

Jan. 8

1999 C.2

THE VCC COMMUNITY INTERNAL N

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



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VANCOUVER
COMMUNITY
COLLEGE



Connections

Inside

2

Summary of the December 8
Operations Council meeting.

Have your group RRSP questions
answered: upcoming info sessions.

3

Select the Leaders of Tomorrow: call
for Nominations.

What's new in Wellness at VCC.

5

Another year means more HRD
courses: sign up now.

Also in this issue:

Policies on:

- Course/Program Grading
- Access of the VCC
Community to the College
Board Agenda.

Post Emergency Intervention: Support for College members who have been traumatized

VCC is committed to establishing a safe and secure environment for all employees and students. In recognition that people may be traumatized by a variety of events which occur on campus or include people in VCC-related activities, the college developed the Post Emergency Intervention Policy to provide guidelines for providing intervention and support. This initial support is intended to mitigate adverse psychological effects and accelerate recovery.

Certain types of events are liable to provoke a traumatic reaction. These may include but are not limited to:

- serious injury or death of a co-worker
- serious injury or death of a student
- disaster or major incident such as a fire or earthquake
- threat to personal safety (whether or not it's carried out)
- assault
- drawn-out incident (especially with negative outcome)
- incident with profound emotion
- exposure to shocking sights, sounds, or smells

Individuals react differently to traumatic incidents, but it is common for people to experience cognitive, physical, emotional, and behavioural symptoms. These strong reactions are usually normal responses to an abnormal

situation. If the symptoms are ignored, they could escalate into more serious problems.

Post Emergency Intervention aims to lessen the impact of traumatic incidents and accelerate recovery before reactions have a chance to damage people's personal and/or professional lives. It allows people to express their thoughts and feelings about the incident and understand that their reactions are normal, thus helping them mobilize their own coping behaviour.

The Post Emergency Intervention team is a group of volunteer employees who have received specialized training to lead and facilitate intervention debriefings when required. In the unfortunate event of a critical incident occurring, the Post Emergency Intervention team is prepared to respond. The coordinators of this response are Rob Henderson and Steve Traviss. Anyone aware of a critical incident which occurs on campus or includes people in VCC-related activities, can notify Rob or Steve. Alternatively, anyone can notify the college's security staff, who in turn will inform Rob and Steve.

*Rob Henderson, Human Rights
Coordinator, 871-7040; Steve Traviss,
Safety and Security Coordinator, 443-8603*

Summary of Dec. 8 meeting, VCC Operations Council

Chair: Linda Martin
KEC, Room 5025, 2:00 p.m.

1. Equal Employment Opportunity Policy

This draft Policy has been referred back to the Policy's committee for review and will be brought back to Operations Council at a later date.

2. Retirement and Re-employment Policy

Further response to this Policy, which was previously approved by Operations Council, will be solicited from all constituents, and recommended amendments will be brought to Operations Council for approval.

3. Skytrain Project Recommendations

VCC will be submitting its response regarding the Skytrain extension project to Vancouver City Council in December.

4. Go Green Alternate Transportation

An informal sub-committee of the Environmental Committee has developed a proposal to encourage the use of alternate transportation to the automobile. The initiative was approved by Operations Council.

5. Policy on Fee Refunds - Revision for Approval

Operations Council approved the revised Policy on Refunds.

6. Safer Campuses Committee Update

A summary of the Safer Campuses

Committee activities was presented to Operations Council. The Committee continues to solicit suggestions to improve safety at the campuses.

7. VCC/Langara College Separation

The official, final separation of the library's data base and software from Langara College took place on Tuesday, December 15, 1998.

8. VCC as a Cisco Regional Networking Academy

VCC is looking at the possibility of functioning as a Cisco Regional Networking Academy to deliver training to students, high school teachers and college instructors.

9. No Smoking Signs

New no-smoking signs will be installed at City Centre Campus.



Group RRSP information sessions

The College's present Group RRSP Plan was implemented in January 1996. There are many advantages to participating in the VCC Group RRSP Plan, including the following:

- you may contribute through monthly payroll deduction, lump sum contributions and/or transfers from other plans
- you receive the benefit of immediate income tax relief. Revenue Canada permits the College to reduce the income tax you pay each pay period, instead of you making a contribution and waiting for your tax refund and with the benefit of the Colleges purchasing power, you receive higher interest rates and lower investment management charges than are available to you from most financial institutions and investment companies.

Since this present plan was implemented there have been legislative changes with respect to RRSPs.

The College is sponsoring information sessions on the Group RRSP Plan to provide you with more information, to update you on legislative changes, to review the performance of the various funds included in the Group RRSP Plan and to answer all your questions.

The College's external benefits consultants will provide information with respect to the background of the plan, supplier selection and related RRSP/income tax considerations. The investment managers and administrators (Connor, Clark & Lunn/ Great-West Life) will discuss investment options, investment performance and the administration of the plan.

The sessions will be held at the following times:

- Tuesday Feb 2, 1999, 5:00-6:00 pm, Room 200, CC (Facilitated by Connor, Clark & Lunn)
 - Wednesday Feb 3, 1999, 12:00 noon-1:00 pm, Room 5025, KEC (Facilitated by Connor, Clark & Lunn)
- Please contact Eugenie Wong in the Human Resources Department by January 22, 1999 at 871-7136 to register your attendance.

Next issue:
January 22

Deadline for
submissions is
January 15.

Call for nominations: Leaders of Tomorrow Awards

For youth 12 to 25 years of age—Nomination deadline Feb. 5

Volunteer Vancouver is a local charity which has worked for over 50 years to promote volunteerism and support the people and organizations working in the voluntary sector. The Volunteer Recognition Awards are Vancouver's pre-eminent awards ceremony, honouring the voluntary efforts of hundreds of thousands of our citizens and encouraging countless others to making their own voluntary contribution.

Young people truly are our hope for the future—their values and actions will determine our quality of life in the years ahead. Thousands of young people demonstrate their values and actions through voluntary action. The Leaders

of Tomorrow Awards, cosponsored by the University of British Columbia and Simon Fraser University, honour these young people for their outstanding contribution and strive to inspire others to similar service. These awards recognize youth 17 years of age and under, and separately, youth aged 18 to 25. Take time to highlight VCC—nominate your students!

Other awards open for nominations are:

- The Volunteer Vancouver Award for Leadership, sponsored by BC Tel
- The Volunteer Vancouver Award for Initiative, sponsored by BC Gas
- The Community Service Award, sponsored by Bank of Montreal

- The Caring Company Award, sponsored by American Express
- Please take this opportunity to nominate one or more individuals, groups or companies you feel deserve recognition for their volunteer work.

Nomination deadline: February 5, 1999. Nomination forms are available from Volunteer Vancouver, 301-3102 Main Street, or call Jean, 875-9144 or fax 875-0710.

Those selected to receive the Volunteer Vancouver Recognition Awards will be guests at the Gala Dinner to be held Wednesday, April 21, 1999 at the Hyatt Regency. Tickets for the dinner are \$45 and can be reserved by calling 875-9144.

News from the Wellness Committee

Did you have an opportunity to see the Wellness paper that was delivered to each department the second week of December? It contained articles such as: 10 Easy Ways to Minimize Your Stress, Healthy Fast Foods, Smoke Alarm Reminders, Breast Cancer—are you at risk?, and Tune up for the Ski Season.

We will receive 100 issues on a quarterly basis in 1999. If you would like to have the paper directly mailed to you, let me know. Please also distribute the paper to others in your department who would be interested.

If you did not see the paper but are interested, please let me know—if demand warrants, we will do our best to arrange for additional issues. Also: watch your mailboxes for a free four page Health bulletin called HEALTH CHECK, to be distributed soon.

We have looked at your responses to the wellness survey and note that many people are interested in fitness initiatives. The biggest problem at VCC is finding appropriate space for programs such as yoga and keep-fit. However, memberships at BC Hydro are still available to VCC members and Fitness

World will give a preferred "corporate rate" to college employees, so please take advantage of these opportunities to keep your New Year's Fitness resolutions!

Be sure to check out the HRD booklet that you will receive this week for all programs including Wellness initiatives being offered in the next few months.

On behalf of the Wellness Committee, a happy, healthy new year to everyone!

Karen Kelly

Connections On-line

VCC now has its own internet newsletter, **VCC Connections On-Line**, featuring the same content, articles, information and photos the printed version does, and more, including colour. Type <http://www.vcc.bc.ca/connections/> in your internet browser and you're there.

Announcements

Wasn't that a great party?

Thank you to everyone who attended our Christmas Open House. Last count: 70-80 folks dropped by.

For the Baby Picture Contest, the winners were:

A tie for 10 out of 12 right guesses: Veronica Jorna from the Learning Centre and Des Dougan, Director of the ICS Department.

For the Bonus Picture, nine people guessed Zack correctly. To break the tie, we drew for the prize: Denise Douglass from the Accounting Department was the winner.

A few interesting observations: 25 people submitted forms. Only one person guessed Steve correctly (and that was Steve). Fifteen people guessed that Elizabeth was actually Steve! Only three people guessed Elizabeth correctly.

Happy new year to everyone at VCC, from the ICS department!

Culinary Arts department head reappointed

I am pleased to announce the reappointment of Gabriel Ferron as Department Head of Culinary Arts, effective January 1, 1999.

Joan McArthur-Blair,
Dean of Applied Programs

Mexico/Chile and Asia Pacific Awards

Attention students: 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*. Deadline: January 15. For application forms with attached information, contact Cecily May at 871-7178 (voicemail) or email cmay@vcc.bc.ca.

Distributed Learning course directory

The 3rd version of the Distributed Learning Course Directory is now available on the Web. It contains credit courses that are delivered by means of a range of technologies throughout the BC College, Institute and Agency System.

The Directory is useful to students accessing distributed learning courses, and is available on the Web at: <http://www.ctt.bc.ca/edtech/webcrs9812.PDF>.

The Distributed Learning Course Directory itself is available at: <http://dlcd.ctt.bc.ca/>

Please send your comments and suggestions to: dlcd@ctt.bc.ca Please feel free to distribute this information to your colleagues and students.

Staff Exchanges to Australia

As a member of the Australian TAFE Staff Exchange Council, VCC offers the an opportunity for faculty, support staff and administrators to participate in the exchange process in July, 1999.

Exchangees will have the opportunity to experience living and working in coastal or inland areas and in rural or urban environments in Australia.

There is a \$50 (US) application fee for joining, in addition to a membership fee which is paid by the College.

If you would like further information and details, please contact Eugenie Wong in the Department of Human Resources at Local 7136.

You can also view their Website at <http://www.atsec.cit.edu.au> for additional information.

More thanks to volunteers

In the December 18 issue, the following volunteers for the December 12 Christmas Dinner were not mentioned in the article on the same subject:

- Sue Bai
- Narain Raman
- Sonia Bailey
- Jodi Richards
- Sharon Ng
- Wayne Baxter
- Glen O'Flaherty
- Horst Balzer

Thanks to everyone who helped out!

Revised 1999 meeting schedule: Finance and Administration Committee of the Board

3rd Wednesday of the Month, 11:00 a.m. to 1:00 p.m.

- January 20, 1999, King Edward Campus, Room 5025
- February 17, 1999, City Centre Campus, Room 200
- March 17, 1999, King Edward Campus, Room 5043
- April 14, 1999, City Centre Campus, Room 200
- May 19, 1999, King Edward Campus, Room 5043
- June 16, 1999, City Centre Campus, Room 200
- July 1999 - No Meeting

HRD Workshop Registration Form

The following is a list of HRD courses for January and February, 1999. Watch the January 22 issue of Connections for courses coming in March and April.

Please tick your choice(s) and return the completed sheet to Parviz Lalji at CC, loc 8312.

JANUARY

<input type="checkbox"/>	Building a Department...	Mon Jan 18 & 25 OR Mon Feb 15 & 22 OR Mon Mar 08 & 15 OR Mon Apr 19 & 26	9 am - 5 pm	#5042 @ KEC
<input type="checkbox"/>	Which Button Do I Push?	Mon Jan 18 OR Mon Feb 01	1 am - 4 pm 1 am - 4 pm	#5025 @KEC #224 @ CC
<input type="checkbox"/>	Intro to GroupWise	Wed Jan 20 OR Wed Feb 24	9 am - 4 pm	#5042 @ KEC
<input type="checkbox"/>	Introduction to Word ...	Fri Jan 22	9 am - 5 pm	#5042 @ KEC
<input type="checkbox"/>	Conflict Resolution I	Fri Jan 22	9 am - 4 pm	#TBA @ KEC
<input type="checkbox"/>	Using Leadership ...	Fri Jan 29	9 am - 4:30 pm	Robson Square Confer. Centre
<input type="checkbox"/>	Grammar Review...	Sat Jan 30	9:30 am - 3:30 pm	#TBA @ CC

FEBRUARY

<input type="checkbox"/>	Group RRSP Info...	Tue Feb 02 OR Wed Feb 03	5 pm - 6 pm 12 noon - 1 pm	#200 @ CC #5025 @ KEC
<input type="checkbox"/>	Digital Camera Workshop	Tue Feb 02 OR Wed Mar 17	1 pm - 4 pm 9 am - 12 noon	#224 @ CC #224 @ CC
<input type="checkbox"/>	Intermediate Word...	Fri Feb 05	9 am - 5 pm	#5042 @ KEC
<input type="checkbox"/>	Creative Thinking At Work	Sat Feb 06	9 am - 4:30 pm	#TBA @ CC
<input type="checkbox"/>	Protecting Yourself...	Mon Feb 08	1 pm - 4 pm	#5056 @ KEC
<input type="checkbox"/>	Office Ergonomics	Thur Feb 11	1 pm - 3 pm	#5043 @ KEC
<input type="checkbox"/>	Introduction to PowerPoint	Thur Feb 11 OR Thur Apr 08	1 pm - 4 pm 1 pm - 4 pm	#5042 @ KEC #5042 @ KEC
<input type="checkbox"/>	Building a Powerful Voc.	Sat Feb 13	9:30 am - 3:30 pm	#TBA @ CC
<input type="checkbox"/>	Assertiveness Skills	Fri Feb 19	9 am - 4 pm	#TBA @ KEC
<input type="checkbox"/>	From Conflict to Collaboration	Sat Feb 20	9 am - 4:30 pm	#TBA @ CC
<input type="checkbox"/>	Copyright/Copywrong...	Wed Feb 24	9 am - 10:30 am	#5056 @ KEC
<input type="checkbox"/>	Building a Productive Team	Fri Feb 26	9 am - 4:30 pm	Robson Square Confer. Ctr
<input type="checkbox"/>	Writing Dynamic Business...	Sat Feb 27	9:30 am - 3:30 pm	#TBA @ CC

NAME: _____ DEPT: _____ LOCAL: _____

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
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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

HOUSING



Wanted to rent: reliable, long term tenant and her cats seek a one-bedroom suite in the Commercial Drive/College area for February 1/99. Maximum \$700/month including utilities, excellent references available. Contact Jodi at local 7038.

For rent: nice one bedroom condo with woodburning fireplace, balcony and storage on quiet street. Excellent, central location near City Square, shopping and bus routes. \$825/month. Call 876-2954.

FOR SALE



CD-Rom games: Activism: "Pitfall—the Mayan Adventure" \$15, "Mech Warrior

2" \$15, Microsoft: "Dangerous Creatures" \$8, Microsoft Encarta 96 Encyclopedia \$20, Microsoft Golf version 2.0 \$10. All Win 95 compatible. Call Chris at local 7361.

Office Furniture for sale: seven desks, credenzas, swivel chairs, board-room table. Call 682-8383 or fax for list 685-1022.

JOB POSTINGS



Office Clerk (a); KEC Welcome Centre. Closing date: January 18.

Computer Support Analyst (a); Information and Computing Services Department. Closing date: January 20.

'99 Board meetings

The College Board meets on the fourth Thursday of each month. At 5:00 p.m. a public forum will take place for one hour and the College community is invited to participate. A different forum topic is chosen by the Board each month. The formal public board meeting starts at 6:00 p.m.

KEC, Room 5025

January 28, February 25

May 27, June 24

October 28, November 25

CC, Room 240

March 25, April 22

August 26, September 23

December 9*

*Subject to Board Approval

Please note that the Board does not meet in July.

EDITOR, DESIGN AND LAYOUT

Dale Rasmussen, Tel 871-7152, Fax 871-7451
email drasmussen@vcc.bc.ca

UPCOMING PUBLICATION SCHEDULE

Jan 22 / Feb 5, 19 / Mar 5, 19

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3. through the VCC Connections On-line website. Go to "Submit Your Article" and follow the directions.
4. text only on a IBM-formatted disk, with hardcopy attached

Your submissions are welcome. However, material may be edited for clarity and length. Deadline for submissions is the end of the week prior to publication.

Access of VCC Community to the College Board Agenda

Effective Date: November 26, 1998

Policy Category: Governance

Number: A.1.3

Policy

The VCC Board encourages the participation of the VCC community by providing access to the Board agenda.

Applies to

All members of the VCC internal and external community.

Procedures

***EITHER* two weeks before the Board Meeting:**

Individuals or groups wishing to place an item on the Board agenda should present the item for approval (accompanied by any relevant background materials), either in person or in writing to the Board Coordinating Committee, which meets two weeks before the Board meeting.*

The Board agenda package is distributed to all constituency groups and both campus libraries one week before the Board meeting. All members of the VCC community have access to copies of the agenda package through their constituent group or campus library. The Executive Office will also provide a copy of the agenda package upon request.

***OR* after distribution of the Board Agenda:**

Individuals or groups wishing to place an item on the Board agenda after it has been distributed should contact the Executive Assistant, who will notify the Board Chair. The Board Chair will then determine whether to approve the item and its placement on the agenda. If the determination is not to put the item on the agenda, the Board Chair may offer advice on how to proceed with the request; for example, refer it to a Board Committee, defer to the next meeting, or raise it as an enquiry.

If the Executive Assistant is unable to contact the Board Chair, the request will be referred to the Vice Chair, as above.

***OR* at the Board meeting:**

The item will be placed on the agenda under New Business, to be approved by the Board during "Approval of Agenda," in the event that the Board Chair or Vice Chair cannot be contacted prior to the Board meeting.

Enquiries are raised before the Approval of the Agenda. The time and number of enquiries from any one person are at the discretion of the Chair. Enquiries may only be debated if they are duly added to the Agenda under New Business, by the Board members present. Enquiries may also be deferred to the next formal meeting of the Board.

At the Board meeting, Board members can place an item on the agenda during "Approval of Agenda," following Robert's Rules of Order.

Reference: Board Meetings Policy

Replaces: Representation at Board Meetings, Policy #1.1.2.2

*The VCC Board meets on the fourth Thursday of the month.

Policy Sponsor: **Board Policy Committee**

Course/Program Grading Policy

Effective Date: January 1, 1999

Policy Category: Education

Number: C.1.1

Policy

Instructors will evaluate VCC students' performance in an ongoing, fair and timely manner. Instructors will assign letter designations to reflect students' achievements or performance.

Final course examinations or evaluations will constitute a maximum of 35% of the overall course grade unless an exception is granted by a Dean.*

Students who achieve less than a GPA of 2.0** or who do not meet other established criteria for continuation will not proceed to the next level. Department heads* of a program may grant exceptions.

Students may appeal a final course grade. (See VCC Appeal of Final Grade Policy #2.1.0.5 [under revision]).

Applies to

All students enrolled at Vancouver Community College.

Responsibility

All instructors.

Procedures

1. At the beginning of each course or program, instructors will inform students of the evaluation procedures, attendance requirements and grading system that will apply to their course of study.
2. Instructors will maintain class progress and attendance

records for the duration of the course or program, and departments will retain these records for two years.

3. Instructors will advise students of their ongoing progress and standing in advance of any final course examination.

4. Instructors will submit final grades to the Registrar's* Office within one week of the last class or the final exam.

5. The Registrar's* Office will issue transcripts of grades and other certificates or documents indicating levels of achievement.

Letter Grade	Definition	GPA
A+	Distinguished	4.33
A		4.00
A-		3.67
B+	Above average	3.33
B		3.00
B-		2.67
C+	Average	2.33
C		2.00
C-		1.67
D	Minimum pass. May not proceed to next level	1.00
F	Failing grade	0.00
N	Ceased to attend and did not complete requirements	0.00
S	Satisfactory. In accordance with departmental evaluation procedures	N/A
U	Unsatisfactory. In accordance with departmental evaluation procedures	N/A
W	Official withdrawal	N/A
R	Audit. No credit	N/A
EX	Exempt. Credit granted	N/A
I	Incomplete. Contract agreement for extra time. Recorded as "F" if not fulfilled	N/A
IP	In progress	N/A
@	Non-payment of fees	N/A
RW	Required to withdraw	N/A
NA	No grade available at time of printing	N/A
ANC	Anecdotal evaluation	N/A
TC	Transfer credit	N/A

continued...

* For Continuing Education, replace Dean and Registrar with Director or Delegate and Department Head with Program Coordinator.

** GPA not listed on Continuing Education transcripts.

Related policies: VCC Appeal of Final Grade #2.1.0.5/Required to Withdraw #D.4.4

Replaces policy: 1.1.0.14

APPENDIX A

Grade Point Average (GPA)

1. The course grade points shall be calculated as the product of the course credit value and the grade value.
2. The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.
3. Grades shall be assigned to repeated courses in the same manner as are courses taken only once. For the purpose of GPA calculation of grades for repeated courses will be included in the calculation of the cumulative GPA.

DEFINITIONS:

Audit: Students who wish to audit a course, should apply to the Department Head prior to the start of the course or program. Permission to audit must be in writing and submitted to the Registrar's Office prior to the start of the course or program. Instructors may consider the needs of other students, who want to fully participate in a course, before approving an audit request. Audit status cannot be changed to credit.

Exempt: Students who have previous academic or institutional training should apply to the Department Head for exempt status in a course, prior to the start of a program and the Registrar's Office must be notified immediately. Criteria for granting exemptions rests with the Instructional Department offering the program. Exempt courses may be applied towards a program certificate or diploma.

I Contract: Students who are unable to complete a course in the scheduled time, due to serious and unavoidable circumstances, may apply to the instructor for an exemption. The I Contract should indicate the work required, be signed

by student and instructor and have a completion date of not more than two months beyond the term or program end date. The temporary "I" grade will be changed to "F" if the contract is not fulfilled by the deadline date.

Withdrawal: An official withdrawal is initiated by the student and recorded as of the date received in the Registrar's Office. Withdrawals are accepted after the stable enrolment deadline and up until three-quarters of the course has been completed.

Transfer: Student granted transfer credit based on successful completion of equivalent course at another institution for which an official transcript was provided.

Policy Sponsor: **Registrar**