

# CNC CHRONICLE

## 1982-83

August 19th  
#22 of 1983

### MON.

AUGUST 22

Registration, 9:00 am, Adm. Building, Library  
" 6-8 pm, " "

### TUE.

AUGUST 23

2:00 pm, Meetings of School Faculties, L&NS...A-105  
SS&PS...W-209  
B&E....W-103

Registration, 1:00, Adm. Building, Library  
" 6-8 pm, Adm. Building, Library

### WED.

AUGUST 24

3:00 - GENERAL  
FACULTY MEETING - N125

### THU.

AUGUST 25

### FRI.

AUGUST 26

### SAT.

AUGUST 27

### SUN.

AUGUST 28

Published weekly by the  
Vice President for  
Academic Affairs



## OFFICIAL ANNOUNCEMENTS

### Off Campus Activities

"The Office of Risk Management (ORM) has assumed responsibility for all liability and casualty insurance for the College effective July 1, 1983. The policies procured by ORM are understood to be very broad in coverage, yet many aspects of our operations previously covered by temporary binder on our package policy with The Travelers Company may no longer be insured. I am particularly concerned that a comprehensive statement of off campus activities conducted or sponsored by the College be developed and forwarded to ORM. Accordingly, I request that college departments conducting off-campus activities provide, in writing, a summary of such activities planned for the current fiscal year, i.e. from July 1, 1983 to July 1, 1984. Please include all credit instruction programs as well as athletic and continuing education programs. Field trips and credit or non-credit instruction involving hazards above those involved in a normal classroom lecture setting are of particular interest. Please include:

1. Location (be specific, if in Newport News Parks, which parks?)
2. Frequency of event(s).
3. Number of participants/students per event.
4. If transportation from/to the campus is provided by the College, describe the mode and how supervision is provided.
5. Activity taking place.
6. Is insurance required by the owner of the location? If so, what are the specific requirements for limits of liability?

Please provide this information by September 10, 1983. To the extent separately insured for sports events, intercollegiate athletics is exempt from this requirement."

\* \* \* \* \* -- James D. Eagle, VPFA

### Motor Vehicle Registration

Faculty, Staff, and students who operate or park a motor vehicle or motor cycle on the Campus Grounds must register the vehicle with the Parking Administration in the Campus Center Building by the end of the first week of class.

The 1983-84 parking stickers are on sale now, and may be purchased at the Campus Center Information Desk from 9:00 am, to 8:00 pm. Monday through Thursday, and 9:00 am, to 4:30 pm Friday. Effective August 29, 1983 parking stickers may be purchased from 7:30 am to 10:00 pm Monday through Thursday and 7:30 am. to 5:00 pm Friday. Early vehicle registration is encouraged.

\* \* \* \* \* -- Campus Police

### Registration Information to Faculty & Staff, Fall 1983

The final days of registration are:

August 23, 1983 9:00 - 12:00 and 6:00 - 8:00  
August 24, 1983 1:00 - 3:00 and 6:00 - 8:00

### Registration Procedure

Students will enter Administration Building lobby to obtain registration forms.

They will proceed to the Library to meet with faculty for general advisement.

Faculty stations will be arranged in alphabetical order by department for advising registrants in all areas of degree requirements, majors, minors, course content, etc.



Periodic closed course lists will be provided to avoid advising students into closed sections.

The advised student will complete the registration form, obtain the adviser's signature and return to the Administration Building to process his/her course selections through the computer terminals.

Registration will be completed upon payment of tuition and fees.

-- Office of the Registrar

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### Corrections to Fall 1983 Registration News - Key Dates

1. September 5, 1983 - Labor Day Holiday - No classes.
2. Thanksgiving Recess begins November 21, 1983 at 10:00 pm.

-- Office of the Registrar

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### Academic Calendar--1984-1985

#### Mini Session '84

5/16 W Registration & classes begin  
 5/28 M Memorial Day - classes will meet  
 6/4 M Classes end & final examinations

#### Summer Session A '84

6/5 T Registration  
 6/6 W Classes begin  
 7/4 W Holiday  
 7/9 M Classes end  
 7/10 T Final examinations

#### Summer Session B '84

7/11 W Registration  
 7/12 R Classes begin  
 8/13 M Classes end  
 8/14 T Final examinations

#### Summer Session C '84

6/5 T Registration  
 6/6 W Classes begin  
 7/4 W Holiday  
 8/8 W Classes end  
 8/9 R Final examinations (TR classes)  
 8/10 F Final examinations (MW classes)

#### Fall '84

8/21&8/22 Tue & Wed Registration  
 8/27 Mon Classes begin 8:00 am  
 8/31 Fri Last day of add/drop & late registration  
 9/3 Mon Holiday - Labor Day  
 10/26 Fri Last day to withdraw from a course without grade penalty  
 11/12 to 15 Mon to Thu Early Registration - Spring 1985  
 11/19 Mon Thanksgiving recess begins 10:00 pm



11/26	Mon	Thanksgiving recess ends 8:00 am
12/8	Sat	Classes end 12:00 noon
12/10 to 15	Mon to Sat	Final examinations
12/17	Mon	Final grades due 12:00 noon
1/13	Sun	Commencement

Spring '85

1/15&16	Tue & Wed	Registration
1/21	Mon	Classes begin 8:00 am
1/25	Fri	Last day of add/drop and late registration
3/16	Sat	Spring recess begins 12:00 noon
3/25	Mon	Spring recess ends 8:00 am
3/29	Fri	Last day to withdraw from a course without grade penalty
4/8 to 11	Mon to Thu	Early registration - Fall 1985
5/4	Sat	Classes end 12:00 noon
5/6 to 11	Mon to Sat	Final examinations
5/13	Mon	Final grades due 12:00 noon
5/19	Sun	Commencement

-- Office of the Registrar

NEWS & GENERAL INFORMATIONCalendar of Events & Administrative Deadlines (1983-1984)

The above document is attached to this issue of the Chronicle. It is not intended to be either complete or immutable, but it may be of assistance in planning some of the activities of the academic year. Activities that are not included on the calendar will, of course, be announced separately; and many activities that are included will not only be announced later but also be discussed later in greater detail by the responsible office. It is suggested that all members of the academic community detach and retain this calendar for future reference.

\* \* \* \* \* -- Vice President for Academic Affairs

Noncredit Continuing Education Courses Offered at Reduced Costs

Within a few days you will receive brochures describing the fall courses from the CNC Office of Continuing Education. For most courses the Office reduces the cost by approximately 30% for full-time CNC faculty and staff and their spouses. You are welcome to call or to come by our office in the Administration Building, Room 442.

Plans for spring courses are beginning. If there are courses related to your academic area or interests that you would like to discuss for inclusion, please contact me.

We welcome your participation in Continuing Education as a teacher, learner and supporter. Thank you!

Agnes Braganza  
Director of Continuing Education

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Captain's Log

The Captain's Log will be coming out on Thursdays this semester. The deadline for copy is Friday at noon. All material must be typed (double-spaced) on one side of the page.

Sue White, Editor-in-Chief  
Captain's Log

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### Availability of PRIME 750 Academic Computer

The PRIME 750 academic computer will be available for instruction and research use by the beginning of the Fall semester. This will almost completely eliminate the need for making batch runs to William & Mary's IBM computer.

Any faculty who anticipates using the keypunches should inform me by Friday, August 26, 1983 so that the need for these machines may be determined.

-- Shahram Amiri, Director, Computer Center

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### PRIME Orientation

A mini-session has been developed to acquaint the faculty with the PRIME 750 academic computer. This class is an overview of the hardware architecture, file management system, and available software for the PRIME.

A comprehensive 50-page booklet will be handed out in class. If you cannot attend the class, the booklet will be available in the Computer Center after August 29, 1983. For your convenience, please note that the same class will be conducted on August 25 & 26.

CLASS: "OVERVIEW OF PRIME 750"  
INSTRUCTOR: S. AMIRI  
DATE: AUGUST 25 & 26  
TIME: 10:30 - 11:45 am  
PLACE: NEWPORT 117

-- Shahram Amiri, Director, Computer Center

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### Deans' Offices

Please welcome Valerie Brown, Student Assistant, who will be assisting in our area during the Fall Semester.

A new extension has been added to the phone system in the Deans' Offices, Ext. 7095. However, this extension does not have transfer capability. In the event you are not able to reach anyone on 7095, please dial 7052 or 7036.

- Margie Simmons

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### Safety

Office workers who believe they are safe in an office environment compared to the dangers faced by employees who work in hazardous occupations should give special attention to the accidents listed below. You will notice that six of the ten accidents reported on Campus occurred in an office environment. Office accidents do not just happen. They are caused by ignoring safeguards and cautionary procedures. Any accident represents an unwanted interruption in the normal course of business. Whether it is injury, a property loss, or merely an interruption of work, it is costly, undesirable, and unnecessary.

The following is a list of such accidents reported on Campus from July 1, 1982 to June 30, 1983.

<u>Accident</u>	<u>Cause</u>	<u>Date</u>	<u>Occupation</u>	<u>Expense</u>
1. Pulled neck and shoulder muscle	Pulling receipts from storage	02-23-83	Clerk	\$60.00



2. Jammed thumb in drawer	Closing drawer to file cabinet	05-09-83	Custodial	60.00
3. Bruised Leg	Moving tables - table fell over.	06-14-83	Custodial	60.00
4. Bruised Knee	Standing on chair - chair tipped	08-17-82	Clerk	0
5. Cut finger	Bush axe fell when re- moving broom from tool rack	08-06-82	Laborer	70.85
6. Contusion on arm and hip	Slipped on steps	11-15-82	Accountant	0
7. Cut eyeball	Broken pieces of glass from light	11-16-82	Custodial	111.82
8. Inflammed ankle	Doing toe raises	02-14-83	Instructor	248.36
9. Injured eye	Blowing off top of lawn mower and piece of metal flew in eye	08-04-82	Foreman	140.01
10. Strained back ligaments, strained disc in back. Pulled ligaments, Inflammed Nerve.	Attempted to pull heavy file drawer.	08-19-82	Clerk	5660.40
Total -				\$6411.44

The accident losses listed above were covered under the College's Workers' Compensation Insurance Program, but insurance premiums over the long term reflects actual losses, plus insurers overhead and profit. The Workers' Compensation Insurance premium cost the College \$29,515.00 for the fiscal year 1982-83 and \$18,025.00 for the fiscal year 1983-84. (The low 1983-84 premium reflects compensation of the over estimated 1982-83 premium).

ACCIDENTS DO NOT HAPPEN - THEY ARE CAUSED

-- Safety Director

#### FACULTY/STAFF/STUDENT NEWS

At the second International Symposium on Informal Logic in Windsor Ontario, John Hoaglund read a paper on "Typing" June 21st. He was elected to the Executive Committee of the Association for Informal Logic and Critical Thinking.

CALENDAR OF EVENTS  
AND  
ADMINISTRATIVE DEADLINES  
(1983-1984)

Date	Requirement or Event	Responsible Office	Receiving Office
<u>1983</u> <u>August</u>			
22	Academic year begins	--	--
22	Books go on sale	Bookstore	--
23	Registration (9 am; 6 pm)	Registrar	--
23	School Faculty meetings (2:00 pm)	School Deans	--
23	Department Meetings (3:15 pm)	Dept. Chairmen	--
24	Registration (1 pm; 6 pm)	Registrar	--
24	New Faculty tation (9 am; 1 pm)	VPAA	--
24	Reception for New Library Director; Mr. Wendell Barbour	Library Advisory Committee	--
24	General Faculty Meeting (3:15 pm)	VPAA	--
24	Initial Meetings of Elected Committees	VPAA	--
28	President's reception for Faculty (4 pm)	President	--
29	Classes begin	Faculty	--
29-31	Late registration; drop/add	Registrar	--
<u>Sept</u> <u>1-2</u>	Late registration; drop/add	Registrar	--
2	Last day to add a course	Registrar	--
5	Labor day; College closed		
7	Deadline for submission of agenda items for September Faculty Meeting	Faculty; Committees	VPAA
8	Proposed departmental class schedules for Spring '84 submitted (with de- scriptions for new and topics courses)	Department Chairmen	School Dean
12	Census, Fall Semester	VPAA	Computer Center
14,15	CLEP testing	Counseling & Career Svces.	--
15	Chairmen's Meetings	School Deans	--



Date	Requirement or Event	Responsible Office	Receiving Office
Sept 16	General Faculty Meeting	VPAA	--
19	Complete Spring '84 class schedule submitted	School Deans	Registrar & Bookstore
28	Career program for Education & Leisure Studies	Counseling & Career Svces.	--
TBA	SCHEV Status Upgrade Committee visits CNC campus	VPAA	--
Oct 1	Smithsonian Museum Forum	Continuing Ed.	--
3	Notification of evaluation; forward criteria to FEC	Department Chairmen	FEC
3	Initial call for <u>Catalogue</u> copy changes	Admissions Office	All concerned
5	Deadlines for submission of agenda items for October Faculty Meeting	Faculty; Committees	VPAA
8	Fall Fest	Student Life	--
10	FEC review of evaluative criteria & notifications (second year faculty seeking retention for third year)		--
12,13	CLEP testing	Counseling & Career Svces.	--
14	General Faculty Meeting	VPAA	--
17	FEC review of evaluation criteria & notifications (all except second year faculty seeking retention for third year)	FEC	Department Chairmen
17	Completion of dossier & submission to peer group (second year faculty seeking retention for third year)	Department Chairmen	Evaluee's peer group
19	Speaker: Harvey Wasserman (Subject: Nuclear Energy)	Student Life	--
19	Career program for Accounting	Counseling & Career Svces.	--
20	Department Chairmen's meetings	School Deans	--
24	Circulation of dossier in peer group; peer group recommendations completed (second year faculty seeking retention for third year)	Department Chairman	Evaluee's peer group
27	Board of Visitors meeting	Board Liaison	--



Date	Requirement or Event	Responsible Office	Receiving Office
Oct 28	Registration Notice distributed	Registrar	Faculty
29	Halloween Party	Student Life	--
31	Peer group evaluation on to evaluatee (second year faculty seeking retention for third year)	Peer group	Evaluee
Nov 1	Book orders for Spring '84	Department Chairmen	Bookstore
2	Agenda items for November Faculty Meeting	Faculty; Committees	VPAA
2	Career program for Economics, Finance, Management, Marketing	Career Svces	--
5	PLUG-IN-PENINSULA	Continuing Ed.	--
7	Signed evaluation to FEC (second year faculty seeking retention for third year)	Department Chairmen	FEC
11	General Faculty Meeting	VPAA	--
14	Evaluation to FPC (second year faculty seeking retention for third year)	FEC	FPC
14-18	Early registration for Spring '84	Registrar	--
15	Catalogue copy to VP's for review/approval	Deans/Directors	VPAA, VPSA, VPFA, as appropriate
16-17	CLEP testing	Counseling & Career Svces	--
17	Department Chairmen's meetings	School Deans	--
18	Evaluation to School Dean (second year faculty seeking retention for third year)	FPC	School Deans
21	Thanksgiving recess begins at 10:00 pm	--	--
28	Thanksgiving recess ends, 8:00 am		
28	Catalogue copy approved by VP's & sent forward	VPAA, VPSA, VPFA, as appropriate	Admissions
30	Agenda items for December Faculty Meeting	Faculty; Committees	VPAA
30	Evaluation to VPAA (second year faculty seeking retention for third year)	School Dean	VPAA
Dec 5	Dinner Theatre, National Shakespeare Co.	Student Life	--



Date	Requirement	Event	Responsible Office	Receiving Office
Dec 4	Recommendations year faculty year	Candidacies of second year retention for third year	VP	President
9	General Faculty	meeting	VP	
10	Fall semester class	ends, 12:00 noon		
12	Dossier completed (All evaluation accepted as noted above)	submitted to peer group	Department Chairmen	Evaluee's peer group
12-16	Used Book Buy-Back week		Bookstore	--
12-17	Final examination		Faculty	--
15	Second year faculty seeking third year retention notification in writing of President's decision on candidacy		President	Evaluee
15	Board of Visitors meeting		Liaison	--
16	Budget/Personnel requests for 84-86 Biennium		Deans/Directors	VPAA
19	Final grades due, 12:00 noon		Faculty	Registrar
23	College closes at 12:00 noon for winter holidays			--
23-31	College closed.			--
1984 Jan				
1-2	College closed			--
3	College reopens, 8:00 am			--
8	Commencement		VP&SA	--
12	Registration for new students		Registrar	--
12	Freshman Orientation		Student Life	--
16	Books go on sale for Spring '84		Bookstore	--
17,18	Registration - Spring '84		Registrar	--
18,19	CLEP testing		Counseling & Career Services	--
23	Classes begin		Faculty	--
23	Dossier circulated in peer group; peer group recommendations completed		Department Chairman	Evaluee's peer group
23-27	Late registration; drop/add		Registrar	--



Date	Requirement or Event	Responsible Office	Receiving Office
Jan			
14	Peer group evaluation to evaluatee	Peer group	Evaluatee
25	Signed evaluation to FEC	Department Chairman	FEC
27	Last day to add a course	Registrar	--
30	Evaluation to FPC	FEC	FPC
30	Proposed departmental class schedules for Summer '84 and Fall '84 submitted (with descriptions for new & topics courses)	Department Chairmen	School Dean
Feb			
1	Agenda items for February Faculty Meeting	Faculty; Committees	VPAA
2	Ground Hog Day		
3	Evaluation to School Dean	FPC	School Dean
6	Complete Summer '84 & Fall '84 class schedules submitted	School Deans	Registrar & Bookstore
6	Census, Spring Semester	VPAA	Computer Center
7,8	Financial Aid Workshops	Financial Aid	--
8	Evaluations to VPAA (first year faculty seeking retention for second year)	School Dean	VPAA
8	Career program for Modern Languages, Political Science, Psychology, Sociology	Counseling & Career Svces	--
10	General Faculty Meeting	VPAA	--
10,11	Homecoming	Student Life	--
15	Evaluations to VPAA (except as noted above)	School Dean	VPAA
15	Career program for Biology & Chemistry	Counseling & Career Svces	--
16	Department Chairmen's Meetings	School Deans	--
20	Recommendations on candidacies of first year faculty seeking retention for second year	VPAA	President
20	Catalogue sent to printer	Admissions	--
29	Agenda items for March Faculty Meeting	Faculty; Committees	VPAA



Date	Requirement or Event	Responsible Office	Receiving Office
March 1	First year faculty seeking second year retention notified in writing of President's decision on candidacy	President	Evaluee
7	Career program for History & Philosophy	Counseling & Career Svces	--
9	General Faculty Meeting	VPAA	--
14,15	CLEP testing	Counseling & Career Svces	--
15	Department Chairmen's Meetings	School Dean	--
15	Cut off for submission of departmental requisitions for f.y. '84	Various	Purchasing
17	Spring recess begins at 12:00 noon	--	--
26	Spring recess ends at 8:00 am	--	--
26	Registration News for Summer '84 & Fall '84 distributed	Registrar	Faculty
April 1-7	Spring Fest week	Student Life	--
2	Catalogue delivered	--	Admissions
2	Book orders submitted for Summer '84	Departments	Bookstore
4	Agenda items for April Faculty Meeting	Faculty;Committees	VPAA
6	Recommendations on all faculty evaluation candidacies due in President's Office (except as noted above)	VPAA	President
7	Annual Writers' Conference	Continuing Ed.	--
9-12	Early registration for Fall '84	Registrar	--
11	Annual reception for new students & families	Admissions	--
11	Career program for Computer & Information Science, Mathematics, and Physics	Counseling & Career Svces	--
11,12	CLEP testing	Counseling & Career Svces	--
13	General Faculty Meeting	VPAA	--
13	Early registration for Summer '84	Registrar	--
14	Annual Workshop: Career Options for Teachers	Continuing Ed.	--

Date	Requirement or Event	Responsible Office	Receiving Office
<u>April</u>			
16	Book orders due for Fall '84	Department Chairmen	Bookstore
18	Career program for Art, Music, Theatre	Counseling & Career Svces	--
19	President's recommendations on faculty tenure/promotion candidacies	President	Board of Visitors
19	Department Chairmen's Meetings	School Dean	--
26	Board of Visitors meeting	Board Liaison	--
30	All remaining evaluatees notified of disposition of evaluation/candidacy	VPAA	Evaluee
<u>May</u>			
2	Agenda items for May Faculty Meeting	Faculty; Committees	VPAA
5	Classes end at 12:00 noon	--	--
7-11	Used Book Buy-Back Week	Bookstore	--
7-12	Final examinations	Faculty	--
11	General Faculty Meeting	VPAA	--
12	Due date for return of all borrowed Library materials (for annual inventory)	All borrowers	Library
14	Final grades due, 12:00 noon	Faculty	Registrar
16	Registration for Mini-Session; Mini-Session classes begin	Registrar; Faculty	--
16	Deadline for all fiscal year '84 book orders	Faculty Library Coordinators	Library
16, 17	CLEP testing	Counseling & Career Svces	--
18	Mini Session census	VPAA	Computer Center
19	VPAA reception for Faculty	VPAA	--
20	Commencement	VPSA	--
28	Memorial Day, Administrative Offices closed. <u>Mini-Session classes will meet</u>	Faculty	--
<u>June</u>			
TBA	Freshman Orientation	Student Life	--
4	Mini-Session ends; Mini-Session final exams.	Faculty	--



Date	Requirement or Event	Responsible Office	Receiving Office
<u>June</u>			
5	Registration for Summer Sessions A&C	Registrar	--
6	A&C Session Classes begin	Faculty	--
12	A&C Session census	VPAA	Computer Center
13,14	CLEP testing	Counseling & Career Svcs	--
18	Cut off for duplicating, IBM, & postage charges for fiscal year 1984	Logistics	--
25	Cut off for charges;warehouse closed for inventory	Logistics	--
28	Board of Visitors Meeting	Board Liaison	--
<u>July</u>			
TBA	Freshman Orientation	Student Life	--
TBA	Advance registration for Fall '84	Registrar	--
4	Independence Day; College closed	--	--
9	A-Session classes end	--	--
10	A-Session final examinations	Faculty	--
11	B-Session registration	Registrar	--
12	Final grades for A-Session due	Faculty	Registrar
12	B-Session classes begin	Faculty	--
17	B-Session census	VPAA	Computer Center
18,19	CLEP testing	Counseling & Student Life	--
<u>August</u>			
TBA	Advance registration for Fall '84	Registrar	--
8	C-Session classes end	--	--
9,10	C-Session final examinations	Faculty	--
13	C-Session final grades due	Faculty	Registrar
13	B-Session classes end	--	--
14	B-Session final examinations	Faculty	--
16	B-Session final grades due	Faculty	Registrar