



Master List of Evidence

This document lists the College's evidence in support of the self-study. The items are organized by NEASC standard. An item is followed by a (P) if it is a printed document available in the evidence room. An item is followed by an (N) if it is available on the College's internal network accessed only by a campus computer. If an item is available on the internet, the item is formatted as a hyperlink to the webpage. Finally, use the following username and password to access items located on Blackboard: <http://bb.goodwin.edu> user name = gw_neasc: password = neasc.

Each NEASC team member is receiving this preliminary list by email to make the web-based items accessible prior to the site visit. A final list will be provided to the site visit team as part of the evidence room.

Standard 1 Mission

1. [College Mission, Purposes and Institutional Outcomes](#) (P)
2. Board of Trustees (BOT) Meeting Minutes – Approved Mission (P) Also stored on BOT Blackboard site: <http://bb.goodwin.edu/> (ID/Password: gw_neasc / neasc)
3. Goodwin College Business Card Example (P)
4. [Goodwin College Student Handbook](#) (P)
5. [Goodwin Magazine](#) (P)
6. [President's Report 2008](#) (P, N)
7. Men of Vision Program (P)
8. [ConnCAP Program Bridge to Success](#)
9. College with a Purpose Program (P)
10. [Hartford Consortium Policy](#)
11. A Selection of News Articles referencing Goodwin College and the Community:
 - MLK Remembrance Day- Harford Courant (P)
 - General Petraeus Visit (P)
 - Goodwin Response to Hurricane Katrina (P)
 - [Goodwin College Students with Infants Receive Help](#)
 - [Bio Blitz 2009](#) (P)
 - [Salvation Army of Greater Hartford Holiday Store](#) (P)
 - [Senator Dodd Healthcare Panel Discussion](#) (P)
 - [Regional High School Visits Goodwin College](#) (P)
 - [Goodwin Scholarships](#) (P)
 - [Congressional Sisters Made History](#) (P)
 - [AT&T Grant Revamps Goodwin Computer Lab](#) (P)
 - [EPA Surprises Goodwin with \\$600k in Brownfield grants](#) (P)
 - [Murray's Story Reaches Students](#) (P)
 - ['Decon' Drill a Learning Experience](#) (P)
 - [Goodwin ESL Graduates Reach Goal](#) (P)
 - [Chamber Names Goodwin College Faculty Member Volunteer of the Year](#) (P)
 - [Goodwin Student Named Hartford's New Fire Marshal](#) (P)
 - [Nursing Students Create Comfortable Environment for Patients](#) (P)
12. Additional News Articles
13. College Catalog

Standard 2 Planning and Evaluation

1. [College Mission, Purposes and Institutional Outcomes](#) (P)
2. Strategic Plan 2004-2008 (P, N)
3. [Strategic Plan 2009-2013](#) (P)

Other Institution Wide Plans

4. Master Plan (P)
5. Academic Plan (P, N)
6. Financial Plan (P)
7. Technology Plan (P, N)
8. Enrollment Plan (P)
9. Annual Fund Business Plan & Goodwin College Foundation Development Plan (P, N)
10. Crisis Communication Plan (P, N)

Plans for Major Units

11. 2008-2009 (P)
12. 2009-2010 (P)

Academic Program Review & Program Review of Other Systems and Functions

13. Program Review Documents (P, N)
All College Committee on Assessment Records including agendas, meeting minutes, unit review plans, final reports and supporting data are on blackboard:
<http://bb.goodwin.edu/> - (ID/Password: gw_neasc / neasc)
14. Management Meeting – Departmental Goals 2006 (P)
15. Nursing Evaluation Tracking Plan 2009-2010 (P, N)
16. Nursing Accreditation Information (P)
17. Histology Accreditation Information (P, N)
18. Medical Assisting Accreditation Information (P, N)
19. Respiratory Care Accreditation Information (P, N)
20. Library Plan 2009-2010 (P, N)
21. Career Services Plan 2009-2011 (P, N)
22. Communications Plan 2009-2012 (P, N)

Additional Evidence

23. Annual Fiscal Operating Budget Procedures (P, N)
24. Budget Template for FY09 (P, N)
25. Sample Community Day Agendas (P, N)
26. Responsibilities of the Governing Board of Trustees (P, N)
27. Board of Trustees Survey & Results (Also on [Blackboard Site](#)) (P, N)
28. Student Learning Presentations to BOT (11/2009 & 1/2010) (P, N)
29. [OIE Assessment Activities](#) (P, N)
30. [Fact Book](#) (P)
31. [College Data Reports](#) (P)
32. Sample OIE Report at Monthly Department Chair Meetings (P, N)
33. OIE Department Assessment Survey Results (P, N)
34. Ad Hoc Committee Mtg Example (Website Mtg Minutes & Maintenance Plan) (P, N)
35. Professional Development Activities Coordinated by OIE (2008-2009) (P)
36. CCSSE/FSSE Data Report (P)
 - a. [Online Login](#) Username/Password: Goodwin / RMGKFC\$39
 - b. [CCSSE Summary Data](#)
37. SENSE Data Report (P)

Standard 3 Organization and Governance

1. [College Mission, Purposes and Institutional Outcomes](#) (P)
2. Strategic Plan 2004-2008 (P)
3. [Strategic Plan](#) 2008-2013 (P)
4. [Trustees and Board of Trustee Member Profiles](#) (P)
5. Board of Trustees Records including Agendas, Meeting Minutes, Resolutions, Calendar, etc. <http://bb.goodwin.edu/> (ID/Password: gw_neasc / neasc)
Also includes:
 - a. Board of Trustees Roles and Responsibilities (P)
 - b. Board of Trustees Spring 2009 Survey Results (P)
6. Example Board of Trustee Professional Development Activities (P)
7. Notes from Strategic and Other Planning Discussions by the Board (P)
8. Community Day Strategic Planning Session Themes 2008 (P)
9. President's Performance and Compensation Policy and Evaluation Tool (P)
10. [President's Report 2008](#) (P, N)
11. Governance Structure, General Guidelines for Tier I & Tier II Committees (P, N)
12. Faculty Senate Constitution (P, N)
13. [Faculty Handbook](#) (P, N)
14. [Information Handbook for Administration/Staff of Goodwin College](#) (P, N)
15. [College Catalog](#)
16. [Student Council](#) Roles and Responsibilities (P)
17. Organizational Chart (P, N)
18. Principal Administrators Job Descriptions (P, N)
19. Board of Trustees Bylaws

Standard 4 The Academic Program

1. [College Mission, Purposes and Institutional Outcomes](#) (P)
2. Strategic Plan 2004-2008 (P, N)
3. [Strategic Plan 2009-2013](#) (P)
4. Academic Plan 2009-2013 (P, N)
5. [College Catalog](#) (P) Includes relevant pages such as:
 - a. General Admissions Policy and Admission Requirements
 - b. Accreditation Information (Also on [Office of Institutional Effectiveness Webpage](#))
 - c. [Grading Policy](#)

Undergraduate Degree Programs

6. Milestone Policy (P, N)
7. Associate Degree Program Syllabi (P)
8. Bachelor of Science Degree Program Syllabi (P)
9. Internships/Clinical Experience Information (P, N)
10. [Distance Learning Information](#)
11. Discontinuation of Programs since the Last NEASC Visit (P)

Development of Baccalaureate Degrees

12. Baccalaureate Task Force Documentation (Agendas, Minutes, etc.) (P, N)
13. Goodwin College's Guide for Defining Course Levels (P, N)

[General Education](#)

14. General Education Core Curriculum (P, N)

- a. [Perspectives and Competencies](#) (P, N)
 - b. [Baccalaureate Degree Requirements](#) (P, N)
 - c. [Associate Degree Requirements](#) (P, N)
 - d. Goodwin College's Definition of an Educated Person
15. Community Service and Exploration Initiative (P)
16. [Articulation Agreements](#) (P, N)

Integrity in the Award of Academic Credit

17. Student Plan of Study - Example (P, N)
18. [Residency Requirement](#)
19. [Transfer Students Website](#) (P, N)
- a. [Transfer Policies](#)
 - b. [Credit by Exam](#)
 - c. CLEP Summary of Scores Reported (P)
 - d. [Credit for Licensure or Certification](#)
 - e. [Portfolio Assessment](#)

Assessment of Student Learning

20. Program Review Documents
- a. Academic and Administrative Program Review [Schedule](#)
 - b. All College Committee on Assessment Records (e.g., agendas, meeting minutes, unit review plans, final reports and supporting data) are on a [Blackboard Website](#) - (ID/Password: gw_neasc / neasc)
21. Example of Faculty Professional Development Opportunities (e.g., [Faculty Resources Website](#) - Link to Training Videos) Page ID/Password: gwfaculty / Goodwin123
22. [List of Additional Assessment Activities](#) (P, N)
- a. Assessment Mini-Grants
23. CCSSE & FSSE Data (P)
- a. [Online Login](#) Username/Password: Goodwin / RMGKFC\$39
 - b. [CCSSE Summary Data](#)
 - c. Example of feedback from students on their undergraduate experience
24. Academic Office's 2008-2009 Scholarly Activity Report (P, N)
25. Transfer Coordinator Manual
26. Distance Education Student Verification Policy

Standard 5 Faculty

1. [College Mission, Purposes and Institutional Outcomes](#) (P)
2. Faculty Job Description, Status Definitions & the College's Hiring Policy and Procedures (P, N)
3. Additional Policy and Procedures: [Faculty Handbook](#), [Faculty Resources Website](#), and Additional Information in Human Resources Records
 - a. [Affirmative Action Policy Statement](#) (P, N)
 - b. Goodwin College Paid Time Off Policy (P, N)
 - c. Policy on Workload Assignment (P, N)
 - d. Academic Advising Policy (P, N)
 - e. [Academic Integrity Policy](#) (P, N)
 - f. Goodwin College Doctoral-Preparation Assistance Policy and Procedure (P, N)
4. Sample Job Offer / Letter of Agreement (P)
5. Faculty Salary Ranges (P)
6. Hartford Consortium for Higher Education Employee Tuition Remission Form (P, N)

7. Data Mentioned in Chapter
 - a. Faculty Comparison Models – Ratio Full-Time to Part-Time Employees (P, N)
 - b. Technology Needs Survey (P, N)
 - c. Fall 2008 Enrollment (P, N)
 - d. National FSSE and SSEE Data Report (P)
 - e. Summer 2009 – Faculty Survey “New Faculty Experiences”
8. Faculty Senate Mission Statement, Goals, & Constitution (P, N)
9. Faculty Forum Mission Statement, Goals, Agendas & Minutes on <http://bb.goodwin.edu/> (ID/Password: gw_neasc / neasc)
10. [Faculty and Staff Webpage](#)
11. [eNews Highlights Faculty Accomplishments](#)
12. [Goodwin Magazine](#) (P)
13. Faculty Evaluation Form & Professional Development Planning Form (P, N)
14. Examples of Professional Development Opportunities Provided by the College (P, N)
15. Academic Office’s 2008-2009 Scholarly Activity Report (P, N)
16. Academic Plan (P, N)
17. Course Evaluation

Standard 6 Students

1. [College Mission, Purposes and Institutional Outcomes](#)
2. [College Catalog](#)
3. [Online Student Testimonials](#)
4. [U.S. Census Bureau Connecticut Quick Facts](#)
 - a. Connecticut State Racial Profile
 - b. Connecticut Median Household Income
5. Data Reports Cited in the Chapter
 - a. [Goodwin College Enrollment Report – Fall 2009](#) (P, N)
 - b. Student-Teacher Ratio (P, N)
 - c. Projected Growth Across Service Departments (P, N)
 - d. [CCSSE](#) & FSSE Data (P)
 - i. [Online Login](#) Username/Password: Goodwin / RMGKFC\$39
 - ii. [CCSSE Summary Data](#)
 - b. [New Student Survey Fall 2008](#)
 - i. Full-time Working Status of Students
 - c. [New Student Survey Fall 2009](#) (P)
 - d. 2009 National Center for Education Statistics (NCES) Report Racial-Ethnic Composition Nationally (N)
 - e. 2007 Findings from the Strategic Consulting Firm regarding Consistency and Accuracy of Information (N)

Admissions, Retention & Graduation

6. [Admissions Process](#)
7. Admissions Application Materials (P)
8. College with a Purpose (P)
9. Men of Vision in Education Grant (P)
10. Accuplacer Summary 2007-09 Data (P, N)
11. Promoting Academic Success Seminar (PASS) Information & Data (N)
12. [Grades and Academic Progress](#)
13. Example Learning Contract - Foundational English 088 (P, N)
14. Enrichment Education Task Force Report May 2006
15. Academic Success Committee 2009-2010 Retention Strategies Matrix (P, N)
16. [Learning Center Services](#)

17. Office of Institutional Research (P, N)
 - a. Enrollment-to-Start Ratio
 - b. Increase in Enrollment of Recent High School Graduates
18. Heisserer, Dana L. and Phil Parette. 2002. [Advising At-Risk Students in College and University Settings](#). *College Student Journal*. 36(1): 69-84. (P, N)

Student Services

19. Office of Institutional Research Data Reports (P)
 - a. Survey of 2006-2007 Graduates: Responses to the Survey
20. [Financial Aid Website](#)
21. Focus Groups Feedback Report 2006 (P)
22. Student Orientation Packet (P)
23. [Academic Advising & Counseling Center](#)
24. Academic Advising Employee Handbook (P, N)
25. [Counseling Services](#)
26. Community Day Agenda Examples (P, N)
 - a. January 2007 & January 2009
27. [Faculty Information – Resources for Helping Students in Crisis](#)
28. [Career Services](#)
29. First Year Experience Course ASD 120 Syllabus (P, N)
30. [2003 National Survey on First-Year Seminars](#)
31. Learning Resource Center Repeat Rates (P, N)
32. Peer Tutoring Information (Number of Tutors, Training Sessions) (P, N)
33. E-Tutoring Usage Data (P, N)
34. Writing Center Report (P, N)
35. Student Experience Committee Plan (P, N)
36. [Disability Resources](#)
37. Single Parents Report Fall 2009 (P)
38. [Campus Safety and Crime Statistics](#) (P)
39. [Student Records and Confidentiality](#)
40. [Commencement Ceremony – Student Speakers](#)
41. Faces of the Future – ACT National Survey 2006
42. Registration Packet

Standard 7 Library

1. [College Mission, Purposes and Institutional Outcomes](#) (P)
2. [The Library Mission](#)
3. National Standards that Guide Policy and Practice:
 - a. [Association of College and Research Libraries Guidelines ACRL Competencies](#)
 - b. [Distance Learning Guidelines](#)
 - c. [Information Literacy Best Practices](#)
 - d. [Instruction Program Guidelines](#)
4. [Library Webpage](#)
 - a. [Text a Librarian](#)
 - b. [Databases and Electronic Resources](#)
 - c. [Library Blog](#)
 - d. Google Analytics on Accessing Library Page (P)
5. Library Policies, Student Handbook, Brochure (P, N)
6. Library Staff
 - a. Student Worker Job Description (P)
 - b. Library Staff Meeting Minutes (P)
 - c. Record of Library Staff Training Activities (P)

7. Library Plan and Budget (P, N)
8. [ByWater Solutions Integrated Library Management System](#)
9. Library Instructional Classes (P, N)
 - a. Schedule
 - b. Sample Lesson Plans
 - c. Learning Outcomes
 - d. Feedback from Students & Instructors
10. Example Exhibits Information (e.g., displays, announcements, etc.) (P)
 - a. Black History Month
 - b. Women's History
 - c. Constitution Day
11. [Schedules and Guides for Faculty and Student Training - Library Calendar](#)(P)
12. Library Advocacy Committee Records (e.g., agendas, minutes, goals and accomplishments) (P, N) (<http://bb.goodwin.edu/>) (ID/Password: gw_neasc / neasc)
13. Information Literacy Tutorial (<http://bb.goodwin.edu/>) (ID/Password: gw_neasc / neasc)
14. Assessment Data (P, N)
 - a. Library Patron Statistics
 - b. Library Patron Survey & Focus Group Notes
 - c. Database Statistics - Summary
 - d. Acquisitions Numbers
 - e. Faculty Support Summary (e.g., course requests, recommendations, etc.)
15. Technology/Facilities Committee Minutes (<http://bb.goodwin.edu/>) (ID/Password: gw_neasc / neasc)
16. Faculty Technology Survey (P)
17. List of Faculty and Staff Technology Training (P)
18. Evidence of Internet Set-up per Floor (P)
19. Evidence of Wireless Access in Classrooms (P)
20. Distance Learning Information (P, N)
 - a. Connecticut Distance Learning Consortium Contract
 - b. Distance Education Statistics
 - c. Results of Distance Education Assessment for 2009
 - d. Analyses of Faculty Evaluation
 - e. Blackboard Tutorial for Faculty
 - f. Blackboard Tutorial for Student
 - g. Distance Education Student Verification Policy

Standard 8 Physical and Technological Resources

1. [College Mission, Purposes and Institutional Outcomes](#) (P)
2. Inventory of Classroom Space (P)
 - a. Physical Plan and Facilities Subcommittee: Space Worksheet
3. Master Plan (P)
 - a. Drawings
 - b. Program Management Plan & Meeting Minutes
4. Technology Plan (P, N)
 - a. 2009 Server Upgrade Plan
 - b. IT Department Special Request Form
 - c. Cart, Laptop & Project Sign-out Sheets
5. Scheduled Maintenance Plan (P)
6. Facilities Management Services Plan (P)
 - a. MSDS Sheets

- b. Facilities Department Meeting Minutes
- 7. Laboratory Safety Plan (P)
- 8. Fire Evacuation Plan (P)
- 9. Emergency Response Plan, Guidelines for Campus Response in an Emergency (P)
- 10. Faculty Technology Survey & Report (P)
- 11. Insurance Policies (P)
- 12. Campus Security Plan (P, N)
- 13. [Campus Safety Report](#) (P)
- 14. Safety Inspection Record (P)

Standard 9 Financial Resources

- 1. [College Mission, Purposes and Institutional Outcomes](#) (P)
- 2. Audited Financial Statements for Fiscal Years 2007, 2008 & 2009 (P)
- 3. Operating Budget for Fiscal Years Ending 2008, 2009 & 2010 (P)
- 4. Budget and Finance Committee Meeting Minutes (P)
- 5. Audit and Risk Management Committee Meetings Minutes (P)
- 6. Policies and Procedures for Accounting/Financial Aid (P)
- 7. Organizational Chart for Business and Finance Offices (P)
- 8. Investment and Spending Policy (P)
- 9. Evidence of Property Insurance (P)
- 10. Admissions Data, Tuition, Room and Board, Books and Fees 2005-2013 (P)
- 11. Percentage of Students Receiving Aid - 2009 (P)
- 12. Development Plan – Funding Priority and Needs 2010 (P)
- 13. Goodwin College Foundation Development Plan

Standard 10 Public Disclosure

- 1. [College Mission, Purposes and Institutional Outcomes](#) (P)
- 2. [Goodwin College Catalog](#) (P)
- 3. [Goodwin College Student Handbook](#) (P)
- 4. [President's Report 2008](#) (P)
- 5. [Fact Book](#) (P)
- 6. [Consumer Information](#)
- 7. [Campus Safety Report](#) (P)
- 8. [Goodwin College Counseling Services](#) (P)
- 9. [Goodwin Magazine](#) (P)
- 10. [eNews Highlights](#)
- 11. Marketing Brochures (P)
- 12. Direct Mail (P)
- 13. Health Science Information Seminar Packets (P)
- 14. NLN-Prep Form (P)
- 15. [Learning Resource Center Information](#) (P)
 - a. [eTutoring Information](#)
 - b. Writing Center
- 16. [Application for Award of Credential](#) (P)
- 17. Student Survey Handout (P)
- 18. [Student Council](#) Meeting Agenda (P)
- 19. Google Analytics Website Analysis (P)
- 20. Affidavit of Publication

Standard 11 Integrity

1. [College Mission, Purposes and Institutional Outcomes](#) (P)
2. [Goodwin College Catalog](#) (P)
3. [Goodwin College Student Handbook](#) (P)
4. [Faculty Handbook](#) (P, N)
5. [Information Handbook for Administration/Staff of Goodwin College](#) (P, N)
6. [Associate Degree in Nursing Student Handbook](#) (P)
7. Histotechnician Program Student Handbook (HLT102 Blackboard Site) (P, N)
8. Respiratory Care Student Handbook (P,N)
9. Phlebotomy Student Handbook (P,N)
10. [Academic Polices Webpage](#)
 - a. [Academic Integrity Policy](#) (P)
 - b. [Appeals and Grievances](#)
11. Goodwin College Conflict of Interest Policy (P, [Board of Trustees Blackboard Site](#)
(Id/Password: gw_neasc / neasc)