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Division of Basic Studies/Office of the Director

Box No.	Folder No.	Folder Heading	Acc. #861021
R-200	1.	Academic Affairs Staff Meetings	1972-1973
	2.	Admissions	1981-1984
	3.	Adult Basic Education/Urban Adult Learning Ctr.	1973-1979
	4.	Advising/Information Dept.-Intown Learning Center.	1983-1984
	5.	Advising-Summer 1982 - Division of Basic Studies	
	6.	Adult and Continuing Education	1980 & 1984
	7.	Annual Report - Sanford, Saco, Bath.	1982-1983
	8. (a,b,c)	Associate Degree Studies/Dept. of Recreation- Leisure Studies	1974-1977. (3 folders)
	8. d	Associate Degree Studies Policy Committee Minutes	1975-78
	9.	Associate Degree Studies Curriculum Committee (ADSCC)	1973-1975
	10.	Associate Degree Studies Curriculum Committee (ADSCC) Meetings	1973-1975
	11.	Associate Degree Studies Curriculum Committee (ADSCC) New Course Proposals	1975-1976
	12.	Attrition	1981
	13.	Brochures	1974-1983 passim
	14.	Brown Bag Specials/Workshops-Lunch & Learn ILC	Fall 1981
	15.	Budget - Division of Basic Studies	1981-1984
	16.	Budget - Intown Learning Center	1983-1984
	17.	CETA Grant - Division of Basic Studies	1983
	18.	College Level Examination Program (CLEP)	1981-1984 passim
	19.	Committee, Ad Hoc - Human Services and Related Faculty	1974-1980 passim
	20. (a,b)	Committee, Long Range Financial Planning	1984/85 - 1988/89 (2 folders)

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R-200	21.	Committee, MPBN TV Courses, Telecommunications, Advisory 1979-1980	
	21a	Committee, DBS Policy, Minutes 1982-1985	
	22.	Committee, Prior Learning Assessment Task Force 1981/82	
	23.	Commuter Student Group, ILC. Fall 1982	
	24.	Computer Assisted Instruction Laboratory. Intown Learning Center 1983/84	
	25.	Convocation Block Party 1981	
	26.	CORE - Intown Center Sept. 1982/83	
	27	Correspondence - Biddeford Counseling Office. 1974-76	
	28a & b	Correspondence - George Connick, (Director of Assoc. Degree Studies 1968-1985) 1972-76 (two folders)	
	29a & b	Correspondence - Ellen Forbes, Coordinator of YCCCS. 1974-1976	
	30.	Correspondence - IN 1982 & 1984 (USM)	
	31.	Correspondence - OUT 1982/83 (DBS)	
	32.	Correspondence - Sanford Office 1973-1975; 1983/84	
R-201	33.	Correspondence 1970/71 and Jan. 1972-May 1972	
	34.	Correspondence 1972/73	
	35.	Correspondence 1973/74	
	36.	Correspondence 1974/75	
	37.	Correspondence 1975/76; 1976/77; 1977/78	
	38.	Correspondence 1978/79; 1979/80; July 1980- Nov. 1980	
	39.	Counseling Staff Meetings (DBS) 1982/83	
	40.	Council on Academic Operations 1981-1984	
	41.	Associate Degrees Awarded 1978-1982	
	42.	Developmental Studies (DBS) 1981	

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Box No.	Folder No.	Folder Heading	Acc. #861021
R-201	43.	Drop-in Centers 1981-1984	
	44.	Enrollment Statistics (DBS) 1982-84	
	45.	Foster Grandparents/Memo of Understanding 1981	
	46. a & b	GRANT: Educational Opportunity Center. 1974 (two folders)	
	47. a & b	GRANT: Ethnic Heritage Studies Program 1979-1980 (two folders)	
	48.	GRANT: Maine Council for the Humanities & Public Policy McArthur Public Library, et al. 1978	
	49. a & b	GRANT: PTFP (Public Telecommunications Facilities Program. Jan. 1985 & Jan. 1984 (two folders)	
	50.	GRANT: Planning, Design & Implementation of a Program to Train Para-professional Personnel in Therapeutic and Rehabilitative Recreation October 13, 1974	
	51.	Instructional Television Advisory Committee 1983/84	
	52.	Instructional Television Policies and Procedures 1983	
	53.	Instructional Television Schedules 1984/85	
	54.	Memorandum of Understanding between UMA - USM. February 15, 1983 & July 1, 1984	
	55.	Off Campus Counseling 1982	
	56.	Post-Secondary Education in Maine, Reports 1984	
	57.	Program I - Academic Plan 1974-1976; 1979	
	58.	Programmed Open Access, Multimedia, Individualized Self-paced (PROMISE) 1973	
	59.	Publications 1979-1983 passim	
	60.	Real Estate Education Information Center 1980	
	61.	SMVTI 1973-1976	
	62.	Schedules 1974-1983 passim	
	63.	Secretarial Positions, Improving Hiring & Selection 1983/84	

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Box No.	Folder No.	Folder Heading	#Acc. 861021
R-201	64.	Southern Maine Regional Community College (SMRCC)	1973
	65.	" " " " " "	"
		and YCCCS Correspondence. 1973/74	-
	66.	Space Utilization Study Spring 1972	
R-202	67.	Special Services for Disadvantaged Students	1981
	68.	Staff Memoranda. 1973-77 passim	
	69.	Staff Meetings 1982-84	
	70.	Student Evaluations. Spring 1983	
	71.	Student Survey (ILC) Fall 1981 and Fall 1982	
	72.	Television Consortium. 1979	
	73.	Task Force on Continuing Education 1977/78	
	74.	Tenure Status of Faculty at UMPG 1972-1973	
	75.	Title 1-A Higher Education Act. 1974-1980 passim	
	76.	Title I - Bath Brunswick 1978/79	
	77.	Title III. 1975-1981 passim	
	78.	University - VTI Two Year Planning 1975	
	79.	Urban Adult Learning Center 1972-1977 passim	
	80.	Veterans' Writing Program. (G. Dullea) 1974-1976	
	81.	YCCCS Annual Report 1974-1975	
	82.	YCCCS Catalogs 1973; 1974 and 1983	
	83.	" Citizens Advisory Committee 1974	
	84.	" Correspondence, General, Faculty 1974-1976	
	85.	" Enrollment Statistics 1973-1976	
	86.	" Evaluations April-May 1974	
	87.	" Faculty Orientation. January 16, 1974	
	88.	" Fund Raising. 1974	
	89.	" New Academic Program Proposals 1974-75	

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Box No.	Folder No.	Folder Heading	Acc. #861021
R-202	90.	YCCCS Press Clippings	1973-1975
	91.	" Slide Show. Correspondence, Narrative	1973-1981 passim
	92.	" Student Advisory Committee	1974/75
	93.	YCCCS Staff Meetings	1973-1980
	94	" Student Information	1973-1975
	95.	" Surveys	1974-1975 4 13
	96.	" UMA	1973-1977
Scrapbook Shelf 2		YCCCS Scrapbook	August 1973 - August 1974
R-202	97.	YCCCS Reports	1974-6
	98.	YCCCS Course list/ Offerings	1976
	99.	YCCCS Registration Information	1975 -76
	100.	YCCCS Budget/Financial Information	1974-6

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SCOPE NOTE: Folder often includes, correspondence, grant proposals, review forms, conference notes, minutes, etc.

Accession #840919

<u>Box No.</u>	<u>Folder No.</u>	<u>Folder Heading</u>
R-181	1	Bilingual Vocational Training in Banking, Retailing and Hospitality Careers 1978/79
R-181	2	Budget 1979 - 1981
R-181	3	Business & Economics (various courses) 1970-1976
R-181	4	CETA/Center for the Study of Human Values 1973-1979
R-181	5	Distance Learning Sept. 1973 - May 1980
R-181	6	Formation of YCCS Oct. - Nov. 1973
R-181	7	Geriatric Workshops Sept. 1979 - Nov. 1979
R-181	8	Health & Recreation Task Force Mar. & Apr. 1983
R-181	9	Indirect Cost Mar. & Apr. 1974
R-181	10	Joint Administrative Board June 1973 - June 1981
R-181	11	Legislative Correspondence Mar. 1973 - Mar. 1976
R-181	12	Marketing Committee Mar. 1979 - Feb. 1980
R-181	13	Program Screening Committee April 1973 - Mar. 1976
R-181	14	UMPG & Nasson College - Feb. 1973 - Nov. 1975
R-181	15	UMPG & St. Francis College July 1973 - Sept. 1974

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Box No. Folder No. Folder Heading

Scope note on Accession #840914: Folder often include brochures, study outlines, handbooks, applications, reports, forms, etc. =

R-181	1	Audio Tutorial 1974-1975
R-181	2	Biennium Appropriations Request June 1980
R-181	3	Bi-lingual - Bi-cultural Coordinator search - resumes, letters to applicants, etc. August 1975
R-181	4	Bilingual/Bicultural search, program, etc. 1975/76
R-181	5	Board meeting preparation 1976
R-181	6	Report to the Faculty, Administration, Trustees, Students of Berkshire Community College, Pittsfield, Massachusetts by an Evaluation Team representing the Commission on Institutions of Higher Education of the New England Association of Schools and College. Richard H. Sturgeon, Asst. Dir. of Assoc. Degree Studies and YCCS, USM, Chairperson October 14-17, 1979
R-181	7	Correspondence 1970 - 1983
R-181	8	Curriculum Committee 1973-1974
R-181	9	Geriatric Nurses Aide Program 1974-1976
R-181	10	Early Childhood/Headstart Program 1972/1976
R-181	11	Early Childhood/Headstart Program 1972/1976
R-181	12	Home Health Aides Program 1972-1975
R-181	13	Human Services Paraprofessionals 1972-1975
R-181	14	Intent to Plan 1973-1979 (various programs) & responses
R-181	15	New course proposals 1975-1977
R-181	16	Secretarial Sciences Program 1974-1975
R-181	17	Selected Studies proposal, etc. 1973/1974

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York County Community College Services/Office of the Director

Box Number R-22 Alphabetically by Folder Label

Brochures, Admissions Type

Accession 75-10

Bulletin, Programs and Course Descriptions, ~~Spring 1974,~~
1974-75, Summer Session

Memoranda

Newspaper Supplements 1974, 1975, 1976, 1977 *o.c. etc.*

Accession 77-102

Box Number R-22 Folder Number Folder Heading

- 1 Connick, Andrews, and Sturgeon - A Study of the Demographic, Edonomic, and Educational Characteristics of Cumberland and York Counties
- 2 Connick, Andrews, and Sturgeon - An Alternative Model for Post Secondary Educational Opportunity in Southern Maine - Southern Maine Regional Community Learning Centers *(2 copies)*
- 3 Multi-Media Informational Program for Older People

Accession #78-120

Box Number Folder Number Folder Heading

- R675/2*
- R-22 1 Post Secondary Educational Opportunities in Maine - 1977-78 (2c)
 - Post Secondary Educational Opportunitites in Maine - 1979-80 (2c.)
 - Post Secondary Educational Opportunities in Maine (2c.) 1980-81
 - Post Secondary Educational Opportunities in Maine 1981-82 *o.c.*
 - Post Secondary Educational Opportunities in Maine 1982-83, 83-84, *o.c. etc.*

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York County Community College Services/Office of the Director
Basic Studies

Box Number R-22 Alphabetically by Folder Label

Brochures, Admissions Type

Bulletin, Programs and Course Descriptions, ~~Spring 1974~~

Memoranda

Enrollment Statistics Summary Fall, 1973 - Fall 1977

Sixty-eight High Street Building-A University of Southern
Maine Enterprise, 1978

YCCCS - Faculty Guidelines, 1979

R-179 ANNUAL-REPORT 1982-1983 Division of Basic Studies USM 2c.

R-22 Clarification of 5 yr. Enrollment Statistics Report
 from Wm. Small, Assoc. Registrar to Faculty & Staff 12/29/81

" #880113 History of the Division of Basic Studies 1984

R-181 #880301 Basic Studies Seminar. April - September 1980

" " Telecourses Fall 1981 and Spring 1982

" #881003 Basic Studies Seminar Evaluation Report. Jan 1981
 (Dr. Katherine L. German, Development Institute, Inc.)

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Division of Off-campus Instruction and Academic Support (changed from
DBS 4/87) / Office of the Director

<u>Box No.</u>	<u>Folder No.</u>	<u>Folder Heading</u>
R-179	#871204	Correspondence 1987-
"	"	Correspondence Saco-Biddeford Center 1987-
	#880111	Newspaper clippings
R-202	#880226	Strengthening Program Title III 1988-1989 Non-competing Continuation Application
	#910117	Strengthening Program Title III 1986-1987 Non-competing Continuation Application
"		Correspondences, Programs, Announcements 1992-1995. <i>incl. announcement of Sanford Center's relocation to former Nason college campus, on sep. 1, 1995.</i>

<u>Box No.</u>	<u>Folder No.</u>	<u>Folder Heading</u>
202a	1.	Division Reports 1984: Roles and Responsibilities, Off-Campus Progs. and Instructional TV, Enrollment Projections, 1984-89 #931201
	2.	Division Goals and Objectives: Long Range Financial Plan, 1984, DBS Mission, 2/86 #931201
	3.	USM-UMA Agreement: Bath-Brunswick Center 12/81-8/91 # 931201
	4.	Division Of Basic Studies Policy Committee 10/82-4/84 #931201
	5.	Division Policy Statements, 1/83 rev. #931201
	6.	Self-Study Report, 6/82, Provost's Ad Hoc Committee Report on Access, Admissions, and Progress, 5/84, Retention and Fall Attrition Information for Fall 1981 DBS Entering Class, 7/84, Tast Force Report on Coordination of Off-Campus Academic Activities, 9/81 #931201
	7.	DBS Annual Report 1982-83, YCCCS Summary Report, 1973-77, Communication 7/80-8/82 #931201
	8.	Structure Report/Academic Plan 3/78-7/78 #931201
	9.	Communication, Mission Statement, 1982 Fall 1980 Survey #931201
	10.	History: DBS, Memorandum, 1980, Mission, Goals, & Objective, 1/82

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Division of Off-Campus Instruction & Academic Support (*until 4/1987, Div. of Basic Studies)

Box No. Folder No. Folder Heading Access.#970911

R-75a 1 Assorted flyers/off-campus centers, undated.

Brochures:

" 2 Bath/Brunswick Ctr.: Spr.- Fall 1985, Spr. 1988 - Spr. 1991.

" 3 Intown Ctr.: Fall 1985, w/Student Handbook, 1985-86.

" 4 Saco-Biddeford/Sanford Ctr.s: Spr.- Fall 1985, Spr. 1988 - Spr. 1992.

" 5 Maine Correctional Center (MCC), 1984-1988.

" 6 Maine Yankee Degree Completion Program, 1987.