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VANCOUVER
COMMUNITY
COLLEGE



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

THE VCC COMMUNITY INTERNAL NEW

VCC Connections

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VCC Foundation announces Entrance Scholarship for employee dependents.

Upcoming ICS open forums.

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Clip and save: deadlines for upcoming VCC Connections.

Approval forms for course and program revisions.

Facts & Figures:

Who are VCC's grads?

Gender breakdown:
57% Female
43% Male

Median age in years: 28

Watch for more Facts & Figures in upcoming issues.

(Information provided by the Institutional Research Department.)

Update on the Code of Ethics (draft)

Enclosed in this edition of Connections is a revised draft copy of the College's Code of Ethics. This copy incorporates many of the suggestions made by College community members during 1999/2000 when input was sought in discussion groups and through written submissions. Thanks to all who participated.

Additions to the draft code include sections on definitions and guidelines for addressing ethical concerns. The draft Code of Ethics will next be taken to both Operations Council and Education Council, and eventually to the College Board for final approval.

If you have any questions or comments regarding the Code of Ethics, please contact Rob Henderson at 871-7040.

Peter Jones new AECBC President

Dr. Peter Jones will be the new President of the Advanced Education Council of British Columbia. As of August 1, 2000, he will lead the organization that represents all of BC's publicly funded Colleges, University Colleges, Institutes and the Open Learning Agency. Peter Jones replaces Dr. Gerry Della Mattia who is retiring after seven years at the helm of the AECBC.

Peter Jones brings to this position a wealth of experience as a professor and college administrator. "I have worked with a number of fine institutions during my time in British Columbia. I am now looking forward with enthusiasm to serving not a single institution but the BC system as a whole," says Jones.

Dr. Jones has previously served as President of the University College of the Fraser Valley and as a Vice-President of the British Columbia Institute of Technology.

During 1989/90 Peter Jones chaired the Council of Chief Executive Officers within the College, Institute and Agency system. In that capacity he was instrumental in the formation of the AECBC.

The Advanced Education Council is the advocacy organization for the province's Colleges, University Colleges, Institutes and the Open Learning Agency. The AECBC's mandate is to provide advocacy, board education and support to its members.

Summer Reading

When you are relaxing at home or on vacation this summer, remember that the library has a lot of good books to keep you company. Some suggestions for the summer of 2000:

- **Salman Rushdie, *The Ground Beneath Her Feet*.** References range from Orpheus to Princess Diana; postmodern anthem to the late 20th century.
- **Zsuzi Gartner, *All the Anxious Girls on Earth*.** Quirky short story collection; lots of local content.
- **Nino Ricci, *Where Has She Gone*.** Third in the trilogy containing *Lives of the Saints*, and *In a Glass House*.
- **David Adams Richards, *The Bay of Love and Sorrows*.** Tragic and thoughtful, Richards' novel explores the lives of an eclectic group of young people in early 1970's rural New Brunswick.
- **Evelyn Lau, *Choose Me*.** Lau's new collection of short stories explores the complicated mix of young women and older men.

Revised guidelines for radio and television in the classroom

Have you ever wanted to tape a radio or TV program for use in the classroom? Recent changes to the Copyright Act now make it possible to tape some types of television and radio programs off-air for use in the classroom. If you use this type of material in the classroom, you need to pick up a copy of the Off-Air Taping brochure available in the Library or Media Services department. For further clarification or discussion of the off-air taping issue and what is allowed or not allowed under Canadian law contact Phyllis Butler at the City Centre library (ext 8346).

New staff at the Information Desk

Please join me in welcoming some new faces to our library Information Desks.



Andrew Bahry, Nancy Espinoza, Susan Fell and Flora Ip will be working regularly to lend reference support and research assistance to students, faculty and staff when our regular complement are on vacation. They are all current library employees, but will be taking on this new role. You can also expect to see even more names appearing from our library roster soon. Please drop by and say hello.

The library also welcomes several new auxiliary librarians: Julie Grellier, Caroline Hyslop and Eva Veres. They bring with them a wealth of experience from community college, university and other academic libraries and are here to offer their expertise.

Mark Goertz
Head, Library Information Services

Commuter Challenge, Wed. June 7

Thanks to everyone who participated in the Commuter Challenge. We will report on the results in the next edition of Connections.

Don't forget there are prizes to be won. Please submit nominations for the following categories:

- Longest commute (km)
- Most innovative commute
- Longest cycle commute (km)
- Longest walking/running commute (km)
- Carpool with the most occupants
- Commute using the largest number of

Upcoming ICS Open Forums

June 14, 12:00-1:00
Room 200, CC

June 15, 12:00-1:00
Room 5025, KEC

- Come and see what's happening in 2000
- Meet some of our staff
- Talk to us about the computer needs in your area
- Arrange your own meeting with the ICS team
- Come in just to chat



alternative forms of transportation

Send your nominations to Steve Traviss, Safety, Security and Parking Coordinating, City Centre, by **June 16**.

P.S. We acknowledge those people who make a daily contribution to clean air by making a conscious choice to live close to the College.

Entrance Scholarship for dependents of VCC employees

The VCC Foundation offers a \$500 scholarship toward tuition in a full time program of six months or more at VCC

The applicant must be a dependent of a full-time VCC employee.

The applicant must provide:

- letter of support from employer, coun-

- seller, instructor, or school principal
 - official transcript of most recent academic performance
 - letter from applicant outlining career goals and/or community involvement
- Application must be received by Financial Aid by June 30, 2000.

Announcements

Manager of Ancillary Services appointed

I am pleased to announce the appointment of Sandra MacSorley as VCC's new Manager of Ancillary Services, effective June 19, 2000.

Sandra currently holds the position of Food Services Coordinator at the College. Prior to that she worked for Vancouver Board Parks and Recreation as Golf Course Clubhouse Manager and for White Spot Limited in the position of General Manager.

Sandra holds a diploma from BCIT in Hospitality and Tourism Administration and Hotel, Motel Food Service Management. She is a member of various industry associations including the Canadian Food Service Executives Association (CFSEA) and the Hospitality Industry Education Advisory Council (HIEAC).

Sandra will report directly to the Director of Ventures and International Enterprises. Her new responsibilities will include the overall management of the Food Services Department, both College bookstores, Duplicating and Laundry Services.

Please join me in congratulating Sandra on her appointment. Her office will be located at City Centre Campus in the Food Services Department and she can be reached at 443-8324.

Mary Hoekstra, Vice President,
Finance and College Services

CC Bookstore closure

City Centre Bookstore will be closed for staff summer holidays July 10-21, 2000 inclusive. If an emergency purchase is required, please contact Karen Kelly at 7005 or Roger Schofer (week of July 14 only) at 8384. If you have any concerns, please call Cheryl at the bookstore at 8364 before July 14.

VCC Connections publication and deadline schedule for Summer and Fall 2000

Publication Date	Deadline for submissions
July 7	June 30
August 4	July 28
September 15	September 8
September 29	September 22
October 13	October 6
October 27	October 20
November 10	November 3
November 24	November 17
December 8	December 1

How to submit your article:

1. email drasmussen@vcc.bc.ca; OR
2. save your file to the j:\common\connect\ directory (call the editor at 7152); 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.

Playland tickets: only \$15!

Take advantage of a great deal on Playland tickets—use the tickets anytime, up until October 9!

Playland is open on Saturdays and Sundays from now until June 16. Starting June 17, Playland is open daily until August 18.

During the PNE (August 19 to September 4), there is also a gate admission charge.

Tickets are available at the Cashiers, KEC, level 4 for only \$15, including GST.

For more information, drop by the International Student Centre at KEC on level 4 or call local 7010.

Approval forms for course/program revisions

This is just a reminder that the necessary forms for course or program changes are on the common drive of your computer. These are the forms you will need if the intended revisions require approval from Education Council. The documents are located under the following codes:

i:\common\Edcocurr\process.doc
for information on process
and
i:\common\Edcocurr\routslip.doc
for the routing slip

Della Glendenning

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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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



Summer sublet

Furnished two-bedroom, main floor suite on 18th near Cambie. Back deck, yard, garage parking. N/S, no pets. Weekly or monthly. Dates flexible. \$975/month incl. util. Call Sylvia @ 708-4929

Wanted: house to rent or housesit in Vancouver

Looking for a house/townhouse, furn. or unfurn., to rent or housesit, on Vancouver Westside on a temporary basis (up to a year or 18 months). Will care for pets if owners going out of country. Call Marg, 942-0723/831-2104.

WANTED



Lunch time running club

Anyone interested in running a few miles over lunch? If so, please contact Tene Barber at 7156 or tbarber@vcc.bc.ca

Three bdrm house for rent

In beautiful Lynn Valley, N Van to responsible person. Large yard, close to stores, bus stop, parks etc. Some garden maintenance req'd. References needed. Avail July 10-Aug 26 for \$1000 including utilities. Contact Azim at 984-8165, email: abhimji@vcc.bc.ca

Furnished apartment available

In Yaletown, for July and August. Call 687-0637 for details.

2000 Board Meetings

Room 5025, KEC

• June 22, Oct. 26 • Nov. 23

Room 240, CC

• Aug. 24, September 28

*Dec 14 subject to Board approval

FOR SALE



Piano for Sale

Beautiful vintage upright piano by Mason and Rich, lovely tone and very easy touch. In wonderful condition, with richly carved wood. Approximately 70-80 years old. \$1200. Phone Dale at 7152 or 251-4677.

Upcoming Info Sessions

Hospitality Management

Monday, June 19

4:30 p.m., Room 240, CC

6:30 p.m., Room 240, CC

Auto Collision/Refinishing

Tuesday, June 20

6:30 p.m., Level 1, KEC

Meat Cutting

Thursday, June 22

11:00 a.m., Room 112, CC

7:00 p.m., Room 112, CC

Editor, Design and Layout

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

Upcoming Publication Schedule

July 7 / Aug 4 / Sept 15, 29 / Oct 13, 27

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 drasmussen@vcc.bc.ca; OR
2. save your file to the j:\common\connect\ directory (call the editor at 7152); 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.

VANCOUVER
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VANCOUVER COMMUNITY COLLEGE

CODE OF ETHICS

May, 2000

(To be reviewed every two years)

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

PREAMBLE

This VCC Code of Ethics expresses the ethical principles and guidelines for the conduct of all VCC employees. It also informs the public whom the employees serve, of the standards of ethical conduct for which employees are responsible and accountable.

Employees of Vancouver Community College have a responsibility to ensure that they are familiar with this Code of Ethics, understand its application to their conduct, and adhere to its principles. Employees should also be familiar with other sources of information which will assist them in making informed decisions. These include the laws, policies and agreements which are relevant to their work.

The VCC Code of Ethics includes examples of the applications of the ethical principles. While the examples are intended to provide further guidance and assistance, no part of this Code can substitute entirely for the active process of ethical decision-making. In instances of ethical demands or dilemmas where a simple or direct application of this Code is not possible, employees should seek clarification and assistance.

*For the purpose of this document, our definitions are provided in the Appendix A.
Guidelines for addressing ethical concerns are provided in Appendix B.*

Code of Ethics: Principles and Application Examples

The following Principles and attached examples have been developed based on the stated values of: *integrity, competence, equality and acceptance, honour and trust and privacy*, to assist employees in interpreting the VCC Code of Ethics. The applications are not inclusive of every situation; rather, they are intended to provide some examples of the way the Code is applied

PRINCIPLES

APPLICATION EXAMPLES

A. INTEGRITY:

1. **Employees must act with integrity in their relationships. They must cooperate and treat others with respect, honesty, and fairness. They must accept the rights of others to hold values and beliefs that differ from their own.**
2. **Employees must maintain VCC's Code of Ethics when engaged in any college-related activity. *Personal standards and conduct are private matters; however, when an employee is acting as a representative of the College, they must conduct themselves according to the VCC Code of Ethics.**

**VCC recognizes that many employees act under other codes of conduct or standards of practice and licensure. The College accepts that these professional standards supercede VCC's Code of Ethics*

- Visitors to the College must be treated courteously and provided with helpful and accurate information.
- Colleagues should maintain polite, professional relations. Shunning, ostracizing and gossip constitute unprofessional behaviour.
- The VCC Code of Ethics applies to representatives of the College in College-sponsored activities (e.g. the VCC Golf Tournament, United Way Campaign, VCC Foundation Notable Event).

PRINCIPLES

APPLICATION EXAMPLES

3. **Employees must avoid creating the impression of speaking or acting on behalf of the College when they speak or act as private persons.**
4. **Employees must not condone or participate in breaches of VCC's Code of Ethics.**

- Employees participating in a political or partisan demonstration must not promote themselves as representatives of the College.
- When promoting a private business, an employee must not use the name of VCC to enhance credibility.
- Employees must not use VCC Letterhead other than as part of their assigned college duty. Letterhead must be used only for VCC business.

B. COMPETENCE:

5. Employees must provide services within the boundaries of their competence, based on their education, training, professional experience, ongoing professional development and licensure.

- An employee must only provide therapeutic counselling to students when such counselling is within their job description.
- Employees must refer students to appropriate College resources (e.g. IEPA, Counselling Services, Financial Aid, Health Services, Learning Centres, Security).
- Employees must maintain currency in their field through continuing education and professional development opportunities

6. Employees must accurately represent their qualifications, educational backgrounds, experience and professional credentials.

- An employee's job application and resume must be accurate and not contain misleading information.
- If an instructor were a guest lecturer at a university on a one-time basis, they must not give the impression that they were employed at that institution.

C. EQUALITY AND ACCEPTANCE:

7. Employees must allow others to hold fundamental beliefs and differing opinions and protect fundamental human rights prescribed by law.

8. Employees must act to prevent intimidation, harassment, favouritism and discrimination.

- Employees must respect that the opinions and ideas of students and other employees may differ from their own.
- Employees must not ignore discrimination in situations where a reasonable person would believe there is an inequity.
- Employees must make a reasonable effort to include or welcome all class members in any social activities. An employee may engage in social activities with a class but must not restrict social activities to an individual or a select group of students.
- Employees must not collude against other employees.
- Employees must make a reasonable effort to create an inclusive environment for all colleagues and students.

D. HONOUR AND TRUST:

9. Employees must take into consideration the potential harm that social or other non-professional contacts and relationships with students, clients, and other employees could have on their objective judgement and professional performance.

- An employee who has a personal relationship with a student must inform his/her supervisor and discuss any potential conflict of interest that may arise. (An instructor's neighbour in their class, for example.)
- Instructors* must not date students who are currently enrolled in their courses.

**Instructors hold a fiduciary relationship with their students. This means that instructors, by the nature of their profession, are given powers to instruct students and pass professional judgement on student performance. These powers are given to the instructor in the trust that instructors interact with students only within the boundaries of professional duty. It is considered a breach of trust for an instructor to interact with students outside the boundaries of professional duty.*

10. Employees must not engage in sexual activities with students or colleagues who are currently attending the College, if it would lead a reasonable person to conclude an abuse of power exists or might exist. Employees are in inherently unequal relationships with students or colleagues, creating the potential for abuse of power.

- An employee must not date or form an intimate relationship with a student with whom they have a professional contact in the course of their duties.
- Should an intimate relationship develop between employees in a reporting situation, the employee must inform their supervisors and discuss any potential conflict of interest.

11. Employees must not allow their private interests, whether personal, financial, or of any other sort, to conflict or appear to conflict with their professional duties and responsibilities. Employees must avoid any conduct that would lead a reasonable person to conclude that the individual might be biased or motivated by personal gain or private interest in the performance of duties. All known or potential conflicts of interest must be disclosed, in accordance with College policy.

- An employee must not financially contract or recruit business for their services outside the College with individuals who would normally be able to receive the same service free within VCC.
- Employees must not rent accommodation, rent equipment or charge any sort of fee to their current students.
- An instructor must not be a Homestay host for a student from the College, if that student will be attending classes taught by the instructor.
- Employees must not use sick time to free themselves for employment elsewhere.
- Employees should consider the impact on the College of selling to VCC competitors curriculum and teaching materials, for which the employee holds the copyright.

12. Employees may not take credit for others' ideas or work, even in cases where the work has not been explicitly protected by copyright or patent.

- When an employee uses or reports an innovation or idea from a fellow employee, they must give credit to the originator of the idea.

E. PRIVACY:

13. Employees must respect the privacy and confidentiality rights of others with whom they work. Confidential information must be used only for the purposes for which it was originally provided and shared only with authorized parties, on a need to know basis, unless consent is given or required by law.
14. Employees must obtain authorization or permission before using or accessing another person's material or belongings.

- Instructors must not discuss confidential student information with another student.
- An instructor must only share a student's work with the class when the student has given permission.
- Employees must only discuss the health or conduct of a student or colleague with their permission, or on a need to know basis.
- An employee must not access another employee's space, desk, or materials on other than work-related matters, without asking permission.
- An employee must not access a colleague's e-mail or computer files without their permission and knowledge and then only if the reasons for access can be reasonably justified.

References:

Guidelines for Addressing Ethical Concerns.

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APPENDIX A

Definitions for Code of Ethics

Acceptance - - Favourable reception (of persons, things or ideas); approval; assent, belief.

Collude - Have a secret agreement. Conspire, plot, connive; act in secret concert.

Competence - Power, ability, capacity (to do, for a task, etc.); legal authority, qualification or admissibility.

Condone: - forgive or overlook

Equality - The condition of having equal rank, power, excellence, etc., with others.

Ethic: - - A set of moral principles
- ... the moral principles by which any particular person is guided; the rules of conduct recognized in a particular profession or area of human life.

Fairness - Honesty, impartiality, justice.

Honesty - with upright conduct; without fraud, by honest means; sincerely, fairly, openly.

Honour - Regard with honour, respect highly, reverence.

Integrity - Soundness of moral principle; the character of uncorrupted virtue; uprightness, honesty, sincerity.

Intimacy - Intimate friendship or acquaintance; close familiarity; an instance of this.

Intimate - United by friendship or other personal relationship; familiar, close.

Law - A rule of conduct imposed by a secular authority.

Personal - of, pertaining to, concerning, or affecting a person as an individual (rather than as a member of a group or of the public).

- Policy** - A course of action or principle adopted or proposed by a government, party, individual, etc.; any course of action adopted as advantageous or expedient.
- Principle** - A fundamental truth or proposition on which others depend; a general statement or tenet forming the basis of a system of belief, etc.; chain of reasoning.
- Privacy** - A private or personal matter; a secret.
- Prescribe** - 1. - lay down as a rule or guide; order; direct
2. - order as a remedy or treatment
- Profession** - A vocation, a calling, esp. one requiring advanced knowledge or training in some branch of learning or science.
- Proscribe** - prohibit, as wrong or dangerous: condemn
- Professionalism** - The body of qualities or features, as competence, skill, etc. characteristic of a profession or professional.
- Reasonable person standard** - whether or not a reasonable person in roughly the same position would come to the same conclusion.
- Respect** - Deferential esteem felt or shown towards a person, thing, or quality; a feeling of deferential esteem; the state of being esteemed or honoured.
- Therapeutic** - A curative agent; a healing influence.
- Trust** - Faith or confidence in the loyalty, strength, veracity etc., of a person or thing; reliance on the truth of a statement, etc., without examination.

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GUIDELINES FOR ADDRESSING ETHICAL CONCERNS

APPENDIX B

Principle #4:
Employees must not condone or participate in breaches of VCC's Code of Ethics.

If a person has reason to believe that an employee of VCC is not acting in accordance with the VCC Code of Ethics, the person must:

1. Raise the concern directly with the employee, and/or
2. Ask a third party to raise the concern directly with the employee, and/or
3. Raise the concern with the employee's supervisor(s), and/or
4. Raise the concern with the employee's union representative if the employee is a union member.

Any fact finding or investigation of the behaviour will be done in accordance with the principles of procedural fairness and natural justice. This includes the employee's right to know the allegations against them, the source of the information, and the opportunity to answer them.

A concern about an employee's behaviour may be addressed by reference to the relevant collective agreement.

If an employee's "unethical" behaviour falls within the scope of an existing college policy, the policy procedures may be followed to address the concern. The policies to consider include:

1. Human Rights Policy
2. Conflict of Interest Policy
3. Employment of Relatives Policy
4. Use of Drugs or other Medication and Alcohol Policy
5. Appropriate and Responsible Use of Educational Information Technology Policy
6. Freedom of Information and Protection of Privacy Policy
7. Suspension and Dismissal of Employees Policy

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