

KING EDWARD TIMES

VOLUME II No. 54

1976 09 17

1) FACULTY CERTIFICATION AND PROFESSIONAL DEVELOPMENT COMMITTEE

Robert Cunningham, Dean of Instruction, is a member of the above committee, formed at the request of Dr. Walter Hardwick, Deputy Minister of Education, to develop information which will complement the work of other formal inquiry commissions presently underway.

"The terms of reference of the Committee are to examine what policies exist in the areas of faculty qualifications, standards, certification, professional development and up-grading; to determine what issues exist in the area of faculty qualification; and to make recommendations for Department of Education guidance".

The target report date is October 15, 1976. One exploratory meeting was held on September 8. Others will be held on September 21 and October 1.

Robert will appreciate any input that faculty members would care to provide him.

R.F.C.

2) T.E.A.L. WORKSHOP

TEAL is sponsoring a workshop on the Chinese Community in Vancouver (Language Differences and the Educational System in Hong Kong) on September 25, 1976 from 9:00 a.m. to 12:00 p.m. in the United Room at the Strathcona Community Centre. Please submit your registration forms by September 20, 1976 to Rose Marie Watson.

R.W.

3) ADDITIONAL SERVICE

The Learning Centre is now offering tutoring services to English Language Training students between the hours of 1030 and 1300 and also 1730 and 1900 daily. As such, the Learning Centre now serves all areas of the campus in a variety of ways. Students from all divisions can receive extra assistance in the form of tutoring, audio-assisted mini-courses and computerized instruction. Subjects on audio tape include a basic spelling series, essential composition and writing skills development, basic reading skills, word study for comprehension and a variety of math tapes on metrics, fractions and basic algebra.

Within a week, the audio carrels should be connected and the Centre will have ten individual listening posts for student access.

Tours for classes can be arranged by calling local 44.

Departmental orientation will be given towards the end of September. Instructors are requested to remind their classes of the location and the availability of the Learning Centre.

J.G.K.

4) SCHOOL CERTIFICATES

Effective with the opening of school on Tuesday, September 7, 1976, students in possession of a school certificate and entitled to travel at student fares must show the certificate at all times after 1800 hours on school days, and at all times on Saturdays, Sundays and Statutory Holidays.

On all regular school days up to 1800 hours, students must be in possession of a school certificate to travel on student fares but need only display same on request of a transit operator or transit supervisor.

This change in procedure has been introduced in the best interest of operator-student relationships.

Certificates issued for the last school term can be used until September 15. The new (1977) certificates are green and are valid as soon as issued.

J.D.B.

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5)

DEAN OF INSTRUCTION

currently located at

VANCOUVER VOCATIONAL INSTITUTE
250 West Pender

SUMMARY OF DUTIES:

The Dean of Instruction is responsible to the Principal, Vancouver Vocational Institute and has the delegated responsibility for the planning, development, implementation, staffing, supervision, and evaluation of the Technical Division, Service Division and Business and Health Division at the Vancouver Vocational Institute and its satellite centres. Acts in a liaison capacity with the Dean of Administration particularly with respect to financial responsibilities.

EXAMPLES OF SPECIFIC RESPONSIBILITIES:

- Responsible for the planning of new programs and the modification of current programs in order to meet the changing needs of the community.
- Interview potential instructors, recommends the filling of instructional positions to the Principal, evaluates (in writing) instructors, and provides support and encouragement for them.
- Prepares, instructional timetables, and in consultation with the chairman, schedules instructors.
- Prepares, in co-operation with other administrators and the Executive Assistant for Information Services, the annual calendar and most other brochures and advertising materials.
- Acts as a liaison with administrators and divisional chairmen at the other centres of Vancouver Community College and elsewhere in respect to the ways in which the programs of the Vancouver Vocational Institute relate to their institutions.
- Works closely with student services personnel in order to adjust instruction to students' needs.
- Maintain a constant liaison with the Community Education Services Centre.
- Responsible for evaluating faculty as assigned by the Principal.

ADDITIONAL DUTIES:

Performs other duties as assigned by the College Principal or the Vancouver Vocational Institute, Principal.

QUALIFICATIONS:

A minimum of five years experience as an instructor and/or administrator at a community college or similar institution, having at the same time an understanding and sympathy for its philosophy and goals. Academic qualifications to the Bachelor's degree level (or equivalent). An ability to work well with instructors and students. The ability to delegate authority through division and department chairmen is essential.

SALARY:

\$29,280 to \$35,592 in five steps with liberal fringe benefits.

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6)

VANCOUVER COMMUNITY COLLEGE, LANGARA

REQUIRES TWO
REGULAR INSTRUCTORS
for
THE NURSING PROGRAM

APPOINTMENT: Jan. 1, 1977 - Dec. 31, 1977.

QUALIFICATIONS:

1. Registered or eligible for Nurse registration in British Columbia.
2. Minimum academic preparation - B.Sc.N. or equivalent.
3. Experience in Psychiatric and Medical - Surgical Nursing essential.
4. Teaching experience highly desirable.

SALARY:

Placement on Langara Instructor's Schedule according to qualifications and experience.

Apply in writing by September 17, 1976 to:

PERSONNEL DEPARTMENT
Vancouver Community College
Regional Office
675 West Hastings
Vancouver, B.C.
V6B 1N2

7) V.I.A. GENERAL MEETING

A reminder that the V.I.A. General Meeting will take place on Wednesday, September 22 at 2:30 p.m. at the Plaza 500.

Those instructors wishing to attend may be absent from classes starting at 2:00 p.m. and will be expected to return to duty immediately after the meeting.

Instructors should arrange for student class work during the meeting.

L.B.M.

8) BURSARIES

Please inform students that the Student Fund Committee and Vancouver Foundation are offering a limited number of \$50.00 bursaries again this Fall. Reward will be based solely on financial need and any King Edward student is eligible to apply.

Application forms are on the front counter in the Administration Office. Application deadline is 76 10 08.

R.S.

9) I.D. PICTURES

Other than at registration times, I.D. pictures will be taken by A.V. personnel (Room opposite 101) during the following hours - daily:

Mornings	-	11:30 to 12:30
Evenings	-	6:00 to 6:30

ALL I.D. CARDS WILL BE TYPED IN THE MAIN OFFICE.

D.M.

10) THOUGHT FOR THE WEEK

If it's worth teaching, isn't it worth working toward having that teaching put to use?

R.F.C.

