 1964
14	6	Dean correspondence: Bond Fleming, 1971-1972
14	7	Dean correspondence: George S. Roach, 1941-1944
14	8	Dean correspondence: general, 1947-1952, undated
14	9	Development plans, 1964, 1970
14	10	Emory-at-Oxford absence regulations, undated
14	11	Faculty by-laws, 1991
14	12	Faculty "Gray Book" supplement for Oxford College, 1978, 1988, 1990, 2003
14	13	Faculty handbook, 1954
14	14	Faculty handbook, 1971
14	15	Faculty roster, 1972
14	16	Faculty seminar, undated
14	17	Four-year program proposal, undated
14	18	Four-year program, 1950-1951
14	19	Four-year program, 1953-1958
14	20	Four-year program courses in summary, 1958-1959
14	21	Georgia Department of Labor: Area Labor Profile, 2002
14	22	Holiday cards, undated
18	1	Letter of amnesty, circa 1956; Seney Hall cow incident, 2007
18	2	List of faculty, 1966, 1971, 1991
18	3	Master planning charrette, 2005 March
18	4	Memoranda, 1949-2006, undated
18	5	New faculty/staff orientation, 2007

18	6	Oxford College communications recommendations, 2003
18	7	Plant needs at Emory-at-Oxford, 1952
18	8	Pre-school faculty retreat, 1950 September
18	9	Principles governing faculty relationships, 1951, 1965, 1975
18	10	Public affairs: Oxford positioning project summary and recommendations, 2004
18	11	Recommendations for a five-year development plan for Emory-at-Oxford, 1964
18	12	Residential Improvement Proposals, 1978 November
18	13	Results of Spring 1982 campus survey, 1982
18	14	Selected Academic Highlights, 2001-2003
18	15	Semester conversion guidelines, 1982
18	16	Strategic planning field trips, 2004
