UA68/1/1 Potter College of Arts & Letters Dean, Assistant Deans, Committees Administration

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Administrative History:
"On June 1, 1965, Western's Board of Regents established the Potter College of Liberal Arts. This College is basically a grouping of the humanities departments . . .

The name was taken from Potter College for Young Ladies, which was established in Bowling Green in 1887. Potter College was housed in a three-story brick building erected on Copley Knob or Vinegar Hill near the Albert Sidney Johnston Fort. On September 9, 1889, the college opened with the Reverend Benjamin Francis Cabell as president.

The 1909 commencement brought the twenty-year history of Potter College to a close, and the Southern Normal School Board of Regents bought the Potter College buildings. The main building, known as Potter Hall, served chiefly as an office and classroom building until it was razed prior to the construction of Cherry Hall." [College Heights Bulletin Catalog Issue, Vol. 32, No. 3, 9/1965, p. 83]

On July 1, 2006 the name was changed to Potter College of Arts and Letters (from Potter College of Arts, Humanities, and Social Sciences).

Deans
Paul Hatcher 1965-1973
Robert Mounce 5/1/1974-12/31/1980
Ward Hellstrom 7/1/1981-8/15/1992
David Lee (interim) 7/1/1992-4/30/1994
David Lee 5/1/1994-7/31/2015
Lawrence Snyder 8/1/2015-

Assistant Dean--Position eliminated approx. 1992, reopened 1997
Lynwood Montell 12/1969-
Robert Mounce

Staff Assistants
John Oakes 8/16/1974
Description: Records created by the Potter College of Arts & Letters Dean, regarding the administration of Potter College including meetings of college leadership, strategic planning, reports about the college, and historical information.

Dates: 1967-present

Extent: 1.2 cu. ft.

Subject Analytics:
Art (WKU)  Committee Meetings
Communication (WKU) Modern Languages (WKU)
Correspondence Music (WKU)
Curriculum Philosophy & Religion (WKU)
Education Political Science (WKU)
Education Potter College of Arts & Letters (WKU)
English (WKU) Sociology (WKU)
Fine Arts Strategic planning
Folk Studies & Anthropology (WKU) Theatre & Dance (WKU)
History (WKU) Western Kentucky University

Digital Commons:
Arts and Humanities Higher Education Administration
Curriculum and Instruction

Accession Information: These records transferred to the WKU Archives from WKU Potter College of Arts & Letters in accordance with the records retention schedule.

Access Restrictions: none

Preferred Citation: UA68/1/1 Dean, Assistant Deans, Committees Administration, WKU Archives, Bowling Green, Kentucky, USA.

Processing Information: Records processed and collection inventory created 2013, revised 2019.
### Finding Aid Report

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<td>1</td>
<td>Potter College of Arts &amp; Letters (WKU)</td>
<td>1969</td>
<td>Development of the Potter College of Liberal Arts</td>
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<td>Potter College of Arts &amp; Letters (WKU)</td>
<td>1976-1982</td>
<td>Report to the Board of Regents</td>
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#### Description

**Box 1, Folder 1**

This essay details "The Development of the Potter College of Liberal Arts" from its early history through 1969. 8 pages.  D2533 - [https://digitalcommons.wku.edu/dlsc_ua_records/3048/](https://digitalcommons.wku.edu/dlsc_ua_records/3048/)

Art (WKU)
Choral Union
Clarke, Kenneth
Clarke, Mary
Communication (WKU)
English (WKU)
Folk Studies & Anthropology (WKU)
Harrison, Lowell
History (WKU)
Jackson, Carlton
Madrigal Singers
Miller, Jim Wayne
Modern Languages (WKU)
Music (WKU)
Philosophy & Religion (WKU)
Theatre & Dance (WKU)

**Box 1, Folder 2**

The Potter College Report to the Board of Regents contains a full description of the college and all of its departments and programs including the roles of administration; statistical information for programs, enrollment, and faculty; statements regarding the goals of the college and each department; graphs and charts, and several appendices.

A History of Grants Received by the Potter College of Arts and Humanities 1976-1982
Art (WKU)
Articles and Chapters Published by Faculty 1977-1982
Baird, Nancy
Books and Monographs Published by Faculty 1977-1982
Brown, Carol Paul
Cardwell, Jerry
Class of 1980 (WKU)
Class of 1981 (WKU)
Class of 1982 (WKU)
Communication (WKU)
Crocker, Helen
Crowe-Carraco, Carol
English (WKU)
Faculty
Faculty Participation in Recitals 1977-1982
Folk Studies & Anthropology (WKU)
Flynn, James S.
Gluhman, Joseph W.
History (WKU)
Hobbs, Wayne C.
Honors, Awards, and Offices Held 1977-1982
Journalism & Broadcasting (WKU)
Masannat, George S.
Modern Languages (WKU)
Music (WKU)
Nash, Ronald H.
O'Connor, J. Regis
Performances and Exhibitions 1977-1982
Philosophy & Religion (WKU)
Political Science (WKU)
Public Service and Consultations 1977-1982
Sociology (WKU)
Student Information: 1982 Journalism Summer Interns.
Student Information: Graduate Study and Careers
Theatre & Dance (WKU)
Troutman, Richard L.
Whitaker, David B.

Box 1 3 Higher Education Review Commission 1994 Higher Education Review Commission

Description Includes notes, agendas, reports, correspondence and other documents associated with the meetings and work of the Higher Education Review Commission to review academic programs, mission statements, etc. and to make recommendations for changes.

Academic Affairs
Admission standards
Cox, Gary S.
Degree programs
Gardone, Michael J.
Garmon, Cecile
Hable, Kevin
Haynes, Robert V.
Jones, Brereton
Kentucky, Council on Higher Education
Kentucky, Governor
Lee, David
Mercer, Burns
Meredith, Thomas C.
Miller, James M.
Performance funding
Performance measures
Ramsey, James
Regents (WKU)
Underprepared students
Wozniak, Paul R.

Subjects

Committees
Correspondence
Curriculum
Education
Meetings
Statistics.
Description: Includes notes, agendas, reports, correspondence and other documents associated with the meetings and work of the Higher Education Review Commission to review academic programs, mission statements, etc. and to make recommendations for changes.

Subjects: Correspondence, Curriculum, Meetings, Statistics.

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Description: Includes notes, agendas, reports, correspondence and other documents associated with the meetings and work of the Higher Education Review Commission to review academic programs, mission statements, etc. and to make recommendations for changes.

Subjects: Correspondence, Curriculum, Meetings, Statistics.

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Description: Various reports produced for consideration by the Higher Education Review Commission. These reports include:

- 1992 Kentucky College and University Degrees and Other Formal Awards
- Associate Degree Programs: Kentucky Public Universities and Community Colleges, Fall 1993
- Associate Program Matrix: 1991-92 Degrees Conferred
- Baccalaureate Degree Programs: Kentucky Public Universities, Fall 1993
- Bachelor's Priority Programs
- Bachelor's Program Matrix: 1991-92 Degrees Conferred
- Core of Liberal Arts Undergraduate Programs
- HERC Recommendation for Program Retention
Agendas, notes, correspondence, departmental action plans, and reports regarding the review procedures for the Moving to a New Level strategic planning process. This includes the distribution copy of the Moving to a New Level Recommendations.

Academic Affairs (WKU)
Addington, Jacqueline
Administrative retreat
Albers, Jo-Ann
Anderson, Alan B.
Burch, Barbara
Communication (WKU)
Danielson, Larry
Duff, John A.
English (WKU)
Fernandez, Leo
Folk Studies & Anthropology (WKU)
Garmon, Cecile W.
Gasper River Retreat
Houston, Martin
Jefferson, Bob
Journalism & Broadcasting (WKU)
Lee, David
Leonard, Bill
Martray, Carl
Modern Languages (WKU)
Moving to a New Level
Music (WKU)
New Level Steering Committee (WKU)
Parker, John
Pitts, M.E.
Political Science (WKU)
Sociology (WKU)
Technology in the classroom
Theatre & Dance (WKU)
Wozniak, Paul R.

Correspondence, agendas, and reports generated by participation in Governor Patton's Commission on Higher Education Institutional Efficiency and Cooperation. This includes an outline of the commission's program of work, a copy of the governor's executive order, and the commission's full report.

Burch, Barbara
Garmon, Cecile
Kentucky. Governor
Lee, David
Meredith, Thomas
Patton, Paul E.
Postsecondary Education in Kentucky - An Assessment
Smith, Mary L.
Box 1 9  Academic Affairs (WKU)  1995-1996  Strategic Planning - Moving to a New Level - Action Plans

Description  Correspondence and reports regarding departmental contributions to action plans from WKU and Academic Affairs prompted by the Moving to a New Level planning process. Supporting materials include:
Faculty Evaluation Task Force
Faculty Enhancement Task Force
Moving to a New Level brochure
Quality Assurance Program for First-Year Teachers brochure
Recommendations of the New Level Student Expectations Task Force
WKU Moving to a New Level Action Plan summary of goals

Subjects  Committees  Education  Strategic planning

Albers, Jo-Ann
Anderson, Alan
Hall, Jr., Jack O.
Haynes, Robert V.
Journalism (WKU)
Lee, David
Philosophy & Religion (WKU)
Pitts, M.E.
Wassom, John

Box 1 10  Moving to a New Level Student Expectations Task Force (WKU)  1995  Strategic Planning - Moving to a New Level - Student Expectations

Description  Correspondence, agendas, meeting notes, final recommendations, and other materials related to the work of the Student Expectations Task Force of the Moving to a New Level strategic planning process.

Subjects  Committees  Community service  Education  Meetings  Strategic planning

Anderson, Faye
Cooke, Stan
Craig, Jim
Davis, Rose
George, Dennis
Gott, Amos
Graham, Carol
Gwynne, Margaret, A Place for National Service in Higher Education, Educational Record, Summer/Fall 1989
Hills, Mike
Hoffman, Kimberly
Howard-Gibbs, Jeanine
Johnson, Jerry
Laves, Karl
Lee, David
Little, Alton
McCarty, Stephanie
Meredith, Thomas C.
Mitchell, Treva
Mooney, Douglas
Pagangeli, Penelope
Sanders, Jim
Service-Learning: An Overview, Service Learning, nd
Shank, Lowell
Siegrist, Beverly
Smith, Donald
Taylor, Scott
White, Carol
Wilson, Richard

Box 1 11  Moving to a New Level Student Expectations Task Force (WKU)  1995  Strategic Planning - Administrative Retreat at Gasper River

Description  This administrative retreat resulted in a restructuring committee. This folder contains meeting notes, reports, and correspondence regarding the administrative retreat and restructuring committee activities.

Subjects  Committees  Correspondence

Bailey, Howard
Binder, Mike
Educational Support Services: Scope of Support Services, Section V
House, Steve
Lee, David
Mead, Ann
Meredith, Thomas C.
Moving to a New Level
Murphy, Fred
National Association of Student Personnel Administrators, A Perspective on Student Affairs, 1987
Regents (WKU)
Summer School (WKU)

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<th>Box 1</th>
<th>12</th>
<th>Potter College of Arts &amp; Letters (WKU)</th>
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<th>Strategic Planning - Moving to a New Level</th>
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<td>Description</td>
<td>Potter College departmental responses to Moving to a New Level planning document and the combined response from Potter College including draft versions and correspondence. Specific department responses include: English, Art, Music, Sociology and Anthropology, Modern Languages and Intercultural Studies, and Music.</td>
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Allen, Harry
Anderson, Alan B.
Art (WKU)
Bohlander, Ed
Bussey, Charles
Coakes, Michelle
Communication (WKU)
Egloff, Karin
English (WKU)
Folk Studies & Anthropology (WKU)
Haynes, Robert V.
History (WKU)
Journalism & Broadcasting (WKU)
Krenzin, Joan
Lee, David
Long, John
Meredith, Thomas
Millichap, Joe
Modern Languages (WKU)
Music (WKU)
Philosophy & Religion (WKU)
Ryan, Jo-Ann
Scott, Marshall
Sociology (WKU)
Student Recruitment
Student Retention
Theatre & Dance (WKU)
Wanstreet, David

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<td>Potter College departmental responses to Moving to a New Level planning document including draft versions and correspondence.</td>
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Albers, Jo-Ann
Anderson, Alan B.
Communication (WKU)
History (WKU)
Journalism & Broadcasting (WKU)
Lee, David D.
Strategic planning reports from the departments within Potter College including:

- Art (WKU)
- Communication (WKU)
- English (WKU)
- Folk Studies & Anthropology (WKU)
- History (WKU)
- Journalism & Broadcasting (WKU)
- Modern Languages (WKU)
- Music (WKU)
- Political Science (WKU)
- Social Work (WKU)
- Sociology (WKU)
- Theatre & Dance (WKU)

- Albers, Jo-Ann
- Anderson, Alan B.
- Capps, Randall
- Hellstrom, Ward
- Lee, David
- Millichap, Joe
- Podolefsky, Aaron
- Rosnow, Nancy
- Troutman, Richard L.

Departmental and Potter College responses to establishing a strategic planning process prompted by Donald Zacharias. This includes reports regarding existing planning processes and correspondence.

- Art (WKU)
- Brown, Carol Paul
- Cardwell, Jerry D.
- Communication (WKU)
- English (WKU)
- Faculty
- Folk Studies & Anthropology (WKU)
- Flynn, James
- Gluhman, Joseph W.
- Hellstrom, Ward
- History (WKU)
- Hobbs, Wayne
- Journalism & Broadcasting (WKU)
- Krenzin, Joan
- Long, John E.
- Masannat, George S.
- Modern Languages (WKU)
- Music (WKU)
- O'Connor, J. Regis
- Philosophy & Religion (WKU)
- Political Science (WKU)
Box 1  16  Potter College of Arts & Letters (WKU)  1977  Council on Public Higher Education

Description  American Association of Higher Education
CPHE Draft on Revised Mission Statements
Duplication of academic programs
Mounce, Robert

Box 1  17  Potter College of Arts & Letters (WKU)  1975-1998  Dean's Advisory Committee

Jackson, Carlton
Hardin, John

Box 1  18  Potter College of Arts & Letters (WKU)  1979-1996  Academic Affairs and Academic Council

Description  Correspondence between the Potter College Dean's office, Academic Affairs, and Academic Council regarding procedures for course and program changes and approvals.
Alexander, Livingston
Baldwin, Thomas
Burch, Barbara
Davis, James
Dyrsen, Sharon
General Education
Haynes, Robert
Hellstrom, Ward
Hoover, Judith
Kentucky. Council on Higher Education
Lee, David
Parker, John
Petersen, John
Poe, Retta
Procedures and Format Covering the Submission and Review of Program Proposals, Council on Higher Education 5/7/1987
Wells, Carroll G.
Whicker, Garth

Box 1  19  Potter College of Arts & Letters (WKU)  1967-2013  Correspondence

Description  Art (WKU)
Agriculture (WKU)
Cabrera, Juan Silvio
Cherry Hall (WKU)
Choe, Miwon
Colonnade (WKU)
Collyer, Petra
Lee, David. Email to Faculty-All and Staff-All re: Cherry Hall Fire, 4/23/2006
Lee, David. Email to Faculty-All and Staff-All re: Cherry Hall Class Meeting Status, 4/24/2006
Lee, David. Email to Faculty-All and Staff-All re: Cherry Hall Reopening, 4/25/2006
Faculty
Hale, Robert
Harris, Scott

Subjects  Correspondence
Christmas cards
Fires
Buildings
Travel
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<td>The minutes note brief discussions of a variety of administrative topics including, but not limited to:</td>
<td>Cherry Hall renovation, Curriculum Committee, Faculty Handbook, Graduate Council, Guidelines for Preparation of Departmental Schedules, Hatcher, Paul, International emphasis, Owensboro Graduate Consortium, Textbooks, Universidad Austral de Chile.</td>
<td>Subjects Meetings</td>
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<td>General Education for Teacher Education, Grade inflation, Mounce, Robert, Salary study/survey.</td>
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<td>College Planning Council, Draft Proposal from Committee on Part-Time Stipends, Fine Arts Festival, Graduate assistantships, Humanities curriculum.</td>
<td>Subjects Meetings</td>
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<td>The minutes note brief discussions of a variety of administrative topics including, but not limited to:</td>
<td>Academic Council, Administrative Sabbaticals, Drop/Add Procedure, Faculty Evaluations, General Education Guidelines.</td>
<td>Subjects Meetings</td>
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<td>Continuing Education.</td>
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Baali, Fuad
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Beck, Louis Marvin
Bennett, James
Berry, Willie Ray
Blann, Robert
Bluhm, Georg
Boggs, Joseph
Bohlander, Edward, Jr.
Bowen, Hoyt
Brown, C.P.
Brown, James
Bruns, Steven
Bussey, Charles
Cailouet, Larry
Calhoun, Thomas
Campbell, Kent
Capps, Randall
Cardwell, Jerry
Carroll, Faye
Cheff, Carl
Collins, Camilla
Combs, D. Whit
Cravens, Raymond
Crocker, Helen
Crouther, Lou-Ann
Crowe, Carol
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