

Guide to the University of Oregon, Medical School, Executive Committee Minutes 1999-005

Finding aid prepared by Karen Peterson and Max Johnson

This finding aid was produced using the Archivists' Toolkit

May 17, 2013

Describing Archives: A Content Standard

Oregon Health & Science University Historical Collections & Archives
2012-10-15
3181 SW Sam Jackson Park Road
Portland, Oregon, LIB
503-494-3239
peterska@ohsu.edu

Table of Contents

<u>Summary Information</u>	3
<u>Biography - Historical Note</u>	4
<u>Scope and Contents</u>	4
<u>Administrative Information</u>	5
<u>Controlled Access Headings</u>	5
<u>Collection Inventory</u>	7
<u>Box 1</u>	7

Summary Information

Repository	Oregon Health & Science University Historical Collections & Archives
Title	University of Oregon, Medical School, Executive Committee Minutes
Date [inclusive]	1917-1920
Extent	0.25 Linear feet One Folder
General Physical Description	The documents are in good condition with a small amount of acid migration.
Location	Archives, 440 Old Library
Language	English
Abstract	The materials cover the range May 18, 1917 to August 3, 1920 and document a wide range of committee business including authorizations, employment, graduation and military issues related to Base Hospital 46.

Preferred Citation

University of Oregon, Medical School, Executive Committee Minutes, Accession Number 1999-005, Historical Collections & Archives, Oregon Health & Science University

Biography - Historical Note

The University of Oregon Medical School Executive Committee was formed on May 11, 1917. A committee had been appointed in 1916, made up of Edmonde J. Labbe, Albert E. Mackay, Robert C. Yenney, R. B. Dillehunt and S. L. Meyer, “to recommend to the faculty what shall constitute the administrative power of the Medical School” (University of Oregon Medical School. Faculty Minutes, Accession No. 1999 - 003, Vol. I., p148-149). Questionnaires were sent to several universities, and from the results the committee made recommendations for an executive committee consisting of six persons - two from the laboratory departments, two from the clinics, and the dean and assistant dean as ex-officio members. They would be responsible for all scholastic matters and educational policies.

In 1917 a committee report advised that there be five committees appointed, the Executive Committee, the Committee on Curriculum and Advanced Standards, the Committee on Legislation, the Committee on Admission, Promotion and Preparatory School, and the Committee on Grounds, Building and Improvement. Each committee was to have five members appointed by the dean, and the dean himself would be chairman ex-officio of the Executive Committee. The members of the committees were to be appointed each year so that the senior member would leave and a new member would fill the vacancy. The Executive Committee was to have charge of all the affairs of the school and hold regular monthly meetings. No expenditure over \$100.00 for any specific purpose could be made without the Executive Committee’s recommendation (ibid., p170). During a meeting of the faculty, there was much discussion, and the report was not accepted as first proposed. The faculty finally decided that the Executive Committee would have six members appointed by the dean, consisting of the dean, assistant dean, the heads of two clinical departments and the heads of two laboratory departments; this “committee shall have charge of all the affairs of the school, subject to the approval of the faculty” (ibid., p170).

Though the Executive Committee met and reported to the faculty in previous meetings, it is not clear from the minutes who the members were. On October 5, 1917, the minutes report the appointments to the executive committee of Doctors Ernest F. Tucker, Edmond J. Labbe, William F. Allen, S. L. Meyer and James F. Bell, who replaced Dean R. B. Dillehunt during his military service.

Scope and Contents

The collection consists of thirty-one typewritten pages of minutes, from 1917 May 18 - 1920 August 3, in reverse chronological order. Ten blank pages were discarded during processing. No minutes are available for the following dates: 1918 January, 1918 July, 1918 August, 1919 January, 1919 March, 1919 June, 1919 August - November, and 1920 January - July. It is not known whether meetings were held on these dates. The minutes document a wide range of committee business, including notices of enlistments for military service with references to the 46th Base Hospital, graduation requirements,

authorization to employ students and staff, professorship appointments, committee member appointments, salary adjustments, fund allotments, the University of Oregon Medical School's association with St. Vincent Hospital and the People's Free Dispensary, equipment purchases, land acquisition on Marquam Hill and construction of the Multnomah County Hospital. The documents are in good condition with a small amount of acid migration.

Administrative Information

Publication Information

Oregon Health & Science University Historical Collections & Archives 2012-10-15

Restrictions on Access

No restrictions on access.

Conditions Governing Reproductions and Use

The OHSU Historical Collections & Archives is the owner of the materials and makes available reproductions for research, publication, and other uses. Written permission must be obtained from the OHSU HC&A before any reproduction use. The OHSU HC&A does not necessarily hold copyright to all of the materials in the collections. In some cases, permission for use may require seeking additional authorization from the copyright owners.

Acquisition Information

These records were created by the Executive Committee of the faculty of the University of Oregon Medical School. They were found in a vault in the Registrar's office and transferred to the University of Oregon Medical School Library, probably between 1940 - 1970. No other details of their provenance are known. They were processed by the OHSU Library Special Collections staff in the spring of 1999.

Controlled Access Headings

Geographic Name(s)

- Oregon

Personal Name(s)

- Allen, William F., MD
- Bell, James F., Jr., MD
- Labbe, Edmond J.
- Tucker, Ernest F., MD

Subject(s)

- General Hospital 46
- Medicine and Health
- People's Free Dispensary
- St. Vincent Hospital

Box 1

Collection Inventory

Box 1