



CHARTERED 1693

THE COLLEGE OF WILLIAM AND MARY IN VIRGINIA
OFFICE OF THE PRESIDENT
WILLIAMSBURG, VIRGINIA 23185

September 3, 1974

Dr. James C. Windsor, President
Christopher Newport College
Newport News, Virginia

Dear Dr. Windsor:

I am enclosing herewith two copies of Resolution CN-1, Change of Title, Resolution CN-2, Appointment of a Full-Time Director of Development and Administrative Assistant to the President, and Resolution CN-3, Approval of a Divisional Organization Structure, which resolutions were adopted at the meeting of the Executive Committee of the Board of Visitors on August 28, 1974.

Sincerely,

Jane Latham, Recording Sec'y.
Board of Visitors

Encls.

Board of Visitors

August 28, 1974

Resolution CN-1

Enclosure _____

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CHANGE OF TITLE

Christopher Newport College

There is at present an administrative position at Christopher Newport entitled "Director of Continuing Studies and Curriculum Development." This title was descriptive of the functions of the office when there was a need for a designated individual to work closely with the liaison officer from the College of William and Mary in the development of Christopher Newport's four-year curriculum. The development of the curriculum is now efficiently coordinated by the Dean of Academic Affairs at Christopher Newport in close cooperation with the Vice President for Academic Affairs at William and Mary.

It is requested that this position title be changed to "Assistant Dean of Academic Affairs." The person in this position will continue to administer the area of continuing studies and community service, and, in addition, serve as general assistant to the Dean of Academic Affairs. He will no longer have responsibility for the development of the curriculum.

Be It Resolved, That the Board of Visitors of the College of William and Mary approves for Christopher Newport College a change of administrative title from "Director of Continuing Studies and Curriculum Development" to "Assistant Dean of Academic Affairs."

Board of Visitors

Resolution CN-2

August 28, 1974

Enclosure _____

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APPOINTMENT OF A FULL-TIME
DIRECTOR OF DEVELOPMENT AND ADMINISTRATIVE
ASSISTANT TO THE PRESIDENT

Christopher Newport College

For the past two years a member of the faculty has served one-fourth time as Director of Development. With the continuing growth of the College and the increasing importance of securing financial resources to supplement appropriations from the State, it is desirable and necessary to increase the amount of time given to development.

The President of the College requires some administrative assistance to insure the efficient functioning of his office in the face of increasing demands and responsibilities.

Because of budgetary limitations and other considerations, it is requested that these two major administrative functions (development and administrative assistance) be combined in the establishment of a full-time position entitled "Director of Development and Administrative Assistant to the President."

Be It Resolved, That the Board of Visitors of the College of William and Mary approves the establishment at Christopher Newport College of a full-time position entitled "Director of Development and Administrative Assistant to the President."

Board of Visitors

August 28, 1974

Resolution CN-3

Enclosure _____

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APPROVAL OF A DIVISIONAL
ORGANIZATION STRUCTURE

Christopher Newport College

The growth and development of the academic departments at Christopher Newport make necessary a new organizational structure in order to facilitate the efficient functioning of the academic program. The College will have, in the 1974-75 Session, 100 faculty members who represent 27 disciplines. The Faculty and Administration have had this matter under careful study for over two years. The proposed division structure for the College (page 2) has been carefully formulated to meet the current needs of the College and to allow for future growth and development. It retains the identity and integrity of each discipline, yet provides optimal working units which will enhance coordination and cooperation.

The operational procedures of this new structure will be described in detail in an organization manual which will be distributed to the Board in the near future.

It is requested that this proposed divisional structure for Christopher Newport College be approved so that it can be implemented in September, 1974.

Be It Resolved, That the Board of Visitors of the College of William and Mary approves for Christopher Newport College the divisional organization structure as described on page 2, effective September, 1974.

Divisions and Departments of the College

I. Division of Arts and Letters

Classical Studies
English
Fine and Performing Arts
History
Modern Foreign Languages and Literatures
Philosophy

II. Division of Social and Behavioral Sciences

Anthropology
Political Science
Psychology
Sociology

III. Division of Natural and Quantitative Sciences

Biology and Environmental Science
Chemistry
Computer Studies
Geography
Mathematics
Physics

IV. Division of Business

Academic concentrations in:
Accounting
Business Administration
Economics
Finance
Marketing
Retailing

V. Division of Education and Communications

Basic Studies
Communications
Education
Physical Education