

King Edward Times



Vol. XXII, No. 109
June 21, 1990

CLASSES MAY FINISH EARLY FOR MIDSUMMER MADNESS - JUNE 22

Because of the special events being planned for Midsummer Madness on Friday, June 22 all afternoon classes may be dismissed at 3:00 p.m.

Non-teaching staff may arrange with their department supervisors for attending Midsummer Madness in a manner which still keeps service areas open.

Lawrence Fast

ID PHOTOS POSTPONED

I.D. photos will not be taken on July 3rd or 4th because of registration. The service will resume the following week.

Pam Ottridge

VMREU NEGOTIATIONS UPDATE

Two on-site meetings for VMREU members will be held in Room 5025 between 12:00 to 1:00 p.m. and 1:00 p.m. to 2:00 p.m. on Thursday, June 28.

Gillian Akin

MAILBOX REQUESTS

Due to several problems and confusion that has arisen recently, all mailbox requirements should be directed to me in the future. Please do not address these requests to the mailroom clerk as boxes will not be added, taken away or changed in any way without administrative approval. Thank you for your cooperation and please call me at local 731 if you have any questions.

Pam Ottridge

**CENTRES REPORT**Midsummer Madness Hits King Edward Campus - June 22

On Friday, June 22, Midsummer Madness strikes the King Edward Campus! The "Madness" is, in fact a social event planned by an Ad Hoc Committee of faculty and support staff to help improve intercampus communication. Timed for the summer solstice, the Midsummer Madness will provide an opportunity to wear costumes of your summer alter ego. Features of the event include a barbeque and other delightful food offerings with appropriate beverages, live music and dancing. The event will take place on the 2nd floor courtyard, and will run from 3:00 p.m. until the "Madness" ends! Tickets for this extravaganza are on sale at \$1 each with the proceeds going to the VCC Educational Foundation. Invitations have been offered to all VCC employees, who look forward to bringing in the summer in a festive manner. We hope to see you on the 22nd!

STUDENT NEWS

The Student Advisory Committee is now the Student Action Council (SAC). Our new office is located on the second floor next to the Security office. Our local is 219. Feel free to contact us between the hours of 10:30 - 1:00 p.m., Monday thru Friday or leave a message at the 4th Floor Switchboard.

ARE YOU INTERESTED?

The KEC Bookstore has a microfiche reader that we no longer need. If any department can use it, just give Chris a call at local 440.

We also have at last received our order of Simpson's Shirts! WE are offering an introductory discount of 15% for the next two weeks.

LITERACY UPDATE

Book Voyage: Vicky Hallett, Basic Education Department, prepared the impressive display board currently in the main foyer. We hope everyone has an opportunity to stop and read. The Basic Education Department would like to thank the Career Division for the loan of the board, and would like to say a very special thank you to Doreen Chiu-Chui for all her assistance.

Power Play: The staff cafeteria will be used for the play from 2:00 p.m. to 3:00 p.m. on Friday, June 22, 1990.

Paulette Maglaque

LIBRARY NEWS

To faculty and staff: Please book your off campus films/videos a week in advance, at least, to ensure its availability for your show date. Also, have your films/videos returned on time for the next borrowers use.

Thank you.

Nancy Espinoza

BUILDING SERVICES REQUESTS

In Jim Humble's absence, please direct all building services requests to Karen Kelly, Financial Manager at local 243.

Sonja Alton

Dr. Lawrence Fast, Principal, is pleased to announce the appointment of Penny Gallagher as the new Registrar of King Edward Campus. Penny's background experience includes having been the Assistant Registrar at Douglas College and prior to that she was the Admissions Advisor at Simon Fraser University. Please welcome Penny to her new position which is effective July 16, 1990. Congratulations and best wishes!

Congratulations are in order for Linda Wickens who has been appointed to the position of Word Processor Operator (4th Floor Administration), effective June 18, 1990. Linda was previously the Switchboard Operator for KEC and has also worked in the Trades Area. Drop by and welcome Linda to her new responsibilities.

Doug Buck will be away on holidays from June 18, 1990 to August 17, 1990. Please direct all registration questions to Janet Latter, Admissions, Local 707.

Thank you to the person responsible for the return of the KEC Administration food trolley. We are happy to have it back after all these months!

ABSENT FROM THE CAMPUS

<u>Name</u>	<u>Reason</u>	<u>Dates</u>	<u>Matters To</u>
Sonja Alton	Vac.	May 22-August 28	Grace Shaw for S t u d e n t Advising Joan Burnett for Routine Matters
Cecily May	Vac.	May 31-June 22	Herbert Salzmann or Chris Pearson
Carol Tulpar	Vac.	June	Lee Henderson, Karen Hills or Michael Daniels
Jerry Domer	Vac.	June 04-July 05	Terry Smith
Doug Buck	Vac.	June 18-August 17	Janet Latter
Pam Ottridge	Vac.	June 22-July 16	Gerry Sylvester or Karen Kelly
Dale Dorn	Vac.	June 26-June 29	Sam Lewindon

SCHEDULE OF EVENTS FOR WEEK OF JUNE 25, 1990	
June 26	ICSC Workshop (See insert)
June 28	VMREU Meetings (See insert)

CONFIDENTIALITY OF STUDENT RECORDS

Recent Ministry directives and legal advice has prompted the drafting of the following policy and procedures.

Your suggestions for improving this draft will be most welcomed. Please notify Myrna Redman of your corrections, deletions or additions by Friday, July 06, 1990.

Gerry Sylvester

DRAFT

Policy No.:
Issue Date: 1990 June 13
Source: KEC Management Committee
Title: CONFIDENTIALITY OF COMPUTERIZED
STUDENT RECORDS
Cross-
Reference: College-wide Policy 2.1.0.1
KEC Policy 502
Principal
Approval: _____

PREAMBLE:

The existing policy and procedures governing access to, and confidentiality of, student records is based primarily on maintaining security of paper and fiche records. With the advent of computer based records and terminal access, it is incumbent on the Campus to extend the principles of confidentiality to these electronic means of entering, storing and accessing student records.

POLICY:

- A.1 The College-wide/Campus policy and procedures apply to all student records whether they be compiled and kept on paper, fiche, or computer.
- A.2 Any information pertaining to a student's record which is accessed through a terminal connected to the computerized student records shall be treated with the same confidentiality as would the personal file of a student.
- A.3 No hard or electronic copy of such information shall be made without the expressed written permission of the Registrar or designate.
- A.4 As with the student's personal file, identical information accessed through a terminal is to be considered assigned "in trust" from the official keeper of the file (the Registrar or designate) to an authorized recipient(s) [password holder(s)].
- A.5 The extent of student information accessible to each password holder through a terminal will be determined on a "need to know" basis.
- A.6 Those terminal operators who have been given passwords to access restricted student records will keep such passwords confidential and will treat such records as confidential.

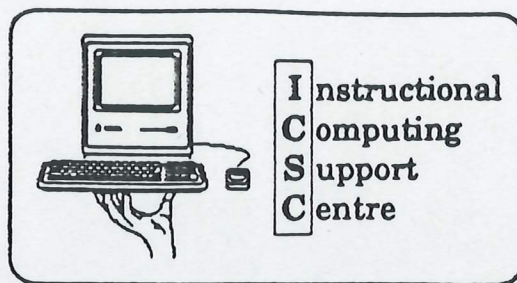
- A.7 The Registrar or designate is responsible for determining the level of information and the number and locations of terminals linked to the student records and will develop a procedure that will ensure good management and accountability for this responsibility.
- A.8 It is the responsibility of all College employees to support the policies governing the confidentiality of student records.

PROCEDURES:

- B.1 Departments who require electronic access to student records should make their needs known to the Registrar or designate.
- B.2 The Registrar or designate is responsible for approving the assigning of computer terminals and "passwords" to users. The Registrar is responsible for determining the level of accessible student information on a 'need to know' basis.
- B.3 The Registrar will inform Computer Services of decisions taken under B.2. Computer Services is responsible for the installation of terminals and creating passwords. Such passwords should be changed on a random basis or upon the request of the Registrar or designate to maintain security of student records.

GAR/mr





UPCOMING WORKSHOPS AT THE ICSC

Getting Started with a Computer

For those who are not sure where to begin, but think that a computer might be useful. Find out how you can make a computer work for you and then go on from there to use one.

DATE

Tuesday, June 26

TIME

1:00-3:00 pm

To register, complete coupon and deposit in my mail box. Your registration will be confirmed in writing.

WORKSHOP TOPICS:

If you would like to attend a workshop on any topic in particular, perhaps you have started with MS WORD and find it useful, but would like to know more about formatting paragraphs and characters, drop a note in my mail-box, and a workshop can be arranged in the fall.

Anne McElroy.

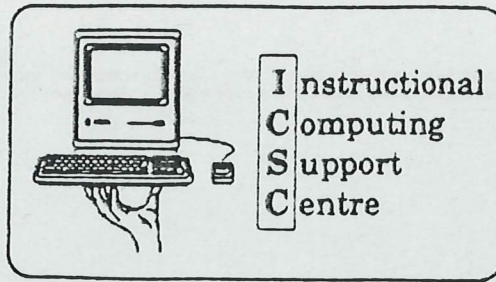
Name: _____

Local: _____

Dept: _____

Workshop: _____

Date: _____



COMPUTER CORNER:

Most people have computer related questions which they seldom get around to having answered when they occur. **Computer Corner** is where we will try to provide the answers to those questions every week. If you have a question, drop it in my mail box and look for the answer in the next week's KEC TIMES.

Question: If I accidentally delete a file, can it be retrieved?

Answer: Yes, providing that you have not saved anything on the disk since you deleted the file. When a file is deleted, the contents remain on the disk, but the file name is altered in the directory listing. You can use a utility program such as PC TOOLS or NORTON UTILITIES to restore the correct name to the directory, and so your file is listed again. (We have both of these programs in the ICSC.) However this is not possible if data has subsequently been written on the disk.

Next week: How to send a file from your disk to another computer using Procomm.

SOFTWARE PRICES

These software packages may be purchased at Langara Bookstore at educational discount prices by faculty, staff and students. Proof of I.D. is necessary.

MS Word.....	\$115.00
WordPerfect 5.1.....	175.00
MS Works.....	89.00
MS Excel.....	125.00
MS Learning DOS.....	35.00
Quick C.....	45.00
Resume Maker.....	33.50
PagePak.....	105.00

Anne McElroy

**King Edward
Campus**

1155 East Broadway,
Box No. 24620 Sta. 'C'
Vancouver, B.C. V5T 4N3
Telephone 875-6111

May 1990

SUMMER 1990
K.E.C. BURSARIES

Additional financial assistance is provided to deserving KEC students by the King Edward Campus Bursary Fund established through private donations. In recent years bursaries have been provided by the following donors:

BC Tel Co.
Credit Union Foundation of B.C.
Doug Brown Memorial Trust Fund
Italian Cultural Centre
KEC Student Advisory Committee
KEC Student Aid Fund
Simons Foundation
Student Society Emergency Aid Fund
VCC Student Aid Fund

How much are the bursaries? What are they for?

Bursaries are awarded between \$50 to \$250. The amount depends on the availability of funds and number of applicants. These bursaries are awarded to students who show financial need and who have had unexpected expenses during their educational term. Bursaries cover costs such as medical costs or emergencies.

Who can apply?

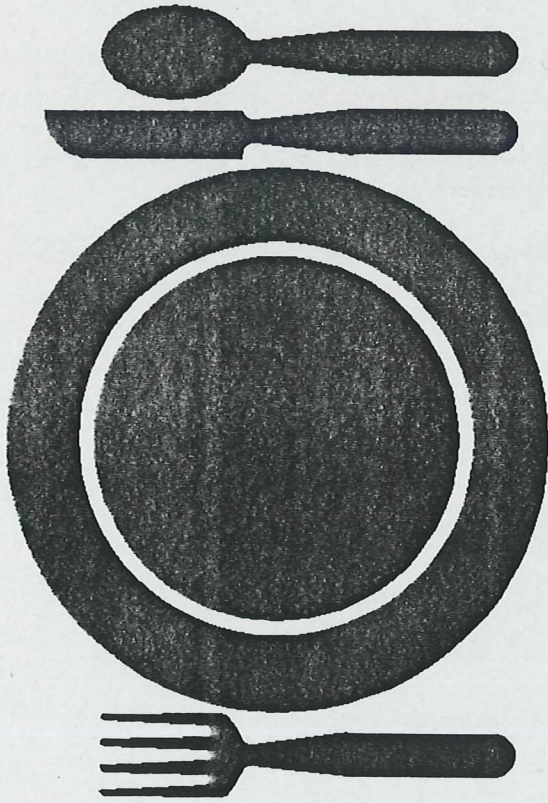
Part-time and full-time students who:

- are registered in courses during the summer at KEC;
- can show financial need after they have used up all other means of financial assistance; and
- are attending classes regularly and doing well in their courses of study.

When and how can I apply?

Bursary applications are available from June 4th to June 29th, 1990 at either the Financial Aid Office or the Counselling Career Centre. Completed applications must be returned to the Financial Aid Office. The deadline for Summer 1990 Bursary applications is Friday, June 29 1990.

(Bursaries will be awarded towards the end of July 1990.)



effective JUNE 21, 1990
and continuing until the
end of July

J.J.'S DINING ROOM

will be closed due to
construction

The new Banquet Dining Room is scheduled to be completed early in July. We will keep you posted as to when Dining Room service will start up in the new facility.

CROSS CULTURAL TRAINING FOR EDUCATORS WORKING WITH MULTICULTURAL POPULATIONS (150836), A TWO-DAY WORKSHOP CO-SPONSORED BY CONTINUING EDUCATION AND KING EDWARD CAMPUS, AUGUST 13 AND 14 AT KING EDWARD CAMPUS

THE WORKSHOP:

This workshop is designed to address the needs of an educational staff working with diverse cultural populations. The format will offer both experiential and didactic learning experiences. Prilly and Claire will teach and model ways in which to create safety in the exploration of awareness of cultural differences and similarities. They will also address the development of skills in intervening in culture-based conflict.

THE FACILITATORS:

PRILLY SANVILLE, M.A.

Prilly has been an adjunct faculty member in the graduate institute for the Arts and Humanities at Lesley College in Cambridge, Mass. for fifteen years. She teaches An Arts Approach to Multicultural Education as well as several other courses. Prilly has been training adults in the field of education for twenty-five years with a special emphasis on multicultural and crosscultural awareness. She has worked with the Experiment in International Living in Brattleboro, Vermont as a leader living in different cultures. Prilly has been teaming with colleagues in a crosscultural training of Soviet and North American psychologists and educators.

CLAIRE BOSKIN, L.I., C.S.W.

Claire designed programs for eight years for the University of California and the University of Southern California to facilitate communication between diverse racial/ethnic groups. She has been a workshop leader, consultant and psychotherapist in private practice for eighteen years in Massachusetts. She has travelled to the Soviet Union with SHARING A NEW SONG, a group who helps bridge crosscultural understanding between countries.

Claire has also worked with a team doing psychological training for psychologists and educators in the Soviet Union. She is presently teaming with colleagues in a crosscultural training of Soviet and North American psychologists and educators in Vermont.

**THE COST: \$120
LIMITED ENROLLMENT**

**DEADLINE FOR REGISTRATION
JULY 31st**

**TO REGISTER:
See the attached registration form**

**CONTACT CONTINUING
EDUCATION AT KING EDWARD
CAMPUS**

THE COST: \$120 - LIMITED ENROLLMENT

DEADLINE FOR REGISTRATION - JULY 31st

Please complete the attached form and return to Continuing Education, KEC with a cheque or Credit number (VISA or Mastercard). For further information please call Brenda Pengelly or Jennifer House at 875-8200.

I would like to participate in
CROSS CULTURAL TRAINING FOR EDUCATORS WORKING WITH MULTICULTURAL POPULATIONS (150836)

AUGUST 13 AND 14 (Monday and Tuesday, 9 am to 5 pm) at King Edward Campus

NAME: _____

HOME ADDRESS: _____

HOME PHONE _____ BUSINESS PHONE _____

I WOULD LIKE TO PAY BY
CHEQUE (ATTACHED)

☐ MASTERCARD # _____
End date _____ Expiry date _____

☐ VISA # _____
End date _____ Expiry date _____

Our facilitators would like to know:

1) Why are you interested in this workshop? What do you most hope to gain by participating?

2) What is your current work with multicultural populations? What background experience do you have working with multicultural populations?

POSITIONS OPENING

VCC/KEC requires a Temporary Administrative Manager. Closing date for applications is June 22, 1990.

VCC/KEC requires a Program Assistant I (International Education, ESL Division). Closing date for applications is June 27, 1990.

VCC/City Centre requires an Instructional Assistant I (Dental Hygiene Department). Closing date for applications is June 27, 1990.

VCC/Central Administration requires a Temporary Clerk II (Accounts Payable). Closing date for applications is June 28, 1990.

VCC/Central Administration requires a Telephone Operator/Receptionist. Closing date for applications is June 28, 1990.

VCC/City Centre requires a Part-Time Program Assistant I (Drafting Department). Closing date for applications is June 29, 1990.

VCC/Langara requires a Temporary Secretary I (General Office, Division Chairmen). Closing date for applications is July 05, 1990.

VCC/Langara requires a Clerk II (Student Services). Closing date for applications is July 05, 1990.

Lawrence Fast

