

KING EDWARD TIMES

VOLUME VI, No. 41

February 6, 1981

350 ARE COMING !!! to King Edward Day -
according to the lists your department
heads have submitted.
SORRY - we've reached our limit.

To help make it a successful and
relaxing day, remember to come
in colourful and cheerful dress!



KING EDWARD DAY
13th
FEBRUARY
1981
HOLIDAY INN W. BROADWAY



TO: All Faculty and Staff
FROM: Mark D. Ranger, Labour Relations Assistant
DATE: 1981 February 04
SUBJECT: Year-End Benefits Accumulation Verification Notices

You will be receiving benefits information as at 1980 December 31 on the usage and accumulation of your Sick Leave, Vacation, Time Off in Lieu of Overtime, and Gratuity credits. The notices have been, or will be, mailed to your most recent address on file.

The above information will be contained on a computer printout and will be compared with your personal records to determine any discrepancies that may exist.

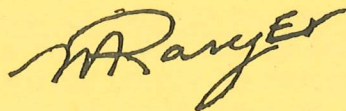
Should you feel that information provided in your verification notice is incorrect, you are requested to communicate, in writing, with the Personnel Department, stating clearly what is in dispute and providing clarifying information of your claim.

Please act promptly on the above as a deadline of March 02 has been established whereby all information not disputed will be considered accurate.

It is our intention to provide each employee with this information in January of each year to ensure that our records are accurate and complete.

Thank you for your anticipated cooperation.

MDR/mr



 MEMO from VANCOUVER COMMUNITY COLLEGE, REGIONAL OFFICES

PLEASE! ONCE MORE WITH FEELING

PROCEDURE REGARDING ABSENCE OWING TO ILLNESS
IN EXCESS OF TEN (10) CONSECUTIVE DUTY DAYS

Faculty are reminded that the following procedure MUST be followed when absent from duty in excess of ten (10) consecutive duty days.

The appropriate forms are quite simple and require very little time to complete. However, without them, or lacking any one of them, it is difficult to ensure that all possible help and protection is extended to the instructor concerned.

1. A "Notification of Long-Term Absence" form must be completed, indicating the date of commencement of absence and the reason for such absence. (This form can be completed in advance in cases where surgery is scheduled, etc.)

Please note that computation of sick leave credits, initiation of insurance coverage, etc., cannot be undertaken until the above form is received in the Principal's office.

If, after receipt of this Notification and computation of sick leave credits, it is discovered that these sick leave credits will expire before the anticipated return to duty, a Request for Personal Leave of Absence (without pay) must then be requested by the instructor concerned and, at that time, the salary indemnity plan will go into effect.

2. A "Notice of Intention to Return to Duty" must be completed and submitted to the Principal before any scheduled return to duty. This notice should be submitted to the Principal well in advance of the anticipated return. (It is suggested that one month's notice be provided by instructors on leave for six months or longer, and at least one week's notice by those instructors absent for less than six months.)
3. A "Certificate of Fitness to Resume Instructional Duties" must be completed by the instructor's personal physician and forwarded to the Director of V.C.C. Health Services. Before an instructor may return to duty, this Certificate must be accepted by the Director of V.C.C. Health Services. Until this Certificate has been approved and the notification of approval forwarded to the Principal, an instructor may not resume duty.

Forms are available from the file clerk in the main office, or through the Principal's office.

THIS IS FOR YOUR BENEFIT!

S.M.

ENGLISH PLACEMENT TEST - 1981 03 17

The next ENGLISH PLACEMENT TEST to be held at King Edward Campus will be on TUESDAY, 1981 03 17.

Barbara Little, Barbara Richards and Diane Thompson have been asked to determine the numbers of their students in their respective divisions who wish to write.

Please inform your students of the test date. College Foundations instructors, please inform your classes and obtain the names of those students not enrolled in an English class, who wish to write, and give their names to Diane.

Although the English Placement Test results are not used as an admission tool to any institution, they are used for placement in English classes at post-secondary institutions. Test results are required prior to registration. It is, therefore, to the advantage of all students who intend to enrol at post-secondary institutions to write here before they register.

Times and locations will be given in this space at a later date.

R.F.C.

CONTINUING EDUCATION WORKSHOP

Starting on Tuesday, February 10, Continuing Education will be offering a four-part workshop on this campus to help students in four important areas of job hunting: locating job vacancies, assessing marketable skills, resumes and application letters, and the job interview.

These sessions were designed in light of information gathered from faculty and students in the needs assessment surveys conducted last fall. Complete details are contained in brochures available in the library and the counselling area.

Please encourage students to take advantage of these free workshop sessions, which will be held throughout February.

Kathleen Bigsby,
C.E. Programmer
Job Search Skills Project
(C.E., V.V.I. - 681-6334)

ATTENTION: BOARD ROOM USERS!

Believe it or not - there is no "good fairy" whose duty it is to clean up the board room!

Individuals/groups using the board room are expected to clean up after themselves. This means putting back the chairs around the table, cleaning off the chalk board, throwing empty cups, food, plates, etc., in the garbage can, and returning the coffee pot (and cold coffee!) to the office. Ash trays should be emptied, papers taken away or thrown out. It seems so unnecessary to have to itemize such a routine matter, but for weeks now the cleanliness of the board room has been deteriorating.

The Principal's Secretary has neither the time nor the inclination to clean up after the user groups.

So PLEASE, a little cooperation out there. It would be a shame to have to "police" the use of the board room.!

S.M.

LIBRARY NEWSLETTER

For those regular readers of Library Newsletter who may be wondering when the next copy will be available, we have not forgotten you. A new look Newsletter is in preparation, and, hopefully, will be better than ever when it finally appears.

Meanwhile, the Library continues to add new materials to stock, to continue the bi-weekly program of film shows, and, in fact, do all those things which get reported in the Newsletter. Remember - THERE'S MORE IN LIBRARIES THAN MEETS THE EYE.

Look for our display at King Edward Day. Come and meet new staff members, and, if you are really lucky, perhaps even get to talk to His Supreme High Excellency, who plans to be present.

P.C.

TEAL REGISTRATION PACKETS

Due to high interest (not to be confused with mismanagement), we've run short of conference packets. If you have received more than one please return extras to Donna McGee. Thanks.

D.M.

K.E.C. FACULTY/STAFF ACTIVITIES

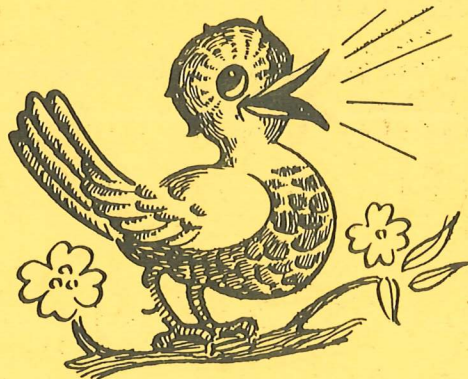
Alton, S.	Ass'n. Business - VIA Negotiating Committee Meetings; Vancouver	Feb. 5,6
Brown, J.D.	Seminar - Computer Systems Project Management; V.C.C.	Feb. 9-11
Domer, J.	P.D. - Management Skills for Newly Appointed Managers; Hyatt Regency, Van.	Feb. 2-4
Fornelli, F.	P.D. - Computer-Assisted Instruction Research; Vancouver	Mar. 16-20
Girvan, S.	Seminar - Computer Systems Project Management; V.C.C.	Feb. 9-11
Hsu, C.L.	P.D. - Management Skills for Newly Appointed Managers; Hyatt Regency, Van.	Feb. 2-4
Morelli, N.	Same as Above	Feb. 2-4
Nelson, M.	Seminar - "How Adults Learn"; UBC, Van.	Mar. 9,10
Richards, B.	P.D. - Management Skills for Newly Appointed Managers; Hyatt Regency, Van.	Feb. 2-4
Shelley, R.	Seminar - Meeting of Executive of Association of Student Awards Personnel; UBC, Van.	Jan. 29
Tolsma, C.	Seminar - Western College Reading Ass'n.; Dallas, Texas	Apr. 8-12
Watson, R.M.	P.D. - Management Skills for Newly Appointed Managers; Hyatt Regency, Van.	Feb. 2-4

H.E.P.

OUR SONGBIRD.....

Myrna Rothman will be appearing as a guest singer on the first show of the new monthly television program, L'Chaim, on Channel 10. Watch her on Sunday, February 15 at 8:30 p.m. or Wednesday, February 18 at 6:30 p.m.

M.G.



VANCOUVER COMMUNITY COLLEGE

KING EDWARD CAMPUS

Requires: Division Chairman, College Foundations Division

Responsible to: Dean of Instruction

Summary of Duties: The Division Chairman is responsible for the coordination, supervision and direction of the curriculum and for all instruction within the Division, also including liaison among the faculty of the Division and the faculties of other Divisions and with the administration of the Centre. Duties and responsibilities of a Division Chairman include the following general categories: (1) instruction, (2) student, support staff and faculty relations, and (3) planning, development and administration of the Division.

The Division Chairman is expected to use discretion and initiative in dealing with problems and issues as they arise, and to assume such other duties and responsibilities as may be assigned by the Dean of Instruction, his delegate, or the Principal.

Desirable
Qualifications:

- Personal ability to provide leadership in the Division.
- Experience: (a) instructional experience at the College level; and
(b) supervisory experience.
- Academic: such academic training and qualifications as are appropriate to the Division concerned.

Commencing date: 1981 07 01

Salary: Salary and annual allowance are in accordance with the current collective agreement.

Application: In writing by 1981 03 06.

to: Director of Personnel and Labour Relations
Vancouver Community College
675 West Hastings Street
Vancouver, B.C.
V6B 1N2

POSITION OPENINGS

V.C.C. Langara Campus requires a Telephone Operator/Receptionist for evening work. Closing date for applications is February 10.

V.C.C. Langara Campus requires a Reference Librarian. Closing date for applications is February 16.

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

H.E.P.

DEPARTMENTAL MAIL

PLEASE remember to indicate your department number on mail to be posted. Each department is charged for their mail and, if the number isn't indicated, the mail clerk then has to open the mail to determine which department is to be charged.

M.G.

ADVANCE NOTICE: GROUND-BREAKING CEREMONY

The ground-breaking ceremony to signal the start of construction of our new facility on East Broadway is scheduled for next Friday, February 13th - King Edward Day - at four o'clock in the afternoon.

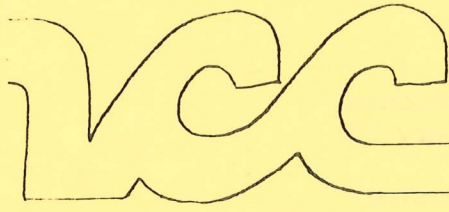
H.E.P.

COUNSELLING SERVICES NEWS

In order to begin to develop counselling services for Beginners and Intermediate E.L.T. students on campus, the Counselling Department has hired Ginger Chan on a two-month contract beginning February 2. Ginger will be a valuable addition to the Counselling Department in that she speaks four different Chinese dialects and has experience in working with minority groups in the east-end of the City.

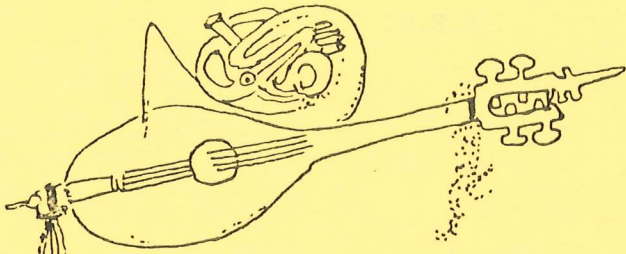
D.G.

KING EDWARD CAMPUS



Music DEPARTMENT

presents



Holly Arntzen

vocalist • dulcimer • french horn

Sunday, February 8 , 8:00 p.m.

- a program of folk, blues, jazz,
indigenous west coast songs, and
her own original material.

Mt. Pleasant Centre Recital Hall

225 West 8th Avenue

Admission free

PRESENTATION ON WORKING CLASS ADULT EDUCATION IN BRITAIN

Steven Brookfield, of the Open University and the University of Leicester's Department of Adult Education, will be making a presentation Tuesday, February 10, to K.E.C. faculty members.

His presentation "Education for Working Class Adults: British Initiatives" will be conducted in Room 186 from 3:45 - 6:15 p.m. The presentation is part of the series of sessions of the ABE Instruction Seminar, sponsored by U.B.C.'s Adult Education Department, and is open free of charge to all interested persons.

Dr. Brookfield has had numerous teaching and administrative positions in a variety of adult education institutions in the United Kingdom. He is currently Visiting Professor of Adult Education at U.B.C.

On Tuesday, February 17, a session entitled "Individualized versus Group Instruction for Adults" will be conducted at the same hour and place. As with all sessions of the ABE Instruction Seminar, the session will be open to all faculty.

RFC

R.F.C.

BCCLEA

A copy of the 1981 Annual Conference (March 5-7) of the B.C. Council for Leadership in Educational Administration has been posted on the bulletin board.

H.E.P.



KEYSTONES: People and Community
PIVOT: Population et Communauté

ACCC-CVA Joint Conference
ACCC-ACFP Congrès Conjoint

May 30 - June 2, 1981. Winnipeg Convention Centre, Winnipeg, Manitoba.
30 mai - 2 juin, 1981. Le Centre des congrès de Winnipeg, Winnipeg, Manitoba.

RECEIVED

JAN 30 1981

College Principal's Office

RECEIVED FEB 03 1981

For Release

Forget the location or entertainment package - program content is usually the deciding factor as to whether or not a person will attend a conference or convention.

Keeping this in mind, the program committee for the ACCC/CVA Joint Conference in Winnipeg May 30 - June 2, 1981 has been working very hard to put together a program, that will attract delegates from across Canada. Their perseverance is beginning to pay off and several speakers and topics have now been confirmed.

Minister of Employment and Immigration Lloyd Axworthy will give the keynote address June 1 on Technical/Vocational Developments in the '80s - The Implications on Training. A panel discussion on The Role of Education in International Development will be featured June 2. Panelists include Ian Smillie, director of CUSO, and James A. McBride, director of the Canadian Bureau for International Education.

Three women's studies seminar sessions will also be a part of the three-day conference. Topics to be discussed include Women in the Trades, The Task Force on Women and Education in Newfoundland and The Need for a Feminist Perspective in Our Programs.

Seminar topics and speakers confirmed to date include:

Seminar Sessions

Dr. Carlos Frewin
Director, Outreach Project, Confederation College
Topic: Distance Education

Larry Wagg
Canadian Labour Congress
Topic: Paid Educational Leave

John Meyer
Director - Program Development & Implementation Employment & Immigration Canada
Topic: Interprovincial Standards - Apprenticeship Training

Dr. Urban Whitaker
Member - Board of Directors, Council for Advancement of Experiential Learning
Topic: Experiential Learning



Association of Canadian Community Colleges
Association des collèges communautaires du Canada

Canadian Vocational Association
Association canadienne de la formation professionnelle




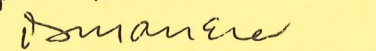
MONEY MONEY MONEY

Please post this sheet and inform students of the following
KEC Awards:

- Bruce Andison Memorial Award - 1 award of \$120 for effort, talent & citizenship on the part of a native student.
- B.C. Tel - 2 awards of \$100 each based on solid achievement in studies & on financial need. Students must have completed one or more phases of a program.
- Credit Union Foundation of B.C. - 2 awards, 1 for \$100, 1 for \$133 based on financial need.
- Edelweiss Credit Union - 1 award of \$150 to an active member or son or daughter of an active member of the Edelweiss Credit Union.
- D.H. Goard Trust Fund - 2 awards of \$50 each based on financial need.
- VMREU - 1 award of \$100 to Union members or sons, daughters of members based on financial need & academic standing. Student must be enrolled full time.
- Parnell Foods - 10 awards of \$100 each based on achievement & financial need.

Applications will be available in the Counselling Resource Centre starting Wednesday, February 9th. The deadline for submission is February 27. Please ask students to complete a separate application for each award. Completed forms should be placed in the box marked "Awards" on the counter in Student Records.

R.S.

Policy No.: 6.2.1.3
Issue Date: 1981 February 02
Amendment: Original
Source: K.E.C. Management Committee
Title: Special Project Proposals
Concerning: Administrators and Faculty
with Administrative
Responsibilities
Cross Reference: College Policy No. 3.1.0.4
Campus Principal
Approval: 
College President
Approval: 

PREAMBLE:

From time to time there is a need to develop and/or deliver new programs which cannot be financed either through the on-going budget or through R.A.C.s. The request to do a needs assessment, to develop a curriculum and/or provide instruction may come from within, or from a source external to, the College.

POLICY:

- A.1 An application will be submitted to the Ministry of Education for special funding to initiate projects which cannot be financed through the on-going budget or by R.A.C.
- A.2 Such projects may be to supplement on-going programs, but they should not be for minor curriculum revisions or to provide extra classes for on-going programs.
- A.3 Projects should normally be completed within the current financial year and should not normally need renewed special project funding. If on-going funding is needed, funds should be incorporated into the subsequently proposed annual budget.
- A.4 Special Project Proposals will generally fall into one of two categories:
 - A.4.1 Continuing Education project proposals, requested by the Continuing Education Division of the Ministry of Education, for the Vancouver Community College Region - comprising V.C.C., Continuing Education, V.C.C., King Edward Campus, and V.S.B., Community Education Services - of a local or regional nature that would utilize the funds being allocated by the Ministry to the Vancouver Region; and

- A.4.2 Proposals initiated by King Edward Campus. These may be identical to those submitted under A.4.1 above but which, because the initial funds available to the Vancouver Region were insufficient, could not be approved. Proposals in this category may be submitted at any time of the year.

PROCEDURES:

- B. Continuing Education Projects for the Vancouver Region (A.4.1):
- B.1 In February of each year, individual faculty, groups of faculty, or departments may prepare, using the "Application for Continuing Education Project Funds" form, special project proposals for consideration by the appropriate department head who will submit the proposal, with or without comment, to his division chairman or dean if there is no division chairman.
- B.2 In March, the division chairmen, in consultation with their department heads, will consider each proposal and select those they believe appropriate for submission. These they will refine, particularly as far as costs are concerned, to ensure that no important details are omitted. Consultation should involve, where appropriate, the Director of Audio Visual Services, the K.E.C. Head Librarian, the Curriculum Consultant and the Office Manager.
- B.3 In April of each year, each division chairman will summarize briefly each project proposal, giving the title, the purpose, and the estimated cost of each for presentation to the Management Committee.
- B.4 In late April, the Management Committee will recommend approval and set out in order of priority, the Special Project Proposals to be submitted to the Vancouver Region Special Projects Committee.
- B.5 Each special project recommended for approval by the Management Committee must be approved in accordance with College Policy No. 3.1.0.4 prior to its submission to the Regional Committee.
- B.6 In May, the King Edward Campus member on the Vancouver Region Special Projects Committee will submit the approved proposals to the Regional Committee.
- B.7 Immediately after the Vancouver Region Special Projects Committee has approved the King Edward Campus project(s) to be funded, the member will obtain, from the Director of Financial Services, a Contract Service number for each approved project and prepare the Contract Service Information form for the Campus Principal's signature.

- B.8 For each approved special project proposal, the Campus Principal will submit to the College Principal the following:
- a) the special project proposal in its entirety;
 - b) the accompanying completed Contract Service Information form;
 - c) a draft letter for the College Principal's signature, to the Executive Director, Continuing Education Division, Ministry of Education.
- C. Other Special Projects (A.4.2):
- C.1 The division chairmen will prepare, for the Dean of Instruction, a brief statement of the purpose of the project, the need for the project, its objectives and the approximate cost.
- C.2 The Dean of Instruction will contact the appropriate official of the Ministry of Education either orally or in writing, to find out if such a proposal is likely to be considered for funding.
- C.3 If such a proposal is appropriate, the division chairman, in consultation with the department head or other appropriate faculty member(s), will prepare a detailed application, using the "Application for Continuing Education Project Funds" form. In preparing the application, and to ensure that no important details are omitted, further consultation should involve the Director of Audio Visual Services, the K.E.C. Head Librarian, the Curriculum Consultant and the Office Manager.
- C.4 On receipt of the formal proposal, the Dean of Instruction will obtain from the Director of Financial Services a Contract Service number and prepare the Contract Service Information form for the Campus Principal's signature.
- C.5 The Campus Principal will submit to the College Principal the following:
- a) the special project proposal in its entirety;
 - b) the accompanying completed Contract Service Information form;
 - c) a draft letter for the College Principal's signature, to the Executive Director, Continuing Education Division, Ministry of Education.

APPLICATION FOR CONTINUING EDUCATION PROJECT FUNDS

from Continuing Education Division
Post-Secondary Department - Ministry of Education

(Please complete a separate application for each project.)

PROJECT TYPE: Local Regional Provincial

PROJECT TITLE: _____

PROJECT SPONSOR(S): _____ and/or _____
(College) (School District)

PROJECT COORDINATOR (CONTACT): _____
(Name) (Telephone No.)

INTRODUCTION

PROBLEM/NEED STATEMENT AND NEED DOCUMENTATION

THE PROPOSAL AND STATEMENT OF PURPOSE

OBJECTIVES

PROJECT ADMINISTRATION

Method:

Timing:

Staffing:

INSTITUTIONAL AND
COMMUNITY AGENCY SUPPORT

EVALUATION

BUDGET

Estimated Cost of Project:

Administrative Expenses	_____
Salaries (Including Consultants)	_____
Travel and Lodging	_____
Evaluation Expenses	_____
Other	_____
Sub-Total	=====
Less Estimated Costs absorbed by College/School District	_____
Net amount requested from Ministry: \$	=====

RECOMMENDATIONS AND APPROVALS

(Campus Principal) (Date)

(College Principal) (Date)

(Director Responsible for
Continuing Education or ABE) (Date)

(Ministry Approval)

and/or

(School District Superintendent) (Date)

(Director, Continuing Education) (Date)

Date of Application: _____

Date of Approval: _____

Submit Application to:

Dr. R. Faris, Executive Director
Continuing Education Division
Post-Secondary Department
Ministry of Education
835 Humboldt Street
Victoria, B.C. V8V 2M4