

KING EDWARD TIMES

CASHIERS' FILES *[Signature]*

VOLUME IV, No. 17

July 29, 1977

1) PROFESSIONAL DEVELOPMENT LEAVE

Article VII C. 2.d of the current Collective Agreement between the College and the Vocational Instructors' Association of B.C. provides for a minimum of five (5) days' leave per year, with pay, for professional development purposes.

You are reminded that the "year" mentioned above is not a calendar year; rather, it is that year coincident with the duration of the Collective Agreement, namely April 1 to March 31 of the succeeding year.

When you apply for your Professional Development Leave, you must make a formal proposal for it, stating how the time will be used to your advantage and that of the College.

Upon return from leave, you must account for your activities during the leave.

Both your formal proposal and report must be submitted, via your department head, to the principal.

To facilitate processing, which includes finding, where needed, a suitable substitute, normally a month's notice is required.

Only rarely will an application received after January 31st be considered for the current leave year.

R.F.C.

2) CONFIDENTIALITY OF STUDENT RECORDS

"At its regular meeting on June 22, 1977, College Council received a suggested policy on this matter. Prior to submission, it had been endorsed by the C.A.B. As attached, it has been amended as suggested by Council.

Please regard the attached as the posture of this College in matters relating to the confidentiality of Student Records.

J.J. Denholm

Without the written permission of the student concerned, the complete student's record, or portion thereof, will not be divulged to anyone (including parents) other than administrators and members of faculty at the College campus/centre concerned, and the College Principal or person(s) designated by him/her. Staff members, other than those employed in Student Services at the student's campus/centre, will not be permitted access to student records.

Staff members employed in Student Services at other College campuses/centres may exchange student information for the purpose of completion of data on students.

A student has the right to see his/her own record."

H.E.P.

3) B.C. DAY

Faculty and staff are reminded that Monday, August 1st is B.C. Day - a general holiday. The Centre will be closed. Please alert your students.

H.E.P.

4) BOOKSTORE

The bookstore will be closed August 1 and 2. Regular hours will be resumed on August 8.

D.M.

5) CALLAHAN MEMORIAL BURSARY

The Pipeline Contractors Association of Canada offers bursaries to the total of \$2,000 awarded annually to sons, daughters or legal wards of persons who derive their principal income from the Pipeline Industry and whose employers are members of this Association.

For more information, please contact Rita Shelley at 731-4614 Local 29.

R.F.S.

6) KING EDWARD STUDENT FUND COMMITTEE BURSARIES

The King Edward Student Fund Committee is pleased to announce that \$50 bursaries have been awarded to the following students on the basis of financial need:

Chee-Leung (Jackson) Chan	English 099
Rodney Mabee	B.T.S.D.
Avninda Meir	English 098/099
Wayne Plummer	College Foundations
Armance L. Reefer	B.T.S.D.
Singh Sandhu	College Foundations
Jenny Shu	College Foundations
Francisco Tejero	College Foundations
	English 098/099
Richard Thoni	College Foundations
Jack Tom	College Foundations
Eric Wan	College Foundations
Glenn Whittingham	B.T.S.D.

Congratulations and best wishes to all recipients!

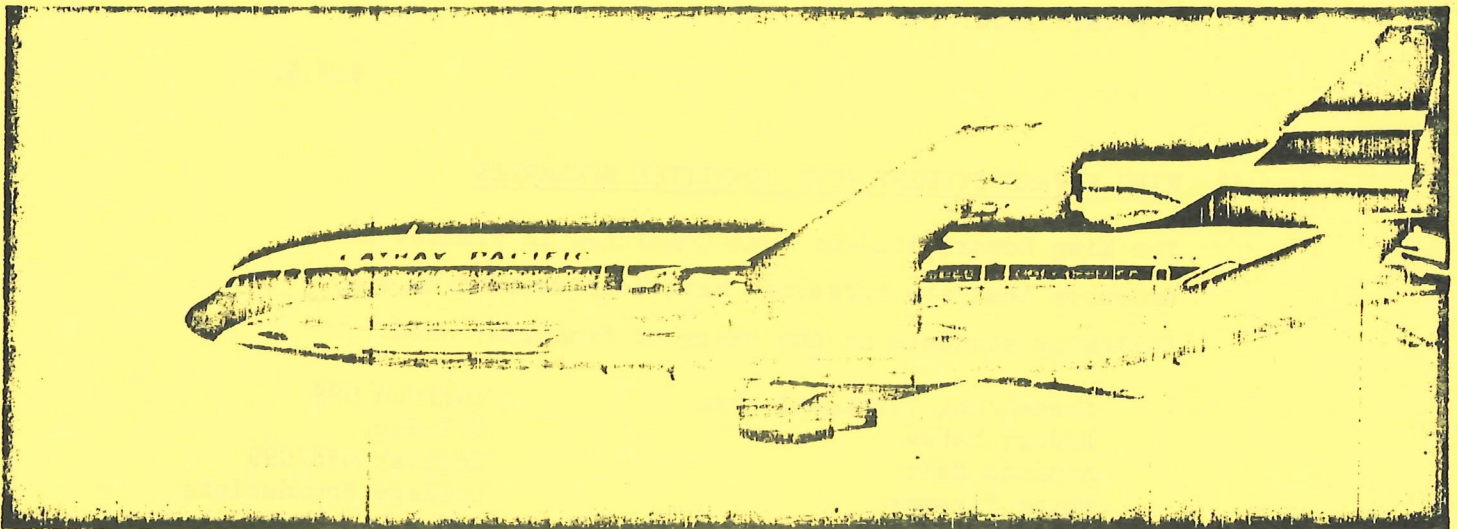
Application forms for the Bursaries will be available again in September on the front counter of the Administration Office.

R.F.S.

7) ODE TO KHANDY

It seems like King Edward is being deserted
For another goodbye soon will be blurted!
Our Khandy, who's been with us through thick
and thin,
Is leaving and, by Gosh, it's a sin!
No time for tears, up we must perk -
Good Luck and Best Wishes to our little
Records Clerk!

All the Best,
Casey Lowe
and Friends



8) SILENT WAY SUPPER CLUB

Silent Way Supper Club will meet Wednesday, August 3 at 5:30 in Room 136.

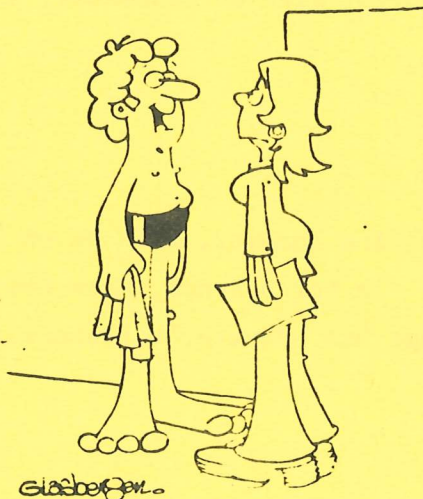
Proposed focus: Use of the Fidel charts (the sound system of English) for pronunciation and reading at all levels. All welcome.

Donna McGee

9) HOLIDAY

Mrs. Rosemary Meyer will be absent on holidays until August 29th. In her absence, please address any enquiries to R.F. Cunningham.

R.M.



"I'm new here. Where's the secretarial pool?"

10) ENGLISH PLACEMENT TEST

This test will again be given for those who are considering or contemplating entering a post-secondary institution at some future time.

Where possible, these tests will be given in the following classrooms as part of scheduled class periods:

Wednesday, August 3

B.T.S.D. Level 4	8:00 a.m.	Room 126
B.T.S.D. Level 4	10:15 a.m.	Room 126
English 099	9:00 a.m.	Room 118
Canadian Viewpoints 091	2:30 p.m.	Room 132
Writing Skills 097	12:30 p.m.	Room 184

If there are any other students who are interested in taking the above test, please ask them to report to one of the above classrooms about fifteen minutes before the test is due to start. Please ask them not to disturb any class already in session.

I, unfortunately, have been summoned to attend a meeting at the Ministry of Education in Victoria on Wednesday.

Frank Fornelli, the counsellor, is being asked to distribute and collect test papers. The regular classroom instructor is expected to supervise this two hour test.

IMPORTANT: Please make sure that all candidates are identified carefully. The Social Insurance Number is required of each one.

Anyone who wishes to take the test in the evening must be at the Langara Campus by 6:45, also on Wednesday, August 3.

R.F.C.

11) HOLIDAY

Dorothy Moutter, Office Manager, will be on vacation from August 2 through August 12. In her absence, Mary Griffith, Ass't. Office Manager, will assume Mrs. Moutter's responsibilities.

D.M.