

Winthrop University Archives
Preliminary Descriptive Inventory

Unit: Vice President for Academic Affairs, Office of
Sub-Group: Academic Dean
Series: Reports and Memoranda

Record Group no: W404
Sub-group no: 1A
Series no: 1

Description of series and its contents:

This series consists mainly of reports and memoranda but also included is some correspondence. These records reflect the general responsibility of the Dean of the College for administering all phases of the Academic program including organizing and directing the summer school, preparing schedules of recitations, directing the summer school and overseeing the curriculum. Most of the records consist of communication between President Sims and Dean S.J. McCoy.

The Dean of the College was first mentioned in the 1938-1939 catalog and continued to exist as an administrative body until the 1966-1967 school session. In the 1967- 1968 session, it was superseded by the office of the Vice President for Academic Affairs and Dean of the Faculty.

The records are generally in chronological order.

<u>Box(es)</u>	<u>Folder(s)</u>	<u>Contents</u>	<u>Year(s)</u>
1	1	Reports and memoranda to and from Dean of the College	July 31, 1947-Apr. 19, 1949
1	1	Reports and memoranda to and from Dean of the College	Ap.20, 1949-May 13, 1954
1	3	Reports and memoranda to and from Dean of the College	Aug.8, 1954-Sept.10, 1957
1	4	Reports and memoranda to and from Dean of the College	Feb.13, 1958-Sept. 10, 1957
1	5	One eight year progress report	1944-1952