

KING EDWARD TIMES

VOLUME X, No. 10

June 07, 1984

V.I.A. GENERAL MEETING

DATE: Tuesday, June 12
TIME: 2:00 p.m.
PLACE: Biltmore Motor Hotel
12th Ave. & Kingsway

Visit by the Minister, The Hon. Mr. Jack Heinrich

Itinerary - 10:00 a.m. - KEC Campus tour with VIA Hosts
- 11:30 a.m. - Luncheon at VVI with VIA Hosts
- 12:45 p.m. - VVI Campus tour with VIA Hosts
- 2:00 p.m. - VIA General meeting at the Biltmore
- 2:45 p.m. - Wine & Cheese, VIA meeting, Biltmore

Please attend and support the VIA's day with the Minister.

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.

ON VACATION

Barbara Bowers will be away on holidays for the month of June. Anything of an administrative nature will be handled by R.F. Cunningham.

V.McK.

KEC LIBRARY HOURS

Summer hours for the KEC Library will be in operation during July and August. Due to budget restraints, there will be no evening service offered. Normal hours will resume in September. Summer hours will be:

Mon., Tues., Wed. & Thurs. 9:00 a.m. to 5:00 p.m.
Friday 9:00 a.m. to 4:30 p.m.

The library will also be closed for four days, TUESDAY JULY 3rd to FRIDAY JULY 6th INCLUSIVE, to enable major re-arrangement of shelving, etc.

PERIODICALS ROUTING SYSTEM

Since many Instructors will be away for the summer months, periodicals will not normally be routed after this week. If you wish to continue receiving specific titles during the summer period, please call Florence at local 205, or drop her a note.

P.C.

COLLEGE POLICY CONCERNING TRANSPORTATION OF STUDENTS

VANCOUVER COMMUNITY COLLEGE POLICY AND PROCEDURES MANUAL

Policy No.	1.1.0.2
Issue Date:	February 12, 1981
Amendment:	Original
Source:	College Executive Committee
Title:	<u>TRANSPORTING STUDENTS</u>
Concerning:	All College Employees
President	
Approval:	<u><i>[Signature]</i></u>

POLICY:

- A.1 The College shall carry "Special Excess Third Party Liability" insurance which provides coverage for all College employees and students while using a vehicle on College business.
- A.2 When one to eight passengers including driver are to be transported, a personal automobile may be used.
- A.3 When nine to twenty-four passengers (including driver) are to be transported, a bus shall be leased with an appropriate, authorized Class 4 licensed driver. Insurance shall be arranged to provide \$1,000,000.00 public liability and public damage coverage and a collision damage waiver (\$0 deductible) as part of the rental agreement.
- A.4 When twenty-four or more passengers are to be transported, provisions as outlined in A.3 shall be maintained with the exception that the driver shall hold an appropriate, authorized Class 2 license.

FACULTY/STAFF MEETING

Planning for 1985-86 has to get underway shortly. The Five-Year Educational Plan will require modification. A "brain-storming" session has been suggested and Friday, June 22nd from 1:00 to 2:30 p.m. in the auditorium was proposed. Therefore, if you're interested, please attend as noted above. While decisions will not be made respecting our (KEC's) offerings, budget, etc., ideas, suggestions, initiatives, proposals brought forward at the meeting will be noted for further discussion, planning, etc.

Instructors with classroom responsibilities at the time noted above, who wish to attend the meeting, should make alternate arrangements for their classes.

H.E.P.

ON CAMPUS SECURITY

1. Dial local 204 or
2. Until 6:00 p.m., dial the console (0) and ask the operator to contact security via the two-way radio.
3. After 6:00 p.m., Monday to Thursday, dial Counselling Reception (local 208) and ask the attendant to contact security via the two-way radio.
4. After 7:30 p.m., Monday to Thursday, dial Continuing Education Reception (local 200) and ask the attendant to contact security via the two-way radio.
5. After 5:00 p.m. Friday, dial the voice pager, number 667-2638. Announce your concise message into the phone. It will be recorded and, after you hang up, it will be transmitted to security. If you are calling from on campus, remember to dial 9 first and then the pager number.

R.N.G.



"I'm sorry, Mr Engstrom. Your way just doesn't add up."

FROM CONTINUING EDUCATION

- There will be C.P.R. classes running this summer. Anyone interested in learning these important life saving skills, come to C.E. office and sign up for a course.
- As summer approaches, there are more times available in the computer room on campus. Students and staff are welcome to take advantage of this opportunity. For more information, contact the library.

J.T.

SUBSTITUTE CALLS TO TASC0

As we have a 24 hour service from TASC0, a sick call may be made to the answering service at any time. However, the calls are only picked up by the K.E.C. representative during certain times of the day, so sick teachers must leave plenty of time for substitutes to be found.

The calls are picked up for 8:00 or 8:30 a.m. classes between 6:45 and 7:15 a.m. A call for an early morning substitute which comes in after 7:15 a.m. can cause a problem. It is not always possible to find a substitute immediately and can take several phone calls. This all takes time. Imagine if you were a substitute teacher, being called 45 minutes before a class was due to start. Calls are picked up more or less hourly during the day until 2:45 p.m. After that, a sick call for a 7:00 p.m. class is considered an emergency and a teacher should contact his/her supervisor.

Lesson plans should not be given to the TASC0 telephone operators. Their job is to receive the following information which is passed on:

Name	Class time
Phone number	Level of class
Reason for absence	Location of class

The call is picked up from TASC0. A substitute is found. The substitute then calls the teacher for details.

F O R Y O U R W A L L E T

TASC0 number 733-4421

-5- Policy No. 6.3.1.1.
Issue Date: 1984 June 01
Amendment: Original
Source: KEC Management
Committee
Title: Instructor/Class
Schedules
Concerning: Administrators,
Faculty and Staff
Cross;
Reference: Policy No. 5.2.1.1
and VIA Collective
Agreement
Campus Principal
Approval: *[Signature]*
College President
Approval: *[Signature]*

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, the instructional schedule design will be governed by student needs, space allocation, total enrolment, finances, availability of classroom space and appropriate instructional loads as 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).

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 rooms (labs, etc.). Completed schedules will be submitted to the appropriate division chairman, two (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.

PROCEDURES (cont'd)

- B.3 Seven (7) 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.

CLOSURE OF FACULTY DINING LOUNGE FOR G.E.D. TESTS

The Faculty Dining Lounge will be used for the writing of G.E.D. tests this Friday and Saturday and so will be closed after 5:00 p.m. on Friday.

The student cafeteria space will still be available after 5:00 p.m.

Thank you for your cooperation in this matter.

R.F.C.

POSITION OPENINGS

V.C.C./Langara Campus requires a Secretary I for the Student Services Dept. Closing date for applications for this position is June 8th.

V.C.C./Langara Campus requires a Journalism Instructor. Closing date for applications is June 15th.

V.C.C./V.V.I. requires Electricity & Industrial Electronics Instructors (Term & Auxiliary). Closing date for applications is June 15th.

V.C.C./Continuing Education Division requires Program Instructors for Post Basic Pediatric & Critical Care Level 1 Nursing. Closing date June 15th.

V.C.C./Langara Campus requires an Audio Visual Technician II. Closing date for applications for this position is June 12th.

For further information regarding the above positions, please see bulletin boards.

H.E.P.

CVA/ACCC CONVENTION

Last week, there was a very successful combined convention of the Canadian Vocational Association and the Association of Canadian Community Colleges at the Holiday Inn Harbourside.

Instead of the originally anticipated 550 delegates, 1,100 registered. A convention such as this involves long and detailed planning on the part of many persons, most of them volunteers. The logistics and registration involved unstinted efforts on the part of many of our King Edward Campus colleagues. Those to whom credit and thanks must be given include J. Humble, G. Kelly, M. Bennett, B. Bowers, A. Stusiak, D. O'Neill, R. Ofield, P. Maglaque, G. Akin and D. Branter, the last of whom cut short his honeymoon in order to rehearse and conduct the stage band.

In fact, the climax to the convention was the banquet and dance, for which our stage band provided the music. Very rarely nowadays does one have the opportunity to dance to, or even listen to, a fourteen piece dance band. Both on Thursday evening at the banquet and here on campus on Friday when the telephone rang continuously, a stream of accolades for the stage band was received. The skill and maturity of our students was commented upon. "The best college band in Canada" was the comment of more than one out-of-town delegate.

Again, "thank you" to all concerned.

H.E.P.
R.F.C.
G.A.R.S.

VCC FACULTY/STAFF ACTIVITIES

P. Hamilton	Attend Future of Apprenticeship Task Force	June 04
D. O'Neill	Articulation Meeting - Dept. of Labour	June 04
J. Aspinall	Work on curriculum	June 04-08
C. Tolsma	To serve on 1984 BC Reading Assessment Interpretation Panel for setting Grade 10 standards	June 11-12
J. Macnab	Attend the McDonald Commission on Canada's Future	June 11-13
P. Ballin	Study Arctic communities (Vancouver to Inuvik)	June 11- July 15
H. Jones	Study re "Grammar Book"	June 11-15
R. Barbour	Familiarization re IBM software and create user manuals	June 11-29
J. Godfrey	Attend SPEAQ and give two presentations	June 12-18

