I. Introduction: The Office of Academic Affairs had a highly productive and successful year. Leadership was provided for a notable number of new initiatives and academic achievements over the past fiscal year, most of which were part of the established annual goals for Academic Affairs, as well as additional initiatives that became necessary to better serve our students and for smoother operations of the academics of the institution. These activities included providing oversight of all aspects of the academic curriculum of the institution, providing leadership to the faculty, managing the processes through which teaching is conducted and administered at UMFK, faculty development and retention, and providing oversight of the Academic Departments, Library and Information Services, Distance Education, Academic Outreach, Registrar's Office, Institutional Research, Academic and Counseling Services, and Student Success and Advising.

II. Summary of Significant Activities, Initiatives, Achievements, and/or Events

A. Department & Divisional Activities

   Academic Affairs:
   • In collaboration with Student Affairs and Student Success Coordinator, led the campus-wide student success initiatives, primarily focused last year on improvement of first year student advising, followed by returning students with an eye toward improving retention and graduation rates.
   • Led the move on general education reform. On October of 2006, the faculty unanimously approved a new 41-credit hour general education core curriculum, which was no small feat, especially after several years of intense debate on general education. Presented with a faculty colleague to the BOV. Presented to BOT on general education assessment activities for UMFK.
   • In December, received approval at the Chief Academic Officer level for the Center for Rural Sustainable Development Intent-to-Plan. Hosted a Rural Economic Development dinner meeting to seek input from the community members on the CRSD intent-to-plan
   • Secured Libra funding and successfully orchestrated three campus-wide development days for faculty and staff focused on general campus-wide activities, strategies for success in Praxis II by Rebecca Waters, and student retention and customer service by Dr. Neal Raisman.
   • Implemented a notable number of academic assessment and institutional research initiatives by providing leadership on the Council for Institutional Effectiveness and Assessment and the Academic Assessment Committee (see NEASC 2-year interim report summary).
   • Initiated and reviewed a pilot faculty on-line evaluation system
   • Provided guidance and support for the development of graduate education for teachers in the St. John Valley.
   • Provided guidance and support for quality education through program review and accreditation activities for the NBS, Business and related programs, and Education.
• Led the completion of substantial **catalog revisions** for all programs through development or revision of program vision statements, program and student learning outcomes, and academic policies, which were included in the new University Catalog 2007-2009.

• With the Director of Distance Education, led the development of a draft **Distance Education Strategic Plan**, a very important initiative for this campus

• Obtained better control of the **curriculum and the associated costs of instruction**, through the development of course sequencing, course cancellation procedures, and decreasing the number of under enrolled courses, faculty overloads, and where possible use of adjuncts

**Academic and Counseling Services:**

• Hired an Academic Counselor

• Purchased PLATO to assist students in preparing for the Praxis I exam

• Developed an informational brochure on the Praxis I exam for all students

• Offered Praxis I preparation workshops in reading, writing, and registration process

• Offered the following workshops throughout the semester: Time Management, Note-taking Tips, APA Format

• Utilized Blumen database software for reporting data to the Department of Education to better monitor retention rates for low income, disabled, and 1st generation students

• Developed a master action plan to assist in improving the collection, recording, utilization and evaluation of student program performance data

• Staff updated TRIO student records according to Department of Education rules and regulations

• Staff collaboratively developed and is currently utilizing a quality assurance plan to conduct a monthly audit of student records. This plan reviews randomly selected student records to ensure compliance with any and all appropriate state and federal regulations and guidelines.

• Director developed a peer mentor program

• Director developed a graduate survey and a program evaluation survey

• Director developed a policy & procedures manual

• Secured endorsement from the Department of Education for TRIO Program Director

• Improved Academic & Counseling Services website

**Academic Outreach:**

• In collaboration with the Maine Criminal Justice Academy offered a second session of the Law Enforcement Pre Service program on campus in May of 2007 (17 students) and over ITV in the Fall of 2006 (27 students)

• In collaboration with Northern Maine General Hospital and Parent-to-Parent of Maine offered 3 community health lectures (89 attendees)

• Offered another Wilderness First Aid course (PSA 230), with 16 students enrolled

• In collaboration with the Maine Department of Conservation office organized the premiere of the Allagash documentary film “Northrunner” on campus

• In partnership with the Northern Forest Center and Fort Kent Chamber of Commerce organized the Northern Forest Days events on campus

• In collaboration with the Maine Arts Commission organized the ArtME events on campus

• Wrote a Libra grant fund application ($4,464), in collaboration with VPAA and the Education Division, to support faculty & staff training related to preparing students for Praxis testing

• Increased summer programming to include GIS and GPS workshops, Nursing Discovery Camp, Young Writers Camp, and “Go North” Early College Awareness Camp
• Improved and expanded the Academic Outreach web page, including a calendar listing
• Exploring ways to cooperatively develop and deliver computer forensics and security training with UMFK faculty, Maine Criminal Justice Academy, and the Maine Computer Crimes Taskforce
• In collaboration with the St. John/Aroostook RC&D (USDA) hosted a biofuels conference on the UMFK campus

Arts and Humanities Division:
• Accepted the retirement notice for Charles Closser, Professor of Oral Communication & Performing Arts for May 2008
• Produced the Aroostook Review. Initiated a WITS (Writers in the Schools Program) at FKES. This endeavor involved service learning from the UMFK students in the English Program.
• Began a collaborative initiative between UMFK and UMPI regarding the offering of upper level French courses via distance learning. Additionally, an after-school French program at FKES for 3rd and 4th grades was offered.
• Initiated a community arts in a rural environment project, which involved applying research conducted in Ireland to a variety of community groups in the St. John Valley
• Provided readings at the Fort Kent Public Library and FKES during Shakespeare’s birthday, Earth Day, and as part of a Harry Potter series
• Released two CD compositions: Bon Fete on SEAMUS 20th Anniversary CD, and Signature: Peace - Musicians for Peace “Songs of Peace, Songs of Protest”

Education:
• Received continued accreditation from the Maine Board of Education for UMFK’s education majors to 2010
• Hired Vladimir Suchan, Assistant Professor of Educational Foundations
• Accepted the resignation of Diane Bordenave, Assistant Professor of Education, August, 2007
• Appointed Roland Caron, Assistant Professor of Education to a one-year fixed length appointment for Fall 2007 to replace Diane Bordenave.
• Accepted the resignation of Jocelyn Schael, Associate Professor of Education
• Implemented an admission waiver for Praxis I
• Initiated portfolios as a candidate assessment system, which consists of multiple, summative measures that addresses each of the ten program standards
• Increased practicum field experiences to 40 hours within the first two years
• Aligned course syllabi with relevant assignments and assessment to allow documentation of student progression in meeting the ten initial teacher standards
• Worked with area supervisors and mentor teachers, as well faculty in Maritime Canada to increase stakeholder awareness of vision, mission, and conceptual framework, and standards
• Developed adjunct faculty handbook, which outlines the vision, mission, and conceptual framework, along with assessment and divisional protocols
• Developed a draft plan to systematically monitor program effectiveness, which includes indicators and target benchmarks

First Year Experience Program:
• Successfully introduced the majority of students to the development of electronic portfolios, which are structured around the general education and program outcomes to facilitate institutional assessment of individual student progress
• The academic advising portion of the course has been successfully altered to reflect the wishes of the Student Success and Advising Committee. FYE instructors now supplement
the student advisors and assist in the process of encouraging students to meet with their advisors.

• Various sections of the FYE 100 have evolved to six specialized and two general sessions, all of which were taught by faculty, except for two sections that were taught by professional staff.
• The FYE Advisory Committee revised the FYE 100 course outcomes to better align them with the general education outcomes.

**Honors Program:**
• Revised Honors Program to include four honors distinctions (Honors Recognition, Honors Scholar, Honors Scholar with Distinction, and Honors Scholars with Highest Distinction), each with different student requirements and expectations.
• Restructured Honors Program to include seminars in six core areas that are aligned with the general education outcomes including Fine Arts, Western Civilization, Global Awareness, Citizenship, Behavioral/Social Sciences, and Communication. Students taking these courses would satisfy some of their general education requirements.
• Honors Program Coordinator is currently working to develop eight program course offerings over four years along with designated program faculty.
• Once the courses are developed and faculty are identified, the logistics of including the honors program information in the admissions and advising channels to increase student interest and recruitment will be addressed.

**Library & Information Services:**
• Academic, administrative computing, and ITS (formerly UNET) staff worked together to successfully implement the Internet Protocol (IP) Telephony project.
• Acadian Archives sponsored five exhibits on Valley history and culture, including exhibits on material cultural, oral literature, agriculture, literature, and cultural identity. In addition to UMFK and community visitors, over 500 students from elementary and secondary schools in the Valley’s four school districts visited these exhibits.
• Fully equipped the four remaining regular classrooms, two in the OMS and two in the Sports Center with multimedia equipment.
• Blake Library joined with other URSUS libraries within UMS to implement a system wide user satisfaction survey using LibQual. Respondents were generally satisfied with the friendly and knowledgeable staff and service. The greatest concern identified was that the library as place needed work and the criticism of having to borrow books from other libraries. Library staff is taking these concerns seriously and has already made some changes to address these concerns.
• Web Services constructed a new UMFK website and new community calendar, which went live on June 15, with a presentation for the press and others in the Nadeau Teleconference Room.
• Accepted resignation of Director and Assistant Director of the Acadian Archives; active search in progress.
• Accepted resignation of Romeo Theriault; active search in progress.
• Accepted the retirement notice of Dean Sharon Johnson, effective December 2007.

**Natural and Behavioral Science Division:**
• Three new minors (economics, forensics, and information security) were approved and a variety of new courses were developed or revised and curricular changes implemented as a result of programmatic assessment.
• In response to community demands, a winter sports concentration in the business major was developed and proposed and is pending Divisional and Academic Council approval.
This could enhance our collaboration with Maine Winter Sports and its world-class biathlon training program.

- Several faculty in the NBS division were recognized for special achievements this year. Steve Hansen was awarded the University Trustee Professorship; Steve Selva received the 2007 Alumni Foundation Faculty Research Award; and Dave Hobbins received the Outstanding Faculty Award.
- Faculty were successful in securing several EPSCoR Byproducts Research Initiative grants for small equipment (ATV), student stipend ($1,000), and travel funds ($2006).
- Three new program coordinators were appointed for a total of six. The main impetus for creation of the program coordinators positions was to provide oversight of student learning and program outcomes assessment and course sequencing for the majors in the NBS division, our largest division. As a result, formalized program and student competencies assessment plans are becoming systematic for the majority of the majors, with the exception of the Behavioral Science majors.
- A new Math faculty hire remains necessary to relieve the current NBS math faculty member’s overload and to assist in math outcomes assessment across the curriculum. The current math faculty member has primary responsibility for teaching in the Education division. Although we had two unsuccessful searches, someone with a terminal and dual degree in Education and Mathematics would be highly desirable.
- The Forestry/Environmental Students Field Assistant search to replace Andrew Marquis who resigned in May 2007 and John Mathieu who resigned in August 2007 is currently underway.
- The Business Management and related programs (E-Commerce, Rural Public Safety Administration, and Computer Applications) recently underwent a site visit and submitted a self study to the International Assembly for Collegiate Business Education, and because of this the Business Management Program is in a much healthier position than the mathematics programs. The Business program could easily take in 60 new students per year for the AA and BS programs annually as compared to the current 25-30 new students for both. Faculty are not optimistic about the collaboration between Admissions and Academics without a cultural change.
- A Business Advisory Board was formalized for the Business Management and related programs, which includes seven board members. An initial meeting was held in the spring.
- The Forestry Technology program enrolled 8 new freshmen in the fall of 2006 as compared to 19 in the prior fall of 2005. The major focus on this year’s work has been on initiatives to increase enrollment in the program. Major curricular revision, accreditation, and recruitment efforts will continue to be the major focus of this program over the next several years.

Nursing Division:

- With Fall 2006 fulltime and part-time enrollments at an all time high (206 as compared to 182 in the Fall of 2005), nursing continues to be a vibrant program at UMFK and has moved to the second position for largest programs on campus.
- Erin Soucy was appointed as Acting Director of Nursing for academic year 06/07
- Personnel changes continue to occur; Lisa Theriault resigned; and new hires included two Assistant Professors of Nursing, Christie Madore and Bunny Pounds, and a Nursing Resource Center Manager and Instructor, Denise Potvin.
- Jenny Radsma completed a full year sabbatical leave for AY 06/07. She worked as a post-doctoral fellow at Alberta University in Edmonton, Alberta, CA.
- Numerous in state and out of state clinical agency agreements were initiated in the past year to accommodate the increased number of students needing to complete a preceptorship experience.
• Nursing hosted a series of activities in celebration of their 25th anniversary, which was made possible through the support of strategic planning special initiative funds
• A successful (22 participants) Nursing Discovery Camp was held in the summer of 2007
• Both the nursing recruitment and strategic plans were refined and updated
• An articulation agreement was developed with Frenchville Technical Center for CNA courses
• Recruited two new clinical instructors, Vicki Voisine and Marsha Labbe
• A Nursing Honors Society Induction and a Nurse Pinning Ceremony was held
• All clinical agency agreements were reviewed and updated
• Two Nursing Advisory Council meetings were hosted
• A clinical/laboratory fee to assist with clinical instructor coverage was initiated
• No new courses were developed this year
• Completed the student performance and program effectiveness plan for 2006/2007; however, assessment reveals that many target benchmarks were not achieved, mixed, or no data was collected. This might have been a result of the increased number of new students and new faculty personnel. The importance of systematic data collection was reinforced with staff, especially in light of the upcoming Maine State Board of Nursing re-accreditation and the 5-year interim report for CCNE in 2008. Outcomes which have not been met will be discussed by the faculty in early fall and a plan of action will be developed to address outcomes which have not been met.
• NCLEX pass rates for this past academic year are pending for October by the National Council of State Boards of Nursing; four students are currently participating in remediation activities
• Except for achieving the Student Performance and Program Effectiveness Plan outcomes, overall goals set by the Division were met for academic year 06/07

Registrar/Institutional Research Office:
• Development of PeopleSoft student records continues
• Developed new UMFK academic catalog for 2007-2009 to include NEASC recommendations
• Implemented new electronic version of the statistical abstract
• Updated UMFK Quick Facts information
• Initiated Resource 25 for better classroom scheduling
• Implemented a registration deadline and late fee
• Updated and improved the institutional research website

Student Success:
• Continued implementation of a new Academic Advising Program based on the Total Intake Model as well as a new Orientation format. The majority of students surveyed (92%) reported overall satisfaction with their advisor and the advising process.
• Hosted an advising campaign in the spring of 2007, which played a huge role in the increase (61%) of student pre-registrations. Plans are underway to continue these efforts in the fall of 2007.
• A major MELMAC Education Foundation grant ($275,000) has been recently secured to advance student retention and assessment activities on campus. Our goal is to increase student retention and graduation rates by 3% each year for the next five years. Percentage increases from last year’s baseline will be calculated in October of 2007.

III. Key Performance Indicators
• Strategic Plan (KPIs)
• Institutional Effectiveness and Assessment (Scorecard)
The full Institutional Effectiveness and Assessment Plan report, which includes results of strategic planning goals and the institutional effectiveness scorecard KPIs, is forthcoming as results are currently being entered into the database for analysis and reporting.

IV. Staff Development and Service

Individual reports available upon request.

V. VPAA Administrative Goals for AY 2007/2008

The goals of the VPAA are congruent with three of the Chancellor’s goals for the System and include:

Academic Programs
- Work with French and Forestry faculty to redesign and realign the curricula with student interest and employment opportunities
- Continue institutionalization of academic assessment practices in our general education and academic programs; develop new divisional annual report to reflect program and student learning indicators/benchmarks; and provide support and guidance for program review and accreditation activities, specifically for the English, French, Forestry, Nursing, and Business and related programs.
- Bring a Libra Scholar in residence to UMFK to work with faculty on strengthening writing across the curriculum
- Develop further the Honor’s Program to encourage increased student enrollments

Student Success
- Continue to implement student retention and progression to graduation strategies by working with key faculty and professional staff to continuously monitor and refine advising and career counseling processes, and to implement the MELMAC student retention and progression strategies
- Provide guidance and support to Academic Council toward strengthening the Freshmen-Year academic experience

Strengthening the Economy of Maine (R&D&E)
- Continue to work with the President, faculty, and Consortium and community members to submit and get the Center for Rural Sustainable Development proposal approved at the System level

Financial Sustainability
- Continue to enforce prudent financial control by working with faculty Chairs to examine the curricula and associated costs as it relates to faculty hiring needs, number of tenure and non-tenure track faculty, faculty workloads, faculty productivity, instructional costs, student enrollments, and advising workloads