

S. J. McKee Archives



Arts Banquet Committee

<http://archives.brandonu.ca/en/permalink/descriptions4271>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: 8.20

GMD: textual records

Date Range: 1938-1964

Physical Description: 2 cm

Scope and Content:

These are the minutes from the meetings of the Arts Banquet committees from 1938 until 1964. They include detailed descriptions of what each banquet would entail.

Storage Location: RG 1 Brandon College fonds
Series 8: Brandon College Students Association



Nominating Committee

<http://archives.brandonu.ca/en/permalink/descriptions3322>

Part Of: RG 6 Brandon University fonds

Description Level: Sub sub series

Series Number: 2.5.1

Accession Number: 6-2005

GMD: textual records

Date Range: 1971-1976

Physical Description: 1 file

History /

Biographical:

The By-laws and Nominating Committee of the Board of Governors is a standing committee that meets as required to discuss matters relating to the by-laws governing the Board of Governors and, when appropriate, to present a slate of officers and committee member to the Board. The membership of the By-laws and Nominating Committee consists of the Secretary of the Board as Chair and up to four members of the Board of Governors, one of which is a student. Elections take place at the August meeting of the Board of Governors every year.

The By-laws and Nominating Committee is responsible for: developing the terms of reference for the standing committees of the Board of Governors; developing and recommending by-laws for the operation of the Brandon University Board of Governors; maintaining Board policies and making recommendations to the Board of Governors on such matters; preparing a list of nominees for membership on each of the standing and ad hoc committees of the Board of Governors; and identifying potential Board appointees as required from the internal and external community.

Scope and Content:

Sub sub series consist of 1 file containing reports, executive and committee lists and correspondence.

Notes: History/Bio information taken from Board of Governors By-law No. 11 - Committees of the Board of Governors, Section IV - By-laws and Nominating Committee (revised November 23, 2006).

Storage Location: RG 6 Brandon University fonds
Series 2: Board of Governors
2.5 Board of Governors' committees



Finance Committee

<http://archives.brandonu.ca/en/permalink/descriptions3323>

Part Of: RG 6 Brandon University fonds

Description Level: Sub sub series

Series Number: 2.5.2

Accession Number: 6-2005

GMD: textual records

Date Range: 1972-1974

Physical Description: 1.5 cm

History /

Biographical:

The Executive Committee assumed the responsibilities of the former Planning and Finance Committee on January 6, 2000.

Scope and Content:

Sub sub series consists of 1 file containing minutes, agendas, correspondence, financial information and records of the Budget Committee.

Notes: History/Bio information takend from Board of Governors By-law No. 11 - Committees of the Board of Governors, Section III - Executive Committee (revised November 23, 2006).

Storage Location: RG 6 Brandon University fonds
Series 2: Board of Governors
2.5 Board of Governors' committees



Membership Committee

<http://archives.brandonu.ca/en/permalink/descriptions3327>

Part Of: RG 6 Brandon University fonds

Description Level: Sub sub series

Series Number: 2.5.4

Accession Number: 6-2005

GMD: textual records

Date Range: 1967-1980

Physical Description: .75 cm

Scope and Content:

Sub sub series consists of Board of Governors member lists, correspondence, a memorandum, appointments for January 1970, a voting ballot and orders-in-council for Robert Martin and Gary Sallows.

Storage Location: RG 6 Brandon University fonds
Series 2: Board of Governors
2.5 Board of Governors' committees



Functions Committee

<http://archives.brandonu.ca/en/permalink/descriptions4258>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: 8.8

GMD: textual records

Date Range: 1923-1935, 1945-1950

Physical Description: 3 cm

History /

Biographical:

This committee was in charge of deciding which students would be allowed to join extra-mural clubs and committees based on satisfactory schoolwork. The committee consisted of the President, faculty and students.

Scope and Content:

This file contains minutes from the meetings of the Functions Committee.

Storage Location: RG 1 Brandon College fonds

Series 8: Brandon College Students Association



Publications Committee

<http://archives.brandonu.ca/en/permalink/descriptions4274>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: 8.23

GMD: textual records

Date Range: 1965-1968

Physical Description: 2 cm

Scope and Content:

These are minutes from meetings of the Publications Committee from 1965 to 1968. The Publications Committee was in charge of the operation of The Quill, The Sickle, and the Student Handbook.

Storage Location: RG 1 Brandon College fonds

Series 8: Brandon College Students Association



Board Executive Committee

<http://archives.brandonu.ca/en/permalink/descriptions75>

Part Of: RG 6 Brandon University fonds

Description Level: Sub-series

Series Number: 2.2

Accession Number: 6-2005, 13-2000

GMD: multiple media

Date Range: 1973-1990

Physical Description: 14 cm

History /

Biographical:

The Executive Committee is a standing committee of the Brandon University Board of Governors that meets regularly two weeks prior to the regular Board meeting. Its membership consists of: Chair of the Board of Governors; Vice-Chair of the Board of Governors; President of the University; Secretary of the Board of Governors; Treasurer of the Board of Governors; Student Representative from the Board of Governors; and Senate Representative from the Board of Governors. The Vice-President (Academic and Research) and the Vice-President (Administration and Finance) act as resource persons. Elections for the Executive Committee take place at the Board of Governors' August meeting each year.

Specific responsibilities of the Executive Committee include: setting the agenda for each regular and special meeting of the Board of Governors; reviewing relevant matters coming before the Board of Governors; acting as a consultative body to the President of the University; dealing with matters delegated by the Board of Governors; referring items to appropriate standing committees of the Board of Governors; acting with the full authority of the Board in situations requiring immediate action prior to the next regular meeting of the Board. The Executive Committee also reviews and recommends policies governing university finance and long-range planning. The Executive of the Board reports to the Board of Governors.

Scope and Content:

Sub-series consists of records created by the Executive of the Brandon University Board of Governors. It has been divided into three sub sub series: (1) Board Executive Minutes; (2) Board Executive Correspondence; and (3) Board Executive Agendas.

Notes: History/Bio information taken from Board of Governors By-law No. 11 - Committees of the Board of Governors, Section III - Executive Committee (revised November 23, 2006).

Storage Location: RG 6 Brandon University fonds
Series 2: Board of Governors
2.2 Board Executive



Presidential Selection Committee

<http://archives.brandonu.ca/en/permalink/descriptions3326>

Part Of: RG 6 Brandon University fonds

Description Level: Sub sub series

Series Number: 2.5.3

Accession Number: 6-2005

GMD: textual records

Date Range: 1967-1977

Physical Description: 1 file

Scope and Content:

Sub sub series consists of 1 file containing correspondence, news clippings and a committee member list (1969).

Storage Location: RG 6 Brandon University fonds
Series 2: Board of Governors
2.5 Board of Governors' committees



Senate Planning Committee

<http://archives.brandonu.ca/en/permalink/descriptions4054>

Part Of: RG 6 Brandon University fonds

Description Level: Sub sub series

Series Number: 6.2.2

Accession Number: 16-2000

GMD: textual records

Date Range: 1967-1985

Physical Description: 36 cm

Physical Condition: Good

History /

Biographical:

The Senate Planning Committee consists of: the President or designate, who is Chair; the Vice-President (Academic & Research); the Dean of each Faculty/School; one representative elected by and from each Faculty/School; the University Librarian; and two students appointed by the BUSU Council.

The responsibilities of this Committee are to make recommendations to Senate relating to: academic program priorities; support programs for the academic functions; and the establishment of additional departments faculties, schools and institutes.

In 1985 the Senate Planning Committee was replaced by the Senate Planning and Priorities Committee. The composition and terms of reference for this committee are included in the Senate by-laws from 1985. In 2000 the Senate Planning and priorities committee was disbanded. Its functions were assumed by the Senate Executive Committee until the senate Planning Committee was re-established in 2003.

Scope and Content:

Sub sub series consists of agendas and minutes of the Brandon University Senate Planning Committee 1967-1985 and various files from the Senate Planning and Priorities Committee relating to external reviews of programs and areas within the University in the years 1985-1995, as well as a number of miscellaneous file some dating from the era before 1985. .

Notes: Information in the History/Bio field was take from the Brandon University Senate By-laws - Section VIII Committees of Senate.

Finding Aid: A file level inventory for the records of the Planning and Priorities Committee prepared by Alison McNeill Hordern is available with the records.

Storage Location: RG 6 Brandon University fonds
Series 6: Brandon University Senate
6.2 Committees of Senate

Related Material: Senate Planning Committee minutes for 1970-1973 are located in RG 6 Brandon University fonds, series 6 Brandon University Senate, sub-series 6.1 Senate minutes.



Expansion Fund Committee

<http://archives.bradonu.ca/en/permalink/descriptions4254>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: 8.4

GMD: textual records

Date Range: 1959-1962

Physical Description: 1 cm

Scope and Content:

Includes minutes of the Expansion Fund committee.

Storage Location: RG 1 Brandon College fonds

Series 8: Brandon College Students Association



Main Executive Committee

<http://archives.bradonu.ca/en/permalink/descriptions4257>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: 8.7

GMD: textual records

Date Range: 1931-1945, 1957-1967

Physical Description: 8.5 cm

Scope and Content:

These are the minutes from the meetings of the Main Executive of the Student Association.

Subject Access: Student Association

Storage Location: RG 1 Brandon College fonds

Series 8: Brandon College Students Association



Freshie Week Committee

<http://archives.brandonu.ca/en/permalink/descriptions4270>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: 8.19

GMD: textual records

Date Range: 1956-1963

Physical Description: 1cm

Scope and Content:

These are minutes from the Freshie Week Committees. They are designed to aid the following years Committee in planning the Freshie Week.

Storage Location: RG 1 Brandon College fonds

Series 8: Brandon College Students Association



Foundation-Liaison Committee

<http://archives.brandonu.ca/en/permalink/descriptions3193>

Part Of: RG 6 Brandon University fonds

Description Level: Sub sub series

Series Number: 2.5.5

Accession Number: 6-2005

GMD: textual records

Date Range: 1984-1987

Physical Description: 6 cm

Scope and Content:

Sub sub series consists of correspondence, financial information, newspaper clippings, reports, minutes, motion sheets, reference materials, an alumni questionnaire, BUSU/Board of Governors Joint Negotiating Committee memo of understanding, Knowles-Douglas Students' Union Centre Commission (Third draft), potential chairmen recruitment forms, briefs, policy documents, agendas, and calendars of events.

Storage Location: RG 6 Brandon University fonds

Series 2: Board of Governors

2.5 Board of Governors' committees



Curriculum and Academic Standards Committee

<http://archives.brandonu.ca/en/permalink/descriptions4053>

Part Of: RG 6 Brandon University fonds

Description Level: Sub sub series

Series Number: 6.2.1

Accession Number: 15-1998

GMD: textual records

Date Range: 1968-1987

Physical Description: 2 m

Physical Condition: Good

History /

Biographical:

The Curriculum and Academic Standards Committee of Senate consists of the Dean of each Faculty/School, the Dean of Students, one representative elected by and from each Faculty or School, two students appointed by the BUSU Council and the Coordinator of the B.G.S. Programme. The University Registrar is to act as Secretary.

The responsibilities of the CAS Committee are to: recommend admission standards; recommend, but not initiate, adoption of new courses, revision of experimental courses to regular courses and deletions of current courses, as well as substantive changes to curriculum and departmental programs, including degree requirements for majors and minors; recommend regulations for the conduct of courses such as course outlines, duration, participation and evaluation procedures; recommend policies for the scheduling and conduct of examinations; recommend policies for the evaluation of new undergraduate degrees, new departments and new departmental majors and minors; recommend regulations on required grade point averages, academic suspension and re-admission of students; recommend candidates for graduation; make recommendations on any other matter pertaining to academic standards and student records; hear undergraduate appeals relating to the academic regulations of the University and make decisions as appropriate.

Custodial History:

The records were transferred to the McKee Archives by the Senate Office, Brandon University on February 3, 1998.

Scope and Content:

Sub series consists of the minutes and related materials for the Curriculum and Academic Standards Committee, a standing committee of the University Senate, for the years September 1968 to September 1987. In addition, these papers contain the minutes of the Admissions Sub-Committee 1968-1976, 1984-1987.

Box 1: Admissions Sub-Committee 1968-1976, CAS Committee September 1968 - April 8, 1974

Box 2: CAS Committee minutes April 15, 1974 - November 18, 1976.

Box 3: CAS Committee minutes November 25, 1976 - August 3, 1978

Box 4: CAS Committee minutes August 22, 1978 - December 21, 1979

Box 5: CAS Committee minutes January 11, 1980 - October 13, 1981

Box 6: CAS Committee minutes October 19, 1981 - May 26, 1983

Box 7: CAS Committee minutes July 4, 1983 - February 8, 1985

Box 8: CAS Committee minutes June 13, 1986 - September 10, 1987

Box 9: CAS Committee minutes Admissions Sub-Committee June 20, 1984 - August 18, 1987, CAS Committee minutes March 8, 1985 - May 15, 1986.

Notes: Information in the History/Bio field was taken from the Brandon University Senate Bylaws - Section VIII Committees of Senate.

Accruals: Further accruals expected.

Access Restriction: Closed session material, including closed session minutes of the CAS Committee and the records of the Admissions sub-committee may be used only with the permission of the University Archivist.

Storage Location: RG 6 Brandon University fonds
Series 6: Brandon University Senate
6.2 Committees of Senate

Arrangement:

Within each box files are arranged chronologically by meeting date.



Bachelor of General Studies Committee

<http://archives.bradonu.ca/en/permalink/descriptions7938>

Part Of: RG 6 Brandon University fonds

Description Level: Sub sub series

Series Number: 6.2.4

Accession Number: 24-2003

GMD: textual records

Date Range: 1972-1982

Scope and Content:

Sub sub series consists of minutes of the Bachelor of General Studies (BGS) Committee for 1972-1982.

Storage Location: RG 6 Brandon University fonds
Series 6: Brandon University Senate
6.2 Committees of Senate



Senate Committee of Student Affairs

<http://archives.bradonu.ca/en/permalink/descriptions7939>

Part Of: RG 6 Brandon University fonds

Description Level: Sub sub series

Series Number: 6.2.5

Accession Number: 24-2003

GMD: textual records

Date Range: 1968-1972

Scope and Content:

Sub sub series consists of minutes of the Senate Committee for Student Affairs (1968-1972).

Storage Location: RG 6 Brandon University fonds
Series 6: Brandon University Senate
6.2 Committees of Senate



Brandon College/University calendars

<http://archives.brandonu.ca/en/permalink/descriptions151>

Part Of: RG 6 Brandon University fonds

Description Level: Sub-series

Series Number: 6.6

GMD: textual records

Date Range: 1900-2005

Physical Description: 1.40 m

Physical Condition: Generally good

History /

Biographical:

The University Calendar is the authoritative statement of the institutional structure, faculty and staff, and academic program of Brandon University. Since the creation of the College in 1900, calendars have been produced annually, with only a few exceptions, by the Registrar's Office.

Up until 1991-1992, the calendar was called the general calendar. In 1991-1992, it was called the undergraduate general calendar. Beginning in 1992, the calendar was produced every two years instead of annually, except for 1998-1999, until 2003. The 1992-1994 calendar contains both the undergraduate and graduate general calendars, and starting in 1994 a separate undergraduate and graduate calendar was produced.

Custodial History:

The Brandon College/University calendar was produced by the Registrar's Office. Individual copies of the calendar were held by the Registrar's Office until their transfer to the University Archives.

Scope and Content:

The sub-series consists of general calendars, general undergraduate and graduate calendars, as well as calendars for the School of Music, the Faculty of Education, and for spring and summer sessions. It has been divided into three sub sub series, including: (1) Calendars - bound archival copies; (2) Calendars - researcher's copies; and (3) Calendars - miscellaneous.

Notes: The Registrar, acting in his/her capacity as Secretary of Senate, is responsible for the production of the University calendar.

Subject Access: Academic programs
departments
administrative staff
board members
history
faculty

Accruals: Further accruals are expected.

Storage Location: RG 6 Brandon University fonds
Series 6: Senate

Arrangement:

Chronological

Provincial Exhibition of Manitoba history: Pride of the land

Document Not
Available

(Copyright
Restrictions)

monograph

<http://archives.brandonu.ca/en/permalink/descriptions13671>

Other Title Info:	Title based on the contents of the subseries
Part Of:	Fred McGuinness collection
Description Level:	Sub-series
Series Number:	McG 5.1
Accession Number:	[formerly 6-2008]
GMD:	textual records
Date Range:	c. 1984 - 1985
Physical Description:	Approximately 1 m of textual records 1 map

History /

Biographical:

These records were produced between 1984 and 1985, the researching and writing period for the book *The Pride of the Land: An Affectionate History of Brandon's Agricultural Exhibition*. Published in 1985 by Peguis Books (Winnipeg), *Pride of the Land* is a 222-page soft cover book, containing hundreds of pictures, and 50,000 words of text.

BU faculty members Dr. Kenneth "Ken" Stephen Coates, Assistant Professor of History, and Mr. Fred McGuinness, Lecturer in Journalism, authored the book. Assisting the writers was a research team of four BU history students, which were referred to as "The Pride Team": Diane Fowler, Rob McGarva, Bruce Stafeld, and Byron Williams.

The Pride Team was tasked with collecting and synthesizing exhibition documents and other materials in city, provincial, and federal records spanning 100 years. Many local newspapers and committee minutes were consulted.

The authors cover 103 years of Brandon Fair history, starting with the first fair in 1882 followed by the development of other agricultural fairs and exhibitions in Brandon, specifically The Royal Manitoba Winter Fair, The Provincial Exhibition of Manitoba, and the Ag-Ex livestock show.

Custodial History:

Records were collected and created by McGuinness, Coates, and The Pride Research Team during the process of the creation of the book, *The Pride of the Land: An Affectionate History of Brandon's Agricultural Exhibition*. The materials were donated to the S.J. McKee Archives by the authors circa 1988. The Archives accessioned the records in 2008.

Scope and Content:

The subseries consists of textual records, created and collected during the production of the monograph *Pride of the Land*. It includes research cards created by the research team, copies of newspaper articles from very early editions of Brandon newspapers (such as the *Brandon Sun*, *Brandon Daily Sun*, *Western Sun*, and *The Independent*), copies of fair/organizational minutes, photocopies of photographs used in the publication, and chapter drafts. Of particular interest are the detailed summaries of Provincial Exhibition minutes that were specifically produced for each book chapter.

Notes:	Information in the history/biography was taken from a Brandon University press release dated June 1985, about the <i>Pride of the Land</i> Project (see file 64)
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Description Note: The original accession number is noted on the front of each file folder. The circled number indicates the original file order in the 6-2008 accession

Accruals:	Closed
Language Note:	Fred McGuinness often uses journalistic jargon to label his files. A "brite" refers to a short, amusing story
	Pride of the Land acronyms:
	PEM = Provincial Exhibition Association of Manitoba
	RCMP = Royal Canadian Mounted Police
	WAAA = Western Agricultural & Arts Association
Finding Aid:	A file level inventory is available
Storage Location:	2015 accessions
Related Material:	Provincial Exhibition Association of Manitoba fonds
Arrangement:	Arrangement was artificially created by the Archives. Subseries has been arranged according to book chapter. McGuinness often organized his ideas and research materials by potential brite topic

Documents



Scholarships, Bursaries, Medals and Awards Committee

<http://archives.brandonu.ca/en/permalink/descriptions4055>

Part Of:	RG 6 Brandon University fonds
Description Level:	Sub sub series
Series Number:	6.2.3
Accession Number:	24-1998
GMD:	textual records
Date Range:	1958-1987
Physical Description:	2.6 m
Physical Condition:	Good

History /

Biographical:

The Scholarships, Bursaries, Medals and Awards Committee of Senate consists of one member and one alternate elected by and from each Faculty/School, one member and one alternate elected by and from the Seante, and the BGS Coordinator or designate. Only in the absence of the elected members shall the alternates have full powers to participate as the regular member. The University Registrar is the Secretary.

The responsibilities of this committee are to: make decisions on the awarding of the various scholarships, bursaries, medals and awards of Brandon University and forward decisions to Senate for information; make recommendations concerning the addition of new schoarships, bursaries, medals and awards; make recommendations concerning the terms of reference under which scholarships, bursaries, medals and awards are to be offered and to ensure that these terms are adhered to in accordance with the donor's wishes; and to make recommendations concerning the monitoring of trust accounts related to scholarships, bursaries and awards.

Custodial History:

Records transfered to the McKee Archives from the Senate Office, Brandon University on March 1, 1998.

Scope and Content:

Sub sub series consists of minutes of the Scholarships, Bursaries, Medals and Awards Committee, including reports to Senate and decisions to award scholarships; files detailing the details of scholarships previoulsy awarded by the University but currently not awarded; records concerning the awarding of Board of Governors Entrance scholarships; and records concerning various "awards nights" and "awards programs."

Box 1: Scholarship Committee minutes 1963-1967, March 1969 - May 1972

Box 2: Scholarship Committee minutes May 1972 - October 1974

Box 3: Scholarship Committee minutes November 19, 1974 - September 22, 1976

Box 4: Scholarship Committee minutes October 20, 1976 - April 30, 1979

Box 5: Scholarship Committee minutes June 6, 1979 - May 1, 1981

Box 6: Scholarship Committee minutes June 4, 1981 - May 4, 1983

Box 7: Scholarship Committee minutes June 21, 1983 - October 18, 1984

Box 8: Scholarship Committee minutes November 22, 1984 - December 11, 1985

Box 9: Scholarship Committee minutes January 28, 1986 - Nobember 25, 1986

Box 10: Scholarship Committee minutes January 15, 1987 - July 28, 1987

Box 11: Scholarship Committee minutes September 8, 1987 - Nobember 27, 1987

Box 12: General scholarship files 1959-1971, correspondence concerning Entrance Scholarships 1958-1967, 1971-1974

Box 13: Recipients - Brandon College and Brandon University Entrance Scholarships 1966-1967, 1974-1982

Box 14: Scholarship Committee files pertaining to scholarships and awards previoulsy offered but no longer active.

Box 15: Scholarships Committee files pertaining to scholarships and awards perviously offered but no longer active.

Notes: Information in the History/Bio field was taken from the Brandon University Senate Bylaws - Section VIII Committees of Senate.

Storage Location: RG 6 Brandon University fonds
Series 6: Brandon University Senate
6.2 Committees of Senate

Arrangement:

Files within each box are arranged chronologically.



Brandon University Indian Leadership Development (BUILD)

<http://archives.brandonu.ca/en/permalink/descriptions162>

Part Of: RG 6 Brandon University fonds

Description Level: Sub sub series

Series Number: 7.3.5

GMD: textual records

Date Range: 1980-1988

Physical Description: 60 cm

Scope and Content:

Sub sub series consists of correspondence, inquiries, budget information, course information, committee records, advertisements and a weekly log.

Notes: A file level inventory is available as a Word document.

Access Restriction: All participants' files are closed.

Storage Location: RG 6 Brandon University fonds
Series 7: Faculties and Schools
7.3 Faculty of Education