

KING EDWARD TIMES

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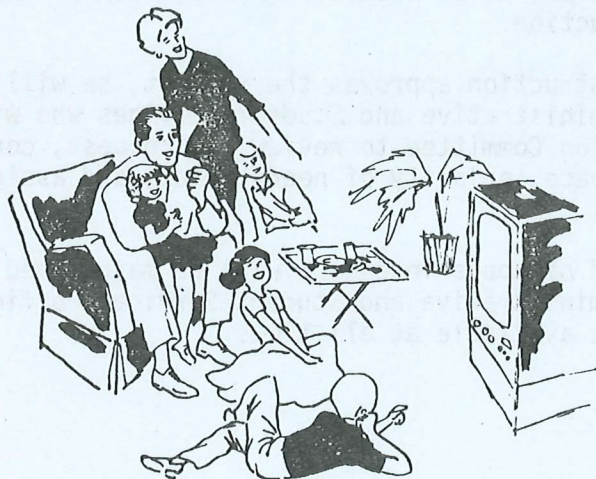
On Wednesday morning this week, the pilot video tape on Homefront Learning was shown on the Knowledge Network (Channel 18).

First reports are most favourable, with many tutors already asking for copies of the tape for showing.

The tapes will be shown again on Saturday, April 28 for those who were working during the day and therefore unable to see it.

Featured performers include Helen Cunningham, Myrna Rothman and Susan Yee making their television debut.

R.F.C.



VANCOUVER COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Policy No.: 5.2.1.1
Issue Date: 1981 April 02
Amendment: Original
Source: K.E.C. Management Committee
Title: Space Allocation,
Re-allocation
Concerning: Administrators, Faculty
and Staff
Principal Approval: *H. Panikratz*
President Approval: *[Signature]*

POLICY:

- A.1 Space (classrooms, offices, etc.) will be allocated and/or re-allocated by the Campus Space Allocation Committee consisting of the King Edward Campus deans and 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; the space inventory is available at all times.

VANCOUVER COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Policy No.: 4.2.0.1
Issue Date: 1981 April 02
Amendment: Original
Source: K.E.C. Management Committee
Title: Access to Ancillary Personnel
Files
Concerning: Administrators, Faculty and
Staff
Cross
Reference: College Policy 4.1.0.1
Principal
Approval: *He Pankratz*
President
Approval: *Parvian*

POLICY:

- A.1 Ancillary personnel files for all Vancouver Community College employees at King Edward Campus are the responsibility of the Principal.
- A.2 The Principal has delegated to the Office Manager the maintenance of all ancillary personnel files for all support staff.
- A.3 The Principal has delegated to the Principal's Secretary and the backup Secretary, the maintenance of all ancillary personnel files for all faculty and other professional staff.
- A.4 The Dean of Administrative and Student Services and the Dean of Instruction have full access to all ancillary personnel files.
- "Full access" implies advising the Office Manager or the Principal's Secretary or the backup Secretary respecting the temporary removal of the file. It does not imply the removal or addition of any documents.
- A.5 Division chairmen, department heads and program coordinators do not require access to ancillary personnel files.
- A.6 A support staff employee of the College at King Edward Campus may examine his own ancillary personnel file in the presence of the Office Manager or, in her absence, the Assistant Office Manager.
- A.7 A professional employee of the College at King Edward Campus may examine his own ancillary personnel file in the presence of the Principal's Secretary or, in her absence, the backup Secretary, a dean or the Principal.

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Policy No.:

4.2.0.1

Access to Ancillary
Personnel Files

PROCEDURES:

- B.1 Division chairmen, department heads and program coordinators requiring personnel information will obtain it through the appropriate dean.
- B.2 The Campus Principal's Secretary or, in her absence, the backup Secretary, will maintain a cardex file for all faculty and other professional staff. The cardex file includes such information as appointment date(s), Instructor Diploma equivalence, placement on salary schedule, etc. A division chairmen has access to the cardex file for faculty attached to his division.

INSTRUCTOR'S DIPLOMA PROGRAM

Effective April 1, 1981, applicants for the above program should submit their application for admission to the Program Director at the Centre for Continuing Education, U.B.C. Formally, all initial inquiries and applications for admission were submitted to the Post-Secondary Department of the Ministry of Education.

This change in procedure is to facilitate a more efficient processing of inquiries and applications. The purpose and definition of the program and the sponsorship of the program by the Ministry of Education remains unchanged. The admission requirements have not been altered.

Please submit your inquiries and applications to the following address:

Instructor's Diploma Program
Centre for Continuing Education
University of British Columbia
Vancouver, B.C. V6T 1W5

R.F.C.

ON DUTY - OFF CAMPUS

I will be absent from campus from Monday, April 27 to Wednesday, April 29 inclusive. Please direct any concerns to E.C. Casey or my secretary, Mrs. Akin.

R.F.C.

REDUCED HOURS OF SERVICE

For the last week of April, the Learning Centre will be open from 10:00 a.m. to 4:00 p.m. (1000 to 1600 h) and closed on Friday, May 1.

J.G.K.

BON MOTT: The trouble with most of us is that we would rather be ruined by praise than saved by criticism.



HAVE THAT BODY BEAUTIFUL FOR SUMMER!

Early Bird Keep Fit Classes with Susan Wong continue until the end of June - 6:30 a.m. in Room 110, Tuesday through Friday. Showers are available. You may register for one day a week or four days a week.

MAKE YOUR COMMITMENT TO YOUR HEALTH NOW!

P.J.B.

COLLEGE HEALTH SERVICES

The schedule for health services from April 30 to May 18 will be somewhat irregular, due to the coincidence of my holidays and certain conferences. The doctor will generally be in most mornings but this may vary, and we suggest you give us a call first or check the schedule on the door. We are sorry for any inconvenience that may occur during the next few weeks.

J.N.

ARE YOU LISTENING???????

The noted Harvard scholar Charles T. Copeland was once approached by a student who asked: "Why are there no courses in conversation? How can I learn the art of conversation. Is there anything I can do to learn the art of conversation?"

"Of course there is," answered Copeland, "and if you'll just listen, I'll tell you what it is."

There ensued a long and awkward silence which the student finally interrupted with: "Well, I'm listening."

"You see," said Copeland triumphantly, "you are learning already!"

M.G.

NEW PERSONNEL

A warm welcome to Sandra Bergink, Secretary I in the Counselling Department, and Carol Ritchie, Secretary I to the Division Chairmen.

We wish you every success in your new positions and hope you both will enjoy the friendly atmosphere of King Edward Campus.

M.G.

POSITION OPENINGS

V.C.C. Langara Campus requires a Production Services Supervisor in the Audiovisual Services. Closing date for applications is April 27.

V.V.C./V.V.I. requires a Welding Instructor. Term of employment is a one-year probation, with possible on-going appointment. The hours of instruction are from 6:30 p.m. to 1:00 a.m. Closing date for applications is April 30.

V.C.C. invites applications for the position of Director of Continuing Education at Regional Offices. This is a senior administrative position, reporting directly to the President. Starting date is flexible but September 1, 1981 is preferred. Closing date for applications is May 15.

V.C.C./V.V.I. requires a Cafeteria Worker. Hours of work are from 5:30 p.m. to 10:00 p.m. Closing date for applications is May 1.

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

THAT'S US!!!

