

THE CHRONICLE

1984-85 Academic Year

December 7th
#37 of 1984

Published by the Office of the Vice President
for Academic Affairs

Monday
December 10

Tuesday
December 11

Wednesday
December 12

Thursday
December 13

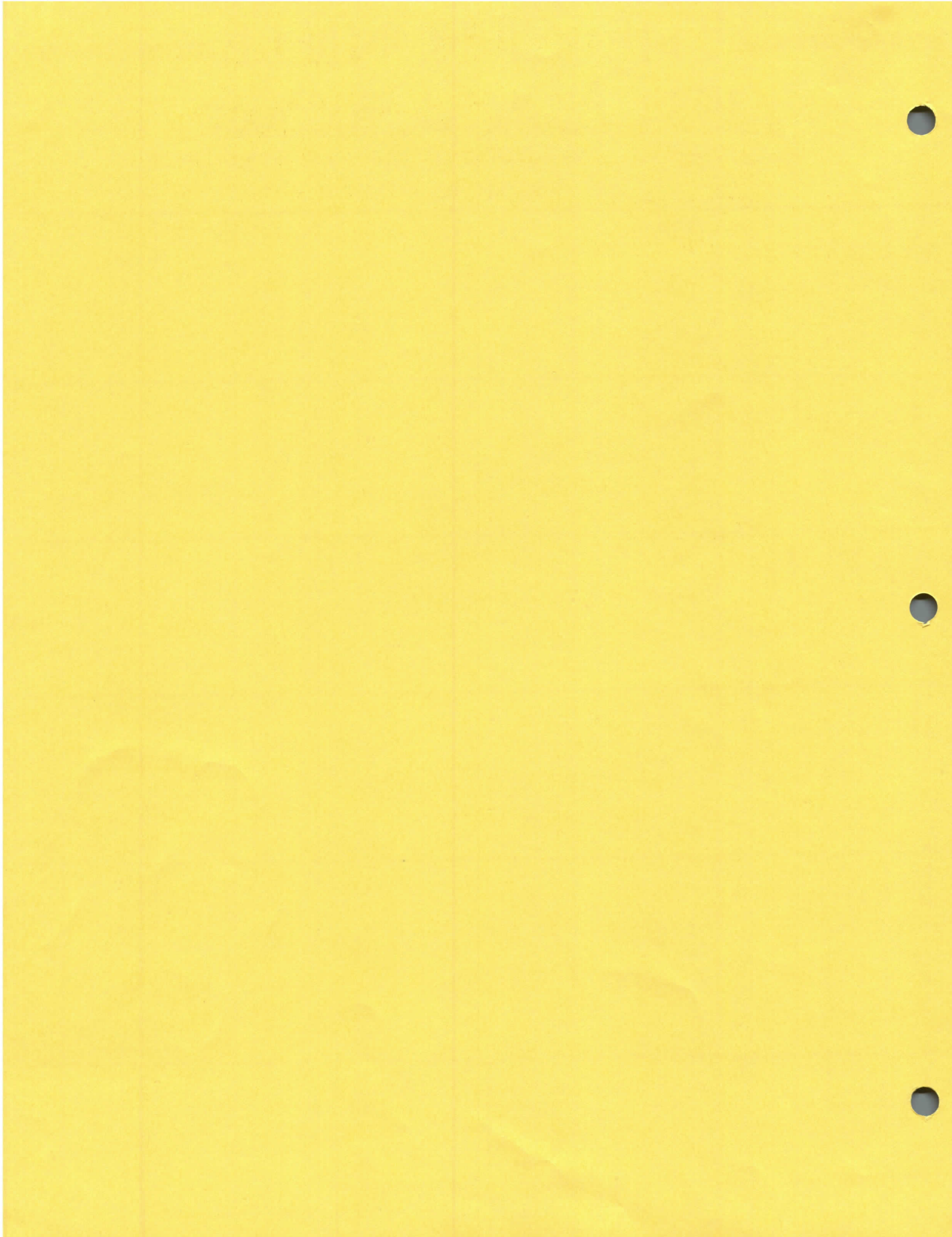
Friday
December 14

Saturday
December 15

Dept. of F&P Arts Monthly
Concert - 8:00 CC Theatre
Lynn Anders, Soprano

Sunday
December 16

CHRISTOPHER NEWPORT COLLEGE



OFFICIAL ANNOUNCEMENTS

The Board of Visitors, Administration, Faculty, Staff and Student Body, extend their sympathy to Mrs. Martha Ailor, on the death of her husband, Sam, on December 6.

Board of Visitors Resolutions

At the December 4, 1984 Board Meeting, the following resolutions were passed:

- Resolution 1: Faculty Appointment to Fill Temporary Vacancy
Richard T. Greenough, Jr., Instructor in the Department of Political Science
and Governmental Administration
- Resolution 2: Christopher Newport College: Earnings from Endowment Funds
- Resolution 3: Twenty-fifth Anniversary of Christopher Newport College
- Resolution 4: Meritorious Endowment Giving Levels
- Resolution 5: Meritorious Capital Gifts
- Resolution 6: Faculty Leave of Absence
Dr. Frances G. Flocumb

-- Board Liaison Officer

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Fall Commencement

The Fall 1984 commencement will be held in Ratcliffe Gymnasium on Sunday, January 13, 1985 at 3:00 P.M.

Robing will be in the small gym at 2:30 P.M.

-- Registrar

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Notification to Campus Police

Please notify the Campus Police when you plan to be on campus between the hours of midnight and six a.m.

-- Vice President for Financial Affairs

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Recall of Library Materials

All library materials currently circulating will be due on Wednesday, December 19, 1984. This provides the staff the opportunity to clear overdues and to process records in preparation for next semester. Your cooperation is appreciated.

-- Marilyn Loesch, Readers' Services
Librarian

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NOTICE: Paychecks for End of December 1984 Pay Period

Paychecks will be distributed in the Payroll Office, Room 210 of the Administration Building, during the period 9:00 a.m. to 11:00 a.m. on Friday, December 28, 1984. The paychecks will be dated Dec. 28, 1984 and can be cashed on receipt even though the pay period for which the checks are drawn covers the entire pay period December 16th through December 31st.

Anyone wishing to have his paycheck mailed should inform the Payroll Office no later than December 21, 1984.

Checks not claimed on December 28th will be distributed as usual on January 2, 1985.

-- Personnel Office

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NOTICE: Christmas Holiday Schedule

As previously published, the College will close at 5:00 p.m., December 21, 1984 and remain closed until 8:00 a.m., January 2, 1985. The Governor has authorized State offices to be closed all day on Monday, Dec. 24 and Monday, Dec. 31, 1984.

Due to the additional authorized holiday on December 31st, all classified employees will be credited with eight (8) hours of compensatory leave. This may be used for the purposes of, and in lieu of, annual and sick leave next year (1985).

-- Personnel Office

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Academic Calendar 1985-1986

Fall Semester 1985

Aug 20-21	Tue-Wed	Registration
26	Mon	Classes begin 8:00 a.m.
26-30	Mon-Fri	Drop/add and late registration
Sep 2	Mon	Classes <u>will</u> meet - Labor Day
Oct 12	Sat	Fall recess begins 12:00 noon
17	Thu	Fall recess ends 8:00 a.m.
21	Mon	Mid-term grades due
25	Fri	Last day for course withdrawal without grade penalty and to elect Pass/Fail option
Nov 11-14	Mon-Thu	Early registration - Spring 1986
27	Wed	Thanksgiving recess begins 10:00 p.m.
Dec 2	Mon	Thanksgiving recess ends 8:00 a.m.
7	Sat	Classes end 12:00 noon
9-14	Mon-Sat	Final examinations
16	Mon	Final grades due 12:00 noon
Jan 12	Sun	Commencement

Spring Semester 1986

Jan 14-15	Tue-Wed	Registration
20	Mon	Classes begin 8:00 a.m.
20-24	Mon-Fri	Drop/add and late registration
Mar 14	Fri	Mid-term grades due
15	Sat	Spring recess begins 12:00 noon
24	Mon	Spring recess ends 8:00 a.m.
28	Fri	Last day for course withdrawal without grade penalty and to elect Pass/Fail option
Apr 14-17	Mon-Thu	Early registration - Fall 1986

May	3	Sat	Classes end 12:00 noon
	5-10	Mon-Sat	Final examinations
	12	Mon	Final grades due 12:00 noon
	18	Sun	Commencement

Mini Session 1985

May	15	Wed	Registration and classes begin
	16	Thu	Drop/add and late registration
	27	Mon	Classes <u>will</u> meet - Memorial Day
Jun	3	Mon	Classes end and final examinations

Summer Sessions 1985

A Session

Jun	4	Tue	Registration
	5	Wed	Classes begin
	5-6	Wed-Thu	Drop/add and late registration
Jul	4	Thu	Holiday - no classes
	8	Mon	Classes end
	9	Tue	Final examinations

B Session

Jul	10	Wed	Registration
	11	Thu	Classes begin
	11-12	Thu-Fri	Drop/add and late registration
Aug	12	Mon	Classes end
	13	Tue	Final examinations

C Session

Jun	4	Tue	Registration
	5	Wed	Classes begin
	5-10	Wed-Mon	Drop/add and late registration
Jul	4	Thu	Holiday - no classes
Aug	5	Mon	Classes end (Mon/Wed classes)
	7	Wed	Final examinations (Mon/Wed classes)
	8	Thu	Classes end (Tue/Thu classes)
	9	Fri	Final examinations (Tue/Thu classes)

-- Office of the Registrar

NEWS & GENERAL INFORMATION

Open Enrollment Workshops for Winter 1985

Tuition is \$35.00 for each two-day workshop and \$25.00 for each one-day workshop. All workshops will be held from 8:30 a.m. to 4:30 p.m. each day. For more information on workshops and registration, please contact Becky Moore in the Personnel Office - 7145. Account managers are advised that budget must be available within

departmental funds.

Richmond

<u>TITLE</u> (Technical/Clerical)	<u>COURSE NO.</u>	<u>DATE</u>
Office Management	OE 028	January 15-16
Using Time Productively	OE 014	January 23
Assertiveness Training	OE 029	January 30
Reducing Stress on the Job	OE 015	February 5-6
Basic Writing Skills	OE 012	February 26-27
Women in the Workplace	OE 018	March 5
Interpersonal Relations	OE 027	March 8
Public Contact	OE 013	March 15

TITLE (General Professional)

Data Processing Concepts for Non-Data Processing Professionals	OE 212	January 7-8
Effective Communication Skills	OE 203	January 24-25
Effective Writing	OE 125	January 29-30
Effective Communication Skills	OE 203	February 7-8
Public Speaking	OE 023	February 11-12
Data Processing Concepts for Non-Data Processing Professionals	OE 212	February 19-20
Time Management	OE 121	February 21-22
Effective Writing	OE 125	March 11-12
Stress Management	OE 122	March 12-13
Project Management	OE 340	March 14-15
Fundamentals for Potential Supervisors	OE 010	March 19-20
Effective Problem Solving and Decision Making	OE 109	March 20-21
Statistics and Quantitative Techniques for Decision Making	OE 309	March 25-26

TITLE (Supervisory/Managerial)

Performance Evaluation	OE 107	January 9-10
Styles of Management I	OE 030	January 10-11
Personnel Selection and Legal Considerations	OE 106	January 17-18
Leadership Skills for Supervisors	OE 103	January 31-February 1
Managing Change	OE 207	February 4-5
Styles of Management II	OE 031	February 5-6
Financial Management for Non-Financial Managers	OE 213	February 12-13
Fundamentals for Supervisors	OE 020	February 13-14
Women in Management	OE 133	February 14-15
Program Evaluation	OE 308	February 14-15
Productivity in the Public Sector	OE 205	February 27-28
Strategic Planning	OE 306	March 4-5
Planning and Scheduling Work Activities	OE 111	March 11-12
Conflict Management	OE 208	March 26-27
Contemporary Management Concepts	OE 380	March 29

Tidewater

ODU, Norfolk, VA	Public Contact	OE 013	February 15
ODU, Norfolk, VA	Effective Writing	OE 125	March 26-27

-- Personnel Office

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Hours December 10 through 14 -- Exam Week - Christopher's & The Terrace

Christopher's 7:30 A.M. to 1:30 P.M.
The Terrace 1:30 P.M. to *

The Terrace will be open Dec. 17 through 21, 11:30 to 1:30 - No night hours.

Food Services will close the 21st P.M. and reopen the Terrace on the 2nd of January

The Terrace will be open Jan. 2 through 5, 11:30 to 1:30 - No night hours.

January 7th through January 18th - The Terrace will be open 11:30 A.M. to 1:30 P.M. &
7 P.M. to *

Resume normal hours on January 21st.

*The Terrace will stay open only if there is enough business to justify operation.

-- Food Services

FACULTY/STAFF/STUDENT NEWS

Bob LaVerriere, Associate Director of Admissions, active with CONTACT PENINSULA, Inc., since 1982 as a telephone worker and small group leader (for CONTACT trainees), has been selected as a Senior Worker for the voluntary action organization. Senior Workers oversee phone-room operations for 24-hour periods and intervene in emergency situations.

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Jane Chambers, Associate Professor of English, has had an article accepted for publication in Essays in Literature. Entitled "Geraldine's Real Obscenity: The Perverted Passion and Resurrection in Christabel," this will be Jane's third dissertation-related article to be published; because of a backlog at Essays, it may not appear, however, before 1986.

COMMITTEE INFORMATION & FACULTY BUSINESS

Curriculum Committee Minutes - November 12, 1984

Present: Sanderlin, (Chair), Powell, Durel, Davidson, Mathews, Royall, Olson, Hunter, Roudabush, Wood, King, Barbour (nv)

1. The minutes of Nov. 5, 1984 were approved with corrections.
2. On a motion by Royall, second Roudabush, the course Spch 203, Oral Interpretation of Literature, was deleted from course offering by unanimous vote. This was done at the request of the offering Department and Dean Durel.
3. Dean Durel relayed to the committee that cinema courses have been abolished due to lack of faculty to teach them.
4. Curriculum Task Force Proposal
 - A. On a motion by Olson, second Wood, the committee unanimously voted to change Psych 201-202 within the History & Social Science area of Liberal Studies to include a choice between Psych 201-202 or Psych 201-307, the latter course (307) to be re-numbered to the 200 level by the Psych Department.
 - B. Dean King moved (second Olson) to approve the outline of the curriculum that we have approved thus far. An ammendment by Royall, second Wood, was passed 8-3 to require two sequences with a world view in Area II (Liberal Studies) without specifying one sequence in Humanities and one in History and Social Sciences. The motion as amended passed unanimously.

- C. A motion by Wood (second Hunter) was passed unanimously to send the attached summary of the curriculum as passed by the committee to Vice President Summerville as a report with a transmittal letter. This may be done before the approval of the minutes in order to expedite the process.
- D. On a motion by Mathews (second Olson) the committee voted 8-2 NOT to include a proposal on writing intensive courses with the curriculum proposals at this time (i.e. not to include p. 14 of the Task Force Report).
- E. The committee unanimously approved a motion by Davidson (second Olson) as follows: Writing across the Curriculum as an important and desirable part of the curriculum. The Curriculum Committee directs the Deans to seek information and options for a way in which to implement writing across the Curriculum. The committee requests this report by early March 1985.
5. Next meeting will be after the Thanksgiving recess at our regular time.
6. Meeting adjourned at 4:55 pm.

Respectfully submitted,

Cheryl M. Mathews, Secretary
Curriculum Committee

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Curriculum Committee Minutes - 11/26/84

Present: Barbour, Summerville, Durel, Hunter, Mathews, Olson, Royall, Park, King

1. The minutes of 11/12/84 with corrections to the Structure of the Curriculum attachment (II (1) Eng 210 is Eng 201 and II (3) Econ 210 is Econ 201) were approved.
2. Dr. Summerville thanked the Committee for its work on the Curriculum Task Force Proposal and accepted the Committee Report.
3. The committee members discussed ways in which we can best answer questions on our proposal at the 11/30 faculty meeting. Student members of the committee will be invited to attend this meeting and the committee agreed to sit together.
4. The meeting was adjourned at 4:26 p.m. without scheduling another meeting.

Respectfully submitted,

Cheryl M. Mathews, Secretary
Curriculum Committee
