

Sept. 5

1996 C.2

THE VCC COMMUNITY INTERNAL NEWSLETTER

VANCOUVER
COMMUNITY
COLLEGE



Connections

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Help promote safety on campus by putting together an awareness event. Funding is now available.

President's update - Fall 1996

I hope you have all had an opportunity for some R&R during the summer months and that you are now feeling refreshed and ready for the fall term.

In July I had an opportunity to meet with our new Deputy Minister, Don Wright, and with our Minister, Moe Sihota. Both are extremely supportive of the Provincial Strategic Plan and there are indications that it will be signed off very shortly.

VCC is about to embark on the preparation of operational plans for all areas. A President's Planning Task Force, with representation from Education Council and Operations Council, will meet in September to set directions for the College's operational plans. These directions will be based on the Ministry Strategic Plan and the VCC Mission, Values and Priority Goals, as presented in the White Paper.

A College wide Space Committee, whose mandate is to make recommendations to the President regarding space, has replaced the two campus space committees which were officially disbanded in July. The members of the new committee are Registrar, Director of College Services, the two instructional deans, Director of Continu-

ing Education, Director of Facilities and the Institutional Research Officer (who will compile the space utilization report required by the Ministry). This college-

wide committee will look at and plan for the space needs of the College as a whole and will develop procedures and guidelines for the allocation and management of space. I think we all recognize space, or lack of it, to be a major problem, so we look forward to advice from the committee.

As many of you know, VCC's old policy manual is very out of date. Over the next few years, poli-

cies will be deleted, rewritten/amended or newly created. Policy Review is under way by each of the four main areas: Education, Educational Support Services, Finance and Administration and the Board. You will be seeing the revised versions (plain English format) as they start to come through the approval process

“
I am confident that we have a great team with an abundance of talent, commitment and enthusiasm within the college.
”

see *President's update*, page 4

New policy

Title: Policy on Policy Making

Effective Date: July 1, 1996

Policy Category: Governance

Number: G.3.1.

Purpose

To make VCC policies understandable and encourage compliance.

Policy

All policies must be written in plain English and presented in the format attached. (Appendix A)

Applies to

All those responsible for preparing, amending and approving VCC policies.

Procedures

1. **Identify the need.** Any committee or task force may identify the need for a new policy, policy amendment or policy deletion. The committee or task force will notify the President's Advisory Committee of this need.

2. **Identify a sponsor.** The President's Advisory Committee decides whether the new policy or policy change is "essential" and identifies a policy sponsor.

3. **Advise** necessary approval levels for the policy. Possible levels are: Board, Education Council and/or Operations Council.

4. **Monitor Policy Approval Process.** The policy sponsor works with the policy coordinator to maintain standards and monitor approval process.

Responsibilities:

Policy Sponsor

1. **Research** old VCC policies and policies at other institutions.

2. **Prepare** the first draft of the policy and procedures.

3. **Work with** the policy coordinator: alert coordinator that the policy is being developed, follow coordinator's direction in

adopting consistent format for presenting policy. (See appendix.)

4. **Consult with** appropriate sources on policy content: department heads, the Executive, interested staff and faculty, students, functional committees or work groups such as the Education Administrators Group, the Educational Support Services Group, the Finance and Administration Directors and the VCC Board.

5. With policy coordinator, **make sure** that the policy:

- is written in plain English
- follows the consistent format
- falls within one of these categories: Administration, Development and Marketing, Education, Education Support and Governance.

6. **Guide** the policy through the approval process. Levels may include: Education Council, and/or Operations Council, Board.

7. **Notify** Policy Coordinator of policy approval.

8. **Investigate** any difficulties that arise in implementing the policy. If necessary, **revise** the policy.

Responsibilities:

Policy Coordinator

1. Set standards:

- provide templates for a consistent format.
- provide standards for writing in plain English.
- maintain a numbering system for policies.

2. **Work** with policy sponsors to ensure compliance with #1.

3. **Check** old policies for cross references.

4. **Maintain** the VCC Policy Book:

- insert new policies, replace and delete old policies as needed.

- distribute a copy of the policy to all staff who have a policy book, with instructions on insertion or replacement.

5. **Alert** the VCC community: place a notice of the policy's approval in the VCC *Connections*.

6. **Advise** the policy sponsor if difficulties arise in implementing the policy.

Appendix A

Purpose:

Spell out the purpose of the policy and the result you expect from the Policy.

Policy:

1. Describe who the policy applies to, and who is responsible for carrying out the policy.

2. Describe when the policy is used and any time limits that exist in the policy.

3. Describe any exceptions or deviations that may be made to the policy.

4. Include any necessary definitions (e.g. if acronym is used for a program area).

(This section should be prepared/presented in paragraph form. It should be clear, concise and "positive" in tone for readability and compliance.)

Procedures:

1. Describe the procedure in point form.

2. Arrange steps in order of action and note who is responsible for the action.

3. Describe each step in separate point.

4. Identify committees and individuals to be consulted.

5. Define any special terms that might appear in the description.

6. If necessary, illustrate the description (e.g. a flow chart or numeric table or sample form) to ensure understanding.

see *New policy*, page 3

CE separation update

Langara College, Continuing Studies

On December 31, 1996, the separation of Continuing Education between VCC and Langara College will officially take place. At that time, Langara College will establish Continuing Studies, which will be organized on four "constellations" - business, science and technology; languages; health and human services; and creative and applied arts.

Split of courses/programs

The split of courses and programs between the two Colleges will also take place on December 31. Once personnel involved have been notified, courses and programs assigned to each College will be made public.

There will be transfers of personnel between College sites, and both Colleges

will put in place the required facilities to accommodate the new personnel configurations. Once these new configurations are finalized, the details will be announced.

Marketing

Separate flyers from Langara College, Continuing Studies and VCC Continuing Education will be issued for the January 1997 term.

Search for Dean of Continuing Studies, Langara College

Langara is currently actively soliciting applicants for this position, with the closing date for applications being September 14.

Continuing Studies/ Administrative Processes

The processes for course and instructor appointments through the present VCC-CE CAD form system will continue for both Colleges. Registration of students for

both institutions will continue as in the past according to the VCC-CE system.

The present computer system will be adapted to meet the needs of Langara College, Continuing Studies, and to ensure ease of access to historic data and student data for both Colleges. Databases and systems on graduation procedures, certificates issued and tracking of graduates will be shared with Langara from VCC.

Professional development seminars for Continuing Studies/CE instructors will be a shared offering for the January 1997 term.

A challenging few months are ahead of us to ensure that Langara College and VCC, during this period of separation, continue to meet the needs of the part-time adult learner in the lower mainland. Your suggestions in helping us to meet this need and in facilitating the process of separation would be very much appreciated.

Linda Holmes, President, Langara College
Gail Rochester, Director of CE, VCC

New policy... (continued from page 2)

Responsibilities:

Policy Sponsor

Policy Coordinator

References

(Where necessary)

1. Reference any policy that the new policy replaces.

2. Cross reference to other applicable policies, ensuring it is consistent with those other policies.

3. Refer the policy to any collective agreement provisions that relate to it and ensure it is consistent with these provisions.

4. Draw attention to any legislative requirements or legal considerations that should be considered.

(This section may be presented as a simple statement "See Policy XXX," or in paragraph form if detailing legal and other requirements or constraints.)

Sihota at VCC on September 9 to announce literacy funding

On the occasion of International Literacy Day, the Hon. Moe Sihota, B.C.'s Minister of Education, Skills and Training, will be at VCC to announce joint federal/provincial funding for literacy projects in BC. The announcement will take place at 11:00 a.m. in the King Edward Campus Library. This is the second year in a row that VCC has been the location for an announcement of literacy project funding.

VCC President John Cruickshank will provide opening and closing remarks. VCC Basic Education student Cecilia Grant will relate her experiences as part of the Learner's Event, one of last year's shared projects.

The federal government, through the National Literacy Secretariat and the provincial government, have jointly

funded literacy projects in B.C. for the past nine years. The projects, coordinated through B.C.'s 16 community colleges and university colleges, include one-to-one tutoring and writing groups, producing materials for students and instructors, workplace literacy programs, research projects, teaching with technology and community awareness programs.

Some 1996/97 projects are funded solely by the federal government, some by the province, while still others are cost shared. Overall, however, both levels of government are equal partners, each contributing approximately \$700,000 towards literacy initiatives in British Columbia.

For more information, contact Dale Rasmussen, College Advancement, 871-7152.



Harassment. Where do YOU draw the line?

This one hour workshop is an introduction to harassment and discrimination issues. Topics discussed are: personal boundaries, perceptions, definitions and examples of harassment and discrimination and the VCC Human Rights Policy. There will also be an open discussion and question period.

To arrange for this workshop for your class or department meeting, contact:

Janice Hansen, Human Rights Coordinator, Local 7040

President's update (continued from page 1)

(Education Council, Operations Council and Board) over the next few weeks and months. You can keep track of them all through *Connections*. Eventually, we hope to have all policies on line, totally current and easy to read.

As you probably know, the Ministry has delayed the appointment of new and replacement Board members until October. We will introduce them to you as soon as names are announced.

I would remind you that Dr. John Levin and his research team (three in total) will be at the College November 25-28 inclusive. This will result in a study on the impact of global forces of change on the community. You are invited to participate in interviews and should contact Sarah Lucas (local 7158) if you are interested.

You will also be interested to hear that VCC will host the AECBC Conference and AGM June 21-23, 1997. This will provide an opportunity for greater VCC participation. If you are interested in helping with the organization, please contact Sarah.

Doubtless, there are challenges in the months ahead. VCC has already dealt with many financial and organizational issues successfully, but there always will be fiscal restraint in our future. However, I am confident that we have a great team with an abundance of talent, commitment and enthusiasm within the College and I look forward to working together to find solutions to each and every one of those challenges.

With best wishes,
John Cruickshank, President

Research investigation on globalization and the community college

Vancouver Community College will participate in a major U.S./Canadian study "Mission and Structure," sponsored by the Social Science and Humanities Research Council of Canada and led by John Levin, Associate Professor at the Center for the Study of Higher Education at the University of Arizona. The study will investigate the impact of global forces of change on the community college and will examine if, and the extent to which, colleges have altered to respond to external forces of change, particularly globalizing forces. Topics will include electronic technology, international education, contract training, economic development etc.

The research will rely heavily on institutional participation, and the views of all constituent groups will be sought through

interviews or focus groups. Participants are guaranteed confidentiality and in no way does the process constitute evaluation. It is suggested that a committee of interested volunteers representing all constituent groups be established. This committee would be a facilitative/advisory committee to the research team and would help with data collection and analysis.

There will be institutional involvement at two stages - stage one will occur this year in late November/early December (four days), when a small team of three will come to VCC to interview administrators, faculty, support staff and students. Stage two will occur in the fall of 1998, when a 2-3 person team will return for follow up interviews over a three day (maximum)

period. The research team will be made up of some community college people.

The three participating Canadian colleges and the three U.S. colleges will receive the data compiled on their own institution and the other participants and will be able to compare how other institutions are coping.

If you are interested in participating in the research, please advise Sarah Lucas (local 7158). Sarah will be the liaison and will be setting up and scheduling the research team visit.

New Human Rights policy

Title: Human Rights Policy

Policy No. 1.1.0.7
Issue Date: November, 1991
Amendment: March, 1992
2nd Amendment: April, 1995
3rd Amendment: June, 1996
Source: College Board
Concerning: All Administrators, Faculty, Staff and Students
Cross Reference: Policy 2.1.0.3

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APPENDIX A: Other Internal and External Options for Resolution

Policy

I. Statement of Principle

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. The College does not condone and will not tolerate harassing behaviour which may undermine the dignity, self-esteem and productivity of any student(s) or employee(s).

All members of the College community are responsible for treating each other with respect and dignity. The College considers any form of harassment of an individual involved in College activities to be a serious violation of that individual's fundamental rights. Such a violation is a serious offence which may be subject to a range of resolutions including mediated settlement or, in certain circumstances, disciplinary measures up to and including dismissal or expulsion.

2. Education

Education and increased awareness are the keys to eliminating incidents of discrimination and harassment. The College is committed to the development and implementation of an educational program for all members of the College community.

3. Definition

(a) Harassment, for the purposes of this Policy, is behaviour which generally includes but is not limited to:

i) discrimination based on race, national or ethnic origin, colour, religion, union or association membership, age, sex, sexual orientation, marital status, family status, political belief, mental or physical disability or conviction of a criminal or summary conviction offence that is not related to the person's employment, intended employment, education or intended education at the College and

ii) objectionable or unwelcome behaviour which the person committing such behaviour knows or ought reasonably to know creates an environment unconducive to work or study.

(b) For the purposes of paragraph 3(a)(ii), objectionable behaviour includes, but is not limited to:

- i) verbal abuse or threats;
- ii) offensive remarks, jokes, innuendos, or taunting;
- iii) display of pornographic, racist, or other offensive or derogatory material;
- iv) unwelcome invitations or requests, whether direct or indirect;
- v) unwelcome physical contact such as touching, patting, pinching and punching;
- vi) psychological abuse such as leering, badgering and intimidating actions;
- vii) creation of a hostile environment unconducive to work or study;
- viii) improper use of power and authority.

(c) Harassment may occur during:

- i) one incident; or
- ii) a series of incidents of which any one incident, considered in isolation, may not constitute harassment.

(d) One specific form of harassment which is covered by this Policy is sexual harassment. Sexual harassment may include unwanted sexual attention or sexual solicitation or sexually-oriented remarks or behaviour. Sexual harassment includes, but is not limited to:

- i) implied or expressed promise or reward with respect to a term or terms of employment, academic status, or academic credit, for compliance with a sexually-oriented request;
- ii) reprisal or implied or expressed threat of reprisal with respect to a term or terms of employment, academic status, or academic credit for failure to comply with a sexually-oriented request; and
- iii) denial of opportunity or the threat to deny opportunity with respect to a





term or terms of employment, academic status, or academic credit for failure to comply with a sexually-oriented request; and

iv) unwanted sexual attention or solicitation which has the effect of interfering with an individual's work or academic performance, or which creates an environment unconducive to work or study.

The definition of harassment is not meant to inhibit interactions or relationships based on mutual consent or normal social contact between members of the College community. Harassment does not include actions occasioned through exercising, in good faith, classroom management, managerial, or supervisory rights and responsibilities.

4. Human Rights Coordinator

The Human Rights Coordinator provides education which promotes understanding and awareness of harassment and human rights issues throughout the College community. The Human Rights Coordinator also provides confidential advisory services regarding harassment issues and is responsible for the introduction and operation of the Human Rights Policy.

The Human Rights Coordinator deals objectively, impartially and confidentially with all parties.

The Human Rights Coordinator will prepare activity and statistical reports to be distributed as stated in the VCC Advisory Committee on Human Rights terms of reference. The reports will not identify confidential information.

5. Assurance of Fair Treatment

A spirit of fairness to all parties will guide the proceedings set forth in this Policy. This includes the complainant's right to seek action, the respondent's right to know the allegations and to be given an opportunity to answer them, and the rights of both parties to a fair and timely process of resolution.

The filing of a formal complaint of harassment or discrimination is the right of every student and employee of the College and may be exercised without fear of reprisal. The fact that a complaint has been filed against an individual will not, in and of itself, constitute grounds for disciplinary action against that individual.

All parties are encouraged to meet with the Human Rights Coordinator, with a representative, if desired, to ensure that both complainant(s) and respondent(s) are provided with consistent procedural information.

6. Confidentiality

Subject to the College being required to provide information to any external authority or court and subject to a resolution of an incident of harassment which requires disclosing certain information, all parties involved in addressing alleged harassment and in resolving incidents of harassment will make every effort to keep confidential any information concerning an allegation of harassment or an incident of harassment. Confidentiality, however, must be distinguished from anonymity.

In certain circumstances, the resolution of an incident or incidents of harassment may entail the disclosure, by the College President or delegate, of information regarding the incident of harassment.

7. Other Policies and Agreements

The application of this Policy and these procedures may be modified in specific instances, as is reasonably necessary, by the terms of existing College policies and Collective Agreements which supersede College policies.

Procedures

Any College student or employee who believes that she or he is being harassed, has been harassed or has witnessed harassment of another College student or employee is encouraged to make a direct request of the person or persons concerned

that the harassment cease or draw to the attention of the person or persons concerned that the harassment did occur.

1. Consultation with Human Rights Coordinator

(a) The primary objective of most people who seek the assistance of the Human Rights Coordinator is to stop the offending behaviour. The objective of harassment resolution is to secure a settlement that is consistent with the spirit of this Policy and its fundamental principles. Resolution, through this Policy, may be pursued through three levels: "Resolution by the Human Rights Coordinator," "Resolution by External Mediation," or "Resolution by the President."

Any College student or employee, or any individual who has been a College student or employee, who believes that she or he is being harassed, has been harassed or has witnessed harassment of another College student or employee, or any individual who has been a College student or employee, may seek the confidential advice of the Human Rights Coordinator and/or initiate a complaint within six months of the last incident(s) of harassment or discrimination.

(b) The Human Rights Coordinator will listen to the complaint, advise on internal and external options for resolution (see Appendix A), and provide the potential complainant with a copy of this Policy and guidelines on how to write a letter of complaint.

(c) The Human Rights Coordinator may suggest that the complaint could more appropriately be dealt with, initially or completely, under another policy or procedure. (Examples: grade appeal, student standards of conduct, grievance, etc.)

(d) If the complainant chooses not to take further action or to proceed under this Policy, the Human Rights Coordinator will not continue to act on this complaint.

(e) If the complainant chooses a remedy or procedure external to this Policy, the

Human Rights Coordinator will not continue to act on this complaint.

(f) A complainant may take a complaint through this Policy, and upon completion seek external resolution. However, if a complainant completes external resolution first, he/she cannot file a complaint under this Policy.

2. Letter of Complaint

(a) If the complainant chooses to file a complaint under this Policy, the complaint:

- (i) must be in written form;
- (ii) must contain the name of the complainant and the respondent;
- (iii) must contain details of the incident or incidents complained of, including dates, places, names of individuals involved or witnessing the incident and any other relevant information;
- (iv) must be dated; and
- (v) must be signed by the complainant.

Further guidelines on writing a letter of complaint will be given to the complainant by the Human Rights Coordinator.

(b) Upon receiving a written letter of complaint under the Policy, the Human Rights Coordinator will:

- (i) notify, in writing, the respondent of the complaint;
- (ii) provide the respondent with a copy of the letter of complaint, this Policy, and guidelines to writing a letter of response;
- (iii) encourage the respondent (and a representative if desired) to meet with the Human Rights Coordinator to provide procedural advice and other information;
- (iv) provide the complainant with a copy of any written comment or reply of the respondent.

3. Resolution by the Human Rights Coordinator

(a) This is a voluntary process. Any resolution to the complaint at this stage will

not result in formal disciplinary action. A resolution negotiated at this stage will be without prejudice to the rights of the complainant or the respondent.

(b) When deemed appropriate and when both the complainant and respondent agree, the Human Rights Coordinator will meet with the complainant and respondent, either individually or together, with a view to attempt to secure a resolution of the complaint satisfactory to both parties.

(c) The Human Rights Coordinator will endeavour to resolve complaints through, but not limited to, education, mediation, conflict resolution. Each situation is unique and creativity may be necessary in devising options for resolution.

(d) If a resolution is achieved, a Resolution Report, prepared by the Human Rights Coordinator, will be signed by the complainant and respondent. Should the resolution include an action or remedy by the College, the Resolution Report must also be signed by the member of the College responsible for ensuring that the remedy is followed through. All parties will receive a copy of the Report. The complaint will be considered closed and the Human Rights Coordinator will cease to act on the complaint.

(e) If the resolution fails to succeed or either party withdraws from the resolution either expressly or by failure to sign the Resolution Report, the complaint will:

- (i) with the consent of the complainant and the respondent, proceed to External Mediation;
- (ii) if one of the parties does not consent or if the Human Rights Coordinator feels that External Mediation will not succeed, proceed to Resolution by the President; or
- (iii) not proceed if the Complainant chooses not to proceed beyond this point.

4. Resolution by External Mediation

(a) This is a voluntary process. Any resolution to the complaint at this stage will not result in formal disciplinary action.

(b) The Human Rights Coordinator will suggest a mediator who is independent of the College, and receive agreement from the complainant and the respondent on the choice of the mediator.

(c) Subject to the agreement of the choice of the mediator set out in paragraph 4(b), within thirty days of the appointment of the mediator, the mediation of the complaint will be concluded.

(d) If the mediation is successful, each party will indicate her/his agreement in writing to the mediated resolution by signing a Mediation Agreement. When the Mediation Agreement has been signed by both parties, the complaint will be considered closed and the Human Rights Coordinator will cease to act on the complaint.

(e) If the mediation fails to succeed, or if either party withdraws from the resolution expressly or by failure to sign the Mediation Agreement, or the complainant and respondent fail to agree on a mediator, the complaint will:

- (i) proceed to Resolution by the President; or
- (ii) not proceed if the complainant chooses not to proceed beyond this point.

5. Resolution by the President

(a) In the event that the complaint proceeds to resolution by the President, the Human Rights Coordinator will inform the parties in writing.

(b) Within ten working days, the President will appoint a neutral, independent arbitrator/investigator from outside the College, with special expertise in the investigation of Human Rights complaints. The arbitrator/investigator will determine

the investigative process. Upon completion of the process, the arbitrator/investigator will provide the President with a written report containing his/her recommendations. The President's office will provide the complainant, the respondent, and the Human Rights Coordinator with a copy of the report. Upon receipt of the report, the President will then make a final decision as to the actions to be taken by the College.

(c) The decision and reasons for the decision of the President will be made in writing, and copies will be given to:

- (i) the complainant;
- (ii) the respondent; and
- (iii) the Human Rights Coordinator.

6. Complaints Initiated by Third Party

(a) Any College student or employee, or any individual who has been a College student or employee, who witnessed harassment of another College student or employee, or any individual who has been a College student or employee may, with the written consent of the harassed individual, initiate a complaint on behalf of the person who has been harassed, within six months of the last incident of harassment.

(b) A complaint under this procedure will follow the same format and the same resolution procedures as a complaint made pursuant to paragraph 3.

(c) If the person who experienced the harassment withdraws her/his consent, then the complaint will be considered closed and the Human Rights Coordinator will cease to act on the complaint.

7. Records of Complaint

(a) Active Files: All active records, reports or documents generated as a result of a complaint, will be maintained by the Human Rights Coordinator in a locked cabinet

(b) Closed Files: Upon the closure of a file, all records, reports or documents generated as a result of a complaint will be transferred by the Human Rights Coordinator to a locked cabinet in the vault.

(c) Access: The Human Rights Coordinator and the solicitor for the College are the only holders of keys for the above cabinets.

(d) Archived: Four years after closure, all files will be archived by the Human Rights Coordinator in a locked cabinet in VCC storage.

(e) Position Vacancy: In the event the Human Rights Coordinator's position is vacant,

(i) active files will be transferred to the Vice President, Educational Support Services office so the case can be continued;

(ii) closed files will remain in the vault.

8. Retaliation

Retaliation against an individual who has filed a complaint or who has been named as a respondent or witness in a complaint, whether the complaint was substantial or not and whether the complaint was resolved through any of the procedures set out in this Policy and these procedures or not, may itself become an incident of harassment and may result in disciplinary action by the College.

9. Time Limits

It is recognized by all parties that time is of the essence. Every effort will be made by all parties to deal with the complaint process in a timely manner.

10. Interpretation

In order to accomplish the purposes of this Policy and these procedures, wherever the singular is used in this Policy and these procedures it may be construed as if the plural had been used and wherever the plural is used, it may be construed as if the singular had been used.

11. Appeals

Nothing in the Policy or these procedures limits the rights of an individual disciplined under this Policy and these procedures to avail herself/himself of existing avenues of appeal in any Collective Agreement, the College and Institute Act, the B.C. Human Rights Code or from initiating any other proceedings in law.

12. Amendments

No changes will be made to this Policy or these procedures without first getting the advice of the VCC Advisory Committee on Human Rights.

13. Review

A review of this Policy will be ongoing. A formal committee review will begin one year after approval date.

APPENDIX A - Examples of Other Internal and External Options for Resolution

Internal

Collective Agreements
Student Standards of Conduct
Grade Appeal
Student Grievances

External

B.C. Council of Human Rights
Legal Counsel
Ombudsperson

Speaking to:

Assistant Department Head
Department Head
Associate Dean
Dean
Vice President
Supervisor
Counselling
Health Services
Ombudsperson for Students/CC

KEC Learning Centre to offer free workshops to students

The Learning Centre at KEC is offering free workshops for students everyday from September 16 to December 6. Please encourage your students to sign up at the Learning Centre in early September. Drop-ins are welcome, but workshops are limited to 15 students. Students must bring their student card to sign up or drop in.

The *Pronunciation Workshop* is every Monday at 3:00 p.m. in room 3077. Each workshop includes minimal pair listening discrimination exercises, a dictation, oral practice and review. All levels are welcome. (Tutor: Michael)

Every Tuesday noon hour in room 2082, Intermediate to Advanced students can im-

prove their writing in the *Sentence Construction and Combining Workshop*. A variety of controlled exercises in complex sentence structures will make students more effective and confident in expressing their ideas. (Tutor: Veronica)

A *Conversation Workshop* will be held at 3:00 p.m. every Wednesday in room 3077. The workshop is an opportunity for students of Intermediate to Advanced levels to meet regularly and practice conversation skills regarding topics that are of interest to them. (Tutor: Michael)

CBC News Workshop returns every Thursday noon for Intermediate ESL students. Come to room 2082 for vocabulary

building, listening practice for the gist and specific details followed by a cloze exercise and discussion. (Tutor: Veronica)

Beginner News is now offered every Friday at 11 in room 2015. Emphasis will be placed on listening to the tape, both with and without the transcript. This will be followed by questions, cloze and discussion. Where possible, use will be made of the *West Coast Reader* in connection with the news items. (Tutor: Michael)

The *Spelling Workshop* is offered every Friday at noon in room 2015 for Intermediate to Advanced ESL students. Students will review and practice common spelling patterns. (Tutor: Veronica)

Free assorted Apple software is available to any department. Please call the Learning Centre at 7219.

(CLIP AND SAVE)

THE LEARNING CENTRE FREE WORKSHOPS FOR VCC STUDENTS September 16 to December 6, 1996

Workshop (Level)	Days	Time	Room	Tutor
Pronunciation (All levels)	Mondays	3:00-4:00	3077	Michael
Sentence Construction and Combining (Intermediate - Advanced)	Tuesdays	12:00-1:00	2082	Veronica
Conversation (Intermediate-Advanced)	Wednesdays	3:00-4:00	3077	Michael
CBC News (Intermediate)	Thursdays	12:00-1:00	2082	Veronica
Beginner News	Friday	11:00-12:00	2015	Michael
Spelling (Intermediate)	Friday	12:00-1:00	2015	Veronica

Please bring student card to the workshop or sign up at the Learning Centre. COME JOIN US!

announcements

Recent Appointments in AAA and ESL

Congratulations to the following faculty members who have been elected to IRA positions in the ESL and AAA Divisions:

Jean Cockell - Associate Dean, Academic/ABE/ASE Programs

Jean joined the College in September of 1977. After teaching for seven years, she became the Department Head of Mathematics. In July of 1993, Jean accepted the position of ABE Division Chair. This position subsequently became the Associate Dean, Academic/ABE/ASE Programs.

Barbara Ash - Department Head, College and Career Access

Barbara, who started with the College in October of 1977, has worked in the College and Career Access Department (formerly BTSD) for almost 19 years. Barbara will assume the duties of CCA Department Head effective September 1, 1996.

Vicky Hallett - Acting Department Head, Basic Education

Vicky has worked for the College for 6 1/2 years. Vicky joined the Basic Education Department in January of 1990. She will assume the position of Acting Department Head, Basic Education, on September 1, 1996.

Gail Cryer - Assistant Department Head, ESL Outreach

Gail joined the College in January of 1989. In November and December of 1992, her position was Acting Coordinator II, Food Service Careers. On April 1, 1993, she joined the ESL Outreach Department. Since July 1, 1996, her position is Assistant Department Head, ESL Outreach.

Raminder Dosanjh - Assistant Department Head, ESL Vocational

Raminder started in the English Language Training Division in the then Vancouver City College, Special Programs Division in September of 1972. She has assumed the position of Assistant Department Head, ESL Vocational since July 1, 1996.

Ross Barbour - Coordinator I, Advanced Level, ESL - ELS

Ross has worked in English Language Training at VCC since May 1, 1974. In September and October of 1991 he was seconded to the Assessment Centre. As of July 1, 1996, his position is Coordinator I, ESL, English Language Skills.

Doug Buck - Coordinator I, BEST Program, CCA

Doug started with the College on June 9, 1980. He has held the position of Coordinator, BEST Program since September of 1989. He was re-elected to the Coordinator I position effective July 1, 1996.

Peter Herd - Coordinator I, Math and Science, CCA

Peter joined the BTSD Department in January of 1981. He has been with that department (now the College and Career Access Department) for 15 1/2 years. Peter assumed the position of Coordinator I, Math and Science, College and Career Access, effective July 1, 1996.

Ted Hougham - Coordinator I, English and Social Sciences, CCA

Ted started with the College Foundations English Department in May of 1976. In September of 1976, he joined the BTSD Department. As at September 1, 1996, Ted assumes the position of Coordinator I, English and Social Sciences, College and Career Access Department (formerly BTSD).

All of these people have much to contribute to their departments and to the College. We are lucky to have them to assist in

meeting the challenges we face in the next few years.

*Moir Macleod
Dean of Academic and Developmental
Programs*

Human Rights Policy released

The VCC Human Rights Policy was approved at the June 27 meeting of the VCC Board. It will be revised as soon as possible to conform to the "Policy on Policy Making" clear English format. Copies are available from the mailrooms at both campuses. The policy can also be found on beginning on page 3 of this issue of Connections.

Registrar's Office announcement

Effective immediately and until further notice, Pam Ottridge is Acting Registrar at VCC in Laraine Niewinski's absence. Laraine will be devoting 100% of her time to the Banner project.

*Linda Martin
VP, Educational Support Services*

New Books in CC Library

- BusinessSpeak: Using the Gentle Art of Verbal Persuasion
- Challenge & Opportunity: Canada's Community Colleges at the Crossroads
- Classroom Strategies: the Methodology of Business Education
- Costa Rica: a Kick Start Guide for Business Travelers
- Crown Files Research Project: a Study of Dangerous Offenders
- Cut Your Losses!
- Directory of 1994/95 Community Outreach Partnerships Fund Projects
- Doing Business in the United Kingdom
- Dr Tom Linden's Guide to Online Medicine
- Human Resources Study of the Canadian Accommodation Industry

- Overview of Corrections Research and Development Projects on Family Violence
- Tobacco Control: a Blueprint to Protect the Health of Canadians
- Whose Brave New World: the Information Highway and the New Economy
- Write On: Business Writing Basics

KEC Counselling notice

During my vacation from Thursday September 5 to October 4 inclusive, Counsellor Acting Department Heads will be:

Judy Echols (locals 7201, 7433) - September 5th to September 20th, and

Mel Felker (local 7206) - September 23 to October 4th.

Please refer to them any matters that would usually be dealt with by me. Thank you!

*Loren Houldson
KEC Counselling*

Financial Aid update

ABESAP

Applications for Fall 96 term are available now from KEC Financial Aid Office, Room 4029. Deadline to apply is one week after classes start.

Work study

Work study applications for September - December 96 are still available from KEC Financial Aid Office. Students looking for part-time work on Campus should pick up an application from our office Room 4029.

KEC Book Club meets again!

If you would like to discuss *Felicia's Journey*, by William Trevor, or simply lunch with us and plan future meetings, please mark your calendar for Friday, September 27, 12:00 noon, at Not Just Desserts. New members from all campuses welcome.

Please confirm your attendance by September 25 (so that reservations can be made) by calling Carol Tulpar at local 7257. See you there!

Congratulations to Barbara Wood

...an ESL instructor in the English Language Skills Department, who recently spent two months at the Universidad Autonoma da Guadalajara, Mexico, teaching English as a Second Language and exploring opportunities for student/faculty exchange, under the auspices of a BC Centre for International Education Mexico Scholar's Award.

Students, faculty and staff: apply now for Asia Pacific and Mexico Awards

If you are a student planning to study or a faculty/staff member planning to work in a post secondary institution in either Asia or Mexico, you may be eligible for this

award, which covers airfare and accommodation costs. Instructors, please tell your students of this opportunity. Deadlines for the submission of applications for the Asia Pacific and Mexico Awards are November 1 and February 1. Information and applications forms are available through Cecily May at 871-7178 (voicemail).

Future Board Meetings

...will start at 5:00 p.m. and are held in Room 240, City Centre Campus or Room 5025, King Edward Campus.

- September 26, CC
- October 24, KEC
- November 28, CC
- December 12, location TBA (subject to Board approval)

Become involved in promoting safety on campus

Up to \$500.00 for a guest speaker or up to \$1500.00 for an awareness event that promotes safety on campus is available from the Safer Campuses Committee.

To receive funding for your proposal to promote safety on campus, submit a proposal form to the Safer Campuses Committee and include the following:

1. rational for the event
2. relation to safety on campus
3. date(s) of the event
4. person(s) coordinating the event
5. marketing strategy
6. if the event requires administrative or operations council approval, indicate that it has been received.

For copies of the proposal form and submission criteria, please contact Janice Hansen (local 7040) or Steve Traviss (local 8603), Safer Campuses Co-Chairs.

Remember - safety on campus is everyone's responsibility!

- Janice Hansen, Human Rights Coordinator and Safer Campuses Committee, Co-Chair
- Steve Traviss, Safety, Security and Parking Coordinator and Safer Campuses Committee, Co-Chair

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



KING EDWARD CAMPUS
1155 East Broadway
Box 24620, Station "F"
Vancouver, B.C. V5N 5T9

CITY CENTRE CAMPUS
250 West Pender Street
Vancouver, B.C. V6B 1S9

classifieds

JOB POSTINGS

Director of Auxiliary Services. Salary range: \$42,800 to \$53,807 per annum. Competition No.: 31-96. Closing date: September 6, 1996. Apply in writing to: Red River Community College, Human Resource Services, Room C410 - 2055 Notre Dame Avenue, Winnipeg, MB R3H 0J9. Fax: (204) 694-0750.

Office Clerk (B), Admissions Department. City Centre Campus. Closing date: September 12.

Telephone Operator/Receptionist. KEC. Closing date: September 12.

Coordinator II - Institutional Based Training, KEC and CC.

Department Head - Basic Education, KEC.

Department Head - Counselling Services, KEC.

Prior Learning Assessment (PLA) Coordinator. Closing date extended to September 6. Submit resume to Jackie Sandy, Dean of Student Services, VCC.

Environmental Educators wanted. Age: 16 to 24 years only. Application deadline, September 18. Contact The Association for the Promotion and Advancement of Science Education (APASE), 200-1111 Homer Street, Vancouver, B.C., V6B 2Y1

APARTMENT FOR SALE

Wall Street location. Renovated one bedroom corner unit. Over 700 sq. ft. With wrap around balcony and ocean view. \$135,000. Call 251-3559.

FOR SALE

Software clearance! A limited quantity of Procomm Plus (DOS, Ver 2.01) is being cleared out at a reduced price of \$50 each (retail value \$130). Purchase of this software for **home use** is preferred. Please contact Purchasing at 7102.

RCA 27" Colour Television with matching stand, \$300. Please call Sandra at local 7124.

VCC Retail Meat Summer Sale - Call 443-8465 or 443-8351

Beef sides \$1.39 /lb.

Beef hinds \$1.89 /lb.

Whole lamb \$2.99 /lb.

Pork sides \$1.69 /lb.

(Cut and wrapped)

Next Connections: September 19

The deadline for the
September 19 issue of
Connections is end of day,
Thursday, September 12.

EDITOR, DESIGN AND LAYOUT

Dale Rasmussen, College Advancement Department
Tel 871-7152, Fax 871-7200
email drasmussen@vcc.bc.ca

CAMPUS CONTACTS

CC: Ngee-Moi Voon, Word Processing
KEC: Sue Devison, Administration

Produced by the College Advancement Department
Lilli Milder, Executive Director

1996 PUBLICATION SCHEDULE

September 5 and 19
October 3, 17 and 31
November 14 and 28
December 12

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.

Please recycle this newsletter ♻️

MARKETIPS!

USEFUL TIPS AND INFORMATION FOR THE VCC COMMUNITY

Marketips is a bi-monthly information sheet designed to share ideas to help each of us increase awareness about Vancouver Community College's unique programs and services. If you have an idea or tip you'd like to contribute, please contact The Editor at 7538 or fax 7200.

College recruitment drives

Faced with pressure from the government to fill every seat in every class Lower Mainland colleges are using a variety of tactics to attract students for the coming school year.

VCC is not feeling the recruitment pressure as dramatically as other BC colleges specializing in university transfer programs.

Overall, the College's 96/97 visibility campaign includes monthly spot advertising in the Vancouver Sun and Province as well as program specific ads in the Georgia Straight and community newspapers.

Langara College's recruitment campaign is the biggest. The college is spending \$38,000 to advertise in bus shelters and newspapers, volunteers are phoning prospective students at home, summer employees are running a hotline and information booth at the college's main entrance and front-line staff are receiving extra "customer service" training on handling student inquiries.

University transfer competition

It's all an attempt to persuade students to enrol at Langara instead of the other nearby colleges - such as Kwantlen, Douglas and Capilano - that offer similar programs. Kwantlen's push to recruit students this year includes phone-outs, a direct-mail campaign and print and radio advertising.

*excerpt from a Vancouver Sun
article: July 26/96*

Did you know...

BC's economy is diversifying

Growth in the province's service sector - engineering, finance, real estate, communications, transportation, retail/wholesale trade and utilities - has been more rapid than in the primary resource and manufacturing sectors.

- The Vancouver Sun

Transportation generates jobs

The Greater Vancouver Gateway Council's economic impact study revealed moving 95 million tonnes of cargo and 12 million passengers through Greater Vancouver (via sea-ports, marine terminals, airport, railways, marine and truck carriers) produced 28,000 jobs in 1995.

- Prospects

Internet literacy is a vital job tool

A recent survey of business executives found Internet literacy is fast becoming an important factor in career advancement.

- Province

VANCOUVER
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Great Idea at VCC

Look for VCC's name in lights at The Fogg 'N' Suds Restaurant! This famous Vancouver eatery has generously offered to run a message, encouraging students to register at VCC, on the restaurant's exterior electronic reader board at the busy intersection of Broadway & Cambie. This message will run until mid-September so, next time you're looking for a fun place to eat, remember Fogg 'N' Suds.

Program Marketing Audit meetings

For many months now, College Advancement has enjoyed meeting with department heads and program coordinators throughout the College to ascertain marketing activities currently being carried out by the departments themselves.

It's a pleasure to report how enthusiastic many departments are to have this opportunity to meet one-on-one to discuss the complexities of their marketing needs.

Topics discussed included program strengths, competition, potential students, external relations, current technology and industry standards. It is College Advancement's intent to gather this information for planning purposes,

learning from a grass roots level how we are best able to work together and develop innovative marketing strategies to increase awareness about all of the exciting learning opportunities at VCC. Thank you all for your cooperation.

Newsmakers

Congratulations to **Reezwan Kanani**, VCC's acclaimed **visually impaired student** whose inspirational accomplishments have been featured in The Richmond News, several Canadian National Institute of the Blind publications and Transitions, produced by the BC Coalition for People with Disabilities.

With little vision in his left eye, total blindness in his right, and the equivalent of a grade seven education when he arrived in Canada, Reezwan has come a long way thanks, in large part, to VCC's Visually Impaired Program. Reezwan recently graduated from UBC with a double major in Mathematics and Computer Sciences. For a copy of these articles, contact The Editor.

Cause-related marketing

The cause-related marketing concept allows corporations to increase income, while at the same time the affiliation can increase a nonprofit's revenue. But as with any partnership, there can be a down side.

- Incompatible images: the corporation and nonprofit simply don't fit as partners.
- Weak allies: when the corporation teams with a nonprofit that generates no publicity.
- Loss of control: the corporation is unable to steer the nonprofit in the direction that will benefit both.

The upside?

- Image: it can get polished.
- Publicity: free, gentle and kind
- Cost benefit: stretches the marketing dollars.

From the editor...



College Advancement would like to thank all of the students, faculty and staff who have called us with story ideas or participated in interviews for your eagerness to integrate College Advancement into our daily campus life. If you've had your 15 minutes of fame and we've missed it, or you have an idea or submission for Marketips, please call *The Editor* at 871-7538 or fax 871-7200.

Marketips is a bi-monthly publication.

Next issue: Nov. 7, 1996

Produced by the College Advancement Department

Sandra Bishop, Editor

Dale Rasmussen
Design and Layout

Lilli Milder
Executive Director

