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# VVinsider

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VVINSIDER : VOLUME 5 : NUMBER 20 : AUGUST 28, 1987

SEP 16 1987

## VCC-VANCOUVER VOCATIONAL INSTITUTE LIBRARY

### CONGRATULATIONS!!!!....SOB!!!

Corrie Stuart and Jean Deer are both leaving the VVI Library for new and promotional positions, within the college, but away from VVI.

Corrie has accepted the Library Assistant IV position at Langara and Jean will be an Accounting Clerk II in the Accounts Payable Department of Central Administration.

Both Corrie and Jean have contributed immeasurably to the VVI Library during their years here. We will miss them, but ask you to join us in wishing them all the best in their new jobs!



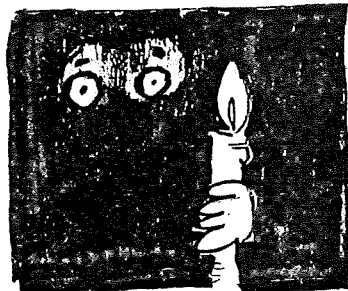
### AND YET ANOTHER SAD FAREWELL....

On Friday, August 28, the Hairdressing Department held a farewell staff luncheon for Rod Larocque, followed by a wine and cheese party attended by the rest of the faculty and staff of VVI. Rod, who has instructed in the Hairdressing Department since March 1965 will be very much missed.

After years of practical jokes played on the Hairdressing staff by Rod, they finally got their revenge. His farewell present was a disposable camera!! (However, afterwards Rod was given his "real" present a \$200 gift certificate for Kits cameras!)

### ....AND A WORD FROM ROD....

Rod asked the VVInsider to print his thanks to the Hairdressing Department, and to the faculty and staff that came to say goodbye and good luck to him on Friday. He leaves with very fond memories of his years at VVI.



### WHEN THE LIGHTS GO OUT OVER VANCOUVER.....

There we were on Monday afternoon at 3:45, minding our own business when all the lights went out!! Computer terminals died, phones went dead, hairdryers quit, ovens went off, and various and other assorted inconveniences happened around the campus. And it wasn't, as rumour had it, because the college forgot to pay it's Hydro bill!

# Vancouver Vocational Institute



## NEW BOOKS IN THE LIBRARY

- dBase III Plus Programming Tips and Techniques
- Programming with dBase III plus
- Programming with R:base 5000
- What in the world is going on? Opportunities for Canadians to work, volunteer, or study in developing countries
- Algebra and Trigonometry
- Clinical Pharmacology in Dentistry
- James Beard's Menus for Entertaining
- Macintosh! Complete
- Middle Eastern Cookery
- Playing with our Health : Hazards in the Automated Office
- A Practical Canadian Mortgage Guide
- Postscript Language Reference Manual
- Profitable Purchasing
- Word Processing Power with Microsoft Word
- Tourism Tomorrow
- Caring for the Sick
- The Money Labyrinth: A Stock Market Guide by a Canadian Broker
- The new Pastry Cook

## NEW AUDIOVIDEOS IN THE LIBRARY

- Applied Foodservice Sanitation Visual Aid Program (slides/print material)
- Grammar:
  - Subject-Verb Agreement I and II
  - Pronouns
  - Pronoun Antecedents
  - Verbs
  - Adjectives and Adverbs
  - Punctuation
  - Spelling
  - Usage Problem
- All Porcelain Facial Margins for Ceramo-Metal Restorations
- Crown and Sleeve Coping (CSC) Prosthesis, Laboratory Phase
- Delivery Appointment Procedures in Complete Denture Prosthodontics
- Denture Base Esthetics Contour and Colour
- Developing the Wax Pattern for Removable Partial Dentures
- Final Impressions for Complete Dentures Using Polyether Impression Material
- Laboratory Procedures for Complete Dentures
  - Part 1 : Waxing and Flasking
  - Part 2 : Processing and Finishing
- Periodontal Gum Disease
- Preliminary Impressions for Complete Dentures
- Recording Centric Relation, Graphic Methods
  - Part 1 : Intraoral Tracer
  - Part 2 : Extraoral Tracer
- The Refractory Cast in Removable Partial Denture Construction
- Removable Partial Denture Design, the R.P.I. Clasp Assembly
- A Semi-Direct Method for the Fabrication of a Biteplane
- A System for Overdenture Retention

## INTERNATIONAL EDUCATION OPPORTUNITY

In June of this year, the ACCC submitted a pre-qualification proposal to the Caribbean Development Bank (CDB) for a project concerning the development of technical and vocational education in five beneficiary states (St. Vincent, St. Kitts, St. Lucia, Grenada, and Dominica), commencing in the last quarter of 1987.

We have been notified that we are one of six firms selected to make a final proposal for this project and as such, we are required to present CV's of qualified personnel who would be available for the following assignments, for which the job descriptions are attached:

1. a Vocational-Technical Education Adviser for a period of 48 staff-months beginning in the last quarter of 1987;
2. a Manpower Training Specialist equivalent of 24 staff-months beginning in the first quarter of 1988; and
3. an Education Finance Specialist equivalent of 12 staff-months beginning in the second quarter of 1988.

We would appreciate receiving CV's of personnel from your institution who are both highly qualified, interested, and available for these assignments. Our proposal must be submitted by September 22, therefore CV's should arrive at ACCC by September 8, 1987.

Call: HARRY PANKRATZ  
641-1219

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## JOHN HATHAWAY

Brock Elliott of the Accounting and Computer Management Department asked that the following be published:

John Hathaway, an instructor in the Business Department's Computer Programming Program during 1985/86, passed away on August 23. He had been suffering from myeloma for the past year. A family funeral was held on August 26. The family has asked that donations be made in John's name to the Canadian Cancer Society.

VANCOUVER COMMUNITY COLLEGE

VANCOUVER VOCATIONAL INSTITUTE

Requires: DIVISION CHAIRMAN, BUSINESS DIVISION

Responsible To: The Dean of Instruction

Duties: See attached job description

Desirable Qualifications:

1. Leadership ability, initiative and professional interest in management.
2. Ability to motivate employees and establish rapport with people in an educational/training environment.
3. Organizational ability to plan programs and courses of action and to have flexibility and perseverance towards their completion.
4. Ability to analyse complex problems and use sound judgment in making significant decisions.
5. Ability to learn and apply administrative concepts and practices.
6. Numerical ability sufficient to fulfill fiscal responsibilities for the division.
7. A high level of interpersonal and communication skill enabling the incumbent to work effectively with faculty and staff.
8. An understanding of the instructional process at the college level and supervisory/management background and experience or potential.
9. Academic training to the baccalaureate level or equivalent professional designation as a minimum with the Master's level preferred.

Appointment: The term appointment is for a one-year probationary period between 1987 11 01 - 1988 09 30. Upon successful completion of the probationary period and on recommendation of the Campus Principal, the appointee would be confirmed for an additional three-year period.

Salary and Allowance : As per the Collective Agreement.

Closing Date: The closing date for this position is 1987 09 15.

Completed applications, including appropriate resume, to be submitted to:

The Personnel Department  
Vancouver Community College  
Central Administration  
P.O. Box 24700 Station "C"  
1155 East Broadway  
Vancouver, B.C., V5T 2N4

no later than 1987 09 15.

VANCOUVER COMMUNITY COLLEGE

VANCOUVER VOCATIONAL INSTITUTE

Requires: DIVISION CHAIRMAN, HEALTH SCIENCES DIVISION

Responsible To: The Dean of Instruction

Duties: See attached job description

Desirable Qualifications:

1. Leadership ability, initiative and professional interest in management.
2. Ability to motivate employees and establish rapport with people in an educational/training environment.
3. Organizational ability to plan programs and courses of action and to have flexibility and perseverance towards their completion.
4. Ability to analyse complex problems and use sound judgment in making significant decisions.
5. Ability to learn and apply administrative concepts and practices.
6. Numerical ability sufficient to fulfill fiscal responsibilities for the division.
7. A high level of interpersonal and communication skill enabling the incumbent to work effectively with faculty and staff.
8. An understanding of the instructional process at the college level and supervisory/management background and experience or potential.
9. Academic training to the Master's level as a minimum in the health field.

Appointment: The term appointment is for a one-year probationary period between 1987 11 01 - 1988 09 30. Upon successful completion of the probationary period and on recommendation of the Campus Principal, the appointee would be confirmed for an additional three-year period.

Salary and Allowance : As per the Collective Agreement.

Closing Date: The closing date for this position is 1987 09 15.

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Vancouver Community College  
Central Administration  
P.O. Box 24700 Station "C"  
1155 East Broadway  
Vancouver, B.C., V5T 2N4

no later than 1987 09 15.

VANCOUVER COMMUNITY COLLEGE

VANCOUVER VOCATIONAL INSTITUTE

- Requires: DIVISION CHAIRMAN, HOSPITALITY AND TOURISM DIVISION
- Responsible To: The Dean of Instruction
- Duties: See attached job description
- Desirable Qualifications:
1. Leadership ability, initiative and professional interest in management.
  2. Ability to motivate employees and establish rapport with people in an educational/training environment.
  3. Organizational ability to plan programs and courses of action and to have flexibility and perseverance towards their completion.
  4. Ability to analyse complex problems and use sound judgment in making significant decisions.
  5. Ability to learn and apply administrative concepts and practices.
  6. Numerical ability sufficient to fulfill fiscal responsibilities for the division.
  7. A high level of interpersonal and communication skill enabling the incumbent to work effectively with faculty and staff.
  8. An understanding of the instructional process at the college level and supervisory/management background and experience or potential.
  9. Academic training in Hospitality and Tourism to the bachelor's level as a minimum with an emphasis on management training preferred.
- Appointment: The term appointment is for a one-year probationary period between 1987 11 01 - 1988 09 30. Upon successful completion of the probationary period and on recommendation of the Campus Principal, the appointee would be confirmed for an additional three-year period.
- Salary and Allowance : As per the Collective Agreement.
- Closing Date: The closing date for this position is 1987 09 15.

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VANCOUVER COMMUNITY COLLEGE  
VANCOUVER VOCATIONAL INSTITUTE

JOB DESCRIPTION

FOR

DIVISION CHAIRMAN

GENERAL STATEMENT

Division Chairmen are responsible for the co-ordination, supervision, and direction of both curriculum and instruction within their Divisions; for establishing liaison between the Faculty of their own Division as well as between Faculty Members of other Divisions, and; are directly responsible to the Dean of Instruction, or his/her delegate, and hence to the Campus Principal.

Division Chairmen hold Faculty positions and are therefore covered by the current Collective Agreement between the V.C.C. and the Vocational Instructors' Association.

In setting down the duties and responsibilities it is not intended to establish a complete and definitive listing. The Division Chairman is expected to use his/her discretion and initiative to deal with situations as they arise and to assume other duties and responsibilities as assigned by the Dean and Campus Principal.

In order that the Division will be covered during the twelve months of operation, the Division Chairman will ensure that someone will act in his/her capacity during any absence.

SPECIFIC RESPONSIBILITIES

The main duties and responsibilities of the Division Chairman fall within these general areas:

- a) Program Curriculum and Instruction
- b) Faculty, Staff and Student relations
- c) Planning and Development
- d) Administration

A. PROGRAM CURRICULUM AND INSTRUCTION

1. Organize, supervise, coordinate, and evaluate the programming effort in his/her Division and recommend to the Dean of Instruction appropriate revisions.
2. Anticipate the need for changes in Programs and related Faculty changes, discuss these with the appropriate Department Heads and Coordinators II, initiate the required action.

3. Participate in the selection and recruitment of Faculty and departmental supervisors.
4. Call, attend and assist the Program Advisory Committee as applicable to his Division, in accordance with the guidelines for such Committees.
5. Share with the Dean of Instruction responsibility for the supervision and evaluation of the level of instruction appropriate to the Programs in his/her Division.
6. Organize and assist in the operation of In-Service Training Programs for the instructional development of new and continuing Faculty.
7. Encourage the effective use of instructional devices for instructional purposes and encourage responsible innovation and controlled experimentation in instructional methods and techniques within his/her Division.
8. Be prepared to offer guidance and assistance to the Department Heads/Coordinators II in planning, operating, and guiding their Departments/Programs.

B.

FACULTY, STAFF AND STUDENT RELATIONS

1. Take an active part in the recruitment of Students for the College and in particular for specific Programs and Courses offered by his/her Division.
2. Prepare copy for brochures and other printed matter for advertising purposes and recruitment of Students.
3. Convene regular meetings of the Division's Faculty Members.
4. Assist in the resolution of problems and issues arising between an Instructor and his/her Students, or between other Faculty Members, when such assistance is requested by the Department Head, Coordinator II, Dean of Instruction or Campus Principal.
5. Provide guidance and assistance to those Faculty without previous instructional experience regarding instruction and course planning.
6. Be responsible for and maintain liaison with Government, Industry, and Commerce as well as other Educational Institutions.
7. Initiate and consolidate efforts and maintain and improve the adequacy of buildings, rooms, equipment, stores, and all other appurtenances to instructional Programs as they relate to the Division.



C.

PLANNING AND DEVELOPMENT

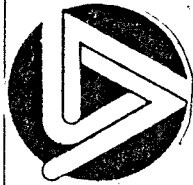
1. Maintain liaison with educational institutions, industry, commerce and government.
2. Assist the Dean of Instruction in the coordinated administration of programs of professional growth.
3. Actively participate, in concert with external agencies and the instructional departments, promoting graduate placement.
4. Institute action to maintain and improve the adequacy of buildings, rooms, equipment, stores, and all other appurtenances to the instructional program as they relate to his/her department.
5. Help advise and assist in program and facilities planning.
6. New program concepts developed.
7. Program, course and curriculum development initiated externally and internally.

D.

ADMINISTRATION

1. Be responsible for, in cooperation with the Departments, for all annual departmental, Capital and Replacement Lists.
2. Aid in the preparation of, and coordinate requests for texts, periodicals, and other study materials related to the Curriculum of his/her Division.
3. Coordinate necessary reports relative to annual vacations, leaves, accident reports, training schedules, and external publications.
4. Review all supply requisitions and purchase orders.
5. Prepare annually and submit to the Dean of Instruction each January, a brief statement or report dealing with the growth, development, activities, and future of the Division.
6. Be involved in all budgetary matters in his/her Division.
7. Be involved with the development of duties and responsibilities of support staff.
8. Be involved with the evaluation of Department Heads/Coordinators II.

# SEPTEMBER 1987



# VMREU ACTIVITIES

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 NEWSLETTER DEADLINE 5:00 pm	2	3	4	5
6	7 LABOUR DAY PICNIC HUME PARK <i>Labour Day</i>	8	9	10	11 REGISTRATION DEADLINE - STEWARDS WEEKEND	12
13	14 STEWARDS EDUCATION COMMITTEE LOUNGE 6:00 pm	15	16	17	18	19
20	21	22	23 GENERAL MEMBERSHIP MEETING 6:00 pm *IRONWORKERS HALL	24	25	26
27	28 PART TIME AUXILIARY WORKERS BOARD ROOM 6:00 pm	29	30			
AUG 1987	OCT 1987	Unless otherwise noted all meetings held at 545 West 10th Avenue. *Please note - General Membership Meeting held at: Iron Workers Hall 2415 Columbia Street (8th and Columbia)				



Vancouver Municipal and Regional Employees Union

# ASSERTIVENESS

## TRAINING

OPEN TO  
ALL MEMBERS

DON'T GET MAD - GET ASSERTIVE

We have made arrangements with Capilano College to offer this often requested course. This one day program includes self - image techniques, communication skills, democratic listening and how to be heard. You will develop the skills to say what you want in a way that puts your point across clearly.

Assertiveness training will help you on the job or in your home life.

\*\*\*Preference given to those on waiting list to attend.  
If on waiting list, please confirm your attendance by phone  
by September 18th.

*Instructor: Susan O'Donnell*

DATE: SATURDAY, OCTOBER 3, 1987

TIME: 9:30 a.m. to 4:30 p.m.

LOCATION: UNION LOUNGE, 545 W. 10TH AVE.

REGISTRATION: 879-4671 by Sept 25th

Child care subsidy available

food provided

Steward book off can be arranged with one week notice

**INVESTIGATE**  
the  
**SAVINGS**



at the

**V.V.I.**  
**BOOKSTORE'S**  
**Back-to-School**  
**SALE**

Typ. Paper	<del>3.35</del>	1.99
Duotangs	<del>.69</del>	.39
1" Binder	<del>2.49</del>	1.69
Notebooks	<del>1.99</del>	.99
Dividers	<del>.69</del>	.39
Pens	<del>.45</del>	.15
Fil. Paper	<del>2.39</del>	1.99
Pencilcase	<del>2.49</del>	.49

Sept. 1-Oct. 6  
Quantities Limited