



VCC Connections

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A complete rundown on what's happening regarding Education Council.

Law Foundation of BC grants \$50,000

The Vancouver Community College Educational Foundation is pleased to announce that a lead gift of \$50,000 has been made by the Law Foundation of BC for the development of a Distance Education Court Interpreting Program at VCC.

Currently, VCC is the only organization in BC which offers a court interpreter program leading to accreditation. While VCC provides training within the Lower Mainland, it has been unable to address the critical shortage of trained court interpreters in the rest of BC and across Canada. This shortage has had serious effects on the justice system including, in some cases, inadequate representation for non-English speaking individuals.

In response to this need, VCC has proposed increasing the availability of its program by developing a Distance Education Court Interpreting Program. Distance education uses alternative educational technologies, such as satellite video conferencing, in conjunction with print, audio, video and local facilitators, to provide instruction. The development of a court interpreting program for distance education will be unique in North America.

"We are very grateful to the Law Foundation of BC for providing the lead grant and recognizing the importance of this project," says Brenda Pengelly, senior coordinator for the Program. "Officers of the court, community agencies, government ministries and the corporate sector will all benefit from the availability of competently trained interpreters."

Since 1978, VCC's Court Interpreting Program has graduated over 250 court interpreters in eighteen languages, including Cantonese, Punjabi and two First Nations languages. The program offers an effective combination of instruction in language and legal interpreting, practicum and professional orientation, and has served as a model for court interpreting programs throughout North America and New Zealand.

*Teresa Suranyi,
VCC Educational Foundation*

Introducing: Banner



Welcome to the first edition of the Banner Board. This is intended to inform the users of the progress of the implementation of the Banner Integrated Software Systems.

Background

Approximately three years ago, the need for a new finance system was starting to emerge. VCC had a need for an integrated administrative system. Many of the colleges and institutes in BC were investigating new systems as well. The Consortium for Administrative Systems Development (CASD) was formed at the time to investigate and purchase administrative systems for the colleges. A choice between two systems was the result (Banner or Datatel). Currently, VCC, Langara, BCIT, Kwantlen, and Okanagan are proceeding with the implementation of the Banner System.

Progress

The *Finance System* implementation is well under way and the system will be live April 1, 1996.

The *project team* is as follows:

Dana Merritt (Project Leader)
Dave Crowe
Peter Bullock
Claire Prescott
Ron Martin
Stanley Foo

The team is working hard testing and understanding the system. Training for end users and budget officers is planned for February and March.

A new chart of accounts

We would like to thank the "Finance Users Group" for all their help in analyzing the new chart of account to ensure it is the best chart for our organization.

Fund: Operating, Contract, Ancillary, Capital (2 digits)

Organization: Cost Centre (4 digits)

Account: Revenue or Expense Code (4 digits)

Program: Major Functional Grouping (this will default from the organization code) (3 digits)

The *Student System* is planned for implementation October 1, 1997.

The *Human Resource/ Payroll System* is planned for implementation January 1, 1997. The Human Resource and Payroll project team had their initial kickoff meeting in December. A Task List working session has been planned for January, 1996 with ongoing meetings scheduled every second Tuesday.

Dana Merritt, Director of Financial Services

Looking back at Christmas 1995

The Christmas raffle and food donation boxes managed to collect \$644.00 in cash and ten boxes of food (seven of which came from KESA) for the Food Bank. In addition, KESA donated an additional \$290.00, the proceeds from the hot turkey lunch. Many thanks go to the staff Christmas committee and to the King Edward students who gave so much time and provided so much energy.

Many, many thanks also to the City Centre Baking and Pastry Arts Department, ICL Food Services, the Music Department, June (Ms Santa) Blaise and Bill (Santa) Miller for their generous contributions to the Christmas party effort.

The winners of the raffle prizes were:

- Bob Altwein, coffee and mug package

- Brenda Appleton, ICL food basket
- Alex Burns, wine basket
- Elizabeth Burnyeat, box of cookies
- Betty Carter, mouse pad
- Tay Cook, VCC sweatshirt
- Rob Ericson, Not Just Desserts gift certificate
- Evonne Fong, Asian Culinary Arts gift certificate
- Mark Goertz, box of cookies
- Melinda Graham, mouse pad
- Melanie Ma, mug
- Carol Mercier, mug
- J. Noulty, wine basket

HELP! The only winner we have been UNABLE TO CONTACT is Tay Cook. Tay, if you are out there or anyone knows how to contact this person, please let Della

know at local 7016. If we don't hear by January 19, 1996, we will draw another ticket for the sweatshirt.

A lot of imagination and work went into the Christmas Decorating Contest, and it was difficult to choose winners from so many excellent entries. However, decisions were made and the winners were:

First prize: College Foundations
Second prize: Institutional Research
Third prize: Fourth Floor Administration

Best wishes to everyone for the New Year.

Della Glendenning

Our grads need YOU

VOLUNTEERS ARE URGENTLY NEEDED for the VCC graduation ceremonies on January 24 and 25. The ceremonies will take place from 6:00 p.m. to 9:30 p.m. in the KEC Auditorium.

To assist in keeping the ceremonies running smoothly, staff and faculty are asked to volunteer as: ushers to escort guests to their seats; receptionists to collect invitations; assistants to help gown graduates; marshals to organize student processions; as well as other miscellaneous duties. Previous experience is **not** necessary.

Come and be part of these special evenings when we applaud VCC students (perhaps **your** students!) for achieving their scholastic goals. An orientation meeting will be held approximately one week prior to the ceremonies.

Fill in and return the bottom portion to:

Veronika Metchie, Project Coordinator, VCC Educational Foundation, KEC
before Jan 17, 1996

YES! I would like to volunteer for the VCC Graduation Ceremony.



Name _____

Dept. _____ Local _____

Date(s) available: ☐ Jan. 24, 1996

☐ Jan. 25, 1996

Introducing the VCC/Langara College Group RRSP Plan

The Joint Benefits Committee of VCC and Langara College are pleased to announce the new Group RRSP Plan with the supplier Connor, Clark and Lunn in combination with Prudential Life Insurance. Prudential, one of the largest financial institutions in the world, will be responsible for the plan administration and record-keeping.

What are the plan's benefits?

- you may contribute through monthly payroll deduction, lump sum contributions or transfers from other plans;
- you receive the benefit of immediate income tax relief at the time of payroll

deduction. Revenue Canada permits the Colleges to reduce the income tax you pay instead of you waiting for a tax refund at year end; and

- with the benefit of the College's purchasing power, you receive higher interest rates and lower investment management charges than are available from most financial institutions and investment companies.

There will be information sessions on the Group RRSP Plan as follows:

VCC
January 17, 4:30 p.m. Room 112, CC
January 23, 4:30 p.m., 5025, KEC

January 25 is CCA Day!

The College and Career Access Department will hold an **Open House** on Thursday, January 25, 1996 to celebrate another successful year. This year's theme will be "Helping adult learners meet today's challenges." Faculty and staff are welcome to drop in anytime between 10:00 am and 2:00 pm for an informal tour of the department. Light refreshments will be available between 12:00 and 2:00 in Room 2114. In addition, the KEC Cafeteria will offer a special **CCA Burger** on this day. Leave your lunch at home and help celebrate CCA Day.

Barbara Little

Bonnie Baty

Budget Update

Campus Forums on Budget postponed

The Campus Forums scheduled for January 23 (KEC) and January 24 (CC) have been postponed, since we have not received expected information from the Ministry. The meetings will be rescheduled for mid February. Stay tuned for an announcement in the next edition of Connections.

Budget Advisory Group

The next meeting of the Budget Advisory Group will be held on Monday, January 29 in Room 5025 (KEC) from 3:00 to 4:30 p.m.

College Wide Budget Committee

The next regular meeting will be held on Thursday, January 25, 1996 in Room 5025 (KEC) from 9:00 a.m. to 12:00 noon. Please note the meeting will include both public and in camera segments, with the public meeting starting at 9:00 a.m.

Ideas That Count

Thank you to everyone who submitted money-saving ideas. The response was excellent, and the results will be published in the January 25 VCC Connections.

Mary Hoekstra, Vice President,
Finance and Administration

Fred Wuhrer appointment

The Malaysia Canada Business Council has appointed its board of directors for 1996, with **Fred Wuhrer, Director of VCC's International Education Department** being appointed to the position of president of the board.

The MCBC has over 70 members in Vancouver, with chapters in Calgary and Toronto. It is open to companies and individuals with business interests in Canada as well as Malaysia.

A reminder to faculty!

The Freedom of Information and Protection of Privacy Act legislates that information about a student is that



student's PERSONAL INFORMATION. The Act gives the student the right to see that information and to request correction if they feel it is inaccurate or incomplete. Further, a student's personal information may not be given out without their authorization to do so.

With the above in mind, VCC instructional departments are examining current practice with regard to the collection, use and maintenance of information about students. Individual faculty members will also want to do this because, while the official student file is maintained in the Registrar's Office, many departments and faculty create working files, usually a "registration or student fact sheet" completed by the student at the beginning of the course. In addition, some departments and faculty regularly provide information about students to prospective employers. **If this applies to you, you will want to understand how the legislation directly impacts on these practices.**

* Personal information may still be collected from students **if you have a valid program or administrative requirement** for the information and **if you collect it from the student concerned and tell them the purpose** for collection (e.g. information is necessary for program administration ... OR ...to design learning to meet individual needs ... OR ...for practicum placement purposes...)

* Personal information you collect would not normally include S.I.N., marital/family status, sex or sexual orientation, race or ethnic origin, religious or political beliefs, health care history, financial or employment history. There may, in some departments or certain learning situations,

be a valid need for information concerning date or country of birth or physical disability or employment history, but these must be clearly relevant and defensible upon query.

* You may create **additional personal information** (e.g. attendance record, academic progress, evaluation of behaviour or attitudes), making every reasonable effort to ensure its accuracy and completeness. This information also becomes **personal information** of the student.

* If you hold personal information that is used to make a decision about a student, you must keep that record available for **one year** after using it.

* The student has a **right** to see the "**personal information**" you hold and, if they believe there is an error or omission, **to request correction**. While correction to factual data would routinely be made, an evaluative opinion would not necessarily be altered. If no correction is made, a notation must be added to the file detailing what correction was requested.

* You can continue to give out **personal information** about a student **if you have the student's written permission to do so**. This includes **evaluative information** you have created or a **record of attend-**

ance or progress or reference information to a prospective employer or practicum placement employer.

Various departments have now designed forms for students to complete which al-

low a faculty member or department representative to provide personal information about a student to external agencies, prospective employers or specific individuals. An example:

CONSENT FOR THE RELEASE OF INFORMATION

I _____ hereby give permission to the XX Department, VCC, and specifically _____ to provide to:

_____ the following individual(s) only:

OR

_____ any prospective employer information regarding my attendance and academic achievement while enrolled in the XXX Program. I understand that no other information about me will be given without my written permission.

This authorization is valid for:

_____ a two year period following my termination from the XXX Program

OR

_____ until _____
(Date)

Name: _____ Signature: _____
(Print)

Date: _____

Under the provision of Freedom of Information and Protection of Privacy Act, no personal information will be released without direct authorization as provided above.

If you have concerns or questions about your ability to collect or release information about students, check to see if your department has implemented new forms and procedures, or talk to one of the following members of the FOI Implementation Committee:

Brenda Appleton
Pat Hartley
Moira MacLeod

Laraine Niewinski
Gail Rochester

Jackie Sandy
Sharon McClure

Donations encouraged for the Humanities Dept. Scholarship Awards

The Humanities Department established two scholarship awards in 1995; one in memory of Ron Meyer and the other honouring Sonja Alton upon her retirement. The Ron Meyer Award will go to an outstanding student in the Social Sciences, the Sonja Alton Award to an outstanding student in the department. These two scholarship funds are not yet large enough for awards. We would welcome any donations. Thank you.

Joan Rike, Humanities Department

Education and Awareness

The keys to eliminating discrimination and harassment

Learn about VCC's Human Rights Policy

Workshops on the issues of harassment, discrimination, personal tolerance and what to do if you are harassed are available for:

- your class
- your department
- your division
- an adhoc group of faculty, administrators, or staff

Vancouver Community College is committed to the principle that all members of the College community have the right to work and study in an environment which is free from harassment.

For workshops on human rights issues contact:

- **Joan McArthur-Blair**, Program Development, Room 2076 King Edward Campus
- 871-7520 or jmcarthu@vcc.bc.ca.

For human rights cases and concerns contact:

- **Maija Wiik**, caseworker,
- Tuesdays, 9:00 to 4:00, King Edward Campus, Counselling area, 871-7040
- Wednesdays, 9:00 to 4:00, City Centre, Counselling area, 443-8310
- Thursdays 9:00 to 3:30 (campus varies)

KEC Learning Centre offers free workshops

The Learning Centre at KEC is offering **free** workshops everyday for students starting January 15. Please encourage your students to sign up at The Learning Centre early January. Drop-ins are welcome, but workshops are limited to 15 students.

Pronunciation workshops are ongoing every Monday at 3:00 in room 3077 for Intermediate/Advanced ESL students. Students will have opportunities to discriminate between sounds, as well as to practise them in both the classroom and the Learning Centre. Supplementary materials from both the Learning Centre and the Library will be recommended. (Tutor: Michael Daniel)

Students can check out the **Spelling Workshop** every Tuesday noon hour in room 2082 for Upper Beginner/Lower Intermediate ESL learners. This workshop will cover the mechanics of spelling and phonics. (Tutor: Veronica Jorna)

Beginner News is offered every Wednesday at 3 in room 3077. Emphasis will be placed on listening to the tape, both with and without the transcript. This will be followed by questions and discussion. Where possible, use will be made of the **West Coast Reader** in connection with the news items. (Tutor: Michael Daniel)

CBC News Workshops are offered at two levels. Intermediate ESL students can attend Thursdays at noon in room 2082 to increase listening skills and vocabulary. Listening tasks such as cloze exercises will be given for practice, while Advanced ESL students will improve gist listening and summarizing skills on the CBC News every Friday morning at 11:00 in room 2015. (Tutor: Veronica Jorna)

(see Workshops, page 7)

Education Council Update

VCC planning documents

Much of the November meeting of Council was devoted to a discussion of the Green Paper (Mission/Mandate, Goals, Values). Detailed notes on this discussion are available for reference from Doreen Sharan (local 7163) and a summary is contained in the November 7 Education Council minutes. Thanks to all who provided input to Council and helped us ensure a fully informed debate took place on this important document. Education Council provided its advice to the College Board at their meeting of November 23. Now that the Board has approved the planning documents, VCC has an official mission/mandate together with priority goals and values statements. A vision statement will be created in due course and brought to Council for review and advice to the Board.

Draft course/program revision form

The draft form has been approved for use until June 1996, at which time revisions will be incorporated to reflect useful suggestions that result from this trial period. At our last meeting, Laraine Niewinski, the Registrar, reviewed the feedback she has received to date. Some suggestions, particularly suggestions for improving the circulation process, may be acted upon in the immediate future. Please continue to provide us with critical feedback on the form and the course/program change process. Input should be directed to Laraine Niewinski, who will bring it forward to Council. Note that the form does not apply to either Continuing Education program proposals/changes or to contract service requests when these do not lead to certificates.

Policy making progress

At the December meeting, John Cruickshank presented a draft Policy Making process. The draft document outlines a seven step process for identifying and

implementing new policies or making revisions to existing policy. Further discussions on the process will take place at the January 9 meeting of Council.

New programs

The following new programs have been approved by Council. Advice either has been, or will be, provided to the College Board about these programs:

- **Practical Communication and Pronunciation Skills.** An advanced level course in pronunciation designed to meet the needs of students in higher levels of second language learning.
- **Examination preparation courses.** Council passed a motion in October that VCC would provide test or entry criteria preparatory courses that are useful to assist students to access education as long as a substantial amount of the content is focused on the development of competencies. This will allow for including such courses as TOEFL (Test of English as a Foreign Language) preparation within the program profile.
- **Resident Care Attendant Upgrade.** This program replaces the Long Term Care Upgrade program and enables people with experience in continuing care to more readily access the education they need to attain a Resident Care Attendant certificate. The new program is designed on a part-time, home study format.
- **University Transfer Courses.** Council has approved in principle the offering of University Transfer Courses and specifically approved four such courses in Biology and Psychology. The courses will be offered on weekends on a differential fee basis.

At our January meeting we shall be considering the offering of College Success

Curriculum at VCC. We are currently seeking input on this topic.

Program revisions

Council has received notification of the following program revisions and contract initiatives:

- **Automotive Technician:** Modification in assessment modules.
- **Electronics Technician Telecommunications Systems Specialty Program:** Updates to include curriculum on local area networks, fibre optics and job search.
- **Contract with the Vancouver School Board and VCC Diesel Department** to familiarize students with Automotive and Diesel programs.

Policy issues

Council is currently receiving input on the VCC Grade Appeal Policy and Policies and Procedures for Students with Disabilities. These policies will be reviewed at the January 9 meeting. In the near future we shall be considering both the Student Grievance and the Evaluation policy.

Educational Council bylaws

In January we shall be considering some final revisions to Council Bylaws prior to submitting them to the Ministry for approval. Suggested revisions resulted from a meeting of College and Institute Education Council Chairs that was held at Kwantlen University College in October. A Council of Education Council Chairs has been formed (acronym COEDCO) and will meet three times a year for the purpose of sharing ideas, enhancing the development of Education Councils and providing a voice to the Ministry and other bodies.

Keeping informed and providing input to Council

In this issue you will see a revised version of procedures for putting items on Council Agendas. We think this will be more efficient and reliable than our previous suggestion. In the new year, we plan to

post upcoming Council agendas on student, faculty and staff notice boards at City Centre and KEC a week prior to each meeting. We shall also be sending out a bulletin to departments outlining the advisory and sole authority responsibilities of Council under Bill 22. We hope that these initiatives, together with the work being done on program change and policy procedures, will assist you in knowing what issues require endorsement by Education Council and the most effective way to bring them forward. The quality of our discussions and decision making is directly related to receiving your input. You can provide feedback on issues we are addressing (or ones you think we should be addressing) by forwarding it to your Education Council representative, sending it in writing to Doreen Sharan at the Executive Office, or by contacting Paul Hunt or Hilary Pearson. Council meetings are open to the College community and we would welcome your attendance and your comments on how you think we are doing.

Next meetings

The next two meetings of Education Council are as follows:

- January 9, 1996. Room 300B, City Centre Campus
- February 6, 1996, Room 5025, King Edward Campus

Paul Hunt and Hilary Pearson

Submitting agenda items to Education Council

A proposed revision to process

To better facilitate the submission of items for Education Council's agenda, we'll suggest the following process:

1. Please submit your item(s) and any supporting documentation directly to Doreen Sharan (7163) at the KEC ex-

ecutive office. Please respect the Agenda submission deadlines wherever possible.

- Questions relating to the appropriateness of agenda items should be directed to Hilary Pearson (8448) or Paul Hunt (8308).

2. Doreen will forward submitted items to the agenda committee for discussion.
3. If the agenda committee has any questions, you will be contacted by Hilary or Paul.
4. The agenda and related documents will be circulated to council members seven working days prior to the meeting.

Education Council mailboxes will be removed from the CC and KEC mailrooms.

Workshops (continued from page 6)

Two one-day **Study Skills workshops** will be given on Fridays at noon, one for Intermediate, and the other for Advanced. Proper use of the appropriate level English/English dictionary will be taught including understanding pronunciation keys and various other common dictionary symbols. It will be emphasized and demonstrated that according to context, words can have several meanings. (Tutor: Michael Daniel) *Check with the Learning Centre for Friday dates for your level.

Please note change of date for VCC Board Meeting.

The meeting will now take place on **Tuesday, January 30, 1996 at 5:00 p.m.** in Room 5025, King Edward Campus.

Enquiries: please call
871-7159

announcements

Teaching Excellence

Master copies of the first set of *Teaching Excellence* essays prepared for the 1995-96 academic year, have been sent to us by the Centre for Curriculum and Professional Development. The Teaching Excellence series is published by the Professional and Organizational Development Network in Higher Education with eight essays produced each year - four are available in the fall and four in the spring. The Centre has negotiated a system subscription that allows each college and institute in British Columbia to reprint multiple copies for institutional distribution. If you would like to obtain a copy of any of these essays, please contact Carol Mercier (local 8598).

The first set of essay titles are:

- Active Learning Beyond the Classroom
- Transactional Analysis of the Creative Process
- Honouring the Process for Honouring Teaching
- Integrating Research and Undergraduate Teaching

Carol Mercier

Access Steering Committee formed

To facilitate the entrance of students into VCC studies and to ensure the process of access is as user friendly as possible, an Access Steering Committee has been formed.

Steering Committee members are Wayne Avery, Cassandra Crooks, Marta Gardiner, Ruth Behnke, Linda Martin, Laraine Niewinski, Denis Paquin, Jackie Sandy, Settimio Sicoli, Linda Thomas, Dianne Westwood.

Task groups have been formed and include representatives from each of the campuses and both Education and Education Support areas. Areas for review by the task groups include *initial inquiry and information handling, advising, admissions, registration, and customer service*. Preliminary reports to the Steering Committee are due by the end of January.

Recommendations will be reviewed and either implemented, brought forward to Council(s) if appropriate, and/or referred to the Education Support area for inclusion in operational plans.

Linda Martin

Asia Pacific/Mexico Awards

...for students to study and for professionals to work in a post-secondary institution in the Asia Pacific or Mexico. Next deadline is **February 1, 1996**. For information and application forms please contact Cecily May at 871-7178.

Cuba needs your old computer!

Do you have an old IBM compatible PC-XT, PC-AC or 286 AT sitting in your closet? Your old computer is urgently needed by *Project Informed*, the Cuban public health care computer network. The *Vancouver-Cuba Friendshipment* is asking for computer donations to send to Project Informed on January 23, 1996. We will even pick them up in the Vancouver area! Please do not delay—the shipment is leaving soon!

For further information, contact the Vancouver-Cuba Friendshipment at 737-1299.

Tobi Panter - ESL Outreach

Anyone interested in exploring a faculty exchange?

Two Associate Professors at the Palm Beach Community College in Florida have expressed an interest in participating in a faculty exchange in Western Canada. Dr. Michael Miles, whose area of expertise is psychology and human services in the Social Science Division and Dr. Henry Petraki is the Program Leader in the Allied Health Division, with a very strong commitment to AIDS education. Both instructors are interested in an exchange for either a semester or full academic year.

Should you be interested in finding out more about the Palm Beach Community College,

please contact Carol Harrison, Employee Relations (local 7142).

College Advancement appointment

Sandra Bishop has recently joined the College Advancement Department and will be focussing on promoting VCC's programs to a variety of audiences. Sandra comes to us from the Canadian Cancer Society where she worked as Communication Coordinator, organizing special events and promoting public education issues throughout the province. She is also a freelance writer and enjoys music, theatre, art and a variety of outdoor activities. Sandra will be spending the next little while getting to know all about VCC and the special people who work and learn here. Please give her a call at 7538 if you have a story you'd like to share.

From the Counselling Department

This year we have been very fortunate to have two Counselling Students who are doing their practicums until May 1996. Because of their experience and expertise Terry Preston and Candice Hunter have been more like regular faculty members. Candice has worked as a special ed teacher for many years. Currently she is teaching student teachers at UBC. Terry's background includes both instruction (ABC, Office Administration and Job Readiness) and counselling of students at the College of Rockies (formerly East Kootenay).

Terry and Candice are available to see students (Terry: Monday, Tuesday and Thursday; Candice: Tuesday and Thursday). Currently they are alternately covering Tuesday evenings. The Counselling Department is open Tuesday and Wednesday evening until 7:30 p.m.

Please contact our department at 871-7191 if you wish to refer students, set up a class visit or arrange an in-class workshop on managing stress, assertiveness, communications, etc.

Donna Barecca, KEC Counselling

Thank you

to everyone who replied to my request for examples of disruptive behavior that cause frustration and distraction in the classroom.

These examples will form a basis for a workshop on **Dealing with Disruptive Behavior** that will be offered through HRD on April 19, 1996.

There will be more details on the workshop distributed early in 1996.

Kristina Knowles
Program Development Department
Tel 871-7515

Institutional Aide Raffle

Thank you to all who purchased tickets for the *Institutional Aide Christmas Food Basket Raffle*. The scholarship fund is growing quickly because of this wonderful support. The winners were a lovely young couple who are both ESL students at KEC.

Best wishes for a healthy year in 1996.

Nadine Johnson

LIBRARY News

New materials in CC Library

- Commission of Inquiry on the Blood System in Canada
- Economics for the Office
- Foundation Course in Food Production [video series]:
Blanching
Deep Frying
Grilling/Broiling
Roasting
Sauter
Shallow Frying
Stewing
- How to Make Outrageously Great Tips
- Jump-Start Your Job Search
- Landmarks of Twentieth-Century Design
- Learn to Relax: a Step-by-Step Guide
- Literacy and Learning Disabilities [video]
- Meeting Women's Needs: Rethinking and Examining Women's Training Needs
- Smokescreen: a Guide to the Personal Risks ... of the Cigarette Habit

- Violence Issues: an Interdisciplinary Curriculum Guide for Health Professionals

Library's 16mm films on their way out

Do you have a favourite 16mm film or slide set in the Library which you haven't used recently?

The Library is beginning to discard old 16mm films and slide sets which have not been used within the last year, in order to make room for new materials which are more frequently used by students and instructors. If you have recommended certain films and slide sets to your students in the past, and think you may want to do so again soon, let us know which items may be of use to your classes. We're in the process of replacing these old technologies with newer video materials where possible.

For more information, please phone Phyllis Butler, Media Librarian at City Centre, local 8346.

KEC Library News

As a new term begins we would like to remind and encourage all instructors to bring their students into the Library for a tour, class session or to work on class assignments. We ask that you please arrange for library instruction for your students in order that they may become knowledgeable and self-sufficient library users. PLEASE contact the Library at 7326 to make arrangements and book sessions early to avoid disappointment. Also, PLEASE notify us if you would like to send your class to do assignments in the Library even if you do not intend to have a formal instruction session. Other classes may have been booked and this will help avoid gridlocks and ensure that your students get the assistance they require. We look forward to working with all of you this term. Our best wishes for a successful new year!

VCC Libraries one-day closure

KEC and CC libraries will be closed on **Friday, January 19** in order that all Library faculty and staff can attend a full-day planning session. This day will kick off planning for the further separation of Library Shared

Services. Please arrange for any pickup of library materials, including film and video bookings for the preceeding day. KEC Library will be open as usual on Saturday, January 20 and CC library on Monday, January 22. We apologize for any disruption and inconvenience.

PERSONNEL Matters

Orientation for VCC employees open invitation

The next "Orientation for VCC Employees" is scheduled for **Wednesday, February 14, 1996, from 8:30 a.m. to 3:15 p.m.** The day is intended to provide an overall orientation to the College, and includes presentations from each of the major divisions, as well as a number of departments and service areas. There is also a tour of the King Edward Campus, followed by lunch at City Centre and an exciting scavenger hunt.

Reaction to the Orientation sessions has been most enthusiastic. Participants have told us that they have thoroughly enjoyed the day, and found it to be informative, interesting, and above all, fun! Comments received from employees across the College indicate that many other employees (even long term employees) would like to attend.

In response to these comments, the Orientation Committee has decided to extend an open invitation to all College employees who may wish to attend Orientation, subject to availability of space.

Please contact *Carol Harrison*, Human Resource Development, at local 7142, for more information or to register.

Upcoming HRD courses

- *Notemaking with Forkner Shorthand*; Tuesdays and Thursdays, 4:45 p.m. to 6:45 p.m., January 16 to April 9.
- *Introduction to Windows*; Friday, February 9, Oakridge Computer Centre
- *Retirement Planning Seminar*; Friday, February 9, Room 5025, KEC
- *Orientation for Employees*; Wednesday, February 14, 1996
- *E-mail demonstration*; Tuesday, February 20, Room 5025, KEC
- (more to come in the January 25 issue)

PUBLICATION SCHEDULE

- Published Thursdays
- Bi-weekly January-May and September-November
- Monthly June, July, August and December

Produced by the College Advancement Department,
Vancouver Community College

VANCOUVER
COMMUNITY
COLLEGE



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CITY CENTRE CAMPUS

250 West Pender Street
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classifieds

JOB POSTINGS

Instructor (Non-Salaried) in either "Mathematics or Computer Science" - Saint John's College - Bangkok, Thailand. Closing date: February 1, 1996.

Simon Fraser University, sessional instructors - Geog III, Physical Geography and Geog 314EV, Climatology II. Closing date: January 19, 1996.

Technical Assistant (Litho Prep/Camera/Scanner/Electronic Prepress), Printing Production Department, City Centre Campus. Closing date: January 12, 1996.

TRAVEL

Casa La Paz, your headquarters for desert and sea activities, is a unique guesthouse in La Paz, Baja, Mexico. We cater to individuals or groups in search of a place to relax or a starting point for cycling, kayaking, whale watching adventures. The house combines traditional Mexican architecture with modern conveniences, full kitchen, extensive Baja library and relaxing courtyard. Rates: \$20 (Cdn) a night per person or \$500 a week for the house (sleeps 8). Call 1-800-853-BAJA for reservations. INTERNET: <http://www.olympus.net/biz/casalapaz/index.htm>

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UPCOMING

Richmond Eating Disorder Action and Awareness Network presents Joy Cohen on Preventing Eating Disorders and Body Shame and Teaching Ourselves Self Worth

February 8, 7:00 to 9:00 p.m.

at the Richmond Cultural Centre's Lecture Room

Joy is a dynamic workshop presenter who has been working in the health and fitness field for several years!

She teaches us to explore fat prejudice, body image traps, how to prevent eating disorders and how to promote self worth in a **fun and interactive** way!

You are guaranteed to learn a lot about yourself, society, eating disorders and have **fun** doing it!

Admission is **FREE** and **EVERYONE IS WELCOME!!**

Call Linda Kellsell - Evans at 279-5599 ext. 102 or Melissa Burns at 271-7600 ext. 14 to reserve your seat or get more information

Hope to See You There!

Eating Disorder Awareness Week February 4th to 10th.

1996 PUBLICATION SCHEDULE

January 11 and 25
February 8 and 22
March 7 and 21
April 11 and 25
May 9 and 23

Please provide your article on a PC disk, with hardcopy. We reserve the right to edit submissions for clarity and length. Deadline for submissions is Thursday of the week prior to publication.

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