

**NEW ENGLAND ASSOCIATION
OF SCHOOLS & COLLEGES INC.**

**DOCUMENTS SUPPORTING
THE
UNIVERSITY OF MAINE AT FORT KENT
1995 SELF STUDY
FOR
THE NEAS&C VISITING TEAM**

NOVEMBER 1995

STANDARD 1: MISSION AND PURPOSE

Charter of the University of Maine System - See Self Study
Mission Statement - See Self Study
The River Review/La Revue rivière
UMFK 1993-1997 Strategic Program Plan - See Standard 2
University of Maine System Project 2002

STANDARD 2: PLANNING AND EVALUATION

Academic & Counseling Services Minutes - Meeting on Retention
Alumni Survey - See Standard 6
Alverno and Angelo Workshops
Annual Program Reviews and Schedule - See Standard 4
Annual Report Format
Annual Reports - See Binder
Assessment of Majors - See Catalogue
Assessment of Student Placement - See Standard 4
Classroom Assessment Techniques Survey
Coordinator of Planning, Assessment and Special Projects
 Action Plans
 Appointment Letter
 Focus Group Memos - See Standard 3
 Report of Activities
Divisional Chair Evaluation of Faculty - See Standard 5
Division Criteria for Promotion & Tenure - See Faculty Handbook
Division of Nursing Self Study Presented to the National League for Nursing
Elementary Education Self Study Report to the Maine State Board of Education
Enrollment Management Plan
Environmental Studies Council Minutes - See Binder
Grade Distribution Report - See Binder
Memos Linking Planning to Budget
Nursing Advisory Council Minutes
Peer Review - See Standard 5
Professional Employee Performance Evaluation
Program Evaluation - See Annual Report Binder
Proposal Regarding Athletic Affiliation - Dec. 24, 1994
Purdue Cafeteria System and Core Criteria - Faculty Minutes
Self Study Process
Senior Survey - See Standard 6
Special Initiatives Fund Proposals
Strategic Program Planning
 1993-1997 Strategic Program Plan
 President Dumont Memo - 5-1-94 Links Strategic Planning to Budget
 Allocation
 Strategic Planning Steering Committee Memos & Minutes

Student Evaluation of Faculty - See Standard 4
Teacher Education Council Minutes - See Binder
Teacher Education Portfolio Guidelines
Teaching Luncheon Memorandum & Handouts
Tenure Guidelines (BOT) - See Binder

STANDARD 3: ORGANIZATION AND GOVERNANCE

Academic Council Charter - See Faculty Handbook
Academic Council Minutes
Administrative Manual with Job Descriptions - See Faculty Handbook
Board of Trustees Memo on Visits
Board of Trustees Minutes - See Binder
Classified Staff Development Fund
Classified Staff Minutes
Collective Bargaining Agreements - See Standard 5
Committee Assignments
Council Minutes - See Standard 4
Division Course Approvals - See Division Minutes
Division Minutes
 Arts & Humanities Division
 Natural & Behavioral Sciences Division
 Nursing Division
Faculty Development Days
Faculty Handbook - See Binder
Faculty Minutes - See Standard 5
Focus Groups Memos
Honors Program Charter - See Faculty Handbook
Meeting of Division Chairs Minutes - See Binder
Policies and Procedures Manual - See Binder
Position Descriptions - See Faculty Handbook
President's Announcements & Minutes of Meetings with Faculty, Staff, Students
President's Cabinet Minutes - See Binder
Professional Staff Development Fund
Promotion and Tenure Guidelines
Strategic Planning Special Initiatives Fund Disposition Memo
Strategic Planning Steering Committee Minutes - See Standard 2
Student Senate Constitution - See Student Handbook
Student Senate Minutes
Support Staff Information
UMS Administrative Practice Letters - See Binder
University of Maine System Project 2002 - See Standard 1

STANDARD 4: PROGRAMS AND INSTRUCTION

Academic Advising - See Standard 6
Academic Calendar
Academic Probation & Separation Letters
Admissions Letters - See Standard 6
Alumni Survey - See Standard 6
Annual Program Reviews - Calendar/External Reviewers Report/CAO Report
Articulation Agreements
Assessment and Placement
Assessment in Majors - See Catalog
Challenge Exams
Classroom Assessment Techniques Survey - See Standard 2
College Level Examination Program
Course Instructor Evaluation Forms
Course Offering Request Form
Course Syllabi
Curriculum Vitae - See Standard 5
Dean's List Letters
Degree Programs - See UMFK Catalogue
Earth Day Activities
Education Network of Maine
 Division Chairs, ESC, TEC, Academic Council Notes
 RN to BSN Documents
 External Degree
Environmental Studies Conference
Environmental Studies Council - See Binder
Expanded Instructional Opportunities
French Heritage Festival
Funded Research Activities - Grants
Future Education Planning Compact
General Education Philosophy & Goals
Grade Distribution Report - See Standard 2
Honors Seminar Application Form
Honors Seminar Descriptions - See Course Syllabi
Human Subjects Protection - See Standard 11
Innovative Teaching Fund
Intent to Plan - New Program Proposals
International Performers Series
Libra Professorship
National Teachers Examination
NEASC Self-Study 1985 and 1990 Interim Materials
Plagiarism Policy

Promotion & Tenure Criteria - See Faculty Handbook
Practica/Clinicals/Internships Agreements
Research Policies & Practices - See UMS Policies & Procedures Binder
Senior Survey - See Standard 6
Shakespeare Festival
Statistical Abstract
Strategic Program Planning - See Standard 2
St. John Valley Development Day
Student Outcomes - Education/Nursing
Summer Course Syllabi
Syllabus Format
Teacher Education Council Minutes - See Binder
Teaching Luncheon Memos - See Standard 2
UMFK Catalogue - See Standard 5
Undergraduate English Conference
University Success Seminar Syllabus

STANDARD 5: FACULTY

Academic Advisement - See Faculty Handbook
Academic Advisors/Advising Committee & Memos - See Standard 4
Academic & Counseling Services Grant - See Standard 6
Affirmative Action Plan
Americans with Disabilities Act - See Binder
Annual Divisional Chairman Evaluation of Faculty
Budget Cut Memos
Collective Bargaining Agreements
Curriculum Vitae - Full-Time and Adjunct
EEO/AA Hiring Procedures
EEO/AA Policies & Procedures Manual - See Binder
Equal Opportunity Complaint Procedures
Faculty Advisors/Advisees
Faculty Committees, Councils, and Organizations - Minutes
Faculty Constitution - See Faculty Handbook
Faculty Development
Faculty Development Fund
Faculty Handbook - See Binder
Faculty Load
Faculty Minutes - See Binder
Faculty Searches - Advertisement/Minutes/Screening Forms/Position Description - See
Also Faculty Handbook
Faculty Survey
Grading Policies - See Faculty Handbook

Innovative Teaching Fund - See Standard 4
Instructional Guidelines - See Faculty Handbook
Instructional Computing Development Fund - See Standard 7
Libra Professorship - See Standard 4
New Employee Workshop Notices
Non-Union Agreements
Peer Review Process
Promotion and Tenure Procedures/Letters
Sabbatical Policies and Procedures/Letters/Reports
Social Policies
 Sexual Harassment
 Substance Abuse
Student Faculty Ratio
UMFK Catalogues
UMFK Class Schedule

STANDARD 6: STUDENT SERVICES

Academic & Counseling Services Grant
Aces Applications
Admissions Letters - See Standard 10
Alumni Survey
Athletic Schedules & Memos
Bengal Body - Student Newspaper
Career Planning and Placement
College and Family Life
Family Education Rights and Privacy Act Policy - See Student Handbook
Freshman Academic Advising Handbook/Memos
Graduation Follow-up Survey
Health Care - See Student Handbook
Hours of Operation - See Student Handbook
Interdormitory Council Constitution
Local and UMS Scholarships - See Standard 9
Midterm Grade Reports - See Binder
Nowland Hall New Dining Hours Memo
President's Memo on Reversal of Decision to Close Crocker Hall
Residence Dining Hall Contract
Retention Meetings/Notices - See Standard 2
Senior Survey
Statistical Abstract - See Standard 4
Stress Management
Student Clubs and Organizations
Student Conduct Code
Student Enrollment Data - See Statistical Abstract, Standard 4

Student Fees - See Catalogue
Student Financial Aid & Work-Study Forms
Student Handbook
Student Orientation Handouts
Student Orientation Team Minutes
Student Publications
 The Northern Line
 The River Review/La Revue rivière
Student Senate Constitution - See Student Handbook
 Bylaws
 Minutes
Student Services Personnel
Student Surveys
 ARA
 Orientation
 Residential Life
 Senior
Tuition and Room and Board Charges - See Catalogue

STANDARD 7: LIBRARY AND INFORMATION RESOURCES

Academic Computing Committee - See Binder
Academic Computing Handbook
Acadian Archives
Analysis of Faculty Syllabi
Annual Report - Academic Computing
Annual Report - Audio Visual Services
Annual Report - Blake Library
Blake Library Bibliographies - See Blake Library Binder
Blake Library Committee Minutes - See Blake Library Binder
Blake Library Guides - See Blake Library Binder
Blake Library Holdings
Blake Library Staff Job Descriptions - See Blake Library Binder
Blake Library Student Handbook
BSES Library
Choice Study U. S. College Book Prices
Circulation Policies - See Blake Library Binder
Collection Development Policy - See Blake Library Binder
Consultants' Report - OCLC Collection Analysis Project for the University of Maine
 System Libraries
Educational Curriculum Center (CHR 200) - See Elementary Education Self Study
Educational Network of Maine
Faculty Hardware Fund

Instructional Computing Development Fund
Integrated Postsecondary Education Data System (IPEDS) Academic Libraries Survey
1994 - See Blake Library Binder
Library Advisory Committee Charter - See Faculty Handbook
Library and Information Resources Recommendations
Mission Statement & Collection Development Policy of
Waneta Blake Library - See Blake Library Binder
OCLC Collection Analysis & PRISM ILL Reports - Fort Kent
Response to Accrediting Teams 1985 Report
Second Language Reading and Lab Room
Selected Gap Titles - Alphabetical Listing by Title within Library of Congress
Classification Divisions
Standards for College Libraries
University of Maine System Online Cataloging Policies - See Blake Library Binder

STANDARD 8: PHYSICAL RESOURCES

Americans with Disabilities Act Self Study - See Binder
Asbestos Survey - See Binder
Bloodborne Pathogen Exposure Control Plan - See Binder
Building Evaluation Report
Facilities Inventory - See Binder
Hazardous Waste Management Program - See Safety Programs Binder
Hearing Conservation Program - See Safety Programs Binder
Lab Safety Plan - See Binder
Lockout/Tagout Program - See Safety Programs Binder
Physical Plant Projects Completed Since 1985
Addition to Cyr Hall: New Science Wing - See Project Specifications
Blake Library Addition: Phase I - See Project Specifications
Blake Library Addition : Phase II - See Project Specifications
Construction of Fox Auditorium Catwalk - See Project Specifications
Crocker Hall Addition Roof - See Project Specifications
Cyr Hall Science Wing/Greenhouse Construction - See Project Specifications
Fox Auditorium Roof - See Project Specifications
New Communications System - See Project Specifications
Nowland Hall Fire Alarm System - See Project Specifications
Undergraduate Oil Storage Tanks - See Project Specifications
Spill Prevention Control & Countermeasure Plan - See Safety Programs Binder

STANDARD 9: FINANCIAL RESOURCES

- Accounts Payable User Manual - See Binder -
- Annual Financial Reports -
- ARA Contracts -
- Board of Trustees' Minutes - See Binder - *President*
 - BOT Vote on Differential Tuition
- Board of Trustees' Policies & Procedures Manual - See Binder
- Budget Recision Memos - See Standard 5
- Data Book - See Binder - *on-ent*
- Disposition of Strategic Program Planning Action Plans Memo from President Dumont -
- Enrollment Management Plan - *mail*
- Financial Accounting System User Manual Summary - See Binder -
- Fund Raising Activities -
- Quarterly Financial Reports - *L-*
- Local and UMS Scholarships - *Lona*
- Monthly Budget Reports - See Binder -
- Pooled Life Income Funds ✓
- President's Cabinet Minutes - See Standard 3 -
- Purchasing System - See Binder ✓
- Strategic Program Planning Action Plans
- UMFK Foundation - See Binder
- UMS Administrative Practice Letters - See Binder ✓
- UMS Federal Single Audit Report/AFSA Data Corporation Audit Opinion Letter
- UMS Management Letters.
- UMS Student Loan Funds Procedures Manual - See Binder ✓

STANDARD 10: PUBLIC DISCLOSURE

- Admissions Brochures
- Admission Letters
- Bengal Body - See Standard 6
- Catalogue - See Standard 5
- Class Schedule - See Standard 5
- Collective Bargaining Agreement - See Standard 5
- Faculty Handbook - See Binder
- Interdormitory Council Constitution - See Standard 6
- Media List
- Newsletter - See Weekly Bulletin Binder
- Non-Union Agreements - See Standard 5
- Performance Events
- Press Releases
- Residence Dining Hall Contract - See Standard 6
- Staff Directory

Statistical Abstract - See Standard 6
Student Handbook - See Standard 6
University of Maine System Conduct Code

STANDARD 11: INTEGRITY

American Association of University Professors Guidelines
Annual Review Forms - Administration/Faculty/Staff
Collective Bargaining Agreement - See Standard 5
EEO/AA - See Standard 5
Freedom of Information Act
Human Subjects Protection
Maine Human Rights Act
Project 2002 - See Standard 1