

KING EDWARD TIMES

VOLUME XI, No. 33

1985 December 05

V.I.A..GENERAL MEETING

DATE: Tuesday, Dec. 10, 1985

TIME: 1:00 - 4:30 p.m.

PLACE: KEC Auditorium

Vancouver Community College
King Edward Campus - Library
P.O. Box 24620 - Stn. C
1155 East Broadway -
Vancouver, B.C. V5T 4N3

General Meeting, immediately followed by A.G.M. with election of officers for 1986 - followed by a Wine & Cheese Social in the Faculty Lounge at KEC.

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.

CONGRATULATIONS!

Howard Olsen has been reappointed as Department Head of Auto-Mechanics, effective 1985 December 01.

H.E.P.

1155 East Broadway,
Box No. 24700 Sta. 'C'
Vancouver, B.C. V5T 4N4
Telephone 875-1131

NOTICE TO ALL PRESENT AND PROSPECTIVE MEMBERS

November 27, 1985

Under the stewardship of the "Plan Administration Committee," The V.C.C. Employee Benefit Plan is alive and well. For the calendar/taxation year 1985, more than 30 permanent V.C.C. employees are member contributors to the plan by payroll deduction.

All present and prospective plan members/contributors must file with the undersigned, newly completed and signed Letters of Agreement for the entire calendar year 1986. The member's Letter of Agreement must be submitted no later than December 23, 1985 and shall designate for each month of the calendar year 1986, the amounts to be deducted from remuneration for that calendar year. Plan membership and contributions by payroll deductions for the calendar year 1986 may not be authorized and accommodated after the foregoing deadline, December 23, 1985.

The plan Administration Committee has determined that the minimum monthly contribution to the plan is \$100.00.

1986 contributing members may, under special circumstances with the approval of the Plan Administration Committee, supplement or amend by written agreement, their designated contributions.

For those of you who are unfamiliar with the plan, the following brief description should be informative:

What is the Employee Health Benefit Plan ?

The Employee Benefit Plan is a vehicle through which eligible V.C.C. employees can defer a portion of their monthly income for the purpose of supplementing their retirement income or to finance a future sabbatical leave.

Who can become a member ?

All full-time permanent employees of V.C.C. are eligible to apply for plan membership through the "Plan Administration Committee."

Income Tax Implications

Amounts contributed to the Employee Benefit Plan by payroll deductions are not taxable until the amounts are paid out of the plan to the employee. As a result, the employee obtains a deferral of income tax on the amounts contributed to the plan much the same as a registered pension plan or registered retirement savings plan.

November 27, 1985

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NOTICE TO ALL PRESENT & PROSPECTIVE
MEMBERS - EMPLOYEE BENEFIT PLAN

Some Employee Benefit Plan Features

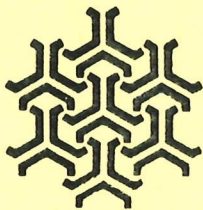
1. The plan allows employees to defer the taxation on their employment income to a future year. This is especially attractive for those employees whose income is more than sufficient to meet the present cash needs and who wish to "save" a portion of this income for future years to supplement their retirement pension or to finance a sabbatical leave.
2. There is no statutory restriction on the amounts that can be directed to the plan from your earnings and thereby deferred. Other deferred compensation arrangements such as registered retirement savings plans restrict the annual amounts that an individual can contribute.
3. The plan has received an advance income tax ruling from Revenue Canada thus ensuring its acceptability.
4. The amounts contributed to the custodian of the plan, Montreal Trust, will be invested with interest earnings accruing in the name of the member/contributor.
5. The Employee Benefit Plan is funded outside of Vancouver Community College. As a result, employees are assured that the funds are held by an independant custodian.
6. Plan members/contributors have the discretion to elect to receive their payout from the plan in a predetermined number of instalments or in a lump sum. This could also facilitate income tax planning by spreading the taxation of the amounts over the retirement years or throughout the period of a sabbatical leave.
7. You should be aware that Revenue Canada - Taxation takes the position with respect to such plans that the plan cannot provide for payments to the contributor except under the following conditions:
 - (a) Retirement
 - (b) Death
 - (c) Voluntary or involuntary cessation of employment
 - (d) For demonstrable financial need
 - (e) For sabbatical leave purposes

Full details governing the plan are described in the "Plan Rules." Copies are available from the office of your local Campus Principal or the Personnel Department along with the enrolment forms (schedules).

If you are interested in participating in the E.B.P. for 1986, kindly obtain the aforementioned forms and direct any subsequent enquiries to the undersigned.


D.D. Jones

Chairman, Plan Administration Committee



THOUGHTS AND ACTIONS ON STUDENT RETENTION

In the summer of 1978, Central Oregon Community College conducted a follow-up study of all full-time, first time freshmen who had enrolled in Fall 1977. The results were startling. Over half the students had ceased to attend sometime during their first year, and many more did not return the following year. Even admitting the many valid reasons why students leave, we thought the attrition rate unacceptable and noted that, pragmatically, we were creating hundreds of "dissatisfied customers" in our voting district each year. The overriding impression was, however, one of sadness, that the cold statistics represented so many human tragedies and lost opportunities. We set out to improve.

Our efforts centered around learning about—or at least rediscovering—the characteristics of many of our students. They are the students John Roueche of the University of Texas has termed "high risk." They unconsciously regard themselves as educational failures on their way to fail once again. That self-fulfilling prophecy is predictable from their behavior; they often come to class without pencil or paper, put off purchasing a text, sit near an exit, do not do initial assignments, become erratic in attendance. One day they simply vanish.

Using The FUD Desk

We decided to focus on attendance first. Attendance, after all, is basic: if students aren't in class, the instructor can't teach them. We came to believe that students who were likely to be in academic difficulty because of absences ought to have a personal contact from the College. The first choice would be a phone call and a distant second choice would be a letter.

The procedures we set up centered on the instructor. Instructors could make the phone calls themselves or could relay the necessary information to "The Follow-up Desk—or FUD desk." The FUD desk was staffed by a faculty member with excellent communication skills. The phone calls were no-nonsense. Though we listened sympathetically to the predictable excuses, the thrust was: "We care about your success. To be successful you must be in class. What barriers are keeping you from returning to class *today*?"

We were pleasantly surprised. Rarely was a student resentful at being phoned. We had expected a lot of "butt out of my life" reactions, but they almost never came. Instead, the usual reactions were first amazement, then appreciation. We found also that the phone calls were not as time-consuming as we feared. One efficiency we learned was to phone between 7:30 and 8:15 in the morning. Students seemed to be home then, and there was a special awakening urgency in getting out of bed and hearing one's instructor's voice on the phone. Further, since students who were absent from one class tended to be absent from all classes, they might hear as many as four or five different instructors' voices. That's impressive!

In a recent spring quarter, instructors and the FUD Desk phoned 200 students—all of them, remember, identified by their instructors as likely to be in academic difficulty because of absences. One hundred sixty-nine returned to classes, and 150 completed the quarter. It's probable that without this phone intervention few would have even returned.

Sometimes it's harder to keep an innovation going and improving than to start it. Believing that the FUD Desk retention effort is important and successful, we are taking steps to perpetuate it. Present faculty are reminded and encouraged through memoranda, readings about high-risk students, and occasional in-service sessions. New faculty encounter the concept first as candidates when the Dean of Instruction interviews them and next in orientation-to-the-College sessions. More important, though, the system tends to be self-perpetuating because of instructors' professional pleasure at seeing students returning to classes and succeeding.



Training in Appropriate Teaching Processes

A second retention effort has centered around emphasizing appropriate teaching processes during the first several class sessions. For students who have poor self-concepts and who may be setting themselves up to fail, an early classroom success is critical. We remind ourselves of such common-sense techniques as consciously teaching information on skills which can be learned readily and creating a classroom atmosphere in which there is no such thing as a stupid question. We also try to incorporate techniques which make good sense, but which are not always obvious, e.g., learning students' names, using testing procedures which test often and in smaller chunks, and facilitating the formation of study and support groups.

A third retention effort is to infuse all of the above into the consciousness of our part-time instructors. To do this, we invite them particularly to use the FUD Desk. Predictably, a higher proportion of part-time faculty use the FUD Desk than make their own phone calls. Also, all new part-time faculty must attend an orientation session (during the first weeks of class) which concentrates on teaching techniques. Periodic in-service sessions at the departmental/divisional level continue the reinforcement.

Using Academic Warning to Trigger Academic Advising

A fourth, very recent effort is a redesigned probation policy. Now called "academic warning," the policy identifies students with low GPA's and/or completion rates and assigns them to a special academic advisor, who is a full-time faculty member having received special training to fulfill that role. Whether or not this new effort increases retention is not known at present, but its value as a vehicle for expressing College concern and help makes it worthwhile regardless.

Implementing Flexible Reassignment

Finally, thanks to prescient curriculum designers of years ago, we have in place an extremely important retention device: the ability to move students from one level to another in freshman English and math classes. We can do this even in the middle of terms. Thus, students who have been misadvised (or who misadvised themselves) or otherwise inaccurately placed can quickly move to their appropriate skill levels in writing and in lower-level math classes.

In Summary

Though questioning of the worth of retention efforts is rare, a couple of dangers do exist. Especially in an era of declining FTE's, when emphasizing the importance of retention, care must be taken so that faculty do not feel compelled to retain everybody. There are, after all, students whom we should not retain; and in those cases, we try to ease the leaving by making it a conscious, good choice on the part of the student, not just another failure in a long string of failures. Trying to retain some students to keep up the FTE count invites frustrated teachers and lower quality teaching, as well as a deterioration of standards. Conversely, care should be taken to ensure that retention efforts are not misinterpreted as mollicoddling or spoon-feeding. Instead, we should hold high expectations (people tend to live up to expectations) for our students and work hard to help them meet them.

Like a hospital's reputation, a community college's rests partly not on how it treats well persons, but on how well it serves those who need it most.

John Weber, Dean of Instruction
Central Oregon Community College

For further information, contact the author at Central Oregon Community College, 2600 NW College Way, Bend, OR 97701-5998.

Supanne D. Roueche, Editor
November 22, 1985, Vol. VII, No. 30

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R.F.C.

G.E.D. TESTING

The G.E.D. Test will be held in the AUDITORIUM this weekend as follows:

FRIDAY 5:00 P.M.

SATURDAY 9:00 A.M.

R.F.C.

LIBRARY HOURS

Effective Monday, December 16th and continuing through to Friday, January 3rd, the KEC Library will be open for use from 8:30 a.m. until 5:00 p.m.

Beginning on Monday, January 6th, the Library will return to its regular hours of operation, from 8:30 a.m. until 8:30 p.m.

H.E.P.

POSITION OPENINGS

V.C.C./V.V.I. requires a Clerk Typist I-II for Registration Services. Closing date for applications is Dec. 06.

V.C.C./Langara Campus requires a Word Processor Operator for the General Office. Closing date for applications is Dec. 11th.

V.C.C./Langara Campus requires a Clerk II for the Student Services. Closing date for applications is Dec. 10th.

V.C.C./Central Administration requires a Part-Time Clerk Typist I-II. Closing date for applications is Dec. 10th.

V.C.C./K.E.C. requires a Clerk Typist II - ELT Vocational (Temporary with possibility of becoming permanent) Closing date for applications is Dec. 11th.

Camosun College requires a Director - Trades Training, as soon as possible.

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

H.E.P.

-/-
Policy No.: 1.1.0.6
Issue Date: 1985 July 31
Amendment: Original
Source: College Executive Committee
Title: THREATENING LETTERS
Concerning: All Administrators, Faculty and Staff

President
Approval:

Paul Kelly, Jr. Aug 22/85

POLICY:

- A.1 Each letter, whether signed or anonymous, containing threatening statements against the College and/or its employees, shall be treated as a real threat regardless of the source.
- A.2 College employees shall not attempt to deal with threatening letters on their own.

PROCEDURES:

- B.1 The threatening letter shall be handled as little as possible in order to preserve the evidence of finger prints.
- B.2 Threatening letters shall be kept under the supervision of a College administrator and access to them restricted to a minimum.
- B.3 The administrator shall inform the City Police of the receipt of a threatening letter by telephoning 911. The Police Department will immediately send a uniformed officer to collect the letter.
- B.4 The Police officer will report the details of the receipt of the letter. College employees are expected to assist in identifying authors of anonymous letters, by their style or content where possible.

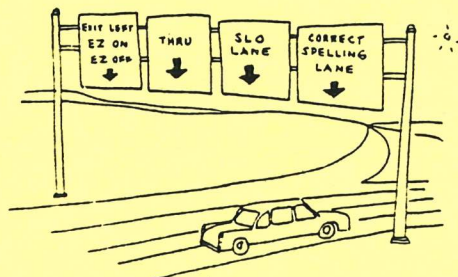
MOVED

The Information Centre has not disappeared like a bubble--but is very much alive and active in its new 'home' off the Broadway entrance in the neighbourhood of Admissions and Student Records. The staff would like to thank management for the move and a deep sigh of relief from all concerned.

CHANGE IN SCHEDULE

Effective immediately the Information Centre will be closing at 7:30 p.m. instead of 8:00 p.m. Monday to Thursday. In-coming emergency calls after 7:30 p.m. up to 10:00 p.m. will be handled by the Information Centre evening staff at C.E. with the 777 emergency number still enforced.

The Information Centre will be closed from December 23rd to January 1st, 1986. Back to normal operating hours from 8:30 a.m. to 7:30 p.m. Monday to Thursday and from 8:30 a.m. to 4:30 p.m. on Friday starting January 2nd.



V.M.

HOLIDAY SPECIALS AT YOUR COLLEGE STORE!

CHRISTMAS

A reminder the Bookstore is well equipped to handle your Christmas requirements.

Cards - As has been mentioned in previous issues of the Times, all our Carlton brand of Christmas cards and supplies (candles, wrapping paper, bows, etc.) are offered at 15% off marked prices. In addition to this discount, a further 10% is offered to staff and faculty. The selection is still excellent. However, the cards are moving quickly and I suggest you should as well.

1986 Calendars -

Both wall calendars and daily planners (desk and packet) are here at the Bookstore. There is a wide range of styles and designs.

Gift Ideas -

This year, Darlene and Cheryl have procured a fine selection of small gift items for Christmas. Included are:

Coffee mugs - The designs feature a variety of comical personal ads @ 4.75/ea.

Wall plaques - with a picture and caption, i.e. "I'm on a 'seafood diet' - the more I see the more I eat" @ 2.95/ea.

Ornaments - Santa in a variety of poses @ 2.50/ea.
Donkey-toons @ 4.95/ea.

Pins - Christmas themes @ 1.25/ea.

There are a number of other cute gift items, all under \$5.00. Perfect for students, friends, or the staff gift exchange. Stop by and let us show you what is available.

Clothing -

Several new styles of clothing are now on display at the Bookstore. More have been ordered for the New Year. Therefore, we are forced to clear a substantial amount of old stock to make room for future deliveries. When I say it must be cleared - I mean it!! With the exception of new styles, our entire inventory of clothing will be on sale at giveaway prices.

Examples: T-shirts \$2.00 - \$4.00
Sweatshirts \$5.00 - \$9.00

As you can imagine, sizes and styles will have limited availability - first come, first served.

Dates: December 12th and 13th, 1985 ONLY

Store Hours: 8:30 a.m. - 4:00 p.m.

DON'T BE DISAPPOINTED - SHOP EARLY WHILE SELECTION IS BEST



SUNDAY F.M.* CONCERT SERIES

Don't miss the latest greatest venture yet! The Music Department, with the gastronomic assistance of Ed Davis and Domco Foods are starting a new concert series. This time we've got you covered.

We'll tune in your ear, and excite your palate!

The new F.M.* series will begin on SUNDAY, DECEMBER 15, (see notice elsewhere in the Times) and, if we're successful, continue on a regular monthly basis in the spring.

Don't take a chance on missing out on this tasty feast.

You can pick up tickets in advance from DOMCO or the MUSIC DEPARTMENT.

*F.M. (food and music)

T.F.S.



"It may be a report card to you, but in my house it's an environmental impact statement."

VANCOUVER COMMUNITY COLLEGE

SUNDAY BRUNCH CONCERT

December 15



11:30 - 1:30	2:00
BRUNCH	CONCERT
Faculty Lounge	Auditorium



menu

SCRAMBLED EGGS
BLACK FOREST HAM
BREADED CHICKEN
Muffins / Danish
Toast
Coffee/ Tea
Juice

Entertainment by
V.C.C. Music:

Musical Theatre
Review

Xmas Carol
Sing-a-long

ADULTS \$7.50 STUDENTS/SENIORS \$5.00

King Edward Campus Auditorium
1155 East Broadway