

KING EDWARD TIMES

CASHIERS' FILES *now*

VOLUME III, No. 4

April 22, 1977

1) 1977-78 CALENDAR

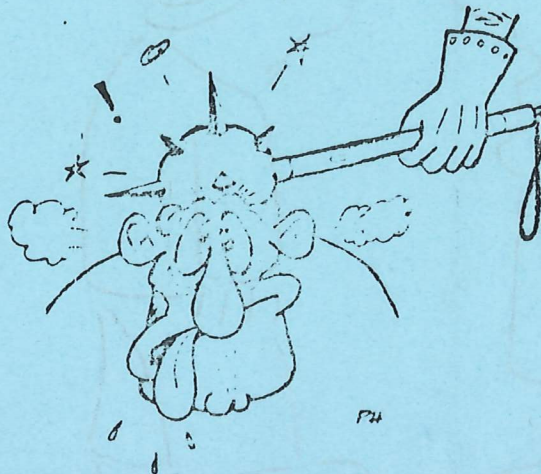
By now you should have received a copy of the 1977-78 Calendar. Please make yourself familiar with its contents.

As we receive one calendar, we prepare for the next. Each Dean, Division Chairman, the Head of Counselling and the Office Manager has a revision copy of the appropriate parts of the Calendar in anticipation of changes needed for next year.

Please give your suggestions for revisions to the person listed above to whom you are closest.

Your anticipated co-operation in this matter will be appreciated.

R.F.C.

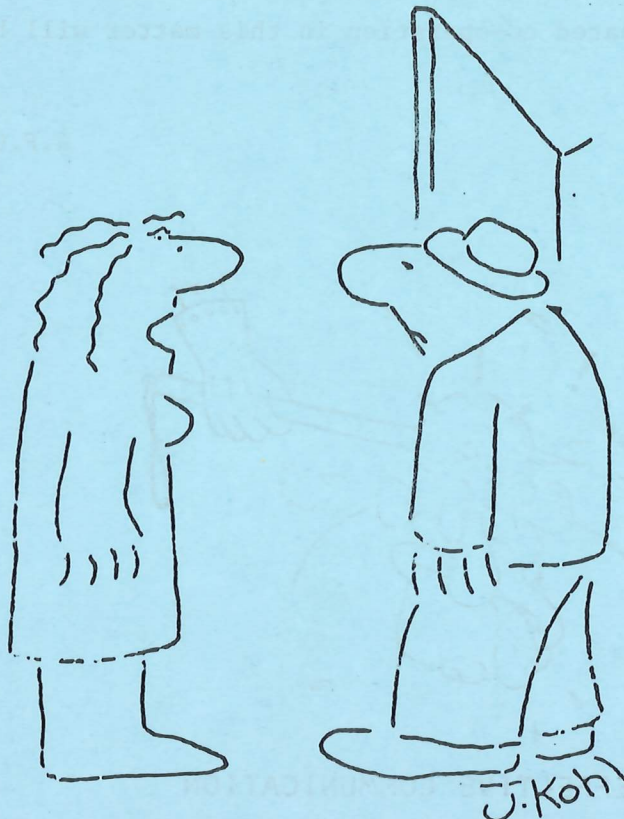


EFFECTIVE COMMUNICATION

2) THE SKILLS OF THE HELPING PROCESS IN ADULT EDUCATION

On April 4th, I attended this workshop given by Larry Schulman of the School of Social Work at UBC. The day-long workshop was method focused on the dynamics of communication in settings similar to those at King Ed. We worked on learning what to do in classroom situations rather than what we should do, hope to do, like to do, hear about doing, etc. Emphasis was given to the skills of "tuning in" to the students. We also learned about a category observation system to analyze teacher-student interactions. Much of the day was spent working on real situations as examples for learning what to do. Please contact me if you are interested in sharing more of what transpired at the workshop.

Peter J. Ballin



"You'd probably have better job prospects if you learned to type and take steno."

3) SEARCH COMMITTEE FOR COLLEGE PRINCIPAL

PROGRESS REPORT:

The Search Committee appointed by the College Council held its first meeting on Tuesday, April 19, 1977.

Terms of Reference were discussed, as well as procedural matters.

Committee to meet again on Wednesday, April 27, 1977.

Members of the Search Committee are the following:

- J. Baker, College Council
- B. A. Fenwick, College Council
- D. Bell, Langara, VMREU Staff
- G. Bell, Langara, Combined Students' Council
- J. D. Brown, KEC, College Administrative Group
- G. A. M. Bryenton, Langara, Langara Faculty Association
- K. M. Fleming, Bursar
- D. D. Jones, Director of Personnel and Labor Relations,
Non-Voting Resource person
- H. E. Pankratz, Regional Director of Instruction, CAB
- A. Stusiak, KEC, VIA Executive

J.D.B.

4) DEAN OF INSTRUCTION; ON-DUTY - OFF-CAMPUS

I will be out of town from April 25-29. Ron Fussell or Mr. Monasch will handle my responsibilities and enquiries during this period. Please make good use of their talents.

R.F.C.

5) IN SYMPATHY

Our sympathy and thoughts go out to Lorne Malo on the death of his father April 19, 1977.

R.F.

6) KEEPING BEAUTIFUL

Just a small request to the staff: Please do not put posters or other materials on the walls with scotch tape. Our newly painted walls have been marred in a few places because, when removing the tape, the paint comes off with it! Masking tape works well and can be removed easily, leaving an unmarred surface. We appreciate your co-operation in helping us "keep clean and beautiful".

M.G.

7) LOST! (or misplaced, or stolen, or borrowed, or whatever)

Our Dymo Labelmaker has disappeared! When last seen, it was on the counter next to the mail boxes in the main office. We need it and would appreciate its

return (no questions asked.)

M.G.

R.F.C.

8) LEARNING CENTRE NOTES

Summer jobs have been awarded to Chang-San Yuen, formerly of College Foundations and now of Langara, and to Nicole Mallette, formerly of E.L.T. and E.O.W., for May through August in the Learning Centre.

Congratulations to both these successful applicants.

A reminder that the Centre will be closed next week to give the staff a break. The Centre will be open again on Monday, May 2.

J.G.K.

9) INFORMATION FOR STAFF AND STUDENTS

T.V. Program - Channel 12 - Saturdays at 7:00 p.m.

"So You Want To Quit Smoking"

Dr. Alan Best - UBC Psychology Department

A 6 week program which began April 16.

R.K.

10) SEE BELOW:



!!!NEW FROM THE MUSIC DEPARTMENT!!!

A SUPERB CASSETTE RECORDING BY THE STAGE BAND '77
OF SWINGING, UPTEMPO JAZZ

YOU HAVE THE CHANCE NOW OF GETTING A COPY OF THE
FIRST AND ONLY ORIGINAL TAPE.

FOR JAZZ FANS, A FUTURE COLLECTOR'S ITEM FOR ONLY

!!!\$7.00!!!

SO.....DON'T DELAY.....BE IN ON THE ACTION

.....GET THIS SUPER TAPE NOW FROM.....

ROSEMARY MEYER

IT'S REALLY GOOD!!!!IT'S REALLY GOOD!!!IT'S REALLY GOOD

11) COLLEGE FOUNDATIONS INSTRUCTORS

1. I look forward to seeing everyone at Faculty Day on Monday. Many of our colleagues, especially in the departments of Science and Basic Ed., have worked hard to prepare an interesting program. They will be pleased to have your support. See you there!
2. As you know, if you have picked up a copy of the revised (white) Summer Schedule, we have had to make several changes in the room allotments for the summer, in order to accommodate classes presently held in the huts.

Some of the changes are less than desirable, but all are unavoidable. There will be minor problems with cupboard space and probably some confusion at the beginning of term as students, reading the old schedule, look for their classes. Please try to bear it all with a smile and give every cooperation to the other instructors with whom you will be sharing a classroom (not at the same time, of course.) Many thanks.

R.F.C.

12) POSTING OF PERMANENT INSTRUCTIONAL POSITIONS

Within the next few weeks, a number of regular instructional positions will be posted.

Because it is possible that you may be away from the campus at the time of the posting, you are invited to make an interim application for one of the positions, if you wish to be considered.

One of the important criteria for an instructor to be considered for such a position is one year or more's full-time experience as an instructor in the respective department.

Your application must be on my desk by Tuesday, May 3rd.

L.B.M.