

# WV Insider

VOLUME 4 : NUMBER 01 : JANUARY 10, 1986

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FROM LAST YEAR . . .

## VCC VANCOUVER VOCATIONAL INSTITUTE LIBRARY

Heartfelt and warm thanks to all who participated in various ways in the 1985 Care and Share and the Carolling programs. The persons who received the Christmas hampers were very thankful and wish to pass the message along to all those who donated to the Care and Share and helped to make their Christmas brighter.

GBC

AND ON TO THIS YEAR . . .

Congratulations to Brenda Appleton and Sandra Jones!! Brenda will be the new Department Head of the KEC Library and Sandra has accepted a temporary position as a Library Assistant V, also at the KEC library, both effective January 2. We wish Brenda and Sandra all the best in their new positions.  
We'll miss you at VVI!

FW

## EXPO OPPORTUNITIES

On Friday, January 17, from 11:30 to 13:00 in the Assembly Hall (Room 240), Mr. Julian Diamond, the Employment Coordinator for EXPO 86, will make a presentation about the 15,000 seasonal work opportunities that still exist at EXPO. Everyone is welcome and students are especially encouraged to attend.

GBC

## VIA MEETING

The first General Meeting for the V.I.A. for 1986 will be held on Wednesday, January 29 from 1:30 to 4:00 in the Assembly Hall (Room 240) at the V.V.I. campus.

## ROOM BOOKINGS

Please be advised that Ms. Suzanne Paterson is the contact person for booking Rooms 237, 240 (Assembly Hall), 228, and Conference Rooms 107 and 200. Suzanne can be reached at Local 434.

JW

## CAR SICK??

The Auto Mechanics Department of K.E.C. is currently looking for all types of mechanical repairs - but in particularly short supply are jobs pertaining to drive lines, ie. automatic and standard transmissions, and clutches. Please call Dave at 875-8202 or pager 680-6919 to book an appointment.

DC

## PROCEDURES TO BE UNDERTAKEN IN THE EVENT OF ANY EMERGENCY

Any of the following are to be classified as emergencies and reported immediately to the switchboard via local 275 which is the line cleared for this purpose:

- fires;
- bomb threats;
- emergency first aid; and
- accidents.

People should exercise great caution and not take any unnecessary chances when dealing with the unknown as it may be a life threatening situation. The senior administrator on duty and security are to be contacted and advised of the problem that has caused the emergency.

Non-desirables, that is to say people who are considered to be a nuisance, i.e. intoxicated, can be removed from the premises under the Shop Keeper's Act. Any information relating to this can be obtained from George Clark, Building Services Manager.

GBC

## IN MEMORY

Mr. Dean Goard, the first Principal of the Vancouver Vocational Institute, passed away on Saturday after a lengthy illness.

In 1947 Mr. Goard was appointed as Principal of the V.V.I. and served in that position until 1959. He implemented the new concept of a vocational institute under the Vancouver School Board, which culminated in the opening of the V.V.I. in September of 1949. Mr. Goard went on to become the Principal of the British Columbia Institute of Technology and served as such until his retirement.

Mr. Goard has for these many years been one of the strongest supporters of the V.V.I. and during his retirement was a frequent visitor on campus. His name will also be remembered in connection with the Goard Commission on vocational training. This campus will keep and treasure the memory of his work for many years to come.

A Memorial Service for Mr. Goard was held on Wednesday, January 8, 1985 in Knox United Church.

HWR

## LIBRARY FILM FOR JANUARY 14, 12:00 -- HORSE DRAWN MAGIC

The Caravan Stage Company is the only horse-drawn open-air theater in the world. Every summer it tours British Columbia and Alberta, bringing live entertainment to communities where television is often the main diversion. In a montage of short sketches, the film shows the troupe on the road and in performance. Hard work and laughter are basic ingredients of this unconventional lifestyle. Awards - Atehs, U.S.A.

JH

VANCOUVER COMMUNITY COLLEGE  
POLICY & PROCEDURES MANUAL

Policy No.: 1.4.4.3  
Issue Date: 1979 03 19  
Amendment: No 3 Update 1985 11 22  
Source: V.V.I. Management Committee  
Title: V.V.I. - LOST AND FOUND ITEMS  
Concerning: All V.V.I. Students, Customers  
and Employees

Campus Principal

Approval:

College President

Approval:



Paul Haller Dec 12/85

POLICY:

- A.1 All articles found in the building shall be brought to the Security Guard, Security Office.
- A.2 All found items may be claimed upon proper identification.
- A.3 Unclaimed articles such as clothing, etc., shall be kept in the Security Office for safekeeping, for one month.
- A.4 Unclaimed articles of value, such as wallets, etc., shall be kept in a locked cabinet for safekeeping.
- A.5 The Security Guard shall attempt to contact the owner of any unclaimed articles of value, such as wallets, purses, etc., if identification is available.
- A.6 All unclaimed items of value, such as money, purses, and wallets, etc., shall be the responsibility of the Building Services Manager who, if identification is unavailable, and if the owner can't be contacted, shall within ten (10) days advise the City Police and turn the articles over to them.
- A.7 All other items not claimed after thirty (30) days may be claimed by the finder, should they want it; otherwise, such items shall be given to the Salvation Army for their use.

PROCEDURES:

- B.1 The Security Guard on duty shall receive found items and shall attach notes identifying where, when and by whom the items were found, as well as any other pertinent information.  
  
The Security Guard shall then place the found articles in a lockable cabinet in the Security Office for safekeeping.
- B.2 The claimant for a lost item shall provide proof of identification.  
  
The claimant shall describe, in reasonable detail, the lost item when claiming it.
- B.3 The Security Guard shall attempt to contact the owner of any unclaimed articles of value, such as wallets, purses, etc., if identification is available.
- B.4 All unclaimed items of value, such as money, purses, and wallets, etc., shall after ten (10) days, be turned over to the City Police by the Building Services Manager.
- B.5 The Building Services Manager shall dispose of any other unclaimed articles after one month.

CAPA/ACCC  
CONSULTANTS FOR PROFESSIONAL DEVELOPMENT TRAINING

The Association of Canadian Community Colleges (ACCC) and the Commonwealth Association of Polytechnics in Africa (CAPA) have initiated a new phase in the professional development cycle for CAPA. The CAPA/ACCC Professional Development Network focuses on the development and maintenance of qualified Africans within the CAPA System who can undertake the design, administration and implementation of professional development activities for Senior Polytechnic Management and Department Heads. Over the next two years, a series of professional development workshops designed to meet the needs of the CAPA membership, will be implemented by Africans in consultation with Canadians from the Community College system.

The purpose of the first workshop, scheduled for July or August, 1986, is to begin the training of 15 African workshop leaders.

The ACCC is asking for applications from individuals, preferably with African work experience, who have had experience designing and implementing professional development activities in the following areas:

- Management and Leadership;
- Curriculum Development;
- Faculty and Instructional Development;
- Communication.

Workshop leaders will be responsible for:

- attending planning meetings in Canada to discuss the design of the workshops;
- providing 3 weeks of "hands-on" training for African workshop leaders in Kenya;
- consulting on the design and preparation of workshops and workshop materials;
- assisting in the implementation of workshops if necessary;
- monitoring and evaluating workshops.

Airfare and per diems will be paid by the project.

Additional short term consultancies in Africa will be sought for November, 1986, December, 1986, January 1987 and the Summer of 1987. Though more details will be available in the future, applicants should indicate if they are also interested in applying for these positions.

Applications should be addressed to:

Mr. Denis Leclaire  
Association of Canadian Community Colleges  
Africa Division  
110 Eglinton Avenue West  
Toronto, Ontario  
M4R 1A3

Deadline for applications is January 15, 1986.

Dec. 4/1985

1986 01 03

Vancouver Community College is pleased to announce two instructor training initiatives: the Train the Trainer Program and the Instructor Training Program. Both will be offered at the Vancouver Vocational Institute (VVI) campus (250 West Pender Street).

#### Train the Trainer Program

This program is designed to prepare the technician, technologist, tradesperson or professional with the necessary knowledge and skills to train others in their area of specialization. The program forms the first level of the more advanced Instructor Training Program which is the College's equivalent to the Ministry of Education's Instructor Diploma (I.D.) program.

The Train the Trainer program emphasizes a highly practical 'hands on' approach to the design, planning, preparation, management and evaluation for instruction and includes 4 courses.

The program goals are to:

- design and develop training plans and programs
- organize learning materials to provide the optimum learning experiences
- plan and conduct training sessions
- use and appraise several methods of conducting instruction
- develop and use evaluation and testing procedures
- develop and use training aids
- develop and use instructional support print materials
- provide feedback to trainees

Each course is 30 hours in length. Course titles are: Program Design, Giving of Instruction, Evaluation of Learning and a Practicum. The first three courses listed above may be taken in any sequence, the Practicum is conducted on a tutorial basis at a place suitable for the individual student. A Vancouver Community College Certificate is awarded to students who successfully complete the 120 hour program.

### The Instructor Training Program

This program is an advanced training program and includes 4 additional courses: Adult Development and Education, Instructional Media Use, Evaluation of Instruction, Introduction to Computer Support Applications. The courses may be taken in any sequence. A College Certificate for this advanced program is awarded to participants who successfully complete the 3 courses (excluding Practicum) from the Train the Trainer program, plus the 4 courses listed above.

Attached is a schedule of classes to be offered at the College, however, if you, your company, or association wish to learn more about the program please contact Brian Dwyer, Department Head of the VCC/VVI Program Development Dept., 681-8111, local 243.

<u>Course #</u>	<u>Course Title</u>	<u>Course Dates</u>	<u>Times</u>	<u>Course Fees</u>	<u>Locat</u>
<u>TRAIN THE TRAINER PROGRAM</u>					
1517	Program Design	86 01 16 - 86 04 10	Thur 1800 - 2100	\$80	VVI
1518	Giving of Instruction	86 01 08 - 86 03 12	Wed 1800 - 2100	\$80	VVI
1519	Evaluation of Learning	86 04 10 - 86 05 25	Thur 0900 - 1500	\$80	VVI
1519	Evaluation of Learning	86 01 15 - 86 04 09	Wed 1800 - 2100	\$80	VVI
2481	Practicum	TO BE ARRANGED ON AN INDIVIDUAL BASIS.			

### INSTRUCTOR TRAINING PROGRAM

#### Course #

1517, 1518, 1519 (see above for schedule)

2500	Intro to Computer Support Applications	86 03 18 - 86 04 15	Tues 1430 - 1730	\$41	VVI
		86 06 23 - 86 06 27	Mon-Fri 0900 - 1500	\$41	VVI
2497	Adult Development & Education	86 02 04 - 86 04 08	Tues 1800 - 2100	\$80	VVI

Some courses have minimal materials expenses

You may register for any of the above classes through the VVI Registration Department (250 West Pender St. Vancouver)

For further information please call Mr. Brian Dwyer, VCC/VVI Program Development Department Head, 681 8111, local 243, or the VCC/VVI Counselling Department.