



September 12, 1980
#20 of 1980

COMMUNITY CHRONICLE

MONDAY - September 15

11:00 - President's Administrative Council

TUESDAY - September 16

WEDNESDAY - September 17

Dean's Colloquia - Dr. Samuel S. Hill, Jr.
Noon - CC Theatre

7:00 - Professor Hill - CC Theatre

THURSDAY - September 18

FRIDAY - September 19

Happy Hour - 3-5 P.M.
(tentatively) - CC233

SATURDAY - September 20

SUNDAY - September 21

OFFICIAL ANNOUNCEMENTS

Computer Center Accounting Structure Changed

On September 3, 1980, the Computer Center changed the entire computer accounting structure and the method that users sign-on to the system. We did this so that your files would have greater system security; and the system would be more logically structured (i.e. MUCH less haphazardly configured). The billing of our various users should be greatly streamlined as a result of this accounting structure upgrade.

Each department now has its own, separate ACCOUNT. Within an account, each class has its own GROUP where it saves its files on disc. Attached to the group are one or more USERS. Whenever a user signs-on to the HP-3000 system, he or she is automatically assigned to a file group. This group is where that particular user will do all his/her file-work and file-saving. Each file group is protected from unauthorized reading or writing. Normally, a user in "GROUP A" cannot access a file in "GROUP B." Under every account, however, is a special file group named "PUB." In this "PUB" group are saved files which are of a "public" nature (i.e. can be accessed by anyone in the account). Usually, common programs or data files which would be of benefit to every user in the account are saved in the "PUB" group. To run one of these "library" files, simply type:

RUN program name, PUB where program name is the name of the "library" program.

To save such a library program from the EDITOR, for instance, type in:

KEEP file name, PUB where file name is a unique name given to the file.

We know that whenever a big change is instituted, there might be a few problems in getting used to the new way. We are more than willing to help you in switching your files over from your "old" account to your "new" account. If you need only assistance in moving your files or you have any questions or problems in signing-on to the system, please call Sheila Higgins at ext. 7183 or Tom Madigan at ext. 7182 and they will be glad to straighten out the problem.

Shahram Amiri
Director of Computer Center

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The Family Educational Rights and Privacy Act of 1974

The College is to inform enrolled students annually of their rights under the terms of the Family Educational Rights and Privacy Act of 1974. The Act does not apply to students admitted to the College who have not officially enrolled.

It is hereby reaffirmed that the College's policies and procedures are in full compliance with the Family Educational Rights and Privacy Act of 1974, whereby each student's right to the privacy of his or her official College records and access to the same is assured.

Enrolled students have the following rights under the law:

1. The right of access to his or her official College records. Under terms of the Act the College is not required to make available to students the following materials:
 - a. Confidential letters of recommendation placed in the student's files before January 1, 1975, and those letters for which student has signed a waiver of his or her right to access.
 - b. Parents' confidential financial statements.
 - c. Medical, psychiatric, or similar records "which are created, maintained, or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment; pro-

vided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice."

- d. Personal files and records of members of faculty or administrative personnel, "which are in the sole possession of the maker thereof and which are not accessible or revealed to any person except a substitute."
- e. Records of the Admissions Office concerning students admitted but not yet enrolled at the College. Letters of recommendation are removed from the Admissions files before the files are forwarded to the Registrar's Office.

2. The right to inspect and review his or her official College records.
3. The right to a response from the College to reasonable requests for explanations and interpretations of his or her official records.
4. The right to an opportunity for a hearing to challenge the accuracy or appropriateness of his or her official records. The hearing procedures are available through the office of Student Affairs.
5. Christopher Newport College accords all rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the Christopher Newport College community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Office of Vice President for Student Affairs, counselors, Office of the Registrar, Office of Business Affairs, and Financial Aid, the Office of Admissions, and academic personnel with the limitations of their need to know.

The College has designated the following information as "Directory Information" which may be released to the public:

1. Student's name, address, telephone number, (permanent and local).
2. Student's birthdate.
3. Dates of attendance at the College, field of concentration, current classification, degrees awarded.
4. Previous schools attended and degrees awarded.
5. Honors or special recognition.
6. Height and weight of members of athletic teams.

A student who does not want the above information made public must file notice in writing of this request to the Vice President for Student Affairs, 50 Shoe Lane, Newport News, VA 23606, no later than the 4th week of classes. This request must be made annually.

A student wishing to review his or her College records must consult the directory of official student records in the Vice President for Student Affairs. The directory lists the offices where official student records are maintained and the name of the official responsible for the maintenance and release of each type of record, and to whom requests for access should be made.

The Family Education Rights and Privacy Act is a complex law and new guidelines and interpretations are still forthcoming.

If any of the rights guaranteed are violated, a complaint may be submitted in writing to: FERPA Office, 330 Independence Ave. S.W., Washington, D.C. 20201 explaining the alleged violations.

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Faculty Personnel Procedures

All faculty members are urged to read the revised Chapter V of the Faculty Handbook. Changes include the composition of peer groups. The minutes of the May 9, 1980 faculty meeting contain those changes proposed by the FEC and approved by the faculty. Members of the Committee are always ready to assist in interpretation of the regulations.

John McGregor, Chairman, FEC

Faculty Evaluation Calendar - 1980-81 (Faculty Handbook defines each step)

		<u>1st Year Faculty</u>	<u>2nd Year Faculty</u>	<u>Others</u>
Step 1	Notification of evaluation; forward criteria to FEC	Oct. 3	Oct. 3	Oct. 3
Step 2	FEC review	Oct. 17	Oct. 13	Oct. 17
Step 3	Completion of dossier	Dec. 12	Oct. 17	Dec. 12
Step 4	Circulation of dossier in peer group and recommendations completed	Jan. 20	Oct. 27	Jan. 20
Step 5	Peer group evaluation to evaluatee	Jan. 23	Nov. 3	Jan. 23
Step 6	Signed evaluation to FEC	Jan. 28	Nov. 7	Jan. 28
Step 7	Evaluation to FPC	Feb. 6	Nov. 21	Feb. 6
Step 8	Evaluation to Dean of appropriate sch.	Feb. 13	Dec. 2	Feb. 13
Step 9	Evaluation to VPAA	Feb. 18	Dec. 5	Feb. 20
Step 10	VPAA's recommendation to President	Feb. 23	Dec. 10	Feb. 27
Step 11	President reviews and makes decisions on tenure/promotion recommendations to Board of Visitors	Feb. 25	Dec. 12	Mar. 13
	Board of Visitors acts on recommendations			Mar. 31
Step 12	Faculty member notified in writing	Mar. 1	Dec. 15	Apr. 9 Apr. 16

NEWS & GENERAL INFORMATION

Computer Seminars/Workshops Planned

A series of seminars and workshops are in the planning stage right now. These workshops are designed to better acquaint you with the capabilities and power of the Hewlett-Packard 3000 Series system. These seminars/workshops are open to the entire Christopher Newport College community who use our HP-3000 system and are free-of-charge. Since classroom space is limited, these workshops will be open on a first-come-first-served basis. Note that faculty and staff members will be given first priority for signing up. The topics to be discussed during the first workshop are:

- Getting Acquainted with the HP-3000 system
- Using the Editor
- System Utilities (FCOPY, SORT/MERGE, SEGMENTER, etc.)
- The MPE File System
- Job Control Language (JCL)

The first workshop will be conducted on September 22, 24, and October 1, 1980 in Room 122 of Newport Hall from 5:00 PM to 7:00 PM. Shahrar Amiri will conduct the workshop.

Please call Emilie Smith at ext. 7180 to sign up.

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CNC Fall Family Run

On Sunday, October 19, the College will sponsor 3 races on campus: a 1-mile fun run, a 3 kilometer (1.86 miles) novice run, and a 5 kilometer (3.1 miles) run open to anyone. We are hoping that any of you who are into or just getting into running will participate in one or more of the runs. There will be no charge for the fun run and we hope to see many people (adults and children alike) enter this race. A \$5 registration fee will be charged those entering either or both of the other races. A t-shirt will be given each registrant. Awards will be presented at a ceremony after the races. Registration forms may be picked up at the Information Desk in the Administration Building lobby. If you have friends who are experienced runners or novices at the sport, please encourage them to enter. We would also like to develop some running teams here at the College. Any Faculty or Staff member interested in running as part of a team representing the College, please come to an organizational meeting on Friday, September 26, at noon in Newport Hall 202. The team(s) will represent the College at races all over the area.

Tim Morgan, Race Coordinator
CNC Fall Family Run

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Happy Hour Committee

The Happy Hour Committee (currently "The Gang of Four") needs help. We would like to have Happy Hours every 2 weeks this year, but we need at least two more people so we can share the load. If you would be interested in working on this vital and important committee (an essential cog in the CNC machine), please contact Tim Morgan (7121), Burnam MacLeod (7119), Bob Laverriere (7015) or John McCaughey (7260). The next Happy Hour is tentatively planned for Friday, September 19, from 3-5 P.M. in CC233. The drinks will still be 35¢ or 3/\$1.00. Beer will once again be served at 35¢/can.

Thank you,

Tim Morgan

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Cafeteria Menu - September 11-19 - CNC

5.

Thurs., Sept. 11

Fried Chicken
Macaroni & Cheese
Green Beans
\$2.00

Fri., Sept. 12

Spagetthi & Meat Sauce
Garlic Bread
\$1.50

Mon., Sept. 15

Hamburger Hogie, lettuce & tomato
Baked beans
\$1.75

Tues., Sept. 16

Club Sandwich
Potato Chips
\$1.50

Wed., Sept. 17

Sloppy Joe
French Fries
\$1.75

Thurs., Sept. 18

Soup & Sandwich
\$1.00

Fri., Sept. 19

Lasagna
Garlic Bread
\$1.75

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Art Auction

The Junior Woman's Club of Hilton Village will be holding an auction of oils, water-colors and graphics at the Campus Center beginning at 7:00 P.M. on Saturday, September 27, 1980. Works by Irving Amen, Sandu Liberman, Al Kaufman, Delacroix, Dali, Yu, Donovan, Mingolla, Calder, and Vasarely will be put on the block. The cost of admission is \$2.00 in advance and \$2.50 at the door. Hors d'oeuvres will be served and a cash bar will be set up.

Profits from this auction will be used to support various projects of the Junior Woman's Club. One of these projects is an annual \$500 scholarship awarded to CNC.

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New Registrar

TO: All Faculty and Staff

FROM: Dean of Admissions and Records

All members of the CNC community are cordially invited to meet our new Registrar, Bob Netter, on the morning of Tuesday, September 19. Sparing no expense, we have arranged to have coffee and pastry available in the Registrar's Office from 9:00 A.M. to Noon. Please come by and meet Bob if you have the opportunity.
