

# **Guide to the California Institute of the Arts Archive 1914-1989 [bulk 1960-1985]**

California Institute of the Arts  
Valencia, California

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## Descriptive Summary

### Title

California Institute of the Arts Archive

### Collection number

CalArts-001

### Collectors

California Institute of the Arts

### Extent

66 cubic feet

### Repository

California Institute of the Arts. Library  
Valencia, CA. 91355

### Abstract

California Institute of the Arts was established in 1961 through the merger of the Chouinard Art Institute (founded 1921) and the Los Angeles Conservatory of Music (founded 1883). The new institution formed through this merger allowed Walt Disney to realize his dream of establishing a community of the arts to serve as the first professional training ground in the United States for those engaged in all the visual and performing arts.

### Physical location

Library Archives

## **Administrative Information**

### **Access**

This collection is open for research with permission from the manager of the California Institute of the Arts Archive.

### **Publication Rights**

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### **Preferred Citation**

California Institute of the Arts Archive. Courtesy of the California Institute of the Arts Archive. California Institute of the Arts Library, California Institute of the Arts, Valencia, California.

### **Acquisition Information**

Deposited by California Institute of the Arts as part of the California Institute of the Arts Archive.

### **Processing History**

Preliminary arrangement by library staff. Processed by History Associates Incorporated, 2005-2006.

## Administrative History

The California Institute of the Arts, commonly known as Cal Arts, is located in Valencia, California, and grants degrees in the visual and performing arts. Incorporated on September 1, 1961, it was the first degree-granting institution of higher learning in the United States created specifically for students of both the [visual](#) and the [performing arts](#). It was the dream and vision of [Walt Disney](#) to create such an institute and he provided funding for it in his will. Initially formed through the merger of the [Chouinard Art Institute](#) (founded 1921) and the Los Angeles Conservatory of Music (founded 1883), it opened at its present campus in Valencia, California, in [November 1971](#).

The Los Angeles Conservatory was founded by Emily J. Valentine in 1883. Originally located at 408 South Main Street, the Conservatory eventually occupied buildings on South Figueroa Street and Sunset Boulevard in West Hollywood as well as the Pilgrimage Theatre, which was part of the Hollywood Bowl facilities. In September 1962, the Conservatory joined Chouinard in the California Institute of the Arts and moved to 607 South Park View Street, Los Angeles.

Chouinard Art Institute was a professional art school founded in 1921 in Los Angeles, California by Mrs. Nelbert Chouinard (1879-1969), and was incorporated in 1935 as a non-profit educational institution. Between 1955 and 1957 Chouinard received accreditation from the Western Association of Schools and Colleges. In less than a decade the Chouinard Art School was listed among the top five art schools in the nation, a position it occupied for the rest of its fifty-one-year history. But in 1955, Chouinard was in financial trouble. The financially fragile school asked for and received money from Walt Disney Studio. It was at this time that Walt Disney began his efforts to straighten out the managerial and financial affairs of the school. During the next five years Disney injected the planning, the funds, and the managerial talent required to resuscitate the school, and set it toward the goal that he envisioned for the school. Until his death, Walt Disney made up Chouinard's deficit each year.

Coincidentally, while Disney was investigating the possibility of Cal Arts, the Los Angeles Conservatory of Music was undergoing financial difficulties of its own. After three-quarters of a century of existence, the Conservatory, too had suffered reverses and needed help. This help was supplied by Mrs. Lulu von Hagen and Thornton Ladd of its Board of Trustees. In this period, Mrs. Von Hagen and Mr. Ladd were brought together with Walt Disney, and out of a union of Chouinard and the Conservatory, Cal Arts emerged.

California Institute of the Arts was incorporated on September 1, 1961, and the first Board of Trustees meeting was held the following March. Chouinard and the Conservatory began operating under the name of the Institute while the Trustees began working on the establishment of a permanent campus and a development program. Preparation continued in 1964, when the "Cal Arts Story" was dramatized on film by the Disney studios and shown at the world premiere of *Mary Poppins* at Grauman's Chinese Theatre in Hollywood, California. Prior to the *Mary Poppins* premiere, whose proceeds were donated to Cal Arts,

Walt Disney and Mrs. Von Hagen introduced the Institute to an audience of 1500 guests in the fifteen-minute special film. Following the showing of the short film and *Mary Poppins*, the guests attended a champagne reception hosted by Technicolor Corporation. Among those who attended the Premiere were Julie Andrews, Dick Van Dyke, and numerous other Hollywood luminaries.

Walt Disney's dream would cost a great deal of money. Administrators devoted much of their time to investigating government loans and finding affluent patrons around Southern California. In October 1965, James Jackson was elected Director of the Institute by the school's Board of Trustees. Jackson had joined Cal Arts in 1964 as a consultant in planning and development, after which he served as Acting Director. As Director, Jackson drew up the applications necessary to secure federal assistance in the construction of the campus. The eventual result of these applications was a \$2.2 million federal grant and a \$2.8 million federal loan, which, together with the guarantees provided by the Disney Foundation, assured the building of the new campus.

Land for a campus was acquired in 1967 and planning for the physical facilities was immediately undertaken. Disney interests had discovered a simple solution to their land acquisition problem – give Cal Arts part of the Golden Oaks Ranch in Newhall. The 728-acre ranch had belonged to Walt Disney Productions for years. In 1967 the gift property was sold back to the Disney interests so they could find a more spacious and suitable site. Price proposed a 60-acre site down the road from the Placerita ranch, on the edge of the rural town of Valencia, located 32 miles northwest of downtown Los Angeles. At the time, the area was remote from Los Angeles, bordered by Placerita Canyon State Park and a national forest, yet readily accessible to downtown Los Angeles. Other locations had also been considered, such as the Hollywood Bowl area.

Ground was broken for the new campus on May 3, 1969. Construction was frustrated by torrential rains and labor troubles of every variety. So, instead the “new” school began its first year in the buildings of Villa Cabrini Academy, a former Catholic girls' school on the edge of downtown Burbank. Woefully behind schedule and over budget, the Valencia campus finally opened in November 1971.

Harrison Price, vice-chairman of the Cal Arts board of trustees, led the search for a president competent to run the vast program planned for Cal Arts. The search ended with the appointment of Dr. Robert W. Corrigan as the first president of the Institute. Corrigan, former dean of the School of Arts at New York University, was attempting to create a similar mix of artistic disciplines as those that were going to be attempted at Cal Arts.

Corrigan was installed in December 1967. In February 1968, Corrigan was joined by his friend, Herbert Blau, then co-director of the Repertory Theatre of New York's Lincoln Center. Blau was named provost of the Institute and Dean of the School of Theatre and Dance. Corrigan and Blau worked together to choose the new deans and key faculty members for Cal Arts, who would then select faculty for their own departments. Following Corrigan's installation, the Development Office at Retlaw Enterprises, Inc. was closed, and development activities were transferred to Cal Arts. The Board of Trustees primary charge



to Corrigan was to create totally new programs, “A Community of the Arts” through inter-related schools of Music, Theatre, Film, Art, and Design.

By November 1971 all five schools moved to the new, permanent site of Cal Arts in Valencia.

Admission to Cal Arts was based solely on artistic ability and potential. Students received intensive professional training in the area of their career focus without being cast into a rigid pattern. Instructional emphasis was placed on the development of the professional artist – the artist of tomorrow. “There is an urgent need,” said Disney, “for a professional school which will not only give its students thorough training in a specific field, but will also allow the widest possible range of artistic growth and expression.”

Corrigan held his position until 1972, when he was replaced by William S. Lund, a Disney son-in-law, a Stanford B.A., active in business, real estate, and economic counseling. Lund assumed the position of Chairman of the Board of Trustees as well as Chief Administrative Officer for the Institute. In February 1975, Robert John Fitzpatrick accepted the presidency of Cal Arts. Prior to his installation as president, Fitzpatrick had been Dean of Students at John Hopkins Hospital University in Baltimore, Maryland since 1972, and a member of the Baltimore City Council since 1971. Fitzpatrick took strong measures to open up the campus, develop new bases of financial support, and strengthen the board of trustees.

Sources:

Economic Research Associates. “*A Historical Summary of Cal Arts*,” July 13, 1967.

Real, James. “*When You Wish Upon A School*,” in West, 1972.

## Chronology

1883	Los Angeles Conservatory of Music founded
1921	Chouinard Art Institute founded
1961	Los Angeles Conservatory of Music and Chouinard Art Institute merged under the leadership of Walt Disney into the California Institute of the Arts, 1961
September 1, 1961	Cal Arts Incorporated; Mrs. Richard R. Von Hagen, first chairman of the Board of Trustees
July 1963	Women's Board (later Women for California Institute of the Arts) established.
January 1964	Accredited by Western Association of Schools and Colleges
November 1966	<u>Need and Concept</u> – a major planning study – approved
December 1966	Death of Walt Disney
April 1967	Valencia, California, selected as permanent site for the Institute
September 1967	Harrison Price elected chairman of Board of Trustees
December 1967	Robert W. Corrigan appointed President
February 1968	Herbert Blau appointed Provost and dean of the School of Theatre and Dance
July 1968	The President and Provost assume office.
January 1969	Expansion of Board of Trustees initiated
March 1969	Announcement of \$54 million fund raising goal, spurred by \$5 million Disney Foundation grant
March 21, 1969	President Nixon presents Walt Disney Medal to Mrs. Walt Disney. Members of the Walt Disney Associates (Founded February 1969) a support group of the Institute's Development Program receives bronze replicas of the original gold medal.
April 1969	First student accepted
May 3, 1969	The "Great Ground Breaking" at Valencia
July 1969	Deans and their staff in residence
September 1969	First Institute catalog published
November 1969	Student selection process begins
December 5, 1969	Walt Disney Associates established
August 1970	Villa Cabrini, Burbank, selected as interim campus. Faculty (approximately 80) in residence

- September 1970      Faculty – 126 in residence
- October 5, 1970      Sessions begin
- October 12, 1970      First 12 month academic year begins with 659 students at provisional campus
- September 1971      Second academic year begins in Valencia at permanent campus

## Collection Scope and Content Summary

The California Institute of the Arts Collection contains administrative records, financial material, faculty and student materials, fundraising and development records, and other materials documenting the planning and establishment of Cal Arts. Included are materials relating to the Los Angeles Conservatory of Music and the Chouinard Art Institute; the predecessor institutions for Cal Arts. The collection also documents the involvement of Walt Disney in the formation of Cal Arts. The collection covers the years 1914 to 1989 with the bulk of the material ranging from 1960 to 1985.

With the exception of photographic materials and ephemera scattered throughout the collection, this collection consists largely of textual records. Textual record types primarily include correspondence, newspaper clippings, reports, notes, financial statements, catalogs, programs, press releases, and other such materials.

The largest series in the collection consists of materials related to the Chouinard Art Institute. Other large series include materials related to the planning and foundation of Cal Arts, development and fundraising, and the administration of Cal Arts. Of particular interest are records pertaining to the transition from the Chouinard Art Institute to the California Institute of the Arts. These records are in Subseries 2.21. Cal Arts Transition.

Due to the large amount of duplication within the collection and the scattered nature of the records, this collection was reorganized during processing to bring consistency to the arrangement and to improve research access.

The collection is organized into fifteen series:

- Series 1. Los Angeles Conservatory, 1914-1969, 2.5 cubic feet
- Series 2. Chouinard Art Institute, 1925-1974, 19 cubic feet
- Series 3. Administrative Records, 1963-1985, 7.2 cubic feet
- Series 4. Board of Trustees, 1961-1981, 8.5 cubic feet
- Series 5. Departmental/Office Records, 1962-1989, 2.6 cubic feet
- Series 6. Development and Fundraising, 1957-1987, 8.0 cubic feet
- Series 7. Events, 1964-1986, 1.0 cubic feet
- Series 8. Faculty and Staff, 1962-1986, 3.6 cubic feet
- Series 9. Financial Records, 1964-1969, .5 cubic foot
- Series 10. Cal Arts Planning and Foundation, 1960-1980, 9.0 cubic feet
- Series 11. Presidents/Directors Records, 1964-1975, 2.0 cubic feet
- Series 12. Publications, 1963-1987, 1.0 cubic foot
- Series 13. Publicity, 1967-1983, .5 cubic foot
- Series 14. Students and Alumni, 1963-1987, 1.5 cubic feet
- Series 15. Subject Files, 1941-1979, 1.0 cubic foot

## **Indexing Terms**

The following terms have been used to index the description of this collection in the library's online public access catalog.

### *Subjects*

Disney, Walt, 1901-1966.  
Von Hagen, Lulu Mae.  
California Institute of the Arts--History--Sources.  
Los Angeles Conservatory of Music--History--Sources.  
Chouinard Art Institute--History--Sources.

### *Genres and Forms of Materials*

Correspondence.  
Ephemera.  
Photographs.

## Collection Contents

### Series 1. Los Angeles Conservatory of Music Records. 1914-1969, 2.5 cubic feet

#### Series Scope and Content Note

This series contains records of the Los Angeles Conservatory of Music. It is divided into the seven subseries of Administrative records, Board of Trustees records, Publications, Financial Records, Reports, and Correspondence.

#### Subseries 1.1. Administrative Records, 1914-1969, .25 cubic foot

##### Subseries Scope and Content Note

This subseries contains documents pertaining to the administrative functions of the school and includes letters, financial information, contracts, manuals, and statistical information.

Files are arranged alphabetically by title within the subseries and chronologically within each folder.

<u>Folder Title</u>	<u>Box: Folder</u>
Accreditation Information, [ca. 1963]	1:1
Advertising Contracts, 1959-1961	1:2
Articles of Incorporation, 1951	1:3
Bylaws, 1947 and undated	1:4
Curricula, undated	1:5
Enrollment Statistics, [ca. 1967]	1:6
Faculty Information, 1914, 1969	1:7
Faculty Lists, 1962-1964 and undated	1:8
Personnel Salaries and Resumes, 1958-1963 and undated	1:9
Staff Manual, undated	1:10

#### Subseries 1.2. Board of Trustees Records, 1946-1966, .75 cubic foot

##### Subseries Scope and Content Note

This series contains information about the Los Angeles Conservatory of Music Board of Trustees. Subseries include meeting information, financial statements, and the personal papers of Mrs. Richard (Lulu Mae) R. Von Hagen.

Files are arranged alphabetically by title within the subseries and chronologically within each folder.

<u>Folder Title</u>	<u>Box: Folder</u>
Attendance Record, 1958-1962	1:11
Bank Statements, 1957-1958	1:12
Correspondence, 1953-1963	1:13-15
Meeting Agendas, 1947-1962 and undated	1:16

Membership Lists, 1957-1960 and undated	2:1
Minutes, 1957-1963	2:2
Von Hagen, Mrs. Richard R., Personal Papers, 1948-1956 and undated	2:3-5

**Subseries 1.3. Publications, 1946-1965, .25 cubic foot**

**Subseries Scope and Content Note**

The Publications subseries has various types of published information related to the school and other musical events in the Los Angeles area. This subseries contains Los Angeles Conservatory of music brochures and catalogs, magazines, musical programs, newspaper clippings and press releases.

Files are arranged alphabetically by title within the subseries and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Brochures, undated	3:1
Catalogs, 1946-1963	3:2-5
Concert and Opera Programs, 1956-1962 and undated	3:6
Magazines, 1960-1961	3:7
Miscellaneous, 1955-1965 and undated	3:8
Newspaper Clippings and Press Releases, 1959-1960 and undated	3:9

**Subseries 1.4. Subject Files, 1958-1962, .25 cubic foot**

**Subseries Scope and Content Note**

This is a subseries of subject terms and contains brochures, newsletters, newspaper clippings, and photographs.

Files are arranged alphabetically by title within the subseries and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Lincoln Center for the Performing Arts, 1958-1960 and undated	3:10
Lloyd Center, 1958-1959	3:11
Los Angeles Conservatory of Music History, 1958 and undated	3:12
Los Angeles Music Commission, 1961-1962 and undated	3:13
Moore, Douglas Stuart, 1962 and undated	3:14
Music Center, 1958-1961	3:15
Oates, Irene Carter, 1959	3:16
Pascarella, Cesare, 1959	3:17
Photographs, undated	3:18
Yerke, Kenneth, 1960	3:19

**Subseries 1.5. Correspondence, 1946-1963, .50 cubic foot****Subseries Scope and Content Note**

The correspondence subseries contains incoming and outgoing correspondence. Documents included are letters, newspaper clippings, and invitations.

Files are arranged alphabetically by title within the subseries and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Artists Advisory Board, 1959, 1961	4:1
California Institute of the Arts, 1959-1963 and undated	4:2
California Institute of the Arts Founders, 1961-1962 and undated	4:3
High School of the Arts [Buckley School], 1961-1962 and undated	4:4
Lloyd Foundation, Ralph B., 1956-1962	4:5
Memoranda, 1959-1965 and undated	4:6
National Association of Schools of Music, 1946-1949	4:7
National Association of Schools of Music, 1950-1956	4:8
National Association of Schools of Music, 1957-1959 and undated	4:9
Peabody College, 1960	4:10
Pilgrimage Theatre, 1959-1961	4:11
Rockerfeller, Martha Baird, 1959-1961	4:12
Scholarships, 1958-1962	4:13
Spelman, Leslie P., 1967-1969	4:14
Thomasset Scholarship Fund, 1960	4:15
Western College Association, 1957-1959	4:16
Young Musicians Foundation, 1959-1962 and undated	4:17

**Subseries 1.6. Financial Records, 1946-1962, .25 cubic foot****Subseries Scope and Content Note**

This subseries contains financial information regarding the Los Angeles Conservatory of Music and includes financial statements, bank statements, tax information, and scholarship information.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Accounts Payable, 1955-1962 and undated	5:1
Budgets, 1956-1961, nd.	5:2
California Franchise Tax Board Records, 1953, 1960	5:3
Contributions and Gifts, 1956-1962 and undated	5:4
Financial Statements, 1957-1962	5:5
Fundraising, 1956-1962 and undated	5:6
Internal Revenue Tax Exemption, 1946-1963 and undated	5:7
Loans and Notes, 1955-1963 and undated	5:8
Los Angeles Business Tax and Permit Exemption, 1961	5:9
Los Angeles County Assessor, 1961-1963 and undated	5:10
Scholarship Account and Bank Reconciliation, 1957-1958	5:11



**Subseries 1.7. Reports, 1957-1963, .25 cubic foot****Scope and Content Note**

This subseries contains reports about the Los Angeles Conservatory of Music and the performing arts industry.

Files are arranged alphabetically by title within the series and chronologically within each folder.

**Folder Title****Box: Folder**

Bergsma, William, Report and Supplemental Material, 1958-1960 and undated

5:12

Faith in the Theatre, undated

5:13

Los Angeles Conservatory Reports, 1957-1959

5:14

Owens, Emery E., Report, 1960

5:15

Reports Collection, 1957-1963

5:16

Robb, J.D., Report, 1957

5:17

## Series 2. Chouinard Art Institute Records, 1925-1974, 19 cubic feet

### Series Scope and Content Note

This series contains records from the Chouinard Art Institute related to its administrative functions, faculty, staff, students, and activities. The earliest documents are course catalogs from 1925. The latest documents are those pertaining to its transition to the California Institute of the Arts at the Valencia Campus in the early 1970s. The bulk of the documents are from the 1960s. Documents include catalogs, schedules, contracts, letters, memoranda, announcements, reports, posters, newspaper clippings, invitations, and financial statements.

### Subseries 2.1. Academic Records, 1959-1971, .5 cubic foot

#### Subseries Scope and Content Note

This subseries contains information about academic records and includes documents from Academics Records Committee meetings, student screening records, and degree statistics. Documents include correspondence, meeting minutes, and forms.

Files are arranged alphabetically by title within the series and chronologically within each folder.

#### Folder Title

#### Box: Folder

Academic Records Committee Correspondence, 1959-1963	1:1
Academic Records Committee Meeting Minutes, 1960-1964, 1971	1:2
Degree Statistics, 1962-1965	1:3
Miscellaneous Screenings, 1967	1:4
Qualifying Drawing Screening, 1967	1:5
Sophomore Screening, 1960-1970 and undated	1:6-15
Transcript Information, 1959 and undated	1:16

### Subseries 2.2. Administrative Records, 1954-1971, 1 cubic foot

#### Subseries Scope and Content Note

This subseries contains information about the administrative functions related to the staff and faculty of the Chouinard Art Institute. Included are lists, memoranda, reports, letters, claims, and bulletins.

Files are arranged alphabetically by title within the series and chronologically within each folder.

#### Folder Title

#### Box: Folder

Accreditation Material, [ca. 1954]-1971	2:1
Administrative Reports, 1959	2:2
Administrative Staff Memoranda, 1958-1968 and undated	2:3
Administrative Staff Information, 1958-1963 and undated	2:4
Administrative Staff Mailing Lists, 1960-1961	2:5
Announcements and Bulletins, 1967-1971 and undated	2:6
Articles of Incorporation and Bylaws, 1935, 1957 and undated	2:7
Faculty Lists from Other Schools, 1965	2:8

Faculty and Staff Lists, 1957-1971 and undated	2:9
Faculty Memoranda, 1960-1969	2:10-12
Health Insurance, 1957-1969 and undated	3:1
Insurance Claims, 1960-1971	3:2
Job Descriptions, 1961 and undated	3:3
Placement Services, 1970 and undated	3:4
Policies and Procedures, 1935-1969 and undated	3:5
Requests, 1962-1963	3:6
Salaries and Status, 1959-1970 and undated	3:7
Secretarial Applications, 1968-1969	3:8
Staff Meeting Minutes, 1964-1971 and undated	3:9-11
Student Insurance, 1965-1971 and undated	3:12

### **Subseries 2.3. Admissions and Registration, 1958-1971, 1 cubic foot**

#### **Subseries Scope and Content Note**

This subseries contains information pertaining to the admissions and registration process at the Chouinard Art Institute. Documents include notebooks, memoranda, letters, bulletins, and forms.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Admissions Coordinating Committee, Portfolio Screening Minutes, Elizabeth Eklund Notebook, 1965-1966	4:1
Admissions Coordinating Committee, Portfolio Screening Minutes, Donald E. Smith Notebook, 1965-1966	4:2
Admissions Coordinating Committee, Portfolio Screening Minutes, Elizabeth Eklund Notebook, 1966-1967	4:3
Admissions Coordinating Committee, Portfolio Screening Minutes, Donald E. Smith Notebook, 1966-1967	4:4
Admissions Inquiries, 1968-1972	4:5-7
Announcements, 1959-1963 and undated	4:8
Application for Admission forms, 1963-1973 and undated	4:9
Correspondence, Memoranda and Notes, 1958-1971 and undated	4:10-11
Correspondence , Outgoing Letters, 1958-1963 and undated	4:12
Enrollment Statistics, 1958-1970 and undated	5:1-2
Enrollment Statistics from other schools, 1959-1960	5:3
Entrance Exam Information, 1969 and undated	5:4
Financial Aid, 1964-1968 and undated	5:5
Orientation Kits, 1962-1968	5:6
Psychological Test Information, 1959	5:7
Recruitment, 1959-1962	5:8
Requirements and Procedures, 1959-1968 and undated	5:9
Schedules and Announcements, 1967-1971	5:10
Schedules and Fees, 1939-1970	5:11-14
Special Students, 1967-1971	5:15
Student Lists, 1960-1963	5:16
Student Orientation Material, 1959-1960 and undated	5:17
Tuition Information, 1959-1972 and undated	5:18

**Subseries 2.4. Financial Records, . 1957-1973, .5 cubic foot****Subseries Scope and Content Note**

This subseries contains financial information about Chouinard Art Institute, the Los Angeles Conservatory of Music, and California Institute of the Arts. Documents include charts, statements, spreadsheets, and receipts.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<u>Folder Title</u>	<u>Box: Folder</u>
Budget Material, 1959-1970 and undated	6:1
Cash Receipts and Disbursements, 1963	6:2
Contributions, Non-Disney, 1959-1973 and undated	6:3
Financial Statements of Chouinard, Los Angeles Conservatory of Music, Cal Arts, 1957-1963	6:4-5
Instructional Supplies Costs, 1966-1970	6:6

**Subseries 2.5. Board of Trustees Records, .25 c.f. 1957-1964 and undated****Subseries Scope and Content Note**

This subseries contains information about the Board of Trustees of Chouinard Art Institute. Documents include letters, meeting agendas, notes and resolutions.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<u>Folder Title</u>	<u>Box: Folder</u>
Correspondence, 1959-1964 and undated	6:7
Meeting Agendas and Notes, 1957-1964 and undated	6:8
New Board Member Suggestions and undated	6:9
Resolutions, 1964	6:10

**Subseries 2.6. Buildings and Maintenance, 1958-1971, .25 cubic foot****Subseries Scope and Content Note**

This subseries contains information about the buildings, grounds, and maintenance of Chouinard Art Institute including property, staff, and work request information. Documents include letters, lists, newspaper clippings, inventories, leases, and work orders.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<u>Folder Title</u>	<u>Box: Folder</u>
Class Equipment, 1958-1968 and undated	7:1
Correspondence, 1958-1971 and undated	7:2
Eagle Maintenance Company, 1958-1962	7:3
Equipment Inventory, 1969	7:4

Exhibits and Displays, 1962	7:5
Grandview Campus, 1969, 1971 and undated	7:6
Green Sheet Clippings, 1969 and undated	7:7
Inventory, 1968-1969	7:8
Leases, 1963	7:9
Maintenance Staff Information, 1958-1971 and undated	7:10
Parking, 1958-1970 and undated	7:11
Repairs and Alterations, 1959-1961 and undated	7:12
Work Orders and Requests, 1965-1971 and undated	7:13

### **Subseries 2.7. Committees and Groups, 1949-1970, 1 cubic foot**

#### **Subseries Scope and Content Note**

This subseries contains information about faculty, student, and other groups associated with the Chouinard Art Institute. The largest subseries is that of the Faculty Committee, which oversaw many departmental and administrative functions. Documents include meeting minutes, letters, a notebook, notes, and newsletters.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Academic Policies and Curriculum Committee, 1967-1969	8:1
Alumni Association, 1959-1962	8:2
Board of Advisors, 1956	8:3
Childcare Committee, undated	8:4
Chouinard Auxiliary, 1961	8:5-7
Committee Notes, 1961	8:5
Correspondence, 1961	8:6
Invitation Responses, 1961	8:7
Department Chairmen, 1961-1968	8:8-13
Department Chairmen Memoranda and Agendas, 1968-1969	8:14
Directors Advisory Cabinet, 1963-1964	8:15
Executive Staff, 1961-1962 and undated	8:16
Faculty Committee, 1956-1968 and undated	9:1-10
Admissions, 1967-1968	9:1
Art, 1967 and undated	9:2
Extension, 1968	9:3
General Studies, 1960-1966 and undated	9:4
Instruction, 1958-1959	9:5
Notebook, 1967-1968	9:6
Public and Alumni Relations, 1968	9:7
Financial Advisory, 1967	9:8
Student Activities, 1967-1968	9:9
Student Aid, 1967-1968	9:10
Faculty Society, 1956-1957 and undated	9:11
Faculty-Student Committee, 1960 and undated	9:12
Library Committee, 1960	9:13
Other Department Committees, 1949, 1956	9:14
Public Relations Committee, 1968 and undated	9:15
Specialist Committees, 1960-1962	9:16
Specialist Committees Study Manual Material, 1961-1962	9:17

Student Association Committee, 1969-1970	9:18
Student Council and Representatives, 1967-1969 and undated	9:19

### **Subseries 2.8. Contracts, 1966-1969, .5 cubic foot**

#### **Subseries Scope and Content Note**

The contracts subseries contains contracts for chief administrative personnel and staff. This subseries only represents 1966-1969. Contracts from other years are missing.

Files are arranged alphabetically by title within the series and chronologically within each folder. Some folders are arranged alphabetically by title according to Chouinard Art Institute's original order as noted.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Chief Administrative Personnel, 1967-1968	10:1
Staff: Terms I, II, III, IV ('A-H'), 1967-1968	10:2
Staff: Terms I, II, III, IV ('J-Z'), 1966-1967	10:3
Staff ('A-K'), 1967	10:4
Staff ('L-Z'), 1967	10:5
Staff: Terms I, II, III, 1967-1968	10:6
Staff: Terms III and IV, 1968	10:7
Staff: Terms V, VI ('A-Z'), 1968	10:8
Staff: Terms V, VI ('L-Z'), 1968	10:9
Staff: Terms I, II ('A-K'), 1968-1969	10:10

### **Subseries 2.9. Catalogs and Schedules, 1925-1971, 1 cubic foot**

#### **Subseries Scope and Content Note**

This subseries contains catalogs and schedules that provide information about course offerings. The catalogs range from 1925-1968, and schedule information ranges from 1965-1971. Additional schedule information can be found in subseries 3, Admissions and Registration, which contains folders entitled "schedules and fees."

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Catalogs, 1925-1958	11:1-15
Catalogs, 1959-1968	12:1-3
Schedule Changes, 1965-1968	12:4
Schedules, 1967-1970	12:5-9
Teaching Schedules, 1961-1971 and undated	12:10

**Subseries 2.10. Department and Course Information, 1953-1971, 2 cubic feet****Subseries Scope and Content Note**

This subseries contains departmental information in addition to information about courses, workshops and programs offered at Chouinard Art Institute.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Advertising Design, 1957-1970 and undated	13:1
Apprentice Program, 1965-1967 and undated	13:2-4
Correspondence, 1965-1967	13:2
Evaluations, 1966-1967	13:3
Waivers, 1966 and undated	13:4
Ceramics, 1958-1970 and undated	13:5
Cinmagraphics, [ca. 1967]	13:6
Course Offerings and Curricula, 1956-1957, 1966 and undated	13:7-8
Course Offerings and Curricula, Counseling Information, 1968-1971	13:9-10
Creativity Workshop, 1959-1962	13:11
Design, 1953-1971 and undated	14:1
Evaluation Material, 1955, 1958	14:2
Evening Extension Classes, 1961-1962 and undated	14:3
Extension Classes, 1968 and undated	14:4
Fashion Department, 1961-1971 and undated	14:5-7
Letters and Articles, 1961-1970 and undated	14:5
Schedules, 1965-1971 and undated	14:6
Speakers, 1968-1969 and undated	14:7
Film Arts, 1951-1971 and undated	14:8
Film Series, 1965-1968 and undated	14:9
Fine Arts Department, 1965-1971 and undated	14:10-14
Course Information, 1965-1971 and undated	14:10
Equipment Catalogs, 1970 and undated	14:11
Meeting Notes, 1969	14:12
Sales, 1967-1971 and undated	14:13
Sculpture Lab, 1965-1971	14:14
Foreign Study, 1968-1970 and undated	14:15
Freshman Foundation, 1965-1970	14:16
General Studies, 1959-1971 and undated	15:1-5
Correspondence, 1959-1971	15:1
Course Outlines and Information, 1959-1969 and undated	15:2-3
Room Charts and Schedules, 1965-1971	15:4
Textbooks, 1959-1967 and undated	15:5
Graduate Study, 1964-1967 and undated	15:6
Graphics, 1961-1967 and undated	15:7
High School Student Courses, 1961-1962 and undated	15:8
Illustration, 1959-1971	15:9
Machine Shop, 1967-1968 and undated	15:10
Photography, 1962-1963	15:11
Professional Practice, 1960-1966 and undated	15:12
Textbooks, 1964-1966 and undated	15:13
Theater Arts, 1965-1967 and undated	15:14
Saturday Classes, 1961-1963	16:1
Special Classes, 1970-1971 and undated	16:2

Tool Chip Design Lab, 1966	16:3
War on Poverty, 1966-1967 and undated	16:4
Work study and Student Employment, 1964-1970 and undated	16:5

### **Subseries 2.11. Events, 1952-1972 and undated, 1 cubic foot**

#### **Subseries Scope and Content Note**

This subseries contains information about events taking place at the Chouinard Art Institute. Documents include announcements, bulletins, letters, and calendars.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Announcements, 1967-1971 and undated	17:1
Bal Chouinard, 1957-1961 and undated	17:2-5
Correspondence, 1961 and undated	17:2
Financial Statements, 1957, 1960	17:3
Fliers and Posters, 1961 and undated	17:4
Notebook, 1961	17:5
Bulletins, 1952-1971	17:6
Calendars, 1965-1966	17:7
Ceramics Sales, 1956-1970	17:8
Contests and Competitions, 1968-1969	17:9
Fashion Contests and Sales, 1963-1972 and undated	18:1
Fashion Show, 1960-1972 and undated	18:2-7
Speeches and Lectures, 1961-1971 and undated	18:8

### **Subseries 2.12. Exhibitions, 1955-1970, .5 cubic foot**

#### **Subseries Scope and Content Note**

This series contains information about art exhibitions affiliated with the Chouinard Art Institute. Documents include letters, forms, captions, and newspaper clippings.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Chouinard Art Gallery 1962-1970 and undated	19:1
Design West 1964-1968	19:2
Gallery 66 1966	19:3
General Exhibitions 1955-1969 and undated	19:4
Great Words of the Presidency 1966-1967 and undated	19:5-10
Captions [ca. 1967]	19:5
Correspondence 1966-1967 and undated	19:6
Donor Forms [ca. 1967]	19:7
Entry Forms 1966	19:8
Loan Forms 1966	19:9
Publicity 1966-1967	19:10



Judges 1967	19:11
Other 1967-1968 and undated	19:12

### **Subseries 2.13. Faculty Files, 1950-1974, 3.5 cubic feet**

#### **Subseries Scope and Content Note**

This subseries contains administrative information about faculty members and the courses they taught at Chouinard Art Institute. Documents primarily consist of correspondence.

Files are arranged alphabetically by title within the series and chronologically within each folder. The miscellaneous folders are arranged alphabetically by title.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
'A' Miscellaneous, 1961-1970	20:1
Adams, Ann, 1966-1970	20:2
Altoon, John, 1962-1963	20:3
Allen, Terry, 1966-1971 and undated	20:4
Apodaca, Reuben, 1967-1969	20:5
Arlon, Ary, 1964-1966 and undated	20:6
Armitage, Frank, 1969-1970 and undated	20:7
Bracerra, Ralph, 1960-1972 and undated	20:8
Bacon, Robert, 1962-1964 and undated	20:9
Baden, Mowery, 1963-1964 and undated	20:10
Bassis, Ed, 1968-1969	20:11
Beamish, Alice, 1966-1971	20:12
Bellman, Beryl, 1969-1970	20:13
Belt, Betty, 1966-1969	20:14
Best, Marjorie, 1959-1970 and undated	20:15
Blackwell, Pat, 1966	20:16
Band, Robert, 1960-1962	20:17
Boston, Archie, 1967-1969	20:18
Bousman, Tracy, 1962-1963	20:19
Brand, Harry, 1964-1968 and undated	20:20
Brown, Evert, 1965-1968 and undated	20:21
Bundy, Stuart M., 1964-1965	20:22
Bruckhardt, Hans, 1962-1963 and undated	20:22
Canavier, John, 1960-1971 and undated	20:23
Cannon, Robert F., 1962-1963 and undated	20:24
Carlson, Robert, 1963-1964 and undated	20:25
Case, Sue-Ellen, 1968-1970	20:26
Casson, Samuel R., 1963-1964 and undated	20:27
Cappucci, Beatriz, 1961, 1963	20:28
Cuatero, Gerard, 1961-1962	20:29
Cheatham, Frank, 1966-1967	20:30
Chidamian, Claude, 1961-1963	20:31
Chuey, Robert, 1958-1974 and undated	20:32
Chouinard, Robert, 1970 and undated	20:33
Cohen, Howard, 1965-1966 and undated	20:34
Coplans, John, 1963-1965 and undated	20:35
Cormack, Robert, 1969	20:36
Crandall, Luzerne, 1961-1962 and undated	20:37
Crawford, Dr. Robert, 1963-1966	20:38
Cross, Warren, 1959-1972 and undated	20:39

Cruse, Albert, 1963-1968 and undated	20:40
Cutrow, Leonard, 1959-1969 and undated	20:41
'D' Miscellaneous, 1963-1969	21:1
Davis, Marc, 1959-1964	21:2
Danziger, Louis, 1963-1972 and undated	21:3
Denker, Stuart, 1960-1962	21:4
Diamond, Harry, 1960-1963 and undated	21:5
Dudley, Don, 1964-1968 and undated	21:6
Dyal, Kaye, 1966-1969 and undated	21:7
Durbin, James, 1962	21:8
'E' Miscellaneous, 1964-1969	21:9
Edwards, Melvin, 1965-1968 and undated	21:10
Eklund, Elizabeth, 1962-1968 and undated	21:11
Ertman, Ilse, 1964-1971 and undated	21:12
Evans, Donald, 1962 and undated	21:13
Evans, Ruth, 1967, 1969	21:14
Evans, Osmond, 1963-1967 and undated	21:15
Everts, Connor, 1961-1965 and undated	21:16
'F' Miscellaneous, 1965	21:17
Fassbinder, John, 1963-1964 and undated	21:18
Fields, Tamara, 1964 and undated	21:19
Foster, Walter, 1960-1968 and undated	21:20
Fox, Louis, 1966-1968 and undated	21:21
Friedman, Cynthia, 1964	21:22
Funk, Joseph, 1962-1970 and undated	21:23
'G' Miscellaneous, 1961-1967 and undated	21:24
Garbutt, Bernard, 1958-1969	21:25
Gee, George, 1968-1969	21:26
Gillien, Ted, 1966 and undated	21:27
Gittleson, Barry, 1965-1967 and undated	21:28
Goodman, Calvin, 1966-1970 and undated	21:29
Goodwin, Dr. Philip A., 1962-1970	21:30
Goss, Jerry, 1959-1960	21:31
Glicksman, Gretchen, 1966	21:32
Greer, Howard, 1962-1963	21:33
Graham, Donald, 1960-1972 and undated	21:34
Hadeishi, Nobuyuki, 1966-1972 and undated	22:1
Hammersley, Fred, 1964-1970 and undated	22:2
Hamner, William, 1967	22:3
Hardyman, John, 1963-1974 and undated	22:4
Hatchcock, Jerry, 1959-1961	22:5
Hee, T., 1959-1969	22:6
Heino, Otto, 1959-1962	22:7
Heino, Vivika, 1958-1963	22:8
Hendricks, William O., 1961-1964 and undated	22:9
Hicks, Jamie, 1961-1968 and undated	22:10
Holley, William S., 1961-1963 and undated	22:11
Houser, Dwain, 1969-1972 and undated	22:12
Holtan, Gene, 1964-1967	22:13
Holt, Stefania, 1965-1966 and undated	22:14
Hovespian, Alex, 1959-1969 and undated	22:15
Huebner, Mentor, 1959-1969 and undated	22:16
Hunt, Richard, 1964-1965	22:17
Hurtz, William, 1963-1968 and undated	22:18
Hutton, Frederick, 1963 and undated	22:19
Ikegawa, Shiro, 1968-1970 and undated	22:20

Ingle, James C., 1963	22:21
Inlow, Robert, 1961	22:22
Irwin, Robert, 1961-1966	22:23
'J' Miscellaneous, 1963-1965	22:24
Jarvaise, James, 1959-1974 and undated	22:25
Jepson, Herb, 1959-1971 and undated	22:26
Jimenez, Juanita, 1966-1969 and undated	22:27
Johnstone, George R., 1943-1963	22:28
Jonas, David, 1967-1968	22:29
'K' Miscellaneous, 1962-1969	23:1
Kanemitsu, Matsum, 1965-1971 and undated	23:2
Karisich, John, 1964-1967 and undated	23:3
Kennedy, Myron L., 1961-1962 and undated	23:4
Kim, Young Suk, 1961-1962	23:5
Kimura, George, 1961 and undated	23:6
King, Jack, 1964-1970 and undated	23:7
Knop, Siegfried, 1956-1969	23:8
Koch, Gerd, 1961-1966	23:9
Kohn, Gabriel, 1967 and undated	23:10
Kofsky, Frank, 1964-1965 and undated	23:11
Kramer, Harold, 1959-1971 and undated	23:12
Kroeger, Lyn, 1963-1964	23:13
Krueger, Gary, 1969-1971	23:14
Kurtz, Robert, 1962-1968	23:15
'L' Miscellaneous, 1968-1970	23:16
Lacy, Ernest, 1962-1964	23:17
Langsner, Jules, 1959-1967 and undated	23:18
Larriva, Rudolph, 1962-1969 and undated	23:19
Latiolais, Felix M., 1961-1962 and undated	23:20
Laursen, Thomas, 1968 and undated	23:21
Lautner, John, 1960-1969 and undated	23:22
Lawrence, Lyla, 1960-1963	23:23
Lawson, Kate Drain, 1965-1970 and undated	23:24
Leavitt, Roger, 1959-1968	23:25
Leider, Phil, 1964-1966	23:26
Leider, Malcolm, 1959-1967	23:27
Lieber, Bramwell, 1963-1964 and undated	23:28
'M' Miscellaneous, 1961-1970	23:29
McElroy, Dixie, 1959-1964	23:30
Malkiewicz, Kris, 1969-1970 and undated	23:31
Marootian, Dorothy, 1966-1968	23:32
Mezerow, Simon, 1959-1970 and undated	23:33
Michelson, Harold, 1959-1962	23:34
Miller, Willard H., 1967	23:35
Miyauchi, John, 1966-1968	23:36
Moore, William, 1959-1968	23:37
Moritz Jr., Edward, 1963-1968	23:38
Moritz, William, 1970-1971 and undated	23:39
Muhs, James, 1963-1967	23:40
Nemoy, Maury, 1962-1965 and undated	24:1
Neuerberg, Norman, 1965-1966 and undated	24:2
Norland, Gerald, 1959-1960 and undated	24:3
O'Hara, T.J., 1967 and undated	24:4
O'Neill, Beverly, 1970 and undated	24:5
Overby, Robert, 1966-1971 and undated	24:6
Page, Frank, 1967-1971 and undated	24:7

Palfi, Marion, 1966-1967 and undated	24:8
Parkhurst, Ken, 1963	24:9
Plummer, Elmer, 1961-1962	24:10
Pumphrey, Byron, 1959-1970 and undated	24:11
Pullias, Earl, 1960-1965	24:12
Putzel, Robert, 1960-1962	24:13
Quiton, Gregory, 1961, 1963	24:14
Reed, Donald Anthony, 1963-1968	24:15
Reeder, Paul, 1961-1967 and undated	24:16
Reep, Edward, 1957-1971	24:17
Reid, Stephen, 1962-1964	24:18
Reserva, Dan, 1959-1963	24:19
Rise, Gerald, 1968-1969	24:20
Roach, James, 1967-1970 and undated	24:21
Robbins, Harry, 1964	24:22
Roberts, Eva Dickstein, 1957-1975 and undated	24:23
Rocque, Millie, 1961-1970 and undated	24:24
Rubel, Christopher, 1970-1971	24:25
Rubin, Marvin, 1959-1971 and undated	24:26
Rudick, Martin, 1961-1966	24:27
Russell, John A., 1961	24:28
Salisbury, Mike, 1968-1971	25:1
Schaeffing, Jim, 1965-1966	25:2
Schlessinger, Philip J., 1963	25:3
Schwartz, Zachary, 1967-1971 and undated	25:4
Scott, Delmore, 1963-1970 and undated	25:5
Seidel, Thomas, 1968-1972 and undated	25:6
Selje, Richard, 1960-1962 and undated	25:7
Senter, John, 1959-1962	25:8
Shean, Al, 1965	25:9
Shenkman, Lillian, 1965-1968 and undated	25:10
Shields, Douglas, 1971	25:11
Silliman, Acey, 1961-1962	25:12
Simpson, Marz, 1966-1968 and undated	25:13
Sims, William Carter, 1967-1974 and undated	25:14
Smith, Donald, 1966	25:15
Smith, Robert, 1927, 1964-1965	25:16
Smith, Stephen R., 1963-1969	25:17
Steinberg, J. Leonard, 1958-1963	25:18
Steiner, Simon, 1962-1965 and undated	25:19
Stone, Richard, 1962	25:20
Stram, John, 1964-1967	25:21
Strosneider, Lee, 1968	25:22
Sugita, Chizuko, 1964-1965	25:23
Sultanian, Anahid, 1968-1971 and undated	25:24
Swearingen, Richard, 1969	25:25
Swenson, Charles, 1966	25:26
Tagmann, Pierre, 1966-1967 and undated	25:27
Tara, Bill, 1964-1971	25:28
Tara, Elizabeth, 1968-1969	25:29
Taylor, Hope, 1969	25:30
Teske, Charles, 1959-1967	25:31
Teske, Edmund, 1962-1963	25:32
Theisen, Earl, 1967-1968 and undated	25:33
Thomas, Mary, 1959-1964 and undated	25:34
Thompson, J.B., 1967-1969 and undated	25:35

Thompson, Margaret, 1955-1970 and undated	25:36
Thursby, Raymond, 1969-1970	25:37
Timberlake, Richard, 1964-1965	25:38
Toutjian, Duane, 1967-1970	25:39
Turman, Herbert, 1965-1975 and undated	25:40
Turnbull, George, 1967	25:41
Van Runkle, Thea, 1964-1965 and undated	26:1
Vitale, Diana, 1963-1966 and undated	26:2
Vogel, Joseph, 1964-1965	26:3
Von Dornum, Jack H., 1961	26:4
Von Huene, Stephen, 1963-1970	26:5
Waite, Ellen, 1969-1971	26:6
Wakeling, Gwen, 1962	26:7
Walker, Clay, 1967-1968 and undated	26:8
Wanderman, Sandy, 1966	26:9
Warnke, Detlef A., 1962-1963 and undated	26:10
Watson, Dori, 1962	26:11
Weston, Joe, 1965-1966	26:12
Whiting, Eric, 1969 and undated	26:13
Wilkins, Stanley, 1961-1962	26:14
Williams, Bill, 1965-1969 and undated	26:15
Williams, Guy, 1957-1959 and undated	26:16
Willis, Joseph P., 1962 and undated	26:17
Winquist, Robert, 1950-1962	26:18
Woelfer, Emmerson, 1959-1972 and undated	26:19
Wolf, Jerome, 1962	26:20
Wood, James, 1959-1968 and undated	26:21
Wood, Roger, 1964-1966	26:22
Zammit, Norman, 1966-1968	26:23
Zirker, Joe, 1963	26:24
Zolotow, Milton, 1963-1966	26:25
Zorthian, Jirayr, 1964-1969 and undated	26:26

### **Subseries 2.14. General Correspondence, 1956-1972, 1.5 cubic feet**

#### **Subseries Scope and Content Note**

This subseries contains general correspondence not related to other subseries in this collection. It is arranged into the two subseries, Chouinard correspondence and other correspondence. The Chouinard correspondence subseries contains letters and memoranda written by Chouinard staff and faculty addressed to other Chouinard staff and faculty. The other correspondence subseries contains letters to or from individuals and companies outside the Chouinard Art Institute.

Files are arranged according to Chouinard Art Institute's original order, alphabetically by title within the subseries and chronologically within each folder. Miscellaneous folders are arranged alphabetically by title.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Du Pont, Cornelius, 1958	29:1
Hallmark Cards, 1968-1971 and undated	29:2
J. Walter Thompson Company, 1967	29:3
Jackson, Jim, 1964-1967 and undated	29:4

Lieder, Phillips, 1967	29:5
Los Angeles County Museum of Art, 1964-1967	29:6
<i>Los Angeles Times</i> , 1964-1971 and undated	29:7
M.W. Ayer and Son Inc., 1963	29:8
<i>Mademoiselle</i> , 1965-1971	29:9
Marr, Luther, 1959-1960	29:10
National Art Education Association, 1965-1970	29:11
National Broadcasting Company, 1958-1964	29:12
New York Museum of Modern Art, 1964-1965 and undated	29:13
Riverside Cement, 1961-1962	29:14
Schools and Colleges, 1968-1969	29:15
Skohegan School of Painting, 1967 and undated	29:16
UCLA College of Fine Arts, 1965-1970 and undated	29:17
U.S. Office of Education, 1969	29:18
Veteran's Affairs, 1965-1970 and undated	29:19
Walt Disney Associates, 1968	29:20
Western Association of Student Financial Aid Administrator, 1969-1970 and undated	29:21
Wilck, Thomas, 1967-1968 and undated	29:22

### **Subseries 2.15. Graduation, 1956-1971, .5 cubic foot**

#### **Subseries Scope and Content Note**

This subseries contains records pertaining to graduation ceremonies at the Chouinard Art Institute. Since this subseries contains records created after the 1962 formation of California Institute of the Arts, it also includes records containing information about graduates from the Los Angeles Conservatory of Music. Documents include letters, lists, invitations, memoranda, notes, programs, photographs and negatives.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Artwork, [ca. 1964]	30:1
Awards, 1959, 1962	30:2
Correspondence, 1959-1970 and undated	30:3
Expenses, 1962	30:4
Graduates Lists, 1956-1971 and undated	30:5
Invitations and Guests Lists, 1958-1968 and undated	30:6
Notes, 1960-1965 and undated	30:7
Photographs and Negatives and undated	30:8
Programs, 1959-1970 and undated	30:9
Speeches, 1960, 1962 and undated	30:10

**Subseries 2.16. Grants and Loans, 1954-1973, .5 cubic foot****Subseries Scope and Content Note**

This subseries contains information about grants and loans made available to Chouinard Art Institute and its students. It primarily consists of records from the sponsoring institutions, but also contains a folder on equipment purchased with grant funds.

Files are arranged alphabetically by title within the subseries and chronologically within each folder, with the exception of 'A-Z' grants, which are organized alphabetically by title.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
'A-Z' grants, 1967-1969	31:1
Alcoa Aluminum, 1968	31:2
Arts and Humanities Grants, 1967-1969	31:3
Asia Foundation, 1964-1965	31:4
Carnegie Corporation, 1963	31:5
Container Corporation of America, 1959-1963	31:6
Danforth Foundation, 1966-1977	31:7
Disney Contributions, 1957-1964	31:8
Ford Foundation, 1954-1964 and undated	31:9-10
Ford Motor Company, 1960	31:11
Grant Equipment, 1964-1966	31:12
Muselwhite Foundation of Decorative Arts, 1960-1962	31:13
National Defense Student Loan Program, 1959-1973	31:14-15

**Subseries 2.17. Library Records, 1958-1971, .5 cubic foot****Subseries Scope and Content Note**

This subseries contains records related to collection development, facilities, and services of the library. Documents include letters, questionnaires, and reports.

Files are arranged alphabetically by title within the subseries and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Books added to the library, 1958-1967	32:1
Books needed, 1965, n.d.	32:2
Books ordered, 1968-1970	32:3
Cataloging Service Information	32:4
Collection Development Catalogs, 1958-1950	32:5
Correspondence, 1961-1971, n.d.	32:6
Library Facilities and Services, 1969-1970, n.d.	32:7
Library Project Correspondence, 1959-1961	32:8
Library Project Proposals and Notes, 1959-1960, n.d.	32:9
Library Reports, 1960-1966	32:10
Periodical Lists, 1960, 1962	32:11
Questionnaire, 1958	32:12

**Subseries 2.18. Public Relations, 1934-1972, .5 cubic foot****Subseries Scope and Content Note**

This subseries contains records pertaining to public relations at Chouinard Art Institute and includes advertising, financial information, tour information, publicity, and information about visitors to the campus. The documents include correspondence, brochures, mailing lists, newspaper clippings, and press releases. The bulk of the documents are from the 1960s, however, there is an early document from 1934 in the publicity folder.

Files are arranged alphabetically by title within the subseries and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Budget, 1962-1963 and undated	33:1
Brochure Requests, 1971-1972 and undated	33:2
Brochures, undated	33:3
Correspondence, 1964-1968	33:4
High School Tours, 1960-1963	33:5
Mailing Lists, undated	33:6-12
Art Galleries, undated	33:6
Colleges and Universities, undated	33:7
Elementary Schools, undated	33:8
Los Angeles City/County Parks and Recreation, undated	33:9
Museums, undated	33:10
Newspapers, Magazines, Television Stations, undated	33:11
Private Schools, undated	33:12
Posters, 1960-1963	33:13
Press Releases, 1969 and undated	33:14
Printing Projects, 1962, 1965	33:15
Promotional Program, 1962-1963	33:16
Publicity, 1934-1971 and undated	33:17
Visitors, 1959-1963	33:18

**Subseries 2.19. Subject Files, 1956-1971, .5 cubic foot****Subseries Scope and Content Note**

This subseries contains records arranged by subject matter and includes information on Chouinard Art Institute's founder, Nelbert Chouinard. Documents included in this subseries are brochures, contracts, letters, a city ordinance and variance, and newsletters.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Art Schools, 1965-1968 and undated	34:1
Chouinard, Nelbert, 1956-1969 and undated	34:2-5
Biographical Information, 1956-1969 and undated	34:2
Correspondence, 1960-1962	34:3
Contracts, 1957-1967	34:4
Personal Financial Information, 1959-1969 and undated	34:5



Exchange Teachers, 1966 and undated	34:6
Hoven Letter Press, 1966-1968	34:7
Job Placement, 1969-1970	34:8
Los Angeles County Variance on Salt Firing, 1971 and undated	34:9
Ordinance 87218, 1959-1962	34:10
Oxberry Camera, 1967	34:11
Private Schools Tuition and Payment Plans, [ca. 1971]	34:12
Red Cross, 1964	34:13
Siqueiros and undated	34:14
Society of Illustrators, 1965-1968 and undated	34:15
Student Publications, 1960-1967 and undated	34:16
Tamarind Lithography Workshop, 1964-1970	34:17
Tamarind Lithography Workshop Artists 'A-Z', 1962-1969	34:18
Teacher Education, 1961	34:19

## Subseries 2.20. 1938-1973, Scholarships, .5 cubic foot

### Subseries Scope and Content Note

This subseries contains information about scholarships made available to students at the Chouinard Art Institute. The documents reflect that scholarships were awarded as early as 1938 and that during the mid-to-late-1960s, scholarships were awarded as part of a competition. The subseries contains scholarship announcements, names of applicants and recipients, letters, financial information, and information about sponsors. Documents included are announcements, applications, financial statements, letters, lists, and policies.

Files are arranged alphabetically by title within the subseries and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Announcements, 1938-1966 and undated	35:1
Applicant Lists, 1965-1969	35:2
Applications, 1966-1969	35:3
Correspondence, 1958-1969	35:4-7
<i>Art Forum</i> , 1963-1964	35:4
Costume Designer's Guild, 1958-1962	35:5
Faculty Scholarship Committee, 1958-1964	35:6
General Scholarship, 1959-1966	35:7
Financial Statements, 1958-1969	35:8
High School Competitions, 1964-1968	35:9
Policies, 1959-1970	35:10
Recipients, 1960-1970 and undated	35:11
Schedules and Notes, 1963-1966	35:12
Scholarship Competition Information, 1965-1969 and undated	35:13
Solicitations and Responses, 1953-1956	35:14
Sponsors, 1959-1973 and undated	35:15-19
'A-W', 1959-1969	35:15
Fulbright, 1970-1973 and undated	35:16
Gimbel, 1966	35:17
Jeffries Banknote Company, 1967-1968 and undated	35:18
Los Angeles Advertising Club, 1968-1970 and undated	35:19
State Graduate Fellowships, 1969-1970	35:20
Student Aid, 1969-1970	35:21

**Subseries 2.21. Cal Arts Transition, 1956-1971 1.5 cubic feet****Subseries Scope and Content Note:**

This subseries contains documents pertaining to the transition of the Chouinard Art Institute to the California Institute of the Arts and is arranged into two subseries: Planning Committee records, and General records. The Planning Committee records reflect the concerns of the Chouinard Planning Committee and Walt Disney's Company, W.E.D. about the transition to California Institute of the Arts in 1962. Included are letters to and from W.E.D., Disney attorneys and advisors. Also included are questionnaires, and reports regarding the transition. The second subseries, General records, contains documents pertaining to the transition to California Institute of the Arts, but that are not associated with the Planning Committee. These records reflect the transition to California Institute of the Arts in 1962 and also the relocation from the campus in Los Angeles to the campus in Valencia in the early 1970s. This subseries includes meeting notes and minutes, brochures, lists, newspaper clippings, maps, and reports.

Files are arranged alphabetically by title within the subseries and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Planning Committee Records, 1956-1959 and undated	36:1-12
Correspondence, 1956-1959 and undated	36:1-7
Cresap et al., 1957-1958 and undated	36:1
Disney, 1956-1959	36:2
Incoming, 1958-1959	36:3
Luther Marr Memoranda, 1957	36:4
Other, 1956-1959	36:5
Outgoing, 1956-1958	36:6
Price-Waterhouse, 1957	36:7
Minutes, 1957-1959	36:8
Questionnaires and Responses, 1957 and undated	36:9
Notes, undated	36:10
Reports, 1957-1959 and undated	36:11-12
General Records, 1958-1971	37:1-11, 38:1-6
Brochures and Clippings, 1959 and undated	37:1
Committee Lists, 1960 and undated	37:2
Complaints, 1964, 1969	37:3
Conceptual Ideas, 1958-1971 and undated	37:4
Correspondence, 1959-1962 and undated	37:5
Fundraising, 1963, 1968	37:6
Meeting notes and minutes, 1960-1962 and undated	37:7
Notes, 1959 and undated	37:8
Organization Committee Minutes and Agendas, 1960-1961	37:9
Phase Out Material, 1968-1970 and undated	37:10
Phase Out Statistics, 1969-1970	37:11
Planning Manual, undated	38:1
Property Maps, 1961 and undated	38:2
Property Search, 1960-1961 and undated	38:3
Reference Material, 1958-1959 and undated	38:4
Reports and studies, 1959-1960 and undated	38:5
Restructuring ideas, 1969-1971 and undated	38:6

**Series 3. Administrative Records, 1963-1985, 7.2 cubic feet****Series Scope and Content Note**

This series includes records related to the administration of Cal Arts. Material includes Administrative Council and Dean's Council minutes, agendas, and memoranda; reports of the Western Association of Schools and Colleges; Institute goals and planning records; budget records including correspondence, reports, and ledgers; and general records including contracts, financial statements, and reports.

**Subseries 3.1. Budget Records, 1966-1983, 2.0 cubic feet****Subseries Scope and Content Note**

This subseries includes correspondence, reports, budget proposals, fiscal year budgets, library budget records, and budget preparation material for Cal Arts.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Administrative Budget Proposal, 1973-1974	1:1
Annual Budget, 1969-1970	1:2
Annual Report, 1969-1970	1:3
Annual Report and Financial Statements, 1972-1973	1:4-6
Balance Sheet (Preliminary Closing), 1969	1:7
Budget Preparation Material, 1968-1973 and undated	1:8-13
Budget, FY 1967-1968 to FY 1982-1983	2:1-12
Budget Proposals, 1969-1974	3:1-5
Budget Requests, 1970-1976	3:6-8
Budget Request Summary, 1974/1975	3:9
Budget Summaries, 1970-1974	3:10-12
Correspondence, 1968-1969	3:13
Expenditure Summary, 1975	3:14
Financial Statements, 1966, 1971-1972	3:15-16
General Ledger, 1973-1975	4:1
Library Budget, 1972/1973	4:2
Library Budget Projections, 1968-1970	4:3
Library Budget for School of Music, 1964	4:4
Library Budget – Miscellaneous Records, 1973	4:5
Materials Budget, 1971	4:6
Preliminary Budget, 1976/1977	4:7
Revenue, 1972-1973	4:8
Revised Budget, 1968	4:9
Ten Year Projections (1966-1977), 1966	4:10

**Subseries 3.2. Council Records, 1970-1980, 1.5 cubic feet****Subseries Scope and Content Note**

This subseries contains correspondence, meeting minutes, meeting agenda, and supplemental information for council meetings for the Academic Council, Administrative Council, and Deans Council. The Deans' Council, established in September 1970, consisted of the Deans, the President, the Vice-President for Administration, and the Vice President for Planning and Development. The Deans' Council was changed in October 1970 to the Deans' Administrative Council.

Files are arranged alphabetically by council title; folders for each council are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Academic Council, 1971-1980	5:1-9
Correspondence, 1975	5:1
Faculty Salaries, 1977-1980	5:2
Meeting Minutes, Agenda, and Supplemental Material, 1971-1978	5:3-9
Administrative Council, 1970-1980	6:1-11
Financial Affairs Committee Meeting Minutes, 1971	6:1
Meeting Minutes, 1971-1980	6:2-3
Meeting Minutes, Agenda, and Supplemental Material, 1970-1977	6:4-11
Deans Council, 1971-1983	7: 1-9, 8:1-6
Meeting Minutes, Agenda, and Supplemental Material, 1971-1983	7: 1-9, 8:1-5
Meeting Notes, 1978	8:6

**Subseries 3.3. Disney/Cal Arts Entertainment Work Experience Program, 1974-1976, .5 cubic foot****Subseries Scope and Content Note**

This subseries contains program drafts, program proposals, and workshop program information and application packets for the Disney/Cal Arts Work Experience Program.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Disney Fine Arts Work Experience Summer Workshop Application Packet, 1974	8:7
Disney Fine Arts Work Experience Summer Workshop Program Information, 1974	8:8
Information Packet, 1976	8:9-10
Program Draft, 1975	8:11
“Program Proposal on Cooperative education for California Institute of the Arts” by Vic Guder, 1974	8:12

### Subseries 3.4. General Records, 1963-1982, .5 cubic foot

#### Subseries Scope and Content Note

This subseries contains lists of academic, corporate, and administrative officers, as well as insurance records, documents pertaining to internal problems, and other general administrative records for Cal Arts.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<u>Folder Title</u>	<u>Box: Folder</u>
Academic and Administrative Officers, 1982	9:1
Corporate Officers, 1979-1982	9:2
Executive Committee Meeting Minutes Notes, 1970	9:3
Housing and Facilities Committee Meeting Minutes and Correspondence, 1972	9:4
Institute Council Correspondence and Meeting Notes, 1981-1983	9:5
Insurance Records, 1963-1971	9:6
Internal Problems, 1977	9:7
NASA Accreditation Visit Report, 1972	9:8
National Association of Schools of Music Visitation Representatives Report, 1974	9:9
Post Office Permit, 1967	9:10
"Report on the Current Operation," [1965]	9:11
Standing Committee on Governance Minutes, 1971	9:12
Student Orientation Preliminary Schedule, 1971	9:13
Tax Exemption Records, 1963-1970	9:14

### Subseries 3.5. Planning and Development, 1964-1984, 1.7 cubic feet

#### Subseries Scope and Content Note

This subseries contains administrative records for the planning and development of Cal Arts, including organizational records, planning manual records, and long range planning reports and plans.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<u>Folder Title</u>	<u>Box: Folder</u>
Academic and Instructional Planning	9:15
Art and Critical Studies Writing Program NEH Grant Application, 1980	9:16-17
Cal Arts Development Action Notebook, 1964	9:18
"Cal Arts Evaluation Self-study for the national Association of Schools of Art," Report, 1975	9:19
Correspondence, 1970-1972	10:1
Institutional Goals Survey Report, 1972	10:2
Long Range Planning Five Year Plan, 1979	10:3
Long Range Planning Five Year Plan Draft, 1979	10:4-5
Long Range Planning Notebook, 1977-1978	11:1-3
Long Range Planning Reports, 1978, 1984	11:4-5
Personnel Training Program Application, 1969	12:1
Planning and Development Blue Book, 1969-1973	12:2-3

Planning Data, 1965	12:4
Planning Manual, 1965 and undated	12:5-6
Policy Reports, 1969	12:7
“A Study of Organization and Administration,” by J.W. Jackson 1965	12:8
Tuition Recommendation Study, 1965	12:9

### **Subseries 3.6. Presidential Search Committee, 1964-1975, .5 cubic foot**

#### **Subseries Scope and Content Note**

This subseries contains committee records for presidential searches, including applicant biographical material, correspondence, candidate itineraries, and meeting minutes and agenda.

Files are arranged By presidential search and alphabetically by folder title for each search. Materials in folders are arranged chronologically.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
First Presidential Search, 1964-1969	13:1-3
Applicant Biographical Material, 1968	13:1
Corrigan Itinerary, 1967	13:2
Search Related Correspondence, 1964-1969	13:3
Second Presidential Search, 1972-1974	13:4-13
Candidate Itinerary and Background Information, 1973-1974	13:4
Candidate Lists, 1973-1974	13:5
Committee Members, 1972	13:6
Correspondence, 1973-1975	13:7-10
Armstrong, Betty, 1973-74	13:7
Lund, William S. 1973-74	13:8
Incoming, 1973-1975	13:9
Memorandum, 1973-1974	13:10
Financial Records, 1974	13:11
Meeting Minutes, 1973-1974	13:12
Meeting Minutes and Agenda, 1972-1974	13:13

### **Subseries 3.7. Western Association of Schools and Colleges, 1966-1985, .5 cubic foot**

#### **Subseries Scope and Content Note**

This subseries contains Western Association of Schools and Colleges visitation reports, evaluation reports, and Cal Arts self-evaluation studies and reports.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Cal Arts Fifth Year Report to WASC, 1985	14:1
Cal Arts Interim Report to Senior Commission, 1978	14:2
Cal Arts Self Evaluation Study, 1966	14:3
Cal Arts Self Study Report, 1980	14:4
Cal Arts Self Study Report to WASC, 1971	14:5-7

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Correspondence, 1973	14:8
Evaluation Report, 1973	14:9-10
WASC Visiting Team Fifth Year Report, 1985	14:11

**Series 4. Board of Trustees, 1961-1981, 8.5 cubic feet****Series Scope and Content Note**

This series consists of meeting materials such as minutes, agendas, reports, correspondence, calendars, building records, and other related material. Included are agenda support materials such as reports, correspondence, and materials made available to the Board to assist in the decision making process. Also included are Building and Grounds Committee, Executive Committee, and Standing Committee records.

**Subseries 4.1. Administrative Records, 1961-1981, 5.5 cubic feet****Subseries Scope and Content Note**

This subseries contains the administrative records for the Board of Trustees, including board member information, organizational records, reports, and meeting material such as meeting agenda, minutes, and supplemental records.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Affiliations, proposed, 1966-1975	1:1-2
American Academy of Dramatic Arts, 1973	1:1
Art Center College of Design, 1966-1975	1:2
Annual Meeting Material, 1977	1:3
Board Member Information, 1967, 1971, 1974, 1977-1981	1:4
Board of Trustees Response to Western Association of Schools and Colleges Self-Study Report, 1980	1:5
Board Organization, [1968-1969]	1:6
Board Structure and Expansion, 1968	1:7
Budget Review Meeting Material, 1969	1:8
By-Laws, 1968-1970	1:9
Chronology of Board Actions, 1961-1970	1:10
Committee Members, 1977-1982	1:11
Correspondence, 1966-1969, 1971	1:12
Correspondence (Memorandum), 1968-1969	1:13
Correspondence concerning the Closure of Chouinard Institute, 1971	1:14
Governance Proposal, 1970	1:15
Joint Meeting Meeting Material, November 10, 1980	1:16
Meeting Material, 1967-1981	2-10
December 4, 1967- April 14, 1969	2:1-7
June 2, 1969- December 1, 1969	3:1-5
January 13, 1970- April 17, 1972	4:1-9
September 11, 1972- December 2, 1974	5:1-15
February 3, 1975- February 9, 1976	6:1-7
May 10, 1976- May 13, 1977	7:1-8
October 10, 1977- February 12, 1979	8:1-8
May 11, 1979- December 8, 1980	9:1-7
February 9, 1981- December 14, 1981	10:1-4
Meeting Material, Interim Report, July 1969	10:5
Minutes, 1966-1981, 1987	10:6-7
Minutes of Organization Meeting, 1968	10:8



Organization and Function Study of Board of Trustees, 1967	10:9
Reports, 1966-1971	11:1-5
“Capital Campaign Report,” 1968	11:1
“A Historical Summary of California Institute of the Arts,” by Economic Research Associates, 1967	11:2
Reports concerning the Governance of Cal Arts, 1971	11:3
“Report on Development-Board of Trustees,” by James W. Jackson, 1967	11:4
“Volunteer Organization,” 1966	11:5
Special Meeting Minutes, May 20, 1969	11:6
Study on the organization and function of the Board of Trustees, January 1967	11:7
White Book, 1968-1970	11:8-10
Young Audiences Council of California Correspondence and Grant Information, 1973-1974	11:11
Miscellaneous Records, 1968-1969	11:12

### **Subseries 4.2. Building and Grounds Committee, 1969-1972, 1.1 cubic feet**

#### **Subseries Scope and Content Note**

This subseries contains records created by the Building and Grounds Committee, including reports, meeting material, and construction company records.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Agenda, 1970	12:1
Committee Members, 1969	12:2
Construction Status Report, 1970	12:3
Cost Reduction Study, 1968	12:4
Meeting Material, 1969-1970	12:5-6
Meeting Minutes, Agenda, and Supplemental Material, 1969-1971	12:7-8
Meeting Minutes, February 1, 1971	12:9
Peter Kiewit Son's Company, 1968-1972	13-1-4
Bids for Phase I and II, 1968-1970	13:1
Bulletins, 1969-1971	13:2-5
Change Orders, 1970-1972	13:6-7
Notice of Completion for Academic Building, 1972	14:1
Presidents' File, 1969	14:2
Silva and Hill Construction Company, 1969	14:3

### **Subseries 4.3. Executive Committee, 1967-1981, .5 cubic foot**

#### **Subseries Scope and Content Note**

This subseries contains meeting material and records created by the president's office concerning the Board of Trustees Executive Committee.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<u>Folder Title</u>	<u>Box: Folder</u>
Meeting Material, April 7, 1969- June 30, 1981	14:4-19
Minutes, 1967-1968	14:20
President's File, 1969-1970	15:1
President's Office, 1968-1969	15:2

#### **Subseries 4.4. President's Files, 1968-1969, .4 cubic foot**

##### **Subseries Scope and Content Note**

This subseries contains records created and collected by the president's office regarding the Board of Trustees, including meeting material, notes, financial committee records, development committee records, and academic affairs committee records.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<u>Folder Title</u>	<u>Box: Folder</u>
Academic Affairs Committee, 1969	15:3
Correspondence, 1968	15:4
Development Committee, 1968-1969	15:5
Finance Committee, 1968-1969	15:6
Meeting Agenda and Minutes, 1968	15:7
Newsletters from R.W. Corrigan, 1968-1969	15:8
Notes, 1968	15:9

#### **Subseries 4.5. Standing Committees, 1971, .5 cubic foot**

##### **Subseries Scope and Content Note**

This subseries contains meeting material and a white book pertaining to the Standing Committees for the Board of Trustees.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<u>Folder Title</u>	<u>Box: Folder</u>
Meeting Material, February 1, 1971- December 6, 1971	16:1-6
White Book, 1971	16:7

**Subseries 4.6. Other Committees, 1972-1981, .5 cubic foot****Subseries Scope and Content Note**

This subseries contains correspondence, meeting material, and miscellaneous committee records for the Board Affairs Committee, the Education Committee, the Finance Committee, as well as Joint Committee records and records concerning the New York Trustees.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Board Affairs Committee Meeting Material, 1981	17:1
Education Committee, Self Study by Task Force, January-April 1975	17:2
Finance Committee	17:3-5
Investments, 1972	17:3
Meeting Minutes, Agenda, and Supplemental Material, 1970-1972	17:4-5
Joint Committee Meeting Material, 1976, 1980	17:6
New York Trustees	17:7-8
Correspondence, 1979	17:7
Meeting Agenda and Minutes, 1979	17:8

**Series 5. Departmental/Office Records, 1962-1989, 2.6 cubic feet****Series Scope and Content Note**

This series includes correspondence, photographs, publicity announcements, and other records from the offices of the Registrar, Admissions, Public Affairs, Planning and Development, the Library, and other departments.

**Subseries 5.1. Admissions, 1965-1989, .25 cubic foot****Subseries Scope and Content Note**

This subseries includes records related to registration, financial aid, and scholarships, as well as brochures and flyers for Cal Arts, a student body profile, and admission statistics.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Admissions Brochure Draft, 1965-1966	1:1
Admissions Requirements, undated	1:2
Admissions Statistics, 1970 and undated	1:3
Application Instructions and Information, 1969-1971	1:4
Financial Aid and Scholarship Information, 1967-1977	1:5
Portfolio Information, 1975-1976, 1984	1:6
Printed Matter: Brochures and Flyers, 1969-1989 and undated	1:7
Publicity, 1970	1:8
Student Affairs Analysis, 1965	1:9-10
Student Assignments, 1965	1:11
Student Assignments, Laboratory Assistants, Class Assistants, 1965	1:12
Student Profile, 1970-1972, 1986	1:13

**Subseries 5.2. Planning and Development (Office for), 1967-1971, .5 cubic foot****Subseries Scope and Content Note**

This subseries contains correspondence, notes, and other records pertaining to the Office for Planning and Development.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Cal Arts-Art Center Merger, 1966	1:14
Correspondence	1:15-19
Incoming	1:15-16
Wilck, C. Thomas, 1969	1:15
Miscellaneous, A to Z, 1967-1971	1:16
Inter-Campus	1:17-19
Fager, Curzon, 1970-1971	1:17
Simon, Walter A., 1970	1:18

Miscellaneous, A to Z, 1968-1971	1:19
Outgoing	2:1-3
Corrigan, Robert, 1969-1971	2:1
Fager, Curzon, 1970-1971	2:2
Marumoto, William H., 1968	2:3
Notes on Development and Planning, 1970-1971	2:4
Prospective Donor Records, 1969	2:5
Presidents' Report, 1971	2:6

### **Subseries 5.3. Public Affairs, 1972-1985, 1.0 cubic foot**

#### **Subseries Scope and Content Note**

This subseries includes correspondence, photographs, publicity announcements, newspaper clippings, and other records pertaining to publicity and public relations. Material includes records for the "Berlin L.A. 200 Festival: A Sister City Bicentennial Celebration;" and musical benefit performances by Buddy Rich, Louie Bellson, and Count Basie.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Arnold Schoenberg Institute, 1977	2:7
Berlin L.A. 200 Festival, 1980	2:8-15
Invitations	2:8
Film Program	2:9
Financial Records	2:10
Organization Records	2:11
Program	2:12
Publication	2:13
Publicity	2:14
Publicity Packet	2:15
Buddy Rich and his orchestra, 1972	2:16
Cal Arts Theatre Season Brochure, 1980-1981	2:17
Correspondence, 1984-1985	3:1-3
Count Basie and his orchestra Benefit, 1972	3:4
Explorations	3:5-6
Holland Festival, 1982	3:7
Los Angeles Chamber Orchestra, 1977-1979	3:8
Los Angeles Philharmonic, 1977	3:9
Louie Bellson and his Orchestra, 1972	4:1
Mayor Tom Bradley receives Walt Disney Commemorative Medal, 1980	4:2
Morgan Wixson Theatre, 1982	4:3
Royal Shakespeare Company, 1982-1983	4:4
Schoenberg-Ives 100 <sup>th</sup> Birthday Celebration, 1974	4:5
Sequoia String Quartet/KUSC, 1982	4:6
Smithsonian Magazine, 1982	4:7

**Subseries 5.4. Registrar, 1962-1988, .5 cubic foot****SubSeries Scope and Content Note**

This subseries includes memoranda, registration reports, and registration totals created by the Registrar's office, as well as academic calendars, catalogs, and schedules for the Art School, the Extension Division, and the Music School.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Academic Calendars, 1970-1988	4:8
Announcements to Students, 1971-1981	4:9
Catalogs	4:10-14, 5: 1-2
Art School, 1963-1965	4:10
External Division, 1965-1966	4:11
Joint, 1963-1969	4:12-14, 5:1-2
Music School, 1962-1965, 1968	5:3
Data Processing, 1967	5:4
Degree Requirements, 1972	5:5
Enrollment Reports, 1963-1967	5:6
Memorandums, 1968-1973	5:7
Registration Reports, 1971-1973	5:8
Registration Report, Academic Year 1972-1973	5:9
Registration Totals, 19701-1971	5:10
Schedules	5:11-15
Art School, 1963-1968	5:11
Extension Division, 1963-1968	5:12
Joint, 1966-1968	5:13
Music School, 1963-1964	5:14
Summer School and Extension Programs, 1975 and undated	5:15
Student Registration Lists, 1972-1973	6:1
Summer Session Records, 1973	6:2

**Subseries 5.5. Other Department's/Offices, 1963-1987, .4 cubic foot****Subseries Scope and Content Note**

This subseries contains reports, proposals, and miscellaneous records pertaining to the Director's Office, Operations, the Career Development Placement Office, and other departments/offices at Cal Arts.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Career Development Placement Office	6:3-6
Evaluation Report, 1983-1984	6:3
"For the Working Artist: A Survival Guide for performing, visual and media artists Who Choose to Manage their Own Careers," by Judith Luther, 1986	6:4
"National Directory of Art Internships," 1986-87	6:5

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Directors Office	6:6-8
Directors Annual Report (Dr. John Vincent), 1963-1964	6:6
Revised Planning Manual Draft By John Vincent, 1964	6:7
Tuition Recommendation Study, 1965	6:8
Educational Services Proposal, 1966-1967	6:9
Life Support Institution Affairs Standing Committee Minutes, Memoranda, and Agenda, 1970-1972	6:10
Operations	6:11-12
Directors Report, 1966-1967	6:11
Gifts (Equipment), 1965-1968	6:12
Student Activities	6:13
Financial Aid, 1965	6:13

**Series 6. Development and Fundraising, 1957-1987, 8.0 cubic feet****Series Scope and Content Note**

This series contains membership group, event, and other fundraising records. Included are correspondence, by-laws, organizational records, and financial records for groups such as the Women for Cal Arts, Friends of Cal Arts, Cal Arts Advocates, and the Walt Disney Associates. This series also includes correspondence, reports, and organizational records for events such as the Spring Fair, benefit concerts, and movie premieres. Also included are records pertaining to the Walt Disney Commemorative Medal.

**Subseries 6.1. Administrative Records, 1963-1987, 1.0 cubic foot****Subseries Scope and Content Note**

This subseries contains administrative records for development and fundraising, including brochures, direct mail campaign records, donor records, and other records.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Brochures, 1970-1979	1:1-3
“The Cal Arts Story” Final Narration Script, 1964	1:4
Capital Campaign Financial Goals Time Table of Expected Income, [1967]	1:5
Corporate Support Plan of Action Report, 1965	1:6
Development Organization, 1963	1:7
Direct Mail Campaign, 1966-1970	1:8-10
Correspondence, 1966-1969	1:8
Development List, 1966	1:9
Organizational Records, 1967-1970	1:10
Disney Employees Building Fund Brochure, undated	1:11
Fundraising Manual, 1975-1976	1:12
Gift Opportunities Report, 1970	1:13
Giving Manual (Draft), 1966	2:1
Journal Articles, 1969	2:2
Pledge Gift and Acknowledgement Cards, 1970 and undated	2:3
Possible Sponsor Mailing Lists, 1965-1966	2:4
Proposal Request for Federal Funds, 1966	2:5
Prospective Donor Reports, 1969-1971	2:6
“Thanks a Million” Recognition Dinner Invitations, 1987	2:7

**Subseries 6.2. Development Program, 1968-1974, .5 cubic foot****Subseries Scope and Content Note**

This subseries contains reports, proposals, and a brochure draft for the fundraising development program.

Files are arranged alphabetically by title within the series and chronologically within each folder.



<u>Folder Title</u>	<u>Box: Folder</u>
Brakeley Report: Internal Analysis of the Development Program, 1974	3:1
Brochure Draft, 1969	3:2
Capital Campaign Report, 1968	3:3
Grant Proposals, undated	3:4
Program Report [Harrison Price], 1968	3:5

### **Subseries 6.3. Events, 1964-1987, 1.2 cubic feet**

#### **Subseries Scope and Content Note**

This subseries contains records pertaining to benefits, festivals, the Spring Fair, and other events that raised money for Cal Arts.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<u>Folder Title</u>	<u>Box: Folder</u>
Benefit Ball, 1964-1966	4:1
Cal Arts Benefit Ball Planning Meeting Report, 1964	4:2
Cardinal's Dinner Guest List, 1968	4:3
Eighth Annual Fine Arts Festival, Burbank High School, 1971	4:4
"An Evening with Ellenshaw," undated	4:5
Padua Hills Playright's Workshop/Festival, 1983	4:6
Spring Fair, 1972-1977	4:7-21, 5: 1-5
Correspondence, 1972-1977	4:7-11
Entry Applications, 1973	4:12-13
Invitations, 1976	4:14
Memorandum, 1972-1973	4:15
Organizational Records, 1972-1977	4:16-21
Programs, 1972-1975	5:1
Publicity, 1972-1976	5:2-5
Spring Fair Button, undated	Box 5 A
Student-Faculty Community Dinner, 1971	5:6-7
World Music Festival Programs, 1987-1987	5:8-11

### **Subseries 6.4. Premieres, 1957-1986, 1.5 cubic feet**

#### **Subseries Scope and Content Note**

This subseries contains correspondence, financial records, organizational records, press releases, programs, invitations, invitation lists, and invitation packets for the premieres of *Mary Poppins*, *the Happiest Millionaire*, and *the Fox and the Hound*. The Los Angeles premiere and other premieres across the country for the *Happiest Millionaire* and *Mary Poppins* were used to benefit Cal Arts and Cal Arts scholarships.

Files are arranged alphabetically by movie premiere title and alphabetically by folder title for each movie premiere. Documents are arranged chronologically within each folder.

<u>Folder Title</u>	<u>Box: Folder</u>
<i>Fox and the Hound</i> Premiere	6:1-2
Invitations, 1981	6:1
Programs, 1981	6:2
<i>Happiest Millionaire</i> Premiere, 1967	6:3-19
Committee Meeting Records, 1967	6:3
Contributions, 1967	6:4
Correspondence, 1966-1967	6:5
Financial Records, 1967	6:6
Invitations, 1967	6:7
Invitation Packet, 1967	6:8
Letterhead, undated	6:9
Organization Records, 1967	6:10
Parking Passes, 1967	6:11
Premiere Committee Notebooks, 1964	6:12
Press Kit, 1967	6:13
Program Outline, 1967	6:14
Reservation Cards, [1967]	6:15
Reservations, 1967	6:16
Sample Book, 1967	6:17
Scholarship Fund, 1968-1970	6:17A
Ticket Sales Recaps, 1967	6:18
Tickets, 1967	6:19
<i>Mary Poppins</i> Premiere, 1957-1964	7:1-16
Announcement to the Faculty, 1964	7:1
Correspondence, 1964	7:2-6
Incoming, 1964	7:2-3
Letters of Thanks, 1964	7:2
Thomas Wilck and Associates, 1964	7:3
Outgoing, 1964	7:4-5
Jackson, James, 1964	7:4
Van Hagen, Lulu May, 1964	7:5
Miscellaneous, 1964	7:6
Disney Souvenir Booklets, 1957-1958	7:7
Invitation List, 1964	7:8
Invitation Response Lists, 1964	7:9
Invitations and Tickets, 1964	7:10
Miscellaneous Background Material, 1961	7:11
Newspaper Clippings, 1964	7:12
Organization Records, 1964	7:13
Press Releases, [1964]	7:14
Staff Instructions, undated	7:15
Ticket and Reservation Information, 1964	7:16
<i>Ruthless People</i> Premiere, 1986	7:17
Invitations, 1986	7:17

### Subseries 6.5. Women for Cal Arts, 1966-1973, .75 cubic foot

#### Subseries Scope and Content Note

This subseries consists of by-laws, organizational booklets, Executive Committee meeting minutes and agendas, financial records, and other organizational records. To reflect the true goals and activities of the Women for Cal Arts, the name of the organization was changed to "Friends of California Institute of the Arts" in 1972. In 1976, the name was changed to the Cal Arts Advocates. Records created after 1972 are located in the two subseries following this subseries.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<u>Folder Title</u>	<u>Box: Folder</u>
Accounting Book, 1969-1973	8:1
Administrative Records, 1967-1972	8:2-3
Bank Statements and Cancelled Checks, 1969-1972	8:4
Bills Paid, 1970	8:5
By-Laws, undated	8:6
Correspondence, 1970-1971	8:7
Deposit Slips and Registers, 1969-1971	8:8
Event Invitations, 1970	8:9
Executive Committee Meeting Minutes and Agenda, 1969-1971	8:10-11
Membership Records, 1971-1972	9:1
Newsletter, 1970	9:2
Notebook, 1970	9:3
Organizational Booklet, 1970	9:4
Organizational Concept, 1966-1967	9:5
Organization Meeting Reports, 1968	9:6
Statement of Purpose, [1969]	9:7
Steering Committee Meeting Agenda and Minutes, 1968	9:8
Treasurer's Reports, 1970-1973	9:9
Workshop, 1970	9:10

### Subseries 6.6. Friends of Cal Arts, 1971-1979, .85 cubic foot

#### Subseries Scope and Content Note

This subseries consists of correspondence, accounting records, membership records, and organizational records for the Friends of Cal Arts.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<u>Folder Title</u>	<u>Box: Folder</u>
Bank Account Deposit Slips, 1971-1978	9:11
Bank Statements, 1973-1978	9:12-14
Bills Paid, 1972-1973	9:15
Blank Checks, undated	9:16
By-Laws, undated	9:17
Checking Account Register, 1972-1976	9:18

Correspondence, 1972-1976 and undated	9:19-20; 10:1
Deposit Slips, 1972-1976	10:2
Executive Committee, 1972-1975	10:3-4 A
Correspondence, 1973	10:3
Meeting Agenda and Minutes, 1972-1975	10:4
Member Lists, 1973	10:4A
Membership Dues Received, 1976	10:5-7
Membership Lists, 1974-1975	10:8
Membership Questionnaire, 1975	10:9
Open House, 1974	10:10
Organizational Booklet, 1971-1972	10:11
Organizational Records, 1972-1978	10:12
Paid Bills, and Cancelled Checks, 1973-1977	11:1-2
Savings Account Statements and Register, 1975-1979	11:3
Statement for Recipients of Interest Income, 1977-1978	11:4

### **Subseries 6.7. Cal Arts Advocates, 1976-1977, .75 cubic foot**

#### **Subseries Scope and Content Note**

This subseries consists of organizational records, correspondence, meeting minutes, and financial records for the Cal Arts Advocates.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Bank Account Records, 1976	11:5
Correspondence, 1977	11:6
Executive Board List, 1976	11:7
Executive Board Meeting Minutes, 1976	11:8
Invitation to brunch with President Robert Fitzpatrick, 1977	11:9
Kurkowski (Ed) Memorabilia, 1977	11:10-13
Meeting Agenda and Minutes, 1977	11:14
Membership Lists, 1976-1977	11:15
Newsletters: "Cal Arts Advocate," 1977	11:16
Organizational Records, undated	11:17

### **Subseries 6.8. Walt Disney Associates, 1968-1971, .5 cubic foot**

#### **Subseries Scope and Content Note**

This subseries contains invitations, reports, and an objective statement for the Walt Disney Associates, a group of men and women who provided the Institute with part of the financial support necessary to create and support the Institute. Regular Membership was \$1000 per year for 10 years. Life Membership was \$2500 per year for 10 years.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<u>Folder Title</u>	<u>Box: Folder</u>
Brochure, undated	12:1
Concept and Objectives Statement, undated	12:2
Invitation for Membership, undated	12:3
License Agreement, 1968-1969	12:4
Solicitation Documents, 1968-1971 and undated	12:5-6
“Walt Disney Associates Grove” Brochure, undated	12:7

### **Subseries 6.9. Walt Disney Commemorative Medal, 1966-1975, 1.0 cubic foot**

#### **Subseries Scope and Content Note**

This subseries contains a brochure concerning the Walt Disney commemorative medal, publicity about the medal, a joint resolution from Congress authorizing its creation, as well as several of the commemorative medals. The 90<sup>th</sup> Congress of the United States, by joint resolution on May 24, 1968, authorized the striking of a single gold medallion. President Richard M. Nixon presented the medal to Mrs. Walter E. Disney at a special ceremony in the State Dining Room at the White House. Congress simultaneously authorized the U.S. Mint to issue a limited number of bronze replicas designated for the specific purpose of providing financial support for Cal Arts. The bronze medal was given as a token of appreciation to each contributor of \$100 or more to Cal Arts. The three-inch, eight-ounce bronze medallion bears a portrait of Walt Disney on the obverse of the medal, designed and sculpted by Blaine Gibson. The reverse, bearing the likeness of famous Disney cartoon characters, was designed by Bob Moore and executed by Joe Kaba. All are Disney artists.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<u>Folder Title</u>	<u>Box: Folder</u>
Brochure, [1969]	12:8
Commemorative Medals, [1966]	Box 13-14
Employee Contributions, 1969-1971 and undated	12:9
Publicity, 1969 and undated	12:10
Resolution, 1968-1975	12:11

**Series 7. Events, 1964-1986, 1.0 cubic foot****Series Scope and Content Note**

This series consists of brochures, announcements, and administrative records pertaining to student and faculty exhibits, premieres, performances, and other events at Cal Arts. Included are campus/building dedication records, commencement records, dedication festival records, and student and faculty recital records.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
"Ablutions" – Feminist Art Program, undated	1:1
"Acezantez," 1979	1:2
"Alice in dnalrednow," undated	1:3
"Amahl and The Night Visitors," 1972	1:4
"Anselm: An Evening of Music with Anselm Rothschild," 1976	1:5
"As You Like It," undated	1:6
Athletics, undated	1:7
Barrows, John (Horn Player), 1971	1:8
Berberian, Cathy, undated	1:9
"Cal Arts in Town," 1984	1:10
The Cal Arts Orchestra, 1979	1:11
"The Cal Arts Season," 1975-1979	1:12
Cal Arts/Vanguard, 1977	1:13
California Portfolio Days, 1983-1984	1:14
Campus/Building Dedications, 1975-1982	1:15-16
Roy O. Disney Music Hall, 1975	1:15
William H. Ahmanson Hall, 1982	1:16
Commencements, 1965-1985	1:17-18
Printed Material, 1966-1985 and undated	1:17-18
Schedules, 1965-1969	1:19
"A Dance to Spring," 1974	1:20
"Danscape," 1985	1:21
Dedication Festival, 1971	1:22-23
Correspondence, 1971	1:22
Organizational Material, 1971	1:23
"Electro-Acoustic," 1983	1:24
"Electron Music," 1979	1:25
"Endgame," undated	1:26
Exhibit Programs and Announcements, 1970-1975, 1985 and undated	1:27
"An Evening of Performing Arts," 1974	1:28
"An Evening of Student Choreography," undated	1:29
Faculty Recital Programs, 1963-1968	1:30
"Fat City School of Finds Art Faculty Exhibition," 1972	2:1
"A Glass Bead Game," 1974	2:2
"God's Trombones," undated	2:3
Guest Performances, 1969	2:4
Los Angeles Conservatory of Music 100 <sup>th</sup> Anniversary, 1983	2:4 A
"I Want the Moon!: A Musical Fantasy," undated	2:5
"James Joyce Dubliners," undated	2:6
"Jan Kessler-Mime," undated	2:7
"Kaleidoscope" and "The Revelation of St. John the Divine," 1979	2:8
"The Last Plastics Show," undated	2:9

“An MFA Exhibit at the Craft and Folk Art Museum,” L.A., 1975	2:10
“Moliere’s Tartuffe,” 1973	2:11
“Monday Evening Concerts,” 1979	2:12
Non-Cal Arts Events, 1969	2:13
“Open Houses,” 1974	2:14
Performing Arts, 1982-1986	2:15
“Plenty of Butlers,” A Collection of Dancing by Susan Rose and Friends, undated	2:16
“The Plough and the Stars,” by Sean O’Casey, undated	2:17
“The Rake’s Progress,” [197-]	2:18
Saturday Night Film Series, undated	2:19
“Seven Against Thebes,” undated	2:20
“The Six Suites for Solo Cello,” performed by Joel Krosnick, undated	2:21
“The Solomons Company Dance, 1976	2:22
Student Recital Programs, 1964	2:23
“Two Concerts In Honor of the Centennial Year of Arnold Schoenberg,” undated	2:24
“Visions for a Changing Theatre,” undated	2:25
“Wayang Purwa-Japanese Shadow Play,” 1972	2:26
West Coast Women Artists’ Conference, 1972	2:27
“Womanhouse,” undated	2:28
“Woyzeck,” A Play by Georg Buchner, undated	2:29
“Yokconcert,” undated	2:30
Untitled, undated	2:31

**Series 8. Faculty and Staff, 1962-1986, 3.6 cubic feet****Series Scope and Content Note**

This series contains administrative and human resource documents pertaining to Cal Arts faculty and staff, including records for the Faculty Council and Faculty Senate. Also included are Sequoia String Quartet invitations, programs, and publicity-related documents.

**Subseries 8.1. Administrative Records, 1963-1983, 1.7 cubic feet****Subseries Scope and Content Note**

This subseries contains faculty and staff administrative records, including faculty contracts, faculty and staff records, staff council by-laws, and staff council meeting material.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Academic Officers, 1976-1977	1:1
Administrative Bulletins, 1966	1:2
Administrative Manual, 1972	1:3
Committee on Educational Standards, 1974	1:4
Correspondence, 1967-1971	1:5
Creative Leave Program, 1980	1:6
Employee Photographs, undated	1:6A
Faculty Biographical Sketches, 1970	1:7
Faculty Center, 1974-1976	1:8
Faculty Conference (Idyllwild), 1971	1:9
Faculty Contract Correspondence, 1967	1:10
Faculty Contracts, 1965-1967	1:11-12
Faculty Evaluation System, 1973-1983	1:13
Faculty Information, 1970 and undated	1:14
Faculty Meetings, 1971-1974	1:15
Faculty Newsletter, 1971	1:16
Faculty Orientation Tentative Schedules, 1971	1:17
Faculty and Staff Records, 1963-1984	1:18-23; 2:1-14; 3:1-16
Armstrong, Elizabeth, 1977 and undated	1:18
Blau, Herbert, 1970-1971	1:19
Brach, Paul, 1974 and undated	1:20
Brewer, John (Bursar), 1963-1964	1:21
Emshwiller, Ed, 1979	1:22
England, Nicholas, 1970 and undated	1:23
Fitzpatrick, Robert, 1974-1984	2:1
Hodgetts, Craig E., 1970 and undated	2:2
Kaprow, Allan, [1970] and undated	2:3
Lichtenstein, Roy, 1977	2:4
Lord, Catherine, 1983	2:5
Mackendrick, Alexander, 1969	2:6
Nixon, Marni, undated	2:7
O'Neill, Beverly	2:8
Pearce, Peter Jon, [1969]	2:9



Powell, Mel, 1970-1973	2:10
Schapiro, Miriam, undated	2:11
Stein, Maurice, undated	2:12
Stearns, James, 1969	2:13
Stoltzman, Richard, 1970	2:14
Subotnick, Mort, 1970, 1982	3:1
Von Hagen, Lulu May, 1983	3:2
Winkey, Timothy, 1971	3:3
Youngblood, Gene, undated	3:4
Miscellaneous (A to Z), 1969-1980 and undated	3:5-6
Faculty Rosters, 1974-1983	3:7
Faculty Salaries, 1973	3:8
Faculty and Staff Rosters, 1969-1971	3:9
Faculty Task Force, 1975-1976	3:10
Faculty Trustee, 1974, 1979	3:11
Faculty Union Organization, 1973	3:12
Mentor System Correspondence, 1970-1972	3:13
Staff Benefits, 1978-1979	3:14
Staff Council By-Laws, undated	3:15
Staff Council Meeting Minutes, 1972-1975	4:1
Staff Evaluation Studies, undated	4:2
Staff Reports, 1967	4:3
Wage and Salary Records, 1968-1971	4:4

### **Subseries 8.2. Faculty Council, 1971-1973, .25 cubic foot**

#### **Subseries Scope and Content Note**

This subseries contains Faculty Council records, including correspondence, meeting material, organizational records, and the council's proposed constitution.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Constitution (proposed), undated	4:5
Correspondence, 1973	4:6
Meeting Minutes and Agenda, 1971-1973	4:7
Memorandum, 1971-1973	4:8
Notes and Miscellaneous Records, 1973	4:9
Organizational History, [1971]	4:10
Proposed Constitution, 1971 and undated	4:11

### **Subseries 8.3. Faculty Senate, 1974-1977, .15 cubic foot**

#### **Subseries Scope and Content Note**

This subseries contains the by-laws, correspondence, notes, meeting material, and other records pertaining to the Faculty Senate.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<u>Folder Title</u>	<u>Box: Folder</u>
By-Laws, 1974	4:12
By-Laws (Drafts), 1974-1977	4:13
Coordinating Committee, 1974-1975	4:14
Correspondence, 1974	4:15
Meeting Minutes, 1974	4:16
Notes, [1974]	4:17

#### **Subseries 8.4. Human Resources, 1962-1972, .75 cubic foot**

##### **Subseries Scope and Content Note**

This subseries contains faculty and staff human resource records, such as faculty and staff job descriptions, policy and procedure records, resumes, candidate applications, and dispute records.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<u>Folder Title</u>	<u>Box: Folder</u>
Acceptance Letters and Job Offers, 1963-1967	4:18
Advice of Proposed Commitments, 1969	4:19
Benefits, 1965	4:20
Disputes, 1963-1971 (restricted)	4:21-23
Faculty and Staff Lists and Organization Charts, 1962-1967 and undated	4:24
Job Descriptions, 1966-1967	4:25
Personnel Medical Issues, undated (restricted)	5:1
Policies and Procedures, 1966-1968	5:2
Resignations, Terminations, and Vacancies, 1963-1969 (restricted)	5:3
Resumes, Applications, and Recommendations of Candidates, 1963-1972 and undated (restricted)	5:4
Salary Reviews, 1963-1967 and undated (restricted)	5:5

#### **Subseries 8.5. Sequoia String Quartet, 1977-1986, .75 cubic foot**

##### **Subseries Scope and Content Note**

This subseries contains newsletters, publicity, concert invitations, and concert programs for performances by the faculty Sequoia String Quartet.

Files are arranged numerically by concert series number then alphabetically by folder title for general records about the series as a whole. Documents within folders are arranged chronologically.

<u>Folder Title</u>	<u>Box: Folder</u>
3 <sup>rd</sup> Annual Concert Series Program, 1982	5:6
4 <sup>th</sup> Annual Concert Series Program, 1983	5:7
5 <sup>th</sup> Annual Concert Series Invitations	5:8
6 <sup>th</sup> Annual Concert Series Programs, 1984-1985	5:9
7 <sup>th</sup> Season Concert Series Programs, 1985-1986	5:10

7 <sup>th</sup> Season Concert Series Invitation, 1985-1986	5:11
10 <sup>th</sup> Anniversary Concerts Program, 1982-1983	5:12
Newsletter, 1985	5:13
Publicity, 1977, 1984-1986	5:14

**Series 9. Financial Records, 1964-1969, .5 cubic foot****Series Scope and Content Note**

This series contains financial records for Cal Arts, including budget records, financial statements, promissory notes, and federal loan and grants program records. Financial records are also located throughout the collection.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Federal Loans and Grants Programs, 1967	1:1
Financial Statements, 1964-1965	1:2
Expenses/Budgets, 1967	1:3
Expenses-Cancelled Checks, 1967	1:4
Promissory Notes- Notes Payable, 1957-1965	1:5
Recast Schedule Correspondence, 1968	1:6
Stock Gifts, 1969	1:7
Student Loans-Academic Financial Services Division, 1967-1968	1:8

## Series 10. Cal Arts Planning and Foundation, 1960-1980, 9.0 cubic feet

### Series Scope and Content Note

This series includes program and facilities planning files, correspondence, construction specifications, Committee meeting notes, financial reports, and construction progress reports. The series also includes materials related to the Cal Arts groundbreaking, including correspondence, guest lists, photographs, printed ephemera, and press releases. Other materials include reports, programs, and awards documenting Walt Disney's role in the foundation of Cal Arts. Also present are files regarding the restructuring of Cal Arts, including facilities and administration files, proposals, and committee records.

### Subseries 10.1. Academic Program, 1961-1966, .2 cubic foot

#### Subseries Scope and Content Note

This subseries contains development plan records, a planning manual, recommendation reports, and other records pertaining to the creation of the Cal Arts academic program.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<u>Folder Title</u>	<u>Box: Folder</u>
Development Plans, 1965-1966	1:1
Planning Manual, 1964	1:2
Planning Report and Recommendations, 1966	1:3
"The University and the Creative Arts," by McNeil Lowry, Director Ford Foundation Program in the Humanities and the Arts before the Association of Graduate Schools (with notes by Thornton Ladd), 1961.	1:4

### Subseries 10.2. Administrative Records, 1962-1969, .8 cubic foot

#### Subseries Scope and Content Note

This subseries contains correspondence, campus planning brochures, reports, building lease records, historical summaries concerning the foundation and planning of Cal Arts, and other administrative records regarding the planning and foundation of Cal Arts.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<u>Folder Title</u>	<u>Box: Folder</u>
Building Lease Correspondence and Site Location Records, 1962-1968	1:5
Campus Planning Brochures, [1964]	1:6
Correspondence, 1964-1967	1:7-9
Jackson, James, 1964-1966	1:7
Sturdy, Herbert F. (Co-Executor of the Estate of Walter E, Disney), 1967	1:8
Wilck, Thomas, 1966	1:9
"Historical Summary of Cal Arts," by Economic Research Associates, 1967	1:10
"History and Plans," [1965]	1:11

Lawsuit Records (Chouinard Faculty v. Cal Arts (Board of Directors), 1969	1:12
Legislation, 1964-1966	1:13
Reports, 1966-1967 and undated	1:14-19
"Building to Match a Philosophy," by Thornton Ladd, undated	1:14
"The Plan," undated	1:15
"Position Report," by Thornton Ladd, 1966	1:16
"Remarks by Thornton Ladd," 1967	1:17
"A Study of the Los Angeles Conservatory of Music and Arts, and of its Relationship to the Musical and General Cultural Scene in the Area of Southern California, undated	1:18
"Synopsis," undated	1:19
"Statement of Purpose," undated	1:20
Miscellaneous Planning Records, undated	1:21

### **Subseries 10.3. Architecture and Construction, 1960-1980, 5.5 cubic feet**

#### **Subseries Scope and Content Note**

This subseries contains correspondence, construction specifications, construction progress reports, design changes, job meeting records, budget records, and reports regarding the architecture and construction of Cal Arts.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Alternative Contingency Space Locations, 1970	2:1
Architectural Renderings, undated	2:2
Architectural Work Report, Phases I, II, III, Iv, 1970	2:3-4
Bi-Weekly Progress Reports, 1970-1971	2:5-6
Phase I, 1970-1971	2:5
Phase II, 1970-1971	2:6
Building Cost and Space History, 1963-1971	2:7
Building Lease records, 1964-1971	2:8
Change Order Bulletins, Phase I Construction, 1969-1970	2:9
Change Order Bulletins, Phase II Construction, 1970-1972	2:10-12
Correspondence, 1960-1972	3:1-16
Blau, Herbert, 1968-1969	3:1
Clark, Royal, 1968-1972	3:2
Corrigan, Robert, 1967-1970	3:3
Economic Research Associates, 1960-1968	3:4
Hood, Raymond, 1967-1972	3:5
Jackson, James W., 1964-1967	3:6
Ladd and Kelsey, 1968	3:7
Peter Kiewit Sons' Company, 1969-1972	3:8-9
Raaberg, Charles, 1968	3:10
Schutter, Claude, 1969-1971	3:11
Thomas Wilck Associates, 1967	3:12
W.J. Burke Construction Company (Phase I), 1969-1971	3:13
W.J. Burke Construction Company (Phase II), 1969-1972	3:14
Wesley, David, 1968	3:15
Miscellaneous, 1967-1972	3:16
Design Change Synopsis, 1970-1971	4:1
Design Changes, 1970-1972	4:2-3

Phase I Construction, 1970-1971	4:2
Phase II Construction, 1970-1972	4:3
Easement Agreements and Correspondence, 1967-1969	4:4
Equipment Planning and Purchasing, 1969-1970	4:5
Feasibility Study, 1968	4:6
Golden Oak Ranch Property Description, 1966	4:7
Grant of Easement, 1969-1970	4:8
Job Meetings, 1969-1971	4:9-12; 5:1-3
Academic Facility, 1969-1971	4:9-12
Academic Facility, Phase II, 1970-1971	5:1
Residence Halls, 1969-1971	5:2
Separate Contract (Ilig. Construction Co.), 1971	5:3
Kitchen and Food Service Facilities, 1969-1970	5:4
Ladd and Kelsey, 1964 and undated	5:5-7
Preliminary Cost Estimate County Parking garage and Cal Arts Site Grading, 1964	5:5
Site Plan, undated	5:6-7
Land Purchase Agreement, 1967	5:8
Modular Theatre Correspondence, Notes, and Reports, 1970-1971	5:9
Monthly Project Report, 1969-1971	6-8:1-8
New Campus Project, 1970-1971	6:1-8, 7:1-6
Phase I, 1969	7:7-8; 8:1-7
Phase II, October 27, 1969	8:8
New Campus Funds, 1969-1971	8:9-11
Actual New Campus Funds, 1969-1970	8:9
Construction Fund, Actual and Estimated, 1970-1971	8:10
Estimated Cash Receipts and Distribution, 1969-1970	8:11
Operation Expenses (Actual and Estimated), 1970-1972	9:1
Periodic Estimate for Partial Payment, 1969-1972	9:2-4
Academic Building, 1970	9:2
Academic Building, Phase II, 1970-1972	9:3
Residence Halls, 1969-1971	9:4
Planning Data, 1965	9:5-6
Progress Reports, 1969	9:7
Reports, 1960-1967	10:1-9
"An Analysis of Site Location Factors for California Institute of the Arts," by Economic Research Associates, 1964	10:1
"An Economic Evaluation of the Golden Oak Ranch," by Economic Research Associates, 1960	10:2
"Cal Arts Project," by Esta Haight, 1967	10:2A
"California Institute of the Arts: Comparison on Estimates on Cost of proposed Facilities," by WED Enterprises, 1967	10:3
"Facilities Planning for California Institute of the Arts," by Economic Research Associates, 1963	10:4
"Golden Oak Ranch," undated	10:5
"New Campus Costs: 9 Year Projection of Operations," 1967	10:6
"Potential Housing Demand for Faculty, Non-Academic Staff, and Married Students at Cal Arts," by Economic Research Associates, 1967	10:7
"Project Estimate of Golden Oak," by Ladd and Kelsey, Architects, 1967	10:8
"Suitability of Golden Oak Ranch as a Location for California Institute of the Arts," by Economic Research Associates, 1965	10:9
Schematic Plans Report, Phase I and Phase II, 1968	10:10
Student Housing Programming and Site Selection Study, 1980	10:11
SubCommittee Meeting, 1971	10:12
Summary of Equipment Requests, 1970	10:13
W.J. Burke Construction Co. Publicity Notebook, undated	10:14
Walt Disney Productions, 1965-1969	10:15

WED's Estimate of Construction Costs, 1967	11:1
Weekly Job Meetings, 1972	11:2
Weekly Progress Reports, 1969-1970	11:3-5
Phase I, 1969-1971	11:3-4
Phase II, 1970	11:5

#### **Subseries 10.4. "Great Groundbreaking," 1968-1969, .5 cubic foot**

##### **Subseries Scope and Content Note**

This subseries contains correspondence, programs, fact sheets, guest records, organizational records, publicity records/press releases, and photographs of the groundbreaking for the Cal Arts campus.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Correspondence, 1968-1969	12:1-8
Corrigan, Robert W., 1968-1969	12:1
DuBridge, Lee A., 1969	12:2
Fager, Curzon, 1969	12:3
Hirsch, Julia C., 1968-1969	12:4
Hyams, Barry, 1969	12:5
Office of the President of the United States, 1969	12:6
Reagan, Ronald, 1969	12:7
Miscellaneous A to Z, 1968-1969	12:8
Fact Sheets, Schedule, and Program, 1969	12:9
Guests Lists, 1968-1969	12:10
Photographs, 1969	12:11
Planning Budget, 1968	12:12
Planning Notes, 1968-1969	12:13
Press Releases and Publicity, 1969	12:14
Printed Material, [1969]	12:15
Speaking Program, 1969	12:16
Speeches, 1969	12:17

#### **Subseries 10.5. Public Relations, 1963-1970, .6 cubic foot**

##### **Subseries Scope and Content Note**

This subseries contains correspondence, press releases, public relations planning records, concept statements, and the concept brochure for the planning and development of Cal Arts. Of significance are the concept statements, press conference records, and photographs.

Files are arranged alphabetically by title within the series and chronologically within each folder.



<u>Folder Title</u>	<u>Box: Folder</u>
"The Concept," undated	13:1
Concept Statements, 1968-1979	13:2
Correspondence, 1963-1970	13:3-5
Thomas Wilck and Associates, 1963-1970	13:3
WED Enterprises Inc. 1963-1970	13:4
Miscellaneous, 1967-1970	13:5
"Need and Concept" by Economic Research Associates, 1966	13:6
Press Conference-Concept and Plan for Development, 1969	13:7
Photographs, 1969	13:8
Planning, 1964-1969	13:9-10
Correspondence, 1964-1969	13:9
Notes, undated	13:10
Press Conference – Concept and Plan for Development	13:11
"Selected Writings on the Cal Arts Concept of Education," 1964	13:12
Thomas Wilck and Associates Program Notebook	14:1-2

### **Subseries 10.6. Restructuring, 1968-1972, .8 cubic foot**

#### **Subseries Scope and Content Note**

This subseries contains correspondence, background material, proposals, student meeting notes, and resolutions covering the transfer of securities for the restructuring of Cal Arts.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<u>Folder Title</u>	<u>Box: Folder</u>
Correspondence, 1968-1972 and undated	14:3
Groups as Provost Santa Barbara Retreat Minutes, 1972	14:4
Notes and Background Material, 1971-1972	14:5
Proposals, 1972 and undated	14:6
Resolutions Covering Transfer of Securities, 1969	14:7
Student Meeting Notes, 1969	14:8

**Series 11. President's/Director's Records, 1964-1975, 2.0 cubic feet****Series Scope and Content Note**

This series contains biographical material, correspondence, reports, and administrative records pertaining to and created by Cal Arts Directors and Presidents. Also included are records pertaining to John Fitzpatrick's installation as President in 1975.

**SubSeries 11.1. Jackson, James W., 1964-1968, 1.5 cubic feet****Subseries Scope and Content Note**

This subseries contains administrative records, correspondence, and reports created during James Jackson's tenure as the acting director and director of Cal Arts between 1965 and 1967.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<u>Folder Title</u>	<u>Box: Folder</u>
Administrative Agendas/Staff Meetings, 1965-1966	1:1
Advisory Council/Visiting Artists, 1965-1966	1:2
Alumni, 1966	1:3
Bell Educational Services, 1965-1966	1:4
Biographical material, [1965]	1:5
Board Reports, 1965-1966	1:6
Chouinard Art School Interim Catalogue, 1965	1:7
Correspondence and Reports to Walt Disney, 1964-1966	1:8-9
Correspondence from James Jackson, 1964-1966	1:10
Correspondence from James Jackson regarding new campus, 1966	1:11
Correspondence with John Brewer (Bursar), 1965-1966	1:12
Correspondence with Royal Clark, 1964-1967	1:13
Correspondence with Harold Covert, 1965-1966	1:14
Correspondence with Charles Romero, 1965	1:15
Daily Chronological Files, 1966	1:16
Directors Notebook, 1965-1966	2:1-4
Directors Reports to Board of Trustees, 1964-1966	2:5
Expense Reports, 1965-1966	2:6
Federal Aid, 1965-1966	2:7
Gifts Received, 1966	2:8
Land Acquisition and Development Records, 1965	2:9
Laverne College Consulting Records, 1965-1966	2:10
Music/Dr. Wolf, 1965	2:11
Northrup Institute of Technology Consulting Records, 1965	2:12
Personnel/Administration, 1965-1966	3:1
Personnel/Staff, 1965-1966	3:2
Printings and Publications, 1965-1966	3:3
Prospective Donors, 1965-1966	3:4
"Report of The Director," 1966, 1967	3:5-6
Reports and Correspondence to Walt Disney, 1966	3:7
San Diego County Theatre and Arts Foundation Summary of Remarks, 1965	3:8
School of Music, 1966	3:9
Staff Meetings, 1967	3:10-11

Staff Meetings Minutes and Memoranda, 1965-1966	3:12
Staff Meetings Minutes and Notes, 1967	3:13
Student Affairs, 1965	3:14
Students, 1966	3:15

### **Subseries 11.2. Corrigan, Robert, 1967-1971, 2000, .25 cubic foot**

#### **Subseries Scope and Content Note**

This subseries contains biographical material, correspondence, publicity records, Corrigan's acceptance statement, and Corrigan's welcome address to the faculty.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Acceptance of Presidency Statement, 1967	4:1
Biographical Material, 2000	4:2
Correspondence, Incoming, 1968-1969	4:3
Correspondence, Outgoing, 1968-1971	4:4
Publicity, 1968	4:5
"Some Thoughts on University Governance," 1970	4:6
"Welcome Address to Faculty," 1970	4:7

### **Subseries 11.3. Fitzpatrick, Robert, 1975, .25 cubic foot**

#### **Subseries Scope and Content Note**

This subseries contains correspondence, an invitation, press records, and a program for the installation of Robert Fitzpatrick as president in 1975.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Installation	4:8-11
Correspondence, 1975	4:8
Invitation, 1975	4:9
Press Information, 1975	4:10
Program, 1975	4:11

**Series 12. Publications, 1963-1987, 1.0 cubic foot****Series Scope and Content Note**

This series contains bulletins, calendars, newsletters, and articles created by Cal Arts. This series also includes publications collected by, but not created by Cal Arts.

**Subseries 12.1. Cal Arts Publications, 1963-1987, .9 cubic foot****Subseries Scope and Content Note**

This subseries contains bulletins, calendars, newsletters, and articles created by Cal Arts.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Bulletins, 1963-1972	1:1
<u>Cal Arts Progress</u> , 1965-1967	1:2-5
Calendars, 1967-1973, 1981-1987	1:6-8
“California Institute of the Arts,” 1965	1:9
“California Institute of the Arts: Your Education at Cal Arts,” 1965	1:10
Institute Brochure	1:11-13
Brochure, 1977-1978	1:11
Correspondence, 1977-1978	1:12
Development Records, 1977-1978	1:13
<u>Love</u> , [1970]	1:14
Newsletters, 1970	1:15
“Student Information,” 1965	1:16
“Summary of the Concept and Statement for California Institute of the Arts,” undated	1:17

**Subseries 12.2. Non-Cal Arts Publications, 1968, .1 cubic foot****Subseries Scope and Content Note**

This subseries contains publications not published by Cal Arts.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
“The California Professor,” Vol. 2, No. 5, March 1968	1:18

**Series 13. Publicity, 1967-1983, .5 cubic foot****Series Scope and Content Note**

This series contains journal articles, newspaper clippings, press/publicity releases, and publicity packets pertaining to Cal Arts.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Articles, 1968-1983	1:1-10
Angelino, Marie. "Nelbert Chouinard," <u>American Artist</u> , May 1968	1:1
Berheimer, Martin. "Powell-Philharmonic Debacle: Reactions, Repercussions," <u>Los Angeles Times</u> , June 28, 1970	1:2
"Cal Arts Celebrates Start on Valencia Campus," in <u>The View from Valencia</u> , Vol. 2, No. 5, 1969	1:3
"Distinguished Men Appointed to Cal Arts," in <u>Disney News</u> , Fall 1968	1:4
"Famed Educator, Editor, Writer Heads Cal Arts," in <u>The Disney World</u> , Vol. 6, No. 1, April 1968	1:5
Gold, Herbert. "Walt Disney Presents: Adventures in Collegeland!" in <u>The Atlantic</u> , November 1972	1:6 A
Gottschalk, Jr. Earl. "Animating Disney's Dream," <u>Saturday Review</u> , Jan. 29, 1972	1:6
Howell, Betje. "On Art," <u>Living Stage</u> , 1969	1:7
Kolodin, Irving. "Mixing the Arts in the Mikimaushaus," <u>Saturday Review</u> , Jan. 29, 1972	1:8
Real, James, "When You Wish Upon A School," in <u>West</u> , 1972	1:9
Rich, Alan. "California Institute of the Arts: Walt Disney's Legacy to Young Creativity," <u>Smithsonian</u> , Jan. 1983. (includes correspondence)	1:10
Journal Clippings, 1979-1983	1:11
Newspaper Clippings, 1969, 1971	1:12-13
Press Releases, 1970 and undated	1:14
Publication List (1970-1982), 1982	1:15
Publicity Packages, 1969	1:16-18
Publicity Pamphlets, 1972, 1978	1:19
Publicity Releases, 1967-1972	1:20
Speaker's Bureau, 1976	1:21

**Series 14. Students and Alumni, 1963-1987, 1.5 cubic feet****Series Scope and Content Note**

This series contains alumni association records, student housing records, and student affairs records, including orientation records, commencement speeches, student council records, student rosters, and interdisciplinary records.

**Subseries 14.1. Alumni Association, 1963-1986, .2 cubic foot.****Subseries Scope and Content Note**

This subseries contains records pertaining to the alumni association, including alumni bulletins, correspondence, and organizational records. The Alumni Association was founded as a non-profit organization in 1965, and was governed by a twelve member Board of Directors to serve the best interests of the Institute and its programs. Members included leading professional artists and musicians, who contributed their knowledge, experience, and skill to strengthen the institute. The founding Board of Directors included Mary Costa, Edith Head, Gale Storm, Marc F. Davis, Tony Duquette, Harold W. Grieve, John C. Hench, Charles M. Jones, Henry Mancini, Marty Paich, Nelson Riddle, and Millard Sheets.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
"Alumni Bulletin," Vol. 1, Nos. 1-3, [1967-1968]	1:1
"Alumni News," 1986	1:2
Board of Trustees Organization Notebook, 1966	1:3
Correspondence, 1963	1:4
Third Annual Alumni Scholarship Awards Luncheon, 1968	1:5

**Subseries 14.2. Student Affairs, 1965-1983, 1.1 cubic feet****Subseries Scope and Content Note**

This subseries contains student affairs records, including orientation records, commencement speeches, student council records, student rosters, and interdisciplinary records.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Commencement Speeches, 1976	1:6
Correspondence and Miscellaneous Records, 1967-1971	1:7
Financial Aid, 1965-1969	1:8
Grade Reports, 1970	1:9
Interdisciplinary Studies, 1975-1985	1:10-12
Committee Records and Correspondence, 1975-1983	1:10
Project Proposals, 1985	1:11-12

Judicial Review Board Minutes, 1972	1:13
Life Support Newsletter, 1975	1:14
Miscellaneous Notes and memorandum, 1969-1979	1:15
Orientation Memorandum and Announcements, 1971-1983	1:16
Orientation and Registration Schedules, 1971-1983	1:17
Student Awards, undated	1:18
Student Council Constitution and By-Laws, undated	1:19
Student Council Correspondence, 1977	1:20
Student Council Minutes, 1974-1976	1:21
Student Council Notebook, 1971-1972	1:22
Student Experience Reports, undated	1:23
Student Government Constitution, 1965-1967	1:24
Student Grievances, 1965 and undated	1:25
Student Handbook, 1971, 1980	2:1
Student Recital Programs, 1964	2:2
Student Rosters, 1971-1972	2:3
Student Support Services Opinionnaire Questionnaire, 1981-1983	2:4
Student Trustee's report to the Board of Trustees, 1975	2:5
United Student Aid Funds Recommendation, 1965	2:6
Work Study Program, 1965-1968	2:7

### **Subseries 14.3. Student Housing, 1969-1987, .25 cubic foot.**

#### **Subseries Scope and Content Note**

This subseries contains records pertaining to student housing, including brochures, correspondence, and Valencia Housing Project background material and design proposals.

Files are arranged alphabetically by title within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Brochures, 1983-1987	2:8
Correspondence, and Memorandum, 1969-1971	2:9
Valencia Housing Project Background Material, 1971	2:10
Valencia Housing Project Correspondence, 1970-1971	2:11
Valencia Housing Project Student Design Proposal, undated	2:12
Valencia Housing Project Problem Statement, undated	2:13
Valencia Housing Project Student research Booklet, 1971	2:14

**Series 15. Subject Files, 1941-1979, 1.0 cubic foot.****Series Scope and Content Note**

This series contains miscellaneous records, and records related to Cal Arts, but not created by Cal Arts. Of significance are records pertaining to the City of the Arts, Seven Arts City, Walt Disney, and Walt Disney Productions. The Walt Disney records include engagements attended by Disney, and records collected by Disney's secretary, Tommie Wilck. The Walt Disney Productions records include correspondence, WED correspondence, publicity records, and a newspaper clipping file pertaining to Walt Disney Theme Parks.

Files are arranged alphabetically within the series and chronologically within each folder.

<b><u>Folder Title</u></b>	<b><u>Box: Folder</u></b>
Cafeteria, undated	1:1
Cal Arts Letterhead, 1964-1965	1:2
City of the Arts, 1959 and undated	1:3—6
"An Analysis of Mountain Park as a Site for City of the Arts," undated	1:3
"An Analysis of Site Location Factors," 1959	1:4-5
Correspondence, 1959	1:6
Docent Training, 1978	1:7
Historical Summary of Cal Arts, 1967	1:8
Library Miscellaneous, undated	1:9
"Potential Market Support for a Neighborhood Shopping Center in Valencia," prepared for Newhall Land and Farming Company by Economic research Associates, 1969	1:10
School Facts (statistics, facts, chronologies), undated	1:11
Seven Arts City, 1957-1959	1:12-15
Feasibility Reports and Correspondence, 1957-1959	1:12
"Seven Arts City," 1959	1:13
Shopping Center Planning Data Book, by Economic research Associates, 1958	1:14-15
Southern California Choral Music Association, 1967-1971	1:16
Valencia Village Shopping Center, 1967	1:17
Walt Disney, 1941-1966 and undated	2:1-6
Engagements, 1965 and undated	2:1-3
Calgary Exhibition and Stampede, 1965	2:1
Freedoms Foundation at Valley Forge "Great Moments with Mr. Lincoln," 1965	2:2
San Francisco Press Club, undated	2:3
Photographs, undated	2:4
Publicity Releases, undated	2:5
"Tommie" Wilck File (Walt Disney's Office [Secretary]), 1941, 1964-1966	2:6
Walt Disney Productions, 1961-1979	2:7-17
Annual Report, 1972	2:7
Correspondence and Envelopes, 1967 and undated	2:8
Publicity, 1963, 1966-1967, 1980	2:9
"A Study of Walt Disney Productions, Inc." by Irving Lundborg and Co., 1963	2:10
Theme Park Newspaper Clippings, 1970-1973	2:11
"Walt Disney Buys Historic Rancho Where California Gold First Found," by Joe Reddy, undated	2:12
Walt Disney Film writing Awards, 1969-1971	2:13
Walt Disney Productions Employee Savings Plan Card, 1961	2:14
WED Enterprises Correspondence	2:15
Workshops, 1979	2:16
Miscellaneous, [196- ]	2:17
Women's Board Correspondence, 1967	2:18