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Guide to the University Housing and Dining Services Records, 1930-2005

Title

University Housing and Dining Services Records (RG 145)

Dates

1930-2005 (inclusive)
1959-1975 (bulk)

Creator

Oregon State University. University Housing and Dining Services.

Summary

The records of University Housing and Dining Services document the administration of campus housing residence halls and dormitories. In addition to the management of housing, these records also depict student life and culture on campus.

Quantity

4.1 cubic feet (6 boxes, including 1 oversize box) and 4 microfilm reels

Restrictions on Access

Collection is open for research. Access to some materials in Series X prior to the year 2044 requires approval by the University Archivist.

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Finding aid prepared by Karl McCreary, 2005.

Funding for encoding this finding aid was provided through a grant awarded by the National Endowment for the Humanities.

Historical Note

University Housing and Dining Services oversees the facilities, services, and programs to provide housing and dining services for residential students and other OSU community members. It was formed in 1973 by the merger of the Housing Department and the Residence Programs Office.

Student housing on campus first became available with the opening of Alpha Hall for women in 1889. Two years later, a second dormitory, Cauthorn Hall, was built to provide housing for both sexes. In total, the two dormitories accommodated 120 men and 50 women. Early administration of campus housing was managed by individual faculty members rather than a single centralized office. These faculty included John Horner, Margaret Snell, and Mark Dow McCallister. Admission into campus housing for men required membership in the dormitory's "club", which involved a separate fee as well as proof of the avoidance of tobacco and "profane language." For women, application for dormitory residence was coordinated through the Registrar's Office.

In 1922, in a move to centralize administration of the residence halls, the university created the Department of Dormitories. In addition to room reservation and the general management of student housing, the department was responsible for food service on campus both in the dorms and the Memorial Union. The new department worked closely with the Offices of the Dean of Women and Men in managing social activities and decorum in the dormitories. The role of the Deans in regulating student life in campus housing also extended to student governance through periodic and regular meetings with residence hall councils and presidents. Another new player in the housing mix to emerge in this period was the Student Housing Committee, which was entrusted with the task of reviewing, revising, and approving "suitable" housing for students outside the grounds of the university.

The onset of World War II posed serious challenges to the university with regard to an increased demand for housing. In accommodating an influx of students engaged in specialized military training on campus, the university moved female students from Waldo and Snell (now Ballard Extension) Halls off campus to fraternity houses closed during the war and temporary housing near downtown Corvallis. This transfer also spurred the development of several cooperative houses for women under the management of Co-Resident Women Inc. Record student enrollments after the war, owing largely to veterans returning to attend college on the GI bill, further exacerbated the effects of the housing shortage. OSU responded to this crisis by bringing to campus a number of pre-fabricated buildings erected at military bases and arranged for temporary student housing to be offered at Camp Adair, 10 miles north of Corvallis.

The steady growth in student enrollment after the war prompted the university to construct nine new residence halls during a two decade period (1947-1967). Changing cultural expectations of university life in this era also compelled the university to re-examine some of its longstanding housing policies. This re-evaluation resulted in the introduction of coeducational housing in 1967 and the elimination three years later of rules requiring sophomores and juniors to reside in campus housing, cooperatives, or fraternities.

Administratively, the management of campus housing was re-organized by the university in 1963. Functions overseen by the Director of Dormitories were divided up among two new offices: the Department of Housing and the Residence Programs Office. In 1973, these two new departments were consolidated under the management of a single office, the Department of University Housing and Dining Services.

Campus Buildings Constructed for Use as Residence Halls and Dormitories

1889	Alpha Hall
1892	Cauthorn Hall (now Fairbanks Hall)
1907	Waldo Hall
1928	Weatherford Hall
1947	Sackett Hall
1957	Cauthorn Hall
1957	Poling Hall
1958	Snell Hall
1959	Hawley Hall
1960	West Hall
1961	Buxton Hall
1962	McNary Hall
1963	Callahan Hall
1966	Finley Hall
1972	Bloss Hall
2002	Halsell Hall

Arrangement

Organized into ten series: I. Correspondence; II. Staff Meeting Minutes; III. University Housing Committee; IV. Reports and Studies; V. Residence Hall Files; VI. Policy and Procedure Statements; VII. Newspaper Clippings; VIII. Publications; IX. Hawthorne Manor; and X. General Subject Files.

Content Description

The University Housing and Dining Services Records document the administration of campus housing at Oregon State University for 1930-2005, with the bulk of records representing the 1960s and 1970s. The records reflect major issues in housing policies including co-educational housing, campus security, alcohol use, and self-governance by residents.

Preferred Citation

University Housing and Dining Services Records (RG 145), Oregon State University Archives, Corvallis, Oregon.

Acquisition Information

Transferred from University Housing and Dining Services in several accessions from 1968 through 2005.

Future Additions

Additions to the collection are expected.

Related Material

Documentation pertaining to campus housing is also represented elsewhere in the holdings of the OSU Archives. Institutional records reflecting policy development, financing, and administration of residence halls can be found in the following record groups: the President's Office (RG 13), Finance and Administration (RG 131), Business Affairs Office (RG 17), Dean of Men (RG 134), Dean of Women (RG 57), Student Affairs (RG 102), and Associated Students of OSU (RG 11). Student life in residence halls is documented in the Poling Poling Hall Club (RG 36) and Cauthorn Club (RG 101) records. Architectural drawings and other materials relating to the construction and renovation of residence halls and dormitories can be found in the Facilities Services Records (RG 193). Archives' collections also include materials from housing cooperatives Azalea House, Co-Ed Cottage, and Co-Resident Women Inc. (RG 77).

Images of residence halls, cooperatives, and other types of student housing can be found in several photographic collections, including: Harriet's Collection, the Buildings Photograph Collection (P 16), Beaver Yearbook (P 3), Office of University Publications (P 94), Alumni Association (P 17), and Gwil Evans (P 82).

Subjects

This collection is indexed under the following headings in the OSU Libraries Catalog. Researchers desiring materials about related topics, persons, or places should search the catalog (<http://oasis.oregonstate.edu/>) using these headings.

Organizations

Hawthorne Manor (Oregon State University)
Oregon State College--Student housing.
Oregon State University--Student housing.
Oregon State University. Dean of Men.
Oregon State University. Dean of Women.
Oregon State University. University Housing and Dining Services.
Oregon State University. University Housing Committee.

Topics

Clubs--Oregon--Corvallis.
College environment--Oregon--Corvallis.
College students--Oregon--Corvallis.
Housing, Cooperative--Oregon--Corvallis.
Men--Oregon--Corvallis--Societies and clubs.
Student activities--Oregon--Corvallis.
Student government--Oregon--Corvallis.
Student housing--Oregon--Corvallis.
Students--Crimes against--Oregon--Corvallis.
Students--Oregon--Corvallis--Social life and customs.
Women--Oregon--Corvallis--Societies and clubs.

Other Creators

Oregon State University. Dept. of Housing.
Oregon State University. Residence Programs.

Series Outline

- Series I. Correspondence, 1963-2005
- Series II. Staff Meeting Minutes, 1961-1998
- Series III. University Housing Committee, 1971-1997
- Series IV. Reports and Studies, 1930-2003
- Series V. Residence Hall Files, 1945-1975
- Series VI. Policy and Procedure Statements, 1961-1975
- Series VII. Newspaper Clippings, 1972-1975
- Series VIII. Publications, 1965-2004
- Series IX. Hawthorne Manor, 1948-1972
- Series X. General Subject Files, 1950-1971

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Detailed Description of the Collection

Box

Series I. Correspondence, 1963-2005

Primarily consisting of correspondence, Series I documents the general administration of campus residence halls and dormitories. Among the topics covered in these records include: co-educational housing implementation, resident assistant and head advisor staffing, policy and procedure development, campus security, special event planning, social and educational programs, residence hall judicial board, and summer session planning. This series also includes newspaper clippings, reports, staff directories, and surveys.

- 1 Black Student Union/Students for a Democratic Society, 1969
- 5 Campus Parking, 1973
- 1 Co-Educational Housing, 1967-1975 (2 folders)
- 1 Conferences/Workshops, 1977-1979
 - 1 Residence Hall Presidents Conference , 1971-1972
- 5 Counseling Center, 1972-1973
- 3 Dean of Students Office, 1970-1973
- Educational Programs, 1970-1975
 - 1 Drug Use, 1970
 - 1 General, 1971-1975
 - 1 Television and Radio Programming, 1971-1975
- 1 General , 1970-2004 (3 folders)
- 1 Head Residents/Hall Presidents , 1971-1975
- 1 Interfraternity and Panhellenic Councils , 1974-1975
- 1 Oregon State System of Higher Education, 1963-1972
- 1 Other University/College Residence Programs, 1973-1974
- Personnel, 1970-1975
 - 1 Desk and Secretarial Staff, 1973-1975
 - 1 General, 1970-1973
 - 1 Residence Program Staff and Hall Officer Employee Lists, 1971-1975
- 1 Policy and Procedure Development , 1971-1975
- 1 Policy Review and Orientation Board , 1971-1973
- 1 Professional Association Conferences/Workshops, 1972-1973
- 1 Residence Hall Judicial Boards, 1967-1973
- 1 Resident Assistants , 1970-1976 (4 folders)
- 1 Room Reservation Department, 1971-1975
- 3 Security, 1972-1974
- 1 Social Programs and Activities , 1971-1973
- 1 Special Events, 1971-1975
 - 1 Beaver Open House, 1975
 - 1 Dad's and Mom's Weekends, 1972
 - 1 New Student Week, 1971-1975
- 1 Steven Norton Memorial Library/Study Halls , 1971-1973
- 1 Summer Session , 1971-1975
- 1 Surveys, 1971-2005
- 1 Telephone Services, 1972-1975
- 1 Tutorial Program, 1968-1975
- 1 University Archives, 1970-1973
- 2 Visitation Policy Reviews and Changes, 1966-1975 (2 folders)
- 2 Wyckoff Memorial Committee, 1972

Box**Series II. Staff Meeting Minutes, 1961-1998**

Series II is made up of materials from various departmental and residence hall council staff meetings and consists of meeting minutes, reports, and correspondence.

- 2 All-Department Meetings, 1992-1998 (2 folders)
- 2 Central Office Staff Meetings, 1973-1992 (3 folders)
- 2 Department Leadership Team Meetings, 1992-1994 (2 folders)
- 2 Desk Clerk Meetings, 1991-1992
- 2 Head Resident Staff Meetings, 1971-1975
- 2 Housing Programs Staff Meetings, 1971-1973
- 2 Project Coordinating Group Meetings , 1996-1997
- 2 Residence Hall Council Meeting Minutes, 1970-1975
- 2 Unit Leader Meetings, 1994-1997 (4 folders)

Box**Series III. University Housing Committee, 1971-1997**

Series III consists of records generated by the University Housing Committee and is made up of correspondence, meeting minutes and agendas, membership rosters, and statistical reports.

- 2 General, 1971-1980 (2 folders)
- 3 General, 1981-1997 (6 folders)

Box**Series IV. Reports and Studies, 1930-2003**

In addition to annual and biennial reports, Series IV contains survey summary reports, demographic statistical profiles, residence hall room occupancy reports, and studies concerning visitation policies.

- 3 Annual Reports, 1971/72-2002/03 (3 folders)
- 3 Biennial Reports, 1928/30-1968/70
- 3 The Case for Educational Inventiveness: An Address to the Association of College and University Housing Officers, 1972 [Conference Paper]
- 5 A Comparative Summary of Board Costs Between OSU and other Colleges/Universities, 1974
- 3 Contacts with Students Considering a Withdrawal, 1973
- 3 Demographic Statistical Profile Reports, 1971-1974
- 5 Demographic Statistical Profile Reports, 1973-1974
- 3 Dorm Transfers Summary Report, 1972
- 3 The Effects of Social Visitation on Academic Achievement of Residence Hall Students, 1970 [Residence Programs Office Staff Papers series]
- 3 Percent of Student Population Occupying Various Types of Housing: 1963/64-1970/71 , 1970
- 3 Program for Quad Residence Halls, 1972
- 5 Projected Income from Proposed 1974/75 Rates, 1974
- 3 Proposed Experimental Program for Implementing and Evaluating a Central Administrative Hall in the McNary Complex, 1972
- 3 Proposed Residence Hall Program Design and Structure, 1963
- 3 A Re-Allocation of Responsibility for Residence Hall Control, 1972 [Residence Programs Office Staff Papers series]
- 3 Remarks by Chancellor Roy E. Lieuallen on Responsibility and Accountability in American Higher Education, 1970 [Residence Programs Office Staff Papers series]
- 3 Report to OSU from the Ad Hoc Committee on General Education, 1972
- 3 Requests for Exception to Housing Regulations-Summary Reports, 1971
- 3 Residence Hall Facilities Survey, 1972
- 3 Residence Hall Room Reservation/Occupancy Reports, 1971-1973
- 3 Residential Life Needs Assessment Pilot Project, 1994
- 3 Security Violations Report, 1973
- 3 Seventeen Areas of Concern, 1972 [Ad Hoc Committee on Student Housing report]
- 3 Student Analysis of Housing Department from a Business Management Perspective, 1972
- 3 Survey Summary Reports, 1966-1975
- 5 Survey Summary Reports, 1975
- 3 Why Not Residence Halls, 1972 [Association of College and University Housing Officers (ACUHO) conference paper]

Box**Series V. Residence Hall Files, 1945-1975**

The residence hall files in Series V reflect student governance of residence halls and dormitories. Consisting of annual reports, constitutions, correspondence, flyers, hall council meeting minutes and agendas, newspaper clippings, policy statements, and quarterly activity reports, this series contains records on both paper and microfilm.

- 3 Bloss Hall, 1971-1974
- 3 Buxton Hall, 1971-1974
- 3 Callahan Hall, 1969-1975
- 3 Cauthorn Hall, 1971-1974
- 3 Finley Hall, 1969-1975
- 3 Hawley Hall, 1971-1973
- 3 McNary Hall, 1970-1975
- 3 Poling Hall, 1971-1974
- 3 Sackett Hall, 1966-1973
- 3 Snell Hall, 1971-1974
- Weatherford Hall, 1945-1975
- 4 General, 1968-1975
- reel 3 Weatherford Hall Council Minutes, 1959-1965
- reel 4 Hawley Club Minutes, 1945-1950 [Club for residents of the fourth floor of Weatherford Hall]
- 4 West Hall, 1970-1975
- 4 Wilson Hall, 1970-1975

Box**Series VI. Policy and Procedure Statements, 1961-1975**

Series VI consists of policy and procedure statements covering guidelines and regulations of various activities in the residence halls such as alcohol use/purchase, bicycle security, fire drill/emergency evacuation, flammable materials, political activity and campaign flyer distribution.

- 4 Alcohol Use and Purchase Policies , undated
- 4 Bicycle Security Policy , 1972
- 4 Discipline and Judicial Process Guidelines, undated
- 4 Emergency Procedures, 1974
- 4 Establishment of Individual Priority and Reservation of Residence Hall Rooms, 1971
- 4 Fire Drill/Emergency Evacuation, 1974
- 4 Married Student Housing Policy, 1961-1965
- 4 Occupancy Policy, 1973
- 4 Open Flame and Flammable Materials Policy, 1971
- 4 Peavy Arboretum Lodge Use, undated
- 4 Political Activity and Campaign Flyer Distribution Guidelines, 1970-1975
- 4 Residence Hall Opening Day Procedures, undated
- 4 Residence Hall Roof Antennae, 1973
- 4 Room Assignment Guidelines, 1972
- 4 Transferring to Another Room, undated
- 4 Use of Guest Meal Passes, 1971
- 4 Vacation and Quarterly Opening/Closing Procedures, 1971-1975

Box**4 Series VII. Newspaper Clippings, 1972-1975**

The newspaper clippings in Series VII document housing policy changes, administrative re-organization, news items about resident assistants, residence hall construction, and campus reaction to the Nancy Wyckoff murder. The articles are clipped primarily from the *Barometer*, *Corvallis Gazette-Times*, and *Oregonian*.

Box**Series VIII. Publications, 1965-2004**

The publications in Series VIII include brochures, contract forms, flyers, food service menus, handbooks, and newsletters. In addition to general information about residence hall and cooperative student housing, this series contains student generated media that highlights residence hall life and culture.

Brochures, 1972-2004

- 4 Conference Guest Housing and Dining Guides, 2001
- 4 Conference Reservation and Sponsor's Guides, 2000-2002
- 4 Cooperative Living Information, 1965-1994
- 4 General Information, 1981-2004
- 4 Married Student and Family Housing, 1972-2000
- 4 Cauthorn Hall Yearbook, 2002
- 4 Flyers for Various Lectures, Presentations, Services, undated
- 4 Food Service Menus, 1974-1975
- 4 Handbook/Planners, 2000-2001
- 4 Housing Contract Forms, 1973-1991
- Newsletters, 1971-2004
 - 4 Campus Living, 1995-1998
 - 4 The Cooperative, 1994-1997
 - 4 For Your Information (FYI), 1973
 - 5 GDI, 1971 [Residence Hall Council]
 - 4 Housing Programs/Department Newsletter, 1971-1972
 - 6 Living and Learning, 2004 (apx 16x20 in.)
 - 4 Linchpin, 1972-1974
 - 6 The OSU Reporter, 1974-1975 (apx 16x20 in.)
 - 4 Potpourri, 1972
 - 4 The Resident, 1974-1994
 - 6 The Resident, 1971-1973 (apx 16x20 in.)
 - 6 Student Housing, 1971-1973 (apx 16x20 in.)
- 4 The Perils of Pauline in Apartmentland: Leasing and Living Off-Campus , ca. 1975
- 6 Posters, 1972-1975 (apx 16x20 in.)
- 4 Residence Hall Handbooks, 1966/67-2004/05 (4 folders)
- 4 Residence Hall Information and Contracts, 1993-2000
- Student Residence Hall Newspapers, 1971-1975
 - 4 Bloss Hall, 1972-1974
 - 4 Callahan Hall, undated
 - 4 Callahan and McNary Halls, 1971
 - 4 Finley Hall, 1972
 - 4 McNary Hall, 1974
 - 4 Poling Hall, undated
 - 4 Sackett Hall, 1972-1975
 - 4 Weatherford Hall, 1971-1975
 - 4 West Hall, 1972-1973

Box**Series IX. Hawthorne Manor, 1948-1972**

Series IX relates to the administration of Hawthorne Manor and includes constitutions/bylaws, financial reports and ledgers, meeting minutes, newsletters, and tax records. Established as a men's housing cooperative in 1948, Hawthorne Manor occupied three different locations near campus before its closure in 1967.

- 5 Articles of Incorporation/Lease, 1949-1962
- 4 Constitutions/Bylaws, 1951-1966
- 4 Financial Reports and Ledgers, 1948-1966
- 4 General, 1951-1972 (2 folders)
- 4 Housing Meeting Minutes, 1956-1967 (2 folders)
- 4 Newsletters, 1962-1964
- 4 Tax Records, 1950-1969
- 5 Tax Records, 1950-1967

Reel Folder**Series X. General Subject Files, 1950-1971**

The general subject files in Series X document residence hall administration by student organizations (residence hall clubs and the Interdormitory Council) and university offices (Deans of Men and Women, University Housing Committee). Consisting of microfilmed records which include biennial reports, constitutions/bylaws, correspondence, handbooks, meeting minutes, newspaper clippings, publications, and statistical reports, this

series covers administrative matters such as budgetary analysis, policy and procedure development, food service management, property leasing, and campus safety.

- 1 1 Advisors, 1963-1965
- 2 Art Collection, 1964
- 3 Biennial Reports, 1964
- 4 Callahan Hall, 1965
- 5 Cauthorn Hall, 1959-1964
- 6 Dedications-Callahan, McNary, Wilson Halls, 1964-1965
- 7 Disciplinary Actions, 1963-1964
- 8 Hall Director Lists, 1959-1965
- 9 Dorm Planning, 1963-1965
- 10 Educational Program, 1963-1964
- 11 Fire Drill Procedures, 1961-1965
- 12 Food Service-Comments and Complaints, 1964-1966
- 13 Freshman Club Minutes, 1960
- 14 Graduate Assistants, 1961-1965
- 15 Hawley Hall, 1962-1965
- 16 Housing Committee, 1962-1966
- 17 Housing Coordinator, 1964
- 18 Housing Department Staff Meetings, 1959-1965
- 19 McNary Hall, 1963-1964
- 20 Dean Robert Chick, 1963-1965
- 21 Alice F. Dalbey, 1964 [Assistant Dean of Women]
- 22 Tom Murphy, 1964-1965 [Assistant Dean of Students]
- 23 Mens Hall Residence Council, 1956-1965
- 24 Miscellaneous Correspondence, 1960-1964
- 25 New Student Program Committee, 1964
- 26 Off-campus Housing Cost Comparisons, 1961-1964
- 27 Physical Plant, 1963-1964
- 28 Poling Hall, 1958-1965
- 29 Dean Popovich, 1961-1963
- 30 Riots and Disturbances, 1963-1965
- 31 Women's Building Disturbance, 1963
- Sackett Hall Problems, 1963
- Rush Information, 1964-1965
- Interfraternity Council, 1956-1961
- 32 Sackett Hall, 1950-1965
- 33 Sackett Hall, 1964-1965
- 34 Social Rules, 1964-1965
- 35 Snell Hall, 1965
- Enrollment Figures in Dorms, 1955-1963
- 36 Student Conduct Committee, 1958-1962
- 37 Student Employment, 1964-1965
- 38 Student Loan Policies and Application Information, 1961-1962
- 39 Summer School, 1961-1965
- 40 Residence Hall Survey Summary, 1964
- 41 Waldo Hall Council, 1963-1965
- 42 Weatherford Hall Council, 1963-1965
- 44 Wilson Hall Residence Council, 1964-1965
- 45 Interhall Council, 1962-1966
- Men's Residence Hall Council, 1963-1964
- 2 1 Married Student and Singles Housing, 1968-1969

- 2 Standards for Institutionally Owned Housing, 1968
- 3 Student Telephone Long Distance Identification Log Book, 1968-1969
- 4 Fee and Policy Memoranda, 1968-1969
- 5 Residence Hall Manual, 1969
- 6 List of Rates, Rules, and Policies, 1968-1970
Residence Hall Employee Job Description, 1968-1970
Food Service Cost Analysis, 1968-1970
Summer Desk Clerk List, 1968
- 7 Business Manager Policies and Plans, 1968-1969
Student Conduct Committee, 1968-1969
Housing Department Personnel Issues, 1968-1969
[Access to this folder prior to the year 2044 requires approval by University Archivist.]
- 8 OSU Lease Agreements, 1965-1968
- 9 Corvallis Chamber of Commerce, 1968-1969
- 10 Civil Defense Activities, 1967-1969
- 11 Dean of Administration, 1968
- 12 Dean of Men-Dad's Weekend, 1969
- 13 Dean of Students, 1968-1969
- 14 Dean of Women, 1968-1969
- 15 Sanitation Reports for Food Services and Residence Halls, 1969
- 16 Police Report, 1968
- 17 Housing Committee Actions, 1968-1969
- 18 Thomas F. Adams , 1959-1971 [Director of Housing]
- 19 John Jackson, 1968-1969 [Plant Supervisor for housing]
- 20 Corvallis Chamber of Commerce, 1967
- 21 Residence Hall Announcements, Newsletter, and Bulletin, 1968-1969
- 2 22 Student Housing Committee, 1968-1969