

RECORD GROUP 4

Academic Affairs, 1911-

This division is one of the oldest of the University community. Beginning as College Secretary in 1911, the unit office evolved as Prefect, Moderator, Dean, Vice-President of Studies and Dean of Discipline. In 1952, the current title of Academic Vice-President was established as the highest University officer charged with overseeing all academic divisions.

Today this record group includes publications such as catalogs, the literary journal *Attic Salt*, and newsletters such as *News Notes* and *Loyola Life*.

Also included in this record group are correspondence and report files from the Vice-Presidents, Registrars, Librarians, Directors and others. There is a substantial artificial collection of unpublished narratives, journal articles and news clippings pertaining to local Westchester and del Rey history in the records of the Library.

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Record Series C: Senior Vice President and Chief Academic Officer¹

Series 1: Joseph Tomkin, S.J., 1911-1913

Series 2: Timothy L. Murphy, S.J., 1914

Series 3: James J. Hayes, S.J. 1914-1916

Series 4: Zacheus J. Maher, S.J., 1917-1919

Series 5: Cornelius F. Deeney, SS.J.J, 1919-1921-

Series 6: Peter J. Halpin, S.J., AM, ?-1923-1927

SERIES 7: Nicholas P. Bell, S.J., A.M., 1923-1926²

Series 8: Louis B. Egan, S.J., 1926-1927

Series 9: Joseph J. Donovan, S.J., 1927-1931

Series 9b: John P. Madden, S.J., 1927

¹ Previous titles were Academic Vice President; Director of Studies and Registrar; Vice-President of Studies; Dean of Studies; Prefect of Studies and Discipline; Moderator of Discipline; Prefect of Discipline; Treasurer; Secretary and Dean of the Faculties.

² Cf. Image Collection.

[MS 4C]

SERIES 11: DR. JOHN F. CONNOLLY, S.J. 1932-1933; 1935-; 1951; 1954

"Freshman Placement Tests and Sectioning in Religion": unpublished monograph, nd

Aims and purposes, 1934

University of the State of New York applications for the registration of curriculum, ca. 1936

Faculty 1937-1938: list, 1937

JEA: cor., 1944

Post war planning: draft list; memo., ca 1944

War-accelerated program: news release draft, ca 1944

Cheating: memo., 19 Oct 1948

Education program for State Board of Education credential: memo., 1948

Sullivan, Dr. Frank: UCLA University High Teaching Training Coordinator L. W. Crandall; cor., 15 Dec 1948

Faculty announcements and memos, 1949-1951

Cancellation of football game versus Texas Western College: cor.; news clipping, 1950

Loyola University of New Orleans Dean of Men Anthony C. O'Flynn, S.J.: football and interracial justice; cor., 8 Nov 1950

Relationships between existing colleges and departments: report, ca. 1950?

Sullivan, Dr. Frank: Majie Padberg Sullivan, *Standard Editions of the Complete Works of the Major Figures of English Literature, with Supplementary Materials*; H. W. Wilson Co. clipping notice, 1950

Sullivan, Dr. Frank: *A message from a Catholic Educator*; leaflet and note from USF's Fr. Rossi, 1950

Sullivan, Dr. Frank: complaint note about Helen G. Douglas petition, Nov 1950

Policy memos, 1951

Sullivan, Dr. Frank: The Great Books Foundation; cor., 23 Aug 1951

Sullivan, Dr. Frank: news clipping of article by James Gillis about McGeorge Bundy debate over Buckley's *God and Man at Yale*, 3 Nov 1951

Sullivan, Dr. Frank: publications list; cor., 15 Nov 1951

The Physical and Human Resources of Loyola University of Los Angeles: US Office of Education report, 1951

Freshman Placement Test and Sectioning in Religion: essay, c1954

[MS 4C]

SERIES 12: REV. LOUIS C. RUDOLPH, S.J., 1934

SERIES 13: REV. JAMES C. LYONS, S.J., 1935

SERIES 14: REV. ROLAND A. REED, S.J., 1954-1966

Correspondence, 1956-1964

Western Association of Schools and Colleges accreditation, 1956-

"Future Projects", The Canadian Architect: photocopy of journal article regarding Richard Neutra's design for the Adelphi College Institute for Communicating and Performing Arts, Apr 1958

Regents report, 1958

Announcements and correspondence, 1959-1966

Scholarship statistics: report, 1959

"A Statement of Objectives", 1960

Faculty salaries

Graduate programs: statistical surveys, ca. 1960?

Report to the EPPC Committee on Student Retention at Loyola, 1960

Faculty, 1961-

High school recruitment: annual report, 1963

Intercollegiate athletics, ca. 1963

Faculty roster, Fall 1964

Faculty roster, 1966

Pass-fail grading system: news clipping, 1966

SERIES 15: REV. THOMAS D. TERRY, S.J. 1966-1968

Announcements, correspondence and memoranda, 1966-1968

Published faculty salaries: list, 1966

Report on Staff: FTE roster, Nov 1966

4-3 Program: correspondence; report, 1967

"Faculty Roster 1967-68": booklet, 1967

Honor Roll, 1967-1968: booklet, 1968

"Loyola's Objectives": draft statement, 2 Mar 1967

Loyola-Marymount Writing Award: announcements; brochures, 1966-1968

Faculty roster 1967-68: booklet, 1967

[MS 4C]

Welch, Philip: "Proposal to Develop a Major in Architecture for Marymount College and Loyola University"; report, Feb 1967

[MS 4C16]

SERIES 16: REV. JOHN W. CLARK, S.J., 1968-1980

Sub series a: Correspondence and reports

1968-1969

St. Vincent's College of Nursing: cor., 1968

Correspondence; reports, 1969-1979

Academic Committees: rosters, statements of purpose, 1969

Cor. and memo., Apr-May 1969

Faculty handbook modifications: drafts, 1969-1971

Rothrock, Reynolds and Reynolds, Inc.: "A Study of Academic Salaries"; report, Sep 1969

Loyola-Marymount Writing Award: announcements; brochures, 1970-1972

Academic calendar, -1966-77- [1 of 7]

Academic calendar, -1966-77- [2 of 7]

Academic calendar, -1966-77- [3 of 7]

Academic calendar, -1966-77- [4 of 7]

Academic calendar, -1966-77- [5 of 7]

Academic calendar, -1966-77- [6 of 7]

Academic calendar, -1966-77- [7 of 7]

[MS 4C16/2]

General education requirements in philosophy and religious studies: memo., 1970

Operation Hope: correspondence; memoranda; reports, 1970-1977

Campus projects: memo., 12 Jul 1971

Association of College Honor Societies: "Booklet of Information, 1972

Indices to Academic Policy Statements to 1978: lists, 1972-1978

Library, 1972

Academic Policy Statements, ?-1978? [1 of 4]

Academic Policy Statements, ?-1978? [2 of 4]

Academic Policy Statements, ?-1978? [3 of 4]

Academic Policy Statements, ?-1978? [4 of 4]

"Report of the Accreditation Committee of the Western Association of Schools and Colleges", Feb 1972

Graduate Division Goals and Objectives, 1973

Policies: correspondence; reports, 1973-1975

"Speculation on Loyola Marymount University in 1980": comment, 1973

[MS 4C16/2]

Sub series b: Faculty

1961-1974: index of notebook of files, 1974

Faculty 1961-1974: activities; attendance at religious academic functions; Faculty Appointments; notebook of files, 1974

Faculty 1961-1974: Previous Teaching Experience; Faculty Contracts; Teaching Assistants; Rank and Tenure; Salaries; Faculty Club; Part-Time Faculty; notebook of files, 1974

Faculty 1961-1974: Faculty - Staff Benefits; Faculty Dismissal; Faculty Publications; notebook of files, 1974

Faculty 1961-1974: Sabbatical Leaves; notebook of files, 1974

Faculty 1961-1974: Faculty Senate; notebook of files, 1974

Faculty 1961-1974: Faculty Statistics; notebook of files, 1974 [1 of 3]

Faculty 1961-1974: Faculty Statistics; notebook of files, 1974 [2 of 3]

Faculty 1961-1974: Faculty Statistics; notebook of files, 1974 [3 of 3]

[MS 4C16/3]

Announcements, correspondence and reports, 1976-1979

Policy statements, 1976-1986

Budget Committee: meetings announcements and minutes, 1977

Budget Committee: schedules; announcements and reports, 1977 [1 of 2]

Budget Committee: schedules; announcements and reports, 1977 [2 of 2]

Budget Committee: Committee A and Committee B; reports, 1977

Budget Committee: Committee C; reports, 1977

Budget Committee: Committee D; Departmental teaching loads; reports, 1977

Budget Committee: agenda; meeting documents; schedules, reports, 1977

Budget Committee: Committee A; reports, 1977

Budget Committee: Committee B; reports, 1977

[MS 4C16/4]

Budget Committee: Committee C; reports, 1977

Budget Committee: Committee D; miscellaneous; reports, 1977

Faculty handbook modification: clarification of policy relating to the accumulation of recognized time for various personnel decisions; report, 31 Mar 1978

Library Committee, 1978

Faculty handbook modifications: drafts; notes, 1979

Social Science Methodology Laboratory: grant proposal, nd non-processed

[MS 4C16/4]

SERIES 17: REV. JOHN D. CUDDIGAN, S.J., 1980-1981

Handbook on Faculty Appointment: draft, 1980
Credit for life experience learning: policy proposal, 1980
AVP correspondence and reports, 1981-1986
Faculty handbook modifications: drafts; notes, 1982

SERIES 18: DR. ALFRED P. KOPPES, O.CARM., 1982-1990

Correspondence and reports, 1982-1989
Sisters of St. Joseph's of Orange, 1982-

"Self -Study Report to the Western Association of Schools and Colleges": report, Nov 1982

Endowed chairs: cor; reports, 1983
Press release biography of Koppes, 1983

Western Association of Schools and Colleges: "Accreditation Review of Loyola Marymount University"; report, 1983

[MS 4C18]

Faculty roster, 1984
Faculty roster, 1985
Faculty scholarship and awards: lists, 1985
Student Sexual Harassment Policy: statement, 18 Mar 1985

Early retirement incentive plan: memo., 1986
Roster of Chairpersons 1986-87: list, Jun 1986
University Librarian replacement: memo., 1986-1987

Academic Division Three Year Report: 1984-1987, 13 Oct 1987
Correspondence, 1987
Faculty roster, 1987
Library, 1987

"Site Proposal for the 1988 California State Summer School for the Arts":
report submitted to the State of California School Board of Trustees, 1 May
1987

Scholarship at Loyola Marymount University: policy statements, 1987

"Fifth Year Report to the Western Association of Schools and Colleges", Nov
1987

New faculty, 1988

Rains Academic Endowment Fund: memo., Aug 1988

Teacher evaluations: forms; memo., 1988-1990

Computer Services: Computer Disaster Recovery Plan; instructions; memos.;
questionnaire, Feb-May 1989

Faculty housing, 1989

[MS 4C18/2]

Enrollment Management meeting/Planning Council meeting: notes; overhead
transparencies; reports, 5-11 Jun 1996 [1 of 2]

Enrollment Management meeting/Planning Council meeting: notes; overhead
transparencies; reports, 5-11 Jun 1996 [2 of 2]

General Guidelines for Academic Calendar: memo., Dec 1989

Proposal for the Establishment of the Degree of Master of Science in
Engineering Production Management, 1989-

Senior survey, 1989

Correspondence, 1990

[MS 4C19]

SERIES 19: DR. JOSEPH G. JABBRA, 1990-2004³

Unprocessed files

Academic Affairs Committee: cor.; minutes; reports, 1990 - May 1995

Core Curriculum Committee: cor.; minutes; reports, 1990-1991

[MS 4C19/2COM2]

Core Curriculum Committee: cor.; minutes; reports, 1990-1991

Enrollment management: cor.; reports, 1990

[MS 4C19/3COM2]

³ These records are currently closed for research. Please see Dr. Stevens or Mr. Bethke for further information.

Multicultural Affairs Committee: cor.; minutes; reports, 1990-1996

Office of Institutional Research: "Planning Research Compendium"; report, 1990

Weeks, Kent M. "Faculty Decision Making and the Law": report, 1990
Board of Trustees retreat, 1991

[MS 4C19/4COM2]

Core Curriculum Committee: cor.; minutes; reports, 1991-1992

Course enrollments, 1991-1992

Finance Committee, 1991-

LMU/Westchester Community Mediation, 1991-

[MS 4C19/5COM2]

LMU/Westchester Community Mediation, 1991-
Moody evaluation, 1991
Office of Institutional Research: "Planning Reference Compendium", 1991?
College of Business Administration: accreditation report, 1992

[MS 4C19/6COM2]

College of Business Administration: accreditation report, 1992
Cor., and memo., 1992-1997
English Department, 1992
Los Angeles rioting: final exams schedule; policy memo., May 1992
NEH, 1992
Newsletters, 1992-1994
Scannell, James, 1992

[MS 4C19/7COM2]

Total Quality Management, 1992

Association of Independent California Colleges and Universities (AICCU), 1993
Association of Jesuit Colleges and Universities (AJCU), 1993-

[MS 4C19/8COM2]

Conflict of Interest Policy: memorandum, 22 Sep 1993

Director's Group: Department of Management Professor Judith White,
"Individual Characteristics and Social Knowledge in Ethical Reasoning";
Psychological Reports Vol.75 typeset reprint, 1994

Director's Group, 1993-
Enrollment Group, 1993-
Facilities Planning and Administration, 1993
Graduate Council, 1993-

[MS 4C19/9COM2]

Graduate Council, 1993-

Notre Dame Alumni Association: *Notre Dame Graduates in Higher Education*;
directory, 1993

Office of Student Aid: Annual Report 1992-1993, 1993

President's Committee on Diversity: President Thomas P. O'Malley, S.J.;
establishment of the Committee; memo., 26 Oct 1993

President's Committee on Diversity, 1993
Quality management: *Delta Epsilon Sigma Journal*, 1993

[MS 4C19/10COM2]

Board of Trustees, 1994-
Cor., and memo., 1994-1999

Academic Affairs Committee, 1995-
Board of Trustees, 1995-

[MS 4C19/11COM2]

Board of Trustees, 1995-
Budget Committee, 1995-

[MS 4C19/12COM2]

Budget Committee, 1995-
Deans and Directors Retreat, 1995-
Deans, 1995-1996

[MS 4C19/13COM2]

Department of Art and Art History: "Self-Study Report", 14 May 1995 [1 of 7]
Department of Art and Art History: "Self-Study Report", 14 May 1995 [2 of 7]
Department of Art and Art History: "Self-Study Report", 14 May 1995 [3 of 7]
Department of Art and Art History: "Self-Study Report", 14 May 1995 [4 of 7]
Department of Art and Art History: "Self-Study Report", 14 May 1995 [5 of 7]
Department of Art and Art History: "Self-Study Report", 14 May 1995 [6 of 7]
Department of Art and Art History: "Self-Study Report", 14 May 1995 [7 of 7]

Faculty search process, 1995-
Faculty Senate, 1995-

[MS 4C19/14COM2]

Graduate Council, 1995-
Magnus Mills project, 1995
Marketing Committee (originally Marketing Task Force), 1995-
President Rev. Thomas P. O'Malley, S.J., 1995-

[MS 4C19/15COM2]

President Rev. Thomas P. O'Malley, S.J., 1995-

[MS 4C19/16COM2]

President Rev. Thomas P. O'Malley, S.J., 1995-
University Planning Council, 1995-
Vice-President's, 1995-
Web, 1995-

[MS 4C19/17COM2]

Academic Affairs Committee, 1996-
Administrative Computer Task Force, 1996-

[MS 4C19/18COM2]

American Bar Association Site Evaluators Workshop, Feb 1996
Budget Committee, 1996-1997
Budget request summaries, 1996-1997

[MS 4C19/19COM2]

Budget request summaries, 1996-1997
Deans, 1996-1997

[MS 4C19/20COM2]

Deans, 1996-1997
Graduate Council, 1996-1997
Marymount High School Board of Trustees, 1996-1997

[MS 4C19/21COM2]

President Rev. Thomas P. O'Malley, S.J., 1996-

[MS 4C19/22COM2]

University Planning Council, 1996-
Vice-Presidents, 1996

[MS 4C19/23COM2]

Board Trustees, 1997-
"Navigating the Future": faculty address, Feb 1997
New faculty, 1997
Christmas greetings: memo., 1998

University Planning Council Sub-Committee: Hughes/Raytheon building proposed space allocation; update #4, 17 Nov 1998

University Planning Council Sub-Committee: Hughes/Raytheon building proposed space allocation; update #5, 3 Dec 1998

Presidential Awards Selection Committee: memo, 28 Jan 1999
unprocessed, 1992-1998

[MS 4C19/24COM2]

Unprocessed, 1977-

[MS 4C19/25COM2]

Unprocessed, 1977-
Pres. O'Malley (Books 1 & 2), 1997-1998

[MS 4C19/26COM6]

Budget recommendations, 1997-1998

Graduation fee: memo., 1998
Pres. O'Malley, 1998-1999

Academic calendar 2000-2001, 2000
Master academic calendar: final draft, Jul 2000
New faculty, 2000

"Present successes and Future Challenges: LMU's Date with Destiny": report,
Mar 2000

New faculty, 2002

Christmas message, nd
Unprocessed

SERIES 20: DR. ALFRED P. KOPPES, O.CARM., 2004-2005

Librarian Search Committee, 2005

SERIES 21: DR. ERNEST ROSE, 2005

Convocation program, 2008
Convocation, 2009

Record Series D: Faculty papers⁴

⁴ All faculty papers have been placed within the faculty member's primary college or school.