

KING EDWARD TIMES

VOLUME VII, No. 32

November 19, 1981



ONE MORE DAY - FOR UNITED WAY!

Our 1981 United Way Campaign closes tomorrow. Of course, we will continue to accept contributions any time of the year.

May I take this opportunity to again thank all contributors and assistants in helping to make this campaign our most successful.

Our total as of today is \$6,140.84 - 50% more than last year!

Your generous contributions will continue to help ease the burden of many people in your community all through 1982.

YOU made it possible! THANK YOU FOR CARING AND SHARING!

Mary Griffith
United Way
Representative
K.E.C.



KCC

King Edward Campus

V.I.A. GENERAL MEETING

DATE: Thursday, December 3, 1981
TIME: 1:15 p.m.
PLACE: Oakridge Auditorium
Oakridge Shopping Centre
41st and Cambie

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.

COMPUTER INTEREST GROUP

There will be a meeting of all individuals interested in educational applications of computers and computer related devices.

DATE: Monday, December 14, 1981
TIME: 4:30 p.m.
PLACE: TBA

The purpose of this meeting is:

- (1) to see if there is sufficient interest at K.E.C. in forming a common interest group of this nature.
- (2) if interest is shown, to select a chairperson.

If you plan to attend this meeting, please add your name to the list posted on the faculty bulletin board at the back of the main office.

Gordon A. Pawelchak



"Uh, Mr. Bergeron . . ."

Instructor's Diploma Program
Centre for Continuing Education

Change of Registrar

As of April 1, 1981, the responsibility of registrar for the Instructor's Diploma Program was transferred from the Ministry of Education offices in Victoria, to the Centre for Continuing Education at U.B.C. This change of registrar location was implemented to provide a faster turnaround time between the candidate's initial request for entry and his/her eventual acceptance into the I.D. Program.

Course Time Limits

Until recently, the length of time in which a candidate took to complete the I.D. Program was unlimited. However, under new regulations set out by the Instructor's Diploma Program Steering Committee, there are now specific time limits in which candidates are expected to complete their program.

Candidates are expected to complete the entire program of four courses within five years from the date of admission. Those who do not complete it in this time will be required to reapply! These restrictions have been imposed because the courses are constantly being revised and updated to reflect current changes in the field of adult instruction.

Course Name Changes

I.D. 103 "The Technology of Instruction" has been re-named to the "Design and Production of Instructional Media", also I.D. 104 has received a name change from "The Evaluation of Student Progress" to "Evaluation of Instruction".

In the event that you may require additional information or clarification regarding these changes in the Instructor's Diploma Program, please call:

Sandy McGechaen
228-2181 Local 222

or

Nigel Macklin at
228-2181 Local 277

R.F.C.

NEW FACES ON CAMPUS

Diana Moore - Instructional Assistant for Neighbourhood English. Diana has worked for K.E.C. for a number of years, both on this campus and outreach centres. She currently works part-time at Britannia. Glad to have you with us, Diana.

Shannon Girvan, Heather McCormick and Karen Trademan are Instructional Assistants in the ASED Department and also work on the other campuses of V.C.C.

A warm welcome to all of you!

M.G.

V.M.R.E.U. NEWS

Steve Baker is our V.M.R.E.U. Representative from K.E.C. Our Shop Stewards are Christine Bome (at Strathcona) and Pat Kennedy (K.E.C.).

Christine and Pat will be happy to answer any questions concerning our Union Contract.

M.G.

PLEASE NOTE CHANGES IN TELEPHONE LOCALS

ADMISSIONS is now Local 11;

HOWARD TURPIN is now Local 33.

Please make changes on your telephone list.

M.G.

CALLING CANUCKS SEASON TICKET HOLDERS

A 13 year old hockey player/fan coming to Vancouver for Christmas would love to see the December 13 Calgary game. If you're not using your tickets that night, please phone Margaret Jameson at 732-6250, or leave a note in my mailbox.

M.J.

Policy No.: 4.2.4.a
Issue Date: 1981 November 02
Amendment:
Source: K.E.C. Management Committee
EVALUATION OF REGULAR, PRO-
BATIONARY REGULAR, HALF-TIME
REGULAR AND TERM INSTRUCTORS
Concerning: Administrators and Faculty
Principal
Approval: [Signature]
President
Approval: [Signature]

POLICY

- A.1 In striving continuously to improve the quality of instruction, and working from the concept of the total involvement of students, instructors and administrators, the college maintains a program of evaluation and progressive development of the teaching situation - the art and methodology and techniques of teaching.
- A.2 Evaluation of instructors at King Edward Campus takes place in order to achieve the following objectives:
- (a) To ensure that college offerings best serve the needs of the community and of the students;
 - (b) To improve the quality of instruction, where appropriate;
 - (c) To improve the competencies of individual instructors;
 - (d) To advise individual instructors, in a discreet, dispassionate, yet definite manner, of their strengths and weaknesses, progress, and overall status; and
 - (e) To inform division chairmen, department heads and all appropriate levels of the college administration, in the same manner, of the strengths and weaknesses, progress, and overall status of instructors.
- A.3 All instructors share with the division chairmen, department heads and the administrators collective and individual responsibility for the quality of instruction and for the attainment of the goals and objectives of the college.

EVALUATION OF REGULAR,
PROBATIONARY REGULAR,
HALF-TIME REGULAR AND
TERM INSTRUCTORS

- A.4 Division chairmen, department heads, assistant department heads and certain prescribed administrators have the right to observe instructors in the performance of instructional and instruction-related duties at any time deemed necessary and appropriate.
- A.5 The observation of instructors in the classroom teaching situation is one of the crucial methods of evaluating instructors, but it is not the only significant or available source of information relevant to the evaluation of instructional competence.
- A.6 The evaluation of instructors includes an appraisal of the commitment of the instructor to:
- (a) His students;
 - (b) His particular discipline(s);
 - (c) His colleagues, including the department head and division chairman;
 - (d) His contribution to the college beyond the immediate duties of classroom instruction; and
 - (e) The college and its development.
- A.7 An evaluated instructor has the right to full knowledge of his evaluation(s).
- A.8 Final responsibility for recommendation or decision with respect to appointment or reappointment and with respect to the type of appointment offered is vested in the Principal. In making such recommendations, he is assisted by the judgments of the appropriate dean, division chairmen and department heads.

PROCEDURES

- B.1 Visits to the classroom and the reporting thereof shall be governed by the following guidelines:
- (a) Visits are usually (but not necessarily) unannounced.
 - (b) Visits are always followed by an anecdotal, written report by the visitor to the instructor, with a copy to the Principal who will submit a copy to the Director of Human Resources; each anecdotal report must be endorsed "Copy Received", followed by the date and the signature of the instructor being evaluated.
 - (c) Visits are always followed by a conference between visitor and instructor which may either precede or follow the visitor's anecdotal report.
 - (d) Visits, anecdotal reports and conferences may include consideration of one or more of such matters as: teaching achievements, methodology, organization for teaching, preparation, student progress, innovation, personal qualities, empathy with students, relationships with colleagues and college, etc.
 - (e) Anecdotal reports shall be divided into two parts: first, dealing with lesson(s) observed, and second, dealing with other aspects of evaluation (see A.6 above).
 - (f) Anecdotal, written reports following a classroom visit shall always include a recommendation with respect to reappointment, if applicable. Typically, recommendations with respect to an instructor with a term appointment may be one of the following:
 - (i) Consideration for reappointment recommended;
 - (ii) Consideration for reappointment recommended if appropriate vacancy exists;

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PROBATIONARY REGULAR,
HALF-TIME REGULAR AND
TERM INSTRUCTORS

- (iii) Recommendation for reappointment dependent upon further assessment;
 - (iv) Reappointment is uncertain (this recommendation to be used in earlier visits to weak instructors);
 - (v) Reappointment not recommended (this recommendation would be used only after the second or third visit).
-
- (g) For instructors on term contracts, any reports containing other than positive observations require a repeat visit and report by the same or other visitor as soon as practicable, but prior to the completion date of the term appointment.
 - (h) In the first eight months of appointment of a probationary regular instructor, anecdotal, written reports must be prepared upon each such appointee, preferably by two or three different visitors.
 - (i) Classroom visits, and reports thereon, are required a minimum of once every second year for instructors holding regular or half-time regular appointments.

B.2

Reports and conferences relevant to instructional evaluation held without a classroom visit may be based on any or all of the following (which are only examples):

- (a) Having an appropriate command of the discipline of instruction and competence therein;
- (b) Having the confidence and respect of students and colleagues;
- (c) Assisting individual students and groups of students at other than regularly scheduled instructional times;
- (d) Accepting responsibility in college, divisional and departmental affairs;

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- (e) Accepting and putting into practice constructive suggestions, innovations, etc.;
- (f) Participating in the professional affairs of instructional specialties;
- (f) Possessing and maintaining physical health, emotional stability and control; and
- (h) Maintaining a prime occupational commitment to the college (for full-time faculty).

B.3

Should he so wish, an instructor may respond, for the record, to the reports of the division chairman, department head and/or administrator(s). The original thereof should be directed to the writer of the report, and copies should be sent to the Principal and to the Director of Human Resources.

Policy No. 4.2.1.a
Issue Date: 1981 October 22
Amendment:
Source: K.E.C. Management Committee
Title: FORMATION OF RECOMMENDATION
COMMITTEES AND RELATED
MATTERS
Concerning: K.E.C. Faculty
Cross
Reference: VIA Collective Agreement
Article 12
Principal
Approval: *[Signature]*
President
Approval: *[Signature]*

PREAMBLE:

Recommendation committees are set up, pursuant to Article 12 of the Collective Agreement between the College and the V.I.A., to assist the College President and the Principal respecting the selection and appointment of division chairmen, department heads, assistant department heads and coordinators.

POLICY:

- A.1 When vacancies in the positions of division chairman, department head, assistant department head or coordinator occur, the appropriate dean, after consultation with the Principal, will prepare and post the notice of such vacancy.
- A.2 If the vacancy to be filled is that of a division chairman, responsibility for the formation of a recommendation committee shall be that of the Dean of Instruction.
- A.3 If the vacancy to be filled is that of an instructional department head, assistant department head or coordinator, responsibility for the formation of a recommendation committee shall be that of the appropriate division chairman.
- A.4 If the vacancy to be filled is that of a faculty member with administrative responsibilities in a student service area, responsibility for the formation of a recommendation committee shall be that of the Dean of Administrative and Student Services.

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4.2.1.a

FORMATION OF RECOMMENDATION
COMMITTEES AND RELATED
MATTERS

PROCEDURES:

- B.1 The person responsible (see A.2, A.3 and A.4) shall, when a vacancy is posted, and in accordance with the time-lines indicated in the Collective Agreement, set in motion the formation of a recommendation committee by:
- (a) making arrangements for the appropriate constituency to select its representative(s) according to the current Collective Agreement, plus one or two alternates;
 - (b) requesting the President of the Vocational Instructors' Association to provide the names of a member and an alternate who would be available at the time that the recommendation committee meets;
 - (c) choosing a time and date for the interviews; and
 - (d) reserving the Board Room for interviews and recommendation committee deliberations.
- B.2 The Principal will acknowledge all letters of application, advising the applicants of the date set for the interviews. He will pass the letters of application to the responsible dean or division chairman.
- B.3 Several days prior to the interview, the responsible dean or division chairman will:
- (a) prepare copies of all applications and other relevant material for members of the recommendation committee;
 - (b) check that the members are available (if not, contact alternates) and make available to them copies of the application, etc.;
 - (c) provide all recommendation committee members with the interview schedule and advise each applicant of the time and place for his/her interview; and
 - (d) arrange for the members of the recommendation committee to meet prior to the scheduled interviews.

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FORMATION OF RECOMMENDATION
COMMITTEES AND RELATED
MATTERS

- B.4 The chairman of a recommendation committee for a division chairman is named by the College President.
- B.5 The Principal or the appropriate dean will serve as chairman of the recommendation committee during the interviews and subsequent committee deliberations for department heads, assistant department heads and coordinators.
- B.6 The recommendation committee chairman will make the appropriate recommendation, in writing, either to the Principal or, if appropriate, to the College President.
- B.7 As soon as the appointment has been made - and, if possible, even before it has been put into writing - the recommendation committee chairman will inform the candidates, verbally, respecting their applications.

VCC Music DEPARTMENT

presents

EVENT: Combo Clash, directed by ELMER GILL

WHEN: Friday, Saturday evenings, November 20, 21
at 8:00 p.m.

WHERE: Vancouver Community College
Music Department
Mount Pleasant Centre
225 West 8th Avenue

ADMISSION: By Donation for V.C.C. Spring Festival

INFORMATION: 873-2461

ELMER GILL, internationally-known jazz pianist and faculty member of the VCC Music Department, will direct nine VCC student jazz combos and three jazz vocalists in two programmes of jazz hot and jazz cool, Friday and Saturday evenings, November 20 and 21, at 8:00 p.m., in the VCC Music Department's Recital Hall, 225 West 8th Avenue.

The programmes will range from the traditional to the exotic, from the blues to the latest trends in East Coast and West Coast jazz idioms.

A special feature of the Saturday programme is a guest appearance by the superb African drummer, THEMBA TANA, in a segment that will combine African and Israeli folk elements.

NEXT EVENT: VCC Madrigal Singers and Willan Choir Christmas Concert
under the direction of Jon Washburn
Friday, December 11, 1981 at 8:00 p.m.
Churchill Secondary School

K.E.C. FACULTY/STAFF ACTIVITIES

E. Williams	Instructional Skills Workshop	Nov. 24
P. Hopkinson	Conference; National Science Teachers Assoc.	Dec. 3-5
	Instructional Skills Workshop	Nov. 24
G. Rudolph	Convention: NSTA, Hotel Vancouver	Dec. 3-5
J. Funk	Same as Above	
L.A. Booker	Workshop; B.C. Assoc. of Learning Specialists	Nov. 13
L. Stewart	Same as Above	
B. Ash	" "	
C. Toisma	" "	
G. Nelson	Workshop; Employment, Communication of Disabled Persons	Jan. 13 & 28
B. Johal	Workshop; Exploring the Edge between Order and Chaos	Nov. 20-22
S. Sorenson	Convention; NSTA, Hotel Vancouver	Dec. 3-5
J. Johnstone	Same as Above	
G. Shaw	Seminar; BCCLEA Stress Management Conference; BCETA	Nov. 18, 19 Nov. 27
D. Thompson	Conference; BCETA	Nov. 27
G. Reid	Same as Above	
A. Andrews	" "	
J. Rike	" "	
S. Alton	" "	
R.C.H. Fussell	" "	
K. Oberding	" "	
E. Herridge	Conference; Women and Poverty Capilano College	Nov. 20
P. Ballin	NSTA Conference	Dec. 3-5
		G.A.



**Let's take care
of one another
the United Way**

VANCOUVER COMMUNITY COLLEGE BOARD MEETING

The V.C.C. Board met in regular session Wednesday evening, November 18th.

As the first item, the Board heard a brief presented on behalf of several associations concerned about the Board's decision last month respecting the denied enrolment of fifteen Libyan students. Considerable discussion ensued.

V.C.C. President A.S. Manera's report to the Board touched on a number of items, first of which was the visit of the Minister of Education to the College last Friday. Mr. Smith visited each of the three campuses and lunched at the V.V.I. with representatives of students, faculty, staff, administration and the Board. Significant in the comments of the Minister was the statement that a quick analysis of the federal budget by his officials indicates that the shortfall in the transfer payments to the province will not be as great as had been anticipated.

In other business, the Board:

- a) Approved a new policy on short-term borrowing;
- b) Approved renewal of the lease on 555 Homer Street;
- c) Endorsed, with one minor amendment, V.C.C.'s response to the Task Force Report on Technological Education;
- d) Approved a policy on trust funds;
- e) Approved for submission to the Minister a supplementary operating budget request for 1982-83 for \$55,200 to provide paraprofessional services to V.C.C. instructors who work with disabled students; and
- f) Approved objectives for V.V.I.'s Practical Nursing/Orderly Pre-licensure Upgrade Program.

Copies of the Board's minutes of the previous meeting, the President's report and documents related to the above have been placed in the library for those interested.

H.E.P.

**Let's take care
of one another
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COUNSELLING NEWS

The Counselling and E.L.T. Departments are sponsoring a series of law workshops. The most recent ones are:

- a) Employment Standard, November 17, 11:00 a.m. to 12:00 noon in Room 186.
- b) How to become a Canadian Citizen, November 24, 11:00 a.m. to 12:00 noon in Room 186.

Everyone is welcome to come.

The purpose of setting up these lecture-discussions is to provide students with information in different areas of interest.

G.C.

POSITION OPENINGS

V.C.C./V.V.I. requires a Welding Instructor. Closing date for applications is November 20.

V.C.C. Langara Campus requires a Clerk II in the Counselling Centre. Closing date for applications is November 20.

V.C.C./V.V.I. requires a Cafeteria Worker. Closing date for applications is November 24.

See details on the above positions on bulletin boards!

H.E.P.

REMINDER TO COLLEGE FOUNDATIONS INSTRUCTORS

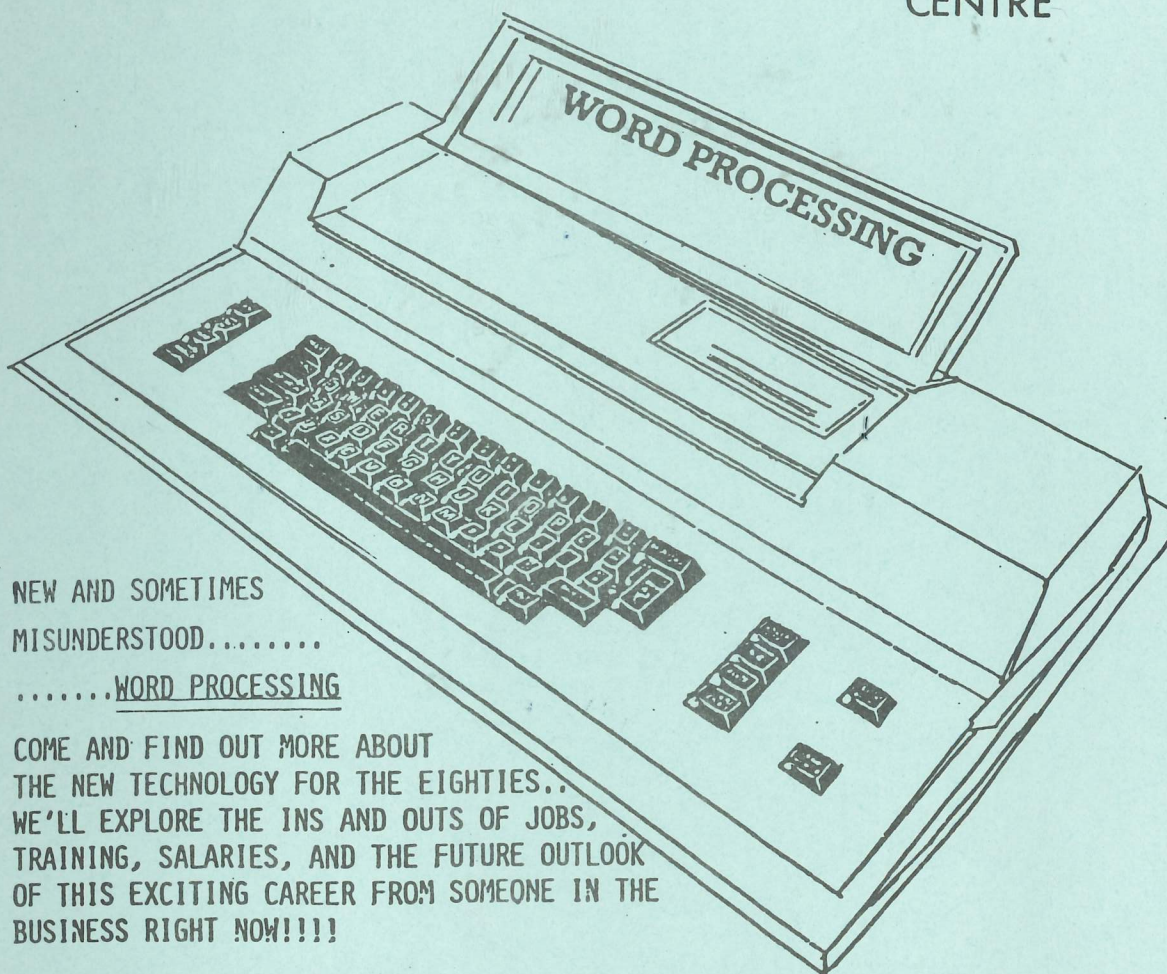
TUESDAY, DECEMBER 1 is the last day for submission of final exams for typing and MONDAY, DECEMBER 7 is the last day for submission of typed exams for duplicating.

G.P.

**Let's take care
of one another
the United Way**

Career SEMINAR

KEC
COUNSELLING
RESOURCE
CENTRE



NEW AND SOMETIMES
MISUNDERSTOOD.....
.....WORD PROCESSING

COME AND FIND OUT MORE ABOUT
THE NEW TECHNOLOGY FOR THE EIGHTIES..
WE'LL EXPLORE THE INS AND OUTS OF JOBS,
TRAINING, SALARIES, AND THE FUTURE OUTLOOK
OF THIS EXCITING CAREER FROM SOMEONE IN THE
BUSINESS RIGHT NOW!!!!

RESOURCE PERSON: PAMELA SMITH

DATE: THURSDAY, NOVEMBER 26TH, 1981

TIME: 1:00 P.M.

PLACE: ROOM 319, THE ASSESSMENT ROOM

OPEN TO ANYONE INTERESTED IN EXPLORING WORD PROCESSING AS A POTENTIAL CAREER!!

ADDED BONUS: A DEMONSTRATION ON ONE OF K.E.C.'S OWN WORD PROCESSING TERMINALS

FOR MORE INFORMATION CONTACT THE COUNSELLING RESOURCE CENTRE 731-4614 Loc. 17

INSTRUCTORS: PLEASE INFORM YOUR STUDENTS