

# Department of University Extension fonds

Compiled by Christopher Hives (1986)

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

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# Table of Contents

- **Fonds Description**
  - Title / Dates of Creation / Physical Description
  - Administrative History
  - Scope and Content
  - Notes
  
- **Series Descriptions**
  - Extension Lectures Committee series
  - Department of University Extension Reports series
  - General Records series
  - Professional and Vocational Education series
  - Social Education, the Humanities, and Summer School series
  - Evening Classes, Lectures, and Correspondence Courses series
  - Supporting Services series
  - Pamphlets, brochures and course material series
  - Gordon Selman's Research Notes series
  - University Extension Audio series
  - B.C. Camping Association Camp Leadership Conference Audio series
  
- **File List**
  
- **Catalogue entry** (UBC Library catalogue)

# Fonds Description

**Department of University Extension fonds.** – 1918-1969.

2.64 m of textual records and other material.

## **Administrative History**

In the years before the establishment of the Department of University Extension (1936), the University of British Columbia was engaged in three main extension activities. These included the provision of vocational courses for returning soldiers (1917-1921), the dissemination of agricultural information to the farmers of British Columbia through short courses, and the Extension Lectures Committee (1918-35) which co-ordinated lectures by university faculty throughout the province. A Carnegie Corporation grant of \$50,000 helped to establish the Department of University Extension in 1936. Robert English became its first director. Between 1936 and 1970, the Department, first under English, then Gordon Shrum and later John Friesen, expanded the scope of its activities. The department continued until 1970 when, after a period of re-evaluation, the university changed the name to the Centre for Continuing Education. This transition reflected changing public demands and a shift in emphasis toward professional and continuing academic education.

## **Scope and Content**

The fonds consists of records generated by both the Dept. of University Extension (1936-1969) and its predecessor, the Extension Lectures Committee (1918-1935). It appears that the records were re-arranged to facilitate the writing of Gordon Selman's history of the Department, and the original order was lost. The fonds has been arranged into the following series: Extension Lectures Committee; Department annual reports; general records; professional and vocational education; the humanities and summer school; evening classes, lectures and correspondence courses; supporting services; pamphlets, brochures and course material; and Selman's own research notes. The fonds also includes a large number of photographs primarily from the 1950s and 1960s which depict campus events as well as people and buildings, as well as audio recordings of lectures and other events.

## **Notes**

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

Other material includes 15 audio tapes, 4 audio reels and ca. 20,000 photographs.

File list available.

Photographs are stored separately. Selected images are described ([UBC 3.1](#)) in UBC Archives' [Historical Photograph Database](#).

Audio recordings are stored separately – contact the University Archives for details.

Other records dealing with the provision of non-credit courses by the University may be found in the [Centre for Continuing Education fonds](#), and the [Guided Independent Study fonds](#).

## Series Descriptions

**Extension Lectures Committee series.** – 1918-1935.

50.5 cm of textual records.

Series consists of minutes, correspondence, reports, and printed material. The records document the Extension Lectures Committee and the continuing education programmes that it administered.

**Department of University Extension Reports series.** – 1935-1969.

24.5 cm of textual records.

Series consists of reports issued by the Department, and is arranged in two sub-series: Annual Reports, and Interim/Monthly Reports.

**General Records series.** – 1935-1961.

19.5 cm of textual records.

Series consists of correspondence, minutes, reports, budget records, brochures, and newspaper clippings and other printed material, and documents the activities of the Department and related offices. The records are arranged in the following sub-series: Miscellaneous, Vancouver Institute, Victoria Extension Association, Reports of the Director of Extension, "News sheet", and "Reporting on the University".

**Professional and Vocational Education series.** – 1938-1961.

44 cm of textual records.

Series consists of correspondence, reports, budget records, and newspaper clippings and other printed material, and documents the professional and vocational courses administered by the Department. The records are arranged in the following sub-series: Agriculture, Dominion- Provincial Youth Training Programme, Fisheries, Home Economics, Business and Industry, and Other.

**Social Education, the Humanities, and Summer School series.** – 1937-1957.

48 cm of textual records.

Series consists of correspondence, reports, course outlines, and newspaper clippings and other printed material, and documents the social studies, civics, and arts courses administered by the Department, as well as the summer school programme. The records are arranged in the following sub-series: Study and Study-Discussion Groups, Citizenship and Public Affairs, Citizens' Forum, Community Welfare and Recreation,

Family Life, Parent and Pre-school Education, Leadership Training and Group Development, Fine Arts, and Summer School.

**Evening Classes, Lectures, and Correspondence Courses series.** – 1936-1964.

12.5 cm of textual records.

Series consists of correspondence, reports, course outlines, and brochures, and documents the evening classes, lectures, and correspondence courses administered by the Department. The records are arranged in the following sub-series: Evening classes, Lecture service, Extra- sessional courses, and Directed reading and correspondence courses.

**Supporting Services series.** – 1938-1955.

27 cm of textual records.

Series consists of correspondence, reports, and catalogues for the support and technical services administered by the Department for its students and instructors. The records are arranged in three sub-series: Audio-visual Services, Extension Library, and Phonographic Record Loan Service.

**Pamphlets, brochures and course material series.** – 1955-1968.

37 cm of textual records.

Series consists of printed materials such as brochures, pamphlets, course calendars, and course outlines for programmes offered by the Department.

**Gordon Selman's Research Notes series.** – [1955-1956?].

1 folder of textual records.

Series consists of one file folder, titled "Miscellaneous", containing written and typed notes by Selman compiled in the course of writing his history of the University's extension programme.

**University Extension Audio series.** – 1968-1983.

15 audio tapes.

Series consists of audio recordings of University Extension lectures.

**B.C. Camping Association Camp Leadership Conference Audio series.** – 1960, 1962.

4 audio reels.

Series consists of audio recordings of a B.C. Camping Association conference.

# File List

## BOX 1

### UNIVERSITY EXTENSION COMMITTEE RECORDS (1918-36)

- 1-1 Meetings minutes (Oct. 3, 1918)
- 1-2 Correspondence (1919)
- 1-3 Report (1919)
- 1-4 Pamphlet - "UBC: General Statement of its Scope and Activities" (1919)
- 1-5 Correspondence (1920)
- 1-6 Correspondence (1920)
- 1-7 Reports (1920-21)
- 1-8 Correspondence (1920-21)
- 1-9 Correspondence (1920-21)
- 1-10 Correspondence (1920-21)
- 1-11 Reports (1921-22)
- 1-12 Correspondence (1921-22)
- 1-13 Correspondence (1921-22)
- 1-14 Correspondence (1921-22)
- 1-15 Reports (1922-23)
- 1-16 Correspondence, Programmes and Reports (1922-23)
- 1-17 Correspondence (1923-24)
- 1-18 Correspondence (1923-24)
- 1-19 Correspondence (1923-24)
- 1-20 Reports (1924-25)
- 1-21 Correspondence (1924-25)
- 1-22 Correspondence (1924-25)
- 1-23 Correspondence (1924-25)
- 1-24 Correspondence (1924-25)
- 1-25 Reports (1925-26)
- 1-26 Correspondence (1925-26)
- 1-27 Correspondence (1925-26)
- 1-28 Reports (1926-27)
- 1-29 Correspondence (1926-27)

## BOX 2

- 2-1 Correspondence (1926-27)
- 2-2 Reports (1927-28)

- 2-3 Correspondence (1927-28)
- 2-4 Correspondence (1927-28)
- 2-5 Extra-sessional courses - UBC Summer Session - Report of the Director (1926)
- 2-6 Victoria Extension Association - Correspondence (1923-27)
- 2-7 Faculty of Agriculture - Short course brochures (1917-32)
- 2-8 "Organization of University Extension" (1934-35)

### BOX 3

### DEPARTMENT OF UNIVERSITY EXTENSION - REPORTS (1936-65)

#### Annual Reports

- 3-1 1935/36
- 3-2 1936/37
- 3-3 1937/38
- 3-4 1938/39
- 3-5 1939/40
- 3-6 1940/41
- 3-7 1941/42
- 3-8 1942/43
- 3-9 1943/44
- 3-10 1944/45
- 3-11 1945/46
- 3-12 1946/47
- 3-13 1947/48
- 3-14 1948/49
- 3-15 1949/50
- 3-16 1950/51
- 3-17 1951/52
- 3-18 1952/53
- 3-19 1953/54
- 3-20 1954/55
- 3-21 1955/56
- 3-22 1956/57
- 3-23 1957/59
- 3-24 1959/60
- 3-25 1960/61
- 3-26 1961/62



3-27 1962/63  
3-28 1963/64  
3-29 1964/65  
3-30 1965/66  
3-31 1966/67  
3-32 1967/68  
3-33 1968/69

#### Interim / Monthly Reports

3-34 1936  
3-35 1937  
3-36 1938  
3-37 1939  
3-38 1947

#### GENERAL RECORDS

##### Miscellaneous

3-39 Reports - Re: Adult Education and University Extension (C. 1935)  
3-40 Budget records (1936-53)  
3-41 Correspondence, brochures (1935-39)  
3-42 Lists of lectures offered (1936-37)  
3-43 Correspondence, minutes, pamphlets, newspaper clippings (1944-49)  
3-44 Correspondence, minutes, reports (1950-56)  
3-45 Correspondence, minutes, reports (1950-56)  
3-46 Correspondence, newspaper clippings (1960-61)

##### Vancouver Institute

3-47 Correspondence, programmes, newspaper clippings (1931-47)

##### Victoria Extension Association

3-48 Correspondence, programmes (1946-56)

## BOX 4

### Reports of the Director of Extension

4-1 1937-59 (Microfilm)

#### "News sheet"

4-2 1943-44

4-3 1944-45

4-4 1946-47

4-5 1948-49

4-6 1950

4-7 1953

#### "Reporting on the University"

4-8 1945-51

## BOX 5

### PROFESSIONAL AND VOCATIONAL EDUCATION

#### Agriculture

5-1 Rose and Iris pamphlets (1946-47); Agricultural services in B.C. (1952-53); Beef Bull research project (1951-53); Agricultural Extension at UBC - Past and present (1961)

#### Dominion-Provincial Youth Training Programme

5-2 Rural Occupational Schools (1938-39)

5-3 Rural Occupational School (1939-40)

5-4 Rural Occupational Training Schools (1938-41)

5-5 Short Courses in Poultry Husbandry (1938)

5-6 "The Rural Leader" (1940)

5-7 "The Rural Leader" (1941)

5-8 "Rural Leadership" (1947)

5-9 Course Timetables (1941)

- 5-10 Correspondence (1946)
- 5-11 Correspondence (1947)
- 5-12 Correspondence, applications and reports (1948)
- 5-13 Correspondence and reports (1949)
- 5-14 Banquet programmes (1949, 1950)
- 5-15 Correspondence (1950)
- 5-16 Instructors (1951)
- 5-17 Correspondence, report and budget (1952)
- 5-18 Correspondence and newsclippings (1953)
- 5-19 Survey of Opinions - correspondence (1953)
- 5-20 "Corn Crib" - newsletter (1947-51)
- 5-21 "Corn Crib" - newsletter (1952-56)
- 5-22 Short course for rural young people - brochures (1948-56)
- 5-23/34 Youth Training Annual (1948-1959)

#### Fisheries

- 5-35/51 Annual Report (1939-59)
- 5-52 Interim Reports (1940-45)
- 5-53 Interim Reports (1946-53)
- 5-54 Short course in cooperation for B.C. Fishermen (1939)
- 5-55 Correspondence, reports, newspaper clippings (1947-57)
- 5-56 Brochures (1946, 1955)

#### Home Economics

- 5-57 Correspondence, reports, brochures, applications (1948-54)

#### BOX 6

#### Business and Industry

- 6-1 Personnel Administration course (1941-47)
- 6-2 Fleet supervisors' training course (1946-51); Foreman lecture series (1952-53);  
Elementary statistics and sampling methods (1954-55)
- 6-3 Misc. correspondence re: courses with commerce (1948-52)

#### Other

- 6-4 School Construction and maintenance conference (1947-48)

## BOX 7

### SOCIAL EDUCATION, THE HUMANITIES, AND SUMMER SCHOOL

#### Study and Study - Discussion Groups - General

- 7-1 Misc. brochures, correspondence and clippings (1937-51)
- 7-2 B.C. History - course outline (n.d.)
- 7-3 Cooperatives and Credit Unions - study material and brochures (1939-51)
- 7-4 Economics and Public Affairs - course outline (n.d.)
- 7-5 Modern Literature - course outline (1939)
- 7-6 Modern Literature - course outline
- 7-7 Public Speaking - course outline (n.d.)

#### Citizenship and Public Affairs

- 7-8 Correspondence, brochures and reports (1944-53)
- 7-9 Canadian Citizenship (n.d.); Know Your Government (n.d.)
- 7-10 Growth of Political and Economic Ideas (n.d.); Canada and the Post-War World (n.d.); An Introduction to International Affairs (n.d.)

#### Citizen's Forum

- 7-11 Correspondence, brochures, newspaper articles (1942-55)

#### Community Welfare and Recreation

- 7-12 Correspondence, brochures and reports (1937-55)

#### Family Life, Parent and Pre-school Education

- 7-13 Pamphlets and correspondence (1946-54)
- 7-14 Child Psychology - course outline (n.d.)
- 7-15 Marriage and Family Life - course outline and bulletins (n.d.)

#### Leadership Training and Group Development

- 7-16 Correspondence and pamphlets (1947-52)
- 7-17 Pamphlets (n.d.)
- 7-18 Pamphlets

## Fine Arts

- 7-19 Music, Art, Arts and Crafts, Creative Writing (1938-49)
- 7-20 Arts and Crafts - correspondence, newspaper clippings, course outlines (1950-54)
- 7-21 Drama - correspondence, brochures, course outlines (1941-54)

## BOX 8

### Summer School

- 8-1 Calendars (1947-53)
- 8-2 Calendars (1954-57)
- 8-3 Summer School of the Arts - correspondence and brochures (1938-50)
- 8-4 Summer School of the Arts - correspondence and brochures (1951-56)
- 8-5 Report on the Extra-curricular Summer Session courses (1950-52)
- 8-6 Report on the Extra-curricular Summer Session courses (1953-55)

## BOX 9

### EVENING CLASSES, LECTURES, AND CORRESPONDENCE COURSES

#### Evening Classes

- 9-1 Brochures (1939/40 - 1949/50)
- 9-2 Brochures (1949/50 - 1955/56)
- 9-3 Brochures (1956/57 - 1958/59)
- 9-4 Brochures (1959/60 - 1961/62)
- 9-5 Brochures (Fall 1963, Spring 1964)

#### Lecture Service

- 9-6 Correspondence and brochures (1936-51)
- 9-7 Brochures (1937-40, 1943-44)

#### Extra-Sessional courses

- 9-8 Correspondence and reports (1949-50)

## Directed reading and Correspondence Credit Courses

9-9 Correspondence, reports and course outline (1949-53)

## BOX 10

### SUPPORTING SERVICES

#### Audio-Visual Services

- 10-1 Pamphlets (1938-39)
- 10-2 "Visual Instructional Service" (1939-41)
- 10-3 "Visual Instructional Service" (1941-44)
- 10-4 Visual Educational Services - correspondence, pamphlets (1939-40)
- 10-5 Visual Educational Services - catalogue (1949-50)
- 10-6 Visual Educational Services - catalogue
- 10-7 Visual Educational Services - Correspondence, reports, minutes, pamphlets (1947-55)
- 10-8 Visual Educational Services - Film and Film Strip catalogues (1945)
- 10-9 Visual Educational Services - Directory of Sources of A-V Material for Canadian Universities (1952)
- 10-10 National Film Board Kits:
  - "This is Our Canada"
  - "Your Children and You"
  - "Ballet Boxes"
  - "Who is my Neighbour"

## BOX 11

#### Extension Library

- 11-1 Extension Library Service (1938)
- 11-2 Play Lending Library - preliminary catalogue (1938)
- 11-3 Play Lending Library - catalogue (1940)
- 11-4 Extension Library Service (n.d.)
- 11-5 Correspondence and reports (1939-52)
- 11-6 Extension Library Supplement (1948-53)

## Phonographic Record Loan Service

- 11-7 Committee to Take Charge of Carnegie Music Set - minutes (1941-45)
- 11-8 Catalogue (1941)
- 11-9 Supplementary catalogue (1944)
- 11-10 Catalogue (n.d.)
- 11-11 Correspondence and reports (1946-51)

## BOX 12

### PAMPHLETS, BROCHURES AND COURSE MATERIAL

- 12-1/5 1955-56
- 12-6/8 1956-57
- 12-9/11 1957-58
- 12-12/14 1958-59
- 12-15 1964-67
- 12-16 1967-68

### GORDON SELMAN'S RESEARCH NOTES

- 12-17 Miscellaneous [1955-1956?]

### UNIVERSITY EXTENSION AUDIO RECORDINGS

15 audio recordings of University Extension lectures

### B.C. CAMPING ASSOCIATION CAMP LEADERSHIP CONFERENCE AUDIO RECORDINGS

4 audio recordings from a B.C. Camping Association conference

- UBC AT 0559
- UBC AT 0560 (2 reels)
- UBC AT 0561
- UBC AT 0562