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Financial report from Newton Junior College, July 22, 1959	75
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Letter from Governor Foster Furcolo encouraging attendance citizen participation in the improvement and modernization of state government; March 28, 1960; autograph	79
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Letter re viewing a film from Associated General Contractors in Boston for engineering students at the college; March 29, 1960	80
Letter from Gregg Publishing to the Junior College re order of textbooks; March 1, 1960	81
Letter from Walter Taylor, director, Newton Junior College, to the Joint Committee on Education re the public junior colleges in Mass. And their possible 'proliferation'; February 6, 1960	82-83
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Form letter from Internal Revenue Service re revenue act of 1951, free or reduced rate admissions, exemptions, cabaret tax; Nov. 1, 1951, tax due; Oct. 1951, no tax; July and Aug. 1951, no tax; Nov. 1951, no tax	6-8, 9-10, 14
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Letter from Ruth Moxom requesting information for son about to be released from active duty in Army Reserves; July 18, 1960	19
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Letter from the Travelers Insurance re opportunities for college graduates	4
Workshop for community-junior colleges; August 3-14, 1959	5
Mount Holyoke Institute on the United Nations: Towards a world community; June 25-July 22, 1950	6
Holyoke Visiting Nurse Assoc. annual meeting; January 16, 1950	7
United Nations' Universal Declaration of human rights; July 1949	8
National Association of Secondary School Principals, acknowledgement of dues paid; 2 dated receipts for donations to Holyoke Community Chest {now United Way}, October and November 1949	9
Federal Security Agency re the building or rehabilitation of buildings for use as student housing; April 7, 1950	10
Letter checking out the attendance and character of a former student; October 14, 19??	11
Receipt from Holyoke Community Chest for receipt of money; Nov. 2, 1949	12
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Invitation to Holyoke Community Nursing Council annual meeting, guest speaker: Hazel Bowles; May 13, 1952	15
Letter from lawyers Bacon, Weltman & Cohen re bankruptcy of Springfield Medical Supply Co.; June 30, 1952	16
Advisory Board Meeting Minutes for October 7, 1965; addresses high school renovations, bookkeeping deficiencies, enrollment numbers	17-18
Schedule of classes and their instructors for second semester, Feb. 1948 at Holyoke Junior College; costs	19
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List of professional activities, speaking engagements, list of professional associations; instructor not known	23-24
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Letter from South-Western Publishing re updating list of faculty so they can receive important mailings; July 1, 1953	38
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Notice to Principals and Teachers from the Superintendent of Schools, William Peck re opening of schools, sessions, ages, birth certificates, non-resident pupils, school buses, food service, Eastern States, Jewish holy days, meetings, fire drills, accident insurance, enrollment reports, open positions including one for the Junior College basketball team; August 29, 1958	42-44
Letter from South-Western Publishing re update of mailing list; June 21, 1951	45
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Handwritten list of items needed for a chemistry class	72-73
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List of items needed for a class or an instructor	77
Invoice from Burns Co., for a doctor's cap and gown	78
Invoice for biology supplies	79
Supplies ordered from Connecticut Valley Biological Supply, February 1964	80
Invoice from Holyoke Sporting Goods for a baseball and baseball caps; 4/20 1964	81
Invoice from Springfield College for lab manuals; March 27, 1964	82
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Letter from Springfield College re credit balance for lab manuals; April 6, 1964	87
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Letter from America Society of Clinical Pathologists re schools offering medical technology courses; February 11, 1960	2
Letter from William Starkweather, Registrar, University of Massachusetts, to Dean Robertson re transfer of students in the medical technology program; May 14, 1964	3
List of approved schools of x-ray technology from the Council on Medical Education and Hospitals of the American Medical Assoc.; November 14, 1959	4-7
Letter from Boston Chamber of Commerce re Research Day, implemented research results in new and better products and jobs; April 9, 1952	8
United States Post Office in Holyoke sends letter re Christmas greeting cards regulations	8-9
Resume of James Ludtke; list of books used with specific courses	10-12, 13-15
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Notice of Holyoke Community Nursing Council annual meeting at Providence Hospital; May 9, 1951	17
Postcard from Jane Gravany seeking admission to Junior College; 1953. Blank registration card for Holyoke Junior College	18
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Handwritten list of printing inventory supplies; November 1, 1962	27-28
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Bulletin #1 for faculty from the Director re fire drill, class registration, course cards, attendance, classrooms, salary payments, faculty absences, student progress, class schedule; budget for 1962; faculty meetings, no school signals, books and equipment, parking; 1961	34-35
Directory of associations, clubs and organizations from the Holyoke Chamber of Commerce and when some of them meet	36-40
Letter from Northampton High School requesting application blanks; June 8, 1953	41
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Monthly faculty payroll for 1957-1958; lab instructors and library pay roll (page 2 of each month)	44-57
Fall enrollment figures for years 1954-1963 and handwritten copy	58-59
Laboratory schedule for Chemistry 101 for 1964-1964	60
Eleventh commencement exercises program for Holyoke Junior College, June 6, 1958	61
Typewritten list of names with addresses and phone numbers handwritten; old style because phone numbers are just 5 numbers	62
Handwritten thank you letter from Delia Jane...to Holyoke Junior College Alumni Association for receipt of scholarship money; September 17, 1956	63
Handwritten note dated April 2, 1956 thanking Dr. Frost for the help he and the college gave him; water damaged	64
Letter from Edward Kennedy seeking transcript for admission to Columbia University and Boston University; March 21, 1956	65
Letter from George Frost to Alumni inviting them to attend a buffet supper at the Holyoke High School Cafeteria on November 16, 1955; October 26, 1955	66
Letter to Alumnus listing many accomplishments of the College: library growth, The Chief, The Latchkey, Drama Club, athletic program; inviting alumni to attend 10 <sup>th</sup> anniversary party in June; March 21, 1956	67-68
Special 10 <sup>th</sup> anniversary bulletin from the celebration committee chairman, Maurice Ferriter, in support of the Holyoke Junior College celebration to be held at Roger Smith Hotel on June 2, 1956	69-70
Notice of the annual meeting of the Holyoke chapter, National Conference of Christians and Jews; June 18, 1962	71
List of Directors and Officers for the year 1961-1962, National Conference of Christians and Jews; list of Committees; schedule of director meetings; budget; letter and agenda for meeting October 24	72-77
Reservation blank for New England Junior College Council meeting, December 10, 1955; tentative program for annual meeting; New England Junior College Council members and officers	78-81
Postcard: to the Registrar from Stanley Salwak re doctorate dissertation information request; December 3, 1952	82
List of the members of the Holyoke Graduate School faculty; 1946	83
Partial list of faculty (no date, perhaps 1948-1949)	84, 88
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Typewritten list of instructors, partial list	89, 101
Handwritten schedule of classes, times, and instructors	90
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Holyoke Junior College schedule of classes for 1947-1948	96-97
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Mater Dolorosa communion breakfast, portion of speech	100
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This box contains several documents relative to the formation of state regulated community or junior colleges	
Statute: Acts and Resolves, 1966, chapter 210: an act relative to the salaries of certain officers and employees of the Commonwealth	1
Carbon copy list of instructors and their credentials, faculty	2-3
Letter from James Burke, Department of Education, re changes in course offerings for veterans; May 23, 1960	4
Lists of instructors and their credentials, qualifications, undated	5-10,18-
Application from Board of Collegiate Authority, Dept. of Education [filled out]; October 7, 1964	11-13, 21-23
Blank form for list of instructors	14-16
List of faculty resignations, retirements removed from Joint Directory of Higher Education	15
List of faculty additions to Joint Directory of Higher Education	17
Higher education for American democracy: vol. 1: establishing the goals, a report of the President's Commission on Higher Education, Washington, December 1947, chapter IV: Education Adjusted to Needs: the Community College, pages 67-68	24, 29
Second report to the President: the President's Committee on Education beyond the high school: summary report, July 1957; expansion and diversity of educational opportunities, the need for planning	25,30,74,76
The State and Education 1955, U.S. Dept. of Health, Education, and Welfare: Public junior or community colleges; The junior college district	26, 31
State Government April 1957: yardsticks for a public junior colleges	27,32,72,73
Basic functions of community colleges: the community-junior-college concept, taken from Junior College Terminal Education in your community by L. L. Bethel and F. B. Lindsay	28, 33
Bibliography of junior college articles	34
List of alumni, not necessarily graduates, of Holyoke Junior College from 1946-1951	35-41
List of rooms used by junior college (in the Holyoke High School)	42-43
Letter from Stanley Salwak, University of Massachusetts, re establishment of public junior colleges, July 10, 19--, and enclosures: map, rating sheets	44-47
Page 2 of a questionnaire re junior college: physical facilities, library	48
Program from Worcester Junior College, 50 <sup>th</sup> anniversary student reception; December 4, 1955	49
Commonwealth of Massachusetts: Preliminary report of the special commission relative to the operation and structure of junior college in the Commonwealth; December 31, 1956 Some captions: present law governing junior and community colleges; specialized technical training for future students; proposed branch coop training program at Pittsfield between GE and UMass; pioneer study on junior colleges made in Mass.; general statement of UMass position re junior or community college problem. Statute or law	50-55
Section 78, Chapter 71, of the law of the General Court is hereby amended to read as follows: (typewritten copy) (undated) and its copy	56-57, 68, 70, 71
Chapter 756: an act to reimburse cities and towns for maintaining approved extended courses of instruction; by Mr. Lee of Quincy; 1957. Statute or law	58

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Holyoke Junior College: special adult program in community services offered by the junior college: Great Books course; Certified Professional Secretaries' Examination; science for schools of nursing; terminal basic engineering and business administration; National Conference of Christians and Jews; labor relations; traffic management course; October 1957	59-60
Commonwealth of Massachusetts, 1957, an act relating to degrees conferred by state community colleges, House no 1521. Statute or law.	61
Commonwealth of Massachusetts, 1957, an act establishing community colleges in the state of Massachusetts and to declare their purpose and function; and to provide for the personnel of the community college commission and to define their powers and duties and for other related purposes, House no. 321 Statute or law.	62-63
Commonwealth of Massachusetts, 1957, an act creating and establishing junior colleges under the management and control of the Board of Trustees of the University of Massachusetts, House no. 479. Statute or law	64-65
Commonwealth of Massachusetts, December 31, 1956: Preliminary report of the special commission relative to the operation and structure of junior colleges in the Commonwealth, House no. 2850 (24 pages)	66-67
Holyoke Junior College - re: encouraging graduates of the high school to attend the junior college and transfer to senior colleges	69
Resume for Edward Stentafor	77
Resume for Howard Brogan	78
Press release re Warren Kudner to coordinate course for secretaries; 1957?	79
Resume for Warren Kudner	80
Holyoke Junior College announces second semester courses; February 5, 1951	81
Resume of Dorothy Bell	82
Press release from AIC re Leo Parente and faculty appointment; resume	83-84,86-87
Resume of John Tyler	85,88
Resume of Simone Deitz	89
Resume of M. St. Claire	90
Resume of George Frost	91

Additional information including the statutes/laws re community colleges in the Commonwealth is available in 16.04-01 (Old Box 86B)
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<b><u>DESCRIPTIONS OF ITEMS IN 11.02-13 (Old Box 950)</u></b>	<b>PAGES</b>
Item re Pen and Palette, photo, and article describing the publication (probably from a yearbook)	1
Press release re Pen and Palette issued at Holyoke Junior College	2
Letter to J. F. Mahoney, Seal Engravers, Weymouth, from Paul Mitman re changes in the seal of Holyoke Community College formerly Holyoke Junior College, the seal remained the same except for the word Junior and the dates; July 23, 1964	3
Letter from J. F. Mahoney to Paul Mitman in response to Mr. Mitman's inquiry; July 25, 1964	4
Letter to Hoffman Seal, Stamp and Engraving Co., Boston, with same request as page #3; August 4, 1964	5
Letter from Hoffman Seal etc. with new quote; August 6, 1964	6
Letter to Hoffman Seal etc. for new bid and quote; August 7, 1964	7
2 notes, one that the seal is on the top shelf in a metal cabinet and one that something was loaned to Dominican Nuns of West Springfield	8
Handwritten address for Hoffman Seal, etc.	9
Copies of the Holyoke Junior College seal	10-11
Standing of class of 1957, 75 students [document on which the honor roll is based?]	12
List of students eligible to graduate in June 1963?	13
Typewritten list of Holyoke Junior College class officers for 1948, 1949, 1950, 1951, 1952, 1953, 1954, 1955 and list of Alumni association officers: 1948, 1952, 1953, 1954	14-15
Mimeograph sheets of class officers from 1948 to 1960	16-17
Ballot for freshman class officers, school year 1961-62 with totals for each office	18-20
Ballot for student council sophomore elections with totals for each person	21
Student council members for second semester, not dated	22
Long list of books to go on reserve shelf in the library for a political science course from instructor Ellen Ellis; 1953-1954	23
List of periodicals and newspapers available in the junior college library from E. MacCarthy, Librarian, May 11, 19--	24
Letter from Sister Juliana to E. MacCarthy in response to her letter for information about the combined library of a high school with junior college, enclosure of page from Sister's thesis on the subject; April 20, 1958	25-26
Schedule of library assistants for the school year 1957-1958	27
2 pages from the Massachusetts Division of Library Extension, Boston, with suggestions for interfiling catalogs of book collections of Holyoke High School and Holyoke Junior College and suggestions and recommendations from the Library Extension which might prove helpful for accreditation; Dec. 17, 1959	28-29
List of library student monitors for 1963-1964, both semesters	30-31
Holyoke Junior College receipts and expenditures, 1949-1950	32
List of tuition fees, registration fees, and book money received or taken in; graduation fees	33-34
Report of statistics sent to American Association of Junior Colleges in 1949	35
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Questionnaire from Federal Security Agency for FY 1950, filled in	37-45

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Report sent to World Almanac questionnaire, enrollment, instructors, costs; April 25, 1951	46
Reply to query from George Frost to the New York Times; October 13, 1950	47
Memo from New York Times reminder about questionnaire, October 11, 1950	48
New York Times Survey on enrollment trends; October 11, 1950	49-53
Letter from American Council on Education to George Frost re American Junior College reference book; June 1, 1951	54
Mailing list from Association of American University Presses needs updating with faculty help	55-56
American Association of Junior Colleges letter to Holyoke Junior College re new directory	57
Letter from the New York Times re an education article and filling out a questionnaire; September 27, 1950; and questionnaire; another letter	58,96-100, 104
Questionnaire with completed information for the 1951 junior college directory	59-62
Letter from the Federal Security Agency re enrollment information; September 18, 1951	63-65
Letter from George Frost to Lovejoy's re entry for a college guide; January 16, 1952	66-69
Questionnaire for American Junior Colleges for 1952	70-78
Letter from Wilcox & Follett book company re college bulletin; December 27, 1951	79
Questionnaire for American Junior Colleges for 1948	80-87
Letter to Superintendent of Holyoke Schools, William Peck, from George Frost re enrollment at the junior college; 1949-1951 and 1952	88-89
Letter from Federal Security Agency requesting fall enrollment figures; September 18, 1952	90-93
Postcards: to George Frost from American Association of Junior Colleges re enrollment figures, 1951, and to Federal Security Agency re survey of fall enrollment, 1952	94
Another letter from Federal Security Agency re enrollment, May 1952	95
Holyoke Junior College comparative financial statistics from 1947-1956	101-102, 105-106
Enrollment figures from 1946-1953, including nurses	103
Massachusetts League for Nursing, conference on nursing education in community colleges at Newton Junior College; November 1, 1962 program	107-110
Letter from Welch Manufacturing re the cancellation of a portion of an order; November 28, 1947	111
Letter from Welch Manufacturing re a catalog on file; February 12, 1947	112
Letter from Central Scientific Company to S. A. Brunelle, acting director, Holyoke Graduate School, re replacement of item broken during shipment; November 27, 1946	113
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Letter from Welch Manufacturing re confirming order and shipment of items for physics class; August 15, 1947	115

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Evaluation and accreditation in the Middle States; Association of Colleges and Secondary Schools	9-17
Policy statement; letter re policy statement	18-19
Invoice for membership in the National Commission on Accrediting September 1954 - August 1955	20
Note from the Commission acknowledging membership dues receipt, October 1, 1954	21
Enrollment figures from 1946-1958 and numbers of instructors	22-23
Report to presidents of institutional members from National Council on Accrediting; October 1958	24-28
Handwritten list with enrollment figures	29
National Commission on Accrediting: present status of accrediting in higher education, booklet, 1960; letter explaining significance of speech in booklet	30-32,33-36
Report to presidents of institutional members from National Council on Accrediting; January 6, 1960	37-38
National Commission on Accrediting newsletter, January 1961	39-41
Information relating to NCATE accreditation; May 8, 1961	42-52
National Commission on Accrediting newsletter, May 1961	53-55
Accreditation of junior colleges by specialized or professional agencies, January 15, 1962	56-61
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Accreditation of programs in teacher education	67
Letter to George Frost from Morgan Dowd, University of Massachusetts re invitation to discuss philosophy of community colleges; October 22, 1962	68
Instructors for 1949-1950, names, addresses, salaries	69-72
List of faculty at Holyoke Junior College	73-75
Letter from George Frost to William Peck re expenditures for the academic year 1949-1950: capital outlay for repairs and furniture for the student lounge; library reference books purchase; December 1, 1948	76
Holyoke Junior College faculty school year 1953-1954, mimeographed copy	77-82
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Estimates for 1956 for junior college; salaries, maintenance, expenditures FY 1956, profit to city of Holyoke	90
Junior College enrollment statistics from 1947-1955; tuition and fees for University of Massachusetts and Westfield State Teachers College, 1955-1956	91-92

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Geographical distribution of freshmen and sophomores, male and female, full and part time, number of veterans, numbers of students in various curricula; 1956-1957	93-94
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Letter from Hamilton Standard, A. J. Fehlber to William Lennon in Agawam re training program in mechanical drawing; September 17, 1956	96
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Letter from Joseph Houser, Westfield State Sanatorium, to Ernest Radcliffe, University of Massachusetts, re chest x-ray; September 26, 1956	105

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Holyoke Junior College director's honor roll for final grades, 1946-1947; director's honor list	3-5,7
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Director's honor roll for 4 <sup>th</sup> quarter 1949	23-24
Director's honor roll for 1 <sup>st</sup> quarter 1949	25-26
Director's honor roll for 1 <sup>st</sup> semester 1950	27-28
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Comparison enrollment and faculty figures of the Holyoke Junior College from 1948-1958	103
Letter from New England Association of collegiate Registrars and Admissions Officers to members of NEACRAO re free mailing and the report of the national meeting; July 10, 1953	104-106
Letter to George Frost from Ed Gere, Bureau of Government Research, University of Massachusetts re university extension bill; 1/30 1961. Enclosure: An act authorizing and directing the division of university extension in the Department of Education to establish therein a college to give credits for courses completed therein and to confer degrees, 1961	107-111
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1 <sup>st</sup> Holyoke Junior College awards assembly, May 1961, awarding of the annual prizes. Portions of these pages. Additional copies.	5-6, 10-18, 24-25,34-35
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