

# CNC Community CHRONICLE

October 25, 1974

No. 23 of 1974

SUNDAY  
27th Oct.



dies solis

MONDAY  
28th Oct.

Graduation Committee - Noon  
Board Room - CC



dies lunae

TUESDAY  
29th Oct.



dies martis

Dean's Administrative  
Council - CC Board Room  
10:30 A.M.

WEDNESDAY  
30th Oct.



dies mercurii

4

THURSDAY  
31st Oct.

dies jovis

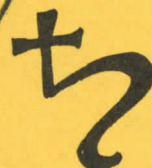
10:00 - President's  
Council  
Conference Room

FRIDAY  
1st Nov.

Brecht On Brecht  
CC Theatre  
8:00 P.M. (also  
Oct. 25 & 26)



dies veneris



dies saturni

SATURDAY  
2nd Nov.

CC Theatre  
8:00 P.M.  
Brecht On Brecht

October 20, 1974

Oct. 22-23, 1974

1974

SHOW  
After Oct.

TUESDAY  
19th Oct.

Board's Administrative  
Council - 10 Board Room  
10-12:30 PM

WEDNESDAY  
20th Oct.

10:30 - President's  
Council  
Conference Room

THURSDAY  
21st Nov.

10:30 - President's  
Council  
Conference Room

Education Committee - Room  
10:30 AM - 12:30 PM

FRIDAY  
22nd Oct.

FRIDAY  
23rd Oct.

Board's Administrative  
Council - 10 Board Room  
10:30 AM - 12:30 PM

## ACADEMIC INTEREST

### Decisions of the State Council

The State Council of Higher Education for Virginia met in Richmond on October 14, 1974 and took the following action:

#### Policies and Procedures for Approval of Academic Programs

The Council of Higher Education adopted a revised Policies and Procedures for Approval of Academic Programs. The Council staff, working with various advisory committees including the Instructional Programs Advisory Committee, the Financial Advisory Committee, and the General Professional Advisory Committee, brought the proposal for a revised procedure to the Council. A primary purpose of the academic program approval process is to provide a two-year planning cycle which ensures that programs are planned on a statewide basis and initiated at appropriate institutions.

Revisions in the academic program approval process shorten the time and procedure for community college's to file and receive action on "letters of intent" for planning approval. Call for more comprehensive information from senior colleges filing "letters of intent" for planning approval request more detailed information on projected costs of programs including operating and capital costs and provide for the use of out-of-state consultants in reviewing doctoral programs. By amendment the Council modified the proposed policies to clarify its position on granting "planning approval" for programs at senior colleges. The amendment clarified the Council's position that "planning approval", while an endorsement of the program, does not carry with it approval to admit students to a program for which only "planning approval" has been granted, or to employ faculty and staff except those essential for program planning. The revised policies and procedures are effective for the 1974-75 academic year.

#### Discontinuance and Consolidation of Academic Degree Programs

Reviewed a staff report listing a number of bachelor's, master's and doctoral degree programs which senior public institutions have indicated they will discontinue or consolidate. An additional group of programs will be deleted from consideration for the purpose of calculating library adequacy. The listing of programs which institutions have agreed to discontinue or consolidate in cooperative consultation with the Council staff are attached. In addition, the Council acted to discontinue the Master of Arts, Master of Science, and Doctor of Philosophy degree in Marine Science at the University of Virginia. These programs while formally a part of the curriculum of the University of Virginia are offered almost in their entirety by the Virginia Institute of Marine Science at Gloucester Point. The Council directed its staff to ensure that working agreements between the University of Virginia and the Virginia Institute of Marine Science will enable the University to have access to facilities necessary for research and instruction for other marine related programs. -- The Council also withdrew approval for The College of William and Mary to initiate a Master of Arts degree in Philosophy program. Program approval had been granted several years ago but the program was never offered by The College of William and Mary. Thus, the program which was not functioning was deleted from the academic program inventory of the institution.

Discussed George Mason University's proposal for the establishment of a School of Law at the University

George Mason University has submitted a letter of intent and its Law Advisory Committee report in support of a law program at the university. The Council of Higher Education in the Virginia Plan for Higher Education (February, 1974) stated that in its opinion an additional law school was not needed in Virginia at present.

The Council staff will review the Council's position statement and the staff report which lead to this position and the Law School Advisory Committee report. A review and recommendation will be brought to the Council for consideration at its December 1974 meeting.

Approved a series of abbreviated proposals for majors to be used by the Virginia Community College System

The Council of Higher Education approved a series of abbreviated proposals for majors to be used by the Virginia Community College System under its reorganized curricular structure which the Council approved in August 1973.

# INSTITUTIONAL PROGRAM ACTIONS

INSTITUTION	DELETE OR CONSOLIDATE		ADD		DELETE FROM LIBRARY ADEQUACY CALCULATION ONLY	
	PROGRAM	LEVEL	PROGRAM	LEVEL		LEVEL
Clinch Valley College	French	B	Modern Foreign Languages general	B		
	Spanish	B				
Longwood College	German	B				
	History	M				
Madison College	Interdisciplinary Studies	B				
	Art Education	B, M				
Old Dominion	Earth Science	B	Special Education		Secondary Ed.	M
	Visually Impaired	M				
	Mental Retardation	M				
	Emotionally Disturbed	M				
	Civil Engineering	M, D				
	Electrical Engineering	M, D				
	Engineering Mechanics	M, D				
	Mechanical Engineering	M, D				
Radford College	Contemporary Culture	B				
	Biology	M				
University of Virginia	Latin	B, M, D	Classics	B, M, D		Pharmacology Physiology Anatomy Biophysics
	Greek	B, M, D				
	Music Education	M				
	Romance Languages	M				
Virginia Commonwealth University	Secondary Education	B				Pharmaceutical Chemistry Genetics Biophysics Anatomy Pharmacology
	Mental Retardation	B, M				
	Emotionally Disturbed	B, M				
	Learning Disabilities	B, M				
Virginia Polytechnic Institute and State University	Journalism	B	Special Education	B, M		Genetics
	Advertising	B				
	Geophysics	B, M, D				
	Structural Engineering	M				
	Ceramic Engineering	B, M	Mass Communications	B		

INSTITUTION	DELETE OR CONSOLIDATE		ADD		DELETE FROM LIBRARY ADEQUACY CALCULATION ONLY	
	PROGRAM	LEVEL	PROGRAM	LEVEL	LEVEL	
Virginia State College	Agronomy	B	-----			
	Animal Science	B	-----			
	Agricultural Education	B	-----Consolidated under			
	Agricultural Economics	B	-----existing programs			
	Microbiology	B, M	-----			
	Emotionally Disturbed	B, M				
	Mental Retardation	B, M	Special Education, general	B, M		
	Textiles and Clothing	B				
	Foods and Nutrition	B				
	Dietetics & Institutional Management	B	Home Economics, general	B		
	Applied Art					
	Secondary Education	M				
	General Science	M				
	The College of William and Mary	Modern Languages	B			
Ancient Languages		B				
Music Education		B				
Education, general		B, M, D				
Physical Education		M				
French	M					

## DEAN'S ANNOUNCEMENTS

### EXECUTIVE ORDER NUMBER TWELVE--TRAVEL REGULATIONS

compliance with the provisions of Section 192 of the 1974 Appropriation Act, effective July 1, 1974, the following revised regulations are issued governing reimbursement of travel expenses by officials and employees of the Commonwealth while traveling on official business:

) All claims for reimbursement must be presented to the Department of Accounts on the standard Travel Expense Reimbursement Voucher (Comp. Form 8) properly signed by a person authorized to approve expenditure documents. The voucher should be presented for payment within thirty (30) days after completion of the trip, or in case of continuous travel, within thirty (30) days after the last day of travel. If reimbursement is not claimed within ninety (90) days after the expense is incurred, the Comptroller's Office may require an explanation for the delay. All outstanding travel accounts must be settled in full at the close of each fiscal year.

) When travel vouchers include expenses of more than one person, the name or names of the persons for whom the expense was incurred and the reason for the expense must be shown on the voucher. Each reimbursement voucher shall contain a concise statement explaining the purpose or reason for travel. Processing of travel vouchers will be expedited if a complete explanation of any unusual item or exceptional circumstance is furnished. Each voucher must be complete within itself and show all facts necessary to support the claim and to justify its payment from public funds. No payment will be made for unspecified costs. Expenses must be itemized and each day's expenses must be shown separately. Supporting receipts or valid bills covering lodging accommodations, automobile rentals and transportation must be submitted; in addition, the traveler must attach any other available receipts which would serve to support the claims for reimbursement.

) Mileage for employees of the State will be reimbursed under the following conditions:

A. Reimbursement of 12 cents per mile will be allowed for use of a private vehicle if the employee is unable to obtain a State vehicle.

1. The employee's State agency or institution head is charged with certifying lack of State vehicle availability. Limited delegation of authority will be accepted. The travel voucher must state that no State vehicle was available.

B. If no attempt is made to obtain a State vehicle or there is no certification that the Central Car Pool could not accommodate their need, the employee will be reimbursed at 9 cents per mile.

C. The agency or institution head may authorize private vehicle mileage when use of a State vehicle is not deemed in the best interest of the Commonwealth of Virginia or use of a private vehicle is a condition of employment. Limited delegation of authority will be accepted.

D. Travel must be by the most direct practical route, and the amount claimed shall not exceed that for first class common carrier accommodations. However, the best accommodations should be utilized only at such times as lesser satisfactory accommodations are unavailable.

E. Where no adequate public transportation is available, reimburse-

ment will be allowed for two round trips between the official station and the airport when two trips are necessary justification is stated on the voucher.

- F. Claims for tolls (bridge, tunnel or turnpike) and parking must show the name of the facility, as well as the names and reasons for the inclusion of any charge for passengers when applicable.

(4) While the approval of the head of the agency or institution is implicit, travel outside the State by automobile, personal or State owned, is limited to 200 miles for the round trip, exclusive of the intrastate mileage, unless the prior written approval is first obtained from the head of the agency or institution, and a copy attached to the voucher. The Comptroller will accept limited delegation of authority to approve such request, provided he has received written prior notification from the agency or institution head. In such cases, the expenses shall not exceed one common carrier fare, regardless of the number of passengers.

(5) Expenditures for meals and lodging must be reasonable. It is recognized that the amount necessary for these purposes will vary with the point at which the expenditure is incurred. Primary responsibility for the reasonableness of these charges rests with the agency or institution; however, the Comptroller's Office will question any charge which appears excessive. When fixed fee functions are attended, either at the official station or away from home, reimbursement will be made, provided the function was in connection with State business and the employee was expected to attend due to the nature of his position.

(6) Claim for reimbursement for official telephone calls and telegrams made and paid for personally by the traveler while on duty away from his official station may be made on the travel voucher. In the cases of all toll charges, as distinguished from local calls charged against one's hotel bill, the points and parties between which the calls were made or the wires sent, must be stated on the voucher, together with the reason therefor.

(7) The base point or point of return for each traveler is known as the official station. Ordinarily no reimbursement will be allowed for travel within the official station of any employee. Thus an employee stationed in Richmond, for example, will not ordinarily be allowed travel within the City of Richmond. There are some exceptional cases where mileage or actual transportation cost are allowed. These cases will be dealt with individually and a satisfactory arrangement worked out in advance between the Comptroller's Office and the agency or institution concerned.

(8) Normally no reimbursement for the noon meal will be allowed unless the traveler is away from his official station overnight, as evidenced by a hotel bill. In the absence of a hotel bill, the traveler should indicate on the voucher that he was away from home overnight and state the name of the facility at which lodging was obtained. Reimbursement will be allowed for the evening meal in those cases where the traveler did not find it necessary to spend the night out of town, but was unable to return home by 7:30 P.M. in time for dinner. Similarly, when the traveler finds it necessary to leave home before 6:30 A.M., reimbursement for breakfast would be in order. The hour of departure or arrival, as the case may be, must be stated on the voucher.

(9) Expenses for meals may be allowed by the agency when an employee is required to work on a nonwork day such as Saturday, Sunday or holiday.

(10) It is recognized that gratuities are a necessary part of the cost of travel and that they vary in different localities and under different circumstances. Each voucher will therefore be considered on its merits. All payments of this type must be kept reasonable.

(11) In lieu of processing travel vouchers for occasional travelers in the customary

manner, reimbursement from petty cash, not to exceed \$25.00 per month to any one traveler, is authorized. All such expenditures are to be fully substantiated.

(12) If the cost associated with the use of private or chartered airplanes exceeds the cost for first class common carrier accommodations, the prior written approval of the responsible Governor's Secretary is required.

(13) In those instances when hotel accommodations, automobile rentals or transportation have been charged directly to the agency rather than paid by the traveler, payment should be requested on the regular invoice (Comp. Form 5) properly approved by an authorized person. The invoice must contain the name of the traveler and a concise statement of the purpose or reason for the travel, as set forth above.

(14) Those traveling on official business should be conscious of the fact that they are spending public funds and travel by the most economical means available.

This Executive Order Number Twelve resinds Executive Order Number Nineteen issued June 7, 1972.

Given under my hand and the Seal of the Commonwealth of Virginia this twentieth day of June, 1974.

(s) Mills E. Godwin, Jr.  
Governor

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#### NOTICES

Claire Polis, 11 year old daughter of Bill and Amelie Polis underwent surgery on October 21 in Charlottesville, Virginia. Several units of blood were needed in the operating room and later in the recovery room. This blood is to be replaced. Donors are needed. If you wish to help, please note that the Bloodmobile will be at:

Hiddenwood Presbyterian Church  
414 Hiden Blvd. N.N.  
NOON to 6 P.M.  
Thursday, October 31.

Please inform the Registrar at the Bloodmobile that you are donating REPLACEMENT for  
Claire Polis  
University of Virginia Hospital  
Charlottesville, Va.

It would be very much appreciated.

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There is no truth to the report that Sociology will remain distinct from the social sciences!

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On September 13, 1974, President Windsor circulated a memorandum together with two letters from the Public Telecommunications Council explaining how the SCATS lines are to be used, and indicated that personal long distance and toll calls must never be charged to an official State telephone. The faculty and staff are asked to scrupulously follow these State regulations.

Business Office

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On Thursday, October 31, at 10:00 A.M., Brenda Korrow and Sandy Spencer will be putting on a puppet performance of THE THREE BILLY GOATS GRUFF at the CNC Day Care Center.

Brenda Korrow and Sandy Spencer are students in the CNC Children's Literature class. Both are working toward a Bachelor's Degree in Elementary Education, in the new degree program at CNC. The course is open, not only to degree-seeking students, but also to anyone interested in furthering his knowledge of children's literature and earning college credit.

The operation of the CNC Day Care Center enables a number of women, like Mrs. Korrow, to continue their education, knowing their children are cared for and cared about. The services of the day care center are available to all CNC students, and those attending CNC sponsored programs.

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#### FACULTY NEWS

The following article by Burnam MacLeod of the Department of English was published in the University of Missouri-Columbia Bulletin. The title of the article is "How Students Rate Teachers."

Teachers should know the criteria by which students rate them. The following list, collected recently from various surveys of students and alumni, contains in order of priority the qualities which students expect of teachers. For their assistance in compiling and ranking this list, special thanks are due to Paul B. Hostertler, Karl Kampschroeder, James Holleran, and David G. McDonald. University course evaluation questionnaires are always available for a teacher's private use. Ask your chairman about them.

##### A GOOD INSTRUCTOR

- . knows his subject thoroughly and is sincerely enthusiastic about it.
- . engages the interest of his students and inspires them to think.
- . treats students as mature individuals and is interested in them.
- . is well-organized and communicates on the student level.
- . makes his subject interesting through good lecture style and use of concrete examples.
- . does not read from long tracts or give entire lectures from books or manuscripts.
- . encourages students to ask questions and listens to their ideas.
- . is readily available for student conferences.
- . tries to make his course a mutual learning experience and emphasizes knowledge and learning over grades.
- . has a good sense of humor but is not vulgar or obscene.
- . does not belittle religious, racial, political, or social groups in a petty, prejudiced manner.

- . is fair and is quick to eliminate cheating.
- . shows the relationship between outside reading to textbook and lecture and relates his subject to contemporary life.

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Professor Joyce Sancetta has accepted an invitation from the International Biographical Center, Cambridge, England, for inclusion in the Dictionary of International Biography published by the Cambridge University Press. Professor Sancetta has been listed in the Dictionary of American Scholars for the past six years. Our congratulations to Professor Sancetta.

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Professor Ruth Kernodle has accepted an invitation to attend the National Science Foundation Short Course "Human Sexuality" to be held at Hampshire College in Amherst, Mass. on November 14-15, and March 13-14.

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Today, October 25, a paper on "Forgery, Uniqueness, and Aesthetic Value" is being read by John Hoaglund at the annual meeting of the American Society for Aesthetics at the University of Minnesota in Minneapolis. Gary Iseminger of Carlton College is commenting on the paper.

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