



VANCOUVER  
COMMUNITY  
COLLEGE



# Connections

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

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## VCC Day

Update I hope you have already circled April 7<sup>th</sup> on your calendar. April 7<sup>th</sup> has been designated VCC Day and will be a celebration of VCC's 35th anniversary in which we can all participate. Plans are well underway to ensure an exciting and meaningful program. I would like to remind you that the College will be closed that day to allow everyone to be involved. The topic, "VCC - The Learning College for the 21st Century", recognizes our renewed commitment to employee learning and professional development, as well as our responsibility to respond to the needs of learners.

The day will provide something of value and interest to everyone. Currently 30 workshops (some two hour and some one hour) are planned, on topics such as Adding a web page to your curriculum, Working with difficult people, Digital Photography and Creating and Nurturing Learning Teams, and many more. The program will begin at The Vancouver Playhouse with a key note speaker, Susan Simosko, Director of Education Services at the Centre for Curriculum, Transfer and Technology, who has researched and worked closely with many Learning Institutes in Canada, England and the U.S.A. The keynote speaker will be followed by a panel discussion and after the workshops, the day will end with a social function at City Centre Campus.

By the end of the day, it is my hope that not only will we have been introduced to the concept of the "learning college", but that we will begin to understand how this relates to all of us, in whatever area we work. Watch for more details of the program in future editions of Connections.

I look forward to seeing you all on April 7<sup>th</sup>.

*Dale Dorn President*

*Celebration  
of our  
35th  
anniversary!*

*Quote:*

*Instantaneous gratification takes too long.  
"Carrie Fisher"*



## United Way Campaign Success

Now that the pledges have finished coming in, on behalf of the 1999 United Way Campaign Committee, we take pride in announcing that VCC's 1999 United Way Campaign raised almost \$26,000. This is a small increase over that which was raised in the 1998 United Way Campaign.

A big bouquet to all the support staff, administrators, faculty, friends and ex-employees who contributed Pledge Sheets. In the same vein, a big thanks to all who enthusiastically supported our special events - the Lasagne Lunch and the play, "Sponsor This".

Another just-as-big bouquet is due to all those employees who assisted with the nitty-gritty jobs (most were of the behind-the-scenes nature) to ensure the success of the campaign. These were the ticket sellers, the pledge envelope distributors, the collectors of the pledge envelopes, the actors, the prize gatherers, the servers, the compilers of the financial data, to name just a few. The names are just too numerous to list here, so please accept this as a blanket gesture of appreciation.

On behalf of the 2000 United Way Campaign Co-Chairs (whomever they may be), we would ask that you support them and their merry band of volunteers. All campaign volunteers will be welcomed with open arms (if it is still politically-correct to do that!), whether it be helping to put up campaign posters for an hour on a Friday afternoon, selling 50/50 Draw tickets during a lunch hour or helping to sell second-hand clothes during a break time.

Once again, a **great big thank you** and please take the time to pat yourselves on the back. You deserve it.

Roger Schofer and Malcolm Cant, 1999 United Way Co-Chairs.

Way To Go  
VCC!

### Locally Initiated Curriculum (LIC) Proposals for 2000/2001

The Centre for Curriculum, Transfer & Technology is soliciting proposals for 2000/2001 LIC projects. Please contact the associate dean for your area for copies of the guidelines and application forms. The applications, along with a typed summary, should be returned to your associate dean by March 24, 2000 for adjudication. Linda Martin, Vice President Education and Education Services

### Announcement

As advised in the President's Updates last month, please note that the following changes in organizational structure are effective February 1, 2000:

The two Vice President organizational model is confirmed. Linda Martin is no longer Acting Vice President Education, but is now Vice President Education and Education Services. Mary Hoekstra is Vice President Finance and College Services.

Mary Hoekstra will chair Operations Council. Doreen Sharan will be the contact/support person for Operations Council (local 7163) Della Glendenning will be the contact person/support for Education Council (local 7016).

Carol Mercier has moved from the position of Confidential Assistant to the Vice President Education to the Human Resources Department where she will be Human Resources Project Coordinator. Carol can be reached at local 7011.

If you require further information, please contact Sarah Lucas (local 7158) or Vivienne Garrott (local 7159).

## An Update from the Environmental Issues Advisory Group

Formally established under the Environment Policy, the Environmental Issues Advisory Group (EIAG) provides advice on ways in which the College can achieve the goals of the College Environment Policy. This advice is developed by gathering, distributing and analyzing information and group discussion. EIAG, which recently met last month, is chaired by Larry Waddell, Director of Facilities and meets a minimum of five times a year, at the call of the Chair.

A major goal of the EIAG is to make both campuses more environmentally friendly. One way to help with this is to improve recycling habits and make it easier for those who work or study at the College to recycle. Currently Dave Crowe, Purchasing Manager, is working through a local recycling company to establish a recycling program at the College which will accept a mix of "acceptable" paper types in one box e.g. White and coloured bond paper, computer paper, paper with staples, envelopes, bond or thermal fax paper, post it notes, newsprint, magazines and glossy paper etc. As you know, at the moment, we can only recycle white and colored bond paper. Look for more details about this new program in future Connections.

Other areas of the College are taking recycling very seriously. For example, the Trades departments are recycling oil filters, engine oil, antifreeze and some other harmful products; the Printing Production and Dental Programs have established silver recovery initiatives for the photographic development chemicals used in their programs; Purchasing is now recycling most toner and ink cartridges. The Group would be interested to hear about any recycling programs you may have set up in your department.

Photocopying at the College has skyrocketed. An 8% increase in photocopying over last year is the national average. VCC has experienced a 20% increase! Your cooperation is requested. This is not only an environmentally unacceptable figure, but it represents a huge increase in the College budget. Please make only the number of copies required and double sided copies where possible.

You may remember that a Transportation Subcommittee developed a survey on transportation methods used by the College community, and that this group held awareness days at both campuses, providing information on car-pooling, bus routes, biking etc. On the recommendation of this subcommittee, bike lockers were installed at both campuses. However, since these lockers which are available on a monthly rental basis are not being utilized, they will be removed.

VCC has registered to be part of the Association of Canadian Community Colleges (ACCC) Energy Efficiency Program. ACCC has entered an alliance with the Office of Energy

Efficiency and Natural Resources Canada. This will showcase the leadership of the community college sector in using energy efficiency to reduce their operating costs and mitigate their environmental impacts by the year 2001. It will build awareness about the environmental and economic benefits of energy efficiency, encourage information sharing and showcase the best practices of Canadian community colleges. VCC is currently awaiting funding from the Alliance to assist in development of an Energy Management Plan. More information can be found on the ACCC website at [www.accc.ca](http://www.accc.ca). For more details on environmental activities at VCC, please read the article on New Environment Discussion Forum, also in this edition of Connections.

Larry Waddell

Photocopying  
at the  
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### New Environment Discussion Forum!

The VCC Environmental Issues Advisory Group and the VCC Environment Policy was created as the result of discussions by an informal group of employees at KEC who would gather occasionally to share ideas on things VCC could do to be more environmentally responsible. In keeping with this tradition of open community dialogue the VCC Environmental Issues Advisory Group is pleased to announce the formation of a new list server discussion group called "Enviro\_Issues."

The purpose of this list server is to provide a convenient forum for discussion of the College's environmental practices as well as presentation of new ideas and initiatives that might be of value to the College community. If you have an interest in environmental issues and would like to be part of this discussion group just send an email to [majordomo@vcc.bc.ca](mailto:majordomo@vcc.bc.ca) with only the following line in the message body: subscribe enviro\_issues. Once you have done this you will receive an email with instructions on how the listserver works.

For additional information contact Larry Waddell, Chair, VCC Environmental Issues Advisory Group at local 8304.



## Summary of Board Meeting of November 25, 1999

Several members of the VCC Community addressed the Board on the issue of sponsorship and advertising. The Sponsorship Policy, recommended for Board approval by the Board Finance and Administration Committee, was not brought forward for approval at this meeting, due to the late arrival of a detailed submission on the topic. The Policy will be taken back and reviewed by the F & A Committee at their January meeting, taking into consideration the input received at the Board meeting and recently received written information. The Policy will be brought back for Board approval in January.

The Board approved the Selection of Administrators Policy, recommended by the Finance & Administration Committee.

Education Council Chair, Frank Fornelli, announced the approval of the VCC Scholarship & Awards Policy at the November Council meeting.

A delegation from the ESL Division attended the Board meeting to address the Board on budget concerns and proposed a VCC lobbying campaign to the Ministry on the need for additional funding. This was discussed at the November Education Council meeting and again at the Board Coordinating Committee meeting. Dale Dorn explained the need to lobby would include lobbying for funding which, as a minimum, would be sufficient to maintain current levels of instruction and service at VCC. There was agreement that the College would engage in a coordinated lobbying campaign on this issue, involving Board, faculty, support staff, students and administration. A representative Committee will be struck in December to initiate the process which is expected to begin in January.

## Summary of Board Meeting of January 27, 2000

Three College policies were approved by the Board:

**Admissions Policy** which replaces eleven previous policies which were mostly procedural, department specific and dated back to pre-integration of the two campuses/one college model.

**Standards of Student Conduct Policy** is a revision of Policy D4.3 and incorporates some changes of format and content.

**Sponsorship Policy** revised to remove reference to "advertizing" in the policy itself. Concern was raised regarding the issue of advertising and the Committee will review the definitions of "sponsorship" and "advertizing" at a later date.

A Board policy "In Camera Board Meetings Policy" replaces previous policies "#1.1.2.4 Private and In-Camera Board Meetings and #1.1.2.1 Confidentiality of Board Agenda Items. The Appendix to the new policy provides guidelines on "confidentiality" and "conflict of interest"

These policies will be printed in Connections and will be available shortly on the VCC web site, under "Policies/Governance".

Also approved by the Board were changes recommended by Education Council to the Dental Assisting and Reception Program and Social Studies II: First Nations Studies I and II (Education Council meeting of December 7, 1999) and changes to the Continuing Education Renal Technician Certificate Program (Education Council meeting of January 11, 2000).

The Board was updated on the Lobbying Campaign on funding issues. The VCCFA reported on their meeting earlier in the week with the NDP MLA Caucus. The Board Chair, Cathy Agnew and President will be meeting with the NDP and Liberal Caucus in the next few weeks and have requested a meeting with the Minister.

If you require further information on any of the above, please call Sarah Lucas at 7158.



## 2000 Board Meetings

The College Board meets on the fourth Thursday of each month (except July), and the December date is subject to Board approval. The meetings alternate between King Edward and City Centre Campus. Please note the new starting time for the Public Board meeting at 5:30 p.m..

### Room 5025, KEC

- February 24
- May 25
- June 22
- October 26
- November 23

### Room 240, CC

- March 23
- April 27
- August 24
- September 28

December 14, subject to Board approval, and location to be announced.  
If you would like a copy of the Board Agenda, or need any information about the College Board, please call Vivienne Garrott at 871-7159.

## Chinese New Year Celebration

On February 10th, Conrad Leung and the students of the Asian Culinary Arts program hosted an evening of celebration to mark the New Year. Chef Leung had arranged entertainment in the form of Chinese Lion Dancers and a Kung Fu demonstration and the enthusiastic and proficient performance of the youngsters who performed was a fitting appetizer for the buffet to follow.

A 20 foot long buffet offered rolls, barbeque pork, shrimp, crab and a variety of delicacies prepared by the students. Dessert was provided by the Baking and Pastry Arts program.

As in all events of this type, a number of volunteers assisted in making this event successful. Special thanks to Jackie Ehlert for her assistance in providing services for the event, Carmine Morelli and his students from the Hospitality Management program who tended bar and provided service assistance, the staff at both bookstores for ticket sales, the Baking and Pastry Arts students and faculty for providing dessert and Brigitte Kirmis for her organizational (and bookkeeping) skills.

However, the event was planned, food was sourced, and students were directed and trained by Conrad Leung. Not only did he conceive and coordinated the event but he did so with a group of students who marked their 19th day in the classroom by this event. Thanks to the students and faculty of the Asian Culinary Arts program for an extremely enjoyable event.

## Kudos

### Conrad Leung Recognized

Each year, the Canadian Food Services Executive Association hold a leadership night where individuals in food service and hospitality are recognized for their achievements in community and associations, industry and education. Previous VCC winners include Carmine Morelli (Hospitality Management) and James Hutton and Harold Bonkowski (Culinary Arts) and Settimio Sicoli (Community and Association).

On February 8, 2000, Conrad Leung, Department Head of Asian Culinary Arts was presented with the leadership award for Excellence in Education. His 25 years of instruction and leadership in his unique program at VCC, his industry liaison, mentor ship of students and bilingual translation of FoodSafe and Serving It Right were all cited during his presentation. At the same event, Richard Floody, a term instructor in Hospitality Management and Culinary Arts, received the Community and Association award for his long-term involvement with the BC Restaurant Association.

## Lois boone visit the first class of The BC Foster Care Education Program





## Summary of Minutes VCC Operations Council

Chair: Mary Hoekstra

February 8, 2000, 2:00 p.m. KEC, Room 5025

### 1. Violence Prevention Policy

The Violence Prevention Policy was brought forward for approval but deferred to the March meeting to allow for an opportunity for further input from constituency groups.

### 2. Managing Potentially Violent Situation

Operations Council was advised that steps will be taken to formulate procedures for handling potentially violent situations. An article will be placed in the next issue of the Connections asking people to provide input into the process and advising on the procedures for responding to such situations. The procedures will be brought to the Operations Council for review and approval.

### 3. Post Emergency Intervention Policy

The Post Emergency Intervention Policy was approved.

### 4. Emergency Preparedness Booklet

The Emergency Preparedness Booklet was distributed for input. The group that compiled and produced the information was congratulated. It will be brought forward for approval by Operations Council in March.

### 5. Smoking Update

An update was provided on the ongoing problem of trying to keep people from smoking near entrance ways and air duct areas.

### 6. Marketing Committee Projects

Operations Council heard from Linda Martin about current projects being coordinated by the Marketing Committee. The projects included the coordination of events for VCC Day on April 7, 2000; the designing of a VCC image/slogan; various 35th anniversary activities; and a multi-media project to develop a two minute video about VCC to be shown at high schools.

### 7. Cleaning Contract Tender

Operations Council was informed that the cleaning contract is being re-tendered. A call for members was made to participate on the selection committee.

## Performances

Don't miss these exciting performances with talents from our very own Music Department. Tickets at special prices can be purchased through Anne Johnson of the Music office (local 7297).

**World Music Concert** featuring Latin Percussion, Latin Jazz & Latin Vocal Ensembles (director, Sal Ferreras); Gamelan Ensemble (director, Jon Siddall); Abizelleh Mazl Klezmer Ensemble; with special appearance by Amir Koushkani, 'tar & Sal Ferreras. March 17<sup>th</sup>, 8:00 pm, KEC Auditorium

**An Evening of Music by Brahms and His Circle** featuring Brahm's "Liebeslieder Waltzes" by the Madrigal Singers (conductor, Gerald van Wyck), vocal and keyboard students. April 4<sup>th</sup>, 8:00 pm, Cecil Green Park, 6251 Cecil Green Park Rd.

**Jazz Showcase** featuring winners of the VCC Contemporary Competition, the Jazz Orchestra (director, David Branter); Soundwave (director, Ron Smail), and Monday & Wednesday Nights Jazz Combos (director, Tony Koch). April 5<sup>th</sup>, 8:00 pm, Vancouver East Cultural Centre, 1895 Venables St.

**Willan Choir 25th Anniversary Concert** (conductor, Patricia Plumley) performing Selections from the World of Opera. April 14<sup>th</sup>, 8:00 pm, KEC Auditorium

## Changes at the Foundation

You might have noticed new faces in old places and old faces in new places, and even old faces in old places. Here's a run-down on who's doing what:

### Old Faces In Old Places

**Sheilah Henderson**, *Executive Director*, works closely with the Foundation Board of Directors and with the College Executive to determine fundraising priorities and to spearhead the many campaigns undertaken by the Foundation. Sheilah can be reached at 7237.

**Lindsay Bourne**, *Special Projects Coordinator*, works with committees of the Foundation Board to coordinate the Notable Event, the Bruce Nicoll Food & Drug Industry Charity Golf Classic, and the Transportation for Education Truck Lottery. Other responsibilities include the VCC Employee 50/50 Lottery and administration of the VCC Alumni Association. You can call Lindsay at 7173.

### Old Faces In New Places

**Rebecca Davey**, *Development Officer*, conducts annual renewal campaigns and maintains contact with individual donors, as well as with corporate donors of annual awards. She also plans and coordinates donor activities for the two Awards Ceremonies each year, and ensures that donors are appropriately recognized. Rebecca's phone number is 7148.

**Jane Westheuser**, *Development Officer*, is back working with the Foundation part time (Thursdays and Fridays) after an extended leave of two years. She will be developing major gift prospects, both individual and corporate. Jane is thrilled to be back and is looking forward to working with everyone again. Jane can be reached at 7147.

## International Education – Activities

All VCC students, staff, teachers, friends and families are invited to participate in IE activities and events! Suggestions for future IE events/activities are always welcomed.

### Grouse Mountain Outing – A Success

On January 29, a group of twenty-three VCC students, staff and friends ventured up Grouse Mountain on one of the sunniest days of the year! The group took spectacular views of Vancouver and environs including Howe Sound, Mt. Baker and beyond! The weather was perfect for enjoying the snow and many hopped on the sleigh ride and strapped on snow shoes or skates – for the first time!

### Hockey Tickets Going Fast

A few half-price tickets are still available for the Vancouver Canucks vs Los Angeles Kings hockey game at GM Place on February 25! (Cost is \$30 per person for seats in Section 307). Tickets must be bought by Feb 11 at the cashiers office on the 4th Floor at KEC.

The lucky winner of our Air Canada Companion Pass – picked from those who purchased their hockey tickets by Jan 29 – is Ikuko Yuri, an alumni of VCC's ESL program! Bon Voyage Ikuko!!

### Ski Weekend Planned

- March 16- 17. Mark your calendars as we are planning to organize a ski event and the location is still to be determined. Stay tuned!

For further information contact the International Student Centre, 4th Floor, KEC or call Cathy Cameron at ext 7538.

### Totem Pole in the Works for VCC

Vancouver Community College Foundation, the First Nations Employment Society and the Tsawassen First Nation are embarking on a totem pole project partnership.

The work will get underway in the near future to construct totem poles at each of the VCC campuses.

I am requesting input from all college staff and employees as to what you think the totem poles should represent.

So, read up on the college's mission and background information etc and send your ideas to me. Keep in mind VCC First Nations Education policy – those who don't have this can contact me and I'll send one along, or I'll post on a shared drive.

For info on symbolism in totem poles visit website: [http://users.imag.net/~sry.jkramer/nativetotems/default.html#Meaning of Totem poles](http://users.imag.net/~sry.jkramer/nativetotems/default.html#Meaning%20of%20Totem%20poles).

Thank you, Robert Kiyoshk, MA  
First Nations Education Coordinator



## Recent changes in the Library

Bon Voyage to Melinda Baranieski who is taking a two year leave of absence from the library to travel and work in London, England with her husband Greg.

## Guide to Liaison and Department Areas

Brenda Appleton (7318) College Librarian, Copyright Officer  
 Virginia Adams (7223) College Foundations, CPE English, Government Documents  
 Phyllis Butler (8346/7343) Culinary Arts, Food Service Careers, Meat Processing, Hospitality Management, Hairstyling, Travel Agent  
 Carol Elder (3054) Technical Services Coordinator  
 Mark Goertz (7319/8349) Information Services Department Head, Music, Business Programs (City Centre), Office Management & Communications (City Centre)  
 Irene King (7183/8641) Basic Education, Visually Impaired, Deaf & Hard of Hearing Adults, Counselling, Community & Career Education, EEAW (Education & Employment Access for Women), EEAE (Education & Employment Access for Aboriginals)  
 Cathie Perry (7487) ESL-ELS (English Language Skills), ESL Vocational & Combined Skills, ESL Outreach, TESL  
 Susan Safyan (8652) Health Sciences (City Centre), Dental Sciences (City Centre), Computer Studies (City Centre), Graphic Arts & Printing Production  
 Eva Sharrell (8349/7319) Circulation Services Department Head, Drafting, Jewellery Art & Design, Electronics, Building Service Worker  
 Jacqueline Van Dyk (7157) Systems Librarian  
 Kathy Wood (7497) College & Career Access, GED Preparation, BEST, ABE Intermediate Program for Youth, Program Development, Automotive Technician, Automotive Collision, Diesel Technician

## Library News

Early Bird Reminder: The library at City Centre opens at 8:00 am from Monday-Thursdays.

## Books for Sale!

Check out the great prices on books at the CC book sale Feb 8th-11th (just outside the library) and the KEC book sale Feb 15-18th (4th floor by the Second Cup). New books from popular publishers are available at 70% off regular prices. You'll find cookbooks, kids' books, toys and more.

A percentage of the proceeds goes to VCC library, so shop 'til you drop!

## Fast Forward to New Videos

Using videos in the classroom? Looking for new titles in your subject area?

Consider attending the Fast Forward Educational Media Showcase on May 9-10th at Capilano College. Fast Forward features the newest productions in a wide range of subject areas, and a chance to preview the videos on site.

To register for Fast Forward simply fill out a registration form available from the media desk at KEC or CC library. Register by March 6th, and qualify for the reduced registration rate. Upon registration, exhibitors will send you catalogues so that you can get a taste of all the new and exciting titles in your area, and pre-plan your viewing experience. Another highlight of Fast Forward is the opening day conference party, Apres View, that includes a fantastic selection of gourmet appetizers, and a chance to sample some of BC's best wines.

To obtain more information about Fast Forward contact Phyllis Butler at ext. 8346, City Centre Library, or go to their web site: [www.langara.bc.ca/ffwd](http://www.langara.bc.ca/ffwd)



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### Information Skills Workshops

Lost in Cyberspace? Looking for information on the Web but lacking the tools or the skills to find what you want? Help is only an HRD class away. The library is offering two workshops to help you improve your Web searching skills. Introduction to Netscape and the World Wide Web is offered on March 17th and April 21, 9-12 noon at KEC. The primary aim of this workshop is to introduce new users to Web appearance, navigation and terminology. If you are familiar with the Web but wish to improve and hone your search skills then Finding Resources on the World Wide Web, on March 17th, and April 21, 1-4:00 pm at KEC is the workshop for you. This workshop will teach you how to do more precise, relevant, and powerful Web searches.

The library is also offering the workshop Finding Medical & Dental Journal Articles on the Web through HRD. This workshop is ideal for Health Science instructors who wish to learn how to access the newest research in their field. Participants will learn how to access and search two health-related journal indexes available on the Web: Pub Med, aka Medline, and CINAHL, the Cumulative Index to Nursing and Allied Health Literature. This course is offered on April 7th, 9-12 noon at KEC.

Encourage your students as well to sign up for the library drop-in classes Surf Smart! Using the Web to Find Relevant Information, and PAC It In: Learn to Search the Public Access Catalogue. Classes are an hour long, and students can register for them at the CC or KEC information desk.

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Bon Voyage to Melinda Baranieski who is taking a two year leave of absence from the library to travel and work in London, England with her husband Greg.



## Kaleidoscope 2000 Conference – Selected Proposals

The Centre for Curriculum, Transfer and Technology Kaleidoscope 2000 Conference Planning Committee received 115 submissions from 28 institutions including universities, university-colleges, colleges, and institutes. Members of the committee spent approximately 20 hours reading and reviewing every submission. The committee selected five of our seven proposals for on-site presentation between May 1st and 2nd at Simon Fraser University at Harbour Centre in downtown Vancouver. They are as follows:

1. *A Partnership With a Difference*, submitted by: Holly Cole, Retail Food and Supermarket Careers Program
2. *Student Advocate Program*, submitted by: Donna Barreca, Counselling Services
3. *Grace Under Fire – Sociocultural Competency Training and the VCC Experience*, submitted by: Wayne Avery, Counselling Services and Pat Bawtinheimer, Continuing Care and Allied Health
4. *Child Care Training – A First Language Learning Opportunity*, submitted by: Gyda Chud, Continuing Education
5. *Pilot Hotel Simulation Program*, submitted by: Dave Donaldson, Associate Dean of Tourism, Hospitality and Business Programs and Carmine Morelli, Department Head, Hospitality Management

A special thank you is extended to all those who submitted their proposals and we look forward to Vancouver Community College offering the selected on-site presentations.

Linda Martin, Vice President  
Education and Education Services



## Good Food Box

For a mere \$12 you can purchase top quality fruits and vegetables that are in season, delivered to your door. You save about 50% or more than buying retail. Plus it's all from local BC Farmers!

Each depot, of at least 10 people, needs a volunteer coordinator to collect money and distribute the Good Food Boxes.

Please call Jane Westheuser in Foundation at local 7147 by March 1<sup>st</sup> to participate and start receiving your fresh produce.

## How to Respond to a Potentially Violent Situation at VCC

The College has a responsibility to provide a safe working environment for all its employees and students.

While at VCC you may be in or become aware of a situation of potential violence. Where there is an immediate threat of violence, your first step should always be to deal with the immediate threat by calling security at local 4444 or the Police at 911.

For ongoing management of the situation, Steve Traviss should be contacted at local 8603. Steve is responsible for assessing the threat, contacting other key personnel, and organizing resources to protect the individual.

If you are interested in finding out more, please call Steve Traviss at local 8603.

## Successful Student Practicum – A Thank You

I am currently a student attending the Douglas College Program of Sign Language Interpretation. This being my last semester, VCC Interpreting & Braille Services has accepted the students from the program as practicum interpreting students. I feel privileged to work alongside the working interpreters here at VCC for this month.

This opportunity has been an amazing learning experience. I would like to express my gratitude to the supportive and dedicated interpreting team for their guidance and encouragement. This group has created a comfortable environment for us students to challenge ourselves and learn to our full capacity.

The students, both hearing and Deaf who attend VCC have allowed us the opportunity to use our skills in a real-life setting. Without their support, we would not be able to have this experience. Their patience and kind words are highly appreciated.

Thank you for making this experience at VCC so beneficial to our professional and personal growth as practicum students.

Tania Beaudry, January 24, 2000

## New Books

### King Edward Library

- The Global Ecology
- The Art of Happiness: A Handbook for Living
- Annual Report on Organized Crime in Canada (1999)
- 1998 Summer Literacy Institute Final Report
- Winning Proposals: How to Write Them and Get Results
- Understanding Diversity: Ethnicity and Race in the Canadian Context
- Timothy Findley
- Sublime Vegetarian
- Intelligence: A New Look
- The Science Times Book of Insects
- Great Canadian Books of the Century
- Bastards and Boneheads: Canada's Glorious Leaders Past and Present
- Across the Top of the World: The Quest for the Northwest Passage
- Out in the Open: Life on the Street
- Mythic Beings: Spirit Art of the Northwest Coast
- To All Appearances a Lady: A Novel
- Is the Pope Catholic? A Woman Confronts Her Church
- Life Out of Focus: Alzheimer's Disease and Related Disorders
- A World Upside Down and Backwards: Reading and Learning Disorders
- No More Blue Mondays: Four Keys to Finding Fulfilment at Work

### City Centre Library

- Dollars & Events: How to Succeed in the Special Events Business
- No More Blue Mondays: Four Keys to Finding Fulfillment at Work
- The HR Book: Human Resources Management for Business
- Winning Proposals: Writing To Get Results
- The End of Patience: Cautionary Notes on the Information Revolution
- Scattered Minds: A New Look at the Origins and Healing of Attention Deficit Disorder
- The Windows Enduser's Step-By-Step Guide to DOS & the Command Line in Windows 95/Windows 98
- Oxford Textbook of Palliative Medicine
- Making Classic Sauces
- Take a Look: Observation and Portfolio Assessment in Early Childhood
- Leading Today's Volunteers
- Meeting the Challenge: Effective Strategies for Challenging Behaviours in Early Childhood Environments
- Further Ahead: A Communications Skills Course for Business English
- Academic Listening Encounters; Listening, Note Taking, and Discussion
- Mastering Windows NT Server 4
- The Safe Living Guide: A Guide to Home Safety for Seniors
- Interpersonal Skills for Nurses & Health Care Professionals
- The Tortured Mind: The Many Faces of Manic Depression
- Multiple Sclerosis: The Facts You Need
- The Canadian Guide to Health and the Environment
- Visionaire's Fashion 2000: Designers at the Turn of the Millennium
- Sensationally Light Pasta & Grains
- Spice The Fire Chef: Fast Grilling & Slow Cooking on the Barbecue
- Sublime Vegetarian



## 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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**CITY CENTRE CAMPUS**  
250 West Pender Street  
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## Newest News

*Hi*, I'm Helen, graphic designer for Media Services. I will be producing Connections, plus other duties, while Dale Rasmussen is away. Check out my contact information and guidelines for submissions below. I'm looking forward to working with you

*Thanks to everyone in Media Services for continued support and encouragement.*

## classifieds

### FOR SALE



Cellular phone. Sony digital PCS Clearnet phone for sale. Brand new with box, adaptor and manuals. Please call 839-1103 and leave message. \$65; \$25 for green leather case. (No contracts to sign with Clearnet!)

### WANTED



If anyone has a dry & safe space at home, and can temporarily store boxes, etc. please let me know. Helen, 871-7152.

### HOUSING



Housesitting: Home security. Pet care. Eight years local experience. References. Short term \$30/day. Long term negotiable. Fax: 737-1868, Attn: Box 39177.

A quiet, female, VCC Jewelry Program student wants to rent a quiet and private room within easy access to City Centre at least until May/June 2000. Call during daytime, phone number 443-8571 or 443-8572 and ask to speak with Van.

City Centre instructor needs retreat from busy home life. Would like to housesit for 1 to 2 months, in the new year, near my home on the westside. Call 377-3830.

### The Cradle Will Rock

#### A Worker's Opera

*Written by Marc Blitzstein*  
*Directed by Robert McQueen*  
*Musical direction by Sandra Head*  
*Runs February 3rd to 27th*

Studio 58, the nationally renowned professional theatre training program at Langara College, proudly presents the musical *The Cradle Will Rock*. Please call the box office for more information 323-5227.

### Editor, Design and Layout

Helen Babalis, Marketing Communications/Media Services  
Tel 871-7152, Fax 871-7451  
email: hbabalis@vcc.bc.ca

### Upcoming Publication Schedule

Mar 3, 17, 31 ♦ Apr 14, 28

**Please recycle Connections**

The printing and paper used in the cover shells for VCC Connections was generously donated by HEMLOCK PRINTERS

### How to submit your article:

1. email to hbabalis@vcc.bc.ca; OR
2. save your file to the I:\common\connect\ directory (call the editor - local 7152 - and let her know the file is there, and provide the filename); OR
3. through the VCC Connections On-line website. Go to "Submit Your Article" and follow the directions
4. text only on an 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.



# Admissions Policy

Effective Date: January 27, 2000

Policy Category: Education Support

Number: D.3.6

## Admissions Policy\*

### Purpose

To inform applicants of requirements for admission to Vancouver Community College and procedures for applying.

### Policy

Vancouver Community College is a post-secondary institution committed to educating the adult learner who is 18 years\*\* or older or who has completed secondary school.

Admission and readmission to Vancouver Community College is based on the underlying principle of the potential for success within the time limits of the specific courses/programs.

Vancouver Community College accepts applications from Canadian citizens and permanent residents. The eligibility for admission of certain non-citizens and non residents is outlined in policies 2.1.2.3 and 2.1.2.7.

### Applies to

All applicants to VCC

### Procedures

- Admission requirements for programs/courses are listed in the College calendar and website. This information is also available from the Counselling and Admissions departments.
- Applicants complete an application form, submit required official transcripts, documents and assessment results, as applicable, and pay an application fee.
- VCC normally offers a program seat to eligible applicants on a first-come, first-served basis, based on the date that all admission requirements are met. The exception is selection programs.
- Applicants who do not meet the published prerequisites may qualify under mature student status.
- When the number of qualified applicants exceeds the number of seats available in programs, the Registrar's Office will place their names on a waitlist for subsequent intakes. Unsuccessful selection program applicants must reapply.
- The Registrar's office cancels all incomplete applications if pre-requisites are not completed, or if substantial progress has not been made in completing prerequisites, within one year.

- From time to time, the Registrar's office reserves seats prior to the program start date for certain applicants (e.g., Career Preparation, upgrading students) in programs. If a reserved seat is not filled by three months before the program's start date, the Registrar's office will offer the seat to another qualified applicant.

## Definitions

### Qualified Applicant

An applicant who has met the entrance requirements to a specific program/course.

### Selection Program Applicant

An applicant who has applied to a specific program for which seats are filled based on approved selection criteria. Such criteria may include, but are not limited to, assessments, portfolio, interview, grade point average, etc.

### Upgrading Student

An applicant who is completing the prerequisites for a specific program.

### Mature Status

An applicant 18 years of age or older who does not meet all the listed admission requirements but who can produce sufficient evidence, which may include assessments, to demonstrate the probability of success in the chosen program or course.

### Admission Appeal

An applicant can appeal an admissions decision (Policy #2.1.2.6).

### Policies Replaced

Policy	2.1.2.2	2.1.2.4	2.1.2.5
	2.2.2.1	2.2.2.2	2.2.2.3
	2.2.2.4	2.4.2.1	2.4.2.2
	2.4.2.3	2.4.2.4	

\*Does not apply to Continuing Education Certificate Programs and Courses.

\*\*Department Heads may give permission under special circumstances to applicants under 18 years of age. Does not apply to programs specifically designated for youth.



# Scholarship & Awards Policy

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**Effective Date: November 2, 1999**

**Policy Category: Financial Aid**

**Number: D.2.2**

## **Purpose**

To inform the College Community of the procedures for disbursements of funds for scholarships & bursaries.

## **Policy**

VCC has established procedures to provide financial awards to students who demonstrate high achievement as well as to those students who have financial need.

## **Applies to**

The College community.

## **Definitions**

### **Scholarships**

usually monetary awards given in recognition of academic achievement, based on graded course work.

### **Bursaries**

a financial award made on the basis of need to students who demonstrate satisfactory academic progress.

### **Procedures**

*Scholarships:* In collaboration with College Advancement, a donor may stipulate certain eligibility requirements, within the guidelines of the Human Rights Code, such as a minimum grade point average, affiliation with a specific organization and selection procedures.

Departments will choose, according to defined criteria, the individuals who will receive awards for department-specific awards.

Associate Deans, in consultation with the department heads, will name divisional scholarships award recipients.

An Awards Committee comprised of the Registrar or delegate, Financial Aid Supervisor, two Associate Deans and a student selected by the Student Association(s) will determine procedures and recipients of College-Wide Awards.

The Financial Aid office or the VCC Educational Foundation will normally receive donations.

A donor may stipulate certain eligibility requirements, within the guidelines of the Human Rights Committee, such as minimum grade point average, affiliation with a specific organization, and selection procedures.

The Financial Aid office will publicize the availability of bursaries and application procedures.

The Financial Aid office will receive and process bursary applications from students at Vancouver Community College.

The fund will be administered by the Financial Aid office under the direction of the Dean of Student Services and Registrar. Bursaries will be disbursed at the discretion of the Financial Aid office.

The Financial Aid office will recommend the amount of each Bursary in order to utilize existing bursary funds most equitably amongst the Campus/College population.

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\*For information about bursaries available through the Continuing Education Division is available from the C.E. Awards Committee. The C.E. Awards Committee takes the place of the Financial Aid Advisor for C.E. Bursaries.



# Sponsorship Policy

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**Effective Date:** January 27, 2000

**Policy Category:** Sponsorship

**Number:** E.3.1

## Sponsorship Policy

### Purpose

To define sponsorship guidelines to be used when attracting additional resources for the College.

### Policy

VCC will enter into written agreements for the mutual benefit of the College and the sponsorship entities.

### Applies to

VCC's internal and external communities.

### Definition

Sponsorship is defined as an agreement which is marketing oriented and has benefit to the sponsor and VCC. It is not a gift to the College and is not tax-receiptable.

### Procedures

1. Any sponsorship opportunities presented to the College will be coordinated through the Sponsorship Committee, using the Guidelines for Evaluating Sponsorship Proposals and Content (Appendix I).
2. The Sponsorship Committee will include representation from the Educational Foundation to ensure the coordination of sponsorship and fundraising activities.
3. In keeping with the Purchasing Policy the Sponsorship Committee will evaluate the opportunities based on their value to the College, such as:
  - increased awareness of VCC
  - enhancement of VCC's image
  - donations/scholarships
  - improved community relations
  - international opportunities
  - student employment opportunities
  - royalties
  - price reductions
  - revenue streams
4. If the Sponsorship Committee approves the sponsorship, a written proposal and recommendation will be forwarded to the Operations Council.
5. VCC will retain control over the content of all opportunities. Content will be congruent with VCC's mission and values. VCC will not enter into sponsorship agreements which promote the use of alcohol or tobacco. All content will be in accordance with VCC Human Rights policy and provincial legislation governing advertising. Any questions with respect to content will be referred by the Sponsorship Committee to the Operations Council.

6. All sponsored goods, services and locations will be clearly identified by sponsor name or agent.

7. The Sponsorship Committee will provide the VCC Board with an annual report on sponsorship activity.

8. VCC recognizes that sponsorship is a fluid and evolving process. Therefore, the policy and guidelines will be reviewed annually.

## Appendix I

### Sponsorship Committee

#### Guidelines for Evaluating Sponsorship Proposals and Content

While we recognize that individual proposals should be developed, reviewed and negotiated on a one-on-one basis, the following guidelines apply.

#### Participation

When evaluating proposals, the Sponsorship Committee\* will invite others to participate at various stages, as necessary, depending on the circumstances involved and expertise required.

#### Companies

We will not exclude any company from presenting sponsorship opportunities to VCC.

However, VCC reserves the right to refuse any proposal, including but not limited to, an organization whose activities are felt by the Sponsorship Committee to be incompatible with the College's mission and goals.

#### Proposals

The Sponsorship Committee will abide by the VCC Purchasing Policy and evaluate the opportunities fairly based on their value to the College, including:

- increased awareness of VCC
- enhancement of VCC's image
- donations & scholarships
- improved community relations
- international opportunities
- student employment opportunities
- royalties
- price reductions
- revenue streams

The Sponsorship Committee will recommend proposals for approval to Operations Council and ensure that they are channelled through the appropriate governance structure.

If the Sponsorship Committee determines that there is possibility that a proposal will have an impact on instruction, the proposal will be sent to Education Council for approval before proceeding.

*continued...*



In the event that the Sponsorship Committee determines that a proposal will have an impact on an instructional environment, the appropriate department and, if requested by an Education Council representative on the Committee, Education Council will be consulted.

### **Content**

All content of advertising and/or acknowledgement will be congruent with VCC mission and values as outlined in the 1999 Planning Document. The Sponsorship Committee will abide by provincial advertising and human rights legislation, as well as the VCC Human Rights policy. VCC will not advertise tobacco or alcohol products. In the context of being a public educational institution, VCC will not accept the following:

- advertising of tobacco or alcohol products;
- advertising from partisan, sectarian or extremist organizations;
- advertising which perpetuates gender, cultural or racial stereotypes, or which demeans any person or group.

When evaluating content of advertising and/or acknowledgement, at least two members of the Sponsorship Committee, one being the Human Rights Coordinator and another being the Education Council representative (or designate) will form a sub-committee preferably with gender mix. This subcommittee should also review this type of content with the Purchasing representative. Any questions with respect to content of advertising and/or acknowledgement will be referred back to the Sponsorship Committee and, if unresolved, to Operations Council.

### **Contracts**

Contractual arrangements will clarify the roles, rights and responsibilities of both parties and protect VCC from unwanted liabilities.

VCC will negotiate a clause that would include the right to terminate the contract when it becomes evident that the organization's activities are felt by the Sponsorship Committee to be incompatible with the College's mission and goals.

### **Evaluation**

The Sponsorship Committee will ensure that measures are in place to evaluate the effectiveness of the sponsorship. The Sponsorship Committee will prepare a report on sponsorship activity once per year for the Board.

### **Sponsorship Committee Membership\***

Vice President, Finance & College Services (Chair)  
Representative, VCC Foundation  
Representative, Education and Education Services  
Division (Associate Dean)  
Representative, Finance and College Services  
Manager of Purchasing  
CUPE Representative  
VCCFA Representative  
CCSA Student Representative  
KESA Student Representative  
Education Council Representatives (2)  
Human Rights Coordinator  
Director of Continuing Education



# Standards of Student Conduct Policy

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**Effective Date:** January 27, 2000

**Policy Category:** Education Support

**Number:** D.4.3

## **Purpose**

To inform student(s) of Vancouver Community College's Standards of Student Conduct and to outline the procedures that are followed should a student(s) breach these rules.

## **Policy**

The College expects all students to maintain a high standard of conduct in all their relationships with college personnel, other students, clients and the public.

Students must obey the law, show respect for properly constituted authority, meet contractual obligations, maintain integrity in scholastic activities, and observe adult standards of conduct.

The College holds students responsible for their actions, whether acting individually or in a group, on or off campus on college related activities, e.g., practicum, clinic settings, etc.

The College will take appropriate disciplinary action with all behaviors which may be reasonably perceived as threatening the safety/well being of others as if they are real, whether that is the intention (intended as facetious) or not.

## **Applies to**

All VCC students.

## **Responsibility**

The Vice President of Educational Support Services has the ultimate responsibility for ensuring that College rules are applied uniformly and consistently.

Department Heads have the overall responsibility for monitoring the uniform and consistent application of College rules within their department.

On a day-to-day basis, instructors have the responsibility to apply the rules with fairness, and without favouritism, and are normally responsible for initiating the disciplinary process.

Appropriate College employees have the responsibility to report significant incidents of infractions to their supervisor or the Dean of Student Services.

Fellow students have the responsibility to report significant incidents of infractions to their instructor, Department Head or the Dean of Student Services.

The Dean of Student Services and/or Director of Facilities have the responsibility to notify the Health and Safety Committee of any violent incidents and to inform members of the College Community who may be exposed to the risk of violence.

## **Procedures**

- In the first week of class, instructors will inform the students of campus and departmental rules of conduct in order to maintain a proper and safe learning environment.
- Instructors will also explain the consequences of breaching these rules.
- If a student breaks these rules, the following procedures will apply:

### **For minor infractions such as breaching department/house rules, mild swearing, absenteeism or tardiness:**

- The instructor or appropriate College employee may give a verbal and/or written reprimand.

### **For more serious or repeated infractions such as uttering racist remarks, continuing to be loud and disruptive after a verbal warning:**

- The instructor or appropriate College employee may give a verbal and/or written reprimand and may place a student on probation. (See Appendix B for description of probationary letter.)

### **For major infractions which involve:**

- significant disruption of the learning environment,
- physical violence or threat to a person or College property,
- possession of intoxicating beverages, illegal substances, weapons,
- failure to comply with reasonable direction from college employees, security, or law enforcement officers, performing their duties on or off campus,
- aiding, abetting, or acting as an accomplice in the commission of any of the above rules violations.

The instructor or college employee will:

- take whatever prudent steps are necessary to ameliorate the situation, (call security, police, etc.)
- remove a disruptive student, if necessary from the College for a maximum of one day.
- immediately present a verbal report to the Dean of Student Services or delegate.
- as soon as possible, submit a written report to the Dean of Student Services or delegate.

Upon receipt of a report, the Dean of Student Services or delegate will take the following actions:

- where appropriate, ensure that security, police and appropriate personnel are notified.
- depending on the urgency of circumstances and the severity of the infraction, take the following actions:
- issue a reprimand



- place the student on probation
- restrict access to College activities, facilities and/or services
- At the Dean's discretion, convene a meeting of a Student Discipline Committee as soon as possible, but in any event, no later than 10 working days from the date the incident occurred.

If the safety of others is jeopardized, the Dean will recommend to the President suspension of the student(s) pending the outcome of the Student Discipline Committee Hearing.

## Composition of Student Discipline Committee

The Student Discipline Committee is composed of:

- Dean of Student Services (or delegate) who shall also act as Chair, non-voting, except in the case of a tie;
- Department Head\* of a department in which the student is not registered;
- Department Head\* of Counselling (or delegate);
- Faculty member-at-large; or Continuing Education Instructor;
- A student selected by the Student Association.

The Chair may appoint additional members to the Committee as appropriate to the circumstances.

In exceptional circumstances the Chair may agree to postpone the hearing.

Sudden unexpected absence (e.g., illness) of one committee member will not necessarily result in the hearing being postponed.

## Student Discipline Hearing Procedures

At least 24 hours before the hearing the Dean will distribute written background information to all parties.

- If a student fails to show at the Hearing and fails to provide reasonable evidence of an emergency, the committee will make a decision based on the facts available to them.
- The Committee Chair will introduce all parties and outline the procedures to be followed at the hearing.
- Individuals who allege that the student has engaged in inappropriate and disruptive conduct will give evidence.

*Note: If the student intends to bring legal counsel to the hearing, the student must advise the Dean at least before the hearing takes place. More than one advisor may be allowed at the discretion of the Committee.*

- The student will be provided with the opportunity to give evidence him/herself and through his/her witnesses.
- Each party will have an opportunity to respond to or ask questions of the other party's evidence.
- Each party must direct all questions of witnesses through the chair.

- In exceptional cases, written and signed statements will be accepted.
- The Committee will determine any other individuals to be interviewed.
- The Committee will call in witnesses individually.

*Any person who is expected by either party to act as a witness will not be in the hearing room until s/he is called by the Committee.*

- Committee members may ask questions of all parties in the hearing.
- The Chair will invite both parties to give a closing statement.
- The Committee will then deliberate in private and make a decision.

## Committee Procedures

- The Committee will review the case and determine if allegations are valid.
- If the allegations are valid, the Committee can:
  - reprimand the student(s), *or*
  - draw up and put into effect a contract between the student and College, breach of which could result in further disciplinary action, *or*
  - recommend to the President that the student be suspended, *or*
  - recommend to the President that the student be expelled, *or*
  - recommend other action(s) to the appropriate senior college administrator.

The President, or other senior administrator, will communicate his/her decision to the student within five working days of receiving the Committee's recommendations.

## Appeal of Student Discipline

If the discipline imposed pursuant to this Policy involves suspension or expulsion, the student may appeal the decision of the Student Discipline Committee to the College Board on the following grounds only:

- due process was not followed
- new evidence not available at the time of the hearing (See Student Appeals to the College Board Policy)

When disciplinary action results from an investigation and/or recommendations made under the Human Rights Policy, the student may not have recourse to the Student Grievance Procedure. The student will have recourse to the procedures set out in the College's Human Rights Policy 1.1.0.7.

## References

Replaces VCC Policy Standards of Student Conduct, 2.4.0.9.



## Appendix "A"

### Vancouver Community College Rules of Conduct

#### Initiation Of Disciplinary Action

Failure by students to maintain appropriate standards of conduct may result in the initiation of disciplinary action by the Dean of Student Services, or delegate. Examples of student conduct which may result in disciplinary action include, but are not limited to, actions by students who:

1. Conduct themselves in a manner that interferes with or endangers the operations of the College, including interference with other students' ability to learn;
2. Conduct themselves in a manner that endangers the health or safety of other students, employees and or clients, on or off campus on College related activities.
3. Use, possess, or sell intoxicating beverages in campus buildings or any other public campus area, unless specific written permission by the College administration is obtained;
4. Falsify or supply false information or withhold accurate information in order to obtain any College document: for example I.D. card, receipt, transcript, etc., or to obtain admission to a College course or program;
5. Use, possess and/or sell illicit drugs or narcotics on the campus;
6. Engage in disruptive activities, e.g., disorderly conduct, which includes physical or verbal abuse of another person; abusive, indecent, profane or vulgar language; obscene actions; threats; and/or disrespect for the rights and privileges of others; or disrupts or hinders the learning environment;
7. Misuse property, which includes destruction, damage, mutilation or misuse of College property, including but not limited to buildings, library materials, computers, software, trees and shrubbery, College files and records, safety equipment, including fire alarms and fire equipment;
8. Violate Policy Number B.5.2 - Appropriate and Responsible Use of Educational and Information Technology Policy;
9. Use, possess or sell fireworks, firearms, knives or other offensive weapons or materials on College property;
10. Failure to comply with reasonable directions of College officials, security personnel or law enforcement officers acting in performance of their duties on campus or affecting conduct on campus.
11. Aid, abet or act as an accomplice in the commission of any of the foregoing offenses.

12. Persistently make inordinate or inappropriate demands for time and attention from faculty and staff.

13. Impersonate a student or applicant at an examination or assessment.

14. Engage in harassment as defined in the College's policy. (The procedure for dealing with this conduct is contained in Policy 1.1.0.7.).

15. Cheat on assignments or examinations, or plagiarize.

Cheating, which includes plagiarism occurs where a student or group of students uses or attempts to use unauthorized aids, assistance, materials or methods. Cheating is a serious educational offence. Plagiarism occurs where a student represents the work of another person as his or her own.

VCC condemns all forms of cheating. The College will discipline students who cheat in the following manner:

1. For most first offenses, a grade of zero will be awarded for the affected assignment, test, paper, analysis, etc.
2. For most second offenses, a failing grade will be assigned in the affected course.
3. Depending upon the circumstances surrounding the first or second offence, a more severe level of discipline may be imposed by the College.
4. For a third offence, the matter must be referred to the College President for the assignment of discipline, which may include suspension or expulsion from the College.

## Standards of Student Conduct Policy

### Appendix "B"

#### Necessary Elements of a Letter of Probation

The instructor or department head will write to the student stating that s/he is on a probationary status. The memo to the student must contain the following:

1. A description of the rule(s) violated including the time, place and names of witnesses (if applicable).
2. A clear statement that the student's conduct was inappropriate and in violation of the rule(s).
3. A defined period of time during which the student must not repeat the inappropriate conduct or violate any other rule(s) of conduct.
4. A statement noting that the consequence of breaching the probation during this period will result in further action by either the Dean of Student Services or the President on the recommendation of the Dean of Student Services which may result in suspension or expulsion.

\*Throughout this policy, in the case of Continuing Education, Department Head will be substituted with C.E. Program Co-ordinator and Dean of student Services with Director of C.E.