

# The Chronicle 1983-84

#8 of 1984  
March 2nd

## CHRISTOPHER NEWPORT COLLEGE

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### MON.

March 5

Curriculum Committee - Noon - N214

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### TUE.

March 6

President/VPs - 10:30 am

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### WED.

March 7

Orwell's 1984 - G145 - Noon - "Social Movements: A Perspective on Personal Commitment and Social Control" - Dr. Healey

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### THU.

March 8

School of L&NS -- School Faculty Meeting - 2:30 p.m. - A-105

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### FRI.

March 9

Chemistry Seminar - 2:00 p.m. - G-108

Department of English - N203 - 2pm

Department of Arts and Communication - 3:00 p.m. - Theatre Lounge

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### SAT.

March 10

### SUN.

March 11

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Vice President for Academic Affairs



Report of the Curriculum Task Force

Copies of this Chronicle which are being distributed to full-time members of the Instructional Faculty and to Members of the Board of Visitors have appended to them copies of the report of the ad hoc Curriculum Task Force. This report was presented to the College Curriculum Committee last Monday and will be discussed by each of the three school faculties in the near future. It is in the interest of every recipient to become familiar with its substance, and, indeed, each is urged to do so. Additional copies are available in limited numbers in the VPAA's Office. Several copies have been placed on reserve in the Captain John Smith Library and are accessible there to the entire academic community.

-- Vice President for Academic Affairs

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March Meeting of the Faculty

As was noted in last week's Chronicle, the March meeting of the Faculty will be held on Friday, March 16, 1984, rather than on Friday, March 9, 1984, as originally scheduled. All committee chairmen and individual members of the Faculty are reminded that the deadline for submission of items for the agenda of this meeting is 4:00 p.m., Wednesday, March 7, 1984. The agenda will be published in the 3/9/84 edition of this Chronicle. Committee reports pertinent to this meeting should be submitted for publication in this edition of the Chronicle by the same 3/7/84 deadline.

-- Vice President for Academic Affairs

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Review of Mail Preparation

Mail intended for off-campus destinations should be bundled with a properly coded mail slip attached. Air mail or special rate mail should be flagged separately.

For on-campus distribution please use the large Inter-Agency envelopes with names and departments clearly marked. Confidential information and materials should be sealed in a regular envelope before putting into the Inter-Agency envelope.

-- Alice J. Babcock  
Director of Logistics

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Social Security Information

Recently some of our employees discovered that earnings for 1981 and part of 1980 had not been credited to their Social Security accounts. Investigation has revealed that the problem involved all State employees on the Central Payroll System for 1981 and part of 1980. It was caused by unuseable magnetic tapes furnished Social Security by the Department of Accounts. We have been assured that the correct data is now available at the Baltimore office of Social Security and is being posted to individual accounts. As a matter of information, Social Security normally runs two years behind in posting earnings to individual accounts. Consequently, anyone contemplating retirement should visit the local Social Security office at Newmarket South in Newport News and take with them their W-2 forms for all years from 1980 through 1983. Also, everyone when arriving at the point in their career three years before retirement should begin making annual visits to the



local Social Security office taking with them the latest three W-2 forms.

-- Personnel Office

### NEWS & GENERAL INFORMATION

#### Chemistry Seminar

There will be a Chemistry Seminar on Friday, March 9 at 2 p.m. in Gosnold G-108. Dr. Jack Demirgian of Argonne National Laboratories and formerly of CNC's Department of Chemistry will speak.

-- Gary Hammer

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#### Rhodes Scholarships

Again this year, CNC is participating in the competition for Rhodes Scholarships. The award provides all fees as well as a generous living allowance for at least two years of study at Oxford University.

To be eligible, a student must have been born between October 1, 1960, and October 1, 1966; must be unmarried; must earn a bachelor's degree by October 1985. Quality of both character and intellect is the most important requirement. A candidate must possess literary and academic achievements, a truthful and unselfish character, instincts for and interest in leadership, and physical vigor.

If you know such a person, please encourage him or her to contact me (7072) this semester. The complete application must be forwarded no later than the end of October.

-- Jay Paul, CNC Representative  
Rhodes Scholarship Trust

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#### Dean's Colloquia Presentation

The Dean William Parks Memorial Colloquia Committee is pleased to announce that on Wednesday, March 14, Dave Smith from VCU will give a reading of his poetry at 12:00 in the Campus Center Theatre. Mr. Smith is a nationally recognized poet with several volumes of poetry to his credit. He also taught in the English Department here at CNC early in his career.

Following his reading, Mr. Smith will be honored at a luncheon in the board room. Reservations may be made by forwarding \$5 to me by Thursday, March 13.

Please plan to attend this event and urge your students to do likewise.

-- Jim Morris  
History Department  
Chairman, Dean's Colloquia Committee

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Dean's Colloquia Committee

The Dean's Colloquia Committee reminds all members of the faculty that it will soon call for nominations for outside speakers for next year's series as well as proposals from members of the CNC faculty. Beginning next year, a \$500 honorarium will be extended to CNC faculty members chosen to make a presentation for the series. The Committee will call for a developed proposal or précis to be submitted to it for consideration. Please begin planning for your submissions now.

-- Jim Morris  
History Department  
Chairman, Dean's Colloquia Committee

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Mini Course: "Basics of CPL"

A mini-course on the "Basics of CPL" will be given in the Administration Building Room 105 on Monday, March 5, 1984 from 6:00 - 7:00 p.m. The class is open to all faculty, staff, and students.

CPL is a Command Procedure Language available on the PRIME 750. It is useful for grouping together PRIMOS commands and supplying defaults automatically. A knowledge of some PRIMOS commands and a programming language is a pre-requisite.

The mini-course will be taught by David Boerschlein who is a member of the Computer Science faculty.

-- Shahram Amiri  
Director, Computer Center

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Cardiopulmonary Resuscitation Course (CPR)

The Campus Police Department will conduct three (12 hour) American Red Cross CPR Courses and three (4 hour) CPR Refresher Courses, March through May 1984. The 12 hour CPR Course will be taught in three segments, 4 hours each day in Smith Hall, Room #159 (Faculty Lounge). Both the CPR Course and the CPR Refresher Course is free to faculty, staff, students and the public. The Red Cross Textbook (No. 321907) is required and should be read prior to taking the CPR Course. The cost of the textbook is \$1.00 and it can be purchased at the Campus Police Office. The textbook is not required for the CPR Refresher Course.

The CPR Instructor is Officer Edward P. Hill, CNC Campus Police Officer. Officer Hill is a certified CPR Instructor for the American Red Cross and the York County Rescue Squad. Also, he is a certified State and National Emergency Medical Technician (EMT).

Individuals interested in enrolling in a CPR Course or a CPR Refresher Course should complete the following form and return it to the Campus Police Department.

NAME \_\_\_\_\_ PHONE (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

I wish to enroll in the CPR Course checked below:

( ) CPR COURSE MARCH 26-28, 1984 - 6PM-10PM	( ) CPR REFRESHER MARCH 28, 1984 - 6PM-10PM
( ) CPR COURSE APRIL 9 -11, 1984 - 1PM- 5PM	( ) CPR REFRESHER APRIL 12, 1984 - 1PM- 5PM
( ) CPR COURSE MAY 5, 12, 19, 1984 9AM- 1PM	( ) CPR REFRESHER MAY 19, 1984 - 9AM- 1PM

\* \* \* \* \* -- Campus Police Chief



### Dental Survey Reminder

The results of the Dental Plan Interest Survey have not reflected anywhere near the interest shown last year when a more general survey was taken. So far, less than 50% of our eligible employees have responded, and of those returning their forms, only 72% have indicated that they are interested in participating in the dental plan described. CNC has been told that we need at least 75% of our eligible employees to join the plan in order to start it. Obviously, an even higher "interest" rate is needed to proceed with the project, obtain bids from prospective dental plan companies, and be assured of 75% participation. If you have not yet responded, please do so we will know where we stand.

-- Benefits Committee

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### Benefit Game

Delta Sigma Theta Sorority, Inc. and the Campus Police of CNC are sponsoring a basketball game:

CNC FACULTY AND STAFF  
vs  
NEWPORT NEWS POLICE DEPARTMENT  
on  
THURSDAY MARCH 8, 1984 AT 5:00 PM, CNC GYMNASIUM

This event is to benefit the fight against the incurable disease ALZHEIMER. Admission is \$1.00 donation with other donations and contributions welcomed. Come out and support this worthwhile event. If you are interested in playing on the Faculty or Staff team contact Campus Police at 7053.

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### Christopher's Menu for March 5 - 9, 1984

Monday	Beef Stroganoff over Rice or Noodles Carrots Peas Roll & Butter		Thursday	Roast Beef Mashed Potatoes w/Gravy Lima Beans or Corn Roll & Butter	
	\$2.45				
Tuesday	Stuffed Cabbage w/Gravy Mashed Potatoes Succotash or Macaroni & Cheese Roll & Butter		or	Lasagna Salad Garlic Bread Dessert	\$2.45
	\$2.45				
Wednesday	Lasagna Salad Garlic Bread Ginger Bread w/Applesauce  Clam Chowder per bowl	\$2.45   \$1.00	Friday	Veal Parmesan Spaghetti Mixed Vegetables Roll & Butter	\$2.45

-- Phyllis Fletcher  
Director, Food Services

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Three of Jay Paul's poems appear in the most recent issue of Poet Lore.

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COMMITTEE INFORMATION & FACULTY BUSINESS

Curriculum Committee Minutes--2/13/84

Faculty Present: Hubbard, Olson, Mathews, Durel, Morgan, Hunter, Sanderlin

Student Present: Domi

The meeting was devoted to review and discussion of the proposal for a coordinated program with Riverside Hospital and Christopher Newport College for a coordinated Bachelor of Science in Nursing. Matters discussed included course mix, transfer credits, chance of funding, faculty exchange, and outside evaluation of program.

After much discussion the Committee approved "the proposal for a BSN Articulated Nursing program, and accepted a level of up to 38 hours of course work at Riverside Hospital which may be transferred as full credit to CNC". It is expected that the proposal will now go before the faculty, and then to the State Council of Higher Education (SCHEV).

The next meeting of the Committee is set for Thursday, February 23 at 12:15 p.m. in Newport 202. Subsequent meetings will be held at 12:15 p.m. in N204.

-- Richard L. Hunter  
Secretary

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USES Review Committee

The USES Review Committee solicits the input of all faculty members regarding any aspect of the current USES procedure. Please direct your concerns or comments to your school's elected representative on the committee by March 12.

School of Letters and Natural Science -- Larry Sacks  
School of Social Science and Professional Studies -- Joe Healey  
School of Business and Economics -- Bob Coker

-- F. S. Bauer, Chairman

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Ad Hoc Committee on Promotion Criteria and Algorithms Called Meetings

Having been appointed as the Ad hoc Committee on Promotion Criteria Algorithms by the Faculty Advisory Committee on February 27, 1984, the Committee Members (Gary G. Hammer, School of L&NS; Edwin C. Boyd, School of B&E; and James M. Morris, School of SS&PS) have met to select a chairman and to decide on a method of proceeding to examine the matter under their charge.

Accordingly, the Committee has called a meeting for Tuesday, March 13, from 2:30 p.m. until 4 p.m. in Newport 202. The purpose of this first meeting is to examine the history



of the use of the administrative evaluating procedures as set forth in the memos of the VPAA of February 11, 1983, and January 20, 1984 and the rationale behind these adopted procedures, and to elicit answers as to exactly how the mathematical formulations operate. We have extended an invitation to Vice President Summerville and to the three Deans of the Schools to meet with us on that day to answer our questions. Members of the faculty are invited to sit in on this meeting.

On Thursday, March 15 from 2:30 p.m. to 4 p.m. in Newport 202 the Committee will hold a second meeting. The purpose of this second meeting is to afford the members of the faculty an opportunity to ask questions and comment on the adopted evaluating procedures. We hereby invite members of the faculty to attend this meeting and/or to submit written comments or relevant information to the Committee prior to the meeting date. The VPAA and the three Deans have been invited to sit in on this meeting.

After these two fact finding meetings have been held, the members of the Committee will consider all the evidence and commentary and will report to the faculty on their findings through the Chronicle as soon as possible.

-- James M. Morris  
Chairman, History Department

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#### Reports of the Faculty Liaison Representatives to the Board of Visitors - 2/23/84

##### A. Audit Committee

The Internal Auditor, Mrs. Kochli, briefed the committee on actions taken in response to the Audit Report by the Auditor of Public Accounts.

R. Fellowes

##### B. Financial Affairs Committee

1. New fee schedules of all types were discussed. This included tuition, admin. fees, application fees, comprehensive fees, laboratory fees and parking fees. It was agreed that further research and discussion on laboratory fees and parking fees were required.
2. The VPFA reviewed the College Budget and pointed out that the State provides 70% of the budget and that 30% comes from tuition and fees, but that for the next biennium it will be necessary for the College to generate more than 30% of its total budget through tuition and fees in order to have enough funds to operate acceptably.

A. Papageorge

##### C. Academic Affairs Committee

1. Rewarding Exceptional Service

An informational report was given to the committee by J. Pugh relative to the consultation of the Vice Chairman of the Faculty and Chairman of the Faculty Advisory Committee regarding the rewarding of exceptional service. The recommendation as reported to the Faculty in the most recent past issue of the CNC Chronicle page four was reported.



## 2. Institution of a Laboratory Fee

The following report was given by J. Pugh:

A check with Cindy Perry, Director of Budget, indicated that some schools (both public and private) have a fee while others do not. Thomas Nelson Community College does not charge a lab fee. The idea of the fee came up in general discussions about revenue. This fee will generate approximately \$30,000-35,000 for general revenue. It was also pointed out that the new computer science courses will be expensive. With the current emphasis nationwide on science education, should we penalize those who plan to enter this area? A biology major at CNC could be charged \$160 more for a four year degree than an English major. The cost is also comparable to a major in chemistry.

The concern of these departments is purely academic. What will the imposition of these fees mean to our course enrollments?

Maybe a phone call I received last week might help to answer our concern. A student who wishes to major in biology wants to transfer to CNC from Thomas Nelson. She needed to make an appointment here to discuss how many biology courses she could transfer, since she can take the courses at less cost there than here.

## 3. Evaluation Plan for Administrators as Proposed on pp. 59-64 of Current Board Agenda

A report was given by E. Daly in reaction to the evaluation plan listed above. Five faculty members gave input to this report which is capsulized here.

- a. A Personnel Performance Appraisal System has four component parts, Job Description/Analysis, Performance Standards, Performance Appraisal; and Use of Results. Few of these elements are addressed in the proposed plan.
- b. The evidence upon which evaluation is to occur was not stated.
- c. Basis for evaluation - Behaviors not characteristics should be rated and must be defined so that the various raters may have some assurance that they are rating the same behavior as other raters. Some characteristics on this form are useless because they are so vague, e.g., "overall perspective." The nebulous nature of such items leads to low inter-rater-reliability problems and can negate the worth of the entire process.
- d. Training of Raters - Raters must be trained and given guidance and instruction.
- e. Uniform and Unique Components - The proposed form acknowledges that there are components of the evaluation that may be uniform. However, the weights attached to the factors may vary plus people at different levels of the organization may have job aspects which require queries and responses unique to people at that level and even that function.
- f. Scaling - The 10-point scale requires finer discriminations than are necessary or possible. A 5 or 7 point scale is more desirable. A column labeled, "insufficient opportunity to observe" should be added to any instrument. The scale has no middle value which tends to polarize responses.



- g. Respondents - The relevant constituencies who will respond have not been identified.
- h. Appeal Procedures - Appeal procedures must be provided to protect both the employee and the institution.
- i. Mode of Defining the Job Analyses, Instruments, Procedures, Data Analyses - Organizational personnel serve not only superiors, but also peers and subordinates. This necessitates that all three be involved in designing an appropriate evaluation process and play significant roles in its utilization. There does not appear to be any role for peers and subordinates in the development of the proposed "plan."
- j. Participants in the Evaluation of the President - The proposed "plan" permits no subordinate participation in the evaluation of the president as is included in the evaluation of all others.
- k. The Possibilities for Error and Litigation - Errors in the appraisal process have the potential to cause the institution and its officers to make decisions erroneously which affect employees in undeserved positive or negative ways relative to issues involving promotion, transfer, retention and salary. The decisions may not only affect the employee adversely, but the institution as well. If a performance appraisal results in decisions adverse to the employee the possibility for litigation is present. The best defenses against such occurrences and against court decisions adverse to the institution are carefully developed procedures and instruments for evaluating performance which take into consideration the significant body of guiding principles for such appraisal and the legal principles which must not be violated.

It was recommended that the Board direct that a committee be appointed by the President to devise an appropriate, valid, research-based personnel appraisal system for administrators.

It should be noted that no action was taken at the Board meeting on the evaluation plan for administrators as that matter was considered to be "operational" and therefore under the discretion of the President.

The final action of the committee was to recommend approval of the Biennial Update of the Six-Year Curriculum Plan.

E. Daly and J. Pugh

#### D. Development and College Relations

Among the reports given was Mr. L. Barron Wood's report on the 1983 annual fund drive. A total of \$315,225 was contributed of which only 18% was unrestricted. The \$315,225 consists of both cash and the dollar value of "gifts-in-kind". A break-down of the type of giver with the amount of the gift is as follows: College Community / Board of Visitors, Admin., Faculty & Staff, students, Parents): \$21,923, Alumni: \$18,294; Friends of the College: \$87,075; Business Community: \$130,152; Professional Community: \$51,394; Civic Community: \$6,388. The funds were distributed in the following way:

Unrestricted funds - Memory of Jeanne Syne: \$90, General: \$57,088 ;  
 Restricted funds - Capital improvement: \$83,968, Endowment: \$42,683,  
 Equipment: \$39,881, Library: \$34,994, Faculty and Departmental Development:



\$26,040, Student aid and Scholarship: \$18,250, Student Life: \$4,858, Alumni Assoc: \$3,549, Athletics: \$1,545, Miscellaneous (Greek architectural Program, Kernodle plaque, and Insurance policy premium): \$1,656.

John Avioli

#### E. Student Affairs Committee

It was reported by the Student Association liaison, Sherri Lascola, that they had initiated planning for the Spring Fest of 1984 and M.D. Dance this spring. Also, Vice President of Student Affairs reported that Registration for the spring of 1984 was a success. He also reported on the status of the reorganization of Financial Aid Office and the merger of Counselling and Placement Office. Both projects are moving forward with success and enthusiasm. It was reported that further refinements were being made on freshmen advising and funds for the Transition programs are being requested for next year. Keith McLoughland, Dean of Admission and Records reported that Spring 1984 FTE enrollment was down by 2% from Spring 1983. Two reasons were presented as a possible explanation for this decline. They are as follows:

- (1) Newport News and Hampton SMSA area High School graduations are lower.
- (2) General decline in student population.

C. Colonna

#### Report of the Faculty Advisory Committee

##### Notice of Appointment:

##### ad hoc Committee on Promotion Criteria and Algorithms

The F.A.C. announces the appointment of the following faculty members to complete the charge of the Faculty relative to the promotion criteria and algorithms used last year and this year:

Dr. Gary Hammer, School of Letters and Natural Science  
 \*Dr. James Morris, School of Social Science and Professional Studies  
 Prof. Edwin Boyd, School of Business and Economics

The charge to the committee is:

To examine the development, use and results of application of the evaluative criteria and algorithms stated in the memorandum of February 11, 1983 and January 20, 1984 from the Vice President for Academic Affairs to the deans of the three schools. The committee will report directly to the Faculty.

The F.A.C. wishes to express appreciation to the members for assuming the responsibility for completing this task of concern to the Faculty.

\*Chairman, chosen by ad hoc committee.

E. Daly, Chairman  
 F.A.C.