

KING EDWARD TIMES

VOLUME XII, No. 13

June 28, 1984

COLLEGE BOARD MEETING

The College Board met yesterday (Wednesday) evening for its regular monthly meeting. (I was unable to be present.)

A copy of the agenda with background information and the minutes of the last meeting (1984 May 23) has been placed in the KEC Library for the benefit of those interested. A copy of President Manera's report to the Board, covering twelve items on a variety of college-related matters, has been placed in the Library as well.

H.E.P.

WHITE PAGES

We have the 1984 white pages in and they have been distributed to central areas for each department. Each phone has been allocated one phone book so please don't take more than what your office needs.

The old white pages should be left at the receiving department (Room 1515). Don't throw them away. These can and will be recycled, so please make sure you drop yours off at Receiving.

Yellow pages are not here yet, we should get them sometime in July.

If your department does not have enough white pages please advise Steve Baker at Local 422 or drop him a note indicating how many more are required.

S.B.

guest editorial

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 Draganm	Neighbourhood Eng.
Barbara Gerber	{ Mailing List/ Correspondence
Cecily May	

SPECIAL PROJECTS

Helen Cunningham, Homefront Learning has been hired to write the Development Paper (script) for three T.V. programs on Teaching ABE and ESL to be aired this fall on the Knowledge Network. Myrna Rabinowitz and Jennifer House will write the print materials to accompany the three programs. Watch out for them in September or October.

Pat Kennedy, Tracy Johnson, and Dennie Rothschild, ELT-HT, developed four tests for CIDA-China:

1. Communicative Listening
2. Communicative Reading
3. Listening for Academic Purposes
4. Reading for Academic Purposes

The test writers put in much effort and time to meet the deadline date of May 24 and wish to express their thanks to those teachers and their classes who cooperated in field-testing the material.

The next stage of the CIDA project will be to complete a second module of each of the four tests by December 1984.

Instructors at School Canadiana have field-tested the Dental Kit put together by Margaret Brooke. We strongly recommend it for all levels above a B1. Students loved it and some of their dental habits may have improved as a direct result.

"PRECIOUS COMMENTS"

A YMCA student, told to write sentences using idioms, wrote:

"When I was a child, I wanted to play tennis but I didn't have a leg to stand on."

A student gives Nora, the cashier in the cafeteria, \$1.00 and says,

"Change me, please."



THE LIGHT TOUCH

Language teachers never die,
They just lose their tenses.

Spanish students never die,
They just go to Cid.

French students never die,
They just go in Seine.

German students never die,
They just go from bad to wurst.

Latin students never die,
They just start declining.

(Culled from INTESOL Newsletter, Winter 1982)

PEOPLE

After eight years (1976-84) as Department Head for the E.L.T. Half-time Department, Nic Morelli is leaving to join the College Preparatory Department. The HT Department went through many changes under Nic's aegis, from new testing procedures, computers, and student report cards to the biggest change of all - our new campus. Nic, a true Renaissance Man, will be missed. Cheryl Jibodh is the new department head for the E.L.T. Half-time Department.

Ms. Christine Allen, Intermediate Coordinator for the E.L.T. Half-time Department, will be returning to full-time teaching, having served four years as coordinator. Chris brought many innovations to the Intermediate level and her contribution of time, talent and energy - frequently above and beyond usual expectations -- has been fully appreciated by her colleagues in the HT Department.

COURSES

Ann Hinkle, NED, is working with Reena Baker, currently teaching EDUC 478, on practicum supervision for EDUC 478 for the UBC summer session.

WORKSHOPS

The following instructors gave workshops at the WAESOL Spring Mini-Conference, May 5th, in Seattle, Washington:

- Barbara Gerber: "Oral Interview Assessment Test"
- Ann Hinkle: "Multilevel Teaching Techniques"
- Jean Benetti and Victor Sinclair: "The Mechanics of Creating and Producing a Listening Comprehension Test"
- Bruce Watson and Klara Macskasy: "Thirteen Language Profiles: Practical Application of Contrastive Analysis for Teachers of ESL"
- Al Stusiak and Irene Strong: "Getting That Job: Materials and Techniques to Teach Job Search Skills to Immigrants and Refugees"
- Donna McGee and Sue Ling: "Strategies for Teaching the Writing Process"

REVIEW OF TEAL'S COMMUNICATIVE ACTIVITIES WORKSHOP

KEC-ELT faculty made up the majority of the participants at the above workshop given by Judy Winn-Bell Olsen of Alemany Community College of San Francisco.

The participants reviewed and adapted ideas on the uses of Name Tags, Picture Grids, and Look Again Pictures.

From the two VTR's shown, faculty not only gathered lesson ideas but also compared the VTR's content and production with those developed on our campus.

PUBLICATIONS

Ann Hinkle, N.E.D., in conjunction with Legal Service, is working on two supplements of the Westcoast Reader dealing with:

Publications cont.

1. The new Landlord/Tenant Legislation;
2. Family Law, which will include the new Federal Young Offenders Act.

The two supplements will be published in the fall.

Library News

A. Publishers' Display Area

A Publishers' Display Area in the P.D. section is now in operation.

TEAL and our library have worked together to set up a display of recently published materials for our inspection. This allows us to examine books on a continuous basis. This display has been made possible thanks to the cooperation of various publishers. The books will remain their property.

B. New Titles

In the last month the P.D. section has added 15 new titles to its collection. The subject matter of these 1983 editions range from language acquisition to grammar in action.

Bookstore News

Now available:

- Writing Canadian English - Workbooks (\$5.45) and Handbooks (\$7.95) for Beginners and Intermediates.
(Detsilig Enterprises of Calgary, Alberta)
- Revised Guided Writing for ESL Learners - Unit 1 (\$1.50)
(Text by E.F. Giacomelli; cartoons by B.M. Watson)
- Dracula (\$2.60), and The Danger Light (\$11.45) - Intermediate Readers
- 500 Words to Grow on for Beginners (\$1.95)

NEWS FLASH

E.L.T. Update is going into hibernation for the summer months. Publication of the newsletter will resume in the fall. Wishing everyone a thoroughly enjoyable holiday from all of us on the E.L.T. Update staff.

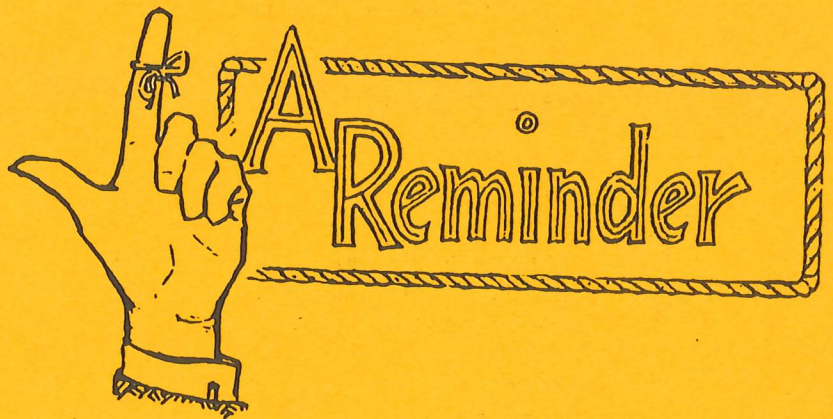


HAPPY BIRTHDAY PAT!

Pat! You are now entering "Your Old Age of Youth".

Happy 40th Birthday Pat Mulvihill from all the staff.

J.B.





CAFETERIA SERVICE

During the month of July and August the cafeteria will close down service at 6 p.m., Monday to Friday. The sandwich bar and the faculty/staff servery will not be operational during the summer.

R.N.G.

Policy No. 2.2.1.1
Issue Date: 1980 September 15
Amendment: 1984 June 18
Source: KEC Management Committee
Title: KEC - REFUND OF TUITION FEES
Concerning: Students, Faculty/Staff and
Administrators

Principal
Approval:
President
Approval:

POLICY:

- A.1 Students who withdraw from program(s)/courses will be entitled to a percentage of the paid tuition fee if they withdraw prior to an established date. The amount of refund will be in accordance with the established schedule.
- A.2 Students who have registered and paid their tuition fees in advance, will receive a full refund less a \$20.00 registration fee if they withdraw prior to the first day of class.
- A.3 A refund of 50% will be issued to a student who withdraws before 1/8 of the term or course has elapsed.
- A.4 No refund will be issued after 1/8 of the term or course has elapsed.
- A.5 Requests for exemption from the above policy will be addressed to, and considered by, the Dean of Administrative and Student Services.
- A.6 Where a tuition fee has been paid by an agency, the refund will be paid directly to that agency.

PROCEDURES:

- B.1 Students who wish to withdraw, and who are entitled to refunds, will produce their fee receipts and complete the withdrawal forms at the admissions counter.
- B.2 If the refunds are for three hundred dollars (\$300.00) or less, the cashier will process refund cheques within two weeks. If fees were paid by cheque, the refund cheque will be processed one month after the date on which the student registered.
- B.3 If the amount of refund is in excess of three hundred dollars (\$300.00), copies of the documents will be sent to the Vancouver Community College Accounting Department in Central Administration which will issue the appropriate cheque and mail it to the student.
- B.4 A refund schedule, compiled by the cashier, and approved by the Dean of Administrative and Student Services, will be posted in the cashier's area.

Policy No. 2.2.1.3
Issue Date: 1984 June 18
Amendment: Original
Source: KEC Management Committee
Title: STUDENT ACTIVITY FEES
Concerning: All Students
Principal
Approval: *H. Pankratz*
President
Approval: *Donner*

POLICY:

- A. The College shall collect student activity fees to defray the costs of extra-curricular student activities approved by the Dean of Administrative and Student Services or his delegate.
- A.2 Student activity fees shall be determined initially by the KEC Management Committee and subsequently in consultation with the Student Advisory Committee.
- A.3 The amount of the student activity fee will be reviewed annually.

PROCEDURES:

- B.1 Students must pay the student activity fee at the time of registration.
- B.2 The student activity fee shall be \$1.00 per student per month, effective 1984 July 15.


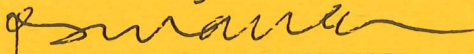
Policy No. 2.2.1.4
Issue Date: 1984 June 18
Amendment: Original
Source: KEC Management Committee
Title: STUDENT ADVISORY COMMITTEE
Concerning: All Students
Principal
Approval: *H. Pankratz*
President
Approval: *P. Ananda*

POLICY:

- A.1 The Dean of Administrative and Student Services, or his delegate, shall be responsible for establishing a King Edward Campus Student Advisory Committee.
- A.2 The Student Advisory Committee shall consist of one representative from each of the following programs or courses of study:
- i) Adult Special Education
 - ii) Basic Training for Skill Development
 - iii) College Foundations
 - iv) English Language Training: Full-Time
 - v) English Language Training: Part-Time
 - vi) Mechanical Trades
 - vii) Music
 - viii) Vocational Planning and Work Readiness
- A.3 Student representatives shall be selected by the students registered in programs or courses of study noted above.
- A.4 The Dean of Administrative and Student Services, or his delegate, shall:
- i) act as chairman of the King Edward Campus Student Advisory Committee;
 - ii) convene regular meetings;
 - iii) be a signing officer;
 - iv) be responsible for the budgeting, coordination, and management of committee activities.
- A.5 The role of the Student Advisory Committee shall be to assist in the organization of activities on behalf of the King Edward Campus student body.

PROCEDURES:

- B.1 The Dean of Administrative and Student Services, or his delegate, shall call for the selection of student representatives to the Student Advisory Committee at the beginning of January, May and September or when a vacancy occurs.
- B.2 A candidate for the Student Advisory Committee shall submit to the Dean of Administrative and Student Services, or his delegate, nomination papers containing the name and student number of the candidate together with the signatures of ten students registered in the appropriate program or course of study.
- B.3 Should two or more candidates seek to represent a single program or course of study, the Dean of Administrative and Student Services, or his delegate, shall announce an election time and place.
- B.4 All members of the Student Advisory Committee shall exercise the right to vote concerning business affecting the expenditure of funds for student activities.
- B.5 The Student Advisory Committee shall meet regularly.
- B.6 The quorum for meetings of the Student Advisory Committee shall be one half (1/2) of its members. This number shall not be fewer than four.
- B.7 In the absence of representation from the Student Advisory Committee, the Dean of Administrative and Student Services, or his delegate, may proceed with student activity business.

Policy No. 2.2.4.1
Issue Date: 1984 June 18
Amendment: Original
Source: KEC Management Committee
Title: KEC FINANCIAL AID - SCHOLARSHIPS
Concerning: Students, Staff and Administrators
Principal
Approval: 
President
Approval: 

DEFINITION:

Scholarships - awards given in recognition of academic achievement, usually monetary, based on graded course work.

POLICY:

- A.1 There shall be procedures for the disbursement of funds received from donor organizations for scholarships which recognize outstanding academic achievement in courses/programs offered through King Edward Campus.
- A.2 Awarding of scholarships is arranged with the donor organization. A donor may stipulate certain eligibility requirements within the guidelines of the Human Rights Code, such as a minimum grade point average, affiliation with a specific organization, application procedures and selection procedures.
- A.3 As scholarships are by definition awarded in recognition of academic achievement, the grades of each applicant will be the major deciding factor. In order to achieve an equitable base of comparison, the following conditions must be satisfied:
- a) In the student's most recent term of attendance, the applicant must have completed at least the equivalent of a full-time program.
 - b) The applicant must be enrolled in at least 80% of a full course load to win a scholarship and have achieved "B" grades or better, in all courses.
- A.4 Scholarships may be awarded on the basis of application or on recommendation of faculty.
- A.5 The funds are normally received by the Financial Aid Advisor.

Policy No. 2.2.4.1.
KEC FINANCIAL AID - SCHOLARSHIPS

PROCEDURES:

- B.1 Students wishing to be considered for scholarships will apply in writing to the Financial Aid Office. Normally, scholarship applications will be adjudicated twice a year; once for the September to December period and once for the January to April period. The deadline for application will be September 30th and January 31st.
- B.2 The Financial Aid Advisor will verify that eligibility requirements are met.
- B.3 A Scholarship and Awards Committee will meet to adjudicate all eligible applications. The Committee will consist of the Dean of Administrative and Student Services as Chairman, or his delegate; the three division chairmen, or their delegates; and others as appointed by the Chairman.
- B.4 Scholarships will be presented twice annually, at the Fall and Spring Awards Ceremonies.

Principal
Approval:
President
Approval:

~~15~~ Pankratz
osmar

Awards - recognition of achievement in a King Edward Campus program.
- in forms such as money, medals, books or certificates.

- A.1 There shall be procedures for the bestowing of awards recognizing outstanding achievement and/or progress. The source of funds for such awards will be donor organizations. Awards may be made in forms such as money, medals, books or certificates.
- A.2 The form of the award will be arranged with the donor organization. A donor may stipulate certain eligibility requirements such as program of study, affiliation with a specific organization, career objectives. These requirements must fall within the guidelines of the Human Rights Code.
- A.3 Awards may be made either upon completion of a course of study or on evidence of suitable progress. In the latter case, a minimum period of time may be established before award applications will be considered.
- A.4 The funds are normally received by the Financial Aid Advisor.

B.1 Students wishing to be considered for awards will apply in writing to the Financial Aid Office. Normally, applications for awards will be adjudicated twice a year; once for the September to December period and once for the January to April period. The deadline for application will be September 30th and January 31st.


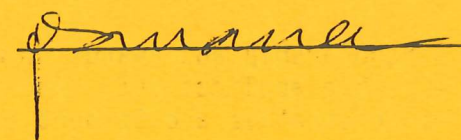
B.2 The Financial Aid Advisor will verify that eligibility requirements are met.

Policy No. 2.2.4.2.
KEC FINANCIAL AID - AWARDS

- B.3 A Scholarship and Awards Committee will meet to adjudicate all eligible applications. The Committee will consist of the Dean of Administrative and Student Services as Chairman, or his delegate; the three division chairmen, or their delegates; and others as appointed by the Chairman.
- B.4 Awards will be presented twice annually, at the Fall and Spring Awards Ceremonies.

Policy No. 2.2.4.3
Issue Date: 1984 June 18
Amendment: Original
Source: KEC Management Committee
Title: KEC FINANCIAL AID - BURSARIES
Concerning: Students, Faculty, Staff and
Administrators

Principal
Approval:
President
Approval:

DEFINITION:

Bursaries - non-repayable grants in recognition of financial need.

POLICY:

- A.1 There shall be procedures for the disbursement of funds received from donor organizations for bursaries to students at King Edward Campus.
- A.2 The fund will be administered by the Financial Aid Advisor under the direction of the Dean of Administrative and Student Services. Bursaries will be disbursed at the discretion of the Financial Aid Advisor.
- A.3 The form of the bursary will be arranged with the donor organization. A donor may stipulate certain eligibility requirements such as program of study, affiliation with a specific organization, career objectives, etc. These requirements must fall within the guidelines of the Human Rights Code.
- A.4 Donations to the bursary fund are normally received by the Financial Aid Advisor.

PROCEDURES:

- B.1 Students wishing to apply for bursary assistance must submit a bursary application to the Financial Aid Office.
- B.2 Applications will normally be assessed three times a year, as shown below:

<u>Term</u>		<u>Application Review Period</u>
Spring	- January - April	January 01 - January 31
Summer	- May - August	May 01 - May 31
Fall	- September - December	September 01 - September 30

Exceptions may be considered where there are extenuating circumstances.

Policy No. 2.2.4.3.
Title: KEC FINANCIAL AID - BURSARIES

- B.3 The Financial Aid Advisor will ensure that students who receive bursary funds are registered students at King Edward Campus, are attending regularly, and are progressing satisfactorily.

Policy No. 2.2.4.4
Issue Date: 1984 June 18
Amendment: Original
Source: KEC Management Committee
Title: KEC FINANCIAL AID - EMERGENCY LOANS
Concerning: Students, Faculty, Staff and
Administrators

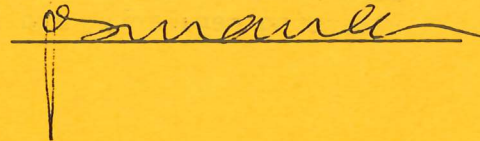
Principal

Approval:

President

Approval:





DEFINITION:

Emergency Loans - short-term loans to alleviate cash-flow problems.
- to be given where a source of assured repayment is identified.
- not to be given as a solution to an underfunding problem.

POLICY:

- A.1 There shall be procedures for the issuing of emergency loans to students where a source of assured repayment is identified.
- A.2 The funds for the emergency loan account are drawn from the Scholarship and Bursary Investment Fund and are disbursed at the discretion of the Financial Aid Advisor under the direction of the Dean of Administrative and Student Services.
- A.3 Students needing emergency loan assistance are required to apply in person to the Financial Aid Advisor.

PROCEDURES:

- B.1 When an emergency loan is approved, the emergency loan application (see attachment), acknowledges the terms of the debt, the due date and the receipt of the loan.
- B.3 The emergency loans will be issued in the form of cheques which require two signatures. Normally, they will be signed by the Financial Aid Advisor and the Dean of Administrative and Student Services. Other designated signing authorities are the Principal, the Executive Assistant to the Dean of Administrative and Student Services and the Office Manager.

Policy No. 3.2.0.3
Issue Date: 1983 January
Amendment: No. 3 (1984 June 18)
Source: KEC Management Committee
Title: KEC Billing Procedures
for Customer Services Related
to Shop Revenue.
Concerning: Administrators, Faculty and
Staff involved in programs/
departments producing shop
revenue
Cross-
Reference: College Policy No. 3.1.0.10,
3.2.0.2. and 3.2.0.4.
Principal
Approval: *H. Pankratz*
President
Approval: *J. S. Mauer*

POLICY:

- A.1. Effective 1984 August 01 the billing to customers shall include:
- A.1.1. the retail cost of the parts and materials used;
 - A.1.2. an appropriate surcharge to cover non-identifiable items such as: grease, solvent, wear and tear on use of equipment, tools, and the like, the cost of energy, etc.;
 - A.1.3. the actual cost of outside service(s) which the College has purchased on behalf of the customer (when applicable); and,
 - A.1.4. the provincial sales tax calculated on the total cost of all parts and miscellaneous surcharges. The sales tax shall not be collected on labour charges received by invoice from an external service agency.
- A.2. An appropriate surcharge will be added to parts and materials used in completing student jobs.

Procedures:

- B.1. All customer jobs accepted shall be identified by an accompanying "Work Order", fully completed and signed by the customer. A copy shall always be attached to the item requiring service.
- B.2. The surcharge added to the retail cost of all parts and materials purchased for a specific customer job, shall be ten per cent (10%) with the minimum surcharge being \$10.00.
- B.3. All parts purchased for a specific student job shall be charged to the student at the purchase price plus 10%.

EMERGENCY LOAN APPLICATION

NAME _____
(Surname) (Given)

S.I.N. _____

ADDRESS _____

STUDENT
NUMBER _____

POSTAL
CODE _____

TELEPHONE _____

NEXT OF KIN OR CONTACT PERSON (must reside in B.C.)

NAME _____

ADDRESS _____

POSTAL
CODE _____

TELEPHONE _____

Program: _____

Courses you are enrolled in: _____

Amount requested: _____

Reason: _____

For Office Use Only:

Please read and sign:

"I acknowledge receipt of this loan in the amount of \$ _____ and
undertake to repay this amount to Vancouver Community College - King Edward
Campus on or before the due date of _____."

Signature

Date

1984 June 18

AN UPDATE FROM THE COUNSELLING DEPARTMENT

Acting Department Head

Dave Greenall will be on holidays from Friday, June 29, to Friday, June 6. While he is away, Steve Sigmond will be acting Department Head. Steve can be reached at Local 208, or Local 486.

A visitor from the Yukon

The Counselling Department played host last week to Ms. Sue Tamás from the Yukon Department of Education. Sue visited the Campus to gather information on our Student Support Services to use as a model in setting up Student Services for the new Yukon Community College. Thank you to all those who helped make her visit a success.

Workshops

Watch for a new pamphlet that should be in your mailbox sometime in the next few weeks, which lists the workshops that will be offered by the Counselling Department during the current year. The workshops were developed in response to requests from students, faculty and staff, and cover a wide range of topics, from general orientation sessions to dealing with test anxiety.

As the people who know our students best, we are relying on you to let students know about the workshops and to make referrals when necessary. Additional copies of the pamphlet will be available in the Library, Bookstore, Admissions and the Counselling Department.

D.G.

POSITION OPENINGS

V.C.C./K.E.C. requires an Instructor for the Homemaker Department in the Training and Development Division. Closing date for applications is July 4, 1984.

V.C.C./Central Administration requires a Clerk II in the Accounts Payable Department. Closing date for applications is July 3, 1984.

