

Vol. XX
No. 75
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King Edward Times



Vol. XX, No. 75
1989 September 21

FROM THE MAILROOM

If you have a large volume of identical envelopes going to destinations in Canada, the US and internationally, it will be greatly appreciated if you would keep them in separate piles as mail is automatically fed through the postage machine. The mail clerk probably will not notice the odd envelope with a different destination. This omission may result in insufficient postage and delay in delivery.

Just a reminder that regular business envelopes will be automatically sealed by the postage machine but larger envelopes should be sealed before sending to the mailroom. Thanks for your cooperation in making our work more efficient.

Karen Kelly

CAFETERIA ADVISORY COMMITTEE

The next meeting of the Cafeteria Advisory Committee will be held on Tuesday, September 26, 1989 at 2:30 p.m. in Room 2145.

If you have any concerns or comments, please pass them (in writing) to your representative.

Members are:

Bonnie Baty	-	Central Administration
Wayne Decle	-	Continuing Education
David Greenall	-	Student Advisory Committee
Jim Humble	-	V.M.R.E.U.
Roy Wren	-	V.I.A.
Shirley Girvan	-	K.E.C. Administration

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

Shirley Girvan

King Edward Campus

**In Memoriam
Steve Cheung**

The ESL Division was shocked and saddened last week by the news of the unexpected death of Steve Cheung. Although he had been ill for some time, very few of his colleagues had been aware of the seriousness of his condition. The quiet dignity and good grace with which he bore his illness was typical of the way he lived his life.

Steve joined V.C.C. in September 1969 as an ESL instructor. He was always a pleasant person to work with and was always willing to share his knowledge of Asian culture and religion, or a cup of herbal tea with anyone who dropped by his office. His students knew him as a good teacher and, because he himself had come to Canada as an immigrant from Hong Kong, as a role model.

Outside of school, he was a devoted family man, a scholar and a leader in the Chinese Buddhist community.

Contributions to a bursary fund in his name can be made through Pat Kennedy or the ELS office.

TELEPHONE LIST

Please note that the following names in Admissions and Student Records should have been included in the recent edition of the blue telephone list (single sheet):

Janet Latter	Local 702
Sharon Harder	Local 704

Rosemary Watson, Department Head, ESL Outreach, has a new local. It is now 247 and not 557.

June Dragman, Assistant Department Head for ESL Outreach, also has a new phone number. Her local is now 541.

"You know all the data
you put in your
computer? Well, I can't
find any of it!"



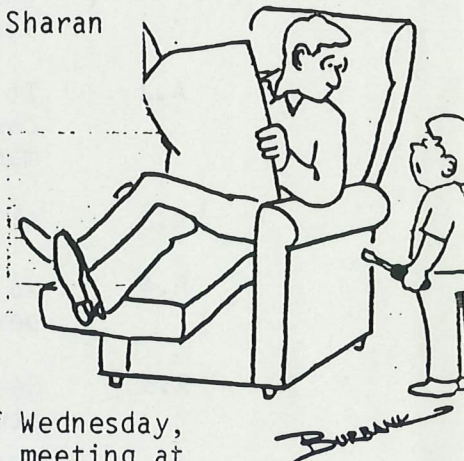
*****NOTICE*****

The Computer Needs Committee has cancelled its meeting of Wednesday, September 27, 1989 due to a time conflict with the V.I.A. meeting at V.V.I.

The next meeting of the CNC will be held:

Wednesday, October 04
Room 4056
2:30 p.m.

Doreen Sharan



Michael Szasz

WEIGHT WATCHERS

The Weight Watchers at Work Program has been cancelled due to insufficient response.

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Karen Kelly

Policy No.: 3.3.0.1
Issue Date: 1989 September 01
Source: KEC Management Committee
Title: KEC - USE OF THE PETTY CASH ACCOUNT
Concerning: All KEC Faculty and Staff
Visitors and Employees
Principal Approval: Laurence Fast

POLICY:

- A.1 The petty cash account (Imprest Account) is maintained at the King Edward Campus for small purchases which are not sufficient in themselves to warrant the cost of the requisition procedure. In addition, it is used for emergency purchases of a small nature, so that time can be saved when it is necessary to purchase a small item.
- A.2 It should be pointed out, however, that a purchase order number can be obtained by telephone when an emergency purchase must be made, and a requisition submitted subsequently.
- A.3 All reimbursement for small expenditures will be in cash.
- A.4 No honorariums will be paid out of the petty cash box or from the petty cash account.
- A.5 Cheque cashing services will not be provided to employees or students.
- A.6 Tuition refunds will not be made out of the petty cash box or account, rather they will come from the tuition refund account.

PROCEDURES:

B.1 Amount

For amounts up to and including fifty dollars (\$50.00), the Division Chair's approval must be received. For amounts over fifty dollars (\$50.00), approval must be given by an Administrator, preferably by one related to administrative services. The maximum limit for reimbursement from the petty cash box is one hundred dollars (\$100.00) except for the two Institutional Aide programs, there the limit will be \$150.00

B.2 Reimbursement

Persons seeking reimbursement from petty cash for expenditures made are required to present all receipts involved in the transaction to support their claim plus a properly completed petty cash form.

ANNOUNCING



**The
1989
KEC-United Way
Campaign
Kick-off**

GETTING TOGETHER THE UNITED WAY

Join Us

**11:45 - 12:30
Thursday September 28
in the quad**



United Way
of the Lower Mainland

BCIT VIDEOS

The Counselling Resource Centre has two new videos from BCIT entitled:

Transferring to BCIT (length 11:49)
(Prepared by the BCIT Student Services Department) and,

School of Engineering Technology (length 8:55)
(Prepared by Audiovisual Productions)

Students and staff are welcome to come in and view them.

Maureen Dorratt

P.D. TAR - CALL FOR APPLICATIONS

Welcome back to KEC after the long, hot summer! The P.D. TAR Committee is slowly getting its collective mind back to the business of conferences and funding.

We again invite members of the KEC Faculty and Staff who wish to attend conferences, especially those events beyond 300 miles of Vancouver, to apply for funding for such activities. Last year the Committee funded more than 45 KEC Faculty and Staff with approximately \$20,000 to attend conferences throughout North America.

If you plan to attend a conference, seminar, workshop or training session between now and December 31, 1989, and you would like to receive financial assistance for travel costs, accommodation and/or registration fees, we invite you to complete a P.D. TAR Application Form and submit it to the Committee.

Application forms can be found in the 4th Floor Administrative area, on the counter beside the mailboxes. Please put your completed application in the P.D. TAR mailbox. BE SURE THE APPLICATION IS COMPLETE. Guidelines for applications are attached to the forms.

The deadline for applications is Monday, October 02, 1989.

Robert Caldwell
Chair, P.D. TAR Committee

Setting Goals for Success

By Barb Schwarz

If we have no clear direction of where we want to go, we will end up getting nowhere. I believe understanding the power of setting goals is an invaluable part of any sales system. Working hard is not enough to be successful in the world of sales. We have to work hard on the right things. We have to have a plan for getting what we want out of life. We have to have goals.

Set goals that reflect your values

If we set goals that are not in line with what we believe is right, we are doomed to fail. Even if we achieve the goal, we won't have attained the degree of personal satisfaction that leads to success.

Choose goals you can get fired up about

Nothing great can be achieved without enthusiasm. It is difficult to be dedicated to a goal we don't believe in or can't get excited about. Reaching success of any type is not easy. It takes long, hard work. Genuine enthusiasm for a goal is the best remedy to lightening the burden of your work. Identify the things that truly excite you. Maybe your goals are hidden somewhere within them.

Reach for goals that make you grow

Are we getting any closer to success if our goals don't force us to expand as a person? If you always meet the weekly sales quota, to say your goal is to meet your quota for the next six weeks does nothing to move you closer to success. Sure, you may not fall any farther away from success, but you're sure not going to get any closer. We need goals that force us to step outside our comfort zones and test our skills and abilities.

Set specific goals

The only way our goals can have impact is if they are specific and measurable. For example, if you decide to get into shape, you might say, "I'm going to start exercising." That proclamation is too vague. You will come closer to reaching your ambition by setting a specific goal, like, "I'm going to ride my exercycle 20 minutes every other day for the next thirty days."

Break down main goals into sub-goals

If your goal is to increase your income by 25% every year, then a sub-goal might be to increase your monthly income by three or four percent. By doing that, you give your goal a handle, a way to start working on it right away and seeing immediate progress. Not only does that actually move you closer to your goal, it keeps you inspired to work hard.

Many times, the pay-off for working hard seems so far away, we give up on goals before we get started on them. Breaking down your goals gives you immediate measurable results and makes you feel that you are accomplishing something for your efforts. Once you have defined your goals, break them down into achievable sub-goals, with measurable results, that lead to your ultimate dream.

(from COSTCO CONNECTION, July 1989.)

Malcolm Cant

How to improve your memory of those stressful, overindulgent conferences

By Dr. James Paupst

For The Financial Post

"I REMEMBER your name, but your face escapes me."

This unusual salutation was extended by a participant attending a conference on memory improvement to one of his colleagues. He apologized for his lapse of consciousness, blaming it on a "tough" flight.

Conference organizers and travel consultants may soon have to come up with a new strategy for traveling to conferences. If the meeting's ultimate purpose is the exchange and acquisition of new ideas, the structure, and means of getting there may have to be altered.

Many people have begun to interpret their travel experiences as a major stress. Ugly airports, doing "time" on the tarmac and trepidation over a mid-air collision while waiting for clearance to land, aren't the best prelude to an event that will require concentration, learning and memory retention.

An investment banker who had just returned from a four-day conference on free trade in Washington said he had to take a day off before he returned to his desk.

"It was just a blur. We had to fight our way through Terminal 1 in Toronto, then sit on the runway for close to an hour. When we hit Washington we were in commuter traffic, and by the time we got to our hotel five hours later, we had to dump our bags and run to catch the welcoming address.

"After two days of speeches, seminars, hand-outs, audio-visual displays and eating and drinking enough to go into a diabetic coma, I was totally depleted, bloated and mildly despondent. I had come to the conclusion all this was too much for me. And I still had two days to go."

The sensory impact of visual and acoustic stimuli don't create the mood necessary for learning. This overload may even create distress. Perhaps this is why conference attendance often falls off after the second day.

Gordon Bower, head of psychology at Stanford University, has examined the difficulty we have in retrieving a memory acquired in one emotional state, while we are in a different emotional state later. This state-dependency effect shows the impact of emotion on learning.

"We've found powerful influences of the emotional states upon selective perceptions, learning, retrieval, judgments, imagination, and thought," Bower writes.

In other words, if you're depressed, the process of learning and remember-

ing is also depressed.

A frequent complaint presented by participants in an executive health care program is fear of memory loss. It's third — after pain and fatigue.

An entire conference on memory improvement was devoted to the phenomenon of memory, and the introduction of a memory retrieval system.

The topic, chosen to test the memory system, was Andrew Beyer's horse player's guide: *Picking Winners*. You have to have a sharp memory in order to play the ponies successfully. Not only did it promise the introduction of a system designed to enhance our limited memory, but it would also be shown how to apply this system to any topic of which picking winners would be an example.

A system doesn't have to be complicated — it's just an arrangement of circumstances that makes things happen in a certain way. What happens in the brain is information, the way it happens is thinking. A memory is what is left behind as a trace when something happens and doesn't really unhappen.

A perfect memory trace is one which requires no effort of interpretation at all. This is because the memory actually recreates the event which caused it. Short-term memory is just a way of extending the influence of an event beyond the real time of its occurrence.

Determining factors

We really have two separate memories — short-term and long-term, which is the permanent storage area. Short-term has a two-gate function. It processes the incoming data, and either relays this data through a rehearsal loop to long-term memory, or rejects the data as useless.

There are many factors that impinge upon short-term memory and determine whether the rehearsal loop is called into play, so that the events may be placed on the permanent template of long-term memory. Tension, concentration, novelty and emotion each plays its own role in the final imprint.

In his book, *The Memory Palace of Matteo Ricci*, Yale historian Jonathan Spence described a mnemonic system that provided storage space for the myriad concepts that make up the sum of our human knowledge.

"To everything we wish to remember," wrote Ricci, "we should give an image. And to every one of these images, we should assign a position where it can repose peacefully until we are ready to reclaim it by an act of memory."

Ricci, a 16th-century Jesuit, taught

the Chinese — who believed that memories were stored not in the finite head, but in the expendable stomach — how to build memory palaces.

Before Ricci introduced his advanced memory techniques, the Chinese used repetition and recitation aided by mnemonic poems and rhyming jingles.

Ricci told them the size of the palace would depend on how much they wanted to remember, and that there were three main options for such memory locations.

"First it could be drawn from reality — that is from buildings that one had been in or from objects that one had seen with one's own eyes and recalled in one's memory.

"Second, it could be totally fictive — products of the imagination conjured up in any shape or size.

"Finally, it could be half-real or half-fictive."

If the memory palace system and the memory rehearsal loop are used in conjunction, the new ideas and concepts presented at conferences and conventions may easily be placed in permanent storage. It would be a good idea to teach this system on the first day of every conference.

Here are some of the precepts needed to improve success at the racetrack, and as a test of the memory palace system:

- The longer the race, the slower the horses run at the end of it. Therefore, time and space have to be taken into account when selecting a winner.

- 84.3% of winners run within 14 days of their last race. Never bet a horse who hasn't raced in the past 15 days.

- You can judge a horse's class by remembering the names of his opponents.

- The track favors frontrunning horses. This will happen on very hard tracks. The inside part of the track is harder and faster than the outside. This usually helps frontrunners because they can outbreak their opponent and get to the good footing along the rail.

- On a cold day when you see a horse wet and lathered up around the neck, loins and behind his tail, he won't run his best race.

"I used to think, in my case anyway, the only way to stop a runaway horse was to bet on it," said one memory conference participant. "Now that I have built my memory palace and placed these ideas in their various locations, and made sure that I know they're there by frequently using the rehearsal loop, I have begun to wonder if betting on horses isn't the test of creative intelligence."

Malcolm Cant

How to Procrastinate Effectively

As we prepare for the new school year, we are reminded that time management is frequently a concern for students. Knowing how to organize and prioritize demands on time can be the key to survival for a students with learning disabilities. Charles R. Hobbs discusses basic principles in his book Time Power. He points out that the idea of procrastinating has strong negative connotations. Here are some of Hobbs' guidelines for procrastinating positively, adapted for students .

1. Be flexible.
2. Do tomorrow what you could not do today.
3. Use a "catcher" list for low priority items. In other words, write them down and refer to the list when you have time.
4. Where thought is required, do only one thing at a time.
5. Place your "A 1" priority task right in the center of your desk for tomorrow.
6. Select your best time of day for the particular type of work and put it off until then.
7. Use small, blank spaces of time constructively.
8. Commit to a deadline.
9. Eat the crust first or, in other words, do the "fun" things first.
10. Chain yourself to your desk until the task is done.
11. Write down what you want to do.
12. When bogged down, take a break.
13. Turn difficult tasks into games.

Malcolm Cant

MICROCOMPUTER LAB ASSISTANTS REQUIRED

The C.E. Microcomputer Lab at the Oakridge Centre requires a few part-time (occasional) lab assistants who are familiar with DOS, WordPerfect and/or MS-Word. Classes are held in the daytime, Monday to Thursday.

Contact Jacqueline Bradshaw at 261-2806.

Brian Pink, VVI/CE

POSITIONS OPENING:

V.C.C./K.E.C. requires a Department Head (English as a Second Language, College Preparatory English Department). Closing date for applications is 1989 September 21.

V.C.C./Langara requires a Clerk II (Student Services). Closing date for applications is 1989 September 21.

V.C.C./Langara requires a Temporary Clerk II (Student Services). Closing date for applications is 1989 September 21.

V.C.C./Langara requires a Temporary Clerk II (Student Services). Closing date for applications is 1989 September 21.

V.C.C./V.V.I. requires a Student Services Assistant. Closing date for applications is 1989 September 22.

V.C.C./K.E.C. requires a Bilingual Clerk II (International Education). Closing date for applications is 1989 September 25.

V.C.C./Langara requires a Clerk Cashier (Bookstore). Closing date for applications is 1989 September 25.

V.C.C./K.E.C. requires an Instructional Assistant I (Assessment Centre). Closing date for applications is 1989 September 25.

V.C.C./V.V.I. requires a Temporary Secretary II. Closing date for applications is 1989 September 27.

V.C.C./V.V.I. requires a Japanese Cooking Instructor. Closing date for applications is 1989 September 30.

V.C.C./K.E.C. requires a Clerk II (Admissions, ESL Outreach). Closing date for applications is 1989 October 02.

V.C.C./K.E.C. requires a Temporary Financial Aid Advisor. Closing date for applications is 1989 October 03.

V.C.C./V.V.I. requires a Secretary II (Student Support Administration Department). Closing date for applications is 1989 October 03.

V.C.C./K.E.C. requires a Laboratory Demonstrator I (ESL Department). Closing date for application is 1989 October 03.

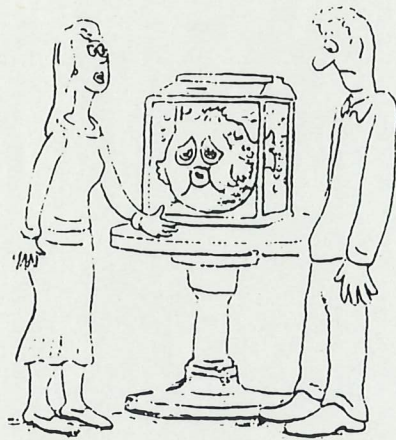
V.C.C./Langara requires a Clerk II (Student Services). Closing date for applications is 1989 October 03.

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V.C.C./Langara requires a Temporary Student Services Assistant (Student Services). Closing date for applications is 1989 October 04.

V.C.C./Continuing Education requires an Assistant Homestay Coordinator (International Education). Closing date for applications is 1989 October 27.

Lawrence Fast



GOMAK

"When he looks at me with those big, brown eyes, I can't help feeding him."



CHENEY

