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       Continuing Education
Conference Centers    Outreach Programs

Important Correspondents:

Richard Bunnell       Merle McClure
John Busky            James McIver
Tunis Dekker          Andrew Marce
John Fraser           Lawrence Nelson
Gusner Gessner        William Ozburn
Harley Griffith       Stanley Robinson
J. Downs Herold       Al Storey
Edmund Jenusaitis     Richard Stottler
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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
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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.

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7. Program Planning Committee; corres., 1975-76
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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.

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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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3. NUEA; rosters, 1963-71
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5. NUEA; rosters & master file, 1976
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