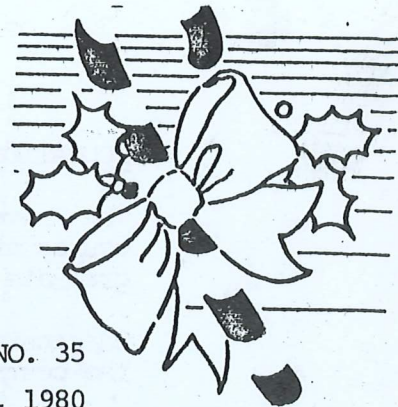


KING EDWARD TIMES



VOLUME VI, NO. 35

December 12, 1980

COLLEGE BOARD MEETING

The College Board will meet in regular session next Wednesday evening, December 17th at 7:00 o'clock at 675 West Hastings Street in the sixth floor board room.

H.E.P.

SURVEY OF NEEDS OF HANDICAPPED STUDENTS

The special V.C.C. committee addressing the problems/needs of handicapped students and the kinds of assistance they require to be able to function as students at Vancouver Community College, recommended earlier this fall that a needs survey be conducted. The recommendation was approved and the survey will be undertaken during the period January to March, 1981.

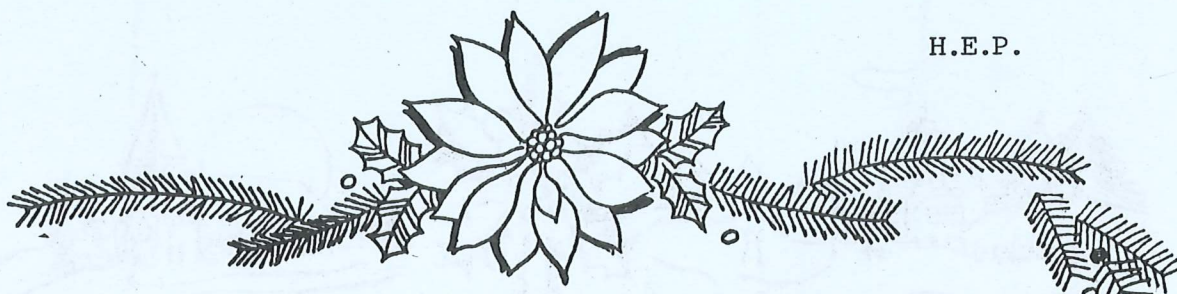
Mr. Julian Gray, a registered psychologist, has been appointed to coordinate the project; he will be assisted by two programmers. Because the survey covers the total College, the Continuing Education Division has overall responsibility.

The survey will focus on - but not necessarily be limited to - three main topics:

- a) physical accessibility study of College facilities;
- b) study of program barriers to handicapped students; and
- c) study of handicapped student service needs.

Members of the project team will be contacting College personnel later this month or early next requesting access to facilities and information related to program requirements. Your assistance in facilitating their work will be appreciated.

H.E.P.



VCC

King Edward Campus

EDUCATION 396 - CURRICULUM DEVELOPMENT AND EVALUATION (1½ CREDITS)

The University of British Columbia has offered to give the above course at King Edward Campus for credit or for audit; for undergraduate or graduate credit.

The instructor is Dr. Stanley Knight, a native of Vancouver; and the course will be tailored to meet the needs of the students.

Completion of the course will be treated as fulfillment of Article 9.1.4 (Instructor's Diploma or its equivalent of the current Collective Agreement). This does not mean that the course will be accepted by the Ministry of Education as a substitute for I.D. 104 for those wishing to obtain the Diploma.

Days	Wednesdays
Dates	January 21 - April 8
Times	15:30 hours to 18:00 hours
Location	King Edward Campus - Room 172 (tentative)
Fee	To be announced

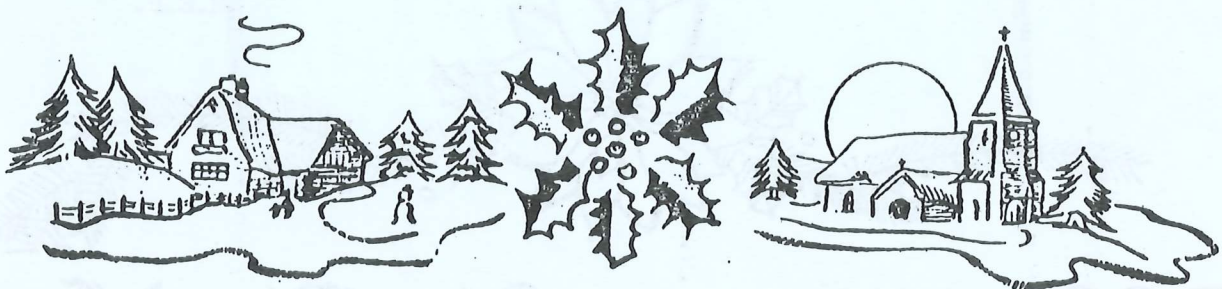
The objectives of the course are:

1. To provide an overview of curriculum development and evaluation with special reference to educational programs and class activities.
2. To provide students with an opportunity to systematically develop a small curriculum project emphasizing: analysis, design, implementation, and evaluation.
3. To meet the Curriculum and Instruction Graduate School prerequisite and prepare students for further study in Curriculum and Instruction.

For further information, please speak to your Division Chairman or to my secretary, Mrs. Akin.

The University of British Columbia is interested in response to its proposal. If you are contemplating enrolling in the course, please inform your Division Chairman by Tuesday, December 16.

R.F.C.



FINAL EXAMINATIONS

Final examinations are required in many courses, and students are required to write final examinations where scheduled and when scheduled. On occasion (usually as a consequence of wishful thinking), students gain the impression that final examinations are of little consequence and that their time and location can be changed easily - even casually. Such is not the case. In an emergency, of course, alternative arrangements can be made for examination writing.

However, for the sake of consistency, please confer with your Department Head concerning all student requests for final examination waiver; or final examination, or alternative scheduling.

R.F.C.

SAME DEPARTMENT - NEW NAME

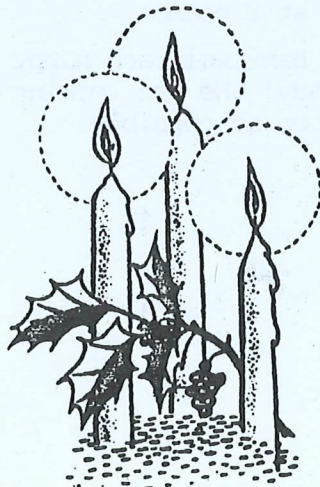
As of 1981 01 01 the English 099 Department will be known officially as the College Preparatory English Department of the Communication Arts Division.

This name, chosen by the instructors of the Department, reflects more closely the widening role of the Department.

At the same time, it is recognized that both the College Foundations, English Department and the Basic Training for Skill Development Department have courses which prepare students for "college level" studies.

The emphasis of the College Preparatory English Department is in preparing newcomers to Canada, who are well educated in their native languages, to enter the post-secondary education system with a knowledge of English Language skills on at least a par with those of students completing the College Foundations or BTSD programs, or from the secondary schools.

R.F.C.



FIRST AWARDS

The VIA Achievement Awards Committee was given the task of preparing the way for the granting of the first VIA achievement awards. Twice a year there is to be one award of \$250 per division. Because of the diversity of programs offered here and at V.V.I., it was decided that each division would set its own specific criteria for selection of a candidate. We know that this is a difficult task, but if we are to give awards, we must start someplace and learn as we go.



Each instructor will be given a copy of the criteria for his/her division. If an instructor thinks he/she has a candidate, the instructor will fill out the application form and pass it to the person in charge of applications in that division. The final decision will be made within each division. It is hoped that the first awards can be presented at a VIA meeting in January. In order to accomplish this, we need the cooperation of every instructor. We must have names of worthy candidates by December 19th. If no award is given in any division, the money then goes to the Bursary Fund.

Betty Pletcher, Chairman
VIA Achievement Awards
Committee

INTERESTED IN A TEACHER EXCHANGE?

A full-time teacher of English and Communications at Algonquin College in Ottawa is interested in arranging a year-long exchange with a teacher of English at V.C.C. Anyone interested please contact Barbara Bowers for further details.

B.B.

WELCOME, NEW BABY ANGELA!

Happy Baby'Daze' to Kathy Lawley, Admissions Clerk. Angela arrived on December 10 and weighed in at 7 pounds.

Mother and baby well and happy and like each other already! We are looking forward to a visit as soon as possible.

M.G.



Policy No.: 5.2.1.1
Issue Date: 1980 November 17
Amendment: Original
Source: K.E.C. Management Committee
Title: Space Allocation,
Re-allocation
Concerning: Administrators, Faculty, Staff
Campus Principal Approval: *H. Parkins*
College Principal Approval: *O. Sun*

POLICY:

- A.1 Space (classroom, offices, etc.) will be allocated and/or re-allocated by a Campus Space Allocation Committee consisting of the Deans and the Division Chairmen and chaired by the Dean of Administrative and Student Services.

PROCEDURES:

- B.1 Requests for space are to be submitted through normal channels to the Dean of Instruction.
- B.2 If the Dean of Instruction approves the request he will forward it to the Dean of Administrative and Student Services who will convene the Space Allocation Committee to review the request, considering availability of space, priority of needs, etc., and assign the space accordingly.
- B.3 An up-dated record of space inventory will be maintained by staff in the Dean of Administrative and Student Services' office and is available at all times.

Policy No.: 4.2.1.3
Issue Date: 1980 December 01
Amendment: Original
Title: Selection of Support Staff
(Including Program and
Instructional Assistants)
Source: K.E.C. Management Committee
Concerning: Administrators, Faculty, Staff
Campus Principal
Approval: *He Pankiat*
College Principal
Approval: *gan*

POLICY:

- A.1 All support staff appointments, both full-time and part-time, will be posted.
- A.2 There will be a job description for each support staff appointment
- A.3 All postings will be initiated by the Personnel and Labour Relations Department.

PROCEDURES:

- B.1 A draft job description for each new appointment will be given to the Office Manager.
- B.1.1 The Office Manager will match the job description with the nearest V.M.R.E.U. job specification and, if necessary, modify it.
- B.1.2 The Office Manager will forward the job description to the Personnel Officer for verification, determination of salary scale, and posting.
- B.2 The posting will be distributed to all College centres and posted for the prescribed length of time (five working days).
- B.3 All applications will be directed to, and acknowledged by, the Personnel Officer.
- B.4 The Personnel Officer will forward all appropriate applications to the Office Manager who, with the involvement of appropriate members of administration, faculty and/or staff, will short-list the applicants.
- B.4.1 The Personnel Officer, or delegate, will schedule interviews with the people noted in B.4 above, who will select the appropriate candidate and inform the Personnel Officer of their choice.
- B.5 The Personnel Officer will first notify the appointee and then the unsuccessful candidates.

Policy No.: 2.2.2.1
Issue Date: 1980 December 01
Amendment: Original
Source: K.E.C. Management Committee
Title: Admission to King Edward
Campus
Concerning: Administrators, Faculty, Staff
and Students
Cross Reference: K.E.C. Policy No. 2.2.2.2
Campus Principal
Approval: *[Signature]*
College Principal
Approval: *[Signature]*

POLICY:

- A.1 All persons above legal school leaving age are admissible provided that, where a student under age 18:
- A.1.1 has been out of school for less than a year, he may attend only those classes offered after 2:30 p.m. except in the case of programs especially designed for the younger student; or
- A.1.2 is currently attending a secondary school, he may only attend courses at King Edward Campus with the written permission of the principal or his delegate, or a counsellor of that school.
- A.2 Admission to King Edward Campus is limited to Canadian citizens, to landed immigrants and to others as stated in K.E.C. Policy No. 2.2.2.2.
- A.3 Music students will be admitted only after an audition.
- A.4 Admission to programs is on a "first-come, first-served" basis for all candidates who meet all admissions criteria.
- A.5 A student must pay tuition fees, where applicable, or have a letter of sponsorship from his sponsoring agency at the time of registration.

PROCEDURES:

- B.1 A student registering in College Foundations courses must:
- a) produce documentation of previous educational attainments and/or take Reading, Writing, Mathematics and Business Education assessments to ascertain appropriate course level(s);

- b) have an interview with a counsellor or an admissions officer for course planning purposes;
- c) complete Application for Admission form;
- d) obtain department or Admissions Office approval during the registration process; and
- e) complete advanced registration, if appropriate.

B.2 A student registering in English Language Training fee-paying classes must:

- a) produce documentation of citizenship, landed immigrant or other appropriate status;
- b) take an English Language Assessment to determine appropriate course placement;
- c) complete Application for Admission form; and
- d) be placed on a wait-list for the next registration period unless there is an immediate vacancy available; or, if placed at the Preparatory English level, register as for College Foundations (see B.1 above).

B.3 A student registering in the Music Department must:

- a) complete a Music Department Application for Admission form;
- b) produce documentation of academic/music background; and
- c) be auditioned.

B.4 A student registering in the Homemaker, Introductory Homemaker and Institutional Aide, Paraprofessional Worker for the Hearing Impaired or Pharmacy Assistant programs must:

- a) complete the Application for Admission form and produce documentation of previous education if available/applicable; and
- b) on acceptance, pay fee deposit, where required, or produce agency support/sponsorship letter.

B.5 A student registering in the Basic Training for Skill Development may be a fee-paying or a sponsored student.

A fee-paying student must:

- a) bring documentation of previous education;
- b) be interviewed by the Department Head; and
- c) have Reading, Writing and Mathematics Assessments, if recommended.

A sponsored student:

- a) must request support of his agency, which, if approving, will place him on a wait-list, and so inform the Department Head; and
- b) will be informed by the Department Head when a place is available.

B.6 A student registering as a Vocational Orientation for the Hearing Impaired will be interviewed by the Department Head, Programs on Deafness, who will make arrangements for his admission.

B.7 A student registering in a Basic Job Readiness Training program may be a fee-paying or a sponsored student.

A fee-paying student must:

- a) be interviewed by the program instructor or the Department Head; and
- b) if accepted, be told when and where to register (usually the first class session).

A sponsored student will:

- a) request support of his agency which, if approving, will place him on a wait-list and inform the Admissions Office at King Edward Campus. The agency may arrange for a student/instructor/department head interview.

FROM THE PROGRAMS ON DEAFNESS DEPARTMENT

The following instructors are, or will be, auxiliary instructors in the Programs on Deafness Department between the present date and March 31, 1981.

Since they do not have mail boxes, please place any messages in Wayne Bottlinger's box for forwarding to the instructors:

Betty Nobel	Claudia Messier
Vincent Elliott	Susan Mattison
Brad Bentley	Bill Bain
Beverley O'Connor	David Hicks
David Stewart	Ellen Huges
Henry Vlug	

W.B.

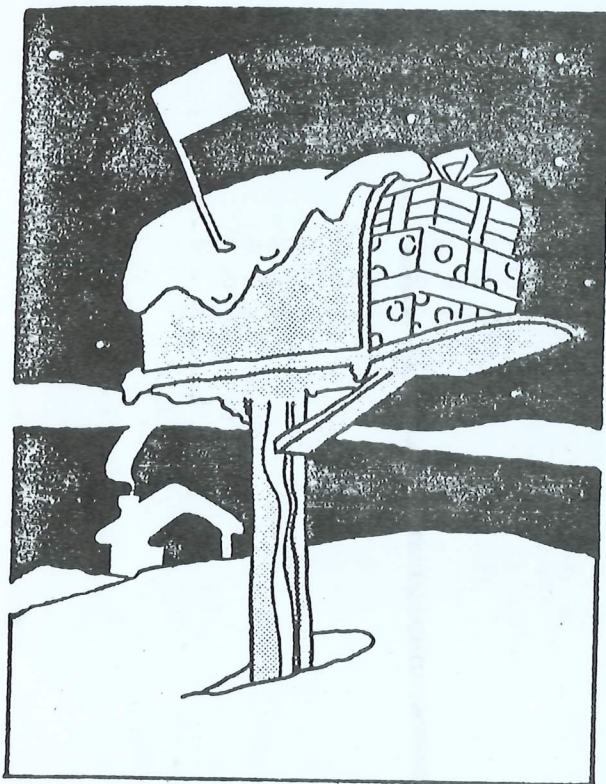
CHRISTMAS AND NEW YEAR'S GREETINGS

Peter Lear, our B.T.S.D. instructor on two years' leave of absence with World University Service in Nigeria, sends a greeting to all faculty, members of support staff and administrators at K.E.C. He writes, in part:

"I am having a very good time in Nigeria and wish all of you the very best.

Peter Lear
(BTSD-in-Nigeria!)"

H.E.P.





*The Faculty, Staff and Administration
of King Edward Campus
are cordially invited
to a
Christmas Pancake and Sausage Breakfast
served up with the best of our counselling skills
(plus a little luck if we can keep a certain person away from the griddle)
to be held
Tuesday, December 23, 1980
from 8:00 a.m. to 9:45 a.m.
in the faculty/staff lounge
Room 213
in the Administration Building*

Christmas

FACULTY/STAFF MEETING - ADVANCE NOTICE

A meeting of members of faculty and staff has been scheduled for Tuesday morning, December 23rd at 11:00 o'clock in Room 110.

H.E.P.

OFF CAMPUS

I will be off campus December 17-19 and December 24-31. During this period, the Campus Principal, Mr. Pankratz, or my secretary, Mrs. Akin, will handle any emergencies which might otherwise cross my desk.

If I do not see you individually before the Festive Season, I wish to express my appreciation to each member of faculty and staff for all the efforts made beyond the normal call of duty on behalf of our students. It is such efforts which, collectively, enhance the reputation of King Edward Campus as a leader in adult education in the province of British Columbia.

Again my personal thanks to each and everyone of you. Have an excellent Christmas and New Year.

R.F.C.

LIBRARY LUNCH TIMES

Every first and third Tuesday each month, the Library offers a special lunch time program, inviting you to bring your own food and get a free cup of coffee, in the library.

Tuesday, December 16th at 12:30 p.m. ---- 2 Films:

SANANGUAGAT: INUIT MASTERWORKS

An exhibition of Eskimo carvings from public and private collections brought together by the Canadian Eskimo Arts Council.

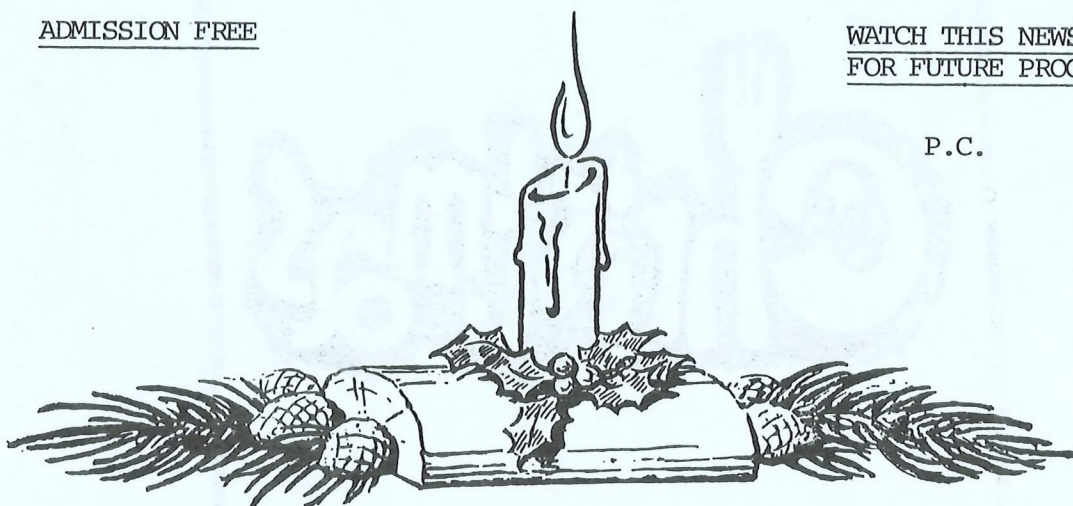
GREAT TOY ROBBERY

A whimsical tale about Santa Claus in the old West.

ADMISSION FREE

WATCH THIS NEWSPAPER
FOR FUTURE PROGRAMS

P.C.



B.T.S.D. OPEN HOUSE

You are invited to the Open House at the B.T.S.D. Skeena Outreach Class.

DATE: Friday, December 19, 1980

TIME: 10:30 a.m. to 1:30 p.m.

LOCATION: Thunderbird School
2325 Cassiar Street

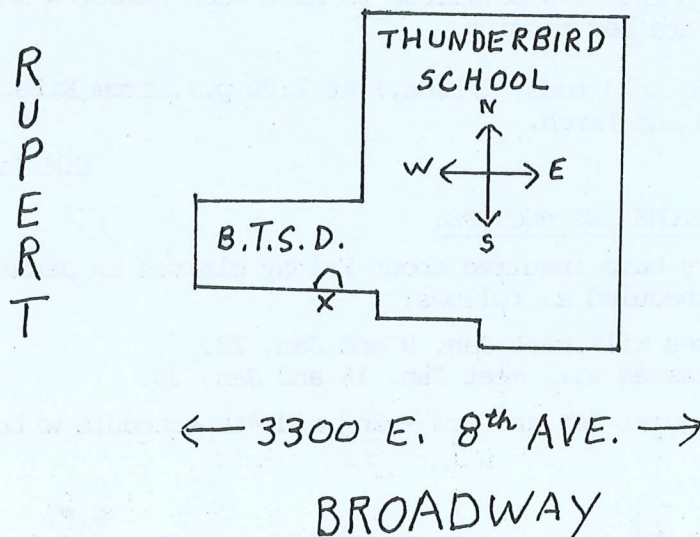
Snacks and refreshments will be provided.

This is the second successful year that the B.T.S.D. Program, a King Edward Campus Adult Outreach Class, is being offered at Thunderbird School. Many of the Grade 10 graduates have gone on to vocational school or passed the G.E.D. Many others are working at jobs which require a minimum of Grade 10 education.

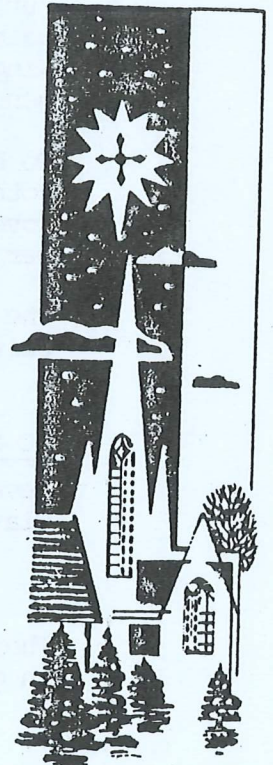
Don't miss this opportunity to get your Grade 10 Certificate! The course takes from 3 to 5 months to complete; you work at your own pace. It is convenient for people in the community that B.T.S.D. is being offered at Thunderbird School. There are still openings in the class. If you want to find out about being sponsored to come to this class, please phone Bob James, Manpower Counsellor, at: 872-7431. For further information, contact the instructor, Lynda Stewart at 254-0427 (days) or 294-0041 (evenings).

Instructors: Please inform your students of the course offered above.

L.S.



↑ B O U N D A R Y ↓



POSITION OPENINGS

V.C.C. Regional Offices requires a Clerk II in Accounts Receivable/ Financial Services. Closing date for applications is December 12.

V.C.C. Langara Campus requires a Media Librarian. Applications to be submitted by December 22.

V.C.C. Langara Campus requires a Duplicating Equipment Operator II. Closing date for applications, December 10.

V.C.C./V.V.I. requires a Clerk II in Admissions. Closing date for applications is December 19.

V.C.C./V.V.I. requires a Computer Programmer Instructor. Closing date for applications is December 12.

V.C.C. Continuing Education requires a Clerk Typist II Off Campus at Fraser and Marine Drive. Applications to be submitted by December 15.

Douglas College, New Westminster, requires an Instructor in Music Department. Deadline for applications is January 30.

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

H.E.P.

IN MEMORIUM

Doreen Lindsay passed away last week. At age 71 Doreen, who has attended College Foundations courses since September 1968, was our oldest student. In spite of continuing poor health, she gained great pleasure and satisfaction from attending classes at King Edward. She was unfailingly cheerful and optimistic with a genuine interest in everything she did.

To Doreen, all of us at King Edward were her family. She saw nothing but the best in instructors and fellow students alike and loved us all. We count it a privilege to have been numbered among her friends and mourn her passing.

The funeral will be held today (Friday) at 2:00 p.m. from Kitsilano United Church, 2nd and Larch.

E.M. and D.T.

TO COLLEGE FOUNDATIONS INSTRUCTORS:

Several instructors have inquired about Friday classes in January. Classes will be scheduled as follows:

Mon/Wed classes will meet Jan. 9 and Jan. 23.

Tues/Thurs classes will meet Jan. 16 and Jan. 30.

Thereafter, the regular 1st and 3rd - 2nd and 4th schedule will be in effect.

R.F.