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KING EDWARD TIMES

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1986 December 11

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A CHRISTMAS GIFT FOR YOU
(FACULTY AND STAFF)

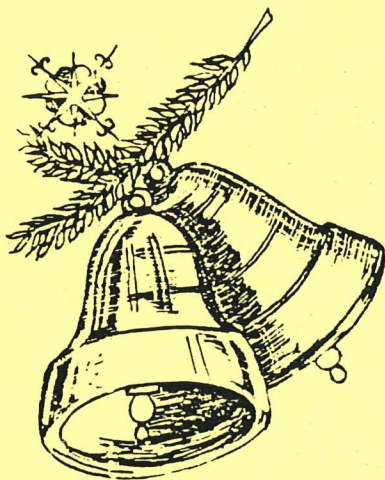
A PANCAKE BREAKFAST
DEC. 19TH - 7 A.M. to 9 A.M.
IN
THE FACULTY AND STAFF CAFETERIA

MENU

PANCAKES AND SAUSAGES
JAM, SYRUP, BUTTER
ORANGE - OR - ORANGE JUICE.
TEA AND COFFEE
CHRISTMAS MUSIC
HOPE TO SEE YOU THERE

SPONSORS - COUNSELLING DEPT. AND DOMCO

L. Herlick



I.M.S. HOURS

Please note that IMS will be open 0800 - 1630 hrs. for the period Monday 86 12 to Friday 87 01 02. Please be sure to advise us of your evening equipment need to insure availability. Happy Holiday!!

Lauchlin McKenzie

REMINDER TO ALL STAFF ON TIMESHEET

December 18 is the last payroll of the year. In order to receive a pay cheque on January 2, 1987, all timesheets for the weeks ending December 19 and December 26 must be handed in to the Payroll Clerk by **WEDNESDAY, DECEMBER 17TH**.

Please be sure your Timesheets are **SIGNED BY YOUR SUPERVISOR**. Without a signature, they cannot be processed.

If you have any questions about this, please call the Payroll Clerk at local 73.

D. Moutter

KEC CALENDAR

Updated segments of the KEC Calendar available for pickup at the Information Centre, 4th floor.

D. Moutter

FROM YOUR KEC CAMPUS CORRESPONDENT

Any interesting stories out there for the inter-campus news sheet? Tell the rest of the college about - **special events - interesting events - interesting faculty or staff achievements - hot gossip**, by writing a brief news item and putting it in the mailbox of your KEC Campus Correspondent,

Bruce M. Watson

ON HOLIDAYS!

Peter Littleboy will be on holiday December 11 - 16th.

P. Littleboy



"I'd like to leave the left side of my brain to M.I.T. and the right side to UCLA."

Directions ESL

is now

ESL FORUM

PRESS RELEASE

PRESS RELEASE

December, 1986

DIRECTIONS ESL is a committee that has been serving the multicultural community for ten years now. Its members have been speaking out on behalf of those for whom English is a Second Language (ESL) in various ways. They've presented briefs to all levels of government, launched groups serving preschool and youth ESL and organized community forums on ESL ISSUES.

To better serve the multicultural community, DIRESL is now incorporated as a non-profit society, registered in Victoria. Its new name (in full) is ESL COMMUNITY FORUM SOCIETY and it is now accepting memberships from all interested organizations and individuals.

Members of ESL FORUM will be able to exchange information and ideas on ESL issues and have their points of view represented in matters related to ESL instruction. In short, ESL FORUM will be the means of keeping abreast of issues in ESL; of sharing concerns with others having similar interests and making their views known to all levels of government and to other community organizations.

Membership in ESL FORUM is as follows: \$25.00 for a society or institution and \$10.00 for an individual.

A letter is being sent to representatives of relevant organizations and friends of DIRECTIONS ESL requesting donations as well as memberships, since these are being kept as low as possible in these difficult times. Cheques may be mailed to the official address:

ESL FORUM
Hodson Manor,
1254 W. 7th Ave.,
Vancouver, B.C. V6H 1B6

or to

Naomi Katz, Chairperson,
ESL FORUM,
885 W. 49th Avenue,
Vancouver, B.C. V5Z 2S6 - Phone 261-0727

KEC STUDENT ADVISORY COMMITTEE NOTES...

The Student Advisory Committee is comprised of 10 students from KEC divisions who volunteer their time and meet regularly to recommend to KEC management the spending of fees collected from KEC students. To date KEC management has endorsed every SAC initiative and undertaking. SAC members represent their respective divisions as follows: Mihail Ciortan, ESL; Rosa Calles-Lopez, ESL; Raymond Ma, ESL; Fresno Woo, CF; Graham Meek, CF; Dan Carlson, CF; Doreen Hamilton, Music; Neil Wong, Music; Irene Moody, BTSD.

In order to sit on the SAC, students must secure the signatures of ten of their fellow students in their division. Although the chair of the committee is Grant Kelly, in practice, we have been rotating the chair for two weeks at a time for each member, so that students all have some experience with that role on the committee. Students also prepare agenda items, proposals and take minutes. Most SAC members attend regularly, and receive no payment whatsoever for their efforts.

Some items to note:

- * The present fees of \$1 a month/full-time student is the lowest activity fee in B.C.
- * 45% of the money collected at KEC goes to student aid funds at KEC.

In separate actions in the last two months, the SAC has...

- 1) designated a \$300 contribution through the Canadian Red Cross for the purchase of tents to assist earthquake victims in El Salvador;
- 2) donated \$390 to sponsor the ESL HT Christmas Party;
- 3) contributed \$500 to the Music Dept for the Soundwave '87 Jazz Band tour of Europe next summer;
- 4) matched KEC funds to \$900 for the purchase of patio furniture;
- 5) sponsored a Disco Party on Nov. 22 in the KEC cafeteria; and
- 6) funding the translation of health literature into 16 languages on behalf of KEC health services (a continuing project).

The recent SAC Opinion Survey drew 811 response sheets (for which SAC thanks KEC instructors for their participation) representing the following:

ESL	392	(48.3%)
Coll. Found/Music	267	(32.9%)
Mechanical/Career	34	(4.2%)
Special Education	21	(2.6%)
ABE/BTSD/BEST	97	(12%)

Continued....

..... On the first question, whether students should pay fees to support an organization, 38% agreed, 36% disagreed and 26% were undecided. Answers to questions in places resemble a recent British survey which reported that 65% of the people don't believe in Santa Claus but 90% believe he is doing a good job. At KEC, students gave positive indications of support for the present SAC (64.6% in favour, 21.7% undecided) but also gave positive indications for a return to the old student society (46.6% in favour, 30% undecided) and a new student council (57.2% with 27.5% undecided). On the matter of activity fees, 52.1% are unwilling to pay any increase and 54.5% agree the present fee structure (\$1/month) is adequate. A more detailed outline of the results has been tabled with the KEC management committee which has seen fit to endorse the Student Advisory Committee Model as it is structured at KEC.

J.G. Kelly

BOOKSTORE NEWS

Book Buy Back

Our usual book buy-back will be held **Monday, Dec. 15 & Tuesday, Dec. 16th** from **9:30 a.m. to 3:30 p.m.** There seems to be much confusion, sometimes resulting in hard feelings over buy-back policies, so we would appreciate it if instructors would help us explain to students how it works --

- (1) KEC Bookstore does **NOT** do the buy-back. It is an off-campus company that actually purchases the books. Their policies are as follows:
 - a) Books that we will be using in the following term and that we have authorized them to buy on our behalf, will be purchased as a priority. There is a quota, however, so we do not guarantee that any particular book will be purchased. Generally, students are paid 50% of the current retail price for these books.
 - b) Books not in use on this campus may be purchased by Buy-Back Co., but they set the policy and the price on books they wish to purchase. Sometimes they are willing to pay only a dollar or two.
- (2) Used books in good condition may be bought back next term again, but cannot be returned to the store if a course is dropped or for any other reason.
- (3) Generally, workbooks are not purchased even if they haven't been used. Occasional exceptions are made. If answers have been written in, books are not accepted, even if erasures have been made.
- (4) Please remind students that it is imperative that they come to sell books only on the days stated - **Dec. 15 & 16**. These books will be placed on sale starting **Dec. 17th** at 75% of new price.

Santa Claus has been around early this year. There must have been lots of good little kids, 'cause lots of gifts are in evidence around the campus. The Bookstore says "Thank-you, Santa! You've renewed the faith of any doubting Thomas on the campus. Merry Christmas to you and the helper-elves!"

K. Kelly

THE FOLLOWING POLICIES HAVE BEEN PROMULGATED/AMENDED AND ARE HERE FOR YOUR INFORMATION BEFORE BEING APPROVED.....

H.E. PANKRATZ

Policy No.: 1.2.0.4
Issue Date: 1983 September 02
Amendment: 1986 December 08
Source: KEC Management Committee
Title: KEC BOOKSTORE: ORDERING OF BOOKS
Concerning: All KEC Employees
Principal
Approval: _____

POLICY:

- A.1 All textbooks and workbooks, whether for sale to students at King Edward Campus or for class sets or instructors' desk copies, shall be ordered, purchased, stored and sold by the King Edward Campus Bookstore, an ancillary service of the College.
- A.2 The bookstore, as an ancillary service, shall be self-sustaining in that all direct expenses occurring as a result of its operation shall be recovered from the revenue obtained from the sale of books and supplies. In addition to regular direct operating costs (salaries, fringe benefits, etc.) a college overhead charge must be recovered from bookstore revenues.
- A.3 Books will be ordered and stocked at the written request of either the instructional department head or the Associate Director for Program Services in the Continuing Education Division. Supplies will be ordered, as required for stock, by the Bookstore Manager.
- A.4 Textbooks are to be precisely identified by title, author, edition, publisher, and quantity by the instructional departments when placing orders.
- A.5 It is the responsibility of the instructional departments to order required quantities through the King Edward Campus Bookstore. If more than 5% of the total book order remains unsold after a twelve-month period, and the books cannot be returned to the supplier for credit, the cost will be debited to the department concerned.
- A.6 In the event that a textbook is changed after receipt of the original order at the bookstore, the department which ordered it will be charged with the cost of returning the text to the supplier. Similarly, if a course is cancelled after receipt of textbooks for it, the department which ordered them will be charged with the cost of returning them to the supplier.

Policy No.	6.2.1.6
Issue Date:	1986 December 08
Source:	KEC Management Committee
Title:	<u>REQUEST FOR INTERNATIONAL EDUCATION CLASSES AT KEC</u>
Concerning:	Administrators and Faculty
Cross-Reference:	2.1.2.4
Director of International Educ. and Contract Services	
Concurrence:	_____
Principal	_____
Approval:	_____

PREAMBLE:

College policy number 2.1.2.4. (A.2) stipulates that:

A.2 "... all international students and/or their dependants [or sponsors] must pay all costs, direct and indirect, for education and related services received at Vancouver Community College. Such costs will be set in accordance with the College Policy on Cost-Recovery Courses/Programs or as determined by the College's International Education Committee."

POLICY

- A.1 To maintain cost-effectiveness, the KEC instructional administration will make every effort to absorb international education students into regularly scheduled base budget classes.
- A.2 If special or additional classes are required to meet the learning needs of international students at King Edward Campus, such classes must be requested and authorized by the Director of International Education and Contract Services, or delegate.

PROCEDURES

- B.1 The Director of International Education and Contract Services shall apprise the KEC instructional administration of the number of international students expected on campus at a reasonable time prior to their date of arrival.
- B.2 International students will be scheduled into "base budget" classes wherever possible to do so.
- B.3 Additional classes required must be requested and "signed-off" by the Director of International Education and Contract Services utilizing the "Request for Additional International Education Class" form, and the costs of the additional class, as noted on the completed form.

KING EDWARD CAMPUS

"Request for an Additional International Education Class"

1. Request Initiated by: _____
(for Instructional Program/Dept.) Date _____

Supported by: _____
(for International Education)

2. Department/Program: _____ 3. Subject Course #: _____

4. Class dates: _____ 5. Class times: _____
(days) (hours)

6. Venue: _____
(centre) (room no.)

7. Cost of Additional I.E. Class:

Direct Instructional Costs \$ _____

Indirect Instructional Costs _____

Total Costs \$ _____

Cost charged to College-wide
International Education Acct. No. _____

Cost Verification: _____ Date: _____
Manager, Financial and
Ancilliary Services

Recommended by: _____ Date: _____
Department Head

Recommended by: _____ Date: _____
Division Chairman

Recommended by: _____ Date: _____
Dean of Instruction

Approved by: _____ Date: _____
Director, International Education
and Contract Services

Distribution of copies of "Approved" request to:

Department Head/Program Coordinator
Division Chairman
Dean of Instruction
Dean of Administrative and Student Services
Director of International Education and Contract Services
Manager, Admissions, Registration and Student Records
Manager, Financial and Ancilliary Services
Director of Financial Services
International Education Operational Office

1987 January 01

Policy No.: 5.2.2.4
Issue Date: 1986 December 08
Amendment: Original
Source: KEC Management Committee
Title: KEC COMPUTER PLANNING COMMITTEE
Concerning: Administration, Faculty,
Staff and Students

Principal
Approval: _____

DEFINITION:

The Computer Planning Committee is a sub-committee of the KEC Management Committee. The membership includes the Dean of Instruction, the Dean of Administrative and Student Services, the Division Chairmen, the Manager of Admissions and Student Records and, as an ex officio member, the Director of Information and Computer Services.

POLICY:

- A.1 The Committee will identify the instructional and administrative computer needs of the campus. These will include software, hardware, space allocation, technical personnel and staff upgrading.
- A.2 The Committee will formulate and update a comprehensive action plan to meet the computer needs of the campus and report thereon to the KEC Management Committee.
- A.3 The Committee will establish a strong liaison with the campus Computer Users Group.

PROCEDURES:

Organization:

- B.1 The Committee may add to its membership, either on a temporary or regular basis, and may request the participation of resource personnel to assist it in its work.
- B.2 The Committee will select its chairman in a manner agreed upon by the majority of its members.

Reporting:

- B.3 The Committee will report its findings and recommendations to the KEC Management Committee on a regular basis, not less than once every four months.
- B.4 The Committee will update and monitor the progress of the Management Committee's approved action plan respecting computer installations, equipment and software.

REMINDER

The G.E.D. is being administered in the Auditorium this **Friday and Saturday (Dec. 12 & 13)**. I will be using the Auditorium from 5:00 p.m. this Friday until approximately 3:00 p.m. on Saturday.

K. Oberding

WEDDING BELLS

Bob Wilson is celebrating his retirement by getting married on Saturday 13th December to **Ruth Conlin**. Best wishes from all your friends at King Ed.

P. Littleboy

SAC DISCO PARTY OF NOV. 22ND

A heartfelt "thank you" to the following people for their support and participation of the above event:

To **Alice Wong**, special thanks for attending and helping out in a key role of selling tickets and safeguarding the funds. To **Bev Nichols** for making room for duplication and related services for this event in the midst of her own busy production schedule. To **the KEC administration** for giving the green light and other support for this activity to take place on site. To **Shirley Girvan** for the typing of the report and her assistance generally. To **Security** for their work in overseeing the event.

G. Kelly for
Student Advisory Committee

POSITION OPENINGS

V.C.C./Continuing Education requires a Work Experience Counsellor for Work Station Project - to begin January 5, 1987.

V.C.C./Continuing Education requires a Clerk Typist II. Closing date for applications is Dec. 12th.

V.C.C./K.E.C. requires an Assistant Department Head for the English as a Second Language Department - Half-Time. Closing date for applications is Dec. 19th.

V.C.C./K.E.C. requires a Clerk Typist II/Receptionist-Assessment Centre. (temporary until March/87). Closing date for applications is Dec. 12th.

V.C.C./Langara Campus requires a Remote Job Entry Operator I for Student Services (temporary). Closing date for applications is Dec. 11th.

Continued....

POSITION OPENINGS (Continued)

V.C.C./Langara Campus requires a Laboratory Demonstrator II for the Chemistry Department. Closing date for applications is Dec. 17th.

V.C.C./Langara Campus requires a Clerk II for Student Services. Closing date for applications is Dec. 16th.

V.C.C./V.V.I requires Clinical Instructors for part-time positions in the Dental Hygiene Program.

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

H.E. Pankratz

SAYETT LIQUID CRYSTAL PROJECTION PANEL

At Wednesday's Computer Needs Committee Meeting there was a demonstration of the Projection Panel. It is a device which uses an overhead projector which allows a whole class to view the output from a single microcomputer. It should prove to be effective.

At this time the College owns only one panel, but others are on order. If you wish to use the panel, please order well in advance from I.M.S.

R.F. Cunningham

K.E.C. FACULTY/STAFF ACTIVITIES

Virginia Monk	Complete writing Instructor's Notes for four lessons on Stress and Intonation, which will form part of Pronunciation program; read and work on further materials related to two workshops recently attended; further knowledge of word processing in Computer Lab.	Dec. 03-23
Susan Bates	Continue work on "The Teaching Package" - a resource guide for student teachers.	Dec. 03-23
Steve Baker	Union business.	Dec. 15
Ruth Chiko	Examine new text for English 051; continue Micro-software-word on P.C.	Dec. 19-23

M. Redman



"They're made with pure, polyunsaturated, low calorie, biodegradable mud."

INTERNATIONAL STUDENTS CHRISTMAS DINNER - REMINDER

There are still some tickets available for the International Students Christmas dinner. The tickets are available from Chris/Brenda at the K.E.C. International Office, local 233 and they are \$5.00 each. Please bring your ticket for the Door Prize draw. Come out and join in the fun!

VVI Dining Lounge - FRIDAY, DEC. 12, 1986 - 5:30 to 9:00 p.m.

Turkey, Giblet Gravy, Croquet Potatoes, Carrots Vichy, Buttered Brussel Sprouts, Mince Meat Pie, Rum Sauce - Coffee/Tea/Juice.

D. Greenall

WHO'S NEW IN THE LIBRARY

The Library has said goodbye to Sandra Jones who has returned to VVI. Please help us welcome Susan Weber who will be assuming Sandra's former responsibilities providing reference services.

NEW BOOKS IN THE LIBRARY

We've added several new dictionaries. These may be found in the REFERENCE section of the Library:

English-Khmer Dictionary	"
English-Urdu	"
Persian-English	"
Romanian-English	"
Portuguese-English	"
English-Korean	"
Romanian-English	"
	"

Several books on writing have been added to the collection:

College Writing Skills
Sentence Skills
Reading and Study Skills

The New Handbook of Basic Writing Skills
College Vocabulary Skills
The Functional Writer

B. Appleton



"This isn't what I meant when I said I hoped you would go down in history."



FOR IMMEDIATE RELEASE

OTTAWA -- The appointment of Anthony S. Manera to the position of Senior Vice-President of the Canadian Broadcasting Corporation was announced today by the President, Pierre Juneau. The appointment is effective immediately.

Reporting to the President, Mr. Manera assumes responsibility for various staff functions, including Finance, Human Resources, Law, Engineering, Management Information Systems and Supply and Services.

Prior to this appointment, Mr. Manera served as CBC Vice-President, Human Resources since March 1, 1985.

A native of Italy, Mr. Manera was born in May 1940 and immigrated to Canada in 1951, when his family took up residence in Montreal. He holds a B.Sc. in electronics engineering from Northrop Institute of Technology and an M.Sc. in electrical engineering from the University of Southern California, and is the author of a textbook on solid state electronic circuits.

From 1965 to 1977, Mr. Manera occupied various positions in the Ontario College system, including Dean of Technology at Confederation College and President of Niagara College. In 1978, he accepted an appointment as President of Vancouver Community College, where he remained until joining the CBC.

Mr. Manera's experience covers the full spectrum of activities involved in managing large-scale organizations in the public sector, including budget administration, the introduction, evaluation and completion of programs, the supervision of major building projects and the negotiation of labour agreements.

Mr. Manera is a member of the Association of Professional Engineers of Ontario and has been active in numerous community activities, including the Red Cross Society, Rotary and national educational associations.

November 27, 1986

Contact: Richard Chambers
Director of Public Relations
CBC Head Office

Tel.: (613) 738-6779