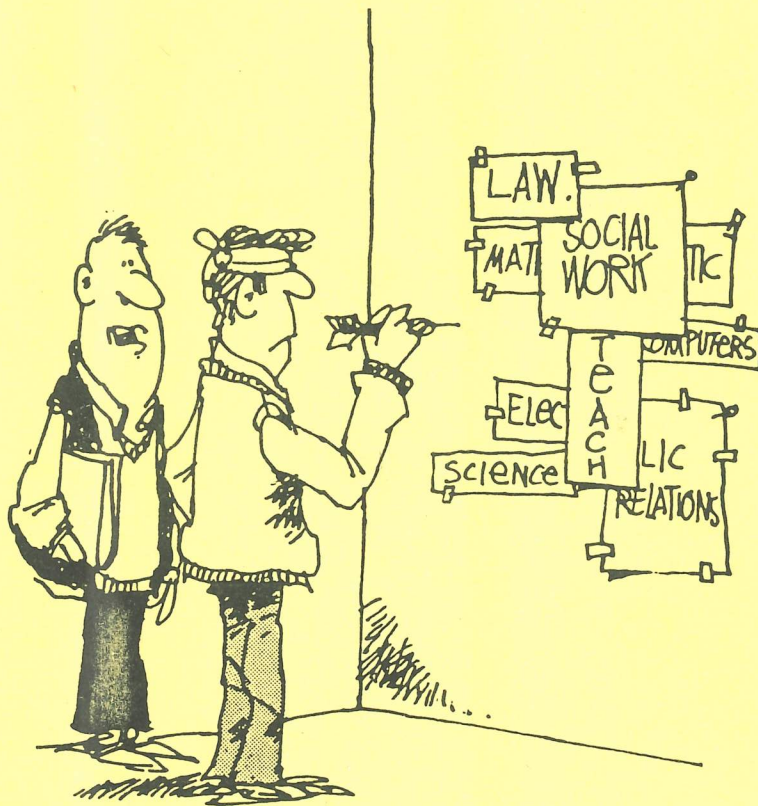


KING EDWARD TIMES

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'DECIDED TO FINALIZE YOUR PLANS, TOM?'

STUDENT INFORMATION AND EVALUATION

As you meet your new class(es), your students are very curious and often concerned as to the criteria by which you decide how grades, if applicable, are awarded, or how you decide as to whether or not they are to progress to the next level at the end of the course. (Students earn the grades that you award!)

You must give them this information, preferably in writing, when first you meet each class, and repeat it from time to time.

At the same time, you must advise your students as to the general objectives of the course--what it is that they will have to do to be successful. It may be that on learning the general objectives, they will wish to transfer to courses which more appropriately meet their needs.

As an instructor, you have the responsibility of ensuring that the objectives of each course in which you are involved are consistent with the objectives of the College and of the program. If you have any doubts about these objectives, please discuss them with your department head.

Although many students receive assessments before registering, the assessment process is not foolproof. If you find that some of your students have been inappropriately placed, please advise your coordinator or department head as early as is possible so that transfers may be made.

At all times, the student must be made aware of progress being made so that the final grade will not come as a surprise. That most instructors do this is apparent, as there was only one grade appeal made for the September-December period. Please inform your students of the grade appeal procedure.

Also ensure that aspects of your instruction provide sufficient challenge to each individual you teach.

Keep your students aware of the support services available to supplement classroom activities, particularly the: Learning Centre, the Resource Centre, counselling services, and health services.

If you become aware of any student having serious learning difficulties, please inform your division's IEPA (Individualized Education Program for Adults) representative.

Enrolment is up in some courses this term and you may find that there are more students in your class(es) than you anticipated. Your efforts in handling such a situation is much appreciated by both students and administrators. We hate to turn students away, but our resources to handle them are finite. Increased enrolment arises, in part, because of the reputation that King Edward Campus has for quality instruction, provided by excellent instructors.

The responsibility for maintaining that high quality is yours--it is the least of your students' expectations. I have every confidence that you, as an individual, will meet or even surpass all expectations.

NEW COUNSELLING SCHEDULE - CLASSROOM BUILDING

Please inform interested students that a counsellor will be available in Room 190A for personal, educational and career counselling:

Mondays 10:00 a.m. to 12:00 noon Room 190A

Thorne Husband will be on duty April 26, May 3 and May 10. Dorothy Neville will be available beginning May 17.

D.G.

TO DEPARTMENT HEADS

Your department has a representative on the IEPA Committee, which meets every two weeks. During the summer we omit some meetings because of holidays, but in general, the meetings are regular and are concerned with the referral, for diagnosis and programming, of KEC students who are learning disabled, i.e., lacking some or many of the sub skills required in productive learning.

Representatives do a double duty: they bring referral cases plus information about them to the meeting, and they bring follow-up information back to the referring instructors.

There are files in the Counselling area, on every referral, files which representatives have access to. They can also add any information to the files.

Malcolm prepares: (all these in the files)

- a full-scale assessment
- a one-sheet summary of the findings
- a sheet of suggestions to the referring instructor, explaining what can be done in the classroom, to help the student further.

Wayne Declé undertakes to answer any further questions the instructors may have.

With only two people on the staff of IEPA services, it is manifestly impossible for Malcolm to do all testing, programme designing, follow-up, and faculty one-to-one liaison.

The IEPA service is for students. Even if "nothing" seems to happen "in a semester", many students come back to KEC to avail themselves of the service - so please encourage referrals. The ongoing benefits are immeasurable for students' self-concept, and for giving them hope.

J.D.B.

FREEBIES FOR INSTRUCTORS

A wide variety of health literature is available in the new pamphlet rack outside health services - some of the nutrition and birth control material is available in other languages. If instructors feel that they would like any of this material in quantity for their students, please ask the college health nurses (Pauline or Jan) to order it for you. Please don't take more than one copy out of the rack as this deprives others of the material.

Other material that you might like to give your students:

Leaflets - Student Health Services - gives detailed information about the student health service at K.E.C.

- Dental Services in Vancouver - information about low cost and free dental services.

Bookmark - to introduce students to the K.E.C. student health service.

Because we have had several requests for teaching material about nutrition, the Student Health Service has a supply of the following materials available for instructors: They're going fast, get yours today!

Poster - Sensible Eating is

Books - Nutrient Value of Some Common Foods

- Canada's Food Guide Handbook

- Shopping for Food and Nutrition

P.R.

HELP US LAY THE GROUNDWORK!

Groundwork magazine needs contributions from adult educators in all areas. Published six times a year, Groundwork goes to all members of the ABEABC, and is constantly looking for reviews of new materials; student compositions; reports on conferences and the like. If you have something that might interest other adult educators in the province, write it up and put it in my letterbox.

Marg Nelson

CONGRATULATIONS!

Congratulations to Ann Hinkle who was invited by Barbara Bowmar of Okanagan College to present a workshop on the multi-level class. The workshop, held last week in Kelowna, was a tremendous success!

R.M.W.

COMPUTER INTEREST GROUP

ADCIS Conference - June 7-10, '82 (in Vancouver).

The Association for the Development of Computer-based Instructional Systems is holding its 1982 annual North American Conference in Vancouver.

Full details are in the yellow ADCIS brochure posted near the letter boxes in the K.E.C. administration building.

Theme: Computer Literacy and Intelligent CAI

Register NOW - save \$20 by mailing before May 15.

Registration forms available from Frank Fornelli (local 13).

F.F.

POSITION OPENINGS

V.C.C. King Edward Campus requires a Clerk II in Admissions. Closing date for applications is May 12. For details, see bulletin board.

H.E.P.

K.E.C. FACULTY/STAFF ACTIVITIES

M. Yip	To take I.D. 103 & 104	July 5-23
E. Giacomelli	To make a presentation at SPEAQ annual Conference	June 2-5
M. Richardson	TESOL Conference	May 1-6
J. Cranstoun	Social Service Articulation Meeting	June 3-4
	Articulation meeting for proposed Mental Retardation Worker Program.	May 6
	Provincial Homemaker Articulation meeting	May 26
J. Funk	Individualized Learning & Teaching Technology	May 13
J. Cornish	Homemaker Articulation Meeting	May 26

F.W.