

**Guide to the Minutes of the Executive
Committee of the Massachusetts
Institute of Technology Corporation
AC.0272**

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MIT Libraries
Building 14N-118
77 Massachusetts Avenue
Cambridge, Massachusetts, 02139-4307
617.253.5690
mithistory@mit.edu

Table of Contents

<u>Summary Information</u>	3
<u>Historical note</u>	5
<u>Scope and Contents of the Collection</u>	5
<u>Administrative Information</u>	6
<u>Related Materials</u>	7
<u>Controlled Access Headings</u>	7
<u>Collection Inventory</u>	8
<u>Minutes - Permanent Record</u>	8
<u>Minutes - Permanent Record Microfilm</u>	9
<u>Meeting Mailings</u>	11

Summary Information

Repository	Massachusetts Institute of Technology. Institute Archives and Special Collections
Creator	Massachusetts Institute of Technology. Corporation. Executive Committee
Title	Massachusetts Institute of Technology, Corporation, Executive Committee minutes
Date [bulk]	Bulk, 1883-2007
Date [inclusive]	1866-2007
Extent	41.0 cubic feet (122 manuscript boxes, 18 reels of microfilm in 4 microfilm boxes)
Language	English
Abstract	The Executive Committee of the Massachusetts Institute of Technology Corporation was created in 1883 on the recommendation of a committee of members appointed by President Francis A. Walker to propose changes in the organization of the Institute's governing structure. The Executive Committee meets ten times each academic year and consists of the chair of the Corporation, president and treasurer (<i>ex officio</i> members), up to five members and two rotating members, and the chair of the Investment Management Company Board, <i>ex officio</i> . This collection consists of the official minutes of the committee and background materials for meeting discussion.

Citation

Massachusetts Institute of Technology Corporation, Executive Committee Minutes, AC 272, box X. Massachusetts Institute of Technology, Institute Archives and Special Collections, Cambridge, Massachusetts.

Historical note

During the tenure of Massachusetts Institute of Technology President Francis A. Walker, as the Institute grew in size, a committee of Corporation members was appointed, along with the president, to propose changes in the organization of the governing structure of MIT. Among the changes in the Institute's bylaws was a call for the creation of an Executive Committee. Bylaw changes were proposed at the April 11, 1883, Corporation meeting, considered and approved at meetings of May 23 and 29, 1883, to take effect in October 1883. The Executive Committee was composed of the president and treasurer of MIT, who served *ex officio*, and five additional members who were elected by the Corporation.

At the October 10, 1883, Corporation meeting Henry B. Rogers, Augustus Lowell, Alexander S. Wheeler, Louis W. Tappan, and Francis Williams were voted as the five additional members of the first Executive Committee. The Executive Committee was to have responsibility for the "general administration and superintendence" of all matters relating to the School. In addition, the Executive Committee was to appoint the president, treasurer, and professors and teachers, subject to the confirmation of the larger Corporation.(1) The Executive Committee met for the first time on October 22, 1883.(2)

The Executive Committee meets ten times each academic year and is one of four standing committees of the Institute. The Executive Committee consists of the chair of the Corporation, president, and treasurer (*ex officio* members), up to five members and two rotating members, and the chair of the Investment Management Company Board, *ex officio*. The president is the chair of the Executive Committee. The bylaws outline the current duties of the Executive Committee.(3)

<http://web.mit.edu/corporation/bylaws.shtml>

<http://web.mit.edu/committees/www/>

NOTES

(1) MIT. Corporation Minutes, April 11, May 23, May 29, October 10, 1883. Institute Archives & Special Collections, collection AC 278, box 1.

(2) MIT. Executive Committee Minutes, October 22, 1883. Institute Archives & Special Collections, collection AC 272, box 1.

(3) <http://web.mit.edu/corporation/bylaws/by14.shtml>

Scope and Contents of the Collection

Signed minutes in series 1 of this collection are the official record of Executive Committee meetings.

Records of two early Corporation committees (Committee on Instruction, 1866-1871, and Committee on the School of Industrial Science, 1871-1883) which precede the establishment of the Executive Committee are included in the beginning of the volume that contains the first Executive Committee records. Louis W. Tappan served as secretary of each committee and he recorded the minutes of both in the same volume. The first entry of minutes for a meeting of the Executive Committee, October 22, 1883, follows the last entry for the Committee on the School of Industrial Science.

Minutes were recorded at first by hand in bound volumes. Beginning with the minutes of October 8, 1901, minutes were typewritten. Individual indexes were created for each volume from volume 2 through volume 11, covering the period October 4, 1887, to December 1, 1963.

Meeting packets sent to Executive Committee members prior to a meeting can be found in series 3 of this collection. They contain copies of previous meeting minutes and background materials for meeting discussion; they date from 1970.

Administrative Information

Publication Information

Massachusetts Institute of Technology. Institute Archives and Special Collections

Access note

Portions of the collection require permission for access. Corporation records are restricted for 50 years from the date of creation, in accordance with MIT policy: <http://libraries.mit.edu/archives/managing/policy-access.html>

Microfilm use copies are provided for early records.

Intellectual Property Rights

Access to collections in the Institute Archives and Special Collections is not authorization to publish. Separate written application for permission to publish must be made to the Institute Archives. Copyright of some items in this collection may be held by respective creators, not by the creating office.

Location of Copies

Preservation microfilm and use microfilm of minutes of the Committee on Instruction, 1866-1871; the Committee on the School of Industrial Science, 1871-1883; and the Executive Committee, October 22, 1883 to May 5, 1995, comprise series 2 of this collection (AC 272).

Related Materials

Related Materials

Researchers should also consult the records of the Corporation as a whole, archival collection AC 278, which complement the information in the records of the Executive Committee.

"A Brief History and Workings of the MIT Corporation," *MIT Faculty Newsletter*, vol. 18, no. 5 (May/June 2006) and <http://web.mit.edu/fnl/volume/185/mead.html>

Controlled Access Headings

Corporate Name(s)

- Massachusetts Institute of Technology. Corporation. Executive Committee

Subject(s)

- Massachusetts Institute of Technology--History.

Minutes - Permanent Record

Collection Inventory

Series 1. Minutes - Permanent Record

	Box	Volume
Committee on Instruction minutes 1866 October 29 to 1871 June 14	1	1
Committee on the School of Industrial Science minutes 1871 December 21 to 1883 September 29	1	1
		Box
Executive Committee minutes and index to volume 1 1883 October 22 to 1887 September 24		1
Executive Committee minutes and index to volume 2 1887 October 4 to 1896 April 12		1
Executive Committee minutes and index to volume 3 1896 May 4 to 1901 June 11		1
Executive Committee minutes and index to volume 4 1901 October 8 to 1916 September 27		2
Executive Committee minutes and index to volume 5 1916 October 23 to 1925 May 26		2
Executive Committee minutes and index to volume 6 1925 June 9 to 1932 June 21		3
Executive Committee minutes and index to volume 7 1932 September 20 to 1939 June 13		3
Executive Committee minutes and index to volume 8 1939 August 11 to 1943 December 14		4
Executive Committee minutes and index to volume 9 1944 February 8 to 1947 December 1		4
Executive Committee minutes and index to volume 10 1948 January 15 to 1955 December 15		5

Minutes - Permanent Record Microfilm

Executive Committee minutes and index to volume 11 1956 January 4 to 1963 December 1	5
Executive Committee minutes and indices to volumes 12, 13 1964 January 10 to 1971 June 3	6
Executive Committee minutes and index to volume 14 1971 July 29 to 1974 October 3	7
Executive Committee minutes and indices to volumes 15, 16, 17 1974 November 8 to 1977 January 7	8
Executive Committee minutes and indices to volumes 18, 19, 20 1977 February 4 to 1979 November 2	9
Executive Committee minutes and indices to volumes 21, 22 1979 December 6 to 1982 May 31	10
Executive Committee minutes and index 1982 September 10 to 1985 June 2	11
Executive Committee minutes 1985 September 6 to 1988 September 2	12
Executive Committee minutes 1988 October 6 to 1990 November 2	13
Executive Committee minutes 1990 December 6 to 1992 December 3	14
Executive Committee minutes 1993 January 7 to 1994 December 1	15
Executive Committee minutes 1995 January 6 to 1996 December 5	16
Executive Committee minutes 1997 January 3 to 1998 October 1	17
Executive Committee minutes 1998 November 6 to 2000 February 4	18
Executive Committee minutes 2000 March 2 to 2001 June 7	19
Executive Committee minutes 2001 September 7 to 2003 September 5	20
Executive Committee minutes 2003 October 2 to 2005 June 21	21
Executive Committee minutes 2005 October 6 to 2007 June 4	22

Series 2. Minutes - Permanent Record Microfilm

Minutes - Permanent Record Microfilm

	Box	Reel
Committee on Instruction minutes, volume 1 - Master negative 29 October 1866 to 1871 June 14	1	1
Committee on the School of Industrial Science minutes, volume 1 - Master negative 1871 December 21 to 1883 September 29	1	1
Executive Committee minutes, volume 1 - Master negative 1883 October 22 to 1887 September 24	1	1
Executive Committee minutes and indices, volumes 2 and 3 - Master negative 1887 October 4 to 1901 June 11	1	2
Executive Committee minutes and indices, volumes 4 and 5 - Master negative 1901 October 8 to 1925 May 26	1	3
Executive Committee minutes and indices, volumes 6 and 7 - Master negative 1925 June 9 to 1939 June 13	1	4
Executive Committee minutes and indices, volumes 8 and 9 - Master negative 1939 August 11 to 1947 December 1	1	4
Executive Committee minutes and indices, volumes 10 and 11 - Master negative 1948 January 15 to 1963 December 1	1	5
Executive Committee minutes - Master negative 1964 January 10 to 1968 December 5	1	6
Executive Committee minutes - Master negative 1969 January 3 to 1971 June 3	1	7
Executive Committee minutes - Master negative 1971 June 29 to 1973 May 31	1	8
Executive Committee minutes - Master negative 1973 September 24 to 1975 June 2	1	9
Executive Committee minutes - Master negative 1975 September 12 to 1977 June 5	1	10

Meeting Mailings

Executive Committee minutes - Master negative 1977 September 9 to 1979 June 3	1	11
Executive Committee minutes - Master negative 1979 September 7 to 1981 May 31	1	12
Executive Committee minutes - Master negative 1981 September 11 to 1984 November 1	1	13
Executive Committee minutes - Master negative 1984 December 6 to 1988 May 26	2	14
Executive Committee minutes - Master negative 1988 September 2 to 1990 June 12	2	15
Executive Committee minutes - Master negative 1990 December 7 to 1992 May 31	2	16
Executive Committee minutes - Master negative 1992 September 4 to 1993 January 7	2	17
Executive Committee minutes - Master negative 1994 May 6 to 1995 May 5	2	18
Executive Committee minutes - Positive microfilm use copies 1866-1981	3	1-12
Executive Committee minutes - Positive microfilm use copies 1981-1995	4	13-18

Series 3. Meeting Mailings

	Box
Executive Committee minutes 1970 April 3 to December 3	1
Executive Committee minutes 1971 January 8 to May 7	2
Executive Committee mailings, meeting materials, minutes 1971 June 29 to September 10	3
Executive Committee mailings, meeting materials, minutes 1971 October 8 to December 2	4

Meeting Mailings

Executive Committee mailings, meeting materials, minutes 1972 January 7 to April 7	5
Executive Committee mailings, meeting materials, minutes 1972 May 5 to June 1	6
Executive Committee correspondence 1972-1973	6
Executive Committee mailings, meeting materials, minutes 1972 September 25 to November 3	7
Executive Committee mailings, meeting materials, minutes 1972 November 30 to 1973 February 9	8
Executive Committee mailings, meeting materials, minutes 1973 March 1 to May 4	9
Executive Committee mailings, meeting materials, minutes 1972 May 31	10
Executive Committee correspondence 1973-1974	10
Executive Committee Special Meeting 1973 August 22	10
Executive Committee mailings, meeting materials, minutes 1973 September 14 to November 2	11
Executive Committee mailings, meeting materials, minutes 1973 December 6 to 1974 February 28	12
Executive Committee mailings, meeting materials, minutes 1974 April 5 to May 3	13
Executive Committee mailings, meeting materials, minutes 1974 May 30 to October 3	14
Executive Committee mailings, meeting materials, minutes 1974 November 8 & 9 to 1975 January 3	15
Executive Committee mailings, meeting materials, minutes 1975 February 7 to April 4	16
Executive Committee mailings, meeting materials, minutes 1975 May 2 to September 12	17
Executive Committee mailings, meeting materials, minutes 1975 October 2 to 1976 February 6	18
Executive Committee mailings, meeting materials, minutes 1976 March 4 to May 7	19

Meeting Mailings

Executive Committee mailings, meeting materials, minutes 1976 May 27 to September 30	20
Executive Committee mailings, meeting materials, minutes 1976 November 4 to 1977 January 7	21
Executive Committee mailings, meeting materials, minutes 1977 February 4 to April 1	22
Executive Committee mailings, meeting materials, minutes 1977 May 6 to October 6	23
Executive Committee mailings, meeting materials, minutes 1977 November 4 to 1978 January 6	24
Executive Committee mailings, meeting materials, minutes 1978 February 3 to April 7	25
Executive Committee mailings, meeting materials, minutes 1978 May 5 to September 8	26
Executive Committee mailings, meeting materials, minutes 1978 October 5 to 1979 January 5	27
Executive Committee mailings, meeting materials, minutes 1979 February 2 to May 4	28
Executive Committee mailings, meeting materials, minutes 1979 June 3 to December 6	29
Executive Committee mailings, meeting materials, minutes 1980 January 4 to April 4	30
Executive Committee mailings, meeting materials, minutes 1980 May 2 to October 3	31
Executive Committee mailings, meeting materials, minutes 1980 November 7 to 1981 February 6	32
Executive Committee mailings, meeting materials, minutes 1981 March 5 to May 1	33
Executive Committee mailings, meeting materials, minutes 1981 May 31 to November 6	34
Executive Committee mailings, meeting materials, minutes 1981 December 3 to 1982 March 4	35
Executive Committee mailings, meeting materials, minutes 1982 April 2 to May 31	36
Executive Committee mailings, meeting materials, minutes 1982 September 10 to December 2	37

Meeting Mailings

Executive Committee mailings, meeting materials, minutes 1983 January 7 to April 1	38
Special Meeting of the Executive Committee (2 folders) 1983 May 5-7	39
Notes from Special Meeting of the Executive Committee 1983 May 5-7	39
Executive Committee mailings, meeting materials, minutes 1983 May 6 to September 9	40
Executive Committee mailings, meeting materials, minutes 1983 October 6 to 1984 January 6	41
Executive Committee mailings, meeting materials, minutes 1984 February 3 to April 6	42
Executive Committee mailings, meeting materials, minutes 1984 May 4 to September 7	43
Executive Committee mailings, meeting materials, minutes 1984 October 4 to 1985 January 4	44
Executive Committee minutes 1985 February 1 and February 28	45
Executive Committee minutes 1985 April 5	45
Executive Committee mailings, meeting materials, minutes 1985 May 3 to June 2	45
Executive Committee mailings, meeting materials, minutes 1985 September 6 to November 1	46
Executive Committee mailings, meeting materials, minutes 1985 December 5 and 1986 February 7	47
Executive Committee mailings, meeting materials, minutes 1986 March 6	48
Executive Committee minutes 1986 April 4	48
Executive Committee mailings, meeting materials, minutes 1986 May 2 to June 1	48
Executive Committee mailings, meeting materials, minutes 1986 September 5 to December 4	49
Executive Committee mailings, meeting materials, minutes 1987 January 8 to April 3	50
Executive Committee mailings, meeting materials, minutes 1987 May 1 to September 4	51

Meeting Mailings

Executive Committee mailings, meeting materials, minutes 1987 October 1 to 1988 February 5	52
Executive Committee mailings, meeting materials, minutes 1988 March 3 to May 26	53
Executive Committee mailings, meeting materials, minutes 1988 September 2 to October 6	54
Executive Committee mailings, meeting materials, minutes 1988 November 4 to 1989 February 3	55
Executive Committee mailings, meeting materials, minutes 1989 March 2 to April 4`	56
Executive Committee mailings, meeting materials, minutes 1989 May 5 to June 4	57
Executive Committee mailings, meeting materials, minutes 1989 September 1 to November 30	58
Executive Committee mailings, meeting materials, minutes 1990 January 5 to February 2	59
Executive Committee Teleconference Meeting 1990 February 3 to February 25	59
Executive Committee mailings, meeting materials, minutes 1990 March 1	59
Executive Committee mailings, meeting materials, minutes 1990 April 6 to June 3	60
Executive Committee Teleconference Meeting 1990 June 12	61
Executive Committee mailings, meeting materials, minutes 1990 September 7 to October 4	61
Executive Committee mailings, meeting materials, minutes 1990 November 2 to 1991 February 1	62
Executive Committee mailings, meeting materials, minutes 1991 February 28	63
Executive Committee undated	63
Executive Committee mailings, meeting materials, minutes 1991 April 5 to May 5	63
Executive Committee mailings, meeting materials, minutes 1991 June 2 to September 6	64

Meeting Mailings

Executive Committee mailings, meeting materials, minutes 1991 October 3 to December 5	65
Executive Committee mailings, meeting materials, minutes 1992 January 9 to March 5	66
Executive Committee mailings, meeting materials, minutes 1992 April 3 to May 31	67
Executive Committee mailings, meeting materials, minutes 1992 September 4 to October 1	68
Executive Committee mailings, meeting materials, minutes 1992 November 6 to 1993 January 7	69
Executive Committee mailings, meeting materials, minutes 1993 March 4	70
Executive Committee mailings, meeting materials 1993 February 5	70
Executive Committee mailings, meeting materials, minutes 1993 April 2	70
Executive Committee mailings, meeting materials, minutes 1993 May 7	71
Executive Committee Continued Discussion of Meetings Held on 5 February, 4 March, and 2 April 1993	71
Executive Committee mailings, meeting materials, minutes 1993 May 27	71
Executive Committee mailings, meeting materials, minutes 1993 September 3 and September 30	72
Executive Committee mailings, meeting materials, minutes 1993 November 5 to 1994 January 7	73
Executive Committee mailings, meeting materials, minutes 1994 February 4 to April 1	74
Executive Committee mailings, meeting materials, minutes 1994 May 6	75
Executive Committee minutes 1994 May 26	75
Executive Committee mailings, meeting materials, minutes 1994 September 2	75
Executive Committee mailings, meeting materials, minutes 1994 October 6 to 1995 January 6	76

Meeting Mailings

Executive Committee mailings, meeting materials, minutes 1995 February 3 to April 7	77
Executive Committee mailings, meeting materials, minutes 1995 May 5 to June 8	78
Executive Committee Salary Subcommittee Teleconference 1995 June 15	78
Executive Committee mailings, meeting materials, minutes 1995 September 1 to November 30	79
Executive Committee mailings, meeting materials, minutes 1996 January 3 to September 5	80
Executive Committee mailings, meeting materials, minutes 1996 April 5 to June 6	81
Executive Committee mailings, meeting materials, minutes 1996 October 3 to 1997 January 3	82
Executive Committee mailings, meeting materials, minutes 1997 February 7 to June 5	83
Executive Committee mailings, meeting materials, minutes 1997 September 5 to 1998 February 6	84
Executive Committee mailings, meeting materials, minutes 1998 February 6 to May 1	85
Executive Committee mailings, meeting materials, minutes 1998 June 4 to October 1	86
Executive Committee mailings, meeting materials, minutes 1998 November 6 to 1999 March 4	87
Executive Committee mailings, meeting materials, minutes 1999 March 4 to June 3	88
Executive Committee mailings, meeting materials, minutes 1999 September 3 to December 2	89
Executive Committee mailings, meeting materials, minutes 2000 January 7 to April 7	90
Executive Committee mailings, meeting materials, minutes 2000 May 5 to September 8	91
Executive Committee mailings, meeting materials, minutes 2000 October 5 to 2001 February 2	92

Meeting Mailings

Executive Committee mailings, meeting materials, minutes 2001 February 2 to November 2	93
Executive Committee mailings, meeting materials, minutes 2001 Decembere 6 to 2002 April 5	94
Executive Committee mailings, meeting materials, minutes 2002 April 5 to September 6	95
Executive Committee mailings, meeting materials, minutes 2002 September 6 to 2003 February 7	96
Executive Committee mailings, meeting materials, minutes 2003 February 7 to May 2	97
Executive Committee mailings, meeting materials, minutes 2003 June 9 to September 5	98
Executive Committee mailings, meeting materials, minutes 2003 September 5 to 2004 March 4	99
Executive Committee mailings, meeting materials, minutes 2004 April 2 to June 3	100