

Dean of Women fonds

Compiled by Christopher Hives (1986)

***** Institutional records -- researcher access subject to review *****

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- **Catalogue entry** (UBC Library catalogue)

Fonds Description

Dean of Women fonds. – 1957-1972.

1.1 m of textual records.

15 photographs.

Administrative History

The position of Dean of Women was established in 1921, with Miss Mary L. Bollert the first to be appointed to the post. Initially the functions were largely ill-defined, but over the years it sought to provide assistance to female university students with any emotional, financial, social or academic problems. In addition, the Office of the Dean of Women also sponsored programmes of interest to students including orientation, continuing education, and vocational counselling. It also played an important role in supervising women's residences. Beginning with the construction of Fort Camp (UBC's first permanent women's residence) in 1950, the responsibility for the maintenance of the halls and for the welfare of the residents was assumed by the Dean's Office.

Supervision was maintained by Dons, Residence Staff, and Resident Fellows who reported to the Dean. With the rapid growth of residences, the responsibility for the maintenance of the buildings passed to the Housing Administration while the Dean's Office continued to recruit, train and supervise staff for the residences. By the mid 1960s, the residence expansions resulted in the establishment of a Supervisor of Women's Residences who reported to the Director of Housing. Thereafter, the new position slowly assumed many of the previous functions of the Dean's Office. The Dean of Women were: Mary L. Bollert (1921-41); M. Dorothy Mawdsley (1941-59); Helen McCrae (1959-73); and E. Margaret Fulton (1974-78). In 1978 the position of Dean of Women was eliminated and its remaining functions were assumed by the Women Students Office.

Scope and Content

The fonds includes correspondence, minutes, reports, published materials, and photographs. It spans the period between 1957 and 1972, falling within the tenure of Dean Helen McCrae. The material is arranged in the following series: Committee Records, Dean's Records, Women's Residence Records, Handbook Staff, and Programmes, Associated Organizations and Social Activities. Photographs are listed and stored separately, and catalogued under UBC 17.1.

Notes

Fonds consists of institutional records – access requests must be reviewed by the University's FOIPOP Coordinator.

File list available.

Bibliographic records and scanned digital images of the Dean of Women photographs may be accessed on-line at [UBC Historical Photographs](#).

Series Descriptions

Committee Records series. – 1957-1972.

25 cm of textual records.

Series consists of minutes, correspondence, plans, and printed materials.

Dean's Records series. – 1962-1971.

13 cm of textual records.

Series consists of reports, correspondence, and statistics.

Women's Residence Records series. – 1957-1970.

15 cm of textual records.

Series consists of minutes, correspondence, reports, building plans, and printed materials.

Handbook Staff series. – 1962-1972.

12 cm of textual records.

Series consists of reports, correspondence, and printed materials.

Programmes, Associated Organizations and Social Activities series. – 1964-1972.

44 cm of textual records.

Series consists of minutes, correspondence, reports, forms, and printed materials.

File List

Box 1

Committee Records

- 1-1 Residence Plans Committee - minutes, correspondence, plans (1957)
- 1-2 University Housing and Food Services Committee -- minutes (1961-62)
- 1-3 Sub-committee studying Allocation Policy for Single Men's Housing - minutes, statistics (1961-62)
- 1-4 Committee on furnishing for new residences -- correspondence, minutes (1963-65)
- 1-5 Committee to Study the Relationship of the Department of Music in the Faculty of Arts and Music Education in the Faculty of Education -- correspondence, reports (1964-65)
- 1-6 Committee on Open House - Correspondence, reports (1964)
- 1-7 Residence Policy Committee - correspondence, minutes (1962-65)
- 1-8 Housing Policy Committee - minutes, correspondence (1964-68)
- 1-9 Residence Advisory Committee - minutes, reports, correspondence, printed material (1966-68)
- 1-10 Residence Advisory Committee - minutes, reports, correspondence, clippings (1969-71)
- 1-11 Client's Committee - correspondence, minutes, plans (1962)
- 1-12 Client's Committee - correspondence, minutes (1966-68)
- 1-13 Men's Residence Rules Committee (1965)
- 1-14 Committee on Residence for Married Students - correspondence, reports, printed material (1965-66)
- 1-15 Committee on Housing, Long Term Planning (Future housing) - reports, correspondence, minutes (1967-68)
- 1-16 Future Student Housing Committee - reports, correspondence, printed material (1968-89)
- 1-17 Committee on Student Life - minutes, printed material (1968-70)
- 1-18 Wireless Site Sub-Committee on Furnishings - correspondence, minutes (1969-71)
- 1-19 Dental Hygiene Admissions Committee - minutes, correspondence, reports (1968-72)
- 1-20 Senate Committee on Student Advisory Services - minutes, correspondence, clippings (1972)

Dean's Records (Counselling, Professional Organizations and Office Staff)

- 1-21 Counselling Statistics and Reports (1962-64)
- 1-22 General Statistics re: University Students (1963-65)
- 1-23 Association of University and Colleges of Canada (AUCC) - correspondence, programme (1966-67)
- 1-24 AUCC - Committee to Prepare Presentation for the Royal Commission on the Status of Women - correspondence, reports (1969-70)

Box 2

- 2-1 Canadian Association of Women Deans and Advisors - Presidential File (1968-70)
- 2-2 C.A.W.D.A. - correspondence (1969-71)
- 2-3 C.A.W.D.A. - questionnaire (1970)
- 2-4 Dean's Office Staff - Barbara Schrodtt (Ass't to Dean)
- 2-5 Dean's Office Staff - Elizabeth Morris (Ass't to Dean) - correspondence, reports (1963-65)
- 2-6 Dean's Office Staff - Mary Selman (Ass't to Dean) - correspondence (1965)

Women's Residence Records

- 2-7 Residence Constitutions (1964-70)
- 2-8 Acadia Camp - layout (1957)
- 2-9 Acadia Camp - Don's Correspondence, reports (1965-66)
- 2-10 Acadia Camp - Women's Council - correspondence, reports (1965-67)
- 2-11 Acadia Camp - Misc. - correspondence, reports (1961-66)
- 2-12 Acadia Camp - "The Acadian" (1963, 1965)
- 2-13 Fort Camp - Student's Assoc. - reports, correspondence (1967-70)
- 2-14 Student Government and Chronological File - notebook (1963-64)
- 2-15 General - reports, correspondence, printed material (1963-65)
- 2-16 General - minutes, correspondence, reports (1965)
- 2-17 General - correspondence, reports, clippings (1965-66)
- 2-18 Disciplinary matters - correspondence, reports (1962-65)
- 2-19 Crime Reports - correspondence, reports (1962-65)
- 2-20 Donations (non-monetary) to women's Residences - correspondence (1962-63)
- 2-21 Furnishings - Mildred Brock Hall - correspondence (1963)
- 2-22 Residence breakdown of academic grades (1961-64)
- 2-23 Residence Statistics - miscellaneous (1961-65)

Handbook Staff

- 2-24 "Handbook" (September 1965)
- 2-25 "Handbook" (n.d.)
- 2-26 "Handbook for Dons and Resident Fellows" (n.d.)
- 2-27 Residence Information - Dons and Resident Fellows - reports, correspondence (1962-67)
- 2-28 Duties of Resident Dons and Fellows - correspondence, reports (1964-72)
- 2-29 Programmes for Residence staff (1965-66)
- 2-30 Don's annual reports (1968-69)
- 2-31 Lorna Makepeace - Women's Residence Supervisor - correspondence, reports (1964)
- 2-32 Residence Staff - misc. correspondence, reports (1964-65)
- 2-33 Residence Staff - printed material (1966, 1971)
- 2-34 Residence Staff - printed material, correspondence, clippings (1969-72)

Box 3

Programmes, Associated Organizations and Social Activities

- 3-1 Quo Vadis Programme - correspondence (1969-70)
- 3-2 Quo Vadis Programme - questionnaires (1969)
- 3-3 Quo Vadis Programme - correspondence (1970)
- 3-4 Quo Vadis Programme - correspondence
- 3-5 Mature Women Students (Continuing University Education) - statistics (1964-65; 1966-67; 1967-69)
- 3-6 C.U.E. - programmes and activities - correspondence, reports (1967-69)
- 3-7 C.U.E. - Statistics (1968-69; 1969-70)
- 3-8 C.U.E. - Statistics (1969-70)
- 3-9 C.U.E. - Statistics (1970-71)
- 3-10 C.U.E. - articles and proposed journal - drafts, correspondence (1970)
- 3-11 Women's Athletic Association - travel forms, minutes (1966-68)
- 3-12 Women's Athletic Association - travel forms, minutes
- 3-13 Women's Athletic Association - travel forms, minutes
- 3-14 Phrateres Workshops - programmes, correspondence, printed material (1966-69)
- 3-15 P.E.O. Educational Fund - correspondence, applications (1967-69)
- 3-16 P.E.O. Educational Fund - correspondence, applications (1967-71)
- 3-17 Student Orientation - minutes, correspondence, printed material (1964-67)

- 3-18 Students Orientation - correspondence, clippings (1969-70)
- 3-19 Student Orientation - correspondence, plans (1971)
- 3-20 Visitors Register - Orientation (1967); Mature Women Students (1968); Open House (1969); Open House (1970); CUE Orientation (1971)

Box 4

- 4-1 Invitations (1970)
- 4-2 Open House - Correspondence, printed material (1968-72)
- 4-3 Luncheons - Administrative Ladies Luncheon - invitations, correspondence (1968-72)
- 4-4 Luncheons - Faculty Luncheons - correspondence (1969)
- 4-5 Luncheons - Retiring UBC Women - invitations, correspondence (1971)
- 4-6 Luncheons - Campus Groups - invitations, correspondence (1971)
- 4-7 Luncheons - Dons, Resident Fellows, Student Executives, and Area Coordinators - invitations (1971)
- 4-8 Luncheons - Women's Athletic Committee - correspondence, cards (1972)