School of Social Work fonds

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Last revised May 2018

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

University of British Columbia Archives





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Fonds Description

School of Social Work fonds. – 1929-2009.

10.27 m of textual records.3 videotapes

Administrative History

Instruction in social work at the University of British Columbia dates back to the late 1920s, at which time the University implemented a two-year diploma course within the Dept. of Economics, Sociology and Political Science. Originally coordinated by S.E. Beckett, and then C.W. Topping, the program slowly expanded. In 1943, Marjorie J. Smith became the first full-time instructor in social work at the University. Two years later the course evolved into the Dept. of Social Work with Smith as its first head. In 1950, the status of the department was again changed as it became the School of Social Work within the Faculty of Arts. In 1999, School of Family and Nutritional Sciences was discontinued and the Family Studies program was transferred to the School of Social Work. The School was then known as the School of Social Work and Family Studies. In 2007, the Family Studies program was moved to the School of Sociology. The School was re-established as the School of Social Work. The school offers Bachelors, Masters, and PHD programs.

Scope and Content

The fonds consists of correspondence, minutes, reports, published materials, and other records documenting the programs and activities of the School of Social Work, its faculty, and its students. The records are arranged into the following series: General History, Buildings and Resources, Statistics, Admissions, Faculty, Reports, Students, Financial Assistance, "The School and the Community," Research Grants, Curriculum, Committees, Consortiums, Correspondence, Budgets, Symposia and Conferences, Conferences Attended, Miscellaneous, and Audio Visual.

Notes

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

Most of the records in the 2018 accession, boxes 17 to 35, were filed with older documents in the back of each file, but not all. The processor preserved that order as found during arrangement.

File list available.

Further Accruals are expected.

Series Descriptions

General History series. – 1929-2005.

24.2 cm of textual records.

Series consists of newspaper clippings, correspondence, and published materials regarding the development of the School.

Buildings and Resources series. – 1964-1999.

13.5 cm of textual records.

Series consists of correspondence, minutes, reports and budget materials regarding the School's facilities.

Statistics series. – 1945-1974, 1986-1991.

11 cm of textual records.

Series consists of admissions statistics and reports.

Admissions series. – 1966-1974.

8 cm of textual records.

Series consists of correspondence and minutes of the School's Admissions Committee as well as applications and correspondence from potential students.

Faculty series. – 1942-2004.

90 cm of textual records.

Series consists of correspondence, minutes, reports, faculty lists, biographical information, and newspaper clippings regarding the School's faculty members. The series also includes the Field Instruction Newsletter and written works by the School faculty.

Reports series. – 1954-1979, 1981-1982, 1985, 1987-1988, 1991-1996. 1998-2007, 2009 1.44 m of textual records.

Series consists of various reports on and by the School, and other related records. Series also includes Self-Study Reports on the School's programs and on Accreditation.

Students series. – 1944-1980, 1988-1993, 2004-2008

22.5 cm of textual records.

Series consists of correspondence, minutes, reports, lists of major papers and theses of the students and publications of the School's student association. Series also includes records of the Alumni Association, its meetings and newsletter.

Financial Assistance series. – 1946-1978, 1989-1990, 1993-1994, 2000, 2002 13.5 cm of textual records.

Series consists of records of the School's awards, bursaries, donations, gifts, grants, and scholarships.

"The School and the Community" series. – 1945-1980.

12 cm of textual records.

Series consists of records documenting the School's outreach program "The School and the Community".

Research Grants series. – 1967-1980, 1995, 1999-2004.

32 cm of textual records.

Series consists of records of research grant proposals.

Curriculum series. – 1941-2006

3.5 m of textual records.

Series consists of correspondence, reports, minutes, brochures, and syllabi regarding courses and programs offered and proposed by the School.

Committees series. – 1943-2009.

1.22 m of textual records.

Series consists of correspondence, minutes, and reports of the School's committees.

Consortiums series. – 1979-1983, 1992-2005.

20 cm of textual records.

Series consists of correspondence, minutes, and reports related to non-UBC specific committees, conferences, and project task-forces of which the school or its faculty were joint-members or speakers.

Correspondence series. – 1951-1980.

1.39 m of textual records, 56

Series consists of correspondence between the School and government agencies, organizations, and other academic social work programs.

Budgets series. – 1973-1975.

4.5 cm of textual records.

Series consists of materials related to financial decision making and general information regarding the School's budget policies.

Conferences and Symposia series. – 1989-1993, 1997-1998, 2004-2005.

11 cm of textual records.

Series consists of various announcements and notices to the Social Work Symposium and of programmes of various conferences administered by the School like the annual Western Canadian Conference on Family Practice and the 75th Anniversary Conference and Symposium.

Conferences Attended series – 1990, 2004.

1 cm of textual records

Series consists of announcements, correspondence, maps, notes from attendees, and related materials of conferences and symposiums hosted by other organizations which School of Social Work faculty and students attended but were not participants.

Miscellaneous series. – 1993.

8.5 cm of textual records

Series consists of miscellaneous records pertinent to the School of Social Work.

Audio Visual series.

3 VHS Tapes

Series consists of VHS tapes pertaining to the history of the school and its faculty.

File List

BOX 1

GENERAL HISTORY SERIES

1-1	J.D.M. Bliss, A History of the School of Social Work of the University of British Columbia 1929-54
1-2	Publicity and Press - People in the News - 1944-68
1-3	Newspaper Clippings - 1946-60, ca. 1960 n.d.
1-4	Newspaper Clippings - 1956-58
1-5	Newspaper Clippings - 1959-60
1-6	Newspaper Clippings - 1961-63
1-7	Newspaper Clippings - 1964-65
1-8	Recruitment and registration - Demobilization, special students, etc. (1944-61)
1-9	Recruitment and registration - misc. (1946-62)
1-10	Recruitment and registration - corres. with U.N. Dept. of Social Affairs (1944-61)
1-11	Corres. and materials re distinguished visitors, guest lecturers (includes Fritz Redl, Katherine Kendall, Mildred Sikkema, Charles Guzzeta, Richard Titmuss, Arthur Emlen, Robert Pinker) (1951-80)
1-12	Publications and addresses by Marjorie Smith (includes photo of Smith) (1949-53)
1-13	Corres. and materials re Muriel Cunliffe's work in England and Africa (1953-62)
1-14	Materials re 25th anniversary of the School of Social Work (1954-55)

1-15 Corres. and materials re 50th anniversary of the School of Social Work includes chronology 1929-80 (1980)

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BUILDINGS AND RESOURCES SERIES

- 1-16 Buildings, resources, etc. Graham House Housing the school, includes blueprint, 1964 (1947-64)
- 1-17 Buildings, resources, etc Graham House Alterations, repairs, furnishing (1967-73)
- 1-18 Buildings, resources, etc. Space Needs Survey (1973)
- 1-19 Buildings, resources, etc. Social Work Library History and general information (1948-73)
- 1-20 Buildings, resources, etc. Instructional media memos, budgets, minutes (1967-71)
- 1-21 Buildings, resources, etc. Instructional media memos, budgets, minutes (1972-73)
- 1-22 Buildings, resources, etc. Instructional media memos, budgets, minutes (1973-76)
- 1-23 Buildings, resources, etc. Instructional media memos, budgets, minutes (1976-80)

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STATISTICS SERIES

1-24 Statistics - Compiled for American Association of School of Social Work (1945-51)

1-25	Statistics - Compiled for Council on Social Work Education , includes corres. (1952-57)
1-26	Statistics - Compiled for Council of Social Work Education and National Committee of Canadian School of Social Work (1945-58)
1-27	Statistics - Compiled for Council on Social Work Education and National Committee of Canadian Schools of Social Work and UBC President's Annual Report (1959-67)
1-28	Statistics - Admissions (1964-70)
1-29	Statistics - Admissions (1971-74)
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ADMISS	SIONS SERIES
1-30	Admissions - General includes minutes of Admissions Committee (1966-70)
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FACUL	ΓY SERIES
2-3	Faculty - Misc. materials includes some newspaper clippings, (1942-68)
2-4	Faculty - biographical notes (1971)
2-5	Faculty - Biographical notes (ca. 1974-75 n.d.)
2-6	Faculty - Recommendations for appointment, resignations, etc. (1946-59)

2-7 Faculty - Development seminars (1967-68) 2-8 Faculty - Conference (May 1969) Faculty - "Conversations with Colleagues" (1971-72) 2-9 2-10 Faculty - Participation on conferences, organizations, etc. (1972-77) Faculty - Student-Faculty colloquia, 1971 - Faculty retreat, Jan. 1977 2-11 2-12 Faculty - Visiting professorships (1978-80) 2-13 Faculty - Departmental meetings (1973-80) 2-14 Faculty - Field instructors - memos and minutes (1963-73) 2-15 Faculty - Meetings, 1953-65 2-16 Faculty - Meetings, 1966-68 2-17 Faculty - Meetings, 1969-70 2-18 Faculty - Meetings, 1970-71 2-19 Faculty - Meetings, 1972 2-20 Faculty - Meetings, 1973 2-21 Faculty - Meetings, 1974 2-22 Faculty - Meetings, 1975-79 BOX 3 3-1 Faculty - Staffing and workloads (1958-72) 3-2 Faculty - Staffing and workloads (1973-80) 3-3 Faculty - School Council, minutes (1950-78)

3-4 Faculty - School Council - General, memos, etc. (ca. 1953-74)
 3-5 Faculty - 1972-73 faculty manual, showing changes necessary in 1975-76 revision
 3-6 Faculty - appointments, promotion and tenure, includes minutes of Advisory Committee (1967-69)
 3-7 Faculty - appointment, Promotion and tenure, includes minutes of Advisory Committee (1970-78)

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REPORTS SERIES

3-8	Reports - Brief to the Provincial Government (1954)
3-9	Reports - Policy Manual (ca. 1953-54 n.d.) Ensuing manual (ca. 1955 n.d.)
3-10	Reports - Field Work Manual (ca. 1956-57 n.d.)
3-11	Reports - "Field Work Objectives" - Progress Report, (October, 1964), "Working Document", (October 1965)
3-12	Reports - President's Annual Report and related info (1950-80)
3-13	Reports - "Selected Essays: 1967-68", a monograph by students of UBC School of Social Work
3-14	Reports - Re-accreditation report, vol. 1-2 (1968)
3-15	Reports - re-accreditation report, vol. 3 (1968)
3-16	Reports - Second Report of the Committee on Goals of an Undergraduate Graduate Continuum (May 1971)
3-17	Reports - Final Report of the UBC Citizen Participation in Federal Corrections Project (May 1973)

3-18 Reports - "News and Notes from the School of Social Work" (1975-79)
"Connections" (December 1979)

3-19 Reports - School of Social Work Handbook (1978-79)

3-20 Reports - "Self-study Report on the B.S.W. Program" (December 1977)

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STUDENTS SERIES

510DEN15 SERIES		
3-21	Students - Student Association of the School of Social Work - Records, minutes, reports (1944-61)	
3-22	Students - Student Association - Minutes of Executive meetings (1949-57)	
3-23	Students - Student Association - Corres. (1945-57)	
3-24	Students - Student Association - records, minutes, reports (1965-80)	
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4-2	Students - Graduates (1958-80)	
4-3	Students - Alumni Association, includes corres. and records re. formation of Social Work division. (1968-81)	
4-4	Students - "Id's Out," Students Association Publication (May 1954)	
4-5	Students - Student Association publications - "So What" (1969-70), "The Viable Alternative" (1971-72)	

4-6 Students - Student Association publication "The Graham Cracker" (1972-80)

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FINANCIAL ASSISTANCE SERIES

- 4-7 Financial assistance-Awards, bursaries, donations, gifts, grants, scholarships, etc "Money Trouble" (1946-58)
- 4-8 Financial assistance donations and gifts to the School (1947-56)
- 4-9 Financial assistance General info (1960-78)
- 4-10 Financial assistance-Bursaries and scholarships (1946-58)
- 4-11 Financial assistance Memorial and trust funds includes Josephine Kilburn, Marjorie J. Smith, Marjorie Ellis Topping, Carol Smith, Ernest Hill (1956-76)
- 4-12 Financial assistance Bursary and Scholarship funds includes Dennis Harris, Laura Holland, Neil Douglas McKay (1946-77)

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"THE SCHOOL AND THE COMMUNITY" SERIES

- 4-13 The school and the community General info, includes corres. and newspaper clippings (1945-65)
- 4-14 The school and the community Open House, includes photographs (1955-79)
- 4-15 The school and the community Muriel Cunliffe special project (1969-72)
- 4-16 The school and the community UBC Speakeasy project (1969-70)
- 4-17 The school and the community West side project (1973-74)
- 4-18 The school and the community Service training centre proposal (1974)

4-19	The school and the community - Records of School Committees (1967-74)	
4-20	The school and the community - Habitat: Agenda, brochures, participants, publications (1976)	
4-21	The school and the community - Summer employment program (1976)	
4-22	The school and the community - Youth employment program (1977)	
4-23	The school and the community - Banff Conference (1978, 1980)	
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4-28	Research grants - Canadian Penitentiaries Citizens Project (1971-72)	
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5-2	Research grants - factors in social work competency (1967-71)	

5-3 Research grants - income and housing (CMHC) (1971-72) 5-4 Research grants - the Leon and Thea Koerner Foundation, various grants and related corres. (1966-68) 5-5 Research grants - manpower deployment project (1969-72) 5-6 Research grants - National Health grants, mostly corres. re grants (1963-70) 5-7 Research grants - Research Group Development grant (1972-73) 5-8 Research grants - Social Administration Project (1972-73) 5-9 Research grants - Social Work with ethnic minorities (1972-75) 5-10 Research grants - Teaching centres study (1968-69) 5-11 Research grants - Welfare grants (1962-69) Research grants - Welfare training grant: teaching and field instruction (1969-5-12 73) 5-13 Research grants - Corres. with Dep't National Health and Welfare: Welfare grants division (1967-80)

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5-14	Curriculum - S.W. 300 - Canadian social Services I, includes C.B.S.W. and R.B.S.W. material (1974-80)
5-15	Curriculum - S.W. 310 - Social Work Intervention I (1974-76)
5-16	Curriculum -S.W.310 -Social Work Intervention I (1976-78)
5-17	Curriculum - S.W. 310 - Social Work Intervention I(1978-80)
5-18	Curriculum - S.W. 320 - Social Work Research (1978-80)

- Curriculum S.W. 335 Human Behaviour and the Social Environment (1977-79)
 Curriculum S.W. 336 Social Science Concepts (1978-80)
- 5-21 Curriculum S.W. 400 Canadian Social Services II (1975-80)
- 5-22 Curriculum S.W. 410 Social Work Intervention IIA (1975-80)
- 5-23 Curriculum S.W. 415 Social Work Intervention IIB (1975-77)
- 5-24 Curriculum S.W. 415 Social Work Intervention IIB (1978-80)

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- 6-2 Curriculum S.W. 425 Social work Research methodology (1975-79)
- 6-3 Curriculum S.W. 430 Special studies in social Work (1975-80)
- 6-4 Curriculum S.W. 435 Human Behaviour and social environment (1977-78)
- 6-5 Curriculum S.W. 500 Basic components of social work (1952-62)
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- 15-5 Field Instruction Newsletter, vol. 7,1 (Fall 1996) 1996
- 15-6 Professor Chris McNiven, "Social Policy Studies, Social Administration and Social Work," in Unavoidable Dates with Intervention, Proceedings of the Canadian Social Administration Workshop 1984
- 15-7 Professor Chris McNiven, "Social Administration and Social Work Education" 1980

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15-9	MSW Self Study Report 1981
15-10	MSW Program, Self Study Report, Draft III Sept 1988
15-11	MSW Program, Self Study Report, vol. 1 Oct 1988
15-12	School of Social Work, Self Study Report to the Board of Accreditation, vol. 1 Nov 1992
15-13	School of Social Work, Report of the Review Committee - Report and correspondence 1994
15-14	BSW Re-Accreditation, Two Year Progress Report 1995
15-15	Miscellaneous materials on Accreditation - "events achieved" which includes various flyers and notices on different events sponsored by the School, correspondence, conference papers and newsletters 1994-1995
15-16	"Direct Action: A School of Social Work Reaches Out to Cultural Communities" by Paule McNicoll and Carole Pigler Christensen [n.d.]
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- 17-08 Buildings and Resources Green Guide Toolkit 95-99
- 17-09 Buildings and Resources Annual Report Zone Location Administration n.d.

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- 17-11 Committees 1992 School of Social Work Focus Group: Burrard Indian Band, Jan 9. 1992
- 17-12 Committees 1992 School of Social Work Focus Group: Community Services, Abbotsford, BC, March 10, 1992 Proceedings and New Westminster March 16, 1992
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18-16	Committees - CHD - Financing Field Education/CHD 2003
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18-18	Committees - Minutes Doctoral Studies Committee Sept 1995-October 1997 Part 1
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18-24	Committees - Health Education Working Group Meeting
18-25	Committees - Health Sciences Coordinating Committee/Council of Health and Human Services Programs Jan 1999 – May 2000
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19-22	Committees - Strategic Planning – Admissions Committee
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19-24	Committees - School of Social Work Council Meeting Minutes Sept. 1999 – Nov. 2007
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19-27	Conferences and Symposia - 75th Anniversary and Conference – Symposium Planning Committee 2004-2005
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19-29	Conferences and Symposia - 75th Anniversary and Conference – Conference Budget 2005

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19-37	Conferences and Symposia - 75th Anniversary and Conference – Advertising, Faculty contacts, Media Relations 2005
19-38	Conferences and Symposia - 75th Anniversary and Conference – Workshops
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19-49	Consortiums - BCSSW Directors Meeting minutes and communication 1998- 1999
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21-06	Correspondence - BSW 2 Year Progress Report 1995 Re-Accreditation
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21-08	Correspondence - CASSW Stats 1995-85
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21-14	Correspondence - CCSD expense claim form 2002
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21-16	Correspondence - Letter regarding receipt of "Conference of Sexuality"
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21-18	Correspondence - Dean of Arts Communication 1992-93
21-19	Correspondence - Director Drover RE: DSW 83-82 Part 1
21-20	Correspondence - Director Drover RE: DSW 83-82 Part 2
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21-22	Correspondence - Director Drover RE: DSW 1985 Part 1
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21-24	Correspondence - DSW Program 82-83
21-25	Correspondence - Equity Policies 00-95 part 1
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21-30	Correspondence - Intl. Assoc. of Schools of Social Work IASSW 1994 -2004
21-31	Correspondence - Labor Disputes 99-00 Strike
21-32	Correspondence - MCFD/SSW Consultation May 3, 2002
21-33	Correspondence - Communication between Ministry of Children and Family and BSW Program 96/97
21-34	Correspondence - Site visit report 1981 and related communication for MSW accreditation
21-35	Correspondence - MSW Accreditation (includes CASSW Accreditation Visiting Team Report from 1981)
21-36	Correspondence - Development of MSW Self Study 1981 Report with drafts
21-37	Correspondence - MSW Self Study Report Communication 1981
21-38	Correspondence - MSW Accreditation 88/89 and other related stuff
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23-48	Curriculum - BSW Reaccreditation Comm. 1986-87
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VT 2610 Ground Breaking Ceremony – New SW Building Friday December 13/91 DUB

Jan. 1992 (VHS)