



*The Christopher Newport College
of The College of William And Mary
in Virginia*

MEMORANDUM

February 26, 1975

7.6
Board
Desk
Notebook

TO: President's Administrative Council

FROM: President

Gentlemen:

You will find attached copies of Resolutions and Informational Material which I will present to the Board of Visitors on March 7. These materials are for your information and should be kept confidential until considered by the Board.

The Council will meet from 10-12 on Thursday, February 27, at which time the agenda will be distributed. Please let Mrs. Carney know if you have items to discuss.

Jim Windsor

JW/ec

Board of Visitors

Resolution CN-1

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APPROVAL OF REVISED FACULTY BY-LAWS

Christopher Newport College

The Board of Visitors previously approved a resolution whereby Christopher Newport College would reorganize the faculty in accordance with a new divisional model. In order to accommodate the changes necessitated by this reorganization, the Faculty By-Laws were revised with respect to the new structure, the resulting new representation on committees, and revised procedures. These revisions are minimal and solely for the purpose of internal management. The President recommends approval of the revised Faculty By-Laws which are included as a part of this resolution.

Be It Resolved, That the Board of Visitors approves for Christopher Newport College the attached Faculty By-Laws as revised in February, 1975.

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CHRISTOPHER NEWPORT COLLEGE

BY-LAWS OF THE FACULTY

(Revised March 1975)

Article I

Definition of the Faculty

Section 1. For the purpose of these By-Laws, the term "Faculty of the College" or "Faculty" shall mean the President, the Dean of Academic Affairs, and all persons holding teaching appointments as professors, associate professors, assistant professors and instructors and acceptable to the appropriate department at Christopher Newport College in Newport News, Virginia.

Section 2. All members of the Faculty shall be entitled to vote in meetings of the Faculty. All those holding Faculty rank but who are non-teaching members are invited to the Faculty meetings as non-voting members. The same applies to adjunct members.

Section 3. Except for the President and the Dean of Academic Affairs, Faculty who are on leave or who do not teach at least half-time in a given department shall not retain voting privileges in Faculty meetings or in division or department meetings.

Section 4. The presiding officer may at his discretion invite other persons to attend meetings of the Faculty.

Article II

Officers of the Faculty

Section 1. The officers of the Faculty shall be a Chairman, a Vice-Chairman, and a Secretary. The President shall hold the office of Chairman. The Vice-Chairman and the Secretary shall be elected from among the Faculty for terms of one year, their terms beginning at the first Faculty meeting in the fall.

Section 2. The Chairman, or, in his absence or at his instance the Dean of Academic Affairs shall preside at meetings of the Faculty. In the absence of both, or at the instance of the President, the Dean of Academic Affairs, and the Vice-Chairman, the Faculty may elect a temporary presiding officer.

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Section 3. The Secretary shall record the minutes of each meeting and distribute them no later than three school days prior to the next regular meeting or read them at the next regular meeting. He shall make five copies of the minutes, two for the archives of the College, one for the President of the College, one for the Dean of Academic Affairs, and one for the Secretary. The copy in possession of the Dean of Academic Affairs may be consulted by any member of the Faculty.

Article III

Meetings

Section 1. Monthly general meetings of the Faculty shall be held during each school year at a regularly scheduled time. Notice of these meetings shall be given in writing at least two weeks in advance.

Section 2. Other general, special meetings of the Faculty may be called by the President of the College or by the Dean of Academic Affairs. Notice of such meetings shall be distributed in writing at least three days in advance.

Section 3. A special meeting of the Faculty shall be called upon the written request of a standing committee of the Faculty or upon written petition of 10% of the Faculty. The petition shall be presented to the President of the College or the Dean of Academic Affairs. If they are unable to call the meeting, the petition shall be presented to the Vice-Chairman of the Faculty; this failing, to the Chairman of the Faculty Advisory Committee; this failing, to any Division or Department Chairman or Acting Division or Department Chairman. The meeting shall then be called within 48 hours by the usual notices in Faculty mail boxes, if possible, or through department channels.

Section 4. At any meeting, a simple majority of the voting members of the Faculty shall constitute a quorum.

Section 5. No motion or resolution affecting the educational policy of the College shall be voted on in a meeting unless it shall have been submitted in writing to the Dean of Academic Affairs and copies thereof sent by him to all members of the Faculty at least three academic days prior to the date of the meeting. In emergency situations this provision may be waived only by unanimous consent of the Faculty members present.

Section 6. Meetings shall be conducted in accordance with Robert's Rules of Order Revised for Deliberative Assemblies. At the request of any one member of the Faculty, a secret ballot shall be taken on any motion brought to a vote.

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Article IV

Responsibilities of the Faculty

Section 1. It is the general responsibility of the Faculty to concern itself with the educational functions of the College and to make known its decisions to the President of the College regarding all matters related thereto. Changes in the educational functions of the College shall be effected only with the consent of the Faculty as determined at a meeting of the Faculty conducted in accordance with these By-Laws.

Section 2. The specific areas of Faculty responsibility shall include:

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- (a) developing and maintaining of admissions standards and curricula consistent with the stated goals of the College and its primary responsibility.
 - (b) establishing of policy, including standards and procedures, for awarding all degrees granted by the College.
 - (c) recommending to the administration procedures for maintaining and improving Faculty competence through programs of sabbatical leave, in-service instruction, attendance of professional meetings and other such items leading to professional growth.
 - (d) establishing professional standards and criteria for salary increases, retention, promotions and tenure.

Section 3. The Faculty of the College shall determine the requirements for all degrees granted by the College.

Section 4. With respect to degrees the Faculty of the College shall

- (a) certify the names of those students who have fulfilled the academic requirements for those degrees.
- (b) determine the academic pre-requisites for admission of students to courses and to candidacy for degrees.
- (c) determine the policy to be followed in the evaluation of credits transferred from other institutions.
- (d) determine academic standards for continuation in residence for academic classification and for participation in extra-curricular activities.
- (e) determine the system of grading, and the policy regarding examinations.
- (f) determine the regulations governing attendance of students in classes.

Fac - establish standards and criteria
Board establish policy
awards degrees

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Article V

Elected Committees of the Faculty

Section 1. 1. There shall be elected committees of the Faculty to include:

- (a) Faculty Advisory Committee
- (b) Curriculum Committee
- (c) Degrees Committee
- (d) Academic Status Committee
- (e) Admissions Committee
- (f) Nominations Committee
- (g) Faculty Evaluation Committee

No Faculty member may be elected to serve more than six consecutive years on any one committee, after which he must be off that committee for at least two years. No Faculty member may serve as a voting member of more than one elected committee.

Section 1. 2. Members of the committees shall be elected by the Faculty from a list of candidates proposed by the Nominations Committee and by nominations from the floor. Election shall be by secret ballot. The Nominations Committee's recommendations shall be circulated at least one week before the meeting at which elections are to be held. The Dean of Academic Affairs shall be ex officio member of all elected committees except the Faculty Advisory Committee, the Academic Status Committee, and the Faculty Evaluation Committee. Membership of each elected committee shall in any given academic year include at least one representative from each division but with no two members from any one department and as far as possible, from all teaching ranks.

Section 1. 3. The term of membership for elected committees shall be two years except where otherwise indicated.

Section 1. 4. Each committee shall at its organization meeting (the first meeting after the regular election of new members), elect a chairman, vice-chairman and secretary, except as otherwise provided to serve for the coming year. The secretary shall keep minutes of each meeting, distribute copies to each member of the committee and file one copy with the secretary of the Faculty.

Section 1. 5. Election of these committees shall be conducted not later than the last scheduled Faculty meeting of each academic year. Members shall take office immediately after spring graduation.

Section 1. 6. In the case of an unexpected committee vacancy, the Nominations Committee shall recommend at the next regular Faculty meeting following the vacancy, a replacement for the approval of the Faculty. Nominations may also be made from the floor.

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Section 1. 7. The Faculty shall establish other elected committees as may be required and may eliminate any committee no longer deemed necessary, provided that a motion to this effect be given to the Faculty at least three academic days prior to the meeting.

Section 1. 8. Committee meetings, unless otherwise required, shall follow the Robert's Rules of Order being used at Faculty meetings. Each committee shall report its findings directly to the Faculty.

Section 2. 1. There shall be a Faculty Advisory Committee consisting of eight elected members.

Section 2. 2. The Faculty Advisory Committee shall inform itself on current developments of any sort which may affect the educational function of the College or the welfare of the Faculty, review and assess these, and bring them to the attention of the Faculty together with its recommendations for further study or action.

Section 2. 3. The Faculty Advisory Committee shall coordinate the work of all other committees of the Faculty and, in consultation with their separate chairmen, shall schedule their reports to the Faculty so as to insure their timely and adequate consideration. This provision shall not be construed to prevent any member of the Faculty from requesting a committee report at any Faculty meeting.

Section 2. 4. Representatives of the Faculty Advisory Committee may be delegated by the committee to represent the Faculty to the Board of Visitors when it may be mutually agreed by the Board, the President of the College and the Faculty that such consultation is desirable or when requested by the Board or a sub-committee of the Board to confer with it regarding any matter concerning the College.

Section 2. 5. The elected members of the Faculty Advisory Committee shall take under advisement all grievances of either individual Faculty members or Faculty groups. The determination of the committee shall be sent to the parties directly involved, to the Dean of Academic Affairs or, if appropriate, to the President of the College, or to the Board of Visitors.

Section 2. 6. The Faculty Advisory Committee shall continue to serve its designated functions when the College is not in session. Should an extraordinary situation be such that a decision of the Faculty is urgently needed at a time the Faculty is not in session and cannot be assembled, the Faculty Advisory Committee is empowered, a majority of its full membership concurring, to act for the Faculty in making such a decision. Such a decision must be reported to the Faculty at the earliest opportunity, in no case later than the next regular Faculty meeting.

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Section 2.7. The Faculty Advisory Committee shall assist each committee in fulfilling its responsibilities by providing guidance on procedures for committee operation such as keeping of minutes, making reports to the Faculty, coordinating work with other committees, and so forth.

Section 2.8. In the extraordinary case that a Faculty member is unable or unwilling to meet his committee responsibilities for prolonged periods, the chairman of the committee should so inform the Advisory Committee which shall recommend to the Faculty that a replacement be made. This shall be done only after the member has had an opportunity to explain to the chairman of the committee, to the Advisory Committee or to the Faculty the reason for excessive absence or other failure to meet his committee responsibilities.

Section 3.1. There shall be a Curriculum Committee consisting of seven elected Faculty members and three students as voting members, designated by the student body as determined by the Student Government Association.

Section 3.2. Each of the student members shall represent a different division.

Section 3.3. The Curriculum Committee shall have the following duties:

- (a) to conduct a continuing study of educational developments, regularly reviewing the educational policies and procedures of the College in the light of such developments, and to make to the Faculty recommendations based upon such study.
- (b) to initiate specific recommendations for additions in the curriculum in any field not represented by the current catalogue.
- (c) to initiate recommendations and requests for change in the curriculum and to consider recommendations and requests for changes in the curriculum which may be brought before it by any member of the Faculty.
- (d) to determine priorities for the development of the curriculum.

Section 3.4. In performing its duties, the Curriculum Committee may call upon any member or group of the Faculty for advice and assistance.

Section 3.5. The Curriculum Committee shall bring before the Faculty proposals involving educational policy, with its recommendations for action.

Section 4.1. There shall be a Degrees Committee consisting of the Registrar as an ex officio, non-voting member and six elected Faculty members, each of whom shall be elected for a term of three years, two terms expiring each year.

Section 4.2. The Degrees Committee shall have the following duties:

- (a) to evaluate academic credits transferred from other institutions,
- (b) to determine which students have completed the requirements for earned degrees and upon approval of the Faculty to certify their names to the President of the College.

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Section 4.3. In the exercise of its duties and after consultation with the departments concerned, the Degrees Committee shall recommend to the Faculty the waiving of the literal application of degree requirements whenever, in its considered judgment, extraordinary circumstances exist which justify such action.

Section 5.1. There shall be an Academic Status Committee consisting of the Registrar as an ex officio, non-voting member and six elected Faculty members.

Section 5.2. The Academic Status Committee shall recommend to the Faculty standards for retention, dismissal, placement on probation and standards for all other matters relating to academic performance.

Section 5.3. The Committee shall review the academic records of all students failing to meet the standards set by the Faculty for satisfactory performance. In all cases falling clearly in the various categories set forth by the Faculty as unsatisfactory performance, the Committee shall so notify each student through its secretary.

Section 6.1. There shall be an Admissions Committee consisting of the Dean of Admissions as an ex officio, non-voting member and six elected Faculty member.

Section 6.2. The Admissions Committee shall recommend to the Faculty standards for admission and shall review the earlier academic records of applicants for admission and all other materials on such applicants and determine whether each such applicant meets the minimum standards to enter the College and do satisfactory college work.

Section 7.1. There shall be a Nominations Committee consisting of six elected Faculty members, nominated by the Faculty Advisory Committee.

Section 7.2. The Nominations Committee shall present to the Faculty a slate of nominations when vacancies occur on the elected committees of the Faculty of Christopher Newport College.

Section 7.3. The Nominations Committee shall supervise the elections to these committees.

Section 8.1. There shall be a Faculty Evaluation Committee consisting of two full Professors, two Associate Professors and two Assistant Professors, with not more than one member from any one department. The term of office is 3 years, two terms expiring each year.

Section 8.2. The Faculty Evaluation Committee serves the President, the Dean of Academic Affairs, and the Faculty on matters of retention, promotion, tenure, and merit increases. To the Faculty its responsibility is to insure that decisions in these matters be made with fairness and consistency throughout the College. The Committee may also be a resource to the departments in developing their standards and procedures in these matters.

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Section 8.3. The Faculty Evaluation Committee shall receive all evidence collected by the department in support of the recommendation concerning a Faculty member's retention, promotion, tenure, and merit increase and a description of the procedures followed in collecting the evidence and arriving at the decision. The Committee shall certify that acceptable criteria have been established and procedures consistent with College-wide policies have been followed.

Section 8.4. The Faculty Evaluation Committee shall not initiate or make recommendations concerning an individual Faculty member but shall review the recommendations of the Department, of the Dean of Academic Affairs, and of the President with a view to representing the interests of the entire Faculty as well as of the individual Faculty member.

Section 8.5. In all other respects, the Faculty Evaluation Committee shall operate according to the procedures and standards established by the Faculty.

Article VI

Amendments and Effective Date

Section 1. Subject to the subsequent approval of the President and the Board of Visitors, these By-Laws may be amended at any meeting of the Faculty by a two-thirds vote of the total Faculty eligible to vote, provided that a copy of the proposed amendment shall have been sent to every member of the Faculty at least one academic week in advance.

Section 2. These revised By-Laws shall become effective upon approval by the President and the Board of Visitors.

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APPROVAL OF INCREASE IN COMPREHENSIVE FEE
AND EXTENSION OF UNIT TUITION FEE

Christopher Newport College

The present tuition and Comprehensive Fee schedule is as follows:

	Tuition	Comprehensive Fee	Total
In-State	\$19.00*	\$3.00*	\$22.00
Out-of-State	29.00*	3.00	32.00

*Per semester hour of credit up to and including 15 hours of credit. No additional charges for course credits beyond 15 hours. In-State student taking 15 hours of credit will pay \$330.00 per semester (22.00 x 15). Out-of-State student taking 15 hours will pay \$480.00 per semester.

In order to provide essential funding for the educational programs of the College, to support in part the construction of six tennis courts, and to supplement funds which support a developing cultural program, it is requested that the Board of Visitors approve for Christopher Newport College a revised Tuition and Comprehensive Fee schedule as follows:

	Tuition	Comprehensive Fee	Total
In-State	\$19.00*	\$4.00*	\$23.00
Out-of-State	29.00	4.00	33.00

*Per semester hour of credit regardless of number of credits taken. Requested increase is in the amount of \$1.00 per semester hour of credit in the Comprehensive Fee. No increase in tuition is requested.

Be It Resolved, That the Board of Visitors approves for Christopher Newport College an increase of \$1.00 per semester hour of credit in the Comprehensive Fee, and that the tuition fee per semester hour of credit apply to all credits regardless of the number of credits taken, both to become effective with the beginning of the 1975 Summer Session.

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APPROVAL OF FUND DRIVE

Christopher Newport College

The Physics Department of Christopher Newport College proposes the creation of a Center for Education in the Physical Sciences for the Peninsula which will serve as a mechanism for gathering together the community of scientists, teachers, and engineers in this area who feel the dual responsibility of increasing the public's understanding of science and technology and of pointing out the interrelation of advances in science, the adoption of new technological tools, and changes in the values and the life style of a community.

This Center will attempt to weld people in science on the Peninsula into a cohesive group which will give the members a sense of belonging to a community with a shared interest, the scientific education of pre-college students and adults. That sense of community is vital to the exchange of knowledge and technique in science education between peers. The Center will also offer two practical components: a strong audio-visual program, which will support its members in their attempts to develop new ways to engage and to hold the attention of their students, and a series of workshops and demonstrations that will allow the students to approach the technical material from the world of experience.

The initial cost of creating a Center for Education in the Physical Sciences at Christopher Newport College will be approximately \$10,000, most of which will be used to purchase equipment and materials. Thereafter, the continuing operation of the Center will be supported primarily through funds from the College available to the Physics Department. The College seeks permission to solicit funds, on an individual basis, from members of the scientific community on the Peninsula in support of this project.

Be It Resolved, That the Board of Visitors approves for Christopher Newport College its request to solicit from the scientific community on the Peninsula, funds in the amount of \$10,000 for the creation of a Center for Education in the Physical Sciences.

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Christopher Newport College
Financial Statement as of 1/31/75
Operating Budget

<u>Educational & General Activities</u>	<u>Actual 1972-73</u>	<u>Actual 1973-74</u>	<u>Appropriation 1974-75</u>	<u>Operating Budget 1974-75</u>	<u>To Date 1/31/75</u>	<u>Budget% 1/31/75</u>
<u>Revenue</u>						
Special Funds	995,739	1,069,288	1,254,485	1,175,968	958,416	82%
General Funds	1,148,440	1,461,118	1,645,520	1,645,520	822,760	50%
Less 2.76% reduction	-0-	-0-	(45,442)	(45,442)		
Total	<u>2,144,179</u>	<u>2,530,406</u>	<u>2,854,563</u>	<u>2,776,046</u>	<u>1,781,176</u>	<u>64%</u>
<u>Expenditure</u>						
General Admin., Student Services & Gen. Exp.	366,394	498,029	544,805	517,417	299,310	58%
Instruction-Regular Session	1,233,681	1,444,880	1,712,307	1,642,978	908,993	55%
Instruction-Summer Session	104,548	132,464	123,520	150,748	144,749	96%
Organized Activities	-0-	2,375	-0-	8,600	4,928	57%
Instruction Off Campus	-0-	2,283	40,365	15,000	9,501	63%
Libraries	202,247	236,864	280,458	217,933	129,265	59%
Maintenance & Operation of Physical Plant	160,351	187,169	171,930	219,857	116,004	53%
Organized Research	3,337	16,749	-0-	-0-	-0-	--
Public Service	642	7,912	26,620	3,513	3,513	100%
Other	-0-	168	-0-	-0-	-0-	--
Less 2.76% General Fund Reduction	-0-	-0-	(45,442)	-0-	-0-	--
Grand Total	<u>2,071,200</u>	<u>2,528,893</u>	<u>2,854,563</u>	<u>2,776,046</u>	<u>1,616,263</u>	<u>58%</u>

Christopher Newport College
Financial Statement as of 1/31/75
Operating Budget

<u>Scholarship and Loan Assistance for Students</u>	<u>Actual 1972-73</u>	<u>Actual 1973-74</u>	<u>Appropriation 1974-75</u>	<u>Operating Budget 1974-75</u>	<u>To Date 1/31/75</u>	<u>Budget% 1/31/75</u>
<u>Revenue</u>		36,050	35,900	35,900	35,900	100%
<u>Less Reversion</u>		(8,050)	-0-	(5,000)	(5,000)	--
<u>Total</u>		<u>28,000</u>	<u>35,900</u>	<u>30,900</u>	<u>30,900</u>	<u>100%</u>
<u>Expense</u>		15,691	35,900	18,024	9,012	50%
<u>Total</u>		<u>15,691</u>	<u>35,900</u>	<u>18,024</u>	<u>9,012</u>	<u>50%</u>

Auxiliary Enterprises

Campus Center

<u>Revenue</u>	61,777	158,605	94,293	77,123	82%
<u>Expense</u>	37,723	158,605	94,293	51,291	54

Book Store

<u>Revenue</u>		47,925	34,160	20,082	59%
<u>Expense</u>		47,925	34,160	20,082	59%

Intercollegiate Athletics

<u>Revenue</u>		5,210	5,250	2,625	50%
<u>Expense</u>		5,210	5,250	2,625	50%

Christopher Newport College
Operating Budget 1975-76
As of 2/24/75

<u>Educational & General Activities</u>	<u>Actual Budget 1973-74</u>	<u>Operating Budget 1974-75</u>	<u>Appropriated Budget 1975-76</u>	<u>Planning Budget 1975-76</u>
<u>Revenue</u>				
Special Funds	1,069,288	1,175,968	1,355,015	1,223,000
General Funds	1,461,118	1,645,520	1,960,240	1,960,240
Less 2.76%/5%		(45,442)		(98,010)
Total	<u>2,530,406</u>	<u>2,776,046</u>	<u>3,315,255</u>	<u>3,085,230</u>
<u>Expenditure</u>				
General Admin.	498,029	517,417	581,301	582,332
Instruction-Regular	1,444,880	1,642,978	2,033,105	1,823,341
Instruction-Summer	132,464	150,748	144,950	157,000
Organized Activities	2,375	8,600	-0-	9,098
Instruction-Off Campus	2,283	15,000	40,365	15,000
Library	236,864	217,933	304,949	261,003
Physical Plant	187,169	219,857	177,965	233,956
Organized Research	16,749	-0-	-0-	-0-
Public Service	7,912	3,513	32,620	3,500
Other	<u>168</u>			
Total	<u>2,528,893</u>	<u>2,776,046</u>	<u>3,315,255</u>	<u>3,085,230</u>
<u>Scholarship and Loan Assistance for Students</u>				
<u>Revenue</u>	36,050	35,900	42,200	42,200
Less Reversion	(8,050)	(5,000)	-0-	(2,110)
Total	<u>28,000</u>	<u>30,900</u>	<u>42,200</u>	<u>40,090</u>

Christopher Newport College
Operating Budget 1975-76
As of 2/24/75

<u>Scholarship and Loan Assistance for Students</u>	<u>Actual Budget 1973-74</u>	<u>Operating Budget 1974-75</u>	<u>Appropriated Budget 1975-76</u>	<u>Planning Budget 1975-76</u>
<u>Expense</u>	<u>15,691</u>	<u>18,024</u>	<u>42,200</u>	<u>40,090</u>
Total	<u>15,691</u>	<u>18,024</u>	<u>42,200</u>	<u>40,090</u>
<u>Auxiliary Enterprises</u>				
<u>Campus Center</u>				
<u>Revenue</u>	61,777	94,293	178,960	98,740
<u>Expense</u>	37,723	94,293	178,960	98,740
<u>Book Store</u>				
<u>Revenue</u>		34,160	55,960	36,722
<u>Expense</u>		34,160	55,960	36,722
<u>Intercollegiate Athletics</u>				
<u>Revenue</u>		5,250	5,210	5,645
<u>Expense</u>		5,250	5,210	5,645