UNIVERSITY ADMINISTRATION

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Restrictions:
The following classes of documents are withheld from research use:
1. Papers and other historical materials which contain information or statements that might be used to injure, harass, or damage any living persons.
2. Papers relating to investigations of individuals or appointments or personnel matters.
3. Papers relating to student academic performance and discipline restricted under FERPA.

Scope and Content
The records of the university administration cover the years 1898 to 2010. The bulk of the material is after 1940 with most of it from the 1970s and 1980s. The material consists of various summaries of the university’s history with legal documents of incorporation. Reports from the office of the President to the Board of Trustees, speeches by the President, reports from the office of the Dean(s), accreditation documents, and limited student records are included.

Historical summary by M.B. Kenderdine in 1957 includes a compilation of references from the “Osteopathic Physician”, lists of graduates 1899-1907, and lists of faculty 1900-1909. Also included are photocopies of the 1901 “The Developer” and Des Moines city directories of 1899 and 1900. A list identifies the graduates of 1902’s January and June classes. Research and journal articles by Robin Palley and J. Leonard Azneer as well as summaries by the Public Relations department document the 1970s through 1990s. In preparation for the university centennial Dr. Gary Hoff collected photocopies of significant historical resources. He included newspaper articles, Dr. Howard Graney’s (’33) speech “One Hundred Years of Osteopathy”, memoirs from Dr. M.G. Tincher and Dr. Harry A. Barquist (’35), and photographs of the Des Moines General Hospital fire. Most significant is a short videotape made by the AOA with film footage of A.T. Still, C.W. Johnson, and S.S. Still’s funeral.

The legal documents consist of articles of incorporation for the university and the foundation as well as contracts. The contracts include a list of stockholders from 1899, a contract from 1900 regarding the absorption of National School of Osteopathy in Kansas City, MO, inventory of assets dated September 1900, and the contract for sale by C.E.
Still and Warren Hamilton of the S.S. Still College to the American School of Osteopathy in 1904.

Annual reports by President Peters to the Corporate Board (1945-1950, 1950-1956 bound) contain detailed analysis of student body, financial status and proposed budget, and recommendations for improvement. Annual reports by President Peters to alumni and friends are more promotional in nature and list administration and faculty members, faculty publications, and financial status. Reports by President Azneer to the Board of Trustees are in the form of quarterly speeches that outline accomplishments and recommendations. Other significant speeches by President Azneer are also included as are some routine correspondence.

Reports to the Board of Trustees (1947-1956 bound) of major activities in the Dean’s office are the only such reports. Self-study (1944, 1947 bound) and accreditation reports (1940, 1941, 1944, 1946, 1947 bound) are more frequent and include detailed reports of the faculty and facilities to the American Osteopathic Association or North Central Association accrediting agencies. Evaluations by those agencies are also included with their recommendations for improvements. Plans for development of the college facilities and curriculum have been developed periodically into strategic planning documents. Some have had input from outside management consultants. There are three evaluations showing that the college meets individual state requirements for medical education in Massachusetts, Indiana, and Nebraska. Correspondence from the Dean’s office deals primarily with grade reporting, scheduling, and relations with student organizations.

Student records originally all originated in the Dean’s office, but are now spread among several offices such as admissions, registrar, and financial aid. The earliest documents include grade reports on ledgers from 1906-1929 and financial aid information including Veterans Administration contracts from the 1920s. The documents include summary reports of admissions and National Board results.

The University Museum (Museum of Art of the Midwest) was incorporated in December 1980 as a separate corporation with its own Board of Trustees. The inaugural exhibit was held September 30, 1983 and the collection was sold in 1993.

In 2010 the University sought to rewrite the strategic plan and incorporated staff, faculty, and student feedback in the planning process. Included in this acquisition are copies of feedback, questions, research, and departmental visions and plans.

Description of Series
I. HISTORICAL DOCUMENTS (1898-1999), -1 lin. ft.
Series is arranged chronologically.

II. PRESIDENT’S OFFICE (1945-2003), 2 lin. ft.
Annual reports by President Edwin Peters to the Corporate Board and quarterly reports
by President J. Leonard Azneer to the Board of Trustees are included. Correspondence
by Presidents, primarily Edwin Peters and J. Leonard Azneer, are generally routine.
Series is arranged chronologically.

III. DEAN’S OFFICE (1906-2001), 3 lin. ft.
Materials consist of Dean’s reports to the Board of Trustees, accreditation self study and
evaluations documents and planning documents. Correspondence from the Dean’s office
concerns Deans Ora Niffenegger, John Shumaker, and Michael Barry.
Series is subdivided into three groups (reports, correspondence, and student records) and
arranged chronologically.

IV. UNIVERSITY MUSEUM (1981-1992), .5 lin. ft.
Materials consist of correspondence, minutes from Board of Trustees meetings, and
invitation lists. Visitor register is included.
Series is arranged chronologically.

V. DMU STRATEGIC PLAN (2010) .5 lin. ft.

Container List
Call numbers are given for bound items shelved in the historical book collection.

Historical Documents
Box 1
1.1 Historical documents and summary – 1950s
1.2 Historical summaries and articles – 1960-1990s
1.3 Hoff Historical Research, University History
1.4 Hoff Historical Research, Osteopathy in Iowa
1.5 Hoff Historical Research, Hospitals
1.6 American Osteopathic Historical Society Bulletin: 1961, no. 1,2,3,4
1.7 Articles of Incorporation: 1898, 1905
1.8 Stock Certificate, 1905
1.9 Articles of Incorporation and by-laws, 1911-1945
1.10 Articles of Incorporation, 1911, 1920, 1933, 1944
1.11 Articles of Incorporation, Amendment 1944
1.12 Articles of Incorporation, Des Moines Still College Osteopathic Foundation, 1939
1.13 Articles of Incorporation, 1958
1.14 Faculty and Student Signatures, 1899
1.15 Contracts, 1899-1904
1.16 Osteopathic Oath
1.17 Thompson, Charles Elmer
1.18 Taylor, Simeon Lafayette
1.19 Johnson, Charles William, biographical
1.20 Johnson, Charles William, lecture notes on osteopathy

President’s Office
1 Ma Cor 1946  Minutes of the Corporate Board: 1946-1957
1 Ma Pre 1945   Report to Corporate Board: 1945-1950
1 Ma Pre 1950   Report to Corporate Board: 1950-1956

Box 2
2.1  Annual Reports: 1952-1954
2.2  Annual Reports: 1955, 1956
2.3  Peters, Edwin F.
2.4  Peters’ Correspondence: 1955, Jan-Feb
2.5  Peters’ Correspondence: 1955, Mar-May
2.6  Peters’ Correspondence: 1955, Jun-Aug
2.7  Peters’ Correspondence: 1955, Sep-Dec
2.8  McLaughlin, Merlyn
2.9  Vigorito, Thomas
2.10 Board of Trustees Minutes, 1970
2.11 Azneer, J. Leonard, CV
2.12 Azneer Inauguration - invitation list and program
2.13 Azneer Inauguration - official congratulations, mounted
2.14 Azneer Inauguration - official congratulations, mounted

Box 3
3.1  Azneer Inauguration - official congratulations
3.2  Azneer Inauguration - regrets
3.3  Azneer Inauguration - correspondence
3.4  Azneer Inauguration - Harry Bruce speech
3.5  Azneer Inauguration - J. Leonard Azneer speech
3.7  Board Reports: 1982
3.8  Board Reports: 1983
3.9  Board Reports: 1984
3.10 Board Reports: 1985
3.11 Azneer, 1985, Educator of the Year speech
3.12 Board Reports: 1986
3.14 Board Reports: 1987
3.15 Azneer, 1987, Byron Laycock Lecture

Box 4
4.1  Board Reports: 1988
4.2  Azneer, 1988, AOA Convention
4.3  Board Reports: 1989
4.4  Azneer, 1989, AOA Convention
4.5  Board Reports: 1990
4.6  Azneer, 1990, AOA Convention
4.7  Board Reports: 1991
4.8  Azneer, 1991, Commencement speech, Economic Impact Award, 20th Anniversary
4.9 Board Reports: 1992
4.10 Azneer, 1992, Strategic Planning Meeting
4.11 Azneer, Miscellaneous slide presentations
4.12 Azneer, Correspondence from Public Relations, 1977-1980
4.13 Azneer, Correspondence to Public Relations, 1977-1984
4.14 Azneer, Correspondence to Alumni, 1978-1981
4.15 Azneer, Correspondence, miscellaneous

Box 4 continued
4.16 Magen, Myron S.
4.17 AOA Convention, 1992
4.18 Board Report: Jun 1993
4.19 Board Report: Sep 1993
4.20 Board Report: Dec 1993
4.21 Marker, David, CV
4.22 Marker, Dec 1993-Sep 1994
4.23 Marker, Oct 1994-Feb 1996
4.24 Ryan, Richard M.
4.25 Annual Reports: 2001-2004
4.26 Branstad, Terry E.

Dean’s Office Reports
1Ma Dea 1947 Dean’s Report of Major Activities: 1947-1956
1O AOA 1940 AOA Inspection Reports: 1940, 1941, 1944, 1946, 1947
1O AOA 1944 AOA Survey Report: 1944, 1947
31B Mas 1948 Massachusetts Report, 1948
31B Ind 1949 Indiana Report, 1949
31B Neb 1952 Nebraska Report, 1952

Box 5
5.1 Departmental reports, 1950-1951
Dean’s report, 1951-1952
5.2 AOA recommended improvements, 1943
5.3 Proposal to AOA for specialty board, 1952
5.4 Plan for Progress, 1960
5.5 Plan for development of Army Post Road, ca. 1969
5.6 Program, Management and Financial Plan, 1972 – Peat, Marwick, Mitchell report
5.7 AOA Team Report, 1978
5.8 Annual Report and Self Study to AOA, 1982

Box 6
6.1 Curriculum recommendations COM, ca. 1983
6.2 Annual Report and Self Study to AOA, 1983, pt. 1
6.3 Annual Report and Self Study to AOA, 1983, pt. 2
6.4 Annual Report to AOA, 1985
6.5 Self Study for North Central Association, 1991, pt. 1
6.6 Self Study for North Central Association, 1991, pt. 2
6.8 North Central Association Team Report, 1991
6.9 Master Plan for College of Podiatric Medicine, 1992 and Strategic Plan for Research, proposal, 1993

10 UOMHS 1990 College of Podiatric Medicine and Surgery Self Study
10 UOMHS 1999 Request to North Central Association to add MHCA and MPH degrees
10 DMU 2000 Self Study for AOA
10 DMU 2001 Self Study for North Central Association
10 DMUpt 2001 Interim Accreditation Request for DPT

Box 7
7.1 Strategic Plan for Research, final, 1994
7.2 Self Study for North Central Association, 1997
7.3 Strategic Plan, 2001 and 2004-06
7.4 Marketing Survey, 2002
7.4b DMU Values
Iowa Recognition for Performance Excellence Feedback Report 2005

Dean’s Office Correspondence
7.5 Niffenegger correspondence, fraternities, 1964-1959
7.6 Niffenegger correspondence, fraternities, 1965-1964
7.7 Miscellaneous correspondence, 1959-1965
7.8 Barry correspondence, 1968-1970
7.9 Blayney, Keith
7.10 Deans, 1990s

Student Records
Box 8
8.1 Grade reports, 1906-1907
8.2 Grade reports, 1907-1908
8.3 Grade reports, 1908-1909
8.4 Grade reports, 1909-1910
8.5 Grade reports, 1910-1911
8.6 Grade reports, 1911-1912
8.7 Grade reports, 1912-1913
8.8 Grade reports, 1913-1914
8.9 Grade reports, 1914-1915
8.10 Grade reports, 1915-1916
8.11 Grade reports, 1916-1917
8.12 Grade reports, 1917-1918
8.13 Grade reports, Bachman, 1923-1925
       Halladay, 1924-1925
8.14 Grade reports, Halladay, 1926, 1927, 1929
8.15 Grade reports, unknown, 1928-1930

Box 9
9.1 Veterans’ contracts, 1921
9.2 Veterans’ contracts, 1922
9.3 Veterans’ contracts, 1923-1924
9.4 Veterans’ contracts, 1925-1926
9.5 Laboratory Technician Course, 1947
9.6 Homecoming, 1947, 1949
9.7 Homecoming, 1948
9.8 Report of Applications to AOA, 1949-1947
9.9 Report of Applications to AOA, 1954-1950
9.10 Report of Applicants filing with more than one college from AOA, 1955-1947
9.11 Class roster, 1950-1951
9.12 Applications correspondence, 1952-1953
9.13 Philadelphia College of Osteopathy enrollment information, 1951-1954
9.14 Freshman Week, 1954
9.15 Pictorial Bulletin correspondence, 1954

Box 10
10.2 National Board Results, 1969-1978
10.3 Tuition Statistics, 1982-1992
10.4 Class roster, 1975-1976
10.5 Class roster, 1996
10.6 University Museum correspondence, 1981-1983
10.7 University Museum inaugural exhibit, 1983
10.8 University Museum correspondence, 1984-1992
10.9 University Museum Visitor Register, 1983-1985

Box 11 (Strategic Plan)
11.1 Strategic Planning 2009-2011 – Research
11.2 Development and Alumni Relations Department Vision: 2009-2010
11.3 Strategic Plan, CHS/COM/CPMS c.2008-2011
11.4 Strategic Plans, DMU and Clinic 2007-2009
11.5 Strategic Planning 2010-2011 – General Information
11.6 Strategic Planning 2010-2011 – Meeting Minutes 1-3/2010
11.7 Strategic Planning 2010-2011 – Interview Questions
11.8 Strategic Planning 2010-2011 – Focus Group Questions
11.9 Strategic Planning 2010-2011 – Interview Responses
11.10 Strategic Planning 2010-2011 – Survey Comments (1 of 2)
11.11 Strategic Planning 2010-2011 – Survey Comments (2 of 2)