

DOC. BOX NO. 154 FOLDER NO. 2586

PERSON Calverley, Edwin Elliott

MATERIAL Papers (related to A.U.C.)

ITEM NO. DESCRIPTION

71010	report of the Committee on Education, 1945-1946
71011	report of the Buildings Funds Committee, 1945-1946
71012	report of Committee on Spiritual Resources, 1945-1946
71013	Special News Bulletin of the American University at Cairo, December 12, 1946
71014	annual report of the Dean of the Faculty of Arts and Sciences, 1946-1947
71015	23rd annual report of the Division of Extension of the A.U.C.

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71016	report of the Dept. of Education, 1946-1947
71017	minutes of meeting of Committee on Education, A.U.C., March 26, 1947
71018	news of the American University at Cairo, May, 1947
71019	same as 71018
71020	tentative agenda for meeting of the Committee on Education, June 18, 1947
71021	a note regarding 71022
71022	minutes of the meeting of the Committee on Education, June 18, 1947
71023	minutes of the meeting of the Executive Committee, A.U.C., June 20, 1947
71024	a letter to Mr. Madison, by Anderson, June 24, 1947
71025	buildings fund account June 15, 1947; attached to 71024
71026	minutes of meeting of Finance Committee, June 26, 1947
71027	budget summary, 1947-1948; attached to 71026
71028	budget in America, 1947-1948; attached to 71026
71029	26th annual report of the School of Oriental Studies, July 1, 1947 - June 30, 1947
71030	a letter by Ward Madison, August 6, 1947
71031	a memorandum to the Board of Trustees, by Ward N. Madison, October 11, 1947
71032	report of the President, 1946-1947
71033	a letter by Ward N. Madison, October 15, 1947
71034	a letter by Paul S. McElroy, October 17, 1947
71035	news of the American University at Cairo, October, 1947
71036	same as 71035
71037	same as 71035
71038	Middle East News Letter, November 1, 1947
71039	minutes of the 29th annual meeting of the Board of Trustees, A.U.C., November 17, 1947
71040	29th annual meeting of the Board of Trustees, A.U.C., November 17, 1947; the agenda
71041	list of members of the Board of Trustees, A.U.C.; attached to 71040
71042	actions by circular, Board of Trustees, 1946-1947
71043	report of the Executive Committee, 1946-1947; attached to 71040
71044	report of the Treasurer, 1946-1947
71045	statement of budget receipts and expenditures, 1946-1947; attached to 71044
71046	balance sheet as at June 15, 1947; attached to 71044
71047	retirement fund; attached to 71044
71048	receipts for current budget, November 1, 1947; attached to 71044
71049	report of the Finance Committee, 1946-1947
71050	combined budget, 1947-1948
71051	budget in America, 1947-1948
71052	building fund account, June 15, 1947
71053	building fund-investment account, June 15, 1947
71054	investment review, A.U.C., June 15, 1947
71055	analysis of assets as of October 25, 1947
71056	"Nationalism and Palestine Politics;" November 10, 1947
71057	a statement on the Committee on Constitution, 1946-1947
71058	report of Acting Secretary, 1946-1947
71059	report of the Executive Secretary, 1946-1947
71060	map of the U.S.A.
71061	report of Committee on Education, 1946-1947
71062	report of Committee on Spiritual Resources, 1946-1947
71063	report of the Nominating Committee, 1946-1947

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ITEM NO. DESCRIPTION

71064	report of the Treasurer, 1947-1948
71065	current budget: receipts and expenditures, 1946-1947 and 1947-1948; attached to 71064
71066	receipts for current budget, November 10, 1948; attached to 71065
71067	balance sheet as at June 15, 1948; attached to 71066
71069	report of the Committee on Spiritual Resources, 1947-1948
71070	report of the Comptroller, 1948-1948
71071	report of the Field Director, 1947-1948
71072	report of the Finance Committee, 1947-1948
71073	report of the Committee on Education, 1947-1948
71074	interpretation by the Committee on Spiritual Resources of the "Statement of Purpose" proposed by the Council; attached to 71073
71075	"Statement of Purpose;" attached to 71074
71075a	report of the Executive Secretary, 1947-1948
71076	annual report of the Faculty of Education of the American University at Cairo, 1947-1948
71077	details of the Journal's subscriptions; attached to 71076
71078	"The Year at Glance;" statistics of the Division of Extension, A.U.C., 1947-1948
71079	report of the Division of Extension, A.U.C., 1947-1948
71080	report of the Dean of the Faculty of Arts and Sciences and Lincoln School, 1947-1948
71081	report of the President of the A.U.C., 1947-1948
71082	From the President's report for 1947-1948 (School of Oriental Studies)
71083	survey of salaries and salary schedules (five tables), 1947-1948
71084	the paper Campus Caravan, January 30, 1948 (it contains an article on the death of Charles R. Watson, President-Emeritus)
71085	the paper "A Consideration of the Present Status and Possible Future Development of the Suburban Building Project;" February 11, 1948 by John S. Badeau
71086	a study on resources; attached to 71085
71087	building cost; attached to 71085
71088	the article "The Partition of Palestine," by Charles R. Watson, February 16, 1948
71089	same as 71088
71090	same as 71088
71091	same as 71088
71092	same as 71088
71093	same as 71088
71094	same as 71088

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PERSON Calverley, Edwin Elliott

MATERIAL Papers (related to A.U.C.)

ITEM NO. DESCRIPTION

71095	an article on Charles Roger Watson (from Princeton Alumni Weekly, April 16, 1948)
71095a	an article on Charles Roger Watson (from Princeton Alumni Weekly, April 16, 1948)
71096	a letter by Joseph M. Steele, February 17, 1948
71097	same as 71096
71098	the article "Charles R. Watson, A Respected Leader Among Denominations," by Douglas Horton
71099	special reports to the Board of Trustees on policy and planning discussions in Cairo; Report by Harrison Garrett, February, 1948
71100	report by F. M. Potter; attached to 71099
71101	agenda of the special meeting of the Board of Trustees, A.U.C., March 18, 1948
71102	recommendations from the Finance Committee, March 18, 1948; attached to 71101
71103	building plan #4, March 18, 1948; attached to 71101
71104	resources; attached to 71101; and building cost; attached to 71101
71105	memorandum to Mr. Ward N. Madison, by John S. Badeau on "Proposed Re-Statement of University Purpose, March 5, 1948; attached to 71101
71106	memorandum by John S. Badeau on "Recent Visit to American University of Beirut," March 5, 1948
71107	minutes of special meeting of the Board of Trustees, March 18, 1948
71108	resume of the five-year plan of the A.U.C., April 27, 1948
71109	openings for teachers at A.U.C., May, 1948
71110	a statement regarding Dr. Marshall E. Jones; attached to 71109
71111	a statement regarding Mr. Richard L. Kesel; attached to 71109
71112	a statement regarding Dr. John W. Swanson; attached to 71109
71113	a statement by Philip Biddison; attached to 71109
71114	agenda of the meeting of the Committee on Education, May 13, 1948
71115	minutes of the meeting of the Committee on Education, May 13, 1948
71116	26th annual commencement exercises, June 17, 1948
71117	address by John S. Badeau delivered at the 26th annual commencement exercises, A.U.C., June 17, 1948
71118	tentative agenda for the Committee on Education, June 18, 1948
71119	minutes of the meeting of the Committee on Education, June 18, 1948
71120	personal data of John M. Caughey; attached to 71119
71121	references for John M. Caughey; attached to 71120
71122	minutes of the meeting of the Committee on Education, August 12, 1948
71123	application of Kermit Schoonover, June, 1948; attached to 71122
71124	The Chronicle, August, 1948
71125	The Chronicle, August, 1948
71126	a memorandum regarding Men's Club Dinner Meeting
71127	resume of application of Mr. Thomas M. Johnson, August 23, 1948
71128	The Chronicle, October, 1948
71129	same as 71128
71130	minutes of the meeting of the Committee on Education, November 12, 1948
71131	a statement by John S. Badeau to the Education Committee regarding the Egyptian Law 38 of 1948; November 12, 1948
71132	statements of purpose of the A.U.C.
71133	minutes of the 30th annual meeting of the Board of Trustees, November 19, 1948
71134	a leaflet; "Building to Meet Tomorrow's Challenge," November 19, 1948
71135	agenda of the 30th annual meeting of the Board of Trustees, November 19, 1948
71136	list of members and offices of the Board of Trustees; attached to 71135
71137	report of the Treasurer, 1947-1948



DOC. BOX NO. 154 FOLDER NO. 2590

PERSON Calverley, Edwin Elliott

MATERIAL Papers (related to A.U.C.)

ITEM NO. DESCRIPTION

71138	receipts and expenditures: current budget, 1947-1948 and 1946-1947
71139	receipts and current budget, November 10, 1948
71140	balance sheet as at June 15, 1948
71141	
71142	group annuity #1599-G, July 1, 1948
71143	report of the Executive Secretary, 1947-1948
71144	report of the Field Director, 1947-1948
71145	report of the Comptroller, 1947-1948
71146	report of the Finance Committee, 1947-1948
71147	combined budget, 1948-1949
71148	budget for expenditures in America, 1948-1949
71149	account analysis, June 15, 1948
71149a	account analysis, November 8, 1948
71150	report of the Committee on Special Resources, 1947-1948
71151	report of the Committee of Education, 1947-1948
71152	interpretation by the Committee on Spiritual Resources of the "Statement of Purpose" proposed by the Council
71153	"Statement of Purpose"
71154	report of the Committee on Nomination, 1947-1948
71155	interpretation by the Committee on Spiritual Resources of the "Statement of Purpose" proposed by the Council, November 19, 1948
71156	minutes of the meeting of the Committee on Education, December 16, 1948
71157	the paper "A New Look at Cairo," by Miriam Clarke Madison, 1948
71158	the paper "A. U. C. Today: An Uninhibited Confession," by Ward Napier Madison, 1948
71159	The Chronicle, December 1948
71160	report of the Committee on Education, 1948-1949
71161	A.U.C. American staff, 1949-1950; attached to 71160
71162	salary schedule of the American University at Cairo, March 15, 1949 (staff salaries)
71163	suggestions for handling personal payments and accounts in the Bursar's office, A.U.C., March 15, 1945
71164	The Chronicle, January, 1949
71165	same as 71164
71166*	report of the Faculty of the School of Arts and Sciences, June 29, 1949
71167	a memo by J. S. Badaeu regarding the "Consolidation of University's Program;" May 23, 1949
71168	receipts for the current budget, May 31, 1949
71169	minutes of the meeting of the Committee on Education, June 3, 1949
71170	a letter to the person by John J. Badaeu, June 16, 1949
71170a	program of the commencement of the American University at Cairo, June 9, 1949; attached to 71170
71171	statistics of the year and report of the Division of Extension, A.U.C., 1948-1949
71172	memo to John S. Badaeu; from the School of Oriental Studies, A.U.C., November 2, 1949; attached to 71171
71173	report of the Faculty of Education, A.U.C., 1948-1949
71174	summary of the budget, 1949-1950; June 30, 1949
71175	receipts and expenditures budget, 1948-1949
71176	combined budget, 1949-1950

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PERSON Calverley, Edwin Elliott

MATERIAL Papers (related to A.U.C.)

ITEM NO. DESCRIPTION

71177	notes on Robert Donald Mabbs, August 10, 1949
71178	interim report of the Field Director, A.U.C., September 1, 1949
71179	memo to Finance Committee, by John S. Badeau regarding the future budget policy, September 6, 1949
71180	minutes of special meeting of the Board of Trustees, A.U.C., September 17, 1949
71181	tentative agenda of the meeting of the Committee on Education, October 31, 1949
71182	minutes of the meeting of the Committee on Education, October 31, 1949
71183	tributes for Robert Stewart McClenahan, November 21, 1949; in the United Presbyterian, November 21, 1949
71184	minutes of the 31st annual meeting of the Board of Trustees, November 28, 1949
71185	agenda of the 31st annual meeting of the Board of Trustees, November 28, 1949
71186	list of members of the Board of Trustees, A.U.C. (and the offices of members)
71186a	resolution in memory of Mr. Lisle who died March 30, 1949
71187	resolution in memory of Dr. McClenahan who died November 8, 1949
71188	report of the Treasurer, 1948-1949; receipts and expenditures: Budget, 1948-1949; receipts for current budget, November 15, 1949; balance sheet as at June 15, 1949; the retirement fund, July 1, 1949
71189	report of the Executive Secretary, 1948-1949
71190	report of the Field Director, 1948-1949
71191	report of the Comptroller, 1948-1949
71192	report of the Committee on Education, 1948-1949
71193	A.U.C. American Staff, 1949-1950
71194	report of Finance Committee, 1948-1949
71195	combined budget, 1949-1950
71196	account analysis of the Trust Dept.; Endowment fund, June 15, 1949
71197	account analysis of Trust Dept.; Building fund, June 15, 1949
71198	account analysis of Trust Dept.; Rockefeller Gift in memory of Dr. Watson, June 15, 1949
71199	report of the Committee on Nominations, 1948-1949
71200	report of the President, 1948-1949
71201	a letter by Ward N. Madison, November 4, 1949
71202	a letter by Ward N. Madison, November 17, 1949
71203	memo to the Board of Trustees, A.U.C., by John Badeau regarding the "Alternate plans for the permanent reduction of the University dollar budget;" November 9, 1949
71204	memo to Finance Committee, by John S. Badeau regarding the future budget policy, September 6, 1949
71205	memo to the Council of the American University at Cairo; regarding the plans for longterm reduction in university dollar budget, October 21, 1949
71206	The Chronicle, December, 1949
71207	24 annual report of the Faculty of Education, 1949-1950
71208	annual report of the Faculty of Arts and Sciences, 1949-1950
71209	report of the President, 1949-1950; October 26, 1950
71210	an address given by John Badeau: "What Next in Egyptian Education?" January 10, 1950

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ITEM NO. DESCRIPTION

71211	the paper "al-Qaflat;" December 23, 1949 (Arabic)
71212	minutes of the meeting of the Committee on Education, February 10, 1950
71213	a critical survey and report of the Field Director L. S. Kelley, February 14, 1950
71214	minutes of the Executive Committee, February 20, 1950
71215	memo to the Board of Trustees, by John S. Badeau regarding the suggested plan for building and operations budget 1949 - 1950; March 9, 1950
71216	memo by John S. Badeau regarding the building and operation budget for 5 years; March 1, 1950
71217	memo to members of the Council, by John S. Badeau regarding proposed development of city site, January 11, 1950
71218	the paper "Five-Year Budget and Building Plan for the American University at Cairo, 1949-1950, -1953-1954," by President John S. Badeau, March 22, 1950
71219	Plan C; Building on present city site; attached to 71218
71220	tentative agenda of the meeting of the Committee on Education, A.U.C., April 1, 1950
71221	summarization of references regarding Paul E. Hanson; attached to 71220
71222	a statement regarding Thomas King Simpson; attached to 71221
71223	data regarding John W. McConnell; attached to 71220
71224	a statement regarding E. Freeman Gossett; attached to 71220
71225	minutes of the meeting of the Committee on Education, A.U.C., April 1, 1950
71226	Campus Newsletter, May 5, 1950
71227	The Chronicle, May, 1950
71228	report of the School of Oriental Studies, A.U.C., June 19, 1950
71229	receipts and expenditures: Budget, 1949-1950
71230	statistics of the year 1949-1950 (Division of Extension)
71231	supplements to minutes of the Committee on Education, September 20, 1950
71232	minutes of the meeting of the Executive Committee, September 29, 1950
71233	specifications for visiting professors in oriental studies, October 5, 1950
71234	specifications for visiting professors in education, October 5, 1950
71235	specifications for visiting professors in student guidance, October 5, 1950
71236	announcement of the Cairo dinner, A.U.C., November 24, 1950
71237	agenda of the 32 annual meeting of the Board of Trustees, November 24, 1950
71238	
71239	list of members of the Board of Trustees na the offices; attached to 71237
71240	memorial to Hermann Arthur Lum, October 6, 1950
71241	report of the Treasurer, 1949-1950: receipts and expenditures: Budget, 1949-1950; receipts for current budget, November 15, 1950; balance sheet as at June, 1950; retirement fund, July 1, 1950
71242	report of the Executive Secretary, 1949-1950
71243	report of the Field Director, 1949-1950
71244	report of the Comptroller, 1949-1950
71245	report of the Executive Committee, 1949-1950
71246	report of the Committee on Building and Grounds, 1949-1950
71247	report of the Committee on Christian Program, 1949-1950
71248	report of the Committee on Education, 1949-1950
71249	A.U.C. American Staff, 1950-1951
71250	report of Finance Committee, 1949-1950
71251	combined budget, 1950-1951
71252	investment review, June 15, 1950

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71253	investment review; Building fund, June 15, 1950
71254	investment review; Rockefeller Gift in Memory of Dr. Watson, June 15, 1950
71255	report of the Committee on Nominations, 1949-1950
71256	statement by Dr. Cleland regarding secondary education at A.U.C., December 11, 1950
71257	tentative agenda of a meeting of Committee on Education, December 19, 1950
71258	a letter by Ward N. Madison, December 12, 1950
71259	candidates as short termers, 1947 - 1950



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MATERIAL Papers (related to A.U.C.)

ITEM NO. DESCRIPTION

71260	a printed letter by President John S. Badeau, January 9, 1951
71261	a project to establish a Social Studies Research Center at A.U.C., January 13, 1951
71262	a letter to the person, by Ward N. Madison, January 24, 1951
71263	minutes of the 32nd annual meeting of the Board of Trustees, November 24, 1950; attached to 71262
71264	memorandum on the "importance and urgent need of securing appraisal and recognition in Egypt of certificate and degrees granted by the American educational institutions in Egypt," by John Badeau, January 25, 1951
71265	memorandum to the Trustees' Education Committee, by Badeau on the subject "continuance of Lincoln School on Point Four Funds," February 5, 1951
71266	a letter to Madison, by Badeau, May 16, 1951, a letter to Dr. Butrus, and extracts from the University's By-Laws
71266a	personal data and references for Harry W. Seymour; attached to 71266
71267	personal data and references for Robert Lugton; attached to 71266
71268	personal data and references for Edward B. Savage; attached to 71266
71269	agenda of a meeting of Committee on Education, May 22, 1951
71270	minutes of the meeting of the Committee on Education, May 22, 1951; attached to 71269
71271	supplement to minutes of the Committee on Education, July 27, 1951
71272	A.U.C. American staff, 1951-1952; attached to 71271
71273	minutes of a meeting of the Committee on Education; September 27, 1951
71274	a letter to Calverley, by A. Lister, November 8, 1951
71275	report of the President of the A.U.C., 1950-1951; attached to 71274
71276	an announcement regarding John S. Badeau, November 16, 1951
71277	same as 71276
71278	minutes of the 33rd annual meeting of the Board of Trustees, November 16, 1951
71279	agenda of the 33rd annual meeting of the Board of Trustees, November 16, 1951
71280	a list of members of Board of Trustees, Offices, and Committees; attached to 71279
71281	report of the Treasurer, 1951-1952: receipts and expenditures budget, 1950-1951; receipts for current budget, November 12, 1951; balance sheet as at June 15, 1951, and Building Fund; Retirement Fund; July 1, 1951
71282	report of the Executive Secretary, 1950-1951
71283	report of the Field Director, 1950-1951
71284	report of the Committee on Building and Grounds, 1950-1951
71285	progress report on construction and new hostel, September 19, 1951
71286	report of Committee on Education, 1950-1951
71287	A.U.C. American staff, 1951-1952
71288	report of Finance Committee, 1950-1951
71289	combined budget, 1951-1952
71290	investment review: Endowment Fund, June 15, 1951
71291	investment review: Building Fund, June 15, 1951
91292	investment review: Rockefeller Gift, June 15, 1951
71293	report of the Committee on Nominations, 1951-1952
71294	announcement regarding John S. Badeau, November 16, 1951
71295	report regarding A.U.C. Cairo dinner, by C. Worth Howard, November 30, 1951
71296	the Chronicle, November, 1951

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ITEM NO. DESCRIPTION

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71297*	a note to the person, June 17, 1954
71298	a leaflet; regarding Fuad Itayim; attached to 71297
71299	notes on Fuad Itayim; attached to 71298
71300	agenda of the Committee on Education's meeting, March 19, 1952
71301	minutes of the meeting of the Committee on Education, March 19, 1952
71302	extracts from references on Dr. and Mrs. John Bosan Adams
71303	supplementary statement with reference to a project to establish a Social Studies Research Center at A.U.C.

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MATERIAL Papers (related to A.U.C.)

ITEM NO. DESCRIPTION

71304	Campus Carava, Vol. XXII, No. 18, March 14, 1952
71305	The Chronicle, May, 1952
71306	a pamphlet; <u>Ma Hi Darajat al-Jami'a</u> , by John Badeau, June 3, 1952 (in Arabic)
71307	minutes of the 34th annual meeting of the Board of Trustees, November 7, 1952
71308	a letter to Douglas Horton, by John Badeau, October 1, 1952; attached to 71307
71309	copy of a letter by Dr. Cleland to Mr. Madison, November 5, 1952; attached to 71308
71310	a statement regarding the death of F. M. Potter, November 7, 1952
71311	agenda of the 34th annual meeting of the Board of Trustees, November 7, 1952
71312	title page of the annual meeting, November 7, 1952; attached to 71311
71313	a list of the members of the Board of Trustees, Officers, and Committees; attached to 71311
71314	memorial to Francis Marmaduke Potter; attached to 71311
71315	report of the Treasurer, 1951-1952; receipts and expenditures budget, 1951-1952; balance sheet as at June 15, 1952; the Retirement Fund; July 1, 1951
71316	report of the Executive Secretary, 1951-1952
71317	report of Committee on Buildings and Grounds, 1951-1952
71318	report of the Committee on Education, 1951-1952
71319	A.U.C. American staff, 1952-1953
71320	A.U.C. staff routing sheet, 1952-1953
71321	report of Finance Committee, 1951-1952
71322	combined budget, 1952-1953
71323	investment review: Endowment Fund, June 13, 1952
71324	report of the Committee on Nominations, 1952-1953
71325	the newspaper "al-Qaflat," November 7, 1952 (in Arabic)
71326	minutes of the Committee on Education, November 7, 1952
71327	statistics with regard to the Division of Extension, 1952-1953
71328	report for the year 1952-1953, of the Division of Extension; attached to 71327
71329	27th annual report of the Faculty of Education, 1952-1953
71330	report of the President of the American University at Cairo, 1952-1953
71331	statistical summary, 1952-1953; attached to 71330
71332	outline of the study by the Committee on Review of Policy, February 3, 1953
71333	writers of sections; attached to 71332
71334	proposed program for the first year of Social Studies Research Center; attached to 71332
71335	minutes of Committee on Re-Study Policy, January 23, 1953
71336	memorandum from C. Worth Howard to Ward N. Madison, February 23, 1953
71337	minutes of Committee on Re-Study of Policy, March 20, 1953
71338	the newspaper "al-Qaflat," April 17, 1953
71339	a letter to John S. Badeau, by Harrell F. Beck and others, July 20, 1953
71340	report of the Dean of the Faculty of Arts and Sciences, 1952-1953

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MATERIAL Papers (related to A.U.C.)

ITEM NO. DESCRIPTION

71341	The Chronicle, Fall, 1953
71342	report of the Committee on policy, September 9, 1953
71343	a letter by Ward W. Madison, August 7, 1953
71344	same as 71342
71345	same as 71342
71346	minutes of the 35th annual meeting of the Board of Trustees, November 6, 1953
71347	agenda of the 35th annual meeting of the Board of Trustees, November 6, 1953
71348	list of members of the Board of Trustees, Officers and Committees; attached to 71347
71349	report of the Treasurer, 1952-1953; receipts and expenditures, Budget, 1952-1953; Balance sheet as at June, 15, 1953; Building Fund in U.S.A.; The Retirement Fund, July 1, 1953
71350	report of the Executive Secretary, 1952-1953
71351	the dedication of Hill House (the program), January 13, 1953
71352	report of the Committee on Buildings and grounds, 1952-1953
71353	report of the Committee on Education, 1952-1953
71354	A.U.C. American staff, 1953-1954
71355	report of the Finance Committee, 1952-1953
71356	combined budget, 1953-1954
71357	investment review; Trust Department, the Union National Bank of Pittsburgh, June 15, 1953
71358	report of the Committee on Nominations, 1953-1954
71359	Newsletter, No. 9, November 9, 1953
71360	minutes of the Committee on Education, November 24, 1953
71361	minutes of the annual meeting, December 11, 1953 (of the American Research Center in Egypt)



DOC. BOX NO. 155 FOLDER NO. 2596

PERSON Calverley, Edwin Elliott

MATERIAL Papers (related to A.U.C.)

ITEM NO. DESCRIPTION

71362	information regarding the personnel of the Egyptian universities, 1954
71363	biographical data of Charles Davis Cremins, January 20, 1954
71364	job description for Director, Social Research Center, March 27, 1954
71365	comments on the report of the Committee on policy, by Amir Boktor, January 21, 1954
71366	program of the 20th annual dinner at Cairo
71367	
71368	a letter to Cleland, by H. W. Vandersall, January 27, 1954
71369	a letter to Cleland, by Vandersall, October 10, 1953
71370	minutes of Committee on Education, January 30, 1954
71371	memorandum to the Acting President, by Worth Howard, regarding report of Trustees' Committee on Policy, February 12, 1954
71372	program of activities for the year 1954-1955, Division of Extension, A.U.C., February 25, 1954 (In Arabic)
71373	a letter by Ward N. Madison, March 1, 1954
71374	minutes of special meeting of the Board of Trustees, April 2, 1954
71375	minutes of the Committee on Education, April 2, 1954
71376	digest of application and references of Loy H. Witherspoon
71377	articles of incorporation of the A.U.C., April 13, 1954
71378	By-Laws of the American University at Cairo, April 13, 1954
71379	a letter by Ward N. Madison, April 13, 1954
71380	tentative agenda of the meeting of the Committee on Education, April 30-May 1, 1954
71381	minute of meeting of Committee on Education, April 30 - May 1, 1954
71382	a statement about the "Development of Social Research Center," June 11, 1954
71383	minutes of meeting of Committee on Education, June 12, 1954
71384	meeting of Committee on Education; tentative agenda, June 12, 1954
71385	educational background and experience of John Wilkinson McConnell
71386	a letter to Ward, by W. Wendell Cleland, January 14, 1954; attached to 71385
71387	references for Dr. John H. Provinse, April 27, 1954
71388	biographical data regarding John H. Provinse
71389	biographical data of Gordon Macgregor
71390	references on Dr. Gordon Macgregor, May 24, 1954
71391	Newsletter No. 13, A.U.C., September 3, 1954
71392	schedule of the A.U.C. retreat, September 22, 1954
71393	draft minutes of the Extension Administrative Committee, October 13, 1954
71394	Campus Caravan, October 4, 1954
71395	statement on administrative policy for 1955, November 12, 1954
71396	minutes of the 36th annual meeting of the Board of Trustees, November 12, 13, 1954
71397	to Dr. Douglas Horton, by John S. Badeau, October 26, 1954 (a letter)
71398	a note by Michel Wahba, November 17, 1954
71399	members of class of Philosophy 310 (Islamic), 1954-1955; attached to 71398
71400	draft minute of the Extension Administrative Committee, December 2, 1954
71401	public lectures program, Division of Extension; attached to 71400
71402	forum program, Division of Extension; attached to 71400
71403	educational cinema program, Extension Division; attached to 71400
71404	approved minutes of the Extension Administrative Committee, December 2, 1954
71405	public lectures program, Division of Extension; attached to 71404
71406	form program, Division of Extension; attached to 71404
71407	educational cinema program, Division of Extension; attached to 71404
71408	working paper on language teaching, Committee on Teaching..attached to 71404

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PERSON Calverley, Edwin Elliott

MATERIAL Papers (related to A.U.C.)

ITEM NO. DESCRIPTION

71409	Campus Carava, , January 21, 1955
71410	recommencation regarding Dr. Butros Abdel Malek's "leave of absence"
71411	agenda of the Administrative Committee Meeting, Division of Extension, February 17, 1955
71412	a letter by Ghali Amin, March 1, 1955
71413	notes in Arabic by the person; April 13, 1955
71414	a clipping; "S.O.S. Sponsors Arabic Language Conference;" April 22, 1955
71415	a letter by Ghali Amin, May 16, 1955
71416	questionnaire; attached to 71415
71417	a plea for compassion, by L. S. Kelley; attached to 71416
71418	some suggestions on the catalog; attached to 71416
71419	purpose of the questionnaire; attached to 71416
71420	draft minutes of the Extension Administrative Committee, May 25, 1955
71421	list of Seniors accepted for B.A. degree, 1954-1955; attached to 71420
71422	Campus Caravan, June 18, 1955
71423	approved minutes of the meeting of the Faculty of Arts and Sciences Administrative Committee, October 18, 1955
71424	agenda of the Extension Administrative Committee, October 19, 1955
71425	draft minutes, Extension Administrative Committee, October 19, 1955
71426	statement of function, Educational Secretary in America, October 19, 1955
71427	personnel procedures, October 31, 1955
71428	a letter by Raymond F. McLain, November 1, 1955
71429	Faculty of Education party program, November 6, 1955
71430	agenda of the Catalog Committee, November 17, 1955
71431	a note, November 21, 1955
71431a	minutes of the Catalog Committee, November 21, 1955
71432	approved minutes, Extension Administrative Committee, November 23, 1955
71433	an Arabic Newspaper, November 24, 1955
71433a	program of the activities for the year 1955-1956
71434	salary schedule for Americans on Short Term Appointment, December 7, 1955
71435	draft minutes of the Faculty of Education Administrative Committee, December 29, 1955
71436	minutes of the meeting of the Admissions Committee, December 30, 1955
71437	criteria for projects A and B, 1955-1956

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MATERIAL Papers (related to A.U.C.)

ITEM NO. DESCRIPTION

71438	the paper Al-Qaflah, January 3, 1956 (Arabic)
71439	minutes of the meeting of the Committee on Teaching and Administrative Personnel January 4, 1956
71440	a memorandum by the person to Prof. Namani, January 5, 1956
71441	a letter by Raymond F. McLain, January 9, 1956
71442	draft minutes of the meeting of Extension Administrative Committee, January 11, 1956
71443	schedule of the Division of Extension, 2nd Semester, 1955-1956
71444	notes on the meeting of the Teaching and Personnel Administrative Committee, January 17, 1956
71445	same as 71444
71446	minutes of a meeting of the Admission Committee, January 20, 1956
71447	principles of the Personnel Policies of American University at Cairo, February 7, 1956
71448	minutes of Committee on Teaching and Administrative Personnel, February 7, 1956
71449	statement of principles for the personnel policies of the A.U.C., February 7, and 15, 1956
71450	approved minutes of the Extension Administrative Committee, February 15, 1956
71451	minutes of the meeting of Committee on Teaching and Administrative Personnel, February 15, 1956
71452	minutes of meeting of the Committee on Teaching and Administrative Personnel, February 29, 1956
71453	minutes of a meeting of Admissions Committee, February 29, 1956
71454	recommendation of a statement to be added to the personnel policies principles, February 29, 1956
71455	Campus Caravan, March 2, 1956
71456	Campus Caravan, March 16, 1956
71457	draft minutes of the Extension Administrative Committee, March 21, 1956
71458	draft minutes of Faculty meeting of the Faculty of Arts and Sciences, March 22, 1956
71459	the paper Al-Qaflah, March 23, 1956 (in Arabic)
71460	rules for Class of 1956 of the Faculty of Arts and Sciences, March, 1956
71461	senior project rules for the Class of 1956; Faculty of Arts and Sciences
71452	minutes of the Committee on Teaching and Administrative Personnel, April 2, 1956
71463	minutes of the meeting of the Committee on Teaching and Administrative Personnel; attached to 71452
71464	project requirements, 1956-1957
71465	to F.A. and S. Staff members, April 18, 1956 (a memorandum, by John Hollenbach)
71466	memorandum to Dean John Hollenbach, by Gordon K. Hirabayashi, April 24, 1956
71467	a notice regarding a faculty meeting, April 26, 1956
71468	free tuition for members of the staff and their families, April 28, 1956
71469	a notice by Abdulkadir Namani, May 1, 1956
71470	charts 1, 2., and 3; A.U.C. administrative structure, May 2, 1956
71471	description of the "offices," A.U.C., May 2, 1956
71472	working draft statement on salaries and allowances for administrative officers, May 3, 1956
71473	the policy of the "leave of absence;" May 3, 1956
71474	same as 71473
71475	minute of the meeting of the Committee on Teaching and Administrative personnel, May 8th



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MATERIAL Papers (related to A.U.C.)

ITEM NO. DESCRIPTION

71476	minutes of the meeting of the Committee on Pre-Session Conference, May 14, 1956
71477	Committee Structure and Procedures, A.U.C., May 15, 1956
71478	chart of the Committee Structure, A.U.C., May 15, 1956
71478a	chart of the administrative structure describing campus programs, May 19, 1956
71479	the paper #1-Qafilah, May 18, 1956 (Arabic)
71480	partial report of Committee on Teaching and Administrative Personnel, May 19, 1956
71481	same as 71480
71482	A.U.C. Summer School tentative dates, 1956
71483	same as 71482
71484	duties at University commencement, 1956
71485	draft minutes of the Admissions Committee, American University at Cairo, April 11, 1956
71486	the paper "The American University at Cairo and Business in the Middle East, 1956
71487	a statement regarding Egyptians who hold certificates or diplomas; by Hanna Risk
71488	proposed detailed agenda Board Sessions, February 24, 1957
71489	agenda of the Meeting of the Board of Trustees, 1958; attached to 71488
71490	notice for get-together and Buffet Supper, March 21, 1957
71491	notice regarding the annual meeting of the Board of Trustees, August 31, 1957
71491a	report of the Assistant to the President, February 24, 1958
71492	budget account, 1956-1957; statement of income and expenditures, August 31, 1957 and balance sheet
71493	same as 71492
71494	impressions of the environment of A.U.C.; Board meeting 2/1958
71495	a note
71496	statement of income and expenditures for the year ending August 31, 1957; current assets and liabilities in Cairo; summary of income and expenditures; summary of income for period September 1, 1957 - January 31, 1958; summary of expenditures for period from September 1, 1957 to January 31, 1958
71497	the relief program of the American University at Cairo; Board meeting 2/58
71498	a letter to the person, by Robert E. Gulbertson, October 10, 1957
71499	revised working paper on "University Position;" attached to 71498
71500	Newsletter Number twenty-six, A.U.C., December, 1957
71501	Campus Caravan, December 2, 1957
71502	Campus Caravan, December 30, 1957
71503	A.U.C. Cairo's dinners, January 10, 1958 and January 17, 1958
71504	report of the President, February 24, 1958
71505	calendar of events for week of Board meeting outside of business sessions, Board meeting 2/1958
71506	a statement from the Board of Trustees to the President (Charles Worth Howard), February 27, 1958
71507	minutes of the 39th annual meeting of the Board of Trustees, February 24 - March 1, 1958