

INVENTORY

Series I. Administrative Files of the Office of Admissions, 1928-2000

Box 1

Admissions Office Area Report for Self Study, December 1998
Admissions and Financial Aid Reports to the Trustees, 1996-99, May, Nov 2000
(2f)
Annual Reports to the President, 1928-84, 1987-88, 1989-90, 1991-92 (15f)
Annual Reports to the General Faculty, 1974-79, 1984, 1987, 1989
Annual Reports: Admissions staff to Director of Admissions, 1980-85, 1991-1997
Budgetary Records, 1972-86 (12f)

Box 2

Budget sheets, 1954-1975
Budget ledger, 1975-85

Box 3

Correspondence, 1975-86, 1988, 1996
 General, 1981, 1985, 1986
 Letters from parents to President E.C. Danenberg, 1975-78
 Letters from admits, 1981-85 (6f)
 Letters from high school counselors, 1982
 Letters to Asst. Director, Mittie Jordan, 1985
 Forms used at the Admissions Office, 1980-81 (2f)
 Goals statement, 1996
Memoranda (Inter-office), 1934-48, 1951-63, 1978-88 (6f)
Minutes, Staff Meetings, 1978-86 (5f)
News Releases, 1986-89 [1995/121]
Personnel Records
 Recruitment of staff, general, 1983, 1985-86 (3f)
 Administrative Assistant, 1984
 Admissions Intern, 1979, 1983-86 (4f)
 Assistant Coordinator, Minority Admissions, 1985-86
 Assistant Director, 1986
 Coordinator of Minority Admissions, 1986
 Department Liaison, 1982
 Director of Admissions, 1986
 Latino Counselor Coordinator, 1985
Staff Files
 Carl W. Bewig, 1986 [1995/121]
 Conda Boyd, 1985
 David Davis-Van Atta, 1976-85
 Catherine Gehrke, 1973-82

Series I. Administrative Files of the Office of Admissions, 1928-88 (cont.)

Box 3 (cont.)

Personnel Records (cont.)

Staff Files (cont.)

Elizabeth Delo Hunt, 1987, restricted [1995/121]
Peter Storandt, 1975
Ernest Swartz, 1973-74
Leon Washington, n.d., 1989(2f) restricted [1995/121]
Fred Weed, 1980-81, 1980-81
Al Wellington, 1970-73

Box 4

Professional Meetings and Organizations

Advanced Placement Conference, 1985
Great Lakes Colleges Association Files, 1976-86 (11f)
National Hi-Y Conference, 1940-53
Ohio Association of College Admissions Counselors, 1978
Various professional meetings, 1983-85

Scholarship Files

Dow Chemical, 1988
The Duquesne Plan, 1986
Honda Scholarship, 1985
Math Prize, 1983-84
National Achievement Scholarship Program, 1984
National Merit Scholarship Program, 1978-86 (3f)
Rebecca Orr Scholarship, 1988
Presidential Scholars, 1986
Rockefeller Post-Baccalaureate Fellowship Program, 1966-71
Worthington High School Scholarship, 1982-84
Self Study: See Admission Area Report for self study Box I

Staff Manuals, 1978, 1980, 1985 (4f)

Staff Retreat Files, 1976, 1978-86, 1988 (13f)

Box 5

Statistical Reports and Studies

Draft Report from the Special Committee on the Admissions Outlook for
Oberlin College, 1972
Maguire Associates Study, 1993 restricted (3f) Restricted
Oberlin Today, "A Profile of the Freshman Class," 1959-73 (photocopies)
Opening Fall Enrollment, male and female students for 1967-97
Research reports and monthly projections, rec'd from the Office of
Institutional Research, 1972, 1976, 1980-87 (4f)

Series I. Administrative Files of the Office of Admissions, 1928-88 (cont.)

Box 5 (cont.)

Statistical Reports and Studies (cont.)

Statistical studies created by Office of Admissions, 1928-57, 1964-66,
1972-73, 1980-86 (19f)

Statistical studies of Conservatory of Music enrollments, See Series IV.
Recruitment Activities

Reports of outside organizations, 1973, 1975, 1979, 1988

Box 6

Subject Files

Buckley Amendment: revised interim guidelines, 1974-75

Carnegie Building Project, 1980-88 (6f)

Competitive Colleges Committee (Peterson's Guides), 1985-86 (2f)

Double-degree program, 1977-85

Box 7

Educational reform (newspaper clippings), 1982, 1984

Orientation assembly addresses by C. Bewig, 1981-85

Student touring repertory companies, 1982-84

Summer academic programs, 1981-84

Series II. Committee Files, 1929-86

Box 1

Ad-Hoc Committee to Study Admissions and Financial Aid, 1981

Affirmative Action Advisory Committee, 1985

Committee on Admissions: Minutes, 1929-52, 1955, 1957, 1959, 1960-61, 1969-
86 (35f)

Committee to Review Minority Recruitment: See Series IV, Recruitment
Activities, Minority Recruitment

Box 2

E.P.P.C., 1983

Enrollment Committee, 1983

Financial Aid Planning Committee, 1977-81 (3f)

Box 3

Retention Committee, 1983

Science Advisory Group, 1984-85

Special Committee to Review Distribution Guidelines, 1986

Working Group on the Freshman Year Experience, 1986

Series II. Committee Files, 1929-86 (cont.)

Box 3 (cont.)

Yield Task Force, 1993

Series III. Public Relations Files, 1888, 1932-51, 1966-86

[See also RG 57 for video productions, i.e. 1997/033]

Box 1

Consultants' Reports

Barton-Gillet Report, 1979

Harshe-Rotman & Druk: Communications Audit, 1975 (3 vols.)

Hill & Knowlton Report, 1981

Neustadt Report and Recommendations : Admissions Marketing
Communication OC, Arts & Sciences, 1998

C.W. Shaver: Critique of Admissions Literature, 1982

Yankelovich, Skelly and White: reports (2), 1978

Correspondence, 1972-74, 1983-86 (2f)

Promotional Materials

Audio-Vistas: Audio-Visual Presentations, 1983 (6 vols.)

North Charles Street Design Organization

Contracts with Oberlin College, 1984-85

"Oberlin College Prospectus," (multiple drafts, with corrections),
1984 (11 booklets)

Box 2

Publication orders from Admissions Office, 1981-86 (4f)

Publicity produced by Admissions Office

ANIMANDO, Admissions Newsletter, 1982-84 (four numbers)

College Catalogs, 1932-51

New Students handbook, 1966-68, 1972/73-1986/87

Oberlin College Bulletin, 1933, 1934 (two issues), 1936, 1937, 1938,
1971-72, 1974-75, 1976-77, 1981-82

Observer articles: drafts, copies, 1993-96

Publicity produced by Admissions Office (cont.)

Box 3

Wolf Book (directory), 1956-61, 1963-68, 1970-87, 1990-

Box 4

Fliers and pamphlets, 1888-1959, 1966- (4f)

Series III. Public Relations Files (cont.)

Box 5

Slides for Admissions presentation, c.1970s-80s [1997/047]

Box 6

New student information packets, 1990s [1998/067, 1997/033]
Includes College and Conservatory publications and academic
department information

Series IV. Recruitment Activities, 1928-87, 1994-95

Box 1

Alumni Admissions Representative Program, 1970-74, 1977-86 (13f)
Alumni Recruiting Network Handbook, 1994-95

Box 2

Conservatory Recruitment

Admissions Report, 1981-82
Admissions Statistics, 1928-62, 1949, 1965-67 (3f)
Conservatory Admissions Committee, 1973-75
Conservatory Alumni, 1985
North Charles Street Design Organization: Prospectus, n.d.
Recruiting, Fall 1986

Box 3

Minority Recruitment

Committee Files

Committee to Review Minority Recruitment, 1976-78, 1981
S.E.O.P., 1972-80 (5f)

General Files, 1972-80 (18f)

Recruitment by ethnic group

Asian recruitment, 1972-86 (5f)
Black recruitment, 1971-72, 1984 (4f)
Latinos, [1988-93], 1994-96
Native American recruitment, 1973-74, 1979 (3f)
Spanish-American recruitment, 1972 (2f)

Special Oberlin programs for minority students

Developmental Services files, 1972-74, 1980-81, 1983 (3f)
Educational Services files, 1973-75 (6f)

Series IV. Recruitment Activities (cont.)

Box 4

Special Recruitment Files (cont.)

- A Day in College, 1938
- Appalachian recruitment, 1972
- Athletic recruitment, 1986-87
- Early notification program, 1978-79
- International recruitment, 1983-86 (2f)
- Oberlin Alumni Book Award Program, 1982-85
- Oberlin College/Oberlin High School Enrichment Program, 1978-84
- Oberlin High School Advanced Placement program, 1965-67
- Ohio Scholars Program, 1973-86
- Piney Woods Country Life School, 1984-86 (3f)
- Precollege Science and Math Program, 1986-87
- Student Search Service (College Board), 1975-87 (14f)

Box 5

- Travel Files of Oberlin Admissions Counselors, 1973-87 (31f)
- Visits of High School Counselors, 1978-85 (11f)

Series V. Student Applications, College of Arts and Sciences, 1902-48

Box 1-180

- Entrance Certificates, 1902-48
- A-Z

Series VI. Student Applications, Conservatory of Music, 1905-56

Box 1-48

- Applications, 1905-43
- A-Z

Box 49-90

- Applications, 1925-56
- A-Z

NOTE: Application forms, blank, sample, 1990s in Series III, Box 6

Late Accretions

Box 1

Douglass Gardner
Admissions Staff Minutes – Calendar Committee

Box 2

Douglass Gardner
COFHE – Financial Aid

Box 3

Douglass Gardner
Financial Aid Budget – Richmond, Univ. of, Questionaire

Box 4

Douglass Gardner
Saint Andrews Society of New York, Scottish Scholarship – Washington,
Leon

Box 5

Douglass Gardner
Travel Files, 1987-1993 (5f)
Douglass Gardner/Thomas Hayden
College Committee on Admissions and Relations to Secondary Schools,
1971, 1986-89
Faculty Admissions Committee, 1986-1989
John Frederick Oberlin Scholarship Program, 1991
Minority Admissions, 1983-1987 (2f)
National Achievement Scholarships Program, 1987
GTE Foundation, 1987
Personnel Resources for Supervisors and Employment Contracts, 1985-
1986
Weekly Staff Meetings, 1985-1987
Demonstrations, 1990
Oberlin College Articles, 1989-1993
U.S. News & World Report College Guide, 1991
Enrollment Study Group, 1991
Individual Research/Admissions History, 1983-1985
Thomas Hayden
Academic Standing Committee – Admissions, Conservatory

Box 6

Thomas Hayden
Adult Learning – Athletics

Late Accretions (cont.)

Box 7

Thomas Hayden
B, General – Conservatory

Box 8

Thomas Hayden
COSEN – Homeschooling

Box 9

Thomas Hayden
Hotchkiss School – Orientation Committee Policy Group

Box 10

Thomas Hayden
Parents Council Committee – Tests (SATs, etc...)(3f)

Box 11

Thomas Hayden
Telephone – Work on Group Yield