

# Administrative Council Records

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## Collection Summary

**Identifier:** UA 50.6

**Title:** Administrative Council Records

**Dates:** 1923-1961

**Extent:** 0.84 linear feet (2 document cases)

**Creator:** South Dakota State University. Administrative Council; South Dakota State University. Council of Deans

**Language:** English

**Repository:** South Dakota State University Archives & Special Collections, University Station, Box 2115, 1300 North Campus Drive, Brookings, South Dakota, 57007

**Access Note:** Open. Materials must be used in-house and do not circulate.

**Preferred Citation:** Title or description of item, date, UA 50.6, box number, folder number, Administrative Council Records, South Dakota State University Archives and Special Collections, Brookings, South Dakota.

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## Abstract

The Administrative Council, established in 1942, succeeded the Council of Deans, which had been in place since 1923. The Council of Deans consisted of college deans and was responsible for overseeing campus regulations, course approvals, student absences, disciplinary actions, and other administrative matters. In the mid-1950s, faculty representatives joined the council, and by 1955, it met weekly with the university president to discuss administrative and policy issues. The council remained in place until 1970, when the Academic Senate assumed its decision-making and policymaking roles.

This collection contains meeting minutes and limited correspondence from both the Administrative Council and the Council of Deans. The minutes primarily document procedural actions, policy discussions, and administrative decisions. Some records provide insight into student disciplinary cases and campus governance. The correspondence file, though small, mainly concerns student readmission decisions and meeting-related matters. Overall, the collection offers a detailed view of administrative processes and decision-making at a land-grant institution.

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## History

The Administrative Council was established in 1942 as the successor to the Council of Deans, which had existed since 1923. The Council of Deans comprised the deans of various campus divisions, including the colleges. It oversaw campus regulations, course load approvals, student absences, disciplinary actions, degree candidacy approvals, and administrative matters such as vocational course implementation and credit adjustments. While the university president's involvement is unclear, his name frequently appeared in meeting minutes.

The renaming to Administrative Council did not signify significant functional changes. However, by the mid-1950s, faculty representatives had joined. By 1955, the Faculty Handbook noted that the council met weekly with the president to address administrative and policy issues. Although its formal decision-making authority is not explicitly stated, the absence of another governing body suggests it retained these functions. At that time, the president chaired the Council. The Faculty Handbook continued referencing the Administrative Council until 1970, when the Academic Senate was first mentioned as assuming its decision-making and policymaking responsibilities.

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## Scope and Content

This collection consists of meeting minutes and limited correspondence from the Administrative Council and its predecessor, the Council of Deans. The minutes are primarily procedural, documenting actions and decisions. They provide insight into college operations, including administrative matters and disciplinary actions. The small correspondence file mainly addresses student readmission decisions and brief notes on meeting discussions.

Overall, the material offers a glimpse into the administrative concerns and decision-making processes of the institution.

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## **Access Points**

### **Subjects**

- Universities and colleges--Administration
- Educational policy

### **Names**

- South Dakota State University. Administrative Council
- South Dakota State University. Council of Deans

### **Places**

- South Dakota--Brookings

### **Genre**

- Minutes
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## Container List

<b>Box</b>	<b>Folder</b>	<b>Description</b>	<b>Date(s)</b>
1	1	Correspondence	1929-1941
1	2	Minutes	1923-1926
1	3	Minutes	1926-1928
1	4	Minutes	1928-1930
1	5	Minutes	1930-1932
1	6	Minutes	1932-1934
1	7	Minutes	1934-1938
1	8	Minutes	1938-1941
1	9	Minutes	1941-1942
1	10	Minutes	1942-1945
1	11	Minutes	1945-1947
1	12	Minutes	1947-1948
1	13	Minutes	1948-1949
2	1	Minutes	1949-1950
2	2	Minutes	1950-1951
2	3	Minutes	1951-1952
2	4	Minutes	1952-1953
2	5	Minutes	1954-1955
2	6	Minutes	1955
2	7	Minutes	1955-1956
2	8	Minutes	1956-1957
2	9	Minutes	1957-1958
2	10	Minutes	1958-1959
2	11	Minutes	1959-1961