

June 11

1998

THE VCC COMMUNITY INTERNAL NEWS



VANCOUVER
COMMUNITY
COLLEGE



Connections

Vancouver Community College
King Edward Campus - Library
Box 24620, Station F
Vancouver, BC V5N 5T9

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Missed the May Board meeting? Here's an update of what happened.

VCC graduates receive UVic degree

The June 2, 1998 convocation of the Business department at the University of Victoria included three graduates of VCC's Hospitality Management diploma program receiving their Bachelor of Commerce (Hotel and Restaurant Management) degrees.

This unique program requires completion of a two year diploma in Hospitality Management with access to the third year of the degree program. To mark the inaugural recipients of this cooperative degree program, Dave Donaldson of the Hospitality Management program, and his counterparts at Camosun College and University College of the Cariboo were invited to the ceremony.

The first three Bachelor of Commerce graduates from VCC are all 1996 graduates and have diverse and challenging careers ahead. Ahmed Elkaswani begins a one-year internship in the Canadian pavilion at the Disney Epcot Center in Orlando, Florida; Nicole Gill has started a marketing position with the BC Lottery Corporation and Veronika Winkler has started her new position as Assistant Front Office Manager at the Hotel Vancouver. A further five VCC graduates are completing coop work terms or completing courses and will graduate in November.

VCC's Hospitality Management diploma offers career opportunities in hotel and restaurant management for its graduates (its primary focus) as well as access to degree programs at the University of Victoria,

Royal Roads University and Open University (in two degree programs).

Approximately half of this year's third year class of B.Com. students at UVic in the Hotel and Restaurant Management options will be VCC grads.

submitted by Dave Donaldson

VCC celebrates National Aboriginal Day

Please join Vancouver Community College's "National Aboriginal Day" celebration at VCC City Centre Campus, Friday June 19, 1998. (National Aboriginal Day is June 21.)

Festivities include dance performances by the Nisga'a Ts'amiks Dancers, and Anishinabe Grassdancer Dwayne Howard. Dance performances will be at 2:00 and 3:00 pm. Also present will be a button-making demonstration by Native Education Centre's Cultural Studies class. Enjoy the Arts and crafts displays, and try some bannock and fish soup. Representatives from local First Nations will participate in the welcoming at 1:00 pm. Everyone is invited!!

Student Summer Works at Vancouver Community College

Twenty years ago, the notion of a summer job was to create extra spending money for the student during the summertime. The nature of today's changing job market has made a summer job a requirement rather than a bonus for students seeking permanent employment. Realizing this problem, the Ministry of Advanced Education, Training and Technology created **Youth Options BC** to help students break into the labour force. On May 4, 1998 the Ministry launched the Student Summer Works Program as one of these options. The Co-operative Education Department at VCC was chosen as one of fourteen provincial Host Agencies for the program.

Because student summer employment participation has been at its lowest level in 20 years, the Student Summer Works Program's aim is to provide young British Columbians with the necessary skills and work experience for the future. With this strategy in place, the provincial government hopes to create 5,000 jobs for secondary and post-secondary students throughout BC. This goal required an increase from last year's funding of \$6.02 million to \$9.3 million.

The Student Summer Works Program is ideal from all sides of the spectrum. Reimbursing potential employers a portion of the wages paid to the students (up to 50% to a maximum of \$4.00 per hour), it brings about a two-fold relationship between businesses and students. The employer gets affordable labour and much needed work within their business while the student gains valuable work experience in a career related field.

VCC's funding area is the downtown core up to Boundary Road and 12th Avenue. The target for the downtown area is 208 positions to be funded with a budget of \$346,000. As of May 21, 1998 the four-

teen Host Agencies received 3495 applications, approving 4211 positions to date. Thus far, the Program has met 80.79% of it's target goal with three months left to complete. With the success of the Program to date, VCC has surpassed its projected target. As a Host Agency, the Co-operative Education Department of VCC is pleased to have taken part in the enhancement of our students' futures as they venture into the labour force. Enriching the lives of youth in BC is a goal and a vision of the Provincial Government, and one that is followed by the SSW Student Program Administrators.

This is where the Student Summer Works Program and VCC have come together to initiate youth employment into the downtown area.

The Student Summer Works program is part of a larger program aimed at bringing youth employment to students in British Columbia. Tied in with Youth Options BC, Vancouver Community College's involvement in conjunction with the Student Summer Works program is to provide businesses within the downtown region the chance to hire a student at a reduced cost, which would have otherwise not been available without funding. The student in effect has the chance to apply his or her educational background to businesses while gaining valuable work experience in the meantime.

With VCC becoming a host agency this year, it has provided businesses the opportunity to hire a student they might have not otherwise had the opportunity to do. This enables the student not only to gain spending money for the summer, but it creates the necessary skills needed for an ever changing job market.

Similar to all 14 Host Agencies within BC, our goal at VCC is to assist employers to create employment and training opportunities for secondary and post secondary students. This funding will give students the opportunity to develop employment skills and gain experience that is educational and career related.

By Stanley Leung
Student Program Administrator

A sure-fire cure for a streak of lousy lottery luck



I see a trip to Disneyland in her future. Or perhaps a romantic weekend at Yellowpoint Lodge. Or maybe a treasure trove of perennials to create that perfect summer garden. Whatever she chooses, Vivienne Garrott is all smiles after winning this month's 50/50 draw of over \$700. Vivienne works in the President's Office and commented that she never has won anything before. Well, there's nothing like winning a fat \$700-plus to break a spell of mediocre luck.

Congratulations also to CCA instructor Michelle Fisher, the winner in the May 50/50 draw.

Counsellors' Korner

Job Search Workshop

- Learn how to find work in the "hidden job market." Learn how to use your resume and job interviews to sell yourself to employers.
- Tuesday, June 23, 1998 9:00-11:00 a.m. CCA classroom 2103
- Workshop leader: Nona Coles, from the City Centre Counselling Dept.
- For more info call Nona at 443-8634

Career Planning Workshops

Unsure about your career direction? Join others in an exploration of career paths.

- In a group setting we will:
- identify and clarify interests, values,

- skills and strengths
- complete career/interest assessments
- work on a career path
- Time: 11:30-12:30 (Bring your lunch)
- Date: Wednesdays and Fridays May 27-June 26
- Place: Counselling Classroom Rm 3002

KEC Training Consultants tour

On May 20, the KEC Counselling Dept. hosted a tour of KEC and a luncheon for 20 Training Consultants from the Ministry of Advanced Education, Training and Technology. The Training Consultants work with people on income assistance and play a key role in assisting their clients in obtaining vocational and educational training for securing employment.

Most of the group had not toured KEC before and they were really impressed with our programs and the services available

to their clients. It was an opportunity for the TCs to meet with the Access Services for People on Income Assistance (IBT) group and to see our programs first-hand.

The tours were led by Brenda Toporowski, Lorraine Herlick, Dave Greenall, along with Darlene Vuch, Wendy Lafrance, Wayne Avery and Judy Echols. As we toured the campus the TCs met with the instructors and staff of Counselling, Financial Aid, IEPA, ELS, CPE, CCA, CF, Program Dev., Music, Inst. Aide, Automotive Tech, Collision and Diesel Tech. programs.

We received very positive feedback after the tour. A couple of examples:

"It was excellent and gave me an idea of how you tailor to individual needs. It helps me to feel confident that students can get the help needed."

"Very useful to know about VCC programs and services especially to assist students to overcome barriers to success."

submitted by Brenda Toporowski

More from Skills Canada

Hairstyling

With this being the first year that Skills Canada has included Hairstyling, our department did very well. Yumiko Wei won silver and Jessica Yap won bronze in the men's hairstyling for the region. The following Friday they both placed fourth overall in the provincial competition. Our department also received awards in long hair styling, cutting and finger-wave setting. Our thanks to Robert Mahe, Hanneke Janssen and classes 058 and 059 for all their hard work. We look forward to doing even better next year.

Karen Griffiths
Dept. Head, Hairstyling/Esthetics

Winners: Automotive Technician Contest

PROVINCIALS Post Secondary:

- 1st place
Alex Williamson, Okanagan University College
- 2nd place
Wade Somerset, College of the Rockies
- 3rd place
Dusty Lehn, Okanagan University College

Secondary:

- 1st place
Chris Williamson, CTC Secondary
- 2nd place
Dalen Wiebe, Caledonia Secondary
- 3rd place
Jeremy Rowland, Alberni Secondary

NATIONALS Post Secondary:

- 1st place
Alex Williamson, OUC, BC
- 2nd place
Jason Stoppler, NAIT, Alberta
- 3rd place
Dwayne Wolfe, Fairview College, Alberta

Secondary:

- 1st place
Jeremy Rowland, Alberni Secondary, BC
- 2nd place
Dalen Wiebe, Caledonia Secondary, BC
- 3rd place
Kris Sikema, Ontario

Important notice for students and instructors

Program Information Sessions at City Centre Campus

LEARN ABOUT:

- career opportunities
- prerequisites for entering the program

TRAFFIC CUSTOMS AND TRANSPORTATION

Tuesday, June 23, 5:30 p.m.
Room 240, City Centre Campus
RSVP to Brigitte Kirmis, 443-8317

MEDICAL OFFICE CAREERS

Wednesday, June 24, 7:00-9:00 p.m.
Room 112, City Centre Campus

DENTAL HYGIENE

Wednesday, June 24, 3:30-5:00 p.m.
Counselling Centre, City Centre Campus

DENTAL RECEPTION

Thursday, June 25, 6:00-7:30 p.m.
Room 424, City Centre Campus

EMPLOYMENT AND EDUCATIONAL ACCESS FOR WOMEN

Wednesday, June 17, 1:00 p.m.
Room 628, City Centre Campus

CC Learning Centre Summer Hours

Regular hours until Aug. 7

Mon. - Thurs. 10:00 am - 7:00 pm
Fri. 10:00 am - 4:00 pm

Aug. 10 - Sept. 4

Mon. - Thurs. 10:00 am - 5:00 pm
Fri. 10:00 am - 4:00 pm

Sept. 8

back to regular hours

Science Dept. recycles!

At the end of April the Science Department purchased blue recycling boxes for each classroom to help students and staff recycle aluminum cans, glass bottles and paper. So far we've recycled 61 aluminum cans, 16 non-refundable cans, 24 glass bottles and several kilos of paper. Our goal is to keep track of all the student "contributions" and hold a student raffle for the deposit proceeds. The department also recycles its plastic, newspaper and miscellaneous paper discards.

Lorraine McIntyre, Senior Lab Demonstrator, Science Department

Next Connections: July 9

The deadline for the next issue is Friday, July 3.

Thanks for your submissions and suggestions.

VCCFA News

Awards

At the May 22 Award Day the VCCFA sponsored five awards of \$600 for a student in each instructional division who is chosen by the faculty of the Division.

Faculty member Tracy Johnson presented VCCFA awards to Sarah Engle, Dental Assisting and Jagjit Kooner, Culinary Arts-ESL.

Executive member Wayne Avery presented to Beatriz Boizan Galano, Music, Gloria Estrada Sanchez, ESL-Outreach, and Nick Drombolis, Diesel Technician. Congratulations to all.

Community Action

This committee is in its second year of operation. Its work is supported by the VCCFA budget and its mandate is to find suitable community projects or organizations in the neighbourhood of our two campuses and recommend funding that will help them in their work.

The committee is very ably led by John Shayler, BEST and includes Barbara Ash, CCA; Joanne Gibson, CCA; Jim Peacock, CCA-CC; and Susan Safyan, Library.

This year's allocation was targeted to the following groups:

- McGregor Childcare (support for parents)

- Queen Alexandra Elementary (special programs)
- Brock Elementary (chess tournament)
- Grandview Elementary (grade 7 graduation and Summer Program)
- Crabtree Corner Childcare (equipment)
- Grandview Terrace Childcare (equipment)
- Carnegie Centre Association (Walls of Change Project)
- Hoop Dreams (Youth Activity Program)

Thanks to the committee for their excellent work.

Frank Cosco, 688-6210

Culinary Arts

Student innovation leads to a winning situation at Rice Federation Competition

On Saturday, May 30, 1998, the U.S.A. Rice Federation held a competition at Vancouver Community College's City Centre Campus. All students enrolled in Culinary Arts and in Baking and Pastry Arts were invited to participate. The response was excellent, as we had a total of 18 entries.

The purpose of the event was to prepare dishes in which rice was the main ingredient. There were two categories to enter: hot entrees or desserts.

All participants were winners as they showed a variety of innovative and original ways to cook and present rice dishes. But as with any competition, only so many can win prizes.

The winners in the hot entrees category were:

Josze Bogdan, who won \$300 for his Lemon-Poppy Seed Rice; Robert Jolda, who won \$200 for his Rice Cheese Tart;

and James Millard, who was awarded \$100 for his Gohan Vancouver.

The winners in the desserts category were:

Ai-Ting Cheng, who received \$300 for a Sunshine Berries Terrine; Demian Marshall who won \$200 for his Wild Rice Galette; and Eileen Mazsnaga who was awarded \$100 for her Rice Cream.

Sharon Jensen, Director of the Rice Information Centre, was very pleased with the outcome and is looking forward to expanding the competition to the provincial and national levels in the near future.

The Culinary Arts Department thanks all participants for their enthusiasm and hard work.

submitted by Gabriel Ferron,
Culinary Arts Department Head

BSW students work miracles at downtown cathedral

Paul Hunt, Associate Dean of Technology Programs, passed on to us a letter he received from the Very Rev. James P. Comey of Holy Rosary Cathedral, located downtown on Richards Street. In his letter, Rev. Comey expressed his gratitude to Paul and BSW department head Bill Grose for recently sending their students to clean the cathedral's parish hall.

Rev. Comey says that "they [the students] truly worked a miracle and afforded my maintenance man with ideas and solutions for stains and gum removal. Your staff and students are most welcome to come and tackle any cleaning task."



Explore WWW Research Databases!

Learn how to access and search some of your favorite research databases such as ERIC, ABI/Inform, PSYCINFO and CINAHL, among others, in their latest Web and text incarnations.

On Wednesday June 24, 1:00-4:00 pm at KEC, Mark Goertz will present a hands-on HRD workshop to the BC ELN (Electronic Library Network). ELN is a licensing consortium, that, together with VCC Libraries, brings to faculty, staff and students many of the premier information resources available today. To register, call Parviz Lalji at 8312. A working knowledge of Netscape is essential.

New books at KEC Library

- Automotive Handbook
- Brain Waves: Intermediate and Advanced Communication Activities
- Digital Delirium
- Disabled Persons and the Tourism Industry: A Bibliography
- Federal Transfer payments to the Provinces for Health and Post-Secondary Education: New Trends
- Eyeing the North Star: Directions in African-Canadian Literature
- Family Man: Fatherhood, Housework, and Gender Equity
- Canadian Politics: An Introduction
- Implementing Effective Policies for Remedial and Developmental Education
- The Origins of Virtue: Human Instincts and the Evolution of Cooperation
- The Book Circle for Adult New Readers
- Used Car Book
- Workplace Curriculum for Healthcare
- Play-Making: A Step-by-Step Guide for Beginners

- Signing Away Democracy: The Multilateral Agreement on Investment (MAI) and its Impact on British Columbia
- Vancouver Handbook for ESL Students
- Vancouver Handbook for ESL Students Teacher's Guide
- Ideas and Details: A Guide to College Writing
- Instructing Second Language Students in Content Courses
- Music in Canada: A Research and Information Guide
- More Thematic Activities for Beginners in English
- World Views: Multicultural Literature for Critical Writers, Readers and Thinkers
- The Warrior's Honour: Ethnic War and the Modern Conscience
- Heartland & Hinterland: A Regional Geography of Canada

announcements

Board meeting postponed

The College Board meeting has been postponed to July 2, 1998. The public meeting will be held at 6:00 p.m. in Room 240, City Centre. If you have any questions, please call Vivienne at 871-7159.

Associate Dean and Department Head Appointments

Two Associate Dean appointments take effect July 1. Pat Hartley commences a second term as Associate Dean Health Sciences and Dave Donaldson starts in his new role as Associate Dean Tourism, Hospitality and Business. The new Department Head for Baking and Pastry Arts is Lucia Zemp. Lucia started in her new role June 8. Congratulations to Pat, Dave and Lucia.

Do you have anything you want moved around before the fall?

The Facilities Department has requested that in order to prevent an excessive amount of rush work at the end of August, please give them your facilities requests for September as soon as possible. Thank you for your cooperation.

Humanities Department personnel notice

Joan Rike has resigned as department head effective July 1, 1998. Grace Shaw is Acting Department Head beginning July 1, but will be on holiday for July and August. For those two months, direct administrative concerns to Jean Cockell or Moira Macleod. All student advising questions go to the department phone number 7289 to be answered by faculty advisors.

Basic Education news

Staffing welcome to Sherry Pidperhora, the Program Assistant in Basic Education as of May 1, 1998.

Publication congratulations to Rene Merkel and Don Richardson of the Basic Education Department on their April 98 publication "Vancouver Stories - People in History," "Vancouver Stories - Places in History," and the accompanying student workbook "Vancouver Stories - People and Places in its History -Reading and Writing Exercises."

Jean Cockell, Associate Dean Academic/
Adult Basic Education/Adult Special
Education Programs

Meeting notice

The next public meeting of the Finance and Administration Committee of the Board will be held on Friday, June 19, in Room 5043 from 10:00 am to 11:00 am at KEC. The public session will be followed by an in-camera session at 11:00 am. If you have any questions, please call 7163.

Doreen Sharan, Confidential Secretary

May Board Meeting Report summary: May 28, 1998

The *Board Coordinating Committee* will meet to approve the agenda of the June Board meeting on Thursday, June 11, 1998 at 4:00 p.m. in the President's Office at King Edward Campus.

The *Board Development Committee Evaluation Task Force* will prepare a short self evaluation instrument to be used at the next Board meeting. They will continue to work on the development of a more in-depth instrument which will be used later in the year.

The *Community Alliance Committee* is planning the celebration of National Aboriginal Day on June 19 with an event to be staged at City Centre Campus, under the leadership of Robert Kiyoshk, First Nations Coordinator. The next meeting of the Community Alliance Committee will take place on Monday, June 8 at 5:00 p.m. in the President's Office.

The *Finance and Administration Committee* presented the final draft of the 1998/99 Budget, which will be presented for Board approval at the June meeting. Pauline Raeburn, on behalf of the VCC College Health Nurses, presented an impact statement to address the deletion of one full-time nursing position from College Health Services, a decision taken to assist with the balancing of the Budget. The next Finance & Administration Committee meeting will take place at King Edward Campus on Friday, June 19, 1998 at 10:00 a.m. in Room 5043.

The *Policy Committee* continues to review the Process for Board Hearings of Student Appeals Policy. Frank Fornelli, Chair of Education Council has agreed to provide the perspective of Education Council to these discussions and Jackie Sandy, Dean of Student Services, will also participate as a resource to the committee. Copies of policies from other institutions are under

review. The next meeting of the Policy Committee will take place on Thursday, June 11th at 9:00 a.m. in the President's Office at King Edward Campus.

Dale Dorn, Vice President Education presented four *agenda items*, with advice from Education Council, for Board approval. All were approved, as follows:

- The proposal for a new course, Career Opportunities in Music 107
- Changed Entry Requirements for the Pharmacy Technician Program
- Changed Entry Requirements for the Practical Nursing and Access to Practical Nursing Programs
- The proposal for a new course, ASL for Deaf Newcomers to Canada (Prep 100)

Bob Jamison, Chair of the Board Finance and Administration Committee, will be retiring from the Board at the end of June. Bob has been with the Board since April 1994 and has made a significant contribution to Board process. This was his last VCC Board meeting. He was thanked by the Board Chair and Mary Hoekstra, Vice President Finance and Administration, for his outstanding and dedicated service to VCC.

Correction

The Skills Canada article in the May 28 issue incorrectly listed Fariba Leilabadi as the Gold medal winner and Dawne Gourley as the Silver medal winner in the Baking and Pastry Arts Competition. In fact, Dawne Gourley won the *Gold* and Fariba Leilabadi won the *Silver* medal. Our apologies for any inconvenience this may have caused.

Changes to King Edward Students' Association Board

The following is a list of current KESA Board Members:

- Betty Carter, President and ABE Representative
- Shirley Peng, Vice President - Finance and ESL Representative
- Sally Tsai, Vice President - Internal and Women Commissioner
- Grace Wang, Vice President - External and ESL Representative
- Chi-Chuan Tsai, Vice President - Activities and ESL Representative
- Sterling Talio, Native Students Commissioner
- Cathy Howland, Career 2 Representative
- Mihran Keurdian, Staff
- Judit Neil, Staff

In the News

Culinary Arts Department Head Gabriel Ferron passed on to us that one of his program's students, Brenda Delamont, was interviewed in a VTV news segment on the burgeoning tourism industry. The segment stated that \$2.5 billion were spent last year in Vancouver, and that the industry employs 250,000 people, and not just in low-paying jobs. Half of those employed work in the food business. Brenda said, "It's good to know that the field you choose is a growing one. You don't want to spend the time and money to go into a field and not be able to get a job."

Change to voice mail number for Linda Martin

Linda Martin's voice mail is now activated through 871-7473. Local 8307 is no longer connected.

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

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classifieds

HOUSING



Vacation rental condo available at Sun Peaks Resort (north of Kamloops). Ski season is over, but now you can hike or bike the many trails, play tennis or golf, canoe, ride the lifts to the alpine meadows, enjoy the symphony in the mountains, or just splash about in the outdoor heated pool and hot tub. Call Dennie for info. at 7347 or 253-0051.

For rent: *one bedroom apartment* with veranda in the heart of Kitsilano. Available from July 5 to August 5 1998. \$550 for the month (negotiable). Call local 7282.

FOR SALE



Burgundy leather love-seat, like brand new. \$500 OBO. Must be seen to be appreciated. Call Sally at local 8376 or 254-2762.

Fasttrax program under review: BC Transit needs input from students

BC Transit is reviewing the FastTrax Program to develop new options for consideration by the Vancouver Regional Transit Commission (VRTC) in the fall of 1998. Fasttrax enables 60,000 full-time students at 13 publicly funded post-secondary institutions in Vancouver to make two and three zone trips at no extra cost, providing they purchase a one-zone monthly pass for \$54.00 and \$2.00 FastTrax decal.

In reviewing the FastTrax Program, the VRTC has asked that the new FastTrax Program address the inequities in the program, be consistent with fare policies and address administrative and operational issues with the FastTrax Program.

Please send the questionnaire below with your views.

REVIEW OF FastTrax PROGRAM

Are you a full time post secondary student at a privately or publicly funded institution in the Vancouver Region? YES ____ NO ____

Do you currently participate in the FastTrax Program? YES ____ NO ____

How many times in the last year have you purchased a monthly transit pass? ____

What are your views on the existing FastTrax Program and/or future directions the program should take? (Please use a separate sheet if necessary.)

Please mail your response to: FastTrax Program Review, BC Transit, 13401-108 Avenue, Surrey, BC, V3T 5T4; or Fax to 540-3380; or email your comments to william_lambert@bctransit.com.

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Please recycle this newsletter ♻️

1998 PUBLICATION SCHEDULE

June 11	August (no issue)
July 9	September 17

Please provide your article through email, the I:\common\connect directory or on a PC disk with hardcopy (text-only if non-email). 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.

Alcoholic Beverages on Campus Policy

Effective Date: April 30, 1998

Policy Category: Facilities

Number: B.3.6

Purpose

To ensure that all VCC functions where liquor will be served are in compliance with current liquor licencing and liquor serving regulations.

Policy

VCC will allow liquor to be sold and served at appropriate functions, with authorization and in compliance with liquor regulations.

Applies to

The VCC Community.

Procedures

The Director of Food Services or designate will:

- ensure that at least three designated staff members hold a Serving It Right Licence;
- receive requests to serve alcoholic beverages. These requests must be received 14 days prior to the event;
- obtain the required Special Occasion licence 7 days prior to the event;
- ensure that anyone serving alcoholic beverages at the event has a Serving It Right Licence Certificate.

Responsibility

Director of Food Services and designate will hold a Serving It Right Licence "C", and are authorized to approve requests to serve alcoholic beverages, consistent with the terms of the licence.

Replaces

Policies: 1.1.0.11 Special Occasions & Events; 1.4.0.5 Temporary Liquor Licences; 1.2.0.9 Alcoholic Beverages on Campus.

Policy Sponsor

Director of Food Services

External Program Advisory Committees Policy

Effective Date: April 30, 1998

Policy Category: Education

Number: C.3.1

Purpose

To ensure active and continuing community involvement in the development and delivery of all programs at VCC.

Policy

All VCC programs will seek guidance from an external program advisory committee in order to assist the programs in:

- a. determining and evaluating the needs which the program should meet.
- b. defining program objectives.
- c. promoting public awareness and support of the program.
- d. securing formal recognition by industry, regulatory bodies and government.
- e. placing graduates.
- f. obtaining bursaries, scholarships and general financial support where appropriate.

Applies to

Department Heads, Associate Deans*, Deans**

Procedures

1. *Choose members.* The membership of the committee should represent a broad and balanced range of constituencies. A faculty member or administrator may nominate any member of the community who has expertise relevant to the program. Wherever possible, alumni will be included in the committee. After consulting with the Department Head and Dean, the Associate Dean will decide if the nominee is appropriate. The Associate Dean will contact the nominee.

Members will serve for two years. Members may serve for a second term.

The Associate Dean, Department Head or delegate and designated

faculty will attend. College employees are non-voting members.

2. *Choose Chair.* The Chair will be an elected voting member. The Chair will work with the Associate Dean or Department Head to prepare the Agenda. VCC will provide the administrative support.
3. *Schedule meetings.* The committee will normally meet twice a year.
4. *Form ad hoc committees.* The Associate Dean will form an ad hoc committee to advise on new program proposals.

*Senior Program Coordinator

**Director of Continuing Education

Policy Sponsor

Vice President Education