



CHRISTOPHER
NEWPORT
COLLEGE

November 8th

THE CHRONICLE

#33 of 1985

1985-86 Academic Year

Monday
November 11

Tuesday
November 12

Curriculum Committee - N202 - 2:30 pm

Wednesday
November 13

Thursday
November 14

School of L&NS - 2:30 pm - CC214

Friday
November 15

FACULTY MEETING - 3:00 - N125

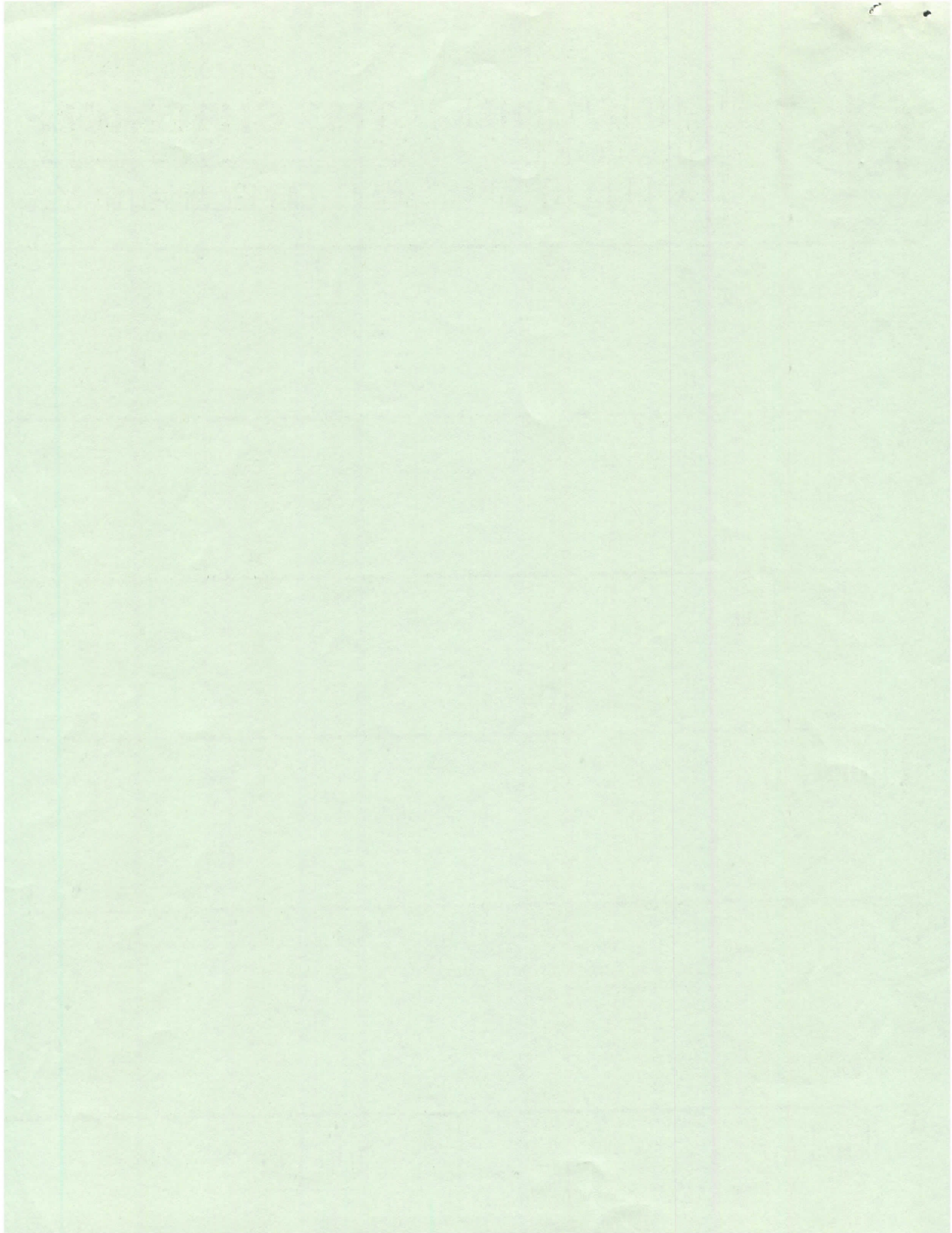
CNC Sports Telecasts - Soccer (CNC
Playoff - 4:00 pm (tentative)

Saturday
November 16

Cross Country at NCAA Div.III
Regionals at Atlanta

Monthly Concert - Christopher
Berg, Guitarist - 8:15 CC Theatre

Sunday
November 17



OFFICIAL ANNOUNCEMENTS

Special Faculty Meeting

There will be a special meeting of the Instructional Faculty at 3:00 p.m., Friday, November 22, 1985, in A-105. The purpose of this meeting is to hear a presentation from Bette Worley, Executive Director of the National Faculty Exchange, and Wendel B. Wickland, Associate Director of NFE. Ms. Worley will be visiting us from Indiana/Purdue University at Fort Wayne; Mr. Wickland from SUNY at Buffalo. The meeting will last at most one hour, after which Ms. Worley and Mr. Wickland will be available for questions, answers, and discussion.

-- Vice President for Academic Affairs

* * * * *

Third Meeting of the Instructional Faculty, 1985-1986:

The Instructional Faculty will meet at 3:00 p.m., Friday, November 15, 1985, in N-125. (Please note the change in location!) The agenda for this meeting follows:

- I. Approval of the minutes of the meeting of 10/25/85 (p. 6).
- II. Report of the Self-Study Director Ms. Royall
- III. Standing Committee Reports
 - A. Academic Status Committee Dr. Weiss
 - B. Admissions Committee Dr. Mollick
 - C. Curriculum Committee Dr. Olson
 - D. Degrees Committee Dr. Hornback
 - E. Faculty Advisory Committee Dr. Gordon
 - F. Nominations Committee Dr. Gailey
- IV. (Old Business) Consideration of a motion from the Curriculum Committee to "take from the table" the following motion: Dr. Olson

Implementation of the "global view" requirement of Area II of the new curricular structure shall be delayed until Fall, 1987.
- V. (Old Business) Consideration of a motion from the Curriculum Committee to "take from the table" the following motion: Dr. Olson

Math 109 (described below) shall be added to the curricular offerings of the College and to the list of choices given in Area I-2 of the new curricular structure.

MATH 109. Fundamental Mathematical Concepts. (3-3-0). Prerequisite: One year of high school algebra and acceptable score on Mathematics placement test.

Concepts and theories underlying elementary mathematics. Topics may include: sets, logic, number sentences, introduction to number theory, number systems, intuitive geometry, measurement, probability, introduction to the use of computers, graphing, and descriptive statistics through consumer-related problems. (Recommended for elementary education majors)

- VI. Consideration of a proposal that the Instructional Faculty adopt the following operating policy: Dr. Gordon

Final approval for designating courses as "global" shall rest with the faculty acting on recommendations from the Curriculum Committee.

that the Instructional Faculty designate the following course sequences as "global" (cf., Curriculum Committee Report of 11/5/85, p. 7) Dr. Olson

MCLL 205-206 SOCL 200-201
FNAR 201-202 PHIL 201-202
RLST 131-231

VIII. Consideration of a proposal from the Department of Political Science that:

- A. POLS 103-104 (described below) be added to the curricular offerings of the College; and
- B. POLS 103-104 be included among the sequences in Area II-3 (Social Sciences) of the new curricular structure; and
- C. POLS 103-104 be designated as "global" by the Instructional Faculty..... Dr. Doane

POLS 103. Modern Political Systems. (3-3-0). Prerequisite: None. Political Science 103 provides an introduction to political science and an examination of institutions and processes of contemporary political systems. Topics to be considered include: nationalism, the character of modern states, classification of governments, varieties of political systems, the nature of law, competing ideologies, political parties, pressure groups, and dissident movements, the functions of government, and the development of bureaucracies.

POLS 104. Problems and Issues of World Politics. (3-3-0). Prerequisite: None.

Political Science 104 is designed to inform students of major issues and conflicts facing the international community. Topics to be considered include various approaches to the study of world politics, ideological differences, causes of conflict and war, issues of arms control, international economic competition, political and economic development, population and food supply, the energy crises, revolutionary movements, and attempts at achieving stability through international organizations, regional institutions, and legal principles.

IX. Consideration of a proposal from the Department of History that:

- A. HIST 111-112 (described below) be added to the curricular offerings of the College; and
- B. HIST 111-112 be included among the sequences in Area II-1 (Humanities) of the new curricular structure; and
- C. HIST 111-112 be designated as "global" by the Instructional Faculty Dr. Morgan

HIST 111. World Civilizations to 1500. (3-3-0). Prerequisite: None. An historical survey of the rise and development of the following major civilizations: the Near and Middle East, India, the Far East, the West, Africa, and Latin America. The course will end at approximately 1500.

HIST 112. World Civilizations Since 1500. (3-3-0). Prerequisite: None. An historical survey of the development and integration of the following major civilizations: the West, the Near and Middle East, India, the Far East, Africa, and Latin America. The course will begin at 1500 and come to the present.

X. Consideration of a proposal that the implementation date for the new curriculum be delayed by one year, from the 1986-87 to the 1987-88 academic year.

XI. Announcements.

XII. Adjournment.

For convenience of reference, I have reproduced the new curricular structure, in the form approved by the President, at the end of this edition of the Chronicle. All members of the Instructional Faculty are requested to bring this edition of the Chronicle with them to this meeting.

-- Vice President for Academic Affairs

* * * * *

Reaffirmation of Equal Employment Opportunity/Affirmative Action Policy Commitment

Christopher Newport College is fully committed to the principles of equality and non-discrimination. It conscientiously reaffirms its support of equal employment opportunity and affirmative action. The College commitment is to ensure equal employment opportunity for all employees and potential employees without regard to race, color, religion, sex, age, ethnic group, national origin, handicap, or political affiliation.

This policy is the guideline for all persons for employment, recruitment, administration, hiring, working conditions, benefits and privileges of employment compensation, education and training, opportunities for promotions, transfers, and terminations.

In addition, it is the policy of Christopher Newport College that local, state, and federal laws and regulations implementing national equal employment opportunity objectives shall be fully complied with, not only by meeting the letter of the law and contractual requirements, but also by carrying out the full spirit as well.

Christopher Newport College continues its commitment to support and uphold the Virginia Plan for Equal Opportunity in State supported institutions of higher education with its 1983 Amendments and the updated Affirmative Action Plan for July 1, 1983-June 30, 1986, with the criteria in the Virginia Plan and its 1983 amendments.

The College pledges itself to a program of aggressive affirmative action aimed at assuring true equality of employment and a work environment free of discrimination.

A continuing effort will be made to utilize the professional, managerial, and technical talent among women and minority groups at every level.

The Board of Visitors and the President accept the charge to assure that existing and future policies and procedures shall be in compliance with this commitment.

John E. Anderson October 9, 1985
President, CNC

Date

* * * * *

Stephen D. Halliday
Rector, Board of Visitors, CNC Date

Administrative Actions on Instructional Faculty Recommendations

The following recommendations from the Instructional Faculty Meeting of 10/25/85 have been approved:

1. Granting of six student petitions concerning modifications of individual degree requirements (agenda item VI);
2. Addition of LSPE 192 (Advanced Aerobics) to the curricular offerings of the College (agenda item IX);
3. Addition of LBSC 200 (Research Skills) to the curricular offerings of the College (agenda item X).

-- Vice President for Academic Affairs

* * * * *

Christopher Newport College Academic Calendar 1986-1987

Mini Session 1986

May 14	Wed	Registration and classes begin
15	Thu	Drop/add and late registration
26	Mon	

Jun 2 Mon Classes end and final examinations

Summer Sessions 1986

A Session

Jun 3 Tue Registration
 4 Wed Classes begin
 4-5 Wed-Thu Drop/add and late registration
 Jul 3 Thu Classes end
 4 Fri Holiday-no classes
 7 Mon Final examinations

B Session

Jul 9 Wed Registration
 10 Thu Classes begin
 10-14 Thu-Mon Drop/add and late registration
 Aug 11 Mon Classes end
 12 Tue Final examinations

C Session

Jun 3 Tue Registration
 4 Wed Classes begin
 4-9 Wed-Mon Drop/add and late registration
 Aug 4 Mon Classes end (Mon/Wed classes)
 5 Tue Classes end (Tue/Thu classes)
 6 Wed Final examinations (Mon/Wed classes)
 7 Thu Final examinations (Tue/Thu classes)

Fall Semester 1986

Aug 19-20 Tue-Wed Registration
 25 Mon Classes begin 8:00 a.m.
 25-29 Mon-Fri Drop/add and late registration
 Sep 1 Mon Classes will meet - Labor Day
 Oct 11 Sat Fall recess begins 12:00 noon
 16 Thu Fall recess ends 8:00 a.m.
 17 Fri Mid-term grades due
 24 Fri Last day for course withdrawal without grade penalty and to elect Pass/Fail option
 Nov 10-14 Mon-Fri Early registration - Spring 1987
 26 Wed Thanksgiving recess begins 10:00 p.m.
 Dec 1 Mon Thanksgiving recess ends 8:00 a.m.
 6 Sat Classes end 12:00 noon
 8-13 Mon-Sat Final examinations
 15 Mon Final grades due 12:00 noon
 Jan 11 Sun Commencement

Spring Semester 1987

Jan 13-14 Tue-Wed Registration
 19 Mon Classes begin 8:00 a.m.
 19-23 Mon-Fri Drop/add and late registration
 Mar 13 Fri Mid-term grades due
 14 Sat Spring recess begins 12:00 noon
 23 Mon Spring recess ends 8:00 a.m.
 27 Fri Last day for course withdrawal without grade penalty and to elect Pass/Fail option

Apr 13-16 Mon-Thu Early registration - Fall 1987

May 2 Sat Classes end 12:00 noon
 4-9 Mon-Sat Final examinations
 11 Mon Final grades due 12:00 noon
 17 Sun Commencement

-- Office of the Registrar

* * * * *

Holiday Leave

The College will observe the following holiday schedule during the Fall Semester:

LABOR DAY - The College will be closed on Labor Day, September 2, 1985. This is an authorized holiday, and annual leave is not charged. Classes will meet but all offices will be closed.

THANKSGIVING - The College will be closed on Thanksgiving Day, November 28, and on Friday, November 29, 1985. Both days are authorized holidays and annual leave is not charged.

CHRISTMAS AND NEW YEAR'S DAY - The College will close at 12:00 noon December 24, 1985, and remain closed until 8:00 a.m., January 2, 1986. All of these days are authorized holidays with the exception of December 24, 1985. Traditionally, Governors have authorized State government offices to be closed for one-half day for Christmas Eve. Taking this practice into consideration, one-half day will be observed as Christmas Eve on December 24. If the Governor does not authorize the additional four hours of Christmas leave, four hours of annual leave will be charged for the afternoon of December 24.

Employees required for necessary services on the above holidays are eligible for compensatory leave.

-- Personnel Office

NEWS & GENERAL INFORMATION

Monthly Concert Series - Christopher Berg

Christopher Berg, a guitarist of uncommon ability, will appear in CNC's Monthly Concert Series on Saturday, November 16, at 8:15 pm in the Campus Center Theater. For tickets or more information call 599-7074.

-- Cayce Benton, Voice Instructor

* * * * *

Mary Roy's Recovery

To Faculty & Staff: As many of you may already know, Mary Roy, Secretary to English and History, fell from her bike and is at the present time hospitalized for a fractured pelvis at Riverside Hospital. She is expected to be away from work for the next two months. If you would like to stop by or send a card, Mary is in Room 388. Ms. Diane Forrest is temporarily replacing Mary and can be reached at Mary's number, ext. 7024.

-- School of L&NS; SS&PS

* * * * *

NACUBO Final Report on TIAA-CREF

The National Association of College and University Business Officers, NACUBO, Advisory Report 85-1 dated September 19, 1985 "Final Report of the Ad Hoc Committee on TIAA-CREF," has been received and is available in the Personnel Office for anyone who wishes to read the report.

-- Director of Personnel

COMMITTEE INFORMATION & FACULTY BUSINESS

Minutes of the CNC Faculty Meeting of October 25, 1985

The meeting was called to order at 3:00 p.m. by Dr. Summerville, the presiding officer.

I. The minutes of the August 19, 1985, CNC Faculty Meeting were approved, as recorded in the Chronicle (#30 of October 18, 1985, pp. 4-5).

II. President Anderson discussed the following:

A. The faculty needs to take appropriate security precautions to protect their individual property and safety.

B. Mr. Barry Wood will chair the steering committee set up to prepare for CNC's twenty-fifth anniversary.

C. Former Virginia Governor, Mills Godwin will dedicate a CNC building on December 14, 1985, at 11:00 a.m.

D. Dr. Rita Hubbard will serve as the CNC Liaison with Newport News Magnet School Program.

E. CNC will explore the CenTex media connection on the peninsula.

F. CNC's message to the state legislature will include a detailed financial proposal for the next session to consider.

III. Dr. Jane Chambers briefed the faculty on the National Faculty Exchange. On November 22, 1985, the Associate Director of the Exchange will address the faculty at 3:00 p.m.

IV. Professor Mary Lou Royall reported on the progress of the Institutional Self Study. Dr. Douglas Gordon will edit the self study document. Dr. Sanford Lopater announced that the new questionnaires will be distributed soon.

V. Standing Committee Reports

A. Academic Status Committee.....no report

B. Admissions Committee.....no report

C. Curriculum Committee.....no report

D. Degrees Committee.....no report

E. Faculty Advisory Committee

Dr. Douglas Gordon, for the Faculty Advisory Committee, announced that the Board of Visitors will meet at 7:00 p.m. on November 6, 1985, to examine issues affecting the college. Faculty research grants for next term should be submitted by mid-February.

F. Nominations Committee.....no report

VI. The six recommendations from the Degrees Committee dealing with student petitions as recorded in the Chronicle (#30 of October 18, 1985, p.4) were approved by the faculty.

VIII. On behalf of the Curriculum Committee it was moved by Dr. Olson and seconded that implementation of the "global view" requirement of Area II of the new Curricular Structure for Baccalaureate Degree Programs be delayed until Fall, 1987.

Dr. Doane moved to amend the motion so as to delay implementation of the entire new curricular structure until the fall semester, 1987. The chair ruled such an amendment out of order by virtue of section IV-A-4-f of the College Handbook, which he cited as stating:

No motion or resolution concerning the educational policies of the College shall be voted upon in a meeting unless it shall have been submitted in writing to the VPAA and copies thereof sent by him to all members of the Instructional faculty in sufficient time to be included on the agenda. In emergency situations, this provision may be waived only by the unanimous consent of the

An appeal of the ruling of the chair failed to produce the required unanimity.

It was moved, seconded, and approved that the meeting be recessed for five minutes.

Following a five-minute recess, it was moved (Dr. Paul), seconded, and approved that the motion on the floor be laid on the table.

VIII. On behalf of the Curriculum Committee, Dr. Olson moved the approval of agenda item VIII (addition of Math 108 -- changed to Math 109 -- to both the curricular offerings of the College and to the list of choices given in Area I-B of the new curricular structure). The motion was seconded. It was then moved, seconded, and approved that the motion be laid on the table.

IX. On behalf of the Curriculum Committee, Dr. Olson moved the approval of item IX on the agenda (addition of LSPE 192 to the curricular offerings of the College). The motion was seconded and approved.

X. On behalf of the Curriculum Committee, Dr. Olson moved the approval of agenda item IX (addition of LBSC 200 to the curricular offerings of the College). The motion was seconded and approved.

XI. Dr. Summerville made the following announcements:

- A. Earlier in the day, 103 departmental requisitions for purchases in the amount of \$180,000 were sent to purchasing. These equipment purchases represent requests from nearly every department of the College and are part of the expenditure of the special legislative appropriation of "enhancement monies" received by the College at the previous session of the Legislature.
- B. The College is considering the option of modifying the fall schedule for 1986 in a way that would not have classes meet on Labor Day and compensate for this by having a two-day fall break instead of a three-day break. Dr. Summerville asked that interested members of the faculty communicate to him their preferences on this choice by Wednesday, October 30.

XII. The meeting adjourned at 4:50 p.m.

* * * * *

Report of the Curriculum Committee - November 5, 1985

At the November Faculty meeting the Curriculum committee will move to take from the table the motion to delay the implementation of the application of the requirement for two global course sequences for one year.

If the Faculty votes to delay the implementation of the global requirement, the curriculum committee will have no further motion.

If the Faculty votes down the motion to delay implementation, the Curriculum committee will move that the Faculty accept the following courses as fulfilling the "global requirement."

MCLL 205-206
FNAR 201-202
SOCL 200-201

PHIL 201-202
RLST 131-231

The committee used the following criteria in approving those sequences:

The course should involve either a comparative examination of representative cultures around the world or the application and examination of themes to cross-cultural data.

The course should include significant integration of non-Western elements. These non-Western elements must be a fully integrated

aspect of the course, not an addition which could easily be eliminated.

The content -- and not simply the method -- of the discipline must fit these criteria.

For the information of the Faculty, the following courses submitted by departments are presently under active consideration by the Curriculum Committee. The first two sequences have been approved by the committee as satisfying the above criteria as "global":

HIST 111-112
 POLS 103-104
 ENGL 207-208

THEA 210-211
 ECON 201-202

-- L. Olson, Chairman

* * * * *

College Handbook Revisions

The Handbook Committee is soliciting suggestions for changes to the 1986-87 edition of the College Handbook. Suggestions should be in writing, identify the section and page number(s) to be changed, and be stated in a form that could be directly incorporated into the text of the Handbook. Please send suggestions to Kathryn McCubbin, Gosnold 128.

* * * * * -- Kathryn McCubbin, Chairman

Approved Minutes of Curriculum Committee - October 11, 1985

Present: Olson (chairman), Barbour, Bostick, Durel, Hornik, Hunter, Park, Pellett, Powell, Turner, Weber

The minutes of the October 8 meeting were amended and accepted.

Several new course proposals were presented and discussed. Hugh Treacy discussed Library Science 200: Research Skills. Professors Avioli and Gailey discussed MATH 108: Fundamental Mathematical Concepts. Dean Durel presented LSPE 192: Advanced Aerobics.

Several courses were discussed in relation to the global view concept. Professors Booker and Colonna informally discussed some of the aspects in which ECON 201, 202 meets the criteria of a global course. POLS 103, 104: Comparative Politics and International Relations was also discussed.

The Committee passed a motion to reconsider the motion of the October 8 meeting not to allow new courses to be included in the Distribution Requirements. After it was decided to admit new courses in the Distribution Requirements, the Committee voted to accept MATH 108 as part of the Distribution Requirements in Area I, 2, LSPE 192 as part of the Distribution Requirements, Area III. Library Science 200 was approved.

The Committee voted to send ECON 201-202 back to the department as not meeting the criteria for a global course in its present form. The Committee voted to accept POLS 103-104 as a global course but not as an addition to the Distribution Requirements.

A revised Psychology sequence (206-207: Human Growth), a division of PSYC 307 into two courses, was proposed as a substitution for the PSYC 201-307 sequence in the Distribution Requirements approved by the Faculty. The Committee voted that the Psychology Department offer 201-207, renumbering 307 as 207.

After discussion, the Committee voted to propose to the Faculty the following recommendation: implementation of the requirement in the proposed Curricular Structure for Baccalaureate Degree programs for two sequences of courses with a global view be delayed one year.

The Committee then set February 28, 1986, as the new deadline for submission of global courses to the Curriculum Committee.

Next meeting: after the Faculty Meeting. Chairman will notify members.

Respectfully submitted,
 Theodora P. Bostick, Secretary

* * * * *

Approved Minutes of the Faculty Review Committee Meeting - September 10, 1985

The meeting was called to order at 2:45 p.m. with all members present.

The committee informally agreed to consider Prof. Jane Chamber's paper pertaining to problems she has encountered in evaluations.

Dr. Coker informed the committee that proposed changes to USES were being considered and have yet to be submitted to the President. The proposal uses a one page combined question and answer sheet and does not, to the best of his knowledge, contain an overall evaluation item.

Dr. Summerville reviewed the methodology for determining the salary offers made to faculty members. For 1985-86 the \$265,200 available for salary increases was distributed as follows:

Correction of manifest inequities (CMI)	\$ 15,500	5.8%
Reward for exceptional service (RES)	6,800	2.6%
Across the board increase (ATB)	242,900	92.6%

Dr. Summerville said he has two criticisms of the RES component of salary offers:

1. The mechanism for award lends itself to abuse. Each School Dean is allowed to recommend 2 to 3 faculty members for RES. There are no standardized procedures for the decision process. Peer Groups and the FRC are not involved in the process. He contrasted the award of faculty development grants which totaled 2 1/2 times the amount of RES, which are awarded after a review process involving faculty is completed.
2. The RES component of salaries suffers from being too small.

Dr. Summerville charged the committee to present recommendations for modifications of the award of RES by Christmas 1985, with an implementation date not sooner than the 1987-1988 school year. The qualities needed in the proposal are:

1. RES component should be larger in scope, in that the number of persons receiving this increase, and the total dollars awarded, be increased.
2. Award of RES, or whatever it may eventually be called, be part of the normal evaluation process.

-- John W. Dawson, Secretary
* * * * *

CHRISTOPHER NEWPORT COLLEGE
CURRICULAR STRUCTURE FOR BACCALAUREATE DEGREE PROGRAMS
(effective in the fall semester, 1986)

AREA	SEMESTER HOURS
I. <u>The Study of Words and Numbers</u>	10-13
(1) <u>English Composition</u> : ENGL 101-102 or ENGL 103-104	6
(2) <u>Mathematics</u>	4-7
Any two of MATH 105, 110, 125, 130, 135; or MATH 140; or, in agreement with the Department of Mathematics, a mathematics course above MATH 140.	
II. <u>Liberal Studies</u>	32-34
In the liberal studies area, no more than one sequence may be taken from a single department. In the humanities and social sciences areas, at least two sequences with a global view (a total of at least twelve semester hours) must be taken.	
(1) <u>Humanities</u> (Two sequences must be completed.)	12
ENGL 201-202, ENGL 205-206, or ENGL 207-208 MCLL 205-206 or CLST 201-202 FNAR 201-202, MUSC 201-202, MUSC 203-204, or THEA 210-211 PHIL 201-202 or RLST 131-231	
(2) <u>Natural Sciences</u> (One sequence, with laboratories, must be completed.) ...	8-10
BIOL 101/101L - 102/102L CHEM 103/105 - 104/106 or CHEM 121/125 - 122/126 PHYS 103-104 or PHYS 201-202	
(3) <u>Social Sciences</u> (Two sequences must be completed.)	12
HIST 101-102 or HIST 201-202 ECON 201-202 POLS 101-102 PSYC 201-202 or PSYC 201-307 SOCL 201-202	
III. <u>Physical Education</u> (Two 100-level activities courses must be completed.)	4
IV. <u>Degree Studies</u> (One of the following options must be completed.)	6-15
(1) <u>Letters Degrees</u> (9-15 semester hours): For the degree Bachelor of Arts, except as provided for in (3), the following must be completed:	
A. <u>Language Use and Critical Thinking</u> (3 semester hours): SPCH 201 or PHIL 101; and	
B. <u>Modern Language</u> (6-12 semester hours): Proficiency in a modern foreign language equivalent to the 202-level must be demonstrated, either by examination or by taking the appropriate courses as determined by departmental placement examination.	
(2) <u>Science Degrees</u> (8-10 semester hours): For the degree Bachelor of Science and (when authorized) the degree Bachelor of Science in Nursing, a two-course sequence, with laboratories, in a science different from that taken in Area II must be completed:	
BIOL 101/101L - 102/102L, or, for leisure studies and nursing majors only, BIOL 213-315 CHEM 103/105 - 104/106 or CHEM 121/125 - 122/126 PHYS 103-104 or PHYS 201-202	
(3) <u>Professional Degrees</u> (6 semester hours): For the degree Bachelor of Arts, taken with a major in either elementary education, leisure studies, or social work, and for the degrees BSBA, BSA, BSGA, BSIS, and BM, two courses from the following list must be completed in two different departments:	
PHIL 304, 374, or 384 FREN 101, 102, 201, or 202 SPCH 201 GERM 101, 102, 201, or 202 CPSC 210, or a higher level CPSC course SPAN 101, 102, 201, or 202	
V. <u>Major and Elective Studies</u>	58-72
TOTAL	124
VI. <u>English Placement</u>	

Placement in ENGL 101 or 103 is determined by a satisfactory score on a required English placement test or by successful completion of ENGL 020. ENGL 102 or ENGL 104 should be completed as early as possible and must be completed before ENGL 101 or ENGL 103.