

The C.N.C. Chronicle

MONDAY

OCTOBER 5

11:00 - Curriculum Committee
Conference Room - 449

ROTC Awards Ceremony - 4:00 P.M.
Between C.N. Hall & Campus Center

TUESDAY

OCTOBER 6

WEDNESDAY

OCTOBER 7

Noon - Dean's Colloquia - CC Theatre
Dr. William J. Morgan
"Yorktown: A Naval Victory Note."

THURSDAY

OCTOBER 8

2:00 - Department, Fine & Performing Arts - G143

FRIDAY

OCTOBER 9

FACULTY MEETING - N125 - 3:00
Biology Seminar - Noon - G205
Dr. Jane Webb, "Writing on
Science for the General Public"

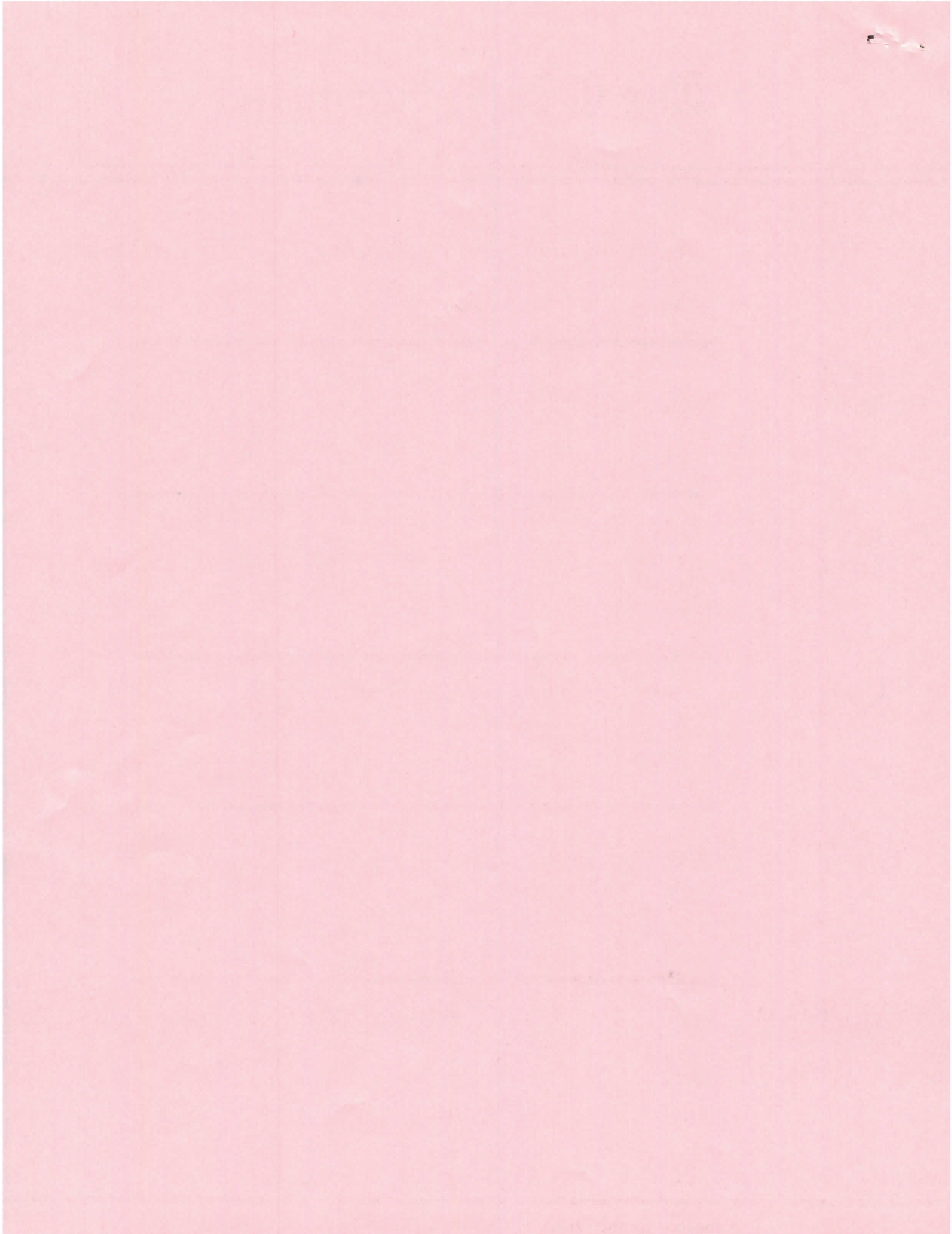
Fine & Performing Arts'
Monthly Concert - 8:15 PM
Thomas Warburton, Pianist

SATURDAY

OCTOBER 10

SUNDAY

OCTOBER 11



OFFICIAL ANNOUNCEMENTS

Agenda for October Faculty Meeting

The regular Faculty Meeting for October will be held Friday, October 9, in N125 at 3:00 P.M.

- I. Approval of the minutes of the regular September Faculty Meeting.
- II. Committee Reports:
 - A. Academic Status Committee - Dr. Dawson
 - B. Admissions Committee
 - C. Curriculum Committee - Dr. Morgan
 - D. Degrees Committee - Dr. Paul
 - E. Faculty Advisory Committee - Dr. Bauer
 - F. Faculty Evaluation Committee - Dr. Miller
 - G. Other reports, if any
- III. New Business
 - A. Faculty Committee Elections - Dr. Sanderlin
- IV. Adjourn.

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Travel Advances

Members of the college community are reminded that travel advances granted to individuals are paid out of the college petty cash fund, a limited source of cash also used for petty cash reimbursements. Recently travel advances have grown in both number and the amount requested. In order to preserve this privilege, the following guidelines should be followed except in the most extraordinary cases.

- Travel advances should be limited to cases in which financial hardship would otherwise occur;
- Disbursements will not normally be made more than three working days prior to departure;
- Advances should be limited to consideration of out-of-pocket cash expense;
- Travel vouchers should be submitted no later than 10 working days after travel is complete. As soon as travel check is received, outstanding advances should be paid.

Acting Vice President for Financial
Affairs

NEWS & GENERAL INFORMATION

Bulletin Boards

The Buildings and Grounds Department has been and is receiving numerous requests for Bulletin Boards. Although we have no objections to honoring these requests, I would like to point out that the ordering of ready made boards is much cheaper. I might add, with the present status of work requests, that ordering ready-mades would be much faster also.

Skip Skillman

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Reminder of all Copier Users

Please observe the recommended guidelines for the use of the IBM Copier III and Offset Press, as established at the time of purchase many years ago, but forgotten by most of us.

The copier should be used only when fewer than 10 copies of an original are required.

For ten or more copies, please submit copy to the duplicating center for printing. The copier is intended as a walk-up convenience machine. Long run usage ties up the equipment so that others may be unnecessarily delayed for quick copies. It has also been noted that the excessive number of copies has caused the machine to overheat creating service breakdowns.

Your cooperation will be greatly appreciated by all copier users.

Corky Greene, Logistics

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Office Supplies

Please delete the following item from the Office Supply Catalog. It is out of stock and will not be reordered. 74 M 022 Memo Sets, CNC.

Corky Greene, Logistics

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Dean William Parks Memorial Colloquia Series

Dr. William J. Morgan, Senior Historian of the Naval Historical Center in Washington, will give the first of the Colloquia Series lectures on Wednesday, October 7, at noon in the Campus Center Theater. He will speak on the naval victory at Yorktown.

Faculty members wishing to join Dr. Morgan at lunch should forward \$4 to Jim Morris, History Department, by Monday, October 5.

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Computer Resources for Academic Programs

In the past few weeks more system resources have been allocated to the academic users to accommodate the unexpected increased load.

There are now 18 terminals on campus for academic users. The location for these terminals are as follows:

Student Lab (N-110)	9
Library	2
Chemistry Dept.	2
Physics Dept.	1
Math Dept.	1
Economics Dept.	1
Sociology Dept.	1
Basic Studies Dept.	1
	<u>18</u>

A minimum of 13 and a maximum of 16 of these terminals can use the system simultaneously. Priority and the load on the computer is determined by the computer operator.

Shahram Amiri

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College Handbook Committee

A committee has been established to develop a Board-approved College Handbook which will serve as the official document of the College. The Handbook is to contain the Board and institutional policies and procedures for faculty, students, classified personnel, and administration as well as general policies and procedures. The committee members are:

Dr. Robert Durel, Chairman	Mr. Robert Hixon
Dr. Larry Sacks	Ms. Bette Mosteller
Professor Michael Zugelder	Mr. Peter Foster
Dr. Charles Behymer	

The Committee will make its recommendations to the President no later than March 1, 1982.

The Committee has set the following time schedule for its activity:

Phase I. Information Gathering (Tentative Outline) Oct.- Dec.

A. College Organization - Duties and Responsibilities

1. Administration: Office of the President
Academic Affairs
Financial Affairs
Student Affairs

2. Faculty Organization

3. Student Organization

B. College Policies and Procedures

C. Benefits and Services

Phase II. Writing of Handbook, Approval of Recommendations Jan.- Feb.

Phase III. Recommendations to the President March 1, 1982

The Committee will assemble the College's organizational structure, policies and procedures as they are presently in operation. The Committee will evaluate recommendations for changes and will incorporate non-substantive changes in the Handbook. Substantive changes will be brought to the appropriate college constituency for consideration/action.

The Committee will meet weekly and will provide progress reports throughout its tenure, and will hold open meetings on specific topics. These meetings will be scheduled in advance to assure greater contribution from members of the college community. Also the Committee is soliciting written comments from any interested party.

Bob Durel, Chairman

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Television Course Taught by CNC Faculty Member to be Aired State-Wide

The course "Classroom Management and Discipline" taught by Liz Daly last semester via CENTEX, an interactive telecommunications system, has been chosen by the Center for Excellence and the State Department of Education for broadcast via the five Public Broadcasting Systems in Virginia. The videotapes from that course taught last spring have been edited into 28 half-hour sessions for telecast each Wednesday, 3-3:30 P.M. beginning September 30. The videotapes and relevant written materials will be distributed also by the State Department of Education for in-service training throughout the State.

FACULTY/STAFF NEWS

Shahram Amiri has been elected President of the Hewlett-Packard Mid-Atlantic Regional Users Group. The Users Group is an affiliate of the International and National Users Groups.

Over 100 educational and industrial organizations comprises MARUG within the states of Virginia, North and South Carolina.

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For the past two weeks Dick Guthrie has been presenting a program of "Language: its origin and evolution to Sign Language" in Judy Healey's special class of Talented and Gifted Students at Poquoson Middle School in Poquoson.

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Carl Colonna discussed Supply Side economics and Reagan policies on Issues & Answers, a 30-minute program aired on Sunday on WGH-AM radio with Mary Ann Jennings. Carl also recently reviewed an article entitled "Urban Renewal and Energy Efficiencies" for the Journal for Cultural Economics, University of Akron, Akron, Ohio.

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On Sunday, September 27, 1981, John McCaughey moderated, while Dick Ryther and David Edgerton, Student Chairman of the Campus Program Board, comprised the remainder of a panel discussion entitled "Developing Programs at a Commuter College." This was presented as part of the American College Union-International, Region V, Annual Conference held this year at James Madison University, Harrisonburg, Va. John also appeared on "Religion in the News," aired at 7:00 A.M., Sunday, September 27. He appeared with Rev. Robert DeWester as they discussed the United Campus Ministry of Christopher Newport College, its goals, aspirations and future at CNC.

COMMITTEE REPORTS

Degrees Committee

The Committee on Degrees met at 12:20 P.M. in the Registrar's Office with the following members in attendance - Professors Jay Paul, Chairman, Bruce Hoiberg, John Hoaglund, James Van Pelt, James Hubbard and David Game.

The following cases were considered:

- Case #1: Student petitioned to waive the residency requirement for the bachelor's degree at CNC. The student has previously earned a bachelor's degree and has since taken 57 hours of coursework here as an unclassified student.
Committee action: Recommend approval based upon the student's particular situation.
- Case #2: Student petitioned to be allowed to substitute a class for the physical education distribution requirement.
Committee action: Recommend approval under faculty guidelines which allows appropriate substitution for medical reasons. Documentation on file.
- Case #3: Student petitioned to be allowed to use Speech 203, Oral Interpretation of Literature, for Speech 201, Public Speaking, to fulfill the humanities distribution requirement for business majors.
Committee action: Recommend approval based upon a discussion involving Drs. van Orden, Hubbard and Papageorge.

1 case denied.

There was no other business, the meeting was adjourned.

Brenda C. Blount, Secretary
Jay Paul, Chairman

