

# THE CHRONICLE

Archives 4.2

## 1984-85 Academic Year

Sept. 14th  
#25 of 1984

Published by the Office of the Vice President  
for Academic Affairs

**Monday**  
SEPT. 17th

Volleyball hosts N.C. Wesleyan & Norfolk St., 6:30 pm

**Tuesday**  
SEPT. 18th

Volleyball at Hampton Univ., 7:30 pm  
Women's Tennis hosts Longwood, 2 pm

**Wednesday**  
SEPT. 19th

Soccer hosts W&M, 3 pm

**Thursday**  
SEPT. 20th

Golf at VMI-W&L University

**Friday**  
SEPT 21st

Volleyball at Methodist with Bennett, 6:30 pm  
Tennis at Salisbury St. Tournament  
Golf at VMI-W&L Inv.

**Saturday**  
SEPT 22nd

Soccer hosts Methodist, 2pm  
Volleyball at St. Andrews, 10am  
" " " " " 1pm  
Baseball hosts Appren. School(2)  
" " " " " 1 pm  
Golf, VMI-W&L Inv.

**Sunday**  
SEPT 23rd

Tennis at Salisbury St.  
Tournament

# CHRISTOPHER NEWPORT COLLEGE



## OFFICIAL ANNOUNCEMENTS

### Board of Visitors Schedule

The schedule of meetings for the Board of Visitors in the 1984-85 academic year is:

September 25  
December 4

February 26  
April 23

June 25

-- Robert Shearer, Assistant to the President

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### How to Contact Campus Police

The campus police office is located in room 238 on the second floor of the Campus Center. It is open during normal business hours (8:00 a.m. to 5:00 p.m., Monday through Friday); the telephone number is 599-7053.

Persons desiring to contact the campus police for assistance should, depending upon the time and day, proceed as follows:

1. Monday through Thursday, 7:30 AM - 8:00 PM and Friday, 7:30 AM - 10:00 PM:  
Call the Campus Center Information Desk at Ext. 7100. The Information Desk will dispatch an Officer via radio to the location assistance is needed.
2. Saturday, 11:00 AM - 5:00 PM and Sunday, 1:00 PM - 8:00 PM:  
Call the Library Circulation Desk at Ext. 7133. The Library will dispatch an Officer via radio to your location.
3. Anytime other than indicated above (from any location) call 599-7253 for direct contact with Campus Police. This is a radio-telephone link; speak slowly and distinctly.

-- Campus Police Department

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### Evaluation Calendar

The calendar for instructional faculty evaluations is attached to this Chronicle. This document has been drafted so as to reflect the steps described on pp. VII-34 through VII-37 of the College Handbook; and the numbers of the calendar deadlines have been made to correspond, to the greatest extent possible, to the numbers of the steps outlined on the above-referenced pages. The calendar has been produced by this office in close consultation with the three school deans and the Faculty Review Committee; the resulting document is one which reflects the contributions of all five parties and is one which each has found to be workable. Certain forms that will be used in the evaluation process have also been produced and subjected to the same procedures of review and revision. These are:

- EVAL-1: Evaluation Calendar
- EVAL-2: Notification of Required and Optional Evaluations
- EVAL-3: Request for Waiver of Performance Evaluation
- EVAL-4: Departmental Standards and Procedures
- EVAL-5: Constitution of Peer Group
- EVAL-6: Professional Activities Report
- EVAL-7: Peer Group Recommendation and Summary Statement
- EVAL-8: Summary of Administrative Actions

Copies of forms EVAL-2 through EVAL-8 have been provided to the school deans in numbers sufficient to permit each member of the instructional faculty to have a complete set. The deans and/or department chairmen will be meeting with their respective constituencies in the near future to distribute these documents and to discuss their use as facilitators of the implementation of the evaluation process described on pages VII-32 through VII-34 of the College Handbook. I ask that each member of the instructional faculty take the time to read these pages with appropriate care and to become fully familiar with the relationship of their substance to his or her own circumstances.

-- Vice President for Academic Affairs

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### Who's Who Recognition

Applications and nominations for Who's Who Among Students in American Universities & Colleges are now being accepted by the Office of the Vice President for Student Affairs, A-403. The College will consider applications from any classified student with a cumulative grade point average of 3.0 or better who has already completed or will have completed by the end of the Fall semester 86 credit hours. Selection is based on academic standing, participation and demonstrated leadership in campus activities and community service.

Faculty and staff may nominate one or more students by submitting the name(s) in writing to the Vice President for Student Affairs. Nominated students will be notified of their nomination (nominations will, however, remain anonymous) and asked to apply if interested. All of the applications will be screened by a College committee.

The deadline for nominating a student is Friday, September 28th and the deadline for submitting the completed application and two (2) recommendation forms is 12:00 noon, October 5, 1984.

-- Charles E. Behymer  
\* \* \* \* \*

### College Committees

Attached to this edition of the Chronicle is a roster showing the memberships of those College Committees identified in the Handbook as either "Academic Affairs Committees with Elected Membership," "Faculty Affairs Committees with Elected Membership," or "Appointed Academic Committees." The roster also identifies the officers of these committees. Its information is current as of September 10, 1984. It is my hope that similar information regarding "Administrative Committees" and "Student Affairs Committees" can be published in the Chronicle in the near future.

-- Vice President for Academic Affairs

## NEWS & GENERAL INFORMATION

### Missing Videotapes

We need your help. The library ordered a series of videotapes titled, The History Machine. A tracer through UPS indicates that the tapes were received on campus. They have not yet appeared in the library. They seem to have disappeared from the mail-room area.

We would like to make this material available to the college through the Media Center. If you received these videotapes by mistake, and have been wondering where they belong, please bring them to the library acquisitions department.

-- Jennilou Grotevant  
Technical Services Librarian

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### Library Book Orders

A reminder that faculty book requests for the 1984-85 fiscal year are due to be submitted to the library coordinators by September 14. If this deadline is a problem to you, please contact me at extension 7137.

-- Jennilou Grotevant  
Technical Services Librarian

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### United Way Drive

Caring feels good the United Way.

The United Way is as American as apple pie and one of the few projects which involves and

unites the entire Peninsula. It helps support 41 voluntary human Care Services and Care Centers throughout Hampton, Newport News, Poquoson and York County.

The needs of our neighbors are asking for help. How fortunate we are who can be givers and not receivers. You have a chance to put something back in the community through United Way....to be able to make your presence felt.

Within the next few weeks, you will be given an opportunity to contribute to United Way through CNC. Every year the United Way has one fund raising campaign. "Thanks For Caring By Sharing."

-- Bob Coker, College Coordinator for  
United Way

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#### Christopher's Menu for Sept. 17-21

Mon.	17th	Spaghetti w/Meat Sauce Garlic Bread Salad Dessert	\$2.65	Thurs. 20th	Lasagna Garlic Bread Salad Apple Crunch	
					or	
Tues.	18th	Meat Loaf Mashed Potatoes w/Gravy Corn Green Beans Roll Dessert	\$2.65		B.B.Q. Spareribs Baked Potatoes Corn Roll Dessert	\$2.65
Wed.	19th	Lasagna Garlic Bread Salad Apple Crunch	\$2.65	Fri. 21st	Fish Sticks French Fries Cole Slaw or Green Beans or Apple Sauce Roll Clam Chowder (bowl)	\$2.65 \$1.15

-- Food Services

#### FACULTY/STAFF/STUDENT NEWS

##### New Staff Members in Smith Library

Marilyn Neff Loesch of Gloucester Point, Va. recently joined the library staff as temporary Readers' Services Librarian. As an alumna of CNC, she holds a B.A. with a major in Biology (Environmental Science) and a minor in Political Science. She earned an M.S.L.S. at the Catholic University of America in Washington, D.C. Formerly employed at VIMS, she was assigned for six years to Readers' Services, and for two and a half years was a scientific literature research specialist. In 1981, she published volume 5 of the Chesapeake Bay Bibliography: Virginia and Maryland Waters.

Rosa Queman, new Library Assistant in the Media Center, comes to Christopher Newport College from a similar position at James Madison University. She has a B.S.Ed. from Old Dominion University, with double majors in Elementary Education and School Library Science. Her M.Ed. is from Arizona State University with concentration in Educational Technology. Rosa was previously with the Educational Media Center of the Virginia Beach city schools.

-- Wendell Barbour, Library Director



Faculty Review Committee  
Minutes of First Meeting - 9/5/84

- I. Call to Order.
  - A. The September 5th meeting of the Faculty Review Committee was called to order at 14:00 hours by Robert Coker, the VPAA appointed convenor.
  - B. Attendance: Dr. Summerville, Professors Doerries, R. Edwards, Mazzarella, St. Onge, Shaver, and Coker.
- II. Elections.
  - A. Dr. Coker was elected FRC Chairperson.
  - B. Dr. St. Onge was elected FRC Vice-chairperson.
  - C. Dr. Mazzarella was elected FRC Secretary.
- III. Reports.
  - A. Dr. Summerville presented a general review of the charge to the FRC and the 1984-85 Evaluation Process.
  - B. A draft of the Evaluation Calendar was introduced.
  - C. A draft of the Evaluation Forms and Annual Activities Report were introduced.
- IV. New Business.
  - A. The Evaluation Calendar - the "calendar of deadlines" - for the evaluation process was reviewed. Recommendations were made to the VPAA by the FRC.
  - B. The Evaluation Forms, including the Annual Activities Report, were reviewed. Recommendations were made to the VPAA by the FRC.
  - C. Guidelines.
    1. The membership of the FRC agreed not to provide any guidelines at this time.
    2. The FRC will wait and watch for the "conventional wisdom" concerning possible guidelines as voiced by the faculty.
  - D. Workshop - A workshop will be presented to assist the faculty in constructing their dossier and in completing their Annual Activities Report (date to be determined).
- V. Adjournment.
  - A. The First 1984-85 FRC meeting was adjourned at 15:45 hours.

-- Bob Coker, FRC Chairperson  
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Minutes of the Faculty Advisory Committee Meeting - September 5, 1984

Members in Attendance: Professors Doane, Gordon, Edwards, Hoaglund, Friedman, Colonna, Avery, and Lopater

The meeting was called to order at 3:00 p.m. by Professor Colonna.

Dr. Gordon was elected chairman, Dr. Doane was elected vice-chairman and Dr. Lopater was elected secretary.

It was decided to hold the next meeting in the faculty lounge at 3:30 p.m., Wednesday, September 12, 1984, and to invite the Vice-President for Academic Affairs.

The FAC will discuss Board resolutions 11 and 12 regarding a study of rank and tenure issues at the college in terms of a climate of low academic mobility.

The availability of FAC members for Board liaison assignments was discussed and will be further covered at the next meeting.

The FAC desires to have clear information regarding criteria for merit pay increases, the effect of these awards should their recipients take academic leave, the publication of re-



2  
cipients of these rewards, and the eligibility of recipients in successive years.

The meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Sanford Lopater, Ph.D., Secretary

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Curriculum Committee Deadline for New Course Proposals

The Curriculum Committee has set October 15, 1984 as the deadline for submission of new course proposals. This deadline will enable course inclusion in the new catalog. Please be sure that each proposal has the approval of the School of origin before submission. Proposals should be sent to Dr. Sanderlin, Curriculum Committee Chairman.

-- C. Mathews, Committee Secretary

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TO: All Faculty, Administrators, Alumni, Students and  
Friends of the College

FROM: Mary Lu Royall, Director of the Institutional  
Self-Study *mlr*

DATE: September 11, 1984

SUBJECT: First Progress Report of the Steering Committee  
of the Self-Study Program

As you are certainly aware, Christopher Newport College is well into the initial stages of the Institutional Self-Study required by the Southern Association of Colleges and Schools for the College's re-affirmation of accreditation. The Steering Committee for the Self-Study Program held its' first meeting on May 7, 1984, and since that time a great deal of Self-Study activity has taken place. It is the Steering Committee's intention that these reports will serve as a record of the Committee's activities and a progress report to the College's extended family.

To date, the Steering Committee has met twice. In those two meetings the Committee has organized itself and adopted the basic operating procedures that will govern the Self-Study Program. The Prospectus, Calendar and Organizational Chart for the Institutional Self-Study were approved for submission to the Southern Association of Colleges and Schools at the August 24, 1984, meeting. These documents have been forwarded to the Commission on Colleges for their acceptances. Copies of these documents are attached hereto. The membership of the ten Standard Committees and the Special Committee on Research, Analysis and Projections has been solidified. Four of the Standard Committees and SCRAP have met and elected officers and established investigative plans.

The kickoff workshop for the Christopher Newport College Self-Study was held on August 23, 1984. The purpose of the workshop was to explain the task that we are to accomplish and to set a climate that will allow us to accomplish this task with cooperation and mutual trust. The Steering Committee is committed to producing a Self-Study report for the Southern Association of Colleges and Schools that is informed, reasoned, candid and constructive. The Vice President has pledged to the Steering Committee his full cooperation and support in this effort and he has given the Self-Study Program a high order of priority



for the next two years. During the next two years, the Steering Committee will be asking for your help and support; we urge you to give freely and participate fully so that we all might reap the full potential of our efforts. Our first real test will come on October 30, 1984, when Dr. Henry Ashmore, Associate Executive Director of the Commission on Colleges will visit our campus.

Each of us looks forward to hearing from you and to working with you as the Institutional Self-Study Program progresses.

# CHRISTOPHER NEWPORT COLLEGE

## PROSPECTUS FOR THE INSTITUTIONAL SELF-STUDY

August 24, 1984

Christopher Newport College submits this prospectus for its Institutional Self-Study Program with the objective of achieving reaffirmation of its accreditation by the Southern Association of Colleges and Schools. Since its last self-study, this College has experienced significant growth, has broadened its scope and sequence of courses and has become increasingly more complex in its organizational structure, all of which have created an atmosphere of change. This institutional self-study provides not only an opportunity to reassess our objectives but also to measure our success in attaining these objectives. The challenge of this Self-Study will be to maintain our central mission, that of a Liberal Arts College, while preparing to meet the demands of a new decade.

This will be a traditional Self-Study and will be organized by the Standards of the College Delegate Assembly of the Southern Association of Colleges and Schools. The research will be conducted by the ten "standards committees" each of which is chaired by a member of the Steering Committee, all of whom are faculty members. The Steering Committee will be the decision making body of the Self-Study and will be composed of the ten chairmen of the Standards Committees, the chairman of the Special Committee on Research, Analysis, and Projections (SCRAP), and the Self-Study Director. The Self-Study Director will serve as Chairman. We believe the dual roles of these twelve persons will increase the interaction of key participants and will enhance the lines of communication and authority.

The ten standards committees will be composed of faculty members, administrators, staff, students and alumni. The size of committees will vary; the smallest committees will average seven members and the largest committees will average ten members. The SCRAP Committee will be composed of seven members, including the Assistant Director of the Self-Study who will serve as its chairman. No person will serve on more than one of these ten committees. The President, Vice President for Academic Affairs, Vice President for Financial Affairs, Vice President for Student Affairs and the Board of Visitors of the College will serve as ex-officio (non-voting) members of the Steering Committee. An Liaison Consultant Group composed of key college officials who are responsible for specific areas of the College's life will be at the disposal of SCRAP for the purpose of information gathering. This Liaison Consultant Group will include the Vice President for Academic Affairs, Vice President for Financial Affairs, Vice President for Student Affairs, Dean of the School of Business and Economics, Dean of the School of Social Sciences and Professional Studies, Dean of the School of Letters and Natural Sciences, Dean of Admissions, Director of Library, Director of Continuing Education, Registrar, Director of Financial Aid, Director of Student Life, Director of Counseling Center, Director of Employee Relations, Director of Institutional Plann-



ing and Budget, Director of Computer Center, Comptroller, Director of Personnel, Director of Logistics, Director of College Bookstore, Director of Capital Outlay Project, Chief of Security, Supervisor of Buildings and Grounds, Assistant to the President, Director of Development, Director of Athletics, Director of Public Relations. The Self-Study Director will be the communication link between the President and/or Vice President and the Steering Committee. The President and/or Vice President will be the communication link between the Self-Study Director and Southern Association of Colleges and Schools.

Each of the ten standards committees will be charged with the following responsibilities for its specific chapter of the Self-Study Report:

1. To become familiar with the Standards of the College Delegate Assembly and with the manual for the Institutional Self-Study Program of the Commission on Colleges.
2. To establish specificity the kinds of information necessary for its own area of investigation, and to identify clearly the best sources of that information.
3. To gather the information required through the SCRAP Committee, or directly from the source, if instructed to do so by SCRAP.
4. To organize and analyze the information gathered to allow for the greatest possible understanding of the committee's area of concern in the Self-Study Program.
5. To submit a draft of that chapter of the Self-Study Report pertaining to the committee's particular standard.
6. To make projections relative to the future of the College in the specific area of the committee's investigation.

The Special Committee on Research, Analysis and Projection is responsible for the coordination of the data collecting process. It will develop instruments for gathering all the information requested by the Standards Committees. The SCRAP Committee is also responsible for writing (synthesizing) the final chapter of the Self-Study Report, as well as the collecting and compiling the appendices for Steering Committee consideration and approval.

Chairman of each of the eleven committees (the ten standards committees and SCRAP) will be responsible for keeping a chronological record of the committee's activities. This record will include, but is not limited to, minutes of the committee's meetings. These records will be typed and compiled and will be available for review by the Visiting Committee.

MLA style and format will be used for the Self-Study Report.

#### SELF-STUDY CALENDAR

A planned chronology of important Self-Study activities and their related deadlines is given below:

- |                      |   |
|----------------------|---|
| (1) September 1983   | Appointment of Director of Self-Study.  |
| (2) December 1983    | Appointment of Assistant Director of Special Committee on Research, Analysis and Projections (SCRAP). |
| (3) February 1, 1984 | Formal orientation of Self-Study Directors by SACS.   |



- |                       |   |
|-----------------------|---|
| (4) February 15, 1984 | Request from the Director of Self-Study to VPAA and Alumni Office for a pool of names of students and alumni that could be appointed to the Standards Committees. |
| (5) March 1, 1984     | Draft of organizational chart developed by Directors.   |
| (6) March 15, 1984    | Slate of key faculty to serve as Steering Committee members, SCRAP members and Editor of Self-Study.  |
| (7) April 2, 1984     | Self-Study Office becomes operational.  |
| (8) April 4, 1984     | Slate of key persons for Standards Committees developed.  |
| (9) April 5, 1984     | Progress Report on Self-Study to the Executive Committee of the Board of Visitors.  |
| (10) April 17, 1984   | First draft of Self-Study Budget sent to VPAA.  |
| (11) April 20, 1984   | Director and Assistant Director's meeting with the Board of Visitors request formal sanction for the Self-Study and their active participation.                   |
| (12) April 25, 1984   | Appointment of Steering Committee members.  |
| (13) May 7, 1984      | First meeting of Steering Committee.<br>Draft of Standards Committees slate, organizational chart and prospectus.   |
| (14) May 20, 1984     | Members of Standards Committees, Special Committee on Research, Analysis and Projections (SCRAP) and Editor of Self-Study appointed.                              |
| (15) June 1, 1984     | Second draft of committee memberships.  |
| (16) June 30, 1984    | Self-Study budget finalized.  |
| (17) July 1, 1984     | Planning for faculty Self-Study Workshop finalized.<br>Secretary for Self-Study employed.   |
| (18) July 20, 1984    | Completion of In-House Self-Study Manual.   |
| (19) July 30, 1984    | Identification of information needed for each department by the Director and Assistant Director.  |

- (20) August 23, 1984 Self-Study Workshop held for CNC faculty.
- (21) August 24, 1984 Second meeting of the Steering Committee. Approval of Prospectus.
- (22) August 31, 1984 SCRAP submits departmental survey.
- (23) September 5, 1984 First Progress Report of Steering Committee (for college-wide distribution).
- (24) September 20, 1984 Each Standards Committee has identified the precise information it will require (and the source(s) from which each unit of information is to be requested). This identification is submitted, in the form of a report to SCRAP, through the Steering Committee.
- (25) September 24, 1984 Department surveys distributed.
- (26) October 1, 1984 Preliminary SCRAP Report is submitted for Steering Committee review and approval. (Report will distinguish requests for information that is appropriate for SCRAP to collect and that which should be done by individual Standard Committees.
- (27) October 15, 1984 Departmental surveys returned.
- (28) October 20, 1984 Individual Standards Committees begin gathering information from those sources particular to their own needs.
- (29) October 30, 1984 Executive secretary's visit.
- (30) October 30, 1984 Departmental Self-Study Reports submitted to the Steering Committee for review.
- (31) November 2, 1984 Academic department reports edited.
- (32) November 4, 1984 First semi-annual Progress Report sent to Executive Secretary.
- (33) November 30, 1984 All SCRAP information (instruments, procedures, reporting plans) submitted for Steering Committee review and approval.
- (34) December 1, 1984 Second Progress Report of Steering Committee (for college-wide distribution).
- (35) December 20, 1984 All SCRAP instruments prepared for dissemination.

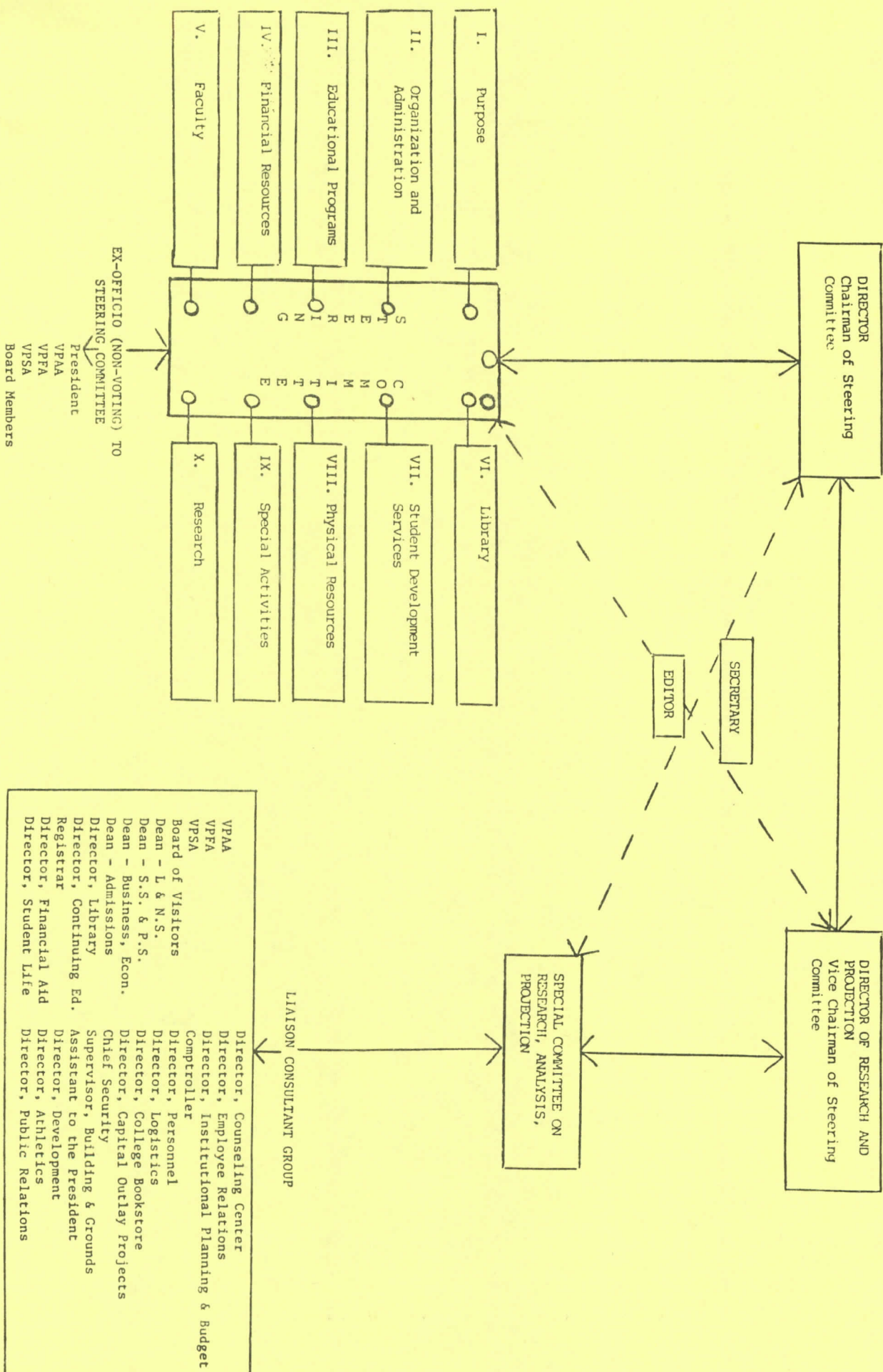


- (36) January 17, 1985      SCRAP questionnaire administered to selected units of the college.
- (37) January 30, 1985      SCRAP faculty survey conducted.
- (38) February 15, 1985      SCRAP student survey conducted.
- (39) February 22, 1985      Third Progress Report of Steering Committee (for college-wide distribution).
- (40) March 22, 1985      SCRAP Report to Steering Committee on information generated from questionnaires. Standards Committees report other information collected from sources peculiar to their own needs.
- (41) March 25, 1984      Standards Committees begin study of information.
- (42) April 5, 1985      Fourth Progress Report of Steering Committee (for college-wide distribution).
- (43) April 30, 1985      Tentative reports from Standards Committees submitted for review to Steering Committee.
- (44) September 2, 1985      Second semi-annual Progress Report sent to Executive Secretary.
- (45) September 4, 1985      Fifth Progress Report of Steering Committee (for college-wide distribution).
- (46) October 4, 1985      Completed reports (chapters) submitted to Steering Committee from each of the Standards Committees.
- (47) October 4-11, 1985      Institution-wide review of draft reports.
- (48) October 14, 1985      Final Steering Committee approval of Chapters I through XI of the Self-Study Report.
- (49) October 28, 1985      SCRAP submits draft of Chapter XII (Summary and Recommendations) of Self-Study Report and all report appendices for Steering Committee review and approval.
- (50) November 1, 1985      Sixth Progress Report of Steering Committee (for college-wide distribution).
- (51) November 9, 1985      Final draft of Self-Study Report completed by editor. Typing of Report begins.



- (52) December 9, 1985 Editor completes proofreading. Camera-ready copy of Self-Study Report sent to printer.
- (53) January 3, 1986 Printing and binding of all copies of Self-Study Report completed.
- (54) January 17, 1986 Seventh Progress Report of Steering Committee (for college-wide distribution).
- (55) January 31, 1986 Third semi-annual Progress Report to Executive Secretary.
- (56) February 1, 1986 Visiting Committee appointed by SACS.
- (57) February 28, 1986 Preliminary visit by Visiting Committee, Chairman.
- (58) March 10, 1986 Self-Study Report mailed to Visiting Committee members.
- (59) April 28-May 1, 1986 Visiting Committee on campus.

CHRISTOPHER NEWPORT COLLEGE  
SELF-STUDY  
ORGANIZATIONAL CHART







VPAA - 9/10/84

CHRISTOPHER NEWPORT COLLEGE  
ACADEMIC & FACULTY AFFAIRS COMMITTEES  
(1984 - 1985)

<u>COMMITTEE</u>	<u>MEMBER</u>	<u>DEPT</u>	<u>SCHOOL</u>	<u>ELECTED BY</u>	<u>TERM EXPIRES</u>
1. FACULTY ADVISORY COMMITTEE	Colonna	ECON	B&E	IF*	85
	Doane (v.c.)	POLS	SS&PS	IF*	85
	Hoaglund	PHIL	L&NS	IF*	85
	Lopater (secy)	PSYC	SS&PS	IF	85
	Avery	M&M	B&E	B&E	86
	Gordon (chmn)	ENGL	L&NS	L&NS	86
	Friedman	EDUC	SS&PS	SS&PS	86
	Edwards, R.	B&CH	L&NS	IF	86
	Summerville	VPAA	--	XO	--
2. CURRICULUM COMMITTEE (Members may not serve concurrently on either the Degrees Committee or the Faculty Review Committee.)	Hunter	M&M	B&E	IF*	85
	Mathews (secy)	SOCL	SS&PS	IF*	85
	Royall	LSPE	SS&PS	IF*	85
	Sanderlin (chmn)	ENGL	L&NS	IF*	85
	Park	ECON	B&E	B&E	86
	Olson (v.c.)	B&CH	L&NS	L&NS	86
	Davidson, Chris	STDT	--	SA	85
	Roudabush, Jamie	STDT	--	SA	85
	Woods, Jesse	STDT	--	SA	85
	A. King	DEAN	B&E	XO	--
	Powell	DEAN	L&NS	XO	--
	Durel	DEAN	SS&PS	XO	--
	Barbour	DIR	LIBR	XO (NV)	--
	Summerville	VPAA	--	XO	--
3. DEGREES COMMITTEE (Members may not serve concurrently on either the Curriculum Committee or the Faculty Review Committee.)	Booker (v.c.)	ECON	B&E	IF	85
	Weber	MATH	L&NS	IF*	85
	Paul (chmn)	ENGL	L&NS	IF	86
	Williams	POLS	SS&PS	IF	86
	Grobel	ACCT	B&E	B&E	85
	Hornback	EDUC	SS&PS	SS&PS	86
	Netter (secy)	REGR	--	XO (NV)	--
	Summerville	VPAA	--	XO	--
4. ACADEMIC STATUS COMMITTEE	Jenkins (v.c.)	EDUC	SS&PS	IF	85
	Reppen	MCLL	L&NS	IF*	85
	Weiss (chmn)	B&CH	L&NS	IF	85
	Casey, S.	M&M	B&E	B&E	86
	Squires	PSYC	SS&PS	SS&PS	86
	Vawter	ACCT	B&E	IF	86
	Netter	REGR	--	XO (NV)	--
	Summerville	VPAA	--	XO	--

\*Committee positions so designated will be filled by election of the appropriate school faculty at the expiration of the incumbent's term.



<u>COMMITTEE</u>	<u>MEMBER</u>	<u>DEPT</u>	<u>SCHOOL</u>	<u>ELECTED BY</u>	<u>TERM EXPIRES</u>
5. ADMISSIONS COMMITTEE	Butchko (chmn)	SOCL	SS&PS	IF*	85
	Casey	M&M	B&E	IF*	85
	Jones	MCLL	L&NS	IF	85
	Mollick	B&CH	L&NS	L&NS	86
	Cummings	LSPE	SS&PS	IF	86
	Herrmann	PSYC	SS&PS	IF	86
	McLoughland	DEAN	ADMN	XO(NV)	--
	Summerville	VPAA	--	XO	--
6. ACADEMIC HEARING BOARD	Herrmann	Psych	SS&PS	SS&PS	85
	Cohen	M&M	B&E	B&E	86
	St. Onge	MCLL	L&NS	L&NS	86
	Tross, Steve	STDT	--	SA	85
	Florentine, Heidi	STDT	--	SA	85
	Gemilere, Terry	STDT	--	SA	85
	Mollick (chmn)	B&CH	L&NS	VPAA APPT	86
				(Acad Hng Ex)	
7. HONORS COUNCIL (Terms begin February 1 and end January 31.)	Lopater	PSYC	SS&PS	IF*	86
	Bostick	HIST	SS&PS	IF**	86
	J. Webb (chmn)	PHYS	L&NS	VPAA APPT	86
	Guthrie	MCLL	L&NS	L&NS	87
	Boyd	M&M	B&E	VPAA APPT*	87
	Paul	ENGL	L&NS	VPAA APPT	87
	McLoughland	ADMN	--	XO(NV)	--
	Summerville	VPAA	--	XO(NV)	--
8. FACULTY REVIEW COMMITTEE (Members must be tenured, and may not serve con- currently on either Curricu- lum or Degrees.)	Coker (chmn)	M&M	B&E	B&E	86
	Edwards, R.	B&CH	L&NS	L&NS	85
	Mazzarella (secy)	HIST	SS&PS	SS&PS	86
	Shaver	ACCT	B&E	VPAA APPT	85
	St. Onge (v.c.)	MCLL	L&NS	VPAA APPT	86
	Doerries	PSYC	SS&PS	VPAA APPT	85
9. FACULTY HEARING COMMITTEE	Maniyar	ECON	B&E	IF	85
	Weiss	B&CH	L&NS	IF	85
	Hornback	EDUC	SS&PS	IF	86
	Boyd	M&M	B&E	B&E	85
	Fellowes (chmn)	ACCT	B&E	B&E	86
	Game	CPSC	L&NS	L&NS	85
	Teschner	PHIL	L&NS	L&NS	86
	J. Petruchyk	A&C	SS&PS	SS&PS	85
	J. Hubbard	LSPE	SS&PS	SS&PS	86

\*\*This position will be filled by appointment of the VPAA at the expiration of the incumbent's term.

	<u>COMMITTEE</u>	<u>MEMBER</u>	<u>DEPT</u>	<u>SCHOOL</u>	<u>ELECTED BY</u>	<u>TERM EXPIRES</u>
10.	FACULTY GRIEVANCE COMMITTEE	Colonna	ECON	B&E	IF	85
		Casey, S.	M&M	B&E	IF	86
		Sacks (chmn)	B&CH	L&NS	IF	85
		Avioli	MATH	L&NS	IF	86
		Kernodle (v.c.)	SOSW	SS&PS	IF	85
		Bauer	PSYC	SS&PS	IF	86
		Edwards, C.	ACCT	B&E	IF	86
11.	NOMINATIONS COMMITTEE	Bankes	B&CH	L&NS	IF	85
		MacLeod	ENGL	L&NS	IF	85
		Miller	POLS	SS&PS	IF	86
		Rowell (v.c.)	ACCT	B&E	B&E	85
		Gailey (chmn)	MATH	L&NS	L&NS	86
		Bostick	HIST	SS&PS	SS&PS	86
		Summerville	VPAA	--	XO	--
12.	LIBRARY ADVISORY COMMITTEE	Avery	M&M	B&E	VPAA APPT	86
		Schell	ACCT	B&E	VPAA APPT	85
		Dooley	PSYC	SS&PS	VPAA APPT	86
		Morgan (chmn)	HIST	SS&PS	VPAA APPT	85
		Mollick	B&CH	L&NS	VPAA APPT	86
		St. Onge	MCLL	L&NS	VPAA APPT	85
		McDonald, Greg	STDT	--	SA	85
		Woods, Jesse	STDT	--	SA	85
		Barbour	DIR	LIBR	XO	--
13.	DEAN WM. PARKS COL- LOQUIUM COMMITTEE	Booker	ECON	B&E	VPAA APPT	85
		Boyd	M&M	B&E	VPAA APPT	86
		Friedman	EDUC	SS&PS	VPAA APPT	85
		Morris (chmn)	HIST	SS&PS	VPAA APPT	86
		Squires	PSYC	SS&PS	VPAA APPT	86
		Paul	ENGL	L&NS	VPAA APPT	85
		Pugh	B&CH	L&NS	VPAA APPT	86
14.	REVIEW BOARD FOR PROTECTION OF HUMAN SUBJECTS	Lopater (chmn)	PSYC	SS&PS	VPAA APPT	85
		Mathews	SOCL	SS&PS	VPAA APPT	85
		Markusen	B&CH	L&NS	VPAA APPT	86
		Riley	ACCT	B&E	VPAA APPT	86
		Barbour	GRANTS	--	XO(NV)	--
15.	TEACHER PREPARATION COUNCIL	Jenkins (chmn)	EDUC	SS&PS	XO	--
		Durel	DEAN	SS&PS	XO	--
		Powell	DEAN	L&NS	XO	--
		LaVerriere	ADMN	--	VPAA APPT	85
		Vought	C&CS	--	VPAA APPT	86
		Pugh	B&CH	L&NS	VPAA APPT	85
		MacLeod	ENGL	L&NS	VPAA APPT	85
		D. King	MCLL	L&NS	VPAA APPT	86
		Avioli	MATH	L&NS	VPAA APPT	85
		Herrmann	PSYC	SS&PS	VPAA APPT	85
		J. Hubbard	LSPE	SS&PS	VPAA APPT	86
		R. Hubbard	A&C	SS&PS	VPAA APPT	85
		Killam	POLS	SS&PS	VPAA APPT	86
		Hornback	EDUC	SS&PS	VPAA APPT	86
		Buoncristiani	PHYS	L&NS	VPAA APPT	86



	<u>COMMITTEE</u>	<u>MEMBER</u>	<u>DEPT</u>	<u>SCHOOL</u>	<u>ELECTED BY</u>	<u>TERM EXPIRES</u>
16.	CONTINUING EDUCATION COMMITTEE	Braganza	DIR	C.ED	XO	--
		Coker	M&M	B&E	VPAA APPT	85
		Booker	ECON	B&E	VPAA APPT	86
		Stark	ENGL	L&NS	VPAA APPT	85
		McCubbin	CPSC	L&NS	VPAA APPT	86
		Kernodle	SOSW	SS&PS	VPAA APPT	85
		Hornback (chmn)	EDUC	SS&PS	VPAA APPT	86
		McLoughland	DEAN	ADMN	VPAA APPT	85
17.	PROGRAM REVIEW COMMITTEE	Bartlet (chmn)	MATH	L&NS	VPAA APPT	85
		Doerries	PSYC	SS&PS	VPAA APPT	86
		Fellowes	ACCT	B&E	VPAA APPT	85
		G. Webb	PHYS	L&NS	VPAA APPT	86
		Hines	A&C	SS&PS	VPAA APPT	85
		Chambers	ENGL	L&NS	VPAA APPT	86
18.	BASIC EDUCATION COUNCIL	Booker	ECON	B&E	DEAN-L&NS APPT	85
		Casey, S.	M&M	B&E	DEAN-L&NS APPT	86
		Gordon	ENGL	L&NS	DEAN-L&NS APPT	85
		Gailey (chmn)	MATH	L&NS	DEAN-L&NS APPT	86
		Butchko	SOCL	SS&PS	DEAN-L&NS APPT	85
		Hornback	EDUC	SS&PS	DEAN-L&NS APPT	86
		Weber	MATH	L&NS	DEAN-L&NS APPT	85
		McLoughland	ADMN	--	XO	--

NOTE: With the exception of the Honors Council, all terms of service expire at the end of the day of spring commencement in the year indicated.

Christopher Newport College  
Evaluation Calendar1984-1985  
(academic year)

EVENT	DEADLINE		
	REAPPT OF PROB FACULTY TO A (CNC)		ALL OTHER CANDIDACIES
	SECOND YEAR	THIRD YEAR	
1. Calendar published.	9/14/84	9/14/84	9/14/84
2. Each school dean notifies appropriate department chairmen and FRC of this year's required and optional evaluations.	9/17/84	9/17/84	9/17/84
3. Each department chairman notifies the department's potential evaluatees of required and optional evaluation decisions for the year and of the evaluatees' attendant responsibilities.	9/21/84	9/21/84	9/21/84
4-a. Each department chairman submits for the approval of the appropriate dean the department's statement of internal standards and procedures.	9/21/84	9/21/84	9/21/84
4-b. The dean reviews each departmental statement of internal standards and procedures for consistency with college-wide standards and procedures, notifies the department of any required changes, and forwards an approved statement for each department to the VPAA.	9/25/84	9/25/84	9/25/84
4-c. The VPAA reviews each statement submitted by the deans (4-b) for consistency with college-wide standards and procedures, notifies the dean and the department of any required changes, and forwards an approved statement for each department to the appropriate dean and the FRC.	9/28/84	9/28/84	9/28/84
4-d. Requests from tenured faculty for waiver of formal performance evaluation in the present academic year are received in the school dean's office bearing the endorsements of a majority of the requestor's full-time departmental colleagues (form EVAL-3).	N/A	N/A	10/1/84



EVENT	DEADLINE		
	REAPPT OF PROB FACULTY TO A (CNC)		ALL OTHER CANDIDACIES
	SECOND YEAR	THIRD YEAR	
4-e. The school dean acts on all requests from tenured faculty for waiver of formal performance evaluation and distributes the completed forms EVAL-3 to the VPAA, department chairman, FRC chairman and respective requestors.	N/A	N/A	10/8/84
5-a. The department chairman (or, in the event that the evaluatee is a department chairman, the school dean) supervises the formation of the three-member peer group (for "non-critical" decisions) or the selection of the first five members of the seven-member peer group (for "critical" decisions), and submits the appropriately completed form EVAL-5 to the school dean.	11/5/84	10/5/84	11/5/84
5-b. The school dean reviews the resulting document for consistency with all applicable school and departmental requirements, effects any necessary changes, and submits the resulting form EVAL-5 to the VPAA for final review and certification.	11/9/84	10/9/84	11/9/84
5-c. The VPAA reviews the resulting document for consistency with college-wide requirement, effects any necessary changes (including VPAA appointments for "critical" decisions), certifies the membership, and forwards copies of the completed form EVAL-5 to the evaluatee, the deans, the FRC, and all peer group members.	11/30/84	10/12/84	11/30/84
5-d. The peer group holds its first (organizational) meeting and establishes timetables and procedures for the conduct of its business.	12/10/84	10/16/84	12/10/84
6. The evaluatee submits his or her required annual activities reports (form EVAL-6) and updated dossier to the peer group chairman.	1/14/85	10/16/84	1/14/85
7-a. The peer group submits its signed summary statement and recommendation(s) (form EVAL-7) to the evaluatee for review and acknowledgement.	1/24/85	10/29/84	1/30/85



EVENT	DEADLINE		
	REAPPT OF PROB FACULTY TO A (CNC)		ALL OTHER CANDIDACIES
	SECOND YEAR	THIRD YEAR	
7-b. The peer group submits its signed summary statement and recommendation(s), bearing the evaluatee's acknowledgement, together with appropriate annual activities reports (form EVAL-6), to the school dean.	1/25/85	10/31/84	2/1/85
8. The school dean completes the appropriate section of the "summary of administrative action" (form EVAL-8) and forwards it, together with the appropriate completed forms EVAL-6 and EVAL-7, to the VPAA. A copy of the resulting form EVAL-8 is sent to the evaluatee.	2/1/85	11/7/84	2/11/85
9-a. The VPAA refers the materials in step 8 to the FRC.	2/4/85	11/9/84	2/13/85
9-b. The FRC completes the appropriate section of form EVAL-8 and forwards it, together with the other materials in step 9-a, to the VPAA. A copy of the resulting form EVAL-8 is sent to the evaluatee.	2/11/85	11/27/84	3/1/85
10. The VPAA completes the appropriate section of form EVAL-8 and forwards it, together with the other materials in step 9-b, to the President.	2/18/85	12/5/84	3/20/85
11. The President completes the appropriate section of form EVAL-8. The completed forms EVAL-7 and EVAL-8 are placed in the evaluatee's official personnel file, and copies are sent to the evaluatee, the department chairman, the school dean, and the FRC. The forms EVAL-6 are returned to the department chairman for inclusion in the evaluatee's dossier.	2/25/85	12/10/84	3/27/85
12. For those positive Presidential decisions requiring action by the Board of Visitors, the appropriate dean prepares a resolution for approval of the VPAA and President and action by the Board.	N/A	N/A	4/1/85
13. The Board of Visitors acts on the resolution(s) in Step 12.	N/A	N/A	4/23/85

Distribution: President  
School Deans  
FRC Members

CNC Chronicle  
Reading File



