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**THE ACADEMIC PAPERS
OF
J. MILTON HENRY: A CALENDAR**

Edited

by

Elizabeth R. Gildrie

August 1990

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WOODWARD LIBRARY
APSU

J. Milton Henry's academic papers, beginning just after LBL material in drawer labeled "HENRY PAPERS" in Woodward Library, Tennesseeana Room.

Dr. Milton Henry: Personal Materials

Correspondence; AHA survey response; short biographies of William B. Campbell (1807-1867) and Ischam G. Harris (1818-1897).
[35 Items]

History Department Materials

May 1973-January 1977

Minutes of departmental meetings; chairman's objectives, 1977; memos; correspondence; departmental self-study.
[8 Items, includes packets]

Graduate Council

June 1969-October 1970

Correspondence.
[3 Items]

American History Requirement

May 1964-February 1973

Correspondence; memos; "Report on the Meeting in Nashville"; copy of bill requiring US and TN government to be taught in state colleges and universities; petition to state board of education; reaction to Parks proposal on US history requirement.
[40 items, includes packets]

Graduate Council Minutes

November 1969-July 1976

Minutes; memos; graduate enrollment by departments, 1971 and fall of 1969.
[20 Items, includes packets]

Graduate Council

January 1963-July 1976

Minutes; handbook on writing Research Paper (595) or Thesis (599); memos; analysis of graduate faculty, 1967-68; list of graduate faculty and degrees, 1968-69; graduate enrollment by quarters (undated); applications for admission to candidacy, 1976; graduate student grade distribution, summer of 1975.
[20 Items, includes packets]

Graduate Council Records

1963-1976

Graduate distribution, 1976; "The Writing of the Thesis" (Sept. 1965); minutes; memos; graduation statistics; enrollments by department; graduate registration procedures; graduate council agendas; lists of graduate faculty; requests for new graduate courses; Programs of Study; admissions reports; major and minor codes; bar graph of enrollment, 1969-73; notifications of graduate student committee assignments; correspondence.
[83 Items, includes packets]

Photographs

Photos, negatives, Dr. Champion and son pictures; receipts; early homes in Land Between the Rivers negatives; Stewart County negatives; blocks of black and white shots with labelling, mainly of 1850s-1917; blocks of more recent pictures and negatives; AP print order request.
[34 Items, including bundles of pictures in original packets]

Original Letters

1868-1869

F. Mayer correspondence; clothing receipts from wholesaler; grocery receipts from wholesaler; price list on plows; Ed Walter correspondence.
[8 Items]

Untitled

February 1967-April 1974

Notes on Daniel Hillman; correspondence; typed copies of short letters (?); clipping from Nashville Banner, March 1958, on Johnsonville Raid.
[5 Items, clippings counted as one item]

Pamphlet: Edwin C. Bearss, The Fall of Fort Henry (1963).

Pamphlet: Edwin C. Bearss, Unconditional Surrender: The Fall of Fort Donelson (1962).

Field Trips

January 1966-March 1966

Correspondence; memos; notes; notes on envelope of books and addresses of persons; bibliography card.
[5 Items]

Schedules and Courses of Study, 1929-1930

Matriculation card, Henry A. Woodward; course descriptions as in 1931 catalogue; directions for enrollment; daily schedule, fall 1929; curriculum for elementary teachers; curricula for a two-year liberal arts course; statement of the purpose of Austin Peay Normal School to the TN Public School Officers Association, fall 1929; list of costs to student per quarter, 1929; calendar for 1929-30; list of courses offered spring quarter, 1930; lists of committees and their duties; memos; class schedules; course offerings, winter 1930; suggested courses; courses of study by departments with textbooks used listed; directions for registering spring 1930; class schedules.
[47 Items, includes packets]

1929-1930

Directions for enrollment; list of fees; quarterly class schedules; course offerings; schedules by departments.
[7 Items]

1930-1931

Quarterly class schedules by hours and by departments; memo.
[6 Items]

1931-1932

Notice to registering students; curricula for various teaching certificates; schedule for Saturday work; class schedules by department.
[8 Items]

1932-1933

Saturday schedule; schedules by departments.
[5 Items]

1933-1934

Saturday schedule; schedules by departments
[7 Items]

1934-1935

Directions for registration; curricula for junior college work, 1934; schedules by hour and departments.
[8 Items]

paper by Margaret Dunlap; clippings from the New Era by Eulalia Luther; clippings from the Tennessean and Banner by F.G. Woodward; clippings from the Charlotte News Banner by Elizabeth Corlew; clippings from the Ashland City Times by Jimmie Pearl Hewitt; clippings from the Waverly paper by Lucille Cantrell; unidentified clippings by Paul Crockett; clippings from Dickson County Herald by Gladys Weems and by Glenn Bowen; clippings from Fentress County News by Maxine Stockton; clippings from the Tri-State News by Paul Crockett.

[144 Items]

All-State

Programs for All State banquets; correspondence; newspaper clipping; notes for planning banquets; copy of All-State, 21 March 1946; handwritten draft of article on All-State banquet; probable script for a skit at All-State banquet; photos of All-State staff; drinking song by Billy Bumpus; table place-name labels ("Mr. Woodward") from All-State banquets; program and menu for All-State banquet, April 1940; notes (for banquet speech?); All-State sponsors' reports for 1940-41, 1946-47, 1937-38, 1939-40, 1936-37, 1938-39; reports on All-State, 1942, 1946, 1943-44; script for skit at Chapel 2, December 1938.

[31 Items, includes packets]

Former Students and Credits Earned

List of students with number of credits earned, year earned, and hometowns; notes, ca. 30 pp.

[1 Item]

Miscellaneous, mostly Curricular

Regulations regarding absences; memos; suggested three-year curriculum for elementary teachers with adjusted fourth year; registration instructions to faculty; chart of elementary teachers level of education and teaching experience by Tennessee counties; memo about chapel; list of texts and prices, 1931; regulations concerning make-up work.

[12 Items, includes packets]

Faculty Minutes, 1931

31 December 1930-17 December 1931

Minutes of faculty meetings; a defense of the American History Branch of History Department by W.B. Nicholson for faculty meeting, 2 July 1931.

[28 Items]

Faculty Minutes, 1932

6 January 1932-21 December 1932

Minutes of faculty meetings; notes (by Mr. Woodward?) concerning the meeting of 9 November 1932.

[15 Items]

Faculty Minutes, 1933

May 1933-July 1933

Memo[?] dated April 1933; faculty meeting minutes; correspondence; minutes of 29 September 1937 meeting.

[7 Items]

Faculty Minutes, 1942-1947

1942-44

Constitution and By-Laws of Faculty Council; faculty committee assignments; minutes of Council meetings; minutes of meeting of Faculty Council Executive Committee; reports on faculty fund; copy of Public Relations Committee report on Post-War Educational Opportunities for

service personnel; notes; Public Relations Committee reports; Table of years of college work required to teach in each of the United States. [20 Items]

1944-45

Membership of Executive Council; minutes of Executive Council meetings; minutes of Faculty Council meetings; faculty fund report; sample analysis; Public Relations Committee report; Building Committee report; memo to faculty; letter to Faculty Council; report on speech tournament; report of Commencement Committee. [16 Items]

1945-46

December 1945

Correspondence; minutes of Faculty Council meeting; Questions and Answers on After-the-War Schooling; highlights of the representative assembly, Tennessee Education Association meeting; committee assignments; faculty code of ethics; membership of Faculty Council Executive Committee; minutes of Executive Committee meetings; report of Public Relations Committee; student counseling and guidance issues; report of the Committee on Grading and Marking; table of percentages of grades given at various colleges. [21 Items]

1946-47

Proposed core curriculum; letter by Mr. Layton to Faculty Council concerning core; tentative procedure for revising the curriculum; Faculty Council Committee assignments; questions for study by the Southern Association Committee; minutes of Faculty Council meetings; memos; state of the philosophy of APSC; "Aims, Definitions, and Principles of General Education" by F.G. Woodward; "Aims, Definitions, and Principles of General Education: A Summary from Selected Literature" by R.C. Shasteen; the cores of various colleges; "Curricular Trends in American Colleges," excerpts from USC Educational Monograph, pp. 1-150; "A Review of Studies of Higher Education in the South"; "Improvement of Instruction"; "The Physical Sciences in General Education"; report on State Conference on Public Education; "The Improvement of College Instruction." [29 Items]

1947

Minutes of Faculty Council meeting, including drafts of memos, committee assignments, correspondence with Student Council, general Faculty Council correspondence, and state of the library report. [4 Items, including packets]

Faculty Council Minutes, 1947-1948

Constitution and by-laws of Faculty Council; Faculty Council Committee assignments, 1947-48; absences from Faculty Council meetings from October 1947 to May 1948; faculty roll, 1947-48; faculty attendance chart from October 1947 to January 1949; statement of the philosophy of APSC; minutes of Executive Committee of Faculty Council; minutes of faculty council. Included with Faculty Council minutes are copies of the following reports and notes: suggested types of and requirements for majors and minors; core recommendations; "Things To Do In Our Colleges" - standards and implementation in a teacher training institution; report on Regional Conference on Teacher Education Certification and Professional Standards, January 5-6, 1948; Report on Tennessee College Association meeting, March 18, 1948; Department of Higher Education and National Education Association

statement on National Defense, March 25, 1948; correspondence; commencement announcement for faculty; outline of Higher Education for American Democracy; report on Southern States Work Conference; planning committee minutes; notes on annual meeting of American Geographers. Also included are outlines of lectures and discussions at a meeting on the historiography of the United States; committee reports on in-service program and on "overage funds."
[23 Items, includes packets of listed material]

Faculty Council Minutes, 1948-1949

Statement on operation of faculty fund; curriculum committees; attendance at Faculty Council meetings; minutes of Faculty Council meetings; report on "Organizing Higher Education"; correspondence; notes; comparative report on graduate record exam, Spring 1948; newspaper clipping; report on "Student Teaching," report on estimated cost to operate demonstration practice school; recommendations to Faculty Council on selections for Who's Who Among Students; report of committee on student evaluation of instruction; report of committee on certification of teachers; report on Annual Institute on Reading; report on Regional Conference on Teacher Education and Professional Standards; charts on grading techniques; report of trip to meeting of Southern Music Educators' Conference.
[19 Items, includes packets of listed material]

Faculty Council Minutes, 1949-1950

Constitution and by-laws of faculty council; list of faculty and administrative personnel; faculty absences report; suggestions for faculty meetings; survey of possible topics for faculty meetings; recommendations on selections for Who's Who Among Students; outline of form for student participation record; memos; bibliography on audio-visual material and film catalogues; responses to survey on possible topics for faculty council; correspondence; small pamphlets; newspaper clipping; guidelines for selecting student recipient of _____ [became Drane] Award; personnel record form; outline of faculty council program; "Possible Improvement with Reference to Student Social Affairs and Extra-Curricular Activities"; code of ethics of Tennessee Education Association.
[42 Items, includes packets of listed material]

Undated Programs

Programs for chapel gatherings
[45 Items]

Chapel Announcements, 1931

January 9, 1931-December 30, 1931

Campus announcements made at chapel
[54 Items]

Handouts from Programs, 1932

"Absolute and Relative Condition of Tennessee Schools in 1932," by P.P. Claxton; handouts from chapel programs; list of military forces of various countries, 1930s; list of military expenditures by countries, 1930s; handouts from other school programs; program from Rural School Conference at Austin Peay Normal School, 15 July 1932; graph of distribution of tax money; handouts from programs held at AP; handouts of interest to future teachers.
[27 Items, includes packets]

Handouts from Programs, 1933

Handouts for school assemblies; handouts of interest to future teachers; summary of prohibition laws of Tennessee and the 18th Amendment; programs from musical presentation at APSC; handout on planning meals; program from The School for Parents, March 28-30, April 4-6, 1933, at AP; schedule of classes

from School for Parents on the above dates; handouts from various programs held at AP; graduation program; graph of distribution of tax money.
[22 Items, includes packet]

Material in file marked "Chapel Programs 1934-1935"

Program for farewell to graduates; reading list; handouts from school assemblies; words to hymns; packet of quotations by important historical figures on the importance of education.
[16 Items, includes packets]

Program 1934-1936

Correspondence; program from speech contest held at AP; programs for school assemblies; program from farewell to graduates; "Brief Summary of Findings of Tennessee Education Commission"; chapel readings.
[10 Items, includes packet]

Student Loan Fund Campaign 1947

Photos; clippings from newspapers; correspondence; lists of contributors and amounts for fund by teams; list of team members, chairs, and their telephone numbers.
[20 Items, includes packets]

Selections from file "W.J. Gaylen, bursar, 1937-1938"

Correspondence; memos; instructions for payments to those employed by AP for various services; instructions for payment to student organizations; instructions for pay expenses for athletics; instructions to charge student for room damage; payrolls; list of paid petty cash bills; summary of expenditures for 1936-1937; receipts register; revised estimate of expenditures, 1937-1938; list of receipts to May 1938 and expenditures to April 1938; vouchers; note card receipt.
[33 Items, includes packet]

Choral Concert WSM May 22, 1938

Program for broadcast and information about AP choir; correspondence; copy of P.P. Claxton's brief talk about AP on the broadcast; handwritten note listing program for broadcast; list of extra musical number for program; program notes.
[8 Items]