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College Records: Academics

Shelf mark: College Records: Academics

Accession Number: A4-A16, A40, A68, A127

Collection Title: Academics

Number of Containers: 6 boxes

Linear Feet: 3.17

Format: Paper-based materials, photos

Languages: English

Dated: 1928-2011

Access and Use

Access Restriction: None

Provenance: No documentation available.

Acquisition Information: No documentation available.

Custodial History: No documentation available.

Scope, Content, and Arrangement

Collection Summary

Arrangement and Description: This collection deals with academic programs and departments, faculty continuing education, academic advising, scholarship awards, and examinations (test given, not student work). The collection includes lists of medical school admissions, academic calendars, summer session information, and photos.

Processing

Finding Aid Created by: Kaia Rosen

Collection Processed by: unknown

Container List

Box	Folder	Contents	Date	Digitized
1	1	Dean of Studies – Memos re: withdrawals and absences	1955-1960	
	2	Office of Placement and Testing – Freshman 1971	1971	
	3	Photos – Math class in CUBE	1999	
	4	Photos – Philosophy	2002, n.d.	
	5	Photos – Theology	2001	
	6	Photos – Sallyann Mulcahy (dance)	1999	
	7	Spring and Summer class schedules	2004	
	8	Program pamphlets	n.d.	

9	Kellogg Foundation Grant – Environmental Studies Department	1962-1974	
10	Departments – Computer Science	1982-1983, n.d.	Yes
11	Departments – Computer Science	1983-1990, n.d.	Yes
12	Departments – Communications (photo)	1987	Yes
13	Departments – Education (photos)	1980, n.d.	Yes
14	Departments – Physical Education (photos)	1982	Yes
15	Departments – Science (photos)	1979, n.d.	Yes
16	Departments – Art – pottery (photos)	1979-1990, n.d.	Yes
17	Departments – Art – Drawing, painting, stained glass, etc.	1982-1990, n.d.	Yes
18	Departments – Engineering	1957-1993	
19	Proposal for a New Civil Engineering Major	[199?]	
20	The Carroll College Paraprofessional Program	n.d.	
21	Pre-Law Handbook	n.d.	
22	Honors Scholars Program	1990, n.d.	
23	Honors Scholars Program – Notices, memos, etc.	1990-1991	
24	Honors Theses – Memos, notices, lists	1969-1990	
25	Forensics – Phi Kappa Delta, memos, rules, letters, etc.	1932-1993, n.d.	
26	Study Abroad – photos and negatives	n.d.	
27	Career Center	1983-1992	
28	Wellness program	1986-1987, 2006	
29	Office of Continuing Education – brochures, memos, etc.	1984-1989	
30	International program	1990-1993, n.d.	
31	Summer Session 1971	1971	
32	Summer programs and schedules	1973-2001	
33	Carroll Continuing Education Weekend Program	1984, n.d.	
34	Miscellaneous documents re: academics and faculty	1985-1997	
35	Academic support	1979-1989, n.d.	
36	Direct instruction costs and class makeup	1970-1991	
37	Student/academic calendars	1965, 1988	
38	State of the Faculty Report	2002	

39	Academic advising	1980-1992, n.d.	
40	"The Advisor Manual – Part 1"	n.d.	
41	"Steps to Developing a Service-Learning Project – A Guide for Faculty"	[2011]	
42	"Teacher Development Portfolio: Collect, Select, Reflect"	2003	
43	"Growing a Cross-Cultural Learning-Environment"	n.d.	
44	Faculty workshop	2000	
45	Summary of medical school applicants 1971-1975	1971-1975	
46	Class of '76 admitted to medical or dental school	1976	
47	St. Vincent's Hospital School of Medical Technology	1949-1958	
48	Information on medical college admissions exam	1947-1951	
49	Delta Epsilon Sigma – National Catholic honors society	1940-1959, n.d.	
50	High school/college exams [1920-1930]	n.d.	
51	1935 high school/college exams	1935	
52	1934 high school/college exams	1934	
53	1933 high school/college exams	1933-1934	
54	Scholarships – Butte Columbian Squires	1938-1940, n.d.	
55	Scholarships – Corette Family Scholarship	1996, 2006	
56	Scholarships – Endowed	1953-1959, n.d.	
57	Scholarships – Endowed	1953-1959, n.d.	
58	Scholarships – Miscellaneous	1928-1963, n.d.	
59	Academic search consultation service	1988	
60	Evaluation process: math, engineering, physics, and computer science	1994	
61	Marketing and Comms – Science at the Edges of Humanity Conference	2005	
62	Marketing and Comms – Summer classes '06	2006	
63	Environmental Studies Program Brochure	n.d.	
64	Healthcare Education Brochure	n.d.	
65	Carroll Academics Brochure	n.d.	
66	Education Award Announcement	1960	
67	Carroll Class Schedule Fall 1947	1947	
68	Carroll Summer Session 1952	1952	

	69	Carroll Class Schedule Fall 1952	1952	
	70	Carroll Summer Session 1957	1957	
2	1	Math & I-Relations Classes, negatives	1986	
	2	"Three Proposals for a Carroll College Program of Education" (3 copies)	1997	
	3	"State of the Fine Arts: Self-Assessment of the Carroll College Fine Arts Department"	2003	
	4	Memorial scholarships	n.d.	
	5	Father Meager Contemporary Literature Syllabus	1940	
	6	Vanisko computer class negatives	n.d.	
	7	Power scholarship negatives	n.d.	
	8	Faculty resources for helping students	1965-2005	
	9	Theology Assessment Examples	n.d.	
	10	Association of College Honor Societies Information Booklet	1959	
	11	4-year course planning sheets for academic advising (physical education major and biology major)	1983-1987, n.d.	
	12	Photos: Dental Hygiene program	1976-1985, n.d.	Y
3	1	Nursing department: exam samples – NU 202 Spring 2000 Final	2000	
	2	Nursing department: exam samples – NU 305 Spring 1999 Exam 3	1999	
	3	Nursing department: exam samples – NU 405 Fall 1999 Final	1999	
	4	Nursing department: case study December 1999	1999	
	5	Nursing department: Philosophy of Nursing papers	n.d.	
	6	Nursing department: Florence Project and A Call to Care	n.d.	
	7	Nursing department: Swan Valley Center for Change	n.d.	
	8	Department of Business, Accounting, and Economics: Exams	n.d.	
	9	Department of Business, Accounting, and Economics: Floppy disk student presentation	n.d.	
	10	Department of Business, Accounting, and Economics: City of Smithville group project	2001	
	11	Department of Business, Accounting, and Economics: Management simulation book with floppy disk	n.d.	

	12	Department of Environmental Studies: Assessment Examples	1999	
	13	Department of Language and Literature: EN 221 syllabus and midterm exam	2000	
	14	Department of Language and Literature – EN 221 paper assignment and example	n.d.	
	15	Department of Language and Literature – EN 223 final exam	2000	
	16	Department of Language and Literature – EN 305 exams	n.d.	
	17	Department of Language and Literature – EN 340 exam I	n.d.	
	18	Department of Language and Literature – GM 203 exam	n.d.	
	19	Department of Language and Literature – EN 223 assignment and exams	n.d.	
	20	Department of Language and Literature – EN 337 discussion instructions and exam	2000	
	21	Department of Language and Literature – EN 224 paper assignments	n.d.	
	22	Department of Language and Literature – EN 337 final exam	n.d.	
	23	Department of Language and Literature – EN 102 assignments	n.d.	
	24	Department of Philosophy – PHIL 107 final exam	2000	
	25	Department of Philosophy – PHIL 113 final exam	1999	
	26	Department of Philosophy – Bioethics final exam	2000	
	27	Department of Philosophy – PHIL 209 cultural dateline and biography	n.d.	
	28	Department of Philosophy – PHIL 216 midterm exam	1998	
	29	Department of Philosophy – PHIL 302 final exam	n.d.	
	30	Department of Philosophy – philosophy majors 4 th year final exam	2000	
	31	Department of Political Science – misc. exam samples	n.d.	
	32	Department of Political Science – PO 115 exam sample	1999	
	33	Department of Political Science – PO 344 exam sample	1998	
	34	Department of Political Science – PO 306 exam sample	2000	

	35	Department of Political Science – PO 206 exam samples	1999	
	36	Department of Political Science – PO 330 take home exam	n.d.	
	37	Department of Political Science – PO 216 exam sample	2000	
	38	Department of Political Science – PO 280 exam sample	2000	
	39	Department of Political Science – PO 210 take home exam	1997	
4	1	American Forensics Association Tournament, VHS	1988	Yes
	2	Math & Data Analysis, VHS	1991	Yes
	3	Apple Satellite Taping, 21 February (VHS)	1991	Yes
	4	Apple Satellite Taping, 25 April (VHS)	1991	Yes
5	1	Honors thesis materials and applications: Emails and schedule plans (1/93-5/07)	1993-2007	
	2	Honors thesis materials and applications: honors scholars' program, senior candidates, junior candidates, application forms (4/95-4/07)	1995-2007	
	3	Honors thesis materials and applications: presentation set-up (1/04-4/06)	2004-2006	
	4	Honors thesis materials and applications: presentation set-up (2/92-4/03)	1992-2003	
	5	Comprehensive development plan: grant application (1/92-6/93)	1992-1993	
	6	Comprehensive development plan: grant application, resume, lobby activities form (1/92-6/93)	1992-1993	
	7	Course enrollment by departments: Communications, CS/math/ENGR, ED/PE, Environmental studies, general studies (8/01)	2001	
	8	Course enrollment by departments: history/IR, honors, INTNL PROG, EN/LIT/LANG, nursing, philosophy, PoliSci, psychology, theology (8/01)	2001	
	9	Course enrollment by departments: overview, AN/SO/SW, AT/DR/PA/VA, BI/CH/SCIENCES, BA/EC/PA/PAD (8/01)	2001	
	10	Course summary: FA '67, SP '68, FA '68, SP '69, FA '69, SP '70, FA '70, SP '71	1967-1971	
	11	Course summary: FA '71, SP '72, FA '72, SP '73, FA '73, SP '74, FA '74, SP '75, FA '75	1971-1975	

	12	Course summary: SP '76, FA '76, SP '77, FA '77, SP '78, FA '78, SP '79, FA '79, SP '80, FA '80, SP '81, FA '81	1976-1981	
	13	Carroll College Assessment Report – Academic programs Spring 2007	2007	
	14	Forensics Team, photo	1998-99	
	15	Resume Writing Workshop, photo (Joan Stottlemeyer)	n.d.	
6	1	Faculty Orientation Program, 25-26 August	1988	
	2	Freshman Seminar Orientation Program	n.d.	
	3	Math & Engineering Survey results	n.d.	
	4	Anthrozoology Students with sheep, photos	199-	
	5	Forensics, photos	199-	
	6	Speech Trip to MSU, spring (Bill Hicker, Jim Huber, Don Payton, Jim Duboy, Dick Monaco, Marry Ann Beaton, Jack Aho, Harvey Sarri, Jim Courtney, Mr. Clinch, Lee Hightower, Tom Tlynn)	1955	
	7	Speech Team, negatives	1983	
	8	Speech Team, negatives	1984	
	9	National Debate Team, negatives	1985	
	10	Speech & Thropy, negatives	1986	
	11	Speech & Discussion Team, negatives	1987	
	12	Speech & Discussion Team, negatives	1987-88	
	13	Speech & Discussion Team, negatives	1989	
	14	Psychology Honors, negatives	1989	
	15	Auto CAD, certificate & newspaper clippings	1992-93	
	16	Night of Talking Saints, invitation	2004	
	17	Debate Team, negatives	n.d.	
	18	Political Science, photos	n.d.	
	19	National Design Contest	n.d.	
	20	Continuing Education, flier	n.d.	
	21	Honors Scholars at Carroll	n.d.	
	22	Dental Hygiene Program, negatives	n.d.	
	23	Forensics Awards & Pottery, slides	n.d.	
	24	Student Teaching, photos	1990s	
	25	Talking Saints National Champions of Parliamentary Debate, photos	1999	
	26	Students in Action, photos	n.d.	
	27	Phi Sigma Iota & Juan Diego Cuauhtlatotzin Program, 20 April	2023	

	28	John L. Sullivan Religion Medal, awarded to Robert J. Munzienriedder (<i>donated by Jo Munzienrieder, medal was given to his grandfather on his first communion</i>)	1925	
	29	TH 205A: Moral Theology, syllabus and class materials (taught by Father J. Eugene Peoples)	1998-2005	

College Records: Accreditation

Shelf mark: College Records: Accreditation

Accession Number: A24-25, A107, A147-148, n/a

Collection Title: Accreditation

Number of Containers: 16 boxes

Linear Feet: 13.55

Format: Paper-based materials, reports, assessments and exhibits

Languages: English

Dated: 1917-2009, no date (n.d.)

Access and Use

Access Restriction: None

Provenance: No documentation available.

Acquisition Information: No documentation available.

Custodial History: No documentation available.

Scope, Content, and Arrangement

Collection Summary

Arrangement and Description: Materials related to Carroll's accreditation processes.

Processing

Finding Aid Created by: Jennifer Oates

Collection Processed by: unknown

Container List

Box	Folder	Contents	Date	Digitized
1	1	NWASC: Evaluation Committee Report	1990	
	2	Self-Study Report	n.d	
	3	NWASC: Interim Report & Appendix A-D	n.d	
	4	Report to the NWASC	1990	
	5	Memorandum	1994	
	6	NWASC Commission on Colleges: Evaluation Committee	2000	
	7	NWASC Commission on Colleges: Office of the Executive Director	1992	
	8	Self-Study Committee: Standard Two- Educational Program and Its Effectiveness	1998	

9	CC ED Dept: Accreditation DVD	2003	
10	Directory of Recognized Accrediting Bodies	1991	
11	Directory of Accredited Centers/Programs: USCC: Commission on Certification and Accreditation	1991-92	
12	Carroll Montana: Assessment Report: Academic Programs	2007	
13	Proceedings and Directory: NWASC 76th Annual Meeting	1992	
14	Regular Interim Report to The Northwest Commission on Colleges and Universities	2005	
15	Report to the Commission of Colleges NWASC	2000	
16	Regular Fifth-Year and Focused Interim Report for Reaffirmation of Accreditation	1994	
17	Carroll College: Interim Report on Five-Year Planning Process • Part 1 • Board of Trustees Meeting	1992	
18	NWASC: Focused Interim Evaluation Report for Carroll College	1992	
19	NWASC: 75 Year History	1917-1991	
20	NWASC: Evaluation Committee Report	1990	
21	Report to the NWASC	1990	
22	Five Year Interim Report to Commission on Colleges of the NWASC	1985	
23	Report of Carroll College to the NWASC	1980	
24	Five Year Interim Report to Commission on Higher Schools of the NWASC	1975	
25	Progress Report to Commission on Higher Schools of the NWASC	1973	
26	Report of Carroll College to the Northwest Association of Secondary and Higher Schools	1970	
27	• Progress Report to Commission of the Northwest Association of Secondary and Higher Schools • Progress Report to the Higher Commission	1968 1963	
28	Report of the Visitation Committee to the Commission of the Northwest Association of Secondary and Higher Schools	1960	
29	Report I: Submitted to the Northwest Association of Secondary and Higher Schools	1960	
30	Report II: Submitted to the Northwest Association of Secondary and Higher Schools	1960	

	31	NWASC Commission on Colleges: Evaluation Committee Report	1980	
	32	Progress Report to Commission on Higher Schools of the Northwest Association of Secondary and Higher Schools	1973	
	33	Northwest Association of Secondary and Higher Schools Commission on Higher Schools: Committee Evaluation Report	1970	
	34	Report of the Visitation Committee to the Commission on Higher Schools of the Northwest Association of Secondary and Higher Schools	1960	
	35	Report on Carroll College Submitted to the Commission on Higher Schools of the Northwest Association of Secondary and Higher Schools Prepared Under the Supervision of the Right Reverend Monsignor Emmet J. Riley, Ph. D., President	1949	
	36	President's Report	1934	
	37	Accreditation Influences on Postsecondary Institutions in the Northwest Accrediting Region: An Assessment	1978	
	38	A Report of the Eleventh Pacific Northwest Conference on Higher Education	1948	
	39	Library Report for NASC 9/9/94	1994	
	40	Focused Interim Report to the Northwest Association of Schools and of Colleges and Universities	2003	
	41	Social Work Accreditation Report Oct. 1998	1998	
	42	Report of Survey Visit – Nursing	1994	
2		Focused Interim Report to The Northwest Commission on Colleges and Universities	2007	
		Focused Interim Report to The Northwest Commission on Colleges and Universities	2007	
		Focused Interim Report to The Northwest Commission on Colleges and Universities	2007	
		Financial Statements and Report of Independent Certified Public Accountants	1993-92	
		Focused Interim Report to The Northwest Commission on Colleges and Universities	2007	
		Focused Interim Report to The Northwest Commission on Colleges and Universities	2007	
		Focused Interim Report to The Northwest Commission on Colleges and Universities	2007	

		Accreditation Handbook	2003	
		Accreditation Handbook	2003	
	1	NWCCU Progress Report Appendices	2006	
	2	NWCCU Interim Report	2005	
	3	Theological Foundations Assessment of Learning Outcomes	n.d	
	4	NWCCU Evaluation Visit Schedule	2005	
		Focused Interim Report to The Northwest Commission on Colleges and Universities	2007	
	5	NWASC Focused Interim Report	2003	
		Financial Statements and Independent Auditors Report	2003-02	
	6	NWASC Progress Report	2002	
	7	NWCCU Interim Report	2005	
		Focused Interim Report to The Northwest Commission on Colleges and Universities	2007	
		Focused Interim Report to The Northwest Commission on Colleges and Universities	2007	
		Report to the Commission of Colleges NWASC	2000	
	8	NWCCU Report	2005	
	9	NWASC Self-Study	2000	
	10	Progress Report to NWASC	2002	
	11	NWCCU Focused Interim Report	2007	
		Regular Fifth-Year and Focused Interim Report for Reaffirmation of Accreditation	1994	
		Regular Fifth-Year and Focused Interim Report for Reaffirmation of Accreditation	1994	
	12	Interim Report to NWASC	1994	
3		Regular Fifth-Year and Focused Interim Report for Reaffirmation of Accreditation	1994	
		Regular Fifth-Year and Focused Interim Report for Reaffirmation of Accreditation	1994	
		Regular Fifth-Year and Focused Interim Report for Reaffirmation of Accreditation	1994	
	1	Progress Report to NWASC	1996	
		Interim Report to NWASC	1992	
		Interim Report to NWASC	1992	
	2	Interim Report to NWASC	1994	
	3	NWASC 5th Year Interim Report	1994	
	4	Focused Interim Report NWASC	1992	
		NWASC Commission on Colleges: Focused Interim Evaluation Report	1992	

		Interim Report to NWASC	1992	
		Interim Report to NWASC	1992	
		Interim Report to NWASC	1992	
	5	Self-Study Report	1980	
	6	NWASC Evaluation Committee Report	1980	
		Report of Carroll College to the Northwest Association of Secondary and Higher Schools	1970	
	7	NWASC 5-Year Interim Report	1985	
	8	NWASC Report 1/2	1990	
	9	NWASC Report 2/2	1990	
		Report to the NWASC	1990	
		Report to the NWASC	1990	
	10	Report to the NWASC	1990	
		Report to the NWASC	1990	
4		Self-Study Exhibit 7-5: Budget	2000-01	
5	1	Exhibit 6-1: Articles of Incorporation	1986	
	2	Exhibit 6-1: Bylaws	2000	
	3	Exhibit 6-2: Appendix	1999-2000	
	4	Exhibit 6-2: Board of Trustees	2000	
	5	Exhibit 6-2: Board of Trustees Meeting Minutes	1997-2000	
	6	Exhibit 6-2: Board Policy Manual Index	n.d.	
	7	Exhibit 6-2: Board Policy Manual 1	1997	
	8	Exhibit 6-2: Board Policy Manual 2	1986	
	9	Exhibit 6-2: Board Policy Manual 3	2000	
	10	Exhibit 6-2: Board Policy Manual 4	1997	
	11	Exhibit 6-2: Board Policy Manual 5	1997	
	12	Exhibit 6-2: Board Policy Manual 6	1993	
	13	Exhibit 6-2: Board Policy Manual 7	1993	
	14	Exhibit 6-2: Board Policy Manual 8	1995	
	15	Exhibit 6-2: Board Policy Manual 9	n.d.	
	16	Exhibit 6-2: Board Policy Manual 10	1990	
	17	Exhibit 6-2: Board Policy Manual 11	1994	
	18	Exhibit 6-2: Board Policy Manual 12	1996	
	19	Exhibit 6-3: Administrative Position Descriptions	2000	
	20	Exhibit 6-3: Flow Charts of Divisions	2000	
	21	Exhibit 6-3: Working Vision Statement	1996-99	
	22	Exhibit 6-4: Staff Handbook	n.d.	
	23	Exhibit 6-5: Salary Data	2000-01	
	24	Exhibit 6-6: Faculty Handbook	2000	
	25	Exhibit 6-7: Staff Advisory Meetings Minutes	1997-2000	
	26	Exhibit 6-7: Faculty Assembly Meeting Minutes 1	1998-2000	
	27	Exhibit 6-7: Faculty Assembly Meeting Minutes 2	1997-98	

	28	Exhibit 8: Faculty Committee Membership	2000-01	
	29	Exhibit 9: Samples of Reports to Constituencies	1993-2000	
	30	Exhibit 10: Constitution of ASCC	2000	
	31	Exhibit 10: Student Handbook	1999-2000	
6	1	Accreditation – 1990	1990	
	2	Accreditation	1953-1969, n.d.	
	3	Accreditation	1950-1952	
	4	Affiliation Certification (Catholic University)	1939-1948	
	5	Affiliation Certification (Catholic University)	1938-1960	
	6	Evaluation – Commission on Colleges	1990-2000	
	7	Evaluation – Commission on Colleges	2001-2007	
	8	Evaluation – Institutional Assessment	2007-2009	
	9	Evaluation – Institutional Assessment	1980-2006	
	10	Evaluation – Self Study	1989-1990	
	11	Evaluation – Self Study	1990	
	12	Evaluation – Self Study	1990	
	13	Reports – Consultation Visit	1997	
	14	Reports – Northwest Association of Schools and Colleges Evaluation	1980	
	15	Reports – Northwest Association of Schools and Colleges	1980	
	16	Reports – Northwest Association of Secondary and Higher Schools	1970	
	17	2000-2001 Student Handbook/Calendar	2000	
	18	Standard 5 – Exhibits #1-3, Library and ISM	2000, n.d.	
	19	Standard 5 – Exhibits #4-6, Library and ISM	2000, n.d.	
	20	Standard 5 – Exhibits #7-11, Library and ISM	2000, n.d.	
	21	Standard 5 – Exhibits #13-14, Library and ISM, and additional info	2000, n.d.	
	22	North Central Association of Colleges and Secondary Schools	1948	
	23	North Central Association of Colleges and Secondary Schools	1948	
7	1	Financial Statements & Independent Auditors' Reports, 31 May 1990 and 31 May 1991	1990-91	
	2	Financial Statements & Independent CPAs, 31 May 1992 and 31 May 1993	1992-93	
	3	Financial Statements & Independent CPAs, 31 May 1993 and 31 May 1994	1993-94	
	4	Financial Statements & Report of Independent CPAs, 30 June 1994	1994	

	5	Financial Statements & Report of Independent CPAS, 30 June 1995	1995	
	6	Financial Statements & Report of Independent CPAS, 30 June 1996	1996	
	7	Financial Statements & Report of Independent CPAS, 30 June 1997 and 30 June 1998	1997-98	
	8	Department of Nursing Self-Study Report, January 1994	1994	
	9	Department of Nursing Self-Study Report, February 1995	1995	
	10	Department of Nursing Self-Study Report, September 2001	2001	
	11	Department of Nursing Self-Study Report Appendixes, September 2001	2001	
	12	Appendices, Volume 2	[1980s]	
	13	Experimental Reorganization	1969	
	14	Administrative Organization	n.d.	
	15	Academic Advisor Plan	n.d.	
	16	Academic Advisor Plan	n.d.	
	17	Faculty Advisor Manual, August 1972	1972	
	18	Faculty Advisor Manual, August 1973	1973	
	19	Faculty Advisor Manual Supplement, August 1974	1974	
	20	Faculty Advisor Manual, August 1980	1980	
	21	Faculty Advisor Manual, August 1981	1981	
	22	Faculty Advisor Manual, August 1981	1981	
	23	Academic Advising Information	1992	
	24	Self-Study & Accreditation Correspondence	2000	
	25	Regular Fifth-Year and Focused Interim Report for Reaffirmation of Accreditation	1994	
	26	Progress Report to the Northwest Association of Schools and Colleges (3 copies)	1996	
8	1	Standard 9 – Table of Contents	1995-2000	
	2	Standard 9 Exhibit 1 – Public Relations	1995-2000	
	3	Standard 9 Exhibit 2 – Recruitment Activities List	1999-2000	
	4	Standard 9 Exhibit 2 – Recruitment Activities 1	n.d.	
	5	Standard 9 Exhibit 2 – Recruitment Activities 3	n.d.	
	6	Standard 9 Exhibit 2 – Recruitment Activities 4	n.d.	
	7	Standard 9 Exhibit 2 – Recruitment Activities 5	n.d.	
	8	Standard 9 Exhibit 2 – Recruitment Activities 6-8	n.d.	
	9	Standard 9 Exhibit 2 – Recruitment Activities 9	n.d.	
	10	Standard 9 Exhibit 2 – Recruitment Activities 11-16	1999, n.d.	
	11	Standard 9 Exhibit 2 – Recruitment Activities 17	[1999]	

12	Standard 9 Exhibit 2 – Recruitment Activities 19, 21	[1999]	
13	Standard 9 Exhibit 2 – Admission Handouts	n.d.	
14	Standard 9 Exhibit 2 – Misc.	n.d.	
15	Standard 9 Exhibit 3 – 1 of 6	1999-2000	
16	Standard 9 Exhibit 3 – 2 of 6	1999-2000	
17	Standard 9 Exhibit 3 – 3 of 6	1999-2000	
18	Standard 9 Exhibit 3 – 4 of 6	1999	
19	Standard 9 Exhibit 3 – 5 of 6	n.d.	
20	Standard 9 Exhibit 3 – 6 of 6	1999	
21	Standard 9 Exhibit 4 – 1 of 4	1999	
22	Standard 9 Exhibit 4 – 2 of 4	1999	
23	Standard 9 Exhibit 4 – 3 of 4	1999	
24	Standard 9 Exhibit 4 – 4 of 4	1999-2000	
25	Standard 9 Exhibit 5 – 1 of 9	1999-2000	
26	Standard 9 Exhibit 5 – 2 of 9	n.d.	
27	Standard 9 Exhibit 5 – 3 of 9	2000, n.d.	
28	Standard 9 Exhibit 5 – 4 of 9	n.d.	
29	Standard 9 Exhibit 5 – 5 of 9	1998	
30	Standard 9 Exhibit 5 – 6 of 9	[1999]	
31	Standard 9 Exhibit 5 – 7 of 9	n.d.	
32	Standard 9 Exhibit 5 – 8 of 9	n.d.	
33	Standard 9 Exhibit 5 – 9 of 9	n.d.	
34	Standard 9 Exhibit 6 – 1 of 4	2000	
35	Standard 9 Exhibit 6 – 2 of 4	2000	
36	Standard 9 Exhibit 6 – 3 of 4	1999	
37	Standard 9 Exhibit 6 – 4 of 4	1999	
38	Standard 9 Exhibit 7 – Sample Ads	n.d.	
39	Standard 9 Exhibit 7 – Sample Press Releases	1999	
40	Standard 9 Exhibit 8 – 1 of 10	[1997]	
41	Standard 9 Exhibit 8 – 2 of 10	1999-2000	
42	Standard 9 Exhibit 8 – 3 of 10	[1996]	
43	Standard 9 Exhibit 8 – 4 of 10	1999-2000	
44	Standard 9 Exhibit 8 – 5 of 10	n.d.	
45	Standard 9 Exhibit 8 – 6 of 10	1998-1999	
46	Standard 9 Exhibit 8 – 7 of 10	1997-1998	
47	Standard 9 Exhibit 8 – 8 of 10	1995-1996	
48	Standard 9 Exhibit 8 – 9 of 10	n.d.	
49	Standard 9 Exhibit 8 – 10 of 10	1994	
50	Standard 9 – Academic Grievance Policy	1998	
51	Standard 9 – Student Handbook	1999-2000	
52	Standard 9 – Board Policy Manual	1997	
53	Standard 9 – Faculty Handbook	1993	

	54	Standard 9 – Staff Manual	n.d.	
	55	Standard 9 – OIA Organizational Chart	1999	
	56	Standard 9 – Financial Aid 1 of 4	1997-2000	
	57	Standard 9 – Financial Aid 2 of 4	1999	
	58	Standard 9 – Financial Aid 3 of 4	1997	
	59	Standard 9 – Financial Aid 4 of 4	1998-1999	
	60	Standard 9 – Enrollment Operations	1998-2000	
	61	Standard 9 – Admissions	1999-2000	
	62	Standard 9 – SAINTS Alumni Volunteer Handbook	1999	
9	1	Standard 1 – Carroll College Fact Book	2000	
	2	Standard 1 – Department of Nursing Alumni Survey	n.d.	
	3	Standard 1 – Graduate Surveys	1999	
	4	Standard 1 – Graduate Career Satisfaction Survey	1999	
	5	Standard 2 – Graduate Surveys	1999	
	6	Standard 2 – Freshman Academic Profile	2000	
	7	Standard 2 – Student Evaluations of Classes/Faculty	1997-1999	
	8	Standard 2 – Grade Distribution by Professor/Department	1997-2000	
	9	Standard 2 – Workshops/Grants and Scholarships/Stipends	1999-2000	
	10	Standard 3 – Exhibits Overview	n.d.	
	11	Standard 3 Exhibit 1 – College Catalog	2000-2001	
	12	Standard 3 Exhibit 1 – Student Handbook	2000-2001	
	13	Standard 3 Exhibit 2	1995-2000	
	14	Standard 3 Exhibit 3	1998-2000	
	15	Standard 3 Exhibit 4	[2000]	
	16	Standard 3 Exhibit 4 – Campus Ministry	n.d.	
	17	Standard 3 Exhibit 4 – Career Center	n.d.	
	18	Standard 3 Exhibit 4 – Conference Services	n.d.	
	19	Standard 3 Exhibit 4 – Orientation	1999	
	20	Standard 3 Exhibit 4 – Recreation	n.d.	
	21	Standard 3 Exhibit 4 – Residence Life	n.d.	
	22	Standard 3 Exhibit 4 – Student Activities	1998-1999	
	23	Standard 3 Exhibit 4 – Wellness Center	1999-2000	
	24	Standard 3 Exhibit 4 – Advising	n.d.	
	25	Standard 3 Exhibit 4 – Academic Resource Center	n.d.	
	26	Standard 3 Exhibit 4 – Bookstore	n.d.	
	27	Standard 3 Exhibit 4 – Food Services	1999-2000	
	28	Standard 3 Exhibit 4 – Athletics	n.d.	
	29	Standard 3 Exhibit 5 – Enrollment Management	1998-1999	
	30	Standard 3 Exhibit 5 – Career Center	1999-2000	

31	Standard 3 Exhibit 5 – Conferences	1998	
32	Standard 3 Exhibit 5 – Intramurals	1999	
33	Standard 3 Exhibit 5 – Residence Life	1998-1999	
34	Standard 3 Exhibit 5 – Student Activities	1998-1999	
35	Standard 3 Exhibit 5 – Health Services	1999-2000	
36	Standard 3 Exhibit 5 – Advising	2000	
37	Standard 3 Exhibit 5 – ARC	2000	
38	Standard 3 Exhibit 5 – Dining Services	1997-1998	
39	Standard 3 Exhibit 5 – New Student Services	2000	
40	Standard 3 Exhibit 5 – Recreation and Athletics	1998-1999	
41	Standard 3 Exhibit 6	n.d.	
42	Standard 3 Exhibit 6 – 2000	2000	
43	Standard 3 Exhibit 6 – 1999	1999	
44	Standard 3 Exhibit 6 – 1998	1998	
45	Standard 3 Exhibit 6 – 1997	1997	
46	Standard 3 Exhibit 6 – Results of Surveys/Evaluations	1997-1999	
47	Standard 3 Exhibit 6 – Orientation Survey	1998	
48	Standard 3 Exhibit 6 – ASQ 1999	1999	
49	Standard 3 Exhibit 7	n.d.	
50	Standard 3 Exhibit 8	n.d.	
51	Standard 3 Exhibit 9	1997	
52	Standard 3 Exhibit 10	1998-1999	
53	Standard 3 Exhibit 11 – TOC for Resumes	n.d.	
54	Standard 3 Exhibit 11 – Vice President Resumes	n.d.	
55	Standard 3 Exhibit 11 – Residence Life Resumes	n.d.	
56	Standard 3 Exhibit 11 – Student Development Center Resumes	n.d.	
57	Standard 3 Exhibit 11 – Enrollment Management Resumes	n.d.	
58	Standard 3 Exhibit 11 – Athletics Resumes	n.d.	
59	Standard 3 Exhibit 11 – Events Resumes	n.d.	
60	Standard 3 Exhibit 11 – Bookstore Resumes	n.d.	
61	Standard 3 Exhibit 12	1999-2000	
62	Standard 3 Exhibit CV – Intro	2000	
63	Standard 3 Exhibit CV – Accounting, Business, Economics	n.d.	
64	Standard 3 Exhibit CV – Communications	n.d.	
65	Standard 3 Exhibit CV – Education and Physical Education	n.d.	
66	Standard 3 Exhibit CV – Fine Arts	n.d.	
67	Standard 3 Exhibit CV – History	n.d.	

	68	Standard 3 Exhibit CV – Language and Literature	n.d.	
	69	Standard 3 Exhibit CV – Math, Engineering, Computer Science	n.d.	
	70	Standard 3 Exhibit CV – Natural Sciences	n.d.	
	71	Standard 3 Exhibit CV – Nursing	n.d.	
	72	Standard 3 Exhibit CV – Philosophy	n.d.	
	73	Standard 3 Exhibit CV – Political Science	n.d.	
	74	Standard 3 Exhibit CV – Psychology	n.d.	
	75	Standard 3 Exhibit CV – Social Work	n.d.	
	76	Standard 3 Exhibit CV – Sociology	n.d.	
	77	Standard 3 Exhibit CV – Theology	n.d.	
	78	Standard 3 Exhibit Department Chair Manual (DCM)	[2000]	
	79	Standard 3 Exhibit DCM – Chair Terms	2000-2001	
	80	Standard 3 Exhibit DCM – Calendar and Meeting Dates	2000-2001	
	81	Standard 3 Exhibit DCM – Departmental Activities	[2000-2001]	
	82	Standard 3 Exhibit DCM – Duties and Responsibilities	[2000-2001]	
	83	Standard 3 Exhibit DCM – Budgets	2000	
	84	Standard 3 Exhibit DCM – Hiring Procedures, Forms, Policies	1999-2000	
	85	Standard 3 Exhibit DCM – Rank and Tenure Procedures	2000	
	86	Standard 3 Exhibit DCM – Faculty Evaluation	n.d.	
	87	Standard 4 – Chairing an Academic Department Book	1995	
	88	Standard 4 – List of Supporting Documents	n.d.	
	89	Standard 4 Exhibit 2	1999	
	90	Standard 4 Exhibit 3	2000-2001	
	91	Standard 4 Exhibit 4	n.d.	
	92	Standard 4 Exhibit 7	n.d.	
	93	Standard 4 Exhibit 8	1998-1999	
	94	Standard 4 Exhibit 9 – 1 of 3	1989-1997	
	95	Standard 4 Exhibit 9 – 2 of 3	1998-1999	
	96	Standard 4 Exhibit 9 – 3 of 3	1991-2000	
	97	Standard 4 Exhibit 10	n.d.	
	98	Standard 4 Exhibit 11	1999	
10	1	Standard 5 – Library and Information Resources	n.d.	
	2	Standard 5 – Table of Contents	n.d.	
	3	Gaylord/Galaxy Circulation and Reserve Statistics	1996-2000	

	4	Periodical In-House Use Statistics 1 of 2	n.d.	
	5	Periodical In-House Use Statistics 2 of 2	n.d.	
	6	Encyclopedia Britannica Statistics 1 of 2	1997-2000	
	7	Encyclopedia Britannica Statistics 2 of 2	1997-2000	
	8	Lexis-Nexis Statistics 1 of 2	1998-2000	
	9	Lexis-Nexis Statistics 2 of 2	1999	
	10	Philosopher's Index Online Statistics	2000	
11	1	Section 7 Exhibits Table of Contents	1999-2000	
	2	Section 7 Exhibit 1	1997-2000	
	3	Section 7 Exhibit 2	1998-2000	
	4	Section 7 Exhibit 3	2000	
	5	Section 7 Exhibit 4	1999	
	6	Section 7 Exhibit 5	2000	
	7	Section 7 Exhibit 6	1998-1999	
	8	Section 7 Exhibit 7	2000	
	9	Section 7 Exhibit 8	1998-1999	
	10	Section 7 Exhibit List	n.d.	
	11	Section 7 Exhibit 8-1	n.d.	
	12	Section 7 Exhibit 8-2	2000, n.d.	
	13	Section 7 Exhibit 8-3	2000	
	14	Section 7 Exhibit 8-5	2000	
	15	Section 7 Exhibit 8-6	2000	
12	1	Section 8 – Master Plan	1998	
	2	Section 8 – Transportation Plan	1997-1998	
	3	Section 8 – Tower and Scola Design	1997	
	4	Section 8 – Tower and Scola Design May 29, 1996	1996	
	5	Section 8 – Science and Technology Center Final Design Development Submittal	1997	
	6	Section 8 – Science Building Binder Front Packet	1994, n.d.	
	7	Section 8 – Architect's Report and Correspondence	1994	
	8	Section 8 – Budgeting	1994	
	9	Section 8 – Buildings and Grounds Committee	1994	
	10	Section 8 – Executive Committee Report	1994	
	11	Section 8 – Funding	1994	
	12	Section 8 – Evaluation	1994	
	13	Section 8 – Building and Grounds Committee Evaluation	1994	
13	1	Program Self-Study for Civil Engineering – Table of Contents	[2000]	
	2	Program Self-Study for Civil Engineering – Background Information	[2000]	

	3	Program Self-Study for Civil Engineering – Accreditation Summary	[2000]	
	4	Program Self-Study for Civil Engineering – Tables	[2000]	
	5	Program Self-Study for Civil Engineering – Class Descriptions	[2000]	
	6	Program Self-Study for Civil Engineering – Professor CVs	[2000]	
	7	Program Self-Study for Civil Engineering – Appendix II - Institutional Profile	[2000]	
	8	Program Self-Study for Civil Engineering – Misc. Contents	[2000]	
14	1	College Board Highlights Report 2003	2003	
	2	College Board Competitor Analysis 2003	2003	
	3	College Board Highlights Report 2004	2004	
	4	College Board Competitor Analysis 2004	2004	
15	1	Report of Carroll College to the Northwest Association of Secondary and Higher Schools	1970	
	2	Northwest Association of Secondary and Higher Schools Commission on Higher Schools – Committee Evaluation Report	1970	
	3	Progress Report to Commission on Higher Schools of the Northwest Association of Secondary and Higher Schools	1973	
	4	Northwest Association of Schools and Colleges Evaluation Committee Report	1980	
	5	Report of Carroll College to the Northwest Association of Schools and Colleges (3 copies)	1980	
	6	Report to the Northwest Association of Schools and Colleges (2 copies)	1990	
	7	Northwest Association of Schools and Colleges Evaluation Committee Report	1990	
	8	Interim Report to the Northwest Association of Schools and Colleges	1992	
	9	Northwest Association of Schools and Colleges Commission on Colleges Focused Interim Evaluation Report for Carroll College	1992	
	10	Regular Fifth-Year and Focused Interim Report for Reaffirmation of Accreditation	1994	
	11	Progress Report to the Northwest Association of Schools and Colleges	1996	
	12a, 12b, 12c	Report to the Commission of Colleges Northwest Association of Schools and Colleges (3 copies)	2000	

16	1	General planning premises: misc., enrollment projections, planning/Title III (12/90-2/92)	1990-1992	
	2	General planning premises: NWASC report, DE+INE themes, athletics (10/90-4/91)	1990-1991	
	3	1990 10-year accreditation review by NWASC: alumni, student affairs, mission/philosophy, student affairs job description, goals/objectives, student affairs standard operating procedures, residence living problem handling, student handbook, judicial manual	1990	
	4	1990 10-year accreditation review by NWASC: residential life, health services, extra-curricular activities, intramural athletics, career center testing services	1990	
	5	1990 10-year accreditation review by NWASC: student services at Carroll College, admissions, registrar, orientation, advising and counseling, financial aid, bookstore	1990	
	6	Accreditation, ABET/NWCCU/Nursing/Education	2006-2007	
	7	Northwest Association of Schools and Colleges commission on colleges – Evaluation committee report	1990	

College Records: Admissions

Shelf mark: College Records: Admissions

Accession Number: A6-A14, A40, A64, A107, unknown

Collection Title: Admissions

Number of Containers: 10 boxes

Linear Feet: 4.83

Format: Paper-based materials: Marketing materials, emails, mailers, posters,

Languages: English

Dated: 1968-2012, no date (n.d.)

Access and Use

Access Restriction: None

Provenance: No documentation available.

Acquisition Information: No documentation available.

Custodial History: No documentation available.

Scope, Content, and Arrangement

Collection Summary

Arrangement and Description: This collection contains records from the Office of Admissions. Contents include recruiting notes, reports regarding recruitment and retention, correspondence, prospective student visit days, and surveys. A large amount of marketing materials such as mailers, brochures, flyers, etc., geared toward recruiting new students are contained in this collection.

Processing

Finding Aid Created by: Kaia Rosen

Collection Processed by: unknown

Container List

Box	Folder	Contents	Date	Digitized
1	1	Noel-Levitz Recruitment and Retention Planning Summit	2000	
	2	New student orientation	1997-2001, n.d.	
	3	Student retention	1998-2006	
	4	Dean for Enrollment Management	1989-1990	

5	News releases and school paper ad requests	1968-1969, n.d.	
6	Bill Racicot recruiting notes/lists	1968-1969, n.d.	
7	Recruitment correspondence	1968-1969	
8	Admissions – emails and program plans/objectives	1977-1997	
9	Alumni in Admissions	[1979]	
10	Weiner, Ingersoll, & Associates inc. – Enrollment Action Report	1982	
11	College of Saint Benedict – correspondence re: enrollment	1977	
12	Get Acquainted Days – memos	1991-1992	
13	Comparative Student Data, 1971-1975	1976	
14	1993 survey of non-enrolling students	1993	
15	Admissions office calendar	1979-1983	
16	Admissions office memos/notes	1981-1990, n.d.	
17	Admissions – marketing and inquiry strategies	1972, n.d.	
18	Admissions office – philosophy, objectives, procedures	n.d.	
19	Student recruiting	1971-1987	
20	Branded envelopes and business reply mail cards	n.d.	
21	Admissions marketing	197?	
22	Admissions marketing	[1978]	
23	Admissions marketing	[1979]	
24	Admissions marketing	[1981]	
25	Admissions marketing	[1984]	
26	Admissions marketing	[1987]	
27	Admissions marketing	[1988]	
28	Admissions marketing	[1989]	
29	Admissions marketing	[1990]	
30	Admissions marketing	[1991]	
31	Admissions marketing	1992	
32	Admissions marketing	[1993]	
33	Admissions marketing	[1994]	
34	Admissions marketing	[1995]	
35	Admissions marketing	[1996]	
36	Admissions marketing – “Savor the Flavors” campaign	[1997]	
37	Admissions marketing	[1998]	

	38	Admissions marketing	[1999]	
	39	Admissions marketing	[2000]	
	40	Admissions marketing	[2001]	
	41	Admissions marketing	[2002]	
	42	Admissions marketing	[2003]	
	43	Admissions marketing	[2004]	
	44	Admissions marketing – “Be the Difference” campaign	[2005]	
	45	Admissions marketing	[2006]	
	46	Gear Up: Summer Enrichment Camp	2006	
	47	Informational Flyers	2005-06	
	48	Interest Application	n.d.	
	49	Housing Flyers	2006-07	
	50	Open House Flyers	n.d.	
	51	The College Board: Admitted Student Questionnaire Plus Carroll College – Competitor Analysis – 2002 Carroll College – Highlights Report – 2002	2002	
	52	Application for admission	n.d.	
	53	Scott Erpelding blurb/testimonial for marketing	n.d.	
	54	Campus life and campus resources brochures	n.d.	
	55	Posters	n.d.	
	56	Undated (ranging from 1970s-2000s) mailers/info cards, admissions marketing	n.d.	
	57	“Next Steps” mailers	n.d.	
	58	Admissions visiting your city announcements	n.d.	
	59	Get Acquainted Days / visitation program	n.d.	
	60	Deposit reminders	n.d.	
	61	Admissions office promotional/informational materials and brochures (spanning large date range)	196?-199?	
	62	1993 Admissions marketing (newspaper, flyers, brochures, mailers, etc.	[1993]	
	63	Miscellaneous Admissions material	2005	
	64	Admissions postcards	n.d.	
	65	Admissions communications flow	[2004-2005]	
	66	Prospective students web pages	2002	
	67	Miscellaneous admissions handouts (flyers, brochures, etc.)	n.d.	
	68	Carroll booklet for international students	[1996]	
	69	Study abroad and international students’ forms	[2000]	
	70	The Admission Link	[2002]	

2	1	Admissions Flow: Table of Contents	n.d.	
	2	Pre-high school inquiries – inquiry response	n.d.	
	3	Pre-high school inquiries – summer visit postcard	n.d.	
	4	Junior flow – letter and junior brochure (missing brochure)	n.d.	
	5	Junior flow – spring preview invitation	2005	
	6	Junior flow – road piece and letter	2004, n.d.	
	7	Junior flow – SAT/ACT letter	[2004]	
	8	Admission counselor GenPubs – poster	n.d.	
	9	Admission counselor GenPubs – high school visit poster	n.d.	
	10	Admission counselor GenPubs – Road Piece	[2004]	
	11	Admission counselor GenPubs – postcards and inquiry postcards	[2005]	
	12	Admission counselor GenPubs – letterhead and envelopes	n.d.	
	13	Admission counselor GenPubs – pizza night invite	n.d.	
	14	Senior flow – search response	n.d.	
	15	Senior flow – letter and old department brochures	n.d.	
	16	Senior flow – viewbook	n.d.	
	17	Senior flow – outcome brochure	n.d.	
	18	Senior flow – financial aid brochure	[2004]	
	19	Senior flow – early estimator letter to parents	n.d.	
	20	Senior flow – visit postcard	2005	
	21	Senior flow – president application reminder letter	n.d.	
	22	Senior flow – pizza night and ice cream social invites	n.d.	
	23	Applicant and admitted student flow – next step card	n.d.	
	24	Applicant and admitted student flow – scholarship letter	n.d.	
	25	Applicant and admitted student flow – financial aid package and information	n.d.	
	26	Flow action plan – open house invitation	2005	
	27	Flow action plan – no FAFSA reminder	2005	
	28	Flow action plan – financial aid package – merit only	2005	
	29	Flow action plan – financial aid extension letter	2005	

	30	Deposited flow – orientation postcard	2005	
	31	Deposited flow – tsunami CD “From MT with Love” and letter (CD missing)	[2005]	
	32	Deposited flow – letter with postcards	[2005]	
	33	Transfer student flow – transfer viewbook	n.d.	
	34	Department brochures	n.d.	
	35	Carroll College folder containing admissions mailers	n.d.	
	36	Financial aid marketing (included in admissions mail)	n.d.	
	37	Carroll College quick facts/ At-a-glance	[2008], n.d.	
	28	“Big Opportunity” admissions mailers	[2010]	
	29	Honors Scholars program mailers	200?	
	30	Orientation weekend and parent’s weekend	2008-2010	
	31	Management Study	1973	
3	1	Carroll of Montana Booklet (2 copies)	1970s	
	2	Carroll of Montana Booklet (3 copies)	1970s	
	3	Carroll College Booklet	After 1974?	
	4	Carroll College Booklet	After 1974?	
	5	Carroll of Montana Booklet	After 1976?	
	6	Carroll of Montana Booklet	After 1982?	
	7	Spring Term 1984 Calendar Poster	1984	
	8	Carroll College Booklet	1985-1986	
	9	Carroll College Booklet	1986-1987	
	10	Dental Hygiene Brochure	1986-1987	
	11	Carroll College Booklet	1987-1988	
	12	Carroll College Booklet – “First Class”	1990-1991	
	13	Carroll College Booklet – “Your Future is Here”	1992	
	14	Carroll College Booklet – “Tradition of Success”	After 1989?	
	15	Carroll College Booklet – “Mountains of Success”	After 1992?	
	16	Carroll College Booklet	1990s?	
	17	Carroll College Booklet	After 1994?	
4	1	Carroll College Booklet – “Seeing is Believing”	After 1994?	
	2	Carroll College Booklet	After 1995?	
	3	Carroll College Booklet – “Learning through the Eyes of Others”	1996-1997	
	4	Carroll College Booklet	1997-1998	
	5	Carroll College Booklet – “Real Life”	1998-2000	
	6	Carroll College Booklet – “From Here”	1999-2000	
	7	Carroll College Booklet – “Expect Great Things”	2002-2003	
	8	Carroll College Booklet – “Expect More”	After 2003?	

	9	Carroll College Booklet – “Expect Great Things”	2005?	
	10	Report to Carroll College (re: enrollment statistics) by George Dehne and Associates	1990	
	11	Admissions, enrollment, statistics & reports (11/90-6/91)	1990-1991	
	12	Admissions, enrollment, statistics & reports (1/90-2/91)	1990-1991	
	13	Admissions, enrollment, statistics & reports (11/86-12/91)	1986-1991	
5	1	Biology/Medical Tech program brochures	n.d.	
	2	Fall Preview	1995	
	3	Information Nights	n.d.	
	4	Junior Preview	1993-1998	
	5	Misc. Mailer	n.d.	
	6	Math and Computer Science brochures	n.d.	
	7	Orientation	1995-1996	
	8	Prep Days	1995-1998	
	9	The Carroll Advantage	n.d.	
	10	Admissions brochures	n.d.	
	11	Marketing – Not for School But for Life	199?	
	12	AutoCAD training brochures	1994-1997	
	13	MT Power Scholarship promotional materials	n.d.	
	14	Viewbooks	199?	
	15	Stationery – Folders	n.d.	
	16	Fall 2009 admissions statistics	2009	
	17	Borromeo Pre-Seminary program pamphlets	n.d.	
	18	Academic Life brochure	n.d.	
	19	Admissions backdrop negatives	1987	
	20	Medical Record Administration program brochure	n.d.	
	21	Theatre major brochure	n.d.	
	22	Continuing ed and evening classes mailer	1988	
	23	Class Registration, negatives	1983	
	24	Class Registration, negatives	1984	
	25	Class Registration, negatives	1985	
	26	Admission’s Night, negatives	1986	
	27	Class Registration, Spring 1986, negatives	1986	
	28	Class Registration, negatives	1988-89	
	29	Admission’s Open House	n.d.	
	30	Admissions Office & Staff, negatives	1985-86	
	31	Admission Ambassador, negatives	n.d.	
6	1	Untitled VHS tape (copy 1)	Late 1980s	

	2	Untitled VHS tape (copy 2)	Late 1980s	
	3	Untitled VHS tape (copy 3)	Late 1980s	
	4	Untitled VHS tape (copy 4)	Late 1980s	
	5	Carroll Speaks: 13 minutes. An Admission Office's video aimed at recruiting students to Carroll. Good quality with some blurring.	n.d.	
	6	Carroll Speaks (copy 2)	n.d.	
	7	Office of Admission (copy 1 of 2)	n.d.	
	8	Office of Admission (copy 2 of 2)	n.d.	
	9	"Pop in for a Visit!" (Your Future Begins Here! (copy 1 of 2)	n.d.	Yes
	10	"Pop in for a Visit!" (Your Future Begins Here! (copy 1 of 2)	n.d.	Yes
	11	"Back in School"	1989	Yes
7	1	"Carroll College: Your Future is Waiting Here"	199-	Yes
	2	Carroll College: Your Future is Waiting Here, National, revised	1994	Yes
	3	Carroll College: Your Future is Waiting Here, Montana, revised	1994	Yes
	4	Carroll College: Your Future is Waiting Here, original	1994	Yes
	5	Carroll College: Your Future is Waiting Here	1994	Yes
	6	Carroll College: Your Future is Waiting Here	1994	Yes
	7	Carroll College: Your Future is Waiting Here	1994	Yes
	8	Recruitment Video (revision 1)	1994	Yes
	9	"...But for Life" (Revision 4)	1996	Yes
	10	"...But for Life" (Revision 4)	1996	Yes
8	1	"A Work in Progress" (revision 7)	1996	Yes
	2	Unidentified Marketing Video	n.d.	Yes
	3	Unidentified Student Life Promotional Video (copy 1 of 2)	n.d.	Yes
	4	Unidentified Student Life Promotional Video (copy 2 of 2)	n.d.	Yes
	5	Unidentified Marketing Video (recruitment, copy 1 of 2)	n.d.	Yes
	6	Unidentified Marketing Video (recruitment, copy 2 of 2)	n.d.	Yes
	7	Summer Classes TV spot	n.d.	Yes
	8	"Thursday Night 30 sec spot"	n.d.	Yes
	9	Carroll Promo (60 sec)	1986	Yes
	10	Computer Logo	1988	Yes

	11	Career Center Video	1989	Yes
9	1	Fall Classes '96 (TV spot)	1996	Yes
	2	Summer Classes 1996 (TV spot)	1996	Yes
	3	"Carroll Image '99" "Sports Do-Nut"	1999	Yes
10	1*	Orientation, Class of 1993, photos	1989	
	2*	Orientation, Class of 1995, photos (Patti Forseness, Lori Ozer, Carolyn Chaussee, William Sallaz, Fr. Dan Shea)	1991	
	3*	Orientation, Class of 1996, photos	1992	
	4*	Orientation, Class of 1999, photos	1995	
	5*	Orientation, Class of 2000, photos	1996	
	6*	Orientation, Class of 2000, photos	1996	
	7	Orientation/Move-In, photos	n.d.	
	8	Orientation, slides	1999	
	9	Orientation, slides	1992	
	10	Orientation, negatives	n.d.	
	11	Freshmen Orientation Schedule	1971	
	12	Freshmen Orientation Schedule	1972	
	13	Recruitment Brochure	1989-90	
	14	Freshmen Orientation Program, 25-30 August	1988	
	15	Orientation Memos to Faculty & Staff	1988	
	16	Get Acquainted Days brochure	1989	
	17	Orientation Schedule	1989	
	18	Orientation Memos to Faculty & Staff	1989	
	19	Recruitment Brochure	1990-91	
	20	Orientation Flier & Brochure	1990	
	21	Orientation Brochure	1992	
	22	Orientation Brochure	1993	
	23	Orientation Schedule	1999	
	24	Orientation Weekend Schedule, 18-21 August	2005	
	25	Orientation Weekend Schedule, 17-21 August	2006	
	26	New Student Welcome program, 24 August	2012	
	27	Freshmen Initiation Rules	n.d.	
	28	Orientation Brochure	2000	

College Records: Alumni Office

Shelf mark: College Records: Alumni Office

Accession Number: A56-59

Collection Title: Alumni Office

Number of Containers: 4 boxes

Linear Feet: 1.67

Format: Photos, negatives, and paper-based materials

Languages: English

Dated: 1922-2004, no date (n.d.)

Access and Use

Access Restriction: None

Provenance: No documentation available.

Acquisition Information: The Alumni Office photographs, negatives, and video tapes were transferred to Carroll's Archives in the Corette Library in 2005 by Renee Wall, previous director of the Alumni Office.

Custodial History: No documentation available.

Scope, Content, and Arrangement

Collection Summary

Arrangement and Description: The collection consists of photographic prints, along with corresponding and a few unmatched negatives, arranged by subject and then chronologically. There are a few pieces of correspondence included. The photographs primarily relate to alumni functions such as reunions, graduation, and award ceremonies. Additional photographs include Carroll College, buildings, clubs, group photos, orientations, portraits, and sports. The collection also includes three videotapes containing events that have occurred at and are related to Carroll College.

Processing

Finding Aid Created by: Angie Casanova

Collection Processed by: unknown

Container List

Box	Folder	Contents	Date	Digitized
1	1	Activities • Miscellaneous ○ Golf. Frisbee, Roller-Skating. Board Games, Skiing • Softball Weekend	n.d. 1997-1998	
	2	Alumni Reunions		

		- Anaconda, MT - Atlanta, GA - Billings, MT	1969, n.d 1997 1976, 1986, 1988	
	3	Alumni Reunions - Bozeman, Mt - Butte, MT - Chicago, IL Alumni Reunions - Denver, CO - Golden Years - Helena, MT - Las Vegas, NV - Los Angeles, CA	n.d n.d n.d 1987-1988 1997, 1999 1978, 1989 n.d 1988, n.d	
	4	Alumni Reunions - Missoula, MT - Portland, OR - Salt Lake City, UT - San Francisco, CA - San Jose, CA - Santa Monica, CA	1988, 1997, n.d 1998, n.d 1987 n.d 1996 1989	
	5	Alumni Reunions Seattle, WA	1972, 1988- 2000, n.d	
	6	Alumni Reunions - Unknown - Washington D.C	1999, n.d 1952, 1974, 1982, n.d	
	7	Awards - Academic Achievement Award - Alumni Hall of Fame - Athletic Hall of Fame - Bob Robinson Ceremony - Golden Years	1998 1995, 1998-2001 1995-96, 1998-2000 2002 1999, 2002, n.d	
	8	Awards Group Photos	1994-1996, 1998-2002	

	9	Awards • Honors Convocation • Insignas Award • Miscellaneous • Unknown Awards • Warren Nelson Award	1998 2002, n.d 1976, n.d 1995, 1999- 2002, n.d 1998-1999, 2001	
2	1	Banquets	1998, n.d	
	2	Carroll College Buildings • Fortin Science Center Construction • Miscellaneous • Nelson Stadium Construction	1999 1991, 1997, n.d n.d	
	3	Clubs • Geography • Student Council	1941 1963	
	4	Dental Hygiene Program • Group Photos • Miscellaneous	1988, n.d 1985, 1990. n.d	
	5	Portraits	1988-1990, n.d	
	6	Reunion Booklet (Rough Copy)	1990	
	7	Graduate Events • Baccalaureate Mass • Commemoration Events • Graduation	1997-1998, 2000, 2002 1999 1996-1997	
	8	Graduation, Continued	1998	
	9	Graduation, Continued Mass of the Holy Spirit Portraits	1999-2000. n.d n.d 1997	
3	1	Graduate Events • Portraits, continued	1997	
	2	Senior Class Breakfast	1998-2002, 2004, n.d	
	3	Group Photos • Identified	1944, 1985- 1992, n.d	
	4	Unidentified	1988-1993, 1997, n.d	

	5	Unidentified, continued	n.d	
	6	Homecoming - Miscellaneous - Royalty	1986, 1990, 1998-2004 1986, 1997- 1999, 2001	
4	1	Miscellaneous Auctions, Campus Photos, Carrolleers, Dances, Maintenance Projects, Meetings, and Speeches	1977-2003, n.d	
	2	Miscellaneous, Continued Miscellaneous Alumni Events, Picnics, Radio Station, Studying, etc.	1988-1997, n.d	
	3	Musical Activities	1999, n.d	
	4	Orientation - Class of 1998 Orientation - Class of 1999 Orientation - Class of 2000 Orientation - Class of 2001 Orientation	1994 1995 1996 1997	
	5	Portraits - Candid - Identified	1989-1990, 1998, n.d 1922, 1978- 2001, n.d	
	6	Unidentified	1997, n.d	
	7	Prospector Staff	1930, 1997	
	8	Sports - Basketball - Basketball- Men's - Basketball Women's	n.d 1927,1931, n.d 1999	
	9	Football	1926, 1997- 2003, n.d	
	10	Theatre	1995, n.d	
	11	Alumni Reunions - Billings, MT - Chicago, IL - Helena, MT - Las Vegas, NV - Seattle, WA - Unknown	1976-1997, n.d 1976 n.d 1997 n.d 1988, 1991 n.d	
	12	Awards	1998	

		Honors Convocation	1998	
	13	Banquets	1998-1999	
	14	Carroll College Buildings - Campus Center - KTVH Building - Simperman Hall - Nelson Stadium Construction	n.d n.d n.d n.d	
	15	Graduate Events - Commemoration Events - Alumni Brick Walkway - Time Capsule Burial - Graduation - Graduation - Senior Class Breakfast - Senior Class Breakfast - Senior Class Breakfast - Senior Class Breakfast - Senior Class Breakfast - Senior Class Breakfast	1997-2004 1998 1997 1998 1999 2000 2001 2002 2003 2004	
	16	Group Photos - Unidentified - Unidentified, "Carroll Kids"	1997, n.d 1997, n.d n.d	
	17	Homecoming - Miscellaneous - Royalty	1986-2002, n.d 1986-2002, n.d 1986-2001	
	18	Miscellaneous - Miscellaneous - Carrolleers	1997, n.d 1997 n.d	
	19	Portraits - Candid - Identified - Unidentified - Unidentified, "Carroll Kids"	n.d n.d n.d n.d n.d	
	20	Sports 1986-2003 - Basketball, Men's - Football, Homecoming Game	1999 1986, 2002	
	21	Carroll College- Hall of Fame Floyd Halvorsen Acceptance Speech	1998	
	22	Carroll College- Miscellaneous Fortin Science Center Groundbreaking Ceremony	1998	

		○ Presidential Banquet, St. Charles Chapel ○ Graduation Ceremony		
	23	Carroll College- Cardboard Boat Race	n.d	

College Records: Board of Trustees

Shelf mark: College Records: Board of Trustees

Accession Number: A86, A96, A107, n/a

Collection Title: Board of Trustees

Number of Containers: 3 boxes

Linear Feet: 0.84

Format: Paper-based materials, photos

Languages: English

Dated: 1972-90, not date (n.d.)

Access and Use

Access Restriction: None.

Provenance: This was donated by a past board member who took great care in dating his papers.

Creator/Collector: Millie Elbert

Acquisition Information: Accessioned in 2022

Custodial History: No documentation available.

Scope, Content, and Arrangement

Collection Summary

Arrangement and Description: This collection houses all the paperwork relating to the Board of Trustees from 1917 to 1990. There are many documents, from personal letters and pleas to agendas and multiple copies of Carroll's Articles of Incorporation and By-Laws. This collection shows the events and issues of the board in a rather comprehensive way.

Processing

Finding Aid Created by: Millie Elbert

Collection Processed by: Millie Elbert

Container List

Box	Folder	Contents	Date	Digitized
1	1	Articles of Incorporation and By-Laws A	1972-73	
	2	Articles of Incorporation and By-Laws A	1972-73	
	3	Board of Trustees, 1971A	1971	
	4	Board of Trustees, 1973A	1973	
	5	Board of Trustees, 1973B	1973	
	6	Board of Trustees, 1973C	1973	
	7	Board of Trustees, 1973D	1973	
	8	Board of Trustees, 1974A	1974	

	9	Board of Trustees, 1974B	1974	
	10	Board of Trustees, 1975A	1975	
	11	Board of Trustees, 1975B	1975	
	12	Board of Trustees, 1976A	1976	
	13	Board of Trustees, 1976B	1976	
	14	Board of Trustees, 1976C	1976	
	15	Board of Trustees, 1976D	1976	
	16	Board of Trustees, 1976-77A	1976-77	
	17	Board of Trustees, 1976-77B	1976-77	
	18	Board of Trustees, 1977A	1977	
	19	Board of Trustees, 1977B	1977	
	20	Board of Trustees, 1978A	1978	
	21	Board of Trustees, 1978B	1978	
	22	Board of Trustees, 1979A	1979	
	23	Board of Trustees, 1980A	1980	
	24	Board of Trustees, 1981A	1981	
	25	Board of Trustees, 1982A	1982	
	26	Board of Trustees, 1983A	1983	
	27	Board of Trustees, 1984A	1984	
	28	Board of Trustees, 1985A	1985	
	29	Board of Trustees, 1985B	1985	
	30	Board of Trustees, 1986A	1986	
	31	Board of Trustees, 1986B	1986	
	32	Board of Trustees, 1987A	1987	
	33	Board of Trustees, 1987B	1987	
	34	Board of Trustees, 1987C	1987	
	35	Board of Trustees, 1987D	1987	
	36	Board of Trustees, 1988A	1988	
	37	Board of Trustees, 1988B	1988	
2	1	Board of Trustees, 1988C	1988	
	2	Board of Trustees, 1988D	1988	
	3	Board of Trustees, 1988E	1988	
	4	Board of Trustees, 1989A	1989	
	5	Board of Trustees, 1989B	1989	
	6	Board of Trustees, 1989C	1989	
	7	Board of Trustees, 1990	1990	
	8	Board of Trustees	n.d.	
	9	Photos	n.d.	
	10	Photos of Former Board Members (Fr. Stan Malnar, Donald Olson, Sarah Power)	n.d.	
	11	Board of Trustees Minutes	1954	
	12	Board of Trustees, photos	n.d.	

	13	Board of Trustees Minutes	1916-2009	
	14	Corporators and Trustees (of Mount St. Charles College) Minutes – includes 1954 report by the building committee	1916-1962	
	15	Board of Trustees – Property and financial related, unbound minutes	1962-1968	
	16	Annual meeting of the Carroll College Corporation and the Board of Trustees, minutes and meeting materials	1989	
	17	Board of Trustees meetings materials, letters, minutes, reports, committee membership	2003	
3	1	Board of Trustees photos	1971-1991, n.d.	
	2	Board of Trustees photos (Ralph Anderson, Altha Andrews, Chang Nelson An-Ping, Kristen Avansino, Jeff Bolstad, William Brodsky, Eugene Croisant, Darragh, Dernbach, Roger Eble, Cliff Edwards, Etchart, J. Michael Flinn, Ed Gerschbacher, Jack Haffey, Joseph Harrington, Hunthausen, Joe Mariele, Jack McInnis, John Murray, Eric Myhre, Kevin O'Neill, Don Peoples, Margaret Perryman, colleen Rogan, Art Seiler)	n.d.	
	3	Board of Trustees photos	n.d.	
	4	Kirsten Avansino, photos	n.d.	
	5	Bishop Alex J. Brunett, photos	n.d.	
	6	John Burke, photos	n.d.	
	7	Eugene Croisant, photos & negatives	n.d.	
	8	Stephen Dee, photos	1990, n.d.	
	9	Timothy Dernbach, photos	n.d.	
	10	Cliff Edwards, photos	n.d.	
	11	Michael J. Flinn, photos	1993, n.d.	
	12	Jack Haffey, photos	n.d.	
	13	James O'Connell, photos	1991, n.d.	
	14	Kathy Orgen, photos	n.d.	
	15	Fr. John Murray, photos	n.d.	
	16	Eric Myhre, photos	n.d.	
	17	Theresa Racicot	n.d.	
	18	Diane Simperman	n.d.	
	19	Jack Corette & Mairalie Board of Trustees	n.d.	
	20	Board of Trustees portraits, negatives	n.d.	

College Records: Budget & Finance

Shelf mark: Committees & Offices: Budget & Finance

Accession Number: A107, A196, A204

Collection Title: Budget & Finance

Number of Containers: 2 boxes

Linear Feet: 2.59

Format: Paper-based materials, statements and reports

Languages: American English

Dated: 1922-2004, n.d.

Access and Use

Access Restriction: None

Provenance: No documentation available.

Acquisition Information: No documentation available.

Custodial History: No documentation available.

Scope, Content, and Arrangement

Collection Summary

Arrangement and Description: Budget and Finance documents for Mount St. Charles and Carroll College.

Processing

Finding Aid Created by: Jennifer Oates

Collection Processed by: unknown

Container List

Box	Folder	Contents	Date	Digitized
1	1	Financial Statements	1922-32	
	2	Financial Statements	1933-36	
	3	Financial Statements	1937-40	
	4	Financial Statements	1941-43	
	5	Financial Statements	1944-45	
	6	Financial Statements	1946-49	
	7	Financial Statements	1950-53	
	8	Financial Statements	1954-60	
	9	List of Financial Audits with dates	n.d.	
	10	Financial Audits	1935-40	
	11	Financial Audits	1941-46	
	12	Financial Audits	1947-52	

	13	Financial Audits	1953-55	
	14	Financial Audits	1956-58	
	15	Financial Audits	1980-81	
	16	Financial Audits	1985-86	
	17	Financial Audits	1986-87	
	18	Ledger	1967-76	
	19	Ledger	1977-2004	
	20	Budget Committee	1991	
	21	Prospector Financial Report	1926-27	
	22	Budget Luncheon Summary	1994	
		Account Summaries	1991	
2	1	Budget Director (J.J. Mackin) – Correspondence	1966	
	2	Treasurer's Report to the Members	1975-1977	
	3	Financial Statements	1959	
	4	Memos and Matrices re: Budget and Staff/Faculty Pay	1982-1992	
	5	Memo: 1992-1993 Budget Recommendations	1992-1993	
	6	Memo from Dr. Quinn re: The Budget	1991	
	7	Financial Status and 1990-1991 Budget Recommendations	1990	
	8	Financial Statements	1976	
	9	Financial Statements	1977	
	10	Financial Statements	1978	
	11	Financial Statements and Auditor's Report	1978-1979	
	12	Financial Statements and Auditor's Report	1981-1982	
	13	Financial Statements and Auditor's Report	1982-1983	
	14	Financial Statements and Auditor's Report	1989-1990	
	15	Financial Statements and Report of Independent CPA	1991-1992	
	16	Financial Statements and Report of Independent CPA	1992-1993	
	17	Financial Statements and Report of Independent CPA	1993-1994	
	18	Financial Statements and Report of Independent CPA	1994	
	19	Financial Statements and Report of Independent CPA	1995	
	20	Financial Statements and Report of Independent CPA	1996	
	21	Financial Statements and Report of Independent CPA	1996-1997	

	22	Financial Statements and Report of Independent CPA	1997-1998	
	23	Financial Statements and Report of Independent CPA	1998-1999	
	24	Financial Statements and Report of Independent CPA	1999-2000	
	25	Financial Statements and Report of Independent CPA	2000-2001	
	26	Financial Statements and Report of Independent CPA	2001-2002	
	27	Financial Statements and Auditor's Report	2002-2003	
	28	Financial Report	2004	
	29	Financial Report	2005	
	30	Financial Report	2006	
	31	Financial Report	2007	
	32	Financial Report	2008	
	33	Financial Report	2009	
	34	Institutional Marketing, Research, and Consulting Final Report	2009	
	35	Present Budget – Letters, memos, reports	1990-1991	
	36	Future Budget – Letters, memos, minutes, reports, expenditures	1990-1991	

College Records: Carroll College Records

Shelf mark: College Records: Carroll College Records

Accession Number: A4-A16, A35, A40, A42, A45-48, A50, A60-61, A86, A107-110, A111, A136, A139, A140, A161, A164, A1938

Collection Title: Carroll College Records

Number of Containers: 40 boxes

Linear Feet: 39.84

Format: Paper-based materials, linen,

Languages: American English

Dated: 1900-2011, no date (n.d.)

Access and Use

Access Restriction: None

Provenance: No documentation available.

Acquisition Information: No documentation available.

Custodial History: No documentation available.

Scope, Content, and Arrangement

Collection Summary

Arrangement and Description: This collection includes records regarding Carroll College as a whole. There are documents regarding the foundations of the college, including mission/vision statements, strategic and annual reports, and governing and advisory boards for the college. Additionally, this collection includes artifacts such as an illuminated Apostolic Benediction, the creation of the Carroll Seal and Coat of Arms, and a service flag. Much of this collection deals with the history of Carroll College and its roots as a diocesan college.

Processing

Finding Aid Created by: Kaia Rosen

Collection Processed by: Kaia Rosen, unknown

Container List

Box	Folder	Contents	Date	Digitized
1		MSC Ferdinand Foch Proclamation	1921	
	1	Carroll College: Positioning Themes and Recommendations	1991	
	2	Improvement in Learning: National Institute of Higher Ed	n.d.	
	3	1984 Time Capsule Table of Contents	1984	
	4	Carroll College Strategic Plan 1985	1985	
	5	Carroll: Foundations and Obligations	n.d.	

	6	The Role of the Diocesan College, by Msgr. Alfred F. Horrigan	n.d.	
	7	Apostolic Benediction 1950 – Illuminated text	1950	
	8	The Communication System of Staff Levels at Carroll College	1977	
	9	Experimental Reorganization 1969	1969	
	10	American Council on Education	1939-1956, n.d.	
	11	By-Laws Updates	1980	
	12	Articles of Incorporation	1992	
	13	Carroll Seal and Coat of Arms, Correspondence	1933-1934	
	14	Confederation of Northwest Catholic Students	1959, n.d.	
	15	Carroll Mission Statement	1976-1990, n.d.	
	16	Montana Educational Survey	1933	
	17	The Foundation of Montana Private Colleges Annual Report	1959	
	18	The Lonepine Montana Study Group	1946	
	19	Personnel Manual Unit Study Group	1976-1978	
	20	Strategic Planning	1985-1995	
	21	Summer Task Force	1966-1983	
	22	U.S. Department of the Interior – Office of Education	1932-1947	
	23	Helena Public Schools – general file	1972-1979	
	24	5-year planning process	1992	
	25	Carroll Annual Report	1974-1975	
	26	Carroll Strategic Plan	2004	
	27	Carroll Planning Document	2002	
	28	Carroll Mission	1994-1998	
	29	Planning Doc.	1985-1986	
	30	Retention workshop	2001	
	31	Vision statement (draft 2)	1995	
	32	Carroll College goals and objectives	n.d.	
	33	City of Helena proclamation: “Carroll College Class of 2002 Day”	1998	
	34	Service Flag – numbers and stars (see alumni files for roster of men in service)	n.d.	
	35	DVD – Carroll Origin and Foundation	n.d.	Y
	36	David W. McGoldrick thesis (University of MT) “The Establishment of Mount St. Charles College” – Interviews and transcripts	[1991]	

	37	David W. McGoldrick thesis (University of MT) "The Founding of Carroll: A Frontier Catholic College"	1991	
	38	Governing and Advisory Boards	1990	
	39	Governing and Advisory Boards and Faculty and Staff	1988	
	40	Governing and Advisory Boards	1987	
	41	Proposal for Staff Salary Increases 1984-1985	1984	
	42	Positioning Themes and Recommendations	1991	
	43	Darby, Montana, Looks at Itself by Bert Hansen	1946	
	44	The College: A Report on a Failure by Baker Brownell	1945	
	45	Governance in American Catholic Higher Education: A Report	1968	
	46	American Society for the Preservation of Sacred & Patriotic Music: Social Justice Barred from the Mails	1942	
	47	The Role of the Liberal Arts College	n.d.	
	48	Tradition and the Individual Talent	n.d.	
	49	Carroll Seal	1934	
	50	Carroll Seal: About	n.d.	
	51	Carroll College Day in Anaconda Proclamation	1991	
	52	Foundation of Montana Private Colleges Articles of Incorporation	1954	
	53	Catholic University of America Carroll Affiliation	1963	
	54	Montana Shares: Workplace Philanthropy Award to Carroll College	2002-03	
	55	List of Faculty: 1910-11	1910-11	
	56	Alma Mater musical score, by Gerald Tomis ('51)	n.d.	
	57	Annual Report	2016-17	
	58	Annual Report	2017-18	
	59	Faculty Accomplishments	2017	
	60	Annual Report	2011-2012	
	61	Annual Report	2012-2013	
	62	Annual Report	2013-2014	
2	1	Scrapbook: Newspaper Clippings	1971-1973	
3	1	Scrapbook: Newspaper Clippings	1973-1975	
	2	Scrapbook: Newspaper Clippings	1975-1976	
4	1	Scrapbook: Newspaper Clippings and programs	1928-1937	
5	1	Scrapbook: Newspaper Clippings	1970	
6	1	Scrapbook: Newspaper Clippings	1958-1959	
	2	Scrapbook: Newspaper Clippings	1964-1966	

7	1	Scrapbook: Newspaper Clippings	1962-1964	
8	1	Scrapbook: Newspaper Clippings	1961-1962	
9	1	Scrapbook: Newspaper Clippings	1959-1960	
	2	Scrapbook: Newspaper Clippings	1960-1961	
10	1	Scrapbook: Newspaper Clippings	1955	
	2	Scrapbook: Newspaper Clippings	1956-1957	
	3	Scrapbook: Newspaper Clippings	1937-1939	
	4	Scrapbook: Newspaper Clippings	1939-1941	
	5	Scrapbook: Newspaper Clippings	1943-1947	
11	1	"Carroll College Memories": Newspaper Clippings – January – December 1995	1995	
	2	"Carroll College Memories": Newspaper Clippings – January – December 1996	1996	
	3	"Carroll College Memories": Newspaper Clippings – January – December 1997	1997	
	4	"Carroll College Memories": Newspaper Clippings – January – December 1998	1998	
	5	"Carroll College Memories": Newspaper Clippings – January – December 1999	1999	
12	1	Newspaper clippings	1918-1920	
	2a	Newspaper clippings	1947-1952	
	2b	Newspaper clippings	1947-1952	
	2c	Newspaper clippings	1947-1952	
	2d	Newspaper clippings	1947-1952	
	3	Newspaper clippings	1952	
	4a	Newspaper clippings	1952-1953	
	4b	Newspaper clippings	1952-1953	
	5	Newspaper clippings	1953	
	6	Newspaper clippings	1953-1954	
	7	Newspaper clippings	1954-1955	
	8	Newspaper clippings	1961, 1962, 1966, 1969	
	9	Newspaper clippings	1973-1976, 1978	
	10	Newspaper clippings	1980-1982	
	11a	Newspaper clippings	1982-1983	
	11b	Newspaper clippings	1982-1983	
	11c	Newspaper clippings	1982-1983	
	12	Newspaper clippings	1983	
	13a	Newspaper clippings	1983-1984	
	13b	Newspaper clippings	1983-1984	
	13c	Newspaper clippings	1983-1984	

	14	Newspaper clippings	1984-1985	
	15	Newspaper clippings	1986, 1989	
	16	Newspaper clippings	1990-	
	17	Newspaper clippings (Montana History)	1921-1934, n.d.	
	18	Newspaper clippings (History on MT counties)	1931	
	19	Newspaper clippings (Helena)	1917-1955, n.d.	
	20	Newspaper clippings (Carroll mentioned)	1983-1985	
	21	Newspaper clippings (Carroll-focused)	1983-1985	
	22a	Newspaper clippings (miscellaneous)	1979-1984	
	22b	Newspaper clippings (Miscellaneous)	1983-1984, n.d.	
	23	Newspaper clippings (Carroll & it's history)	1911-1965	
13	1	Kaiser Cement plaque titled "Meet the deadline for a growing college's new physical education plant. Out wit weather with tilt-up concrete.". Featuring a photo of Carroll's PE center	[1970?]	
	2	Illuminated with calligraphy – framed quote regarding books and the written word.	n.d.	
	3	Framed photo with plaque "Ralph and Mary Kelly of Phillipsburg / In grateful appreciation for a lifetime gift"	n.d.	
	4	Papal Proclamation of Pope Pius XI, related to Carroll	1926	
14	1	Newspaper Clippings	n.d.	
	2	Newspaper Clippings	1920	
	3	Newspaper Clippings	1922	
	4	Newspaper Clippings	1924	
	5	Newspaper Clippings	1959	
	6	Newspaper Clippings	1954-57	
	7	Newspaper Clippings (O'Connell Hall Dedication)	1966	
	8	Newspaper Clippings	1981	
	9	Newspaper Clippings	1982	
	10	Newspaper Clippings	1983	
	11	Newspaper Clippings (Carroll 75th Jubilee)	1984	
	12	Carroll College Foundation Report	1992	
	13	Alumni News	1993	
	14	Msgr. Brown, Carroll President in Montana Parade	1968	
	15	Newspaper Clippings	1943, n.d.	

15	1	Plaque: Carroll College Dental Hygiene Faculty Award – in recognition of the students who have exemplified the highest standards in patient care	1985-1990	
16	1	Plaque: Hu-Friedy Golden Scaler Award – in recognition of the students who have demonstrated the highest competency in the skill of scaling and root planning	1985-1990	
17	1	Plaque: Catholic Youth Coalition Convention 1981 “I Want to Live” – tree planting ceremony March 22, 1981, Carroll College Campus	1981	
	2	Plaque: Academy of Dentistry for the Handicapped Award	1984-1990	
	3	Plaque: Sister M. Padraig McRaith, O.P. – Professor Emeritus – As the first woman on the faculty, she organized the college library in 1928. After a long and dedicated association with the college library, she retired as cataloger in December 1970	[1970?]	
18	Carroll College Ephemera			
	1	Green button/pin: “Top o’ the morning from Carroll College	n.d.	
	2	Charm with purple Carroll College Crest at the center. Text surrounding “[Collegium Carroll Helenense Montanae]”	n.d.	
	3	Carroll College belt buckle	n.d.	
	4	Carroll College library card in manila sleeve	n.d.	
	5	1984 student library card	1984	
	6	Two purple plastic coins – One side has a cherub with a “saints” sash, the other side says “Cheers for Carroll College”	n.d.	
	7	Black leather Buxton Key-Tainer – snap button open with a 102 key and a charm labeled “America First – Rev. R.V. Kavanagh Carroll College Helena, Mont”	n.d.	
	8	Cloth with screen-printed Carroll College logo - “C” with a halo	n.d.	
19	1	NCWC News Service: “German Student Voices ‘Great Admiration’ for Catholic Colleges in U.S.”	1954	
	2	Wedding Invitations	1954-1968	
	3	Carroll Rules for Freshman	n.d.	
	4	Address by Gordon Bennet, April 30th, 1974: “Carroll College – Who Needs It?”	1974	
	5	Newspaper Clippings	1942-1971	

	6	Correspondence with Students	1929-1976, n.d.	
	7	Envelopes and Stamps	1948-1979	
	8	Congratulatory document from St. Norbert College in celebration of Carroll College's 100th year	2009	
	9	"The Seal" [re: Carroll College Seal]	n.d.	
	10	"Carroll College or Jack's Castle: From Dreams to Reality"	1991	
	11	Carroll College postcards	n.d.	
	12	Photocopies of newspaper articles and email printouts	1934-2009	
	13	Carroll College absence notice: parent copy and student copy	n.d.	
	14	V-5 photo description, including names of those photographed – NO PHOTO	1945	
	15	Sigillum Collegii Carroll Helensis Montana – Sticker	n.d.	
	16	"Alma Mater" lyric card	n.d.	
	17	"Roaring 20s – Time of Prosperity" – article regarding military at Mt. St. Charles and Carroll College	n.d.	
	18	St. Mary's of the Mount, brochure	n.d.	
	19	Carroll College pennants	n.d.	
	20	MT Educational Directory	1929-1930	
	21	Carroll College: Some general information preparatory to the Priests' Senate Meeting of September 17, 1970	1970	
	22	This is Carroll College	1970-1971	
	23	This is Carroll College	1971-1972	
	24	Administrative Organization, Carroll College	n.d.	
	25	Experimental Reorganization, begun: August 1969	1969	
20	1	Title III Documents – Dorothy Poulsen	1990	
	2	Title III, Institutional Aid Programs – Part A. – Record of Discussion Forms for FY1990	1990	
	3	Title III Grant	1990	
21	1	Laminated newspaper clipping – "Carroll College officials honored by Pope"	n.d.	
	2	Newspaper clipping re: observatory – Christian Science Monitor	1946	
	3	Newspaper – Helena Area Sporting News – Dec. 16, 1972	1972	

4	Newspaper – The Montana Columbian – June 1921	1921	
5	Newspaper – Queen City News – Dec. 4, 2002	2002	
6	Newspaper – Queen City News – May 14, 2003	2003	
7	Newspaper clipping – “The Day President Taft was Lost in Helena”, Great Falls Tribune	1963	
8	Newspaper clippings re: class of 1943	1942-1943, n.d.	
9	Newspaper clippings re: class of 1948	1948, n.d.	
10	Newspaper clippings re: class of 1949	1949, n.d.	
11	Newspaper clippings re: class of 1953	1952-1953, n.d.	
12	Newspaper clippings re: class of 1954	[1954]	
13	Newspaper clippings re: class of 1958	1958, n.d.	
14	Newspaper clippings re: class of 1963	1962-1962, n.d.	
15	Newspaper clippings – 1968	1968	
16	Newspaper clippings – 1969	1969	
17	Newspaper re: physical education building – MT Catholic Register	1970	
18	Newspaper clippings	1918-1975, n.d.	
19	Newspaper clippings	1964-1974, n.d.	
20	Newspaper clippings	1975-1985, n.d.	
21	Newspaper clippings	n.d.	
22	Cassette tape – 1981 interviews/oral histories – Hazel Sanders / Lou Abrams – Russ Ritter (tape 1 of 2)	1981	
23	Cassette tape – 1981: interviews/oral histories – Hazel Sanders / Lou Abrams – Russ Ritter (tape 2 of 2)	1981	
24	Cassette tape – n.d.: Interviews/oral histories – unidentified, 1981: Oral history with Russ Ritter? “gen. conversation re: B/W 12/30/81	1981, n.d.	
25	Cassette tape – 1984?: Interviews – Allen Kohler on 75th anniversary of Carroll College	1984?	
26	Cassette tape – 1999: “Around the Rock at Carroll College”	1999	
27	Carroll College seal, photo	n.d.	
28	Carroll College Screen Saver disc	n.d.	Y

22	1	Faculty Professional Activities & Achievements	2000	
	2	Faculty Accomplishments	2011	
	3	Carroll Dedication, photo	n.d.	
	4	Federal Grants, IT	1984	
	5	Director of Student Activities, Job Description	1988	
	6	Registration Payment Policy & Installation Payment Agreement	n.d.	
	7	Placement	n.d.	
	8	President Taft visit newspaper clipping	1909	
	9	Flier for Tucker Smith's "Bishop's Carroll's Dream: A College and a Cathedral"	n.d.	
	10	Genevieve McJilton letter	1975	
	11	Documents, negatives	n.d.	
	12	Carroll College Prayer Book (donated by Terri John, September 2025)	1997	Y
	13	Carroll College Prayer Book, Second Edition Revised (donated by Terri John, September 2025)	n.d.	Y
	14	Carroll College Prayer Book, Third Edition (donated by Terri John, September 2025)	n.d.	Y
	Digital only	Carroll College Prayer Book, Fourth Edition (donated by Terri John, September 2025)	n.d.	Y
	15	Carroll College Groundbreaking & Opening photos, slides	1909	
	16	Carroll College Groundbreaking, photo	1909	
	17	Carroll College, Taft Visit, photo, 27 September	1909	
	18	Photos of computer & Carroll website	1990s	
	19	Bookstore merchandise photos	1988-89	
	20	Bookstore merchandise photos	1988-89	
	21	Bookstore merchandise photos	1988-89	
	22	Bookstore merchandise photos	1997-98, n.d.	
	23	Bookstore merchandise negatives	1997-98	
	24	Carroll postcards, notecards, etc.	n.d.	
	25	Misc. photos, negatives	n.d.	
	26	Carroll Seal, glass slide	n.d.	
	27	Carroll Seal, negative	n.d.	
	28	Carroll Seal, photos	n.d.	
	29	Faculty Accomplishments (donated by Jennifer Glowienka)	2022-23	
	30	Carroll College buttons/pins (2, donated by Renee Wall on 27 January 2023)	1995, n.d.	
	31	Carroll College buttons/pins (2, donated by Renee Wall on 27 January 2023)	1995, n.d.	

	32	Carroll College buttons/pins (2, donated by Renee Wall on 27 January 2023)	n.d.	
	33	Carroll Centennial Pin (donated by the Registrar's Office)	2009	
	34	Carroll History for 2009 Centennial	2009	
	35	Faculty Accomplishments, 2 copies (donated by Jennifer Oates, 10 February 2026)	2023-24	
23	1	Football Team photo (Lanstrum, Lacey, O'Maley, Brennan, Churchill, Weaver, O'Donnell, Brett, Ryan, Lally, Topel, Smith, Oeschli, Snyder, Dugan, Crowley)	1920-21	
	2	Football Team photo (Maierle, Burr, Evans, Garner, Murphy, Smith, Jackson, Keppler, Scheewe, Eaton, Thornburg, Bedner, Hickam, Word, Gross, McKenzie, O'Connor, Sullivan, Good, Dow, Nugent, Truckner, Gelhausen, Robinson, Brace)	1927-28	
	3	Football Team photo	n.d.	
	4	Volleyball Team photo	n.d.	
	5	Downtown Helena photo	n.d.	
	6	St. Charles Building photo	n.d.	
	7	Helena Cathedral photo	n.d.	
	8	Campus Aerial View photo	n.d.	
	9	First Annual Montana Catholic Laymen's Retreat, Carroll College, 14-17 June, photo (E.D. Phelan, James Walsh, William Stuewe, Emmett R. Carroll, J.T. Sauntry, Thomas L. Fagan, G.J. Joyce, F.X. Lechner, John P. Carroll, John L. McMullen)	1912	
	10	Clergy at Helena Cathedral photo	n.d.	
	11	Ronald Regan letter to Carroll College on 75th anniversary, 5 September	1984	
	12	Theatre Production photos	n.d.	
	13	Prospector Staff photos	1920-21	
	14	Essay Contest Winners, photos	n.d.	
	15	Football Team, photo	1931	
	16	Basketball Team, photo	n.d.	
	17	Football Team, photo	n.d.	
	18	Bishop ? portrait	n.d.	
	19	Bishop Burnett, portrait	n.d.	
	20	Bishop Gilmore portrait	n.d.	
	21	Bishop ? portrait	n.d.	
	22	Bishop Curtiss portrait	n.d.	

	23	Bishop ? portrait	n.d.	
	24	Bishop Brondel portrait	n.d.	
	25	Bishop ? portrait	n.d.	
	26	Bishop Hayes portrait	n.d.	
	27	Bishop Finnagan portrait	n.d.	
	28	"Ready Money" Drama Club production photos, 5 May	1921	
	29	"Whistling in the Dark" Theatre production photos, 29 May	1936	
24	1	St. Charles Building, photos	1911, n.d.	
	2	Clergy group photos (Batens, DeSiere, Brondel, English, Callaghan, Edmund Holden, Leo Schumacher, Joseph McAllister, Joseph White, Joseph Diers, William Morris, Ralph Kelly, Charles Bermingham, James McAndrew, Bernard Wert, Butrville, John Kelly, Joseph Gajard, Andre Mocquereau, Gregoire M Sunol, Thomas F. Dennehy, R.V. Kavanagh, Van Aiken, Coopman, Delamotte, Allaeys, Pirnat, Gallagher, Damiani, Follet, Arbs, Dls, Mehetry, Day)	1900, 1929, n.d.	
	3	Clergy group photos (Joseph T. Schulte, Timothy McCormack, George Lambertus, J.M. Venus, Anthony Pirnat, Michael McCormack, John P. Carroll, Francke, John Pirnat, Augustus Leitham, Batens, Michael Pirnat, Ed Phalen, James A. Walsh, Sauntry, Thomas L. Fagant, Geroje J. Joyce)	n.d.	
	4	Clergy group photos	n.d.	
	5	Clergy portraits (Bishop Ralph L. Hayes, Rev. John L. McMullan)	n.d.	
	6	Confirmation & First Communion, St. Helena Cathedral, photos	1917, n.d.	
	7	Drama photos "Believe Me Xantippe", 19 November 1919	1919, n.d.	
	8	Drama photos	n.d.	
	9			
	10			
	11			
25	1	Faculty & Staff photos (McMullen, Day, Sullivan, Willging, Prodehl, Brophy, Joyce, Rose Hannan, Ryan, Kelly, O'Maley, Scullon)	1910-12, n.d.	
	2	Knights of Columbus, photos, 15 June	1919	
	3	Literary & Oratory Winners, photos	1921-22, n.d.	

	4	Photos of Groups, Events, and Campus views • 1929 Notre Dame Commencement	1929	
	5	Misc. Portraits (unidentified)	1976, n.d.	
	6	Music events photos	1920, n.d.	
	7	Ordination photos	n.d.	
	8	Baseball photos	1971-21	
	9	Baseball photos	n.d.	
	10	Football photos	1921, n.d.	
	11	Student Body photos (some with faculty)	1910-14, 1929, n.d.	
26	1	Baccalaureate Service photos, 2 June	1935	
	2	Campus Aerial photo	n.d.	
	3	Bishop Finnigan portrait	n.d.	
	4	"The Rejuvenation of Aunt Mary," Dramatic Club production photos, 11 May	1922	
	5	Collage of Carroll photos	n.d.	
	6	Prospector Staff photos	1926-27	
	7	Men's Basketball photos	1907-08, 1924-25, 1981-83, n.d.	
	8	Departed Friends of Carroll College poster, 1910- 35	1910-35	
	9	Helena Daily Record, announcing Montana Statehood, 22 February 1889	1889	
	10	Medieval Illuminated Manuscript page	c. 1400s	
27		Cheerleaders photo	n.d.	
		Sketch/Etching of St. Charles by Baker	n.d.	
		City of Miami Proclamation celebrating the 50- year commemoration of Operation Pedro Pan at Carroll College, 8 November	2014	
		Faculty & Student Body photo & list of names	1929-30	
		Football photo	n.d.	
		Football: Frontier Champions photo	1993	
		Football: Frontier Champions photo	1986	
		Football: Frontier Champions photo	1985-86	
		Volleyball: Frontier Conference Champions photo	1997	
		Proposed Stadium Rendering	1995	
		Drum Line signed photo	n.d.	
28		40 pages of Slides: campus life, people, etc.	1970-95, n.d.	
29		37 pages of Slides: campus life, theatre, people, etc.	1969-85, n.d.	
30		MBR Tape – unidentified	n.d.	

		VHS Tape – unidentified, 24 September	2001	
		3 cassette tapes – unidentified	n.d.	
		Cassette tape – Mollys Master Tape	n.d.	
		4 Mini DV tapes – unidentified	n.d.	
31		Unprocessed media	n.d.	
32		Unprocessed media	n.d.	
33		Unprocessed media	n.d.	
34		Unprocessed media	n.d.	
35		Carroll College Seal Stampers (3, donated by Registrar's Office, 22 June 2022)	n.d.	
36		Business Office		
	1	Memos from Dick Franz, VP of Business Affairs	1983-1992	
	2	Business office: hours, staff, forms, policies, etc.	n.d.	
		Safety and Security		
	3	Incident management protocols	2007-2008	
	4	Campus security and crime statistics report	2004	
	5	Vehicle regulations and security brochure	n.d.	
	6	Incident management protocols	2008-2009	
	7	Campus security report	2004	
	8	Summary student disciplinary report, Fall 1992	1992	
		Academic Affairs		
	9	VP/Dean of Academic Affairs – memos	1968-1984	
	10	VP Academic Affairs – memos	1988-1989	
	11	VP Academic Affairs (Jeff Baker) – memos	1989-1991	
	12	VP Academic Affairs – memos	1989-1990	
	13	VP Academic Affairs – memos	1990-1993	
	14	VP Academic Affairs – memos	1991-2004	
		Information Technology (IT)		
	15	IT – memos, network access, calendar creator	1996, n.d.	
		Financial Aid		
	16	Financial aid brochures	1966, 1989, 1992, n.d.	
	17	Financial aid budget	1992	
	18	Financial aid memos	1989-1992	
	19	Financial aid/scholarships brochures	1989-2000	
		Human Resources (HR)		
	20	HR communications and memos	1990-2000	
		Student-centric offices		
	21	VP of College Relations	1983-1985	
	22	VP for Student Affairs (Fr. Shea's memos)	1989-1991	
	23	Dean of Students (John Down's memos)	1987	
	24	Residential Life/Student Life – recreation activities	n.d.	

	25	Residential Life/Student Life – Phone/Voicemail services and contract	1994, n.d.	
	26	Career Center	n.d.	
	27	Health Center – brochures and referral form	2004, n.d.	
	28	Health Center – Sexual assault services	1997, n.d.	
37		Mount Saint Charles Banner	n.d.	
		Carroll College Flag	n.d.	
		Carroll College cardigan	n.d.	
38		Carroll College Fighting Saints Banner	n.d.	
39		Body, Mind, Spirit Campaign Banner	n.d.	
40	1	Report on Project Kaleidoscope: The Question of Reform	1996-97	
	2	Then, Now, & In the Next Decade	1999	
	3	What Works: Building Natural Science Communities, v. 1	1991	
	4	Workshop & Colloquium: Carroll application	1995	
	5	Workshop & Colloquium: Phase II	1995	
	6	Occasional Paper: A Research-Rich Environment	1995	
	7	Essays on Facilities Projects from PKAL v. II and Facilities Meeting Notebooks (1992-94)	1992-94	
	8	Workshop: Agenda & Notes	1995	
	9	Facilities & Planning	n.d.	
	10	Academic Research Infrastructure Program	1994-95, n.d.	
	11	Workshop: Binder contents	1995	
	12	Workshop: Leaders & Participants	1995	
	13	Critical Ratios	1995	
	14	Case Studies: College List	1995	
	15	Case Study: Allegheny College	1995	
	16	Case Study: Bryn Mawr College	[1995]	
	17	Case Study: Bucknell University	[1995]	
	18	Case Study: Canisius College	[1995]	
	19	Case Study: Carleton College	[1995]	
	20	Case Study: Claremont College	[1995]	
	21	Case Study: Colorado College	[1995]	
	22	Case Study: Depauw University	[1995]	
	23	Case Study: Duke University	[1995]	
	24	Case Study: Illinois Wesleyan University	1995	
	25	Case Study: Lake Forest College	[1995]	
	26	Case Study: Lycoming College	[1995]	
	27	Case Study: North Shore Community College	[1995]	
	28	Case Study: Reed College	[1995]	
	29	Case Study: Susquehanna University	[1995]	

	30	Case Study: University of California, Riverside	[1995]	
	31	Case Study: University of Illinois	[1995]	
	32	Case Study: Virginia Polytechnic Institute & State University	[1995]	
	33	Case Study: W.M. Keck Joint Science Center	1995	
	34	Case Study: Washington Lee University	[1995]	
	35	Case Study: Wellesley College	1992, [1995], n.d.	
	36	Case Study: College of Wooster	[1995]	

College Records: Committees

Shelf mark: College Records: Committees

Accession Number: A2, A107-108, A209-210

Collection Title: Committees

Number of Containers: 7 boxes

Linear Feet: 6.92

Format: Paper-based materials, minutes, reports, memos, agendas

Languages: English

Dated: 1967-2010

Access and Use

Access Restriction: None

Provenance: No documentation available.

Acquisition Information: No documentation available.

Custodial History: No documentation available.

Scope, Content, and Arrangement

Collection Summary

Arrangement and Description: This collection contains minutes, agendas, and records pertaining to committees at Carroll College. Records include correspondence, memoranda, brochures, and more.

- **Box 1:** Faculty Assembly
- **Box 2:** Rank and Tenure Committee (1981-2009)
- **Box 3:** Curriculum Committee (1990-2000)
- **Box 4:** Planning and Educational Support Services (PESS) (1969-1979)
- **Box 5:** Academic Council and Dental Hygiene Advisory Committee
- **Box 6:** Board of Education Policy and Practice (BEPP) (1954-1983), Curriculum Committee (1966-1993), Department Chairperson Meetings (1990-1996), Policy Committee (1983-1995), Carroll Action Plan (CAP) Committee (1994-1995), Administrative Council (1973-1985), Safety and Security Committee (1990-2002), Board of Studies (1936-1963), Academic Affairs Committee (1992), Associated Students of Carroll College (ASCC) / Student Government (1924-1992)
- **Box 7:** Miscellaneous committees and groups (1921-2002)

Processing

Finding Aid Created by: Kaia Rosen

Collection Processed by: unknown

Container List

Box	Folder	Contents	Date
1	Faculty Assembly		
	1	Faculty Council	1967-1968
	2	Faculty Senate minutes	1972-1992
	3	Faculty Assembly agendas and minutes	1982-1984
	4	Faculty Senate minutes	1982-1983
	5	Faculty Assembly agendas and minutes	1983-1986
	6	Faculty Assembly agendas and minutes	1984-1987
	7	Faculty Assembly agendas and minutes	1987-1989
	8	Faculty Assembly agendas and minutes	1987-1996
	9	Faculty Assembly agendas and minutes	1990-1992
	10	Faculty Assembly agendas and minutes	1992-1995
	11	Faculty Assembly agendas and minutes	1992-1997
	12	Faculty Assembly agendas and minutes	1994-2004
	13	Faculty Assembly agendas and minutes	1995-1999
	14	Faculty Assembly agendas and minutes	1999-2004
	15	Faculty Assembly agendas and minutes	2002-2004
	16	Faculty Assembly agendas and minutes	2004-2008
	17	Faculty Assembly agendas and minutes	2004-2010
	18	Faculty Meeting minutes	1921-1951
	19	Faculty Assembly, photo	1985
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	1	Rank and Tenure Committee; 1981	1981
	2	Rank and Tenure Committee; 1982	1982
	3	Rank and Tenure Committee; 1983	1983
	4	Rank and Tenure Committee; 1984	1984
	5	Rank and Tenure Committee; 1985	1985
	6	Rank and Tenure Committee; 1986	1986
	7	Rank and Tenure Committee; 1987	1987
	8	Rank and Tenure Committee; 1988	1988
	9	Rank and Tenure Committee; 1989	1989
	10	Rank and Tenure Committee; 1990 January-July	1990
	11	Rank and Tenure Committee; 1990 August-December	1990
	12	Rank and Tenure Committee; 1991 January-March	1991
	13	Rank and Tenure Committee; 1991 April-December	1991
	14	Rank and Tenure Committee; 1992	1992
	15	Rank and Tenure Committee; 1993 January-May	1993
	16	Rank and Tenure Committee; 1993 June-December	1993
	17	Rank and Tenure Committee; 1994 January-September	1994
	18	Rank and Tenure Committee; 1994 October-December	1994

	19	Rank and Tenure Committee; 1995 January-June	1995
	20	Rank and Tenure Committee; 1995 July-December	1995
	21	Rank and Tenure Committee; 1996	1996
	22	Rank and Tenure Committee; 1993-1996, Misc.	1993-1996, n.d
	23	Rank and Tenure Committee; 1997	1997
	24	Rank and Tenure Committee; 1998	1998
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	26	Rank and Tenure Committee; 2000	2000
	27	Rank and Tenure Committee; 2001	2001
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	29	Rank and Tenure Committee; 2003	2003
	30	Rank and Tenure Committee; 2004	2004
	31	Rank and Tenure Committee; 2005	2005
	32	Rank and Tenure Committee; 2006	2006
	33	Rank and Tenure Committee; 2007	2007
	34	Rank and Tenure Committee; 2008	2008
	35	Rank and Tenure Committee; 2009	2009
	36	Rank and Tenure Committee	1990-2007
	37	Promotion and Tenure	2005-2009
	38	Rank and Tenure Committee	1987-1990
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	13	Honors Scholars Program Proposal	1990-91
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	19	Communication Studies Proposals	1991-92
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	22	Teaching English as a Second Language (TESOL) Proposals	1991-92
	23	English Proposals	1991-92
	24	Political Science Proposals	1991-92
	25	Communication Studies Proposals	1991-92
	26	Latin American Studies, Minor, Proposal	1991-92
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	28	Carroll Intensive Language Institute Proposal	1991-92
	29	Health Administration, Major, Proposal	1991-92
	30	Special Education Proposals	1991-92
	31	The Art of Fly-Fishing Proposal	1991-92
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	35	Minutes	1992-93
	36	Correspondence	1992-93
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	43	Proposal Information	1993-94
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	46	Theology Proposal, Future Direction of Theology Department	1993-94
	47	Sociology Proposals	1993-94
	48	Languages, Teaching English as a Second Language (TESOL) Proposal	1993-94
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	58	EN330 "Viet Nam" Proposal	1994-95
	59	CO350 "Gender" Proposal	1994-95

60	Fine Arts Core Proposal	1994-95
61	HIM476 "Quality" Proposal	1994-95
62	BA412 "Investment" Proposal	1994-95
63	BA376 "Gender" Proposal	1994-95
64	CS102 "Internet" Proposal	1994-95
65	SO220 "Sports" Proposal	1994-95
66	MA131-2 "Analysis" Proposal	1994-95
67	SW/ED489 "Child" Proposal	1994-95
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69	EG/Ph "Electronics and Circuit Analysis" Proposal	1994-95
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99	Paleontology Course Proposal	1997-98

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	113	Nursing Proposals	1997-98
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	116	English, the Novel Course Proposal	1998-99
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	118	Certificate in Business Proposal	1998-99
	119	Classical Studies Major Proposal	1998-99
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	123	English, Literature of the Victorian Age Course Proposal	1998-99
	124	English, Contemporary Literature of the United States Proposal	1998-99
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	127	Communication Department Changes	1998-99
	128	Languages, Intro to Linguistics Course Proposal	1998-99
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	136	Psychology, Theories of Personality Course Proposal	1999-2000
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	138	Nursing, Professional Role I: Learner Course Proposal	1999-2000
	139	Environmental Studies Revisions	1999-2000
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	142	Health and Physical Education, Field Experience	1999-2000
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	146	Computer Science, Software Engineering Course Proposal	1999-2000
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	148	Theology, Catholicism Vatican I to Present Course Proposal	1999-2000
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	1	PESS – Native American Studies	1971-1979
	2	PESS – Admission and Recruiting	1973-1978
	3	PESS – Computers	1973-1978, n.d.
	4	PESS – Correspondence	1972-1979
	5	Planning – Curriculum Development	1973-1979, n.d.
	6	PESS – Enrollment and Retention	1975-1979
	7	PESS – Faculty Evaluation	1977, n.d.
	8	PESS – Grant Proposals	1976-1979
	9	PESS – Grant Proposals	1976-1978
	10	PESS – Grants – NEH	1976-1977
	11	PESS – Impact Study	1978
	12	PESS – Institutional Research	1970-1977
	13	PESS – Mission Statement	1973-1978
	14	PESS – Native American Studies	1971-1979
	15	PESS – Planning Carroll	1977-1979
	16	PESS – Planning Carroll	1972-1976
	17	PESS – Presidential Search	1973-1974
	18	PESS – Resource Development	1969-1979
	19	PESS – Retention Task Force	1977-1979, n.d.
	20	PESS – Subject Files – Rocky Mountain Consortium of Independent Colleges	1975-1977
	21	PESS – Title III	1975-1979

	22	PESS – Title III	1976-1979
5	Academic Council and Dental Hygiene Advisory Committee		
	1	Academic Council minutes	1994-1995
	2	Academic Council organization	1994-1996
	3	Academic Council memos and comments/concerns	1995
	4	Academic Council minutes	1995-1997
	5	Dental Hygiene Advisory Committee minutes, letters, pledge accounts, etc.	1972-1975
	6	Dental Hygiene Advisory Committee minutes, letters, pledge accounts, etc.	1975-1977
	7	Dental Hygiene Advisory Committee minutes, letters, pledge accounts, etc.	1977-1980
	8	Dental Hygiene Advisory Committee minutes, letters, degree requirements, etc.	1981-1987
6	Board of Education Policy and Practice (BEPP)		
	1	BEPP – minutes and meeting materials	1954-1959
	2	BEPP – minutes and meeting materials	1957-1972
	3	BEPP – minutes and meeting materials	1972-1975
	4	BEPP – minutes and meeting materials	1976-1980
	5	BEPP – minutes and meeting materials	1980-1982
	6	BEPP – minutes and meeting materials	1982-1983
	Curriculum Committee (cont'd)		
	7	Curriculum Committee – minutes and meeting materials	1966-1969, n.d.
	8	Curriculum Committee – minutes and meeting materials	1971-1993
	Department Chairperson Meetings		
	9	Department Chairperson meetings – meeting materials	1990-1992
	10	Department Chairperson meetings – meeting materials	1993-1994
	11	Department Chairperson meetings – meeting materials	1994-1996
	Policy Committee		
	12	Policy Committee – minutes and meeting materials	1983-1989
	13	Policy Committee – memos and meeting materials	1990-1995
	Carroll Action Plan (CAP) Committee		
	14	CAP Committee – minutes and meeting materials	1994
	15	CAP Committee – minutes and meeting materials	1995
	Administrative Council		
	16	Administrative Council – minutes and meeting materials	1973-1975
	17	Administrative Council – minutes and meeting materials	1975-1985
	Safety and Security Committee		
	18	Safety and Security Committee – meeting materials	1990-1993
	19	Safety and Security Committee – meeting materials	1998-2002, n.d.
	Board of Studies		
	20	Board of Studies – minutes and meeting materials	1936-1959

	21	Board of Studies – minutes and meeting materials	1946-1963
	Academic Affairs Committee		
	22	Academic Affairs – memos and enrollment/retention charts	1992
	Student Government/ASCC		
	23	ASCC Christmas Party, negatives	1984
	24	ASCC Group Photo, negatives (Sept. 1986)	1986
	25	ASCC Officers, negatives	1986-1987
	26	ASCC Officers, negatives	1988-1989
	27	ASCC Senate, negatives	n.d.
	28	ASCC – Off Campus Newsletter, invitations, and minutes	1981-1992, n.d.
	29	Student Council – minutes	1924-1951
7	Miscellaneous Committees		
	1	Student-Faculty Board	1966-1969
	2	Faculty Committee on Alumni Relations	1959
	3	Faculty Development Council	1993
	4	Faculty Development Committee – State of the Faculty Report	2002
	5	Staff Advisory Committee	1978-1995
	6	Canvassing Committee	1921
	7	College Sunday Committee	1921
	8	Report of the Finance Committee	1925
	9	Miscellaneous committee reports, memos, etc.	1921-1924
	10	Athletic Committee – minutes and newspaper clippings	1921-1926
	11	Sports Advisory Committee – minutes and meeting materials	1996-1998
	12	Ex corde Ecclesiae	1994
	13	Executive Council/Advisory Council – minutes	1947-1959
	14	Student Affairs Committee	1990-1991
	15	Title III Committee	1990-1991, n.d.
	16	Tuition Scholarship Committee	1984
	17	Insurance Committee	1984
	18	College Council Meeting	1973-1975
	19	Position Review Committee	1978–1979
	20	Planning Committee – minutes and meeting materials	1951-1988
	21	Computing Management Committee	1988-1989
	22	Day Care Committee	1989
	23	Committee membership lists	1984-1997

College Records: Library Records

Shelf mark: College Records: Library Records

Accession Number: A1, A12-A13, A42, A65, A68, A111, n/a

Collection Title: Library Records

Number of Containers: 5 boxes

Linear Feet: 4.08

Format: Paper-based materials,

Languages: English

Dated: 1971-2009, no date (n.d.)

Access and Use

Access Restriction: None

Provenance & Custodial History: No documentation available.

Acquisition Information: No documentation available.

Custodial History: No documentation available.

Scope, Content, and Arrangement

Collection Summary

Arrangement and Description: This collection holds documents relating to the history and function of the Corette Library.

Processing

Finding Aid Created by: Kaia Rosen

Collection Processed by: unknown

Container List

Box	Folder	Contents	Date	Digitized
1	1	Title II Library Grant Applications	1971-79	
	2	Title II Library Grant Applications	1979-89	
	3	HAHSLC Grant Proposal	1980	
	4	MATH Grant	1986-89	
	5	FAX Grant – 1 of 3	1985-86	
	6	FAX Grant – 2 of 3	1985-88	
	7	FAX Grant – 3 of 3	1987-88	
	8	Library Committee	1988	
	9	Title II Library Grant Applications	1989	

10	Fred Meyer Grant	1986-90	
11	Library Hours Letter	1989	
12	Apple Apps Grant	1989-91	
13	Library Building Maintenance	1981-89	
14	New Faculty Library Packet	1989	
15	Faculty Development – Library Support	1982-90	
16	Faculty Purchase Requests	1993-94	
17	Grants	1993-94	
18	CAPCom	1995	
19	HEGIS Report	1971-82	
20	Budget Documents	1981-84	
21	Library Info Pack	1983	
22	LIRN Lasercat Grant	1987-88	
23	Library Rededication	1988	
24	FAX Grant	1986-88	
25	Library Room Policy	1979-90	
26	Interview Questions	1986-91	
27	HALO Grant	1991-95	
28	Emails	1994-98	
29	Steele-Reese	1994-99	
30	Budget	1987-88	
31	Budget	1988-89	
32	Budget	1989-90	
33	Budget	1995-97	
34	Butko Budget	1999-2008	
35	Expense/Budget Reports	1992-98	
36	Expense/Budget Reports	2001	
37	Expense/Budget Reports	2002	
38	Expense/Budget Reports	2003	
39	Expense/Budget Reports	2004	
40	Expense/Budget Reports	2005	
41	Expense/Budget Reports	2006	
42	Expense/Budget Reports	2007	
43	Expense/Budget Reports	2008	
44	Expense/Budget Reports	2009	
45	Donations	1978-97	
46	Evaluation/Annual Review	2008	
47	Grants - ARCO	1985-87	

	48	Library Committee	1993-99	
	49	Periodicals – Binding	1990	
	50	Planning – Corette Library	1990-2005	
	51	Planning – Corette Library	2004-07	
	52	Planning – Corette Library – Floor Plans	196?-7?	
	53	Planning – Corette Library	[1990s]	
	54	Docline Statistics	2009	
	55	JSTOR Statistics	2005-08	
	56	OCLC Statistics	2007-08	
	57	Academic Library Surveys – iPEDS, ALS, NCES	1988-2008	
	58	Library Surveys – Carroll College	1991-97	
	59	Bronze Plaques in Library	n.d.	
	60	Memo to students from Lois Fitzpatrick re: overdue materials	1982	
2	1	Library accession sheets (no. 12942-19420)	n.d., 1940-44	
	2	Library accession sheets (no. 19421-25122)	n.d., 1955-56	
	3	Library accession sheets (no. 25123-29959)	n.d., 1956-60	
	4	Library accession sheets (no. 30035-36550)	n.d., 1960-63	
	5	Library accession sheets (no. 36551-43200)	n.d., 1964-67	
	6	Library annual report 1972/73	1973	
	7	Annual Report of the Librarian	1927-1944	
	8	Library budget	1975-1986	
	9	Library budget	1970-1975	
	10	Library – budgets – reports	1969-1974	
	11	Library – budget	1931-1933	
	12	School circulation statistics	1980-1983	
	13	Library correspondence (emails and memos)	1976-1993	
	14	Library correspondence	1955-1979	
	15	Library fundraising and Corette building dedication	1987-1988	
	16	Library guides	n.d., 1969-90	
	17	Library – library committee	n.d., 1968-82	
	18	Library – miscellaneous	n.d., 1932-94	
	19	Library – periodicals	1943-1974	
	20	Library – planning committee – correspondence	1977-1979	

	21	Library – planning committee – reports, brochures	1970-1979	
3		Library Dedication, 24 September (VHS)	1988	
	1	Social Work Accreditation – Library Info	n.d.	
	2	Carroll Summer Workshops for Librarians	1971	
	3	Library Accession List – part 1	n.d.	
	4	Library Accession List – part 2	n.d.	
	5	Library Accession List – part 3	n.d.	
	6	Library Accession List – part 4	n.d.	
	7	Library Statistics & Holdings	1927-78	
	8	Dear Mr. Architect from Library: Library building needs	1976	
	9	Phone System	1991-92	
	10	Archives	1995	
	11	Junious Rochester	1994	
	12	ProQuest Workstation	1990	
	13	Police Incident	1992	
	14	Booklists	1983	
	15	Booklists	1984	
	16	Booklists	1985	
	17	Booklists	1986	
	18	Booklists	1987	
	19	Booklists	1988	
	20	Booklists	1989	
	21	Booklists	1992	
	22	Booklists	1993	
	23	Books Received	1966-67	
	24	Books Catalogued	1967-68	
	25	Books Processed	1968-69	
	26	Books Processed	1969-70	
	27	Books Processed	1970-71	
	28	Books Processed	1971-72	
	29	Bronze Plaques in Library	n.d.	
	30	CASLIM – Carroll Hours	1980-81	
	31	Books Related to Montana (created by Montana Library Association)	n.d.	
	32	Library Director Correspondence	1992	
	33	WICHE Program (Western Interstate Commission for Higher Education)	1984	

	34	Library Handbook	n.d.	
	35	Lewis & Clark Public Library and Carroll Library Cooperative Agreement	1980	
	36	Pugh Foundation Grant	1986	
	37	Interlibrary Loan Requests	1990, 1993	
	38	Library Committee & Survey	1985-86	
	39	Library Fact Sheet	n.d.	
	40	Library Hours	1997	
	41	Library Plans	n.d.	
	42	Ephemera – Library card, reserve card, bookmark	1969-1970, n.d.	
	43	Hudson Grant (for library renovations, lower level)	1987, n.d.	
	44	Carroll College Librarians and History 1920-1988	1988	
	45	Simperman Learning Commons Groundbreaking and Reception	[2018]	
	46	Project Manual for Corette Library Interior Remodel	2013	
	47	Corette Library groundbreaking and dedication	1977-1988	
	48	Library use guide	n.d.	
	49	Book sale prices	n.d.	
	50	Library Learning Commons 2022 Orientation Passport	2022	
4	1	Database Usage Reports, September 1999	1999	
	2	Database Usage Reports, October 1999	1999	
	3	Database Usage Reports, November 1999	1999	
	4	Database Usage Reports, December 1999	1999	
	5	Database Usage Reports, January 2000	2000	
	6	Database Usage Reports, February 2000	2000	
	7	Database Usage Reports, March 2000	2000	
	8	Database Usage Reports, April 2000	2000	
	9	Database Usage Reports, May 2000	2000	
	10	Database Usage Reports, June 2000	2000	
	11	Database Usage Reports, July 2000	2000	
	12	Database Usage Reports, August 2000	2000	
	13	Database Usage Reports, September 2000	2000	
	14	Database Usage Reports, October 2000	2000	

	15	Database Usage Reports, November 2000	2000	
	16	Database Usage Reports, December 2000	2000	
	17	Database Usage Reports, January 2001	2001	
	18	Database Usage Reports, February 2001	2001	
	19	Database Usage Reports, March 2001	2001	
	20	Database Usage Reports, June 2001	2001	
	21	Database Usage Reports, July 2001	2001	
	22	Database Usage Reports, August 2001	2001	
	23	Database Usage Reports, September 2001	2001	
	24	Database Usage Reports, October 2001	2001	
	25	Database Usage Reports, November 2001	2001	
	26	Database Usage Reports, January 2002	2002	
	27	Database Usage Reports, February 2002	2002	
	28	Database Usage Reports, March 2002	2002	
	29	Database Usage Reports, April 2002	2002	
	30	Database Usage Reports, May 2002	2002	
	31	Database Usage Reports, June 2002	2002	
	32	Database Usage Reports, July 2002	2002	
	33	Database Usage Reports, August 2002	2002	
	34	Database Usage Reports, September 2002	2002	
	35	Database Usage Reports, October 2002	2002	
	36	Database Usage Reports, November 2002	2002	
	37	Database Usage Reports, December 2002	2002	
	38	Database Usage Reports, January 2003	2003	
	39	Reserve & Circulation Stats	1996-2003	
	40	PsycNET Data	2001-02	
	41	Database Usage Report, Jan-July 2002	2002	
	42	Volumes & Titles in Library, Sept. 1995	1995	
	43	Room Use Stats	2000	
	44	Thomson Reuters Customer License Agreement Training	2009	
	45	Collection Management Policy	1993	
	46	Chair Count in Library, 20 July 1970	1970	
	47	Library Award from Helena Public Schools	1993	
	48	Library Dedication, negatives	1988	
5	1	Library images, negatives	1984	
	2	Library PR images with people, negatives	1985	

	3	Library images, negatives	1986	
	4	Library PR images with people, negatives	1986	
	5	Library exterior photos, negatives	1986	
	6	Library Dedications, negatives	1988	
	7	Library Dedication, photos	1979-88	Y
	8	Library Dedication, photos	1979-88	Y
	9	Library Dedication, photos	1979-88	Y
	10	Library Groundbreaking, photos	1979, n.d.	Y
	11	Library Construction photos	1978-79, n.d.	Y
	12	Library Construction photos	1978-79, n.d.	Y
	13	Library Photos	1979-88, n.d.	Y
	14	Library Photos	1931-63, n.d.	Y
	15	Library Photos	1931-63, n.d.	Y
	16	Corette Library Dedication, photos	1998	
	17	Library Budget	1999-2002	
	18	Library Budget	2001-03	
	19	Library Budget	2002-04	
	20	Library Budget	2003-05	
	21	Library Budget	2005-07	
	22	Library Budget	2006-08	
	23	Library Budget	2002-06	
	24	Bronze Plaques in the Library	n.d.	
	25	New Book List, October	1984	
	26	Library/Learning Resources Center Fundraising Brochure	n.d.	
	27	Archive/Library Pictures (CD-ROM)	n.d.	
	28	Library, negatives	n.d.	
	29	Library exterior, photo	n.d.	
	30	Library & Learning Commons swag: stickers, post-it notes, coaster, pencil, and dry eraser marker	2023-25	
	31	Interlibrary Loan Request Form (<i>donated by Heather Navratil in February 2023</i>)	c. 2007	
	32	Carroll Archives History	n.d.	
	33	Records Retention Information	n.d.	
	34	Electronic Records Management: Montana State Government, 31 December	2004	
	35	Archives Inventories pre-2025	n.d.	Y
	36	Archives Policies	1995-2005	

	37	Archives Forms	n.d.	
	38	Library Lower Level Remodel Project Manual, June	2011	
	39	Library Lower Level Remodel Project Manual, June	2011	
	40	Library Remodel Cost Estimate	2009	

College Records: Marketing

Shelf mark: College Records: Marketing **Accession Number:** A6-A14, A36-39, A109, A202, A217, A218, n/a
Collection Title: Marketing

Number of Containers: 7 boxes

Linear Feet: 4.75

Format: Paper-based materials, brochures, cards and multimedia

Languages: English

Dated: 1963-2009, no date (n.d.)

Access and Use

Access Restriction: None

Provenance Information: No documentation available.

Acquisitions Information: No documentation available.

Custodial History: No documentation available.

Scope, Content, and Arrangement

Collection Summary

Arrangement and Description: This collection contains records from the Office of Public Relations (a.k.a., Marketing). Contents include marketing plans, photo backups, ads placed, press releases, and various other documents dealing with Carroll College's public interfacing. Materials containing media encompassing multiple subjects are included here.

Processing

Finding Aid Created by: Kaia Rosen

Collection Processed by: unknown

Container List

Box	Folder	Contents	Date
1	1	Illustration for Carroll Brochure by Dave Maloney	n.d.
	2	Enrollment Management Marketing Plan, #1	1989-1990
	3	Enrollment Management Marketing Plan, #2	1989-1990
	4	Enrollment Management Marketing Plan, #3	1989-1990
	5	Enrollment Management Marketing Plan, #4	1989-1990
	6	Postcards	n.d.
	7	100 Years Cards	2009
	8	2001 Girls State welcome packet	2001

	9	Borromeo Guild Stationery	n.d.
	10	CD-R photo backup of professors 7/27/2005 Thumbnail images: professors, students Beu and Emmert	2005
	11	Academic program brochures	n.d.
	12	Department brochures	n.d.
	13	Conference services advertisement	n.d.
	14	Scholarships Guide	n.d.
	15	Public Relations Office – Press Releases	1990-1995
	16	Carroll Stationery	n.d.
	17	Online Ads	n.d.
	18	Marketing – Department Objectives	n.d.
	19	Newspapers and Magazines with Carroll featured within	1970-1993, n.d.
	20	Draft Ad Placement	n.d.
	21	Carroll College Website Update April 2004	2004
	22	Business Cards – Public Relations Staff	n.d.
	23	Campus Map	n.d.
	24	Public Relations Office Brochure	n.d.
	25	Carroll College Notepad, IMPACT notepad	n.d.
	26	Miscellaneous	2005-06, n.d.
	27	Parents Weekend Flyer	2005
	28	Carroll Quick Notes	2006
	29	Raiser's Edge Form	n.d.
	30	Saints Shoppe	n.d.
	31	Miscellaneous Press Releases	1963-1977
	32	Public Information Office – News Releases	1973-1989, n.d.
	33	2005-06 Publications List	2005-06
	34	Blank cards	n.d.
	35	PR – including memos and newspaper clippings	1924-1997
	36	Bookstore Photos for Ads, negatives	1988, 1990, n.d.
	37	Biology Brochure, negatives	1987
	38	Business Brochure, negatives	1984, 1987, n.d.
	39	Psychology Brochure, negatives	n.d.
	40	Carroll Press Conference, July 31, 1984. Many staff, faculty, students, and representatives of Helena businesses, radio stations, and newspaper outline and plan events to celebrate Carroll College's 'Diamond Jubilee' year	1984
	41	<i>Montana Magazine</i> (Carroll College featured within) • August 1991 • December 1992	1991-1992
	42	Marketing task force: memorandum, budgets, articles, etc.	1990-1991
2	1	Jan-Feb Spring 2000 Publicity	2000

2	March-July Spring 2000 Publicity	2000
3	Aug-Oct Fall 2000 Publicity	2000
4	Nov-Dec Fall 2000 Publicity	2000
5	Spring 2001 Publicity	2001
6	August 2001 Publicity	2001
7	October 2001 Publicity	2001
8	November 2001 Publicity	2001
9	December 2001 Publicity	2001
10	January 2002 Publicity	2002
11	February 2002 Publicity	2002
12	March 2002 Publicity	2002
13	April-July 2002 Publicity	2002
14	August-September 2002 Publicity	2002
15	Oct-Dec 2002 Publicity	2002
16	January 2003 Publicity	2003
17	February 2003 Publicity	2003
18	March 2003 Publicity	2003
19	April-July 2003 Publicity	2003
20	Aug-September 2003 Publicity	2003
21	October 2003 Publicity	2003
22	November 2003 Publicity	2003
23	December 2003 Publicity	2003
24	January 2004 Publicity	2004
25	February 2004 Publicity	2004
26	March 2004 Publicity	2004
27	April 2004 Publicity	2004
28	May-July 2004 Publicity	2004
29	August 2004 Publicity	2004
30	September 2004 Publicity	2004
31	October 2004 Publicity	2004
32	November-December 2004 Publicity	2004
33	January 2005 Publicity	2005
34	Feb-Mar 2005 Publicity	2005
35	April-June 2005 Publicity	2005
36	July-August 2005 Publicity	2005
37	September 2005 Publicity	2005
38	October 2005 Publicity	2005
39	November 2005 Publicity	2005
40	December 2005 Publicity	2005
41	January 2006 Publicity	2006
42	February 2006 Publicity	2006
43	March 2006 Publicity	2006

	44	April-May 2006 Publicity	2006
	45	June-July 2006 Publicity	2006
	46	August 2006 Publicity	2006
	47	September 2006 Publicity	2006
	48	October 2006 Publicity	2006
	49	November-December 2006 Publicity	2006
	50	January 2007 Publicity	2007
	51	February 2007 Publicity	2007
	52	March 2007 Publicity	2007
3	1	April-May 2007 Publicity	2007
	2	June-August 2007 Publicity	2007
	3	September 2007 Publicity	2007
	4	October 2007 Publicity	2007
	5	November 2007 Publicity	2007
	6	December 2007 Publicity	2007
	7	January 2008 Publicity	2008
	8	February 2008 Publicity	2008
	9	March 2008 Publicity	2008
	10	April-May 2008 Publicity	2008
	11	June-August 2008 Publicity	2008
	12	September 2008 Publicity	2008
	13	October 2008 Publicity	2008
	14	November 2008 Publicity	2008
	15	December 2008 Publicity	2008
	16	January 2009 Publicity	2009
	17	February 2009 Publicity	2009
	18	March 2009 Publicity	2009
4	1	Advertising – Carroll College Music, Cassette Tape	1991
	2	Cassette Tape • Domestic Violence PSA • Century Club Golf Tournament • Century Club Auction • Theatre: "Give My Regards to Broadway" • Montana Aids Memorial Quilt	1995, n.d.
	3	Century Club Golf Tournament, Cassette Tape	1995
	4	Century Club, Cassette Tape • Auction Radio Spot • Golf Tournament • Golf Tournament 2	1996, n.d.
	5	Misc. TV Spots, VHS • Century Club • Theatre: Camelot	1996?

		• CAFÉ	
	6	Misc. VHS • Peg Taylor Series for Dr. Quinn • News Reports	n.d.
	7	Misc. VHS PSA's • CAFÉ (Carroll Alcohol-Free Events Program) • Patty White	n.d.
	8	Misc. Video on CD-R • Fortin Science Center Ground-Breaking • Kathy Grayson Recital (snippet) • Graduation	1998
	9	Self-Installing Screen Saver Test for Carroll, 10 August, CD-R	2003
	10	Easter Television Specials (copy 1 of 2)	1978-79
	11	Easter Television Specials (Copy 2): 57 minutes • Easter, Queen of our Days (1979): 28 minutes. Directed by Prof. Joe Munzenrider, the Carrolleers present "First of the seven last words" followed by the Orleans Sepulcher, a 13th-century Resurrection drama. A Gladsome Noise (March 1978): 29 minutes. Filmed in KRTV-MTN's Great Falls studio, the Carrolleers perform Dan Pinkham's "In the Beginning of Creation" and J.S. Bach's Prelude & Fugue in G & Cantata No. 4. Good quality.	1978-79
	12	Gay Student Beating – KHQ6 News Report	2001
	13	Candlelight Vigil (Response to Gay Student Beating)	2001
	14	Drunk Driving Demonstration / Reenactment	n.d.
5		MBR Tapes - unprocessed	
6		MBR Tapes – unprocessed	
7		MBR Tapes – unprocessed	

College Records: Minutes

Shelf mark: College Records: Minutes

Accession Number: A107-110

Collection Title: Minutes

Number of Containers: 4 boxes, 83 folders

Linear Feet: unknown

Format: Minutes and data

Languages: English

Dated: 1921-2008

Access and Use

Access Restriction: None

Provenance: No documentation available.

Acquisition Information: No documentation available.

Custodial History: No documentation available.

Scope, Content, and Arrangement

Collection Summary

Arrangement and Description: This collection contains minutes from various academic, accreditation, and Board meetings.

Processing

Finding Aid Created by: Angie Casanova

Collection Processed by: unknown

Container List

Box	Folder	Contents	Date
1	1	Yearly Activities Academic Committee and Board of Trustees, Enrolment and Retention Charts and Statistics	9/1992-10/1992
	2	Academic Council Minutes	10/1994-4/1995
	3	Academic Council Minutes	11/1995-4/1997
	4	Academic Council Memos and Comments/Concerns and "Statements of Six Goals" and Freshman Experience Programs	1/1995-10/1996
	5	Academic Council Organizations	6/1994-4/1996

6	1990 Ten Year Accreditation Review by NWASC Alumni, Student Affairs, Mission/Philosophy, Student Affairs, Job Descriptions, Goal/Objectives, Student Affairs	
7	1990 Ten Year Accreditation Review by NWASC Residential Life, Health Services, Extra-Curricular Activities, Intramural Athletics, Career Center Testing Services	
8	1990 Ten Year Accreditation Review by NWASC Student Services at Carroll College, Admissions, Registrar, Orientation, Advising and Counseling, Financial Aid	
9	Accreditation ABET/NWCCU/Nursing/Education	10/2006-9/2007
10	Administrative Council Minutes	1/1985-6/1975
11	Administrative Council Minutes	6/1975-9/1973
12	Admissions, Enrollment, Statistics and Reports	11/1986-12/1991
13	Admissions, Enrollment, Statistics and Reports	11/1990-6/1991
14	Admissions, Enrollment, Statistics and Reports	6/1990-2/1991
15	Admissions, Enrollment, Statistics and Reports	2/1990-2/1991
16	Board of Education Policy and Practice Minutes and Meeting Materials	2/1982-2/1980
17	Board of Education Policy and Practice Minutes and Meeting Materials	1/1980-2/1976
18	Board of Education Policy and Practice Minutes and Meeting Materials	11/1975-3/1972
19	Annual Meeting of the Carroll College Corporation and the Board of Trustees Minutes and Meeting Materials	November 3, 1989
20	Board of Trustees Meetings Materials, Letters, Minutes, Reports, Committee Membership	2/2003-4/2003
21	Budget- Current Year Letters, Memorandums, Reports	1/1990-8/1991
22	Budget- Future Budget Committee Letters and Meeting Materials, Budget Balancing Possibilities, Memorandums and Articles	12/1990-4/1991
23	Budget- Future Expenditures and Charts	3/1990-2/1991

	24	Budget- Future • Memorandums, Budget Summaries, Possible Budget Adjustments	10/1990-1/1991
	25	Budget- Future • Memorandums, Emails, and Meeting Materials	12/1990-1/1991
	26	Carroll Action Plan Committee (CAP COM) • Membership List, "Conversations" Posters, Emails, Drafts	2/1995-2/1995
	27	Carroll Action Plan Committee (CAP COM) • Membership List, Emails, Minutes, Memorandums, "Pamphlets"	10/1994-12/1994
	28	Carroll College Assessment Report • Academic Programs	Spring 2007
	29	Carroll College Faculty Handbook • First Printing 1983, Second Printing 1993	8/2007
	30	Comprehensive Development Plan • Grant application, Resume, Lobby Activities Form	1/1992-6/1993
	31	Comprehensive Development Plan • Grant application	1/1992-6/1993
	32	Course Enrollments by Department • Communications,CS/Math/Engineering,ED/PE,Env. Studies, Gen'L Studies	8/2001
	33	Course Enrollments by Department • History/IT, Honors,Intl Prog, EN/Lit/Lang, Nursing, Philosophy, Polisci, Psychology, Theology	8/2001
	34	Course Enrollments by Department • Overview,AN/SO/SW,AT/DR/PA/VA, BI/CH/Sciences, BA/EC/PA/PAD	8/2001
	35	Course Summary • FA '67, SP '68, FA '68, SP '69, FA '69, SP '70, FA '70, SP '71	
	36	Course Summary • FA '71, SP '72, FA '72, SP '73, FA '73, SP '74, SP '75, FA '75	
	37	Course Summary • SP '76 FA '76, SP '77, FA '77, SP '78, FA '78, SP '79, FA '79, SP '80, FA '80, SP '81, FA '81	
2	38	Dental Hygiene Advisory Committee • Minutes, Letters, Degree Requirements, & Other Meeting Materials	10/1987-2/1981
	39	Dental Hygiene Advisory Committee • Minutes, Letters, Pledge Accounts, & Other Meeting Materials	11/1980-7/1977

40	Dental Hygiene Advisory Committee Minutes, Letters, Pledge Accounts, & Other Meeting Materials	6/1977-5/1975
41	Dental Hygiene Advisory Committee Minutes, Letters, Pledge Accounts, & Other Meeting Materials	4/1975-11/1972
42	Department Chairpersons Meeting Memorandums, Materials for Meetings	2/1996-11/1994
43	Department Chairpersons Meeting Memorandums, Materials for Meetings	11/1994-9/1993
44	Department Chairpersons Meeting Memorandums, Materials for Meetings, Appointments/Terms, Faculty Workloads	9/1992-10/1990
45	Faculty Assembly Minutes	12/2008-12/2004
46	Faculty Assembly Minutes	11/2004-3/2002
47	Faculty Assembly Minutes	2/2002-11/1999
48	Faculty Assembly Minutes	10/1999-12/1995
49	Faculty Assembly Minutes	11/1995-4/1992
50	Faculty Assembly Minutes	3/1992-2/1990
51	Faculty Assembly Minutes	11/1989-4/1987
52	Faculty Assembly Minutes	2/1987-12/1984
53	Faculty Assembly Minutes	10/1984-4/1982
54	Faculty Development Committee's State of the Faculty Report	August 2002
55	Faculty Workloads '89-'01 Total Department	1/2001
56	Faculty Workloads Fall and Spring 1999, Fall 1998	1/2001
57	Faculty Workloads Fall and Spring 2000	1/2001
58	Faculty Workloads Spring and Fall 2001	1/2001
59	General Planning Premises Misc., Enrollment Projections, Planning/Title 111	12/1990-2/1992

	60	General Planning Premises NWASC, DEHNE, Themes, Athletics	10/1990-4/1991
	61	Honors Thesis Materials and Applications Emails and Schedule Plans	1/1993-5/2007
	62	Honors Thesis Materials and Applications Honors Scholars Program, Senior, Candidates, Junior Candidates, Application Forms	4/1995-4/2007
	63	Honors Thesis Materials and Applications Presentation Set Up	1/2004-4/2006
	64	Honors Thesis Materials and Applications Presentation Set Up	1/1992-4/2002
3	65	Marketing Task Force Memorandum, Budgets, Articles, etc.	10/1990-3/1991
	66	Miscellaneous Faculty Profile, Endowment Funds Info, Budget Summaries, Course History, Board of Trustees Meetings Materials, etc.	7/1990-4/1992
	67	MT INBRE Agenda Calendar, Evaluations and Reporting Project	March 25, 2009
	68	MT INBRE Consortium Agreement, Fiscal MGT, Mentor, Notes, Correspondence/Emails, Misc.	March 25, 2009
	69	MT INBRE Meeting Agenda, List of Participants, Podium Presentations, and Misc.	9/2006
	70	Northwest Association of Schools and Colleges Commission on Colleges Evaluation Committee Report	October 15-17, 1990
	71	Partnering for Healthcare Montana Healthcare Forum Agenda, Ian Morrison, Karen Ignagni, Andrew J. Rettermaier, Sister Carol Keehan	2007
	72	Partnering for Healthcare Montana Healthcare Forum Rachel Nuzum, Jim Chase, Josh Morrison, Bruce Bagley, Lisa Rubenstein, Linda Kloss, Arnold Milstain, Pa.	2007
	73	Partnering for Healthcare Montana Healthcare Forum Richard Lamn, Joan Miles, Gail Briesse-Zimmer, Kirsten Kammerzell, Kim Kurokawa, Kate Sullivan Hare, Cha.	2007
	74	Policy Committee Minutes, Draft Proposals, Meeting Materials, Letters, and Emails	12/1983-10/1989
	75	Policy Committee	9/1990-5/1995

		• Memorandums, MSU Packet, Judicial Appeals, Scholars Program, Membership	
	76	President's Cabinet • Memorandums, Letters, Minutes, and Other Meeting Materials	8/1992-3/1991
	77	President's Cabinet • Memorandums, Letters, Minutes, and Other Meeting Materials	2/1991-3/1990
	78	Sports Advisory Committee • Committee Membership, Proposals, Meeting Materials, Minutes, Emails	9/1996-8/1998
	79	Vice President of Academic Affairs • Budget, Faculty, Scholarships/Grants, Enrollment	
4	80	Corporators and Trustees (off Mount St. Charles College) Minutes • Includes a 1954 report by building committee	1916-1962
	81	Various Material • Board of Trustees, Property and Financial Related, Unbound Minutes	1962-1968
	82	Various Material • Materials and Minutes, Corporators and Trustees, Faculty Meetings, Educational and Policy Practice Meetings, Athletic Control, and Board.	1921-1957

College Records: Military/V-12

Shelf mark: College Records: V-12

Accession Number: A9-A10, A42, A51, A185

Collection Title: V-12

Number of Containers: 3 boxes

Linear Feet: 2.63

Format: Paper-based materials,

Languages: English

Dated: 1943-1995, no date (n.d.)

Access and Use

Access Restriction: None

Provenance: No documentation available.

Acquisition Information: No documentation available.

Custodial History: No documentation available.

Scope, Content, and Arrangement

Collection Summary

Arrangement and Description:

V-12: From 1943-1945, Carroll College hosted the V-12 Navy College Training Program. V-12 was designed to produce officers during WWII. There were 131 colleges that participated in this program across the United States. This collection contains contracts, correspondence, and financial information regarding the college's participation in V-12. Additionally, there are rosters of men involved in the program. These rosters include information such as academic reports, religious affiliation, sick bay lists, and more. This collection also includes taped interviews and written recollections of those who participated in the V-12 program at Carroll, either as students or faculty. Box 2 includes oversized V-12 information and documents regarding the 1995 V-5/V-12 reunion.

Military Program: Misc. materials from military programs on campus. This collection may contain some V-12 information.

- **Boxes 1-2** V-12
- **Box 3** Military Program (may include V-12)

Processing

Finding Aid Created by: Kaia Rosen

Collection Processed by: unknown

Container List

Box	Folder	Contents	Date	Digitized
1	1	Academic reports	1943-1945	
	2	V-12 Program – Newspaper clippings and articles	1944-1945	
	3	V-12 Program – Audio-visual aids	1943-1944	
	4	V-12 Program – Bulletins	1943	
	5	V-12 Program – Commissioning expenditures	1943	
	6	V-12 Program – Contracts	1943-1945	
	7	V-12 Program – Contracts	1943-1944	
	8	V-12 Program – Correspondence	1944-1949	
	9	V-12 Program – Correspondence	1943, n.d.	
	10	V-12 Program – Curricula schedules, course descriptions	1943	
	11	V-12 Program – Enrollments and rosters	1943-1945	
	12	V-12 Program – Faculty	1943-1944	
	13	V-12 Program – Inspection reports of physical plant	1943-1945	
	14	V-12 Program – Open house guest book	1944	
	15	V-12 Program – Pamphlets and form letters	1942-1943	
	16	V-12 Program – Physical training	1943-1945, n.d.	
	17	V-12 Program – Pre-med training	1943-1945	
	18	V-12 Program – Releases/Alumni lists	n.d., 1992	
	19	V-12 Program – Religious Affiliation	1943-1945	
	20	V-12 Program – Reports	1943-1945	
	21	V-12 Program – Sick bay lists	1944-1945	
	22	V-12 Program – Sick bay lists	1943-1944	
	23	V-12 Program – Station regulations	1943-1944	
	24	V-12 Program – Student lists	1943-1945	
	25	V-12 Program – Study program	1943-1945	
	26	V-12 Program – Supplies and equipment	1943-1948	
	27	V-12 Program – Surveys	1982-1984	
	28	V-12 Program – Textbooks	1943-1945	
	29	V-12 Program – V-1 test scores	1943-1945	
	30	V-12 – Ed Harris recollection of people and places, 1944	2005	
	31	Taped interviews: Cronin – Kirchen – Lowney – Wood	n.d.	
2	1	Outdoor and Indoor Obstacle Course Maps	[1972?]	

	2	Mark of Commendation – Navy Department to Carroll College	[1945]	
	3	Independent Record Article “The U.S.S. Carroll” by June Hagan – Ran August 17, 1995	1995	
	4	Manual for the Operation of V-12 Navy Units	1944	
	5	Log of the U.S. Navy V-12 Program at Carroll College, Helena, MT, during WWII with Muster Roll of Personnel	1944-1945	
	6	Carroll College 1995 Navy V-5/V-12 Reunion	1995	
	7	The Montana Kaimin article regarding Air Force training at University of Montana	1943	
	8	Photos: Navy dance, troops marching in field, aerial photo of Carroll College and 2005 Letter accompanying photos from Jack Redman	1943, 2005, n.d.	
	9	Form PD-3A – United States of America War Production Board – Preference Rating Certificate	1942	
3	1*	Military Band & Choir, photos	1944-45, n.d.	
	2*	Drill	1917, 1943	
	3*	Drill	1917, 1943	
	4*	Drill	1943	
	5*	Drill	1943	
	6*	Drill	1943	
	7*	Drill	1943	
	8*	Drill	1944-58, n.d.	
	9*	Drill	1944-58, n.d.	
	10*	Drill	1944-58, n.d.	
	11*	Group Photos	1917-42	
	12*	Group Photos	1917-42	
	13*	Group Photos (John Abbott, Lewis Adams, Theodore Antonich, Jack Bartholome, George Batterson, Daniel Beauchamp, Leo Beaulaurier, Louise Boedecker, Daniel Borich, Frank Brunker, Donald Burns, William Casteel, Claude Cory, Howard Craig, Robert Donahue, Ellis Donaldson, Gene Ernster, Ted Ewing, Ralph Eyestone, Melvin Fisher, Harold Hartling, Gordon Hecker, Joseph Isaacson, Leonard Johnson, Robert LaReau, Frank	1917-42	

		Kleffner, Dorine Knudson, Gilbert Lowden, Walter Lyons, Jack Mahan, Charles Manson, David McCauley, Bill McComas, Bill Mufich, Robert O'Brien, Lawrence Osburnsen, Donald Paddock, James Pickens, Leonard Schopfer, William Shea, Ralph Theodorff, Tilman Thompson, Norman Tuohy, Carl Tunison, Ferson Tuttle)		
	14*	Group Photos	1943-47, n.d.	
	15*	Group Photos	1943-47, n.d.	
	16*	Group Photos (Prospector Staff: Tom Broderick, Jim Chilton, Jim Kiener, Ozzie Knudson, Olsen, Glen Smith, Paul Verdon, Bruce Warden, White, Young)	1943-47, n.d.	
	17*	Group Photos	1943-47, n.d.	
	18*	Misc. Photos	1918-45, n.d.	
	19*	Portraits (William Bates, Miles J. Chamberlain, John McMullen, James O'Neill)	1915-47, n.d.	
	20*	Reunions & Visits (Carey, Condie, Ellmers, Erak, Giroux, Robert Hale, Shirley Hale, Hasliker, Hossack, Houlihan, Jesse Irvin, Norman Kingsman, Ralph Markus, Jack Roberts, Krichen, Rogers, Shea Spady, Stanchfield, Verdon, Vedrencamp, Andy Whitaker, Wise, Worth, Young, Zeuchling)	1987-97	
	21*	Swimming Team	1945	
	22	ROTC Commissioning Ceremony Invitations (Kelsey McCrea, Jaylynn Beth Parcel, Jonathan Shol)	2006	
	23	Fighting Satins Battalion Fall Dining Out invitation	n.d.	
	24	ROTC Dining Out	2002	
	25	Military, negatives	n.d.	
	26	V-12 Photos, CD-ROM (4)	n.d.	
	27	V-12 Training Photo, 9 June, <i>donated by Jeff Johnson</i>	1940	
	28	Military Group photo	n.d.	
	29	V-12 Band, photo, 9 June	1945	

Carroll Records: Nursing

Shelf mark: College Records: Nursing

Accession Number: n/a

Collection Title: Nursing

Number of Containers: 19

Linear Feet: 13.30

Format: Multiple materials, clippings, photos, forms, etc.

Languages: English

Dated: 1942-2021, no date (n.d.)

Access and Use

Access Restriction: None

Provenance & Custodial History: No documentation available.

Acquisition Information: Accessioned in 07-27-2022 and 2021

Custodial History: No documentation available.

Scope, Content, and Arrangement

Collection Summary

Arrangement and Description: This collection contains materials donated by and those associated with the Nursing Department. The collection is organized chronologically by when the materials were donated and processed. These sub-collections are:

- **Box 1** - Books (donated by Terri John in October 2021)
- **Box 2-5** – Nursing Program Planning (c. 1942-2005)
- **Box 6-9** – Parish Nursing Program (1998-2009)
- **Box 10-12, 19** – Self-Study (donated by Terri John in October 2021)
- **Box 13, 19** - Annual Reports
- **Box 14-17** – Ephemera (donated by Terri John in October 2021)

Processing

Finding Aid Created by: Millie Elbert, Terence Kratz, Jennifer Oates

Collection Processed by: Millie Elbert, Jennifer Oates

Container List

Box	Folder	Contents	Date	Digitized
	Books			
1	1	Nursing in Montana: The Recent Past	1992	

	2	Worldwide Events Influencing Nursing in Montana	1989	
	3	Nursing in Montana	1988	
	4	Angels in White	2006	
	5	Zeta Upsilon: A Historical Overview	1997	
	6	Newspapers	2010-16	
	7	Newspaper Clippings	2012-14	
	8	India Essays	2015-16	
	9	Carroll Magazine: Nursing Student's Experience in India	2015	
	10	Pamphlets	2000	
	11	Historical Sketch of the Montana State Association of Registered Nurses and Related Organizations	n.d.	
	12	Faculty Directory: Contents	1997	
	13	Faculty Directory: Binder	1997	
	Nursing Program Planning			
2	1	Sisters of Charity Records A	1943-46	
	2	Sisters of Charity Records B	1946-49	
	3	Sisters of Charity Records C	n.d.	
	4	Carroll College Bulletin	1958-64	
	5	St. James School of Nursing A	1960-66	
	6	St. James School of Nursing B	1966-67	
	7	Faculty Meeting Notes A	1962-65	
	8	Faculty Meeting Notes B	1965-73	
	9	St. Vincent's School of Nursing Catalog	1963-70	
	10	Misc. Communications Nursing A	1965-71	
	11	Misc. Communications Nursing B	1972	
	12	Misc. Communications Nursing C	1972	
	13	Misc. Communications Nursing D	1972	
	14	Misc. Communications Nursing E	1973-77	
	15	Misc. Communications Nursing F	n.d.	
	16	Feasibility Study Reports A	1967-68	
	17	Feasibility Study Reports B	1968-72	
	18	Proposed Nursing Degree A	1968-70	
	19	Proposed Nursing Degree B	n.d.	
3	20	Correspondence: Test Plans A	1969-76	
	21	Correspondence: Test Plans B	1977-84	
	22	Correspondence: Test Plans C	1993	
	23	Planning Grant Progress Report A	1970-73	
	24	Planning Grant Progress Report B	1974	
	25	Curriculum and Professional Standards	1972-79	

	26	Proposed Nursing Degree Grants A	1973-74	
	27	Proposed Nursing Degree Grants B	1972-73	
	28	Implementations Project Narrative A	1972-73	
	29	Implementations Project Narrative B	n.d.	
	30	Clinical Elective Sites Planning A	1972-74	
	31	Clinical Elective Sites Planning B	1974	
	32	Nursing Major Grant Proposal	1973	
	33	Recruiting Materials	1973-74	
	34	Nursing Uniforms Catalogs and Orders A	1973-75	
	35	Nursing Uniforms Catalogs and Orders B	1976-78	
	36	Nursing Uniforms Catalogs and Orders C	1975-81	
	37	Correspondence: General A	1974-82	
	38	Correspondence: General B	1982-86	
	39	Correspondence: General C	1986-90	
4	40	Correspondence: General D	1990-91	
	41	Correspondence: General E	1992	
	42	Correspondence: General F	1992-94	
	43	Definitions & Concepts	1976	
	44	Correspondence: Summary Records A	1976-80	
	45	Correspondence: Summary Records B	1981-84	
	46	Correspondence: Summary Records C	1984-87	
	47	Correspondence: Summary Records D	1987-94	
	48	Nursing Photos A	1978	
	49	Nursing Photos B	1980-81	
	50	Nursing Photos C	1985	
	51	Nursing Photos D	1988	
	52	Nursing Photos E	1988	
	53	Nursing Photos F	n.d.	
	54	Nursing Photos G	n.d.	
5	55	Peer Review	1980	
	56	Health Clinic Resources A	1983-85	
	57	Health Clinic Resources B	1982-85	
	58	Propositions	1985	
	59	Conceptual Framework Definitions	1987-92	
	60	RNs as Students	1988	
	61	Accepted Nursing Diagnoses	1990	
	62	Publicity Clippings	1991	
	63	Montana League of Nursing	1993	
	64	Theresa Sullivan Survey	1990-93	
	65	Exit Interviews A	1992-93	
	66	Exit Interviews B	1993	
	67	Faculty Associate Draft Policies	1995	

	68	Nursing Memories Booklet	1999	
	69	Nursing Open House	2005	
	70	Nursing Presentation	2005	
	71	Postcards	n.d.	
	72	Psychomotor Skills	n.d.	
	Parish Nursing			
6	1	Nursing Photos 1998	1998	
	2	Nursing Photos 1999A	1999	
	3	Nursing Photos 1999B	1999	
	4	Nursing Photos 2000A	2000	
	5	Nursing Photos 2000B	2000	
	6	Nursing Photos 2000C	2000	
	7	Nursing Photos 2000D	2000	
	8	Nursing Photos 2000E	2000	
	9	Nursing Photos 2000F	2000	
	10	Nursing Photos 2000G	2000	
	11	Nursing Photos 2000H		
	12	Nursing Photos 2000I	2000	
	13	Nursing Photos 2000J	2000	
	14	Nursing Photos 2000K	2000	
	15	Nursing Photos 2000L (negatives)		
	16	Nursing Photos 2001A	2001	
	17	Nursing Photos 2001B	2001	
	18	Nursing Photos 2001C	2001	
	19	Nursing Photos 2001D	2001	
	20	Nursing Photos 2001E	2001	
	21	Nursing Photos 2002A	2002	
	22	Nursing Photos 2002B	2002	
	23	Nursing Photos 2002C	2002	
	24	Nursing Photos 2002D	2002	
	25	Nursing Photos 2003A	2003	
	26	Nursing Photos 2003B	2003	
	27	Nursing Photos 2004A	2004	
	28	Nursing Photos 2004B	2004	
	29	Nursing Photos 2005A	2005	
	30	Nursing Photos 2005B	2005	
	31	Nursing Photos 2006A	2006	
7	1	Nursing Photos 2006B	2006	
	2	Nursing Photos 2007A	2007	
	3	Nursing Photos 2007A	2007	
	4	Nursing Photos 2008	2008	
	5	Nursing Photos 2009	2009	

	6	Nursing Photos A	Undated	
	7	Nursing Photos B	Undated	
	8	Nursing Photos C	Undated	
	9	Preparation Class Group Photos	1998-2009	
	10	Parish Nurse Center Video Cassette	1999	
	11	Ephemera	2000	
	12	Ephemera	Undated	
	13	Directory A	2002-2003	
	14	Directory B	2004-2005	
	15	Directory C	2006-2007	
	16	Preparation Pamphlets A	1997-2002	
8	1	Preparation Pamphlets	2003-09, n.d.	
	2	Preparation Course	2000-06, 2009	
	3	Service of Dedication	1998-2006, 2009	
	4	Parish Nursing Letters, Courses, Certificates	2009	
	5	Health Ministry Publications	2001-2004, 2006-2008	
	6	Pinning Ceremony Pin	n.d.	
9	VHS 1	Three Acts of Illness	n.d.	
	VHS 2	The International Parish Nurse Resource: Granger Westberg Remembered	n.d.	
	VHS 3	The Church's Role in Preventive Medicine with Granger Westberg	n.d.	
	VHS 4	Parish Nursing Ministry in Montana	1999	
	VHS 5	Parish Nursing Ministry in Montana	1999	
	VHS 6	Parish Nursing Ministry in Montana	1999	
	1	Participant Forms	2009	
	2	Participant Forms	2007	
	3	Participant Forms	2006	
	4	Participant Forms	2005	
	5	Participant Forms	2004	
	6	Participant Forms	2003	
	7	Participant Forms	2002	
	8	Participant Forms	2001	
	9	Participant Forms	2001	
	10	Participant Forms	2000	
	11	Participant Forms	2000	
	12	Participant Forms	1999	
	13	Participant Forms	1999	

	14	Participant Forms	1998	
	15	Participant Letters	1998	
	16	Evaluation Forms	2005-09	
	17	Summary of Evaluations	2009	
	18	Biological Data Form	2007-08	
	19	Certificate of Participation & Completion	2009	
	20	Applications & Vested Interest Disclosure Declaration	2005	
	21	Applications & Vested Interest Disclosure Declaration	2007	
	22	Applications & Vested Interest Disclosure Declaration	2007	
	23	Applications & Vested Interest Disclosure Declaration	2008	
	24	Applications & Vested Interest Disclosure Declaration	2009	
	25	Curriculum	2009	
	26	Curriculum (May 14, 2009)	2009	
	27	Curriculum (May 14, 2009)	2009	
	28	Curriculum (May 15, 2009)	2009	
	29	Curriculum (May 16, 2009)	2009	
	30	Curriculum (May 17, 2009)	2009	
	31	Self-Study Modules	2009	
	32	Self-Study Modules	2009	
	33	Self-Study Modules	2009	
	34	Curriculum Readings	2009	
	35	Curriculum Resources	2009	
	36	Curriculum Ephemera	2009	
	37	Curriculum Ephemera	2009	
10	1	Self-Study Report, pp. 1-62	1977	
	2	Self-Study Report, pp. 63-124	1977	
	3	Self-Study Report, pp. 125-67	1977	
	4	Self-Study Report, pp. 168-222	1977	
	5	Self-Study Report, pp. 223-83	1977	
	6	Self-Study Report, pp. 284-348	1977	
	7	Self-Study Report, pp. 349-91	1977	
	8	Self-Study Report, Supplemental materials • Carroll College Faculty Manual (1976) • Carroll College Bulletin (1978-80)	1977	
	9	Self-Study Report Cover (August)	1977	
	10	Self-Study Report, pp. 1-77 (August)	1977	
	11	Self-Study Report, pp. 78-160 (August)	1977	

	12	Self-Study Report, pp. 161-245 (August)	1977	
	13	Self-Study Report, pp. 246-313 (August)	1977	
	14	Self-Study Report, pp. 314-76 (August)	1977	
	15	Self-Study Report, pp. 377-435 (August)	1977	
	16	Self-Study Report Cover	1982	
	17	Self-Study Report, pp. 1-94	1982	
	18	Self-Study Report, pp. 95-161	1982	
	19	Self-Study Report, pp. 162-283	1982	
	20	Self-Study Report, pp. 284-391	1982	
	21	Self-Study Report, supplemental materials	1982	
	22	Self-Study Report, pp. 1-70	1985	
	23	Self-Study Report, pp. 71-108	1985	
	24	Self-Study Report, pp. 109-65	1985	
	25	Self-Study Report Cover (October)	1985	
	26	Self-Study Report, pp. 1-108 (October)	1985	
	27	Self-Study Report, pp. 109-78 (October)	1985	
	28	Self-Study Report Cover	1986	
	29	Self-Study Report, pp. 1-61	1986	
	30	Self-Study Report, pp. 62-81, supplemental materials	1986	
	31	Self-Study Report, supplemental materials	1986	
	32	Self-Study Report Cover	1990	
	33	Self-Study Report, pp. 1-73	1990	
	34	Self-Study Report, pp. 74-120	1990	
	35	Self-Study Report, pp. 121-78	1990	
	36	Self-Study Report, pp. 179-220	1990	
	37	Self-Study Report, pp. 221-79	1990	
	38	Self-Study Report, pp. 1-34	1993	
	39	Self-Study Report, pp. 35-94	1993	
	40	Self-Study Report, pp. 95-128	1993	
	41	Self-Study Report, pp. 1-62	1994	
	42	Self-Study Report, pp. 63-121	1994	
	43	Self-Study Report, pp. 122-69	1994	
	44	Self-Study Report, pp. 170-227	1994	
	45	Self-Study Report, pp. 1-100	1995	
	46	Self-Study Report, pp. 101-97	1995	
	47	Self-Study Report, pp. 198-	1995	
11	1	Self-Study Report, pp. 1-60	1999	
	2	Self-Study Report, pp. 61-114	1999	
	3	Self-Study Report, pp. 115-67	1999	
	4	Self-Study Report, pp. 168-230	1999	
	5	Self-Study Report	2001	

	6	Self-Study Report, Appendixes	2001	
	7	Self-Study Report	2011	
	8	Self-Study Report, Appendixes	2011	
12	1	Self-Study Report, pp. 1-63	2021	
	2	Self-Study Report, pp. 64-85	2021	
	3	Self-Study Report, Appendixes 1-9	2021	
	4	Self-Study Report, Appendixes 10-16	2021	
	5	Self-Study Report, Appendixes 17-27	2021	
	Nursing Annual Reports			
13	1	Annual Report pp. 1-75 (TOC - Appendix B)	1994	
	2	Annual Report Appendix C: Contractual Agreements	1994	
	3	Annual Report pp. 1-75 (TOC - Appendix A)	1995	
	4	Annual Report Appendix to C end	1995	
	5	Annual Report pp. 1-76 (TOC - Appendix B)	1996	
	6	Annual Report Appendix C to end	1996	
	7	Annual Report - complete	1997	
	8	Annual Report - complete	1998	
	9	Annual Report - complete	1999	
	10	Annual Report - complete	2000	
	11	Annual Report - complete	2002	
	12	Annual Report - complete	2003	
	13	Annual Report - complete	2004	
	14	Annual Report - complete	2005	
	15	Annual Report - complete	2006	
	16	Annual Report - complete	2007	
	17	Annual Report - complete	2008	
	18	Annual Report - complete	2009	
	Ephemera			
	19	Programs & Pamphlets	1950s	
	20	Letter to Students & "To Christ through Nursing"	1950s	
	21	Bulletin Letter	1946	
	22	Nursing Department Closure	1969	
	23	Pamphlet: Stay Stroke Free	n.d.	
14		Poster: Preliminary findings of an International Public Health Nursing student collaboration	n.d.	
		Scrapbooks	2010-11, 2015, n.d.	
15		Cotton Gloves (2 sets)	n.d.	
		Cap	n.d.	
16		Nursing Apron (white)	1960s?	
		Nursing Uniform (green)	1960s?	

17		Nursing Cap and Cap Case	1960s?	
18	1	Department of Nursing Education – Enrolled and withdrawn students	1946-1959, n.d.	
	2	Nursing – Faculty search	1945-1951	
	3	Department of Nursing Education – Grades – Clinicals	1949-1950	
	4	Nursing Education Department – Constitution, Contracts	1949-1960	
	5	Department of Nursing Education – Class Schedules and Calendars	1943-1945, n.d.	
	6	Department of Nursing Education – Bulletins and Publications	1942-1948	
	7	Department of Nursing Education – Accreditation	1952-1954, n.d.	
	8	Nursing class of 1949 50 th reunion	1999	
	9	Nursing accreditation 1981-1998	1981-1998	
	10	Photo: student nurses	n.d.	
	11	Nursing Group Photos	1951-54, n.d.	
	12	Nursing Misc. Photos	1961-77, n.d.	
	13	Nursing Portraits	1959-60	
	14	Nursing DVD 2008 (MiniDV tape), 2 copies	2008	
	15	Nursing Ceremony	1984	
	16	Questionnaire for Accreditation: college and university programs in nursing	[1955?]	
19	1	Self-Study Report	1993	
	2	Self-Study Report	1999	
	3	Annual Report	2000	
	4	A Nurse's Prayer Bookmark	n.d.	
	5	Annual Report – Department of Nursing	2006	
	6	Preparing the Next Generation of Nurses booklet	[2006]	
	7	Nurses at Cooney Rest Home, negatives	1983	
	8	Business & Dental Hygiene, December, negatives	1983	
	9	Dental Hygiene, negatives	1985	
	10	Nursing, negatives	1986	
	11	Dental Hygiene & Governor Schwinden, negatives (negatives sticking to envelope, 5/30/2025)	1988	
	12	Shodair, girls, negatives	n.d.	
	13	Nursing Candid Photos, negatives	n.d.	
	14	Dental Hygiene, negatives	n.d.	

	15	Dental Hygiene week, negatives	n.d.	
	16	Nursing, negatives	1980s	
	17	Dental Hygiene, VHS (2)	n.d.	
	18	1992 Book of Reports – MT Nurses Association	1992	
	19	Carroll College Department of Nursing booklet	1958-1960	
	20	Bulletin of Carroll College Department of Nursing Education	1955-1957	
	21	Nurse photos (Maryisabel Baehr, Mary Lou Blair, Mary Flinn, Shirley Grady, Alice Heaney, Debbie Hiel, Janney Jackicich, Roberta Lee, Shirley McDonald, Betty Mathisen, Harriet Wetherhill, Rosemary Winkler, Frances Winninghoff,	1949, 1983	
	22	Nurses photos (Donna Brown, Frances Bullock, Sharol Cannon, Lynn Chenkovich, Kathleen Charles, Myrna Chattee, Jean Del Camp, Ella J. Fitzpatrick, Ailene Griffin, Beverly Hampton, Zita Harrington, Sue Hurd, Elaine Hurley, Agnes Marie Kane, Georgia Lowney, Joann McCarthy, Eileen Moran, Sharon Mulligan, Frances M. Olsen, Roberta Opie, Helen Parks, Dorothy Purin, Theresa Rangunot, Joan Roach, Etta Rowland, Rosalie Sisich, Rita Smith)	n.d.	
	23	Nurse photos, unidentified	n.d.	
	24	Reception for 10-Year Accreditation & 25-Years of Baccalaureate Nursing at Carroll	n.d.	
	25	Nursing Students in Action, photos	2000s	

College Records: Office of Institutional Advancement (OIA)

Shelf mark: College Records: OIA

Accession Number: A4-A16, n.d.

Collection Title: Office of Institutional Adv.

Number of Containers: 5 boxes

Linear Feet: 4.00

Format: Paper-based materials, CDs, ephemera

Languages: English

Dated: 1908-2018, no date (n.d.)

Access and Use

Access Restriction: None

Provenance: No documentation available.

Acquisition Information: No documentation available.

Custodial History: No documentation available.

Scope, Content, and Arrangement

Collection Summary

Arrangement and Description: This collection contains documents relating to the Office of Institutional Advancement (OIA). OIA includes fundraising campaigns and alumni relations. Much of this collection deals with fundraising campaigns, including specific buildings, endowment funds, and annual appeals. Additionally, there are news releases regarding OIA's work. OIA also deals with alumni relations, including the Alumni Association. This collection includes extensive alumni lists, and various documents regarding Alumni Association activities, such as meetings, elections, fundraising, and get-togethers.

Processing

Finding Aid Created by: Kaia Rosen

Collection Processed by: unknown

Container List

Box	Folder	Contents	Date	Digitized
1	1	Office of Institutional Advancement – Memoranda	1987-1988	
	2	Office of Institutional Advancement – Memoranda	1985-1994	
	3	Fundraising – “FYI” Newsletters	1983-1989	

4	P.E. Building Campaign Donation Letters	1967	
5	Carroll Foundation – Ledger	1966-1968	
6	Endowment Fund	1908-1985	
7	Carroll College Case for Support (Fundraising)	1990	
8	Capital Campaign Plan	1990	
9	Capital Campaign – Time Schedule	1990	
10	Campaign Carroll – Pamphlets	1990	
11	Campaign Carroll – Newspaper Clippings	1990	
12	Campaign office – Margin of Excellence – Capital Campaign “Into Phase II”	1986	
13	Annual Carroll College Fund	1965-1966	
14	Annual Carroll College Fund	1964-1965	
15	Fundraising – Yearbooks	196?-199?	
16	News releases	1963	
17	OIA – Memos	1992-1996	
18	Carroll College Alumnus Newspaper	1991	
19	Fundraising/Appeals – General	1963-1992, n.d.	
20	Field House & PE Center Appeals	n.d.	
21	Perc-o-gram – Outstanding alumni & current students submitted by faculty	1973	
22	Phonothon '63 (fundraising campaign)	1963	
23	IMPACT '93 (fundraising campaign)	1993	
24	Alumni survey	1976	
25	Appeals to parents	1962-1963	
26	Alumni Loyalty Fund	1960-1963	
27	Alumni Loyalty Fund	1960-1962	
28	Alumni appeal letters	1960-1992, n.d.	
29	Alumni lists	1955-1964, n.d.	
30	Alumni lists – deceased	n.d.	
31	Carroll College alumni killed in WWII	1946-1947, n.d.	
32	Carroll alumni who became lawyers	n.d.	
33	Roster of Doctor of Medicine contacted May, 1952 – Carroll College alumni	1952	
34	Alumni ordained as priests	n.d.	
35	National Alumnae Advisory Board	1955-1959	
36	Alumni Association and regional chapters – Constitutions	1938, 1960, n.d.	
37	Alumni Association – Minutes	1936-1976	

	38	Alumni Association – Officer elections	1960-1965, n.d.	
	39	Alumni Association – Executive council / officers	1938-1967	
	40	Alumni Association – Correspondence	1938-1969	
	41	Alumni Association – Miscellaneous invitations/ announcements	1937-1967, n.d.	
	42	Alumni Association – Annual Alumni Dinner	1936-1953	
	43	Alumni Association – Homecoming	1959-1967	
	44	Alumni Association – Invitations to athletic events	1962-1965	
	45	Local Alumni Association Chapters – Helena, Butte, Anaconda	1961-1964, n.d.	
	46	Alumni Association – Charter Cruise	1967-68, n.d.	
	47	Alumni Association – Miscellaneous	1967-1977, n.d.	
	48	Alumni – Addresses/speeches and Special Report	1967, n.d.	
	49	Alumni Association – Account book	1938-194?	
	50	Endowment Fund Report to Board of Trustees	1969	
	51	Mind, Body, Spirit Campaign	2014-18	
	52	Preliminary Donor Listing	1992	
	53	Marketing and Comms – Alumni Banquet '05 Booklet	2005	
	54	Marketing and Comms – Alums at St. Al's	n.d.	
	55	IMPACT campaign 2006 (fundraising)	2006	
	56	Scholarship fund appeals	n.d.	
	57	Mind, Body, Spirit – The Campaign for Carroll College	n.d.	
	58	Annual Fund Report	1964	
	59	Annual Fund Report	1965	
2	1	Mind Body Spirit Campaign Folder	n.d.	
	2	Mind Body Spirit Campaign Folder & folder contents	n.d.	
	3	Mind Body Spirit Campaign Booklet (3 copies)	n.d.	
	4	Mind Body Spirit Campaign Booklet Envelope	n.d.	
	5	Mind Body Spirit Campaign Brochures (3 copies)	n.d.	
	6	Mind Body Spirit Campaign Hunthausen Brochure	n.d.	
	7	Library Fundraising Brochure (Phase 1)	2018	
	8	Planning Your Legacy Brochure	n.d.	
	9	Engaged for Life Brochure (version 1, 2 copies)	n.d.	
	10	Engaged for Life Brochure (version 2, 6 copies)	n.d.	
	11	Mind Body Spirit Campaign Mailer (3 copies)	n.d.	

	12	Mind Body Spirit Campaign Celebration flier (2 copies)	n.d.	
	13	Mind Body Spirit Campaign Awards flier (2 copies)	n.d.	
	14	Hunthausen Endowed Professorship in Peace & Social Justice Brochure	n.d.	
	15	O'Connell Memorial Scholarship Brochure	n.d.	
	16	Hunthausen Legacy CD (2 copies)	2013	
	17	Mind Body Spirit Campaign CD (2 copies)	2013	
	18	Hunthausen Activity Center Bio Flier (11 copies)	n.d.	
	19	Mind Body Spirit Campaign Business Cards	n.d.	
	20	Hunthausen Funeral Prayer Card	2018	
	21	Mind Body Spirit Campaign Coasters (5)	n.d.	
	22	Mind Body Spirit Campaign Button Pin	n.d.	
	23	Madonna Angelica Painting Card (13 copies)	n.d.	
	24	Madonna Angelica Painting info Card	n.d.	
	25	2015 Calendar	2014	
	26	Mind Body Spirit Campaign Banner	n.d.	
	27	Alumni BBQ, party, etc. invitations	2010, n.d.	
	28	Carroll College Centennial cards	2009	
	29	Miscellaneous IMPACT annual fund marketing	2009, n.d.	
	30	St. Charles Borromeo Guild – fundraising	[2009]	
	31	Learn, Serve, Lead – Centennial campaign	[2009]	
	32	Fortin Science Center fundraising campaign	n.d.	
	33	Campaign initiatives progress as of October 2009	2009	
	34	Office of Institutional Research	1984-1987	
	35	Carroll license plate mailer	[1991]	
	36	IMPACT '89, negatives	1989	
	37	Fundraising – Business appreciation luncheon	1994-1999	
	38	Fundraising – Donor listing	1994	
	39	Fundraising – Impact mailings	1992-1999	
	40	Fundraising – Impact phonathon thank you's	n.d.	
	41	Fundraising – Information packet	n.d.	
	42	Marketing – Capital Campaign	1998, n.d.	
	43	Century Club brochures	1993-1998	
	44	Stationary – alumni letterhead	n.d.	
	45	Carroll College "The Second Century"	2006	
	46	Memo: OIA annual report	1996	
	47	Holiday appeals/mailers	n.d.	
3	1	Guest Register Book Carroll College Alumni	1953-1969	

		Register book for various alumni events (homecomings, mixers, open houses, alumni dinners, etc.)		
4	1	BN Check Presentation, 10 January, negatives	1984	
	2	BN Gift, November, negatives	1984	
	3	Montana Power Company & Nursing Gift, negatives	1984	
	4	Community Appreciation Banquet, negatives	1984	
	5	BN Gift, negatives	1985	
	6	Community Appreciation Banquet, negatives	1985	
	7	Dancathon, negatives	1986	
	8	Phonathon, negatives	1986	
	9	Montana Power Company & Norwest Gift, negatives	1987	
	10	Century Club Auction, Spring 1990, negatives	1990	
	11	Phonathon, photos (faded as of June 2025; Julissa Bencia, Shelia Dabalos, Colleen Dunne, Trina Greenup, Jaime Jankowsky, Kathy McArthur, Xin Zhong)	1991	
	12	Impact & Auction, negatives	n.d.	
	13	Phonathon, negatives	n.d.	
	14	OTA Dinner, negatives	n.d.	
	15	Second Generation Alumni, negatives	1983	
	16	Second Generation Alumni, negatives	1985	
	17	Second Generation Alumni, negatives	n.d.	
	18	Children of Alumni, negatives	1988	
	19	Alumni Dinner, negatives	n.d.	
	20	Alumni Plaque, negatives	n.d.	
	21	Alumni Lady Saints Game, November, negatives	1986	
	22	Development Office, photo	n.d.	
	23	Endowments, Gifts, Grants – photos	1971, n.d.	Yes
	24	Endowments, Gifts, Grants – photos (Russ Cravens, Dr. Kerins, Pat Keim, Lowell Bartels, RJR, John Burke, Miller A. Mathews, David L. Roberts) (Mountain Bell Gift, Burlington Northern Grant, 4 th South, Farmer & the Dell project, Safeco, Norwest Capital Management,	n.d.	Yes
	25	Endowments, Gifts, Grants – photos (Anthony Brown, Hunthausen, Pat Kiem, Matthew Quinn, Russ Ritter, Mel Sharp, Frank Kerins, Hal Rosen, George Ruff, Russ Cravens, U.S. West)	n.d.	Yes

	26	Endowments, Gifts, Grants • 1983: Frank Kerins, Chet Knotts, Leo Walchuk, Saga Food Services • 1983: Sears, Mike McHugh, Sr. Mary Sara Fasenmyer • 1983: Capital Food Sales, Ralph Anderson, Allen Kohler • 1984: Sear-Roebuck, Bruce Brown, Sr. Mary Sara Fasenmyer • 1984: Ross Ritter, Mel Sharp, Frank Kerins, ASARCO • 1984: BN Foundation, Sr. Mary Sarah Fasenmyer, John Etchart, Frank Kerins • 1996-97 D.A. Davidson gifts to math and business departments	1983-84, 1996-97	Yes
	27	Endowments, Gifts, Grants – photos • 1987: Norwest Bank, Frank Kerins, Ed Jasmin • 1996: First Bank • Misc. undated and unidentified photos (Msgr. Brown)		Yes
5	1	Mind, Body, Spirit Campaign DVD, November	2013	Yes
	2	Campaign Carroll, VHS: 10 minutes. This video was produced to show potential contributors. President Quinn discusses objectives of Carroll College and their concomitant costs. Objectives discussed include a student center, athletic fields, a computer network, building renovations, scholarships, faculty/staff development, and the enhancement of Carroll's Catholic character.	n.d.	Yes
	3	Campaign Carroll, VHS: 10 minutes. This video was produced to show potential contributors. President Quinn discusses objectives of Carroll College and their concomitant costs. Objectives discussed include a student center, athletic fields, a computer network, building renovations, scholarships, faculty/staff development, and the enhancement of Carroll's Catholic character.	n.d.	Yes
	4	Impact 1991 TV Spot	1991	Yes
	5	Impact 1996 TV Spot	1996	Yes
	6	Impact 1997 TV Spot	1997	Yes
	7	Kaleidoscope Festival – Video Presentation (copy 2 of 2)	1995	Yes

	8	"Thank you Mrs. Fortin"	1997	Yes
	9	The Blank Page, Library Fundraising Presentation, 3 cassette tapes and 1 film strip	1976	
	10	Campaign Carroll, VHS: 10 minutes. This video was produced to show potential contributors. President Quinn discusses objectives of Carroll College and their concomitant costs. Objectives discussed include a student center, athletic fields, a computer network, building renovations, scholarships, faculty/staff development, and the enhancement of Carroll's Catholic character.	n.d.	Yes

College Records: President

Shelf mark: College Records: President

Accession Number: A14-A15, n/a

Collection Title: President

Number of Containers: 4 boxes

Linear Feet: 2.33

Format: Paper-based materials, letters, memos, ephemera

Languages: English

Dated: 1932-1995

Access and Use

Access Restriction: None

Provenance: No documentation available.

Acquisition Information: No documentation available.

Custodial History: No documentation available.

Scope, Content, and Arrangement

Collection Summary

Arrangement and Description: Correspondence, memoranda, and reports from the Carroll College President's office.

Processing

Finding Aid Created by: Kaia Rosen

Collection Processed by: unknown

Container List

Box	Folder	Contents	Date	Digitized
1	1	Association of American Colleges correspondence	1932-1948	
	2	Scholarships – Daughters of Isabella – correspondence	1934-1940	
	3	Scholarships – Daughters of Isabella – correspondence	1941-1944	
	4	Scholarships – Daughters of Isabella – correspondence	1945-1947	
	5	Scholarships – Daughters of Isabella – correspondence	1948-1953	
	6	Presidential correspondence with the US military	1950-1954	

	7	State Department of Public Instruction – correspondence	1945-1959	
	8	President’s Handbook 1939 (annotated list of students 1916-1938)	1939, n.d.	
	9	Inauguration of Dr. Quinn	1989	
	10	Memoranda – Dr. Quinn and Dr. Kerins	1989-1995	
	11	Memoranda – Dr. Kerins	1977-1988	
	12	Memoranda – Msgr. Harrington and Dr. Kerins	1969-1976	
	13	Memoranda – Msgr. Riley and Msgr. Kavanagh	1932-1955	
	14	“From the Desk of the President” Carroll faculty news – Msgr. Harrington	1971-1974	
	15	“From the Desk of the President” Carroll faculty news – Msgr. Brown and Msgr. Harrington	1967-1970	
	16	Presidential Search Committee – Dr. Quinn	1988-1989	
	17	President’s Council Reports	1969	
	18	President’s Staff – Minutes	1979	
	19	President Emmet J. Riley – Correspondence	1932-1950, n.d.	
	20	President R.V. Kavanagh – Correspondence	1951-1954	
	21	Letter from Jacqueline Kennedy	n.d.	
	22	Carroll Presidents 1910-1962 list	n.d.	
	23	President – Matthew Quinn correspondence	1993-2007	
	24	President – Thomas Trebon – job description	n.d.	
	25	Mt. St. Charles College – President’s office – memos	1926-1932	
	26	100 years – President’s Dinner invitation, program, ephemera	2005	
	27	President’s office stationery	[2005]	
	28	2004 President’s Report	2004	
	29	1990-1995 President’s Report	1996	
	30	Presidential Search Finalists 2001	2001	
	31	President’s Report ‘04	2004	
	32	Vitae – Dr. Thomas Evans Inauguration Announcement/Program	[2012]	
	33	Inauguration – Thomas J. Trebon, VHS	2001	Yes
2	1	Matthew J. Quinn Inauguration Program & Invitation	1989	
	2	Eddy Baheries Scholarship Offer	1953	
	3	Emmet J. Riley, Dissertation: “Development of the Montana State Education Organization, 1864-1930	1931	
	4	Emmet Riley letter to Alumni	1945	
	5	Dr. Thomas Evans Inaugural Mass	2012	

	6	Dr. Thomas Evans as Carroll President Announcement	2012	
	7	Dr. Thomas Evans Inauguration materials for University of the Incarnate Word	2018	
	8	Dr. John Cech Inauguration Invitation	2019	
	9	Dr. John Cech Inauguration Save the Date	2019	
	10	Dr. John Cech Inauguration Announcement	2019	
	11	Dr. John Cech Inauguration Mass	2019	
	12	Dr. John Cech Inauguration Script	2019	
	13	Dr. John Cech Inauguration Speech	2019	
	14	President's Council meeting 1969	1969	
	15	"A College and its Critics" by Frank Kerins	1984	
	16	Kavanaugh to Bishop Gilmore regarding Borromeo Hall	1952	
3	2012 Inauguration – Thomas Trebon			
	1	2012 Inauguration Committee – Minutes	2012	
	2	2012 Inauguration Committee – Agendas	2012	
	3	Inauguration Ceremony	2012	
	4	Budget	2012	
	5	General	2012	
	6	Guests	2012	
	7	Miscellaneous Events	2012	
	8	City of Helena	2012	
	9	Athletic Event	2012	
	10	Miscellaneous Communication	2012	
	11	Liturgy	2012	
	12	Doctoral Regalia	2012	
	13	Invitations	2012	
	14	Miscellaneous	2012	
4	1	President's Report	1990-1995	
	2	President's Report	2003-2004	
	3	President's Banquet RSVPs (receptions)	n.d.	
	4	Stationary – Greeting Cards	1998, n.d.	
	5	Stationary – Blank Cards/Envelopes	n.d.	
	6	Stationary – Letterhead	n.d.	
	7	LXXV foldout – Francis Kerins	n.d.	
	8	Trebon inauguration invites	2001	
	9	Evans inauguration announcement	2012	
	10	President's Council, 16 September, negatives	1983	
	11	President's Council, May, negatives	1985	
	12	President's Council, September, negatives	1985	
	13	President's Council, Spring, negatives	1986	

	14	President's Council, negatives	1988	
	15	President's Council, negatives	1989	
	16	President, negatives	1984	
	17	Christmas letter from Thomas Trebon	[2001]	
	18	2003 President's Report	2003	
	19	VHS Tapes (2) • President Trebon Inauguration, 26 October • President Trebon KXLF Interview, 25 October	2001	
	20	President's Council, photos (Bill Beaman Davidson, Marc Racicot, unidentified photo)	1990, n.d.	
	21	Trebon Inauguration photos	2002	

College Records: Registrar

Shelf mark: College Records: Registrar

Accession Number: n/a

Collection Title: Registrar

Number of Containers: 1 box

Linear Feet: 1.08

Format: Paper-based materials, photos, syllabi, correspondence, etc.

Languages: English

Dated: 1911-1998

Access and Use

Access Restriction: **RESTRICTIONS;** Please contact Library Director if you are interested in a restricted item.

Provenance: No documentation available.

Acquisition Information: No documentation available.\

Custodial History: No documentation available.

Scope, Content, and Arrangement

Collection Summary

Arrangement and Description: This collection contains documents, memoranda, correspondence and more pertaining to the registrar's office at Carroll College and Mount St. Charles College.

Processing

Finding Aid Created by: Kaia Rosen

Collection Processed by: unknown

Container List

Box	Folder	Contents	Date
1	1	Seattle Art Museum – Correspondence	1942
	2	“Who Are We?” Statistics from the Registrar’s Office	1996
	3	Registration Information – Miscellaneous	1959-1993
	4	Registrar Summer Session	1967-1969
	5	Registrar Summer Institute of Pastoral Theology	1968
	6	Registrar Summer Session	1951-1961
	7	Correspondence	1932-1950
	8	Registration: Ecology, Economics, and Environment course	1970
	9	Examination Schedules	1932-1959
	10	Federal Security Agency, Office of Education	1952
	11	Financial Aid Documents	1965-1978

	12	Nursing Education Correspondence	1943-1962
	13	Probation, Withdrawals	1954-1964
	14	Calendar/Syllabi	n.d.
	15	Correspondence	1945-1992
	16	Course Enrollments	1969-1993
	17	Degrees Granted	1911-1953
	18	American Association of College Registrars	1930-1949
	19	Biology Students	1971-1977
	20	Miscellaneous Documents	1929-1992
	21	Diploma Orders	1959-1972
	22	Transcript Request	n.d.
	23	Miscellaneous Non-Carroll Bulletins	1921, 1965
	24	Registrar Information from Various Schools	1965, n.d.
	25	Guide to use of ATGSB Scores	1970-1973
	26	ACTP Student's Booklet	1965-1966
	27	Advanced Placement Mathematics	1972-1973
	28	Course Add/Drop Request Cards	n.d.
	29	Enrollment Reservation	n.d.
	30	Summer Classes	1996-1998
	31	Registrar's Office, photo	1982
	32	Yund, Watler James RESTRICTED ACCESS	1933-35
	33	Boys' Central High School Grads	1939