

KING EDWARD TIMES

VOLUME VI, No. 23
September 19, 1980

V.I.A. GENERAL MEETING

DATE: Thursday, September 25th
TIME: 1:15 p.m.
PLACE: Sheraton Plaza 500
12th Avenue and Cambie Street

Faculty members who wish to attend, and who have scheduled classes at that time, are asked to make appropriate arrangements for their students.

Please alert your department head of your intention to attend the meeting.

H.E.P.

POLICIES AND PROCEDURES

Since early this year, the K.E.C. Management Committee has been putting together policies and procedures appropriate to our needs and operations at this campus. Three of these were approved last week and are reprinted on the following pages of this edition of the Times. I anticipate that as additional policies are approved, they, too, will be printed in the Times.

H.E.P.

Policy No.: 1.2.1.1
Issue Date: 1980 September 08
Amendment: Original
Source: K.E.C. Management Committee
Title: Emergency Procedures: Fire,
Physical Plant, Medical, etc.
Concerning: All K.E.C. Administrators,
Faculty and Staff
Campus Principal
Approval: *H. Parkat*
College Principal
Approval:

POLICY:

- A.1 An administrator (or faculty member with administrative responsibility) will be designated as administrator-in-charge for the period following regular day-time hours (i.e., 5:00 p.m. - 10:00 p.m.), Monday to Thursday. Such administrators are expected to exercise judgement in handling emergencies which might occur.

PROCEDURES:

B.1 Fire or Fire-Alarm

- (a) The administrator in charge must determine whether there is a fire or a false alarm.
- (b) If there is a fire, the administrator should ensure that all instructions regarding fire procedures are followed.
- (c) In the event of a fire, the Campus Principal is to be advised. (Dial 263-8290.)
- (d) If there is a false alarm, the alarm system must be shut off. (The security guard will do this.)
- (e) Re-entry to campus buildings will be verbally authorized by the administrator in charge.

B.2 Electrical, Plumbing, Heating Emergencies

Call K & D Engineering (872-8651).

B.3 Medical Emergencies

- (a) If a student becomes ill and wishes to go home, but appears to be unable to travel via public transportation, call a taxi and arrange payment. (Claim from petty cash.)

- (b) If a student has an accident and requires medical attention, take him or her (or have him/her taken) to "Emergency" at V.G.H.
- (c) If a student is injured or becomes too ill to be moved, call an ambulance and the Fire Department (dial 911).
- (d) In case of injury to a student on campus as a result of an accident, an Accident Report Form should be completed. (Blank forms are available in the Main Office.) (See Policy No. 1.2.1.2.)

B.4 Fights, Arguments, Suspicious Behaviour

- (a) Call the security guard. (Contact the switchboard - the operator will "beep" him.)
- (b) Call Vancouver City Police (dial 911).

B.5 Requests for Information Concerning Students

- (a) In all cases (except when police produce a warrant) the student must be contacted and must authorize release of information, or agree to see the person requesting information.
- (b) Be cooperative with police and representatives of other agencies; however, be firm in protecting the student's right to confidentiality.

Policy No.: 1.2.1.2
Issue Date: 1980 September 08
Amendment: Original
Source: K.E.C. Management Committee
Title: Accident Insurance, Claims,
Workers' Compensation Board
Coverage
Concerning: K.E.C. Faculty, Staff and
Students
Campus Principal
Approval: *H. Panikratz*
College Principal
Approval: *pan*

POLICY:

A.1 Student Accident Insurance

All full-time and part-time students at King Edward Campus are covered by an insurance policy administered by Pacific Student Insurance and paid for by K.E.C. Student Society (Students' Council). This insurance policy is normally renewed annually in November. The schedule of insurance covers all accidents

- (a) while in or on college buildings or premises at which the insured is a student,
- (b) while travelling directly to or from the insured's residence and such college building or premises for the purpose of attending regular instruction or participating in any King Edward Campus-sponsored activity.

There are several restrictions and exclusions which can be determined by reading the master policy which is filed in the Main Office under Insurance (file #3000-1).

A.2 Workers' Compensation Board

All full-time (but not part-time) students enrolled in W.C.B.-approved programs are eligible for W.C.B. coverage regardless of whether or not they are C.E.I.C.-supported. The following programs are covered:

Introductory Homemaker and Industrial Aide	Basic Education for Skill Training/ Basic Job Readiness Training
Homemaker	Employment Orientation for Women
Pharmacy Assistant	Programs on Deafness
English Language Training	Basic Training for Skill Development

Students are covered while engaged in activities directly related to the content of the programs, whether on or off the Campus site. Transportation to or from the site of a related activity is not covered unless the vehicle itself is the object of the course or program.

PROCEDURES:

B.1 Application forms for payment of insurance claims under the Student Accident Insurance policy are available from the nurse and in the Main Office forms file under "Student Accident Forms". Forms should be submitted directly to the company by the student concerned.

B.2 When a report to Workers' Compensation Board is to be made, the following procedures are to be followed:

(a) Form 7A

When first aid is rendered to an injured student, faculty or staff member and the injured party is sent to a doctor or hospital, the attendant administrator or faculty member must complete form 7A and submit it immediately to the Office Manager or Assistant Office Manager who will submit it to the V.C.C. Personnel Department. From there it will go to Workers' Compensation Board.

(b) Form 7

The administrator, division chairman, department head or faculty member involved must immediately file a form 7 when a student claims to have been injured at a K.E.C. instructional facility or disabled by industrial disease and requires medical attention, irrespective of time loss. The form should be completed as far as possible and submitted to the Office Manager or Assistant Office Manager who will then immediately forward it to the V.C.C. Personnel Department.

(c) Form 9

The administrator, division chairman, department head or faculty member involved should complete as much of this form as possible when a student is able to return to school and submit it to the Office Manager or Assistant Office Manager.

Policy No.: 1.2.2.1
Issue Date: 1980 September 08
Amendment: Original
Source: K.E.C. Management Committee
Title: Secretarial Coverage of Meetings
Concerning: Administrators, Division Chairmen and Staff
Campus Principal Approval: *[Signature]*
College Principal Approval: *[Signature]*

POLICY:

- A.1 Secretarial coverage will be provided for Program Advisory Committee meetings, Management Committee meetings and division meetings.
- A.2 The secretary to the Campus Principal will provide secretarial coverage for the Management Committee meetings and for such other meetings as instructed by the Campus Principal.
- A.3 The secretary to the Dean of Instruction will provide back-up to the Campus Principal's secretary when she is absent.
- A.4 The secretary to the Dean of Instruction will provide secretarial coverage (including notification of meetings) for Program Advisory Committee meetings and for such other meetings as instructed by the Dean of Instruction.
- A.5 The secretary to the division chairmen will provide secretarial coverage for division meetings only.

WELCOME! !

It is our pleasure to welcome the following new instructors on campus this fall. I know that all faculty join us in wishing them a pleasant and successful term of instruction.

Atkins, Elizabeth, Eng. 099
Bayliss, Jonathan, E.L.T.
Bennett, Robert, E.L.T.
Chan, Helen, Prog. on Deafness
Chernofsky, Howard, E.L.T.
Dragman, June, E.L.T.
Farley, Jan, Bus. Ed.
Harding, Daniel, E.L.T.
Hamilton, Peter, V.O.Y.
King, Beverley, Prog. on Deafness
Lee, Elizabeth, Counsellor
Messenberg, Debbie, E.L.T.
Marshall, Gary, E.L.T.
Monk, Virginia, E.L.T.
Oxtoby, Mary Ann, E.L.T.
Potter, Chris, C.F. Math
Whitehead, Betty, E.L.T.

R.F.C./H.E.P.

WELCOME NEW CLERICAL STAFF!!

A warm welcome to the following new office staff:

Angela Abbinante, File Clerk, K.E.C.
Susan Devai, Music Department, Mt. Pleasant Centre
Pat Kennedy, Word Processor Operator for the
Curriculum Department at K.E.C.
Linda Vetter, Clerk/Typist in Student Records, K.E.C.

We wish you a successful career with Vancouver Community College.

M.G.

"NOTHING PERSONAL"

PLEASE - no personal mail in the 'outgoing' mail basket!
Our mail clerk has all the mail she can handle with campus-related material. Personal mail will be returned to the sender.

M.G.

INSTRUCTORS DIPLOMA, THE DIPLOMA PROGRAM IN ADULT EDUCATION

In recent years a number of instructors interested in their professional growth have asked the question "Where can I go after I have completed the Instructor's Diploma?"

An easy answer would be "Take any courses which interest you offered by a college, including the Open Learning Institute, or a university."

To those who are interested in a more disciplined program which is offered on Vancouver Community College premises, I would recommend the University of British Columbia's Diploma Program in Adult Education, especially for those whose academic qualifications deny them entrance to a Master's degree program.

Successful completion of the Instructor's Diploma Program and the Diploma in Adult Education are sufficient prerequisites to graduate work at Simon Fraser University, but not at the University of British Columbia. The first two courses -

EDUCATION 328 - INSTITUTIONS OF ADULT EDUCATION

is being given on Saturdays from 09:00 to 12:00 until December 6 -

and

EDUCATION 329 - DEVELOPING SHORT COURSES, WORKSHOPS
AND SEMINARS

is being given on Wednesdays until December 3.

Both classes will be in Room 211B at V.V.I.

Late registrants will be welcomed at no penalty.

R.F.C.

U.B.C. FACULTY OF EDUCATION OUTREACH COURSES BEING OFFERED IN VANCOUVER.

A list of U.B.C. credit courses, which includes the names of the courses, course number, the number of credits, and the dates, times and locations, has been posted on the bulletin board next to the mail boxes.

If any instructors are considering enrolling in any of these courses for equivalent course credit for the Instructor's Diploma, please consult me before doing so.

RFC

STUDENT, COURSES AND INSTRUCTORS

Early in the term it is the responsibility of each instructor to explain to students the substance of the course content and the style of instruction in which the course is to be offered.

Please help students by:

- (a) Summarizing the content of the course and describing the organization.
- (b) Describing your personal approach to instruction and students.
- (c) Clarifying your expectations of students and your methods of assessing their work.
- (d) Informing them of your office hours and other availabilities.
- (e) Explaining the grading system.

Your assistance in this matter will help to show students that the provision of a good learning situation is most important to us.

RFC

ASSESSMENT OF STUDENT PROGRESS

It is important that all students know how their work is being evaluated. If you are teaching a course, please assist all students by doing the following:

- (a) Assess their progress regularly in a manner clearly understandable by them.
- (b) Keep them continually informed of their progress.
- (c) Explain the grading system early in the term. Please note especially the last date for withdrawals and the reason for it.

RFC

THANK YOU.....THANK YOU.....THANK YOU

OPEN HOUSE AND ORIENTATION FOR NEW STUDENTS which took place last MON, TUE, WED, was a total success. Our thanks goes out to the Library, Student Records, Counselling, Learning Centre, Health Services, Financial Aid and to the Student Society for providing the Coffee and Muffins.

We had approximately 50 students at each of the (4) orientations from the following programs:

College Foundations

E.L.T.

E.O.W.

Homemaker

Introductory Homemaker/Institutional Aide

Pharmacy Assistant

Programs on Deafness

B.T.S.D.

Our thanks also goes to the instructors for bringing their classes as a group. We will be running a similar program for the January semester so please keep your eyes open for dates and times.

Sheila Evans

Vicky Monroy

Rosslyn Lee

COUNSELLING RESOURCE CENTRE

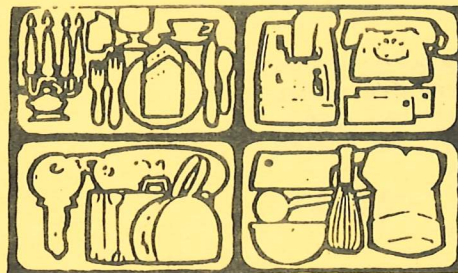
KING EDWARD
CAMPUS

Counselling
Resource Centre

Career Seminar



careers in the hospitality industry



TOPIC: *hospitality & tourism*

DATE: *friday, september 26th*

TIME: *12:00 noon to 1:00 p.m.*

PLACE: *room 110*

RESOURCE
PERSON: *richard lemon*

EVERYONE WELCOME
For more information, contact 731-4614 loc 17 or 18

No.

A WORD IS A WORD IS A WORD IS A WORD (It's the meaning that counts)

The following letters to the editor (Vancouver Sun) speak for themselves (I think!) At any rate, the answer from our own Ron Wilson is a mind boggler. Get out the dictionaries, everyone, as he assures me that every one of those strange things are in it!

M.G.

**Obloquy is heaped
on ~~erudite~~ Sun writer**

A few short paragraphs in a recent Sun editorial, The Shah's Legacy (July 29), contained such unusual words as obsequies, ephemerality, obscurantist, and obloquy. I wonder who among your readers will know what they mean? I most certainly do not, nor do my friends.

One gains the impression that whoever wrote the editorial is indeed highly educated and probably graduated from university, with honors in snobbery but a failing grade in English.

P.B. FULTON

3206 West 29th

Editor,
The Sun.

Dear Sir:

P. B. (for "Poor Baby"?) Fulton's objurgatory and obscurantist missive Aug. 19 regarding the use of "unusual words" in editorials that neither he/she nor friends "know" may appear an opusculum epistulae, for its premise is rimose and rimplid enough, yet it requires a positively oppositive obiterdictum.

Clearly an appugner and not an opidian, who would rather oppilate than opt to optimize an apt opportunity to appropriate allomorphs, P. B. Fulton would have us believe he/she and friends do not know how to use a dictionary. Or, worse still, refuse to use one. Who is the snob then? More's the pity: he/she/they won't know what I am saying about him/her/them.

Rinse out your head with opodeldoc, P. B. Fulton, for such thoughts tend to obtund and obstipate the mind.

Lexical meaning is not learned through oneiromancy, but by dint of stint. I found these "unusual words" while looking up one of the words you complained about. I browsed for hours - what fun! I say: if the word fits, use it.

As you would see if you would but look (them up), the pun is mightier the word.

Exanimo,

R. D. Wilson

INVOLUNTARY SMOKING...

Here is some information for non-smokers who find themselves in a smoking area despite the 'No Smoking' signs.

Mainstream smoke is drawn into the mouth and lungs during the process of inhaling a cigarette, cigar, or pipe. Sidestream smoke passes into the air directly from the burning cone of tobacco. Potential risks from 'second-hand' or involuntary smoking arise mainly from sidestream smoke and to a lesser extent from mainstream smoke which has been exhaled by the smoker.

During the smoking of one cigarette, sidestream smoke production goes on for some nine minutes, compared with 20 seconds of puffed mainstream smoke, some of which, of course, stays in the smoker's lungs (a filter may offer some protection, but not to the non-smoker).

Sidestream smoke contains from 2 to 4 times the concentrations of toxic substances in mainstream smoke, 5 times the carbon monoxide and 46 times the ammonia concentration. However, the actual amount of material to which a non-smoker is exposed depends on a number of factors:

- amount of smoke produced
- depth of inhalation by smoker
- proximity to the smoker
- duration of exposure
- size of room
- available ventilation

Carbon monoxide, a toxic substance present in tobacco smoke, is absorbed by the lungs, and displaces the oxygen from the haemoglobin, which supplies about all the oxygen demands of the brain and other essential organs.

In 'smoke filled rooms' the non-smokers' percentage of saturation with carbon monoxide may rise to 1/3 or more the blood concentration of the smoker. While such concentrations may not be hazardous to the normal healthy individual, the reduced oxygen content may be harmful to those with respiratory or heart disease.

Ammonia and other irritants in tobacco smoke cause non-specific irritation, reddening, watering or dryness of eyes, nose, sinuses and throat, if present in high enough concentrations. Non-smokers are said to be more susceptible to such irritation than seasoned smokers. Those truly allergic to tobacco suffer most.

With thanks to C.B. at V.V.I.

K.E.C. FACULTY/STAFF ACTIVITIES

Fornelli, F.	Conference - B.C. Colleges & Institutes Counsellors' Ass'n.; Nelson	Oct. 2-4
Herridge, E.	(same as above)	Oct. 2,3
Husband, T.	(same as above)	Oct. 2,3
Strong, I.	P.D. - "Phonology in Early Stages of Literacy"; Vancouver	Sept. 29-Oct. 3
Thompson, D.	On Duty Off Campus - Meeting of Language Arts Advisory Committee; Ministry of Education, Richmond	Sept. 25, 26

S.M.

POSITION OPENINGS

V.C.C. King Edward Campus requires a Telephone Operator/Receptionist. Internal applicants are requested to forward an updated resume, along with home and business phone numbers (including locals).

Closing date for applications is September 22.

V.C.C. King Edward Campus requires a Part-Time Program Assistant I in the Science Department. This is a temporary position of approximately 20 hours per week. Closing date for applications is Sept. 22.

Mr. J.C.M. Scott, College Board Member, has an opening in his office (Yorkshire Insurance Managers) for a Part-Time Clerk-Typist (3 days per week or 5 mornings per week.)

For further information, please contact Mr. Scott at 685-3711.

The B.C. Ferry Corporation has the following openings:

Programmer III, Clerk-Steno III, and Clerk 2, Data Entry Operator. The location for all three positions is in Victoria.

Closing dates for the three positions is September 30, October 1 and 3, respectively.

For further details on the above positions, please check bulletin boards.

H.E.P.