

September
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1989

King Edward Times



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

IT'S A GIRL!!!

Congratulations to Lorraine Herlick who had a baby girl, 6 lbs. 12 oz., yesterday morning at 3:36 a.m. Mother and baby are doing well!

HUSBAND RUNS OFF

Okay, admit it. You thought that the National Enquirer was being challenged by the King Edward Times. No such luck!

Now that I have your attention, I want you to know that Thorne Husband from our Counselling staff will be representing our campus in the Portland Marathon on 1989 September 24. This veteran runner certainly has a thing or two to show runners much younger than he.

When you see Thorne around campus this coming week, don't forget to add some words of encouragement to him.

Malcolm Cant.

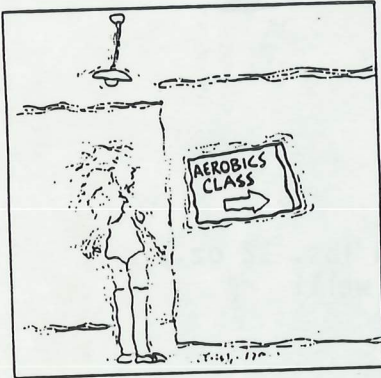
CORRECTION

Please note that Peter Littleboy will be on vacation from September 11-29, not September 11-19 as reported in the Times last week. Peter cannot build his chicken house in less than 3 weeks!

Peter Littleboy

WEIGHT WATCHERS AT WORK PROGRAM

To date we have only 7 committed participants for the Weight Watchers at Work Program. In order for the program to fly we need 25. If you are interested, this is your last chance. Be sure to call Diane Greffe at Local 337 to reserve a space or return the form at the bottom of the page by Monday, September 18.



Karen Kelly



HUMAN RESOURCE DEVELOPMENT

WEIGHT WATCHERS AT-WORK PROGRAM

HRD has had many enquiries as to a weight reduction program conducted on campus. As a result, a Weight Watchers representative will begin a "Pilot" 8-week program on September 21/89 at noon to 12:45 if sufficient numbers warrant. At the end of the 8 weeks, the session will simply "renew" for another period if enough people want to continue.

The cost is \$60.00 per participant, payable in advance. We will accept cash, post-dated cheque, Visa and MasterCard. If the required minimum of 25 people is not reached all money will be returned. After the second week of the program, no new members are permitted to join the class. Members who cannot attend their At-Work meeting may simply take their Attendance book and attend any other outside meeting during that week. A schedule of all locations is provided.

The meeting procedure is a weigh-in followed by a meeting of approximately 30 minutes. Employees usually eat their lunch during the meeting time.

Please return the "interest" registration below by September 15. You will receive confirmation in writing when we have the required numbers.

This program is open to all employess at King Edward Campus, Continuing Education and Central Administration.

Call Diane at local 337 if you require more information.

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WEIGHT WATCHERS AT-WORK PROGRAM

Name: _____ Phone Local: _____

Date sent to HRD: _____

RETURN TO VI BIENERT, MANAGER, HUMAN RESOURCE DEVELOPMENT

LEARNING CENTRE NEWS

Newsflash

During Grant Kelly's one-year Leave of Excellence, Gerry Sylvester will be acting as Coordinator. Gordon Wong will report to Gerry on staffing and routine operating matters.

The hours of operation are: M-Th 9:00 - 6:00 p.m.
 F 9:00 - 5:00 p.m.

The make-up exam hours are: M-Th 9:00 - 11:00 a.m.
 4:00 - 6:00 p.m.
 F 9:00 - 5:00 p.m.

Please note that all make-up exams must be STARTED and COMPLETED within the scheduled time periods.

The Learning Centre is always looking for a few good tutors. If you wish to be considered (or if you know of anybody else who may be suitable), please submit your resume to Gordon Wong for future consideration.

Tutors

We are always looking for English/Humanities tutors who could fill in should one of our regular tutors become unavailable for duty. If there are any part-time ESL instructors/substitutes on this campus who would like to be placed on the substitute tutors' list at the Learning Centre please come and see me.

I will be at the Centre during the following times:

M-Th 9:00 - 2:00 p.m.
F 9:00 - 1:00 p.m.

Gordon Wong.

CLOSED

Records/Admissions and the Cashiers will be closed on Wednesday, September 20 from 2:30 - 4:00 p.m.

Ruth Kendall

JOB DESCRIPTIONS

For those who require a copy of any job description in which they are interested, please request them from the Mailroom Clerk, Chris De Vaz, who will be keeping extra copies on hand. Do not remove them from the notice boards. Thank you.

Karen Kelly

PICTURE I.D. TIMES FOR THIS SEMESTER

Tuesday	11:00 - 3:00 p.m.
Wednesday	3:00 - 7:00 p.m.

Ruth Kendall

NEW MAILBOXES

Please note Jim Davies and Dale Hunter, who are now working the Cabinetmaking/ESL Program, will be sharing a box in Cupboard number 4.

Mailroom

BARR TEES OFF

This is not a golfing item about Canada's Dave Barr, but rather Team IEPA's Nancy Barr.

Claudia and Malcolm are proud to announce to one and all that their colleague and friend in IEPA, Nancy Barr, was married on Saturday, September 09, to Ken Roccliffe.

On behalf of the campus family, we take this opportunity to wish both Nancy and Ken a happy and healthy married life.

Malcolm Cant



NEWS FROM THE LIBRARY

Monday - Wednesday	8:30 - 9:30 p.m.
Thursday	10:30 - 9:30 p.m.
Friday	10:30 - 4:30 p.m.
Saturday	Closed
Sunday	Closed

Please remind your evening students that the Library is now open later in the evening Monday-Thursday.

Instructors, book your library orientations and bibliographic instruction sessions now. Call local 513.

Brenda Appleton

NEW BOOKS FROM THE LIBRARY

Colombo's New Canadian Quotations
Some Straight Talk about the Music Business
Building Keyboarding Skills
The Vancouver Guide
1-2-3 for Business
Accounting: a Basic Approach
Beginning Computer Programming BASIC
The Barnhart Dictionary of Etymology
British Columbia: a Centennial Anthology
Canadian Content (Canadian literary themes)
Canadian Folklore
Canadian Who's Who
The Coming of Age (by Simone de Beauvoir)
Computers and Computing
Darwin's the Government of Canada
Every Cliché in the Book
The Food Pharmacy
From the Land of the Totem Poles
Fundamentals of Modern Man
Introduction to Computers Using the Apple II
Complete Secretary's Handbook

Immigrant Women: Their Untold History



VIDEO NEWS FROM THE KEC LIBRARY

IMMIGRANT WOMEN: THEIR UNTOLD HISTORY

Part 1. Starting Life Again (10min.)

Part 2. Sharing Experiences (12 min.)

Through historic photos, IMMIGRANT WOMEN explores and documents the lives and contributions made by women who came to Canada in this and the last century. The video shows the work women have done as new immigrants in mining and lumber camps, on farms, and in the cities where living conditions were often appalling.

Part one, "Starting Life Again," concentrates on the long tradition of immigrant women who worked and today who continue to work outside the home. At the end of the work day, a second shift of domestic duties always awaits them. The video also emphasizes that immigrant women have used their skills to foster the learning of and appreciation for their culture, have been active participants in community groups and in unions, and have expressed their aspirations and concerns through the arts. The accompanying text enriches the discussion with a review of women's traditional roles and the more active participation of immigrant women in society.

The second part of the video, "Sharing Experiences," contains the stories of immigrant women who have struggled to work and survive in a new society. The women talk of their mothers' hard work and low paying jobs, cultural differences, racial discrimination, and human rights enjoyed by all Canadian women irrespective of cultural background. An accompanying interview booklet gives personal accounts of immigrant women as they have integrated themselves into Canadian society.

The video and texts are available at the film booking desk in the KEC Library. Please telephone Amanda Palacios at local 435 for information and bookings. ESL classes as well as those discussing Canadian history and contemporary issues may find this video informative and thought-provoking.

Aphrodite Harris
KEC Library

Ideas for the First Three Weeks of Class

Beginnings are important. Students decide very early whether they will like the course, its contents, the teacher, and their fellow students.

The following list of ideas is offered in the spirit of starting off right. It is a catalogue of faculty suggested strategies for college teachers who are looking for fresh ways of creating the best possible environment for learning.

Helping Students Make Transitions

1. Start the first day with substantial content.
2. Introduce yourself.
3. Hand out an informative, attractive, and user-friendly syllabus.
4. Give an assignment on the first day to be collected at the next meeting.
5. Call attention to good learning habits.
6. Give the students a learning style inventory.
7. Refer students who need help with basic skills to the learning centre.
8. Tell students how much time they will need to study, and how to study for your kind of tests.
9. Hand out supplemental study aids: library use, study tips, supplemental readings and exercises.
10. Put in writing and maintain a limited number of ground rules regarding absence, late work, testing procedures, and grading.
11. Announce office hours frequently.
12. Give sample test questions; provide answers.
13. Explain the difference between legitimate collaboration and academic dishonesty.
14. Seek out and get to know each student.

Directing Students' Attention

15. Greet students at the door.
16. Start the class on time.
17. Give a pretest on the day's topic.
18. Start the lecture with a puzzle, question, paradox, picture, or cartoon.
19. Elicit student questions and concerns at the beginning of the class.

Challenging the Students

20. Have students write out their expectations for the course and their own goals for learning.
21. Use variety in methods of presentation.
22. Incorporate community resources: plays, concerts, governmental agencies, businesses.
23. Tell about your current professional interests and your own beginnings in the discipline.
24. Conduct a roleplay to make a point.
25. Conduct brainstorming sessions.
26. Give students two passages of material containing alternative views.
27. Distribute a list of the unsolved problems, dilemmas, or great questions in your discipline and invite students to investigate one of them.
28. Let your students see the enthusiasm you have for your subject and your love of learning.

Providing Support

29. Check out absentees.
30. Diagnose the students' prerequisite learning.
31. Use non-graded feedback.
32. Use a light touch: smile, tell a good joke, break test anxiety with a sympathetic comment.
33. Organize. Give visible structure by posting the day's outline.
34. Make appointments with all students.
35. Use multiple examples, in multiple media, to illustrate key points and important concepts.
36. Hand out all important course dates.

Encouraging Active Learning

37. Have students write regularly: journal entries, course commentaries, content reports.
38. Invite students to critique each other's work for readability or content.
39. Invite students to ask questions frequently.
40. Put students into pairs or groups to quiz each other over material for the day.
41. Give students an opportunity to voice opinions.
42. Have students apply subject matter to solve real problems.
43. Gather student feedback in first three weeks.
44. Do oral, show-of-hands, multiple choice tests for summary, review, and instant feedback.
45. Give a test early in the term and return it graded at the next class meeting.
46. Assign written paraphrases and summaries of difficult reading.
47. Encourage students to bring current news items to class that relate to the subject matter.
48. Practice allowing sufficient waiting time when posing questions.

Team Building

49. Use special techniques to help you learn names.
50. Set up helping pairs or trios so students can contact each other about coursework.
51. Assign a team project early in the term and provide time to assemble the team.
52. Solicit suggestions from students for outside resources and guest speakers on course topics.

For More Ideas . . .

53. Exchange tips for successful teaching with colleagues.

Adapted from material prepared by Joyce T. Povlacs, The University of Nebraska-Lincoln Teaching and Learning Center.

Malcolm Cant

STUDENT HEALTH ASSIGNMENTS

Throughout the school year teachers set assignments for their students. Often these assignments (essay, presentations, etc.) are about health-related topics. Many of the students circumvent the usual routes for school research (libraries, community agencies, etc.) and head straight for the Student Health Services.

The Student Health Service is (of course) pleased that students know that we can provide health information. However, when a student comes to us for information about a class assignment, there is time involved in answering questions as well as the time involved in re-ordering and re-stocking materials on the pamphlet racks when students use our racks as their "research centre". Unfortunately, we do not have the time to assist students in information searches for courses and we do not have the time (or storage space) to provide materials for class projects. Sometimes, students will tell us that their teacher suggested the health service as source of information for their project.

Teachers, please continue to let your students know that the Student Health Service is available for them in the event of illness or need for personal health information or advice. But for class assignment, please encourage your students to use the KEC or public library or to contact community agencies. Students who come to us for assignment materials are constantly referred to those sources.

We realize that sometimes searching for materials is difficult. So, as a service to teachers, the Student Health Service will provide, on request, for free, a book produced by the BC Library Association. "Self Health: A Resource Guide for Healthy Living" is a bibliography of books, pamphlets and audiovisual materials on various health topics. A copy is also on file in the KEC Library. If you set assignments for your students on health related topics and would like a copy of this book, please call me at local 209.

Pauline Reaburn

LOST, STOLEN, or STRAYED?

I am looking for our pink wire pamphlet rack that disappeared from outside the third floor student lounge (north wing) last fall or winter. This rack belongs to the Student Health Service. I have searched, but have been unable to find it. We need this rack back. Please call Pauline at local 209 if you have the pamphlet rack or know where it is. Thank you.

Pauline Reaburn

September 5, 1989



H U M A N R E S O U R C E D E V E L O P M E N T

TOURING YOUR COLLEGE

Many of us have worked at the College for years but have not had the opportunity to tour the different Campuses.

The tours listed below will give staff members a new insight into what people at the various Campuses do, where they work and the facilities available. There will also be an opportunity to meet the Administrators at each campus and other College employees. These tours are designed for all employees.

Space is limited to 16 participants so we will reserve seats on a first come, first served basis. Request permission from your supervisor to attend and then call Diane at HRD - 875-1131, local 337 to confirm a spot. Your registration will be confirmed, in writing, by October 2, 1989.

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VVI - October 11, 1989 - 10:00 to 11:45 a.m. followed by a light lunch at JJ's.

KEC - October 12, 1989 - 10:00 to 11:45 a.m. followed by a light lunch in Room 2145 (off the Staff Cafeteria).

Langara - October 19, 1989 - 10:00 to 11:45 a.m. also followed by a light lunch in Room 191 (off the Faculty Lounge).



September 5/89



HUMAN RESOURCE DEVELOPMENT

CROSS CULTURAL COMMUNICATIONS TRAINING

This program is designed to develop competence in intercultural communications. Participants will build their knowledge and skills, learn areas of potential friction, and develop skills for managing intercultural communication for conflict resolution.

Upon completion, the participant will be able to better assess the needs of the student and learn how to give information more effectively in an intercultural situation.

Staff who are in frontline contact positions with students such as: Admissions, Student Records, Student Finance, Assessment Centre, Counselling and Library should attend.

Christine Peterson who has an M.A. in Counselling Psychology with specialization in cross cultural communications is the facilitator.

DATE: October 23, 26 and 30, 1989 TIME: 8:30 a.m. to noon

LOCATION: October 23 and 26 room 5025 - Central Admin.
October 30 - Room L001 - Langara

The session is limited to 16 participants

To Register:

- 1 - Obtain permission from your supervisor to attend by completing a "Request for Leave from Duty" form.
- 2 - Complete and send the form below to Employee Relations. Note: Your registration will be confirmed in writing. Call 875-1131, local 337 or 291 if you require more information or assistance.

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CROSS CULTURAL COMMUNICATIONS TRAINING

Name: _____ Position: _____

Department: _____ Campus: _____

Phone Local: _____ Supervisor's Name: _____

Date sent to HRD: _____

RETURN TO VI BIENERT, H R D, EMPLOYEE RELATIONS



September 5, 1989



HUMAN RESOURCE DEVELOPMENT

HOW TO BE A GREAT COMMUNICATOR

In this two-day practical workshop, you will learn communication skills which will ensure positive results with your co-workers and leave you feeling comfortable with your approach. This workshop will be focused throughout on actively involving you in real issues which you encounter in the workplace each day.

Effective communication is a basic ingredient for success in all aspects of our lives. By increasing our understanding of this art form and with guided skill practise, we can significantly improve the quality of our work and personal lives.

This workshop is a "must take" if you have ever wondered about the following questions in relation to your work at Vancouver Community College:

"Do I communicate effectively?"

"Am I listening carefully? Do my fellow communicators feel heard?"

"Do I understand how communication works?"

"Do I understand the differences between the three communication styles?"

"Do I feel comfortable communicating assertively?"

"Do my verbal messages and body language match?"

"Am I able to send and receive clear messages?"

"Am I able to say no comfortably?"

"Am I able to effectively give and receive positive feedback?"

"Am I able to effectively give and receive corrective feedback?"

"Do I deal effectively with difficult people and situations?"

This two-day workshop is scheduled for the following dates:

Day #1 - October 25th - Part I

Day #2 - November 8th - Part II

It is open to all employees of VCC and enrolment is limited to 16 participants so sign up early! This workshop will be repeated in the Spring of 1990.



HOW TO BE A GREAT COMMUNICATOR

Reva Kalef who has a M.Ed. degree in Adult Education from the Government of British Columbia is the facilitator.

This two-day workshop is scheduled for the following dates:

Day #1 - October 25th - Part I

Day #2 - November 8th - Part II

The session is limited to 16 participants

To Register:

- 1 - Obtain permission from your supervisor to attend by completing a "Request for Leave from Duty" form.
- 2 - Complete and send the form below to Employee Relations. Note: Your registration will be confirmed in writing. Call 875-1131, local 337 or 291 if you require more information or assistance.

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HOW TO BE A GREAT COMMUNICATOR

OCTOBER 25TH AND NOVEMBER 8TH, 1989

Name: _____ Position: _____
Department: _____ Campus: _____
Phone Local: _____ Supervisor's Name: _____
Date sent to HRD: _____

RETURN TO VI BIENERT, H R D, EMPLOYEE RELATIONS

September 5, 1989



HUMAN RESOURCE DEVELOPMENT

SELECTION INTERVIEWING

You may be hiring staff during the next year. Do you know what VCC's recruitment process is and how you fit in? This highly interactive one day workshop is designed for administrators, managers and supervisors of support staff who want to make better or more effective hiring decisions or recommendations.

The implementation of the selection process; impact of human rights; job analysis and the circumstances of the process; developing methods of assessment; preparing for the interview: working as a panel, managing time - the unexpected; interview practises; and reaching a decision will be covered.

The facilitator is Brian Lucas. He has 30 years diverse experience in supervision, line management, personnel management and training. As a Staffing Officer, Personnel Manager & Training Officer with the B.C. Public Service, Brian was deeply involved with all aspects of the selection process. Over the past 4 years, Brian has provided training services to a broad client base. Of particular interest, 50% of Brian's workshops deal with recruitment and the selection process.

DATE: October 30, 1989 - Session A - 8:30 a.m. to 4:30 p.m.
 October 31, 1989 - Session B - 8:30 a.m. to 4:30 p.m.

LOCATION: Room 5025 - Central Administration

Each session is limited to 16 participants

To Register:

- 1 - Obtain permission from your supervisor to attend by completing a "Request for Leave from Duty" form.
- 2 - Complete and send the form below to Employee Relations. Note: Your registration will be confirmed in writing. Call 875-1131, local 337 or 291 if you require more information or assistance.

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SELECTION INTERVIEWING

Session A: _____ Session B: _____
Name: _____ Position: _____
Department: _____ Campus: _____
Phone Local: _____ Supervisor's Name: _____
Date sent to HRD: _____

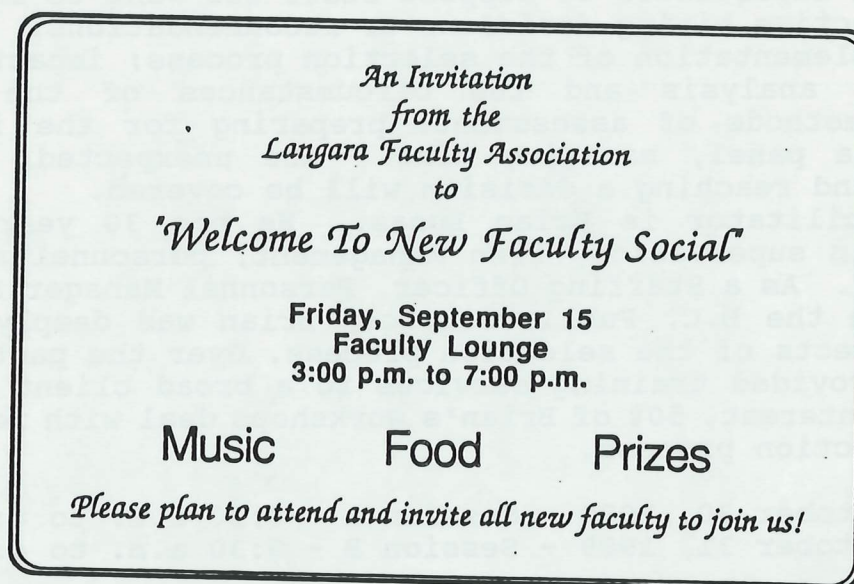
RETURN TO VI BIENERT, HUMAN RESOURCE DEVELOPMENT



FROM THE MASTER STUDENT WORKSHOPS

Thanks to all of you who were "found" (even if you weren't meant to be) on our College Resource Treasure Hunt. Thanks, too, for bearing with our tardiness. We suffered two room changes before we got to you. Our students were great! If they couldn't find the person they were looking for, they went and found someone else!

Peter Ballin



CCMIE/CCEMI - 1990 CONFERENCE

Call for Papers

The Canadian Council for Multicultural and Intercultural Education has put out a call for papers suitable for its Fourth National Conference to be held in Ottawa, Ontario, November 24-26, 1990. the conference theme is "Multicultural, Intercultural, and Race Relations Education: Taking Ownership". Educators, community representatives, researchers, and others interested in presenting should submit an abstract of their proposed session by November 30, 1989. The abstracts, no longer than one page, should summarize the title, content and specific nature of the presentation (whether speech, seminar, workshop, or poster session), as well as the time suggested for the presentation. To submit abstracts contact Andrew J. Krawczyk, Program Chair, Race Relations Consultant, Vancouver School Board, 1595 West 10, Vancouver, BC, V6T 1Z8.

Miriam Bennett

"I think you should go into another line of work, dear. I don't believe you're cut out to drive a school bus."

