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Summary Information

Repository: M.E. Grenander Department of Special Collections & Archives
Creator: State University of New York at Albany. Office of Graduate Education
Title: Office of Graduate Education Records
ID: ua410
Date [inclusive]: 1931-2017
Physical Description: 10.42 cubic ft.
Physical Location: The materials are located onsite in the department.
Language of the Material: English
Abstract: This collection contains inactive records from the Office of Graduate Education (previously called the Office of Graduate Studies), which is responsible for the administration of graduate programs at the University.

Preferred Citation

Preferred citation for this material is as follows:

Identification of specific item, series, box, folder, Office of Graduate Education Records, 1931-2017. M.E. Grenander Department of Special Collections and Archives, University Libraries, University at Albany, State University of New York (hereafter referred to as the Office of Graduate Education Records).

Administrative History

The Office of Graduate Education has its origins circa 1952, with the appointment of Edgar Flinton as the first Director of Graduate Studies. In the 1960s, the position was retitled "Dean of Graduate Studies." Beginning in 1971, the office was combined with the Office for Research, and was administered by
a group of Assistant Deans overseen by the Vice President for Research and Graduate Studies. These offices were separated in the late 1990s.

As of 2017, the Office of Graduate Education is headed by the Vice Provost and Dean for Graduate Studies and operates within the Office of the Provost (Academic Affairs).

Scope and Contents

This collection contains administrative records created by the Office of Graduate Education (formerly, the Office of Graduate Studies). Types of materials include: internal memoranda, external correspondence, reports, policy documents, and meeting minutes. The primary topics addressed in this collection are: registration and review of graduate programs, enrollment policies, policies for graduate student assistants, Master's and Doctoral dissertation and thesis policies, hiring for administrative positions, and administration of academic departments.

Arrangement of the Collection

The collection is organized into 6 series. Series 1 contains archived versions of the website of the Office of Graduate Education. Series 2 contains administrative records covering much of the history of the Office. Series 3 through 6 contain materials organized according to the specific Deans and Assistant Deans responsible for their creation.

Administrative Information

Publication Statement

M.E. Grenander Department of Special Collections & Archives

Revision Description

EAD file created Encoded in EAD by Benjamin Covell 2014 2017
Processing Information

Processed in 2017 by Benjamin Covell.

Acquisition Information

A portion of this collection was donated by Bob McFarland in 1997.

The remainder of the collection was accessioned from a records storage room maintained by the Office of the Provost.

Access

Access to this record group is unrestricted.

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The University Archives are eager to hear from any copyright owners who are not properly identified so that appropriate information may be provided in the future.

Controlled Access Headings

- Graduate teaching assistants
- Universities and colleges--Graduate work.
- Education, Higher--Administration.
- Universities and colleges--Accreditation.
- Accreditation (Education)
• Web Archives
• Administrative records
• Letters (correspondence)
• Memorandums
• UAlbany Academic Administration
• State University of New York at Albany
• State University of New York at Albany, Office of Graduate Education

Physical Characteristics and Technical Requirements

Web Archives

Collection Inventory

Website for the Office of Graduate Education, 2003 February 4-2017 January 17

Date [inclusive]: 2003 February 4-2017 January 17

Physical Description: 885 Captures

Immediate Source of Acquisition:

Web crawling is managed through the Internet Archive's Archive-It service. This page includes links to both the university's collection and the Internet Archive's public collection.

Surface-level crawling of www.albany.edu is performed daily which should includes most top-level webpages. Separate targeted crawls of every albany.edu subdomain are performed monthly to attempt to gather all content. This includes: www.albany.edu, www.rna.albany.edu, www.ctg.albany.edu, www.ualbanysports.com, www.albany.edu/rockefeller, www.albany.edu/cela, www.albany.edu/asrc, m.albany.edu, library.albany.edu, events.albany.edu, cstar.cestm.albany.edu, csda.albany.edu, and alumni.albany.edu

Physical Characteristics and Technical Requirements

Web Archives

Title/Description | Instances
--- | ---
http://www.albany.edu/graduate - University Archives collection | Web-Archive

Date [inclusive]: 2013 May 8-2017 January 17

Date [inclusive]: 1946-1998
Date [bulk]: 1960-1990

Physical Description: 3.93 cubic ft.

Arrangement

Arranged chronologically.

Scope and Contents

This series contains records created by various Deans and administrators within the Office of Graduate Studies. Materials include: annual reports (1969-1980), admissions and enrollment data, dissertation and thesis abstracts and approvals, correspondence with academic departments and administrators, policy documentation covering a variety of subjects (including program review, dissertation transmittal, and graduate assistantships), official descriptions of graduate programs, budget records, and other administrative documentation.

<table>
<thead>
<tr>
<th>Title/Description</th>
<th>Instances</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSF Conference - Washington, D.C.</td>
<td>Box 5 (Office of the Dean of Graduate Studies) Folder 1</td>
</tr>
<tr>
<td>Date [inclusive]: 1970 May 1-2</td>
<td></td>
</tr>
<tr>
<td>Account Expenditure Summaries - Office of Graduate Admissions and Policy</td>
<td>Box 5 (Office of the Dean of Graduate Studies) Folder 2</td>
</tr>
<tr>
<td>Date [inclusive]: 1993-1994</td>
<td></td>
</tr>
<tr>
<td>Account Expenditure Summaries - Office of Graduate Admissions and Policy</td>
<td>Box 5 (Office of the Dean of Graduate Studies) Folder 3</td>
</tr>
<tr>
<td>Date [inclusive]: 1995</td>
<td></td>
</tr>
<tr>
<td>Account Expenditure Summaries - Office of Graduate Admissions and Policy</td>
<td>Box 5 (Office of the Dean of Graduate Studies) Folder 4</td>
</tr>
</tbody>
</table>

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### Account Expenditure Summaries - Office of Graduate Admissions and Policy

**Date [inclusive]:** 1995

Box 5 (2-Office of the Dean of Graduate Studies) Folder 5

**Date [inclusive]:** 1996

Box 5 (2-Office of the Dean of Graduate Studies) Folder 6

**Date [inclusive]:** 1997

Box 5 (2-Office of the Dean of Graduate Studies) Folder 7

**Date [inclusive]:** 1997-1998

Box 6 (2-Office of the Dean of Graduate Studies) Folder 1

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### Records of Edgar Flinton, Dean, 1931-1975 (1960-1975)

**Date [inclusive]:** 1931-1975

**Date [bulk]:** 1960-1975

**Physical Description:** 2.17 cubic ft.

**Arrangement**

Arranged chronologically.

**Scope and Contents**

This series contains records created by Edgar Flinton, who served as Director of Graduate Studies starting in 1953, and then as Dean of Graduate Studies from 1964 until 1971. Included in this series are correspondence with the State Education Department regarding program registration and evaluation, materials from meetings of the Graduate Faculty, planning documentation, memoranda to Deans and Department Chairs, budget documentation (including allocations for graduate fellowships and assistantships), and other assorted correspondence, reports, and meeting minutes.

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### Records of J. Fredericks Volkwein, Assistant Dean, 1966-1977
Graduate Education, Office of; Records ua410

Date [inclusive]: 1966-1977
Physical Description: 0.66 cubic ft.

Arrangement
Arranged chronologically.

Scope and Contents
This series contains records created by J. Fredericks Volkwein who served in a number of administrative positions at the University, including Assistant Dean of Graduate Studies. Materials include reports, meeting minutes, and correspondence. Topics covered by this series include evaluation and review of graduate programs, graduate grading policies, cross-registration, and other administrative functions of the Office of Graduate Studies.


Date [inclusive]: 1964-1991
Physical Description: 3 cubic ft.

Arrangement
Arranged chronologically.

Scope and Contents
This series consists of records created by Robert McFarland, who served in various positions at the University, including Assistant Dean of Graduate Studies. Topics addressed in the series generally relate to the administration of graduate programs. Materials include daily correspondence with students, Deans, and academic departments, graduate thesis and dissertation abstracts and transmittals, correspondence with the State Department of Education regarding program registration and review, and materials from search committees for various Deanships and other administrative positions.

Records of Richard Farrell, Assistant Dean, 1977-1990

Date [inclusive]: 1977-1990
Physical Description: 0.66 cubic ft.

Arrangement
Arranged chronologically.

Scope and Contents
This series contains records created by Richard Farrell, who served as Assistant Dean of Graduate Studies. Much of the material consists of correspondence, meeting minutes, and supporting materials for the Enrollment Management
Committee. Additional topics include: student surveys, program accreditation and evaluation, and five-year planning documentation.

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