

Sisters of Notre Dame de Namur Records
Emmanuel College Records
Finding Aid

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30 Jeffrey's Neck Rd.
Ipswich, MA 01983

Collection Summary

Title: Emmanuel College Records

Accession Numbers: 2015.13

Dates: 1919-2019

Bulk Dates: 1925-1980

Location: East West Province Archives, Ipswich, MA

Physical Description:

Abstract: Emmanuel College was founded by the Sisters of Notre Dame de Namur in 1919 as the first Catholic women's college in Massachusetts. The college records contain the papers collected and created by the Sisters of Notre Dame. These include trustee's papers, college correspondence between college deans and presidents and the archdiocesan hierarchy, faculty papers, brochures and other papers from events, transcripts of the Sisters who attended the college and photographs collected through the years.

Search Terms:

Emmanuel College

Emmanuel College - History

Sisters of Notre Dame de Namur

Sisters of Notre Dame de Namur - History

Sisters of Notre Dame de Namur - Massachusetts - Boston

Sisters of Notre Dame de Namur - Schools

Provenance: The collection was transferred to the archives from the college sometime in the 1980s. Accruals continue.

Processing: The collection was processed and arranged in 2014.

Conservation Work: Staples were removed, some records removed from acidic bindings and folded papers unfolded.

Restrictions: The collection is open to the public.

Scope and Content Note: While Emmanuel College opened its doors for classes on September 22nd, 1919, its roots can be traced back to 1849, when the first Sisters of Notre Dame de Namur arrived in Boston. They settled on Stillman Street in the North End, before moving to Lancaster Street. Finally, in 1864, the sisters opened the Notre Dame

Academy on Berkeley Street. Decades passed. The convent was becoming crowded because the rising enrollment for the school forced the sisters to give up convent space to classrooms for the students. In 1891, the Harvard Bridge had opened, causing more traffic and an increase in businesses throughout the area. This, along with the rising number of students at the Academy, started the conversation about finding a new location for the academy. The sisters realized that their location would give them a good price for the property and they began to consider land on the Fenway as a possibility for the construction of a new academy.

In 1912, with the help of real estate agent John C. Kiley, the congregation purchased land on The Fenway. Sister Mary Borgia Ryan and her provincial council began the work for the move of the academy as well as the opening of the new college. They hired Boston architectural firm, Maginnis & Walsh. This company was begun in 1905 by Charles D. Maginnis and Timothy Walsh. They soon became known for their innovative design and Gothic architecture. Michael D. Mealey & Co. was hired for the construction of the new building. The cornerstone of the Academy (now known as the Administration Building at Emmanuel College) was blessed by Rev. Edward J. Mealey on June 25, 1914.

That same year, Sr. Bernardine Marie Daly (1860-1942) was named Superior of the Notre Dame Academy. She was given the responsibility of overseeing the move to The Fenway and for the construction of the building that would house the Academy and what would later become Emmanuel College. The work required her to maintain continual communication with the architects and builder. Sr. Bernadine Marie managed the construction accounts, the many dozens of donations and gifts to the project, as well as fielded any questions the architects or builder had regarding problems encountered, such as the crack that appeared soon after the porch had been completed.

The move of the Academy from Berkeley Street to the Fenway in 1916 took almost a month, and involved continual trips between sites as furniture and equipment were removed, packed and transported.

Notre Dame Academy at the Fenway originally planned to open on September 12th, 1916 but that had to be postponed until October 2nd because of an epidemic of polio in the city. On opening day, 165 students had registered but a month later, that number rose to over 200. As part of its curriculum, the NDA also included a number of lectures and recitals for the students. In November of 1916, the Chapel was completed. The stained glass windows in the Chapel were designed by the firm of Alexander S. Locke. They were responsible for many cathedral and church windows including St. Mary's Chapel at Boston College, the St. Patrick's Basilica in Montreal, and All Saints Church in NYC. Near the end of 1916, Fr. Timothy Danahy from Needham donated a large art collection to the school, which included oil and water color paintings, etchings and engravings as well as statues carved in marble and bronze. The collection also included pottery and other artifacts. These all became part of the original museum for the new college.

Upon completion, the building included a gymnasium, dining room, libraries, museum, classrooms, laboratories, needlework department and an auditorium for 600.

Sister Bernadine Marie's work came to fruition in 1919 when Emmanuel College opened with much ceremony and excitement. The examinations for any NDA students who wished to attend the new college were held on May 26th, 1919. Registration opened for the new Emmanuel College on September 15th and classes opened on Monday, September 22nd for twenty-seven young women. By the following year that number multiplied to seventy-two.

While the college had opened, Sr. Helen Madeleine Ingraham, Emmanuel's first Dean of Students worked to provide the college accreditation from the state of Massachusetts, giving them the authority to grant college degrees to the students. Because the NDA also occupied the same building, the college had little space in which to hold classes. This required Sr. Helen Madeleine's office to be available as a classroom. This continued until 1931, when NDA moved to Granby Street, almost a mile away. During the first two years of the college's existence, Sr. Helen Madeleine labored to insure that the college would become accredited. This required hiring professors and preparing an appropriate curriculum. The first courses included Sacred Scripture, Apologetics, Biology, English, Mathematics, Spanish, French, German, Logic, Chemistry, History, Philosophy, Psychology, Economics, Sociology, Oral Expression and Latin, which Sr. Helen Madeleine taught. There was also training in Physical Education for the students. This finally happened on April 12, 1921, a year and a half after the college's opening. During this time, Sr. Helen Madeleine had to arrange for qualified professors. Some of these professors were priests from the Archdiocese. The first curriculum included Sacred Scripture, Apologetics, Biology, English, Mathematics, Spanish, French, German, Logic, Chemistry, History, Philosophy, Psychology, Economics, Sociology, Oral Expression and Latin, which Sr. Helen Madeleine taught. There was also training in Physical Education.

The college's Board of Trustees was established on September 24, 1921 and the members were the college's president, Sister Adela de Sacre Coeur Gils, and Sisters Florine Curtin, Berchmans Saunders, Joseph Louise Scannell, Mary Victorine O'Neill, Helen Madeleine Ingraham, and Mary of St. Claire O'Connell.

In 1931, NDA moved to Granby Street, into Cardinal O'Connell's former residence, which now gave the college more space. In 1933, the trustees bought more land beside the college with an eye to the future possibility of expansion. Until 1944, the Board of Trustees was comprised of only Sisters of Notre Dame. That changed in 1944, when they asked Cardinal Richard Cushing to become one of their board members.

As the college grew, a new building was needed and fundraising began in the mid to late 1940s. In 1949, the new Alumnae building was opened to expand their science facilities. In 1950, Sr. Helen Madeleine resigned as the College's Dean and not long after Sr. Alice Gertrude Keating was named the president of the college. She worked to transform the college from a commuter college to a residential one. Marian Hall, St. James Hall and Julie Hall were built during her time as president. Also, during those years, sisters began taking classes with the students, rather than just on weekends or during the summer.

The college has continued its growth and today has more than 2500 undergraduate

and graduate students from 44 countries enrolled in 50 majors and areas of concentration.

The collection includes convent registers, charge lists, annals, journals, council minutes, financial records, trustee papers, college incorporation documents, college charter, correspondence between the college's deans and others, college papers, event brochures, commencement flyers, college assessments, faculty papers, curriculum committee papers, academic advisory papers, alumni papers, scrapbooks, yearbooks, college brochures and catalogs, course schedules, various departmental papers, student publications, including theses from early graduates of the Master's program, and other student papers.

The College Administration Correspondence focuses primarily on letters between the Student Dean, College President and the Archdiocese of Boston, mainly with Archbishop and later Cardinal Cushing. The Margaret Leahy Papers in Box 12 contain theater papers she collected, as well as letters sent to her while a student at Emmanuel. The transcripts of Sisters of Notre Dame de Namur created during their classes at Emmanuel are restricted only to these former students and/or their families.

Organization and Container List

Shelf

Emmanuel College Convent Register, 1927-1946.

Emmanuel College Charge List, 1927-1934.

Emmanuel College /Notre Dame Academy Convent Annals, 1917-1936.

Emmanuel College Convent Annals, 1934-1952.

Emmanuel College Convent Annals, 1952-1956.

Emmanuel College /Notre Dame Academy Convent Journal, 1922-1937.

Emmanuel College Financial Records, 1919-1923.

Emmanuel College Financial Records, 1935-1936.

Emmanuel College Entrance Examination Records, 1919-1929.

Emmanuel College Founders List, 1921-1926.

Box 01

- Folder 01 Vow Renewals, 1931-1971.
- Folder 02 Entrance Examinations, 1926-1940, n.d.
- Folder 03 Emmanuel College Convent Annals, 1952-1965.
- Folder 04 Emmanuel College Convent Journal, 1936-1937.
- Folder 05 Emmanuel College Convent Journal, 1938-1939.
- Folder 06 Emmanuel College Convent Journal, 1940-1942.
- Folder 07 Emmanuel College Convent Journal, 1943-1946.
- Folder 08 Emmanuel College Convent Journal, 1947-1948.
- Folder 09 Emmanuel College Convent Journal, 1949-1950.
- Folder 10 Emmanuel College Convent Journal, 1951-1952.
- Folder 11 Emmanuel College Convent Journal, 1953-1955.
- Folder 12 Council Meeting Minutes, 1928-1937.
- Folder 13 Council Meeting Minutes, 1937-1939.
- Folder 14 Council Meeting Minutes, 1940-1942.
- Folder 15 Council Meeting Minutes, 1943-1946.
- Folder 16 Council Meeting Minutes, 1947-1949.
- Folder 17 Council Meeting Minutes, 1950-1951.
- Folder 18 Council Meeting Minutes, 1952-1955.
- Folder 19 Council Meeting Minutes, 1956-1959.
- Folder 20 Council Meeting Minutes, 1959-1968.
- Folder 21 College Incorporation Records, 1920.
- Folder 22 Channing Cox Letter, 1921.
- Folder 23 College Incorporation, 1921.
- Folder 24 College Coat of Arms, 1921.
- Folder 25 College Charter and By-Laws, 1962.
- Folder 26 College Charter and By-Laws, 1966.

Box 02

- Folder 01 Trustee Minutes, 1921-1926.
- Folder 02 Trustee Minutes, 1927-1933.
- Folder 03 Trustee Minutes, 1934-1939.
- Folder 04 Trustee Minutes, 1940-1945.
- Folder 05 Trustee Minutes, 1946-1949.
- Folder 06 Trustee Minutes, 1950-1952.
- Folder 07 Trustee Minutes, 1952-1954.
- Folder 08 Trustee Minutes, 1955-1957.
- Folder 09 Trustee Minutes, 1958-1959.
- Folder 10 Trustee Minutes, 1960-1961.
- Folder 11 Trustee Minutes, 1962-1963.
- Folder 12 Trustee Minutes, 1964-1965.
- Folder 13 Trustee Minutes, 1966-1968.
- Folder 14 Trustee Minutes, 1969.

- Folder 15 Trustee Minutes, 1970.
- Folder 16 Trustee Minutes, 1971.
- Folder 17 College Organization Chart, 1971.

Box 03

- Folder 01 Trustee Minutes, 1977.
- Folder 02 Trustee Minutes, 1978.
- Folder 03 Trustee Minutes, 1981, 1986-1989.
- Folder 04 Trustee Papers, 1989, December.
- Folder 05 Trustee Papers, 1991.
- Folder 06 Trustee Papers, 1992-1995.
- Folder 07 Trustee Papers, 1999.
- Folder 08 Trustee Papers, 1999.
- Folder 09 Trustee Papers, 1999.
- Folder 10 College Administration Correspondence, 1919-1945.
- Folder 11 College Administration Correspondence, 1946, January-April.
- Folder 12 College Administration Correspondence, 1946, May-December.
- Folder 13 College Administration Correspondence, 1947, January-August.
- Folder 14 College Administration Correspondence, 1947, Sept.-December.
- Folder 15 College Administration Correspondence, 1948, January-March.
- Folder 16 College Administration Correspondence, April-July.

Box 04

- Folder 01 College Administration Correspondence, 1948, Nov.-December.
- Folder 02 College Administration Correspondence, 1949, Jan.-August.
- Folder 03 College Administration Correspondence, 1949, Sept.-December.
- Folder 04 College Administration Correspondence, 1950, Jan. -February.
- Folder 05 College Administration Correspondence, 1950, March.
- Folder 06 College Administration Correspondence, 1950, April-May.
- Folder 07 College Administration Correspondence, 1950, July-December.
- Folder 08 College Administration Correspondence, 1951.
- Folder 09 College Administration Correspondence, 1952.
- Folder 10 College Administration Correspondence, 1953.
- Folder 11 College Administration Correspondence, 1954-1955.
- Folder 12 College Administration Correspondence, 1956-1957.
- Folder 13 College Administration Correspondence, 1958-1959.
- Folder 14 College Administration Correspondence, 1960-1961.
- Folder 15 College Administration Correspondence, 1962-1963.
- Folder 16 College Administration Correspondence, 1964-1965.
- Folder 17 College Administration Correspondence, 1971-1973.
- Folder 18 College Administration Correspondence, 1974-1975.
- Folder 19 College Administration Correspondence, 1976-1982.
- Folder 20 College Administration Correspondence, 1983.

- Folder 21 College Administration Correspondence, 1991-2001.
 Folder 22 College Administration Correspondence, 2002-2010, no date.

Box 05

- Folder 01 President's Reports, 1969, 1971.
 Folder 02 President's Reports, 1990.
 Folder 03 Sr. Ann Bartholomew Talk, 1962.
 Folder 04 College Evaluation, 1968.
 Folder 05 College Assessment, 1972, Part 1.
 Folder 06 College Assessment, 1972, Part 2.
 Folder 07 College Assessment, 1972, Part 3.
 Folder 08 Accreditation Seminar, 1977.
 Folder 09 National Catholic Education Association Survey, 1978.
 Folder 10 Strategic Plan, 1995.
 Folder 11 Strategic Plan, 1999.
 Folder 12 Strategic Plan, 2005.
 Folder 13 Cooperative Literary Project, 1968.
 Folder 14 Faculty Papers, 1967-1977.
 Folder 15 Faculty Papers, 1978.
 Folder 16 Faculty Papers, 1986, 1997-2003.
 Folder 17 Faculty Handbook, 1963.
 Folder 18 Faculty Handbook, 1995.
 Folder 19 SND meetings with Emmanuel Faculty, 1986, 1996.
 Folder 20 SND meetings with Emmanuel Faculty, 2005-2007.
 Folder 21 Human Resources Policies, 1994.
 Folder 22 Human Resources Policies, 2001-2011.
 Folder 23 Coordinating Committee, 1978.
 Folder 24 Quality Service Committee, 1999-2000.
 Folder 25 New Student Task Force, 1998-1999.
 Folder 26 Orientation Committee, 1999-2003.
 Folder 27 Curriculum Committee, 2000-2001.
 Folder 28 Curriculum Committee, 2002.

Shelf

Self-Study Report, 1977.

Self-Study Report, 1977.

Self-Study Report, 1982.

Self-Study Report, 1992.

Box 06

- Folder 01 Curriculum Committee Papers, 2003.
- Folder 02 Curriculum Committee Papers, 2004.
- Folder 03 Curriculum Committee Papers, 2005.
- Folder 04 Curriculum Committee Papers, 2006.
- Folder 05 Curriculum Committee Papers, 2006-2007.
- Folder 06 Academic Advisory Committee Papers, 1993-1995.
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- Folder 08 Academic Advisory Committee Papers, 1996-1997.
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- Folder 10 Academic Advisory Committee Papers, 2000.
- Folder 11 Academic Advisory Committee Papers, 2001, February.
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- Folder 13 Academic Advisory Committee Papers, 2001, August-September.
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- Folder 16 Academic Advisory Committee Papers, 2002, June-August.
- Folder 17 Academic Advisory Committee Papers, September.
- Folder 18 Academic Advisory Committee Papers, 2002, October.
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- Folder 21 Academic Advisory Committee Papers, 2006.

Box 07

- Folder 01 Academic Advisory Committee Papers, 2007, 2011.
- Folder 02 Academic Advisory Committee Papers, 1999.
- Folder 03 Academic Advisory Committee Papers, No Date.
- Folder 04 Colleges on the Fenway Committee Papers, 1996-1998.
- Folder 05 Colleges on the Fenway Committee Papers, 1999-2004.
- Folder 06 Colleges on the Fenway Committee Papers, 2004-2008.
- Folder 07 Colleges on the Fenway Committee Newsletters, 1997-2001.
- Folder 08 Colleges on the Fenway Committee Brochures, No Date.
- Folder 09 Boston College Brochures, 1967-1972.
- Folder 10 Emmanuel College Brochures, 1965.
- Folder 11 Emmanuel College Brochures, 1968-1970.
- Folder 12 Emmanuel College Brochures, 2005.
- Folder 13 Emmanuel College Brochures, 2009-2011.
- Folder 14 Emmanuel College Brochures, International, 1998-1999.
- Folder 15 Emmanuel College Admission, 1973-1974, 2002.
- Folder 16 Emmanuel College Admission, 2010-2011.
- Folder 17 Emmanuel College Orientation, 1963-1967.
- Folder 18 Emmanuel College Orientation, 2001.
- Folder 19 Emmanuel College Orientation, 2002.

Shelf

College of the Fenway, Cross Registration, 1999-2002. [14 brochures]

New England Catholic Colleges, Brochures, Overview, 1987-1988.

Media Cabinet

Promotional Videos, 1989-1993, no date. [4 VHS tapes]

Shelf

Emmanuel College Brochures, 1968-2000. [8 pamphlets]

Emmanuel College Catalogs, 1958, 1964-2006. [15 catalogs]

Course Schedules, 1999-2005. [20 brochures]

Box 08

- Folder 01 Orientation Papers, 2003.
- Folder 02 Orientation Papers, 2007, 2011.
- Folder 03 Academic Courses, 2001-2003.
- Folder 04 Departmental Brochures, 2002-2004.
- Folder 05 Departmental Information, 2000-2004.
- Folder 06 Informational Brochures, 1997-2011.
- Folder 07 Summer Sessions, Information, 1974-2011.
- Folder 08 Activity Calendars, 1964-1973.
- Folder 09 Student Codes of Conducts, 1998.
- Folder 10 Study Abroad Program, 2010.
- Folder 11 Student Leadership Program Papers, 2002-2003.
- Folder 12 Student Leadership Program Papers, 2004-2009.
- Folder 13 Honors and Advanced Placement Programs, 2000.
- Folder 14 Career Guidance, 1998-2008.
- Folder 15 Departmental Papers: Art, 1937.
- Folder 16 Departmental Papers: Art, 1980-2008.
- Folder 17 Departmental Papers: Education, 1956.
- Folder 18 Departmental Papers: Education, Religious, 1971.

Box 09

- Folder 01 Departmental Papers, Athletics, 1999-2002.
- Folder 02 Departmental Papers, Theater, 2000-2005.
- Folder 03 College Events, 1942-1998.
- Folder 04 College Events, 2000-2002.
- Folder 05 College Events, 2003-2004.
- Folder 06 College Events, 2005-2006.
- Folder 07 College Events, 2007-2012.

Folder 08	College Events, No Date.
Folder 09	College Events, Musical Society, 1926-1931, 1951.
Folder 10	College Events, Candidates for Distinction in the Field, 2009-2012.
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Folder 12	College Events, Family Weekends, 2001-2011.
Folder 13	College Events, Founders' Day [February 2nd] 1993-2008.
Folder 14	College Events, Founders' Day [February 2nd], 2009-2013.
Folder 15	College Events, Alternative Spring Break, 2002-2011.
Media Cabinet	College Events, Helen Prejean Talk, 1996. [VHS Tape]

Box 10

Folder 01	Sophomore Pinning, 1998-2011.
Folder 02	Dean's List Reception, 2001-2004.
Folder 03	Commencement Brochures, invitations, etc., 1928, 1931, 1942.
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Folder 05	Commencement Brochures, invitations, etc., 1986-1990.
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Folder 07	Commencement Brochures, invitations, etc., 1993-1994.
Folder 08	Commencement Brochures, invitations, etc., 1995-1999.
Folder 09	Commencement Brochures, invitations, etc., 2000-2002.
Folder 10	Commencement Brochures, invitations, etc., 2003-2006.
Folder 11	Commencement Brochures, invitations, etc., 2007-2008.
Folder 12	Commencement Brochures, invitations, etc., 2009-2011.
Folder 13	Commencement Brochures, invitations, etc., 2012-2013.

Box 11

Folder 01	Dedications, 1965-1998.
Folder 02	Dedications, 2000-2009.
Folder 03	Liturgies, 1969-1999.
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Folder 05	Liturgies, 2006-2010.
Folder 06	Liturgies, 2011-2014.
Folder 07	Student Papers, No Date.
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Folder 09	Alumni Association Papers, 1929, 1962-1980
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Folder 11	Alumni Association Papers, 2003.
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Folder 13	Alumni Association Papers, 2005-2006.

Box 12

Folder 01	Alumni Papers, 2007-2010.
Folder 02	Annual Giving, 1949-2006.

- Folder 03 Margaret Leahy Papers, 1926-1939.
- Folder 04 SND Graduates from Emmanuel, 1961.
- Folder 05 SND Graduates from Emmanuel, 1966-1975.
- Folder 06 SND Graduates from Emmanuel, 1968-1976.
- Folder 07 SND Transcripts, 1926-1973. [restricted]
- Folder 08 SND Transcripts, 1926-1973. [restricted]
- Folder 09 SND Transcripts, 1926-1973. [restricted]
- Folder 10 SND Transcripts, 1926-1973. [restricted]
- Folder 11 SND Transcripts, 1926-1973. [restricted]
- Folder 12 SND Transcripts, 1926-1973. [restricted]
- Folder 13 SND Transcripts, 1926-1973. [restricted]
- Folder 14 SND Transcripts, 1926-1973. [restricted]
- Folder 15 Student Publications, No Date.
- Folder 16 Student Publications, 1938.
- Folder 17 Student Publications, 1939.
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- Folder 19 Student Publications, 2008-2009.
- Folder 20 College Newsletters, 2000, 2007-2010.
- Folder 21 Public Information Office, 1973-1977.
- Folder 22 News Clippings, 1931-1992.
- Folder 23 News Clippings, 1997-2007.
- Folder 24 News Clippings, 2009-2015.

Shelf

Marie Messer Scrapbook, 1938-1951.

Emmanuel College Publications: Newspapers, Student Planners, Student Publications, College Magazines, Alumni Directories, 1952-2015.
[227 publications]

Oversize Shelves

Emmanuel College Posters, 2004-2009. [14 posters]

Shelf

Emmanuel College Yearbooks, Epilogue, 1925-1988. [42 yearbooks]

Emmanuel College Master's Theses, 1927-1930. [32 theses]

Oversize Shelves

Framed Etching, Emmanuel College, 1980. By Michael Jacques.