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1986

KING EDWARD JAMES

VOLUME XII, No. 23

1986 September 04

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

RECEIVED SEP - 5 1986

FAREWELL - BUT NOT GOODBYE

Please join the administrators and me in wishing Barbara Caulfield, John Griffith, John Oastler and Bob Wilson all the best as they begin their retirement.

Coffee and cookies will be served in the faculty/staff dining lounge at 15:00 hours on Thursday, September 11th; please join us.

H.E.P.

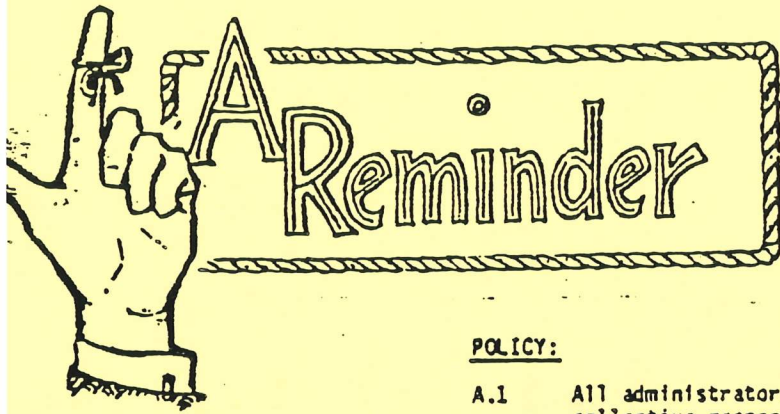
TEN YEARS OF DEVOTED SERVICE

The following instructors are recognized for having completed ten years of devoted service at King Edward Campus during the past twelve months.

J. Domer	Music Department Head
L. Malo	Humanities
G. Johnston	Auto Mechanics Technician
R. Oksanen	Diesel Mechanics Technician
M. Richardson	English as a Second Language
E. Atkins	English as a Second Language
T. Hougham	BTSD
E. Soltis	English as a Second Language
N. Roberts	English as a Second Language

Their efforts are much appreciated and it is hoped that they will spend many more years with us.

R.F.C.



Policy No. 1.2.0.3
Issue Date: 1981 May 25
Amendment: 1985 November 04
Source: KEC Management Committee
Title: CAMPUS CLEANLINESS & SMOKING
Concerning: Administration, Faculty, Staff
and Students

Principal
Approval: *H. Pankaj*

POLICY:

- A.1 All administrators, faculty, staff and students share in the collective responsibility to maintain a clean, comfortable and healthy environment. Positive action in supporting and encouraging colleagues in this regard is part of this responsibility.
- A.1.1 Responsibility for the general tidiness of the campus will be shared by all users of campus facilities.
- A.2 General maintenance and cleaning of the campus is carried out under contract, responsibility for which is vested in the Director of Buildings and Grounds.
- A.3 Smoking and consumption of food and beverages are not permitted in classrooms, washrooms, corridors, stairwells and other areas so designated by the King Edward Campus Management Committee.
- A.3.1 Smoking is permitted in the open plazas, the student lounges on levels two and three and in designated sections of the cafeteria.

PROCEDURES:

- B.1 The Building Services Manager will ensure that a sufficient number of trash receptacles and ashtrays is provided.
- B.2 Faculty and students will ensure that classrooms are left in a clean, tidy condition by:
 - (i) erasing blackboards/whiteboards;
 - (ii) leaving desks, tables, chairs, etc. in an orderly arrangement;
 - (iii) disposing of any garbage (waste paper, etc.) in provided receptacle.
- B.3 Day-to-day problems with respect to maintenance and cleaning are to be referred to the Building Services Manager.

FAREWELL PARTY

for Barbara Caulfield, John Oastler and Christina Bome.

WHERE: Sitar Restaurant, 564 W. Broadway

TIME: Thursday, September 11 - 7 P.M.
(Drinks served 6-7)

PRICE: \$10. per person. There's a \$5. fee
for the gifts in addition.

Please confirm with Amy Wu at Local 211 by September 5th. See you there!

Norm Dooley

COMPUTER AWARENESS COURSE OFFERING

A special offering of course 2500, "Introduction to Computer Support Applications" is arranged to start at:

14:30 on September 11th at VCC-VVI, 250 West Pender Street - Room 165

There will be five sessions, one each week until October 9th. All must phone (681-8111, Local 211) or come to VCC-VVI Registration Services Department at 250 West Pender Street, to register and pay the \$120 fee before the course starts (same day is okay too).

Note: For college employees, the fees will be REFUNDED IN FULL when they complete the course successfully. All employees should complete the green "Leave of Absence" form to ensure continuity of paperwork, the proper notification of supervisors, and the repayment of fees upon course completion.

Karl Gregg (VVI)

Vancouver Community College is pleased to announce three instructor training initiatives: the Train the Trainer Program, the Instructor Training Program, and the Instructional Computer Awareness and Applications Program. All three programs will be offered at the Vancouver Vocational Institute (VVI) campus (250 West Pender Street).

TRAIN THE TRAINER PROGRAM*

This program is designed to prepare the technician, technologist, tradesperson or professional with the necessary knowledge and skills to train others. The program forms the first level of the more advanced Instructor Training Program, described below. The Train the Trainer Program emphasizes a highly practical 'hands on' approach to the design and delivery of instruction and the evaluation of learning. Course titles are: Program Design, Giving of Instruction, Evaluation of Learning and a Practicum.

This program is open to individuals who are presently, or will be expected to conduct training in business and industry or in private and public vocational/technical institutions.

Total length of this program is 120 hours (4 courses of 30 hours each). A College Certificate is awarded on successful completion of the program.

INSTRUCTOR TRAINING PROGRAM*

This program is an advanced training program. The first level includes three courses from the Train the Trainer Program; namely Program Design, Giving of Instruction and Evaluation of Learning, plus the second advanced level which includes four additional courses: Adult Development and Education, Instructional Media Use, Evaluation of Instruction, and Introduction to Computer Support Applications. The courses may be taken in any sequence. A College Certificate for this advanced program is awarded to participants who successfully complete all seven courses.

This program is open to individuals who are presently, or will be expected to conduct training in business and industry or in private and public vocational/technical institutions.

Total length of this program is 210 hours (7 courses of 30 hours each).

{ * All VCC employees, upon successful completion of any of these program courses }
will have their fees re-bated.

Cont'd...

INSTRUCTIONAL COMPUTER AWARENESS & APPLICATIONS PROGRAM

This program is primarily intended for people in all areas of education. The program has three mandatory and two optional courses. The courses 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.

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

Attached is a schedule of classes to be offered at the College.

PART-TIME SCHEDULE

<u>COURSES</u>	<u>DATES AND TIMES</u>	<u>FEES</u>
Program Design	16 Sept. - 18 Nov. 1800 - 2100	\$120
Giving of Instruction	17 Sept. - 19 Nov. 1800 - 2100	\$120
Evaluation of Learning	16 Oct. - 18 Dec. 1800 - 2100	\$120
Introduction to Computer Support Applications	8 Sept.- 6 Oct. 1800 - 2100	\$120
{ Introduction to Computer Support Applications	{ 11 Sept.- 9 Oct. 1430 - 1730	{ \$120 }
Adult Development and Education	11 Sept. - 13 Nov. 1800 - 2100	\$120
Instructional Media Use	8 Oct. - 10 Dec. 1800 - 2100	\$120
Evaluation of Instruction	6 Nov. - 22 Jan. 1800 - 2100	\$120
<u>PROGRAM</u>		
Instructional Computer Awareness & Applications Program	Sept. 8 - Oct. 3 0900 - 1500 Monday to Friday	\$480

Approximately \$15 per course should be allowed for books and materials.

CONFIDENTIAL STUDENT FEEDBACK TO INSTRUCTORS

It is the College's policy that every year each instructor obtains feedback from his students as to how effective he is in the classroom.

There are many instruments that are already used. Here is another one which you might care to try out this year. I found it in the March 1981 edition of Practical Applications of Research.

Please remember that this feedback is confidential. However, you may, should you wish, share the results with your colleagues.

You can give the checklist yourself or have one of your colleagues present it for you.

I feel certain that you would find, in this checklist at least, the majority of the checks on the far left. Those which are found elsewhere will remind you of facets of your instruction which might require attention in the future.

R.F.C.

The Clear Teacher Checklist

As your teacher I hope I am clear. In order to improve my ability to be clear I need your help. Below are 28 statements that describe what clear teachers do. Read each statement and place a check mark in the column that tells how often I perform the behavior that is described. In that way I'll know what I do well and what I need to improve.

(Put a check ✓ in one box after each statement.)

As our teacher, you:

	All of the time	Most of the time	Some of the time	Never	Doesn't apply to our class
1. Explain things simply.					
2. Give explanations we understand.					
3. Teach at a pace that is not too fast and not too slow.					
4. Stay with a topic until we understand.					
5. Try to find out when we don't understand and then you repeat things.					
6. Teach things step-by-step.					
7. Describe the work to be done and how to do it.					
8. Ask if we know what to do and how to do it.					
9. Repeat things when we don't understand.					
10. Explain something and then work an example.					
11. Explain something and then stop so we can ask questions.					
12. Prepare us for what we will be doing next.					
13. Give specific details when teaching.					
14. Repeat things that are hard to understand.					
15. Work examples and explain them.					
16. Give us a chance to think about what's being taught.					
17. Explain something and then stop so we can think about it.					
18. Show us how to do the work.					
19. Explain the assignment and the materials we need to do it.					
20. Stress difficult points.					
21. Show examples of how to do classwork and homework.					
22. Give us enough time for practice.					
23. Answer our questions.					
24. Ask questions to find out if we understand.					
25. Go over difficult homework problems.					
26. Show us how to remember things.					
27. Explain how to do assignments by using examples.					
28. Show us the difference between things.					

"The Clear Teacher Checklist" is based substantially on research findings contained in the article by Kennedy et al. in Journal of Educational Research, Sept./Oct. 1978.



STARTING YOUR OWN BUSINESS?

The bookstore now stocks a number of books useful to anyone interested in starting a business. Some of the titles available are:

Basic Accounting
Be a Better Manager
Buying (and Selling) a Small Business
Entrepreneur's Guide
Financial Freedom on \$5 a Day
Financial Management
Franchising
Getting Started

Small Business Development
H.T.

BACK TO REGULAR HOURS

IMS will be returning to regular hours of operation as of September 02:

Mon. - Thurs. - 8:00 a.m. to 8:30 p.m.

Fri. - 8:00 a.m. to 4:00 p.m.

(Open all day, with closure for evening supper break from 5:00 to 6:00)

G.K.

POSITION OPENINGS

V.C.C./K.E.C. requires an Operator Programmer I (temporary). Closing date for applications is September 9th.

V.C.C./V.V.I. requires an Audio Visual Technician II (temporary). Closing date for applications is September 10th.

V.C.C./K.E.C. requires an Audio Visual Technician II. Closing date for applications is September 10th.

V.C.C./School Canadiana requires a Program Assistant I for English as a Second Language. Closing date for applications is September 5th.

V.C.C./V.V.I. requires an Electronics Instructor. Closing date for applications is September 15th.

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

H.E.P.

DISPLAY OF ESL AND ENGLISH BOOKS AT BOOKSTORE

During the week of September 15th to September 19th, three publishers are lending the bookstore sample copies of basic English and ESL books. These books will be on display from Monday afternoon, September 15th until Friday morning, September 19th. The store will be open until 8:00 p.m. (but closed 5 pm to 6 pm for dinner) Monday, Tuesday, Wednesday and Thursday, to allow you lots of browsing time. Coffee will be served. Any books you wish to have can be ordered, of course. We look forward to seeing you!

Karen

LIBRARY NEWS

- The Library has a small seminar room available for group and/or quiet study. The room is located off the Magazine Lounge Area on level 3 and will accommodate no more than about 10 people. Availability will be on a first come basis - no advance bookings.
- From September through June the Library's hours will be:

8:30 to 20:30 (8:30 p.m.) Mon. - Thurs
8:30 to 16:30 (4:30 p.m.) Fri.
Closed Sat. - Sun.

Variations due to holiday periods will be posted.

- The Computer Lab in the Library is available for use. Please log on to the computer of your choice at the circulation counter. The selection is:

3 Commodore Pets
2 Commodore 64's
1 Zenith 158
1 Zenith H89
1 Heathkit (Zenith H89)
1 Apple IIe

There is software available for in-library use for most computers - and our collection is growing. A printer will be on-line in the very near future (we hope!)

B.A.



"I have to go to school. Put it on pause."

K.E.C. FACULTY/STAFF ACTIVITIES

Olga Kwas	Develop new pharmacy program.	Sept. - Dec.
Grace Kravec	Statistical analysis of end of term results for terms ending March, June and August/86.	Sept. 02-22
Vinit Khosla	Work on ESL Intermediate Resource Books; research and develop audio-visual materials for use in the classroom.	Sept. 02-22
Ron Meyer	Complete course in computer familiarity and introductory word processing. (T., Th., F.)	Sept. 03 - Dec. 16
Chris Sallis	Work on course project at SFU.	Sept. 11-12
Betty-Ann Buss	Observe in the Manpower program. Reorganize teaching files.	Sept. 17-19
Eva Williams	Research materials re curriculum content.	Sept. 15 - Oct. 03

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IT'S

VANCOUVER COMMUNITY COLLEGE

LANGARA DEAN RETIRES



Dr. Bert Dartnell shows paintings presented to him by pre-schoolers attending Langara Campus Day Care Program.

Thursday, July 31st was the last day at the V.C.C. Langara Campus for A.L. [Bert] Dartnell PhD. [McGill], Dean of Administration and Student Services. Bert began work at Vancouver Community College in the summer of 1965 becoming Dean of Student Services in 1968 and of Administrative and Student Services in 1971. Bert says that he has enjoyed most working with the students and with "a wonderful group of faculty" at Langara. In spite of recent "budget woes" Bert believes education for young people is not only a goal choice, but a necessary one. An education, he says, should be broader than a career, it should be a life-long pursuit.

True to his word Having recently received his C.G.A. designation, Bert is going to work full-time beginning in September, for an accounting firm in Vancouver and he will continue teaching part-time at UBC.

WATCH FOR THE VCC DIRECTORY OF
PART TIME COURSES FOR FALL '86
IT'S IN THE MAIL THIS WEEK!

VANCOUVER COMMUNITY COLLEGE
DEPARTMENT OF MUSIC

CONCERT SERIES FALL 1986

The V.C.C. Department of Music, will present an interesting variety of faculty and student recitals this Fall. Concerts are in the King Edward Campus auditorium, 1155 E. Broadway, and except for the EXPO SERIES, begin at 8:00 p.m. [There may be a nominal charge for some VCC concerts].

FRI., SEPT. 12 Enjoy BONNIE DODDS, Mezzo-Soprano, a faculty and Vancouver Chamber Choir member currently developing a solo career.

FRI., SEPT. 26 Jazz fans will enjoy the TONY KOCK TRIO, VCC guitar faculty member. Tony and friends performing JAZZ.

FRI., OCT. 17 Acclaimed JERRY DOMER, Oboe, VCC Music Dep't. Head, who has performed all over North America, will play solo works and with a wind quintet.

SAT., OCT. 18 Welcome DAVID FEINGOLD, Classic Guitar. David has performed throughout North America and is on the faculty of the Univ. of Western Washington.

V.C.C. Dept of Music

FEATURED AT

EXPO 86

Fri., Sat., & Sun.,
October 3rd, 4th, 5th

Several V.C.C. ensembles including our STAGE BAND, the V.C.C. MADRIGAL SINGERS and SOUNDWAVE '87 will be performing front and centre for Expo visitors. See EXPO Listings for times.

M.R.

H.E.P.