

# CNC CHRONICLE

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Week of October 30, 1989

## ON CAMPUS THIS WEEK

Thursday - Administrative Faculty Luncheon - Noon  
Banquet Room - Christophers

## OFFICIAL ANNOUNCEMENTS

Vice Presidents Summerville, Etkin, Behymer, and Maris are now preparing their proposed changes to the College Handbook 1990-91. If you have proposed changes to suggest, submit them in writing by Friday, November 3 to the vice president for your area or to Mr. Wendell Barbour, Handbook Committee Chair, for referral to the respective vice president. The Handbook Committee reviews all proposed changes to the Handbook and makes recommendations to the President. Committee members are: Mr. Richard Butchko, Dr. David Dooley, Ms. Suzanna Geithmann, Ms. Rebecca Moore, Mr. Jeffrey Rountree, and Dr. Charles Wilson.

-- Submitted by the Assistant to the President  
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### Instruction Evaluation Surveys

Consistent with the recommendation of the Faculty Senate, Instruction Evaluation Surveys (IES) will be administered this semester during the 11th and 12th weeks of classes, rather than the 13th and 14th weeks as was done prior to 1988-89. Accordingly, instructors are alerted to look for the IES materials (memorandum and labelled envelopes with proctors' instructions) to be distributed on the afternoon of Friday, November 10. Evaluations should be conducted during the weeks beginning on November 13 and November 20 (i.e., the week before Thanksgiving and the short Thanksgiving week).

When you receive the memorandum and envelopes please verify that you have all the envelopes you expected to receive. With relatively few exceptions, every class that is being taught is scheduled to be evaluated. Any questions that you have relative to your classes to be evaluated should be brought to

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Have some information you'd like to share with the CNC community? Please submit your information in memo form to Webber Casey before noon on Wednesday. Need information? Call 594-7051.



the attention of the Assistant to the VPAA.

-- Asst. to the VPAA

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National  
Faculty  
Exchange  
Program

The deadline for applications to participate in the National Faculty Exchange Program for 1989-90 is November 8, 1989. Interested faculty should contact Dennis Ridley at 47392 as soon as possible.

-- Dennis R. Ridley, Asst. to VPAA

**NEWS**

Work & Study  
Abroad  
Programs

We would like to remind you of the Study & Work Abroad Programs offered through the Office of International Studies. Our files are frequently updated and available to all interested students, faculty and staff. There is a wide range of options to make an international experience a very interesting and beneficial one to the students who participate. Your assistance in communicating this information to your students would be appreciated. Please let us know if you need more details on these programs.

Office of International Studies

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Office of  
Graphics &  
Publications

The Office of Graphics and Publications is closed for an undetermined amount of time while Debbie Fuqua Watkins goes through training on new equipment.

Our goal is to be able to accept data from your 5 1/4" or 3 1/2" disks and begin a new approach to producing publications.

Announcement will be made as to the status of this plan as soon as possible.

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Reorganiza-  
tion of  
Personnel  
Office

In order to provide the best possible and most responsive service to the individuals and offices of the College, the Personnel Office has been reorganized. The Personnel Office now consists of two Service Centers. One, Personnel Services (Room 210) and the other, Personnel Actions (Room 208). Personnel Services includes Benefits, Compensation and Payroll and all that they entail. Personnel Actions includes Recruiting, Performance Evaluations, Classification, Training and Manpower Management. As in the past, the Director of Personnel will concentrate on personnel policy matters, grievances, disciplinary actions, Affirmative Action and Services for disabled students in addition to overall supervision of the two service centers.

For assistance visit or call



PERSONNEL ACTIONS

Becky Moore 4-7145  
 Joyce Armstrong 4-7258  
 Linda Cowell 4-7258

PERSONNEL SERVICES

Liz Welch 4-7028  
 Michelle Wright 4-7030  
 Tracy Strain 4-7030

-- Director of Personnel

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New  
 Appointments

New Appointments - Hourly

Linda Colon - Office Services Assistant -  
 Logistics/Purchasing  
 Linda G. Cowell - Secretary - Personnel  
 Andrea Cunningham - Office Services Assistant -  
 Continuing Education  
 Robert Lee Jack - Police Officer - Campus Police  
 Everett J. Strong - Office Services Assistant -  
 Library  
 Sheila M. Wallace - Food Operations Assistant B -  
 Food Services

New Appointment - Classified

Lewana McAlexander - Executive Housekeeper -  
 President's Residence

-- Office of Personnel

**ANNOUNCEMENTS**

Workshop -  
 Changes in  
 New Forms

Due to lack of meeting space to accommodate the number of expected participants in a workshop for the Departmental Procurement of Goods, FASB 7-20, the effective date to begin the new procedure has been extended to December 1.

A workshop has been scheduled for November 20th at 10:00 a.m. to discuss the changes in new forms and procedures and to offer training as needed. It is to the advantage of each department to have a representative attend who will be involved in making procurement decisions for the department. Until the effective date please use the new forms as the Departmental Requisition and process as usual.

The purchasing and accounts payable offices will make every effort to assist in making the procedural changes as painless as possible. Training should point out some advantages for the departments as a result of the changes. The cooperation of all will be needed and greatly appreciated.

Questions?? Corky Babcock, Ext. 47281.

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Tutoring  
 Program

Do your students have the Biology Blues? Are they suffering from math migranes? The SGA is in the process of developing a tutoring program. Angela Jones, Vice President for Academic Affairs, is tackling the tutoring troubles. With assistance from the Board of Visitors, Angela is creating a tutoring program that will operate like a help lab. It will be in a central location where students can



go to get names of tutors for specific subjects and classes. Here in lies the problems, Angela needs input as to what subjects and classes need the tutoring service more. Please forward your comments and suggestions to Angela in the SGA office or at 594-7197.

-- Submitted by Kim Magee

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SGA Sponsor-  
ing Town  
Meeting

On November 17 at 12 p.m. the SGA will sponsor a Town Meeting. This will be an open forum for faculty, staff and students to take their concerns, questions and ideas directly to the administration. Dr. Anthony Santora, president of the college, the four vice presidents, and the SGA Executive Council will be present to field questions. Read the upcoming editions of the Captain's Log for more information or contact the SGA office at 594-7197.

-- Submitted by Kim Magee

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CNC Elder  
Learning  
Lecturer

This next Monday afternoon, Oct. 30, Dr. Thomas W. Burkman, Professor of History at Old Dominion University will lecture on "What Happened to the Revolution in China."

This lecture, sponsored by the CNC Elder Learning Society will be given in the Anderson Auditorium (A-105) at 2:40 p.m..

Faculty and students are cordially invited to hear Professor Burkman this coming Monday afternoon.

-- Submitted by Jim Moore

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The ongoing SCHEV Funds for Excellence project Faculty and Curriculum Development in Critical Thinking has produced three interim progress reports that we would like to share with any interested CNC faculty and staff. Copies are available at the CNC Center for Critical Thinking, W-224 or by calling Janita Davis at 4-7770.

Lea Pellett, Sandy Bryan, Larry Sacks, and John Hoaglund "Critical Thinking in Introductory Courses: Sociology, Education, and Chemistry."

Lee Doerries, George Teschner, Robert Saunders, and John Hoaglund "Critical Thinking in Introductory Courses in Psychology, Philosophy, and History."

Harvey Williams, "Doing Critical Thinking Together: Applications to Government, Politics, and Public Policy."

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Administra-  
tive Faculty  
Luncheon

Please plan to attend the Administrative Faculty Luncheon on Thursday, November 2 at noon in the Banquet Room of Christophers. Go through the cafeteria line and join us in the Banquet Room. Please call 4-7158 by Thursday, November 2 at 9 a.m. if you plan to attend.

-- Agnes Braganza, Continuing Education



## COMMITTEE REPORTS

Minutes,  
Committee on  
Institutional  
Review  
Board for  
the  
Protection  
of Human  
Subjects

The IRB met to deal with two items about assessment and one in class project involving human subjects. IRB procedures were also discussed.

Dennis Ridley requested an IRB study of the use of aggregate Instructional Evaluation Survey (IES) data in CNC's annual assessment report. The IRB felt that the IES was out of our purview and suggested that the use of IES data in this manner should be referred to the Faculty Senate. The IRB did suggest that if the data is to be used in assessment, a statement to that effect should be added to the current statement read by the IES proctors. Another IRB suggestion was that a written statement about use and confidentiality of IES data should be an integral part of the IES form rather than a statement that a proctor may or may not read.

Dr. Ridley also requested an IRB opinion on assessment in regard to the new "Assessment Requirements" statement on page 45 of the current (1989-1990) CNC Catalog. Prior to this statement, students were given the option of participation in various assessment activities. After much discussion, it was the opinion of the IRB that a student who accepts admission under a particular catalog, gives implied consent to all requirements in that catalog, and thus the IRB's requirements for informed consent are met. (There was discussion that if this is true, the catalog should be available to students before they are required to make their admissions decisions.) The IRB still believes, however, that the confidentiality/anonymity of individual data and the use of such data must be explained to all participants. It was pointed out that the IRB feels that students admitted prior to the current year (1989-1990) are not required to participate in assessment activities and must be given the option to refuse participation or to withdraw from participation at any time. Other concerns of the IRB, but that were again felt to be outside its purview, are who is empowered to make additions/changes to the graduation requirements and how is this particular requirement for assessment participation going to be monitored? It was suggested that these concerns be forwarded to the Faculty Senate.

Dr. Winter requested an IRB ruling on a survey that would be conducted by his class. The survey was approved as fulfilling IRB guidelines.

For the past year, the IRB has been trying to develop written guidelines/procedures for looking at research involving human subjects on this campus. Appended to these minutes is a draft of these guidelines. The IRB welcomes faculty/staff comment on these guidelines and hopes to approve these



guidelines at our next meeting. Please forward all comments to Rick Cheney, IRB Chair, Biology, Chemistry & Env. Sci. by 13 November 1989. All interested parties are invited to the next IRB meeting 14:00 Tuesday 14 Nov. 1989, room 235, New Sciences.

DRAFT 10/24/89

The Institutional Review Board for the Protection of Human Subjects (IRB) is required to approve all types of research involving human subjects on this campus. Please remember that research on human subjects is a very broad term that may sometimes even include class surveys. Approval should be both sought and given before the subjects are recruited.

The following page gives the guiding principles as well as more specific guidelines to be followed in order to obtain IRB approval of your research project. Before turning to those principles and guidelines, however, here are a few general and procedural points:

1. The IRB is concerned only with research that involves human subjects.
2. Informal class procedures, especially if they are not research oriented, and IF they involve no risk to students or other "human subjects," probably do not need IRB approval. For instance, an informal polling of class members for casual information would not need IRB approval.
3. When students, as part of a class requirement or for any other reason, are involved in research under faculty supervision, IT IS THE RESPONSIBILITY OF THE FACULTY MEMBER TO INSURE THAT HIS/HER STUDENTS MEET IRB GUIDELINES. In other words, the IRB would not need to approve such research IF the faculty member reports such research to the IRB along with a memorandum stating that the students in his/her class or under his/her supervision have met the guidelines. NOTE HERE THAT THE FACULTY MEMBER ACCEPTS RESPONSIBILITY AND MUST REPORT, IN WRITING, TO THE IRB. We hope that this procedure will assist faculty members in meeting deadlines and will avoid what might be perceived as intrusion into the classroom.
4. In cases (reference #3 above) where a faculty member has any question about approval of a student research project, the faculty member is encouraged to bring that particular case to the IRB. These requests will be processed as rapidly as possible.
5. Faculty research, grant research, administrative research or any other research done in any way in connection with the college, when it involves the use of human subjects, should be cleared by the IRB. Submission of such research to the IRB should



include a written narrative that addresses the IRB guidelines. If the researcher requests it, or if the IRB members have questions, the researcher should appear before the IRB to discuss his/her proposal.

The IRB upholds the following principles:

1. The researcher must respect his/her subjects.
2. Subjects must be protected from danger.
3. There must be the prospect of some good resulting from the research.
4. The researcher must remain just and impartial.

In order for the IRB to evaluate all projects adequately, the following points must be addressed in all submissions.

1. Fair Selection of Subjects A mechanism must be outlined to show that selection of subjects is random within the stated parameters.

2. Informed Consent A subject should know what is to be expected from him/her during the experiment, what risks, if any, are involved, how the researcher plans to maintain confidentiality and anonymity; and how the results of the research are going to be used.

3. Confidentiality and Anonymity Procedures for maintaining both anonymity and confidentiality must be outlined in detail.

4. Freedom from Coercion and Exploitation Especially when the researcher may be a teacher or supervisor of the subject, the subject needs to know that participation or nonparticipation in the research will not effect his/her class grade or job. The subject must also be assured that he/she can withdraw from the research at any time. Participation in and/or completion of the experiment by a subject cannot be made a class/job requirement.

5. Protection from Physical and Mental Stress Every precaution must be taken to prevent any physical, emotional or mental harm or distress to the subjects, either during or as a consequence of the research.

6. The Project's Benefits An outline of the project and the expected use/benefits of the results should be included. Could other animals serve as well as humans as subjects of this experiment?

7. Post Research Debriefings After the research is completed, explanations about the research should be made available to all subjects requesting such information. Included in this responsibility is the correction of any misconceptions that may have arisen during the course of the research.



**FACULTY, STAFF, STUDENT NEWS**

Mary H. Daniel has been elected to serve as the Chair-Elect of the Virginia Library Association Library Instruction Committee for 1989-90.

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At the October 19-21 Conference on Critical Thinking at Montclair State College, Lee Doerries, George Teschner, Robert Saunders, and John Hoaglund presented a report on work in progress on integrating critical thinking into introductory courses in Psychology, Philosophy, and History.

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George Teschner presented a paper entitled, "The Impact of Pictographic Reasoning on Contemporary Pedagogy," at the Critical Thinking Conference sponsored by the Institute for Critical Thinking, Montclair State College, Montclair, N.J.

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George Teschner presented a paper entitled, "Semiotic Theory and the Transformation of History of Philosophy from Classroom to Computer," at The Eastern Small College Computing Conference held at Ithaca College, Ithaca, N.Y.