

4. LEGAL AND ORGANIZATIONAL RECORDS

Title: Legal and Organizational Records of Wheelock College

Date: 1904 – on-going

Quantity: approximately .42 linear feet (1 document box)

Collection Number: 4

Restrictions

Access:

Access to the collection is unlimited. Researchers are allowed to view all pieces of the collection. The archives is open by appointment only. Call the Reference Librarian at (617) 879-2222 to make an appointment.

Copyright:

Requests to publish material from the collection should be submitted to the Library Director.

Administrative Information

Acquisition:

The collection was the donation of Wheelock faculty and staff.

Processing Information:

The collection was re-processed and updated by Adrienne Pruitt in 2004. The collection was initially organized by Theresa B. Davitt. The collection was rearranged based on archival principles. Accession correspondence as well as inquiries into information from the archives was removed from the collection. Acidic materials such as newsprint were photocopied onto acid-free paper and then discarded unless the original had some intrinsic value. Accreditation reports were removed and cataloged according to the Dewey Decimal Classification system.

Historical Note

Lucy Wheelock founded the Wheelock Kindergarten Training School in Boston, Mass., in 1888. In 1926, the program changed from a two year to a three year curriculum to

include the preparation of teachers for nursery, kindergarten and primary grades. The school was incorporated on a non-profit basis in 1939, and a Board of Trustees was appointed, with Lucy Wheelock as Chairman of the Board. Among the first moves of the Board was the decision to expand Wheelock School's three year course into a four year degree-granting program. In May 1941, following an inspection and hearings before the Education Committee of the Legislature and the State Department of Education, Governor Saltonstall signed a bill authorizing the Wheelock School to award the degree of Bachelor of Science in Education. On November 21, 1941, an amendment to the Charter of the Corporation changed the name from Wheelock School to Wheelock College. The first degrees were conferred in 1943, and Wheelock applied for accreditation by the American Association of Colleges for Teacher Education, which it achieved in March 1944. In December of 1950 Wheelock College was accredited by the New England Association of Colleges and Secondary Schools (NEASC). A change of purpose and an amendment to the Charter were filed by the Board of Trustees in November of 1951, which proposed admitting men students and adding a graduate program. In 1952, the Board of Collegiate Authority of the State Department of Education approved the charter, granting permission to admit men and women students and to bestow advanced degrees. A College seal, bearing the arms of the College, was adopted in 1960. In 1964, Wheelock first achieved accreditation by the National Council for the Accreditation of Teacher Education (NCATE). The Bachelor of Social Work degree program was accredited by the Council on Social Work Education in 1985. In 1996, Wheelock College joined the Colleges of the Fenway consortium, sharing courses, student services, buildings, and social activities with Emmanuel College, Simmons College, Wentworth Institute of Technology, and the Massachusetts College of Pharmacy. The Bermuda Master's Program was evaluated and approved for accreditation by NEASC in 1998.

Scope and Content

Material is arranged alphabetically within three series: I. Legal and Organizational Records. II. Policy Statements. III. Accreditation and Certification.

The Wheelock College Legal and Organization Records include legal documents relating to the College's incorporation in 1939 and subsequent amendments to the charter, petitions for change of purpose, applications for the extension of degree granting powers, and authorizations to grant degrees. By-laws, mission and policy statements, and the Colleges of the Fenway principles of consortium are also included, as are sketches and samples of the college seal and records of its official adoption. Correspondence, memorandums, certificates, and reports documenting the College's various accreditations and certifications complete the collection.

PLEASE NOTE: Accreditation evaluation team reports, institutional self-studies, and five-year reports are cataloged in the library's online system and are *not* kept in this collection.

Cataloging Entries

The following catalog entries provide controlled subject access to the collection. All these entries are searchable in the Wheelock College Library's online catalog to find materials of related interest.

Wheelock College – History.

Wheelock School – History.

Early childhood education – Certification.

Accreditation (Education).

Teachers colleges – Massachusetts.

Universities and colleges – Massachusetts.

Boston (Mass.) – Education.

New England Association of Schools and Colleges.

National Council for Accreditation of Teacher Education.

Council on Social Work Education.

Container List

Series I: Legal & Organizational Records

- Application for Extending Degree-Granting Powers, ca. 1952. (2 copies) Box 1
- By-Laws, 1962 Box 1
- College seal Box 1
- Colleges of the Fenway agreement (2 photocopies) Box 1
- Commonwealth of Mass. Act authorizing the trustees of Wheelock School to grant the degree of Bachelor of Science in Education, with pen, framed, May 21, 1941, Framed oversized
- Correspondence, Board of Higher Education, 1997 Box 1
- Incorporation and Amendments to Charter, 1939, 1941 Box 1
- Information Submitted to the Board of Collegiate Authority Relative to Articles of Amendment to the Charter of Wheelock College Which Would Extend the Power to Grant Degrees, Oct. 1952 Box 1
- Mission of the college, 1979, Mission statement, 1995 Box 1
- Organizational documents (photocopies), 1939-1987 Box 1
- Petitions for change of purpose, 1941, 1952 Box 1
- Re-evaluation report, December 1964 Box 1

Series II: Policy Statements.

- Affirmative Action Program Box 1
- Alcohol awareness policy, 1997 Box 1
- Compliance with Copyright Laws at Wheelock College Box 1

- Drug and Alcohol-Free Workplace/Campus Policy and Program Box 1
- Family and Medical Leave Policy, 8/93 Box 1
- Institutional Review Board Box 1
- Institutional Review Board Procedures Box 1
- "Moving Towards a Smoke-Free Environment on Campus" memorandum from Gerry Tirozzi Box 1
- "Policies and procedures for the development and administration of sponsored projects" April 1995 Box 1
- Policy against sexual harassment Box 1
- Policy alert re: child care legislation Box 1
- Policy statement on substance abuse, 1990 Box 1
- Student absences due to religious beliefs Box 1
- Wheelock College Conflict of Interest Policy for Employees Box 1
- Wheelock College Statement on Academic Honesty, revised 1993, Academic Honesty Committee Box 1
- Wheelock School Faculty Requirements, n.d. Box 1

Series III: Accreditation and Certification

- Accreditation - Correspondence, 1904-1944 Box 1
- Baccalaureate Social Work Program Initial Accreditation Site Visit, 1985 Box 1
- Commission on Accreditation of the Council on Social Work Education..., 1998 Box 1
- Department of Education certification, March 1995 Box 1
- Inspection certificates (photocopies), 1951-1953 Box 1
- NCATE accreditation action report, 1985 Box 1
- NCATE - Accreditation Memorandum, 1985-2000 Box 1
- New England Association of Schools and Colleges - Letters of Accreditation Box 1
- NEASC correspondence and memorandums, 1975, 1985, 1995 Box 1