

SOURCES CITED	Reference	Location	POC
1993 Assessment to Report to the State Council of Higher Education for Virginia (Vol.1)			
1994 Mission Statement and Goals			
Admissions, Assessment & Program Review Committee Statement of Criteria and Policies			
Application for Admission to Graduate Study			
Application for Graduate Faculty Status and Credential Committee Worksheet			
Assessment Plan for CNU ONLINE			
Assessment of the Graduate Education (MAT) Collection			
Assessment of the Graduate Physics Collection			
Assist to the Provost reports on I.E.S. Documentation and on Faculty files			
Athletics Department Budget			
Biology Department report on teaching assistants			
Board of Visitors Resolution 8, March 14, 1995			
C&C, Document #2 Resource materials, on-site registration advising			
C&C, Document #3 Department advising policies, collected			
C&C, Document #1 Training material, summer freshman advising			
Captain John Smith Library Faculty Guide			
Chapter 966, 1994 Appropriations Act, Item 183, language mandating the restructuring effort			
Christopher Newport University <u>Catalog</u> 1994-95, 1995-96			
Christopher Newport University Continuing Education brochures			
Christopher Newport University <u>Handbook</u> 1994-95			
CNU Assessment Report 1989			
CNU Organization Charts			
CNU ONLINE Mission Statement			
CNU ONLINE Overview			

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CNU appropriations 1989-90 - 1994-95			
CNU audit report for year ended 6/30/95			
CNU financial statements for year ended 6/30/95			
CNU revenue sources 1988-89 - 1992-93			
CNU Comprehensive ADA Study - Phase two summary			
CNU Mission Statement			
Code of Virginia, title 2.1, Chapter 40.1, sectioned 2.1-639.12 through 2.1-639.15			
Code of Virginia, Title 23, Chapter 5.3, section 23-49.30 and sections 23-49.23 through 23-49.33			
<u>Code of Virginia</u> , Christopher Newport University, §§23-49.23 through 23-49.33			
Comptroller report on support for grants, travel and faculty development grants.			
Computer Center Strategic Plans			
Computer Center Goals			
Computer Center Action Plans, 1994 - 1996			
Computer Center Strategic Initiatives			
Cooperative College Program Agreement between Christopher Newport University and the School of the Environment, Duke University, Durham, NC.			
Correspondence with Southern Association of College and Schools commission on colleges Letter addressed to Dr. Santoro with notification of membership granted at Level III. Responses to SACS Recommendations (1991 through 1993)			
Data regarding the roof conditions of 12 university buildings, including estimates of roof-life and projections of repair/replacement costs			
Data from Institutional Research on Class Size, Grade Point Average, Grade Distribution and Admission Percentages			
Data regarding plans for routine maintenance, preventative maintenance, deferred maintenance and equipment maintenance			
Data regarding possible building code violations observed by visual inspection			
Dean Reports: (a) Evaluation of faculty and tenure, promotion and merit pay. (b) Improvement of faculty based on faculty evaluation. © Merit pay			
Dept Reports: (a) On orientation & evaluation process for restricted contract, part-time and/or adjunct faculty. (b) PRC reports © Self-Study reports (d) On graduate programs			
Draft of Strategic Plan for the University			
Faculty Files			

SOURCES CITED	Reference	Location	POC
Fall 1994 Resident Hall Student Report			
Financial report of Athletics Dept. For Fiscal Year ending June 94 provided by the Assistant Comptroller.			
<u>Graduate Catalog</u> (1994-95)			
Graduate Course Syllabi (e.g., Computer Science 502, Education 695, Math 583, Physics 503, Psychology 501 etc)			
Graduate Faculty Council Minutes (1991 through 1994)			
Graduate Studies Annual Reports (1990 through 1994)			
Graduate Program Proposals			
Graduate Faculty Membership and Governance			
Graduate Director report on teaching assistants and transcripts			
Grants Director report on the support of faculty development and grants			
Institutional Response to Report of the Substantive Change committee			
Institutional Response to the Report of the Substantive Change Committee, August 15, 1994			
Institutional Response to the Report of the Substantive Change Committee			
Interim Assessment Report to SCHEV 1994			
Interview with Secretary of International Studies and Director of Overseas Internships (October 31, 1994)			
Interview with Director of Grants Development (October 18, 1994)			
Interview with Provost (October 11, 1994)			
Interview with Dean of Arts and Humanities (October 10, 1994) and copy of “Course Scheduling and Related Matters: A Manual of Instructions”			
Interview with Dean Robert Spicer			
Interview with Provost October 11, 1994) and Secretary of International Studies and Director of Overseas Internships (October 31, 1994).			
Interviews with board members, administrators, and the Faculty Senate president.			
Interviews with board members, administrators, and the Faculty Senate president			
Interviews with Provost, Director of Graduate Studies, Former Director of Graduate Studies, Secretary of Graduate Studies Office, Program Coordinators of each Graduate Program, selected Graduate Faculty and Students.			
Investment Policy of CNU dated 10/24/90 (BOV policy)			

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Job description of VP for Administration and Finance (Fall, 1994)			
Landscape Master Plan			
Letter from Dr Margaret Miller (SCHEV) to Executive Assistant to the President, October 16, 1991			
Letter from Dr. Margaret Miller (SCHEV) to Executive Assistant to the President, August 25, 1992			
Library Action Plans, 1994 - 1996			
Library Lending Agreement between CNU and CEBAF			
Library Directions for the Future -- 1994 - 2000			
Library Long Range Plans, 1996 - 2000			
Library Report on the State of Collection Assessment for Areas Supporting Graduate Degrees			
Map of Proposed Campus Wide Optical Fiber Network			
<u>Master Plan 2000</u> , a strategic plan approved by the Board of Visitors in July 1989			
Master of Arts in Teaching Degree Program, Checklist for Degree Completion			
Memo from the President to the Chair of the Undergraduate Curriculum Committee			
Memo from Paul Pival on CACD evaluation holdings			
Memoranda of Understanding			
Memoranda relating to publications			
Memoranda Relating to Compliance			
Memorandum, University Registrar			
Memorandum, President			
Memorandum, Acting Dean of Admissions			
Memorandum, for Acting Vice President for Student Services			
Memorandum, Internal Audit Director			
Memorandum, Director of Financial Aid			
Minutes of meetings of the Library Advisory Committee			

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Mission Statement for Administration and Finance (Fall, 1994)			
Mission Statement - Athletics Dept.			
Mission Statement of the Captain John Smith Library			
Mission Statement of the Computer Center (draft)			
NASM visitors’ report for accreditation of Music program (3/94)			
New Course Proposal: Graduate Curriculum (MAT in Elementary Mathematics)			
Office of Development Mission Statement			
Office of Admissions, Current Articulation Agreements (August, 1994)			
Office of Development Goals for FY 1994-95			
Office of Development Long Range Goals			
Office of Development Administrative Resumes			
Office of Career and Counseling Services’ Graduate Follow-up Survey			
Office of Assessment’s Survey of Educational Gains			
Office of development’s Policy Manual			
Operating budget 1993-94 and 1994-95			
Oral Examination/Defense of Thesis Policies and Procedures			
Organization Chart for Administration and Finance (obsolete - Fall, 1994)			
Organization Chart for Administration and Finance (current)			
Organizational chart, history and accomplishments of the Athletics Dept (provided by AD)			
Orientation Program 1994 for the Master of Science in Applied Physics			
Original Student Assessment Proposal to SCHEV			
Out-of-State Tuition Analysis 1994-95, 1995-96			
Personal Communication with Admissions Office, Office of Continuing Education & Social Programs, & members of the Faculty Senate & Undergraduate Curriculum Committee			
Policy and Style Manual for Master’s Theses at Christopher Newport University			

SOURCES CITED	Reference	Location	POC
Program Review Committee regulations, June 10, 1993			
Provost Reports: (a) On scholarship (b) Class schedules memo sent to Deans © On faculty development			
Publications			
Recent Financial Statements for the Development Office			
Refund of tuition and fees policy dated 4/12/94 (BOV policy)			
<u>Registration News</u>			
Repeal of Executive Order on Divestment of Firms Operation in South Africa dated 10/1/93			
Report on faculty recruitment process for Assistant to the President for Multicultural Affairs and Affirmative Action			
Restructuring Document for the University (“The Continuous University”)			
<u>Restructuring Document</u>			
Schedule of maintenance projects with status			
Senate Joint Resolution No. 83--SCHEV Guidelines			
Site plan as of 8/1/91			
SR, Document #1 Student Services Mission and Function Descriptions			
SR, Document #2 Strategic Plan, Office of Career and Counseling Services			
SR, Document #3 Strategic Plan, Office of Student Life			
SR, Document #4 Strategic Plan, Office of Minority Student Services			
SR, Document #5 Strategic Plan, University Health Services			
SR, Document #6 Strategic Plan, Athletics			
SR, Document #7 Strategic Plan, Office of Student Records			
SR, Document #8 Strategic Plan, Financial Aid Office			
SR, Document #9 Strategic Plan, University Housing			
SR, Document #10 1993 Assessment Report to SCHEV			
SR, Document #11 OCCS - Vols. 1, 2, 3, 4 - Major Services and Operations			

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SR, Document #12, 13, 14 Additional Programs and Program Evaluation			
SR, Document #15 OCCS Audit Report			
SR, Document #16 Student government constitution			
SR, Document #17 <u>Financial Handbook for Student Organizations</u>			
SR, Document #18 <u>The Guide: A Handbook for CNU Student Organizations</u>			
SR, Document #19 <u>Residence Life Handbook</u>			
SR, Document #20 Housing Contract			
SR, Document #21 <u>New Student Orientation Handbook</u>			
SR, Document #22 Regulations governing consumption and distribution of alcohol			
SR, Document #23 <u>Residence Life Staff Manual</u>			
SR, Document #24 Activity calendar, intramurals			
SR, Document #25 Guidelines of the Student Media Board			
SR, Document #26 Federal Student Aid Handbook			
SR, Document #27 State Council for Higher Education Financial Aid Policies Manual			
SR, Document #28 Department of Education Fund Expenditures for 4-year colleges, 1991-92			
SR, Document #29 Correlations within student surveys			
SR, Document #30 Internal Report: Federal Work-Study program awards			
State Council of Higher Education for Virginia (SCHEV) letter, October 7, 1993			
Strategic Planning Form: Mission/Goals/Initiatives and Action Plans of Graduate Studies			
Student Assessment Annual Reports			
<u>Student Handbook</u>			
Summary of Externally funded Grants and Contracts, fall, 1994			
Table providing data regarding the square footage, year built, category of use and scheduled maintenance of each campus building			
Teaching Online, Computer Managed Conferencing			

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Telephone interview with Patricia Harvey, Office of the Provost (10/2/95)			
Telephone Interview with Susan Glaude, Financial Aid Office (9/29/95 and 10/2/95)			
Ten-year projection of capital outlay needs dated 9/22/94			
The minutes of the Strategic Planning and evaluation Council			
<u>The Continuous University: The Plan for Restructuring CNU</u>			
The current brochures used for recruiting students			
The Code of Virginia			
The By-Laws of the Board			
The minutes of the Board of Visitors for fiscal years 1998-89 through 1994-95			
The Mission Statement for the University			
The Mission Statement for various advisory committees			
The current brochures used for fund-raising efforts			
<u>The Continuous University: The Plan for Restructuring Christopher Newport University</u> , approved by the SCHEV and the Secretary of Education in January 1995			
The 1994-95 <u>Handbook</u> for students			
The 1994-95 <u>Handbook</u> for instructional faculty, administrative and professional faculty, and staff			
The 1994-95 catalogues for undergraduate and graduate students			
Tisa Mason’s notes on her confirmation of who is responsible for oversight and coordination of degree programs by departments (reference 1.4, 10)			
<u>University Catalog</u>			
University operating budget for 1994-95			
University operating budget for 1993-94			
<u>University Handbook</u> , 1994			
<u>University Handbook</u> , 1995			
University Mission Statement			
University Graduate Catalog			



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<u>Virginia Plan for Higher Education</u> , 1991-1992			
<u>Virginia Plan for Higher Education</u> , 1993			
<u>Virginia Plan for Higher Education</u> , 1989			
“A Brief History of Restructuring at CNU,” January 10, 1995			
“Colleges and Universities for the 21st Century: A Report and Proposals for Continued Improvement in Virginia Higher Education,” a document developed by the presidents of the colleges and universities in Virginia in 1991			
“The Case for Change,” a document published by the Commonwealth of Virginia’s Commission on the University of the 21st Century in 1991			