

Oct. 16

1997 c.2

THE VCC COMMUNITY INTERNAL NEWSLETTER

VANCOUVER
COMMUNITY
COLLEGE



Connections

Vancouver Community College
King Edward Campus - Library
P.O. Box 24620, Station F
Vancouver, B.C. V5N 5T9

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ESL Division update

English Language Skills

Program News

The ELS Department must be the largest department at VCC with 1,800 students enrolled, approximately 1,600 immigrant students and 200 IE.

A group of IE curriculum developers is currently working very hard under Tracy Johnson's expert leadership on a project to enhance the International Education program. When I visited the third floor this week, I had tantalizing glimpses of the many listening and speaking activities being produced and field tested.

Marta Gardiner

People News

Thomas Quinn has spent the last eight months in Greenland working on projects with the Ministry of Education there. He continues to act as an advisor to the Greenland Education Ministry.

Safder Alladina, Barbara Forster-Rickard, Karen Jane Hills, Wilma Nederend, Kerry Shepherd and Christine Stechishin are working on a CD project for International Education. They are developing a new Listening and Speaking curriculum for IE classes for all levels, Lower Beginner to Upper Advanced.

Michael Buckley is working on some new travel books. He is also teaching a travel journalism course for SFU Continuing Education.

At the PNE livestock competition last August, Barbara Gerber's llamas placed Second and Fourth. Mr. T and Billy Boy are very proud of themselves.

Gordon Cavanaugh was granted ID equivalency.

Mima Wilson is studying for an MEd from the University of Manchester.

Geoff Flack has just published a book on religious and administrative seals of Tibet.

Congratulations to author Susan Bates on the publication of her ESL reading text, "Amazing 2", which contains more interesting stories about amazing Canadians.

"What Did You Do in the War, Mother?" is Angela McWhirter's humorous recollection of her mother's experiences as a hotel proprietor in Northern Ireland during World War II. It is being published in York University's Canadian Women's Studies Summer 1997 issue on Women of Ireland. Look for the article under her maiden name of Angela Mairead Coid.

John Godfrey has published another book, "Steps 1", currently available in the KEC bookstore. Like the earlier books he co-authored, "Decisions" and "Decisions, Decisions", the text develops a variety of ESL activities from a series of real life problems experienced by adult immigrants.

...continued on the next page

ESL update continued

Irene Romaniw is taking a one-year leave of absence to teach English at a private college in Surabaya, Indonesia.

Once again Eloise Carbone is on her way to India to continue to expand her life experience. She'll be living in an Ashram in Rishikesh—Land of the Saints—in Northern India and then spending time in South India learning about aryuvedic medicine. Eloise will be "storing away moments" for her future stories. Hari Om!

Doris is taking a year leave of absence to be the Director of the Alive Academy. (She is gaining experience with distance learning and correspondence courses, writing and editing in the area of nutrition and alternative health.) You can catch her at the Healthy Living Expo '97, Friday Oct. 31 to Nov. 2 at Robson Square.

Etcetera

An ESL research interest group has been started by instructors in the ESL Division. People interested in doing, discussing, or even just thinking about ESL research are encouraged to join. The group has its own e-mail list. For further information contact Ross Barbour: rbarbour@vcc.bc.ca.

ESL Vocational Dept.

Program News

The LINC program has begun settling in at King Edward Campus. Enrollment is way up since the move. We are currently offering 11 full-time and 20 part-time classes which serve a total of approximately 600 students who are very new to Canada.

VESL Business and Tourism are running here at KEC as well and we are experimenting with offering VESL Health at City Centre this term. Instructors are about to begin work adapting the VESL Busi-

ness and Tourism curriculum for IE students.

Self-paced ESL for Professionals is proving to be a successful collaboration between the Vocational Department and the City Centre Learning Centre. Students enrolled in this flexible ESL program include former doctors and nurses, engineers, scientists, teachers and computer specialists.

The Combined Skills programs are currently planning a display and photo op to celebrate their tenth anniversary. VCC remains in the forefront of combined career and English language training.

Dale Hunter is heading out to Scientific Atlanta, a Burnaby high tech firm, to deliver a workplace ESL course.

College Preparatory English

Program News

CPE had an excellent fall registration, over 700 registered, and is especially pleased to announce:

New Course Offerings

The College Preparatory English Department is pleased to announce that their new course offerings for International students, English 101 and English 102, have been granted transfer credit at UBC, SFU and Langara. Successful completion of English 101 and English 102 constitutes completion of first year university level English. Although these courses are intended for International students, local ESL students can register if seats are still available on the first day of class. For more information about the prerequisites call Helen Spencer, Department Head, at 871-7259.

Donations

CPE has received \$2000 from KESA which has been matched by the VCC Edu-

cational Foundation. The money has been used to purchase a computer for CPE students.

Project News

Barbara Forster-Rickard and Ross Barbour have submitted the final copy of the Vocational English Language Assessment Health to the Centre for Curriculum, Transfer and Technology after months, years actually, of extremely hard work on this reading and video listening test for ESL students going into Health studies.

Tom Peterson and Paul Boissonnault are currently working together on a project to convert Tom's Canadian Studies materials into a computer program for student use in the divisional lab.

Mary Jane Nehring is gleefully wrapping up the student handbook to accompany the excellent ESL pharmacy video she and Mandana Rastan-Schnepf produced for the Centre for Curriculum, Transfer and Technology. The project was initiated at the request of the BC College of Pharmacists, which is giving it rave reviews. IMS did the production and it really looks great.

People News

Helen Spencer has just returned from a trip back to New Zealand where her mother's 90th birthday celebrations were being held. Helen's daughter accompanied her as well and she reports that the three generations spent some very enjoyable time together.

ESL Outreach

Program News

The Outreach Department has registered close to 1,300 students in centres around Vancouver. This includes the six new and very successful classes opened in Burnaby this fall. We hope these will reduce the travel time for our Burnaby clientele. The City Centre part of the Outreach program has grown exponentially from four classes at its inception to its current 20 classes.

...continued on the next page

Are you or someone you know being STALKED?

Find out:

- what is and isn't stalking
- what the Police can and can't do
- tips for keeping safe
- general profile of stalkers

Monday, October 27, 11:30-1:00, Room 112, City Centre

Wednesday, October 29, 12:00-1:30, Room 5025, KEC

Presenter: Sgt. Doug LePard, Domestic Violence and Criminal Harassment Division, Vancouver Police Department.

Sponsored by: VCC Safer Campuses Standing Committee. For more information contact: Janice Hansen, local 7040/8310.

Open to employees and students... classes welcome!

Cap College courses turn West Coast Express into Brain Train

The West Coast Express train whisks workers from the north east suburbs to downtown Vancouver and back again. But now, they're taking passengers on another trip back to school. In a deal with North Vancouver's Capilano College, the commuter train service is now offering five different courses to its morning passengers. The forty-five minute, non-credit courses cost from \$135 to \$245. Commuters can take classes in business, sales, current events, public speaking and Spanish. Officials say they can handle as many as 63 students.

The Learning Centres in the Public Libraries are serving another several hundred ESL learners on a drop-in basis.

People News

I have heard that the Outreach teachers and students at the Scottish Cultural Centre served a complete turkey dinner during classes this week. They are famous for their cross-cultural celebrations which have included a Robbie Burns party complete with haggis.

Congratulations to Caroline Adderson who was married in August. This match of playwright and filmmaker seems a perfect one.

Congratulations also to Morna McLeod who is the very happy mom of a very new baby girl. Her name is Kelly and she has a

Local union supports training for disabled students

Supported by Locals 1518 and 2000 of the United Food and Commercial Workers Union, VCC offers a program to provide disabled students with the skills to work in the retail food industry. It is a comprehensive ten-month program combining classroom training and work experience that gives the disabled student a head start on applying for jobs with retail food employers.

"This is the kind of program we are excited about supporting," says Local 1518 Secretary Treasurer Jack Allard. "It has always been the firm belief of our Union that everyone in society must be given the opportunity to learn the skills they need to be productive citizens. This is not only good for society, but for each individual as well."

"The program offered at VCC is an outstanding one that deserves our support. Providing students with a disability the opportunity to learn the skills they need to be competitive in applying for jobs in our industry is healthy for them, and per-

haps more important, healthy for the community and our members," says Allard.

Outreach is also working on its gender equity issue. There are now six men and 35 women regularized in the department.

Project News

Maureen Nurse is putting the final touches on her provincial curriculum project, volunteer coordinator and volunteer tutor handbooks to accompany the Homefront Learning training video. For those of you who are unfamiliar with Outreach's Homefront program, this award winning program trains volunteer tutors to work one-on-one with homebound ESL learners. They also match tutors and learners and are currently supervising 100 matches.

happens more important, healthy for the community and our members," says Allard.

"I think the quality of the program is indicative of the extremely high level of commitment and cooperation between the employers and the unions" he said. "In fact I do not believe there is another program at the College that enjoys the high level of commitment from both the unions and employers that this program enjoys."

Allard notes that it is very difficult for disabled people to get the skills they need to be productive workers. "Too often," says Allard, "we only see the disability of a person and never look for the ability. The Retail Foods and Supermarket Careers program at Vancouver Community College not only looks for the ability, it provides disabled students with the knowledge and skills they need so that others see beyond their disability to the ability they have to be productive workers."

from the summer 1997 1518 Update, submitted by Wayne McNiven, Dept Head, Community and Career Education

announcements

In memory of Gabriella

We regret the passing of Gabriella Deverier, a CE support staff member from February 1995 until the onset of her illness in January 1996. Prior to that she worked in Administration at City Centre, primarily in the mailroom and at the switchboard. Gaby joined VCC in November of 1990 and made many friends throughout the College. Gaby will be sadly missed.

Roger Schofer, Continuing Education

Gaby's Memorial

A "Memorial Gathering", where thoughts and anecdotes can be shared, will be held for Gaby on Monday, October 20, 1997 from 12:00 pm to 1:00 pm, in Four Corners Restaurant. Feel free to bring your lunch; coffee and pastries will be served. There will be a collection (cash or cheques made payable to Suzan Gouin) taken at that time, to be donated to the Cancer Society of British Columbia. If you cannot attend this gathering, you can forward your donations to Suzan Gouin in Culinary Arts or Carey Stoneberg in Word Processing at City Centre. Thank you.

New face in KEC Administration

Please join us in extending a warm welcome to Dorothy Giroux to the position of Room Booking Clerk. Dorothy comes to us after two years in Continuing Education and will be in the position until Manijeh Golkhizi returns in the New Year. Please say hello to Dorothy when you are in the area.

KEC Counselling welcomes Sue Devison to the front desk. Sue, who has taken many counselling courses and is known for her friendliness and patience, will be greeting everyone who needs help in the Counselling Department.

Notice of Public Meetings

Budget Advisory Group

- Thursday, October 16, 1997
- 3:00 - 4:30 p.m.
- Room 5025
- King Edward Campus

Finance and Administration Committee of the Board

- Thursday, October 23, 1997
- 3:00 - 4:30 p.m.
- Room 4056
- King Edward Campus

For more information contact Doreen Sharan at 871-7163.

Education Council

- Tuesday, November 4, 1997
- 3:30 pm to 5:30 pm
- Room 237
- City Centre Campus

For more information contact Carol Mercier at 871-7011.

Mexico/Chile and Asia Pacific Awards

If you are interested in developing your international knowledge, skills and abilities as well as forging friendships and working relationships with people from Mexico, Chile or the Asia Pacific region you could qualify for a British Columbia *International Grant* or a British Columbia *Asia Pacific Award*.

Deadlines: faculty/staff: December 1; students: January 15. For application forms with attached information, contact your Department Head or Cecily May at 871-7178 (voicemail), email cmay@vcc.bc.ca.

CE Fashion Arts vintage fundraiser has a winner

The winner of the draw for the vintage 14K white gold and diamond pendant with chain is *Gayle Ramsden*, Fashion Arts Instructor. The draw was held on Sept 26, 1997.

KEC Book Club

We will discuss Pat Barker's World War I trilogy at our next meeting. The books, in order, are *Regeneration*, *The Eye in the Door*, and *The Ghost Road*, the last a Booker Prize winner. We will set a lunch meeting for later this year.

Joan Rike

Acting Department Head, Library Circulation Dept.

An election was held recently for the position of Acting Department Head of Circulation for the Library. Congratulations to Irene King, the successful candidate.

Linda Martin, VP,
Educational Support Services

Australian TAFE Staff Exchange Consortium

Through an initiative of Operations Council, VCC has joined the Australian TAFE Staff Exchange Consortium, or ATSEC. Information on ATSEC, as well as their inaugural newsletter, are now available in the Personnel Services Department. Please contact Carol Harrison at local 7142.

Library open on Saturdays

Both City Centre and King Edward Campus Libraries are now open on Saturdays from 11:00 to 3:00 (with the exception of holiday weekends).

Instructors are encouraged to schedule Library tours for their Saturday classes. Please phone 871-7326 for the King Edward Campus Library or 443-8339 to reach the City Centre Library.

Be sure to let your students know we're open six days a week for them!



White Ribbon Campaign

In 1992 a group of men at VCC formed a committee to start the White Ribbon Campaign. This group evolved in response to the massacre of 14 women at the Universite de Montreal engineering school. Across Canada, men and boys began to wear a white ribbon, and to talk about the campaign which led to the topic of "men's violence against women" in general.

The White Ribbon Campaign has grown to become an annual event, where we now engage in activities to increase public awareness of the issues surrounding men's violence.

The goal of the campaign is to encourage men and boys to wear white ribbons from December 1-6, the week leading up to the anniversary of the Montreal massacre. We encourage men to talk to other men in their schools, workplace, and other areas of their life, about the problem of violence.

For a recent example of violence we need only look to our own province and question recent fatal attacks on young women and children, including the massacre of a young mother and her four children.

Wearing a ribbon is a personal pledge never to commit, condone, or remain silent about violence against women.

The purpose of this campaign is not to blame men for all the ills of the world, but to encourage reflection leading to personal and collective action by men. We believe that most men are not physically violent against women. But in-depth Canadian studies show that 51% of women have suffered sexual or physical violence at the hands of a man since the age of 16. To make matters worse, many men engage in forms of behaviour — for example: sexist joking or sexual harassment — which

Call for members: National Day of Remembrance Memorial

As many of you know, the City Centre campus has, for the past seven years, acknowledged December 6th as the National Day of Remembrance and Action on the issue of Violence against Women. Members of both faculty and staff are welcome to become part of the effort required to create both a memorial to the women who died and to provide exhibits that address the issue of taking action to end violence against girls and women. A meeting has been set for 12:00 on *October 23* (note new date) in Room 180C (near Cambie St. entrance). Please come with your energy and your ideas.

In addition, if there are men who are interested in the white ribbon campaign (or have other ideas), please contact Wayne McNiven at 8434.

Holly Cole

creates a climate where violence against women is acceptable.

This year, the VCC Safer Campuses Committee will be addressing the issue of violence against women. One of the activities planned is the White Ribbon Campaign. We are looking for men, at both campuses, to get involved. If you would like to participate in this campaign, please call Wayne McNiven at 443-8434 or e-mail wmcniven@vcc.bc.ca or Don Jordan at 443-8437. We will meet November 3 at 3:30 pm in Room 180B, City Centre, for a discussion on how you can be involved. Thanks.

Wayne McNiven

Taking the train?

West Coast Express has invited VCC to participate in the rail company's Employer's Program and HomeRun Daytime Travel Insurance Program.

- There is a \$15.00 charge per year per employee to join and each employee receives:
- 30% off the one way fare structure for a West Coast Express 28 day pass.
- full transferability onto all transit services.
- option to purchase HomeRun (\$25.00) (Free emergency taxi service home between 7:00 - 3:30 p.m. up to three times a year)

This offer is open to VCC employees if we can register one new rider. We have offered the program before, but have not been able to find a new rider. If you are interested, and can find a new rider for the program, please call Vivienne Garrott at 871-7159. West Coast Express schedule and ticket prices are also available from Vivienne.

News flash: Flu vaccine is on its way

Yes, the College Health Services will be conducting a free influenza immunization campaign for VCC staff this year. We are receiving lots of calls from interested individuals. The vaccine should arrive within about a week.

We will begin advertising throughout the campuses as soon as we are ready to begin — probably about the third week of October. Flu season does not start here until late fall, so you have lots of time to get your shot.

PS: We will also have free Health Department flu vaccine for students who are medically compromised.

Pauline Reaburn, KEC College Nurse

Cyclists: did you know...?

Not many bike commuters or pedestrian commuters seem to know that there are showers at KEC. They are on level one, right in the middle of the auto shops.

I usually go down the stairs across from the front door of the Library. There are locked single-stall showers for men and for women in rooms 1030 and 1031. See the security guard on duty for the key. There are also larger multiple shower rooms that aren't locked. These are in rooms 1011 and 1015 in the emergency eyewash area.

submitted by Lee Henderson,
lhenders@vcc.bc.ca

Film festival to mark fifty years of freedom

From October 20 to 26, the Indo-Canadian film festival, "Scenes of Independence — Marking Fifty Years of Freedom" will celebrate the strength of Vancouver's South Asian community and the contributions Canadians of Indian origin have made to India's freedom movement as well as the enfranchisement movements of Indo-Canadians and other immigrant groups.

This film festival will be of special interest to students, as special guests will include well known actors, producers and directors from the Indian film industry. As well, all films are free.

The festival will kick off at the UBC Student Union Building (October 20 and 21) and move to Simon Fraser University (October 22 to 25).

For further information on "Scenes of Independence," contact Jai Birdi (581-5140) or Paul Dhillon (631-0648).

submitted by Irene Romaniw, ELS Dept.

Hospitality Management instructor gives keynote address at international conference

On August 7, 8, and 9, 1997, Hostar International Inc. hosted the third annual "International Executive Housekeeper's" conference, held in Seattle. The theme of this year's conference was "Leading The Way" for professional hotel housekeeping managers. The speakers and seminars were designed to give housekeeping managers additional skills and knowledge to function in today's changing technological workplace.

Robert Oliver, Instructor at VCC's City Centre Campus Hospitality Management Program, was a keynote presenter at this conference. Robert delivered a three hour presentation on "Professional Presentation Skills," designed to give managers the in-

sight and skills required to deliver oral and written presentations.

Other topics covered at this international conference were in the area of environmental issues, empowerment, planning a renovation program, cruise-ship housekeeping management, departmental re-engineering and restructuring and purchasing and budget control. Hotels from around the world were represented in Seattle at this conference. Robert is happy to say that Canada came through at the conference as being the leading country in the area of environmental and re-cycling programs!

Robert has been asked to be a presenter at the 1998 conference, next August.

17th Bavarian Night at City Centre

For the 17th consecutive year, the British Columbia Chef's Association and the Culinary Arts Department at City Centre invite you to the *Bavarian Night "Tanz und Schlemmer"* party, on Friday, November 14, 1997.

The event, which raises funds for scholarships for young culinarian students in secondary and post-secondary institutions, will feature a no-host bar at 6:30 p.m., dinner at 7:00 p.m. and dancing until 1:00 a.m.

Come to encourage our future cooks and chefs while treating your taste buds to a tempting and elaborate array of kalte vorspeisen (appetizers), kalte plate (cold suggestions), warme speisen (hot food) and many more dishes, including dessert.

Tickets are \$25.00. For more information, and to obtain tickets, phone Suzan Gouin, at 443-8488, between 9:30 a.m. and 2:00 p.m.

Please buy your tickets early, as seating is limited. Thanks in advance for your enthusiasm, assistance and cooperation.



To date the VCC Helpdesk has logged 5260 calls, (2263 to CC, 2767 to KEC, and 230 to other locations). 4975 of these have been resolved.

News from the Co-operative Education Department

Last year VCC hired a Co-operative Education Officer to develop, implement, and coordinate Co-op and related programming that will assist students in their transition to the work site.

From time to time we will bring you good news stories from students at their work terms, and information on Program expansion.

What is Co-operative Education? A Co-operative Education program formally integrates a student's academic studies with program-related work experience in co-operative employer organizations.

VCC's Co-op programs follow the guidelines recommended by the Canadian Association for Co-operative Education (CAFCE). These are: each work placement is developed and/or approved by the institution as a suitable learning situation; the student is engaged in productive work rather than merely observing; the student receives remuneration for work performed; the student's progress on the job is monitored by the institution; and the student's performance on the job is supervised and evaluated by both the employer and the institution.

Student benefits

Career information is acquired by the student for future decision making. Co-op provides students with the opportunity to experience the practical aspects of their chosen fields, the demands of employment and the expectations of employers. Co-op aids students in developing human relations and communication skills. The students gain a clearer understanding of course material and its relevancy, which strengthens motivation. Co-op allows students to earn income and contribute to the cost of their education. Co-op also provides contacts for graduate employment as well as experience in job seeking and keeping skills.

VCC benefits

Co-op provides constructive input from the employer to assist in maintaining the relevancy of VCC programs. Co-op develops career awareness in students and increases their motivation to learn. Co-op enhances both the visibility and reputation of VCC by increasing employer contact, emphasizing student development and strengthening the employment background of graduating students.

The above factors facilitate graduate employment, a key measure of VCC's contribution to the community.

The Co-op Department will, if at all possible, provide any information or service that will enhance the educational and employment benefits for both students and employers. It acts as liaison with all parties concerned to facilitate employer-student contact and provide an effective mechanism for co-op students to secure work term employment.

VCC currently has two Co-op programs - a mandatory Co-op component in the Dental Technician Program, and an optional component in the Hospitality Management Program. The Department Heads of a number of other programs have approached the Co-op Officer to discuss the inclusion of a co-op or similar work term model, so stay tuned for more information on program expansion!

The Co-op Office often receives requests for students from a variety of programs for part-time and graduate employment. As these opportunities arise, Michelle Strenkowski, the Co-operative Education Officer, will contact the appropriate department heads, and the student association. Michelle can be reached at 443-8517, or in Rooms 528 A and B, CC.

submitted by Michelle Strenkowski, the
Co-operative Education Officer

In recognition of 1997 retirees

The following VCC employees have retired or will be retiring as of December 31, 1997. We have also provided the retiree's starting date and department on retirement.

Many on this list were honoured at a special retirement dinner held last summer, with VCC President John Cruickshank and Vice-Presidents Dale Dorn, Mary Hoekstra and Linda Martin in attendance.

- Ah-Yan Lee, *Food Services*, 1979
- Anne Parsons, *IEPA*, 1990
- Syd Hartley, *Business and Computer Applications*, 1975
- Brian Dwyer, *Program Development*, 1980
- Roy Wren, *Drafting*, 1966
- Maria Camara, *Food Services*, 1979
- William J. McBride, *Electronics*, 1978
- John Den Daas, *Building Service Worker*, 1987
- Cleveland (Gus) Mullings, *Business and Computer Applications*, 1978
- Benny Fernandez, *Hospitality Management*, 1990 (from BCIT)
- Ron Atkinson, *Drafting*, 1976
- Lillian Keen, *Practical Nursing*, 1988
- Jerome Schatten, *Associate Dean*, 1974
- Victoria Gabriel, *Counselling*, 1978
- Gail Rochester, *Continuing Education*, 1982
- Elizabeth Lowe, *AAA*, 1973
- Roger Ofield, *Sign Language*, 1974
- James Mitchell, *Business Management*, 1971

If you have information on other retirees that should be included on this or future lists, please contact Dale Rasmussen at 7152 or drasmussen@vcc.bc.ca.

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
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classifieds

FOR SALE



Entertainment Books are here

Have you got yours yet? Don't miss this excellent opportunity to dine at your favourite restaurants, enjoy theatre and attractions, save on travel, and much more — all at up to 50% off!

To purchase a book, contact Beth in the KEC Bookstore, local 7448. Price is \$46, with proceeds to benefit the Delta Rotary Club.

HOUSING



Apartment Sublet: One block from Stanley Park and one block from English Bay and the ocean. Fully furnished. December '97 and/or January '98. Rent negotiable. Call 604-669-2029.

What a winner!

Miriam Bennett, instructor in the ESL-CPE department, is the winner in the latest VCC 50/50 draw. She takes home a cheque for \$598.

If you haven't joined up yet, now's the time. The big December draw will feature lots of extra prizes (t-shirts, calculators and other goodies) in addition to the regular

cash prize. Sign up before November 1 to be eligible.

Let's tip the scales over \$600 (do I hear \$700, \$800, or \$1000?) — sign up today. Call Jane in the Educational Foundation, local 7237.

Remember: 50/50 means 50% for you, 50% towards VCC entrance scholarships.

Want to submit your own graphic files?

If you have a special graphic that you'd like to include in your article, let the Editor know. If the graphic is already on disk, copy it to the I:\common\connect directory on the VCC network. After you've copied the file to the I: drive, give the Editor a quick call with the name and location of the file. You can also supply the graphic on a separate disk; however, this method is being phased out, due to the potential for viruses being spread by disk. Also, please save the file on an IBM disk.

Graphic files come in many formats, such as .tif, .cgm, .wmf, .eps and a number of others, and can be created using graphics programs (CorelDraw, Adobe Illustrator) and photoediting programs (Adobe Photoshop, Corel Photopaint). Tif format is probably the most fool-proof and accepted graphic format.

For more information on supplying graphics for your article, contact the Editor at local 7152, or drasmussen@vcc.bc.ca.

EDITOR, DESIGN AND LAYOUT

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

Please recycle this newsletter ♻️

1997 PUBLICATION SCHEDULE

October 2, 16, 30
November 13, 27
December 11

Please provide your article through email, the I:\common\connect directory or on a PC disk with hardcopy. Your submissions are welcome, but please be aware that space limitations may prevent publication. Material may be edited for clarity and length. Deadline for submissions is Thursday of the week prior to publication.