#33 of 1981 December 4th

The C.N.C. Chronicle

MONDAY DECEMBER 7

11:00 - Curriculum Committee - A449

TUESDAY DECEMBER 8

11:00 - Administrative Council

Women's Basketball - Va. Wesleyan College - 7:00 P.M. (home)

WEDNESDAY DECEMBER 9

Men's Varsity Basketball - Eastern Mennonite College - 8:00 P.M. (away)

THURSDAY

DECEMBER 10

2:00 - F&P Arts - G143

FRIDAY DECEMBER 11

FACULTY MEETING - N125 - 3:00 P.M.

2:00 - Biology Staff Meeting - Gl33

2:00 - Dept. of English - N203

Women's Basketball - Salisbury State Tournament (away)

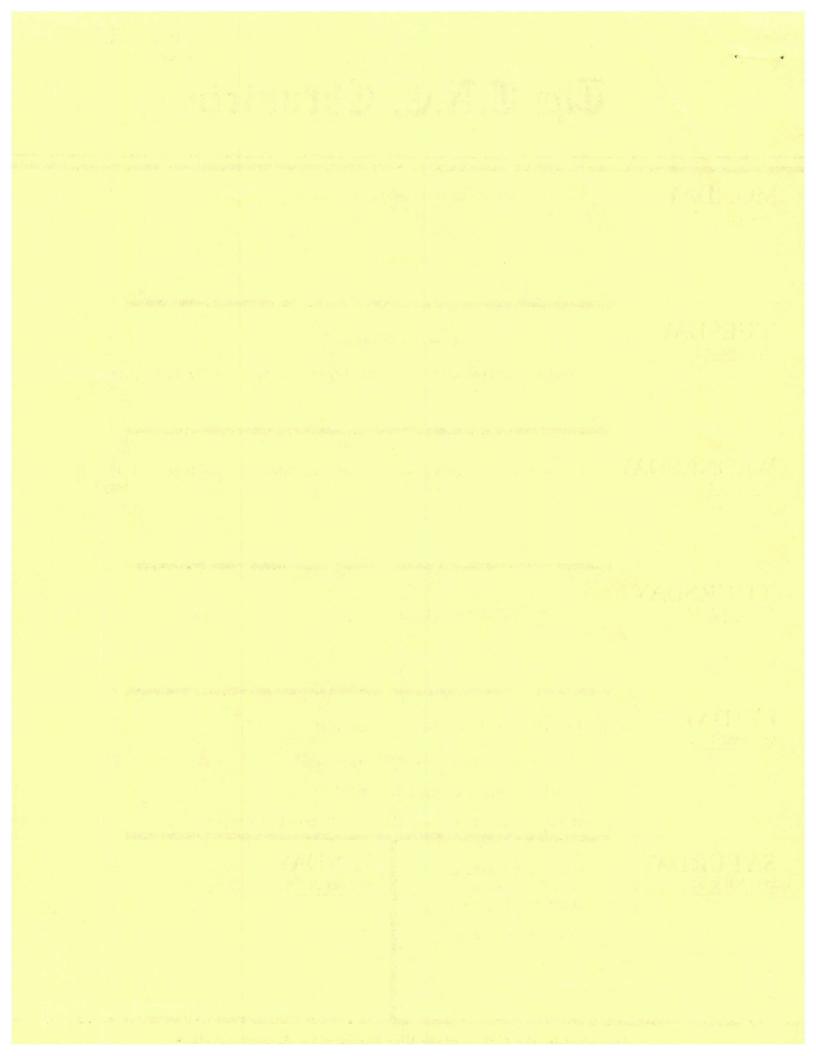
SATURDAY DECEMBER 12

Women's Basketball -Salisbury State Tournament (away)

Classes end Noon

SUNDAY

DECEMBER 13



OFFICIAL ANNOUNCEMENTS

Agenda for December 11th Faculty Meeting

The regular Faculty Meeting for December will be held Friday, December 11th in N125 at 3:00 P.M.

- I. Approval of the minutes of the regular November Faculty Meeting.
- II. Committee Reports:
 - A. Academic Status Committee Professor Dawson
 - B. Admissions Committee Professor Reppen
 - C. Curriculum Committee Dr. Morgan
 - D. Degrees Committee Dr. Paul
 - E. Faculty Advisory Committee Dr. Bauer
 - F. Faculty Evaluation Committee Dr. Miller
 - G. Other reports, if any
- III. Old Business:
 - A. Faculty Personnel Policies and Procedures Dr. Bauer
 - IV. A. Degrees Committee Proposals Dr. Paul
 - B. Academic Status Committee Proposal Professor Dawson
 - V. Adjourn

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Inclement Weather Policy

I. Objective

To provide employees a consistent leave policy for absences which result from the closing of the College because of inclement weather conditions.

II. Closing Decisions:

- A. Decisions to close the College will be made by the President
- B. A decision by the President to close the College will be communicated by his designee to the following news media:

T.V. Stations	Radio	Stations
Channel 3	WRAP	WGH AM/FM
Channel 10	WQRK	WVEC
Channel 13	WYVA	WOWI
	WTAR	WBCI
		WWDE AM/FM

III. All Day Closings

- A. Employees who work the scheduled day before and after an authorized closing, or work either of such days and who are on approved leave the other such work days, will not be charged annual leave for the absence. Employees absent the work day before and the work day after an authorized closing will be charged annual leave, or sick leave, or leave without pay for the authorized closing.
- B. Employees identified by the agency as being required to work during such authorized closings shall be referred to as "essential personnel" with respect to this policy. Essential personnel will be credited with compensatory leave for the hours worked during such closing. Essential personnel who do not report for work on such closings (umless authorized due to extenuating circumstances) will be subject to disciplinary action under Standards of Conduct. Essential personnel for this agency are identified

as follows:

1. Grounds Foreman

2. Carpenter Foreman

3. Groundsman

4. Utility Serviceman

5. Custodial Worker

6. Institutional Policeman

C. Essential personnel required to work in excess of the hours in their normally scheduled shift will be paid overtime for such excess time worked.

D. Employees other than "essential personnel" who report to work during period of authorized closing as a result of not having heard the closing announcement shall not be credited with compensatory leave except in extenuating circumstances and upon the approval of the President.

IV. Partial Shift Closings:

A. When inclement weather conditions result in authorized changes in the work schedule, such as late openings, or early closings, employees will not be charged annual leave for such authorized absences provided the employee works all or part of the work schedule not affected by the authorized change.

B. Essential personnel required to work during such periods of authorized closings will be credited with compensatory leave for hours worked during

such periods.

C. Essential personnel required to work additional time will be compensated as provided in III-C above.

V. Closings on Employees' Rest Days:

Employees whose scheduled "rest day" falls on a day when the College is closed will not be credited with compensatory leave.

VI. Transportation Difficulties:
When the College remains open during inclement weather, employees are expected to be present for work. However, if an employee arrives late to work because of general transportation difficulties encountered during inclement weather, he will not be charged for the time missed, if in the judgment of the President such lost time was justifiable in view of travel conditions in the area. If an employee is unable to report to work at all, he will be charged annual leave or leave without pay for the absence.

VII. Personnel Officer's Responsibility:
The Personnel Officer will be responsible for the consistent application of this policy at Christopher Newport College.

VIII. Coverage of Personnel:
This policy applies to all employees under the Virginia Personnel Act.

Requests for Funds for Excellence

The following excerpt is taken from the current SCHEV document on Funds for Excellence:

GUIDELINES FOR SUBMISSION OF INSTITUTIONAL REQUESTS FOR FUNDS FOR EXCELLENCE (1982-84)

Section VIII of Appendix M in the 1980-82 Budget Manual introduced a procedure by which the state-supported institutions of higher education can request supplement funding to support activities that are demonstrably excellent, that have the potential to become so in the future, or that offer a unique or outstanding service to the Commonwealth. This funding mechanism, which is in excess of quantitative guidelines, acknowledges that with a funding formula based primarily

upon student enrollment in a time when enrollment growth can no longer be taken for granted, Virginia's state-supported institutions of higher education need additional assistance in maintaining and enhancing excellence and flexibility.

Funds for this purpose are appropriated to the Council of Higher Education and are distributed by the Council on the basis of competitive proposals from the institutions. No restrictions are placed upon the type of activity or project for which funds may be requested. For each proposal submitted, however, an individual institution will not be awarded funds in excess of one percent of its Education and General Budget request. And, except in unusual instances, funding will not be provided for projects previously funded under this program. An institution requesting funds for more than one activity or purpose must assign priorities to its requests.

Review of Proposals

Requests for funds will be reviewed by the Council staff, who will make recommendations to the Council about awarding the funds. In evaluating requests, the Council staff will keep in mind that the purpose of these funds is to support activities demonstrating excellence or the potential for excellence. A convincing proposal should speak directly to that concern. Furthermore, acknowledging that every state-supported institution of higher education probably can claim and demonstrate the potential for excellence in some mission-consistent area, the staff will recommend to the Council a distribution of funds that reflects the diversity of Virginia's system of higher education.

Requests for funds (for one or two years of the biennium) should be submitted to the Director of the Council no later than February 15, 1982. Recommendations for the distribution of the Funds for Excellence will be acted upon by the Council of Higher Education at its May, 1982 meeting.

Faculty members, departments or other entities of the College interested in proposing projects that might qualify for support from Funds for Excellence are urged to submit their proposals to the appropriate school dean or to the Vice President for Academic Affairs by January 27, 1982.

Robert J. Edwards

Office of Veteran Affairs

The Office of Veteran Affairs will operate on a reduced schedule, effective immediately. The office will be open Monday through Thursday, from 9 to 11 am; Noon to 2 pm; and 5 to 7 pm; and Friday from 9 to 11 am; and Noon to 2 pm, through 12/19/81. A similar reduced schedule will operate, effective 1/18/82, due to a reduction in federal funding.

Thank you for your assistance.

Bob LaVerriere

NEWS & GENERAL INFORMATION

Christmas Concert & Sing-A-Long

All Faculty & Staff are invited to attend and participate in the First Annual CNC Christmas Concert and Sing-a-Long on Friday, December 11, 1981 from Noon to 2 pm in the Campus Center Theatre. Please feel free to bring your lunch with you and join in

as we end classes, and the holiday season begins in earnest.

This event is being sponsored by the Campus Program Board, and we are looking for those with "musical talent" who would be willing to lend either their vocal and/or instrumental talents to the occasion. No auditions necessary. Call 7260 if you want to participate.

Let's all get together and enjoy a couple of hours of Christmas cheer.

Office of Student Life

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Clam Chowder Sale

The CNC Sailing Club is having a New England Chowder Sale. The frozen chowder stock is on sale at \$4.50 from now until December 11, 1981. Sailing Club members will be contacting you and with two convenient delivery times (noon and after the faculty meeting, December 11) so that you can get your clam chowder easily.

Nancy Quass Secretary, Sailing Club

FACULTY/STAFF NEWS

Dr. Andrew Papageorge spoke to the Warwick Rotary on October 12, 1981. The topic was "Present and Long Range Economic Trends."

Bob Coker conducted a Long-Term Strategy and Planning Workshop for the Board of Directors and Officers of the Newport News Educator's Credit Union on November 14. He also conducted two workshops in Effective Salesmanship and Telephone Selling for the Atlantic Permanent Savings and Loan Association Officers and Branch Managers on November 18 and 19.

COMMITTEE REPORTS

Faculty Advisory Committee

The next pages contain a discussion draft of a proposed Grade Challenge and Appeal Procedure. The FAC will conduct a discussion session on the draft on Wednesday, December 9, at noon, in N121. All faculty members who have comments or concerns about the draft should plan to attend this meeting, or direct a written response, to Dr. Daly, FAC subcommittee chairman, before the date of the discussion session.

GRADE CHALLENGE PROCEDURE

1 Student Challenge of a Course Grade

- The purpose of this policy is to ensure that students and faculty members
- 3 are afforded due process and equity when a student wishes to challenge a final
- 4 course grade.
- 5 STEP ONE: Informal Discussion
- The student discusses the course grade with the relevant instructor. Should
- 7 resolution not be reached the student moves to Step II in the challenge procedure.
- 8 STEP TWO: Formal Discussion with Department Chairman or Division Coordinator
- 9 The student files a formal, written challenge of the course grade with the
- 10 chairman of the relevant department. Filing must be done by October 1 for spring
- 11 and summer sessions and by February 15 for the fall session.
- In cases where the instructor whose grade is being challenged is the Depart-
- 13 ment Chairman, the Division Coordinator assumes the duties of the Department
- 14 Chairman in this document.
- The student may obtain copies of the form "Student Challenge of a Course
- 16 Grade" from the Registrar's Office.
- 17 Two copies of the completed challenge form and other evidence are submitted
- 18 to the Department Chairman or Division Coordinator, as appropriate, who sends one
- 19 copy to the instructor within two academic days of its receipt. The student
- 20 should keep a third copy of the completed form and submissions for his/her own
- 21 records.
- The evidence submitted by the student is offered to substantiate the claim
- 23 that an incorrect grade has been registered by the instructor. Such evidence

- 1 might include any or all of the following plus other material deemed appropriate
- 2 and relevant by the student:
- 1. course syllabus and other written guidelines relevant to the course and assignments
- 5 2. evaluated written assignments or tests
- 6 3. written evaluation of the student's oral or skill performance
- 7 The instructor upon receipt of the copy of the "Student Challenge of a Course
- 8 Grade" form and evidence may submit any documentation he wishes to substantiate
- 9 the grade.
- The student and department chairman or division coordinator will discuss
- 11 the case set forth by the student, the evidence supporting the grade challenge,
- 12 and the department chairman will discuss the challenge with the instructor. The
- 13 burden of proof rests upon the student to show that he has earned a grade other
- 14 than that submitted on the grade sheet to the Registrar's Office.
- The department chairman or division coordinator makes a decision based on
- 16 all evidence and documentation and communicates that decision in writing to both
- 17 instructor and student within two academic weeks of the date the Challenge form
- 18 is filed. The decisions which can be made by the department chairman or divi-
- 19 sion coodinator are either to deny the challenge of the student or to forward
- 20 the challenge to the Dean of the appropriate school with a recommendation that
- 21 a three-member faculty review panel be appointed by the Dean to review the chal-
- 22 lenge of the student as set forth on the form with accompanying evidence and to
- 23 render a written decision.
- The review panel will be composed of faculty from the appropriate school
- 25 with one member from the relevant Department other than the instructor or De-
- 26 partment Chairman, providing there are sufficient department members. The review
- 27 panel will choose a chairman and examine the data submitted by the student and
- 28 the submissions of the instructor. The panel will make a decision based on the
- 29 evidence and communicate that decision in writing via the Chairman to the in-
- 30 structor, the student, the Department Chairman, the appropriate Division Coordi-

- 1 nator, and to the appropriate Dean within two academic weeks of the constitution
- of the panel by the Dean. The panel either upholds or denies the challenge.
- 3 GRADE CHALLENGE APPEAL
- 4 STEP THREE: Student Appeal of Denial of Challenge
- If the student wishes to appeal a denial of the student's grade challenge,
- 6 he submits a "Student Appeal of a Grade Challenge Decision" form, available from
- 7 the Registrar's Office, a copy of the "Student Challenge of a Course Grade" form
- 8 plus accompanying evidence, and a copy of the department chairman's or review
- 9 panel's written decision relative to the challenge to the appropriate dean. This
- 10 appeal must be made within ten academic days of the receipt of the written deci-
- 11 sion concerning the challenge.
- The appropriate Dean decides if the appeal has sufficient validity, and may
- 13 either end the appeal process by informing the student in writing that he/she
- 14 finds insufficient grounds for appeal, or appoint a five person faculty appeal
- 15 review committee. This committee reviews the appeal on the basis of all docu-
- 16 mentation from the challenge process and the information set forth on the "Student
- 17 Appeal of a Grade Challenge Decision" form.
- The committee will be composed of faculty from the appropriate school with
- 19 no more than one member from any academic department including the department of
- 20 the instructor. No faculty member who served on the previous three-member panel
- 21 may serve on this Peer Grade Appeal Committee.
- The committee will choose a chairman and examine all documentation previous-
- 23 ly submitted in the challenge and forwarded to the Dean when the appeal was
- 24 initiated. Within two weeks of the receipt of the appeal by the constituted
- 25. committee, the chairman of the committee will communicate the decision concerning
- 26 the appeal to the student, instructor, department chairman or division coordina-
- 27 tor, and the appropriate Dean. The decision of this committee is final and ends
- 28 the appeal process available to a student in a grade challenge.
- If the committee's decision is in favor of the student, the Dean forwards
- 30 the recommendation to the Vice President for Academic Affairs who directs the
- 31 Registrar, through the Vice President for Student Affairs, to make the change

- 1 of grade recommended.
- Neither the Dean nor VP/AA may recommend or initiate a grade change against
- 3 the recommendation of the Peer Grade Appeal Committee as grades are the respon-
- 4 sibility of faculty members and only a decision by peers may change a grade.

STUDENT CHALLENGE OF A COURSE GRADE

Student's Name		Tel. No.	
Address		Major	
Student's Signature	e		And or a length of
I challenge the cour	rse grade of		-
earned in			He share the same of
	dept., course no. & name		
in			
semester,	year		
The heads for this	challance for		
the basis for this	challenge is:		
	1 - 1 - 1		
		broad at a	
	40.80 kg 45 G	W 1	Maria Selection Production
			Pari
		-	
*			
Evidence attached:	1.		
	2.	The bar	
	3.		
	4.		
	5.		
Informal and	with instructor.		
Informal conference	with instructor:		(date)
Submission of this or division chairma	form to dept. chairman an if instructor is dept.		
chairman & to inst			(date)

STUDENT APPEAL OF A GRADE CHALLENGE DECISION

Student's Name	Telephone No.
Address	Major
I appeal the decision of	
(person/comm	nittee who made the of the challenge) earned in
	(dept., course no., and
in	
name) (semester, year)	
The best for this way 1	
The basis for this appeal is:	
1	
Attached are: (please check)	
"Student Challenge of a Course Grade" for	m
Evidence/documentation submitted with the	above form
Copy of decision concerning the challenge	
Other documentation attached	
List:	
Submit these to the Dean of the Appropriate Sch	001.
	(Student's Signature)

Degrees Committee Report

The Committee on Degrees moves to qualify the statement on page 33 of the 1981-82 General Catalog which reads "No more than 66 semester hours of credits...may be transferred from courses taken in a junior or public community college." The qualification should read "However, when a Virginia Community College student enters into a program agreement contract ("2 + 2 Program") with Christopher Newport College, the maximum allowable transfer credit will be 68 semester hours."

Academic Status Committee Report

- 1. PROBLEM: To determine if the CNC Forgiveness Policy should be changed.
- 2. FACTS BEARING ON THE PROBLEM:
 - a. The Vice President for Academic Affairs requested that the Academic Status Committee consider the ODU Policy on Adjusted Resident Credit. That policy provides that students who have been separated from ODU for one calendar year, and who upon readmission attain a 2.00 GPA during their first 12 semester hours, may have all D's and F's forgiven and may retain grades of C, or better. All grades are considered in determining honors, but GPA is based only on work completed subsequent to readmission.
 - b. The CNC Forgiveness Policy (page 28 of the catalog) allows students who have not taken any courses for three years to have their past academic record forgiven. Grades remain on the transcript, but do not fulfill any academic requirements, nor are they computed in the student's GPA.
 - c. The CNC policy on repeating courses allows students at CNC to repeat courses in which a grade of D or F was earned. Courses remain on the record, however, GPA is based upon the most recent enrollment. (Page 29, catalog.)
- 3. DISCUSSION
 - a. In discussing the ODU policy the committee decided that the policy of forgiving only selected (D or F) grades while retaining others was inappropriate for Christopher Newport College. It did consider that adopting one aspect of the ODU policy would strengthen the present policy, namely, requiring students to demonstrate a serious attitude towards their renewed studies by achieving a 2.00 GPA upon return.
 - b. The Committee noted that a student who merely wants to improve his GPA can repeat courses without remaining out of the College.
 - c. The forgiveness policy is aimed at those students whose overall early achievements were poor, and who have subsequently realized the need for a college education and a need to achieve academically. The Committee decided that the requirement for a three year absence could be reduced to two years without detriment to this concept.
 - d. A policy allowing forgiveness of D's and F's, while retaining grades of C, or better, might encourage some students to stray out of college for one year merely to improve their GPA. The Committee considers this a weak policy.
 - e. The CNC Forgiveness Policy requires that grades for all courses attempted be eliminated from the record. However, our policy allows the student who seeks forgiveness to be eligible for honors on the basis of his subsequent work.
 - 4. RECOMMENDATION (MOTION): That the CNC Forgiveness Policy be changed to read (changes are underlined):

 A student who has not taken any courses at the College for a period of two years.

A student who has not taken any courses at the College for a period of two years may apply to the Registrar, acting for the College Committee on Academic Status, to have his/her past academic record at CNC forgiven. After his return to the College the student must complete 12 semester hours with a 2.00 quality point average before applying for forgiveness. The record of forgiven courses will re-

main on the student's transcript, but it will be noted that these courses have been forgiven. Such forgiven courses will not fulfill any academic requirements, nor will they be computed in the student's new grade point average.



CANDIDATES FOR DEGREES January 10, 1982

Bachelor of Science in Governmental Administration

Gerald Jay Bright Wayne D. Bryan Jennifer L. Dishman Norman Konrad Donnelly Louis Clair Dooley, Jr. Cheri Gwynn Drewry

Joan Sites Dunton Phillip Joseph Enrico Edward Craig Evans James H. Ferrell Daniel Howard Forbes Gabriel Ibeahim Mohammed, Sr.

Candace R. Stoeckle Jeffrey Glenn Thompson Hal Palmer Wright, II John P. Yacobi Donna S. Youngblood

Bachelor of Science in Information Science

James W. Bencivenga Lynn Elizabeth Bobbitt Donald T. Brandt

Dennis Jay Combs Ronald C. Hand J. Douglas Hinnant

John Ashton McAlexander Analiese S. Merrill Jeffrey Bernard Winston

Bachelor of Science in Business Administration

Accounting and Finance Fay B. Allen John Charles Alligood, II Emmanuel Bediako Attah Lewis Bradley Bibb, III Ismael Ricardo Archbold Elwyn L. Jordan, II Susan Graves Awalt Gregory Hill Brauer

Economics Management Martha W. Agler Alfred Corbin Matthew Abell Courage Bernice C. Daniel Marie Elizabeth Derby Drema L. Dorsey Marketing Janet Leigh Coleman Joseph Edward Davis Sue Kay Lam

Ross Galloway Lindsay Real Estate William F. Armstrong, III

Sharon Melvin Bohn Michael L. Darnell Earl R. Fox, Jr. Elizabeth Claiborne Guy

Michael Lynn Kirk John Robert Soles, Jr.

Cynthia S. Ferguson Eileen H. Goodson Jon Montgomery Haselberger Maureen Teresa Hawn Gerard H. Hufstetler Lesley K. E. Knight Marilyn Mausteller Lockard Elizabeth Duke McCallum

Mark A. Narron Debora Mary Pickering Christiane L. Scanlan Douglas Thomas Scott

Kimberly K. Shaw Mary Ann McKnight Linda P. Paul Joseph Miller Thompson, IV

Brett A. Wood

Robert Michael Meyerhoffer Brenda Leigh Millirons Ernest G. Moreau Thomas Lee Smith Deborah Elizabeth Stanley Karen Rourke Wentland Charles Gregory Williams

Brian Matthew Taylor Mary Lou Thompson Stephen Earl Thompson Alejandro A. Vazquez

Susan G. Gardner Charles Irving Graham, Jr. Maureen C. Harris Deborah Ann MacLeod

Bachelor of Science in Accounting

Lawrence Amando Mercado Nhiem Thi Pham Donnie R. Scott Betty Jorgensen Temko

Patricia Born Vanderheyden Martha Ann Hammons Young

Bachelor of Science

Biology Alice Belinda Bertram Alma Louise Junker Bond Donna Jean Grounds Sharon Anne Heezen

Chemistry David Russell Evans Debra Sue Heitzman Scott Malcolm Henry Elizabeth Margaret Long Guy W. Temple

James Martin Gross

James Burton Thompson, Jr. Ricky Allen Tremblay

Jody H. Snead

Mathematics
Barry Eldon Barley
Joan M. Moore
William L. Mortimer

Cynthia L. Johnson Newman Laura Ross Pepe Samuel A. Ruby John Allen Sickles, Jr.

Psychology Robin Ann Escaig

Cynthia F. Marks

Daniel W. Schlickenmeyer, Jr.

Interdisciplinary Studies
Vickie Rowe Heffner

Patricia E. Nocifora

Bachelor of Arts

Elementary Education
Deborah Ann Baldwin
Debra Deneice Banks
Clarice Renae Blasingame
Joan Childs Clarke

Jeanne Marie Fontaine Robert W. Limpus Nancy Kay Raker Miller Sandra Marie Bobbitt Onks

Rhonda Kay Robinson Rosalind E. Stein Teresa Ann Taylor Inge T. Wilzoch

English
John Judson Bennett

Shelley Fink McPhail

Donna Rae Miles Kenneth Brian Spencer

Economics
Joel Howard Arrington

John E. Tew

Fine and Performing Arts
Robin Scully Boucher
Gary Wayne Burgess
Leslie Gaye Cross
Kathy Lynn Dawson

Gloria V. Diana Shirley Cox Harvey Heidi Lynn Hinton Wayne A. MacDonald Della Denise Melton Catherine Louise Nate Geraldine Labrador Orlando

History
Mary Teresa Campbell
Edward Bernard Daly
James Eugene Falconer

Stuart C. Ford William A. Hunt, Jr. Michael David Mannen Leslie Elizabeth Smith Mary Leigh Tarver Robert E. Worrell

Interdisciplinary Studies
Deborah M. Brumitt

Benjamin Carroll DeLamorton

Myra Garrett Holt Robert Henry Noble

Leisure Studies
Jeanice M. Johnson

Mathematics Carolyn Caroccia

Bathsheba Leslie Przygocki

Modern Language Kathleen Hansen Makepeace

Albert W. Morrison

Patricia P. Pritz Tan Trung Vo

Philosophy Houston P. Fitzgerald

Albert Brady Piper, Jr.

Barbara Virginia Ross Linda K. Wesley

Political Science
Marsha Ann Hall Bevacqua
Kathryn L. Bullock
Margaret Lorraine Cain

Kathy Jean Frantz Jesse L. Symlar James R. McElheney, Jr. Susan Scarborough-Scotti Yoshio Takahashi Jamey Lynn Teeters-Tarantino Psychology
Kevin Lynn Arrington
Bonita Rae Carleton
Laura Elaine Yates Carter
Teri M. Cochran
Laura Marie Deibler
Susan H. Fary

Margaret N. Gorin
Terri E. Hoback
Judy Grant Johnston
Elaine Larison
Vicki R. Phillips
Daisy Pearson Proffitt

Patrick E. Sprow
Margaret Ellen Steele
Lisa Jean Stern
Laurie Elizabeth Strunk
Jean Ellen Sweeney
Kimberly Lynn Turnbull
Wanda L. Wallace

Sociology
Jessie L. Bryson
Bonita Kae Croom
Rodney S. Freeman

Beth Mae Glasser Virginia-Garnett Womack Reynolds Brenda Diane Washington Barbara Nelson Young

