

JULY  
28,  
1988

# THE KING EDWARD JAMES

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

Vol. XVI, No. 16  
1988 July 28

## CONGRATULATIONS!!!

To Jo Hanson on the safe arrival of a baby daughter born on 1988 July 22. Baby MECHIKO ANN LETICIA weighed in at 8 pounds 7 ounces. Best wishes to you both.

Dorothy Moutter

## THORNE HUSBAND RETURNS TO COUNSELLING:

After one year as the Acting Manager of the Assessment Centre, Thorne Husband will be returning to his "home department" in Counselling as of 1988 August 01.

I want to thank Thorne for his work in the Assessment Centre. A number of changes were necessary in the Centre and Thorne worked hard to bring these changes about.

Thank you, Thorne, for your contribution to the Centre and to the Campus.

Lawrence Fast

## WELCOME TO NADIA KAWAS:

Nadia Kawas is our new Computer Operator Programmer in the Business and Computer Studies Department. Stop by Office 2135 and welcome Nadia to KEC.

Cathy Tolma



"Hey, Mom! We had the best show-  
and-tell ever!"



# BULLETIN

**DATE:** July 21, 1988  
**TO:** The Vancouver Community College Community  
**FROM:** Paul Gallagher

**Dr. J.J. (Jock) Denholm Has Decided to Retire September 14, 1988.**

That said, it is difficult to find additional words appropriate to the weight and the moment of the simple statement.

Jock Denholm is our longest serving senior administrator at Vancouver Community College. His name and that of Langara have, in the minds of many, come to be synonymous.

Jock joined Vancouver City College as Vice-Principal Student Services at the old King Edward Centre in 1966 and served in that position and subsequently as Executive Director, Instruction until 1971. At that time he took a one year hiatus to return to the Vancouver public school system and re-joined the College in 1972 as Principal of our Langara Campus. For the year 1977 he took on additional duties as Acting Principal, Vancouver Community College.

Jock Denholm has seen and has been part of great changes at Vancouver Community College. His departure from the College is certainly not the least of these.

On behalf of the College Board, his fellow administrators, faculty and students I am extending our warmest wishes for a happy, lengthy and rewarding retirement.

*Paul Gallagher*



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RE: HOLIDAYS:

Please note that I will be on holidays from July 25 to August 19 inclusive.  
Please refer urgent business to Dr. Fast.

Dr. Patricia Groves

LAST FRIDAY'S LOTTERY WINNER POPULAR CHOICE:

Nora Hall, cafeteria personnel extraordinaire won \$1,000.00 at last Friday's July 18 draw. Nora is well known at KEC for her fund raising efforts and her pearls of wisdom at the cash register. Congratulations to Nora with the lucky number 029.

Dorothy Moutter

APPOINTMENT OF CHAIRMAN FOR CAREERS DIVISION ANNOUNCED:

I am pleased to announce that President Paul Gallagher has offered the position of Chairman, Careers Division to Mr. Sam Lewindon who, I am happy to say, has accepted. The appointment is retroactive to 1988 July 01.

Mr. Lewindon has worked hard in the Division and on Campus during the past four years and I look forward to seeing the growth and development of the Careers Division under his leadership.

Congratulations and best wishes, Sam!

Lawrence Fast

ADULT BASIC EDUCATION ASSESSMENTS:

Effective 1988 August 02, appointments for ABE assessments in Reading, Writing, and Mathematics will once again be necessary. Please direct prospective students to the Assessment Centre receptionist on the fourth floor to book their appointment(s) in person, or have them telephone 875-6111 local 714.

Thank you.

Keith Oberding

POSITION OPENINGS:

V.C.C./V.V.I. requires a Word Processor Operator (Word Processing Centre). This is a temporary position from August 23, 1988 to July 31, 1989.

V.C.C./K.E.C. requires a Coordinator I - ESL and a Coordinator I - BTSD. Closing date for applications is July 29, 1988.

Okanagan College requires a Director, Penticton Centre. Closing date for applications is July 29, 1988.

Cariboo College requires an Instructor.

The Commonwealth of Learning requires a President. Closing date for applications is August 31, 1988.

V.C.C./LANGARA requires a Secretary III - Principal's Office. Closing date for applications is July 29, 1988.

V.C.C./K.E.C. requires a Coordinator I - ESL-ELS (Intermediate Level).

V.C.C./LANGARA requires a Mail Clerk I. Closing date for applications is August 02, 1988.

V.C.C./V.V.I. requires a Department Head, Licenced Practical Nursing Department. Closing date for applications is August 15, 1988.

V.C.C./V.V.I. requires a Coordinator I - Power Engineering Department. Closing date for applications is September 1, 1988.

Lawrence Fast

POLICY AND PROCEDURES FOR ASSESSMENT AND DEFERRAL FEES:

The following amended Policy and Procedures for Assessment Fees and for Deferral of Fees are to be considered interim and may be further amended as practice and experience warrant.

G.A.R. Sylvester



Policy No.: 3.2.0.6  
Issue Date: 1984 September 21  
Amendment: 1986 November 24  
              1988 July 07  
Source: KEC Management Committee  
Title: ASSESSMENT FEES  
Concerning: Administrators, Faculty,  
              Staff and Students

Principal Approval: Laurence Fast

POLICY:

- A.1 In order to assist in defraying a portion of the direct costs, persons writing assessments administered by the King Edward Campus Assessment Centre will be charged an assessment fee.
- A.2 Assessment fees paid 1988 August 01 or thereafter will no longer be deductible from tuition fees. Assessment fees paid prior to 1988 August 01 will continue to be deductible from tuition fees up to one year following the date of the assessment fee receipt.
- A.3 Any student who is currently enrolled at King Edward Campus, and who is required by a department head/coordinator to take an assessment, will be charged an assessment fee.
- A.4 Candidates referred by agencies, such as the Employment Canada offices and the Ministry of Social Services and Housing, will be required to pay an assessment fee or to have the assessment fee paid on their behalf by the sponsoring agency.
- A.5 Deferral of an assessment fee may be considered in accordance with Policy No. 2.2.1.4.
- A.6 Waiver of an assessment fee may be considered for exceptional reasons and made in accordance with Policy No. 2.2.1.5.
- A.7 Assessment fees are for services rendered and are non-refundable!
- A.8 The King Edward Campus Assessment Centre will charge a fee for off-site assessment services at other College locations.
- A.9 Other off-site assessments may be offered at a fee.

PROCEDURES:

- B.1 An applicant for assessment will complete the appropriate application form for the desired assessment(s) and present the form, together with the required assessment fee, to the King Edward Campus cashier; the cashier will stamp the receipt for the amount paid.



- B.2 The applicant will take the assessment fee receipt to the Assessment Centre on the date of the assessment appointment; the assessment supervisor will sign and date the receipt and return a copy to the applicant.
- B.3 In cases of dire financial need such candidates may request an assessment fee deferral on a Fee Deferral Form. These forms are obtainable through the Counselling Department or the Department Head's office. The form should be completed with the assistance of a Department Head or delegate, or a Counsellor or delegate. The form must carry the recommendation and the signature of the appropriate Department Head or Counsellor. The Fee Deferral must be approved by the Dean of Instruction and Student Services or the Associate Dean of Student Services.
- B.4 A request for the waiver of an assessment fee must be initiated by a Department Head or Counsellor, and in accordance with Policy 2.2.1.5.
- B.5 The assessment fees will be determined annually and will be published in the King Edward Times. (The current assessment fees are attached hereto as Appendix "A").

KING EDWARD CAMPUS

SCHEDULE OF ASSESSMENT FEES \*

(Effective 1988 August 01)

Appendix to  
Policy No. 3.2.0.6

Reading	\$ 10
Writing	10
Mathematics	10
Typing	10
Typing (International Education)	20
Placement Test E.L.S.	10
Placement Test Vocational E.S.L.	5
English Language Assessment (E.L.A.) on site	30
E.L.A. on site (International Education)	45
E.L.A./Math @ Hong Kong	60
E.L.A. off site	50

Duplicate copies of assessment results will be available at \$1.00 a copy.

\* The above schedule of assessment fees is subject to change.

1988 August 01



Policy No.: 2.2.1.4  
Issue Date: 1985 January 21  
Amendment: 1987 October 14  
1988 July 07  
Source: KEC Management Committee  
Title: FEE DEFERRALS  
Concerning: Administration, Faculty,  
Staff and Students  
Cross  
References: Policy No. 3.2.0.6, 2.2.1.5,  
2.2.1.2  
Principal Approval: L. S. S. Fast

POLICY:

- A.1 All fees are due and payable before services are rendered or instruction commences.
- A.2 Fees may be deferred in special instances wherein the student is awaiting the receipt of a loan, a grant, or a payment by an external sponsoring agent.
- A.3 All fee deferrals must be approved by the Dean of Instruction and Student Services or the Associate Dean of Student Services, or delegate.
- A.4 Under extraordinary circumstances, the Manager of Admissions, Registration and Student Records (or delegate) may defer fees for twenty-four hours.

PROCEDURE:

- B.1 A student requesting a fee deferral must complete a Fee Deferral Form (see attached).
- B.2 The Fee Deferral Form must be recommended and signed by a Department Head or delegate, or a Counsellor or delegate.
- B.3 Normally, the student will present the recommended Fee Deferral Form to the Associate Dean of Student Services for consideration. The Associate Dean will confirm the amount of down payment and the date on which the balance will fall due.
- B.4 If the approved form is for the deferral of an Assessment fee, the student will present the form to the Assessment Centre, who will make a copy for their records and return the original to the student.
- B.5 If the approved form is for the deferral of fees in addition to or other than an Assessment fee, the student will present the form to the Cashier who will receive any cash payment required, verify the amount to be deferred, make a copy for the record, and return the original to the student.



- B.6 New students whose deferrals are approved on the assumption that they may be getting ABESAP grants must apply for ABESAP in the third week of classes. The original fee deferral form showing exact amounts deferred must be attached to the ABESAP application and submitted to the Financial Aid Office.
- B.7 In the case of student default, the Cashier will take the usual action of notifying the Associate Dean of Student Services, who will follow established procedure for delinquent fee payers (refer to Policy 2.2.1.2.).

It should be noted that deferrals of fees are just that! Before recommending or approving such deferrals, college personnel must assure themselves that sufficient funds will be forthcoming within a reasonable time to cover the fees owed.

FEE DEFERRAL REQUEST FORM

Student's Name \_\_\_\_\_ Student No. \_\_\_\_\_  
Program \_\_\_\_\_ S.I.N. \_\_\_\_\_  
Study Period \_\_\_\_\_ Telephone \_\_\_\_\_

I cannot pay my fees today because:

- ☐ waiting for ☐ pay cheque ☐ MSSH cheque ☐ Indian Band or other sponsorship  
☐ late in submitting ABESAP/BCSAP appl'n ☐ Other: \_\_\_\_\_  
☐ can't apply for ABESAP in advance as a new student (see N.B.4 below) \_\_\_\_\_

RECOMMENDATION OF DEPARTMENT HEAD OR DELEGATE / COUNSELLOR OR DELEGATE

1. As far as I know the applicant has ☐ has not ☐ been granted a fee deferral before.
2. The student will pay \$ \_\_\_\_\_ today (25% of total fees is recommended).
3. Based on information given by the applicant, I recommend this application.

\_\_\_\_\_  
Name Title Local Date

\*\*\*\*\*  
(This section to be completed in the Dean's Office)

- N.B. ☐ 1. This form must be approved by the Dean/Associate Dean.  
☐ 2. Present the approved form to Assessment Centre when making test appointments.  
☐ 3. Present the approved form to Cashier at registration.  
☐ 4. Attach the approved form to your ABESAP application when you submit it to the Financial Aid Officer in the third week of your new term.

I will pay the deferred fees on or before \_\_\_\_\_ and I understand that if I do not pay, I will be deregistered or not allowed to register.

\_\_\_\_\_  
Date Signature

APPROVED BY DEAN / ASSOCIATE DEAN

\_\_\_\_\_  
Date Signature

\*\*\*\*\*  
TO BE COMPLETED BY ASSESSMENT CENTRE \* TO BE COMPLETED BY CASHIER \*\*\*\*\*

Total Assessment Fee \$ \_\_\_\_\_ \* Total Fees \$ \_\_\_\_\_  
Total Amount Deferred \$ \_\_\_\_\_ \* Total Amount Deferred \$ \_\_\_\_\_

\_\_\_\_\_  
Name Local Date \* Name Local Date



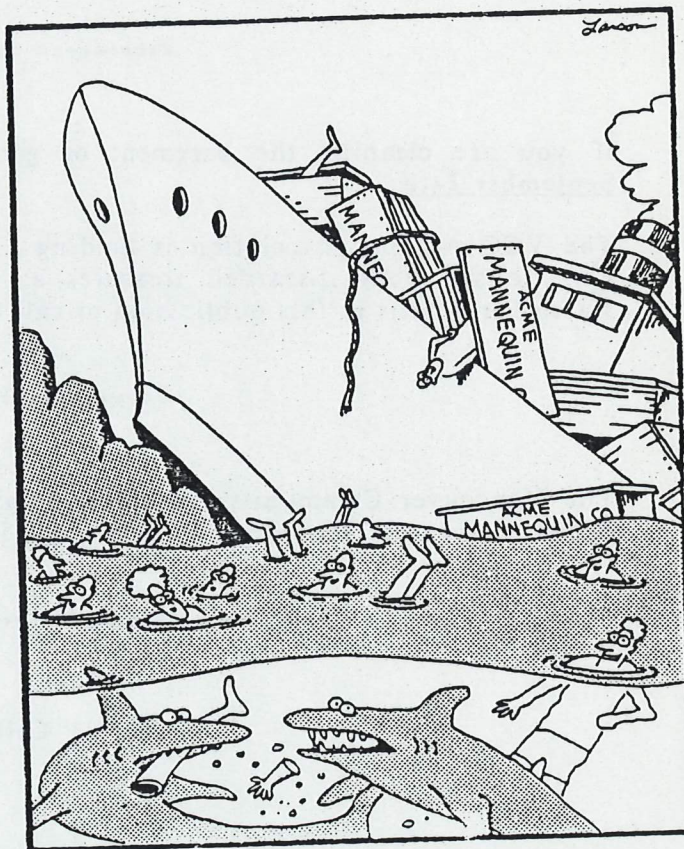
## COMPUTER SERVICE'S STEVE RAYMER AND THE STREET PIPE BAND

are having a  
PORK RIB SALE

This year, we are returning to the WORLD CHAMPIONSHIPS in Scotland (which will cost more than \$30,000). Because of this, we are endeavouring to raise funds for our most worthwhile cause. There may be some of you who are interested in purchasing BABY BACK RIBS for the barbecue season! The band has been able to get the ribs wholesale from the distributor, therefore, the band will make a profit (rather than Clarence Heppell and the Save-on-Foods gang). We are selling 10 kg (22 lb) boxes at \$3.36/lb which comes to a total of \$80. (Save-on's price has been over \$6/lb recently!) If one box is too much for you, consider splitting a box with someone.

Anyone interested, please contact Steve Raymer before Thursday, 1988 August 04 by sending a message to Computer Services at Langara or call me at home (325-7130). Please include your name, both work and home phone numbers, and indicate whether you want a full or half order. (If you can't find someone to share with, I will split a box for you.) Pick up time and location will be announced.

Steve Raymer



"What is this? ... Some kind of cruel hoax?"

### VACATION:

Peter Littleboy will be on holidays from August 2-26. Barbara Little will take over his responsibilities.

Dorothy Moutter



# VANCOUVER COMMUNITY COLLEGE ALUMNI ASSOCIATION NEWS:

The new President of the Vancouver Community College Alumni Association is Dennis Fitzpatrick. Dennis is an Arts and Sciences graduate from the old King Edward Campus. Since graduating in law from UBC he has become a partner in the law firm of Shandro Dixon. Dennis has brought a great deal of energy and enthusiasm to the Association since he joined the Board in June of 1987.

\*\*\*\*\*

If you are cleaning the basement or garage this summer make a note of this date:  
September 24th.

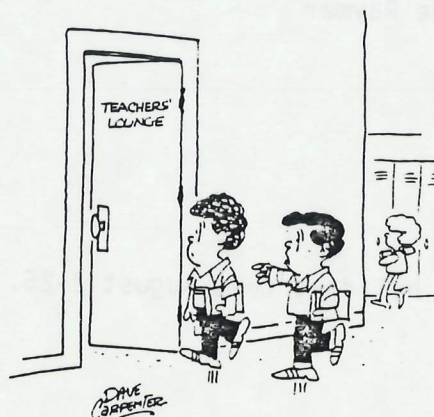
The VCC Alumni Association is holding a Saturday Swapmeet at King Edward Campus. Plan to sell your discarded treasures at a profit or donate them to the Association. Watch for details in this publication or call 875-1131, local 361.

\*\*\*\*\*

The Vancouver Community College Alumni Picnic and Barbecue will be held at Jericho Beach on August 21st from 2 - 6 p.m. Call 875-1131, local 361 for details.

\*\*\*\*\*

Colleen Smith, Executive Director of the Alumni Association



"Look! Those walls are padded."



VCC Innovations Committee  
invites all faculty  
to a workshop.

## **THINKING ABOUT TEACHING *TEACHING ABOUT THINKING***

The teaching thinking literature offers tantalizing suggestions about the nature of the learning process and the way we structure our teaching. This Innovation Workshop is designed to explore ways and means to encourage thinking within your own subject area.

Thinking like charity, begins at home. Each workshop participant is asked to bring a page description of an instance in which you have tried to teach or help a student or a group of students learn what you might call "thinking". The page will serve as a case study – a concrete starting point for discussions with other teachers about fostering thinking.

The page should include:

- a) the setting;
- b) what you were trying to help the student learn;
- c) what approach you took; and
- d) what happened.

### **Workshop Team**

Moreah Hamend, Nursing Unit Clerk Program, VVI  
Patricia Morris, Program Development Department, VVI  
Bob Worcester, Psychology Department, Langara

Tuesday, August 30th, 1988  
1:00 to 4:00 pm  
Vancouver Vocational Institute  
250 West Pender Street  
Room 240

*A brief Innovations Committee meeting will follow the workshop.*

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### **Registration Form**

Name: \_\_\_\_\_  
Campus: \_\_\_\_\_  
Department/Program: \_\_\_\_\_  
Return to: Program Development Department, VVI  
or call us at 681-8111, local 428

*Let us know you're coming, we'll order refreshments for you!*

VCC Innovations Committee  
invites all faculty  
to a workshop.

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# TEACHING ABOUT THINKING

The teaching thinking literature offers tantalizing suggestions about the nature of the learning process and the way we structure our teaching. This Innovation Workshop is designed to explore ways and means to encourage thinking within your own subject area. Thinking like chess begins at home. Each workshop participant is asked to bring a page description of an instance in which you have tried to teach or help a student or a group of students learn what you might call "thinking". The page will serve as a case study - a concrete starting point for discussions with other teachers about fostering thinking.

The page should include:

- a) the setting;
- b) what you were trying to help the student learn;
- c) what approach you took; and
- d) what happened.

## Workshop Team

Morrah Hamand, Nursing Unit Clerk Program, VII  
Patricia Morris, Program Development Department, VII  
Bob Worcester, Psychology Department, I, Kings

Tuesday, August 30th, 1988

1:00 to 4:00 pm

Vancouver Vocational Institute

350 West Pender Street

Room 240

A post-innovation committee meeting will follow the workshop.

## Registration Form

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Department/Program: \_\_\_\_\_

Return to: Program Development Department, VII

or call us at 661-8111, local 428

Let us know you're coming, we'll order refreshments for you!