



April 21, 1978
#16 of 1978

Archives

COMMUNITY CHRONICLE

MONDAY - April 24
3:00 - Degrees Committee Conf. Room
Men's Varsity Tennis 24th&25th - DIAC
Tournament at Averett College
7:30 - Intermediate Modern Dance
Class presentation of "Dances in the Spring" - CC Theater

TUESDAY - April 25
Noon - Dean's Colloquia, Lecture by Dr. Cummings, on "Behavior Modification and Diet"
CC Theatre
Nominations Committee 12:15, Conf. Room

WEDNESDAY - April 26
Faculty Forum - 9:05 P.M.
WVEC, 1490 AM & 11:40 P.M.
WVHR, 101 FM - "Technology and the Library" - Charles Brownson

THURSDAY - April 27
10:00 - President's Ad. Council
CC214
1:30 - Deans' Meeting

FRIDAY - April 28
Women's Tennis (home) - 3:00
Randolph-Macon College
4:00 - G145 - Biology Colloquium
Dr. Karl Vermeullen of the Dept. of Biology, W&M, will speak on "Development of Tissue Culture Models of Human Urinary Infection"

SATURDAY - April 29
State Conference of AAUP
University of Richmond
Track - DIAC Championship
Laurinburg, N.C.

SUNDAY - April 30

DEAN'S ANNOUNCEMENTS

Special Faculty Meeting

A special Faculty Meeting will be held at 3:00 P.M., Friday, May 5th in N125. The main item of business will be curricular matters.

FACULTY NEWS

Dick Guthrie was re-elected to the position of Secretary of the Virginia Chapter of the American Association Teachers of French at its annual meeting in Richmond, April 14,15.

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On April 14th and 15th Susan St. Onge attended the annual meeting of the Foreign Language Association of Virginia where she chaired the interdisciplinary section on "Women in Literature."

At the same conference, one of our senior French majors, Robin Patton, participated in a panel discussion dealing with articulation between high school and college French programs. The panel was sponsored by the AATF of Virginia.

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Mike Staman has accepted an invitation to edit a volume of "New Directions for Institutional Research," the quarterly journal of the Association for Institutional Research published by Jossey-Bass. The topic of the issue will be "Administrative Computer Systems in Higher Education" and will appear late in 1979.

In May, Mr. Staman will be presenting a workshop on "Planning and Resource Allocation" and chairing a contributed papers session at The 18th International Association for Institutional Research Forum being held in Houston, Texas.

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Jim Hines and Clyde Brockett (adjunct professor of music) attended the Spring Meeting of the Southeast Chapter of the American Musicological Society at the University of South Carolina in Columbia on Saturday, April 8. Dr. Brockett is Chairman of the Chapter, and Dr. Hines serves as Secretary-Treasurer. The Spring 1979 meeting will be held at CNC on April 7.

ANNOUNCEMENTS

Physical Education Department

Under the direction of Mary Lu Royall and student director Terry Price the Intermediate Modern Dance Class will present "Dances in the Spring," April 24 at 7:30 in the Campus Center Theater.

The Elementary Physical Education Classes will sponsor a "Play Day" for the Newport News-Head Start Children at 11:00 A.M., April 24th and 26th in the large gym.

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CNC Child Care Center

CNC's Preschool and Child Care Center requests your presence at an Art Showing & Reception on Saturday April 30, from 3-5 P.M. in the Campus Center - main lobby. On display will be art works of the children from the Center. The display will continue through May 5. Charlene Packard, Director, extends the invitation to each person in the college community. She hopes most persons will join the reception and/or come to the exhibit.

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AAUP State Conference

The Spring meeting of the State Conference of the AAUP will be held Saturday, April 29 at the University of Richmond. Anyone interested in attending, please contact Bob Durel.

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ENROLLMENT IN THE 1980's

ALTERNATIVE VIEWPOINTS

A one-day seminar presenting national, regional and local perspectives to be held May 4, 1978 in Richmond, Virginia. Fee \$45.

Featuring

Harold Hodgkinson
Professional Institute, American
Management Association
(former Director, National
Institute of Education)

Gordon Davies, Director
State Council for Higher
Education in Virginia

David Spence
Southern Regional
Education Board

Gerald R. McLaughlin
Virginia Polytechnic Institute
and State University

J. Michael Mullen
State Council of Higher Education
in Virginia

Elmo Roesler
The Virginia Community
College System

Co-Sponsors

Christopher Newport College

State Council for Higher Education
in Virginia

Virginia Polytechnic Institute
and State University

The Virginia Community
College System

The Society for College and University Planning

For Information contact:

E. Michael Staman, Director of
Planning and Institutional Studies
Christopher Newport College
P.O. Box 6070
Newport News, Virginia 23606

April 11, 1978

Dear Colleague:

As most of us know all too well, higher education is in a period of change, and it may change so significantly that the basic character of the services that we provide may be altered. The problem is one of discovering how to prepare to meet the challenge. Rather than go through another sequence of surprises like those of the late 1950's, the late 1960's and the mid-1970's, can we plan, prepare, and initiate policies which will help us manage the impact of the 1980's? What about desegregation, older students, new markets, declining enrollments, etc.? What will the impact be?

This announcement is for a one-day conference designed to provide at least some insight into one aspect of the problem--the potential audience. Note that it is not designed to be just another conference for learning alternate forecasting techniques. The program planned for the conference contains a wealth of national, regional and locally prominent individuals who can speak with authority to some of the issues facing higher education in the 1980's. The emphasis is on the market place--enrollments, what kind, how many, what issues, what problems, what solutions. The schedule is flexible, with an important one-hour question and answer period concluding the day. That open forum has proved to be one of the highlights of a similar conference held this past fall in Alabama by some of the same individuals.

This program provides what we believe to be a particularly unique and effective combination of individuals presenting the issues, and we are particularly pleased that Dr. Gordon Davies will be available to discuss the new affirmative action plan and that Dr. Harold Hodgkinson will be available to discuss the market for Higher Education in the 1980's.

Dr. Harold Hodgkinson is former director of The National Institute for Education and presently Executive Director of the American Management Association. He brings a national perspective to the situation and will provide an appropriate and thorough backdrop to the conference. Dr. Hodgkinson's first presentation will include a discussion of state-by-state enrollment variation, in/out migrations, differential fertility, the importance of other (industrial) institutions, trends, older students, etc. In a second session he will develop concepts related to implementation--once solutions are developed, how does one integrate the solutions into the fabric of the institutional processes.

Dr. Gordon Davies is Director of the State Council for Higher Education in Virginia, and the perspective from his office is one of extreme interest to all members of the higher education community. Dr. Davies will discuss the impact of the new affirmative action plan developed for the Commonwealth of Virginia.


Dr. David Spence is a research associate for The Southern Regional Education Board, and the regional perspective that he will provide combines the general vantage point possible from his office with facts and figures resulting from a translation of that vantage point. Dr. Spence will discuss the market on a regional level and will include a discussion on the demand for new faculty.

Mr. Michael Mullen is Assistant Director of the State Council of Higher Education in Virginia, and Dr. Elmo Roesler is Coordinator of Institutional Studies and Reports of The Virginia Community College System. They will provide a realistic appraisal of the trends and the issues and problems at a local level. Virginia is not unlike many of her neighbors and thus their comments carry the weight of both a local and "mini-regional" perspective. Mr. Mullen and Dr. Roesler will be discussing the importance of bringing "nontraditional" elements into the enrollment projection process, including the impact of eliminating duplicate programs and the implications of different kinds of enrollment and items which tend to upset enrollment projections.

Dr. Gerry McLaughlin is Associate Director of The Office of Institutional Research, Virginia Polytechnic Institute-State University. His observations will provide us with a very realistic appraisal of the situation as seen from the setting of a single institution. Dr. McLaughlin will be discussing policies which affect enrollment, including problems related to the uniqueness of various institutional characteristics, the supply and demand for various specialties, and problems of regional and state commitment.

The schedule for the day is packed with information, beginning with general concepts at the start of the day and developing into particular and detailed discussions by the conclusion of the conference. Please plan to attend. I look forward to meeting with you on May 4 at the United Virginia Bank Building, 9th and Main Streets, Richmond, Virginia. See the attached agenda and registration form for particulars on reservations, and if you will need overnight accommodations, please call either me or Mrs. Emilie Smith at 804-599-7180.

Sincerely,



E. Michael Staman
Program Coordinator

Attachment

Enrollment in the 1980's

Thursday, May 4, 1978

United Virginia Bank Building
9th & Main Streets
Richmond, Virginia

Agenda

8:30-9:00	Coffee
9:00-9:05	Welcome - Dr. Gordon Davies
9:05-10:15	Enrollment in the 1980's - A National Perspective Dr. Harold Hodgkinson
10:15-10:30	Break
10:30-11:10	Enrollment in the 1980's - A Regional Perspective Dr. David Spence
11:10-11:50	Enrollment in the 1980's - A Statewide Perspective Mr. Michael Mullen Dr. Elmo Roesler
11:50-12:45	Lunch
12:50-1:40	Impact of the new Virginia Affirmative Action Plan Dr. Gordon Davies
1:40-2:20	Enrollment and Policies - Issues of the 1980's Dr. Gerald McLaughlin
2:20-2:15	Attrition/Evaluation - Dr. Harold Hodgkinson
3:15-3:30	Break
3:30-4:30	Open Panel - All Speakers

The fee is \$45. For a reservation make your check or purchase order payable to The Society for College and University Planning, complete the form below, and mail the material to: E. Michael Staman, Christopher Newport College, P.O. Box 6070, Newport News, Virginia 23606.

Name _____ Phone _____

Title _____

Institution _____

Address _____

ADMISSIONS OFFICE

We have received a report showing the number of students in our area scoring over 600 on the SAT in the current test cycle (1977-78):

<u>Area</u>	<u># Above 600 SAT-Verbal</u>	<u># Above 600 SAT-Math</u>	<u>Total # Test Takers</u>
Chesapeake	24	44	688
Hampton	32	61	947
Portsmouth	16	30	464
Virginia Beach	55	104	1621
Newport News	33	61	953
Norfolk	40	76	1179
Total	200	376	5852

This information is of particular interest to us when compared with the figures for our own freshman class this year, 10% of whom (26) scored above 600 on the verbal test, and 16% of whom (42) scored above 600 on the math test.

Early indicators suggest that our incoming freshman class this year will, again, show improvement over previous year's classes in SAT's and class rank.

Keith F. McLoughland

POSITION OPENING

Research Specialist

The research specialist is involved in most areas of college activity, including facilities utilization, enrollment forecasting, budget development, student and personnel data reporting, etc. The research specialist will develop clear and consistent reports, charts, tables, and graphs based upon available data. Skill in written communication is mandatory and knowledge of computers is desirable.

A Bachelor's degree is required and individuals with strong potential for quantitative skills are particularly encouraged to apply regardless of major. Experience in a field related to the tasks described above may be substituted on an equivalent time basis. The starting salary is \$9,600 annually, with an increase to \$10,032 after six months probationary experience. Apply in person or by sending a resumé to: Personnel Office, CNC, P.O. Box 6070, Newport News, Va. 23606. Deadline: May 5, 1978. CNC is an AA/EOE.

COMMITTEE REPORTS

Faculty Evaluation Committee

At the May faculty meeting the FEC will introduce two motions pertaining to the evaluation procedure for next year. Both changes are minor and are underlined below. The narrative explains current procedures.

Faculty members who have questions about the proposed changes should attend an open meeting on Friday, April 28, at noon in Wingfield 220.

Evaluation Procedures 1978-79

The paragraphs below describe the steps for forming peer groups and should be followed by departments this year. Please contact the FEC if you have any questions or problems.

1) Is the evaluatee eligible for promotion to assistant professor (check the criteria included in the Faculty Handbook, V-13)? If so, the peer group must have at least five members from the department at equal rank or higher. If there are not five members in the department, then the evaluatee requires a special peer group: the evaluatee selects two, the department selects two, and the FEC selects one. For special peer groups, rank is not a consideration. The peer group elects its own chairperson.

2) Is the evaluatee eligible for promotion to associate professor (check the criteria included in the Faculty Handbook, V-13)? If so, the peer group must have at least three members of the department at the rank of assistant or professor or above. If this condition cannot be met, then a special peer group is formed: the evaluatee selects one, the department selects one, and the FEC selects one. Rank is not a consideration in special peer groups. If the evaluatee requests an expanded peer group or if the department requests an expanded peer group, the FEC will select one or two additional members for this peer group. In addition, two members from outside the department must be included, both at the rank of associate professor or higher. The evaluatee selects one and the department selects the other. The peer group elects its own chairperson. This peer group will have a minimum of five members.

3) Is the evaluatee eligible for promotion to professor (check the criteria included in the Faculty Handbook, V-14)? If so, the peer group must have at least three members from the department at the rank of associate professor or higher. If this condition cannot be met, then a special peer group is formed: the evaluatee selects one member, the department selects one, and the FEC selects one. If the department or the evaluatee requests an expanded peer group, the FEC may select one or two additional members. For special peer groups rank is not a consideration. In addition, a second peer group comprised of three professors from outside the department is constituted: the evaluatee selects one member, the department selects one member, and the FEC selects one member. Both of these peer groups elect their own chairpersons. After the department peer group makes its recommendation, the dossier and summary statement go to the FEC for certification. After the FEC has certified that departmental criteria and procedures have been followed and that the summary statement is supported by material in the dossier, the dossier and summary statement are given to the second peer group, which writes a statement of concurrence or non-concurrence.

4) Is the evaluatee eligible for tenure (check the considerations for tenure decisions in the Faculty Handbook, p. V-19)? A departmental tenure committee consisting of at least five members must be formed. This committee includes all tenured members of the department. If a department does not have at least five tenured members, then each of the following adds one tenured

member of the faculty from a related field to the peer group until a committee of at least five members has been formed: the full-time members of the department other than the evaluatee; the Dean of Academic Affairs; the Departmental Tenure Committee as constituted thus far. This committee will have at least five members and makes the tenure recommendation for the department.

5) Is the evaluatee tenured and not eligible for promotion? If so, then a peer group of at least three members of the department at the evaluatee's rank or higher is formed. If this condition cannot be met, then a special peer group is formed: the evaluatee selects one member, the department selects one member, and the FEC selects one. If the evaluatee or the department requests an expanded peer group, then the FEC may select one or two additional members. Rank is not a consideration in special peer groups. This peer group elects its own chairperson.

6) Is the evaluatee not tenured and being considered for renewal? If so, then a peer group of at least three members at the evaluatee's rank or higher must be formed in the department. If this condition cannot be met, then a special peer group is formed: the evaluatee selects one, the department selects one, and the FEC selects one. If either the evaluatee or the department requests an expanded peer group, then the FEC may select one or two additional members. Rank is not a consideration in special peer groups. The peer group elects its own chairperson.

7) Is the evaluatee tenured and eligible to waive his or her evaluation (tenured faculty must be evaluated, at a minimum, once every three years)? If a majority of the department concurs in waiving the faculty member's evaluation, then the department should send a letter signed by the evaluatee and the members of his or her department to the FEC.

Student evaluations must be carried out each semester for all non-tenured faculty. Though tabulations of student evaluations are not required to be included in the dossier (V-11-12), the administration has stated that the likelihood of promotion or tenure without such evidence of teaching effectiveness is appreciably lessened. If a faculty member does not include tabulations of student evaluations, then he or she must provide alternative evidence to document teaching effectiveness.

Tenured faculty, according to the Dean of Academic Affairs (Chronicle, 11 November 1977), below the rank of professor should use student evaluations each semester, including all credit courses taught as overload courses or off-campus. Tenured faculty at the rank of professor should be evaluated by their students at least each spring semester.

The dossier is to be organized into four labelled sections: 1) recommendations of previous peer groups, 2) teaching effectiveness, 3) service, and 4) professional development (see V-10-11). Every dossier should contain a current professional vita: education, degrees held, professional experience, honors and awards, publications, and professional service, all with dates. The vita should be brief, comprehensive, and regularly updated. Copies of previous evaluations should be obtained from Dean Edwards' office.

The dossier should not ^{merely} be the record of the previous academic year. Instead, it should be a cumulative record of the faculty member's professional career, of particular importance when long-range, critical decisions are at issue. A cumulative dossier, however, does not imply a multi-volumed document. Good judgment should be exercised in the regular discarding of non-essential or outdated materials.

In particular, only properly certified, tabulated summary statements of student evaluations should be included (see V-12) never the actual forms.

filled out by the students. Summary sheets for previous years should be included, these summaries being clearly dated and identifying the date administered, the date tabulated, and the name of the tabulator. The college-wide procedure for administering and tabulating student evaluations is outlined in the Faculty Handbook (v-11-12).

The faculty member should include only samples of tests, handouts, and syllabi for courses taught, not all of the above for the entire career. Under service, the faculty member should include a summary of activities and achievements in this area. Unpublished and published articles or monographs or papers delivered at professional meetings need not be included but should be available to the peer group if it requests to read them.

Summaries of activities in the relevant areas as well as the dates of service would be helpful if placed at the beginning of each section of the dossier. This can serve both as a guide to materials in that section and as a substitute for lengthier, perhaps older materials not essential to the current dossier.

The dossier is kept in the office of the chairman of the department. Each member may review his own dossier and add to it material that he considers relevant, and it is primarily the responsibility of the individual faculty member to see that it is kept up to date.

*Current policy requires a peer group of at least five members for all critical decisions. This method of selecting the peer group is thought to be both fair and efficient.

**Current policy calls for the dossier to go to the second peer group before it goes to the FEC. The FEC recommends that these steps be reversed to ensure that the evaluation has been conducted in accord with criteria and procedures before it goes to the next peer group for its recommendation.

