

# KING EDWARD TIMES

VOLUME X, No. 5

May 3, 1984

## APPOINTMENT OF C.E. DIRECTOR

I am pleased to announce that the VCC Board has appointed Dr. Richard M. Pearce as Director of the Continuing Education Division, such appointment to take effect on July 1, 1984.

Dr. Pearce is well qualified for this position. He has held a number of instructional and administrative posts at the University of Victoria, Oregon State University and Skagit Valley Community College. Since 1981 Dr. Pearce has been with the David Thompson University Centre, currently as Director.

A.S.M.

## IN MEMORIUM

I recently received news that Joan Morris, an instructor at King Edward Campus from 1975 to 1979, passed away last month. She was a Business Education instructor here, and later at North Island College and at Kwantlen College.

This notice, regretfully, arrives too late for her memorial service which was arranged by the members of the Business Education Department at Kwantlen College, as Joan was from New Zealand and had no relatives in Canada.

R.F.C.



### FIRE ALARM PROCEDURES

On Friday afternoon, a false alarm sounded and the building was evacuated. The exercise afforded us an opportunity to assess procedures. Several deficiencies were noted:

- 1) Some alarms remain inaudible or defective - these have been identified for Buildings and Grounds attention.
- 2) The Security guards on duty will take up pre-arranged control positions; one on Glen Drive, the other on Keith Road.
- 3) The engineer or his deputy will determine the trouble location and convey this information to the Fire Safety Director / the Fire Chief.
- 4) Floor Wardens or their Deputies will insist that everyone evacuates the building and moves away from it. Specifically, the level one parking lot to the north must be clear for emergency vehicle access. Similarly, the east sidewalk along Glen Drive must be clear. Wardens and their deputies are authorized and encouraged to recruit assistants whenever required. If asked to move, most will respond positively but some direction is essential.
- 5) Every false alarm is a serious violation. Information which would assist in identifying the delinquent individual would be greatly appreciated.

R.N.G.

### LSABC CONFERENCE

The fourth annual LSABC Conference (Learning Specialists Association of B.C.) will be held at VCC-KEC starting Thursday afternoon, May 17th at 4:30 p.m. and continuing Friday, May 18th from 9:00 through 5:00 p.m. There will be interesting workshops on various topics including one on formula funding and support services by VCC's John Cousineau and one on the PLATO system of computer aided instruction of ABE by Control Data Institute.

Contact Grant Kelly for registration information. 875-6111, local 504.

J.G.K.

### SAFETY COMMITTEE

I will be on vacation in May-June. College Foundations instructors, please refer Safety Committee matters to Joyce Jarrett.

E. C. Henry



FELICITATIONS

Our very best wishes go out to Moira Cushing, a member of our E.L.T. Night Department, who instructs at John Oliver School, as she gets married this month.

R.F.C.

NEIGHBOURHOOD ENGLISH

Rose Marie Watson will be away on PD from Monday, May 7th to Friday, May 25th. Maureen Sawkins will be acting as Department Head of Neighbourhood English. Please contact Maureen at local 553.

R.M.W.

1984-85 EDUCATIONAL PLAN

On Wednesday, 1984 May 02 the King Edward Campus Administrators presented the 1984-85 Education Plan, together with the Campus budget, to instructors with administrative responsibility and to the King Edward Campus directors of the Vocational Instructors' Association. As well as receiving a copy of the budget, each person present was given a draft working paper which provided a rationale for the budget funding and preparation and the means by which King Edward Campus must increase productivity in order to survive in its present format.

As a consequence of Wednesday's meeting, minor revisions have been made. The revised draft follows for your consideration.

There was concern that the Principal convene a meeting at which faculty and staff could express their concerns and provide suggestions for improvement of productivity.

The Principal's meeting will be held in the KEC Auditorium on Friday, 1984 May ~~09~~ at 3:30 p.m.

R.F.C.







DRAFT #4

1984 May 01

1984 - 85 Budget Shortfall

Preamble:

Formula Funding is the means by which the Ministry of Education determines the sizes of the grants made to post-secondary institutions. Each program has fte costs province wide used for the weighting it is given. The Ministry also designates the number of sch each program is expected to generate at each institution. Those programs which have province-wide priority must not be touched. Over the others, the individual institutions have a degree of discretion.

Just as our 1982-83 performance effects our current-base for this financial year, our performance in 1984-85 will impact our 1986-87 funding. College funding for 1986-87 will depend on two factors: The first is on how each individual institution attains its target sch's; and the second is how well this compares with the attainments of other institutions. If we do not generate our target fte's in 1984-85, our funding will be proportionately decreased. On the other hand, if we generate more sch's than is targeted there is no guarantee that our funding will increase. However, it is essential that we aim for a modest surplus in each program just in case there be a shortfall over which we have limited control, such as CEIC not filling all purchased seats in certain areas.

Each year the College will be expected to generate increasing sch's with steadily decreasing dollars. In 1984-85 we are expected to generate 3,199,600 sch and, based on our expenses in 1983-84, the College is short by approximately \$3,000,000. This represents an effective loss of between 8% and 9% in real dollars to the College. This is how much less money we will have for providing the same amount of instruction in 1984-85 as we provided in 1983-84. Most of this money relates to faculty salaries.



KING EDWARD CAMPUS

1984-85 EDUCATIONAL PLAN

A. INCREASED PRODUCTIVITY

It is mainly by increased productivity, which for budget purposes is measured in sch's, that our target can be attained. This increased productivity can be attained by a combination of the following:

1.    a. Eliminating programs/classes/sections with low enrollments;  
      b. Expanding programs/classes/sections with high enrollments;
2.    Lengthening some programs;
3.    Instructors with administrative responsibility spending more time in the classroom;
4.    All instructors spending more time in the classroom;
5.    Reduction in the use of professional development leave or using such leave when classes are not in session; and
6.    Reduction of other classroom release time.

1. Eliminating small classes

No classes with fewer than 18 students will be allowed except where special documented needs dictate. Resources will be transferred to more productive programs.

2. Longer Programs

Some programs, such as Employment Orientation for Women, will be lengthened to allow the instructor(s) to generate the maximum numbers of sch's.

Variance in the above will be approved in writing by Senior Management only after a written request made to the Principal by the immediate supervisor.



King Edward Campus  
1984-85 Educational Plan  
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3. Instruction time of instructors with administrative responsibility.

- a) Division Chairmen: five hours per week;
- b) Department Heads/Assistant Department Heads:
  - i) College Foundations: 7 sections per year; except Business Education, 8 sections.
  - ii) English Language Training: 12 1/2 hours per week.
  - iii) Training and Development: 15 hours per week.
- c) Coordinators: 20 hours per week.

Variance in the above will be approved in writing by Senior Management only after a written request made to the Principal by the immediate supervisor.

4. Classroom Student Contact

Each instructor's student contact hours (only those which generate student contact hours) will be:

- a) College Foundations: 11 sections per year;
- b) English Language Training: 25 hours per week;
- c) Training and Development Division: 30 hours per week, except for Pharmacy Assistant and PPWHIVI instructors, who will instruct 25 hours; and;
- d) Music: 20 hours per week.

Part-time instructors will be pro-rated.

Exceptions from the above may be approved by the Principal, or his delegate, provided written rationale for such exception is made by the Department Head.



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5. Professional Development Leave

The replacement of instructor cost for professional development leave at King Edward Campus equals approximately the salaries of six faculty.

Where possible, professional development leave should be taken when a substitute is not required.

6. Other Classroom Release Time

All other release from classroom instruction, such as working on special projects, must be requested by the department head, by way of the division chairman, in writing to, and approved by the Dean of Instruction, at least three weeks before such release takes place.

B. STUDENT SUPPORT

Appointments for counselling will be phased out and counselling will be on a drop-in basis only.

There will be a reduction in part-time support staff due to lack of budget funding.

C. TRAVEL

Travel outside the Lower Mainland for College activities, unless already approved, will be frozen until further notice. Exceptions may be approved by the Principal.



#### WORKSHOP FOR INSTRUCTORS OF HEARING IMPAIRED STUDENTS

A mini-workshop will be conducted by Dr. Larry Quinsland of the National Technical Institute for the Deaf, Rochester, New York at King Edward Campus, Room 2048, on Monday, May 7, 1984. A lecture will be given 3:30 to 4:30 p.m. and a participatory workshop will be held from 7:00 to 9:00 p.m. The topic of the workshop is "Experiential Learning and Education of the Deaf: Implications for Design of Curricula and Instructional Methodologies". All faculty, especially those who have had hearing impaired students in their classes, are invited to the workshop.

W.B.

#### FREE SIGN LANGUAGE CLASSES

Sign Language Classes at the Level 1 are available free of charge for staff and faculty at King Edward Campus, provided seats are available. The classes start Monday, May 7, at 6:00 p.m. The classes will meet every Monday and Wednesday, 6:00 - 8:00 p.m. for six weeks. Come to Room 2049.

W.B.

#### SPACE ALLOCATION

The return of the full-time ELT program to the main campus, coupled with the imminent relocation of the Music Program, is causing a space allocation problem. With the objective of maximizing the utilization of space, the Management Committee has reviewed and amended "Space Allocation" policy and procedures. The committee invites positive suggestions to the proposed amendments. Such suggestions should be made in writing and are to reach the Principal's office no later than noon, Friday the 11th of May. (See Policy/Procedures next page)

G.A.R.S.



Policy No. 5.2.1.1  
Issue Date: 1981 April 02  
Amendment: 1984 April 30  
Source: KEC Management Committee  
Title: SPACE ALLOCATION,  
RE-ALLOCATION  
Concerning: Administrators, Faculty  
and Staff

Principal  
Approval: \_\_\_\_\_  
President  
Approval: \_\_\_\_\_

POLICY:

- A.1 The Dean of Administrative and Student Services is responsible for the allocation of campus facilities, inclusive of classrooms, laboratories, workshops, offices and all other usable space.
- A.2 Allocation of instructional space will normally be given priority in the following descending order:
- a) Regularly funded full-time programs/courses.
  - b) Regularly funded part-time programs/courses.
  - c) Temporary funded programs/courses.
  - d) Continuing Education programs/courses.
  - e) Other college uses (see policy 5.2.1.2.).
  - f) Community uses (see policy 5.2.1.2.).
- A.3 The Dean of Administrative and Student Services delegates the allocation of instructionally-related office space to the division chairmen.
- A.4 Allocation of instructionally-related office space will normally be given priority in the following descending order:
- a) Regular full-time faculty and staff.
  - b) Regular part-time faculty and staff.
  - c) Term faculty.
  - d) Auxiliary/temporary faculty and staff.
- A.5 In order to obtain the maximum use of building space, the Dean of Administrative and Student Services may, on occasion, find it necessary to deviate from the above guidelines.



Policy No. 5.2.1.1.  
SPACE ALLOCATION,  
RE-ALLOCATION

PROCEDURES:

B.1 Space for Regular and Temporary Funded Instruction

Division chairmen will prepare program/course requirements and submit such requests to the Dean of Instruction (according to policy 6.3.1.1).

B.2 The Dean of Instruction will submit approved program course requirements to the Dean of Administrative and Student Services who will be responsible to assign times and rooms to the approved program/course requirements.

B.3 If real or perceived difficulties in scheduling cannot be resolved informally, the Dean of Administrative and Student Services will convene and chair a meeting of the campus deans and division chairmen. The purpose of such a meeting will be to resolve such difficulties. Final resolution will rest with the Dean of Administrative and Student Services, subject to appeal to the principal.

B.4 Space for Continuing Education Instruction

All requests for Continuing Education instructional space shall be given priority by the appropriate administrator of Continuing Education and submitted to the Dean of Instruction who shall check the request in order to ascertain that the course/program does not conflict with a similar/closely related course/program offered by King Edward Campus. After so ascertaining, the Dean of Instruction shall forward the request for space to the Dean of Administrative and Student Services who shall be responsible for assigning times and rooms.

B.5 If real or perceived difficulties in scheduling of approved Continuing Education requests cannot be resolved informally, the Dean of Administrative and Student Services will convene and chair a meeting of the campus deans and the appropriate administrator of Continuing Education with the purpose of resolving the difficulties. Final resolution will rest with the Dean of Administrative and Student Services, subject to appeal to the principal.



Policy No. 5.2.1.1.  
SPACE ALLOCATION,  
RE-ALLOCATION

B.6 Office Space

The assignment of office space is delegated to the division chairman or, where there is no division chairman, to the department head.

B.7 If real or perceived difficulties in assignment of office space cannot be resolved informally, the final resolution will rest with the Dean of Administrative and Student Services.

B.8 In order to keep an up-to-date location roster of faculty and staff personnel, the Dean of Administrative and Student Services must be kept informed of any change to the existing allocation of office space.

B.9 Other instructional space requests should be forwarded to the Dean of Administrative and Student Services on a "Space Request Form" (see attachment).



SPACE REQUEST FORM

Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_

<input type="checkbox"/>
<input type="checkbox"/>

Request for additional space

Request for relocation

Reason for Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates Required: \_\_\_\_\_

Times Required: \_\_\_\_\_

Is a specific room or area necessary? \_\_\_\_\_

Number of students to be accommodated. \_\_\_\_\_

Must the room have any special equipment? \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_  
Division Chairman

Signature \_\_\_\_\_  
Dean of Instruction

.....

Request granted for Room \_\_\_\_\_

Dates \_\_\_\_\_ to \_\_\_\_\_

Signed \_\_\_\_\_

Dean of Administrative and Student Services



WORKSHOP ON "DEALING WITH A HOSTILE OR VIOLENT CLIENT"

The Counselling Department will be offering the following workshop in two evening sessions, specifically for K.E.C. faculty and staff. If you are interested in attending, please contact the Counselling Centre at Local 208 or drop by Room 3002.

PURPOSE:

To provide staff with theoretical principles and current research results concerning aggression and an opportunity to apply these principles. The intent is to give staff a wider range of response choices to deal with day to day aggressive encounters.

WHEN:      Session 1    Tuesday, May 15)    5:30 p.m. - 8:00 p.m.  
             Session 2    Tuesday, May 22)

WHERE:    Counselling Centre, Room 3016

Steve Sigmond, who will be presenting the workshop, has done research in the area of aggression and was involved in a Research and Training Programme geared at increasing the effectiveness of prison guards. He has worked in mental hospitals, a crisis centre, a university's psychological services clinic and is presently a counsellor at K.E.C.

L.H.

PROFESSIONAL DEVELOPMENT REMINDER

Tomorrow, Friday May 4, Dr. John Roueche will be giving a talk to faculty and administration in the KEC Auditorium on the challenge to excel in a time of restraint. Dr. Roueche is a noted author and lecturer on Community College issues and has spoken at over 900 colleges and universities. This will be his first visit to the Lower Mainland and Vancouver Community College is pleased to be hosting this event. Some tickets are available for this important morning session and can be obtained from Grant Kelly at local 504, or at the Learning Centre. A display of some of John Roueche's books can be found at the entrance to the KEC Library.

J.G.K.

PLEASE NOTE THE FOLLOWING ROOM CHANGES

C.F. Mathematics classes scheduled for 3265 are now in 3092; classes scheduled for 3266 are in 3094. The Program Development room for College Foundations Mathematics instructors (formerly 3261) is now 3095.

E.MacL.





ISN'T IT TIME YOU TOOK A CLOSER  
LOOK AT THE STUDENT WHO IS HAVING  
A DIFFICULT TIME MAKING IT IN  
YOUR CLASS? THERE MAY BE A LEARN-  
ING PROBLEM. HERE ARE SOME CLUES:

1. Obvious visual problems
2. Obvious hearing problems
3. Obvious speech impediments
4. Unusual clumsiness
- \*5. Doesn't seem to progress, though bright
- \*6. Responds slowly
- \*7. Immediate memory recall problems
- \*8. Difficulty with spelling
- \*9. Low comprehension of language (receptive and/or expressive)
- \*10. Discrimination difficulties - often mistakes what you say or what is read for something else
- \*11. History of "not making it" in school
- \*12. Seems to understand what is said in class but has difficulty understanding reading material
- \*13. Extreme difficulty with written expression, e.g. syntax or organizing thoughts

Help is available, and so are answers to your questions regarding the atypical learner:

WHO: Your I.E.P.A. Committee Representative  
WHERE: I.E.P.A. Committee  
WHEN: 2:30 - 4:00 on alternate Thursdays

Your representative on the Committee is:

E.L.T.:	Carmen Dykstra
B.T.S.D.:	Lynn-Ann Booker
V.P.W.R.:	Howard Turpin
Basic Education:	Mary Waddington
College Prep. English:	Tom Petersen
A.S.E.D.:	Alice Nielson
College Foundations:	Sonja Alton
(Humanities Dept.)	
Neighbourhood English:	Rose Marie Watson

Others on Committee:

Learning Centre:	Grant Kelly
Diagnostician:	Malcolm Cant
	Committee
	Chairman
Medical:	Graham Burns
Counselling:	Steve Sigmond
I.E.P.A. Tutors:	Claudia Mason
	Arleen Stiver

Discuss your referral with your Representative, not directly with the Diagnostician please!





# DIANE THOMPSON

## STUDENT WRITING AWARDS

<b>FIRST PRIZE</b>	<b>\$250.00</b>
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<b>SECOND PRIZE</b>	<b>\$100.00</b>
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<b>THIRD PRIZE</b>	<b>\$75.00</b>
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*RUNNERS-UP: Choice of Maclean's Pocket Calculator or hardcover book published in Canada.*

*Essay topic to be chosen from one of the following:*

1. The Nuclear Arms Issue: No Nukes or More Nukes?
2. Pornography: Is Censorship the Answer?
3. Abortion in Canada: Individual Choice or Government Decision?
4. Teenagers in the 1980s: No Will to Rebel?
5. The Computerization of Society: Boon or Bane?
6. The Media in Canada: Too much power in too few hands?
7. The Video Revolution: Boon or Bane?

Submissions should be 2-3 pages, double-spaced. Maclean's In-Class Program will not edit or correct submitted essays.

Entries will be judged by a Maclean's committee on content, originality, effective style, organization, sound argument, spelling and grammatical accuracy. Winning entries will be published in a special edition of the In-Class Program.

*Deadline:* Post-marked no later than May 4, 1984. Student's name, address, date of birth, and grade, as well as teacher's name and school address should appear on each entry. High school students only. One submission per student.

*Send entries to:* Wendy Dennis  
Educational Division  
Maclean Hunter Limited  
Maclean Hunter Building  
777 Bay St., 8th Fl.  
Toronto, Ont. M5W 1A7



### VCC FOUNDATION - INTERNAL CAMPAIGN

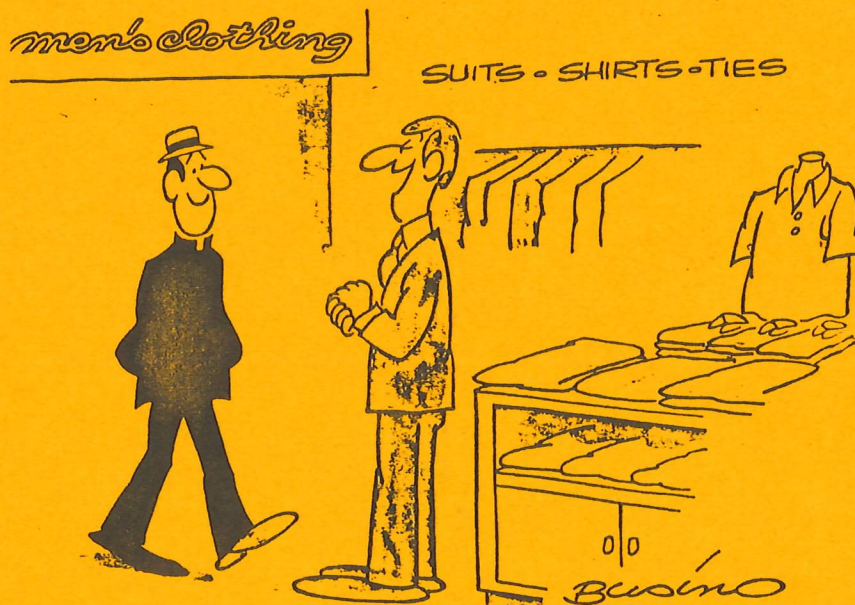
KEC is organizing quickly for an internal fund raising campaign in support of our VCC Educational Foundation. Members from all areas of the campus are needed to help with the campaign effort - largely in the month of June. But we must organize now. Campus representative on the Internal Advisory Committee is Grant Kelly. He has been joined by Bob Gauthier, Gordon Pawelchak and Howard Turpin to date. Other representatives are needed from support staff and faculty. Please contact Grant Kelly (local 504) if you can lend your efforts to this worthy endeavour. Questions, enquiries and suggestions are welcome!

J.G.K.

### KEC FACULTY/STAFF ACTIVITIES

Ted Kirby	Ministry workshop, Kelowna	May 03-04
Ann Hinkle	To prepare a workshop for the WAETSOL Mini Conference in Seattle (May 05)	May 04
Rose Marie Watson	Ed. 482 - Introduction to Statistics for Research in Education	May 07-25
Jean Cockell	Preparation re teaching Computer Science 073	May 09-30
Joyce Jarrett	Chemistry Articulation, College/University Chemistry Committee (UBC)	May 11
E. Chan-Henry	Articulation Meeting	May 11

M.R.



"Something for a man on his way up, right?"



AND THE BAND PLAYED ON

Great news for music lovers. No longer will KEC Library be filled just with stuffy old books. It will soon also be filled with stuffy old records, tapes, music magazines and scores. The entire stock of the West 8th Music Library will be moved over here on the 23rd of April but will be kept in temporary storage until the end of summer when you may find what you want in a drastically re-arranged library. We can do nothing, alas, about the stuffy old librarians.

THERE IS NO FREE LUNCH

For a few years we have been charging students fines for overdue materials. This discriminatory practice must cease! From now on, we will charge everyone, including instructors for overdues (25 cents a day). We have one other piece of good news to impart. We have been using the services of a collection agency to help us retrieve substantial delinquent fines and naturally, these services will be extended to cover all outstanding fines.

VIDEO VIEWS

Two new video tapes available in the library deal with the human body. "Back Talk" shows the best way to lift weights and "Man: the Incredible Machine" takes the viewer on a tour of the heart, the blood vessels, the skeleton, the ear, the eyes and even into the brain. Ask Amanda for the inside view.

BOOK TALK

Ballard, R.D. Exploring our living planet. National Geographic Society, Washington, D.C., 1983.

The theory of plate tectonics explains many of the geological phenomena described in this beautifully-illustrated book. It covers earthquakes in California, volcanic eruptions in Iceland, the mysteries of Loch Ness, ash fallout from Mt. St. Helens and a whole lot more. QE 511.4 B34 1983.

James, Elizabeth and Carol Barkin. A place of your own. E.P. Dutton, New York, 1981

Leaving home for the first time can be an exciting step for many young people or it can be a difficult period of adjustment. This book may not be quite the thing if you are a forty-year-old whose aged parents leave your suitcases outside the front door when you come home. But if you care to know how to budget, use imagination to transmute orange boxes into Queen Anne sideboards or how to turn a broom closet into a guest bedroom, you might just try this optimistic little book. TX 303 J34 1981.

Karsh, Yousuf. Karsh portraits. 1974

Yousuf Karsh is a name known around the world and this book, Karsh portraits, helps show why. Forty-eight portraits including Kennedy, Churchill, Einstein, Castro, Hemingway, Khrushchev, Picasso, Schweitzer and Helen Keller grace the pages of this engrossing book. TR 681 F3 K38 1976.



Lawrence, D.H. Sons and lovers, etc.

The title of this tome seems to be the sum of all the works included within the work. Lovers of Sons and lovers, Love among the haystacks and Lady Chatterley's lover will immediately recognize the hand of D.H. Lawrence. This chap, who wrote about love, appears in a massive 960 page volume including, in addition to the above, St. Mawr, The fox, The white peacock and The virgin and the gypsy. PR 6023 A93 A6 1976.

Massie, Joseph C. and John Douglas. Managing. Prentice-Hall, Englewood Cliffs, N.J., 1977.

Managing is a text book for students associated in some way with business administration. It discusses the manager's role from the viewpoint of the business environment, knowledge of his function, how to manage, the practical aspects of managing and new challenges confronting the skills of management. HD 31 M337 1977.

Matthews, Ellen. Culture clash. Intercultural Press, Chicago, 1982.

Kim and Quang arrive in America sponsored by the author. The naive Mrs. Matthews finds all her preconceptions overturned by her Vietnamese guests, so read on to find out what Kim and Quang get up to in America! E 184 V53 M37 1982.

Naisbitt, John. Megatrends.

Megatrends is based on the optimistic assumption that you will be able to predict trends by studying existing conditions in business, finance, industry, government, etc. It suggests certain directions but, strange to say, all the directions result in improved conditions. A book to ponder upon. HN 59.2 N34 1982.

Newman, Lena. The John A. MacDonald album. Tundra Books, Montreal, 1974.

On a par with D.H. Lawrence, the leading character in The John A. Macdonald album is, of course, John A. MacDonald. The cover says it all: "Here he is, the first Canadian. Audacious, loving, bawdy, generous, hard-drinking, brilliant, urbane, tragic, warm and witty. The greatest sophisticate who ever created a country." But once you overcome this daunting introduction, you will find a multitude of contemporary illustrations describing how the events of his life were really events in the life of Canada. Recommended as a lively history of the young colony and Dominion. FC 521 M3 N4.

J.L.

#### POSITION OPENINGS

V.C.C./V.V.I. requires a Kitchen Porter for the Food Trades Department Closing date for applications is May 8th, 1984.

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

H.E.P.



# E.L.T. update

VANCOUVER  
COMMUNITY  
COLLEGE   
King Edward  
Campus

H.I. No. 3

May 3, 1984.

## EDITORIAL guest editorial

For this third guest editorial, it seems appropriate to continue the theme of acknowledging contributions and creativity - in particular, to acknowledge those quiet day-to-day contributions made without fan-fare.

We have managed, regardless of departmental affiliation, to develop materials, give workshops for colleagues, present papers at conferences and grow as instructors. This has not been done without a major commitment of time and an openness to constructive criticism.

Many KEC-ELT instructors have achieved "career credibility" by unstintingly sharing what they have learned and developed. It has been very rewarding to watch and be a part of the way KEC-ELT instructors have developed into real professionals and now continue the search for further professional development.

Rose-Marie Watson  
Neighbourhood English  
Department Head

## update EDITORIAL

Three NDP Members of Parliament, Pauline Jewett, Margaret Mitchell and Ian Waddell, met with faculty from the various ELT Departments at KEC last March 28.

They had been talking for three days with young people at unemployment action centers and others, as well as at various educational institutions. They wanted to listen and gather information about young people's concerns and unemployment situation, so as to have a clearer understanding of what the

Federal Government's role should be in job creation. Their target audience was soon expanded to include adult-age groups.

They came to KEC to hear which second language age groups were unsatisfactorily or not at all served by the educational system, as well as to hear about our Division's financial problems. The MP's pointed out that the debates in the Commons are focusing on the deficit and ways of cutting it -- the contentious issue being whether these cuts should be achieved at the expense of social programs.

This threat could eventually affect Federal funding for ESL programs, especially as under the Federal Government's current philosophy, the three MP's pointed out, Federal aid should go only to recent immigrants.

If this were to happen, many immigrants whose language skills are still inadequate to compete effectively in the job market would not be able to realize their full potential or would be confined to unskilled jobs just because they have been in the country for a number of years. The cutting of Federal funds would affect not only highly skilled immigrants but also those in need of acquiring marketable skills.

Moreover, the three MP's were concerned about women in particular, since preference for language training is given primarily to men.

At this point in the information sharing between faculty and MP's, a faculty member who has worked closely with East Indian women in Vancouver, pointed out that these women, predominantly home-bound, are not even aware of their needs and of the importance of acquiring some basic English language skills in our society.

And those who are aware of their needs and make use of the language services provided by Neighbourhood English, School Canadiana and Night School, as well as by other



## Update Editorial (cont.)

educational institutions in British Columbia, could be directly affected if the Federal Government were to withdraw funding. One of the MP's then spoke out on the need for not only maintaining but also expanding these services so that all hidden second-language learners, who are usually women, can be reached.

At the end of the information sharing session, all three MP's stressed the importance of lobbying. In particular, they went on, community colleges should organize themselves and make their physical presence felt in Ottawa.

At this point, some faculty members expressed their concerns that the effects of possible cuts in ESL training might not be given high priority by the Federal Government if ESL problems are presented to Ottawa as just one among many others of concern to community colleges.

In response, one MP suggested ways of making the Federal Government strongly aware of the need for adequately-funded ESL programs across Canada. This could be accomplished by establishing contact with ESL teachers and instructors throughout Canada, and also by taking advantage of regional ESL-related conferences.

The MP's ended the meeting on an optimistic note -- the upcoming Federal election. This would present the opportunity of making all three national parties aware of the importance of adequate funding for ESL training programs not only for new immigrants, but also for immigrants of all age groups, regardless of how long they have been residents of the country.

Eloah F. Giacomelli  
Herbert Salzmänn

*ELT Update* is published monthly under the auspices of the Communication Arts Division.

Pat Kennedy ..... Committee Chairperson  
Herbert Salzmänn ..... Editor  
Eloah F. Giacomelli ..... Consulting Editor  
Sherie Kaplan ..... Proof-Layout

### LIAISON

Jean Benetti ..... TEAL, Library & Bookstore  
Cheryl Jibodh ..... ELT HT Dept.  
Fiona Chin ..... School Canadiana  
Bruce M. Watson ..... Night School  
Helen Tegenfeldt ..... Testing  
John Oastler ..... Manpower  
Chris Sallis ..... College Prep. Eng.  
June Dragman ..... Neighbourhood Eng.  
Barbara Gerber ..... { Mailing List/  
Cecily May ..... { Correspondence

## SPECIAL PROJECTS

Alison Norman, Neighbourhood English, has developed materials to be used with Games and Butterflies by Katherine Kennedy and Ellen Sarkisian, New Readers Press, 1979. These materials include games and other teaching aids needed to carry out 10 of the activities outlined in the book. The activities are suitable for Beginner to Lower Intermediate level students.

The Night School Department's language teaching methodology and learning theory research project (mentioned in the February issue) has been put on hold.

### Computer Programs

Mike Carrier of Fanshawe College (London, Ontario) recently demonstrated a computer program he developed for Intermediate/Advanced E.S.L. students. He was kind enough to leave behind a disc (for Tandy computers). If you want to view the disc and have access to such a computer, see Bruce Watson, Room 3194, local 556.

Jade Lim at School Canadiana has completed a 10-unit P.D. project on forms and applications. Each unit consists of a story plus all the appropriate forms. Any teacher who has had difficulty getting forms as teaching aids will appreciate this 10 unit set.



## PEOPLE

School Canadiana welcomes new Department Head Alison Norman, who is taking over from Chian-Li Hsu. The faculty and staff at Canadiana are sad to see Chian-Li leave -- the Department has flourished under him and we will miss him and his non-fail touch with recalcitrant machines. However, we are indeed fortunate in having Alison to continue working for the good of the Department.

Twenty-seven Homefront tutors received special recognition for their efforts in tutoring homebound learners for over one year. Thursday evening, April 26, Neighbourhood English Dept. Head, Rose-Marie Watson, presented thank you cards and a beautiful cake made by Domco was enjoyed by all.

## WORKSHOPS

Ann Hinkle, Neighbourhood English, was invited by VCC Continuing Education to give two workshops, April 12, 19 on teaching techniques to teachers of the Bilingual Citizenship Classes, Continuing Ed.

Barbara Bowers was one of the participants in Serendipity - an ESL Celebration held on April 26 at Mount Pleasant Elementary School.

The ELT-HT Department wishes to thank Tracy Johnson, Nic Morelli, Mariko Richardson and Helen Tegenfeldt for their presentations on the end of term workshop day last March. In the morning, Tracy, Nic and Mariko reported on the workshops attended at the TESOL Convention. Tracy shared ideas on teaching literacy. Nic first gave an overview on ESL trends and buzz words and then a detailed account on an oral testing workshop. Mariko reported on a listening workshop. In the afternoon Helen Tegenfeldt, Testing Department, informed faculty about the taped oral test being developed for the E.L.A. All in all, a stimulating day.

Helen Tegenfeldt and Ross Barbour were asked to speak to Douglas College's ESL instructors on the development and use of the English Language Assessment test. All took a keen interest in KEC's system of screening and placement programs.

## PUBLICATIONS

Maureen Sawkins, Neighbourhood English, has had her article "Using Students' Writings for Low-Level 'Easy Readers'" published in the most recent issue of Literacy: "The Movement for Canadian Literacy", vol. 8, #3. Congratulations Maureen.

Your Home: An English as a Second Language Workshop for Beginners, developed by Homefront Learning, and written by Helen Cunningham, Myrna Rabinowitz and Susan Yee, was designed to accompany the two pilot Homefront Learning videos aired on the Knowledge Network in 1981.

Recent revisions allow the booklet to be used independently of the videos if desired.

The booklet, now available in the KEC Bookstore, deals with household repairs and looking for a place to rent.

ESL 001, the new Open Learning Institute ESL materials, are now available in the KEC Bookstore. They are Beginners level materials, using a situational/functional approach. The materials, designed for independent study, require little or no teaching direction, making them ideal for tutorials.

They can also be used by small groups of Beginning students in multi-level classes.

In a regular Beginners' classroom the materials can be used for oral work. Each of the 6 units contains a picture story suitable for the overhead projector and a short taped dialogue using every-day language. Each unit includes exercises for each of the 4 skill areas: listening, speaking, reading and writing.

The ELT Testing Unit has been commissioned by the Canadian International Development Agency (CIDA) to produce a series of English language tests for use in its China ESL program.



### Publications (cont.)

Pat Kennedy, Project Co-ordinator, Denny Rothschild and Tracy Johnson are working on developing this series. The deadline for the first module of the test is the end of May.

### Library News

Three new additions, all 1983, have been placed in the P.D. section.

Inside English, V. Allen. Using linguistic insights and the new grammar in the classroom. (excellent)

Foreign Language Testing, M. Finnochiaro & Sako. A practical approach to testing. (a review)

The Grammar Book. An ESL/EFL Teacher's Course., M. Murcia & Freeman. A good reference text for instructors. (good examples)

Still to be catalogued are two reading and writing guides from the Ministry of Education about assessments. Although specifically written for ABE, ELT instructors will find good ideas for Advanced level classes.

Sunita Gujral, KEC Library, has prepared a title bibliography of the Mel Henderson Collection. Copies were distributed at the TEAL Convention and some are still available in the Library.

### Bookstore News

Students can now purchase Grammar Work 3 - English exercises in context.

### UPCOMING EVENTS

Workshop Communicative Activities with Judy Winn-Bell Olsen of San Francisco. Saturday, May 5 - 9 a.m to 1 p.m., KEC, Room TBA. Limited enrollment. Contact J. Benetti, local 539

Conference Newthink (PACE). The Future of Educational Enterprise. May 23-26, 1984, UBC.



### "PRECIOUS COMMENTS"

In an 059 vocabulary quiz, students were asked to contextualize the words 'insensible and exploit'.

For 'insensible', one student wrote:

"Euthanasia is used to make people feel insensible in case of operations."

And for 'exploit', two students wrote:

"The bomb will exploit. Many people will die."

"What do you want to exploit from that hole?"

### NEWS FLASH

E.L.T. Update is planning a special edition to be mailed out in the fall of 1984. If you have any names and addresses of people who would like to receive it, please submit them to Barbara Gerber, office 3149, local 532.

Reminder: Anyone interested in teaching Pacific Rim courses should send their resume to Lawrence Fast, Dean of Instruction, Langara, V.C.C.

Ross Barbour is happy to report that the ELT Testing Unit now has its own IBM micro-computer which will greatly assist the Testing Department and other faculty members.



SCHEDULE OF INSTRUCTORS & CLASSROOMS

Although scheduling is the responsibility of the department head, in consultation with the individual instructor, it has to take into consideration the broader needs of the college community and the facilities available.

In order to facilitate scheduling and to minimize confusion, the Management Committee has developed the attached Policy & Procedure: 6.3.1.1. Instructors/Class Schedules. You are invited to review this Policy and make suggestions in writing, for its improvement, to the Principal's Office by Friday, May 11, 1984.

R.F.C.



DRAFT #5

Policy No. 6.3.1.1.  
Issue Date: 1984 May  
Amendment:  
Source: KEC Management Committee  
Title: Instructors/Class Schedules  
Concerning: Administrators, Faculty  
and Staff  
Campus Principal  
Approval: \_\_\_\_\_  
College President \_\_\_\_\_  
Approval: \_\_\_\_\_

POLICY

- A.1 The primary objective of a schedule is to meet the educational needs of the largest number of students. Programs/courses must, whenever possible, be assigned times which allow a maximum number of students to obtain desired programs/courses. This may result in classes being offered at any time of the day or evening. Specifically, instructional schedule design will be governed by: student needs; space allocation; total enrolment; finances; availability of classroom space; and, appropriate instructional loads determined within the limits of the Collective Agreement.
- A.2 The normal instructional day at the King Edward Campus shall be from 8:00 until 22:00 hours.
- A.3 Normally full-time instructors shall be scheduled on the basis of five (5) consecutive days per week (Collective Agreement 6.10).
- A.4 The normal instructor work-day shall be 7-1/2 hours inclusive of meal and coffee breaks (Collective Agreement 6.4).



DRAFT #5

PROCEDURES

- B.1 Department heads will compose class and instructor schedules for their areas of responsibility in accordance with the above. Space preferences (desireable rooms) if any, will be provided on these schedules. Priority consideration will be given to classes assigned to their specialty room (labs, etc.). Completed schedules will be submitted to the appropriate division chairman, 2 months prior to the beginning of an instructional period.
- B.2 The division chairman will organize department schedules into a division schedule, and submit the recommended schedule to the Dean of Instruction for his approval. This schedule will include courses, times, instructor assignments and desired rooms.
- B.3 Seven weeks prior to the beginning of an instructional period, the Dean of Instruction will submit an approved schedule of space requirements to the Dean of Administrative and Student Services as set out in policy 5.2.1.1.
- B.4 Department Heads will inform the appropriate division chairman, in writing, of any schedule changes such as course cancellations or the need for larger or smaller classrooms. The division chairman will then advise The Dean of Instruction, who will in turn advise the Dean of Administrative and Student Services of such changes.