



# VCC Connections

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## Office of the Registrar undergoes organizational change

An external review was recently conducted of the Office of the Registrar. As a result of this review, the position of Manager of Registration at KEC has been eliminated and two Associate Registrar positions (KEC and CC) have been created.

Pam Ottridge has been appointed, per Policy 4.1.1.5, to the position of Associate Registrar, KEC. She will continue, however, as Acting Registrar during

Laraine Niewinski's secondment to the Banner Project.

Although the new positions are currently "attached" to a campus location, each has cross-college responsibilities. As the Banner system is implemented and the two offices become integrated, responsibilities and location will most likely change.

*Linda Martin, Vice President  
Educational Support Services*

## Learn to develop and deliver effective presentations

- Analyse your audience's needs and attitudes.
- Practise presentation skills.
- Learn how to use media effectively in your presentations.

Developed for managers, administrators and staff who need to give presentations, the *Presentation Skills Workshop* will focus on the development and delivery of effective presentations. Participants will deliver three presentations and receive feedback on their presentation skills.

The aim of the workshop is to provide a supportive learning environment for par-

ticipants to practise and improve their presentation skills; to assist participants to identify and utilize their most natural style of presenting; and to encourage participants to expand their skills and use new presentation techniques.

### When and where?

Time: 9:00 a.m. to 5:00 p.m., Dec. 11, 12, 13, in room 5025, King Edward Campus. Facilitators: Jean Cockell and Joan McArthur-Blair.

### To register

Call Parviz Laiji at 8312



## Care and Share to benefit CC students with children

Approximately 120 City Centre students will receive either \$75 or \$100 from the CKNW Endowment Fund and the George Clark Care and Share funds in the first week of December. These special bursaries are distributed at this time of year to help ensure that CC students who have children have a joyous festive season.

The Care and Share tradition started approximately 14 years ago with George Clark organizing food baskets. With the assistance of the Financial Aid Advisor, the food baskets were distributed to single parent and other low income students with children. As the project grew, and it became more difficult to deliver and distribute the large food hampers, George and others did extensive fund raising to make sure that City Centre would always be able to do a little something extra for students with families in December of each year.

Although George retired from the College several years ago, he gets rewarded each year when he receives the many thank you letters from those students in our College community who benefit from his good works.

*Dana Fister, Financial Aid Advisor*

### Board Finance and Administration Committee change of meeting

The Board Finance and Administration Committee meeting for December has changed from Tuesday, December 17 to Wednesday, December 11, 1996, 3:00 - 5:00 p.m., Room 4043, KEC.

Please call 871-7163 if you have any questions.

## ICS INFO CORNER

### Viruses

Some of VCC's computers have been infected, at various times, with software viruses. Some of these viruses are harmless, others can cause damage to computer files.

ICS is deploying various anti-virus programs throughout VCC computer systems. One of these programs is a windows based scanner that is activated by the end-user. We are also implementing network based scanning.

Scanning of local hard drives from the network will occur once or twice a week. The scan will occur, after logging into the Novell network, and should only take a few minutes at most.

This should help us reduce the overall amount of virus infections.

## Voice mail power: use the system to your maximum advantage

Voice mail can stretch your time and abilities, but it can only stretch people's patience if you don't use it correctly. Follow these tips:

### When leaving a message on voice mail:

- *Instead of "please call,"* leave a detailed message that's concise but complete.
- *Offer a convenient time* for the person to call you back, or state when you plan to call again.

### When using your own voice mail:

- *Always provide* an option to get out of voice mail and talk to a live person.

If you have any questions please contact the helpdesk via email or at 7007.

Thank you for your patience.

### Employee Computer Purchase Plan

We are pleased to announce a VCC Employee Purchase Program for computers, made available by Dell Canada.

There are three options available: one is a regular desktop configuration, the second is a multimedia system and the third is a relatively affordable laptop. All systems start as a Pentium 133 with CD-ROM, and can be configured with various other options and upgrades. For a detailed description with available options, pricing, employee order form and Dell contact numbers contact the VCC Purchasing Department.

*Please note that this Purchase Program is a private arrangement between Dell and the purchaser.*

- *Change your message* when you go on vacation or plan to be away from your desk more than a few hours.
- *Let callers know* when you'll be back and who else they can talk to in the meantime.
- *Call yourself up* and listen to your own greeting. Do you sound inviting or monotonous? Practice until your message sounds relaxed and comfortable.
- *Follow the "Sundown rule":* Whenever possible, return calls the same business day.

*From California Banker magazine*

## announcements

### Mary Waddington has moved her office

...to room 606, 333 Terminal Avenue. phone: 801-5034; fax: 801-5036; E-mail: mwaddington@vcc.bc.ca. The B.C. Benefits programs, Assisted Job Search, and Job Readiness will operate from Vancouver Community College, King Edward Campus.

### Peter Herd holiday announcement

I will be on holiday from December 6 to January 1. In my absence, please contact Ted Hougham (871-7365), Barbara Ash (871-7362) or the CCA office (871-7366).

*Peter Herd CCA Math and Science Coordinator*

### Suggestions for interesting reading

Loren Houldson, Department Head of Counselling at KEC, has provided VCC readers with some thought-provoking book suggestions:

1. *You Don't Have to Go Home From Work Exhausted!* Ann McGee-Cooper with Duane Trammell & Barbara Lau. New York: Bantam Books, 1992.
2. *The Addictive Organization:* Why We Overwork, Cover Up, Pick up the Pieces, Please the Boss and Perpetuate Sick Organizations. Anne Wilson Schaef & Diane Fassel. San Francisco: Harper & Row, 1988.
3. *Time Shifting:* Creating More Time to Enjoy Your Life. Stephan Rechtschaffen. New York: Doubleday, 1996.
4. *Work, Play, and Type:* Achieving Balance in Your Life. Judith Provost. Palo Alto: Consulting Psychologists Press, 1990.

### KEC Library holiday hours

Please note the following hours for the Library at KEC during the holiday season, Dec.16/96 to Jan.1/97, inclusive:

- Dec. 16-20/96: 9:00 a.m. - 4:30 p.m. (no evening hours)
- Dec. 21/96 (Sat): Closed
- Dec. 24/96 - Jan. 1/97: Closed

Regular hours, as below, will resume on Jan. 2/97:

- Mon, Thurs, Fri: 9:00 a.m. - 4:30 p.m.
- Tue, Wed: 9:00 a.m. - 9:00 p.m.
- Sat: 11:00 a.m. - 3:00 p.m.
- Sun: Closed

Please publicize in your area, as necessary. Thanks.

### CC Library holiday hours

- Dec. 16: 19: 9:00 a.m. - 5:00 p.m.
- Dec. 20: 9:00 a.m. - 4:00 p.m.
- Dec. 23: 9:00 a.m. - 5:00 p.m.
- Jan. 2: 9:00 a.m. - 5:00 p.m.
- Jan. 3: 9:00 a.m. - 4:00 p.m.

### Be a Santa for the CC Library: recycle your old paperbacks

Are you preparing your house for the festive season? Want to find a new home for that pile of paperbacks you've already read?

The City Centre Library is looking for fiction and non-fiction paperbacks in good shape for its collection. We'd like to replace some of our old, worn paperbacks with new ones, and don't have the dollars to purchase them. They'll be well used and appreciated. Thanks!

### Christmas food and toy drive begins

Donation boxes have been set up for the collection of toys and food for people in need over the Christmas season. The non-perishable food items will be donated to The Food Bank and the toys will go to the Children's Centre at Mt. St. Joseph's Hospital.

Examples of food urgently needed by the Food Bank: canned goods including beans, stew, soups, meats, fruits and vegetables, pasta sauces, pasta noodles, peanut butter, powdered milk, cereals, macaroni and cheese, canned and pack-

aged juices, formula, baby food and pablum.

### Choose toys carefully

Since a lot of the kids at the Children's Centre suffer from allergies and asthma, stuffed toys are not recommended. Instead, choose new, unwrapped washable toys (plastic rattlers, blocks, etc.) and books.

### Where to drop off

Bring your donations of food and toys before Friday December 13 to the ICS Dept (5th floor, KEC), or to the box just outside the KEC Administration area, or call Francine at 7523 to arrange for pick-up.

## Early Payroll cutoff for December

All CUPE and VCCFA timesheets for the weeks ending Dec. 6 and 13 must be forward to Parviz and/or Roseanne (second floor, CC) and Anne Lim (4th floor, KEC) by 10:00 a.m., December 17. Late timesheets will not be guaranteed pay.

Also, just a reminder to VCCFA auxiliary instructors that as of January 1, 1997, all VCCFA members will be paid on a monthly basis. Therefore, auxiliary instructors who work from December 18-23 will be paid on January 31, 1997.

*Roseanne Ashworth, Anne Lim and Parviz Lalji*

## Share your expertise with us

Human Resource Development and the Program Development Department are looking for presenters for their Brown Bag Lunches for next year, between the months of January to March. Brown Bag lunches are held at both campuses on Wednesdays, between 12:00 noon and 1:00 p.m. We'd love to hear from you. Please contact Parviz Lalji at local 8312 if this interests you.



## A note of appreciation to ESL faculty

On behalf of the TESL Certificate students, I would like to thank those members of faculty who agreed to sponsor a student teacher this term. Our students have expressed their appreciation for the time and effort given them during their practicums in the ESL Division. The positive and supportive teaching environment provided by the VCC sponsor teachers was appreciated by all the TESL Certificate students who completed their practicums in the ESL Division.

The following faculty members in the ESL Division sponsored a student teacher during the Spring term.

### ESL Outreach Department

- Arlene Howard

### ELS Department

- Janet Theny, Karl Graber, and Joann Chernen

### ESL Vocational Department

- Diane Jones, Lee Aceman, Joan Cawsey and Cami Kinley

Jennifer House

## Christmas dinner at J.J.'s

December 10 - 19, from 5:30 - 7:00 pm; \$15.00 per person, including tax includes:

- Shrimp salad with honey mustard cream dressing
  - Roast turkey with sausage stuffing
  - Berny potatoes and seasonal vegetables
  - Winter fruit strudel with crème Anglaise
  - Tea or coffee
- (Regular menu still available.)

Reservations are recommended. Please call 443-8479.

## Thanks to all who answered the VCC Day questionnaire

The VCC Day Committee wishes to thank all 225 of you who took time to respond to the VCC Day questionnaire during the week of November 8 to 12, 1996. A VCC Day is being planned for November 1997, and the information that you have provided will be invaluable as plans get underway for the best ever VCC Day!

And now for a snapshot of the VCC Day questionnaire results. The three topics you were most interested in attending were: i) Open forum on future directions at VCC facilitated by the vice-presidents and president ii) General question and answer session with vice-presidents and president iii) Everything you wanted to know about programs at KEC and VCC

### Most popular dates

The three most popular dates for VCC Day were Wednesday, November 19, 1997 Thursday, November 20, 1997 and Friday, November 28, 1997.

### Most important outcomes

The two most important outcomes for VCC Day were considered to be professional development and personal learning.

### Suggested topics

A sampling of the over 175 topics you suggested for VCC Day included:

- A sharing of cultures that make up the student and staff bodies of VCC, to allow for better understanding and appreciation of them.
- "Walking in the Shoes" of another VCC employee for day a pathway to greater understanding.
- VCC First Nation education policy; MOEST First Nations education and training policy framework.
- Shared leadership.

- Pulling the separate campuses together
- Meaty topics and discussions such as: community and education, future of public education, ethics in education, as well as some soul-restoring workshops such as how to cope with doing more with less as well as inspiring speakers such as Maude Barlow and Marjorie Cotten.
- Team building in your department, division and college-wide at VCC.
- Prepare a publication consisting of faculty/staff submissions of poetry, prose, art. Something like "Reflections on VCC at the end of the 20th century" This could be a valuable historical document and could be distributed to all attenders on VCC Day.
- Humour in the workplace!

Submitted by Jennifer House on behalf of the VCC Day Committee

## New curriculum to be field tested

We are seeking ABE/ESL instructors who are interested in field

testing a new curriculum which we have developed for VCC students, called *Staying Afloat: Lifeskills and English for ABE or ESL Students*. The units are on 1) Stress Management, 2) Changing Family Roles, 3) Parenting, 4) Cross Cultural Awareness, 5) Interpersonal Communication, and 6) Seeking Help. The units contain picture stories, readings, questionnaires and resources as well as vocabulary and comprehension exercises for the intermediate level to the grade 10-11 level. We are happy to do orientations for groups of instructors from any department who wish to field test these materials. Contact Marg Hepler, ELS, L. 7235 or 7241, or Donna Barreca, L. 7207.



## INTERNATIONAL News

David Tickner has been seconded by the Association for Canadian Community Colleges (ACCC) for eighteen months to work on a project in Bangladesh.

Two faculty members from the Wuxi University of Light Industry, China completed two months training at VCC as part of an ACCC/VCC project. The individuals and departments involved included Terry Mills (Traffic, Customs and Transportation), Jennifer House (Teacher Training), Bob Aitken (Instructor Diploma Program) and Alice Wong (China Project Manager).

Pat Bawtinheimer hosted a meeting to discuss the feasibility of offering a laboratory technician program in Hong Kong in cooperation with the University College of the Cariboo, St. Paul's Hospital and several other organizations.

Fred Wuhrer visited Japan to negotiate next year's contract with Kansai College and to make arrangements to bring twenty students to KEC for ESL studies.

Bob Aitken designed and delivered a two week training program in Vancouver for a group of trainers from Polski Telecom, the Polish Telephone Company.

Fred Wuhrer met with officials of King Mongkut's Institute of Technology (KMIT) in Thailand to authorize KMIT to market VCC's Summer English Language and English Teacher Training programs in Thailand. The latter program was developed by Jennifer House to address the specific needs of the Government of Thailand.

Lorraine Marigold, Pam Ottridge and Yvonne Chuen are in the process of finalizing the transfer arrangements between VCC's ESL and Kwantlen's university transfer program.

Fred Wuhrer and Charles Mossop (University College of the Cariboo) met in

Malaysia with officials of Inpen College to explore the feasibility of establishing a consortium to assist in the delivery of technical and vocational training in Malaysia.

Stephanie Jewell, Fred Wuhrer and an International Student made a short presentation on IE to the VCC Board on October 24, 1996.

John Cruickshank and Moira MacLeod met with the Registrar of the Singapore Regional English Language Centre to explore professional development opportunities for VCC faculty.

Cecily May represented the Canadian Bureau of International Education (CBIE) in Mexico on a panel for internationalizing Canadian post secondary institutions.

Delegations recently hosted included a group of college officials from Malaysia and several Latin American consuls.

The new IE Handbook has been published and copies are available from Hilary Wong (7490) or Delia Kwan (7537).

## Help make December's VCC Connections a special holiday issue

As you know, Connections depends on your submissions for a significant portion of its content. You can help to make the December issue a special holiday issue.



If you've written a seasonal short story or poem or would like to share a special Christmas, Hanukkah or other holiday experience, let us know. Contact the Editor at local 7152 or email drasmussen@vcc.bc.ca.

Please note that Connections will publish once only next month, on December 12. The deadline for submissions is the end of the day, Thursday, December 5.

## Website for cultivating educational technologies created

<http://malun1.mala.bc.ca/seeds>

On November 25, 1996, SCOET (Standing Committee on Educational Technology), the Centre for Curriculum, Transfer and Technology and the Ministry of Education, Skills and Training announced the launch of SEEDS: Cultivating Educational Technologies.

SEEDS is a website that outlines how instructional design and instructional delivery can be linked with technology to improve communications and access for learners.

The site provides an overview with examples and resources on how to get started. SEEDS offers educators web access to training modules on using the World Wide Web, interactive video conferencing and computer-mediated communications for the teaching and learning processes.

Each module includes a moderated HyperNews forum where participants can pose questions, comments and suggestions. This interactive forum provides a way to find out what colleagues are doing throughout the province and potentially around the globe.

Visit often, as the site will be updated, nurtured and tended. A multimedia module will be added to the site by next Spring.

### For more information, contact:

Amanda Harby  
Educational Technology Unit  
Centre for Curriculum, Transfer and Technology  
harby@camosun.bc.ca  
<http://malun1.mala.bc.ca/seeds>



## 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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## classifieds

### FOR SALE

**Stereo/VCR cabinet.** Like new. Three adjustable shelves plus closed storage compartment for accessories. 21 1/2" L x 16" W x 41 1/2" H. Dark brown. On castors. Good Christmas present. \$75.00 obo. Loren 7204.

**AST Bravo 486dx25 PC.** 10 megs RAM, 540 MB hard drive and Mitsubishi multisynch color monitor, windows, etc. \$500.00 OBO local 7312

**Laptop computer.** As new, unused NEC Versa V50 color screen, 12 MB RAM. 14.4 megahertz modem, 250 MB hard drive, 12 volt and 110 volt power plug ins, Samsonite bag. Cost \$2600.00, sell for \$1850.00 OBO local 7312

**Christmas ornaments and brooches** made from paper clay, delicately handcrafted and painted by J.C. Prices start from \$5.00 each. Please call Judy at 871-7102 for details.

### LOST

Missing - a *National Geography Week poster* from a display board outside room 3213. This poster is laminated and shows a variety of animals and ecosystems. It advertises National Geography Week, Nov 17 - 23 and is produced by the National Geographic Society. If this poster turns up in any class display or presentation please inform me immediately, as I would like it returned. Pauline Veto. Office: 3220 Local: 7283

### EXCHANGE OPPORTUNITY

Danel Olson, from the English Department of North Harris College in Houston, Texas is interested in a *faculty exchange*. North Harris College is on a semester system, with five classes a term. They have about 8,000 full and part-time students, with an English faculty of 12. Contact Danel at (281) 443-5705 or [olsond@nhc.nhmccd.cc.tx.us](mailto:olsond@nhc.nhmccd.cc.tx.us).

### EMPLOYMENT OPPORTUNITY

A Korean sister school of Malaspina College, located approximately one hour out of Seoul, requires *two English-speaking instructors*. This beautiful co-ed college has approximately 10,000 students in various two-year programs.

Includes accommodation, annual salary of 18,000,000 Korean won per month (exchange rate is about 620:1), round ticket to Korea from Canada. Contract is for one year from March 1, 1997, with possibility of extension.

For information, contact Pat Rowantree ([rowantree@mala.bc.ca](mailto:rowantree@mala.bc.ca)) or Theresa Meyer ([meyer@mala.bc.ca](mailto:meyer@mala.bc.ca)) for more information.

Expressions of interest required before the end of November, 1996.

### EDITOR, DESIGN AND LAYOUT

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### 1996 PUBLICATION SCHEDULE

November 14 and 28  
December 12

Please provide your article on a PC disk with hardcopy, through email or the I:\common\connect directory. We reserve the right to edit submissions for clarity and length. Deadline for submissions is Thursday of the week prior to publication.

Please recycle this newsletter