

# KING EDWARD TIMES

VOLUME XII, No. 3  
1986 April 17

## REQUEST FOR VIA GENERAL MEETING APPROVAL

The Board of Directors of the VIA respectfully requests your approval to hold a general meeting of the VIA membership on WEDNESDAY, April 30, 1986 at the King Edward Campus Auditorium at 1:30 p.m.

Upon receipt of approval we shall be proceeding with plans to have a guest speaker(s) address the faculty on the subject of salary indemnity, a very misunderstood area within the VIA, which needs to be addressed.

Further, we are also planning to honour our recent retirees:

Colin Bissett  
Abe Bownick  
Elizabeth MacLeod

Your earliest consideration of this request will be much appreciated.  
Thank you.

R.O.

## PARKING

I have been asked to chair a committee which is asked to look into how parking problems should be handled and to prepare recommendations for management to act upon. This committee is to meet on Tuesday, April 22. If you have any ideas or information you wish the committee to consider, please give it to me in writing before 12:00 noon on Tuesday. My office is 3231; notes can be left in my mailbox also.

F.L.E.P.

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

## OFF CAMPUS

David Greenall will be off campus from April 16th through until April 21 to attend the CBIE Conference in Ottawa. During his absence Thorne Husband will be the acting Department Head of Counselling and Heather Chan will be the Acting Coordinator for International Education Support Services.

G.A.R.S.



Policy No.: 1.2.0  
Issue Date: 1986 April 07  
Amendment: Original  
Source: KEC Management Committee  
Title: KEC CALENDAR  
Concerning: Administration, Faculty  
and Staff  
Principal  
Approval: *H. Panikrat*

POLICY:

- A.1 The College shall publish the King Edward Campus Calendar in a format which consists of a number of individual booklets covering KEC instructional programs and support services.
- A.2 The calendar, or segments thereof, will be updated every April and November or at such other times as deemed essential.
- A.3 The calendar shall be distributed in accordance with the procedures noted hereunder.

PROCEDURES:

- B.1 The Administrative Personnel and Information Services Manager shall ensure that sufficient quantities of individual booklets are produced as needed, for distribution to students and to the public at large, through the Counselling Career Centre.
- B.2 The Administrative Personnel and Information Services Manager shall distribute the complete calendar to the KEC Management Committee, department heads, coordinators and support staff at King Edward Campus, in numbers sufficient to meet their immediate requirements. The complete calendar will also be distributed to other VCC offices, centres and campuses as requested, as well as to other B.C. colleges, institutes, universities, libraries and secondary schools, and additionally, to such agencies deemed appropriate, when requested.
- B.3 Individuals requesting a copy of the calendar, or portion(s) thereof, will be advised by the Counselling Resource Centre that copies of individual booklets covering specific programs/services may be picked up in person - free of charge - from the KEC Counselling Resource Centre on level 3 and that, for a pre-paid payment to cover postage and packing, the complete calendar, including all the individual booklets, will be mailed via ordinary post. Where information on only one specific program or service is desired, the booklet will be mailed free of charge.

Copies of the calendar index, identifying the individual booklets, will be available at the Information Centre and the Admission/Records counter.



Policy No.: 6.2.1.  
Issue Date: 1986 April 07  
Amendment: Original  
Source: KEC Management Committee  
Title: CHANGE IN PROGRAM  
OR SCHEDULE  
Concerning: Administrators, Faculty  
and Staff  
Principal  
Approval: *H. Panikratz*

POLICY:

- A.1 K.E.C. Management requires all changes in K.E.C. program content, additions or deletions of programs, fee changes or any and all related changes to be effected, be documented by completion of the attached form - REQUEST FOR CHANGE OF SCHEDULE OR RELATED CHANGE.
- A.2 Such changes will not be recognized as official until the REQUEST FOR CHANGE OF SCHEDULE OR RELATED CHANGE form, including the appropriate signatures, is completed.

PROCEDURE:

- B.1 A supply of REQUEST FOR CHANGE OF SCHEDULE OR RELATED CHANGE forms is maintained in the Administration Office. Upon completion of the form by the Department Head, signed recommendation of the desired change(s) must be given by the division chairman concerned. The form will then go to the Dean of Instruction for approval.
- B.2 Copies of the signed form will be distributed to the:
- Administrative Personnel & Information Services Manager  
Admissions/Records Manager  
Department Head, Counselling
- B.3 Each of the above named in B.2 above will be responsible for the distribution of the information to the persons/services listed as follows:
- Administrative Personnel & Information Services Manager:  
Division Chairmen                      Media Services  
Administration                      Switchboard (when necessary)  
Continuing Education                      Information Centre  
Library                      King Edward Times
- Admissions/Records Manager:  
Admissions/Records personnel  
Cashiers  
Department(s) concerned
- Department Head, Counselling:  
Counsellors  
Counselling Career Resource Centre staff

REQUEST FOR CHANGE  
OF  
SCHEDULE OR RELATED CHANGE

FROM: \_\_\_\_\_  
DEPARTMENT \_\_\_\_\_  
DATE: \_\_\_\_\_

Schedule Change:

- (1) Add: \_\_\_\_\_ Section \_\_\_\_\_ to \_\_\_\_\_ hours  
(2) Delete: \_\_\_\_\_ Section \_\_\_\_\_ to \_\_\_\_\_ hours  
(3) Effective: \_\_\_\_\_

Intake Change:

- (1) Program/Course: \_\_\_\_\_  
(2) Effective from: \_\_\_\_\_ to: \_\_\_\_\_  
(3) Number of students - From: \_\_\_\_\_ to: \_\_\_\_\_

Tuition Fee Changes: Program/Course: \_\_\_\_\_  
From: \$ \_\_\_\_\_ to: \$ \_\_\_\_\_

Miscellaneous Fee Changes:

Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Changes:

Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Initiated by: \_\_\_\_\_

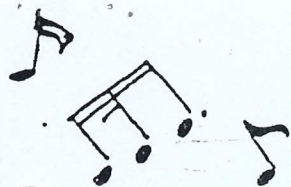
Reason for Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommended: \*Division Chairman: \_\_\_\_\_ Date: \_\_\_\_\_  
                  \*Dean of Instruction: \_\_\_\_\_ Date: \_\_\_\_\_  
Distributed to: Admissions/Records Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
                  Dept. Head, Counselling: \_\_\_\_\_ Date: \_\_\_\_\_  
                  Admin. Manager: \_\_\_\_\_ Date: \_\_\_\_\_

\* Signature of both Division Chairman concerned and the  
Dean of Instruction before distribution can be effected





# HAPPY HOUR!

APRIL 18 3:30

*with music, darts, good company  
and featuring a tournament  
of*

 **TRIVIAL PURSUIT**

**+ SCRUPLES** 

*all proceeds to assist  
Sharon Musto*

**kec staff lounge**

### INSTRUCTOR TRAINING PROGRAMS

The VVI Program Development Department offers three program which provides the skills, knowledge, and experiences to improve instructional competence.

The three programs are:

Train the Trainer, Instructor Training, and Computer Awareness and Applications.

The Train the Trainer is designed to provide the technician, technologist, tradesperson or professional with the skills and knowledge necessary to plan and develop course materials, design and deliver instruction and evaluate learning outcomes.

A college certificate is awarded on successful completion of the four course programs: Program Design, Giving of Instruction and Evaluation of Learning and a Practicum.

Total length of the program is 120 hours.

The Instructor Training program is an advanced training program having two levels. Level One consists of the three Train the Trainer courses; Program Design, Giving of Instruction and Evaluation of Learning. Graduates of the Train the Trainer program may transfer their course credits to ladder into level two of the Instructor Training program.

Level Two provides a further four courses: Adult Development and Education, Evaluation of Instruction, Instructional Media Use and Computer Support Applications.

Successful completion of levels one and two of the 210 hour Instructor Training program provides the equivalency of the Ministry of Post Secondary Education Instructor's Diploma and fully meets the requirements of the VIA Collective Agreement for Instructor Training.

A College Certificate is awarded on successful completion of the program.

The Instructional Computer Awareness and Applications program is designed for people in all areas of education. The one month program has three mandatory and two optional courses that cover aspects of computer literacy for educators, their support staff and administrators. In order to earn a College Certificate, individuals must complete four of the courses as listed: Introduction to Computer Support Applications, Word Processing, Fundamentals of Information Processing and either Instructional Support Applications or Introduction to Programming in BASIC.

Fees for the above courses may be waived for VCC personnel. Credit for equivalent educational courses taken at other colleges and universities will be considered for exemptions towards the above programs.

For further details contact Brian Dwyer, Department head, Program Development Department (681 8111 local 243).



BOOKSTORE PROCEEDS FOR SHARON

25% of all taxable sales on Tuesday April 22nd will be donated to the fund for Sharon Musto.

This includes:

- clothing
- cards
- gift items
- Expo souvenirs
- other taxable merchandise already on sale

Stock up on Tuesday!

Staff discount on these items will not be in effect on Tuesday only.

WHAT'S NEW?

Delightful new gift items from Rockway Wood Products:

Fridge magnets	\$2.98
Bookmarks	\$2.98
Note pad and holder	\$3.98
Clothespin note holder	\$3.98

Remember 25% of these sales on Tuesday April 22nd will go to Sharon.

WHAT ELSE IS NEW?

If we haven't yet met, come in soon and say hello to the new manager, Karen Kelly...and please be patient with me. I'm a slow learner when it comes to matching names with faces!

Many thanks to all the friendly people I've already met on campus. Your friendliness and help have been much appreciated and I look forward to getting to know everyone better.

REMINDER

Please remind your students:

Used Books Buy Back  
Wed. & Thurs. 23, 24th  
10 a.m. - 4 p.m. only

Reminder, books are purchased by an independent agent and these dates and times must be adhered to exactly. Books cannot be purchased by the bookstore directly.

K.K.

K.E.C. FACULTY/STAFF ACTIVITIES

Map Yip	Departmental workshop.	April 11
Betty Nobel	Exploring the Self Employment Option (CNIB).	April 17
Peter Littleboy	Attend Social Studies Curriculum Guide workshop.	April 18
Russell Porter	Attend Social Studies Curriculum Guide workshop.	April 18
Ross Barbour	Collect and read journal articles on ESL testing.	April 21 - May 16
Norman Dooley	Attend bursary meeting/annual meeting - Council of Second Language Programs in Canada.	April 21-23
R. Cunningham	Vocational Administrators' Spring Conference.	April 23-25
Starr Owen	Readings in Biological Science.	April 28 - May 02
E. Chan-Henry	Begin organizing and rewriting Chemistry 061/071 lab manual.	April 28 - May 02
M. Jameson	Read "Basic Mathematics With Algebra and Geometry".	April 28 - May 02
John Griffith	Review new consumer law text and workbook; revise lesson plans accordingly.	April 28 - May 02
Kelvin Mar	Study word processing and math.	April 29 - May 02

M.R.

NOTICE - PORTABLE PHONE TEST

The Building Services Manager is going on to a portable phone for a trial period of one month. When phoning, please do not hang up as the portable phone takes about 30 seconds to connect.

Please remember, do not hang up as the portable phone will take approximately 30 seconds to connect.

If you have any problems with the portable phone, please contact the switchboard operator.

J.H.





DEPARTMENT OF ADMINISTRATIVE, ADULT AND HIGHER EDUCATION  
THE UNIVERSITY OF BRITISH COLUMBIA

Spring and Summer Session, 1986

- Courses in Higher Education -

SPRING SESSION

HIGHER EDUCATION 512 (1 1/2) Program Planning in Higher Education.  
Issues related to program planning in institutions of  
postsecondary education).

Instructor: Dr. Tom Sork, U.B.C.

Time: Mondays and Wednesdays, 7 p.m. - 10 p.m.  
beginning May 5 to June 18.

SUMMER SESSION

HIGHER EDUCATION 510 (1 1/2) Foundations of Higher Education  
[Historical, philosophical and sociological developments in  
post-secondary education in Canada, federal-provincial  
relations, accessibility, etc.]

Instructor: Dr. John D. Dennison, U.B.C.

Time: Monday - Friday, 8 a.m. - 10 a.m.  
July 7 - July 25, 1986

HIGHER EDUCATION 511 (1 1/2) Organization and administration of  
Higher Education (Organizational theory applied to colleges and  
universities).

Instructor: Dr. Barry M. Moore  
President  
Fraser Valley College

Time: Monday - Friday, 10:20 a.m. - 12:15 p.m.  
July 7 - July 25, 1986.

FROM THE MUSIC DEPARTMENT

JAMES REID, Head of the guitar department at Washington State University and the University of Idaho; will be performing works by Mompou, Brouwer, and Aguado, on SATURDAY, APRIL 19/86 at 8:00 P.M. in the King Edward Campus Auditorium - General Admission \$5.00 - Students/Seniors \$3.00.

E.D.

PART-TIME INSTRUCTION

The Program Development Department is embarking on an expansion of their Instructor Training programs, and is developing a full diploma program. We shall be requiring additional part-time faculty to offer the following courses:

Educational Psychology  
Classroom Counselling  
Communication Skills  
Principles of Vocational Education  
Organizing Vocational Educational Facilities

If you are interested in teaching any of the courses listed or require further information please contact:

Mr. Brian Dwyer  
Department Head  
Program Development Department  
Phone: 681 8111 local 243

ADMISSIONS/RECORDS/CASHIERS

Admissions/Records and the Cashiers will be closed from 2:30 - 3:30 p.m. Thursday, April 24th, 1986.

The information centre will be open to assist students.

R.M.

POSITION OPENINGS

V.C.C./Langara Campus requires a Laboratory Demonstrator I in the Geography Department. Closing date for applications for this position is April 23, 1986.

For further information on the above, please see bulletin board.

H.E.P.