



October 10, 1980  
#24 of 1980

# COMMUNITY CHRONICLE

## MONDAY - October 13

- 11:00 - President/Administrators  
Board Room  
4:15 - Vice President/Department of  
Fine & Performing Arts - Art Studio  
1:30 - Vice President/Department of Chemistry  
G112

3:00 - Vice President/Department of Economics

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## TUESDAY - October 14

12:15 P.M. - Division of Arts & Letters - N202

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## WEDNESDAY - October 15

- Vice President/Department of English  
Noon - N203  
Noon - Degrees Committee - N208  
3:00 - Vice President/Department of  
Accounting & Finance - G224B

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## THURSDAY - October 16

- 2:30 - Vice President/Department of  
Political Science - N119

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## FRIDAY - October 17

- 2:00 - Vice President/Department of  
History - N220

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## SATURDAY - October 18

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## SUNDAY - October 19



## OFFICIAL ANNOUNCEMENTS

### Purchasing Policy

All purchases of goods or services over \$25.00 which are to be paid for from College funds must be authorized in writing in advance by the appropriate Vice President for either Academic Affairs or Student Services, or his designate as authorized by the President, and the Vice President for Finance, or his designate as authorized by the President.

The first approval is to verify the purchase is an official College matter, and the second is to verify that funds have been budgeted therefor.

Goods and services not contracted for in this manner will not be paid unless an exemption is made by the President.

President Anderson

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### From the Mailroom

In order to assure adequate distribution of memos, etc., through the Campus Mailroom, please submit the following quantities with distribution instructions:

Faculty only - 120 copies

Faculty & Staff - 280

Corky Greene, Purchasing Contract  
Officer

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## NEWS & GENERAL INFORMATION

### Inauguration Invitations

The invitations to the Inauguration Ceremony were mailed prior to the final completion of an up-dated Faculty/Staff Directory; therefore, someone may have been overlooked. Anyone not receiving an invitation should come to the Office of Continuing Studies so that we can prepare an invitation for you.

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### CNC/ODU Affiliated B.S.N. Program Meeting

On October 26, at 3:00 P.M., members of the ODU Department of Nursing will be in G145 to discuss the CNC/ODU Affiliated BSN Program. If you have a group of students in this program in one of your classes, I would like for you to announce this or remind them of it.

Ruth Simmons

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### Cafeteria Menu - October 13 thru October 17

Mon., Oct. 13	Tues., Oct. 14	Wed., Oct. 15	Thurs., Oct. 15	Fri., Oct. 16
Hamburger Hogie	Club Sandwich	Sloppy Joe	Soup & Sandwich	Lasagna
with Lettuce & Tomato	Potato Chips	French Fries	\$1.00	Garlic Bread
Baked Beans	\$1.50	\$1.75		\$1.75
\$1.75				

Sausage Biscuit	55¢
Ham Biscuit	65¢
Egg Biscuit	50¢
Sausage & Egg Biscuit	75¢
Ham & Egg Biscuit	85¢

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### State of Virginia Classified Position Vacancy - EEO/AA Employer

Class Title: Clerk Stenographer B	Class Code: 11032	Salary: \$7,860
Position No: 00066	Date of Vacancy: 16 October 1980	Department: Admissions
Application Deadline: 14 October 1980		

**Application Instructions:** Employees of the Commonwealth of Virginia who meet the minimum qualifications described below and who are interested in the position should complete the State of Virginia Application for Employment (G.O. Form P-12) and submit it to Mrs. Elizabeth P. Welch, Personnel Office, T-8-A, not later than 5:00 P.M., October 14, 1980.

**Duties and Responsibilities:** The incumbent will be responsible for maintenance of computer-based system for inquiries to the Admissions Office. This system generates reports that measure the effectiveness and efficiency of recruitment programs, etc. Responsibility also includes the entry of applicant data, filing and maintenance within this system, etc. The incumbent will also provide support to other staff members in the processing of applications, by way of establishing files, completion of cardex records, credential searches, the typing of letters of admission, and answering inquiries from prospective students.

**Job Qualifications:** Must have ability to type accurately with satisfactory speed from rough copy; take and transcribe shorthand accurately; clerical aptitude; general knowledge of business English and mathematics; general knowledge of office equipment and its uses; general knowledge of filing systems and principles; and the ability to understand and follow oral and written instructions.



CNC will have the option of promoting a qualified State employee or selecting an applicant from outside the Virginia State Government.

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#### Blue Cross/Blue Shield Notice

We have a problem and it has the potential of costing everyone a great deal of money. The problem is maintaining correct information on file for our employees who are subscribers to Blue Cross/Blue Shield. If you have changed your name, or your home address since you signed your original application, you may be missing out on important information Blue Cross/Blue Shield mails to your home address. Also, you could experience a delay in processing of claims if the name of the patient doesn't exactly match the name listed on your original application. To notify Blue Cross/Blue Shield of a name change, or a home address change, please contact Mrs. Robin Blankenship, Payroll Office, T-8-A, for assistance.

Elizabeth P. Welch, Personnel

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#### 1980 United Way Campaign Begins

Early next week each member of the CNC Faculty and Staff will receive a United Way brochure and pledge card. I hope that each individual will take a few minutes to study the brochure in order to become aware of the variety of local human service organization that rely on this annual campaign. Many of these agencies are almost totally dependent on the Peninsula United Way Fund for their operating budgets.

The College's payroll giving plan makes it possible to pledge your annual contribution now and have it deducted from your pay during early 1981. Clearly, the United Way is the most efficient way that we of the CNC Community can participate in these worthy local causes.

This year the American Cancer Society, as an independent organization, is cooperating with the Peninsula United Way as a campaign participant.

Jim Moore, United Way Campaign  
Coordinator

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#### Nominations for Harry S. Truman Scholarships Sought

Nomination of students to participate in the federally sponsored Harry S. Truman Scholarship Program are now being sought.

Nominees for Truman Scholarships must include in their nomination materials a statement of interest in a career in government that specifies in some detail how their academic program and their overall educational plans will prepare them for their chosen career goal.

To be considered for nomination as a Truman Scholar, a student must:

- be enrolled as a matriculated student pursuing a degree at an accredited institution of higher education during the year in which nominated. Students in two-year colleges who plan to transfer to a baccalaureate program at another institution may be nominated.
- be a junior pursuing a bachelor's degree as a full-time student during the 1981-82 academic year. "Junior" here means a student who has completed more than half the second year of college but not more than half the third year before the beginning of the 1981-82 academic year.
- have a college grade point average of at least "B" (or equivalent) and be in the upper fourth of her or his class.



- be a United States citizen, or in the case of nominees from American Samoa or the Trust Territory of the Pacific Islands, a United States national.
- have selected an undergraduate field of study that will permit admission to a graduate program leading to a career in government.

Additional information is available from Harvey Williams, CNC Representative.

### FACULTY/STAFF NEWS

Professor Carl M. Colonna has had an article entitled, "Two Elements of the Arts and Urban Development: The Arts Services Industries and Physical Design," published in The Arts and Urban Development: Critical Comment and Discussion of the Monograph Series in Public and International Affairs jointly published by the Charles F. Kettering Foundation and the University of Akron.

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A paper written by Elizabeth M. Daly, "Using Student Journals to Individualize Instruction," has been included in Field Experience in Post Secondary Education: A Guide Book for Action published in September 1980 by University Press of America.

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Marshall Booker was recently awarded national recognition for his work in secondary level economic education for a project entered in the 18th Annual National Awards Program for the Teaching of Economics of the Joint Council on Economic Education.

Marshall is one of the 24 teachers sharing \$9,250 in cash prizes. Judged by eight distinguished economists and educators, his project was chosen for its innovative and effective approach to presenting economics in the classroom. His program is a joint effort in cooperation with Mrs. Katherine Booth, Director of Development at Hampton Roads Academy.

Marshall will be honored along with the other winners at the annual conference of the Association for Supervision and Curriculum Development in St. Louis next March.





COMMITTEE REPORTSUniform Faculty Survey Committee

## MEMORANDUM

TO: Faculty

FROM: Bob Durel, Chairman  
Uniform Faculty Survey Committee

DATE: October 10, 1980

Attached is the latest draft of the uniform faculty survey form and guidelines which the committee plans to recommend to the administration. We express appreciation to all the faculty who have provided constructive criticism. While we were not able to incorporate all the important views expressed, we attempted to assure the faculty's and student's interests within the time limit and controversial nature of our task.

The committee does not view the 10 items of Part A as a comprehensive assessment of teaching effectiveness but rather as a list of minimum classroom mechanics and behaviors expected of all instructors. The departments shall add to this list so that a more comprehensive evaluation of teaching effectiveness can be made.

The committee realizes that the guidelines require additional clerical support and work from the FEC. If the procedures are accepted, the FEC may have to be enlarged or a subcommittee established under the auspices of the FEC.

FACULTY SURVEY  
CHRISTOPHER NEWPORT COLLEGE

PROCEDURES FORM

NAME OF INSTRUCTOR: \_\_\_\_\_

COURSE NUMBER AND TITLE: \_\_\_\_\_

SEMESTER: \_\_\_\_\_ YEAR: \_\_\_\_\_

DATE: \_\_\_\_\_

Were proper procedures followed in conducting this survey?

YES \_\_\_\_\_ NO \_\_\_\_\_

SIGNATURE OF STUDENT-DESIGNATE: \_\_\_\_\_



FACULTY SURVEY  
CHRISTOPHER NEWPORT COLLEGE

NAME OF INSTRUCTOR: \_\_\_\_\_

COURSE NUMBER AND TITLE: \_\_\_\_\_

SEMESTER: \_\_\_\_\_ YEAR: \_\_\_\_\_

READ INSTRUCTIONS

PURPOSE:

The purposes of this survey are to assess and to improve the effectiveness of the instructor and to provide the department with evaluative information. The survey has three sections. Part A, Uniform Faculty-wide items, consists of statements concerning performance, and applies to all faculty members. Part B, Department items, focuses upon concerns specific to the discipline. Summaries of Parts A and B will be considered by the College in personnel decisions. Part C (optional), Instructor items, contains questions unique to the course and instructor and are for the exclusive use of the instructor.

Your responses on this survey remain anonymous. Please do not make any identifying marks on the form. The completed surveys will not be made available to the instructor until after the final grades have been recorded in the registrar's office. If an instructor wishes to review Part A, he/she will inform the Department Chairman and will make arrangements with the Faculty Evaluation Committee to look at the survey forms in the presence of an FEC member or a duly authorized representative of the FEC.

PROCEDURES:

1. The survey will be conducted at the beginning of a regularly scheduled class meeting towards the end of the semester, with sufficient time allowed for everyone to complete the forms.
2. The instructor appoints a student to administer the survey. The instructor will make a copy of the catalogue available to the class. In the case of a topics course, a copy of the Registration News in which the course description appears will be made available. If so requested, the student-designate reads the course description aloud. The instructor will leave the room until the survey is completed.
3. The student-designate distributes the forms to the class and writes the name of the instructor, course number and title, number of students completing the survey and the date on the three envelopes provided. The student-designate will label one envelope for Part A., one for Part B, and one for Part C.
4. After he/she has completed the survey, each student will detach Part C and place the forms in the appropriate envelope.
5. After all students have completed the survey and placed their forms in the envelopes, the student-designate seals the envelopes and writes his/her name over the seals. Then he/she signs the provided form indicating that proper procedures were followed in the conducting of the survey.
6. The student-designate will hand-deliver the sealed envelopes and procedures form to the Department's secretary (or to the library supervisor in the case of night classes).

PART A  
FACULTY-WIDE ITEMS

INSTRUCTIONS: Regardless of the course content or your personal feelings about the instructor, please evaluate the instructor for effectiveness, using the components below. The results of this assessment are to be used as one piece of evidence along with many others to analyze the instructor's performance. Your honest and objective response is required to make the process valid.

Please blacken the appropriate "0" after each item indicating whether you strongly disagree, disagree, are neutral, agree, or strongly agree with the statement. Blacken the "0" under N/A if the item is not appropriate to the course or if you do not have sufficient information on which to base your opinion.

	STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE	N/A
1. The course described in the college catalog is the course you actually received.	0	0	0	0	0	0
2. The course description presented in the syllabus or by the instructor at the beginning of the semester accurately described what you actually received.	0	0	0	0	0	0
3. Assignments were relevant to course materials.	0	0	0	0	0	0
4. The instructor effectively communicated the course content.	0	0	0	0	0	0
5. The materials used to evaluate students were fair with respect to course content.	0	0	0	0	0	0
6. The grading policy was clearly stated.	0	0	0	0	0	0
7. The grading procedures were fair.	0	0	0	0	0	0
8. The instructor returned your work with pertinent comments.	0	0	0	0	0	0
9. The instructor returned your work within a reasonable period of time.	0	0	0	0	0	0
10. The instructor made herself/himself available for help when help was requested.	0	0	0	0	0	0



## PART A

## COMMENT:

In the space provided below, elaborate on or add to any of the responses on Part A that you may wish to clarify.

PART B  
DEPARTMENT ITEMS

INSTRUCTIONS: (To be developed by each department)

--Each department shall develop a reasonable number of items specific to its discipline, items that supplement those of Part A. These items must lend themselves to summary and presentation in the instructor's dossier. These items are not to repeat items in Part A and it is recommended that they be limited to one page. Part B shall be included in the instructor's dossier and shall be considered in assessing teaching effectiveness. This part of the faculty survey shall be forwarded to the Department Chairman once the instructor's grades are turned in to the registrar.

PART C  
INSTRUCTOR ITEMS

INSTRUCTIONS: (To be developed by the instructor)

--It is recommended that each instructor develop a set of items for her/his own use and professional development. This part of the survey shall be placed in a separate envelope and forwarded sealed directly to the instructor by the Department secretary once the course grades have been turned in to the registrar. These items shall not be considered as part of the student evaluations to be included in the instructor's dossier.



## GUIDELINES FOR USE AND PRESENTATION OF SURVEY RESULTS

1. The department secretary shall record that the survey was conducted. The secretary shall forward the sealed envelopes marked Part A to the FEC, Part B to the Department Chairman, and, once the grades are turned in to the Registrar, Part C to the Instructor. The FEC shall record Part A and forward it to the Director of the Computer Center for processing.
2. The Director of the Computer Center shall assure the confidentiality and security of Part A of the survey forms. The forms shall be read by means of a scanner and the data stored in a confidential data file.
3. Once the data are stored, the survey forms shall be forwarded to the FEC/FPC staff secretary. The secretary shall type all written comments with priority given in accordance with the peer evaluation schedule. The FEC shall verify the comments and shall provide typed copies of such comments to the instructor. Within two weeks of receiving the comments, the instructor may request further verification from the FEC. After the two weeks, copies of the comments are made available to the department for entry into the instructor's dossier.
4. Part A of the survey forms shall be stored in the FEC files until the FEC and the instructor certify that all decisions utilizing the survey results have been made. The survey forms should then be destroyed.
5. The results of the closed-ended items of Part A stored in the confidential data file shall be summarized in a standardized format indicating the number of responses for each category. This standardized format is shown below. The summarized data shall be included in the instructor's dossier. Within two weeks of receiving the summary data, the instructor may request additional verification of the data through the FEC.
6. The faculty survey data shall remain stored in the confidential data file at the Computer Center until the FEC and instructor certify the data are no longer needed for decisions. At that time the data shall be destroyed.
7. If an instructor wishes to review Part A of the survey forms, he/she will inform the department chairman and make arrangements with the FEC to look at the survey forms in the presence of an FEC member at a time specified by the FEC.
8. The summarized data of Parts A and B of the survey forms shall be considered as evidence in the evaluation process by the instructor's peer group(s), the Faculty Personnel Committee, and the Administration. The data shall not be used for the ranking of faculty members and such use shall be a violation of these guidelines.

FACULTY SURVEY  
CHRISTOPHER NEWPORT COLLEGE

SUMMARY

NAME OF INSTRUCTOR: \_\_\_\_\_

COURSE NUMBER AND TITLE: \_\_\_\_\_

SEMESTER: \_\_\_\_\_ YEAR: \_\_\_\_\_

DATE: \_\_\_\_\_

	STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE	N/A
1. The course described in the college catalog is the course you actually received.	_____	_____	_____	_____	_____	_____
2. The course description presented in the syllabus or by the instructor at the beginning of the semester accurately described what you actually received.	_____	_____	_____	_____	_____	_____
3. Assignments were relevant to course materials.	_____	_____	_____	_____	_____	_____
4. The instructor effectively communicated the course content.	_____	_____	_____	_____	_____	_____
5. The materials used to evaluate students were fair with respect to course content.	_____	_____	_____	_____	_____	_____
6. The grading policy was clearly stated.	_____	_____	_____	_____	_____	_____
7. The grading procedures were fair.	_____	_____	_____	_____	_____	_____
8. The instructor returned your work with pertinent comments.	_____	_____	_____	_____	_____	_____
9. The instructor returned your work within a reasonable period of time.	_____	_____	_____	_____	_____	_____
10. The instructor made herself/himself available for help when help was requested.	_____	_____	_____	_____	_____	_____