

4 April 9
1987

THE KING EDWARD TIMES

Vol. XIII, No. 02

April 09, 1987

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

RECEIVED APR 10 1987

VCC PRESIDENT APPOINTED TO NATIONAL FORUM

Please note the following from a recent press release:

OTTAWA -- The Honourable David Crombie, Secretary of State of Canada, and the Honourable Anthony Brummet, Chairman of the Council of Ministers of Education, Canada, and Minister of Education for British Columbia, announced today that the National Forum on Post-Secondary Education will be held in Saskatoon from October 25 to 28, 1987.

"The aim of the Forum will be to explore the challenges and opportunities facing Canada's universities and colleges in preparation for the 21st century", stated the two Ministers.

VCC President Paul Gallagher has been appointed to the Steering Committee of the group which will prepare for this Forum.

L. Fast

RADIO SHOW: "WOLVES: PREDATOR OR PREY"

Tune in to CFRO Co-op Radio 102.7 FM on Wednesday, April 15 at 7:45 p.m. and listen to "Ecowatch" hosted by Joyce Jarrett.

J. Jarrett

INTERACTIVE COMPUTER-BASED AUDIO/VIDEO LEARNING

A laser video disc player connected to a personal computer provides the opportunity for interactive learning. Such a combination is available on campus for examination next week (April 13 - 22).

It is set up in the Curriculum and Instructional Development Office, Rm. 3043 (a very small room, accommodating only 3-4 people at a time). If you would like to see a demonstration of interactive learning, please contact Paula Rogers at Local 501 to book for one of the following times:

Monday, April 13	between	12:00 noon - 2:00 p.m.
Tuesday, April 14	between	11:00 a.m. - 1:00 p.m.
Wednesday, April 15	between	12:30 p.m. - 2:30 p.m.
Thursday, April 16	between	12:30 p.m. - 2:30 p.m.

W. Behnke

VCC

King Edward Campus

TIME SHEET PROCEDURES

Do you ever have the occasion to fill in or authorize a timesheet? If so, please ensure all of the following areas are completed before the timesheet is submitted for approval.

1. SOCIAL INSURANCE NUMBER: ie 111222333;
2. NAME: Printed please with LAST name FIRST, and the full mailing address underneath;
3. WEEK ENDING FRIDAY: Friday is the payroll week end, although timesheets should be submitted on Thursday. Please code in the order of year/month/day. ie 87 01 30 for Friday, January 30, 1987;
4. POSITION: What the employee was hired as;
5. HOURLY RATE: What the employee is being paid per hour;
6. ACCOUNT/DEPARTMENT: The account coding and the department number to which the employee's salary should be charged;
7. DESCRIPTION OF WORK: The actual work the employee performed;
8. CENTRE OR LOCATION: KEC
9. HOURS WORKED: CLEARLY print the hours worked under the appropriate day. Slashes, dashes, zeroes are not necessary to mark the days the employee did not work - Simply leave the box blank!
10. TOTAL: The total hours worked in the week;
11. PAY RATE: To be filled in only if the HOURLY RATE (#5) is incorrect for the type of work done;
12. ACCT/DEPT: To be filled in only if the ACCOUNT/DEPARTMENT (#6) is incorrect;
13. EMPLOYEE: The employee must sign here;
14. SUPERVISOR or DELEGATE: The person supervising the employee must sign here;
15. DEPARTMENT NAME: This is the name of the department that the employee worked in;
16. GRAND TOTAL: The total number of hours the employee worked, in all areas, during the week;
17. TIMESHEET SIZE: The time sheet must be the standard size of 5 1/2" x 10". If you find you must photocopy the time sheet blanks, please trim them to the proper size;

If you are receiving the computer printed timesheet which is a yellow form with a pink duplicate, PLEASE USE THEM!!! Otherwise, if you are using a photo-copied timesheet and it has not been accurately and completely coded, the timesheet will be rejected and returned, meaning of course, that the employee's wages will be delayed.

If you have any questions, or if any of the above is unclear, please contact the Payroll Clerk at local 733.

VCC VANCOUVER COMMUNITY COLLEGE

SAMPLE TIME SHEET

① SOCIAL INSURANCE NUMBER
1 1 1 2 2 2 3 3 3

③ WEEK ENDING FRIDAY
8 7 0 1 3 0
YEAR MONTH DAY

② NAME (PRINT LAST NAME FIRST) AND ADDRESS
HUGHES, HOWARD
22 MILLIONAIRE LANE
VANCOUVER, BC.
V7P 2M9

④ POSITION: CASHIER

⑤ UIC WEEK

⑥ HOURLY RATE 5 2 5
⑦ ACCOUNT 0 5 6 3 1 2 3

⑦ DESCRIPTION OF WORK	⑧ CENTRE OR LOCATION	⑨ HOURS WORKED							⑩ PAY RATE # DIFFERENT FROM ABOVE	⑪ ACCT / DEPT # DIFFERENT FROM ABOVE	⑫ OVERTIME		
		SAT	SUN	MON	TUE	WED	THU	FRI			HOURS	RATE	
COUNTING MONEY	KEC			4	3	7	6	4	24	11	12		

⑬ *Howard Hughes* EMPLOYEE

⑭ *B. Wardenhoe* SUPERVISOR OR DELEGATE

⑮ *ADMINISTRATION* DEPARTMENT NAME

⑯ GRAND TOTAL 24

APPROVED _____

REMINDER

Completed timesheets should be submitted to the Payroll Clerk by the Supervisor.

D. Moutter

AS A REMINDER ABOUT TIMESHEETS FOR WEEK OF APRIL 17th

Due to the long weekend on April 17th, all timesheets must be submitted on Tuesday, April 14th in order to be processed in time for pay day!

C. Forwell



UNIVERSITY of BRITISH COLUMBIA

Department of Higher Education

Higher Education 541 (College and Institute Programs)

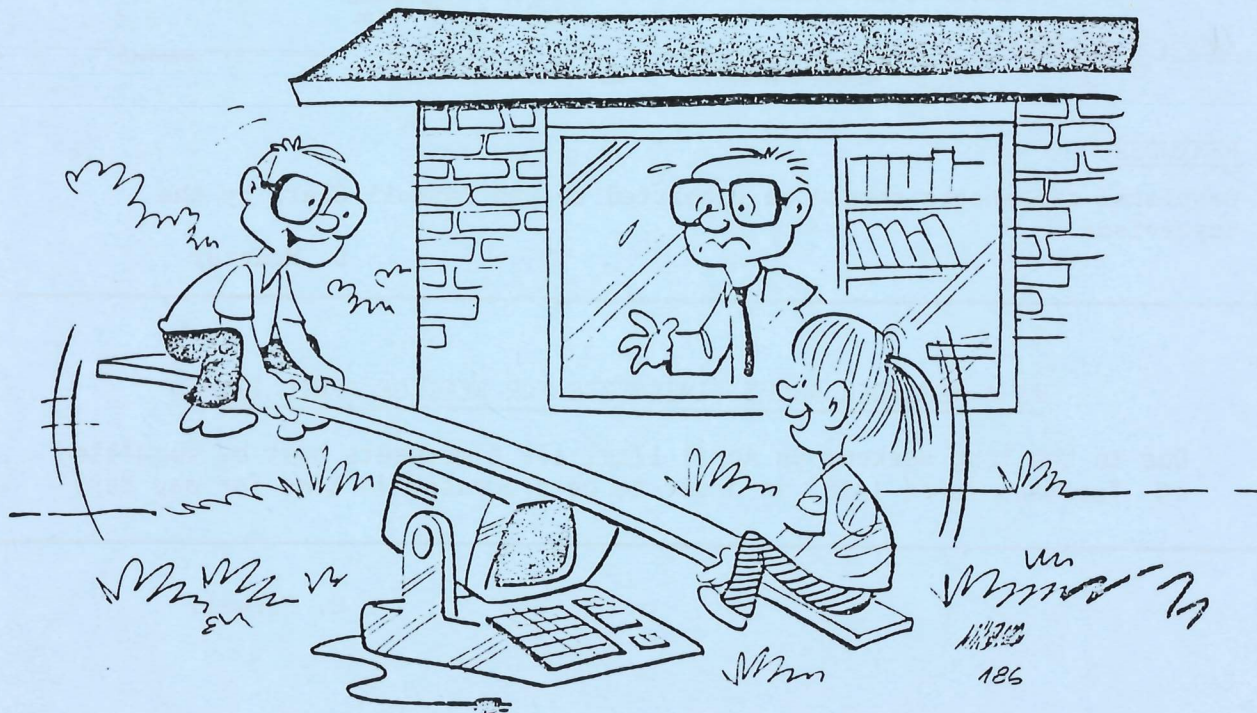
An analysis of the factors which contribute to the development of academic, technological, vocational, upgrading, and continuing education programs in colleges and institutes. Particular reference will be made to British Columbia.

TIME: 10:30 a.m. to 12:15 a.m.
Mondays through Fridays

DATES: JULY 6 to JULY 24

PLACE: Conference Room:
South Staff Office Block
Scarfe Building,

INSTRUCTOR: John D. Dennison,
Professor of Higher Education



AT THE LIBRARY

The PD Collection ... do you know where it is?

No, this isn't the Trivia Quiz. But we do want you to know about the Professional Development collection, located on the 2nd level of the Library. This specialized area is for teachers/educators to learn more about curriculum development, assessment, testing - in short, the field of education, counselling; even government projections of enrollment in various fields of study are included. The PD room is also the home of the TEAL collection, which specializes in ESL material for the teacher.

This week, we have received quite a few additions to be placed in the PD collection. They are:

Canadian English in the 1980's by J. Donald Wilson

Creative Classroom Testing - 10 Designs for Assessment & Instruction
by Sybil Carlson

Designing Undergraduate Education by Berquist, Gould & Greenberg

Learning Another Language through Actions: The Complete Teacher's Guidebook
by James J. Asher

Measuring and Evaluating Educational Achievement by J. Stanley Ahmann

Planning and Preparing 8 Types of Self-Paced Learning Programs by Jerold Kemp

Types of Self-Paced Learning Programs by Jerold Kemp

The Politics of Education by Paulo Freire

Video Applications in English Language Teaching

When Cultures Clash. Case Studies in Multiculturalism by John W. Friesen

S. Weber

CHALLENGES '87

Students should be aware that postings for the B.C./Canada Summer Employment Program are now available. Closing date for applications is April 16, 1987.

D. Moutter

POSITION OPENINGS

V.C.C./K.E.C. requires a Program Assistant I in the ESL - Outreach Department. Closing date for applications is April 14, 1987.

V.C.C./K.E.C. requires a Program Assistant I in the ESL - College Preparatory English Department. Closing date for applications is April 14, 1987.

V.C.C./Central Administration requires a Producer/Program Organizer in Instructional Media Services. This is a temporary position until approximately March 31, 1988. Closing date for applications is April 15, 1987.

V.C.C./Langara requires a Library Assistant III. This is temporary position until approximately December 31, 1987. Closing date for applications is April 16, 1987.

V.C.C./Langara requires a Part-Time Instructor in the Department of Art History. Closing date for applications is April 21, 1987.

V.C.C./Langara requires two Full-Time Instructors in the Psychology Department for September 1, 1987. Closing date for applications is April 21, 1987

L. Fast

