



CHRISTOPHER
NEWPORT
COLLEGE

September 13th
#25 of 1985

THE CHRONICLE

1985-86 Academic Year

Monday
September 16

Deadline for receiving syllabi for courses to be considered as "global view) for new "distribution requirements."

Tuesday
September 17

Wednesday
September 18

Curriculum Committee
3:20 - N202

Thursday
September 19

Friday
September 20

Saturday
September 21

Sunday
September 22

NEWS & GENERAL INFORMATION

1985-'86 United Way Campaign

The Virginia Peninsula United Way Campaign formally began last Wednesday evening at the Hampton Coliseum. (David Kahn, a 1972 CNC graduate is the General Campaign Chairman.)

Pledge cards and information brochures have been distributed to CNC personnel. Please try to return your pledge card or contribution by Wednesday, September 18, 1985. (The sooner you act on this, the faster you may involve yourself with other important responsibilities.)

Many people who live on the Peninsula really need your financial support. Please try to contribute your "fair share." Your financial sacrifice will be appreciated.

Thank you,

Bob Coker
CNC United Fund Coordinator

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To All of You With Special Thanks

Dear Friends,

Although this note says "Thank You"

In just this simple way,

There's special meaning in these words

To all of you today,

For the thoughts behind this message

Are especially warm and true,

And words cannot express

The special thanks this brings to you.

Love,

Marilyn Howard Patton

66th Trans. Co. - P.O. Box 3705 - APO NY 09227

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Institutional Self-Study Announcement

A follow-up Student Questionnaire will be going out to all faculty who teach 11:00 a.m. classes on Wednesday. We asked that those faculty receiving the questionnaire administer them during the 11:00 a.m., Wednesday, September 18th Class.

Please read the accompanying instructions carefully before September 18 to expedite the process.

All questionnaires should be returned to the Self-Study Office (S-159) on Wednesday afternoon, September 18.

Thank you for your continued cooperation.

-- Mary Lu Royall, Director Institutional
Self-Study

FACULTY/STAFF/STUDENT NEWS

Robert Shearer, Assistant to the President, has been selected to author a bimonthly column on education law for Sunshine Classroom, a Florida publication for classroom teachers and administrators.

COMMITTEE INFORMATION & FACULTY BUSINESS

Curriculum Committee

Approved Minutes of Curriculum Committee Meeting - August 22, 1985

Present: Barbour, Bostick, Durel, Hunter, Olson, Park, Pellett, Powell, Turner, Treacy, Weber.

The Committee first elected officers for the 1985-86 academic year:

Chairman: Olson
Vice Chairman: Park
Secretary: Bostick

With the early November deadline for catalog copy in mind, the Committee set the following deadlines for submission of global view courses:

September 16: Modification of existing courses to reflect global view
September 30: new courses

Dean Powell reported that the writing proficiency aspect of the new curriculum will not be ready for the new catalog.

An item raised for future discussion is the function of the Curriculum Committee as reviewer of the overall curriculum every five years.

The Committee set Wednesdays at 3:20 as the regular time for its meetings.

Respectfully submitted,

Theodora Bostick

Note: The next meeting of the Committee will be on Wednesday, September 4, at 3:20, on the second floor of Newport Hall.

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Program Review Committee

The Program Review Committee completed its first evaluation of all academic programs last spring, and it will not be evaluating any programs this academic year. A major effort this year will be an evaluation of the criteria employed in the program review process. The criteria, originally published in the October 15, 1982, Chronicle, are reprinted below. The PRC invites and encourages any member of the faculty to submit suggestions in writing regarding the criteria by December 2. Our second series of program evaluations will begin in the fall of 1986.

-- Jim Hines, Chairman, Program Review Comm.

A. GENERAL CRITERIA

The Program Review Committee will make its recommendations for program continuation or discontinuation, for the allocation or reallocation of resources, and for the retention or elimination of specific courses based upon the following criteria:

- I. The centrality of the program to the undergraduate curriculum and mission of Christopher Newport College;
- II. The community and student demand for the program;
- III. The management of the program and its resources;
- IV. The quality of the program.

B. PLAN OF IMPLEMENTATION

For each program reviewed, the Committee will:

1. Examine the history of the program and determine any special considerations considered appropriate for the evaluation of the program;
2. Determine the actual faculty members in the program for the last five years;
3. Determine the present student demand for the program as shown by:
 - a. number of graduates per year for the last five years and the trend;
 - b. number of students enrolled in upper and lower division courses for the last five years and the trend;
 - c. annual number of FTE faculty generated by Appendix M formulas for the last five years and the trend, and such other measures of faculty utilization as might be deemed appropriate by the Committee;
4. Set minimum numbers for the program in terms of:
 - a. number of graduates per year;
 - b. number of students enrolled in upper and lower division courses;
 - c. number of FTE faculty generated by Appendix M formulas, and/or such other measures of faculty utilization as might be deemed appropriate by the Committee;
5. Rate the program based on available numerical data, the written statements of the program's faculty relative to each of the criteria listed above, and the experience and perspective of Committee members as part of the CNC faculty;
6. Rate the allocation of resources by the College to the program in order for the program:
 - a. to attain the minimum numbers from (4) above established by the Committee; and
 - b. to maintain the present level of the program's student-community service;
7. Make recommendations on program discontinuation, the reallocation of resources, and the elimination of specific courses where it is deemed appropriate.

C. PROGRAM/DEPARTMENT REVIEW FOR

(department/program name)

1. Departmental/Programmatic-specific criteria:

- I. Special considerations for the department/program, if any:

- a.
- b.
- c.

II. Numerical minima:

- a. at least _____ graduates per year;
- b. at least _____ students in each upper-division course;
- c. at least _____ FTE faculty generated annually by Appendix M formulas;
 at least _____ in _____;
 at least _____ in _____;
 at least _____ in _____.

2. Ratings of Program Characteristics:

Each criterion characteristic will be given a rating from 1 to 5, where the meanings are:

- 1 = very high
- 2 = high
- 3 = medium
- 4 = low
- 5 = very low

Should a criterion characteristic not be applicable or relevant, an x will be used. Thus each of the following boxes will contain a number from 1 to 5 or an x.

I. Centrality of the Program-Department:

- (1) College-service courses
(centrality determined in part by the number of departments which require lower-level courses in the program and/or the number of students in other departments who take courses in the program)
- (2) College-distribution courses
(centrality determined in part by the existence of distribution courses or the total FTE's generated minus the FTE generated by degree majors courses in the program)
- (3) College-major courses
(centrality determined in part by the number of students in other departments who take the major courses in the program and the number of other degree programs which require upper-level courses in the department)
- (4) Community service: majors (graduates)
(centrality determined in part by the number of majors in the program who go to work in the community)
- (5) Community service: consultants
(centrality determined in part by the possible amount of consulting done by members of the program)
- (6) Community service: short courses
(centrality determined in part by the short courses offered by the program and the community's unclassified students who take an occasional course in the program)
- (7) Other (relative to special considerations listed above)

II. (A) Demand for such a program major:

- (1) Current job market
(determined in part possibly by local market surveys) ☐
 - (2) Predicted job market
(determined in part possibly by local market forecasts) ☐
 - (3) Present and potential student demand for the major
(determined in part by the current and predicted number of majors) ☐
 - (4) Past student demand for the major
(determined in part by the number of graduates with a major in the program) ☐
 - (5) Uniqueness of the program major
(determined in part by the number of programs in the local area or state with the same HEGIS code) ☐
 - (6) Other (relative to special considerations listed above) ☐
- (B) Other demands for such a program:
- (1) Total student demand for such a program
(determined in part by past and current student enrollment and FTE's) ☐
 - (2) Past, current, and potential student demand for such a program minor ☐
 - (3) Past, current, and potential student demand for the program as enrichment
(determined in part by non-major and non-minor enrollment and FTE's) ☐
 - (4) Other (relative to special considerations listed above) ☐

III. Use of resources:

- (1) Program's use of space
(determined in part by space utilization study) ☐
- (2) Program's use of money
(determined in part by cost per student FTE study) ☐
- (3) Appropriate management of class schedules
(determined in part by the times courses are offered) ☐
- (4) Appropriate management of class sizes
(determined in part by data on class sizes) ☐
- (5) Program's use of adjuncts
(determined in part by the number of adjuncts) ☐
- (6) Program's use of community gifts
(determined in part by the management of gifts to the department) ☐

- (7) Recruitment of students for the program
(determined in part by evidence of recruitment if appropriate) ☐
- (8) Utilization of cooperative programs
(determined in part by the value of cooperative programs with other departments at CNC or elsewhere) ☐
- (9) Other (relative to special considerations listed above) ☐

IV. Quality of the Program:
(determined in part by statements from the department)

(A) Quality of the courses

- (1) Service courses
- (2) Distribution courses
- (3) Major courses
- (4) Short courses

(B) Quality of the program's majors
(determined in part by departmental data concerning academic and professional achievements of graduate majors)

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(C) Other (relative to special considerations listed above)

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3. Rating of Allocation of Resources by College to Department in order to:
(using same rating scale as above)

	Meet minimum numbers for program	Maintain the present level of student- community service		
1. Full-time Faculty	<table><tr><td></td></tr></table>		<table><tr><td></td></tr></table>	
2. Adjuncts	<table><tr><td></td></tr></table>		<table><tr><td></td></tr></table>	
3. Staff	<table><tr><td></td></tr></table>		<table><tr><td></td></tr></table>	
4. Space	<table><tr><td></td></tr></table>		<table><tr><td></td></tr></table>	
5. Equipment	<table><tr><td></td></tr></table>		<table><tr><td></td></tr></table>	
6. Supplies	<table><tr><td></td></tr></table>		<table><tr><td></td></tr></table>	

4. Recommendation (to be completed after program has been reviewed):

- I. On program continuation/discontinuation.
- II. On changing the allocation of resources now dedicated to this program's support.
- III. On the retention or elimination of specific courses which are part of the program.