Early Records, 1869 to 1911

This record group includes partial records of St. Vincent's College from 1864 to 1911, Marymount School and College from 1923 to 1973 and St. Joseph College of Orange, 1959-1972.

Originally founded by the Congregation of the Ministers (Vincentian Fathers) at the Lugo House in the historic pueblo Plaza, only partial records remain of St. Vincent's College. However the bulk of college catalogs and issue runs of the student literary magazine The Student provide a resource for studies of higher education during the Gilded Age in Los Angeles.

The bulk of Marymount records principally begin with construction of the Westwood campus in 1932.

The St. Joseph’s records are primarily a collection of printed matter created after affiliation with Marymount College.

Record Group 1

Record Series B: Marymount School and College, 1928-1973... 3

Series 1: Publications..........................................................................................3
  Sub series a: Catalogs ........................................................................... 3
  Sub series b: Campus directories and periodicals........................................3
  Sub series c: Promotional materials and press releases ..........................5
  Sub series d: News clippings .....................................................................5

Series 2: Board of Trustees ............................................................................6

Series 3: Board of Regents ............................................................................6
  Sub series a: Chair Cardinal James Francis McIntyre, 196x-197x..........6
  Sub series b: Chair Alfred S. Bloomingdale, 1963-1971 .....................6
  Sub series c: Rodney Coulson, 1971-1973 ..............................................6

Series 4: President ............................................................................................7
  Sub series a: Mary Gertrude Cain, RSHM, 1933-1960 ..........................7
  Sub series b: Mary Du Sacred Coeur Smith, RSHM, 1960-1964 ..........7
  Sub series c: Mary Raymunde McKay, RSHM, 1964-1973 ...................7

Series 5: Administrative Council ..................................................................10

Series 6: Academic Affairs ..........................................................................10
  Sub series a: Office of Academic Deans, 1932-........................................10
  Sub series b: Office of Academic Dean-Vice-President Sr. Renée Harrangue, RSHM10

Series 7: Faculty Records .............................................................................13
  Sub series a: Contracts and correspondence ........................................13
  Sub series b: Faculty Senate ...................................................................13

Series 8: Academic Council .........................................................................13

Series 9: Accreditation ................................................................................14

Series 10: Departments and Programs ........................................................14
  Sub series a: Art, 1936- ........................................................................15
  Sub series b: Theatre Arts, 1936-............................................................15
  Sub series c: Political Science, 1949- ....................................................15
  Sub series d: Asian Program, 1959 .......................................................15
Sub series e: Study Abroad, 1959- ................................................................. 15
Sub series f: Twentieth Century Studies ......................................................... 15
Sub series g: Encore Program, 1970- .............................................................. 15
SERIES 11: ADMISSIONS AND FINANCIAL AID ........................................... 15
SERIES 13: AWARDS, COMMENCEMENTS AND HONORS .......................... 16
SERIES 14: MARYMOUNT COLLEGE ALUMNAE ASSOCIATION ..................... 16
SERIES 15: EVENTS .................................................................................... 16
SERIES 16: DEVELOPMENT, FUNDING AND PUBLIC RELATIONS ................ 17
SERIES 17: RELIGIOUS OF THE SACRED HEART OF MARY .............................. 17
[MS 1B]

**RECORD SERIES B: MARYMOUNT SCHOOL AND COLLEGE, 1928-1973**

**SERIES 1: PUBLICATIONS**

**Sub series a: Catalogs**

Marymount School and Junior College, ca. 1936

Marymount College Bulletin of Courses, 1949-1951

Marymount College Bulletin, 1952-1953

Marymount College Bulletin, [195?]

Marymount College Bulletin, 1956-1958

Marymount College, 1959-1961

Marymount College, ca. 196?

Marymount College, 1967/68

Marymount College Orange Campus, 1967/68

Marymount College, 1968/69

Marymount College, 1968-1970

Marymount International College, 1968

Marymount College, 1970/71

Marymount College, 1971/72

[Archives Bookshelf]

Marymount College, 1972/73

Marymount College of Palos Verdes, 1972-1974

Marymount Palos Verdes College, 1984-1986

Marymount College of Los Angeles Catalog (bound), 1968-1973

[MS 1B1b]

**Sub series b: Campus directories and periodicals**

The Maricor: magazine, 1944-1946

[MS ov01/2]

The Maricor: newspaper, 1944-1946; 1948; 1956
Marymount College Clippings: typewritten newsletter, 20 Oct 1944

The Maricor: yearbook, 1949

Senior Memories: yearbook, 1956

Cormont Vol. XVII, No. 5 Jubilee Issue: magazine, 8 Dec 1957

Marymount Directory, 1958

Maricor: yearbook, 1958-1961

The Maricor Special Edition Palos Verdes Estates Campus: newspaper, ca. 1959

The Marivita Vol. XV No. 1; Vol. XVI Nos. 2;4; Vol. VIII [sic] No.1: newsletter, 1959-1960

Marymount News Vol. 1 Nos. 1-2; Vol. 2 No. 1: newsletter, Apr; Oct 1959; Apr 1960

Angelus: newspaper, 1960-1964

Marymount Directory, 1960

Marymount College: student-faculty directory, 1961

Marymount ‘62: yearbook, 1962

Veramar (Marymount School): newspaper, 1961

Angelus: newspaper, 1962-1964

This Week at Marymount College: bulletin, Sep; Nov 1962

Alumnotes: newsletter, Apr 1963


Euterpean Vols. 2-3: student literary magazine, 1964-1965
Marymount College Alumnae Association: Mosaics, Vol.3 No.2; Vol 4 Nos. 1-3; Vol. Nos. 1-3; Vol. 6 Nos. 1-3; Vol. 7 Nos. 1; 3, newsletters, 1965-1969

[MS ov01/2]
The Current: newspaper, 1 Mar 1968

[Archives Shelf]
Marymount: yearbook, 1968
Marymount: yearbook, 1969

[MS 1B/2]
This Week at Marymount College: bulletin, Sep 1969 – Jun 1970

[Archives Bookshelf]
Nineteen Seventy: yearbook, 1970

[MS 1B/2]
Mosaics: magazine, Spr 1971
The Inside Story Vol. 1, Nos. 2-4: newsletter, 1972

[MS 1B1c]

Sub series c: Promotional materials and press releases
Marymount School seal: original art; ink on paper, c1930
Marymount School seal: decal, 194x
Anonymous, Marymount The Story of Fifty Years: booklet, 1957
“Friends of Marymount - The Key to the Future”: booklet, 1959
“Tua Luce Dirige”: booklet, ca. 1959
Promotional booklets and student handbooks, ca. 1960-197?
“Dedication [of the Gerard Library]”: booklet, 1961
Promotional brochures and flyers, 1969-1973; nd
The Marymount Tradition: news release, c1970

Sub series d: News clippings
Marymount College Players: “The Heiress”; news clipping, c1951
Virginia Twohy, "Palos Verdes Story: Marymount Update": Palos Verdes Review; article from magazine, Oct 1984

[MS ov01/2]
News clippings: 1959-1972

[MS 1B1c]
“Marymount, St. Joseph’s Announce Affiliation”: news clipping, 1971
News clippings: 1964; 1970; 1972
Press releases, 1971-

[MS ov01/2]
Promotional booklet, 198x

[MS 1B1c/2]
Marymount, 1969

[MS 1B2]

SERIES 2: BOARD OF TRUSTEES

Amended By-laws; Certificate of Amendment of Articles of Incorporation, Feb 1968 – 9 Jun 1971

Members of the Board of Trustees: correspondence; minutes, 196x-197x
“Outline for the Board of Regents of Marymount College”: summation, Nov 1964
Roster, 1971

[MS ov01/2]

SERIES 3: BOARD OF REGENTS

Sub series a: Chair Cardinal James Francis McIntyre, 196x-197x

Commemorative brochure of appreciation, ca. 1972

[MS 1B2]

Sub series b: Chair Alfred S. Bloomingdale, 1963-1971

L/M, LA, Inc.: pledges; cor., 1967; 1969
Meeting (28 Jan 1971): minutes, Jan 1971
Correspondence and news clippings, 198x

[MS 1B2]

Sub series c: Rodney Coulson, 1971-1973

Marymount questions: cor., memo., Nov 1971
SERIES 4: PRESIDENT

Sub series a: Mary Gertrude Cain, RSHM, 1933-1960

Biography; news clipping, nd

Catholic University of America affiliation: certificate; correspondence; proposals; questionnaires; 1957-1958; 1960-1962; 1969

Hilton Hotels President Conrad N. Hilton: "The Marymount Woman"; transcript of address; Palos Verdes groundbreaking ceremony, 1 Nov 1959

News clipping, 1965

Sub series b: Mary Du Sacred Coeur Smith, RSHM, 1960-1964

News clipping, nd

Palos Verdes campus dedication: program, 1961

[MS ov01/2]

Don May Design Counsel: clipping; note, 1963

[MS 1B2]

Death: news clipping, 1964

Memorial: transcript, 1964

[MS 1B4d]

Sub series c: Mary Raymunde McKay, RSHM, 1964-1973

Anonymous, untitled ("On September 8th, 1907, St. Pius X, then reigning Pope..."): historical narrative draft, 1956

Peninsular Fine Arts Group: organizational chart, 1960c

Archbishop Manning: letter to Sr. M. Gregory re: appointment of Sr. Raymund as President of Marymount College, 2 Jul 1964

College-Level Examination Program: correspondence; journal article reprint; request forms; news clipping, 1968-1969; 1971-1972

Committees, faculty and staff rosters, ca. 1970

Congratulatory certificates and correspondence (Albertus Magnus College-College of St. Francis), 1964

Congratulatory certificates and correspondence (The College of Saint Rose-La Sierra College), 1964
Congratulatory certificates and correspondence (Loma Linda University-Rio Grande College), 1964

Congratulatory certificates and correspondence (Rosary College-Salve Regina College, 1964

Congratulatory certificates and correspondence (Seton Hall University-Xavier University), 1964

[MS ov01/2]

Congratulatory certificate (Fairleigh Dickison University), 1964

[MS 1B4d]

Correspondence, 1964-1973; 1983

Marymount Manhattan College: certificate of appreciation; cor.; Honors Convocation program, 1964; 1982; nd

Elementary Education Credential: guideline; procedures, nd

News clippings, 1964; 1971; nd

Reception for the incoming president: invitation list, 1964

Regents, 1965

Reports, 1965

Casassa, 1966

Letter to alumna: typescript, Dec 1966

Loyola-Marymount, Los Angeles, Incorporated: articles of incorporation; by-laws, memorandum of agreement, 1966

"Tentative Draft of Application to Educational Facilities Laboratories, Inc. Regarding Loyola-Marymount Coordination Project: Administrative Phase": report, 24 Jul 1967

[MS 1B4d/2]

Faculty contract forms, 1968

Administrative staff: meeting minutes, 1969-1970

Campus budgets: memoranda; reports, 1969-1972

[MS 1B4d/3]

Committee assignments: rosters, 1969-1972

LA Times Woman of the Year Award: correspondence; memoranda; notes,

Statement of Purpose, 1969

Christmas card, 1970c

Art Department: annual report; correspondence

Art exhibit flyer, 1970?

Association of Independent California Colleges and Universities: affiliate survey data, ca. 1970

Automotive decal, nd

Biographic notes; vitæ, nd

“Calendar of Events”: brochure, Feb/Mar 1970

Advisory Council: minutes, Aug-Nov 1970

Alexander Grant & Company: Marymount College; reports, 1968; 30 Jun 1970


Faculty directories and rosters, ca. 1970

Faculty salary study: memoranda; notes; reports, ca. 1970

Governance at Loyola and Marymount: memoranda, 1970

Archdiocese of Los Angeles Department of Education: Annual Census remuneration form, ca. 1971

“The Future of Loyola-Marymount: Trustees, Administration, Faculty and Students”; joint (with President Fr. Merrifield) memorandum, 16 Feb 1971

Catherine Emenaker, Registrar: “Report of Enrollment of First-Time Freshman By Sex and Place of High School Graduation of Last Attendance”, 1971

Job openings: list, Mar 1971

Learning Resource Center: correspondence, 1971

McKay Residence Hall dedication: announcement; program, 1973

Marymount College at Loyola University: proposed organizational chart, nd

Marymount Palos Verdes College Tenth Anniversary Luncheon: program, 1985
Memoranda and handwritten notes, nd

National databases: survey questionnaires, ca. 1970

Parental income: questionnaire form, 1971


Presence of the Religious Communities at Loyola Marymount University: statement, 17 May 1973

“President’s Report”: booklet; draft, 1970

Public Relations: fact sheets; histories; news releases, ca. 1970

State Educational Agency for Surplus Property: correspondence; worksheets, 1970-1972

State Scholarship and Loan Commission: memorandum; notes; scores report, 1970; 1972-1973

“Statement on Dissent”, 6 Oct 1970


Western Association of Schools and Colleges: cor.; memo., 1970

Chasen, Doris H., Accreditation Liaison Officer: annual report, 1972

Coat of Arms: descriptive narrative; drafts; plastic window decal, nd

SERIES 5: ADMINISTRATIVE COUNCIL

Agenda and minutes, 1969
Agenda and minutes, Jan-May 1970
Agenda and minutes, Oct-Nov 1970
Agenda and minutes, Oct-Dec 1971
Agenda and minutes, Jan-May 1972

SERIES 6: ACADEMIC AFFAIRS

Sub series a: Office of Academic Deans, 1932-

Marymount School application form, 1932

Sub series b: Office of Academic Dean-Vice-President Sr. Renée Harrangue, RSHM

Academic Investitures: programs, 1968-1969

1 Access restricted to listed students.
Accreditation: correspondence; memoranda; reports, 1970

Budget: correspondence; memoranda; proposals; reports, 1970-1972

Commencements, 1967-1973

Correspondence; memoranda; press release, 1967-1973

Dance curriculum: proposal notes, 1972; nd

Faculty foreign study: correspondence; minutes, 1970-1971

Faculty Forum: agenda; minutes, 1968

Faculty leaves: correspondence, 1972

Faculty orientation: booklet, 1970

Faculty projections; salaries and staffing: memoranda of agreement; rosters, 1965-1967

Faculty projections; salaries and staffing: rosters, 1968-1969

Faculty projections; salaries and staffing: rosters, 1969-1970

Faculty projections; salaries and staffing: memoranda; rosters, 1970-1971

[MS 1B6/2]

Faculty projections; salaries and staffing: correspondence; notes; rosters; summary, 1971-1972

Faculty projections; salaries and staffing: announcements; correspondence; memoranda; notes; rosters; summaries, Jan-Apr 1972

Faculty projections; salaries and staffing: announcements; correspondence; memoranda; notes; rosters; summaries, May-Dec 1972

Faculty projections; salaries and staffing: announcements; correspondence; memoranda; notes; rosters; summaries, 1972-1973; nd

Faculty projections; salaries and staffing: correspondence; notes; rosters; summaries, 1973-1974; nd

Faculty projections; salaries and staffing: ledger worksheets, nd

Faculty rank and tenure: applications; committee minutes; correspondence; lists; memoranda, 1967-73

Faculty social events: announcements; correspondence; invitations;

[MS 1B6/3]

General faculty meetings: agenda; minutes, 1967; 1969-1971
Gift summary, 1971

"Handbook for the Faculty", (rev.) 1969

History Department: minutes, 1972

Honor Roll: lists, 1971-1972

Honors at Entrance: blank certificate; lists, 1970-1972

Humanities curriculum: brochure; correspondence; proposal notes, 1971-1972; nd

International Institute of Los Angeles: correspondence; notes; press release, 1971

Jewish coursework: correspondence; Judaic bibliographies, 1967-1972

Liberal arts academic standards and curriculum: cor.; guidelines; lists of requirements; memorandum; proposals, 1971; nd

Loyola/Marymount Academic Coordinating Committee: minutes, 1967

Memoranda, 1971

Modern Languages Department: correspondence, nd

Outstanding Educators of America nominations: correspondence; memorandum, 1971

Probationary students: list, 1971

Sigma Delta Pi (Spanish honor society): correspondence, 1972

State Scholarship and Loan Commission: correspondence; fact sheets; lists of awardees; memoranda, 1968-1969; 1971


"Summary of Registration Statistics": report, 1970

Summer Dance Workshop: correspondence; memorandum, 1972


Vitæ, nd

Workshop on Optimizing College Teaching: announcement, 1971

[MS 1B7a]

2 Restricted.
SERIES 7: FACULTY RECORDS

Sub series a: Contracts and correspondence

Ackley-Bender, 1960-1973

Contracts and correspondence (Berger-Burkart), 1949-1973

Contracts and correspondence (Busse), 1969-1972

Contracts and correspondence (Butkovich-C), circa 1960

Contracts and correspondence (C-E), circa 1960

Contracts and correspondence (F-H), circa 1960

Contracts and correspondence (I-N), circa 1960

Contracts and correspondence (O-Q), circa 1960

Contracts and correspondence (P-S), circa 1960

Contracts and correspondence (S), circa 1960

Contracts and correspondence (T-Z), circa 1960

Sub series b: Faculty Senate

Affiliation problems; correspondence, 1970

Faculty Senate: minutes, 1968-1972

Faculty Senate: student strike; cor., May 1970

Orientations: correspondence; course lists; handbook; memoranda, 1970-1972

SERIES 8: ACADEMIC COUNCIL

Agenda; correspondence; minutes, 1968-1969

Agenda; correspondence; minutes, 1970

Agenda; correspondence; minutes, 1971

Agenda; correspondence; minutes, 1972

Agenda; correspondence; minutes, 1971

[MS 1B7b]

Restricted.

Previously Faculty Forum
SERIES 9: ACCREDITATION

“Statutes and Handbook of Faculty Legislation” (3rd ed.), Oct 1960

“Bylaws and Handbook of Faculty Legislation” (4th ed.), Sep 1963

California State Board of Education: Standard Teaching Credential with a Specialization in Elementary Education; application report, Spr 1964

Correspondence; memoranda, 1960-1970

Western College Association and California State Board of Education: application report, 1960 [1 of 2]

Western College Association and California State Board of Education: application report, 1960 [2 of 2]

Western Association of Schools and Colleges: application report, 1963


Western Association of Schools and Colleges and California State Board of Education Vol. II: application report, Feb 1970 [1 of 2]

Western Association of Schools and Colleges and California State Board of Education Vol. II: application report, Feb 1970 [2 of 2]


Faculty handbook, May 1972 [1 of 2]

Faculty handbook, May 1972 [2 of 2]

[MS 1B11]

SERIES 10: DEPARTMENTS AND PROGRAMS
Sub series a: Art, 1936-
Mary Parent

Sub series b: Theatre Arts\(^5\), 1936-1970

Sub series c: Political Science, 1949-
Upper division colloquium, 1970-1972

Sub series d: Asian Program, 1959
Asian Studies Day: admission ticket, 1963

Sub series e: Study Abroad, 1959-1970

Sub series f: Twentieth Century Studies
1968

Sub series g: Encore Program\(^6\), 1970-
Brochure; press release, circa 1970
Policy statement, ca. 1970

[SERIES 11: ADMISSIONS AND FINANCIAL AID]

State Scholarship Records
Reports, 1965; 1969-1970


Alumni: newsletter, nd

Study Skills Center Olga Connolly: news clipping, nd

Grix Christopher: commemorative scrapbook, 1954-
Student Affairs Committee: student handbook, 1964

Associated Students of Marymount College: constitution, 1967; nd

\(^5\) Originally Theatre Arts and Radio.
\(^6\) Cf. RG 16 LMU Extension.
Associated Students of Marymount College Student Council, 1968-1971
Associated Students: election report, 1970
Office of the Dean of Students: annual report, 1970
Orientation, 1970-1972
Student handbook, ca. 1970
Student Personnel Program, 1970
Ursuline College “Profile”: alumni newsletter, ca. 1970
Associated Students of Marymount College: annual report, 1971
Student roster, 1970/71
News clipping, 1971
Office of the Dean of Students: annual report, 1971
unprocessed

**SERIES 13: AWARDS, COMMENCEMENTS AND HONORS**

Commencements: programs, 1956; 1965
Summary; list of graduating seniors, nd

[MS 1B15.COM2]

**SERIES 14: MARYMOUNT COLLEGE ALUMNAE ASSOCIATION**

Annual Giving Fund: chart, 1967
Constitution of the Marymount College Alumnae Association: typescript, 1967
News clipping

**SERIES 15: EVENTS**

Marymount College Choral Club Concert with Roger Wagner Male Chorus: program, 1956
Announcements, 1957-1964
Special Fund for Sr. Raymunde: correspondence; contributor lists, 1973
SERIES 16: DEVELOPMENT, FUNDING AND PUBLIC RELATIONS

Marymount Research Committee: school history notes, 1957-
Truesdale, Paul: cor., 1958-
__________, “Marymount College”: announcement, ca. 1963
__________, untitled biography of Sr. McKay, nd
General files, 1967-1973
Press releases, 197?
“The Marymount Story”, 1961
Title III
Title VI

SERIES 17: RELIGIOUS OF THE SACRED HEART OF MARY

Mother M. Du Sacre Coeur, RSHM, correspondence; memorial, 1964