

The Music Department of  
Hunter College  
1911-2015

Finding Aid

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## GENERAL INFORMATION

Accession Number: 97-18

Size: cu. ft.

Provenance: Music Department

Restrictions: None.

Location: Range 2 Sections 3 - 4 Shelves 17 - 19

Archivist: Prof. Julio L. Hernández-Delgado  
Dr. Louise S. Sherby

Assistant: Ms. Sofía Zambrano

Date: April 1997

Revised: September 2014, July 2017

## **SCOPE AND CONTENT NOTE**

The Music Department collection consists of activity reports, annual reports, bylaws, correspondence, departmental notices, minutes, programs, concert calendars, flyers, etc. Also included is material on music organizations related to the department such as the American Beethoven Society, the Gilbert and Sullivan Society of Hunter College, the Hunter Symphony, and Kappa Mu Epsilon, among others. Also included are some personnel files of department faculty.

## **SERIES DESCRIPTION**

### **Series I – Administration**

Included are activity reports, annual reports, by-laws, correspondence, departmental notices, minutes, programs, etc. The files are arranged alphabetically and chronological therein.

### **Series II – Organizations**

This series consists of general files on The American Beethoven Society, Delta Omicron, the Dorian Woodwind Quintet, The Gilbert and Sullivan Society of Hunter College, Hunter College Chamber Singers, the Hunter College Choral Club/Choir, the Hunter Symphony, and Kappa Mu Epsilon. The files are arranged alphabetically.

### **Series III – Personnel Files**

The personnel files of former department chairs and professors are arranged alphabetically by surname. Many of the files contain correspondence, vitas, copies of publications, and class and/or lecture notes.

### **Addenda I**

In June 2017, the Music Department sent over additional materials to be added to the Music Department Collection. These items consisted primarily of a copy of the Board of Higher Education Bylaws, Chair's Guide, curriculum materials, concert calendars, flyers, and programs from Spring 1995-Spring 2015, and additional materials from Kappa Mu Epsilon.

## CONTAINER LIST

### SERIES I – ADMINISTRATION

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
1	1	Activity Reports, 1953 - 1965
		Annual Reports
	2	1914, 1916 - 1917, 1923, 1929, 1939 - 1946
	3	1948 - 1958
	4	Bronx Campus – Electronic Music Studio, 1961 - 1970
	5	By Laws, February, 1972 (Amended in 1974)
	6	Calendar of Events, 1960 - 1982
		Correspondence
		Hannah M. Egan, Dean
	7	Incoming, April 1937 - November 1940 Outgoing, October 1938 - May 1946
	8	Memoranda, April 16, 1942
		Walter Helfer, Chair
	9	Incoming, December 1938 - October 1949 Outgoing, October 1938 - December 1949
		Anna G. Anthony, Dean of Students
	10	Incoming, March 16, 1945, May 11, 1953 Outgoing, November 30, 1944 - January 1949
	11	Memoranda, February 1943 - April 1954
		Anders Emile, Chair
	12	Incoming, September 1954 - May 1962 Outgoing, November 1950 - February 1960
	13	Memoranda, November 1955 - March 1957
		Kathryn L. Hopwood, Dean of Students
	14	Outgoing, September 29, 1960, October 4, 1961

## **SERIES I – ADMINISTRATION**

<b><u>Box</u></b>	<b><u>Folder</u></b>	<b><u>Contents</u></b>
		Correspondence
1	15	Mrs. E. Svedrofsky, Department Secretary Incoming, March 1959 - April 1962 Outgoing, December 1957 - March 1965
	16	H. Wiley Hitchcock, Chair Incoming, February 26, 1963 Outgoing, December 1962 - April 1967
	17	Donald Lybbert, Chair Outgoing, October 1967 - April 1968
2	1	Departmental Notices, 1968 - 1971
	2	Differential Funding Project, 1970
	3	Faculty and Staff News, 1961 - 1968
	4	Graduate Studies, 1968 - 1971
	5	The Handle Gesellschaft Edition, 1939 -1942
		Minutes
	6	1977 - 1981
	7	1983 - 1987
	8	1991 - 1993
	9	1994 - 2002
	10	Miscellaneous Materials
		Programs
3	1	Activities and Events, 1911, 1937, 1950 - 2001, 2005
	2	Christmas Assembly, 1954, 1957, 1959
	3	John Barry Jr. High School, 1959 - 1960
	4	Passover Assembly, 1954, 1957, 1960 - 1961
	5	Public School 612, 1954 - 1959

## **SERIES II – ORGANIZATIONS**

3	6	The American Beethoven Society, 1995 - 1999
	7	Delta Omicron National Professional Music Fraternity, 1947 - 1968
	8	Dorian Woodwind Quintet, 1970 - 1975
	9	The Gilbert and Sullivan Society of Hunter College, 1945 - 1958
	10	Hunter College Chamber Singers, 1989 - 1990

## **SERIES II – ORGANIZATIONS**

<b><u>Box</u></b>	<b><u>Folder</u></b>	<b><u>Contents</u></b>
3	11	Hunter College Choral Club/Choir, 1924 - 1994
	12	Hunter Symphony, 1956 - 1996, 2001
4	1	Kappa Mu Epsilon, 1956 - 1957, 1970, 1983

## **SERIES III – PERSONNEL FILES**

4	2	Block - Brown
	3	Chaney - Darwell
	4	Davis - Ehrlich
	5	Emile - Ferro
5	1	Freiser - Gordon
	2	Gottlieb - Grossman
	3	Haywood - Hubert
		Hunter, Ralph
6	1	Articles and News Clippings, 1968, 1971, 1983, 1984, 2002
	2	Biographical Information and Vitae
		Correspondence
	3	Incoming, April 1962 - December 1982
	4	Outgoing, February 1981 - October 1992
	5	Instructional Staff Application for Sabbatical Leave, September 1962
	6	Memoranda, May 1970 - June 1986
	7	Miscellaneous Materials
	8	Personnel Action and Recommendations, 1960 - 1986
	9	Programs, 1967 - 1987
	10	Teacher Evaluations, 1971 - 1987
	11	Inch - Josephson
7	1	Kamien - Kreutz
	2	Krumbein - Lloyd
	3	Lybbert - Monod
8	1	Moss - Prince
	2	Royak - Shanet
	3	Singer - Swift

9	1	Talma, Louise
	2	Tarrasch, William
	3	Thompson - Thurston
	4	Tolces – Williams
	5	White, John Reeves
	6	Wirthan – Zaustinsky
	7	Hinton, Kathryn W. “The Role of the Voice Class in the Liberal Arts College,” n.d. (Student Paper)

## ADDENDA I

### SERIES I – ADMINISTRATION

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
10	1	Board of Higher Education Bylaws
	2	Chair’s Guide and Handbook [1983]
	3	Curriculum Proposals, Revisions, etc.
	4	Graduate Curriculum
11	1	Course Classifications II
		Programs
	2	Concerts, Calendars, Flyers, and Programs Lang Inauguration – Spring 1995
	3	Concerts, Calendars, Flyers, and Programs, Fall 1995/Spring 1996
	4	Programs, Fall 1996
	5	Concert Calendars, Flyers and Programs, Spring 1997
12	1	Concert Calendars, Flyers, and Programs, Fall 1997
	2	Concert Calendars, Flyers, and Programs, Spring 1998
	3	Concert Calendars, Flyers, and Programs, Fall 1998/Spring 1999
	4	Concert Calendars, Flyers, and Programs, Fall 1999/Spring 2000
	5	Concert Calendars, Flyers, and Programs, Fall 2000/Spring 2001
13	1	Concert Calendars, Flyers, and Programs, Fall 2001/Spring 2002
	2	Concert Calendars, Flyers, and Programs, Fall 2002/Spring 2003

## **SERIES I – ADMINISTRATION**

<b><u>Box</u></b>	<b><u>Folder</u></b>	<b><u>Contents</u></b>
13	3	Concert Calendars, Flyers, and Programs, Fall 2003/Spring 2004
	4	Concert Calendars, Flyers, and Programs, Fall 2004/Spring 2005
14	1	Concert Calendars, Flyers, and Programs, Fall 2005/Spring 2006
	2	Concert Calendars, Flyers, and Programs, Fall 2006/Spring 2007
	3	Concert Calendars, Flyers, and Programs, Fall 2007/Spring 2008
	4	Concert Calendars, Flyers, and Programs, Fall 2008/Spring 2009
15	1	Concert Calendars, Flyers, and Programs, Fall 2009/Spring 2010
	2	Concert Calendars, Flyers, and Programs, Fall 2010/Spring 2011
	3	Concert Calendars, Flyers, and Programs, Fall 2011/Spring 2012
	4	Concert Calendars, Flyers, and Programs, Fall 2012/Spring 2013
16	1	Concert Calendars, Flyers, and Programs, Fall 2013/Spring 2014
	2	Concert Calendars, Flyers, and Programs, Fall 2014
	3	Concert Calendars, Flyers, and Programs, Spring 2015

## **SERIES II – ORGANIZATIONS**

<b><u>Box</u></b>	<b><u>Folder</u></b>	<b><u>Contents</u></b>
17	1-4	Kappa Mu Epsilon