

[Archives & Special Collections, Columbia University Health Sciences Library](#)

Columbia University School of Nursing. Office of the Dean Records

COLUMBIA UNIVERSITY. SCHOOL OF NURSING.

Office of the Dean.

Records, 1927-1981 (bulk 1968-1979)

4 cubic feet (12 boxes)

HISTORICAL NOTE: The School of Nursing was founded in 1892 by the Presbyterian Hospital Board of Managers as the Training School for Nurses. It became the Presbyterian Hospital School of Nursing circa 1904 and in 1928 moved with Presbyterian Hospital to the new Columbia-Presbyterian Medical Center in northern Manhattan.

Responsibility for the School's educational program was assumed by the Columbia University College of Physicians and Surgeons in 1935. This relationship was formalized in 1937 when the University established the Department of Nursing of the Faculty of Medicine, at which time the Director of the School became the Associate Dean for Nursing. However, most of the School's budget was still funded by Presbyterian Hospital which also continued to own and operate the School's physical plant. In 1974, the Dept. of Nursing became the Columbia University School of Nursing, though it remained part of the Faculty of Medicine. At this time, the title of the head of the school was changed to "Dean of the School of Nursing."

SCOPE AND CONTENT: Records of the Office of the Dean of the Columbia University School of Nursing including correspondence, reports, minutes, and statistics. They are largely from the administrations of Mary I. Crawford (1968-1976) and Helen F. Pettit (1976-1981), though there are scattered records dating back to 1941. A wide range of School of Nursing activities and programs are documented, especially curriculum, faculty, research, and student life.

Included are records documenting the dean's role in the American Association of Colleges of Nursing and in such Medical Center activities as the Joint Allied Health Council, the occupational and physical therapy programs, and the joint degree program with the School of Public Health.

Committee records include those of the admissions committee, the undergraduate and graduate curriculum committees, and the nursing research committee. They include minutes, correspondence, memoranda, and reports.

Material from a separate accession (2016) predates the 2017 accession and is organized into series I. Some of these files contain records pulled from earlier files and compiled for research done at a later date, for example, the file "Tuition and other fees in 1930s-1964" includes material presented to Dean Helen Pettit with a memo from Mary Crawford in 1978.

ORGANIZATION: Organized in two series: I. Subject Files; II. Committee Minutes; III. 1927-1978 Files

ACCESS: All university administrative records are closed for 25 years from date of creation.

Records identified in the folder list as containing confidential student or faculty information are closed for 75 years from date of creation.

LANGUAGE: English.

SEPARATED MATERIAL: One poster entitled “Student Government Association of the Columbia University School of Nursing presents two forums: How Can Nurses Influence the Political Process Now and in the Future?” April 19 and 26 [1979?], was removed from Box 5, folder 9 and is now housed in Miscellaneous Oversize Materials (25 inches x 21 inches), Box 1, folder 7.

RELATED RECORDS: Archives & Special Collections also holds additional Office of the Dean records, 1962-1986, largely covering the tenures of Deans Helen F. Pettit and JoAnn S. Jamann (accession #1999.03.05).

PROVENANCE: Transfer from the School of Nursing, 2016 and 2017 (accessions #2016.019; 2017.017).

SUBJECTS

Crawford, Mary I.

Pettit, Helen F.

Columbia University. School of Nursing.

Presbyterian Hospital (New York, N.Y.)

Nursing – Study and teaching – New York (State) – New York.

Nursing schools – New York (State) – New York.

Nursing students – New York (State) – New York.

Universities and colleges – Administration – New York (State) – New York.

Education, Nursing – New York City.

Schools, Nursing – New York City.

Students, Nursing – New York City.

Columbia University. Department of Nursing.

Presbyterian Hospital (New York, N.Y.). School of Nursing.

Records processed and finding aid written by Stephen Novak, 2017. Revised by Jennifer Ulrich, 2019.

School of Nursing Office of the Dean Records, 1927-1981			
Container List			
Box	Fo.	Title	Date
Series I: Subject Files			
1	1	Accreditation	1954-1967
1	2	Ad-Hoc Committees: Miscellaneous information	1968-1969, 1972
1	3	AHEC: Area Health Education Committee	1977
1	4	Allied Health Programs: Search Committee for Director	1979
1	5	Alumnae correspondence	1970-1976
1	6	American Association of Colleges of Nursing: Conference	Oct. 1977
1	7	American Association of Colleges of Nursing, Washington Hilton	Feb. 1978
1	8	American Association of Colleges of Nursing, Washington, DC	Oct. 1978
2	1	American Association of Colleges of Nursing: Conference	Feb. 1979
2	2	Columbia University Resources Planning Conference: Proceedings	May. 1974
2	3	Curriculum: Report, undated	circa 1960
2	4	Council of deans of nursing	1972-1980
2	5	Curriculum	1963-1964
2	6	Faculty Council, Faculty of Medicine	1969-1977
2	7	Faculty of Medicine: By-Laws	1965-1976
2	8	Faculty In-Service	1969-1973
2	9	Faculty Job Descriptions	1968-1975
3	1	Faculty: Leaves of absence, resignation, sabbaticals	1970-1976
3	2	Faculty Loads	1968-1978
3	3	Faculty Orientation	1971-1978
3	4	Faculty Salaries CLOSED UNTIL 2053	1970-1978
3	5	Iran: Medical Center Planning	1975
3	6	Joint Allied Health Council: Minutes, reports, correspondence	1968-1981
3	7	Joint Allied Health Council: Minutes, reports	1973-1975
3	8	Joint Degree: School of Public Health	1973-1977
3	9	Legislative Action	1965-1979
4	1	Midwifery	1970-1977
4	2	Pettit, Helen: Calendar	1976
4	3	Pettit, Helen: Speeches & papers	1954, 1967- 1980
4	4	Physical Therapy/Occupational Therapy Programs: Advisory Committee	1974-

4	5	Practical Nursing	1963-1973
4	6	Psychiatry, Department of: Review Committee, Minutes	1973-1974
4	7	Psychiatry, Department of: Review Committee, Report	1974
4	8	Research in Nursing	1977-1978
5	1	Review Committee	1971-1978
5	2	Schoenberg, Bernard	1977-1978
5	3	Scholarship Fund	1958-1959
5	4	Social Services Committee	1958, 1977-1980
5	5	Statistics, Classes of 1941-1944	circa 1941-1944
5	6	Student Activities	1958, 1964-1974
5	7	Student Affairs	1970-1978
5	8	Student Affairs	1977-1980
5	9	Student Association	1973-1979
6	1	Student Help for the Elderly: Advisory Board	1977
6	2	Student Health Board of Governors	1977-1979
6	3	Tapley, Donald F.	1972-1979
6	4	Twenty-Five Year Club, Presbyterian Hospital: Executive Committee	1971-1972
Series II: Committees			
6		Admissions Committee	1977-1979
6	6	Advanced Standing Committee	1974-1980
6	7	Associate Deans' Advisory Committee	1972-1975
6	8	Associate Deans' Advisory Committee	1976-1977
6	9	Associate Deans' Advisory Committee	1977-1980
7	1	Evaluation Committee	1976, 1980
7	2	Faculty Minutes	1951, 1956-1967
7	3	Financial Aid Committee CLOSED UNTIL 2054	1977-1979
7	4	First Year Faculty Committee	1964-1965
7	5	Faculty Affairs Committee	1969-1974
7	6	Faculty-Staff Affairs Committee	1971-1979
7	7	Graduate Admissions Committee CLOSED UNTIL 2056	1965-1981
7	8	Graduate Curriculum Committee	1970-1977
7	9	Graduate Curriculum Committee	1977-1979
7	10	Committee on Instruction	1964-1965
7	11	Graduate Program Directors Meetings	1978-1979
7	12	Library Committee	1969-1980
8	1	Multi-Media Committee	1967-1980
8	2	Multi-Media Committee: Reports and inventories	1968-1977
8	3	Nursing Research Committee	1976-1978

8	4	Officers of Instruction Meetings	1964-1965, 1974-1975
8	5	Staff Meetings	1975-1979
8	6	Student Academic Standing Committee CLOSED UNTIL 2055	1976-1980
8	7	Student – Faculty Committee	1968-1969
8	8	Student Personnel Committee	1970-1977
8	9	Undergraduate Curriculum Committee	1972
8	10	Undergraduate Curriculum Committee	1973
9	1	material	1974-1975
9	2	Undergraduate Curriculum Committee	1974-1980
9	3	Undergraduate Curriculum Committee,	1972, 1975- 1977
9	4	Undergraduate Curriculum Committee	1978
9	5	Undergraduate Curriculum Committee	1979-1980
9	6	Undergraduate Admissions Committee CLOSED UNTIL 2050	1970-1975
10	1	Undergraduate Admissions Committee CLOSED UNTIL 2051	1975-1976
10	2	Undergraduate Admissions Committee CLOSED UNTIL 2052	1976-1977
Series III: 1927-1978 Files			
10	3	Association of Collegiate Schools of Nursing	1936-1952
11	1	Benefit committee and student scholarships	1959-1966
10	4	Committee on Nursing Education	1943-1963
11	2-3	Curriculum: Course outlines and procedures	1927-1945
11	4	Curriculum: Course outlines	1939-1955
11	5	Curriculum: Nursing Arts and Clinical course outlines, lesson plans and exams	circa 1930s- 1950
10	5	Correspondence: Columbia University and Presbyterian Hospital administration	1939-1959
10	6	Financial procedures for Department of Nursing and students	1939-1967
10	7	Foreign student programs and scholarships	1953-1954
10	8	Maxwell Hall furniture	1933, 1953- 1961
10	9	New York State Education Department Board examinations results reports	circa 1936- 1957
10	10	New York State Education Department Study: Nursing resources	1957
10	11	New York State: Regulations of the Commissioner of Education	1945-1960
10	12	New York State Student Nurses' Association	1951
11	6	Number of applicants and registered students from 1930s-1964 annual reports	
10	13	Officers of Instruction minutes	1956-1967

11	7	Policies and procedures, Presbyterian Hospital	1936-1937
10	14	Principals of Affiliating Schools	1951-1955
10	15	Senior appointments	1964
10	16	Senior appointments	1965
10	17	Senior appointments	1966
10	18	Senior appointments	1967
10	19	Senior interviews	1948-1957
10	20	Senior interviews	1963
10	21	Senior interviews	1967
10	22	Statement of student and graduate staffing at Presbyterian Hospital	1943, 1946
11	8	Tuition and other fees	1930s-1964, 1978