

KING EDWARD TIMES

VOLUME VI, No. 26

October 10, 1980



PENETRATING OUR POTENTIAL

If each employee of Vancouver Community College contributes one day's pay to United Way, we would fulfill our potential of \$60,000!!!

If we PENETRATE our potential by a minimum of 20%, we will "make good things happen" by reaching \$12,000!

In 1979 V.C.C. contributed \$9,189. Let's top that figure by \$3,000 and GO UP from there.

HIT THE TARGET! WE CAN DO IT IF WE TRY!

Send your contributions to Mary Griffith, your United Way Campaign Representative at King Edward Campus.

M.G.



**HELP MAKE
GOOD THINGS HAPPEN.**
The United Way

ENGLISH PLACEMENT TEST

The next English Placement Test will be held on Tuesday, 1980 11 04.

Please tell all your students who anticipate enrolling in an English course at a post-secondary institution (Langara Campus, UBC, SFU, BCIT) that they will have to take the English Placement Test before they can register. If they do not write here at King Edward Campus, they may encounter delays in course selection if they wait until they register at post-secondary institutions.

Normally, the BTSD Level 4, the English 099, and the CV 091 students write in their classrooms and their instructors let me know how many wish to write.

Please ask your classes if there are any students, who are not in any of the above classes, who wish to write, and give a list of their names to Mrs. Akin, my secretary, by Wednesday, 1980 10 15.

R.F.C.

FIELD TRIP FORMS

A supply of the new Field Trip forms has been placed under the counter at the rear of the administration office.

Please destroy all copies of the old form.

D.M.

POLICIES AND PROCEDURES

On the following pages are copies of new Policies and Procedures for your information and filing.

H.E.P.

HELP MAKE GOOD THINGS HAPPEN.



The United Way

Policy No.: 4.2.2.1
Issue Date: December 1977
Amendment: September 1980
Source: K.E.C. Management Committee
Title: Principal's Criteria for Place-
ment of Professional Staff on
Faculty Salary Scale for
Appointments Effective on or
After 1980 September 01
Concerning: All K.E.C. Faculty
Cross Reference: 4.2.1.1
Campus Principal
Approval: *[Signature]*
College Principal
Approval: *[Signature]*

POLICY:

- A.1 Each faculty member, new to King Edward Campus, with the appropriate minimum qualifications/credentials for instructing is placed on the appropriate step of the faculty salary scale upon appointment.
- A.2 Appropriate minimum qualifications/credentials for instructing are defined by program/discipline under Policy No. 4.2.1.1.
- A.3 Placement above step 1 of the faculty salary scale shall be based on appropriate experience, either in teaching or in related work areas.

PROCEDURES:

- B.1 Appropriate teaching experience shall be defined as follows:
- teaching in post-secondary institutions (example: college, university, vocational institute, etc.);
 - teaching in elementary and secondary schools;
 - if deemed appropriate by the Campus Principal, teaching experience gained in private schools and in non-Canadian schools.
- B.2 Time spent as a tutor, a teaching assistant, a laboratory assistant or as a resource person in language instruction is not considered as appropriate experience for purposes of advanced placement on the salary scale.

- B.3 Teaching experience at the elementary, secondary and/or post-secondary levels shall be credited on a one-year-for-one basis with a maximum of three steps being granted on the salary scale.
- B.4 To calculate part-time teaching in terms of full-time equivalence, a year's teaching shall be deemed to consist of ten months' teaching duty with five hours of scheduled teaching duty per day.
- B.5 Appropriate work experience shall be defined as work which is of a managerial or supervisory nature and/or which is directly related to the program/discipline to be taught.
- B.6 Appropriate work experience shall be credited on a one-year-for-one basis with a maximum of two steps being granted on the salary scale.
- B.7 Placement on the faculty salary scale for persons who are appointed as counsellors or librarians shall be determined on a basis similar to B.6 above.
- B.8 Normally, step four is the highest placement on the salary scale for a faculty member new to King Edward Campus.
- B.9 In cases where it is deemed essential by the Campus Principal, any or all of the above may be waived in order to facilitate appointment and placement on scale of a new member of faculty.
- B.10 The above guidelines are intended for faculty members who have been appointed on or after September 1, 1980. They are not to be used as the basis for adjustments to salary placement of faculty members appointed prior to that date.

Policy No.: 4.2.2.3
Issue Date: 1980 September 29
Amendment: Original
Source: K.E.C. Management Committee
Title: Full-time Professional Staff
Appointed to Part-time
Instruction Additional to their
Regular Full-time Duty
Concerning: All K.E.C. Instructors
Cross Reference: College-wide Policy 4.1.0.3
Campus Principal
Approval: *[Signature]*
College Principal
Approval: *[Signature]*

POLICY:

- A.1 King Edward Campus instructors who have talents, training and expertise which the College could utilize outside their normal full-time assigned duties may be employed in Continuing Education or at another campus or in a program at K.E.C. for no more than six additional hours per week.
- A.2 The additional duty time involved in such extra employment will not accrue for increment, seniority, or "best-year" income calculation for pension purposes.
- A.3 Full-time employees of other educational institutions will not be recommended for extra employment at King Edward Campus for more than six hours per week.
- A.4 When instructing for King Edward Campus the instructor will be paid at his current salary step at one-fifth of the per diem rate per hour.
- A.5 When instructing for Continuing Education the instructor will be paid the prevailing Continuing Education rate.
- A.6 When instructing for the Langara Campus or for the Vancouver Vocational Institute the instructor will be paid at a rate considered appropriate by the respective principals thereof.
- A.7 Such extra employment will be discontinued if the instructor's regular duties and responsibilities suffer as a consequence of the extra work.

ESL WORKSHOP

Donna McGee and Maureen Sawkins will be presenting a workshop on Basic Literacy for E.S.L. during the ORTESOL (Oregon Tesol) Conference on Friday, October 10, 1980 in Portland.

R.M.W.

HOLIDAY

Rose Marie Watson will be on vacation from October 13 to October 21. During her absence, please see Maureen Sawkins (local 76).

R.M.W.

DON'T USE BIG WORDS!

In promulgating your esoteric cogitations and in articulating your superficial, amicable, and philosophical observations, beware of platitudinouse ponderosity. Let your extemporaneous decantations and your unpremeditated expiations have intelligibility and veracious vivacity, without rodomontade or thrasonical bombast. Avoid sedulously ploysllabic profundity, psittacious vacuity and ventriloquial verbosity. Shun double ententes, pruirent jocosity, pestiferous produndity and asanine affections. In other words, talk plainly, simply, and also naturally. Don't put on airs, say what you mean, mean what you say, but don't use big words.

(Natl. Shorthand Reporter)

B.L.

**HELP MAKE
GOOD THINGS HAPPEN.
The United Way**



OOPS! YOUR P.D. IS SHOWING

K.E.C. FACULTY/STAFF ACTIVITIES

BAKER, S.	Ass'n. Business-Meeting Vancouver	Oct. 10
BALLIN, P.	Seminar - Instructional Skills Workshop; Langara	Oct. 6-10
BENNETT, M.	Ass'n. Business - Board of Directors' Meeting; Vancouver	Oct. 2
CRANSTOUN, J.	Seminar - Instructional Skills Facilitators Work- shop; Ministry of Education; Richmond	Oct. 6-10
FUNK, J.	Ass'n. Business - V.I.A. Nominations Committee; V.V.I.	Oct. 7
KELLY, G.	P.D. - Curriculum Planning & Development (Math/Science); Vancouver	Oct. 14-16
JOHNSTONE, J.	P.D. - Content Training Corp., Confidence Game; Vancouver	Oct. 15-20
LO, Y.	P.D. - Sound Exercises for Beginners; Vancouver	Oct. 14-20
PETERSEN, T.	Ass'n. Business - Board of Directors' Meeting; Vancouver	Oct. 2
TURPIN, H.	Curriculum Development - Curricu- lum Development Workshop; Richmond	Oct. 3
YEUNG, K.	P.D. - Pictorial Sheets for Structure for Beginners	Oct. 6-11

SUPPORT



The United Way.

NEW SCHEDULE FOR MAIL PICKUP

Effective Tuesday, October 14 K.E.C. Inter-Campus mail will be picked up at the following times:

9:45 a.m. and
3:45 p.m. daily.

D.M.

POSITION OPENINGS

V.C.C. Langara Campus requires a Secretary I for Division Chairmen in the General Office. Closing date for applications is October 13.

V.C.C. Langara Campus requires a Library Clerk IV. Closing date for applications is October 13.

V.C.C. Langara Campus requires an Audio Visual Maintenance Technician II. Closing date for applications is October 10.

V.C.C. Strathcona requires an Instructional Assistant I in the E.L.T. Vocational (Manpower) Department. Closing date for applications is October 13.

V.C.C. V.V.I. requires a Department Head in the Power Engineering Department. Closing date for applications is October 24.

V.C.C.V.V.I. requires a Clerk Typist I-II in the Program Development Department. Closing date for applications is October 14.

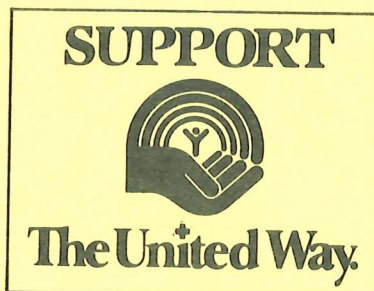
V.C.C.V.V.I. requires an Instructor for the Barbering Program. Closing date for applications is October 20.

Okanagan College requires a Coordinator in their Revelstoke Centre. Closing date for applications is October 15.

Selkirk College has an immediate opening for a Personnel Manager. Applications must be submitted by October 18.

Please see bulletin boards for further details on the above positions.

H.E.P.



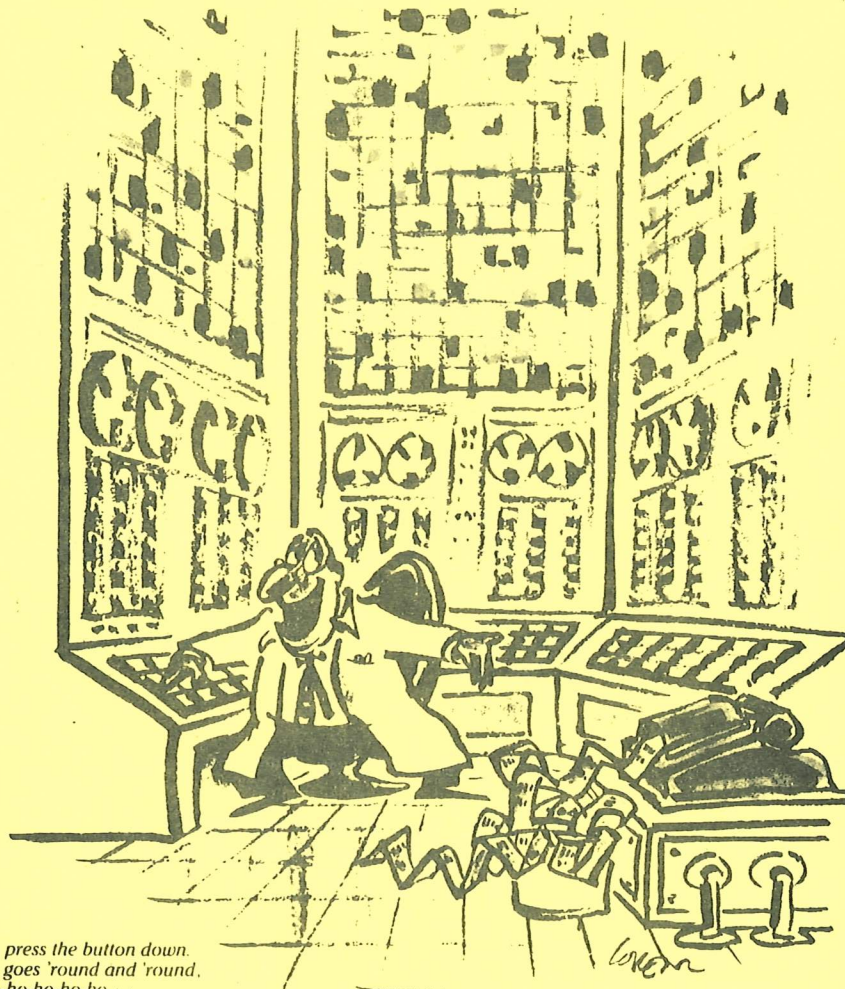
CO-ORDINATOR II, E.L.T. ASSESSING, TESTING, EVALUATING, RESEARCH

Mr. Manera, College Principal, has approved a change in the organization of the Communication Arts Division, which allows for the appointment of a Co-ordinator II to be responsible for assessing, testing, evaluating and research in the area of English Language Training.

The Co-ordinator II will have direct responsibility to the Division Chairman, Communication Arts Division.

A copy of the posting is to be found in this edition of the Times.

R.F.C.



♪ Oh, you press the button down.
The data goes 'round and 'round.
Whoa-ho-ho-ho-ho-ho.
And it comes out here. ♪

VANCOUVER COMMUNITY COLLEGE

KING EDWARD CAMPUS

Requires: Co-ordinator II, English Language Training, Assessing, Testing, Evaluating, Research.

Responsible to: Division Chairman: Communication Arts Division.,

Summary of Duties: The Co-ordinator II is responsible for the development and administration of the English Language placement tests, and other measuring instruments which are used to assess adults who require a measurement of their language ability prior to enrolment in:

- a) King Edward Campus English Language Training classes, or
- b) other educational institutions.

Also, the Co-ordinator II is responsible for the development of specific English language assessment material, as requested by other agencies and approved by the Campus Principal. Liaison with these agencies as well as with external educational institutions and departments/divisions within Vancouver Community College which use the assessment tests is also the Co-ordinator's responsibility.

Desirable Qualifications: Appropriate academic background and/or experience in the development and administration of a testing program related to English as an additional language.

Salary: Salary and allowance in accordance with the current Collective Agreement.

Application: In writing by 1980 November 12.

To: Director of Personnel and Labour Relations
675 West Hastings Street
Vancouver, B.C.