

Extent: 56 cubic feet; 154 photographs; 1 oversize item

Inclusive dates: 1951-1998

Bulk dates: 1965-1991

Provenance: The records originated in the Office of Professional Development and were transferred to the University Archives from the Records Center. Approximately 101 cubic feet of records from twelve different accessions were processed. The series incorporates accessions 88-70, 88-77, 88-100, 89-70, 89-151, 89-215, 90-28, 94-51, 95-91, 96-123, 97-98, 98-14, and 00-13. Departmental publications were removed from the university unclassified publications and included with this series.

Access: There are no restrictions on access.

Processing: Student assistants Becky Pylypink, Paige Thurmond, Mike Tucker; and LTA Linda Ferry. The finding aid was completed September 2000.

Administrative history:

- Agency name: Office of Professional Development
- Date established: 1958
- Previous agency: none
- Subsequent agency: Off-Campus, Distance and Continuing Education [March 1998]

- Administering agency:
 - 1955-1962 Department of Industrial Management
 - 1962-1982 Industrial Management Department
 - 1962-1969 School of Industrial Management and Textile Science
 - 1969-1982 College of Industrial Management and Textile Science
 - 1982-1995 College of Commerce and Industry
 - 1995 July College of Business and Public Affairs
 - 1998 March Division of Academic Affairs
- Agencies administered: none

Directors:

1968	William C. Laffoday succeeded C.V. Wray as Coordinator [J.V. Walters had served as acting head of the program since May 1, 1968]
1972, February 1	Hassan El-Behery named Acting Director
1973	Ralph Delano Elliott named Director

1998 March Ralph Delano Elliott's title changed from
Director to Vice Provost of Off-Campus Continuing Education
Programs

Scope and content:

This series contains an assortment of records of the Office of Professional Development. The bulk of these records are the workbooks for professional development courses. The folder inventory, formatted in a spreadsheet format in Microsoft Excel 97, allows sorting of Seminar Workbooks by Number and by Title.

The main correspondents are directors Ralph D. Elliott, 1971-1986; William C. Laffoday, 1968-1972; and administrative assistant Helena C. Douglas, 1981-1987. Other correspondents include Charles V. Wray (coordinator) and Hassan El-Behery (Acting Director) and Wallace D. Trevillian, Dean, College of Industrial Management and Textile Science.

The records consist of correspondence, workbooks, brochures, publications and photographs. The content of the correspondence relates to departmental matters, publicity, mailings, direct mail marketing, preparation of workshops, participation of speakers, the Textile Marketing Forums, and *The Textile Marketing Letter*.

The workbooks were distributed to students and include agendas for seminars and courses, handouts and biographies of speakers. The brochures and pamphlets give detailed information concerning the programs.

Catalogs of the courses were published but are not found in this series. They have received Library of Congress classification. [See online catalog for call number and location].

The Textile Marketing Letter was first published in January 1966. These have been bound and cataloged and are not found in this series. [See online catalog for call number and location] Chirurg & Cairns, Inc., the advertising and public relations firm which established the "Letter" in January 1966 as a necessary service to the textile industry, conveyed the entire publishing property as a gift to Clemson University. In May 1970 *The Textile Marketing Letter* became the property of the School of Industrial Management and Textile Science of Clemson University. It ceased publication in 1981.

Among the publications will be found the departmental annual reports for the years 1965, 1966, 1967, 1968, 1969-1970, 1974-1975, 1976-1977, 1978-1979.

The photographs document various aspects of professional development courses and seminars. These pictures include class photographs, social events, receptions, speakers, and seminars. For preservation purposes, the photographs were removed from the paper files, enclosed in plastic sleeves and placed at the end of the series.

Arrangement of files:

- I. Correspondence – alphabetically
- II. Seminar Workbooks, 1965-1991 – listed by PD number
- III. Seminar Workbooks Without a PD number, 1965-1991 - listed alphabetically
- IV. Seminar Workbooks – listed alphabetically
- V. Brochures 1967-1991 – listed by PD number
- VI. Brochures without PD numbers, 1963-1998 – listed chronologically
- VII. Brochures – PD for Women, 1983-1998
- VIII. Publications, 1951-1988- alphabetically
- IX. Photographs, 1955-1985
 - Annual Report, 1965 – 8”x10”, Black & White
 - Annual Report, 1966 – 8”x10”, Black & White
 - Assorted Subjects, 1955-1956, Black & White
 - Seminar Groups, 1968-1979, 8”x10”, Black & White
 - Seminar Speakers, 1967-1980, Black & White
- X. Oversize
 - Enrollment Chart 1964-1987, 1987, 19 ½” x 23”

Separation list:

Photographs [see *Folder Inventory*]
Oversize Item [see *Arrangement of Files*, No. X.]

Subject headings:

Clemson University – Office of Professional Development
Clemson University – School of Industrial Management and Textile Science
Textile industry – South Carolina
Clemson University – Textile Marketing Forum

Added entries:

Elliott, Ralph D.
Douglass, Helena C.
Laffoday, William C.
Trevillian, Wallace
Clemson University Textile Marketing Forum
Textile Marketing Letter
Cairns, John A.

IX. Photographs, 1955-1985

Box	Folder	Title	Dates
158	1	Photographs - Annual Report, 1965 - 8"x10", Black & White	
		Yarn Manufacturing	1965
		Weaving: Fabric Design and Development	1965
		Quality Control	1965
		Methods Analysis and Time Study	1965
		Graduate Seminar in Industrial Administration	1965
		Yarn Manufacturing	1965
		Supervisor Development	1965
		Methods Analysis and Time Study	1965
		Introduction to Textile Manufacturing, Dyeing and Finishing	1965
		Advanced Textile Chemistry	1965
		Basic Textile Chemistry	1965
158	2	Photographs - Annual Report, 1966 - 8"x10", Black & White	
		<i>[listed in order of appearance in the Annual Report]</i>	
		Professor Joel L. Richardson conducts a session in Methods Analysis and Time Study	1966
		Clemson House Banquet (head table)	1966
		Clemson House Banquet	1966
		Scene at Martin's Creek Landing picnic	1966
		Professor John J. Porter explains formula in Textile Chemistry	1966
		Filling of plates at Martin's Creek Landing picnic	1966
		Professor W. E. Tarrant, Sr. explains the leno loom during class in Weaving: Fabric Design and Development	1966
		Seminar participants	1966
		Graduate seminar in Industrial Administration	1966

			Harry Keegan, instructor in Color Measurement seminar	1966
			Graduate seminar in Industrial Administration class	1966
			Discussion group at Clemson House banquet	1966
			Mr. Pickett during demonstration of Gardner equipment, Color Measurement Seminar	1966
			One of the class sessions in Color Measurement Seminar	1966
			Wallace D. Trevillian and William O. Harlan	1966
			Roland Derby during lecture in Color Measurement Seminar	1966
			R. C. Edwards, Wallace D. Trevillian with group of businessmen	1966
	PD	96	Color Measurement Seminar class	1966
	PD	22	Introduction to Textile Manufacturing, Dyeing, and Finishing	1966
	PD	25	Yarn Manufacturing	1966
158	3 PD	43	Basic Textile Chemistry	1966
	PD	41	Methods Analysis and Time Study	1966
	PD	47	Quality Control	1966
	PD	79	Graduate Seminar in Industrial Administration, Session 1	1966
	PD	25	Yarn Manufacturing	1966
	PD	38	Supervisor Development	1966
	PD	41	Methods Analysis and Time Study	1966
	PD	44	Advanced Textile Chemistry	1966
	PD	56	Fabric Design and Development	1966
	PD	79	Graduate Seminar in Industrial Administration, Session 2	1966
158	4		Photographs - Assorted Subjects , 1955-1985, Black & White	
			Unidentified group of men, 8"x10"	1955-1957
			Fred Simon, Thomas D. Efland receive computer, 5"x7"	1968 September
			Fred Simon, Thomas D. Efland receive computer, 8"x10"	1968 September

W.D. Trevillian receives spectrophotometer from A.B. Windham, Jr., 5"x7"	1969 February 20
<i>Industry in Antebellum South Carolina</i> to W. D. Trevillian, 5"x7"	1969 May 14
John L. Lundberg displaying beads to represent the folding of a polyethylene molecule, 5"x7"	1969 June 6
Picnic scenes, numbered contact prints, 2 1/4"x 2 1/4"	1969
Fieldcrest Display Case	1969 July 1
Greenwood Mills Display Case in Sirriner Hall (left view), 8"x10"	1969 August 20
Greenwood Mills Display Case in Sirriner Hall (right view), 8"x10"	1969 August 20
Simon, McCann and Efland with spectrophotometer, 8"x10"	1969
(members of Clemson University's Iota chapter of Phi Psi) admiring national trophy, 5"x7"	1969
James E. Bostic, Jr., President of Iota chapter of Phi Psi	1969
Clemson receives autoconor from Terrell Machine Company (2 views), 8"x10"	1970 September 2
Burlington Industries Display Case in Sirriner Hall (2 views), 8"x10"	1970 September 10
Equipment given to Textile Department - Sirriner Hall, numbered contact prints, 2 1/4"x 2 1/4"	1971
Occupational Health and Safety Workshop (2), 5"x7"	1971-1972
Electronics in Textiles 6 1/2"x 8 1/2"	1985 March 26-27

158 5 **Photographs - Seminar Groups, 1968-1979, 8"x10", Black & White**

PD	96	Color Measurement Seminar IV	1968
PD	41	Methods Analysis & Time Study	1969
PD	41	Methods Analysis & Time Study	1969
PD	38	Supervisor Development	1969
PD	97	Application of Computers	1969
		Textile Marketing Forum (Second Annual)	1969
PD	35	Fiber Forming Polymers	1969
PD	38	Supervisor Development	1969
PD	47	Quality Control	1969

PD	26	Introduction to Yarn Manufacturing	1969
PD	44	Chemistry of Cotton Finishing	1969
PD	43	Basic Textile Chemistry	1969
PD	55	Textile Waste and Water Pollution	1969
PD	56	Weaving: Fabric Design and Development	1969
PD	97	Application of Computers in Color Science	1969
PD	97	Application of Computers to Color Science	1969
PD	78	Management of Human Resources	1969
PD	77	Managerial Accounting	1969
PD	96	Basic Color Technology	1969
PD	97	Application of Computers to Color Science	1970
PD	22	Introduction to Textile Manufacturing	1970
PD	65	Effective Communications Seminar for Hospital and Health Care Administrators	1970
PD	96	Basic Color Science	1970
PD	26	Introduction to Yarn Manufacturing	1970
PD	43	Basic Textile Chemistry	1970
PD	56	Weaving I: Basic Design	1970
PD	55	Biological Treatment of Textile Wastes	1970
PD	97	Application of Computers to Color Science	1970
PD	57	Weaving II: Fabric Design	1970
PD	44	Chemical Analysis of Textile Materials	1970
PD	29	Non-Woven Fabrics: Production and Physical Properties	1970
PD	20	Noise Reduction Workshop	1971
PD	97	Application of Computers to Color Science	1971
PD	65	Decision Making for Health and Hospital Administrators	1971
PD	45	Elementary Statistics	1971

PD	96	Basic Color Science	1971
PD	56	Weaving I: Basic Design	1971
PD	29	Non-Woven Fabrics	1971
PD	57	Weaving II: Fabric Design and Development	1971
PD	55	New Developments in Textile Waste Treatment	1971
PD	43	Basic Textile Chemistry	1971
PD	26	Yarn Manufacturing I	1971
PD	22	Introduction to Textile Manufacturing	1973
PD	30	Identification and Statistical Analysis Of Textile Materials	1979

158 6 **Photographs - Seminar Speakers, 1967-1980, Black & White**

Bartley, N.V., 4"x5"	1970 February 25
Behery (see El-Behery)	
Birren, Faber, 2 1/2" x 3 1/2"	1971
Brode, Wallace R., 3 1/2" x 5"	1968
Butash, Adrian M., 8" x 10"	1970-1971
Cairns, John A., 8" x 10"	1970
Cherne, Leo, 2 1/2" x 3 1/2"	1969 December 5
Close, Francis, 2" x 2 1/2"	ca. 1968
Colangelo, Felix J., 2 1/2" x 3 1/2"	1971
Corinth, Kay, 8" x 10"	1971 January 6
Curtis, David, 2 1/2" x 3 1/2"	1971 February 5
Curtis, Donald L. , 8"x10"	1970-1971
Dent, Frederick B., 3 1/2" x 5"	1970 November 27
Drisler, William A., 2" x 3"	1971 February 19
El-Behery, 5"x7"	1973 April 10-11

El-Behery, Hassan M., 8"x10"	1973 April 10-11
Figh, John P., 8" x 10"	1970
Flag, William H., 2 1/2" x 3 1/2"	1971
Goldberg, T. B., 8"x10"	1970-1971
Hawley, Langston T., 5"x7"	1970
Heyman, Leonard J., 2 1/2" x 3 1/2"	1971
Ingersoll, Margaret, 2 1/2" x 3 1/2"	1971 February 11
Jennings, Robert B., 2 1/2" x 3 1/2"	1971 January 18
Johnson, John H., 2 1/2" x 3 1/2"	1970
Jontry, Jerry, 2 1/2" x 3 1/2"	1971 February 10
Koroskys, Michael J., 8"x10"	1967 November 9
Laun, Louis F., 2 1/2" x 3 1/2"	1970-1971
Letson, John W., 5"x7"	1970
Lord, William G.,III, numbered contact prints 21/4"x21/4"	1968
Lord, William G.,III, 8"x10"	1970-1971
Marcus, Richard, 8"x10"	1970-1971
Marshall, Ray, 4x5	1970
Mohlere, E. D., 2 1/2"x 3 1/2"	1968 November 5
Morris, James A., 3 1/2" x 4 1/2"	1970 February 3
Morse, Julia, 2 1/2" x 3 1/2"	1970-1971
Nance, Maceo, Jr., 3 1/2" x 5"	1970
Newman, J. Wilson, 8"x10"	1969-1970
Papke, James A., 3 1/2" x 5"	1970
Peterson, Raymond, 8"x10"	1971 February 2
Phillips, Robert H., 2 1/2" x 3 1/2"	1970
Potter, Wilham E., 8"x10"	1970

Scott, Donald H., 8"x10"	1971 February 3
Sheehan, Rosemary, 4" x 4 1/2"	1971 January 20
Sherwood, Marian, 8"x10"	1970 February 6
Simon, Fred T., 3 1/2" x 4 1/2"	1968 August
Tetzlaff, Frederick W., 5"x8"	1970
Trevillian, W. D. and D. Hamby, numbered contact prints	1980
Waters, William, 3"x4"	ca. 1968
Werber, Frank, 2 1/2" x 3 1/2"	1970
Whitcomb, Harold W., 8"x10"	1968 November 22
Winger, Maurice H., Jr., 2 1/2" x 3 1/2"	1970 December 7
Wooters, J. Dukes, 5"x7"	1971
Unidentified, 5"x7"	1973

X. OVERSIZE

Enrollment Chart 1964-1987, 19.5" x 23", Color	1987
--	------