

# VVINSIDER

VVINSIDER : VOLUME 5 : NUMBER 17 : JULY 24, 1987

## WHO'S WHERE

Are you up to date with the heads, assistant heads and coordinators of our various departments? If not, keep the attached list handy for reference!

Acct., Computer and Mgmt.	WAKULCHIK, Mr. Ed.	Department Head	403
Baking	KOK, Mr. Dick	Department Head	259
Building Construction	EHWALT, Mr. John	Department Head	984-4961
Building Service Worker	BOUTILIER, Mr. Frank	Co-ordinator II	226
Bus. Office Tr. & Prep.	KENDRICK, Mr. Barry	Department Head	401
Business & Health Div.	HARTLEY, Mr. Syd	Division Chairman	373
Asian Culinary Arts.	LEUNG, Mr. Condy	Department Head	350
Counselling	SANDY, Mrs. Jackie	Department Head	216
Dental	ROGERS-UNGER, Mrs. L.	Acting Department Head	321
Dental Hygiene	SUNELL, Mrs. Susanne	Department Head	321
Dental Tech/Mech	HOLOBOFF, Mr. Lawrence	Department Head	324
Dining Room & Lounge	KILCHENMANN, Mr. Charles	Department Head	345
Drafting	ATKINSON, Mr. Ron	Department Head	337
Drafting	MARSHALL, Mr. Wayne	Asst. Dept. Head	336
Electrical	MCNEILL, Mr. Jack	Department Head	292
Electronics	JONES, Mr. Owen	Department Head	356
Electronics	KIRBY, Mr. Jack	Asst. Dept. Head	355
Food Trades	NASO, Mr. Fred	Department Head	347
Food Trades	FERRON, Mr. Gabriel	Coordinator I	342
Hairdressing	JANSSEN, Mrs. Hanneke	Department Head	318
Industrial/Technical Div.	SCHATTEN, Mr. Jerome	Division Chairman	382
Library	WIEBE, Ms. Freida	Department Head	297
Long Term/Allied Health	SIMMS, Mrs. Shirley	Department Head	329
Medical Off. Tech & Admin	BARTOSHEWSKI, Ms. Edna	Department Head	406
Men's Hairstyling	MALONE, Mr. Bob	Coordinator I	316
Nursing	McWILLIAMS, Ms. Barb	Department Head	327
Nursing	MILLS, Ms. Pat	Asst. Dept. Head	328
Office Administration	PIRY, Mrs. June	Department Head	367
Power Engineering	BROWN, Mr. Joe	Department Head	303
Power Engineering	DOAD, Mr. Harb	Coordinator I	305
Power Engineering	GEORGE, Mr. Peter	Coordinator I	304
Power Sewing	COPSON, Mrs. Hilda	Co-ordinator II	372
Printing Production	GORDON, Mr. Doug	Department Head	360
Program Development	DWYER, Mr. Brian	Department Head	430
Shoe Repair	ANDREW, Mr. Paul	Co-ordinator II	300
Small Business Centre	HOUT, Mrs. Janine	Co-ordinator II	410

## DO YOU KNOW OUR EMERGENCY NUMBER

What number would you dial if there were an emergency on campus?

Local 275 will get you directly to the switchboard and the operator on duty.

Clip the attached note and keep it handy for reference!

### EMERGENCY CONTACT

LOCAL 275

VCC / VVI

## TO ALL INSTRUCTORS

Following is the Policy and Procedure concerning "Evaluation Forms", and the related "Student Feedback" form which were originally developed to standardize a common student survey questionnaire. Feel free to reproduce the form and distribute it to your students.

Marvin Lamoureux

### VANCOUVER COMMUNITY COLLEGE POLICY AND PROCEDURE MANUAL

Policy No. 6.4.1.9  
Issue Date: 1981 04 13  
Amendment: 1981 04 15  
Source: Campus Management Committee  
Title: V.V.I. - EVALUATION FORMS  
Concerning: All Instructors and Students

### POLICY:

- A.1 Each Instructor will, at least on a once a year basis, allow Students the opportunity to evaluate the content and style of that portion of the Program or Course for which he has been responsible.
- A.2 Program/Course Evaluation Forms are to be completed by Students anonymously and treated confidentially by the Instructor involved.
- A.3 Completed Program/Course Evaluation Forms shall be for the purpose of assisting an Instructor in assessing the efficiency and effectiveness of the Program/Course in question.
- A.4 It is the responsibility of the instructor to advise the Department Head at least once a year, that this policy has been complied with.

### PROCEDURE:

- B.1 Evaluation form #V.V.I. 8007-59 is available to facilitate the policy set out above.
- B.2 Variations on form #V.V.I. 8007-59 may be used subject to the approval of the Dean of Instruction.
- B.3 Immediately upon having completed an evaluation exercise, the instructor shall advise the Department Head that it has taken place.

VANCOUVER COMMUNITY COLLEGE  
VANCOUVER VOCATIONAL INSTITUTE  
STUDENT FEEDBACK ON COURSE

For the exclusive use of the  
Instructor. April/1984.

Reference: POLICY & PROCEDURE 6.4.1.9.

PROGRAM NAME \_\_\_\_\_ COURSE NUMBER \_\_\_\_\_.

PLEASE CIRCLE YOUR RESPONSE TO EACH OF THE FOLLOWING ITEMS:

PLEASE CIRCLE YOUR RESPONSE TO EACH OF THE FOLLOWING ITEMS:	STRONGLY DISAGREE			AGREE			STRONGLY AGREE		
1. Course objectives were clearly stated at the beginning of the level/course.	1	2	3	4	5	6	7	*NA	
2. What was actually taught agreed with the stated objectives.	1	2	3	4	5	6	7	NA	
3. The course was presented in a well-organized fashion.	1	2	3	4	5	6	7	NA	
4. Too much course material repeated content from other courses.	1	2	3	4	5	6	7	NA	
5. Course material seemed out-of-date to me.	1	2	3	4	5	6	7	NA	
6. Class, lab and homework assignments were useful in achieving course objectives.	1	2	3	4	5	6	7	NA	
7. Clear instructions were usually given with assignments.	1	2	3	4	5	6	7	NA	
8. Ample notice was given for assignment deadlines.	1	2	3	4	5	6	7	NA	
9. I received adequate feedback concerning my progress in the course.	1	2	3	4	5	6	7	NA	
10. I am aware of the criteria for evaluating my performance.	1	3	3	4	5	6	7	NA	
11. Classes, labs and clinics were started and finished on time.	1	2	3	4	5	6	7	NA	
12. Time was seldom or never wasted on classes, labs or clinics.	1	2	3	4	5	6	7	NA	
13. I had to spend so much time on this course that my other courses suffered.	1	2	3	4	5	6	7	NA	
14. This was one of the best courses I have ever taken.	1	2	3	4	5	6	7	NA	
15. I would recommend this course to others.	1	2	3	4	5	6	7	NA	
16. This course would be valuable to a professional in the field	1	2	3	4	5	6	7	NA	
17. The instructor clearly defined the major course topic or topics.	1	2	3	4	5	6	7	NA	
18. The instructor clearly defined the relationship between this and others course	1	2	3	4	5	6	7	NA	
19. The instructor demonstrated a comprehensive knowledge of the course material	1	2	3	4	5	6	7	NA	
20. The instructor appeared to be interested and enthusiastic about the course.	1	2	3	4	5	6	7	NA	
21. The instructor spoke clearly and distinctly.	1	2	3	4	5	6	7	NA	
22. The instructor maintained an atmosphere helpful to learning.	1	2	3	4	5	6	7	NA	
23. The instructor encouraged questions and participation.	1	2	3	4	5	6	7	NA	
24. The instructor respected the student's point of view.	1	2	3	4	5	6	7	NA	
25. The instructor was fair and impartial in dealing with students.	1	2	3	4	5	6	7	NA	
26. The instructor was available and willing to give individual help.	1	2	3	4	5	6	7	NA	
27. I would like to take another course given by this instructor.	1	2	3	4	5	6	7	NA	
28. I liked the idea of student group presentations.	1	2	3	4	5	6	7	NA	
29. The presentations of guest lecturers were interesting and relevant.	1	2	3	4	5	6	7	NA	
30. Required readings were relevant to the course.	1	2	3	4	5	6	7	NA	
31. I had no difficulty obtaining outside readings and materials.	1	2	3	4	5	6	7	NA	
32. Audio-visual materials used were relevant and enhanced course content.	1	2	3	4	5	6	7	NA	
33. Overall, I would rate this course:	VERY POOR	1	2	3	4	5	6	7	VERY GOOD
34. Overall, I would rate this instructor:	VERY POOR	1	2	3	4	5	6	7	VERY GOOD

\*NA: NOT APPLICABLE

## NEW IN THE LIBRARY

Check out these new materials in the library!

### BOOKS

101 Marvelous Muffins  
Building keyboard skills  
The back doctor  
Canadian business law  
Dictionary of instructional technology  
Games mother never taught you  
Have you got what it takes?  
Hospice: complete care for the terminally ill  
Learning disabilities  
Marketing your service: a planning guide for small business  
OAG worldwide cruise and shipline guide  
Schizophrenia  
When bad things happen to good people  
Understanding electricity and electronics technology  
Administrative procedures for the electronic office  
Ask Byte  
Comprehensive respiratory care  
Divorce guide for British Columbia  
In the wake of restraint  
Master handbook of microprocessor chips  
A new book of Middle Eastern food  
Philippine cooking  
Start your own business  
Suicide: the hidden epidemic  
Today's best baby names  
Wellness nursing  
West Coast celebrity cookbook  
Multimate advantage on the IBM-PC  
Nutrition concepts and controversies  
Personal publishing with the MacIntosh, featuring Pagemaker  
R:Base system V: user's guide  
What to expect when you are expecting

### VIDEOTAPES

Digital electronics series  
Introduction to digital electronics  
Introduction to number systems  
Bipolar transistors as switches  
Basic logic gates  
TTL Integrated circuits  
CMOS and ECL Integrated circuits  
Combinational logic circuit analysis  
Basic flip-flops  
Counters  
Clocks  
Shift registers  
Combinational logic circuit applications  
Exclusive OR and exclusive NOR gates  
Testing digital circuits  
Why patients get angry  
The whole works! Employment preparation! Making programs effective.