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VCC connections.

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VANCOUVER
COMMUNITY
COLLEGE



VCC Connections

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

Inside

2 An Evening of Jazz

3 United Way Campaign 2000
Awards for Staff & Students

4 Board Meeting Report

*Ask us how to
access this
newsletter*

*on our website!
[www.vcc.bc.ca/
connections](http://www.vcc.bc.ca/connections)*

Quote:

*Once the mind has been stretched by a new
idea, it can never return to its original size.*

New International Education Centre Opens!



Classes will begin at VCC's new International Education Centre on Wednesday, November 1st. The Centre, which is located at the corner of Alberni and Thurlow Streets in downtown Vancouver, will be home to the International English Language Skills program, the intensive International TEFL certificate program and a growing list of new electives for international students.

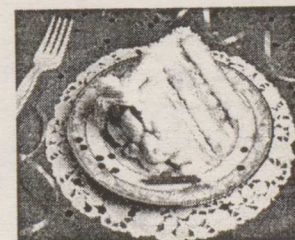
The Centre includes an on-site ESL bookstore, a student centre, a learning centre and state-of-art computer and audio labs. VCC students and faculty are invited to drop in to see the new International Education Centre on Monday, October 30th any time between 2:00 PM to 4:00 PM.

Cathy Cameron

We're Open

Join us for lunch at Four Corners Restaurant at our City Centre Campus. Your dining experience will be hosted by the 2nd year Hospitality Management students. our hours of sale are Tuesdays to Fridays from 11:30 AM to 12:45 PM. We opened on October 3rd and will close on December 8th, 2000. for final exams.

For reservations or if you would like more information please call 443-8352 and ask for Mr. Tom Rodgers the Dining Room Instructor.



An Evening of Jazz

The VCC Music and Culinary Arts departments are joining forces to create a unique combination of cool jazz and fine dining for VCC faculty, staff, students and friends.

On Tuesdays October 17, November 7, and December 12, a quartet of VCC students will provide an evening of jazz at the newly renovated JJs. The usual outstanding value of \$14.95 to \$16.95 for a 3-course table d'hôte still applies and Chef Bob Fiest and his students will be preparing a special "jazz" entree. There is no additional charge for the entertainment.

To reserve for an outstanding evening's entertainment, please phone 443-8479.

As well as the upcoming Jazz nights at JJs Restaurant, you may wish to mark your calendars for the following:

Four Corners – the restaurant operated by the second year Hospitality Management students opened this week and is available for lunches from 11:30 to 12:45 Tuesdays to Fridays. Phone 443-8352 to reserve.

Opera Nights – a presentation by David Duke, a three course meal and tickets to the opera. An exceptional value of \$180 per person for all four operas: Luzia di Lammermoor October 19, The Rake's Progress November 23, The Flying Dutchman March 29, The Magic Flute May 3 or \$50 for individual operas. Phone 443-8317 to reserve.

Second Annual Holiday Buffet – Friday December 8, City Centre cafeteria \$30 per person for an outstanding buffet of seasonal treats with music from the VCC Music department (reservation information to follow).

JJs – The renovation is complete. The room has been drawing rave reviews. Phone 443-8479 to reserve for an exceptional lunch or dinner in a facility described as airy, comfortable open layout. Accommodating, personable student service and romantic by MyBC.

David F. Donaldson

VCC Welcomes your Friends and Family with our new "Refer-a-Friend" program

The opening of our new International Education Centre this fall means that we will soon have room to offer a wider range of programs to more students from around the world. Right in the heart of Vancouver's shopping and financial district. And we'd like to tell our friends about it!

If you are a VCC student (domestic or international) you already know how VCC is committed to ensuring your success in your studies and in your career. So we'd like to recognize your help in spreading the word about what it means to study at VCC.

If you successfully encourage a friend or relative from another country* (*applies to those on an international

student visa) to study at VCC anytime between November 1, 2000 and November 1, 2001 we'll compensate you \$100 Cdn! It's as simple as that. (You can choose to receive the \$100 in cash or as a credit towards your next tuition payment, or purchases in VCC bookstores.) Drop by the International Student Centre, 4th Floor KEC or call 871-7537 for more details!

Cathy Cameron

"Refer-a-Friend" program.

Program Review Policy

The Program Review Policy was approved at Education Council on June 6, 2000 and by the College Board on June 22, 2000. A copy of the Policy has been included in this issue of Connections. Please note that all College Policies, in the "new" plain English format, are available on the College Web Site. If you need any further information, please call Vivienne Garrott at 7159.

Why is this Man Smiling?

RON WON THE 50/50 DRAW!

Ron Weinhardt, Supervisor of the Duplicating Department at KEC, was the lucky winner of the 50/50 employee payroll draw held in September. Ron will receive a cheque for \$657.

If you would like to add your name to the draw, please phone Rebecca at 7148 and ask for a sign-up card. Tickets are \$2.00 each. If you buy 5 tickets, you get one free – and an extra chance to win!



We are reprinting Cheryl Winter's letter as follows:

August 31, 2000

To Who It May Concern

Re: Craig Shephard's Wish

We have been asked by the Children's Therapy and Family Resource Centre to participate in a request that as business card be sent to Craig Shepard to the address below. We would really appreciate your participation in the effort.

Seven year old Craig has a brain tumor and has little time to live. He contacted "Make a Wish Foundation", expressing a desire to have entry in the Guinness Book of World Records for having the largest collection of business cards ever gathered.

To help Craig with his efforts, please type this letter on your company letterhead and send it to at least 20 businesses of your choice in hopes that we can make his wish come true. Time is of the essence, so please don't wait to act on this.

Please send your business card to:

Craig Shepherd c/o
MAKE A WISH FOUNDATION
320 Perimeter Center East
Atlanta, Georgia
USA 30346

Thank you for caring,
Cheryl Winter Information Officer

Mexico/Chile and Asia Pacific Awards for Students, Staff and Faculty!

Are you a student planning to study, or a faculty/staff member planning to work for a minimum of six weeks in a post-secondary institution in either Asia, Mexico or Chile? 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 BC International Grant or a BC Asia Pacific Award.

Deadlines: faculty/staff: December 1st; students: February 1st. For application forms/information, contact Cecily May at 871-7178 (voicemail) or cmay@vcc.bc.ca. Instructors, please tell your students of this opportunity.

The 2000 United Way Campaign

This year's United Way Campaign will officially kick off on Monday, 30th October and continue until Friday, 10th November. During this action packed two weeks ('fortnight' for the English and Aussies) there will be the usual Pledge Envelopes (remember that you can give to the fund of your choice at the college and the Provincial Government will match it), a gastronomically delicious Tortellini Lunch, the Grey Cup/Coupe Pools, the 50/50 Draw, a raffle for an expensive watch, and of course, our resident playwright-Paul Hunt's play. Last year's campaign raised over \$27,000 and we thank you from the bottom of our hearts. This year, we have set the bar at the \$30,000. Will you please help us to reach that target? Watch for the VCC Connections, your campus mailbox and the posted flyers for additional information. And remember, volunteers are always welcome.

Roger Schofer and Malcolm Cant

VCC Gardening Club

The next meeting for the VCC Gardening Club will take place on Wednesday, November 1st, 3:00 in Room 180C at City Centre. This club will take on projects to beautify our VCC campuses with greenery and colour. If you are interested, please call Holly Cole at 8437. All shades of green thumb welcome.

Note: There has been an error in the recently circulated HRD Employee Development Events Booklet on page 22 under the subject Gardening Club. The correct contact person and local is Holly. Our apologies for any inconvenience this may have caused.

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
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Report of the September 28, 2000 Board Meeting

Immediately prior to the Board meeting, the Board received a presentation and progress report from the consultants engaged to carry out the VCC Facilities Feasibility Study. This information assisted Board members with their decision later in the meeting to endorse the pursuit of a major facilities development at the College, and to authorize Administration to seek Government funding.

The Board passed a resolution recognizing past service for employees on the Municipal Pension Plan, provided the employee pays 100% of the total. This reflects a recent change from the Superannuation Commission.

The Board approved the Non-Based Funded Activities Policy and the Five Year Capital Plan (2001/2 to 2005/6), as recommended by the Finance & Administration Committee of the Board. The following recommendations from Education Council were approved:

- Proposed changes to Self-Paced ESL For Professionals, Level I, II & III
- New course proposal for CPE: Academic Oral Skills

- Continuing Education Floral Design Certificate Program Revision
- Proposed changes to Continuing Education Arts & Design Certificate Program
- Pre-requisite for Baking/Pastry Arts Program
- Criminal Record Search as a Pre-requisite for Admission to Institutional Aide Program

The Board is planning a Retreat for November 24/25 at City Centre Campus. They will be looking at issues, initiatives and opportunities facing the College and developing Board Goals and Objectives.

The next Board meeting will be held at King Edward Campus at 5:30 PM on Thursday, October 26, 2000.

2000 Board Meetings

Room 5025, KEC

- October 26
 - November 23
 - December 14*
- *December 14, subject to Board approval, and location to be announced.*

classifieds

FOR SALE



Children's Wear: "Please Mum" child's large size winter jacket, red, in good condition, \$30. Child's black winter pants, size 10, \$10. Leather Umbro soccer boots, size 4.5, good condition. \$15. Phone Leah, local 7107.

Trampoline: full size, circular, professional trampoline; Vikan model; good condition \$350 443-8554 or 921-6899.

Purdy's Group Purchase – save 25% on your December Chocolate purchases. For further information or order forms please contact Tami Pulham(KEC) at 7117 or tpulham@vcc.bc.ca or Dana Rezek(CC) at 8321 or drezek@vcc.bc.ca. All orders must be in no later than October 27, 2000. Chocolates will be delivered December 12, 2000.

Cottage for rent: Perfect for one person. Small old cottage in back of a residential lot near Joyce & Kingsway. Self-contained, alarm system, everything works.

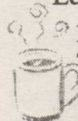
HOUSING



Reasonable rent for right, long-term tenant. Tenants in main house are responsible for yard maintenance. Available now. Please call Peter, local 7293.

1985 Dodge Ram Van: Royal 150, 8 passenger, automatic, small V8, power steering, power brakes, power door locks, tilt steering wheel, factory A/C, factory stereo, trailer hitch. Well maintained, all receipts. Quick sale \$2500. Call 430-3556.

Editor, Design and Layout



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Upcoming Publication Schedule

October 27, November 10, 24, December 8

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 (please alert me by phone 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.



Program Review Policy

Purpose

The primary purpose of the Program Review Policy is to measure and support quality, which will assist the College in making decisions about programs.

Policy

1. All instructional departments will conduct Ongoing Program Quality Reviews to assist in maintaining and improving program quality.
2. In addition, on a rotational basis (commonly once every five years), as resources allow, Program Review Committees will be formed to conduct Formal Program Reviews.
3. All recommendations and resulting actions will be subject to the governance processes of Education Council, Operations Council and the VCC Board.

Applies to

All VCC Instructional Departments.

Vancouver Community College
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Vancouver, BC V5N 5T9

Procedures

- A. Ongoing Program Review
 1. Institutional Research (IR) will send to departments pertinent data such as graduate outcome reports, survey results, enrollment and completion statistics, as they become available.
 2. Exit Surveys (see Appendix A)
 - i) Departments will conduct exit surveys of all their students.
 - ii) Departments will adapt, if necessary, the exit survey in co-operation with the IR and forward a copy to the VCCFA and the Dean.
 - iii) The Dean will approve the survey.
 3. IR will tabulate the data and forward the results to the Department Head.
 4. The Department Head will review the information with the Associate

Dean, involving other department members, as appropriate, to identify and act on strengths and areas for improvement.

5. IR will store exit survey results for inclusion in the Formal Program Review.

B. Formal Program Review

1. The Vice President Education and Education Services will bring forward the proposed Formal Program Review schedule to Education Council for consultation.
2. The Vice President Education may initiate a Formal Program Review outside the usual rotational schedule for programs where low enrollment, high attrition rates or poor placement rates may cause concern.
3. In addition, departments may request Formal Program Reviews outside the usual rotational schedule.
4. Initiation of out of schedule reviews will take place after consultation with Education Council.
5. The Dean will strike a Formal Program Review Committee (FPRC) normally consisting of:
 - i) an Associate Dean from outside the division as Chair
 - ii) an Instructor with Responsibility Allowance (IRA) from the department
 - iii) another faculty member from the department chosen by the department
 - iv) a faculty member from outside the division named by the VCCFA
 - v) a representative of IR
 - vi) a student or graduate, whenever possible
 - vii) where applicable, a staff member from the department nominated by the Department Head and appointed by the Chair in consultation with CUPE.

6. The FPRC will collect Formal Program Review data:
 - i) Ongoing Program Review data;
 - ii) Data collected through exit surveys, focus groups, hard data, reports
 - iii) Data collected from Faculty and Staff
 - iv) Other, as appropriate.
7. The FPRC will review all available data and submit to the Associate Dean and Dean of the program concerned a report of its findings based on the data collected as per Appendix B.
8. The Associate Dean will forward a copy of the report to the department faculty for their input and clarification.
9. The Dean will forward a copy of the report to Program Advisory Committee members and invite their comments, if applicable.
10. The Dean will inform the Vice President Education and Education Services of the results of the review and his/her recommendations.
11. The Vice President Education and Education Services will present a final report and the list of recommendations, if any, to Education Council.
12. Additional Review:
 - i) If the Vice President Education and Education Services concludes, in consultation with Education Council, that further review is required, he/she will re-convene the FPRC and will request a specific additional review. The Vice President may request expanded membership of the Committee, including outside representatives.
 - ii) At the conclusion of the additional review, the Chair will submit a revised report to the Dean and Associate Dean of the program. Steps 10 and 11 will be followed.
13. The Vice President Education will seek Education Council's advice on any recommendations or resulting plans for action that have an impact on education and will seek its approval on any recommendations or resulting plans for action that fall within Education Council's jurisdiction.

Responsibilities:

The Vice President Education is responsible for:

- determining the number of reviews per year
- initiating a review outside rotational schedule when warranted
- making Formal Program Review recommendations to Education Council
- seeking Education Council's approval on any recommendations or resulting plans for action that fall within its jurisdiction.

The Dean is responsible for:

- approving student surveys and degree of sampling
- striking the Formal Program Review Committee
- initiating further review where required
- informing the Vice President Education of the results
- making recommendations to the Vice President Education

The Associate Dean is responsible for:

- chairing Formal Program Review Committees for program outside his/her division
- reviewing results of Ongoing Program Reviews to identify and act on strengths and areas for improvement
- forwarding copies of Formal Program Reviews to department faculty for their input

Department Heads are responsible for:

- ongoing review of information, undertaking appropriate actions as a result of ongoing review
- developing student exit survey with IR
- proposing schedule and degree of sampling for student surveys
- ensuring faculty and staff input into Formal Program Review Committee

The Chair of the Formal Program Review Committee is responsible for:

- scheduling and chairing of the meetings
- writing and filing the report of the Committee

The Institutional Research Officer is responsible for:

- forwarding pertinent information to departments
- assisting in development and implementation of student surveys
- assisting in development and implementation of other surveys

Education Council is responsible for:

- consulting on the review process as stated in this policy
- recommending rotational schedule for Formal Program Reviews
- approving any recommendations or resulting plans for action that fall within Education Council's jurisdiction
- giving advice to the Board as per College & Institute Act.



Appendix A Program Exit-Survey Protocol and Core Questions

Survey Schedule

The Office of Institutional Research will take a master list of all program start- and end-dates from the annual training plans.

Since programs vary in length, size and capacity, the census schedule will vary from program to program to achieve a minimum threshold of responses.

Program Duration	Intakes per year	Period of Survey	Sample Type
3 months or less	3+	every 3 rd cohort (intake/group)	Census survey
3 months or less	2 or fewer	every 2 nd cohort	Census survey
4 to 10 months	<=3	every 2 nd cohort	Census survey
4 to 10 months	>3	Every 3 rd , no more than 2 a year	Census survey
Term based (i.e. ABE, ESL)	3+	every 3 rd cohort	Sample survey
Term based (i.e. ABE, ESL)	2 or fewer	every 2 nd cohort	Sample survey
More than 10 months	< 3	Every 2 nd cohort	Census survey
More than 10 months	>3	Every 3 rd , no more than 2 a year	Census survey

Survey Administration

The survey will be administered in-class by a proctor. A suitable proctor must be an IRA or instructor or IA from another program, or someone from the IR office.

The Office of Institutional Research will provide the departments and Formal Program Review Committees with guidelines for correct survey administration in addition to the survey instruments.

The Office of Institutional Research will store completed survey forms for no longer than two years. Electronic copies of the data will be stored indefinitely for longitudinal analysis and further research.

Summary Reporting

The Office of Institutional Research will provide a summary report from the surveys provided to departments and Formal Program Review Committees. This report will contain the transcribed long answer comments and a summary of descriptive statistics. When available, the report will also include trend data and retention/attrition data.

An annual, college-wide report will be produced by the Office of Institutional Research and submitted to the Vice-President of Education.

Survey Questions

The survey will be composed of three sections: (a) student information; (b) campus questions; and (c) program-specific questions. Sections (a) and (b) will be consistent for all program review surveys, and will be maintained by the Office of Institutional Research. Section (c) will be co-developed by the Office of Institutional Research and the program. The Office of Institutional Research will assist programs to meet institutional and research standards.

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APPENDIX B

FORMAL PROGRAM REVIEW

Program review is formative in nature, and is approached as a self-study, with the goal of assisting faculty, staff and administrators across the college in improving and refining programs and services. This Appendix provides a framework to assist Formal Program Review Committees to identify, collect and analyze relevant information for their deliberation in formal program review.

Describe the program as communicated in the calendar:

Program Duration	Survey Type	Survey Frequency	Survey Type
3 months or less	Survey	Survey	Survey
3 months or less	Survey	Survey	Survey
4 to 10 months	Survey	Survey	Survey
4 to 10 months	Survey	Survey	Survey
1 year or less	Survey	Survey	Survey
1 year or less	Survey	Survey	Survey
1 year or less	Survey	Survey	Survey
1 year or less	Survey	Survey	Survey

Describe the program philosophy:

Provide a brief history of the program.

PROGRAM STATISTICS (provided by Finance and College Services)

	Previous year	Current year	% change
Annual operating budget			
Annual capital allocation			
Funded FTE students			
Intake numbers			
Capacity			
Length of program			
FTE faculty			
Number of faculty			
Cost per graduate			
Annual tuition			

Area	Source
1. Curriculum How is the curriculum designed and implemented to meet the program's philosophy, goals and outcomes? Describe how learning activities are effectively coordinated and integrated so that the learners' educational experiences are comprehensive and complete. How are the courses structured and sequenced to support program outcomes? Describe the instructional methods used to support learning. Describe how student evaluation is linked to course outcomes. Describe how standards are determined for student assessment. How does the program curriculum and delivery facilitate transfer to other educational programs? Describe how the program curriculum reflects current concepts and approaches within the employment / community sector. How does the curriculum reflect current realities of the employment sector and / or community life? How does the program curriculum and delivery support prior learning assessment initiatives? How is course evaluation linked to the overall program outcomes? Describe how courses are scheduled to provide student access and success. What opportunities exist to delivery the courses / program in alternate ways that would better support student learning and success?	

What is the response time for implementation of new courses/curriculum components? Is there evaluation by clients of the relevance of the course offerings? Are the teaching and learning strategies appropriate to the outlines of the programs? Are a variety of learning modes available? Are teaching and learning strategies regularly reviewed and measured by a range of objective criteria? Do students demonstrate competencies matched to expected curriculum outcomes? Are programs backed by certification from external organization or association? Where is the master curriculum/resource/program file?	
2. Student Attrition: What are the reasons students do not complete the program? What is known about students who do not complete the program?	IR and Department
3. Professional Development Describe the professional development activities that have occurred with program faculty and staff since the last review.	
4. Learning Resources How adequate are the library resources for the program? How does the faculty work with library personnel to promote student learning? How are textbooks and teaching materials used to facilitate learning? How is support from the learning centre used by learners?	

<p>5. Program Relationships</p> <p>Describe efforts to link with employment sector groups and/or community groups who are clients of the program.</p> <p>What relationships exist between the program and external groups (e.g. advisory groups, employment sector groups, government agencies, and professional associations)?</p> <p>If relationships exist, how do the external groups feel about their contribution to the program?</p> <p>How are community resources used to support learning?</p>	
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QUANTITATIVE PROGRAM INFORMATION

Each Program Review Committee will select the most relevant or applicable performance indicators from the following list of potential sources of information. Additional indicators may be developed by a Program Review Committee.

PERFORMANCE INDICATORS	SOURCE
Profile of Graduates	
1. Percentage of students who graduate.	Institutional Research (IR)
2. Percentage of graduating students who pass the licensing agency's registration examination on their first attempt.	Agency(ies)
3. Percentage of students who express satisfaction with program at time of graduation.	IR – Student Exit Survey
4. Percentage of graduates who were able to find employment in a training related job.	IR – Student Outcome Reporting System (SORS)
5. Percentage of graduates who are currently employed.	IR – SORS
6. Percentage of graduates who view their training as "definitely worthwhile".	IR – SORS
7. Percentage of employers who view the graduates as having the needed skills to do the work.	IR - Employer survey
8. Percentage of employers who express satisfaction with program graduates.	IR - Employer survey

<p>9. Percentage of employers who would hire a program graduate again if an opening existed.</p> <p>10. Percentage of available seats in entering class actually utilized.</p> <p>11. Size of waiting list of qualified applicants.</p> <p>12. Number of years for which the program has been accredited by the appropriate licensing agency, if applicable.</p>	<p>IR - Employer survey</p> <p>IR</p> <p>Registrar</p> <p>Department</p>
<p>Profile of New Students</p> <p>1. Student demographics</p> <p>2. Student expectations</p> <p>3. Other selected data</p>	<p>IR – New Student Survey/Exit Survey</p>
<p>Survey of Program Advisory Committee</p> <p>1. Number of PAC meetings in past year.</p> <p>2. On a scale of 0 to 4, the extent to which PAC members agree that:</p> <p>(a) They are asked to provide advice on substantive and important issues.</p> <p>(b) PAC's advice is considered in decision making.</p> <p>(c) PAC is an effective tool for obtaining community and employment sector involvement.</p> <p>(d) The program is relevant.</p> <p>(e) The program's curriculum is appropriate.</p> <p>(f) The program is achieving its objectives and intended results.</p> <p>(g) The program is educating students for future trends in the community or employment sector.</p> <p>(h) They would recommend the program to someone who expresses an interest in it.</p> <p>(i) They would hire a graduate of the program if a relevant job opening occurred.</p>	<p>Secretary to the PAC</p> <p>IR – PAC survey</p>

Student Transfers

1. Percentage of former students who are currently attending another post-secondary institution.
2. Percentage of former students who view their VCC program as "definitely worthwhile".
3. Percentage of receiving programs that view the VCC graduates as having the needed skills to succeed in their program.
4. Percentage of receiving programs that express satisfaction with VCC program graduates.
5. Percentage of receiving programs that would accept a VCC program graduate again if an opening existed.

IR - Receiving program survey

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