

WV Insider

MAR 25 1986

VOLUME 4 : NUMBER 09 : MARCH 24, 1986

INVENTORY TIME

The VVI Bookstore will be closed on Wednesday, March 26 at 13:30, and from 08:30 to 19:30 on Thursday, March 27 to conduct the yearly inventory!

SS

YOU ARE INVITED

This is a reminder that all College Board, and College Board Committee Meetings are open to the public - staff and students are encouraged to attend. Meetings are held in the Central Administration complex.

Upcoming meetings are:

- The Education and Student Services Committee - April 9, 1986 at 16:30
- The Administration Committee - April 15, 1986 at 16:00
- The College Board - April 23, 1986 at 19:00

HWR

WITH SADNESS

It is with sadness that we note the passing of Rita Bedard, a long time friend of the V.V.I. and especially the Counselling Department.

Funeral services were held on Tuesday, March 18 and in lieu of flowers, donations to the Rita Bedard Scholarship Trust Fund were much appreciated.

JS

LIBRARY FILM FOR APRIL 1 . . . PORTRAIT OF A MARKET: SOLOLA

High above Lake Atitlan, in what was once a Mayan stronghold, exists one of Central America's most colorful markets - Solola. It is a place of business important to the region's economic life and also a centre for friendly social gatherings; where families and friends meet to exchange goods and gossip.

EXCELLENCE IN EDUCATION FUND PROPOSAL

I wish to express my thanks to all the VVI employees who contributed ideas and proposals to the College's EXF Proposal Committee. As you may remember, we went through a similar exercise about 8 months ago. The Local Economic Renewal and Development (LERD) proposals immediately generated \$131,500 into VVI Departments. Some of the projects have also been turned into base budget, or have received additional grants for another \$120,000 for the 1986/87 fiscal year. I hope for an equally successful outcome for the Excellence for Education proposals.

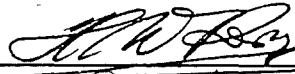
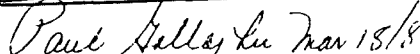
MEL

QUOTE FOR THE WEEK

The future is the past returning through another gate.



VANCOUVER COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

Policy No.: 6.4.2.2
Issue Date: December 12, 1977
Amendment: No. 2 (February 21, 1986)
Source: V.V.I. Management Committee
Title: V.V.I. - COPYRIGHTS ON MATERIALS
USED BY THE COLLEGE
Concerning: All VWI Faculty and Staff
Cross-
Reference: Policy 6.1.2.2.
Campus Principal
Approval: 
College President
Approval:  Mar 15/86

POLICY:

- A.1 Sound tapes, television video tapes, printed matter or any other copyrighted or patented material, to which the rights are not owned by the College or an instructor, shall not be reproduced without written permission of the owner of those rights.
- A.2 The copyright/patent for curriculum/instructional materials prepared by an instructor without the use of College time, services or materials, shall belong to the instructor.
- A.3 Where the College's time, services or materials are used in the production of curriculum/instructional materials, the copyright/patent shall belong to the College, unless prior written permission to the contrary has been obtained by the individual from the College [under Section 12(3) of the Copyright Act].


PROCEDURES:

- B.1 Employees wishing to reproduce copyrighted material shall be responsible, through the campus library, for obtaining, in writing, permission to do so.
- B.2 Upon request, the Library will undertake the procedure of locating and obtaining information regarding permission to copy from copyright holders.
- B.3 Computer software is generally the proprietary product of its creator or vendor. It is protected by copyright and trade secret laws. It is licensed [not sold] for use on a computer system, and is licensed only on the condition that an End-User Agreement is signed and returned to the copyright owner. All computer software licenses require the signature of the Dean of Instruction before mailing.
- B.4 Campus printing and word processing requests of copyright material require the signature of the Dean of Instruction before being activated.

VANCOUVER COMMUNITY COLLEGE
POLICY AND PROCEDURE MANUAL

Policy No.
Issue Date:
Amendment:
Source:
Title:
Concerning:
Campus Principal
Approval:
College President
Approval:

1986 03 17
Original
Campus Management Committee
WORD PROCESSING


Paul Gallagher March 18/86

POLICY:

- A.1 The V.V.I. Word Processing Centre (hereafter called the 'W.P. Centre') functions to provide keyboarding services primarily to V.V.I. Instructional Departments not having the necessary support staff to perform such tasks.
- A.2 Departments with adequate support staff may utilize the W.P. Centre to assist with overflow work as approved by the Office Manager.
- A.3 The W. P. Centre provides a remote dictating processing service for all V.V.I. Departments not having the necessary support staff to perform such a task.
- A.4 The W.P. Centre is under the supervision of the Word Processing Supervisor who reports to the Office Manager.

PROCEDURE:

- B.1 A 'Word Processing Request Form' with complete instructions (see attached) must accompany the material to be keyboarded and may either be routed through the mail system or delivered directly to the W.P. Centre.
- B.2 For dictated work requests, the user must adhere to the submission guidelines as outlined in the 'Dictation Processing Request' and must forward a completed Dictation Processing Request to the W.P. Centre following each dictation. Dictated work will not be processed until the Dictation Processing request is received.
- B.3 Supplies for the 'Word Processing Request' and 'Dictation Processing Request' forms are available from the W.P. Centre.
- B.4 Work will be processed on a priority level based on the following criteria:
 - a) As far as possible, work will be returned by the requested completion date as specified on the Word Processing or Dictation Processing Request form.
 - b) When production can not keep pace with requests, the submission date will be utilized and the longer a request has been with the W.P. Centre, the more priority it will be assigned. The requested completion date will then become secondary to the submission date and will not exclusively determine work order. If the completion date must be altered, the originating author will be informed of the revised projected completion date for the submission.

- c) Both written and dictated submissions will receive equal weight when work is prioritized.
 - d) Departments submitting work requests and which have no clerical support will be weighted with more priority than those departments with clerical support.
 - e) Original work submitted to the W.P. Centre will have priority over work that has been returned for keying or revisions more than twice. Generally the original submission will be regarded as a draft copy and over revision as keying for final copy. Both of these submissions will maintain priority standing.
 - f) Original submissions which are re-worked by the author for more than one major revision, and which are returned to the W.P. Centre several times, will receive less priority upon each subsequent revision.
- B.5 The W.P. Centre will not keyboard work which is covered under copyright protection, unless cleared as described in Policy No. 6.4.2.2 - 'V.V.I. - Copyrights on Materials Used by the College', Procedure B.4. Campus printing and word processing requests of copyright material require the signature of the Dean of Instruction before being activated.
- B.6 Requests for printing duplicate masters of material will be subject to a charge calculated on a cost recovery basis for the operator time and supplies used.
- B.7 Completed work will be returned via the mail system unless otherwise specified on the Word Processing or Dictation Processing Request form.

VCC 1975 FORD MUSTANG LOTTERY

We're approaching the \$40,000 point; we hope to get within striking distance of \$50,000.

There's still time to purchase a ticket - or a book of tickets.

Note to those who have not turned in their book(s) of tickets and/or ticket stubs and money: Please get them in to Shirley Girvan at KEC no later than WEDNESDAY, MARCH 26th.