

Archives

# CNC CHRONICLE

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April 29, 1991

## THIS WEEK

EXAM WEEK APRIL 29 - MAY 4, 1991

## ANNOUNCEMENTS

### Work Study Student

The Financial Aid Office has sent memos and request forms to department heads asking them to submit their requests for 1991-92 College Work-Study student workers.

If you have not received a memo yet, or if you have questions, please contact Susan Glaude at 4-7151. Requests were due in the Financial Aid Office by April 22, 1991. Late requests will only receive consideration after those already received have been processed.

### Reminder

All faculty, staff and administrators must have a CNC ID card prior to July 1, 1991. The cards are free and available at the Campus Center Information Desk.

### FAX

The fax machines on campus are for time-sensitive material only. If you absolutely must have something that day, by all means use the fax machines. IF NOT, please ask the sender to forward the information through the U.S. Mail.

### Ramseur Concert

Tracy Dahl, soprano, will perform Sat. May 4, 1991. Call 594-7089 for more information.

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Have some information you'd like to share with the CNC community?  
Please submit your information in memo form to the Office of Public Relations  
before noon on Wednesday  
Need information?...call 594-7039.

## Library

Twenty-five books on audio cassette tape have recently been added to the browsing collections of the CNC library. These recorded books range from classics such as Huckleberry Finn and The Scarlet Letter to recent fiction including The Handmaid's Tale and Prince of Tides. Some non-fiction (Among Schoolchildren and The Art of Japanese Management) is also included. These titles are available in the media center where they can be checked out for seven days.

## FYI

Reminder - Faculty Members: CASE is seeking nominees for National, and State, Professor of the Year. This program is the most prestigious recognition of excellence in undergraduate teaching in the country. State winners receive \$1,000 and the national professor of the year will receive \$10,000. Nominations are due to CASE by May 30, 1991. CNC is allowed three nominees. For more information contact John Campbell 4-7039.

## Menu

For information on the daily menu, please call the cafeteria at 4-7007.

## FYI

The Chronicle, which has resumed its distribution to all faculty and staff, will be published once every two weeks instead of weekly. The Chronicle will be published every 2nd and 4th week of each month. Please make note of this and plan accordingly.

## FYI

May 6-12, 1991 has been declared the WEEK OF THE NURSE.

## FYI

The Review Board for the Protection of Human Subjects has included in this issue of the CHRONICLE the final version of the Guidelines for research projects done at CNC. Each full and part-time faculty member will receive a copy of the formal booklet at the beginning of the fall semester. If you have any questions, contact any member of the board:

Yvonne Stringfield, Chairman, 4-7343, Louis Serio, Vice Chairman, 4-7173, James Fieser - 4-7770, Cheryl Mathews - 4-7111, James Eagle - 4-7266.

## Recycling

Beginning May 1st, the College will initiate its recycling program. Containers will be placed around campus for the collection of aluminum and two types of paper. Please take note of the locations of these containers and notify Dr. Edward Weiss if you feel additional containers are needed or other locations would be better. Also, please arrange convenient



collection points for paper within depts. and offices. (Use an empty copypaper box or folders for collecting.) Remember that all waste will still be removed by housekeeping, but now there will be multiple types of waste handled.

Please announce to students that these new waste-handling procedures will be starting and that their cooperation is essential. The classroom garbage cans will be for nonrecyclable wastes: food materials, snack containers, nonaluminum containers, nonrecyclable paper, and newspaper. The paper collection boxes and aluminum collection boxes will be in hallways in strategic locations. In order to assist the collection process, try to empty aluminum cans before discarding them. Also, the paper acceptable for recycling will at this time consist of two types: a) green-bar computer paper and b) white office paper (stationery; copypaper; continuous feed #15, #18, #20 computer paper). Please collect these types of paper separately and remove any tape and staples/paper clips from them. Shredded paper must be considered nonrecyclable.

In addition to paper and aluminum, cardboard will be separated for recycling. Very little extra handling will be necessary for cardboard, just set it out so that it can be collected. It will be flattened and accumulated for removal.

Thank you for your support in this most important program. If there are any problems that arise as we start, or as the program progresses, please contact Edward Weiss at 4-7044, or Jerry Smith at 4-7035.

#### Summer hrs.

Summer hours for IBM, Apple and PRIME labs are as follows:

Mon. - Thurs.	10 a.m. - 2 p.m. & 6 p.m. - 9 p.m.
Fri.	10 a.m. - 3 p.m.
Sat.	1 p.m. - 6 p.m.
Sun.	Closed

#### Personnel

The April/May issue of Personnel Communique includes an article on U.S. Savings Bonds that contains two errors.

First, under "Education Exemption" the article states that a full tax exemption on earned interest will be available for single filers with income of \$57,700 or less, and for joint filers with income of \$94,350. The statements should have read, "Single taxpayers with incomes between \$41,950 and \$57,700 and joint filers



## Faculty

Clyde Brockett acted as editor of the booklet of abstracts promulgated at the April 3 - 7 Sonneck Society convention held in Hampton under CNC sponsorship.

Clyde Brockett's review of Walther Bulst and Marie Luise Bulst-Thiele, eds. Hilarii Aurelianensis Versus et Ludi; Ludus Danielis Belouacensis; Anhang, Die Egerton Handschrift: Bemerkungen zur Music des Daniel-Spiels von Beauvais (Leiden: E.J. Brill, 1989) has appeared in Medieval Music Drama News, Winter 1991.

Dr. Parviz Khajeh-Khalili will give a talk on "Periodic Solutions to Nonlinear Ordinary Differential Equations" in the Mathematical Association of America Meeting, which will be held at Virginia Commonwealth University on April 27, 1991.

Mary H. Daniel, Reference Services Librarian, coordinated Lifelines for the 90's, a continuing education workshop presented at Randolph Macon College for members of the Virginia Library Association Library Instruction Forum. The program featured three Virginia Academic Librarians, who presented sessions on small group learning, library-faculty partnerships, computer assisted instruction, and assessment. Mrs. Daniel is the current chair of the Library Instruction Forum.

Jay Paul's essays on Nikki Giovanni, John Knoepfle, William Matthews, Heather McHugh, Linda Pastan, George Starbuck, and Lucien Stryk appear in the 5th Edition of Contemporary Poets (St. James Press.)

The winner of the contest to name Smith Library's Online Catalog is Karen Talbott. Ms. Talbott, a junior majoring in history, was presented a pound of Godiva Chocolates for her entry NAVIGATOR. The announcement was made by Wendell Barbour, Library Director, at the Read Aloud sponsored by the library April 17, in celebration of National Library Week.



Notice for Chronicle  
April 25, 1991

The Board of Visitors of Christopher Newport College met on Wednesday, April 24, 1991, and passed the following resolutions:

- Resolution 2: Professional Faculty Appointment: **Linda S. Sawyer**, Coordinator of Military Services
- Resolution 3: Plan of Compensation for Instructional Faculty
- Resolution 4: Instructional Faculty Tenured Appointment: **Sandra Lumpkin Bryan**, Associate Professor, Department of Education and Leisure Studies
- Resolution 5: Instructional Faculty Tenured Appointment: **Parviz Khajeh-Khalili**, Assistant Professor, Department of Mathematics
- Resolution 6: Promotions of Instructional Faculty:  
**Lewis Ivory Nicholson**, Instructor to Assistant Professor; Department of Political Science and Governmental Administration;  
**David Earl Game**, Assistant Professor to Associate Professor; Department of Physics and Computer Science;  
**John Emmett Jenkins**, Assistant Professor to Associate Professor; Department of Education and Leisure Studies;  
**Parviz Khajeh-Khalili**, Assistant Professor to Associate Professor; Department of Mathematics;  
**Raouf Lofti Selim**, Assistant Professor to Associate Professor, Department of Physics and Computer Science;  
**Roberta Katz Rosenberg**, Assistant Professor to Associate Professor, Department of English;  
**John Richard Guthrie, Jr.**, Associate Professor to Professor, Department of Modern and Classical Languages and Literatures;  
**Sang Oh Park**, Associate Professor to Professor, Department of Economics and Finance.
- Resolution 7: Promotions of Administrative and Professional Faculty:  
**Gordon Vincent Brown, Jr.**, Instructor to Assistant Professor (Professional Faculty), Head Coach, Men's and Women's Track and Field and Cross Country;  
**Mary Brennan Hand**, Instructor to Assistant Professor (Professional Faculty), Catalog Librarian;  
**Tisa Ann Mason**, Instructor to Assistant Professor (Administrative Faculty), Director of Student Life;  
**Robert Andrew Netter**, Assistant Professor to Associate Professor (Administrative Faculty), Registrar.
- Resolution 8: Sabbatical Leave, **James M. Morris**, Professor of History.
- Resolution 9: Appointment Status Change of Instructional Faculty, **David Scott Balthrop**, Assistant Professor, Department of Arts and Communication;

- Resolution 10: Appointment Status Change of Instructional Faculty, **Charlotte Louis Otts**, Instructor, Department of Biology, Chemistry, and Environmental Science.
- Resolution 11: Instructional Faculty Appointment, **Diane Catanzaro**, Department of Psychology.
- Resolution 12: Instructional Faculty Appointment, **Donald Walter Hicks**, Department of Accounting.
- Resolution 13: Instructional Faculty Appointment, **Terri Lynn Phillips**, Department of Arts and Communication.
- Resolution 14: Delegation of Authority
- Resolution 15: Cancellation of Certain Outstanding Past-Due Accounts Receivable Considered Uncollectible
- Resolution 16: Instructional Faculty Appointment, **Charlotte E. Copley**, Department of Mathematics.
- Resolution 17: Instructional Faculty Appointment, **Harry Greenlee**, Department of Political Science and Governmental Administration.
- Resolution 18: Instructional Faculty Appointment, **Shelia Parker Greenlee**, Department of Psychology.
- Resolution 19: Instructional Faculty Appointment, **Bob Shiver Hodges III**, Department of Management and Marketing.
- Resolution 20: Instructional Faculty Appointment, **Mayes D. Mathews**, Department of Management and Marketing.
- Resolution 21: Instructional Faculty Appointment, **Linda Ruth Sanders**, Department of Education and Leisure Studies.
- Resolution 22: Tuition and Mandatory Fees
- Resolution 23: Board of Visitors Resolution Regarding the Faculty Senate Survey to Evaluate the President

--Barbara F. Copley  
Office of the President





## INSTITUTIONAL REVIEW BOARD FOR THE PROTECTION OF HUMAN SUBJECTS GUIDELINES

The Institutional Review Board for the Protection of Human Subjects 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 will give the guiding principles as well as more specific guidelines that need to be followed in order to gain IRB approval of your research project. Before turning to those principles and guidelines, however, there are a few general and procedural points we wish to state. A copy of the OPRR Reports: Protection of Human Subjects Code of Federal Regulations 45 CFR 46 is available in the reference section of Smith Library.

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. If faculty members have doubt regarding whether their survey needs IRB approval they should send a copy to the IRB for feedback.
3. When students, as part of a class requirement or for any other reason, are 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. We will process these requests as rapidly as possible. Informal surveys which explicitly comply with item two do not have to come to the IRB. However, the IRB would like to receive copies of the surveys to keep a record of the various types of surveys being done on campus.
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 guidelines outlined by the IRB. If there are questions, or at your request, you will have an opportunity to meet with the IRB to discuss your proposal.

The IRB is bound by 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.



Christopher Newport College  
Newport News, Virginia 23606-2998

# News Release

Release: IMMEDIATE  
Contact: John Campbell

April 23, 1991  
CNC -- 77

## CNC AWARDED FACULTY RETENTION GRANT

Christopher Newport College was awarded \$10,000 by the State Council of Higher Education to fund a faculty mentor and retention program.

The grant, for the 1991-92 academic year, will allow the college to offer professional development opportunities, study and implement tenure and promotion strategies, provide support for obtaining a terminal degree in a professor's field of study, and offer opportunities for research, mentoring and publication.

The availability of this type of program is vital to the success of the college's faculty recruitment and retention efforts.

CNC was one of nine Virginia colleges to share in the more than \$120,000 provided for this program.

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Christopher Newport College  
Newport News, Virginia 23606-2998

# News Release

Release: IMMEDIATE  
Contact: John Campbell 594-7039

April 18, 1991  
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## CNC SPONSORING GOLF CLASSIC TO BENEFIT HONORS SCHOLARSHIPS

Christopher Newport College is sponsoring its first golf classic to raise funds for the Honors Scholarship Program.

The event, scheduled for July 12, will be held at the Peninsula's newest and most exciting course, The Kiln Creek Golf and Country Club.

The field is limited to the first 180 people who register. The entry fee, which includes a golf cart, greens fee, beverages, use of the driving range, dinner, a golf shirt, cap, beverage cooler, stadium cup, key chain, balls, tees, etc., is \$125 per person.

"This fund raising event is vital to the continued success of the Honors Program," said Dr. Jay Paul. "While the number of honors students has steadily increased, financial support for this program has not been able to keep pace with the growth. The CNC Golf Classic will provide some of the much-needed funds that will enable many of our students to stay in the program, graduate and become leaders in their fields of study."

For more information on the CNC Golf Classic, or to register, call the Office of College Relations at 594-7039.

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Christopher Newport College  
Newport News, Virginia 23606-2998

# News Release

Release: IMMEDIATE  
Contact: John Campbell 594-7039

April 23, 1991  
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## CNC TRANSITION PROGRAM RECEIVES GRANT

Christopher Newport College will receive \$38,000 from the State Council of Higher Education to help support the college's Transition Program.

The Transition Program assists an average of 40 students each year who qualify for admission to Christopher Newport College but have one or more identifiable academic deficiencies.

The grant will provide funding for tutoring, counseling and instruction in study methods during the summer preceding the freshman year and similar support programs during that first academic year.

"This program has been very successful," said Transition Program Coordinator Richard Butchko. "The students involved are most likely to drop out after just one semester. Yet, the support they receive has been instrumental in keeping more than 95 percent of them at CNC for the entire freshman year. This rate is higher than expected considering their 'at risk' status."

CNC's Transition Program has helped prepare 236 students for the rigors of a college education during its 9 years of existence.

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