

# **Finding Aid for Dean of C.L.A.S.S. Records, 1947-1991**



**Record Group Number RG #13/01**

**University Archives and Special Collections William F. Maag , Jr. Library  
Youngstown State University One University Plaza Youngstown, OH 44555 330-  
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## **Descriptive Summary**

- Title:** Office of the Dean of C.L.A.S.S. Records, 1947-1991
- Creator:** These records were created from the Office of the Dean of C.L.A.S.S. Most are during Karl Dykema tenure as dean or associate director.
- Extent:** 1 box (one box is 1.25 cubic feet)
- Abstract:** This collection contains material from the Dean's office of the College of Liberal Arts and Social Sciences (C.L.A.S.S.). Most of the material are publications of handbooks and directories. There are some personalized correspondence in regards to President Howard Jones and Dr. David Ives.

## **Administrative Information**

- Provenance:** Dean of the College of Library Arts and Social Sciences
- Preferred Citation:** Youngstown State University, The Office of the Dean of C.L.A.S.S. Records RG #13/01, Archives & Special Collections, William F. Maag, Jr. Library, Youngstown State University, Youngstown, Ohio.
- Restrictions:** None
- Processing :** Processed by Lisa Marie Garofali August – September 2020
- Finding Aid:** Written by name Lisa Marie Garofali

## Historical Background

The history of the College of Arts and Sciences can be dated back to when the Youngstown Institute of Technology (later Youngstown College/YSU) started to offer Liberal Arts classes in 1921 with Dr. Joseph Smith as Dean of the Liberal Arts School.<sup>1</sup> It was because of the growing Liberal Arts program that the school changed its name from the Youngstown Institute of Technology to Youngstown College.<sup>2</sup> In 1937, Youngstown College was official ranked as a college of arts and sciences with the Ohio State Department of Education.<sup>3</sup> Around 1950, The College of Arts and Sciences unit was split into two divisions. Dr. Karl Dykema as director of the Division of Language and Literature (Classical Languages, English and Foreign Language) and Dr. O.L. Reid as director of the Division of Social Sciences (Economics, History, Philosophy and Religion, Political Science, Psychology and Sociology). In 1963, Dr. Karl Dykema started signing his correspondences as The Dean of Arts and Sciences. In 1970, Karl Dykema died of cancer. Dr. Robert K. Smith served as acting dean until Dr. Bernard J. Yozwaik was appointed Dean effective in August 1971.<sup>4</sup> He remained Dean of the College of Arts and Sciences throughout the dates of this collection.

## Scope and Content

This collection contains three series: Faculty Directories, Faculty Handbooks, and Subject Correspondence. While the dates range from 1948-1991, a bulk of the material ranges in the 1960s and 1970s. Most of the material are publications of directories and handbooks. A majority, if not all, the correspondences in the collection are during Dr. Karl Dykema tenure of Dean or as Director of Languages and Literature. The only materials truly original to the office are the last two folders of Subject Correspondences which pertain to Dr. David Ives and President Howard Jones.

## Colophon

The collection came to the Archives and Special Collections in 2014 as a Records Transfer from the Dean of C.L.A.S.S., Dr. Shearle Furnish. It is a relatively small collection from the office. Additions to the collection are anticipated in the future.

This collection was processed by Lisa Marie Garofali, who also wrote the finding aid. She holds an M.A. in History from YSU and is a 13-year employee of Archives & Special Collections.

## Series Description

Series I : Faculty Directories

Series II: Faculty Handbook

Series III: Subject Correspondence

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<sup>1</sup> *The Technician*. 1927 Yearbook of the Youngstown Institute of Technology. Youngstown: Ohio. p.28

<sup>2</sup> *The Bulletin*. 1930 (Youngstown: Ohio) p. 7

<sup>3</sup> "College Gets Higher Rating." *The Jambar* May 21, 1937. P.1

<sup>4</sup> "Yozwiak Appointed Arts College Dean." *The Jambar* July 22, 1971. P.1

## **Related Archival Collections**

Youngstown State University, Academic Deans' Council, 1967-2011 RG # 07/09, Archives & Special Collections, William F. Maag, Jr. Library, Youngstown State University, Youngstown, Ohio.

Office of the President, Howard W. Jones, Records, 1932-1966, RG 041/1, Archives & Special Collections, William F. Maag, Jr. Library, Youngstown State University, Youngstown, Ohio.

Faculty Organization, Committees, and Councils, Faculty Meeting Records, 1932-1972, RG 64/01, Archives & Special Collections, William F. Maag, Jr. Library, Youngstown State University, Youngstown, Ohio.

Youngstown State University Office of the Provost Records, 1966-2007, RG 07, Archives & Special Collections, William F. Maag, Jr. Library, Youngstown State University, Youngstown, Ohio.

Office of the President, Albert L. Pugsley, Records, 1966-1973, RG 0412, Archives & Special Collections, William F. Maag, Jr. Library, Youngstown State University, Youngstown, Ohio.

Ives Family Collection, 1883-2015  
RG 62, Archives & Special Collections, William F. Maag, Jr. Library, Youngstown State University, Youngstown, Ohio

## **Related Manuscripts**

**Youngstown State University : from YoCo to YSU / Donna M. DeBlasio and Martha I. Pallante.** LD6373 .D43 2007x

**Steel Valley university : the origin of Youngstown State / Alvin W. Skardon.**  
LD6373 .S53

## **Index Terms**

Arts and Sciences  
Dykema, Karl  
Faculty and Staff Directories  
Faculty and Staff Handbooks  
Ives, David S.  
Jones, Howard W.

Miner, Ward L.  
President and Mrs. Howard W. Jones Scholarship  
Pugsley, Albert  
Smith, Joseph  
Smith, Robert K.  
*The Bulletin*  
Youngstown College  
Youngstown State University  
Youngstown University  
Yozwiak, Bernard

## **BOX 1**

### **SERIES I: Faculty Directories**

This series contains the Faculty Directories from 1948-1982. Some of these copies are loose and contain corrections with edits. The documents contain a breakdown of the college by departments and then list the faculty and administration alphabetically. It is interesting to note the size of the directories according to the growth of the university and campus.

#### **Folder No. Contents**

- 1 Faculty Directories. Loose copies. 1948-1973
- 2 Faculty Directories. 1949-1967
- 3 Faculty Directories. 1967-1974
- 4 Faculty Directories. 1975-1982

### **SERIES II: Faculty Handbooks**

The faculty handbooks date from 1949-1970. The handbooks contain information such as the governance and administration, the organization for instruction, faculty personnel policies, campus services and programs, and student regulations and requirements. Some of these handbooks also contain corrections with edits.

#### **Folder No. Contents**

- 5 Faculty Handbook. 1949-1970
- 6 Faculty Handbook. Adviser's Handbook. 1951-1952
- 7 Faculty Handbook. The Faculty of the English Department Handbook. 1969

### **SERIES III: Subject Correspondence**

This series is probably the most interesting and personal in the collection. This is a series of various correspondence from the Dean of C.L.A.S.S. which pertain to Dr. David Ives and President Howard Jones. Most of the correspondences date from 1950-1970 and are written from or addressed to Karl Dykema, who was Dean or department director at the time. Topics

in the David Ives folder include his obituary in 1991 and correspondences between Ives and Dykem which pertain to issues in the Foreign Language department, sabbatical, health issues, Ph.D classes, schedules and edits for the college catalog, *The Bulletin*. The President Howard Jones folder contains his memorial service program in 1982, correspondences between Jones and Dykema (many of which reflect hiring needs), the President and Mrs. Howard Jones Scholarship (which was established in 1947), correspondences from the Building Committee and President Jones' Memorial Dinner in May 1966 for his retirement as President of Youngstown University.

**Folder No. Contents**

- 8 Subject Correspondence. Ives, David S. 1951-1991
- 9 Subject Correspondence. Jones, Howard W. President. 1948-1982