There are two collections covering Virginia Dunbar tenure as the Dean of Cornell University-New York Hospital School of Nursing.

Records of the Office of Dean (Virginia Dunbar), Cornell University-New York Hospital School of Nursing, 1923-1963

Scope and Content Note
Container List

Records of the Office of Dean (Virginia Dunbar), Cornell University-New York Hospital School of Nursing, Addendum, 1927-1970

Scope and Content Note
Container List
Finding Aid to the

RECORDS OF THE OFFICE OF DEAN (VIRGINIA DUNBAR),
CORNELL UNIVERSITY-NEW YORK HOSPITAL SCHOOL OF NURSING

Dates of Records:
1923-1963

44 Linear Inches
(9 Boxes)

Finding Aid Prepared By:
Barbara Niss
Assistant Archivist
October 1983
These are the files from the Office of the Dean of the Cornell University-New York Hospital School of Nursing for those years when Virginia Dunbar was Dean, 1946-1958. The present organization of the files came about from a grouping of several different subject-oriented file series: Faculty Policies (five inches), Virginia Dunbar Papers (fifteen inches), Misc. Administrative Memos of Historical Significance (five inches), and Dean’s Office Papers (seven inches). All of these series contained files created in the Dean’s Office during, or immediately prior to Virginia Dunbar’s tenure there, and have been brought together accordingly. The last group of papers contained only four files relating to the School of Nursing. The remainder was material from the files of Marie Troup, Chief Nurse of the Ninth General Hospital. This has been added to the Ninth General Hospital Papers.

Background

The Office of the Dean was established in 1942 when the New York Hospital Training School for Nurses became affiliated with Cornell University and was organized as an academic unit. The Dean had administrative responsibility for the School, including the budget, personnel, and all programs of research and instruction. The Dean called meetings, appointed committees, and was a member of all committees. The Dean also served as a link to the administration of the New York Hospital, Cornell University Medical College and the leadership of Cornell University in Ithaca. From 1942-July 1952 the Dean’s Office was combined with that of the Director of Nursing Service at the New York Hospital. It had been recognized for many years that this placed too large a burden on one person, and in 1952, the responsibilities were split. Muriel Carbery became Director of Nursing Service, while Virginia Dunbar continued as Dean. This arrangement lasted until Dean Dunbar's retirement in 1958, at which time the functions were re-joined under Muriel Carbery’s leadership. Dean Carbery retired in 1970, turning the office over to Eleanor Lambertyn, who presided over the termination of the School in 1979, due to lack of financial support. For a fuller account of the history of the School, see Judith Allen, The History of Cornell University-New York Hospital School of Nursing, doctorate dissertation. Teacher's College, Columbia University, January 1982, and Cornell University-New York School of Nursing, 1877-1952 by Helen Jamieson Jordon, 1952. [Note: A history of the school was written by Shirley Fondiller in 2007]

Scope and Content

This collection gives a fairly complete picture of the activities and functions of the Dean’s Office immediately prior to and during the years that Virginia Dunbar was Dean. The files on accreditation are important, not only from the School's point of view, but also when seen as part of the nascent movement in Nursing towards professionalization and standardization. The School's first accreditation visit from the National League of Nursing Education was in 1940, with its first joint NLNE and National Organization of Public Health Nursing (NOPHN) accreditation in 1947. This collection contains reports, statistics, and correspondence from within the School of Nursing and with these groups about the site visits, and letters from the Nursing Department to the Hospital administration trying to justify the costs of the accreditation procedure and the benefits accreditation would bring the School.

Many files deal with particular areas of the Nursing School and contain correspondence and materials related to filling vacancies in that area. In the file on the Woman's Clinic (Box 9, f.5) there is also correspondence from 1955 regarding the movement to establish a national organization for nurse midwives. (Later in this year, the American College of Nurse Midwifery was begun.) The Social Science file (Box 8, f.2) documents Cornell’s first efforts at incorporating a course in this area in their curriculum a move in advance of other nursing schools. Other files of note include the folder on the Endowment and the 75th Anniversary (Box 6, f.2) and one on University Control of the School (Box 8, f.10).

Subjects
Affiliations
Alumnae Association, Cornell University-New York Hospital School of Nursing.
Bayne-Jones, Stanhope, M.D.
Cornell University
Faculty, School of Nursing
Fundraising
Hospital for Special Surgery
Ninth General Hospital
Nursing
Parker, Bessie
Public Health
Visiting Nurse Service
Wartime Activity

Container List

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</tr>
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<td>f.3</td>
<td>Accreditation: NLNE--Correspondence, Survey Report (1940), 1940-1941.</td>
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<tr>
<td>f.4</td>
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Box 2

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<tr>
<th>Item</th>
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<td>Accreditation: NLN--Report, April 1, 1957.</td>
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<td>Accreditation: Middle States Association &amp; NLN--Correspondence, Report of Visit to Cornell University-School of Nursing, 1956-1958.</td>
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<tr>
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<td>Advisory Committee Conference Orientation to Cornell University-New York Hospital School of Nursing, Oct. 6, 1952-Dec. 10, 1952.</td>
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<td>Affiliations: Fees, 1943-1954.</td>
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<td>f.9</td>
<td>Affiliations: General Correspondence with Schools Requesting Affiliation (Mostly in Pediatrics), 1952-1961.</td>
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<td>f.10</td>
<td>Affiliations: General Correspondence with Schools Requesting Affiliations, Especially Farleigh Dickinson, Procedure Book, NLNE, 1946-1951.</td>
</tr>
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<td>f.11</td>
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</tr>
<tr>
<td>f.12</td>
<td>Affiliations: Burbank Hospital--Correspondence, Contracts re: Burbank Students Here For Pediatrics Training, 1943-1954.</td>
</tr>
<tr>
<td>f.13</td>
<td>Affiliations: Community Service Society--Correspondence re: New York Hospital Students Work with CSS, Agreements, Invoices, Paper on Social</td>
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f.5 Affiliations: Mountainside Hospital--Correspondence & Contracts re Affiliation in Pediatrics, 1943, 1948-1957.

f.6 Affiliations: New York State Department of Health--Correspondence re Public Health Elective with State, 1952-1956
f.7 Affiliations: Nursery Schools--Correspondence with Several re: Programs, 1946-1951

f.8 Affiliations: Presbyterian Hospital--Annual Report (1947), Correspondence, Contracts re: Affiliation in Pediatrics, 1947-1952
f.9 Affiliations: Rutgers--Correspondence, Contracts, 1949-1954
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f.8 Alumnae Association--Correspondence re: Name Change, Registry Gifts, 1940-1946

f.9 A.A.U.W. Membership--Correspondence re: Acceptance & Booklet on A.A.U.W., June 1949-July, 1950
f.10 Applications for Administrative Positions, 1947
f.11 Appointments, Academic and Faculty--Letters re: Appointments, Salaries, CV's, State Board Forms, 1956-1958

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f.3 Association of Collegiate Schools of Nursing--Correspondence, List of Members, Questionnaire, 1951

f.4 Brown, Esther Lucille--Correspondence & Reports, November 1948-February 1951

f.5 Cadet Nurse Corps--Clippings, Flyers & General Wartime Nursing Clippings

f.6 Cadet Nurse Corps News, April 1945-January 1948

f.7 Chronic & Rehabilitative Nursing--Correspondence & Interview, Notes with Candidates for Job, 1953-August 1954

f.8 Civil Defense--Correspondence re: Number of Shelters for Students, with Board of Education, New York City, December 1953-February 1954.

f.9 Committee on Inter-Faculty Relations--Minutes, Correspondence re: Relations with Other Schools of Cornell, 1948-1951

f.10 Cornell University Hospital Administration Course Professional, 1957-1958

f.11 Cornell University. Study of Nursing--Correspondence, Questionnaire,
Statistics on Freshman Class, 1956/1957, 1958

f.12 Cornell Women's Club--Programs, Correspondence re: Luncheons & Fundraising, June 1947-July 1958.

f.13 Council of School of Nursing: Special Committee on Furloughs, Minutes & Correspondence Re: Other Universities' Policies, 1937


f.15 Degree Program, Course for Graduate Nurses, 1932, 1946

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f.1 Draft of Nurses--Committee Reports, Legislation, Clippings, Hearings on Draft, 1945.

f.2 Endowment Fund & 75th Anniversary--Correspondence, Copies of Minutes, January 1948-July 1951.

f.3 Faculty--Reports, Memos & Minutes re: Status & Qualifications, 1949-1957

f.4 Fundamentals—Correspondence with Candidates for Instructor, 1956-1958.

f.5 History of School of Nursing--Extracts of Minutes re: University Affiliation & Report of Nursing Problems (1931), 1950.

f.6 Librarian--Applications & Correspondence re: Position, 1949, 1953

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f.9 Memos to Faculty re: Staffing, Meetings, Library, 1948-1958

f.10 Mental Hygiene--Search for Candidate, 1957

f.11 Nurses, Recommendations of & Requests for Nurses from Institutions, 1954-1957

f.12 Nursing Education in Wartime, #1-#14, November 1942-June 1945

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f.1 Operating Room Nursing--Responsibilities, Memos, 1947-1957

f.2 Outpatient Department.--Applications, 1949-1958

f.3 Outpatient Department, Memos, Reports re: Staffing & Department, 1954


f.5 Payne Whitney Nursing--Appointments, Salaries, CV's, 1947-1951

f.6 Pediatrics--Correspondence, Interview Notes re: Job Opening, 1947-1958.

f.7 Pediatrics--Student Complaints, February 1951.

f.8 Physical Education--Correspondence re: Job Openings, 1947, 1953, 1956-1957.

f.9 Public Health Nursing--Correspondence & Interview Notes with Candidates for Positions, 1953-1958.

f.10 School Responsibilities: Dean, Associate Dean, Registrar, Statistician, Counselor, Admissions Assistant, April 1946-May 1959

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f.1 Science & Nursing Arts--Correspondence & Interview Notes with Candidates for Jobs, 1950-1958.

f.2 Social Science--Correspondence & Interview Notes with Candidates for Instructorship & Russell Sage Grant, 1953-1957.

f.3 Speakers for Commencement--Lists, 1951-1958.

f.4 Speeches by Virginia Dunbar.

f.5 Student Project Reports, 1955, 1958.


f.8-9 Teachers College--Correspondence re: Students, Studies & Programs, 1950-1958.

f.10 University Control of School--Correspondence, Plans, 1923-1941, 1953.

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f.1 University Faculty--Minutes & Reports, 1957-May 1958.
f.4 Woman's Clinic Nursing--Appointments, Staffing, Recommendations, 1949-1958.

See the Addendum Collection Next Page
OF
NEWYORK-PRESBYTERIAN/WEILL CORNELL

1300 York Avenue #34
New York, NY 10065

Finding Aid to the
THE RECORDS OF THE OFFICE OF DEAN (VIRGINIA DUNBAR)
CORNELL UNIVERSITY-NEW YORK HOSPITAL SCHOOL OF NURSING
ADDENDUM

Dates of Records:
1927-1970

25 Linear Inches
(5 Boxes)

Finding Aid Prepared By:
Archival Staff
Unknown Date

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Background
These records were found in four cartons, one marked "Miscellaneous Historical Material, School of Nursing" and three labeled "Misc. Committee Mins., School of Nursing." They seem to have been transferred to the Archives about 1981, probably from Louise Hazeltine's office. Upon examination, the bulk of the papers were discovered to be from the files of Virginia Dunbar, Dean of the School of Nursing, 1946-1958. It was decided to add these records to the already existing collection of papers from the Office of the Dean. For the history of the School during Dunbar's tenure, researchers should consult the register to the first part of this collection (Office of the Dean, 1923-1963) and Judith Allen's 1982 doctoral dissertation, The History of the Cornell University-New York Hospital School of Nursing, a copy of which can be found in the Archives reading room. [Note: Shirley Fondiller wrote a history of the school in 2007]

**Scope and Content**

Although these records do cover over forty years in the history of the School of Nursing, the bulk of them document the activities of Virginia Dunbar as Dean of the School between 1946 and 1958.

Several topics are particularly well covered. There are several folders on student recruitment, something of great concern to the School's administration. The affiliation of the Nursing School with Cornell University in 1942 raised the School's admissions requirement to include two years of college. While World War II prevented this from going into effect immediately, after 1945, the School began a vigorous effort to recruit college women as students. The Student Recruitment folders, 1947-1960, contain correspondence between Dunbar and college deans and admissions officers; reports on recruitment trips; and evaluations of potential students.

These papers contain considerable insight into the kind of image the School tried to project and the type of person (at the time, always women) the administration thought would make a good nurse. There are, in addition, recruitment mailing pieces and information on two 1950s television shows which featured the School.

There is copious material pertaining to the 50th, 60th, 70th and 75th anniversary celebrations of the School of Nursing including correspondence with alumnae, programs, publicity and guest lists.

Information on the goals and priorities of the School during the period can be found in several places within the collection. There are two folders of reports and recommendations regarding the accreditation of the School in the late 1950s and early 1960s (1:2-3) as well as questionnaires completed for the National League for Nursing, 1945-1966, (2:1-6) and for various educational researchers (3:2). Also of interest is the study of the School done by the Medical Board of the New York Hospital in 1940 (4:11) and the debate in 1955-1957 over whether the School’s enrollment should be enlarged (1:14-15).

**Subjects**

Anniversaries -1:18; 3:12-17
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Nurses Club House -2:8
OB/GYN -1:24
Operating Room 1:23
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 Philosophy and Ethics -2:14
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Scholarships -1:19; 3:9-11
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f.3 Accreditation: Correspondence, Reports, 1961-1964
f.4 Admissions: Correspondence, Minutes, re Class Size, 1950-1957
f.5 Announcement, Cornell University-New York Hospital-School of Nursing, Correspondence re Printing, Material to be Included, etc., 1940-1943; 1953-1958
f.6 Annual Reports: Correspondence re Distribution, 1952-1958
f.7 Annual Reports: Correspondence with Department Heads and Cornell University, 1956-1958
f.8 Brochure, School of Nursing, 1949
f.9 Committee Procedures, 1957
f.10 Council of the School of Nursing: Correspondence, Minutes, 1957-1959
f.11 Counselors’ Day, School of Nursing, 1957-1958
f.12 Diabetes: Report on Nursing Care and Education of Diabetic Patients, 1954
f.13 Endowment, School of Nursing: Proposal, 1955
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f.16 Faculty Positions Required, 1954
f.17 Faculty Publications, 1955-1964
f.18 Fiftieth Anniversary: Program, 1927
f.19 Financial Aid: Information, Policies, 1965
f.20 Grant Proposal, Nursing Skills Evaluation Project, c. 1965
f.21 International Council of Nurses: Booklet of Information, 1965
f.22 Language Guide for Operating Room Nurses, no date
f.23 Married Students and Residence Facilities: Policies, 1956
f.24 Maternity/Parent Education Workshops, 1956-1958

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f.2 National League for Nursing: Correspondence re: Testing, 1946-1947
f.3 National League for Nursing: Correspondence, Publications, Minutes, etc. 1950-1951
f.4 National League for Nursing: Correspondence, Publications, Minutes, etc. 1952-1956
f.5 National League for Nursing: Correspondence, Publications, Minutes, etc. 1956-1957
f.6 National League for Nursing: Correspondence, Questionnaires, 1957-1966
f.7 New York City Health Department: Nursing Bureau, 1965
f.8 Nurses Club House: Correspondence, Leases, etc., 1929-1942
f.9 Nursing Research Magazine
f.10 Organization Chart, School of Nursing, 1953-1957
f.11 Patient Care Materials Prepared By Faculty, 1957-1958
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f.13 Personnel Health Service: Procedures for Use, 1966
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f.7 Research Seminar, 1965
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f.9 Scholarships, 1944-1958
f.10 Scholarships: State of New Jersey, 1964
f.11 Scholarships, Graduate: Information, Applications, 1964-1969
f.12 70th Anniversary: Program, Correspondence, Guest List, etc., 1947
f.13 75th Anniversary: Articles, Brochures, Speeches Re School of Nursing, 1952
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f.15 75th Anniversary: Minutes, Correspondence, Guest Lists, etc., 1951-1952
f.16 75th Anniversary: Proceedings, Table Lists, Articles, etc., 1952
f.17 60th Anniversary: Correspondence, Including Letter from Lillian Wald, 1937
f.18 "Shortening the Program of the School of Nursing ... " memo, 1955
f.19 Social Sciences in Schools of Nursing: Papers, 1955-1957
f.20 State Nursing Boards Results, 1959-1965
f.21 Student Affairs:Miscellaneous correspondence, 1945-1951
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f.3 Student Recruitment: Correspondence and Reports re College Recruitment Trips, 1942-1948
f.4 Student Recruitment: Correspondence and Reports re College Recruitment Trips, 1949-1950
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f.8 Student Withdrawal Policy, 1949-1951; 1963
f.9 Students: Graduates on New York Hospital Staff, 1951-1959
f.10 Students: Statistics on First Appointments, 1946-1958
f.11 Study of School of Nursing by New York Hospital Medical Board (Heuer) Correspondence, Reports, etc., 1940
f.12 "Survey of Nursing Service and Its Coordination with Administrative Departments." (Carbery-Johnson Report), 1951

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f.1 Television Program, “Medical Horizons”: Reaction to Program on Nursing, 1955
f.2 Television Program, "Let's Take a Trip": Correspondence, Publicity 1957
f.3 Transfers: Statistics, 1934-1955
f.5 U.S. Department of Health Education and Welfare: College Equipment Grant Program, 1966
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f.7 U.S. Public Health Service: Grant data, 1966-1967
f.8 U.S. Public Health Service: Nursing Division News Releases, 1962-1968
f.9 U.S. Public Health Service: Student Financial Aid, 1965-1966
f.10  Visitors, 1954-1956
f.11  Visitors, 1957-1959
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f.15  Visitors, Policy, 1965
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f.17  "Where Does the Public Obtain a Full View of Nursing School Needs?"
      Article by Virginia Dunbar, 1958