

KING EDWARD TIMES

VOLUME X, No. 22

September 6, 1984



**Thank
Goodness
It's
Friday!**

SEPT. 7
Happy Hours:

3.30-6.00pm

LOCATION: STAFF/FACULTY DINING LOUNGE
ALL STAFF AND FACULTY WELCOME

BEER: \$1.25 (BOTTLE) WINE: \$1.25 (GLASS)

DRAFT - FOR FACULTY/STAFF INPUT

Policy No. 1.2.0.6
Issue Date: 1984 August 13
Amendment: Original
Source: KEC Management Committee
Title: SIGNS
Concerning: All Faculty, Staff and
Adminstrators

Principal
Approval: _____
President
Approval: _____

POLICY:

- A.1 The mounting or affixing of signs - both temporary and permanent - shall be in accordance with "King Edward Campus Guidelines for the Mounting and Affixing of Signs", as noted hereunder.

PROCEDURES:

King Edward Campus Guidelines for the Mounting and Affixing of Signs

- B.1 In order to be posted on campus notice boards, permanent and temporary signs must bear the approval of the Dean of Administrative and Student Services or his delegate.
- B.2 When it is determined that a permanent sign is required, the division chairman, department head or program/service coordinator will forward the request to the Building Services Manager who with the approval of the Dean of Administrative and Student Services or his delegate shall undertake to have the requested sign placed.
- B.2.1 Permanent signs designating the function of an area or a room shall be suspended from the ceiling in proximity to the appropriate doorway(s) or affixed to the wall above the appropriate doorway(s).
- B.2.2 Signs identifying office occupants and their hours shall be located adjacent to the appropriate office doorway(s).
- B.3 Notice Boards will be strategically located throughout the campus to accommodate temporary signs and notices.
- B.3.1 When it is determined that a temporary sign is required, the division chairman, department head or program/service coordinator will forward the request to the Building Service Manager who with the approval of the Dean of Administrative and Student Services or his delegate shall undertake to have the requested sign placed.
- B.3.2 Normally, temporary signs shall not be placed on walls, doors or windows.

FROM CONTINUING EDUCATION

A Conference on:

THE RIGHTS OF THE DISABLED

Sponsored by the:

"Disabled People's Coalition Against the Budget" and "Vancouver Community College, Continuing Education Division".

Friday	- September 14	7:30 p.m. - 10:00 p.m.
Saturday	- September 15	9:00 a.m. - 5:00 p.m.
Sunday	- September 16	9:00 a.m. - 4:00 p.m.

At: Vancouver Community College, King Edward Campus
Faculty Lounge - Level 2
1155 East Broadway, Vancouver, B.C.

Registration Fee - \$10.00

Meals and travel subsidies may be provided.

The conference is designed to give people with a disability, information on their rights under provincial, federal and international Human Rights Legislation and on their rights as students, workers, tenants and consumers of social services. Workshops on lobbying, media skills and fund raising will be included. It is hoped that workshop participants will bring information on their organization and area, so that networking can take place, and an understanding of the issues on a province-wide basis can be developed.

Tentative Speakers to include:

Mark Berlin	- Senior Policy Analyst, Human Rights Directorate Secretary of State, Ottawa
Father Jim Roberts	- Co-chairman of the Solidarity Coalition
Leo McGrady	- Labour Lawyer
Lynn Smith	- Faculty of Law, U.B.C.
Hugh McLeod	- B.C. Human Rights Coalition

For further information please call 738-0395 or 253-2280. Please inform students.

V.C.C. Continuing Education Division invites you to *

OPEN HOUSE

KING EDWARD CAMPUS

1155 East Broadway

Saturday, September 8th

12 noon to 4 pm - Main Floor Foyer

4th Floor

Light refreshments will be served.

COLLEGE FOUNDATIONS INSTRUCTORS PLEASE NOTE:

A new Refund Policy has been put into effect for the September Semester. The length of time for refunds has been drastically reduced. Please inform your students. Schedules will be posted at the Cashier's wicket and throughout the Campus in September. Impress on them that it is up to them to be aware of the last date for Refunds.

SCHEDULE OF REFUNDS, FALL TERM, 1984 - COLLEGE FOUNDATIONS DIVISION

WITHDRAWAL DATES:

REFUND DUE:

	SINGLE COURSE FEE OF \$60.00	ENGLISH 098, 099 NIGHTS, 4 MONTHS FEE OF \$100.00	ENGLISH 059 NIGHTS, 4 MONTHS FEE OF \$145.00
SEPT. 5	\$45.00	\$75.00	\$108.75
SEPT. 6 - 17	\$30.00	\$50.00	\$72.50
AFTER SEPT. 17	NIL	NIL	NIL
	ENGLISH 098, 099, 059 DAYS, 2 MONTHS SEPT. & OCT. FEE OF \$150.00	ENGLISH 098, 099 DAYS, 2 MONTHS NOV. & DEC. FEE OF \$150.00	
SEPT. 5	\$112.50	OCT. 24	\$112.50
SEPT. 6 - 11	\$75.00	OCT. 25 - 30	\$75.00
AFTER SEPT. 11	NIL	AFTER OCT. 30	NIL
	COMPLETE DOUBLE BLOCK FEE OF \$120.00	SECOND COURSE OF DOUBLE BLOCK FEE OF \$60.00	
SEPT. 5	\$105.00	OCT. 24	\$45.00
SEPT. 6 - 17	\$90.00	OCT. 25 - 30	\$30.00
AFTER SEPT. 17	\$60.00	AFTER OCT. 30	NIL

LAST DAY FOR OFFICIAL WITHDRAWALS: SINGLE BLOCK COURSE - NOVEMBER 5, 1984
FIRST COURSE OF DOUBLE BLOCK - OCTOBER 2, 1984
SECOND COURSE OF DOUBLE BLOCK - NOVEMBER 19, 1984

PLEASE NOTE THE FOLLOWING:

1. 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.
2. THE STUDENT ACTIVITY FEE IS NON-REFUNDABLE AFTER THE FIRST DAY OF CLASS, UNLESS THE SINGLE COURSE FOR WHICH A STUDENT HAS REGISTERED IS CANCELLED THEN A COMPLETE REFUND IS ISSUED.
3. LATE REGISTRATION FEE, MATERIALS FEE AND STUDENT CARD FEE ARE NON-REFUNDABLE.
4. FULL REFUNDS OF TUITION FEES WILL ONLY BE GRANTED IN THE CASE OF A COUNSELLING OR PLACEMENT ERROR, WITH A NOTE FROM A COUNSELLOR, AND FOR SPECIAL CIRCUMSTANCES APPROVED BY AN ADMINISTATC
5. REFUNDS TO THE STUDENTS ARE PAID BY CHEQUE AND ISSUED AFTER A WAITING PERIOD OF TWO WEEKS. IF TUITION FEES WERE PAID BY CHEQUE, THERE WILL BE A WAITING PERIOD OF ONE MONTH. WHERE THE REFUND AMOUNT IS OVER \$300.00 THE CHEQUE WILL HAVE TO BE ISSUED BY OUR REGIONAL OFFICE.
6. NO REFUNDS ISSUED WITHOUT THE STUDENTS FEE RECEIPT. DUPLICATE RECEIPTS CAN BE OBTAINED FROM STUDENT RECORDS IN THE MAIN OFFICE FOR \$1.00 PER COPY.

NEW HOURS FOR STUDENT HEALTH SERVICE

There is no longer any evening nurse in the Student Health Service. Our new hours are as foll

Since May the Student Health Service has lost both the Manpower nurse and the evening nurse. As a result we expect to be even busier than before. There will be times when people will have to wait to be seen or will not be able to see the doctor on the same day because he is fully booked. However, we will try to do our best to accomodate those who are ill.

Staff and students can help us to be our most efficient by cooperating with the 'appointment only' policy to see the physician. Anyone wishing to see Dr. Burns should call the nurse (local 209) first.

Appointments are encouraged and will take priority over drop-ins. The nurse will continue to see patients mostly by drop-in though. She will book appointments on request.

Thank you for your cooperation,

Graham Burns/Pauline Reaburn

FORMULA FUNDING

A.S. Manera and J.G. Cousineau will talk about formula funding and how the formula works at a meeting scheduled for the KEC auditorium next Thursday afternoon, September 13th at 2:30 p.m. Interested members of KEC faculty and staff as well as interested College employees from the Continuing Education division, from Central Administration and from the Vancouver Vocational Institute are invited to attend.

H.E.P.

ATTENTION V.M.R.E.U. MEMBERS

Our Collective Agreements are here. If you have not received yours yet, contact Steve Baker at local 422 on or after September 10, 1984. Any questions regarding the agreement may be directed to Steve Baker, Karen Malcolm, John Marshall, Jo Hansen or Eleanor Casey.

S.B.

STUDENT PARKING

Faculty are asked to encourage students to park in the student parking lot on the north side of the campus.

R.N.G.

FROM CONTINUING EDUCATION

The Communication Arts Division through C.E.

ENGLISH REVISITED

Language discovery course

TEACHING PRONUNCIATION

A practical course in teaching
pronunciation to E.S.L. students.

TOPICS INCLUDE . . .

- vowel dimensions
- consonants
- contractions and reductions
- linking
- stress and intonations

STARTING DATE: Thursday, Oct.
11/84

TIME: 6:00 - 8:00 p.m. - 6 sessions

FEE: 70.00

INSTRUCTOR: E. WILLIAMS

TOPICS INCLUDE . . .

- understanding parts of
speech
- recognizing basic sentence
patterns
- working with clauses and
phrases
- realizing intuitive knowledge
and finding new insights

STARTING DATE: Saturday, Sept. 8/84

TIME: 9:30 a.m.-12:30 p.m. - 6 sessions

FEE: 70.00

INSTRUCTOR: L. HAWES

TEACHING READING SKILLS to ESL STUDENTS

A techniques/material oriented course

TOPICS INCLUDE . . .

- assessing student's
needs and problems
- selecting and evaluating
vocabulary and reading
passages
- defining/demonstrating
reading skills and
teaching techniques
- eleven essential context clues
- developing materials

***PLEASE NOTE:** This course is especially for
teachers teaching Intermediate, Advanced
and/or Post Advanced Level Students.

STARTING DATE: Wed., Oct. 31/84

TIME: 7:00 to 9:30 p.m. — 5 sessions

FEE: 65.00

INSTRUCTOR: H. SALZMANN

WORKSHOPS

Just a reminder to let your students know that the Counselling Department is offering the first of its 4 session workshops on how to conduct a successful Job Search!

This four part workshop series will teach you how to:

- Assess your skills and abilities that a potential employer may need
- find suitable job openings
- write letters of application and resumes that get results
- win the job interview and GET THE JOB!

The workshops are offered in 4 evening sessions over 4 weeks:

Start dates:	September 10	Time: 6:00 p.m. - 8:30 p.m.
	November 5	
	February 4	

Presented by: Dave Greenall

N.B. This workshop can be presented in a one session condensed version for interested classes.

D.G.

POSITION OPENINGS

V.C.C./Langara Campus requires a Clerk II. Closing date for applications for this position is Sept. 4th.

V.C.C./V.V.I. requires 2 full-time Power Engineering instructors. Closing date for applications is Sept. 14th.

V.C.C./Langara Campus requires Division Chairmen for the following divisions: English & Modern Languages, Mathematics & Sciences, Humanities & Social Sciences, Career (Alpha), Career (Omega). Closing date for applications for these positions is Sept. 17th.

V.C.C./V.V.I. requires a Counsellor, in the Counselling Department. Closing date for applications is Sept. 14th.

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

H.E.P.

★ Lawyer: "You say you want to get a divorce on grounds that your husband is careless about his appearance?"
Wife: "I sure do. He hasn't appeared in more than eight years."

A REMINDER REGARDING FINANCIAL AID WORKSHOPS

There will be a workshop for students and a workshop for faculty & support staff regarding Financial Aid.

STUDENTS - Wednesday, September 12, 1984 at 12:30 p.m.
in Counselling Group Room, Room 3016

FACULTY &
SUPPORT STAFF - Friday, September 14, 1984 at 12:30 p.m.
in Counselling Group Room, Room 3016

E.B.

K.E.C. FACULTY/STAFF ACTIVITIES

Nic Morelli Listening Skills Unit - 059 Sept. 04-24
Level - Research outline,
Sample Lessons

Patricia Kennedy Secondment to OLI for Course Sept. 04-Oct. 31
Development - Open Learning Inst.

Paula Neville Designing ESL Exercises for Sept. 04-07
Upper Beginners

M.R.

