

THE CONFERENCES AND INSTITUTES DIVISION OF  
THE NATIONAL UNIVERSITY EXTENSION ASSOCIATION

Papers, 1952-1987  
(Predominantly, 1966-1977)

1 1.25 Linear Feet

Accession Number 638  
L. C. Number

The papers of the Conferences and Institutes Division of the National University Extension Association were placed in the Archives of Labor and Urban Affairs in April of 1974 by the Conferences and Institutes Division and were opened for research in September of 1980.

The Conferences and Institutes Division of the National University Association was established in 1949 and confined its first activities to the preparation of a program for the NUEA annual convention in Bend, Oregon in 1951. As one of the five main divisions of the NUEA (the others being the Division of Audio-Visual Communications, the Division of Community Development, the Division of Correspondence Study and the Division of Evening Colleges and Class Extension), the Conferences and Institutes Division stated its purpose as providing "for continuing consideration of the principles, practices, and standards by which conferences and institutes are conducted by colleges and universities." Under the chairmanship of Dr. Stanley Robinson, the C & I Division enjoyed growth throughout the early 1950s.

The C & I Division has worked to facilitate the planning, organizing, arranging and administration of conferences, institutes and other special courses of instruction at its member institutions. The papers of the C & I Division reflect the organization's concerns over a broad band of issues relating to continuing education.

Important subjects covered in the collection:

Adult Education  
Conference Centers

Continuing Education  
Outreach Programs

Important Correspondents:

Richard Bunnell  
John Busky  
Tunis Dekker  
John Fraser  
Gssner Gessner  
Harley Griffith  
J. Downs Herold  
Edmund Jenusaitis

Merle McClure  
James Mclver  
Andrew Marcec  
Lawrence Nelson  
William Ozburn  
Stanley Robinson  
Al Storey  
Richard Stottler

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Correspondence, memos, awards, bylaws, nominations and proposals, minutes and agendas relating to the committees of the Conferences and Institutes Division.

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Correspondence, NUEA annual reports, constitutions and bylaws, handbooks, programs and publications, surveys and rosters from the general subject files of the Conferences and Institutes Division.

Series III. Boxes 6-19

Correspondence, memos, reports, pamphlets and brochures from the personal files of the committee members of the C & I Division.

Series IV. Boxes 19-23

Conference proceedings, correspondence, memos, conference minutes and agendas relating to the conferences and workshops of the C & I Division of the NUEA.

Series I  
Boxes 1 - 4

Series I deals with the papers of the committees within the Conferences and Institutes Division of the National University Extension Association. It covers a time period from 1965 to 1978. The files are alphabetical in order and contain correspondence, memos, awards, bylaws, nominations, proposals, minutes and agendas.

Box 1 ,Committee Files

1. Archives Committee; corres., 1973-76
2. Awards Committee; corres., bylaws & memos, 1965
3. Awards Committee; corres., nominations & proposals, 1966
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6. Awards Committee; corres. & award nominations, 1969
7. Awards Committee; corres. & award nominations, 1970
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7. Executive Committee; Agendas, 1968-77
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1. Executive Committee; corres., 1970-75
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3. Executive Committee; memos, 1967-78
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12. Executive Committee; minutes, 1973
13. Executive Committee; minutes, 1974
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16. Executive Committee; minutes, 1977
17. Executive Committee; minutes, 1978
18. Nominations & Elections Committee; corres. & memos, 1968-72

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1. Nominations & Elections Committee; corres. & memos, 1973-77
2. Nominations & Elections Committee; corres. & memos, 1975-76
3. Nominations & Elections Committee; corres. & memos, 1977-78
4. Professional Development & Standard Committee; corres., 1968-75
5. Professional Development & Standard Committee; corres., reports & Minutes, 1965-75
6. Professional Development & Standard Committee; corres. & memos, 1975-76
7. Program Planning Committee; corres., 1975-76
8. Program Planning Committee; "The Conference Coordinator," 1971
9. Research Committee; corres. & minutes, 1966-73
10. Research Committee; Residential Adult Ed. Bibliography, 1968
11. Research Committee; Residential Adult Ed. Bibliography, 1970

Series II  
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Series II deals with the general subject files of the Conferences and Institutes Division of the National University Extension Association. It covers a time period from 1923 through 1979. The files are alphabetical in order and contain annual reports, constitutions, bylaws, proceedings, programs and publications, surveys and handbooks of the organization.

Box 5, General Subject Files

1. NUEA; annual reports, 1961 -79
2. NUEA; constitution & bylaws, 1956-77
3. NUEA; bylaws, 1973-77
4. NUEA; "Expanding Horizons," n.d.
5. NUEA; Handbook of organization, n.d.
6. NUEA; Proceedings. 1925-57
7. NUEA; programs & publications, 1964-74

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1. NUEA; programs & publications, 1964-74
2. NUEA; proposed constitution & bylaws, 1969-76
3. NUEA; rosters, 1963-71
4. NUEA; rosters, 1972-78
5. NUEA; rosters & master file, 1976
6. NUEA; The Spectator. 1961-67
7. NUEA; statement of role of C&I division, 1961-72
8. NUEA; Surveys of extension & continuing Ed. in NUEA, 1969-79

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Series III deals with the personal files of the board members of the Conferences and Institutes Division of the National University Extension Association. It covers a time period from 1952 through 1979. The files are alphabetical in order and contain annual reports, constitutions, bylaws, proceedings, programs and publications, surveys and handbooks of the organization.

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5. Buskey, John; corres. & general, 1973
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8. Buskey, John; corres. re galaxy conference, 1969
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11. Buskey, John; general, 1974-76

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6. Dekker, Tunis; corres. & memos, 1959
7. Dekker, Tunis; corres. & memos, 1960
8. Dekker, Tunis; corres. & memos, 1961
9. Dekker, Tunis; corres. & memos, 1961
10. Dekker, Tunis; corres. & memos, 1962
11. Dekker, Tunis; corres. & memos, 1962
12. Dekker, Tunis; corres. & memos, 1963
13. Dekker, Tunis; corres. & memos, 1963
14. Dekker, Tunis; corres. & memos, 1964
15. Dekker, Tunis; corres. & memos, 1964
16. Dekker, Tunis; corres. & memos, 1965
17. Dekker, Tunis; corres. & memos, 1966
18. Dekker, Tunis; corres. & memos, 1966
19. Dekker, Tunis; corres. & memos, 1967
20. Dekker, Tunis; corres. & memos, 1967
21. Dekker, Tunis; corres. & memos, 1968
22. Dekker, Tunis; corres. & memos, 1968
23. Dekker, Tunis; corres. & memos, 1968
24. Dekker, Tunis; corres. & memos, 1968
25. Dekker, Tunis; corres. & memos, 1 970

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- 1-3. Dekker, Tunis; corres., memos & general, 1968-69
4. Dekker, Tunis; corres., memos & general, 1969-70
5. Dekker, Tunis; reports & general, 1956
6. Dekker, Tunis; reports & general, 1957
7. Dekker, Tunis; reports & general, 1959
8. Dekker, Tunis; reports & general, 1960
9. Dekker, Tunis; reports & general, 1961
10. Dekker, Tunis; reports & general, 1962
11. Dekker, Tunis; reports & general, 1962
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13. Dekker, Tunis; reports & general, 1964



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16. Dekker, Tunis; reports & general, 1966

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- 1 -2. Dekker, Tunis; reports & general, 1967
- 3-7. Dekker, Tunis; reports & general, 1968
8. Dekker, Tunis; reports & general, 1969-70
- 9-10. Dekker, Tunis; reports & general, 1970-71
11. Dekker, Tunis; reports & general, 1971-72
12. Dekker, Tunis; reports & pamphlets, 1970
13. Dekker, Tunis; tentative program for council on short term ed. programs, 1971
14. Fraser, John; corres., memos & general, 1963-67
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6. Fraser, John; corres., memos & general, 1969-72
7. Fraser, John; corres. & general re annual conf., 26-29 Apr. 1964
8. Fraser, John; corres., memos & general re annual meeting, 1965
9. Fraser, John; corres., memos & general re annual meeting, 1966
10. Fraser, John; corres., memos & general re annual meeting, 1970
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12. Fraser, John; corres., memos & general re annual meeting, 1973
- 13-14. Fraser, John; corres., memos & general re annual meeting, 1974
- 15-16. Fraser, John; corres., memos & general re galaxy conf., 1969
17. Fraser, John; corres., memos & general re NUEA meetings, 1962-63

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18. Fraser, John; corres., memos & general re NUEA meetings, 1964
19. Fraser, John; corres., memos & general re NUEA meetings, 1966
20. Fraser, John; corres., memos & general re NUEA meetings, 1967
- 21-22. Fraser, John; corres., memos & general re NUEA meetings, 1968
23. Fraser, John; corres., memos & general re NUEA meetings, 1968-70

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1. Fraser, John; corres., memos & general re NUEA meetings, 1969
2. Fraser, John; corres., memos & general re NUEA meetings, 1971
3. Fraser, John; corres., memos & general re NUEA meetings, 1971-73
4. Fraser, John; corres. & general re proposed american conf., 1970-72
5. Fraser, John; corres. & general re regional conf., 18-20 Oct. 1964
6. Fraser, John; corres. & general re regional conf., 1-3 Oct. 1972
7. Fraser, John; corres. & general re regional conf., Oct. 1973
8. Fraser, John; corres. & general re regional convention, Aug. 1965
9. Fraser, John; corres. & general re workshop, 14-16 Oct. 1963
10. Fraser, John; corres. & program for midwest regional workshop, 7-9 July, 1963
11. Fraser, John; general, 1968-72
12. Fraser, John; general, 1968-75
13. Fraser, John; memos, 1969-72
14. Gessner, Quentin; corres. & general, 1967-71
15. Gessner, Quentin; corres. & general, 1969-73
16. Gessner, Quentin; corres. & general re Bromwoods conf., 10-12 Feb. 1 966
17. Gessner, Quentin; corres. & general re pre-conf. workshops, 1970-71
18. Griffith, Harley; corres., 1 976
19. Griffith, Harley; corres., 1976-77

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1. Griffith, Harley; corres., 1977-78
2. Herold, J. Downs; annual reports, 1972-79

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3. Herold, J. Downs; bylaws & general, 1967-75
4. Herold, J. Downs; brochures & pamphlets, 1975-77
5. Herold, J. Downs; comes., 1972-74
6. Herold, J. Downs; corres., 1977
- 7-8. Herold, J. Downs; corres., 1977-78
- 9-10. Herold, J. Downs; corres., 1978-81
11. Herold, J. Downs; corres. & general re conf. directors management workshops, 1974-75
13. Herold, J. Downs; corres. & general re NUEA annual meeting, 1977

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- 1-3. Herold, J. Downs; corres. & general re professional development committee, 1966-78
4. Herold, J. Downs; corres., memos & general, 1974
5. Herold, J. Downs; corres., memos & general, 1975
6. Herold, J. Downs; corres., memos & general, 1976
7. Herold, J. Downs; corres., memos & general, 1977
- 8-9. Herold, J. Downs; executive committee minutes, 1972-79
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1. Jenusaitis, Edmund; corres. & general, 1964-66
2. McClure, Merle; corres. & general, 1962-65
3. Mclver, James; budget & general re pre-conf. workshops, 1971
4. Mclver, James; constitution, corres. & statement of role, 1967-71
5. Mclver, James; corres., 1970-71
6. Mclver, James; corres. & general re galaxy conf., 1969
7. Mclver, James; corres. & general re pre-conf. workshops, 1970-71
8. Mclver, James; corres. & reports, 1970-72
9. Mclver, James; executive committeeecorres. & reports, 1968-72

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10. McIver, James; evaluation reports & general, 1970-71
11. Marcec, Anthony; comes. & general re short-term learning, 1970-72
12. Nelson, Lawrence; corres. & memos, 1963-67
13. Nelson, Lawrence; comes. & memos, 1964-66
14. Nelson, Lawrence; comes. & memos, 1967
15. Nelson, Lawrence; comes. & memos, 1968-69
16. Nelson, Lawrence; comes. & memos, 1968-74
17. Nelson, Lawrence; keynote address, schedule & reports to pre-conf. workshop, 1964

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1. Ozburn, William; annual reports, exec, committee minutes & corres., 1970
2. Ozburn, William; annual reports, exec, committee minutes & evaluations, 1971
3. Ozburn, William; annual reports, exec, committee minutes & evaluations, 1973
4. Ozburn, William; bylaws & general, 1975-76
5. Ozburn, William; bylaws & general, 1976-77
6. Ozburn, William; corres., 1974
7. Ozburn, William; corres., 1975
8. Ozburn, William; corres. & general, 1972
9. Ozburn, William; corres. & general, 1973
10. Ozburn, William; corres. & general, 1973-74

Box 17, Personal Files

1. Ozburn, William; corres. & general, 1974-77
- 2-4. Ozburn, William; corres. & general, 1975
- 5-6. Ozburn, William; corres. & general, 1975-76
7. Ozburn, William; corres. & general, 1976
8. Ozburn, William; corres. & general, 1976-77

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9. Ozburn, William; corres. & general re NUEA divisions, 1976
10. Ozburn, William; corres. & general re conf. on ed. for the professions, 1976
11. Ozburn, William; estimated expenditures & corres., 1976
12. Ozburn, William; management worksop program , 6-11 May 1973
13. Ozburn, William; membership rosters, 1971
14. Ozburn, William; proposed budget, 1977
15. Ozburn, William; Washington office reports, minutes & general, 1975-76

Box 18, Personal Files

1. Robinson, Stanley; corres. & general, 1952
2. Robinson, Stanley; corres. & general, 1953
3. Robinson, Stanley; corres. & general, 1954
4. Robinson, Stanley; corres. & general, 1955 Box 18,

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- 5-7. Robinson, Stanley; corres. & general, 1956
8. Robinson, Stanley; corres. & general, 1958-59
9. Robinson, Stanley; corres. & general re conf. case study, 1956-57
10. Robinson, Stanley; corres. & general re constitution & bylaws, 1955-56
11. Robinson, Stanley; corres. & general re continuation center survey, 1958
12. Robinson, Stanley; corres. & general re evaluation study, 1956
13. Robinson, Stanley; corres. & general re statistical report, 1957
14. Robinson, Stanley; corres. & general rework projects, 1956-57

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1. Storey, Al; corres. & general, 1962-68
2. Stottler, Richard; corres. & general re NUEA, n.d.
- 3-5. Stottler, Richard; corres. & general re section for administrators of continuing ed. centers, 1 966-68

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Series IV  
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Series IV deals with the conferences and workshops put on by the Conferences and Institutes Division of the National University Extension Association. It covers a time period from 1959 through 1987. The files are alphabetical in order and contain correspondence, minutes and proceedings for the conferences and workshops of the C & I Division and the NUEA.

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7. C & I Division Conference, 1966; comes. & general
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3. C & I Division Conference, 1967; proceedings
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6. C& I Division Conferences, 1967-68; proceedings
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2. C& I Division Conferences, 1969; proceedings
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4. C&l Division Conferences, 1974-75; corres. & general
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5. NUEA Annual Meeting, 1987; proceedings & general
6. NUEA Mid-Atlantic Region Annual Meeting, 1964-65;  
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7. NUEA Mid-Atlantic Region Annual Meeting, 1966; corres.  
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8. NUEAMid-West Region Annual Meetings, 1959-62; corres.  
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2. NUEA Region 4 Conferencs, 1974-75; corres. & general
3. NUEA Region 4 Conferences, 1 974-75; corres., minutes & general
4. NUEA Region 6 Conference, 1970; proceedings