Kwantlen University College Employee Handbook 1995/96

Prepared by the Planning &
Research Department
July, 1995

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Kwantlen Overview

Our Mission

We Create Quality, Life-Long Learning Opportunities For People To Achieve Personal, Social And Career Success.

Our Values and Principles

Learning

* We value learning as the core of everything we do.
* We value our students and colleagues and are committed to their education, learning and personal growth.

Quality

* We are committed to excellence and continuous improvement in all program and service areas.
* We believe "quality" is measured in relation to the needs and expectations of those we serve, and to established quality standards.
* We strive to enable students and colleagues to excel, take pride in, and enjoy their work and learning.

Student Centredness

* We focus our programs, courses and services on the education, learning and developmental needs of the people we serve.

Respect and Trust

* We believe mutual trust is the foundation for effective and lasting relationships.
* We are committed to building relationships based on honesty, integrity and competence.
* We demonstrate respect for all people through the development and protection of a caring and supportive environment.

Team Work

* We are one team, with a common mission. We are interdependent for our individual and collective success.
* We believe more can be accomplished through collaboration and cooperation than competition.

Openness and Communication

* We strive to listen and understand first--and then to express ourselves and to be understood.
* We share information widely on a timely basis within the College.

Decision-making

* We are committed to participative and consultative processes which involve the people affected by decision-making, and which are considerate of individual and group roles and responsibilities.
* We value accurate information as a basis for decision-making through out the College.

Leadership

* We value leadership as a shared responsibility.

Change and Innovation

* We value the knowledge and abilities of the entire college community as a source of responsiveness and innovation.
* We value risk taking and initiative because they are necessary for individual and organizational learning and growth.

Diversity

* We value the diversity of individuals and cultures which comprise our communities because it enriches our lives and learning.

Responsiveness

* We value the ability to respond quickly to meet the needs of our students, colleagues, college region and society.

Relevance

* We are committed to ensuring our programs, courses and services are relevant to the needs and interests of students, employers and society.

Accessibility

* We strive to make our programs, courses and services accessible.

The Environment

* We are committed to conducting our affairs in ways that respect and actively promote environmental sustainability.

Kwantlen College opened in April 1981 as a result of the division of Douglas College into two separate colleges. The name Kwantlen was chosen following a competition held in the College's communities. It is a native word meaning "tireless runner" and is the name of a first nations band living in the region.

A Message From Our President

Everything you want or need to know, but did not know who to ask or where to look! This edition of the employee handbook is the best yet. Over the past few years your comments and advice have continually seen the handbook improve. Congratulations to Brenda Spencer for the time and diligence she has given to this project. I believe that this document will be a valuable asset to every member of the Kwantlen community.

To those of you who join the University College this year, a special welcome. You are joining an organization that is rapidly becoming a major leader in post-secondary education within the Province. Our reputation for quality programs and commitment to student success continues to grow. Welcome to the team!

As we look forward to the challenges of the new school year, our mission and values will be in the forefront as together we:

- develop our strategic plan for the future;
- struggle with the impact of reduced funding due to cuts in federal transfer payments to the provinces, and
- continue with the development of Kwantlen University College degree programs.

I look forward to sharing these challenges with you as we jointly endeavour to create a learning community built on respect, excellence and commitment.

Best regards,

Gerry Kilcup

A Message From The Development Office

At Kwantlen University College, we are welcoming the challenges of the 1990s -- doing more with comparatively fewer resources and providing cost-effective training and post-secondary educational opportunities.

It's an exciting time. Challenged to prepare for degree programs, keep pace with rapidly changing technology and provide students with the best education possible, Kwantlen is seeking support from its communities.

With this support, Kwantlen University College will continue to create quality, life-long learning opportunities and provide an excellent education to all those who seek it.

Kwantlen is seeking to expand its partnerships with individuals, businesses, groups and our alumni to build a broader fiscal base and a sound financial future. All post-secondary institutions face these challenges.

There are many ways for individuals and groups to assist: -- through volunteering; gifts of cash, equipment or books; gifts through wills, bequests, or life insurance; named awards and many others.

Giving to Kwantlen University College has tax advantages. Proposals, gifts and donations are coordinated, processed and acknowledged by the Development Office on the Surrey Campus.

Donors have several giving options. Gifts may be endowed, unrestricted or restricted to a faculty or department. They may be given through donations of cash or be in-kind, such as gifts of equipment, software or books, or through a planned gift such as life insurance, wills and bequests or gift annuities. Donations will be recognized and may be made in honor or in memory of someone, or may be anonymous.

In addition, the Development Office supports the Family Committee social activities such as the annual employee picnic in September and fund-raising activities such as the annual Buy-A-Book campaign, Pot Cook-off and the craft fair.

If you would like further information or would like to plan a fund raising or cultivation event, please call the Development Office at 599-2264.

Applied Degree Programs and Kwantlen University College

Kwantlen officially became a University College in February, 1995. Since then Kwantlen has done a considerable amount of educational planning in preparation for its fulfilling its new mandate as a degree-granting institution. To date this planning has consisted in establishing--via the new Education Council and the Board--the planning principles and information requirements that program developers will need to know. The approval process itself along with the bodies that will actually be involved in the approval process are still being defined, but information concerning these should be available early in the Fall, 1995 term.

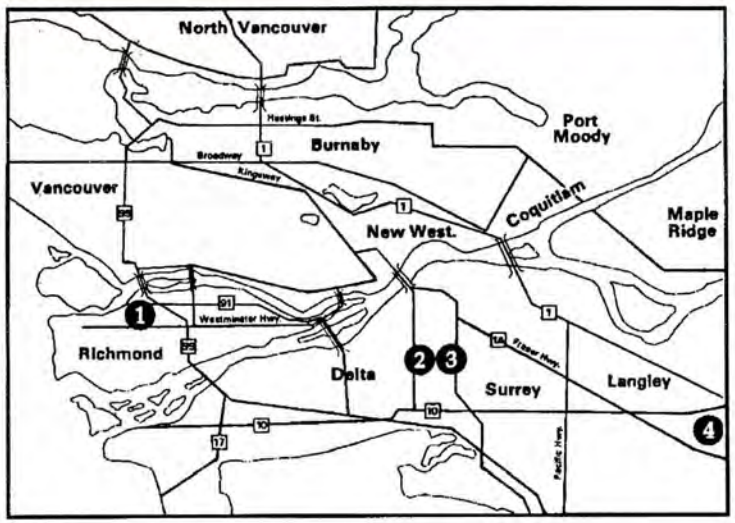
Quality

* We are committed to excellence and continuous improvement in all program and service areas.
* We believe "quality" is measured in relation to the needs and expectations of those we serve, and to established quality standards.
* We strive to enable students and colleagues to excel, take pride in and enjoy their work and learning.

Much time has also been spent on developing the broad schematic for these programs. In broad terms, all Kwantlen degree programs will be applied programs; all will be *outcomes based*; all will consist of a *major area of concentration* and a *liberal education* component; all will have well-defined and tracked *employment skills* that will be learned within the major and liberal education program components of these programs. Much work needs to be done here as well. In particular, there is the need to define the nature, character and size of the liberal education component. There is the need to understand the nature of an outcomes based approach to educational planning and student learning. There is also the need to explore how employability skills learning can be embedded in a curriculum with its own content. These matters and possibly others will be explored intensively in the Fall through a series of campus forums, focus groups and workshops.

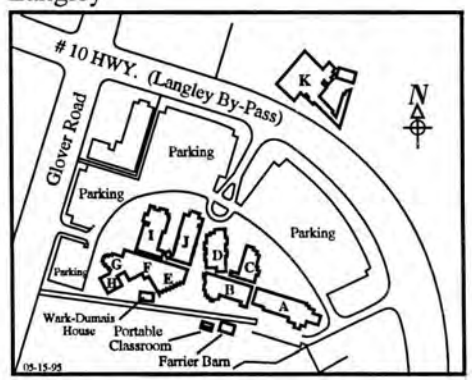
While all this has been going on, dozens of unsolicited ideas for new degree programs have already been received by the Dean of Educational Planning and more are expected. Processing of these will commence in the Fall, though few detailed proposals can be expected to be ready until sometime in Spring, 1996.

Campus Locations



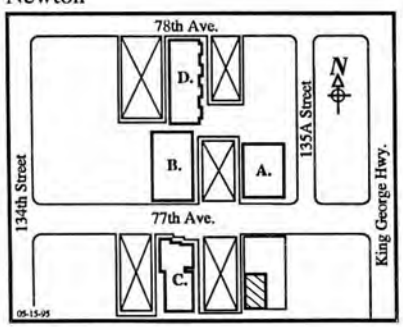
1 - Richmond Campus - 8771 Landsown Road
2 - Surrey Campus - 12666 - 72nd Avenue
3 - Newton Campus - 13479 - 77th Avenue
4 - Langley Campus - 20901 Langley By-Pass

Langley



A,C, D, F, I. Classrooms / Labs / Faculty Offices
B. Bookstore / Cafeteria
E. Library
G. Auditorium
H. Daycare
J. Administration / Admissions
K. B.C. Horticulture Centre

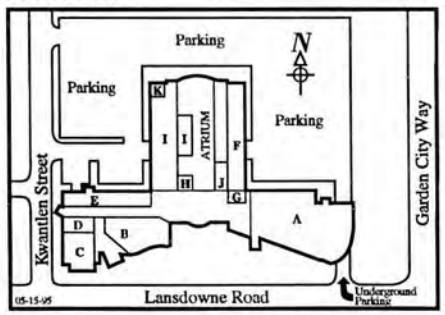
Newton



A, B, C, D. Classrooms / Shops / Faculty Offices
A. Counselling / Co-op Education / Admissions
B. Library / Bookstore / Cafeteria
C. Student Association / Student Lounge

Millwright / Classrooms / Bricklaying / Printing
Parking

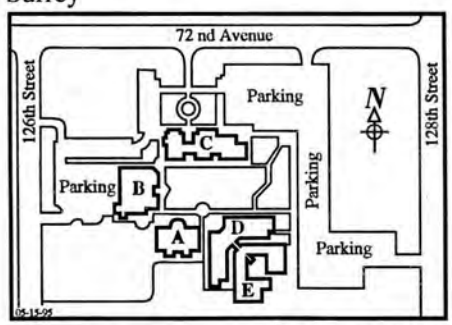
Richmond



A. Library
B. Cafeteria
C. Daycare
D, E, F. Classrooms / Labs / Faculty Offices
G. Student Association
H. Student Loans and Awards
I. Administration / Admissions
J. Bookstore
K. Board Room

2nd. & 3rd. Floors, East, West and North Wings
Classrooms / Labs / Faculty Offices

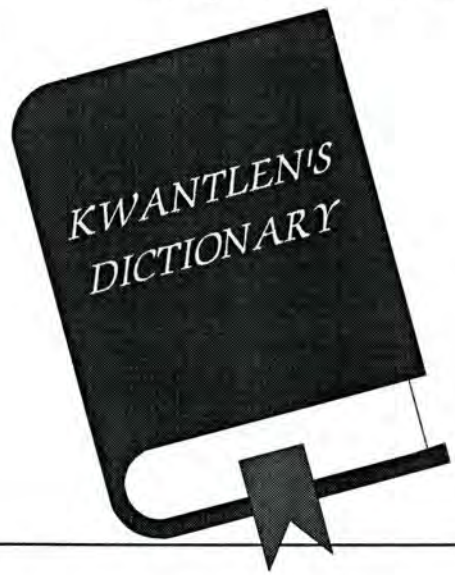
Surrey



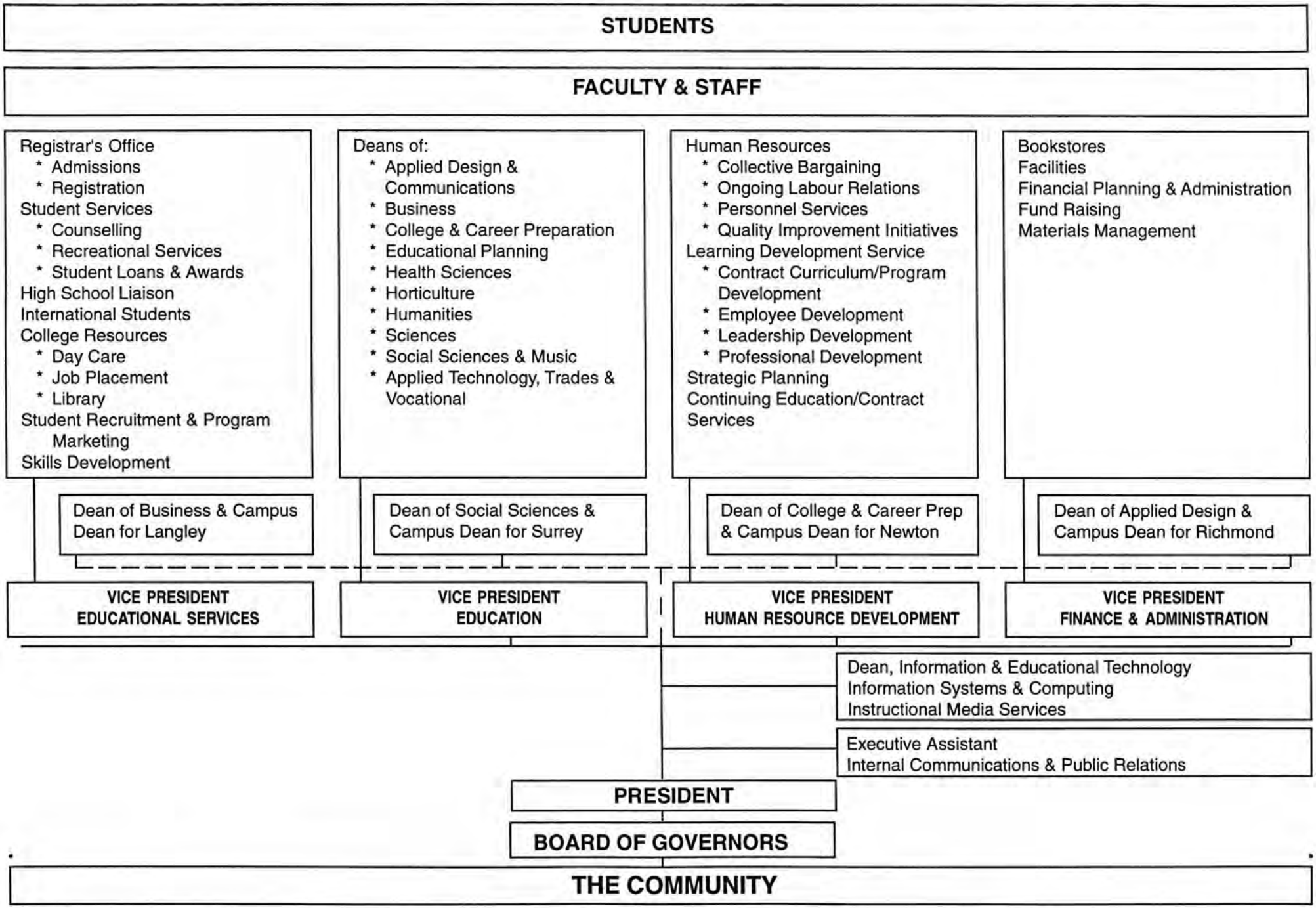
A. Library
B. Bookstore / Cafeteria
C. Administration / Admissions
D, E. Classrooms / Labs / Faculty Offices

Dictionary Of College Acronyms

ABE	Adult Basic Education
ASE	Adult Special Education
BANNER	Student Information System
BCGEU	B.C. Government Employee's Union
BSW	Building Service Worker
CADD	Computer Assisted Drafting and Design
CE	Continuing Education
CGPA	Cumulated Grade Point Average
Comp. No	Job Competition Number
ECE	Early Childhood Education
EEAA	Employment & Educational Access for Aboriginals
EEAM	Employment & Educational Access for Men
EEAW	Employment & Educational Access for Women
EHC	Extended Health Coverage
ELT	English Language Training
ESL	English as a Second Language
FTE	Full Time Equivalent
GED	Graduation Equivalency Diploma
GN/EAL	Grad Nurse - English as a Additional Language
GNR	Grad Nurse Refresher
GPA	Grade Point Average
HR	Human Resources
ILL	Inter Library Loan
IMS	Instructional Media Services
Inside	Kwantlen Newsletter
KUC	Kwantlen University College
KCFA	Kwantlen College Faculty Association
KCSA	Kwantlen College Student Association
LTC	Long Term Care
LTD	Long Term Disability
MSDS	Material Safety Data Sheets (part of WHMIS)
MSP	Medical Services Plan
OADM	Office Administration
P40	Personal Status Change Form
PD	Professional Development
PGPA	Program Grade Point Average
PO	Purchase Order
TGPA	Term Grade Point Average
Uniplex	Word Processing Operating System
UT	University Transfer
VST	Vocational Skills Training
WCB	Worker's Compensation Board
WHMIS	Workplace Hazardous Materials Information System



Organizational Chart


STUDENTS
FACULTY & STAFF
Registrar's Office
* Admissions
* Registration
Student Services
* Counselling
* Recreational Services
* Student Loans & Awards
High School Liaison
International Students
College Resources
* Day Care
* Job Placement
* Library
Student Recruitment & Program Marketing
Skills Development
Deans of:
* Applied Design & Communications
* Business
* College & Career Preparation
* Educational Planning
* Health Sciences
* Horticulture
* Humanities
* Sciences
* Social Sciences & Music
* Applied Technology, Trades & Vocational
Human Resources
* Collective Bargaining
* Ongoing Labour Relations
* Personnel Services
* Quality Improvement Initiatives
Learning Development Service
* Contract Curriculum/Program Development
* Employee Development
* Leadership Development
* Professional Development
Strategic Planning
Continuing Education/Contract Services
Bookstores
Facilities
Financial Planning & Administration
Fund Raising
Materials Management
Dean of Business & Campus Dean for Langley
Dean of Social Sciences & Campus Dean for Surrey
Dean of College & Career Prep & Campus Dean for Newton
Dean of Applied Design & Campus Dean for Richmond
VICE PRESIDENT EDUCATIONAL SERVICES
VICE PRESIDENT EDUCATION
VICE PRESIDENT HUMAN RESOURCE DEVELOPMENT
VICE PRESIDENT FINANCE & ADMINISTRATION
Dean, Information & Educational Technology
Information Systems & Computing
Instructional Media Services
Executive Assistant
Internal Communications & Public Relations
PRESIDENT
BOARD OF GOVERNORS
THE COMMUNITY

College Administration

Greg Alstad, *Comptroller*
Manfred Baur, *Dean, Applied Technology, Trades and Vocational*
Kelly Bentley, *Executive Assistant to the President & Board Secretary*
Monique Bergman, *Director, Bookstores*
Priscilla Bollo, *Dean, Faculty of Humanities*
John Bowman, *Vice President, Human Resource Development*
Dan Brown, *Facilities Supervisor, Special Projects*
Randy Bruce, *Dean, Information & Educational Technology*
Cliff Cameron, *Director, Materials Management*
Brian Carr, *Dean, Science, Mathematics & Technology*
John Carstairs, *Dean, School of Business*
Geoff Dean, *Dean, College & Career Preparation*
Barbara Duggan, *Dean, Applied Design & Communication*
Vacant, *Confidential Secretary, Human Resources*
Roger Elmes, *Dean, Social Sciences & Music*
Derek Francis, *Vice President, Educational Services*
Helen Franklin, *Senior Personnel Clerk*
Maggie Fung, *Manager, Information Systems & Computing*
Penney Grylls, *Confidential Secretary, Educational Services*
Elaine Harris, *Assistant Registrar*
Debra Hawker, *Employee Relations Officer*
Karen Hearn, *Facilities Supervisor, Langley*
Linda Hewitt, *Employee Relations Officer*
Les Hibbert, *Director, Financial Services*
Vacant, *Manager, Information Systems & Computing*
Ron Johnson, *Educational Officer*
Ric Kelm, *Director, Facilities*
Gerry Kilcup, *President*
Jan Laidlaw, *Manager, Continuing Education*
Bob Lisson, *Vice President, Finance & Administration*
Cathy MacDonald, *Dean, College Resources*
Anne MacLachlan, *Public Information Officer, Internal Communications/Public Relations*
Judith McGillivray, *Dean, Health Sciences & Social Services*
Elizabeth McKinlay, *Director, Human Resources*
John McLean, *Public Information Officer, Student Recruitment/Program Marketing*
Barb Melnyk, *Confidential Secretary, Education*
Barry Mohring, *Facilities Supervisor, Newton*
Derek Nanson, *Dean, Student Services*
Carolyn Oliver, *Confidential Secretary, Office of the President*
Linda Pardy, *Manager, Coop Education*
John Patterson, *Registrar*
Gerri Phillips, Confidential Secretary, Human Resource Development
Craig Regan, *Facilities Supervisor, Surrey*
Manon Remming, *Confidential Secretary, Finance & Administration*
Lornell Ridley, *Development Officer*
Grace Rustulka, *Senior Personnel Clerk*
Laurie Setterington, *Senior Personnel Clerk*
John Slattery, *Dean, Educational Planning*
Mavis Smith, *Facilities Supervisor, Richmond*
JacqieThachuk, *Vice President, Education*
Dieter Thomas, *Dean, School of Horticulture & Farrier Training*
Kyle Uno, *Personnel Assistant*
Peter VanderHelm, *Manager, Accounting Services*
Ellen Woods, *Personnel Manager*
Dave Woolley, *Assistant Registrar*

College Board & Education Committee

KWANTLEN COLLEGE BOARD

Janet Shauntz
Vice Chair
Harry Bains
Amrit Dhaliwal
T.N. Foo
Dana Gallagher
Gurbir Gill
Jim Gillis
Tim Glatley
Aaron Jasper
Lois Peterson
Wendy Wulff

Ex Officio Members

Skip Triplett
Chair, Education Council
Gerry Kilcup
President

EDUCATION COMMITTEE

Skip Triplett
Instructor, Marketing, Chair
Jim Adams
Instructor, Fine Arts
Nicole L. Carlson
Student, General Studies
Deborah Cooper
Support Staff, Admissions
Richard Floyd
Instructor, Sociology
James Gunson
Instructor, Mathematics
Balbir Gurm
Instructor, Diploma Nursing
Jacqie Thachuk
Vice President, Education
Derek Francis
Vice President, Educational Support
John Slattery
Dean, Educational Planning
Sandra Hoffman
Support Staff, Facilities

Jim Jamieson
Counsellor, Student Services
Kevin Mackie
Student, General Studies
Chris Mathieson
Student, General Studies
Colleen McGoff-Dean
Instructor, ABE
Jerry Murphy, Instructor
Trades Common Core
Chris Rideout
Instructor, English
Ann Stafford
Coordinator, Music
Krista Wiggins
Student, Science
Penney Grylls
Recording Secretary

BCGEU

BCGEU Welcomes you to Kwantlen University College

On behalf of the British Columbia Government and Services Employees Union (BCGEU), I would like to welcome you to Kwantlen University College. You have joined a great union. The BCGEU is the largest union in B.C., with a membership of over 55,000 members from a wide range of public and private sector services. They include clerical workers, tradespeople, caregivers, cashiers, technicians, and social services to name just a few.

As a BCGEU member, you are protected by a legally-binding contract between the union and your employer. Your collective agreement governs such things as general working conditions, job security, hours of work, overtime, seniority and vacations. It not only spells out your rights but provides for ways to enforce them. The union represents your interests through joint committees that consist of equal representation from Union and Management. Some examples are Labour Management Committee, Staff Training and Development Committee, Joint Job Evaluation Committee and Employment Equity Committee.

The most important person in the BCGEU is your steward. Your steward is your front-line representative in the union - right at your worksite. If you haven't met your steward yet, take the time to get to know her or him. Your steward will help answer any questions you may have about the contract or about union policies. Your steward will also help you if you have a grievance about the way your employer is implementing the contract.

Stewards are located on each of our four campuses. Below is a list of stewards, their campus locations and their telephone locals:

Langley Campus:

Barb Craig - 599-3215
Sandra Hoffman - 599-3276
Mark O'Donaghey - 599-3276

Surrey Campus:

Judy Deely (Chairperson) - 599-2008
Shar Dubas - V2315
Rita Heaney - 599-2036
Adam Lossing - 599-2265
Maureen Moore - 599-2027
Catherine Rosenow - 599-2053

Newton Campus:

Bob Hill - 599-2913

Richmond Campus:

Tim Glately - 599-2676
John Potter-Smith - 599-2728

Copies of the Collective Agreement are available from Stewards on all campuses. If you have questions about your collective agreement or problems at work, contact your steward.

This is your union. It's here to serve you and it will serve you best if you participate fully - the union is you, and you are the union.

Judy Deeley
Chairperson

Kwantlen College Faculty Association

TABLE OFFICERS

Maureen Shaw - 599-2149/V2149
President (Surrey Campus)

Isabelle MacLeod - 599-2268/2200/ V9262
Vice President - Negotiations (Surrey Campus)

Jim Jamieson - 599-2151/V3232
Vice President - Grievances (Langley Campus)

Gordon Lee - 599-3371/V9192
Secretary/Treasurer (Langley Campus)

Jim Gillis - 599-3021/V3021
Past President (Newton Campus)

REPRESENTATIVES

Ian Brooks - 599-2177/V9123
College & Career Prep. Program (Surrey Campus)

Bob Perkins - 599-2660/V9562
Science/Applied Science/Tech. (Richmond Campus)

Pam Bookham - 599-2548/V9607
English, CWR, Com. (Richmond Campus)

Frank Abbott - 599-2609/V9100
Social Sciences/Related Studies (Richmond Campus)

Kim Richter - V9106
Business

Rick Cuff - 599-2612/V9715
Applied Design (Richmond Campus)

Jonathan Katz - 599-2185/2580/ V9180
Phil., Mod. Lang., ESL/ELT, Fine Arts (Richmond Campus)

Bob Hiltz - 599-2912/V9920
Trades/Vocational (Newton Campus)

Rick Hives - 599-2909/V2909
Counsellors/Librarians/Cont. Ed. (Surrey Campus)

Penny Dunn - 599-2207/V9141
Health Sciences (Surrey Campus)

Betty Laughy - 599-2653/V9545
Career Programs (Richmond Campus)

Betty Rideout - 599-2609/V9662
Contract Faculty (Richmond Campus)

Brian MacLean - 599-2519/V9259
Ombudsperson (Richmond/Surrey Campus)

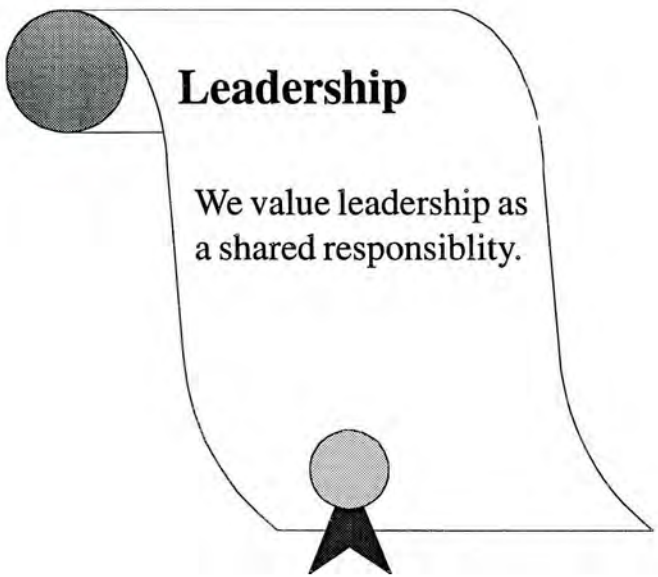
The Faculty Association Office is located on the Surrey Campus in Room B201. To reach the Association, phone or leave a message at 599-2200 Fax 599-0797.

The Kwantlen College Faculty Association (KCFA) is the union which represents all regular, temporary or contract instructors, librarians and counsellors, except those employed by Continuing Education. The KCFA is also Local 5 of the College Institute Educator's Association (CIEA), the provincial union for most college faculty. The KCFA ensures that faculty members rights, security, and working conditions are protected under the collective agreement and negotiates for improvement. The Executive members listed are there to represent your interests and concerns so please contact your area's representative for advice or support.

Kwantlen Divisions

President's Office

Gerry Kilcup
President
Kelly Bentley
Executive Assistant and Board Secretary
Carolyn Oliver
Confidential Secretary



INTERNAL COMMUNICATIONS/PUBLIC RELATIONS

Anne MacLachlan
Public Information Officer

The Internal Communications Officer produces the *Inside* newsletter which is published twice a month (monthly in June, July, August and December) for the University College community. *Inside* welcomes letters and opinion pieces, stories and items of interest, and news of previous or coming events. Other responsibilities of the officer include production of all types of publications (e.g. posters, brochures, press releases) which are circulated in-house or externally.

The officer works with the Kwantlen Communications Team and with faculty and staff on all this and other communication and marketing projects. The focus of our communications is to serve the current and potential Kwantlen community--students, faculty, staff and others--and to enhance the mission and values of the University College.

Administration Division

Bob Lisson
Vice President, Administration
Manon Remming
Confidential Secretary

The Administration Division is responsible for the following Departments:

* **Bookstore**
* **Development Office**
* **Facilities**
* **Financial Services**
* **Purchasing and Printshop Services**

BOOKSTORE

Surrey Campus
599-2020

Monique Bergman
Director, Bookstores
Gloria Balazs
Book Department Supervisor
Sandy McQuade
Supplies Buyer
Louise Peters
Pat Edwards
Bookstore Clerk 2
Sharlene Dubas
Larry Boyd
Stock Clerk 3
Cheryl Keating
Julie McKenzie
Bookstore Clerk 1

Newton Campus -
599-2929

Audrey Smith
Bookstore Clerk 2

Richmond Campus
599-2511

Sherry Martell
Bookstore Clerk 2
Joan Mauch
Bookstore Clerk 1

Langley Campus
599-3220

Marnie King
Bookstore Clerk 2
Jeannie Nick
Bookstore Clerk 1

DEVELOPMENT OFFICE

Lornell Ridley
Development Officer
Sandi Klassen
Secretary

Giving to Kwantlen University College has tax advantages. Proposals, gifts and donations are coordinated, processed and acknowledged by the Development Office on the Surrey Campus.

Donors have several giving options to choose from:

Scholarships and Awards Endowment Fund
Library Collections and Resources
Capital Equipment Fund
General Endowment Fund
Special Project: Public Safety Communications
Planned Giving

As the Development Office is funded by the University College, the entire donation goes to fund the above projects.

In addition, the Development Office supports the Family Committee social activities such as the annual employee picnic in September and fund raising activities such as the annual Buy-A-Book campaign, Pot Cook-off and the craft fair.

If you would like further information or would like to plan a fund raising or cultivation event, please call the Development Office at 599-2264.

FACILITIES

General Office

Ric Kelm
Director, Facilities
Maureen Hargreaves
Facilities Assistant
Mel Armstrong
Maintenance Tradesperson

Surrey Campus

Craig Regan
Facilities Supervisor
Kelly Curtis
Graham Fuller
Mohinder Rai
Building Service Workers
Craig Deacon
Mail Courier
Laura Kenyon
Elizabeth Friesen
Pat Koukal
Switchboard/Receptionist

Langley Campus

Karen Hearn
Facilities Supervisor
Mark O'Donaghey
Sandra Hoffman
Colin Befus
Building Service Workers

Newton Campus
599-2903

Dan Brown
Facilities Supervisor, Special Projects
Barry Mohring
Acting Facilities Supervisor
Ken Bosch
Samsher Mann
Thea Vyfhuizen
Building Service Workers
Val Grubert
Campus Receptionist

Richmond Campus
599-2604

Mavis Smith
Facilities Supervisor
Russell Friesen
Tim Glately
Monty Peters
Bob Reddy
Building Service Workers
Lori Norum
Campus Receptionist

FINANCIAL SERVICES

Les Hibbert
Director, Financial Services
Greg Alstad
Comptroller
Peter VanderHelm
Manager, Accounting Services
Roberta Johnston
Senior A/R Clerk
Wendy Gill
A/R Clerk
Maureen Berry
A/P Clerk
Barbara McGregor
Accounting Clerk
Maureen Burgess
Lorna Boseley
Kathleen Scallion
Payroll Clerks
Noni Woolley
Data Entry Clerk
Ana Pereira
Cashier - Surrey
Lori Dohnal
Cashier - Richmond

PURCHASING AND PRINTSHOP SERVICES

Cliff Cameron
Director, Material Management

Purchasing

Kathie Hicks
Senior Buyer
Elizabeth Lehigh
Elinor Pearson
Buyers
Norma Thompson
Senior Purchasing Clerk
Heather Brodie
Cathleen MacDonald
Purchasing Clerk
Doug Ruggles
Shipper/Receiver

Photocopy Centres

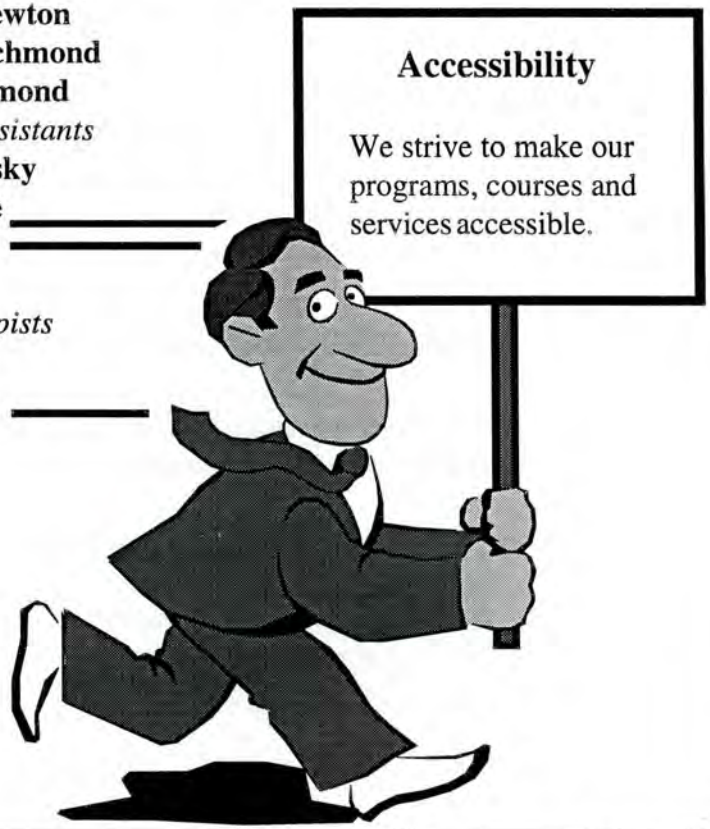
Shirley Abernethy
Mail/Copy Clerk - Surrey
Pearl Chamberland
Mail/Copy Clerk - Richmond
Pat Petrie
Mail/copy Clerk - Langley

Printing Department

Tom Rosamond
Print Shop Supervisor
Ruth Taylor
Senior copy Clerk
Sean Kehler
Offset Press Operator
Kathy Allwood
Bindery Clerk
Vacant
Bindery Clerk (Auxiliary)

Educational Division

Jacqie Thachuk
Vice-President, Education
Barbara Melnyk
Confidential Secretary
Judy Johnstone - Langley
Louise Sheppard - Surrey
Eva McDonald - Surrey
Gregg Moor - Newton
Lisa Domae - Richmond
Cliff Falk - Richmond
Administrative Assistants
Nancy Ruscheinsky
Marjorie Thorpe
Pat MacKenzie
Joan Swan
Campus Clerk Typists
Brigitte Dion
Clerk Typist



EDUCATIONAL PLANNING

John Slattery
Dean of Educational Planning

This office has the following general responsibilities:

Applied Degree Programs

* preparation, under the overall auspices of the Education Council, of planning documents related to the characteristics that these programs will be expected to have, and the internal approval conditions and mechanisms that will be required;
* planning and participation of College-wide forums , focus groups and workshops to deal with educational issues that are arising as development work commences;
* serving as the overall administrative centre for the receipt and handling of degree program ideas, concepts, letters of intent, and formal proposals;
* serving as the main contact point for communications with the Ministry relative to Kwantlen's degree programs.

Surrey Phase II

* coordination of all educational planning for the expanded campus and for other campuses to the extent that planning for Surrey may impact on their educational offerings (i.e. program shifts to or from Surrey);
* liaison with other Kwantlen divisions in the overall planning for the campus;
* serving as the main contact point for communications with the Ministry relative to the Surrey Phase II educational plan.

New Non-Degree Programs and Funded Projects

* Collecting and processing of all requests for new, funded non-degree programs, and for special curriculum-related projects that require internal or Ministry funding;
* serving as the main contact point for communications with the Ministry regarding Ministry-funded programs and projects.

Annual Profile Building

* preparation, under the direction of the Vice-President Education, of the annual profile plan to be presented to the Ministry. (This plan contains information about all funded Kwantlen programs and the service levels [FTE's] proposed for each, for the next fiscal year.)

Program Review

* review, in conjunction with the educational deans, of existing program review processes and policies, and the preparation of appropriate recommendations for change;
* coordination and participation in the program review process.

Educational Research

* research and report preparation for ongoing projects within the Education Division of the University College;
* research and report preparation for special projects of a Division-wide nature;
* research and report preparation for special projects of a Departmental nature as time and/or funding permits.

The office currently consists of a full-time dean with access to clerk/typist support. This will be augmented in the Fall with the addition of a full-time researcher who will carry out most of the research and annual profile building activities described above, and who will also provide assistance to the dean and to other education personnel (deans and faculty) in the preparation of documents destined for Ministry attention.

APPLIED DESIGN AND COMMUNICATIONS

Dean: **Barbara Duggan**
Secretary: **Phyllis Alexander**

Location: **Richmond Campus**

* Foundations in Applied Design
* Graphics/Visual Design
* Interior Design
* Fashion Design
* Drafting/CADD
* Journalism and Public Relations
* Public Safety Communications

APPLIED TECHNOLOGY, TRADES AND VOCATIONAL

Dean: **Manfred Baur**
Secretary: **Sheila Wallace**

Location: **Newton Campus**

* TRAC - Common Core
* Automotive Mechanics
* Automotive/Industrial/Upholstery/Trim
* Millwright
* Carpentry/Building Construction
* Masonry
* Auto Parts/Light Warehouse
* Appliance Repair
* Welding
* Upholstery
* Outdoor Power Equipment Technician
* Fitter/Welder
* Automotive Mechanics - apprentice
* Bricklaying/Masonry - apprentice
* Floor Covering - apprentice
* Tile Setting - apprentice
* Partsman - apprentice
* Electronic Specialist

COLLEGE AND CAREER PREPARATIONS

Dean: **Geoff Dean**
Secretary: **Donna Common**

Location: **Newton Campus**

* ABE (English Language Training)
* ABE (Literacy)
* ABE (Developmental Level)
* ABE (Fundamental)
* EEAW/EEAM/EEAA
* ASE (Employment Preparation
* ELT
* Office Administration

FACULTY OF HUMANITIES

Dean: **Priscilla Bollo**
Secretary: **Celia Lam**

Location: **Richmond Campus**

* ESL
* Communications
* Creative Writing
* English
* English Prep.
* French
* German
* Spanish
* Modern Languages
* Humanities/Philosophy
* Fine Arts

HEALTH SCIENCES AND SOCIAL SERVICES

Dean: **Judith McGillivray**
Secretary: **Catherine Rosenow**

Location: **Surrey Campus**

* Diploma Nursing
* Grad Nursing Refresher
* Grad Nursing EAL
* Human Service Worker
* Resource Centre/Lab
* Early Childhood Education
* Resident Care Attendant

SCIENCE, MATHEMATICS & TECHNOLOGY

Dean: **Brian Carr**
Secretary: **Liz Milliken**

Location: **Surrey Campus**

* Applied Science
* Biology
* Chemistry
* Electronics/Automation
* Physics
* Mathematics
* Environmental Protection Technology

SCHOOL OF BUSINESS

Dean: **John Carstairs**
Secretary: **Lisa Rousell**

Location: **Langley Campus**

* Accounting
* Business
* Marketing
* Computer-Based Systems
* Computer Science
* Computer Information Systems
* Economics (UT Business Admin./Commerce)

SCHOOL OF HORTICULTURE & FARRIER TRAINING

Dean: **Dieter Thomas**
Secretary: **Judy Bull**

Location: **Langley Campus**

* Retail Floristry
* Horticulture Technician
* Horticulture Technology
* Green House Management
* Garden Technology
* Landscape Design Technology
* Turf Management Technology
* Farrier

SOCIAL SCIENCES AND MUSIC

Dean: **Roger Elmes**
Secretary: **Tammy Hartmann**

Location: **Surrey Campus**

* Music
* Anthropology
* Canadian Studies
* Criminology
* Geography
* History
* Political Science
* Psychology
* Sociology

Educational Services

Derek Francis
Vice President, Educational Services
Penney Grylls
Confidential Secretary
Lisa Bolivar
Administrative Assistant

The Educational and Organizational Support Division is responsible for the following Departments:

* **College Resources**
* **Registrar**
* **School/Community Liaison**
* **Student Recruitment & Program Marketing**
* **Student Services**

COLLEGE RESOURCES

Cathy MacDonald
Dean, College Resources
Juhli Farrell
Secretary, College Resources

The College Resources Department is responsible for the following areas:

* **Daycare**
* **Freedom of Information/Protection of Privacy**
* **Libraries**
* **Job Placement Services & Co-operative Education**

Openness and Communications

We strive to listen and understand first--and then to express ourselves and to be understood. We share information widely on a timely basis within the College.

Daycare

Richmond
599-2601

Pam Penney
Senior Early Childhood Educator
Rose DeJong
Manjeet Bansal
Shannon Kasting
Trish Brown
Carmen Roberts
Sheila Dalal
Early Childhood Educators

Langley - 599-3201

Barbara Bender
Senior Early Childhood Educator
Diane Yates
Maureen Friesen
Early Childhood Educators

Kwantlen University College offers daycare services to students, staff and the community on the Richmond and Langley campuses. Daycare is available for toddlers aged 18 months to 3 years, and children aged 3 years to 5 years, (at this time, the toddler program is not available at Langley.) Spaces are limited and first preference will be given to children of registered students, staff and faculty, although the Daycare will accept children from the community at large.

Job Placement Services & Co-operative Education

Linda Pardy
Manager of Co-op and Placement Services
Peter Milley
Co-op Education Instructor
Angela More
Co-op Education Clerk

Libraries

Janice Friesen
Campus Librarian (Surrey/Newton)
Audiovisual Librarian
Robert Gore
Collection Development, Donations
Margaret Brown
Serials Automation
Colleen van de Voort
Circulation Librarian/Archives
Phyllis Liu
Technical Services/Richmond Campus Librarian
Jan Penhorwood
Orientation, Library Instruction, Public Relations/Langley Campus Librarian
Debbie Smith
Circulation Technician
Norma Frick
Supervisor Technical Services
Lana Woodhouse
Technical Services Assistant
Jamuna Venkataraman
Cat. Technician
Shirley Chau
Cataloguing/Processing Assistant

Marjorie Coey
Jane Robinson
Mary Knotts
Laurel Haywood Farmer
Senior Assistants
Cheryl MacMillan
Senior A/V Library Clerk
Donna Haider
Nancy Smith
Kathy Kew
Judy Isaac
Circ. Assts./Requests
Marlene Braeder
Circ. Assts./Reserves
Kathy Selesky
Ruth Kennelly
Circ. Asst./Interlibary Loan
Karen Archer
Circ. Asst./Tech Services, Serials
Judi deKlerk
Public Services Assistant
Chris Pfahl
Geraldine Acker
Peter Hearn
Learning Lab/Library Assistants
John Potter-Smith
Monica Wyllie
AV Library Assistants

The library collection includes 125,000 catalogued items of print and non-print materials, books, records, films, slides and over 700 periodical (magazine or journal) titles. The entire collection and location of each item is listed in an on-line catalogue, which can be searched on designated computer terminals at each campus.

REGISTRAR

Surrey Campus

John Patterson
Registrar
Dave Woolley
Assistant Registrar
Alice Boyd
Secretary to the Registrar
Maureen Moore
Records Supervisor
Nancy Berglund
Records Assistant II
Lisa Anderson
Marjorie Gillan
Records Assistants I
Marnie McFarlane
Admissions Services Coordinator
Charlotte Commodore
Scheduling/Publishing Assistant
Melinda Henson
Graduation/Reporting Assistant
Rita Heaney
Sr. Admissions Assistant/Finance
Emilie MacNeil
Zoe Johnston
Kim McIvor
Wendy Newcombe
Lois Propp
Admissions Assistants I
Charon Graham
Information Services Clerk

Langley Campus

Kathy Wainman
Admissions Supervisor
Kerry Jakob
Sr. Admissions Assistant
Yvonne Dinelle
Linda Tyler
Admission Assistants I
Barbara Craig
Information Services Clerk
Lesley Dukowski
Enrolment Reporting Assistant

Newton Campus

Deborah Cooper
Sr. Admission Assistant
Wendy Newcombe
Teri Bosch
Debbie Vanden Dungen
Admissions Assistant I
Barbara Williamson
Information Services Clerk

Richmond Campus

Elaine Harris
Assistant Registrar
Mary Pake
Sr. Admissions Assistant
April Andrews
Carol Anderson
Kim McIvor
Admissions Assistant I
Rachel Shackleton
Information Services Clerk

The Registrar's Office is responsible for:

- Admission and registration of students into courses and programs
- Recording academic progress of students to graduation
- Issuance of transcripts
- Graduation ceremonies and issuance of credentials
- Producation of the College calendar
- Issuance of class/course/examinations timetables
- Operation of the student appeal process.

SCHOOL/COMMUNITY LIAISON

Jacqueline Harris
School/Community Liaison Coordinator

The School/Community Liaison Office of the Educational Services Division is located at the Langley Campus.

The School/Community Liaison Coordinator liaises with public and independent schools, and community groups throughout B.C. and particularly in the College region. The Liaison Office plans, coordinates and implements a comprehensive liaison and information program and works within the framework of Kwantlen's recruiting program.

Liaison activities include:

* Visits to high schools between October and March each year
* Tours of all campuses to community groups and schools all year
* Plans the annual University & B.C.I.T. visits to our campuses in the Spring
* Plans College Open Houses in the Fall each year
* Coordinates the entrance Scholarships presentations at high schools in Kwantlen's region (Spring to Fall)
* Manages Kwantlen program brochures and calendars inventory

STUDENT RECRUITMENT AND PROGRAM MARKETING

John McLean
Public Information Officer

The Public Information Officer, Student Recruitment and Program Marketing, is responsible for assisting the Vice President, Educational Services and the University College Educational Deans with marketing of Kwantlen University College educational program sand services to a diverse group of audiences. The Kwantlen region and Lower Mainland form the largest part of the audiences.

Advanced planning plays an important part in the recruitment and marketing process, followed by coordination, implementation and monitoring of the planning. A variety of methods, tools and techniques are used, including:

* print and electronic media advertising
* promotion
* publications
* special events
* media relations
* trade shows and exhibitions
* direct mail

To accomplish this, the Public Information Officer works with resources of the University College community, the Kwantlen Communications team (a multidisciplinary advisory group) and a variety of working groups and individuals within that team.

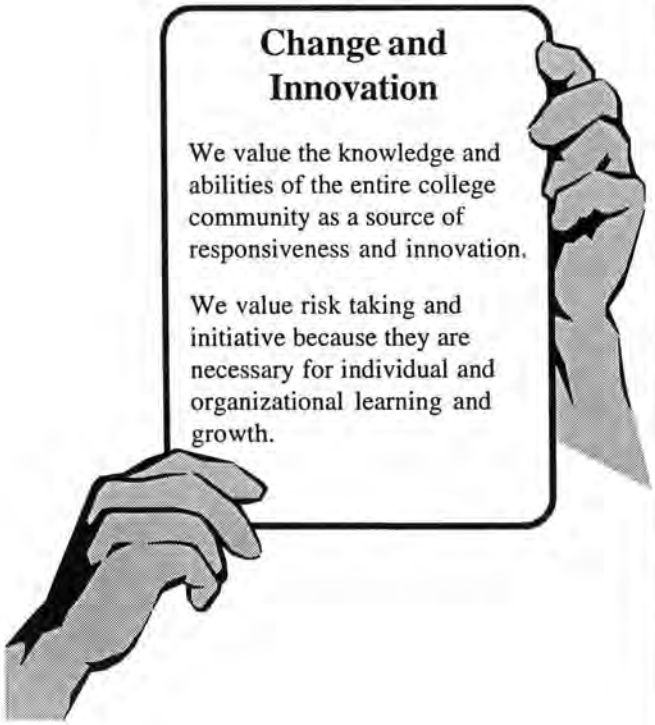
For more information about the services available for student recruitment and program marketing, contact John McLean at 599-2075, voice mail 2075.

STUDENT SERVICES

Derek Nanson
Director, Student Services
Rena Harris
Secretary, Student Services

Student Services consists of three units:

* **Counselling Services**
* **Student Loans and Awards**
* **Recreation Programming**



Counselling

Langley Campus
599-3213

Jim Jamieson
Andrea Sankey
Counsellor
Nancy Dunlop
Learning Specialist
Karin Green
Educational Advisor
Theresa Moran
Receptionist

Newton Campus
599-2906

Rick Hives
Counsellor
Jana Vasko
Educational Advisor

Richmond Campus
599-2600

Richard Fox
Counsellor
Sheila Evans
Laura Mathay
Educational Advisors
Beverly Burns
Transition Planner
Cheryl Lum
Receptionist

Surrey Campus
599-2044

Ron Flaterud
Renu Seru
Counsellors
Susanne Dadson
Coordinator: Services for Disabled Students
Derek McLauchlan
Learning Specialist
Judy Deeley
Carol Ateah
Bal Lidhar
Educational Advisors
Alice Merillat
Transition Planner
Darlene Willier
Native Student Advisor
Iris Goodlet
Testing Assistant
Shirley Lipscombe
Receptionist

Counselling services are offered at all Kwantlen University College campuses to help students and prospective students make the best of their college experience. Assistance is provided in following areas:

* Educational Advising
* Native Student Advising
* Career/Vocational Counselling
* Personal Counselling
* Assessment and Testing
* Students with Disabilities
* Career Resource Centre

Recreation Services

599-2005

Indy Batth/Angie DiFonzo
Recreation Programmer

Recreation offices are located on the Surrey Campus in Room C164 and the Richmond Campus in Room 1545.

The mandate of Recreation Services is to promote wellness and active living to students and employees by providing extracurricular opportunities which enhance the formal education process and develop life-long skills. Ongoing programs include drop-in recreational sports, intramural leagues, tournaments, special events, non-credit courses, men's basketball, and a kilometer club. All activities are suitable for everyone, from the first time participant to the elite athlete.

Student Loans and Awards Office

Surrey Campus - 599-2040

Dianne Grimmer
Student Loans & Awards Officer
Meena Ludhera
Financial Aid Advisor
Kathy Moran
Norma Ralph
Teresa McLeod
Financial Aid Information Assistants

Richmond and Langley Campuses - (R)599-2671 - (L)599-3240

Naomi Stuart
Financial Aid Advisor

The Student Loans and Awards Office offers a wide range of services to students needing assistance with funding. Financial Aid services include:

* British Columbia Student Assistance Program
* Scholarships, Bursaries and Awards Program
* Emergency Loans/Fee Deferral Programs
* Adult Basic Education Student Assistance Program
* Part-time Student Assistance Program
* Work Study Program

Human Resource Development Division

John Bowman
Vice-President, Human Resource Development
Gerri Phillips
Confidential Secretary

The Human Resource Development Division is responsible for the following departments:

* **Continuing Education**
* **Human Resources**
* **Planning and Research/Learning Development Service**

CONTINUING EDUCATION

Richmond

Lorraine Dotsun
Co-ordinator
Pat Green
Secretary
Maureen Lister
Facilitator
Faye Steinke
Pre-natal
Carolyn Robertson
Clerk/SETA

Newton

Jim Gillis
Jan Laidlaw
Programmers
Lia Sussenbacher
Co-ordinator
Colleen Dutcher-Snow
Lindsay Morris
Shannon Cudmore
Clerks
Steve Paul
Contract Services

The Continuing Education Department offers a wide range of general interest, personal development and skills upgrading courses throughout Kwantlen region. Courses are offered at convenient times on weekdays, evenings and weekends at our Surrey, Newton, Richmond and Langley campuses and at other convenient locations throughout the Kwantlen region. Some general topic areas of interest are:

* Agriculture
* Art/Fine Arts
* Business/Management
* Childcare
* Computer Training
* Design/Fashion
* Equine/Farming
* Film/Music/Writing
* Health and Lifestyles
* Nature/Environment
* Personal Development
* Real Estate
* Trades Training
* Vocation/Career Training

HUMAN RESOURCES

Elizabeth McKinlay
Director, Human Resources
Vacant
Confidential Secretary
Ellen Woods
Personnel Manager
Debra Hawker
Linda Hewitt
Employee Relations Officers
Kyle Uno
Personnel Assistant
Helen Franklin
Grace Rustulka
Laurie Setterington
Sr. Personnel Clerks

In order to contribute to the success of its employees, Kwantlen University College, through the Human Resources Department provides personnel services and facilitates developmental opportunities for employees.

PLANNING AND RESEARCH/LEARNING DEVELOPMENT SERVICE

Ron Johnson
Educational Officer
Betty Laughy
Educational Consultant
Brenda Spencer
Educational Assistant
Karen Metzger
Program Assistant
Danielle Brandfors
Clerk

Planning and Research/Learning Development Services is responsible for the development and management of institutional and strategic planning, evaluation and research. The Department also provides leadership and coordination for college program and curriculum development.

In the area of faculty professional development the Department facilitates the work of the Professional Development Committees, Educational Leave Committee and the Community College Exchange Program (CCEP).

The Learning Development Service is developing processes and systems for planning and designing curriculum, which includes appropriate educational technology, diversity, environmental sustainability concepts and employability skills. Curriculum development is both internal to Kwantlen and external by contract.

Information and Educational Technology

INFORMATION SYSTEMS AND COMPUTING

Randy Bruce
Dean, Information and Educational Technology
Carol Fraser
Department Secretary

Application Services

Maggie Fung
Manager/Project Leadership
Keith Lau
Edmund Leung
System Development
Donna Hrynkiw
David Dumaresq
Application Support

Technical Services

Sukey Samra
Systems Administration
Gail Emanuels
Support Assistant
Jim Anderson
Network Specialist
Salim Shivji
Network Analysis
Diane Bloom
Telephone/Voice Mail

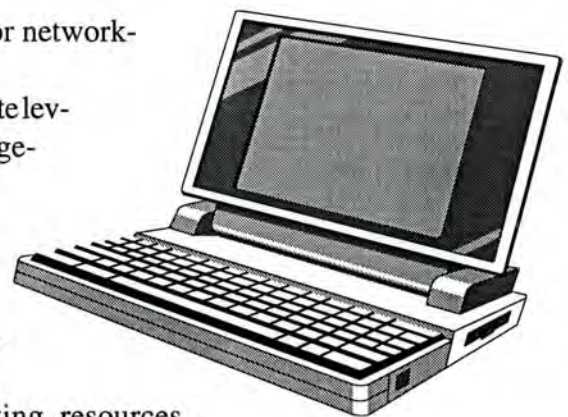
User Services

Vacant
Manager
Joseph Leong
Joel Siverson
Hardware Maintenance
Nobu Chow
Help Desk
Barbara Bowman
Langley Campus
Henry Chun
Danny Pon (evenings)
Richmond Campus
Bob Kew
Newton Campus
Paula Franz
Gurbi Ubi (evenings)
Surrey Campus

Information Systems and Computing provides computing resources and telephone and voice messaging support to the College community. The Department's central office is located on the Surrey Campus (Building A, 3rd Floor). Support offices are also located at Richmond and Langley.

Support services include:

* coordinating and leadership with regard to training on information technology topics;
* training, assistance, and advice on all systems designated as college standards;
* assistance with installation of hardware and software;
* implementation and maintenance of college-wide computing and communications services;
* provision and support for networking systems;
* maintenance of appropriate levels of security for college-wide systems;
* maintenance of college information technology components;
* identification of obsolete hardware and software;
* reallocation of computing resources where feasible.



INSTRUCTIONAL MEDIA SERVICES

Andrew MacAdam
I.M.S. Supervisor
Meg Goodine
Production Assistant
Brian Stacey
A/V Maintenance Technician

The Instructional Media Services (I.M.S.) is located at the Surrey Campus (Third Floor Building A).

IMS is a media production center that creates a wide variety of audio, visual, video, print and photo materials. Items with copyright clearance can be duplicated by IMS. The department provides assistance in the selection of A/V equipment for purchase, A/V equipment maintenance, and training seminars for the use and utilization of media equipment and materials.

Employability Skills/ Employment Equity

EMPLOYABILITY SKILLS

What are the skills needed for a person to be successfully employed and to be successful in academic work?

The Skills 21 task force believes that the employability skills profile developed by the Conference Board of Canada are also the skills needed for success in further academic work.

Employability skills are the generic skills, attitudes and behaviours that employers look for in new recruits and that they develop through training programs for current employees. In the workplace, as in school, the skills are integrated and used in varying combinations, depending on the nature of the particular job activities.

The academic, personal management and teamwork skills outlined in the profile form the foundation of high quality workforce, says the Corporate Council of Education, a program of the National Business and Education Centre, Conference Board of Canada. The profile was developed after extensive research.

Responsiveness

* We value the ability to respond quickly to meet the needs of our students, colleagues, college region and society.

EMPLOYABILITY SKILLS PROFILE: THE CRITICAL SKILLS REQUIRED OF THE CANADIAN WORKFORCE.

Academic Skills

Those skills which provide the basic foundation to get, keep and progress on a job and to achieve the best result.

Canadian Employers need a person who can:

Communicate

* Understand and speak the languages in which business is conducted
* Listen to understand and learn
* Read, comprehend and use written materials, including graphs, charts and displays
* Write effectively in the languages in which business is conducted

Think

* Think, critically and act logically to evaluate situations, solve problems and make decisions
* Understand and solve problems involving mathematics and use the results
* Use technology, instruments, tools and information systems effectively
* Access and apply specialized knowledge from various fields (e.g., skilled trades, technology, physical sciences, arts and social sciences)

Learn

* Continue to learn for life

Personal Management Skills

The combination of skills, attitudes and behaviours required to get, keep and progress on a job and to achieve the best results.

Canadian employers need a person who can demonstrate:

Positive Attitudes and Behaviours

* Self-esteem and confidence
* Honesty, integrity and personal ethics
* A positive attitude toward learning, growth and personal health
* Initiative, energy and persistence to get the job done

Responsibility

* The ability to set goals and priorities in work and personal life
* The ability to plan and manage time, money and other resources to achieve goals
* Accountability for actions taken

Adaptability

* A positive attitude toward change
* Recognition of and respect for people's diversity and individual differences
* The ability to identify and suggest new ideas to get the job done - creativity

Teamwork Skills

Those skills needed to work with others on a job and to achieve the best results.

Canadian employers need a person who can:

Work with Others

* Understand and contribute to the organization's goals
* Understand and work within the culture of the group
* Plan and make decisions with others and support the outcomes
* Respect the thoughts and opinions of others in the group
* Exercise "give and take" to achieve group results
* Seek a team approach as appropriate
* Lead when appropriate, mobilizing the group for high performance

EMPLOYMENT EQUITY

EMPLOYMENT EQUITY AT KWANTLEN

Employment equity reflects a commitment to a fair working environment. It is a strategy to develop a workforce that is, at all levels, representative of the diverse population. It ensures that no one is denied an opportunity for employment or advancement for reasons other than the ability to do the job.

Kwantlen has made a commitment to employment equity as a guiding principle. To further our goals, an Employment Equity Steering Group has been established. The members of the group were brought together by the KCFA, the BCGEU and Kwantlen management. This group has been meeting since November 1994 and has been working cooperatively to develop a number of initiatives to promote employment equity at Kwantlen. They look forward to your input and participation inthis ongoing process.

For further information or just to talk about employment equity, refer to Policy G21 or contact any of the group members listed below:

Frank Abbot
History, Richmond Campus
2609/VM9100

Lori Norum
Campus Receptionist,
Richmond Campus
2696/VM2696

John Bowman
Administration, Surrey Campus
2064/VM2064

Linda Coyle
E.E.A.P., Langley Campus
3281/VM3281

Mary Knotts
Library, Surrey Campus
2094/VM9147

Ellen Woods
Human Resources, Surrey Campus
2017/VM2017

General Information

General Information

COUNSELLING

Counselling services are offered at all Kwantlen University College campuses to help students and prospective students make the best of their college experience.

Assessment and Testing

Testing personnel are responsible for the administration and scoring of the Admissions threshold testing. This testing service covers University Transfer program (e.g. math) limited access career programs, upgrading, and English as a Second Language.

The Counsellors also offer various test as part of their Career Explorations workshops exploring the students interests, value skills and personality traits as they relate to career choice.

Career Resource Centre

The College's Career Resource Centres are located on each campus within the Counselling Department. Faculty, staff, and students are welcome to access the following:

* Occupational, vocational and educational information
* Occupational and career profiles
* Calendars from a wide variety of universities, colleges, and technical institutes
* Transfer guides and educational directories
* P.E.A.R.L. (Professional Educational Advising Resource Link - computer program) provides a method to search for information on programs offered at post-secondary institutions within British Columbia.

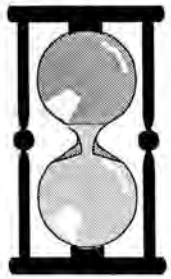
Career/Vocational Counselling

Counsellors are available to assist students in career choices and decisions. This is done through an analysis of student's experiences, needs, values, goals, skills, abilities and aptitudes as matched with employment and training opportunities, and the personal and educational requirements of career fields.

Educational Advising

Educational advisors provide applicants and students with information about university transfer and employment training programs at Kwantlen University College and other educational institutions. They then work with the student to build a program of study at the College which will allow students to reach their educational objectives.

Hours



Hours for all campuses are:

Monday through Friday 8:30 am - 4:30 pm

Native Student Advising

The office of the Native Student Advisor provides outreach to the native community and to native high school students in Kwantlen's region. The Native Student Advisor, meets with native students and provides information on Kwantlen programs and the opportunities advanced education provides. For native students attending Kwantlen, the office also provides ongoing support and referrals to other student services.

Personal Counselling

Performing well in college can sometimes be difficult when personal problems arise. Counsellors are available to help students to make decisions about life and learn strategies to help cope with difficulties. Some of the personal areas in which counsellors assist students include stress and anxiety management, lack of confidence, family problems, interpersonal relationships, personal crisis, depression, and inability to concentrate. This counselling is short term only and students are referred to external services if long term therapeutic support is needed.

Kwantlen Counsellors provide seminars and in-class presentations to teach students basic academic success skills. The seminars cover such topics as:

* Time Management
* Effective Study Techniques
* Notetaking and Term Paper Writing
* Preparation for Tests & Exams
* Reading Efficiency
* Doing Oral Presentations
* Stress Management

Additionally, students may make individual appointments with Counsellors to discuss issues around academic success and to determine how they could improve their performance.

Students with Disabilities

Services such as registration assistance, course adaptations, testing accommodations, technology assistance and tutoring are available to help students with disabilities to pursue their educational goals. Service is available to applicants and students with visual, hearing, medical, mobility or learning disabilities. Learning Specialists are responsible for psychometric screening and assessment to determine the needs of students with learning disabilities. They will work with the instructor and student to recommend appropriate compensatory learning strategies and classroom accommodation including alternate testing procedures and adaptations to course material. If you have a concern about a student with a possible disability or have been requested by a student to provide accommodations, consult Susanne Dadson, Coordinator of Services for Students with Disabilities or The Learning Specialist on your campus.

DEVELOPMENT OFFICE

As the Development Office is funded by the University College, the entire donation goes to fund the following projects.

Capital Equipment Fund

Job-ready students with good computer and technology skills are in demand. Kwantlen is challenged constantly to keep computers and learning laboratories current. Students with special needs require equipment which will enable them to learn and become more productive.

General Endowment Fund

Kwantlen will establish the endowment to give the President and the Board of Governors an opportunity to react to special opportunities and needs not included in the annual operating budget.

Library Collections and Resources

These are essential to provide superior resource materials in our libraries. As Kwantlen expands into degree-granting programs and student demand increases, our libraries face a challenge in enhancing their collections. An integrated library system valued at $350,000 and an addition to our Richmond collection is required. Donations of books to the library are received gratefully. Potential donors should contact the public services librarian who is responsible for reviewing donations. Donations are accepted on the basis that the final disposition of the materials will be decided by the library. Tax receipts will be forwarded to the Development Office for processing and acknowledgment.

Planned Giving

Planned gifts through wills and bequests, life insurance policies, annuities and other means is the fastest growing method of charitable giving in Canada. By donating through this program, a donor can ensure a substantial gift for the future. The Development Office helps individuals who have identified a need and potential donor by providing assistance with planning, research, proposal development and gift solicitation. Donations are processed, acknowledged and recognized in accordance with Kwantlen's fund raising policies.

Scholarships and Awards Endowment Fund - a chance to double the money

This fund will help students now and in the future through scholarships, awards and bursaries. Best of all, a gift to this fund will be matched dollar for dollar by the B.C. government. In the 1995-96 academic year, the provincial government will match up to $139,300 in donations to this fund.

Special Project: Public Safety Communications

Based on the tremendous success of our Public Safety Communications Program, Kwantlen is undertaking a significant project which will allow anyone in public safety communications access to a certified training program.

A one-of-a-kind program in Canada, Kwantlen has been teaching it for five years and demand for graduates exceeds our ability to train. Realizing there is an important need to be met, Kwantlen is developing training modules for emergency communicators in sectors such as police, fire and ambulance. Along with this demanding project, industry procedures are being researched and standards developed to support this critical public safety sector.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The principles underlying this legislation are to make public organizations more accountable to the public and to protect personal privacy by:

* giving the public a right of access to records in the custody of, or under the control of Kwantlen;
* giving individuals a right of access to, and a right to request correction of personal information about themselves;
* specifying limited exceptions to the right of access where disclosure would result in harm to a third party
* preventing the unauthorized collection, use, or disclosure of personal information; and
* provide for an independent review of decisions made under the Act.

Under the Act, Kwantlen University College must provide a legal right of access to records in the custody of, or under the control of Kwantlen, while at the same time prevent the unauthorized collection, use or disclosure of personal information. Responding to requests for access to records, while at the same time protecting individual privacy, is a basic responsibility of Kwantlen University College.

Kwantlen University College gathers and maintains information used for the purposes of admission, registration and other fundamental activities related to being a member of Kwantlen's community and attending a public post-secondary institution in the Province of British Columbia. In signing an application for admission, all applicants are advised that the information they provide and any other information placed into the student record will be protected and used in compliance with the Freedom of Information and Protection of Privacy Act.

Guidelines and procedures to deal with the handling of requests for access to records under the Act are freely available to all members of the public.

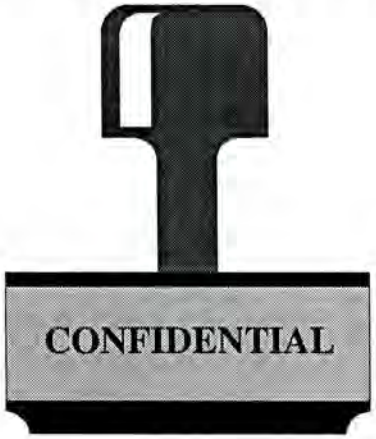
Information which has been routinely provided in the past, will continue to be available to the public, with the exception of personal information.

The President makes the final decisions on access to information held by Kwantlen University College. Decisions on access can be appealed to the Information and Privacy Commissioner through a request for review process.

Aids

See Policy G.3

Kwantlen University College recognizes that Acquired Immune Deficiency Syndrome (AIDS) is a life-threatening illness. Due to the nature of the disease, concern continues to build world-wide. It is further recognized that employees and students with AIDS, as with other life-threatening illnesses, may wish to continue to engage in as many of their normal activities, including work, as their condition permits. As long as employees and students with AIDS are able to meet acceptable performance and attendance standards, and medical evidence indicates that their condition and actions pose no threat to the health and safety of themselves or others, efforts should be made to treat them as other employees and students with defined illnesses. Kwantlen University College also recognizes that it has the responsibility of providing a safe work environment for all of its employees and students. In view of this, every effort should be made to ensure that any employee/student illness, including AIDS, does not pose a health or safety risk to other employees.



Consistent with the above the following guidelines should be used throughout the College for dealing with AIDS-related employment and student issues:

a. Recognize that medical information is personal and confidential and take all reasonable steps to ensure strict confidentiality.

b. Be sensitive to employee and student concerns about AIDS and make educational material on this condition readily available to them. Contact the Human Resources Division for available educational materials if you believe you or your employees need information on AIDS. The Educational Support Division is responsible for the provision of AIDS information to students.

c. Be sensitive to the fact that employment or college attendance for an individual with AIDS can be an important factor in determining the quality of life for that individual.

d. Advise employees who are known to have AIDS that information on, and referral to, agencies and organizations which offer supportive services for this condition are available through the Employee Assistance Program (Wilson Banwell). Counselling Services are responsible for the provision of such service to students.

e. Advise employees who are known to have AIDS that consultation on disability plans and other benefits to assist them in effectively managing their situation is available through the Human Resources Department.

f. The Human Resources Department should be consulted before making any employment decisions regarding an employee with AIDS.

Attendance

Recognizing that the College's prime objective is to provide educational service to students; it is important that you attend and commence work as scheduled. If you are unable to report to work at the scheduled time, you should advise your supervisor as far in advance as possible in order that arrangements can be made for a replacement or the work rescheduled.

Benefits

Faculty

Regular and Temporary faculty are eligible for Health Benefits. Contact the Human Resources Department with any questions.

Staff

Regular and Auxiliary staff members who work full time for greater than six months are eligible for Health & Welfare Benefits. Please contact the Human Resources Department for more information.

Campus Hours

Monday through Friday - 0730 - 2200 hours
Sunday and Holidays - Closed
Saturday check with Facilities Supervisor.

Campus Operations

If you have questions or require assistance regarding college facilities - operation, maintenance, safety and security, recycling, parking, etc., contact the Facilities Supervisors at Langley, Newton, Surrey and Richmond or the Director of Facilities.

Cash Advances

If you require a cash advance for college business, you must complete a cheque requisition form. This form and the approval of your advance are both available from your administrator. Once your college business has transpired you must submit an approved itemized expense report **with original receipts**, to account for your advance. Any unspent money must accompany your expense report.

Conflict Of Interest: Employees

See Policy G.1

Daycare

Kwantlen University College offers daycare service to students, staff and the community on the Richmond and Langley Campuses.

The daycare is open Monday to Friday 7:45 am to 6:00 pm.

Daycare is available for toddlers aged 18 months to 3 years, and children aged 3 years to 5 years, (at this time, the toddler program is not available at Langley.) Spaces are limited and first preference will be given to children of registered students, staff, and faculty, although the Daycare will accept children from the community at large.

Fees for the Daycare are established on a cost recovery basis. Current fee information is available by calling the Daycare office. A nonrefundable deposit of $100.00 is required to hold a confirmed space.

Direct Cheque Deposit

At any time during your employment you may elect to have your payroll cheque deposited directly into your bank, trust company, or credit union account. A statement of your earnings will be forwarded to you on your regular pay date.

Educational Leave

Faculty

Please refer to the Kwantlen University College Faculty Association collective agreement for details.

Staff

Please refer to the Support Staff collective agreement for details.

Employee Assistance Program

The College utilizes the services of Wilson, Banwell & Associates, an independent, coordinating organization to provide for confidential assistance to you in order to help resolve difficulties that affect your ability to work or your personal life.

Services include private assistance with personal problems of any kind such as physical, mental or emotional illness, marriage, family difficulties, financial, legal, alcohol, drug abuse, or other concerns.

For further information please contact the Human Resources Department or call Wilson, Banwell & Associates at 689-1717.

Employee Workrooms

There are employee workrooms on each campus. The workrooms contain a least one IBM compatible computer, Macintosh computer, scanner, colour printer and laser printer.

The employee workrooms are located:

Newton	Room 2-156
Surrey	Room A104b
Richmond	Room 1540
Langley	Room 1005

Expense Claims

See Policy E.17

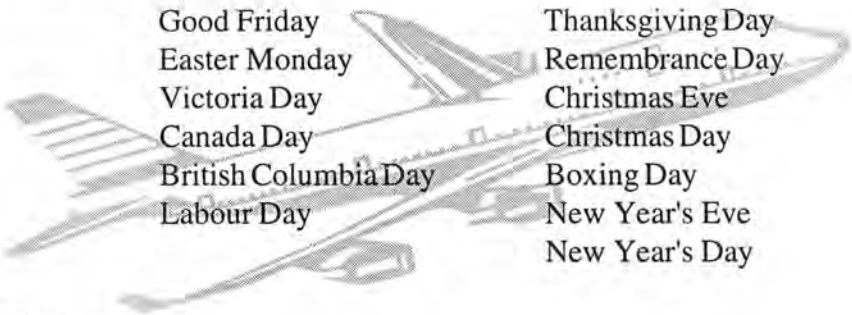
Food Services

Cafeterias are located at Newton, Surrey, Richmond and Langley campuses. Each campus has an employee lounge, equipped with a fridge and microwave.

Newton	Room 2-150
Richmond	Room 1645
Surrey	Room B-203
Langley	Room 1565

Holidays

General Holidays are:



Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Eve
Canada Day	Christmas Day
British Columbia Day	Boxing Day
Labour Day	New Year's Eve
	New Year's Day

Keys

Office keys are available (with college identification) from the Facilities Supervisor.

Lost And Found

Contact the Facilities Supervisor.

Mail Rooms

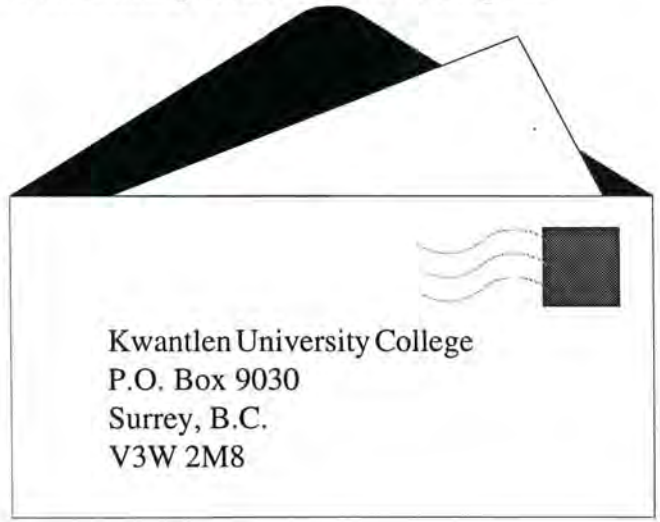
Newton	Room 1-101D
Richmond	Room 1660
Surrey	Room B-106
	Room C
Langley	Room 1056

Hours:

Monday through Friday - 0730 - 2200 hours

Inter College mail can be sent in inter-campus envelopes available in the campus mailroom.

Please note the mailing address for the College is:



Mail received for you will be forwarded to your campus in the inter-campus mail.

Office Stationery And Supplies

- Employees requiring routine office stationery and supplies can obtain these materials from the College Bookstore by signing a charge-back form that will identify the appropriate program/department and the cost of the materials.

- Office supply costs will be charged back to each program/department on a monthly basis and details of these charges will be provided to the appropriate administrator.

- Employees requiring classroom/lab supplies or non-routine office supplies must present to the Bookstore a Purchase Requisition approved by the appropriate administrator or designate.

- The Bookstore orders all textbooks and supplies required by students. Textbook adoptions & supply requests should be received at the Surrey Bookstore by the following date:

for the fall semester	May 10th
for the spring semester	October 10th
for the summer semester	March 10th

- The Bookstore sells all lab manuals and course packs prepared by the faculty. Requests must be submitted to the Bookstore on a Bookstore/Printing Requisition approved by the appropriate administrator or designate. The Bookstore will assist with copyright clearance when required.

- The Bookstore orders all software for use by College employees. Orders must be submitted on a Purchase Requisition approved by the appropriate administrator or designate. All software requests must also be vetted by Systems and Computing. Software for which we have site licences is available from ISC - Local 2116.

- The Bookstore orders all books required for classroom use or faculty reference. Orders must be submitted on a Purchase Requisition approved by the appropriate administrator or designate.

Parking

Please ensure when leaving your vehicle that it is secured and that all valuables are out of view.

Students and employees share the limited parking available on each campus. You must park within authorized areas, as those who park illegally will be towed away at the owner's expense. The following are some tips on how to reduce the stress of travelling to and from the College:

arrive early
vehicle pool
use public transit
have someone drop you off
bike/walk

Kwantlen is implementing total pay parking in the Fall of 1995 on all campuses. The rates are as follows:

- Daily General Use	$ 1.00
- Semester General Use	$ 60.00
- Annual General Use	$120.00
- Semester Reserved	$100.00
- Annual Reserved	$200.00
- Handicapped	Free
- Carpoolers	Free (3 or more passengers)

Method of payment will consist of ticket dispersers for daily users and presold passes for semester and annual users.

Specific details will be available in August, 1995.

Pay Period

Faculty

Rates of pay are determined by the Kwantlen University College Faculty Association Collective Agreement.

Regular and Temporary faculty are paid the third banking day before the end of the month. Most Contract faculty are paid the first day of the month and unless you have applied for Direct Deposit, you cheque will be mailed to your home. Some contracts, including substitution, specify that payment is subject to completion of timesheets. You are advised to submit these to your administrator for authorization on or by the last working day of the month. Normally, if the timesheet is received promptly by Payroll, your cheque will be mailed to your home the 10th day of the following month.

Staff

Rates of pay are determined by the B.C.G.E.U. Collective Agreement and pay day is on alternate Fridays. You must submit a completed bi-weekly timesheet to your supervisor for approval ensure it reaches the Payroll Department on alternate Mondays.

If you have any questions concerning the pay you receive, consult your administrator or the Payroll Department (Surrey Campus).

Pensions

Faculty

All Faculty have the option of contributing to the College Pension Plan. Please notify the Human Resources Department in writing if you elect to become a contributor and deductions will commence the first day of the month following receipt of your written request. Deductions will continue for the duration of your employment with Kwantlen University College.

Staff

Regular and auxiliary staff members who work full-time for greater than six months are required to contribute to the Municipal Pension Plan.

Performance Evaluation

Faculty

Evaluation of performance will be in accordance with the Kwantlen University College Faculty Association collective agreement.

Staff

You will be formally evaluated a minimum of once during your probationary period and a minimum of once annually thereafter.

Personal & Sexual Harassment

Personal Harassment

Personal harassment by either employees or employer representatives is defined as repeated offensive comments and/or actions that, by a reasonable standard, create an abusive or intimidating work environment.

Personal harassment may occur as a single incident or over a period of time. A combined series of incidents - of which any one in isolated would not necessarily be considered harassment - may also constitute harassment.

Comments or actions that serve a legitimate, work-related purpose shall not be deemed to constitute harassment under this article.

Sexual Harassment

The College and the Association recognize the right of all employees to work in an environment free from sexual harassment.

Sexual harassment is defined as unwelcome conduct and/or comments of a sexual nature that detrimentally affect the work environment or lead to adverse job related consequences.

Please refer to your Collective Agreement for examples and process for Personal and Sexual Harassment.

Pets

Pets are not allowed on campus.

Petty Cash

1. Requested amount must be less than $50.00. Items must have been budgeted for and APPROVED.

2. Receipts must be attached to an expense report approved by the appropriate administrator or designate and taken to the appropriate petty cash custodian for reimbursement.

3. Authorized refunds may be obtained from:

Newton Campus	Campus Receptionist
Surrey & Richmond Campus	Campus Cashier
Langley Campus	Admissions

Respect and Trust

* We believe mutual trust is the foundation for effective and lasting relationships.
* We are committed to building relationships based on honesty, integrity and competence.
* We demonstrate respect for all people through the development and protection of a caring and supportive environment.

Photocopy Centres

- Photocopy machines are available on each Campus during the hours from 7:00 am to 10:00 pm for your use. The Copy Centres attendants are available from 7:30 am to 3:30 pm at Surrey, Richmond and Langley.

- The Copy Centre Mail/Copy Attendants are there to assist you in your photocopying, mail, and facsimile requirements.

- You have a choice of services:

  - ✓ You can do your own photocopying;
  - ✓ Prepare a request for service and leave your work with the Copy Centre Clerk and the work will be done and placed in your mailbox;
  - ✓ You can have the Copy Center Attendant send your work to the Printshop in the Greenbag Service and it will be returned within days and placed in your mailbox.

- Photocopiers are fitted with a "CopiTrak" keypad and you are required to enter your CopiTrak I.D. number into the keypad before the photocopier will operate.

- The CopiTrak system will total the number of copiers you use, periodically the cost of these copies are charged, at the cost of 3 cents per copy, to the Department cost centres.

- Each user is responsible for ensuring that copy work you do or request has any required copyright clearance. Copy Attendants will not run copies for you that are in violation of the Copyright laws.

- Coin Operated photocopiers for student use and Colour copiers are located in the Libraries. These machines are fitted with the CopiTrak keypad for Faculty and Staff use and with the Coin-op device for Student use.

- Facsimiles are located in each Campus Copy Centre. Contact your Copy Centre Attendant and provide your CopiTrak number to have a facsimile sent. Incoming Facsimiles are placed in your mailbox, unless marked Urgent or Rush then you will be called.

- Exam Books are distributed to the Copy Centres one week prior to the start of the exam period as posted in the College Calendar. Ask your Copy Clerk Attendant for your requirements.

- Please note that photocopiers are not to be used for personal copies.

- For further information obtain the Copy Centre Pamphlet "Copy Centres at Kwantlen University College" from your Copy Centre Clerk.

Professional Development

The College is committed to hiring excellent people and to the ongoing enhancement of their professional competence through College professional development activities and through funding of other development activities (Please refer to the your Collective Agreement).

Each discipline/program elects a committee who administers these funds. To access the funding, an application should be made to the chairperson of the appropriate Professional Development Committee.

Instructional Skills Workshops (ISW)

A four day workshop designed to improve the teaching and learning process. Participants review basic ideas about teaching check current practises and try new strategies and techniques. Those interested may attend workshops to become facilitators for the ISW.

May Professional Development Calendar

During the month of May, a variety of Professional Development activities are held for all College employees to attend. A calendar of events is distributed in April. Register early, space is limited.

Provincial Instructors Diploma Program (PIDP)

The PIDP encompasses two fundamental and interrelated components: 1) the development of instructional competencies in the design, management and evaluation of effective learning activities, and 2) the development of a foundation for continuing professional growth by individuals involved in instruction.

The PIDP consists of six (6) thirty (30) hour courses plus a major assignment. The courses are:

- Instructional and Curriculum Design
- Elements of Instruction Part A
- Elements of Instruction Part B
- Use and Design of Instructional Media
- Evaluation of Learning and Instruction Part A
- Evaluation of Learning and Instruction Part B
- Major Assignment

The PIDP is co-sponsored by the Ministry of Skills Training and Labour and the Vancouver Community College. Kwantlen University College hosts these courses on campus to enable faculty to develop their teaching skills.

The College is introducing activities in the area of Classroom Assessment and Cooperative Learning to further improve the quality of the student's learning experiences.

Purchases

- To initiate a purchase, prepare a Purchase Requisition form, have it approved and submit it to the Purchasing Offices, Surrey Campus, Building B, Room 127.

- On the Purchase Requisition form include a suggested supplier, an accurate date required, cost center to be charged and a complete description of the requirement as is possible. The Purchase Requisition is to be approved by a signing Officer for your Department.

- Requirements for Capital Asset items must be provided for in the College Asset Fiscal Year Budgets and should only be requisitioned for purchase on this is done.

- While many Purchase Requisitions are handled immediately upon receipt in Purchasing, some require additional time for quotations and handling. Refer to Kwantlen University College Policy and Procedure Manual, See E.8 for this Policy.

- Standardization policy requires that Purchase Requisitions for items such as Computer Equipment, Audiovisual, Telephones and Furniture, for example, will require further responsible Department approval.

- When Purchasing has processed your requisition and the Purchase Order is awarded, you will receive in the mail a copy of the Purchase Order with a yellow copy of your Purchase Requisition attached.

- It is possible to follow or query your Purchase Requisition and Purchase Orders through the purchasing system by using the POM Query screens menus. Contact your Department Administrator.

- When the Goods arrive, check for completeness of the shipment against the packing slip and your Purchasing Order copies and report discrepancies to Campus receiving and any damage to applicable Buyer in Purchasing.

- Other responsibilities of Purchasing include Customs/Excise, PST, GST, Disposal of Assets and Goods, Standardization, Warranty, Insurance, Loss or Theft of College Property, Vehicle Fleet registration and insurance, Expediting, Stage 1 of Invoice Approval/Accounts Payable, Shipping, Receiving and dealing with many regulatory authorities.

Retirement Policy

All regular employees of the College are subject to compulsory retirement at the age of 65. Faculty members may remain in their position until August 31 following their 65th birthday, administrative staff until December 31st following their 65th birthday, and staff until the end of the month of their 65th birthday.

Room Bookings

College employees may book a room on campus by submitting a room booking form through:

Langley Campus:	Boardroom - Lisa Rousell - 3253 Classroom - Judy Johnstone - 3257
Surrey Campus:	Boardroom - Carolyn Oliver - 2078 Classroom - Brigitte Dion - 2246 B202, C209 & D128 - Manon Remming - 2082
Richmond Campus:	Lori Norum - 2696
Newton Campus:	Gregg Moor/Val Grubert - 2971

Safety/Security

See College Policy F.4

The Facilities Department is responsible for College safety and security. All issues and incidents should be reported to the department. If you are reporting an incident or would like further information please contact:

Langley

Karen Hearn
Facilities Supervisor or B.S.W.
Room 1041 599-3276
599-3255

Newton

Barry Mohring
Facilities Supervisor or B.S.W.
Room 3-101 599-2676
599-2903

Richmond

Mavis Smith
Facilities Supervisor or B.S.W.
Room 1575 599-2676
599-2604

Surrey

Craig Regan
Facilities Supervisor or B.S.W.
Room C-170 599-2076

All Campuses

Ric Kelm or General
Director, Facilities Office
Room 4-208 599-3000
599-3001

The College provides the following services:

1. Personal Safety Seminars - conducted in conjunction with the R.C.M.P. Seminar topics include awareness, avoidance, travel in the evening, "Buddy System", etc. For further information contact the Facilities Supervisor.

2. Security Escorts - evening escorting of students and employees to vehicles from 5:00 pm - 10:30 pm during the fall and winter semesters, dial and indicate where you are located:

Langley	599-3276
Newton	599-2976
Richmond	599-2676
Surrey	599-2066

For further information contact the Facilities Supervisor.

3. Self Defence for Women and WENLIDO - contact Indy Batth, Recreation Programer, 599-2005.

4. Counselling Services:

Langley	599-3213
Newton	599-2906
Richmond	599-2512
Surrey	599-2013

First Aid Facilities

First Aid facilities, staffed by certified personnel are provided on each campus. In case of accident or injury, contact a First Aid Attendant by dialing:

Langley	599-3276
Newton	599-2976
Richmond	599-2676
Surrey	599-2076

Procedures - In the event of Fire

1. In case of fire:

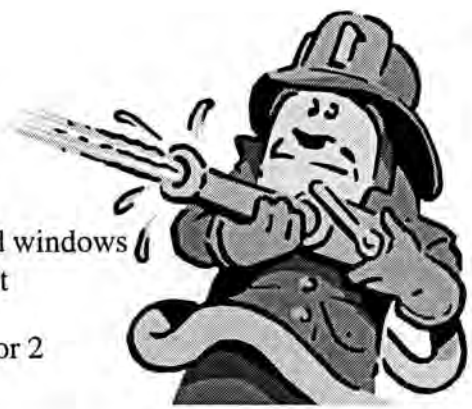
   Activate Fire Alarm
   Dial 9-911
   Vacate building
   Notify Facilities Supervisor

2. In the event of a fire alarm:

   If possible close all doors and windows
   Leave building by nearest exit

3. Also in the event of either 1 or 2

   Do not use the elevator
   Walk...Do not run
   Do not re-enter building until you have been advised by Facilities



Procedures - In the event of an earthquake

1. During an Earthquake:

   Stay calm - don't panic
   If indoors stay there. Take cover underneath a desk or table. Protect you head and neck. Stay away from windows, shelves, etc.
   If outdoors, stay in an open area, away from buildings, trees, telephone and electrical lines. Do not enter the building

2. After an Earthquake

   Check for injuries
   Report any damage, injuries, gas or water leaks to Facilities Supervisor
   You can expect aftershocks

Procedures - Other Emergencies

Depending upon the severity of the emergency, contact either Facilities (Facilities Supervisor/Director, Facilities) or dial 9-911.

Satellite Video Conferences

Through out the year, interactive satellite video conferences are held on a variety of instructional and educational topics.

For more information on these events and others, check the latest edition of the 'Learning Development" newsletter or call the PD Registration Line (2240) and leave your name, local, voice mail number, campus and the name of the event you are interested in.

Sick Leave

Recognizing that the College's prime objective is to provide educational services to students, it is the responsibility of every employee to attend work as scheduled. In the event an employee is unable to attend work as a result of personal illness or injury, the College continues the salary of ill or disabled employees for a period of up to **thirty (30) calendar days.** This thirty calendar day period is accumulative to the extent that if an employee is absent, returns before thirty calendar days, and then within fourteen calendar days is absent again for the same or related illness, this counts as one thirty calendar period.

When an employee's illness or disability continues for more than thirty calendar days, the employee's regular salary through the College ceases and the employee must apply for Long Term Disability (LTD) benefits. For Faculty, the Short Term Illness (STD) Plan will be accessed first (for 26 weeks), followed by Long Term Disability Benefits (if required).

STD and LTD coverage is by means of a policy issued by our insurance carrier, Great West Life (GWL), and receipt of benefits is subject to the limitations and eligibility requirements specified in the Plan.

After an employe has been absent for approximately two weeks, and it appears the absence will continue beyond the thirty calendar days, it is important that the employee notify his/her supervisor to let him/her know he/she will not be returning before the thirty calendar days. The employee's supervisor will notify the Human Resources Department and forward the appropriate paperwork. The Human Resources Department will then initiate the STD or LTD claims procedure.

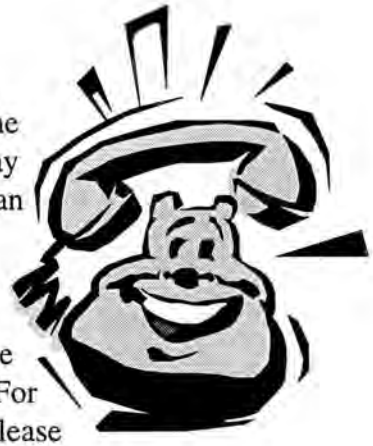
Please contact the Human Resources Department, Local 2150, for more information.

Smoking

See Policy F.6

There is no smoking in College Facilities.

Telephones



The main College switchboard is located at the Surrey Campus and is open Monday to Friday between 0730 and 1930 hours. Dial "9" for an outside line.

To make long distance calls you must enter your authorization code. (This is the same number as the CopiTrak I.D. number) For instructions on making long distance calls, please refer to the College telephone book.

The College has a toll free number for those people wanting to call from North Vancouver, West Vancouver, Port Moody, Coquitlam, Port Coquitlam, Maple Ridge, or Pitt Meadows: 244-9770.

Voice Mail

The College has a voice messaging system (ASPEN). Each faculty member is issued a mailbox number and receives training on the use of the system. Please contact your departmental secretary for an application form or to schedule training.

If you have any questions about the Voice Mail System, please contact systems & Computing at 2116.

Theft Prevention And Reporting

To minimize the possibility of theft, please:

* Lock doors, desks, filing cabinets, etc. when you are away from your office, lab etc.
* Close blinds, and turn off lights
* If attractive equipment, e.g. computers, audiovisual etc. is not secured to a table, desk, etc. please advise the Facilities Supervisor.
* Be sure your car is locked and valuables are out of sight.
* Be watchful, many thefts occur during normal college hours.

Reporting Procedures

Upon discovery of a theft or break-in, the person making this discovery is to contact the Facilities supervisor IMMEDIATELY. Do not touch or disturb the affected area in any manner.

The Facilities Supervisor will immediately contact the local R.C.M.P. Office and report the theft or break-in. Again, do not touch or disturb the affected area in any manner until the R.C.M.P. are through with their investigation.

The Facilities Supervisor will need to give the R.C.M.P. a list of items stolen. If you have this information, please give it to the Facilities Supervisor including:

* Description/Name of items(s)
* Model Number(s)
* Manufacturer's Serial Number(s)
* College inventory Decal Number(s) (if it is college property)
* Your SIN or any other identifying numbers or marks made on your personal property.

In the event you discover a "Crime in Progress", call 9-911.

Travel Claim

For travel expenses other than travel as a part of professional development activities:

Please complete expense claim form and forward to your Administrator for authorization or if the semester timetable requires that you travel between campuses, then please complete the semester mileage report available from your administrator.

Union Representation

Faculty

Faculty are represented by the Kwantlen University College Faculty Association and are required, as a condition of employment, to join the KCFA and pay union dues.

Staff

Support staff are represented by the B.C.G.E.U. and are required, as a condition of employment, to join the BCGEU and pay union dues.

Use Of Private Vehicles On College Business

1. Those employees who use their private vehicle are reimbursed at the negotiated rate.

2. If employees are transporting college equipment in their private vehicle and that equipment is damaged while in their possession, the College assumes full responsibility for replacement or repair of the damaged goods.

3. If college equipment is stolen from an employee's private vehicle, the College assumes full responsibility for replacement providing that reasonable security precautions were taken to prevent the theft, e.g. doors locked, etc.

4. Damage resulting from an accident or equipment that is stolen should, of course be reported to the police in the usual manner.

5. If employees or students are transporting students in their private vehicle, it is strongly recommended that they:

   a. advise their insurance agent that they occasionally transport students and are paid a mileage allowance to do so; and

   b. insure their vehicles for a minimum of $1,000,000.00 to cover Public Liability and Property Damage including passenger hazard.

6. It is important to note that the College cannot legally insure a student's or employee's private vehicle, since in the final analysis, the driver and/or the registered owner of the vehicle is responsible.

Make sure students are aware of these policies and requirements.

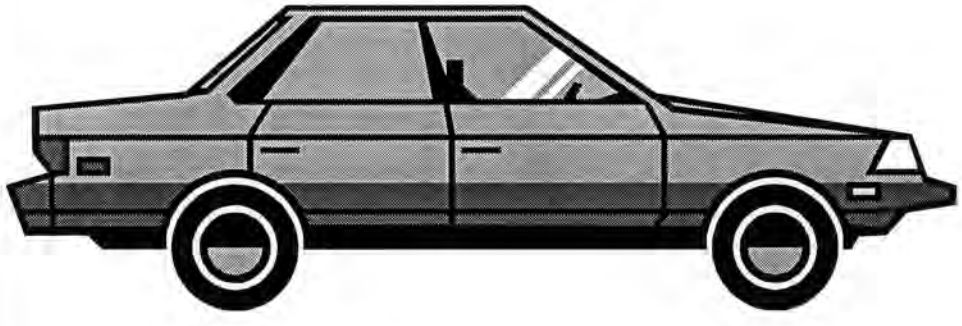
Use Of Rented Vehicles - College Driver

Any employee transporting students in a vehicle equipped to carry 10 or more passengers, including the driver, must carry a Class 4 driver's license. A Class 4 license is the same type of license required by a cab driver and involves a written test, road test and medical/eye test. The driver must be 19 years of age or over and the test takes approximately 1-1/2 hours to complete. Anyone interested in taking this test should contact the Purchasing Department, who will make the necessary arrangements.

If you require a vehicle equipped to carry fewer than 10 passengers, a standard Class 5 driver's license is satisfactory.

In all cases where the College rents a vehicle, the College purchases primary insurance on that vehicle which covers property damage, collision and bodily injury to any persons involved in an accident. Please note that even though the vehicle is insured, the driver can still be charged under the Motor Vehicle Act for traffic violations. A charge against the driver could affect his personal rates depending on the extent or frequency of the violation.

The College does not reimburse an employee for any additional personal insurance costs resulting from a traffic violation or accident.



Waste Management/Environment

See Policy F.13

The College is committed to environmental responsibility, a commitment that is vital to our planet's survival. At Kwantlen, we're serious about doing our part to clean up.

Our policy is to incorporate the 'Five Rs' into everything we do at Kwantlen:

Recycle

Use the College's recycling resources

Reduce - consumption

Less is best! For our efforts to truly have an impact, we must reduce all consumable waste products

Re-use

Choose re-usable rather than disposable products

Recover - useful materials before final disposal

Think about what you're throwing away! Trade your waste products where possible.

Replace

Use environmentally sensitive products rather than harmful ones

Workers' Compensation Coverage For Employees

Under the worker's Compensation Act you are entitled to compensation if you suffer an injury as a result of an accident arising out of and in the course of your work. However, you must notify your Administrator and complete a Report of Injury Form immediately. Wage loss payments are related to earnings and dependent status.

Workers' Compensation Coverage For Students

Under the Workers' Compensation Act, only students who meet one of the following conditions are eligible for benefits in the event of accidental injury:

a) Students participating in the "practicum" component of all programs offered by the College regardless of the sources of funding for the program.

   A practicum is defined as:

   - an integral component of a program
   - unpaid and supervised work experience which takes place at the host employer's premises or place of business

b) Student apprentices while attending the classroom/lab/shop instruction for the technical training component of an Apprenticeship program.

Workplace Hazardous Material Information System (WHMIS)

See Policy G.13

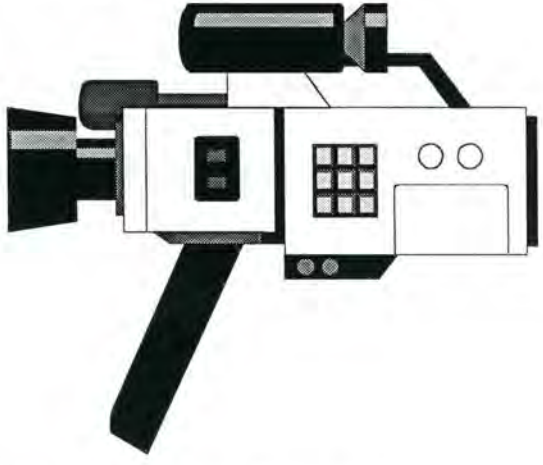
INSTRUCTIONAL MEDIA

Obtaining Media Materials and Advice

Faculty who create their own support materials can obtain materials and advice from I.M.S. (Instructional Media Services - 599-2114) and borrow A/V equipment from the library on their campus.

General Media Support Services

Photographs - Location or studio, slides or prints. Copystand work.
Video & Audio Taping with multiple duplication services.
Maintenance of all College A/V equipment.



Major Productions or Services

I.M.S. is equipped to produce fully edited, professional quality video productions for informational, educational, or promotional purposes. Also, major audio visual support can be provided for conferences or conventions.

LIBRARIES

Langley, Richmond & Surrey

Monday to Thursday	7:45 am - 9:00pm
Friday	7:45 am - 5:15 pm
Saturday	10:00 am - 4:00 pm
Sunday and Holidays	Closed

Newton

Monday to Friday	7:30 am - 8:00 pm
Saturday, Sunday and Holidays	Closed

Audiovisual Equipment

Each campus library has its own collection of equipment which includes 16mm projectors, slide projectors, cassette recorders, videocassette recorders, opaque projectors, screens, flipcharts, and CD players. All equipment is available on a booking system and the loan periods vary by type of equipment. Video playback units are restricted to 'in campus' use only. Users must demonstrate competence with the equipment prior to loan, and are responsible for the condition of the equipment while in their care. Training may be obtained in each library.

Each campus library also has a collection of production equipment which includes 35mm cameras and video camera equipment. Library staff train users in the operation of production equipment, but they do not provide training or instruction in production techniques.

Replacement acetate rolls for overhead projectors can be picked up from the audiovisual desk in any campus library. The used acetate roll must be returned to the audiovisual desk.

Audiovisual Materials

All Kwantlen University College audiovisual materials are listed in the libraries' catalogue. Any librarian may assist you in your search of the catalogue for audiovisual materials in your area of interest. Loan periods vary.

The majority of the film and video collection is circulated via a booking system. Due to the popularity of our collection and the time required to secure items from elsewhere, instructors are urged to submit media requests at least one week prior to the showing date.

All requests to preview materials must be submitted to the AV Bookings Department at Surrey. When the material arrives, all interested parties will be notified and they should make every effort to preview within the time allotted. Preview reports and recommendations must be submitted to the AV Librarian. There is a special SOFTWARE EVALUATION FORM. All requests will be considered in the materials selection process and a progress report will be forwarded to the appropriate instructors.

Borrowing Privileges

Photo Library/Employee I.D. Cards can be obtained at any campus. Regular, full-time employees may update their library borrowers card from the library early in September. Sessional instructors receive a Library card upon application at any campus library.

The employee card entitles you to borrow from B.C. colleges and universities and some of the local public libraries. (This does not include Vancouver Public Library or B.C.I.T., however.) Requests for cards must be made in personal at these libraries. Due to various automated systems now in use, cards from other institutions may not be available on the same day of application.

Copyright

The College has established policies to ensure that copyright is not violated. It is an infringement of copyright to duplicate a film or video without the permission of the creator. Use of college equipment for unauthorized duplication is not permitted. Group showing of a feature film from an outlet that rents for home/private viewing is not permissible.

Off-air taping of television programs is usually allowed only for preview purposes. Permission to retain and use the copy must be sought and if permission is not granted or there is no reply, the tape must be erased.

It is considered an infringement of copyright if an audiovisual item is purchased in one format and then transferred to another without first obtaining written clearance fro the copyright holder, (e.g. slide/cassette kit transferred to video.) At Kwantlen, requests for off-air taping and the seeking of copying permissions for media and format changes are arranged through the Library.

In order to ensure continued compliance with the law it is now also necessary that any reproduced print material intended for placement within the library collections, including the reserve and pamphlet collections, carry with it copyright clearance. The library requires written proof of copyright clearance from anyone wishing to add such material to the collection, either on a temporary or permanent basis. Form letters with which to secure such clearance and advice on the process necessary are available from librarians at each campus library as well as from each campus administration office.

Loan Period

Most print materials are loaned for a two week period with the exception of current periodicals and reference books, which are available for in-library use only. Each campus also has a collection of reserve materials which are loaned, at the request of the instructor, for periods of 2 hours (In Library Use Only), 1 day, 3 days or one week.

Orientations

Library Orientation labs and tours geared to your class needs and assignments are available. To arrange for orientations please contact the orientation librarian at your campus or call 2090. Orientations are scheduled for you in most first year English and Communications classes and are always available for other courses. Encourage students who are writing term papers and who seem unfamiliar with techniques in using the library to come to the librarian and ask for assistance.

Penalties

Fines of $0.25/hour are charged for overdue Reserves at limit of $25.00 per item. Overdue fees are not charged for general circulation material, unless recalled. Recall charges are $1.00 per overdue day to a maximum of $25.00 per item. However, failure to return material or pay the replacement cost of a lost item may result in the suspension of library privileges, and for students, the withholding of transcripts, diplomas, certificates or citations. Employees will be charged for any lost or damaged items.

Reserves

Reserves are materials which instructors have assigned as required reading for courses and are, therefore, in high demand. These materials are assigned a short loan period - 2 hours (In Library Use Only), 1 day, 3 days, or one week - in order to make them available to as many people as possible. Instructors are able to place their own copies of material on Reserve if desired.

Instructors wanting to place materials on Reserve should submit a "Request for Reserve" form to the campus Reserve Assistant. The forms are available at the checkout desk in each campus library. The deadline for submitting these requests is usually four weeks before the start of the semester. If the deadline is missed, the date of placement on Reserve cannot be guaranteed and a processing period of approximately three weeks should be expected.

It is strongly advised that Reserve requests for material that is not in the collection be submitted four months in advance to allow for purchase and delivery. Reports are mailed to the requesting instructors if delays are expected.

Space restrictions in the Reserves area may limit the number of items or copies an instructor may place on reserve. Instructors are responsible for arranging photocopying of articles if they wish to place multiple copies on Reserve.

There is a routine evaluation of Reserve materials at the end of every semester. Any title which has not circulated more than five times in one semester will be removed from Reserve. Instructors are notified before the removal occurs.

Each campus library has a RESERVE COURSE BINDER listing the materials on Reserve at that campus. The listing is first arranged by course and number, then it is subdivided by instructor and then by title.

Instructors are required, by college policy, to request copyright clearance for reproduced items to be placed on reserve. Instructors should check with their deans for procedures in this area. Please see the Reserves Assistant for more detailed policies and procedures.

Purchase of Materials

Books and Audiovisual Materials

Instructors, staff and students are encouraged to request that the library purchase book material for addition to the library collection. These requests should be made on the yellow book order request form available at your campus library. When completed they should be forwarded to the Public Service Librarian on your home campus.

Unfortunately, the number of these requests usually far exceed funds available to purchase materials, and for this and other reasons, all requests are examined. Once approved for purchase, requests join the queue for ordering. Instructors are reminded that an average delivery time for current in-print English language books is now approximately three and a half months. This is a fact of life; Vancouver is at the far end of the Canadian book distribution system. Our turn-around times are identical to those of other academic libraries. Instructors are also reminded that completeness of bibliographic information on the original request form will greatly facilitate the ordering process.

The library will purchase texts in small numbers (one or two copies) if recommended by an instructor as necessary for reserve or other purposes, or if the item is a worthwhile addition to the collection in its own right. The library does not automatically purchase all texts.

Once material is delivered to the library it is generally catalogued and on the shelves within 4 - 6 weeks. The original requester is notified of its arrival and campus location.

The same procedures, with some exceptions, apply to the requests for audiovisual material purchases. As the Audiovisual Librarian must approve purchase of audiovisual materials, requesters may wish to discuss the purchases with her/him in advance.

Periodicals and standing orders

A periodical subscription request should be addressed to the Serials Librarian, Surrey Campus Library. These requests will be reviewed on an on-going basis for possible inclusion in the collection.

Audiovisual classroom/laboratory materials

The Library Technical Services Department is also responsible for the purchase of audiovisual materials to be used faculty, staff and students in the classroom or laboratory situation. These materials, although ordered by the library, do not become a part of the libraries' collection.

Requests should be made on a purchase requisition form, which must carry the cost code and an authorizing signature. These requisition forms should be forwarded to Technical Service, Richmond Campus Library. Once again, instructors should be aware of the exigencies of delivery time. When material arrives it is received in Technical Services and then forwarded to the requester.

Departmental subscriptions

Periodicals which are to be used in classroom or laboratory are ordered under this category. Requests for departmental collection subscriptions should be addressed to Technical Services, Richmond Campus Library. Requests should be placed on a requisition form, and must carry a cost code, as well as an authorizing signature. Once a subscription is established, issues are mailed by the publisher directly to the requester. Although instructions are given at the time the subscription is placed that renewal invoices are to be mailed directly to the library, this rarely happens. Those who receive departmental subscriptions should ensure that any renewal notice that is delivered to them is forwarded to the library. If this is not done, the subscription may not be renewed.

Other

Materials to be given to students, including textbooks where cost of the textbook is included in the course fee, should continue to be ordered from the Purchasing Office. Classroom or laboratory sets are ordered through the Bookstore. Materials which are to be sold to students must be ordered through the Bookstore.

Other Procedures

Previews

Requesters wishing to arrange previews of audiovisual materials should do so through the Audiovisual Librarian, Surrey Campus. Requesters should be aware that the library does not purchase general book material, either for the libraries' collections or for classroom/Laboratory materials on a preview basis. Most book suppliers will not supply these low cost items on such a basis, and in any case, the cost to the library for processing such preview requests generally exceeds the cost of the material itself.

Textbooks

Instructors are reminded that requests for examination copies of textbooks should be addressed directly to the publisher by the instructor. The library cannot process requests for examination copies, and does not undertake to purchase examination copies from instructors when the examination process is completed.

Right to Purchase

The Technical Services Department is the College department authorized to make purchase arrangements with suppliers of library and other educational resource materials. Individual college employees are not authorized to initiate orders or accept delivery of resource material on behalf of the College. On the occasions when this action has been taken serious invoicing difficulties have arisen.

Tracers

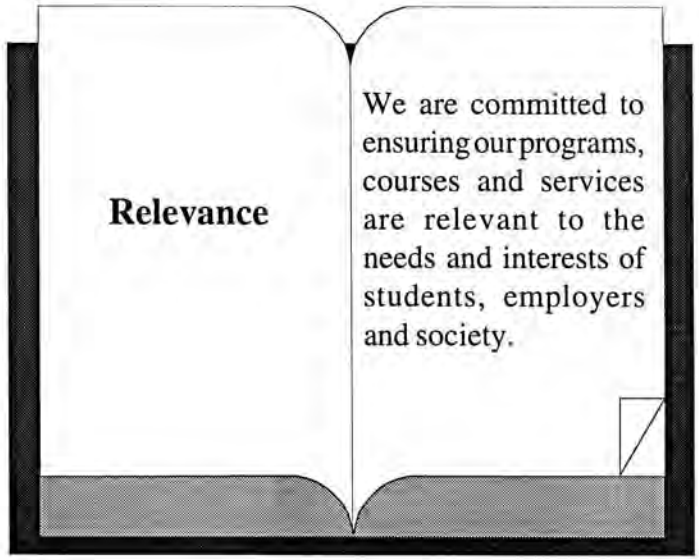
Occasionally, requesters will want to trace the progress or non-arrival of an item which they might have ordered. It would be much appreciated if such trace requests could be delivered on the appropriate tracer form available at your local campus library. The Technical Services Department has approximately 5000 - 10000 items on order at any given time. Verbal or in person trace requests only serve to delay the general process.

Donations

All donations of library materials are gratefully received. Potential donors should contact the Public Services Librarian who is responsible for reviewing donations. Donations are accepted on the basis that the final disposition of the materials will be decided by the library.

Donations requiring tax receipts will be forwarded to the Development Office for processing and acknowledgment.

The library does not normally accept magazine subscription donations where individual issues would be received by an individual and passed to the library.



PRINTING

The Print Shop is located in Unit #3, 13550 - 77 th Avenue across from the Southeast of building 3 on the Newton Campus. Hours of operation are from 7:00 am to 4:00 pm.

To initiate Printing work prepare "Duplicating Requisition" form G2550 and forward this form with your printwork to the Printshop.

Your print work to be returned to your mailbox or delivered as detailed on your request.

All jobs exceeding 40 copies must be forwarded to the Printing Department.

Class Manuals

Manuals to be sold through the Bookstore must be received by the Printing Department by the 30 of June each year.

Copyright Clearance

Each user is responsible for ensuring that printing or photocopying requested has copyright clearance. Signify this by signing the copyright clearance block on your request form. Work will not proceed without a signature.

Equipment in Use

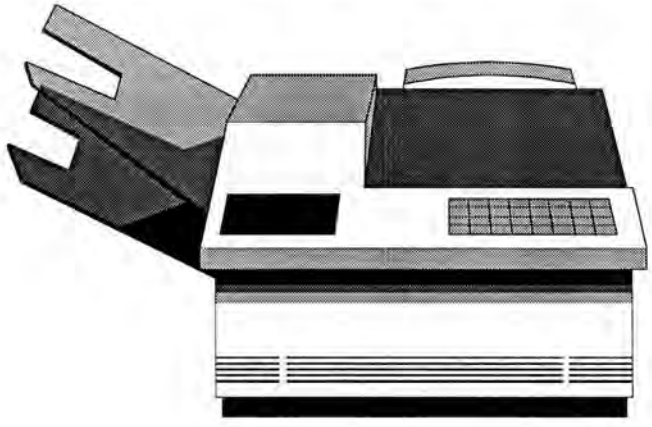
Kodak 2110, 5 colour stations, photocopier, speed 110 cpm;
Kodak 1575, 5 colour stations, digital, copier, 70 cpm;
Kodak 300 photocopier, speed 100 cpm;
A.B. Dick 9840 two colour press unit.

Exam Booklets

Exam Booklets are distributed by the Printshop to the campus Copy Centers and switchboard.

Greenbag Service

There is a green mail bag at each Campus Copy Center that is used for daily



express delivery to and from the Printshop of your work requests.

Other Services

3-hole drilling, (Xerlox) plastic ring binding, shrink wrapping, stapling, perforating, scoring and stitching, folding, shredding, collating and transparencies.

Recycled and Economical

All work is produced in the most economical method, i.e. black ink, back to back (duplexed) and on recycled paper unless otherwise indicated.

Spot colour

You can request spot colour on your work. Available are Red, Blue, Green, Brown, Yellow and Black. Signify this by highlighting on your work with the colour you wish. If you require assistance call the Printshop, 599-2957. Note that this is spot or splash colour, not full colour.

Supplies

Most forms, letterhead, envelopes, inter-campus envelopes and special paper products are available from the Printshop. Use form G2550 and forward to the Printshop. Common sizes and colours of Paper supplies are available from your campus Copy Centre. All other stationery items are obtained from your Campus Bookstore.

Typesetting

Turns your handwritten or typewritten copy into typeset copy and is provided by the Printing Department. Please check and proofread your work before sending it to the Printshop. Check with the Printshop for the range in sizes and different styles available.

SYSTEMS & COMPUTING

Computing Resources

The College utilizes a range of computer systems. Approximately 1,500 PC's are accessible at all campuses. College information systems are supported by time-related computers plus networks which provide access on a college-wide basis.

Some faculty offices are equipped with PCs. In addition, there are employee workrooms on each campus which contain at least one IBM compatible computer, Macintosh computer, scanner, colour printer and laser printer.

The employee workrooms are located as follows:

Surrey, Room A104b
Richmond, Room 1540
Langley, Room 1005
Newton, Building 2 Room 156

General Information

We have site licences for a variety of software (Borland and MacAfee.) Call 2116 for a form which lists the software available and may be returned to the ISC department to request specific products for use on your office computer.

The College has a connection to the Internet. You can access the Internet via an account on one of Kwantlen's Sun Unix computers. For an application form, call 2116.

The ISC department produces a bi-monthly newsletter called 'Good Question' to assist the College community in the use of the College computing, voice mail, and telephone systems and to update them on system changes. If features helpful information on current hardware, software, and services as well as the latest news regarding future plans and releases. This newsletter will automatically be distributed in your mailbox.

The ISC department provides training on a variety of computer related subjects as well as the use of voice mail. To find out about training, look in the 'Good Question' newsletter and the 'Learning Development' newsletter which is published by the Planning and Research Department.

Laptops, tape backup units, and computers-on-wheels (aka COWs) are available for loan through the library.

If you plan to take any computing equipment off campus (with the exception of that loaned through the library), you must complete a 'Computing Equipment Loan Agreement' in advance. For copies of this form, please call 2116.

In the past, the College has offered very successful employee purchase plans which provide interest free loans to employees for the purchase of computing equipment. Information regarding the employee purchase plan will be distributed some time around November. Look in the ISC department newsletter 'Good Question' as well as the College newsletter 'Inside'.

If you have any question regarding the College's computing or telephone resources, please call 2116. If your query cannot be answered directly, it will be forwarded to the appropriate person.

Instructional Policies And Procedures

Instructional Policies/Procedures

Many of the College's policies have been reprinted in this handbook and can be found in Appendix "A". The entire policy manual is available on-line on KC-Net via the World Wide Web (http://www.kwantlen.bc.ca). Hard copies of the Manual are available in each Library.

IMPORTANT NOTE:

It is recommended that for specific questions about transcripts, graduation requirements, mark submission etc., faculty refer students to the appropriate place such as the Registrar's office, Admissions, or Counselling/Advising. The rules and procedures change occasionally and often differ between institutions so it is best to refer students to the authoritative source of information. Recently, several students have appealed decisions based on the grounds that "the instructor told me....."

ADMISSION TO CLASS

College policy does not permit students to attend classes if they are not on the class list. Instructors must ensure that the names of all students present in their class appear on their class list. ONLY THE REGISTRAR'S OFFICE MAY ADD STUDENTS TO A CLASS LIST.

In past semesters a number of students have attended classes in which they were not registered. They have then appealed to be allowed standing in the course on the grounds that an instructor had permitted them to attend classes, write assignments and receive marks. As these students frequently bypass other students on the standby list, the Appeal Committee is reluctant to hear appeals in such cases.

Each student is responsible for ensuring that he/she is properly registered in the class/section attended.

ADMISSION TO COLLEGE

See Policy C.18

APPEALS

See Policy C.5

ASSIGNMENTS/EXAMS

No assignment, test or examination worth more than 10% of the final grade shall be given in class during the last two (2) weeks prior to the formal examination period. This maximum also applies to courses without a final examination.

ATTENDANCE AND PERFORMANCE - INDIVIDUALIZED, CONTINUOUS INTAKE PROGRAMS

See Policy B.2

BEREAVEMENT/CONDOLENCE - STUDENTS

See Policy C.9

CANCELLATION OF CLASSES

In the case of class cancellation, the instructor will notify the appropriate administrator in advance.

COMPLAINTS ABOUT INSTRUCTION, SERVICES, EMPLOYEES OR STUDENTS

See Policy C.6

CONFIDENTIALITY

See Policy C.4

COPYRIGHT

See Policy C.19

COURSE MATERIALS

Instructors will inform students of any materials to be purchased aside from textbooks.

COURSE OUTLINES

The College has official course outlines for every course taught at the College. These have been approved by Curriculum Committees. They are available from your Dean or through the Counselling Department.

If you find the Course Outline is out of date, please discuss it with your Dean.

COURSE PRESENTATION

1. Faculty will provide every student in his/her course with an outline in the form of a written presentation. An information copy of this presentation should be given to the appropriate Dean by the end of the first week of classes.

2. The written course presentation must include:

   * a listing of required and recommended texts and materials
   * a detailed summary of the evaluation scheme used including the conversion between numerical scores and letter grade, if appropriate
   * the instructor's policy on late assignments
   * the tentative schedule of topics
   * office hours and office room number
   * College policy statement on plagiarism and cheating
   * withdrawal deadline

FIELD TRIPS

A field trip occurs whenever a class or a portion thereof is scheduled by its instructor for an activity away from its regularly assigned place of instruction. (Going from one place "on campus" to another place on the same campus, e.g. to the library - does not count as a field trip.)

IF the field trip requires special arrangements to be made by the College (bus rental, accommodation, meals etc. - see below) then a standard Field Trip form must be received by your Dean at least TWO WEEKS prior to the event for approval and implementation. These forms can be obtained from the Deans' secretaries. If the trip DOES NOT require special arrangements to be made in advance, but does involve any kind of expenditure (e.g. mileage reimbursement) then the standard Field Trip form must be received by your Dean at least 48 HOURS in advance for approval.

If the field trip will not result in any expenses being charged to the College, the instructor must submit a Field Trip form to his/her Dean at least 24 HOURS prior to the commencement of the trip. Instructors whose classes are normally scheduled for off-campus locations only may phone the necessary information in to their Dean's office instead of submitting the form.

In all cases the instructor must ensure, in addition to the above, that the switchboard or reception personnel at the regular place of instruction are made aware of the timing, duration and location of the trip, including a contact name and phone number if available.

See also "Use of Private Vehicle on College Business."

FINAL EXAMS

See Policy B.4

FINAL EXAMINATION REQUEST FORM

The final Examination Request Form for semester courses is attached to the 2nd set of class lists that are available in the admissions office on the campus the course is taught on.

GRADING

See Policy C.20

Statement of Grades

Every student will receive a statement of grades at the end of each semester.

Note: All student obligations relating to fees, library books, rentals, or borrowed equipment must be met before any statement of grades, transcripts or credentials will be released.

Grade Reporting

Towards the end of each semester, a final class list will be made available to faculty for each section and may be picked up at the Admissions Office of the campus on which the course is taught. As soon as final grades are available, please write them on the final grade list and submit to the Admissions Office on any campus.

The official grades are:

A+, A, A-, B+, B, B-, C+, C, C-, D, F, I

There has been some concern expressed regarding the assigning of F grades to students who do not withdraw by the published deadline but who, nevertheless, do not continue attending until the end of the course. In order to differentiate between these 2 groups of students, please assign a grade of WF (withdrawal/failure) to those who unofficially withdraw and a grade of F to those who continue to the end of the course and legitimately fail (earned failure). The grade of WF is temporary and will be collected for analytical purposes only. A grade of F will be entered on the student's permanent record and will appear as such on the final verification grade lists.

Included with the class lists will be the dates by which the grades MUST be submitted. Please be sure that your grades are in on or before the date and time specified.

Grade Changes

See Policy C.20

GUIDED STUDY COURSE CONTRACT

See Policy C.16

HONORARIA

ONE WEEK PRIOR to making arrangements for guest speakers, please complete the honoraria form which is available through your Dean who must approve it before the arrangements are finalized. Please confirm with the Dean once the assignment has been completed so that payment can be made.

OFFICE HOURS

Faculty are obliged by the terms of their Collective Agreement to establish and post hours during which they will be available for student consultation (at least 1 hour for each 3-creadit course).

PLAGIARISM AND CHEATING

See Policy C.8

REGISTRATION OF STUDENTS

Semester-Based Program/Course

Registration takes place before each semester. The dates and process are published well in advance.

Continuous Intake Programs

Entry into Continuous Intake Programs occurs as space becomes available. Continuous Intake Program students may register at campus Admission offices on any day the offices are open.

SEMESTER/TERM LENGTH

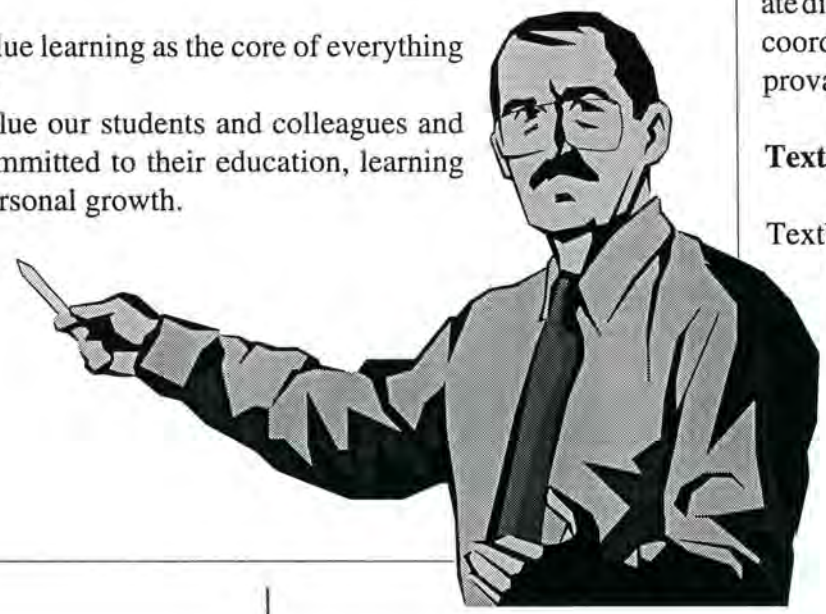
All instructors of semester length courses shall abide by the semester/term length as set down in the calendar. No instructor has the right to reduce or extend the semester/term length.

STUDENT EVALUATION AND GRADING

See Policy C.20

Learning

* We value learning as the core of everything we do.
* We value our students and colleagues and are committed to their education, learning and personal growth.



STUDENT CONDUCT

See Policy C.21

TEXTBOOKS

The textbook titles shall be as given in the course outlines. Changes in textbooks shall be made by the appropriate discipline or program convenor or coordinator and be subject to approval by the appropriate Dean.

Textbook Orders

Textbook orders must be forwarded to your Dean. These forms are available from your Dean's office.

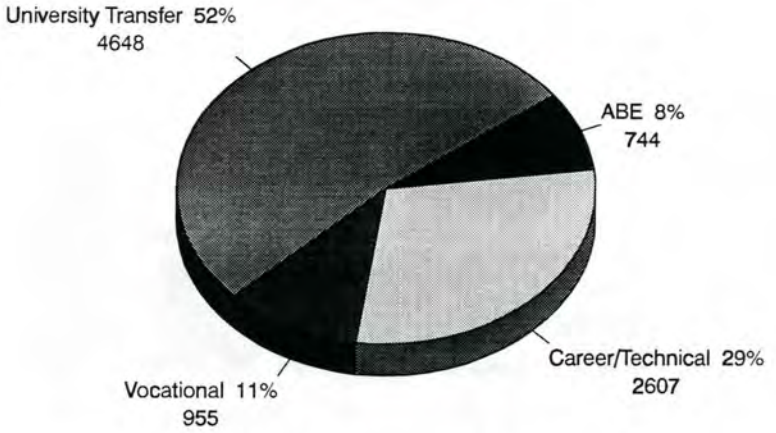
WORK BY STUDENTS IN OCCUPATIONAL TRAINING PROGRAMS

See Policy B.5

Appendix A: Statistical Overview

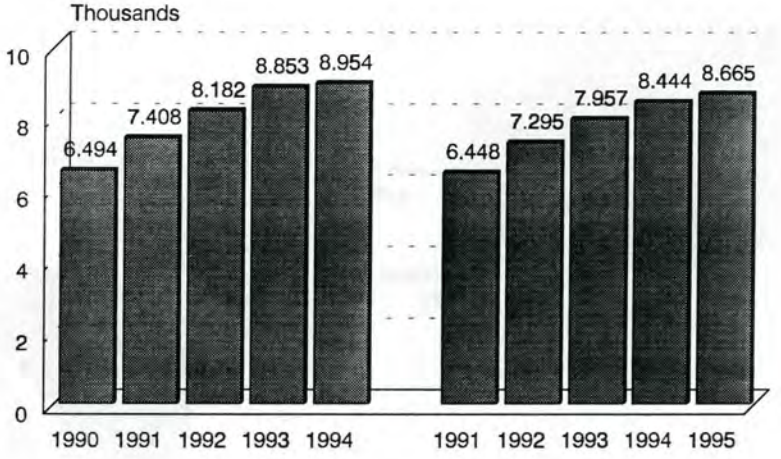
Enrolment

Fall 1994 Headcount Enrolment by Program

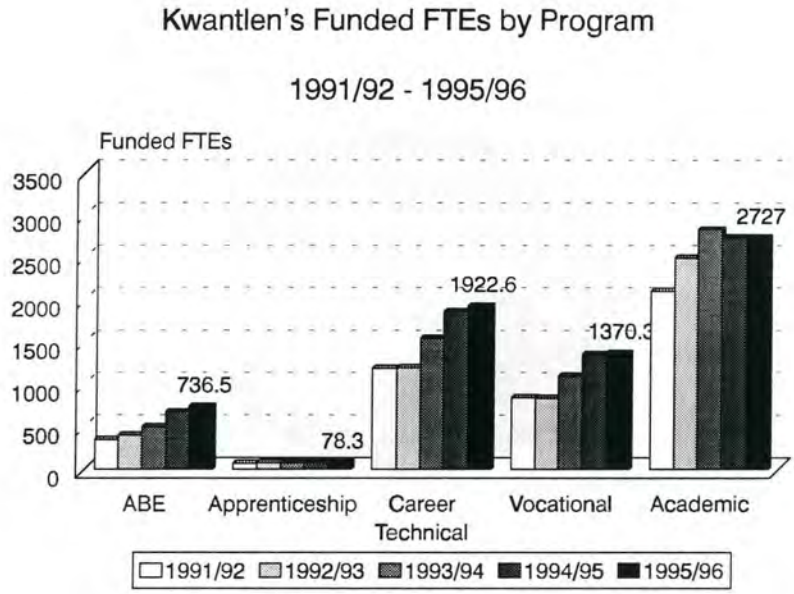


Total Enrolment = 8954

Fall and Spring Headcount Enrolment
1990/91 - 1994/95



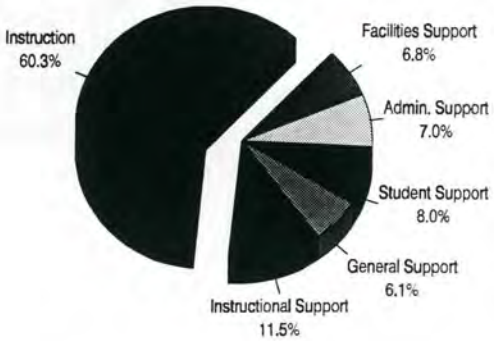
Funded FTEs



Source: Budgets and Analysis Branch

WHERE IT COMES FROM...

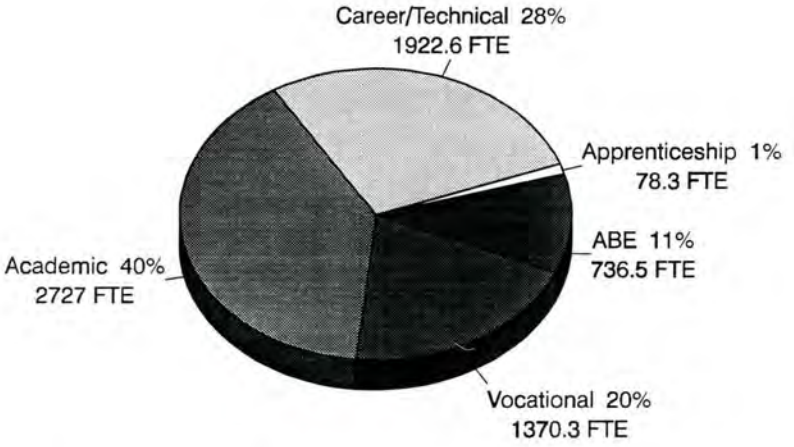
WHERE IT GOES...



Funded FTEs

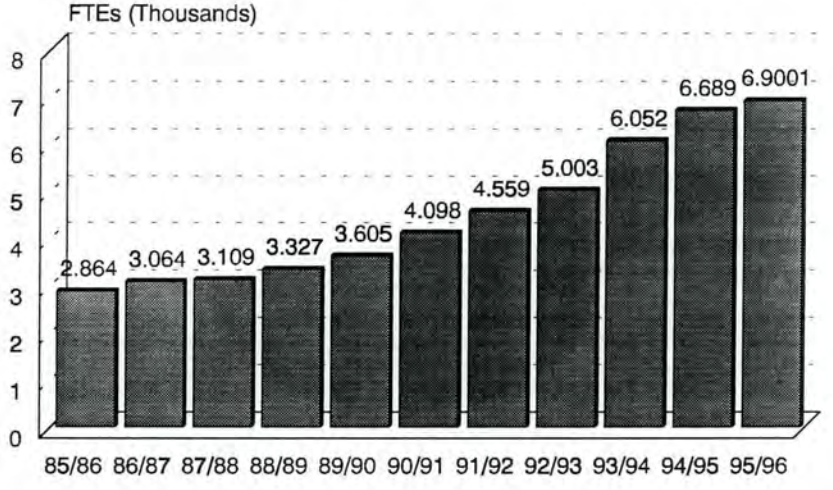
Kwantlen's Program Profile

1995/96



Total Funded FTEs = 6900.1

Kwantlen's Growth in Funded FTEs
1985/86 to 1995/96



Source: Budgets and Analysis Branch

Appendix B:
Policies And Procedures

KWANTLEN University College

Policy No.	B.2
Reviewed by:	Legal / ECCO / KEAC / PAC
Responsibility:	VP Educational Organizational Support

POLICY

TITLE:	**ATTENDANCE AND PERFORMANCE IN INDIVIDUALIZED CONTINUOUS INTAKE PROGRAMS**
APPROVED BY:	President's Advisory Committee
EFFECTIVE:	01 March 1988
REVISED:	25 June 1992

Students in individualized, continuous intake courses or programs at Kwantlen University College are expected to attend classes regularly, to be punctual and to demonstrate a satisfactory rate of progress within the time guidelines set for the course or program. Failure to meet these expectations may result in failure in the course or program.

RATIONALE

While the College has deliberately avoided imposing attendance and progress requirements in an effort to encourage students to accept personal responsibility, the nature of the courses or programs and the structure of the curriculum in these programs are such that a policy is required. The primary responsibility for enforcement of this policy rests with the instructor.

Because many of these courses or programs simulate the work place or job environment, the following specific areas of concern are addressed by this policy:

1. students with irregular attendance;

2. students who habitually arrive late and/or leave early, or who take prolonged rest breaks;

3. students who may have satisfactory attendance but who do not demonstrate reasonable progress through the course or program.

Policy C.21 (Student Conduct) applies to students whose conduct disrupts the learning environment.

Any student under the sponsorship of the Canada Employment and Immigration Commission must meet the requirements of that agency. The College assumes responsibility for complying with the reporting procedure of CEIC.

PROCEDURAL GUIDELINES

1. Progress

a) A student whose progress through the course or program is not satisfactory will be required to undertake a performance contract.

b) The maximum number of times an exam or project can be repeated in a course may be approved by the Department Curriculum Committee and shown on the program's course outlines. A

student who does not pass the exam or project after the specified number of attempts will be deemed to have failed the course.

c) Special needs students may present circumstances which should exempt them from meeting the same attendance or progress standards that are normally expected of other students.

2. Attendance

a) If a student does not attend for three consecutive instructional days without having previously notified the College or the instructor or contacted the College or instructor during that period, the student will be considered to have withdrawn from the course or program. The student may apply to re-enter the program; normally such re-entry will only be permitted once.

b) If an instructor considers a student to have an unsatisfactory attendance record, the instructor shall require the student to undertake a performance contract which may include the following or other conditions:

(i) A student unable to attend class shall notify the College or the instructor(s) within two hours of the start of class.

(ii) A student who is absent more than three consecutive days having previously notified the College or the instructor may be required to provide the College or the instructor with supporting documents upon return to class.

c) If a student, by reason of late arrival, early departure or extended coffee or lunch breaks, does not in the instructor's view spend sufficient hours in the school day on work assignments, the instructor may require the student to enter into a performance contract.

3. Performance Contracts

a) All performance contracts will be in writing and will include realistic and explicit steps which the student should take to remedy the problem, the length of time of the contract, and the means of evaluating success or failure in meeting the terms of the contract.

b) A student who fails to meet the terms of a performance contract will be deemed to have failed the course or courses to which it applied.

4. Re-entry to a Course

a) A student who fails a course may apply to re-enter the course. Normally such re-entry will only be permitted once.

b) Conditions for re-entry may be specified by the program faculty. For instance, a student may be required to complete appropriate upgrading before being allowed to re-enter the original course or program.

5. Appeals

a) A student who wishes to be exempted from attendance or performance requirements should discuss these matters at the beginning of the course or program with the instructor(s). A student who is given a performance contract and who is in disagreement with the reasons for (or the terms of) the contract, or who is deemed to have failed a course or program in accordance with this policy, may request, in writing, that the matter be referred to the responsible Director for review. Should the student be dissatisfied with the resolution, she/he may request a review by the College Appeals Committee.

KWANTLEN
University College

Policy No.	B.4
Reviewed by:	PAC
Responsibility:	VP(s) Education

POLICY

TITLE:	**FINAL EXAMINATIONS**
APPROVED BY:	President's Advisory Committee
EFFECTIVE:	12 April 1990
REVISED:	

Final examinations in College courses are held during formally established periods set by the College. In order for students to be treated fairly and equally, other assessments of student performance should not impinge upon this time period for final examinations.

PROCEDURES

1. Final examinations for courses are to be held only during formally established examination periods.

2. No assignment, test or examination worth more than 10% of the final grade shall be given in class during the last two (2) weeks prior to the formal examination period. This maximum also applies to courses without a final examination.

KWANTLEN University College

Policy No.	**B.5**
Reviewed by:	PAC / LEGAL
Responsibility:	VP Education AACP

POLICY

TITLE:	**WORK BY STUDENTS IN OCCUPATIONAL TRAINING PROGRAMS**
APPROVED BY:	President's Advisory Committee
EFFECTIVE:	13 December 1990
REVISED:	

In order to provide valid learning opportunities to students on College premises in occupational training programs, the College may arrange that students undertake work related to their program for other registered students, College employees, the College, and members of the public.

This policy does not refer to or apply to work done by students who are in an employment relationship. Specifically, it does not apply to work done by students in College cooperative work placements.

PROCEDURAL GUIDELINES

1. Such work shall be performed under the supervision of the program faculty and shall be directly related to the instructional goals of the program.

2. Students working under this policy are exempt from the Employment Standards Act by Regulation 8(1)(c) and will therefore not be paid for work performed under this policy.

3. All risk and liability for work done under this policy remains with the customer. Neither the College Board, nor any employee of the College, nor any student shall be liable or responsible for any loss, damage, or injury to any person or property from any cause whatsoever, whether it is due to fire, theft, accident, negligence or any other cause. No warranty is given with respect to the quality of student work or the time of its completion.

4. Each customer must be informed of and agree in writing to the above terms before the commencement of work. (A copy of the Occupational Training Program - Customer Agreement is attached as Appendix A.)

5. The College will charge the customer for the costs of such work. Charges will include the costs of external labour, materials, and a service charge to cover the costs of consumable supplies and overhead.

6. For larger jobs, the customer may be asked to pay a deposit before the work will be started.

7. The appropriate Vice President, Education in consultation with the Vice President, Administration will develop a schedule of appropriate service charges for each program. This schedule will be reviewed annually.

8. Work will not be released to the customer until all charges are paid. The campus library will collect such payments from customers.

KWANTLEN
University College

OCCUPATIONAL TRAINING PROGRAM--CUSTOMER AGREEMENT

I, the undersigned owner or duly authorized representative, authorize the repair work on the following terms:

1. The work will be performed by students as part of their training program and that, while all reasonable steps will be taken to have the work performed satisfactorily, warranty is given with respect to the quality of work or to the time of completion.

2. Vehicle and contents will be left at owner's own risk.

3. All costs of repairs must be made by cash, VISA, MasterCard, or certified cheque, when repairs are complete.

Further, I acknowledge full responsibility for any damage resulting from inadequate cold weather protection.

In consideration of the reduced rates at which work is to be performed for me by the students, and for other considerations, I hereby agree that all such work will be performed at my own risk. Neither the College Board, nor any employee of said Kwantlen University College, nor any student, shall be liable or responsible for any loss, damage, or injury to my person or property from any cause whatsoever, whether it be due to fire, theft, accident, negligence or any other cause.

I agree to pay the regularly scheduled prices for the services received as determined by the instructor in charge.

_____

Authorized by

KWANTLEN University College

Policy No.	**C.4**
Reviewed by:	PAC / Board
Responsibility:	Vice President Educational & Organizational Support

POLICY

TITLE:	**CONFIDENTIALITY OF STUDENT RECORDS / FILES**
APPROVED BY:	College Board of Governors
EFFECTIVE:	16 March 1988
REVISED:	23 October 1991

1. Information obtained from students as part of the application and registration process is CONFIDENTIAL as is the student's academic record, and information on library use and counselling files.

2. This information is in the custody of the Registrar and/or the Dean of Student Services and is not to be released except on the authorization of the Registrar and/or the Dean of Student Services or her/his designate.

3. Only those administrators, faculty and staff who have a legitimate need to view them as part of their normal duties will be permitted access to student records. All employees are expected to respect the confidentiality of the student record information with which they work.

4. Students may authorize, in writing, release of any information contained in College files with the exception of documents submitted in support of their application or for transfer credit.

5. The Registrar and/or the Dean, Student Services may release information from student records without student authorization:

   a) to the Ministry of Skills, Training and Labour or their agents for the purpose of statistical analysis or research, provided that the student is not named or otherwise identified;

   b) to government departments or their agents where the College is required by law to provide the requested information; or

   c) pursuant to a valid court order, search warrant, supoena, summons, or request by a law enforcement agency.

6. Where student information is released under paragraphs 5(b) or 5(c), the Registrar and/or the Dean, Student Services will send written notice to the student's last known address, stating what information has been released and to whom it has been released.

7. Students are entitled to receive a copy of their academic record and an explanation of any information contained therein on one week's notice in writing. The information will only be released upon presentation of a photo identification.

KWANTLEN University College

Policy No.	C.5
Reviewed by:	ECCO / PAC
Responsibility:	Vice President Educational Services

POLICY

TITLE:	**APPEALS OF ACADEMIC OR ADMISSIONS DECISIONS**
APPROVED BY:	President's Advisory Committee
EFFECTIVE:	12 October 1988
REVISED:	01 March 1995

The college recognizes that, from time to time, a student may be dissatisfied with an academic or admissions decision made by a college employee, has missed an academic deadline due to extenuating circumstances or may wish to appeal a grade. For this reason, the college provides an appeal procedure through which these and similar issues may be addressed.

Any college employee whose decision is being appealed at any level of the process must be made aware of the appeal and given the opportunity to state their position.

PROCEDURAL GUIDELINES

1. The student must attempt informal resolution with the concerned individual prior to proceeding with a formal appeal in the case of academic decisions or grade appeals. Prior to submitting a formal appeal, the student should consult with a counselor to obtain information and advice on how to proceed.

2. If informal resolution is not successful the student should obtain an appeal form from the Registrar's Office on any campus and complete it in full. It should contain:

   a) A written statement of the matter being appealed;

   b) A written statement of the solution sought;

   c) A brief chronological statement of the circumstances relating to the appeal;

   d) Copies of any documents that the student intends to rely on during the appeal hearing;

   e) Written statements from other people that relate to the appeal.

3. To initiate the appeal procedure the student must submit the appeal form to the Registrar's Office on any campus within twenty (20) working days of the matter giving rise to the appeal.

4. The appeal procedure consists of two stages:

   a) Appeal to first level administrator (this stage is used if decision being appealed was made below the administrative level).

   b) Appeal to Appeal Committee

5. Upon receipt of the appeal form, the Registrar will either investigate and make a decision to grant or deny the appeal or forward it to the appropriate administrator to investigate and make a decision. If the appeal deals with an educational decision the concerned educational personnel will be consulted.

6. If the Registrar requires further information from the student, that information must be provided within ten (10) working days or the appeal will be deemed to be permanently abandoned and the original decision will stand.

   The following are examples of the type of appeals decided upon by the Registrar (with consultation as appropriate):

   a) exemption from admissions and registration deadlines

   b) reinstatements

   c) special admissions

   d) waiving of admissions requirements

7. Once the investigation is completed, the Registrar or other administrator will make a decision to approve or deny the appeal and will record this decision on the appeal form, together with the reason(s) where appropriate. All parties will be informed of the decision in writing, with copies of the appeal and the letter sent to the student being returned to the Registrar's Office for inclusion in the student's file.

8. In the case of a grade appeal, the Dean may direct a Committee of scholars composed of two faculty members from the same or a related discipline to investigate the appeal. The Dean will also immediately notify the faculty member responsible that a grade appeal has been initiated. Each of the investigating faculty members is provided with copies of the student's body of work (re-typed if necessary to ensure that previous marking and/or grades are not visible). The members must review the work and arrive at an independent assessment that is to be forwarded to the Dean and not shared or discussed with the other member. Upon receipt of the assessments from the two investigating faculty, the Dean will review them and reach a decision on the appeal.

9. Should any party to the appeal not be satisfied with the decision at this level he/she has the right to request that the appeal be considered by the Appeal Committee. To initiate this step, he/she must so inform the Registrar's Office within ten (10) working days from the date of the postmark on the letter sent to the parties by the administrator. The Registrar's Office will forward the appeal to the Appeal Committee for consideration.

10. There will be three standing Appeal Committees; one at the Richmond Campus, one at the Surrey Campus (to serve both Surrey and Newton Campus) and one at the Langley Campus. Each will be comprised of the following members appointed annually by the chairperson:

    Chairperson: Dean, Student Services

    Voting members: One campus faculty member

    One campus student member

    One educational administrator

    Ex-officio member: One campus counselor

    The chairperson and counselor will be non-voting except that the chairperson will vote to break a tie:

    a) should only two voting members be present or;

b) in the case of an abstention by one of the voting members.

The role of the counselor is to provide advice to the Committee and to the student as requested by either party.

A member of the Committee shall not take part in an appeal where to do so would involve the member of the Committee in a conflict of duty and interest.

11. The Chairperson may, of her/his own volition or at the request of the student or the person(s) who have made the decision being appealed, extend the time limits provided for in these regulations. If the Chairperson refuses to extend the time limits on the request of the student or the person(s) who have made the decision being appealed, her/his decision may be appealed to the Committee as a whole, and the Committee may extend the time limits as it sees fit.

12. **Procedures Prior to the Hearing**

Upon receipt of an appeal the chairperson will schedule the appeal to be heard before the appropriate Appeal Committee at the next available meeting of that Committee. All other parties to the Appeal will also be invited to appear.

A student is expected to confirm her/his attendance at the Appeal Committee hearing for which he/she has been scheduled.

An Appeal will be deemed to be permanently abandoned should the student fail to appear at a scheduled hearing without having given notice to the Chairperson in advance and the original decision will stand.

The Chairperson shall circulate copies of material submitted by the student and the person(s) who have made the decision being appealed, to the members of the Appeal Committee, the student and the person(s) who have made the decision being appealed.

13. **Procedures at the Hearing**

a) Attendance of any party to the Appeal may be waived if the party so desires. Any party may be accompanied by an adviser.

b) At the hearing, subject to the rulings of the Committee, the following procedure should be followed:

The student may make a verbal statement.

Other people who are involved in the appeal may make a verbal statement.

Members of the Committee, the student and the person whose decision is being appealed may ask questions of parties to the appeal to clarify the verbal and written information presented to the Committee.

The student may make a closing statement.

The person whose decision is being appealed may make a closing statement.

The student may respond to any matters arising out of the above closing statement to which he/she has not yet spoken.

The Committee may request that it be provided with further information other than that supplied initially by the parties to the appeal. Without limiting this general power, if, after a hearing, the Committee is of the opinion that it requires further information in order to reach a decision, it may either ask that the information be supplied at a further hearing, or without a hearing, it may

ask that the information be supplied to it in writing. In the latter case all parties must be given the opportunity of commenting on the information so supplied before the Committee reaches a final decision.

c) The Committee will move to an in-camera session to make a decision on the appeal according to a majority vote. No new information may be introduced at this session. All members present will be bound by the requirement of confidentiality.

d) The Committee will render its decision and supporting reasons to the parties orally at the conclusion of the hearing where possible and in writing within ten (10) working days from the date the decision was rendered. Copies of the decision will be sent to the Registrar and included in the student file.

e) While an appeal is in progress, the student concerned will be allowed to pursue his/her program of studies until the result of the appeal is communicated to him/her, with the exception of the following: disciplinary suspension and clinical field work experience if his/her practice is deemed unsafe.

f) Written records of the Committee proceedings and documents used will be kept on file.

14. Should any party to an appeal wish to pursue the matter beyond the decision of the Appeal Committee, then he/she can request further consideration of the Vice President, Educational Services.

15. The Vice-President, Educational Services will conduct a hearing and/or investigation in the manner he/she deems appropriate, at which all parties will be given an opportunity to make submissions.

16. Should any party to an appeal wish to pursue the matter beyond the decision of the Vice President, then he/she can, within five (5) days of the decision, request further consideration by the President.

17. The President shall review the decisions of the first level administrator, the Appeal Committee and the Vice President, Educational Services. The President shall determine the procedure by which he or she decides the appeal, including whether or not the parties shall be permitted to make written or oral submissions.

KWANTLEN
University College

Policy No.	C.6
Reviewed by:	ECCO / KCFA / PAC
Responsibility:	Vice President Educational & Organizational Support

POLICY

TITLE:	**COMPLAINTS ABOUT INSTRUCTION, SERVICES, EMPLOYEES, STUDENTS OR COLLEGE POLICIES**
APPROVED BY:	President's Advisory Committee
EFFECTIVE:	12 October 1988
REVISED:	30 October 1991

Kwantlen University College has a tradition of service to students. Problems, however, may sometimes occur in a community as diverse as Kwantlen. The College recognizes that from time to time students may wish to complain about instructors or other college employees, services or other students or College policies. Procedures have been established to deal with these matters and will be communicated to students and employees.

These procedures have been developed to protect the rights of all concerned. Corrective action may range from a reprimand to initiation of dismissal or suspension proceedings.

PROCEDURAL GUIDELINES

1. Anonymous complaints will not be considered.

2. Generally the first attempt to resolve a complaint is directly with the instructor, administrator or other employee or student directly involved. Anyone receiving such a complaint should encourage the complainant to attempt informal resolution with that person. Not every dispute or complaint can appropriately be addressed at this level, but this kind of informal resolution should usually be attempted.

3. If the matter is not resolved at the informal stage, the complaint may be referred to the Administrator responsible. Complaints at this level must be put in writing and received within ten (10) working days of the incident or the conclusion of the informal stage, whichever is later. The Administrator will assure the complainant that all parties will be heard, that the information will be restricted to the people who need to know, and that the mere fact of complaining will have no adverse consequences on the status of the complainant in her/his course or program of studies. A copy of the complaint will be made available to the respondent.

   Within ten (10) working days of receiving the complaint, the Administrator will conduct a hearing and/or investigation in the manner he or she deems appropriate, at which all parties will be given an opportunity to make submissions. A student may be accompanied by a representative of the Student Association, and an instructor or employee may be accompanied by a union representative. A decision will normally be rendered by the Administrator within five (5) working days.

4. If a party to the complaint is not satisfied with the Administrator's decision, he/she may refer the matter in writing to the appropriate Vice President within five (5) working days of receiving the Administrator's decision. The Vice President may ask for written submissions and/or hold a hearing. A decision will normally be rendered by the Vice-President within fifteen (15) working days from the date he/she receives the complaint.

5. If the complaint is still not resolved, it then may be referred in writing to the President within five (5) working days of the Vice President's decision, for final resolution.

OTHER INFORMATION

1. **Sources of Advice and Support**

   There are other services at Kwantlen to which students may be referred for general assistance and advice on how to proceed with a complaint. This assistance can include guidance on whether the matter is serious enough to complain about, or on the complaint process itself. These services include:

   Counselling Services - This service can provide assistance to students regarding the complaint process.

   Student Association - The Association maintains a student advocate on each campus to assist students.

   Dean, Student Services - This administrator can provide advice and support to students.

KWANTLEN University College

Policy No.	C.8
Reviewed by:	KEAC
Responsibility:	Vice President Educational & Organizational Support

POLICY

TITLE:	**PLAGIARISM AND CHEATING**
APPROVED BY:	President's Advisory Committee
EFFECTIVE:	29 June 1988
REVISED:	24 May 1990

INTRODUCTION

1. **DEFINITIONS**:

Cheating, which includes plagiarism, occurs where a student or group of students uses or attempts to use unauthorized aids, assistance, materials or methods. Cheating is a serious educational offense.

Plagiarism occurs where a student represents the work of another person as his or her own.

POLICY

Kwantlen University College condemns all forms of cheating.

The College will discipline student cheating in the following manner:

1. for most first offenses, a grade of zero will be awarded for the affected assignment, test, paper, analysis, etc.;
2. for most second offenses, a failing grade will be assigned in the affected course;
3. depending upon the circumstances surrounding a first or second offense, a more severe level of discipline may be imposed by the College;
4. for a third offense, the matter must be referred to the College President for the assignment of discipline, which may include suspension from the College.

This policy must be communicated in all Course Presentations.

PROCEDURAL GUIDELINES

1. When an invigilator, instructor or Dean's designate, after obtaining the student's explanation, determines that a student has cheated, he or she will immediately gather the available evidence, assign a grade of 0 to the affected assignment, test, paper, etc., and report the incident, with documentation, to the Dean under whose jurisdiction the course falls.
2. The Dean will assign any additional disciplinary action which may be in order under the policy described above, and will inform the Registrar.
3. The Registrar will maintain a record of each offense in the student's file.
4. The affected student has the right at any time to consult with a College counsellor and/or the student ombudsperson.
5. The student may appeal any decision or penalty to the College Appeal Committee.

KWANTLEN
University College

Policy No.	**C.9**
Reviewed by:	PAC
Responsibility:	Vice President Educational & Organizational Support

POLICY

TITLE:	**BEREAVEMENT CONDOLENCE / STUDENTS**
APPROVED BY:	President's Advisory Committee
EFFECTIVE:	30 August 1989
REVISED:	30 March 1993

When a college student dies, the Vice President Educational Service's office should be notified. The Office may send cards and flowers on behalf of the College. Where flowers are declined, a donation to the family's choice of charity is appropriate.

College flags will be lowered to half staff at all campuses for a period of one day.

KWANTLEN University College

Policy No.	**C.16**
Reviewed by:	ECCO / PAC
Responsibility:	Vice President Educational & Organizational Support

POLICY

TITLE:	**GUIDED STUDY**
APPROVED BY:	President's Advisory Committee
EFFECTIVE:	05 April 1990
REVISED:	

DEFINITIONS

1. For the purposes of this policy, guided study refers to the offering of a course using a mode of instruction other than classroom instruction. In general, this will primarily involve self-study by the student with periodic guidance from an instructor. Guided study is not to be construed as instruction by correspondence or distance education.

2. Home campus. A student's home campus is defined as that campus on which she/he has taken or is taking the majority of her/his courses.

POLICY

1. Under special circumstances, a student may be permitted to enrol in a course which is offered by guided study. Special circumstances appropriate to the offering of a course by guided study would include the following:

   a) low demand or low enrolment for a course, especially a second year course

   b) only one course is required by a student in order to complete her/his graduation requirements and it is not being offered on the student's home campus during the current semester or term

   c) To meet special program requirements.

2. Only courses listed in the college calendar may be offered by guided study and the goals and objectives of the course must be adhered to. Courses which involve work experience, or substantial laboratory work will not be offered by guided study. Similarly, courses which depend heavily on student-instructor interaction will not be offered by guided study.

3. To be eligible to enrol in a course offered by guided study, a student must normally meet the following criteria:

   a) she/he must have successfully completed or transferred a minimum of four (4) courses and twelve (12) semester hours credit at/to Kwantlen University College

   b) she/he must have achieved a minimum CPGA of 3.00

   c) enrolment in a course taught by guided study must not result in the student exceeding the normal academic workload for her/his program

d) the student must be currently enrolled in at least one (1) course at the college.

4. A course will not be offered by guided study if it is currently being offered by classroom instruction on the student's home campus.

5. A contract to provide instruction for a course by guided study must be signed by the student and instructor and approved by the appropriate Dean.

6. The tuition and other fees for a course taught by guided study will be the same as the tuition and other fees charged for a course taught by classroom instruction. Because of the particular fee arrangements for the instructor's services, no refund will be issued after the course has begun.

7. Upon successful completion of the course, a passing grade will be assigned. Failure to complete the course successfully will result in a grade of Fail (F) being assigned.

8. Exceptions to this policy may be granted at the discretion of the appropriate Vice President, Education.

KWANTLEN University College

Policy No.	**C.18**
Reviewed by:	PAC / Board of Governors
Responsibility:	Vice President Educational & Organizational Support

POLICY

TITLE:	**ADMISSION TO THE COLLEGE**
APPROVED BY:	College Board
EFFECTIVE:	26 September 1990
REVISED:	

Kwantlen University College's primary purpose is to provide post-secondary educational opportunities to the communities of Delta, Langley, Richmond, Surrey and White Rock. Canadian citizens or permanent residents (landed immigrants) are eligible for admission. International students may be admitted in accordance with the International Education/Foreign students policy.

The college considers applications from all eligible candidates; however, admission to specific programs or courses may be restricted by space limitations or prerequisite requirements. In situations where the number of qualified applicants exceeds the number of available seats in a program, admission will be in order by date of application.

The college will consider each applicant in an equitable and consistent manner.

An applicant must be able to undertake studies in the English language and produce evidence of competence to do so; where there is doubt an applicant may be required to take a test of facility in the English language prior to admission to the college.

Admission to the college is made within the following categories.

REGULAR ADMISSION

Applicants to the college must meet one of the following general admission requirements in order to be accepted into the college:

1. be a graduate of a B.C. secondary school, or equivalent
2. be at least nineteen (19) years of age on the first day of attendance at the college.

UNDERAGE ADMISSION

Anyone who is not a graduate of a B.C. secondary school or equivalent from another school system, but who will be seventeen (17) years of age or older on the first day of attendance at the college and who has not been in regular attendance at a secondary school for a minimum of one (1) year may be admitted to the college in order to enrol in one of the following programs:

1. Adult Basic Education
2. TRAC - Common Core

Admission of underage students to other programs will be considered on an individual basis.

SPECIAL ADMISSION

An applicant who does not meet any of the above admission criteria may appeal for admission as a Special Admission student to specific programs. The applicant must be prepared to attend an interview with the Registrar to present his/her reasons for requesting Special Admission status and must provide supporting documentation as requested.

An applicant admitted as a Special Admission student is admitted to a specific program and may not change program without prior approval of the Registrar.

KWANTLEN University College

Policy No.	**C.19**
Reviewed by:	LEGAL / ECCO PAC
Responsibility:	Vice President Educational & Organizational Support

POLICY

TITLE:	**COPYRIGHT**
APPROVED BY:	President's Advisory Committee
EFFECTIVE:	04 December 1990
REVISED:	

Copyright is the sole right to reproduce, or allow others to reproduce, a work or any substantial part, in any material form, for any purpose. In Canada copyright protection begins immediately upon creation of a work, rather than upon publication, and in most cases exists until 50 year after the creator's death.

Kwantlen University College will provide an educational program to ensure that all employees and students are aware of the terms of the *Copyright Act* of Canada and will take all reasonable steps to ensure that its employees do not violate the law.

In accordance with the *Copyright Act*, it is assumed that, unless otherwise proven, all material is subject to copyright protection. This includes materials published in the foreign countries signatory to the Berne and Universal copyright conventions. (See Appendix 1)

The following activities do not constitute an infringement of copyright. This is not a comprehensive list but rather a list of activities most likely to occur in the college:

- any fair dealing with any work for the purposes of private study, research, criticism, review or newspaper summary;
- the reading or recitation in public by one person of any reasonable extract from any published work;
- no church, college or school shall be held liable to pay any compensation to the owner of any musical work by reason of the public performance of any musical work in furtherance of a religious, educational or charitable object.

Fair Dealing

The generally accepted criteria for defining fair dealing include: the purpose and character of the use, the nature of the copyrighted work, the amount and substantiality of the portion used and the effect upon the work's potential market.

It will be considered reasonable under the terms of the Fair Dealing clause in the *Copyright Act* for one person to make, without permission, a single copy to be used for the purposes of private study, research, criticism or review as follows:

Periodicals: One article from one issue of a periodical publication provided that the article does not comprise the whole issue. In the latter case, the limitations suggested for books will apply.

Books: Up to 10% of a whole book. However, where a book is comprised of poems, essays, chapters by contributing authors, etc., the policy for periodicals will be applied. The 10% guideline also applies to non-book materials such as audio- and video-cassettes and sound recordings.

In all other instances when the purpose is other than for private study, research, criticism or review, and particularly when multiple copies are required, permission **must be obtained** from the copyright holder.

PROCEDURAL GUIDELINES

A. CATEGORIES OF COPYRIGHTED MATERIAL

1. PRINTING REQUISITIONS

The printing requisition form to be signed by the requester will carry the guarantee of the requester either that the material to be copied is not protected by copyright or that permission of the copyright holder has been obtained and is attached to the printing requisition form. It will be the requester's responsibility to secure that permission in writing before submitting the request to printing. Such permission will be displayed on the document to be copied by a notice stating:

this work is reproduced with permission of (name of copyright holder)

and will be signed by the requester and dated.

2. BOOKSTORE

The bookstore printing manual requisition form will carry the guarantee of the requester that for material to be copied and sold in the bookstore the permission of the copyright holder has been obtained and is attached to the manual requisition form. It will be the requester's responsibility to secure that permission in writing before submitting the request to the bookstore. Such permission will be displayed on the document:

this work is reproduced with permission of (name of copyright holder)

and will be signed by the requester and dated.

3. LIBRARY RESERVE COLLECTION

a) **BOOKS**: The library will accept photocopies of entire (or contents of) books for the reserve collection but will immediately order a copy from the publisher. On its receipt, the photocopy will be removed and destroyed by the library. If the library is unable to obtain a copy from the publisher or permission to copy is not obtained from the copyright holder, the photocopy will be removed and destroyed.

b) **ARTICLES**: The library will accept photocopies of periodical articles for the reserve collection but it is the responsibility of the requester to contact the publisher to obtain written permission to do so. If it comes to the library's attention that written permission was not obtained, the article will be removed and destroyed. Where available, publishers' reprints will be purchased.

4. PAMPHLET FILE

It is the library's responsibility to obtain permission to include photocopies in the pamphlet file. If permission is refused or not obtained, the photocopy will be destroyed.

5. AUDIOVISUAL MATERIALS

The library will tape television programs at the request of an employee. The material will be held for preview for a maximum of four weeks whereon it will be erased by the library if a request for permission has not been initiated or a purchase order has not been issued. If permission is refused or a purchase is not possible, the material will be erased by the library.

Employees may not use video or audio programs taped off-air at home or rented from a home-use videotape outlet.

Copyright permission is required when transferring from one audiovisual format to another or if altering an item in any way.

Copyright permission is required if an audiovisual item is stored as an archival master and a working copy is made for circulation.

The Audiovisual Librarian will process the requests to obtain copyright permission for audiovisual materials.

6. *COMPUTER SOFTWARE*

Employees are not to use unlawfully duplicated computer programs for instructional, administrative or other purposes. Student borrowers of college owned computer software will be required to sign an acknowledgment of the *Copyright Act*:

> I certify that I will not violate or permit others to violate the copyrights in this borrowed software.

Subject to the terms of any applicable software license agreement, it is not an infringement for the owner of a computer program to adapt a program to enable use on a different brand or model of computer, nor is it an infringement to make a single, backup copy to safeguard the original program.

B. EQUIPMENT

1. *COMPUTER EQUIPMENT*

All college computer equipment capable of duplicating software will carry a notice reading:

> *NOTICE*
> *This machine must not be used in a manner that would violate Canadian laws of copyright.*

College computer equipment will be monitored and will be purged of unauthorized software on a periodic basis.

2. *AUDIOVISUAL EQUIPMENT*

Borrowers of college audiovisual duplicating equipment will be required to sign a guarantee that copyright will not be violated. All audiovisual duplicating equipment will carry a notice reading:

> *NOTICE*
> *This machine must not be used in a manner that would violate Canadian laws of copyright.*

3. *AUDIOVISUAL PRODUCTION*

All material to be included in an audiovisual production will be free of copyright restriction or permission must be secured. This includes the use of print, graphic, audio and visual material as well as the recording of a performance of a work covered by copyright.

4. *PHOTOCOPYING MACHINES*

All college equipment capable of photocopying will carry a notice reading:

> *NOTICE*
> *Kwantlen University College's copyright policy has been developed in accordance with Canada's Copyright Act. Kwantlen's policy is available in each campus library. This machine must not be used in a manner that would violate Canadian laws of copyright.*

C. COPYRIGHT CLEARANCE

The responsibility for seeking copyright clearance rests entirely on the user with the exceptions of audiovisual materials and site licenses for computer software which are sought by the library.

In Canada, the publishing industry has provided some useful information on the procedures for obtaining permissions. In the handbook, **COPYRIGHT COMPLIANCE**, it suggests that one of the most frequent reasons cited by publishers for delays in answering requests is incomplete or inaccurate information. The publishers stress the importance of allowing enough lead time to obtain the permission before the materials are needed; hence, the college has prepared a form letter to assist in capturing all the necessary information (Form A--Copyright Compliance). The handbook **COPYRIGHT COMPLIANCE** is available from the Kwantlen University College Library.

With respect to copyright collectives it may be premature to attempt to assess their impact; however, it is the intent of this policy to maintain flexibility in order to respond to the changes which are likely to be brought about as a result of the collective administration of copyright.

1. PRINT MATERIAL

a) The requester completes Form A and delivers it to his/her Departmental Secretary.

b) Form A is mailed or FAXed to the permissions department of the publisher with a covering letter and a self-addressed return envelope if mailed. The library will assist in determining current address information.

c) Upon receipt of permission from the publisher, the Departmental Secretary files the original authorization letter and a copy is given to the requester. It is the requester's responsibility to send a copy of the permission letter to the library, bookstore, printing department, etc., as appropriate.

d) If a fee is required, the requesting discipline bears the cost.

2. AUDIOVISUAL MATERIALS

All permission requests for audiovisual materials should be forwarded to the audiovisual librarian.

3. COMPUTER SOFTWARE

Permission requests for site licenses are processed by the library's technical services staff at the time of college acquisition of software. A copy of the license/agreement is kept on file in technical services. All other permissions are the responsibility of the requester.

4. AUDIOVISUAL PRODUCTIONS

Gathering permissions to use copyrighted material in any form in audiovisual productions is the responsibility of the initiator of the production. .in

When permissions are required immediately, they may be obtained by telephone. The appropriate form letter may be used for this purpose. The following additional information is included:

Name, status and telephone number of the person granting permission
Date verbal permission was granted

5. PERFORMING RIGHTS

The *Copyright Act* does not clearly state what is meant by public performance of a work. The concept of public performance is most easily defined by describing what it is not: it is not a performance for a household or a similar group, nor is it a performance of a musical work for educational purposes as long as the performance is not recorded. Hence, the right to perform works in the classroom must receive public performance permission.

The College will honour all performance rights attached to a work.

Performance rights will be sought with the purchase of all audiovisual material and with rental agreements for audiovisual items.

Performance of a dramatic work within the institution will require clearance of the performance rights.

6. *EXHIBITION RIGHTS*

Artistic works are defined as including paintings, drawings, maps, charts, plans, photographs, engravings, sculptures, works of artistic craftsmanship and architectural works of art.

The creator has the sole right to present his/her artistic works at a public exhibition for the purposes other than sale or hire.

The College will honour the exhibition rights attached to artistic works.

Written clearance of exhibition rights will be obtained when artistic works are purchased by the College.

Clearance of exhibition rights will be obtained when borrowed artistic works and student and employee art are exhibited.

7. *MORAL RIGHTS*

Moral rights are defined as any distortion, mutilation or other modification of a work that would be prejudicial to its creator's honour or reputation.

The most commonly known violations of moral rights involve modifications of artistic works.

Copyright clearance does not automatically waive the moral rights. Waivers of moral rights must be sought separately, therefore, permissions may, in some circumstances, be required from both the copyright holder and from the creator.

The College will honour the moral rights of creators and will obtain waivers when necessary.

APPENDIX 1

Countries adhering to the *Berne Union for the Protection of Literacy and Artistic Works*:

Argentina
Australia
Austria
Belgium
Benin
Brazil
Bulgaria
Cameroon
Canada
Chad
Chile
Congo
Cyprus
Czechoslovakia
Denmark
Fiji
Finland
France
Gabon
Germany
Greece
Holy See
Hungary
Iceland
India
Ireland
Israel
Italy
Ivory Coast
Japan
Lebanon
Liechtenstein
Luxembourg
Madagascar
Mali
Malta
Mauritania
Mexico
Monaco
Morocco
Netherlands
New Zealand
Niger
Norway
Pakistan
Philippines
Poland
Portugal
Romania
Senegal
South Africa
Spain
Sri Lanka
Sweden
Switzerland
Thailand
Togo
Tunisia
Turkey
United Kingdom
Upper Volta
Uruguay
Yugoslavia
Zaire

Countries adhering to the *Universal Copyright convention*:

Algeria
Andorra
Argentina
Australia
Austria
Bangladesh
Belgium
Brazil
Bulgaria
Cameroon
Canada
Chile
Costa Rica
Cuba
Czechoslovakia
Denmark
Ecuador
Fiji
Finland
France
Germany
Ghana
Greece
Guatemala
Haiti
Holy See
Hungary
Iceland
India
Ireland
Israel
Italy
Japan
Kenya
Khmer Republic
Laos
Lebanon
Liberia
Liechtenstein
Luxembourg
Malawi
Malta
Mauritius
Mexico
Monaco
Morocco
Netherlands
New Zealand
Nicaragua
Nigeria
Norway
Pakistan
Panama
Paraguay
Peru
Philippines
Portugal
Senegal
Soviet Union
Spain
Sweden
Switzerland
Tunisia
United Kingdom
United States
Venezuela
Yugoslavia
Zambia

APPENDIX 2

College Forms

1. Audiovisual equipment
2. Printing requisitions
3. Bookstore Manual Printing Requisitions
4. Request for Copyright Permission (Form A)
5. Instructional Computer Software and Hardware (DRAFT)
6. Verbal Copyright Permission (DRAFT)

KWANTLEN
University College

Policy No.	**C.20**
Reviewed by:	PAC / Divisional Curriculum / KEAC
Responsibility:	VP Educational & Organizational Support

POLICY

TITLE:	**STUDENT EVALUATION AND GRADING**
APPROVED BY:	President's Advisory Committee
EFFECTIVE:	01 September 1991
REVISED:	December 1993

1. GENERAL

The college process of formal evaluation will enable students to determine their current performance status in a given course and program. It will also enable the college to make consistent decisions regarding students' progress in relation to established program standards. The translation of evaluation measures into college-defined grades formalizes the students' status in both course and program.

Because courses vary widely in purpose, content, approach and delivery the method of evaluating component parts of courses should be related to the objectives of each or all of the parts. It is in translating the overall achievement of course objectives into a college-wide grading system that consistency is assured.

It is thus essential that college grading categories are described in terms meaningful to both faculty and students.

2. EVALUATION

Normally a final grade in any given course is based on continuous evaluation of the achievement of course objectives. The manner in which achievement is to be evaluated will be stated in writing in the course presentation given to students at the beginning of each course.

Students' final marks should be based on no fewer than four separate evaluations. Normally no single evaluation shall be worth more than 30% of the final mark, but a final exam may be worth up to 50% if it is appropriate to the course objectives. The number of evaluations required will be pro-rated for courses of less than a semester in length. Normally two evaluations should be given, graded and returned prior to the last day for withdrawal from a course.

The following evaluation information must be given to students:

a) the minimum level required to pass the course

b) the elements that contribute to the grade and the proportion each represents (e.g. tests, assignments, lab/studio work, performance, attendance, etc.)

c) an appropriate schedule of tests and/or due dates

Not all of the above may apply to students in performance based courses or in courses using a mastery grading system.

3. GRADING SYSTEM

Letter Grades

Letter grades are used to describe the achievement level attained within a particular course.

Grade	Grade Points	Definition	Percent Equivalent
A+	4.33	Exceptional Achievement	90-100
A	4.00	Outstanding Achievement	85-89
A-	3.67	Excellent Achievement	80-84
B+	3.33	Very Good Achievement	76-79
B	3.00	Good Achievement	72-75
B	-2.67	Good Achievement	68-71
C+	2.33	Satisfactory Achievement	64-67
C	2.00	Satisfactory Achievement	60-63
C-	1.67	Marginal Achievement. This grade does not permit students to pursue another course for which the graded course was a prerequisite.	56-59
D	1.00	Minimal Achievement. This grade does not permit students to pursue another course for which the graded course was a prerequisite.	50-55
F	0.00	Unsatisfactory Achievement. Student did not meet minimum course requirements.	<50
I	NC	Incomplete. Course requirements to be completed within specific time	
W	NC	Approved withdrawal from course or program	
CIP	NC	Course in progress	
DEF	NC	Deferred. The course duration does not correspond to the usual semester or term duration, hence no grade assigned.	
AUD	NC	Student attended classes but was not evaluated	
AE	NC	Aegrotat. A pass standing based on satisfactory term marks but student has been unable to complete all course requirements due to a disabling illness or other circumstance.	
TRF	NC	Transfer credit. Student granted transfer credit based on successful completion of equivalent course at another institution.	

Note: All credits are semester credits. NC means Not Calculated.

Incomplete (*I*) Grade Information

The *I* grade is intended to assist responsible students to carry out their commitments and is not intended to encourage students to procrastinate. It is reasonable, therefore, to expect that it will be

infrequently used. The withdrawal procedure may well be far more realistic for many students. The guidelines used are:

a) Any ***I*** grade is subject to review by the director, whose signature is required on the contract. Student applications for ***I*** grades should be received by the instructor no later than the last day of classes for the semester or term.

b) The following criteria are to be used by instructors in deciding whether to agree to a contract:

   i) Previous work in the course should have been at a satisfactory level;

   ii) The student must have been prevented from completing requirements by some abnormal circumstance or juxtaposition of other responsibilities, such as

      (1) embarking on a project whose completion turns out to be more time-consuming than contemplated

      (2) An emergency situation such as illness or accident has prevented the student from completing one or more of the course requirements.

   iii) The student should be able to complete an ***I*** contract within two to four weeks after it is made;

c) A student receiving an ***I*** grade will be allowed to reregister in the subsequent semester only after review of her/his course load and her/his ***I*** contract by a counsellor or educational adviser or the Registrar at registration. Students must bring their ***I*** contracts to registration along with their statement of marks.

d) There is no limit to the number of ***I*** grades that a student may carry.

Other Grades (Without Numeric Value)

The following grade designations form part of the overall college grading system but do not carry numeric value.

- **Mastery Grading System**

Certain courses have been designated by the college as Mastery courses. These courses demand a clearly defined high standard of performance, in which the student must demonstrate complete mastery of all knowledge and/or performance requirements. Because of their nature they are not included in calculating the grade point average.

MAS	NC	Mastery. Student has met and mastered a clearly defined body of skills and performances to required standard.
NCG	NC	No Credit Granted. Student has not met the required standard for the course and/or has not participated to the required level in course activities.

- **Experience Grading System**

Certain courses offered by the college provide an appropriate learning environment, but only the students can assess and decide how much value the course has been. Such courses demand student participation and, provided students participate, credit will be granted.

Because of the nature of this marking system, credits earned in this type of course will not be used in calculating the grade point average.

EXP	NC	Experience. Student has participated at the required level in course activities.

4. GRADE POINT AVERAGE

The grade point average is a weighted average. It is calculated as follows:

a) *Grade Point Average (GPA).* The grade point average is calculated by multiplying the grade points for each course by the number of semester credit hours for that course, adding these values for all courses taken and dividing by the total number of semester credit hours taken.

b) *Term Grade Point Average (TGPA).* The term grade point average is the grade point average calculated over one semester or term in which the student was enrolled.

c) *Cumulative Grade Point Average (CGPA).* The cumulative grade point average is the grade point average calculated over all the semesters or terms in which the student was enrolled.

d) *Program Grade Point Average (PGPA).* The program grade point average is the grade point average calculated over the courses required for the completion of a program.

5. PASSING GRADE IN A COURSE

The minimum passing grade in a semester-based or term-based course is a D grade. Courses in which a grade of D or better has been achieved may be used to satisfy program requirements for graduation.

The minimum passing grade in most fixed-intake and continuous-intake vocational programs is a grade of Mastery (MAS). Courses or modules in which a grade of MAS has been achieved may be used to satisfy program requirements for graduation. In vocational programs which use letter grades, a minimum grade of D is required to pass.

6. REPEATED COURSES

All grades are recorded on the student's transcript. If a course is repeated to replace a failed or lower grade, the higher grade will always be used to compute cumulative and program grade point averages or to determine standing. Normally a course may not be repeated more than once.

7. MINIMUM GRADE REQUIRED IN PREREQUISITE COURSE

In order to enrol in a course for which there is a prerequisite course (or courses), a student must have been assigned a grade of C or higher or an AE or TRF in the prerequisite course (or courses).

8. GRADE CHANGES

Any changes in grades, either upwards or downwards, must be approved by the instructor and the appropriate educational director, and submitted on a change of grade form to the Registrar's Office no later than four weeks after the end of the semester (incompletes excepted).

9. GRADING APPEALS

If a student wishes a formal reassessment of a final grade, he/she must make the request in writing to the Registrar within 20 days of the posting of grades. Please refer to the Appeal policy.

KWANTLEN University College

Policy No.	C.21
Reviewed by:	PAC/KCFA/Legal/Board
Responsibility:	VP Educational & Organizational Support

POLICY

TITLE:	**STUDENT CONDUCT**
APPROVED BY:	College Board of Governor
EFFECTIVE:	27 February 1991
REVISED:	

INTRODUCTION

Students must maintain an appropriate standard of conduct. They must obey the law and college regulations, demonstrate respect for all persons on the campus, and display mature conduct. They are held responsible for their individual or collective actions.

The college must maintain an environment conducive to learning. It may require students to leave the educational setting, so as to preserve that environment or to ensure safety. The college has developed procedures which take into account the interests of all persons involved.

This policy addresses the college's major concerns about misconduct, disruptive behaviour and safety within the college community. The faculty and staff are responsible for dealing with minor misconduct. The appropriate vice-president has the authority to respond in more serious situations. The power to suspend or expel a student from the college resides entirely with the President.

INITIATION OF DISCIPLINARY ACTION

1. Failure by students to maintain appropriate standards of conduct may result in the initiation of disciplinary action by the college.

2. Without limiting the generality of the foregoing, students may be subject to disciplinary action for:

   (a) conduct disruptive to the teaching/learning process;

   (b) failure to comply with reasonable directions of the college staff or faculty;

   (c) failure to meet basic attendance requirements as stipulated for continuation in courses and programs;

   (d) falsification of any college document or the supplying of false information to the college;

   (e) theft;

   (f) unauthorized entry to college properties;

   (g) physical abuse or threats of violence, disorderly conduct and disturbing the peace;

   (h) sexual harassment (see College Policy G.2);

(i) the possession, use or sale of narcotic or illegal drugs on campus or at official college functions;

(j) the possession, use or sale of intoxicating beverages on the campus without the permission of the college administration;

(k) behavior that significantly interferes with college operations;

(l) behavior that may endanger the health or safety of employees or students of the college;

(m) damage or misuse of college property;

(n) possession of offensive weapons;

(o) violation of college policies or campus rules and regulations;

(p) failure to fulfil the terms of a performance contract (see College Policy B.2);

(q) plagiarism or cheating (see College Policy C.8).

PROCEDURAL GUIDELINES

1. Any infractions which are observed by any members of the college community should be referred, as quickly as possible, in writing to the appropriate Vice-President, Education or her/his delegate.

2. Referral should be made to security personnel or police where appropriate. A written report of such referral will be given promptly to the appropriate Vice-President, Education or her/his delegate.

3. Where danger exists to the student or to others, the student may be immediately prohibited from further participation in the educational setting by the employee responsible. The circumstances surrounding such action will be referred, as quickly as possible, to the appropriate Vice-President, Education or her/his delegate for review.

4. Disciplinary action deemed appropriate by the Vice-President, Education may be, but is not limited to, the following:

   (a) a written reprimand;

   (b) suspension from a semester-length course or program for a period of not more than one week;

   (c) suspension from a continuous intake course or program for a period of not more than one month;

   (d) referral to the college president for suspension from the college.

5. Students may appeal disciplinary action to the College Appeal Committee. Suspension from the college may be appealed directly to the Board. All appeals must be initiated in writing within fifteen (15) working days of the disciplinary action/suspension.

KWANTLEN University College

Policy No.	E.6
Reviewed by:	Management Group
Responsibility:	Vice President Administration

POLICY

TITLE:	**EXPENSE CLAIM REGULATIONS**
APPROVED BY:	Management Group
EFFECTIVE:	March 1995
REVISED:	

Policy

Consistent with generally recognized public body standards, Kwantlen University College (hereinafter referred to as the "College") will reimburse employees for reasonable out-of-pocket expenses necessarily incurred while on authorized College business.

General Guidelines

1. Expense claims should be claimed on an approved College Expense Report Form A1001 no later than the month following the expenditure.

2. All expense claims relating to the College's fiscal year end (March 31) must be submitted to the Financial Services Department prior to April 8.

3. All expense claims should be supported by original receipts and a brief description of the purpose of the meeting or trip, and approved by the appropriate administrator or designate.

4. Any exceptions to these regulations must have written approval of the Vice-President, Administration and appropriate administrator or designate.

Air Travel

1.1 Air travel must be pre-approved by the appropriate administrator and booked at economy rates. The cost of this airfare must initially be paid for by the employee (an advance may be used for this purpose - see Section 13) and claimed on a College Expense Report form. The expense claim must include the employee's copy of the airline ticket.

1.2 It is the employee's responsibility to reimburse the College for additional fare costs incurred for stopovers which are not related to College business.

1.3 If a Saturday layover (stay an extra night) is required to obtain a lower airfare the College will pay additional hotel and meal costs, not to exceed the savings of the layover.

1.4 Where "bonus points" are achieved as a result of travel, accommodation, car rental, etc. paid for by the College, the points must be used by the employee to offset subsequent College travel costs.

Selection of carrier should be determined by the most economical and reasonable means of travel and not be unduly influenced by the accumulation of points.

Any remaining bonus points attributed to an employee upon his/her termination or retirement becomes the property of the employee.

Private Automobiles

2.1 When a private automobile is used while travelling on College business, the reimbursement rate will be that specified by the relevant Collective Agreement or Working Conditions Agreement. The distance allowed is from one's place of employment to destination and return.

2.2 Mileage and other transportation costs incurred in travelling to and from the employee's home and the normal place of work are not allowable travel expenses.

2.3 Where the use of a private automobile for a trip outside the lower mainland is selected by personal preference, and it is not the most economical means, then reimbursement will be on the basis of expenses which would have been incurred had the trip(s) been made by the most direct routes and most economical means (e.g. economy air travel in lieu of automobile).

2.4 In situations where it may be more economical for two or more people to travel together for trips outside the lower mainland, car pooling is encouraged. Mileage and/or car rental costs may be claimed only by the driver or owner of the vehicle.

2.5 Under no circumstances will the College reimburse traffic violations, parking offense tickets, towing charges, automobile repairs or insurance deductions related to accidents.

2.6 Incremental Business Insurance premium costs will be paid by Kwantlen University College if covered by the relevant Collective Agreement or Working Condition Agreement.

Inter-Campus Mileage

3.1 Faculty members with multi-campus instructional schedules are entitled to reimbursement for mileage for regularly scheduled pre-approved inter-campus mileage. Mileage is claimed on the Weekly Timetable & Mileage Report Form (#A1027) as per the following guidelines:

a) Faculty fill in their timetable on the A1027 form.

b) Financial Services calculates the mileage as follows:

(i) The first campus reported to each day will be the "home" campus for that day and inter-campus mileage will accumulate from that location.

(ii) There will be no mileage claim allowed for travel from the last campus to home.

(iii) This form is strictly for faculty who will be teaching at more than one campus on the same day. There will be no mileage claim on this form for travel from one campus to another that is solely for the purpose of attending office hours or divisional meetings. This mileage may be claimed on College Expense Report Form #A1001.

c) (i) In order to facilitate the process, faculty are encouraged to submit this form during the third month of each semester.

(ii) It is the employee's responsibility to reimburse the College for any variations from their pre-approved regular schedule.

Extended Day Per Diem

4.1 Faculty members may claim compensation when they teach an extended day of greater than 8 hours. The per diem is to be claimed on the Weekly Timetable & Mileage Report Form (A1027).

(a) The per diem is $5.00 for each day and is to offset the cost of a meal.

(b) Regulations described in Section 3.1 b) also apply to the Extended Day Per Diem.

Automobile Rentals

5.1 Occasionally, it may be economical to rent a vehicle while on travel status or transporting two or more people on College business. Rental arrangements must be pre-approved.

Transportation

6.1 An employee may claim reimbursement of the following College business related travel expenditures without a receipt:

a. motor vehicle parking meter charges;
b. public transit.

Travel Insurance

7.1 It is not College procedure to purchase flight cancellation insurance for College related travel. The College self-insures for flight cancellation. If flight cancellation insurance is purchased, it is the employee's responsibility to reimburse the College for the full cost of the insurance.

7.2 The College will reimburse for car rental insurance.

7.3 Extra medical coverage should be considered for out-of-country travel on College business. This will be reimbursed by the College.

Meals

8.1 To allow for the difference in meal costs in various geographic locations, the College does not stipulate per diem rates other than those identified in Collective Agreements.

8.2 Reasonable expenses for meals taken when on authorized College business can be claimed by attaching original receipts where possible and indicating the purpose of the meeting, trip, etc.

8.3 Generally the College does not reimburse for meals when a College employee is hosting another employee or group of employees unless the meeting is clearly for business purposes.

8.4 Expense for a meal when hosting an official College guest may be claimed with the following provisions. The name(s), title(s) and company or business relationship of the people to the College must be included in the expense claim and marked on the back of the receipt.

8.5 The consumption of alcoholic beverages is not encouraged nor condoned by the College.

8.6 Tipping is reimbursable to a maximum of 15% of the amount for food and refreshments.

Lodging

9.1 Reimbursement for hotels and motels should be limited to reasonable amounts and should not exceed the single occupancy rate.

9.2 Hotel and motel official receipts will be required for reimbursement as charge card slips do not provide sufficient information.

9.3 An employee who opts to use private lodging may claim $15.00/day.

Telephone

10.1 Long distance business phone calls from the employee's residence will be reimbursed if the call is identified on a copy of the employee's telephone bill/statement.

10.2 Personal long distance calls/faxes will not be paid for or reimbursed by the College except when on travel status (see 11.1).

10.3 Cellular phone network charges will not be reimbursed unless usage is pre-approved by the appropriate administrator or designate.

Incidentals

11.1 An incidental expense allowance of $5.00 can be claimed for personal expenses for each full day on travel status with no requirement for receipts. This incidental expense allowance is intended to cover laundry, dry cleaning, local business telephone calls, personal long distance calls, and other business related personal expenses.

11.2 The incidental allowance should only be claimed for trips where the employee is away for a period greater than 24 hours.

Child Care

12.1 Under normal circumstances the College will not reimburse expenses for child care. Where there are unusual circumstances, these must be pre-approved by the appropriate administrator or designate in advance and detailed on the expense claim.

Advances

13.1 If an advance is required, an approved request for a travel advance form should be submitted to Financial Services at least two weeks before the advance is required.

13.2 Travel advances will not normally be issued when the estimate of expenses or amount requested is less than $200. Situations under $200 with extenuating circumstances should be brought to the attention of Financial Services and will be dealt with on an individual basis. Since it is College policy to book and pay for all air travel through the College's authorized travel agent, air travel expenses need not be included as part of the advance required.

13.3 Advances must be accounted for by submission of an authorized expense report supported by original receipts and any unused balance refunded by cheque within one month of the completion of the journey.

13.4 If a previous advance has not been accounted for by submission of the appropriate expense report, as per Section 13.3, no further advances will be issued. Should an advance remain outstanding for a period greater than 60 days, the advance may be deducted from any subsequent expense

claims that are submitted for reimbursement. Under extreme circumstances, and after all other options have been exercised, appropriate action will be taken as required.

13.5 The appropriate cost centers are not charged until an approved expense report is processed by Financial Services.

Advances for Professional Development - KUCFA

14.1 The request for advance for Professional Development (P.D.) must be signed by:

(a) the Chair of the P.D. Committee;
(b) the appropriate Director/Dean of the Department concerned.

14.2 The P.D. form is only an authorization from the P.D. Committee. The College requires an expense report to be submitted to Financial Services as proof that the expenses were incurred.

14.3 Regulations described in Section 13 also apply to advances for professional development.

14.4 The maximum reimbursement for P.D. expenses will be the amount approved by the employee's P.D. Committee.

Advances for Education and Training - BCGEU

15.1 The request for advance for Staff Training and Development funds must be approved by the appropriate administrator and the Education and Training Committee.

15.2 The Staff Training and Development form is only an authorization from the Education and Training Committee. The College requires an expense report to be submitted to Financial Services as proof that the expenses were incurred.

15.3 Regulations described in Section 13 also apply to advances from the Education and Training funds.

15.4 The maximum reimbursement under this section will be the amount approved by the Education and Training Committee.

Claim Procedures

16.1 All claims greater than $50.00 should be submitted on a monthly basis.

16.2 All items should be listed separately on the expense claim form in chronological order indicating the purpose of the trip or meeting.

16.3 Original receipts and vouchers should be stapled to the back of the expense claim form in the order in which they appear on the claim. Photocopies are not acceptable to our auditors.

16.4 All expenses must be adequately described or itemized in the description column. Grouping of items is not permissible unless a breakdown is shown.

16.5 Duly approved expense claim forms to a maximum of $10.00 may be taken to the Campus Petty Cash Custodian for reimbursement.

16.6 Expenses incurred on specially funded projects should be submitted on a separate Expense Report form.

16.7 All claims are to be signed by the claimant and approved by the appropriate administrator even if there is no refund claimed (such as reconciliation of an advance where the total refund is zero). The cost centre to be charged should be noted by the claimant or administrator.

16.8 The Financial Services office is responsible for the administration of these regulations and procedures and is authorized to question any claim and obtain further clarification when necessary.

16.9 Foreign Exchange

a) If the claimant has written proof of the exchange rate used, this can be used when submitting the original claim. Otherwise the College will use the current rate of exchange as provided by the College's bank. This rate is checked monthly. If the claimant used a charge card for payment and the exchange rate used by Kwantlen University College is not sufficient to cover the charge by the credit card company, an additional claim can be made referencing the original claim.

b) If the employee is submitting multiple claims, i.e. claims with different currencies, separate expense claims should be used indicating the type of currency related to each claim.

Kwantlen University College Visa Cards

17.1 There are a very limited number of Kwantlen University College issued Visa cards. These are issued to employees depending on the needs of their jobs. Use of these cards is restricted to College business only.

17.2 A copy of the Visa statement will be distributed to each cardholder for verification. The original Visa receipts for each charge listed are to be attached to this statement, approved by the appropriate administrator (or in the case of the President, by the Board Chair), and promptly forwarded to Financial Services for payment. Purpose/details of the charge should be written on the back of each receipt including names and positions of individuals involved.

17.3 Cash advances on a Kwantlen University College Visa card are not allowed.

Unsupported Amounts

18.1 When expense claim amounts are not properly supported or adequately explained the College will deduct the amount in question when paying the claim so that payment of the remaining expenses is not delayed. The claimant will be informed of the discrepancy and the expense item can be re-submitted on another expense claim when the matter is resolved.

18.2 A memo will be sent explaining any adjustments that would alter the expense claim by $5.00 or more.

KWANTLEN University College

Policy No.	E.17
Reviewed by:	Management Group
Responsibility:	VP Administration

POLICY

TITLE:	**INSURANCE--EMPLOYEES**
APPROVED BY:	Management Group
EFFECTIVE:	14 December 1993
REVISED:	

In accordance with direction from the Ministry of Skills, Training and Labour and to protect College employees when performing their authorized job duties, the College participates in a government sponsored College Protection Program that includes the following insurance coverages:

1. **PUBLIC LIABILITY**

Employees of the College are protected against third party legal liability actions alleging bodily injury and/or property damage arising from performance of authorized job duties. This coverage applies on and off campus on a world-wide basis and includes professional errors and omission protection.

Coverage does not apply in the following situations:

(a) job related injury covered under Workers' Compensation;

(b) bodily injury caused intentionally except when solely to prevent injuries to persons or damage to property;

(c) performance or alleged performance of criminal or illegal acts;

(d) errors and omissions liability arising out of professional services contracts except for written agreements that have been approved in advance by the College and only when such services are related to occupational, vocational or training programs conducted by the College.

2. **AUTOMOBILE LIABILITY**

The College Protection Program also provides excess public liability coverage over the primary automobile insurance (and the Special Excess ICBC Third Party Legal Liability coverage purchased by the College) for licensed vehicles owned by others which are operated by employees on authorized business for the College.

Coverage does not apply to operation of a licensed vehicle which violates any motor vehicle regulation or section of the criminal code.

This insurance does not cover any claim resulting in physical damage to the vehicle or loss or damage to personal property carried in the vehicle.

PROCEDURE

Contact the office of the Vice President, Administration to report any incident that potentially involves a claim against the insurance coverage.

KWANTLEN
University College

Policy No.	**F.6**
Reviewed by:	PAC
Responsibility:	VP Administration

POLICY

TITLE:	**SMOKING**
APPROVED BY:	President's Advisory Committee
EFFECTIVE:	15 December 1988
REVISED:	August 1992

In accordance with health bylaws passed by the Municipalities of Richmond and Surrey, the following College Smoking Policy will be implemented effective January 3, 1989.

PREAMBLE

All members of the College Community, employees and students, share in the collective responsibility to maintain a clean, comfortable, and healthy work and educational environment. Positive action in supporting and encouraging colleagues in this regard is part of this responsibility.

1. This policy is pursuant to the District of Surrey Bylaw No. 9400 and the Township of Richmond Bylaw No. 4514 which regulate where people may smoke.

2. In order to comply with the above Bylaws, smoking will only be permitted in areas so designated by the College.

3. The College, where possible, will designate smoking areas on campus for students and employees.

4. In the event a designated smoking area is objected to and if an accommodation which is satisfactory to all affected cannot be reached, in order to comply with the Bylaws, the preference of non-smokers shall prevail and the College will prohibit smoking in that area.

5. The Bylaws require the College to ensure that the Bylaws are complied with and the College will take corrective action with employees and students who do not comply with the Policy.

6. In the coming years as the College renovates or moves into new premises, smoking will not be allowed in any area of a renovated or new building.

KWANTLEN
University College

Policy No.	**F.13**
Reviewed by:	PAC / ECCO / Campus Working Groups
Responsibility:	VP Administration

POLICY

TITLE:	**WASTE MANAGEMENT / ENVIRONMENT**
APPROVED BY:	President's Advisory Committee
EFFECTIVE:	01 April 1991
REVISED:	

To help protect our environment and to encourage the effective, efficient and safe use of products and services the College is committed to the investigation, implementation and promotion of recycling, energy conservation and the use of environmentally sensitive products.

PROCEDURES

As a general rule the College will adopt the 5 "R's" of waste management:

1. **Recycle**--recycle when feasible,
2. **Reduce**--reduce consumption,
3. **Re-use**--increase the use of reusable products,
4. **Recover**--reclaim useful materials and energy from waste before final disposal, and
5. **Replace**--replace environmentally harmful products with environmentally sensitive ones.

The Facilities Department, with assistance from Purchasing and in consultation with College employees will assume responsibility for:

1. Encouraging the use of environmentally sensitive supplies, products and services, using the following criterion:
   a) effectiveness,
   b) cost and
   c) availability.
2. Developing a data base of approved environmentally sensitive supplies, products and services that the College purchases.
3. Initiating a College-wide recycling program.
4. Identifying energy conservation measures (in conjunction with Policy F.11) that will assist in the conservation/reduction of energy consumption.
5. Informing and involving the College community of Waste Management/Environment initiatives via:
   a) College newsletter, *Inside*, and
   b) establishing campus working groups
6. Submitting an annual report of the College's Waste Management/Environment initiatives, which will include:
   a) effectiveness,
   b) cost,
   c) degree of participation and
   d) potential new waste management/environment initiatives.

KWANTLEN
University College

Policy No.	**G.1**
Reviewed by:	College Board
Responsibility:	Director, Human Resources

POLICY

TITLE:	**CONFLICT OF INTEREST / EMPLOYEES**
APPROVED BY:	College Board
EFFECTIVE:	19 February 1987
REVISED:	

Kwantlen University College affirms that all employees should conduct themselves in such a manner that they will not enter into a conflict of interest with their employer.

GUIDELINES

The College recognizes the following situations as conflict of interest situations between the College and its employees:

1. an employee of the College has a direct or indirect financial interest in a proposed contract or transaction with the College;

2. an employee holds any office, or possesses any property whereby either directly or indirectly, a duty or interest is created in conflict with the employee's duties or interests as an employee of the College; and

3. an employee uses confidential College records in an unauthorized manner or for unauthorized purposes.

DISCLOSURE

1. All College employees shall disclose, in writing, to their supervisors the nature and extent of their financial interest in any contract or transaction with the College.

2. All College employees shall disclose, in writing, to their supervisors the fact, nature, and extent of any conflict which may exist, or might be created, as a result of the employee's holding of any office or possessing any property.

INFORMAL RESOLUTION

Following the declaration of a conflict of interest, the College, after consultation with the employee, shall either:

1. remove the employee from the conflict of interest situation; or

2. remove the conflict of interest in another manner.

KWANTLEN University College

Policy No.	G.3
Reviewed by:	PAC
Responsibility:	Director, Human Resources

POLICY

TITLE:	**EMPLOYMENT AND STUDENT ISSUES RELATED TO AIDS**
APPROVED BY:	College Board
EFFECTIVE:	20 January 1988
REVISED:	

Kwantlen University College recognizes that Acquired Immune Deficiency Syndrome (AIDS) is a life-threatening illness. Due to the nature of the disease, concern continues to build world-wide. It is further recognized that employees and student with AIDS, as with other life-threatening illnesses, may wish to continue to engage in as many of their normal activities, including work, as their condition permits. As long as employees and students with AIDS are able to meet acceptable performance and attendance standards, and medical evidence indicates that their condition and actions pose no threat to the health and safety of themselves or others, efforts should be made to treat them as other employees and students with defined illnesses. Kwantlen University College also recognizes that it has the responsibility of providing a safe work environment for all of its employees and students. In view of this, every effort should be made to ensure that any employee illness, including AIDS, does not pose a health or safety risk to other employees and students.

Consistent with the above, the following guidelines should be used throughout the College for dealing with AIDS-related employment and student issues:

1. Recognize that medical information is personal and confidential and take all reasonable steps to assure strict confidentiality.

2. Be sensitive to employee and student concerns about AIDS and make educational material on this condition readily available to them. Contact the Human Resources Division for available educational materials if you believe you or your employees need information on AIDS. The Educational Support Division is responsible for the provision of AIDS information to students.

3. Be sensitive to the fact that employment or College attendance for an individual with AIDS can be an important factor in determining the quality of life for that individual.

4. Advise employees who are known to have AIDS that information on, and referral to, agencies and organizations which offer supportive services for this condition are available through the Employee Assistance Program (Interlock). Counselling Services is responsible for the provision of such service to students.

5. Advise employees who are known to have AIDS that consultation on disability plans and other benefits to assist them in effectively managing their situation is available through the Human Resources Division.

6. Human Resource Division should be consulted before making any employment decisions regarding an employee with AIDS.

KWANTLEN University College

Policy No.	G.21
Reviewed by:	Management Group / Board of Governors
Responsibility:	VP Human Resource Development

POLICY

TITLE:	**EMPLOYMENT EQUITY**
APPROVED BY:	Board of Governors
APPROVED:	26 April 1995
REVISED:	

DEFINITION

The term "employment equity" was first introduced in the 1984 Royal Commission report on Equality in Employment. It covers a wide range of measures to improve the employment status of designated groups: women, people with disabilities, aboriginal persons and people of visible minorities. The intent is to achieve equality in the work place so that no person shall be denied employment opportunities or benefits for reasons unrelated to ability.

Kwantlen University College believes in, and will apply, a broader definition of equity and fairness that includes the prevention of discrimination as defined by the *British Columbia Human Rights Act.*

RATIONALE

Discrimination and stereotyping are increasingly discouraged by greater social awareness. Nonetheless, racism and prejudice still exist. For a variety of historical and social reasons, certain groups have faced and continue to face barriers to full participation in the workforce. Additionally, some workplace practices have the effect of denying certain people equal opportunities to compete for and obtain jobs and advancement.

The impact is dramatic. This systemic discrimination has resulted in certain groups of people being historically under-represented in the labour force or concentrated in jobs at the lower end of the pay scale. Employment equity aims to remove barriers and to remove conditions of disadvantage for these groups.

A policy of equitable employment facilitates overall improved human resource management which benefits the entire Kwantlen community. Commitment to Employment Equity principles assists us in making full use of all available resources to fill our staffing needs. Ultimately, Employment Equity contributes to both the socioeconomic welfare of the communities in which we do business, and to Kwantlen University College as a public institution.

Discrimination is against the law. The *British Columbia Human Rights Act* prohibits discrimination on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex (including sexual harassment and pregnancy), sexual orientation, age (19 - 65) or criminal record unrelated to employment. The *Canadian Charter of Rights and Freedoms* and the *Canadian Human Rights Act* also prohibit discrimination on similar grounds.

Further, these statutes specifically provide for the implementation of special measures to correct historical inequities and to improve the situation of designated groups. Employment equity programs are consistent with the principle of equality and implicitly recognized as necessary for certain groups to attain equality.

GENERAL MEASURES

Employment equity focuses on changing employment systems which perpetuate discrimination. At Kwantlen University College that change is approached in two distinct ways, both of which are essential to an effective employment equity program:

1. **Quantitative:**

   Quantitative measures include:

   - surveying the workforce to determine how many designated group members are present, in what jobs, and at what pay levels;
   - identifying areas where participation of designated group members is lower
   - than that in the general labour force;
   - setting goals and timetables for increasing representation; and
   - monitoring change on a regular basis.

2. **Qualitative:**

   Statistical data can reveal the extent of under-representation of designated groups in the workforce, but merely having the data will not solve the problems. Qualitative measures are also required to effect change. These include such things as:

   - establishing a commitment to employment equity;
   - involving those affected by the program;
   - informing and educating people;
   - reviewing employment systems to identify and eliminate discriminatory barriers; and designing and implementing special measures, such as outreach recruitment, mentorship programs, flexible work arrangements, workplace child care, etc.

The employment equity measures described are not stand alone initiatives. They are directly related to Kwantlen's policies regarding Non-Discrimination and Harassment, and also support our values and operating principles.

RESPONSIBILITY

The people of Kwantlen University College are committed to the principles of Employment Equity. These principles are an integral part of our operating philosophy. Our commitment to Employment Equity provides a basis of equitable, consistent employment, development and advancement decisions for all Kwantlen University College employees based strictly on ability and merit.

To ensure that Employment Equity is an ongoing part of our daily practices, every manager, search committee and supervisor within the organization is responsible for ensuring equity in recruiting, hiring, training, development, and promotion decisions.

Appendix C: Kwantlen University College Telephone Book

KWANTLEN UNIVERSITY COLLEGE PHONEBOOK - By Name

Name	Local	VMail	E-Mail	Office	Title & Department
ABBOTT, Frank	L2609	V9100	-none-	R 2320	Instructor - History
ABE Classroom	L3337	Vnone	-none-	L 1520	- Adult Basic Education
ABE Faculty Office	L3339	Vnone	-none-	L 1525	- Adult Basic Education
ABELL, Ourania	Lnone	V9541	-none-	S	Monitor - French
ABERNETHY, Shirley	L2140	V2140	shirleya	S B106-A	Copy/Mail Clerk - Purchasing
ABORIGINALS PROGRAM	L3009	V3009	-none-	N 3-202	- Employment & Educational Access for Aboriginal
ACKER, Geraldine	L3209	V9863	geraldin	L 1110 #3	A/V Library Assistant - Library
ADAMOSKI, Robert	L2254	V9530	robert	S D339	Instructor - Criminology
ADAMOSKI, Robert	L2667	V9530	robert	R 2335	Instructor - Criminology
ADAMS, Jim	L2223	V9101	jima	S E218-E	Instructor - Fine Arts
ADAMS, Michael	L2659	V9579	-none-	R 3425	Lab Supervisor - Chemistry
ADMISSIONS - INFO	L2029	V2029	-none-	S C127	Admissions - Counter - Admissions
ADMISSIONS - INFO	L2906	V2906	-none-	N 103A	Admissions - Counter - Admissions
ADMISSIONS - INFO	L3215	V3215	-none-	L 1010	Admissions - Counter - Admissions
ADMISSIONS - INFO	L4512*	Vnone	-none-	R 1505	Admissions - Counter - Admissions
ADMISSIONS - TRANSCRIPTS	L2043	V2043	-none-	S C135	- Admissions
ADMISSIONS ASST.	L3283	Vnone	-none-	L 1010	Admissions Assistant - Admissions
ADMISSIONS MAIN QUEUE	L4008*	Vnone	-none-	S C127	Internal Use Only - Admissions
ADMISSIONS OFFICE	L2673	Vnone	-none-	R 1525	- Admissions
ADMISSIONS OFFICE	L2675	V2675	-none-	R 1535	- Admissions
ADMISSIONS WORKROOM	L4682*	Vnone	-none-	R 1497	Workroom - Admissions
AGBEMENU, Kwawu	L2205	V9102	-none-	S D343	Instructor - Geography
AGBEMENU, Kwawu	L3323	V9102	-none-	L 1315	Instructor - Geography
AGOSTINO, Cosimo	L2560	V9501	-none-	R 2090	Instructor - Fashion Design & Technology
AHLUWALIA, Seema	L2631	V9394	-none-	R 2350	Instructor - Sociology
ALBINA, Lori	L2677	V9663	-none-	R 1435	Instructor - Continuing Education Travel Industries
ALEXANDER, Phyllis	L2522	V2522	phyllis	R 1550	Secretary - Applied Design & Communications
ALLISON, Diane	L2209	V2209	dianea	S E110-C	Lab Technician - Chemistry
ALLWOOD, Kathy	L2957	V2957	kathya	N Printshop	Bindery Supply Clerk - Printing
ALSTAD, Greg	L2041	V2041	greg	S C246	Comptroller - Financial Services
AMMIRATI, Suzanne	L2936	V2936	-none-	N	Staff - Adult Special Education
ANDERSEN, Sharon	L2174	V9104	sharona	S D246	Instructor - Diploma Nursing
ANDERSON, Carol	L2585	V2585	carolr	R 1505	Admissions Assistant - Admissions
ANDERSON, Dinah	L(L.O.A.)	V3341	-none-	L 1538	Program Assistant - Adult Special Education
ANDERSON, Janice	L2566	V2566	janicea	R	Technical Services Assistant - Library
ANDERSON, Jim	L2248	V2248	jim	S A310	Networking Specialist - Information Systems & Com
ANDERSON, Kent	L2228	V9578	kent	S E218-A	Instructor - Fine Arts
ANDERSON, Larry	L2505	V9502	larrya	R 2402	Instructor - Psychology
ANDERSON, Lisa	L2043	V9419	lisaa	S C135	Records Assistant - Admissions
ANDREWS, April	L2534	V2534	april	R 1505	Admissions Assistant - Admissions
ANDREWS, Bob	L2965	V9900	-none-	N 4-202	Instructor - Furniture Upholstery Program
ANTAO, Violet	L2659	V9536	violeta	R 3415	Lab Supervisor - Biology
ARBOLEDA, Len	L2305	V2305	lena	S E104	Lab Supervisor - Physics
ARCHER, Karen	L2019	V2019	karena	S Library	Serials Assistant - Library
ARMSTRONG, Mel	L3006	V3006	-none-	N	Tradesperson - Facilities
ARNEJA, Gary	L2962	V9902	garya	N 4-221	Instructor - Appliance Service Department
ARNOLD, Ray	L2654	V9105	-none-	R 3020	Instructor - Foundations of Applied Design
ASE LANGLEY	L	V	asel	L	- Adult Special Education Langley
ASE NEWTON	L	V	asen	N	- Adult Special Education Newton
ASE RICHMOND	L	V	-none-	R	- Adult Special Education Richmond
ASKEY, Billie	L2022	V2022	billie	S D245	Coordinator - Graduate Nurse Refresher
ASPEN	L2222	Vnone	-none-		Voice Processing System -
ATEAH, Carol Anne	L2009	V9542	carola	S C162	Educational Advisor - Counselling
ATTRIDGE, Robert	L2579	V9503	robertja	R 2470	Instructor - English
ATWAL, Rjinder (Ginger)	Lnone	Vnone	ginger	S none	Instructor - Graduate Nurse with English as a Second
Auxiliary Staff	L	Vnone	auxil	SRN	- Auxiliary staff
B.C. HORT.INFORM.LINE	L3333	Vnone	-none-	L 1355	- Horticulture
BACHYNSKI, Gail	L2560	V9504	-none-	R 2090	Instructor - Fashion Design & Technology
BAILEY, Bruce	L3324	V9771	bruce	L 2204	Instructor - Employment & Educational Access for M

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KWANTLEN UNIVERSITY COLLEGE PHONEBOOK - By Name

Name	Local	VMail	E-Mail	Office	Title & Department
BALAZS, Gloria	L2131	V2131	gloria	S B150-B	Book Department Supervisor - Bookstore
BANNER WORKROOM	L4091	Vnone	-none-	S A328	- Information Systems & Computing
BANSAL, Manjeet	L2601	V9529	-none-	L 1835	Early Childhood Education Educator - Daycare
BARBOLET, Velma	L2572	V9564	velma	R 1825	Instructor - Early Childhood Education
BARNETT, Carol	L3347	V9819	carolb	L 1665	Chief Instructor Garden Center / Nursery Management
BARNETT, Dave	L(L.O.A.)	Vnone	-none-	L 1525	Instructor - Adult Basic Education
BARNETT, Sharon	L3227	V3227	sharon	L 1050	Campus Typist - Administration
BARRE, Kathy	L2939	V9947	-none-	N 2-223	Instructor - English Language Training
BARRETT, Cliff	L2156	V9110	-none-	S D112	Instructor - Business
BARRETT, Cliff	L2652	V9110	-none-	R 2250	Instructor - Business
BARRON, Bob	L2155	V9111	robertb	S D113	Instructor - Accounting
BARTHELEMY, William	L2580	V9148	-none-	R 2330	Instructor - Philosophy
BARTHELEMY, William	L3373	V9148	william	L 2202	Instructor - Philosophy
BATTH, Indy (L.O.A)	L2005	V2005	indy	N 2-280	Recreation Programmer - Student Services
BATTH, Indy (L.O.A)	L2005	V2005	indy	R 1790	Recreation Programmer - Student Services
BATTH, Indy (L.O.A)	L2005	V2005	indy	S C164-A	Recreation Programmer - Student Services
BAUR, Manfred	L2973	V2973	manfred	N N3-102	Dean - Applied Tech - Applied Technology
BCGEU (Bob Hill)	L3007	V3007	-none-	N 3-211A	- BCGEU
BEAMISH, Joanne	L2160	V9112	-none-	S D140	Instructor - Criminology
BEAMISH, Joanne	L2518	V9112	-none-	R 2340	Instructor - Criminology
BEAUBIEN, Lou	L2962	V9904	lou	N 4-221	Instructor - Appliance Service Department
BEECROFT, Anita	L2251	V9689	anita	S D332-C	Instructor - Computing (CBSY)
BEFUS, Colin	L3276	V9591	colinb	L	Building Service Worker - Facilities
BELFRY, Joan	L2191	V2191	joan	S D331	Coordinator - Diploma Nursing
BENDER, Barbara	L2695	V9716	-none-	R 1835	Early Childhood Education Educator - Daycare
BENNETT, Patrick	L2626	V9905	-none-	R 3060	Instructor - Graphics
BENTLEY, Kelly	L2079	V2079	kelly	S C207	Executive Assistant - President's Office
BENTON, Elaine	L2698	V9114	elaine	R 2925	Coordinator - Office Administration.
BERESFORD, Margaret	L2507	V9505	-none-	R 2280	Instructor - Accounting
BERG, Terrance	L2176	V9599	-none-	S D232	Instructor - Adult Basic Education
BERG, Terrance	L2706	V9599	-none-	R 2590	Instructor - Adult Basic Education
BERGLUND, Nancy	L2034	V2034	nancyb	S C135	Records Assistant - Admissions
BERGMAN, Monique	L2130	V2130	monique	S B150-C	Manager - Bookstore
BERRY, Maureen	L2058	V2058	maureenb	S C231	Accounts Payable Clerk - Financial Services
BINNIE, Doug	L3355	Vnone	-none-	L 1901	Instructor - Continuing Education Contract Services
BIOLOGY LAB	L2217	Vnone	-none-	S E202	- Biology
BIOLOGY LAB	L2710	Vnone	-none-	R 3600	- Biology
BIRTWELL, Sue	L2159	V9334	sueb	S D141	Instructor - Computing (CBSY)
BISHOP, Teresa	L2551	V9506	-none-	R 2080	Instructor - Fashion Design & Technology
BLONDE, Joseph (Joe)	L2105	V9609	joeb	S A108	Librarian (Sessional) - Library
BLOOM, Diane	L2118	V2118	diane	S A324	Telecommunications Specialist - Information Systems
BOARDROOM	L2290	Vnone	-none-	S C230	- Campus Administration
BOARDROOM	L2696	Vnone	-none-	R 1420	- Campus Administration
BOARDROOM	L2715	Vnone	-none-	R 1420	- Campus Administration
BOARDROOM	L3226	Vnone	-none-	L 1030	- Campus Administration
BOARDROOM	L3228	Vnone	-none-	L 1055	- Campus Administration
BOARDROOM	L3228	Vnone	-none-	L 1055	- Campus Administration
BOENISCH, Anja	L2085	V9754	anja	S none	Instructor - Diploma Nursing
BOLIVAR, Lisa	L2255	V2255	lisab	S C164-A	Administrative Assistant - Educational Services
BOLLO, Priscilla	L2672	V2672	priscil	R 1490	Dean - Humanities
BONANNI, Carole	L2619	V9667	caroleb	R 2220	Instructor - Economics
BONATHAN, Kay	L2228	V9119	-none-	S E218-A	Instructor - Fine Arts
BOND, Dick	L(L.O.A)	V(L.O.A)	-none-	S E218-D	Instructor - Fine Arts
BONI, Mary	L2551	V2551	maryb	R 2080	Instructor - Fashion Design & Technology
BONNETT, Lorna	Lnone	V9031	-none-	none none	auxillary - Human Resources
BOOKHAM, Pamela	L2548	V9607	-none-	R 2490	Instructor - English
BOOKSTORE	L2020	V2020	books	S B131	- Bookstore
BOOKSTORE	L2511	V2511	bookr	R 1408	- Bookstore
BOOKSTORE	L2929	V2929	bookn	N Bldg. 2	- Bookstore

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KWANTLEN UNIVERSITY COLLEGE PHONEBOOK - By Name

Name	Local	VMail	E-Mail	Office	Title & Department
BOOKSTORE	L3220	Vnone	-none-	L 1505	- Bookstore
BOOKSTORE - FAX	L2262	Vnone	-none-	S B131	- Bookstore
BOOKSTORE - FAX	L2623	Vnone	-none-	R 1408	- Bookstore
BOOKSTORE - FAX	L3244	Vnone	-none-	L 1506	- Bookstore
BOOKSTORE - FAX	L572-8988	Vnone	-none-	N Bldg. 2	- Bookstore
BOOKSTORE - FRONT DESK	L4108*	Vnone	-none-	S B131	- Bookstore
BORDEAUX, Elizabeth	L2964	V9906	elizabeh	N 3-213A	Coordinator - Adult Basic Education
BOSCH, Ken	L2900	V9981	ken	N	Building Service Worker - Facilities
BOSCH, Teri	L2995	V2995	teri	N 1-103A	Admissions Assistant - Admissions
BOSELEY, Lorna	L2061	V2061	lorna	S C233	Payroll Clerk - Financial Services
BOURGEOIS, Warren	L2179	V9121	warren	S D314	Instructor - Philosophy
BOWERING, Angela	L(L.O.A.)	V9122	-none-	R 2460	Instructor - English
BOWERS, Jim	L2251	V9319	jimbo	S D332-C	Instructor - Geography
BOWMAN, Barbara	L3368	V3368	barbarab	L 2200	Systems Support Generalist - Information Systems &
BOWMAN, John	L2064	V2064	johnb	S C202	Vice-President - Human Resources Development
BOWMAN, Sheena	L2251	V9970	-none-	S D332C	Instructor - Psychology
BOYCE, Joan	L2284	V9979	joanb	S D352B	Instructor - Diploma Nursing
BOYD, Alice	L2023	V2023	alice	S C127	Secretary/Registrar - Admissions
BOYD, Larry	L2326	V2326	larry	S B131	Clerk - Bookstore
BOYER, Doug	L3028	V3028	dougb	N 1-108	Instructor - Auto Mechanics
BOYLE, Eleanor	L2647	V9511	-none-	R 2205	Instructor - Psychology
BRAEDER, Marlane	L2092	V2092	marlane	S A134	Library Assistant - Library
BRAND, Richard	L2659	V9509	thomas	R 3425	Lab Supervisor - Chemistry
BRANDFORS, Danielle	L3309	V3309	danielle	L 1355	Clerk - Learning Dev.Prog.
BREMNER, Lori	L2666	V9522	lorib	R 2345A	Instructor - Sociology
BREMNER, Lori	L3357	V9522	-none-	L 2017	Instructor - Sociology
BRODIE, Heather	L2060	V2060	heather	S B122	Purchasing Clerk - Purchasing
BROOKS, Ian	L2177	V9123	-none-	S D243	Instructor - Adult Basic Education
BROOKS, Susan	L2213	V9326	susanb	S E120	Lab Supervisor - Biology
BROWN, Dan	L3002	V3002	dan	N 4-206	Facilities Supervisor, Special Projects - Facilities
BROWN, Don	L2666	V9620	-none-	R 2345	Instructor - Criminology
BROWN, Fiona	L2695	V9574	-none-	R 1835	Early Childhood Eucation Educator - Daycare
BROWN, Ian	L2941	V9907	ian	N 2-278	Instructor - English Language Training
BROWN, Larry	L3351	V3351	larryb	L 1805	Stock/Toolroom Attend. - Outdoor Power Equipment
BROWN, Margaret	L2087	V2087	margb	S A124	Librarian - Library
BROWN, Margaret	L2701	V2087	margb	R 1150	Librarian - Library
BROWN, Margot	L2547	V9908	margotb	R 2610	Instructor - Adult Basic Education
BROWN, Margot	L2964	V9908	-none-	N 3-213	Instructor - Adult Basic Education
BROWN, Marion	Lnone	V9009	-none-	S none	Instructor - Diploma Nursing
BROWN, Patricia	L2601	V9549	-none-	R 1835	Early Childhood Education Educator - Daycare
BRUCE, Randy	L2121	V2121	randy	S A324-B	Dean - Information & Educ. Technology
BRUCHET, Susan	L3212	V9834	susanbr	L 1110	Librarian (Sessional) - Library
BRUMMITT, David	L3359	V9783	-none-	L 2050	Instructor - Music
BRYCE, Judi	L2208	V2208	gudrun	S E108-A	Lab Supervisor - Chemistry
BUGOS, John	L2614	V9510	johnbu	R 3170	Instructor - Drafting
BULL, Judy	L3254	V3254	judy	L 1040	Secretary - Horticulture
BURGESS, Maureen	L2241	V2241	maureena	S C233	Payroll Clerk - Financial Services
BURNS, Alan	L2139	V2139	-none-	S B106-A	Copy/Mail Clerk - Facilities
BURNS, Beverly	L2639	V9596	beverly	R	Transition Planner - Counselling
BURNS, P.J.	L3278	V9859	patrickb	L 1601	Instructor - Horticulture
BURNSTEIN, Cheryl	L2195	V9397	-none-	S D330	Instructor - Diploma Nursing
BUTLER, Betty	L2917	V9966	bettyb	N 1-206D	Instructor - Office Administration. (P/T)
C.E. - LANGLEY	L3205	V3205	-none-	L 1060	Registration Line - Continuing Education
C.E. - NEWTON	L2905	Vnone	ceclerkn	N	Registration Line - Continuing Education
C.E. - NEWTON	L3024	Vnone	-none-	N	Clerk (Vocational) - Continuing Education
C.E. - RICH.(Aux.)	L2719	V2719	-none-	R	- Continuing Education
C.E. - RICHMOND	L2501	Vnone	-none-	R 1455	Registration Line - Continuing Education
CALDWELL, Robert	L3316	V9847	-none-	L 1225	Instructor - Music
CAMERON, Cliff	L2134	V2134	cliffc	S B122-B	Director - Purchasing

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Name	Local	VMail	E-Mail	Office	Title & Department
CAMPBELL, Beth	L2085	V9014	-none-	S D207	Instructor - Diploma Nursing
CAPAN, Gunar	L2945	V9909	gunar	N 3-116	Instructor (Day) - Industrial Drafting/Computer Aidec
CAPLETTE, Joanne	L3204	V9734	-none-	L 1105	Library Assistant - Library
CARPENTER, Sandra	L2707	V9126	sandra	R 2725	Instructor - Adult Basic Education
CARR, Brian	L2244	V2244	brianc	S C115	Dean - Science, Mathematics & Technology
CARSTAIRS, John	L3250	V3250	johnc	L 1043	Dean - Business & Career Specialties
CARTER, Jean	L2924	V9967	-none-	N 2-284	Instructor - English Language Training
CASHIER	L2042	V2042	-none-	S C132	Cashier - Financial Services
CAWLEY, Janie	L2199	V9697	janie	S D338	Instructor - Criminology
CAWLEY, Janie	L2667	V9697	janie	R 2335	Instructor - Criminology
CHAMBERLAND, Pearl	L2541	V2541	pearl	R 1670	Copy/Mail Clerk - Purchasing
CHAN, Choon Hian	L2648	V9622	-none-	R 2195	Instructor - Business
CHARLTON, Lucille	L2948	V9901	-none-	N 2-223	Instructor - English Language Training
CHARLTON, Steve	L2190	V9127	steve	S D308	Instructor - Psychology
CHARLTON, Steve	L2610	V9127	-none-	R 2370	Instructor - Psychology
CHAU, Alfred	L2251	V9514	alfred	S D332-C	Instructor - Accounting
CHAU, Alfred	L2648	V9514	alfred	R 2195	Instructor - Accounting
CHAU, Shirley	L2567	V2567	shirleyc	R 1150	Technical Services Assistant - Library
CHIK, Frances	L2096	V9128	-none-	S D332A	Instructor - Sociology
CHIK, Frances	L2666	V9128	-none-	R 2345	Instructor - Sociology
CHIKO, Carl	L3230	V3230	carl	L 1072	Spec.Contract - Educational Services
CHIN, Bob	L2615	V9673	bobc	R 3270	Lab Technician - Physics
CHIN, Kenward	L2168	V9195	kenward	S D210	Instructor - Computing (CPSC)
CHMILAR, Marlene	L2173	V9244	marlenec	S D248-A	Lab Supervisor - Nursing
CHOW, Nobu	L2517	V2517	nobu	R 1480	Systems Support Generalist - Information Systems &
CHRISTANSEN, Kirsten	Lnone	Vnone	-none-	S none	Instructor - Diploma Nursing
CHRISTON-QUAO, Percy	L2516	V9515	percy	R 2260	Instructor - Economics
CHUN, Henry	L2727	V2727	henry	R 3417	Systems Support Generalist - Information Systems &
CHURCH, Jean	Lnone	V9867	-none-	S none	Instructor - Diploma Nursing
CLARK, Roger	L2096	V9583	-none-	S D332A	Instructor - English
CLAUSEN, Bruce	L3316	V9856	-none-	L 1225	Instructor - Music
CLEGG, Nancy	L2619	V9379	nancyc	R 2220	Instructor - Economics
CLUBB, Roni	L2174	V9974	roni	S D246	Coordinator, Nursing Resource Center - Nursing
CO-OP EDUCATION	L2670	V2670	-none-	R 2560	- Co-op Education
CODY, Bernett	L2579	V9517	bernett	R 2470	Instructor - English
COE-VETTER, Kathy	L2940	V9815	-none-	N 2-280	Instructor (Geriatric) - Continuing Education
COEY, Marjorie	L3207	V9861	marjcoey	L 1110 #1	Senior Assistant - Library
COHEN, Chem	L2650	V9816	chem	R 2175	Instructor - Computing (CISY)
COHOON, Jim	L2076	Vvnone	jimc	S B102	Building Service Worker (AUX. SATURDAYS) - Fa
COLE, Carolyn Canfield	L3317	V9836	-none-	L 1226	Instructor - Music
COLLEGE BOARD (c/o Kelly Bentley)		L	Vnone		S C230 -
COMMODORE, Charlotte	L2035	V2035	charlott	S C135	Scheduler / Publications Assistant - Admissions
COMMON, Donna	L2911	V2911	donnac	N 3-101A	Secretary - College & Career Prep.
COMMUNICATIONS ROOM	L4095*	Vnone	-none-	S C100	- Information Systems & Computing
COMPUTER LAB, SURREY	L2171	V2171	-none-	S D222	- Computing Programs
COMPUTER RESEARCH LAB	L2596	Vnone	-none-	R 2164	- Computing Programs
COMPUTER ROOM	L2083	Vnone	-none-	S A-318	Switch - Information Systems & Computing
COMPUTER ROOM	L2575	Vnone	-none-	R 1462	Switch - Information Systems & Computing
COMPUTER ROOM	L3247	Vnone	-none-	L	- Information Systems & Computing
COMPUTING LAB - LANG	L3266	Vnone	-none-	L 2095	- Computing
COMPUTING LAB - NEWT	L2956	Vnone	-none-	N 3-204	- Computing
COMPUTING LAB - RICH	L2596	V2596	-none-	R 2164	- Computing
COMPUTING LAB - SUR	L2171	Vnone	-none-	S D222	- Computing
CONRAN, Joy	L2925	V2925	-none-	N 2-294	Program Assistant - Vocational Skills Training
CONYETTE, Michael	L2096	Vnone	-none-	S D332A	Instructor - Marketing
COOMBES, Mike	L2196	V9103	mikec	S D349	Instructor - Physics
COOMBS, Suzanne	L3366	V9380	suzannec	L 2057	Instructor - Accounting
COOPER, Deborah	L2963	V2963	debbiec	N 1-103A	Senior Admissions Assistant - Admissions
COOPER, Laura	L2199	V9426	laurac	S D338	Instructor - Anthropology

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Name	Local	VMail	E-Mail	Office	Title & Department
COOPER, Laura	L3358	V9426	laurac	L 2018	Instructor - Anthropology
COPY CENTER	L3268	Vnone	-none-	L 1005A	Faculty Workroom - Purchasing
COPY CENTER FAX	L2279	Vnone	-none-	S B106	- Purchasing
COPY CENTER FAX	L2716	Vnone	-none-	R	- Purchasing
COPY CENTER FAX	L3277	Vnone	-none-	L 1005A	- Purchasing
CORDEAU, Johanne	L2163	V9186	-none-	S D211	Monitor - French
CORRIGAN, Anne	L2928	V9987	anne	N 2-157A	Examination Clerk - Trades Common Core
COSTELLO, Orah	L2608	V9685	orah	R 1805	Instructor - Early Childhood Education
COTE-AMMIVATI, Suzanne	L2936	V2936	-none-	N 2-250	Instructor - Vocational Skills Training
COUNSELLING - LANGLEY	L3213	V3213	-none-	L 1071	- Counselling
COUNSELLING - RICHMOND	L2600	V2600	-none-	R 1560	- Counselling
COUNSELLING - SURREY,	L2044	V2044	-none-	S C129	- Counselling
COURT, Clive	L2574	V9500	clive	R 3030	Instructor - Journalism & Public Relations Program
COX, Ray	L2310	V9132	-none-	S E142	Instructor - Geography
COYLE, Linda	L3281	V3281	lindac	L 2531A	Co-ordinator - E.E.A.
CRAIG, Barbara	L3215	V9846	barbarac	L 1010	Admissions Information - Admissions
CREIGHTON, Elizabeth	L3317	V9871	-none-	L 1226	Instructor - Music
CRINKLAW, Fraser	L3340	V3340	fraserc	L 1538	Instructor - Adult Special Education
CRISP, Dianne	L2587	V9742	diannec	R 2406	Instructor - Psychology
CSEREPES, Dana	L2220	V9134	-none-	S E218 G	Instructor - Fine Arts
CUDMORE, Shannon	L3023	V9807	-none-	N N-101a	Clerk - Continuing Education
CUFF, Rick	L2612	V9715	rick	R 3090	Instructor - Graphics
CULHAM, Eugenia	L2509	V9135	eugenia	R 2240	Convenor - Computing (CPSC)
CUNNINGHAM, Joanne	L2195	V9136	-none-	S D330	Instructor - Resident Care Attendant
CURRIE, Don	L2931	V9911	-none-	N 2-180A	Instructor - Carpentry
CURTIS, G. Kelly	L2076	V9279	kellyc	S B102	Building Service Worker - Facilities
CUSHING, Robert	L2542	Vnone	-none-	R 2035	Instructor - Interior Design
CUTHBERTSON, Cindy	L2601	Vnone	-none-	R 1835	Early Childhood Education Educator - Daycare
DADSON, Susanne	L2003	V2003	susanne	S C158	Counsellor - Counselling
DADSON, Susanne	L2639	V2003	susanne	R 1630	Counsellor - Counselling
DALAL, Sheila	L2709	V9624	-none-	R 1860	Early Childhood Education Educator - Daycare
DAMON, Marge	L2626	V9617	-none-	R 3060	Instructor - Foundations of Applied Design
DANIELS, Caroline	L3212	V9835	caroline	L 1110	Librarian (Sessional) - Library
DATA ENTRY	L4632*	Vnone	-none-	R 1330	- Financial Services
DAVIDSON, David	L3348	V9643	davidd	L 2562	Turfgrass Program Coordinator / Instructor - Horticul
DAVIS, Bob	L2961	V9865	-none-	N Millwright	Instructor (Substitute) - Millwright
DAWSON, Bob	L2561	Vnone	bobd	R 3150	Instructor - Drafting
DAWSON, Mary	L3009	V3009	-none-	N 3-204	Program Assistant - Employment & Educational Acce
DAYCARE	L2601	V2695	-none-	R 1835	- Daycare
DAYCARE	L2695	V2601	-none-	R 1840	- Daycare
DAYCARE	L2695	V2601	-none-	R 1860	- Daycare
DAYCARE - LANGLEY	L3201	V3201	-none-	L 1251	- Daycare
DAYCARE - LANGLEY	L3318	V3318	-none-	L 1252	- Daycare/Toddler
DAYCARE - LANGLEY	L3319	V3319	-none-	L 1253	- Daycare/Group
DE ADDER, Dawna	L2266	V9422	dawna	S D350	Instructor - Diploma Nursing
DE JONG, Rose	L2601	V9519	-none-	L 1835	Early Childhood Education Educator - Daycare
DE KLERK, Judie	L2091	V2091	judie	S A134	Public Services Assistant - Library
DE SILVA, Moira	L2699	V9683	moirad	R 2475	Instructor - English Language Training, Foundations
DE STEUR, Hank	Lnone	Vnone	hank	L none	Program Assistant - Drafting
DEACON, Craig	L2139	V2139	craigd	S B106A	Mail Courier - Facilities
DEAN, Geoff	L2942	V2942	geoff	N 3-104	Dean - College & Career Preparation
DEARDEN, Dale	L3364	V9228	-none-	L 2055	Instructor - Criminology
DEELEY, Judy	L2008	V2008	judyd	S C161	Educational Advisor - Counselling
DELLA MATTIA, Lorraine	L2941	V9914	-none-	N 2-278	Instructor - English Language Training
DENO, Joanne	L2945	V9561	-none-	N 3-116	Instructor - Industrial Drafting/Computer Aided Draft
DERCOLE, Ken	L(L.O.A.)	V9520	kend	R 2406	Instructor - Psychology
DESANTOS, Lydia	L2657	V9306	-none-	R 3455	Instructor - Mathematics
DESCHAMPS, Scott	L2160	V9855	-none-	S D140	Instructor - Criminology
DEVELOPMENT OFFICE	L2264	V2264	-none-	S C233	Office - Development

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KWANTLEN UNIVERSITY COLLEGE PHONEBOOK - By Name

Name	Local	VMail	E-Mail	Office	Title & Department
DI FONZO, Angelina	L2005	V2005	angelina	S C164A	Recreation Programmer - Student Services
DINELLE, Yvonne	L3218	V3218	yvonne	L 1010	Admissions Assistant - Admissions
DION, Brigitte	L2246	V2246	brigittd	S C104	Clerk Typist - Academic & Applied Studies
DOERKSEN, Nancy	L3317	V9844	-none-	L 1226	Instructor - Music
DOHNAL, Lori	L2686	V2686	lori	R 1505	Cashier - Financial Services
DOMAE, Lisa	L2504	V2504	lisad	R 1500	Campus Administrative Assistant - Applied Arts & C
DOOLEY, Steve	L2270	V9308	stephend	S D332B	Instructor - Sociology
DOOLEY, Steve	L2656	V9308	stephend	R 3445	Instructor - Sociology
DOTSON, Lorraine	L2503	V2503	lorraind	R 1475	Coordinator - Continuing Education
DOUCETTE, Sue	L2051	V2051	sue	S C110	Secretary - Social Sciences & Related Studies
DOUGLAS, Rana	L2103	V9728	-none-	S A134	Library Assistant - Library
DOWDALL, Lorraine	L2584	V2584	lorraine	R 1565	Campus Typist - Applied Arts & Career Preparatio..
DRYSDALE, Cameron	L3373	V9409	-none-	L 2202	Instructor - English
DRYSDALE, Dean	L2156	V9881	dean	S D112	Instructor - Business
DRYSDALE, Dean	L3363	V9881	dean	L 2054	Instructor - Business
DUBAS, Sharlene	L2315	V2315	sharlene	S B116	Clerk - Bookstore
DUFF, June	L2173	V9117	-none-	S D248A	Instructor - Nursing
DUFFY, Jacqueline	L2166	V9158	jacqueli	S D216	Instructor - Anthropology
DUFFY, Jacqueline	L2656	V9158	jacqueli	R 3445	Instructor - Anthropology
DUFFY, Patrick	L2659	V9615	patrick	R 3425	Lab Supervisor - Chemistry
DUGGAN, Barbara	L2525	V2525	barbarad	R 1524	Dean - Applied Design & Communications
DUGGAN, Deena	L2226/2225	V9236	-none-	S E218C	Instructor - Fine Arts
DUKOWSKI, Lesley	L3219	V3219	lesley	L 1010	Enrolment Reporting Assistant - Admissions
DUMARESQ, David	L2120	V2120	david	S A324	Programmer/Analyst - Information Systems & Compu
DUNLOP, Nancy	L3291	V3291	nancyd	L 1076	Learning Specialist / Diagnostician - Counselling
DUNN, Penny	L2207	V9141	penny	S D341	Instructor - Diploma Nursing
DUTCHER-SNOW, Colleen	L3024	V3024	colleen	N 1-101A	Clerk - Continuing Education
EDWARDS, Gary	L3353	V9823	-none-	L 1901	Program Assistant / Maintenance Tradesperson - Wel
EDWARDS, Pat	L2020	V9109	-none-	S B-150	Clerk - Bookstore
EGELY, Leonard	L2910	V9968	-none-	N 1-108	Instructor - Automotive
ELLINGSON, Vi	L2074	V2074	vi	S C200	Confidential Secretary - Human Resources
ELLIOTT, Carolyn	L3382	V9972	carolin	L 2547	Instructor - Office Administration.
ELMES, Roger	L2052	V2052	roger	S C116	Dean - Social Sciences & Related Studies
EMANUELS, Gail	L2125	V2125	gail	S A324	Systems Support Assistant - Information Systems &
EMP. TRAINING ROOM	L2678	V2678	-none-	R 1030	Information Systems & Computing - Employee Supp
EMP. TRAINING ROOM	L2688	V2688	-none-	R 1030	Information Systems & Computing - Employee Supp
EMP. TRAINING ROOM	L2688	V2688	-none-	R 1040	Information Systems & Computing - VM - Emplo
EMP. TRAINING ROOM	L4274*	V4274	-none-	S A104a	- Employee Support
EMP. TRAINING ROOM	L4275*	V4275	-none-	S A104a	- Employee Support
EMP/EDUC ACCESS-MEN	L3324	V3324	-none-	L 2204	- Employment & Educational Access for Men
EMP/EDUC ACCESS-WOMEN,	L3280	V3280	-none-	L 2531	- Employment & Educational Access for Women
EMPL. OPPORTUNITIES	L2050	V2050	-none-	S	- Human Resources
EVANS, Dave	L(L.O.A.)	V9143	dave	S D209	Instructor - Computing (CBSY)
EVANS, Jim	L2648	V9066	-none-	R 2195	Instructor - Business
EVANS, Sheila	L2685	V2685	sheilae	R 1590	Educational Advisor - Counselling
FACULTY ASSOCIATION,	L2200/2149	V2200	-none-	S B201	- Faculty Association
FACULTY WORK ROOM	L3254	Vnone	-none-	L	-
FACULTY WORK ROOM	Lnone	Vnone	-none-	N 2-156	-
FAIRBAIRN, Rebecca	L2220	Vnone	-none-	S E218-G	Instructor - Fine Arts
FAIRBANK, Angela	L2544	Vnone	-none-	R 2445	Language Assistant - Modern Languages
FALK, Cliff	L2523	V2523	cliff	R 1494	Administrative Assistant - Educational Services - Aca
FARNSWORTH, Verian	L2270	V9395	verian	S D332B	Instructor - Psychology
FARNSWORTH, Verian	L3356	V9395	verian	L 2015	Instructor - Psychology
FARRELL, Juhli	L2559	V2559	juhli	R 1450	Secretary - Job Placement
FARRIER BARN	L3241	V3241	-none-	L Farrier Barn - Farrier	
FASHION	L2705	Vnone	-none-	R 2105	- Fashion Design & Technology
FASHION COMPUTER LAB	L2546	Vnone	-none-	R 2070	- Fashion Design & Technology
FAX - STUDENT LOANS	L2012	Vnone	-none-	S C144-A	- Student Loans & Awards
FAX - ADMINISTRATION	L2578	Vnone	-none-	R	- Administration

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KWANTLEN UNIVERSITY COLLEGE PHONEBOOK - By Name

Name	Local	VMail	E-Mail	Office	Title & Department
FAX - ADMINISTRATION	L2975	Vnone	-none-	N 3-105	- Administration
FAX - ADMINISTRATION	L3242	Vnone	-none-	L 1040	- Administration
FAX - AUTO PARTS	L2984	Vnone	-none-	N 1-102A	- Auto Parts
FAX - B.C. HORT.CENTRE	L532-9014	Vnone	-none-	L N103	- Horticulture
FAX - BOOKSTORE	L3244	Vnone	-none-	L 1506	- Bookstore
FAX - CO-OP ED	L2643	Vnone	-none-	R 2560	- Co-op Education
FAX - COPY CENTRE	L3277	Vnone	-none-	L 1005A	- Facilities
FAX - FACILITIES	L3030	Vnone	-none-	N 4-206	- Facilities
FAX - FACULTY ASSN.	L599-0797	Vnone	-none-	S B201	-
FAX - HUMAN RESOURCES	L2111	Vnone	-none-	S C240	- Human Resources
FAX - I.S.& C.	L2320	Vnone	-none-	S A324	- Info. Systems & Comp.
FAX - NEWTON LIBRARY	L2983	Vnone	-none-	N 2-151	- Library
FAX - PURCHASING	L2135	Vnone	-none-	S B122	Purchasing Office - Purchasing
FAX - STUDENT LOANS	L3261	Vnone	-none-	L 1020	- Student Loans & Awards
FAX - WELDING/MECHANICS	L2902	Vnone	-none-	N 1-110A	- Welding/Auto Mechanics
FEDDEMA, Vicki	L2667	V9621	-none-	R 2335	Instructor - Social Sciences
FEE PAYMENT	L4633*	Vnone	-none-	R 1330	- Financial Services
FINNBOGASON, Jack	L2182	V9149	-none-	S D313	Instructor - English
FINNBOGASON, Jack	L3365	V9149	-none-	L 2056	Instructor - English
FIRST AID	L2076	Vnone	-none-	S C111	- Facilities
FIRST AID	L2076	Vnone	-none-	S C111	EVENINGS ONLY - Facilities
FIRST AID	L2676	Vnone	-none-	R P550	- Facilities
FIRST AID	L2676	Vnone	-none-	R P550	EVENINGS ONLY - Facilities
FIRST AID	L2976	Vnone	-none-	N	- Facilities
FIRST AID	L2976	Vnone	-none-	N	EVENINGS ONLY - Facilities
FIRST AID	L3276	V3276	-none-	L 1028	- Facilities
FISHER, Gordon	L2507	V9523	gordon	R 2280	Convenor - Accounting
FLATERUD, Ron	L2006	V2006	ronf	S C159	Counsellor - Counselling
FLEMING, Robert	L2096	V9831	-none-	S D332-A	Instructor - English
FLEMING, Robert	L3365	V9831	-none-	L 2056	Instructor - English
FLETCHER, Doug	L2251	V9845	doug	S D332-C	Instructor - Business
FLETCHER, Doug	L2648	V9845	doug	R 2195	Instructor - Business
FLETCHER, Doug	L3369	V9845	doug	L 2110	Instructor - Business
FLETCHER, Lynette	L2537	V9524	lynette	R 2875	Instructor - Office Administration.
FLINN, Laura	L2545	V9552	-none-	R 3260	Lab Supervisor - Physics
FLOYD, Richard	L3357	V3357	richardf	L 2017	Instructor - Sociology
FORSTERS	L2215	V2215	-none-	S B212	- Cafeteria
FORSTERS	L2689	V2689	-none-	R 1745	- Cafeteria
FORSTERS	L2986	Vnone	-none-	N Bldg. 2	- Cafeteria
FORSTERS	L3267	V3267	-none-	L 1571	- Cafeteria
FOSTON, Jim	L2607	V2607	jimf	R 1720	Coordinator - Public Safety
FOWLER, Rodney	L2658	V9929	-none-	R 2215	Instructor - Geography
FOX, Richard	L2514	V2514	richard	R 1600	Counsellor - Counselling
FRANCIS, Derek	L2065	V2065	derek	S C237	Vice President - Educational Services
FRANKLIN, Helen	L2276	V2276	helen	S C240	Senior Personnel Clerk - Human Resources
FRANZ, Paula	L2171	V2171	paula	S D222	Systems Support Generalist - Information Systems &
FRASER, Carol	L2101	V2101	carolf	S A324	Secretary - Information Systems & Computing
FREDERICKS, Angela	L2607	V9806	angela	R 1720	Instructor - Public Safety
FRICK, Norma	L2691	V2691	norma	R 1150	Technical Services Supervisor - Library
FRIESEN, Elizabeth	L0	V9001	elizabet	S C102	Switchboard-Day - Facilities
FRIESEN, Janice	L2088	V2088	janice	S A125	Librarian - Library
FRIESEN, Janice	L2920	V2088	janice	N 2-151H	Librarian - Library
FRIESEN, Maureen	L3201	V9869	-none-	L 1251	Early Childhood Education Educator - Daycare
FRIESEN, Russell	L2526	V9757	-none-	R P775	Building Service Worker - Facilities
FROHN-NIELSEN, Thor	L2179	V9010	-none-	S D314	Instructor - History/Political Science
FROHN-NIELSEN, Thor	L3367	V9010	-none-	L 2058	Instructor - History/Political Science
FUHR, Bob	L2096	V9152	-none-	S D332A	Instructor - History
FUHR, Bob	L2554	V9152	-none-	R 2310	Instructor - History
FULLER, Graham	L0	Vnone	-none-	S B102	First Aid Attendant - First Aid

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Name	Local	VMail	E-Mail	Office	Title & Department
FULLER, Graham	L2141	Vnone	grahamf	S B102	Building Service Worker - Facilities
FUNG, Maggie	L2117	V2117	maggie	S A324-C	Manager - Information Systems & Computing
Facilities Tech.	L3003	Vnone	-none-	N 4-206	Facilities Technician - Facilities
G'FROERER, Brian	L3316	V9659	-none-	L 1225	Instructor - Music
GAL-OR, Noemi	L2554	V9366	noemi	R 2310	Instructor - Political Science
GAL-OR, Noemi	L3367	V9366	noemi	L 2058	Instructor - Political Science
GALEA, Pam	L2915	V9525	pam	N 1-206C	Instructor - Office Administration.
GARDNER, Suzanne	L2656	V9693	suzanneg	R 3445	Instructor - Chemistry
GARNEAU, Paul	L2516	V9154	paulg	R 2260	Instructor - Marketing
GARNETT, Don	L2625	V9917	-none-	R 3040	Instructor - Graphics
GAUTHIER, Rhonda	L2968	V9971	-none-	N 4-101	Continuing Education Instructor - Travel Trainir
GEDDERT, Melody	L2948	V9155	melody	N 2-226	Instructor - English Language Training
GEHLEN, Nancy	L2213	Vnone	-none-	S E120	Lab Supervisor - Biology
GEOGRAPHY PREP	L2310	Vnone	-none-	S E142	- Geography
GESANG, Ed	L2552	V9526	-none-	R 2115	Instructor - Fashion Design & Technology
GILL, Wendy	L(L.O.A)	V2057	wendy	S C132	Accounts Receivable Clerk - Financial Services
GILLAN, Marjorie	L2281	V2281	marjorie	S C135	Records Assistant - Admissions
GILLIS, Jim	L3021	V3021	jimgi	N 1-101B	Community Programmer - Continuing Education
GIORDANO, Charlie	L2573	V9527	-none-	R 3040	Instructor - Journalism & Public Relations Progr
GLATLEY, Tim	L2526	V9570	timg	R P-775	Building Service Worker - Facilities
GLOUBERMAN, Mark	L2185	V9755	markg	S D320	Instructor - Philosophy
GODWIN, Mick	L2959	V9962	-none-	N Unit#8	Instructor - Apprentice Bricklaying
GOLDMAN, Brenda	L2175	V2175	brenda	S D245	Coordinator - Graduate Nurse with English as a co
GONSALES, Amparo	L2590	V2590	-none-	R 1760	Program Assistant - Adult Special Education
GOODINE, Meg	L2114	V2114	megg	S A306	Instructional Media Services Assistant - Instructional
GOODLET, Iris	L2327	V2327	irisg	S C167	Testing Assistant - Student Services
GORE, Robert	L2680	V2680	robertg	R 1150	Librarian - Library
GOUGH, George	L2655	Vvnone	-none-	R 3435	Instructor - Environmental Protection Technology
GRAD NURSE MODEM	L2231	Vnone	-none-	S D248	Datapac Modem - Graduate Nurse
GRAHAM, Charon	L2029	V2029	charon	S C127	Information Services - Admissions
GRAHAM, Colin C.	L2252	V9363	coling	S D352A	Instructor - Mathematics
GRAHAM, Nancy	L2195	V9428	-none-	S D330	Instructor - Resident Care Attendant
GRAHAM, Susan	L2173	V9245	susang	S D248-A	Lab Supervisor - Nursing
GRAMS, Laverne	L2529	V2529	laverne	R 1740	Program Assistant - Vocational Skills Training
GRANGER, Bill	L3384	V9209	billg	L 1670	Chief Instructor, Practical Horticulture Apprentice - F
GREEN, Karin	L3231	V3231	karin	L 1073	Educational Advisor - Counselling
GREEN, Patt	L2586	V2586	patt	R 1485	Secretary (Richmond) - Continuing Education
GREENE, Ted	L3359	V9862	-none-	L 2050	Instructor - Music
GREENE, Yvonne	L2195	V9402	-none-	S D330	Instructor - Diploma Nursing
GREENWOOD, Sibeal	L2227	V9160	-none-	S E218-B	Instructor - Fine Arts
GREY, Robert	L2625	Vnone	-none-	R 3050	Program Assistant - Graphics
GRIFFIN, Mary	L2187	V9161	maryg	S D311	Instructor - English
GRIMMER, Dianne	L2015	V2015	dianne	S C150	Student Loans / Awards Officer - Student Loans & A
GRINBERG, Gera	L2510	V2510	gera	R 1505	Assistant - Admissions
GRUBERT, Val	L2900	V2900	valg	N 1-103A	Campus Receptionist - Facilities
GRYLLS, Penney	L2063	V2063	penney	S C233	Secretary - Educational Services
GUEST, Alan	L2651	V2651	alang	R 2200	Industrial Technician Advisor - Continuing Education
GUNN, Genni	L2630	V9163	genni	R 2465	Instructor - Creative Writing
GUNN, Genni	L3373	V9163	genni	L 2202	Instructor - Creative Writing
GUNSON, Jim	L2201	V9918	jimg	S D340	Instructor - Mathematics
GURM, Balbir	L2267	V9320	balbir	S D350	Instructor - Diploma Nursing
HAALAND, Bonnie	L2190	V9633	bonnie	S D308	Instructor - Sociology
HAALAND, Jay	L3367	V9872	-none-	L 2058	Instructor - Political Science
HADFIELD, Janine	Lnone	V9423	-none-	S none	Instructor - Diploma Nursing
HAIDER, Donna	L3208	V3208	donnah	L 1110 #2	Circulation Assistant / Requests - Library
HAIGH, Colin	L2961	V9919	colin	N Millwright	Instructor - Millwright
HAMMILL, Lin	L2556	V9606	lin	R 3335	Instructor - Mathematics
HANCOCK, Sheila	L2096	V9196	-none-	S D332A	Instructor - English
HANCOCK, Sheila	L2630	V9196	-none-	R 2465	Instructor - English

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Name	Local	VMail	E-Mail	Office	Title & Department
HANNA, Brian	L3352	V9723	brianh	L 1806	Instructor - Horticulture
HANSEN, Steve	L2158	V9305	stephen	S D110	Instructor - Chemistry
HARDY, Bill	L3311	V9841	-none-	L 1151	Horticulture Youth Employment Project Coordinator -
HARDY, Dave	L2918	V9920	davidh	N 1-210	Instructor - Auto Parts Apprentice
HARGREAVES, Maureen	L3000	V3000	maureenh	N 4-208	Facilities Assistant - Facilities
HARRIS, Elaine	L2675	V2675	elaineh	R 1535	Assistant Registrar - Admissions
HARRIS, Jacqueline	L3274	V3274	jacky	L 1027	School / Community Liaison Coordinator - Education
HARRIS, Ray	L3317	V9840	-none-	L 1226	Instructor - Music
HARRIS, Rena	L2313	V2313	rena	S C167	Secretary - Student Services
HARRISON, Terry	L2542	Vnone	-none-	R 2100	Instructor - Foundations of Applied Design
HARTMANN, Tammy	L(L.O.A.)	V2051	tammy	S C110	Secretary - Social Sciences & Related Studies
HARTWICK, Michael	L2648	Vnone	-none-	R 2195	Instructor - Accounting
HAUKA, Don	L2573	Vnone	-none-	R 3040	Instructor - Journalism & Public Relations Program
HAWKER, Debra	L2067	V2067	debra	S C225	Personnel Officer - Human Resources
HAYES, Jane	L3313	VVnone	-none-	L 1222	Instructor - Music
HAYWOOD-FARMER, Laurel	L2598	V9671	laurel	R 1200	Senior Assistant - Library
HEALY, Stephanie	L3342	V3342	stephani	L 1537	Program Assistant - Adult Special Education
HEANEY, Rita	L2036	V2036	rita	S C127	Sr. Admissions Assistant - Admissions
HEARN, Karen	L3255	V3255	karen	L 1041	Facilities Supervisor - Facilities
HEARN, Peter	L2582	V9597	peterh	R 1250	Library Assistant - Library
HELDMAN, Beth	L2206	V9165	bethh	S D342	Instructor - Diploma Nursing
HENRIKSEN, Rosemary	L2917	Vnone	-none-	N 1-216	Instructor - Office Administration
HENSON, Melinda	L2028	V2028	melinda	S C141	Graduation / Reporting Assistant - Admissions
HEPBURN, Loc	L3353	V9818	-none-	L 1901	Instructor - Welding
HEWITT, Dianne	L3212	V9389	dianneh	N	Librarian - Library
HEWITT, Linda	L2146	V2146	lindahe	S C215	Personnel Assistant - Human Resources
HIBBERT, Les	L2071	V2071	lesh	S C244	Director - Financial Services
HICKS, Kathie	L2133	V2133	kathie	S B122-C	Senior Buyer - Purchasing
HILL, Bob	L2913	V2913	roberth	N 1-110A	Parts Technician - Auto Parts & Mechanics
HILL, Graham	L3311	V9431	-none-	L 1151	Instructor - Langley CEC Trades CC
HILLS, Gail	Lnone	V9167	-none-	S none	Instructor - Diploma Nursing
HILTZ, Bob	L2912	V9921	-none-	N 1-110A	Instructor - Welding
HINTON, Jim	L2123	V2123	jimh	S A324-A	Manager - Information Systems & Computing
HIVES, Rick	L2909	V2909	rickh	N	Counsellor - Counselling
HLUS, Donald G.	L3316	V9854	-none-	L 1225	Instructor - Music
HOBART, Julie	L2552	V9634	-none-	R 2115	Instructor - Fashion Design & Technology
HOBSON, Jane	L2656	V9513	janeh	R 3445	Instructor - Biology
HOELZLEY, P.	L825-7511	Vnone	-none-	L none	Instructor - Music
HOFFMAN, Sandra	L3276	V9314	sandrah	L	Building Service Worker - Facilities
HOLLOWAY, Kathie	L2692	V9731	-none-	R	Library Assistant - Library
HOLMES, Anne-Marie	L2571	V9533	-none-	R 1815	Instructor - Early Childhood Education
HOLT, Tim	L3278	V9213	tim	L 1601	Instructor, Turf Management Program - Horticulture
HOLUBOWICZ, Anna	L2558	V2558	anna	R 3370	Lab Technician - Chemistry
HORNER, Jessie	L2251	V9331	jessie	S D332C	Instructor - Criminology
HORNER, Jessie	L3367	V9331	jessie	L 2058	Instructor - Criminology
HORROCKS, Chris	Lnone	Vnone	-none-	L none	Instructor - Community Service Worker
HORT.FACULTY	L3277	Vnone	-none-	L	- Horticulture
HOTZON, Kim	L2589	V2589	-none-	R 1760	Program Assistant - Adult Special Education
HOWELL, Bob	L2189	V9169	-none-	S D309	Instructor - Sociology
HRYNKIW, Donna	L3310	V3310	donna	L 1150	Programmer/Analyst - Information Systems & Compu
HUMAN SERVICE WORKER	L3376	V3376	-none-	L 2525	- Human Service Worker
HUMENIUK, Linda	L2599	V9555	lindah	R 3400	Lab Supervisor - Environmental Protection Technolog
HUNTER, Julia	L2562	Vnone	-none-	R 3415	Lab Supervisor - Biology
HUNTER, Laura	Lnone	V9108	-none-	S none	Instructor - Diploma Nursing
HURST, Lynda	L2653	Vnone	-none-	R 3010	Instructor - Journalism & Public Relations Program
HUTCHEON, Darryl	L2949	V9922	darryl	N 3-122E	Instructor - Electronics Technology
Horticulture Lab	L3345	Vnone	-none-	L 1660	-
IMS - LANGLEY	L3375	V3375	-none-	L 1320	Instructional Media Services - Instructional Media Se
IMS - RICHMOND	L2694	V2694	-none-	R 1260	Instructional Media Services - Instructional Media Se

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Name	Local	VMail	E-Mail	Office	Title & Department
IMS - SURREY	L2114	V2114	-none-	S A306	Instructional Media Services - Instructional Media Se
INFO.SYS. & COMPUTING	L2116	V4116	-none-	S A324	Help Desk - Information Systems & Computing
INGLIS, John	L2198	V9367	-none-	S D347	Instructor - Mathematics
INGLIS, Karen	L2180	V9175	karenj	S D317	Instructor - English
INGLIS, Karen	L3365	V9175	karenj	L 2056	Instructor - English
INGRE, David	L2611	V9535	davidi	R 2480	Instructor - Communications
INNES, Val	L3338	V9635	-none-	L 1520	Instructor - Adult Basic Education
INTERIOR DESIGN LAB.	L2543	Vvnone	-none-	R 2025	- Interior Design
IRVINE, Lorraine	L2964	V9923	irvine	N 3-213A	Instructor - Adult Basic Education
ISAAC, Judy	L2923	V9936	judyi	N 2-151	Circulation Assistant / Requests - Library
ISAAK, John	L2183	V9171	johni	S D312	Instructor - English
JAGROOP, Cecil	L2196	V9172	-none-	S D349	Instructor - Chemistry
JAIMES, Carmen	L2690	V2690	carmen	R	Circulation Assistant / Serials - Library
JAJJ, Nashater	L2153	Vnone	-none-	S D115	Instructor - Accounting
JAKOB, Kerry	L3217	V3217	kerry	L L1010	Admissions Asst - Admissions
JAMES, David	L2202	V9173	davidj	S D346	Instructor - Biology
JAMIESON, Jim	L3232	V3232	jimj	L 1074	Counsellor - Counselling
JANZEN, Menno	L2965	V9924	-none-	N 4-202	Instructor - Automotive/Industrial Upholstery/Tri Pr
JARVIS, Jeremy	L2648	Vnone	-none-	R 2195	Instructor - Accounting
JASTER, Pat	L2627	V9925	-none-	R 3070	Instructor - Graphics
JENNESS, John	L2953	V9864	johnj	N 3-218	Instructor - Electronics Technology
JERRED, Marsha	Lnone	Vnone	-none-	S none	Instructor - Graduate Nurse with English as a Sec d
JOB PLACEMENT	L2559	V2559	-none-	R 1450	- Job Placement Services
JOHNS, Robert	L3393	V9804	robertjo	L N103	Horticulture Technology Assistant - Horticulture
JOHNSON, Hollis	L2160	V9176	-none-	S D140	Instructor - Criminology
JOHNSON, Hollis	L3364	V9176	-none-	L 2055	Instructor - Criminology
JOHNSON, Ron	L3312	V9177	ronj	L 1152	Instructor - Mathematics
JOHNSON, Ron C.	L2259	V2259	ron	S C247	Educational Officer - Planning & Research
JOHNSTON, Roberta	L2242	V2242	roberta	S C231	Accounts Receivable Clerk - Financial Services
JOHNSTON, Sue Ann	L3365	V9178	sueann	L 2056	Instructor - English
JOHNSTON, Zoe	L2031	V2031	zoe	S C127	Admissions Assistant - Admissions
JOHNSTONE, Judy	L3257	V3257	judyj	L 1042	Administrative Assistant - Educational Services - Aca
JOKANOVICH, Roberta	L2072	V9258	robertaj	S C164	Instructor - Diploma Nursing
JONASEN, Connie	L2110	V9356	-none-	S B130C	Executive Director - Kwantlen University Colleg tu
JONES, Claire	L2103	V9488	claire	S A134	Circ. Assistant / Reserves (Aux) - Library
JONES, Joy	L2653	V9531	-none-	R 3010	Instructor - Journalism & Public Relations Program
JONES, Yvonne	L3256	V3256	-none-	L 1045	ITA/Research Scientist - NRC-IRAP Programs
JOURN.& PUBLIC RELATIONS	L2594	Vnone	-none-	R 3120	FAX - Journalism & Public Relations Program
JOURNALISM LAB	L2613	Vnone	-none-	R 3120	- Journalism & Public Relations Program
JOURNALISM-2ND YEAR	L2593	V2593	-none-	R 3110	Modem - Journalism & Public Relations Program
JOURNALISM-CHRONICLE	L2595	V2595	-none-	R 3110	Modem - Journalism & Public Relations Program
JUVIK, Patricia	Lnone	V9848	-none-	S none	Instructor - Diploma Nursing
Justice/Kwantlen	L2665	Vnone	-none-	R 2485	Conflict Resolution Program -
KADERALI, Salim	L2562	V2562	salimk	R 3415	Lab Supervisor - Biology
KALKAT, Jaswant	L2900	Vnone	jaswant	N	Building Service Worker - Facilities
KAMINSKI, June	L2085	V9179	june	S D207	Instructor - Diploma Nursing
KAMPS, Grace	L2932	V2932	-none-	N 2-292	Program Assistant - Adult Special Education
KARJALA, Charise	L3311	V9432	-none-	L 1151	Instructor - Langley CEC Trades CC
KARSENTI, Patrick	L2544	V9538	patrickk	R 2445	Instructor - French
KASHING, Shannon	L2601	V9664	-none-	R 3315	Early Childhood Education Educator - Daycare
KATZ, Jonathan	L2185	V9180	jonathan	S D320	Instructor - Philosophy
KATZ, Jonathan	L2580	V9180	jonathan	R 2330	Instructor - Philosophy
KAUSHAL, Paul	L2553	V9181	paulk	R 3355	Instructor - Chemistry
KCSA - Human Res. Ctr.	L2303	Vnone	-none-	S B130B	Human Resources Center - Kwantlen University Coll
KCSA - Langley	L3398	V3398	-none-	L 1551	- Kwantlen University College Student Association
KCSA - Newton	L591-7594	Vnone	-none-	N 3-105A	- Kwantlen University College Student Associati
KCSA - President	L2144	V2144	-none-	S B130A	President - Kwantlen University College Student se
KCSA - Richmond	L2721	V2721	-none-	R 1280	- Kwantlen University College Student Association
KCSA - Surrey	L2126	V2126	-none-	S B130	- Kwantlen University College Student Associati

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KWANTLEN UNIVERSITY COLLEGE PHONEBOOK - By Name

Name	Local	VMail	E-Mail	Office	Title & Department
KCSA - Vice-President	L2143	V2143	-none-	S B130E	Vice-President - Kwantlen University College Studen
KCSA-Lang. Act. Coord.	L3397	V3397	-none-	L 1555	Langley Activities Coordinator - Kwantlen University
KCSA-Langley Chairperson	L3398	V3398	-none-	L 1555	Langley Chairperson - Kwantlen University College S
KCSA-Langley FAX	L532-9054	Vnone	-none-	L 1551	- Kwantlen University College Student Association
KCSA-Newton Act. Coord.	L591-7594	Vnone	-none-	N 107B	- Kwantlen University College Student Association
KCSA-Newton Chairperson	L591-7594	Vnone	-none-	N 107B	- Kwantlen University College Student Association
KCSA-Newton FAX	L591-7594	Vnone	-none-	N 107B	- Kwantlen University College Student Association
KCSA-Rich. Act. Coord.	L2528	V2528	-none-	R 1290	Richmond Activities Coordinator - Kwantlen Univers
KCSA-Rich. Chairperson	L2528	V2528	-none-	R 1290	Richmond Chairperson - Kwantlen University Colleg
KCSA-Richmond FAX	L270-8874	Vnone	-none-	R 1290	- Kwantlen University College Student Association
KCSA-Surrey Act. Coord.	L2142	V2142	-none-	S B130D	Surrey Activities Coordinator - Kwantlen University
KCSA-Surrey Chairperson	L2142	V2142	-none-	S B130D	Surrey Chairperson - Kwantlen University College St
KCSA-Surrey FAX	L599-1483	Vnone	-none-	S B130	- Kwantlen University College Student Association
KEATING, Cheryl	L2301	V2301	cherylk	S B131	Clerk - Bookstore
KEDING, Udo	L2170	V9539	udo	S D206	Convenor - Computing (CBSY)
KEDING, Udo	L3370	V9539	udo	L 2115	Convenor - Computing (CBSY)
KEHLER, Sean	L2958	Vnone	sean	N Print Shop	Press Operator - Printing
KEISTER, Ron	L2612	V9540	-none-	R 3090	Instructor - Graphics
KELLEWAY, Pat	L2935	V2935	patke	N 2-290	Program Assistant - Adult Special Education
KELM, Ric	L3001	V3001	ric	N 4-208	Director of Facilities - Facilities
KENNEDY, Chris	L2655	Vnone	-none-	R 3435	Instructor - Environmental Protection Technology
KENNEDY, Stephen	L3386	V9825	stephenk	L 2564	Instructor - Drafting
KENNELLY, Ruth	L2684	V2684	ruth	R 1200	Circulation Assistant / Reserves - Library
KENYON, Laura	L0	V4100	laura	S C102	Switchboard-Day - Facilities
KERTI, John	L4091*	V9107	johnk	S A328	Co-op Student - Information Systems & Computing
KEW, Bob	L2726	V2726	robertk	R 3417	Systems Support Generalist - Information Systems &
KEW, Kathy	L2539	V2539	kathyk	R 1200	Circulation Asst/Requests - Library
KIFFNER, Paula	Lnone	V9873	-none-	L none	Instructor - Music
KILCUP, Gerry	L2080	V2080	gerry	S C208	President - President's Office
KING, Marnie	L3221	V3221	marniek	L 1506	Clerk - Bookstore
KINLEY, Ron	L2181	V9182	-none-	S D318	Instructor - Psychology
KINLEY, Ron	L3356	V9182	-none-	L 2015	Instructor - Psychology
KINNEY, Tracey	L2609	V9813	tracey	R 2320	Instructor - History
KLASSEN, Sandi	L2264	V2264	sandi	S C233	Secretary - Fundraising
KLEIBER, Esther	L2210	V9626	esther	S E110e	Lab Supervisor - Chemistry
KLINGER, Margaret	L2207	V9184	margaret	S D341	Instructor - Diploma Nursing
KLINKHAMER, Sooz	L2542	V2542	sooz	R 2035	Instructor - Interior Design
KNOTTS, Mary	L2094	V9147	maryk	S A134	Senior Assistant - Library
KONDA-WITTE, Jean	L2625	Vnone	-none-	R 3040	Instructor - Journalism & Public Relations Program
KORMAN, Laurette	L2153	V9341	laurette	S D115	Instructor - Accounting
KORMAN, Laurette	L3363	V9341	-none-	L 2054	Instructor - Accounting
KOSUB, Tim	L2580	V9298	timk	R 2330	Instructor - Philosophy
KOUKAL, Pat	L0	VVnone	patk	S C102	Campus Receptionist - Facilities
KOVER, Lupina	L2592	V9592	-none-	R 2455	Spanish Monitor - Modern Languages
KRIEGER, Bev	L2547	V9543	bev	R 2610	Instructor - Adult Basic Education
KWALHEIM, Vic	L3336	V3336	victor	L 1515	Instructor - Adult Basic Education
LA FONTAINE, Al	L2930	V9912	-none-	N 2-164A	Instructor - Masonry/Stonework/Tilesetting
LACOUVEE, Merilyn	L2900	V9005	merilyn	N 1-103A	Campus Receptionist - Facilities
LAIDLAW, Jan (L.O.A)	L3260	V3260	janl	L 1061	Manager (Langley) - Continuing Education
LAM, Celia	L2622	V2622	celia	R 1450	Secretary - Humanities
LAMBERTON, Elizabeth	L3360	V9832	elizabla	L 2051	Instructor - Music
LANDRY, Kathy	L2195	V9369	-none-	S D330	Instructor - Resident Care Attendant
LANG, Jillian	L2545	V9304	jill	R 3260	Lab Supervisor - Physics
LANG, John	L2580	V9189	johnl	R 2330	Instructor - Philosophy
LANGLEY TRAC	L3311	Vnone	-none-	L 1151	- Trades/Common Core
LANGLEY, Moira	L2555	V9627	moira	R 2460	Instructor - English
LASSIGNE, Claude	L2197	V9190	claude	S D348	Instructor - Chemistry
LAU, Jim	L2954	V9930	jiml	N 3-216	Instructor - Electronics Technology
LAU, Keith	L2109	V2109	keithl	S A-324d	Programmer/Analyst - Information Systems & Compu

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Name	Local	VMail	E-Mail	Office	Title & Department
LAUGHY, Bette	L2697	V2697	bette	R 1790	Ed. Development Consultant - Learning Dev. Serv
LAVER, Michael	L2219	V2219	michael	S E218-F	Lab Technician - Fine Arts
LEACH, Chris	L2554	V9768	-none-	R 2310	Instructor - History
LEAP	L2978	Vvnone	-none-	N 1-205	Classroom - Lifetime Employment Action Plan
LEAP	L3012	Vvnone	-none-	N 3-204	Office - Lifetime Employment Action Plan
LEE, Gordon	L2508	V9192	gordonl	R 2290	Instructor - Marketing
LEE, Gordon	L3371	V9192	gordonl	L 2052	Convenor - Marketing
LEE, Joe	L2962	Vnone	joelee	N 4-221	Instructor - Appliance Repair
LEE, Judy	L2070	V9193	judyl	S D352B	Instructor - Diploma Nursing
LEE, Rosalind	L2706	V9521	rosalind	R 2600	Instructor - Adult Basic Education
LEE, Rosalind	L2706	V9521	rosalind	R 2600	Instructor - College Reading & Learn. Org.
LEE, S.	L2551	V9546	-none-	R 2080	Instructor - Fashion Design & Technology
LEHIGH, Elizabeth	L2236	V2236	elizabel	S B122-A	Buyer - Purchasing
LEMIEUX, Janet	L2629	V9595	janetl	R 2475	Instructor - English Language Training
LEMIEUX, Karin	L2677	V9931	karinl	R 1435	Travel Training Instructor/Facilitator - Continuing d
LEONARD, Michael	L2649	V9684	michaell	R 2185	Instructor - Economics
LEONG, Joseph	L2122	V2122	joseph	S A310	Electronics Technician - Information Systems & Com
LEONG, Joseph	L2606	V2122	joseph	R 1470	Electronics Technician - Information Systems & Com
LEROUX, Kathie	L2630	Vnone	-none-	R 2465	Coordinator - Summer Language Bursary Progran
LETOURNEAU, Gina	L2619	V9557	-none-	R 2220	Instructor - Marketing
LEUNG, Edmund	L2108	V2108	edmund	S A324-D	Programmer/Analyst - Information Systems & Compu
LEWCHUK, Les	L2156	V9688	les	S D112	Instructor - Business
LEWCHUK, Les	L2652	V9688	les	R 2250	Instructor - Business
LI, Angela	L4091*	V9884	angelal	S A328	Co-op Student - Info. Systems & Comp.
LIBRARIAN	L3237	Vnone	-none-	L 1117	Librarian - Library
LIBRARY - MODEM LINE	L2532	Vnone	-none-	R 1200	- Library
LIBRARY - TBD	L2633	Vnone	-none-	R 1150	- Library
LIBRARY AUDIOVISUAL	L2216	Vnone	-none-	S A134	- Library
LIBRARY AUDIOVISUAL	L2582	V2582	-none-	R 1220	- Library
LIBRARY AUDIOVISUAL	L2922	V2922	-none-	N 2-151	- Library
LIBRARY AUDIOVISUAL	L3209	V3209	-none-	L 1100	- Library
LIBRARY CIRCULATION	L2103	V2103	-none-	S	- Library
LIBRARY CIRCULATION	L2692	V2692	-none-	R 1220	- Library
LIBRARY CIRCULATION	L2923	V2923	-none-	N 2-151	- Library
LIBRARY CIRCULATION	L3204	V3204	-none-	L 1105 #3	- Library
LIBRARY MODEM - REF	L2635	Vnone	-none-	R 1100	- Library
LIBRARY OFFICE	L2636	Vnone	-none-	R 1204	Librarian (Sessional) - Library
LIBRARY OFFICE	L2637	Vnone	-none-	R 1150	- Library
LIBRARY OFFICE	L3235	Vnone	-none-	L 1115	- Library
LIBRARY PD ROOM	L4110*	Vnone	-none-	S A106A	Internal Use Only - Library
LIBRARY REFERENCE	L2105	V2105	refs	S A108	- Library
LIBRARY REFERENCE	L2107	V2105	refs	S A108	- Library
LIBRARY REFERENCE	L2538	V2538	refr	R 1100	- Library
LIBRARY REFERENCE	L2638	V2538	refr	R 1110	- Library
LIBRARY REFERENCE	L2920	V2920	-none-	N 2-151	- Library
LIBRARY REFERENCE	L3212	V3212	refl	L 1100	- Library
LIBRARY REFERENCE	L3214	V3212	refl	L 1100	- Library
LIDHAR, Bal	L2009	V9129	bal	S C162	Educational Advisor - Counselling
LIDHAR, Bal	L3374	V9129	bal	L 2203	Safety Co-ordinator - Facilities
LIPSCOMBE, Shirley	L2044	V2044	shirley	S C129	Receptionist - Counselling
LISSON, Bob	L2081	V2081	bobli	S C205	Vice President - Administration
LISTER, Maureen	L2570	V2570	maureenl	R 1425	Prenatal Coordinator - Continuing Education
LITTLEFIELD, Lorraine	L2096	Vnone	-none-	S D332A	Instructor - Anthropology
LIU, Phyllis	L2591	V2591	phyllisl	R 1130	Librarian, Technical Services - Library
LLOYD, David	L2225/2226	V9194	-none-	S E218-C	Instructor - Fine Arts
LO, Vincent	L2212	V9674	vincent	S E104	Lab Supervisor - Physics
LONG, Ken	L(L.T.D.)	V9932	-none-	N 3-120	Instructor - Communications
LONG, Ken	L(L.T.D.)	V9932	-none-	S D332C	Instructor - Communications
LOSSING, Adam	L2265/2219	V2265	adam	S E218-F	Lab Technician - Fine Arts

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Name	Local	VMail	E-Mail	Office	Title & Department
LOWNDES, Colin	L3344	V9988	colinl	L 1603	Instructor - Trades Common Core
LOWNDES, Donna	L2531	V2531	donnal	R 1740	Program Assistant - Adult Special Education
LUDHERA, Meena	L2040	V9892	meena	S C144-A	Financial Aid Advisor - Student Loans & Awards
LUDTKE, Frank	L2628	V2628	frank	R 3080	Instructor - Graphics
LUM, Cheryl	L2600	V2600	cheryll	R 1560	Receptionist - Counselling
LYON, Bernie	L2720	Vnone	-none-	R 2100	Instructor - Foundations of Applied Design
Literacy Classroom	L3335	Vnone	-none-	L 1515	- Adult Basic Education
MAHER, Sandy	L3392	V9678	sandy	L N103	Supervisor - Horticulture
MAJZUB, Neda	L2592	V9642	-none-	R 2455	Instructor - French
MALO, Diane	L2915	V9978	dianem	N 1-206C	Instructor - Office Administration.
MANHEIM, Abraham	L3262	V9817	-none-	L 1273	Music Librarian - Music
MANN, Sam	L2900	V9915	sam	N	Building Service Worker - Facilities
MANSON, Tiia	L2720	V9698	tiia	R 2100	Instructor - Foundations of Applied Design
MARASIGAN, John	L2252	V9309	-none-	S D352A	Instructor - Graduate Nurse with English as a Second
MARASIGAN, John	L2610	V9309	-none-	R 2370	Instructor - Psychology
MARCHUK, Ron	L3384	V9963	ronm	L 1670	Instructor, Greenhouse Program - Horticulture
MARINO, Franco	L2160	V9191	franco	S D140	Instructor - Criminology
MARTELL, Sherry	L2511	V9613	sherry	R 1408	Clerk - Bookstore
MARTYN, Carol	L2096	Vnone	-none-	S D332A	Instructor - Sociology
MARTYN, Carol	L2609	Vnone	-none-	R 2320	Instructor - Sociology
MASSE, Carole	L2931	V9959	carole	N 2-180	Stockroom Tool Attendant - Construction Programs
MASSE, Carole	L2960	V9959	carole	N Millwright	Stockroom Tool Attendant - Millwright
MATHAY, Laura	L2645	V2645	lauram	R 1580	Educational Advisor - Counselling
MATTEONI, Jim	L3347	V9679	jimm	L 1665	Greenhouse Program Coordinator / Instructor - Hortic
MAUCH, Joan	L2511	V9429	-none-	R 1400	Clerk - Bookstore
MAUDE, Andrea	Lnone	V9174	-none-	S none	Instructor - Diploma Nursing
MAYDAN, Catherine	L(L.O.A.)	V9202	catherin	S D210	Instructor - Computing (CPSC)
MEETING ROOM	L2073	Vnone	-none-	S C206	- Campus Administration
MEETING ROOM	L4148*	Vnone	-none-	S B202	- Campus Administration
MELNYK, Barbara	L2084	V2084	babs	S C200	Secretary / VP Education - Academic & Applied Stuc
MENDIS, Ranjini	L2186	V9608	ranjini	S D321	Instructor - English
MENON, Suseel	L4091*	V9857	suseel	S A328	Co-op Student - Info. Systems & Computing
MENSAH, Joseph	L2658	V9803	-none-	R 2215	Instructor - Geography
MERILLAT, Alice	L2001	V2001	alicem	S C157	Special Needs Assistant - Counselling
MERILLAT, Alice	L3233	V2001	alicem	L 1075	Special Needs Assistant - Counselling
MERKL, Julie	L2020	V9018	-none-	S B131	Clerk - Bookstore
METZGER, Karen	L2703	V2703	-none-	R 1790	Program Asst - Learning Dev. Prog.
MEYER, Pat	L3376	Vnone	-none-	L 2525	Instructor - Human Service Worker
MICHAELS, Mervin	L2155	V9204	mervinm	S D113	Instructor - Accounting
MICHAELS, Mervin	L2508	V9204	mervinm	R 2290	Instructor - Accounting
MILIS, Therese	L3343	V3343	-none-	L 1537	Program Assistant - Adult Special Education
MILLER, Carol	L3377	Vnone	-none-	L 2526	Instructor - Human Service Worker
MILLER, Gary	L2238	V9205	garym	S D243	Instructor - Adult Basic Education
MILLEY, Peter	L2670	V2670	peterm	R 2560	Instructor - Co-op Education
MILLIKEN, Liz	L2245	V2245	lizm	S C110	Secretary - Science, Mathematics & Technology
MIREHOUSE, Edward	L3392	V9858	edward	L N103	Technician - Horticulture
MODEM - KCnet	L244-0915	Vnone	-none-		NetBlazer out-of-area - Information Systems & Comp
MODEM - KCnet	L244-8627	Vnone	-none-		NetBlazer out-of-area - Information Systems & Comp
MODEM - KCnet	L599-2112	Vnone	-none-		300-14.4k baud - Information Systems & Computing
MODEM - KCnet	L599-2700	Vnone	-none-		NetBlazer 300-14.4K baud - Information Systems & (
MOFFAT, Tony	L2561	V9554	tony	R 3150	Instructor - Drafting
MOHRING, Barry	L2903	V2903	barry	N 3-101	Facilities Supervisor - Facilities
MONIZ-LECCE, Sandy	L2004	V9012	sandymon	S C154	Transition Planner - Counselling
MONTES, Roberto	L2912	V9935	-none-	N 1-110A	Instructor - Welding
MOOR, Gregg	L2971	V2971	gregg	N 3-104	Administrative Assistant - Educational Services - Edu
MOORE, Maureen	L2027	V2027	maureen	S C138	Records Supervisor - Admissions
MORAN, Kathy	L2024	V2024	kathym	S C144	Information Assistant - Student Loans & Awards
MORAN, Theresa	L3213	V3213	theresa	L 1071	Receptionist - Counselling
MORE, Angela	L2664	V2664	angelam	R 2560	Clerk - Co-op Education

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Name	Local	VMail	E-Mail	Office	Title & Department
MORGAN, Elly	L2943	V2943	elly	N 3-209A	Instructor - Employment & Educational Access fc N
MORRIS, Beth	L2003	V9718	beth	S	Counsellor - Counselling
MORRIS, Lindsey	L3025	V3025	-none-	N 1-101A	Clerk - Continuing Education
MORRISON, Ron	L2096	Vnone	ronaldm	S D332A	Instructor - Business
MORRISON, Ron	L2652	Vnone	-none-	R 2250	Instructor - Business
MORTIMER, Maureen	Lnone	V9829	-none-	L none	Equestrian Facilitator - Continuing Education
MOSHER, Shelley	L2969	V9551	-none-	N 4-100	Instructor (Unit Clerk) - Continuing Education
MOSSING, Linda	L2708	V9532	mossing	R 3100	Program Assistant - Applied Design
MUCKLE, Robert	L2166	V9153	-none-	S D216	Instructor - Anthropology
MUCKLE, Robert	L2677	V9153	-none-	R 2335	Instructor - Anthropology
MUDD, Sandra	L3363	V9130	sandram	L 2054	Instructor - Marketing
MUGRIDGE, Pat	L2251	Vnone	-none-	S D332-C	Instructor - Accounting
MUNRO, Jane	L2183	V9207	janem	S D312	Instructor - Creative Writing
MURPHY, Jerry	L2928	V9937	jerry	N 2-157A	Instructor - Trades Common Core
MURRAY, Patricia	L2548	V9199	patricia	R 2562	Instructor - English
MURRAY, Sarah	L2587	V9310	sarahm	R 2406	Instructor - Psychology
MURRAY, Susan	L3348	V9654	susanm	L 2562	Landscape Program Coordinator / Instructor - Horticu
MURTON, Todd	L2538	V9649	todd	R 1200	Librarian (Sessional) - Library
MUSSON, Brian	L2226/2225	V9418	-none-	S E218-C	Instructor - Fine Arts
MacADAM, Andrew	L2115	V2115	andrew	S A302-B	Supervisor - Instructional Media Services
MacALISTER, Dave	L2254	V9644	-none-	S D339	Instructor - Criminology
MacDONALD, Cathleen	L2060	V2060	cathleen	S B122	Purchasing Clerk - Purchasing
MacDONALD, Cathy	L2557	V2557	cathy	R	Dean - College Resources
MacDONNELL, Duncan	L2573	Vnone	-none-	R 3040	Instructor - Journalism & Public Relations Program
MacFARLANE, Grant	L2516	Vnone	-none-	R 2260	Instructor - Marketing
MacGREGOR, Barb	L2059	V2059	barbara	S C231	Accounting Clerk - Financial Services
MacKENZIE, Pat	L2014	V2014	patmac	S C171	Clerk Typist - Academic & App.Studies
MacKLEM, Jennifer	L2224	V9120	jennifer	S E218-D	Instructor - Fine Arts
MacLACHLAN, Anne	L2073	V2073	annem	S C206	Public Information Officer - Internal Communications
MacLEAN, Brian	L2519	V9259	-none-	R 2360	Instructor - Criminology
MacLEOD, Isabelle	L2268	V9262	isabelle	S D350	Instructor - Diploma Nursing
MacLEOD, Joan	L2252/2271	V9365	-none-	S D332A	Instructor - Creative Writing
MacMILLAN, Cheryl	L2229	V2229	cheryl	S A136	A/V Library Assistant - Library
MacNEIL, Emilie	L2032	V2032	emilie	S C135	Admissions Assistant - Admissions
MacPHERSON, Alice	L3352	V9954	alicemac	L 1806	Instructor - Outdoor Power Equipment
McBRIDE, Scott	L2227	V9283	-none-	S E218-B	Instructor - Fine Arts
McDONALD, Eva	L2054	V2054	eva	S C112	Administrative Assistant - Educational Services
McDONALD, Pam	L2660	V9556	pamm	R 3315	Instructor - Biology
McEACHERN, Katherine	L3370	V9146	-none-	L 2115	Instructor - Computing (CBSY)
McEWAN, Hank	L3241	V9983	-none-	L 1603	Instructor - Farrier
McFARLANE, Gordon	L2649	V9680	-none-	R 2185	Instructor - Marketing
McFARLANE, Marnie	L2026	V2026	marnie	S C139	Admissions Coordinator - Admissions
McGILLIVRAY, Judith	L2263	V2263	judith	S C119	Dean - Health Sciences & Social Services
McGILLIVRAY, Larry	L2989	V2989	larrym	N 2-180	Vocational Programs Assistant - Trades Common Cor
McGOFF DEAN, Colleen	L2176	V9214	colleend	S D244	Instructor - Adult Basic Education
McGONIGAL, Don	L4091*	V9122	donm	S A328	Co-op Student - Information Systems & Computi
McIVOR, Kim	L2037	V2037	kim	S C127	Admissions Assistant - Admissions
McKEOWN, Ron	L2912	V9938	ronald	N 1-110A	Instructor (Day) - Welding
McKINLAY, Liz	L2066	V2066	lizmc	S C218	Director - Human Resources
McKINNON, Margaret	L2659	V2659	margarem	R 3415	Lab Supervisor - Chemistry
McLAUCHLAN, Derek	L2004	V9011	derekm	S C154	Learning Specialist / Diagnostician - Counselling
McLAUGHLIN, David	L2201	V9997	davidm	S D340	Instructor - Mathematics
McLEAN, Gloria	Lnone	Vnone	-none-	L none	Instructor - Human Service Worker
McLEAN, John	L2075	V2075	johnmc	S C220	Information Officer - Educational Services
McLEAN, Marilyn	L2542	Vnone	-none-	R 2035	Instructor - Interior Design
McLEOD, Joan	L2630	V9365	-none-	R 2465	Instructor - Creative Writing
McLEOD, Theresa	L2016	V9893	-none-	S C144-A	Information Assistant - Student Loans & Awards
McLOUGHLIN, Bill	L2505	V9218	billm	R 2402	Instructor - Psychology
McMATH, Tom	L2203	V9219	tomm	S D345	Instructor - Physics

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KWANTLEN UNIVERSITY COLLEGE PHONEBOOK - By Name

Name	Local	VMail	E-Mail	Office	Title & Department
McORMOND, Doreen	L2649	V9220	-none-	R 2185	Instructor - Accounting
McPHEE, Don	L2252	V9352	don	S D352A	Instructor - Geography
McQUADE, Sandy	L2132	V2132	sandym	S B150A	Supplies Buyer - Bookstore
NAISMITH, Earl	L2205	V9221	earl	S D343	Instructor - Mathematics
NAKANO, Michelle	L3304	V9849	michelle	L 1602	Instructor, Technician Program - Horticulture
NANSON, Derek	L2314	V2314	derekn	S C167-A	Dean - Student Services
NAYLOR, Joe	L2252	V9222	-none-	S D352A	Instructor - Humanities
NEEDHAM, Lisa	L2213	V9374	lisane	S E120	Lab Supervisor - Biology
NELSON, Rob	L2912	V9939	rob	N 1-110A	Instructor - Welding
NESBITT, Joan	L2252	V9240	-none-	S D352A	Instructor - Criminology
NETTLETON, Cherry	Lnone	Vnone	-none-	S none	Instructor - Resident Care Attendant
NEUFELD, Lesley	L2687	V9558	-none-	R 2035	Instructor - Interior Design
NEWCOMBE, Wendy	L3027	V3027	wendyn	N 1-103A	Admissions Assistant - Admissions
NICK, Jeannie	L3220	V9826	jeannie	L 1506	Clerk - Bookstore
NIJHOWNE, Nikki	L3012	Vvnone	-none-	L 3-204	Instructor - Lifetime Employment Action Plan
NOAH, Earl	L2252	Vnone	-none-	S D352A	Instructor - Geography
NOAH, Earl	L2661	Vnone	-none-	R 3325	Instructor - Geography
NOBLE, Rita	L2695	V9583	-none-	R 1835	Early Childhood Education Educator - Daycare
NONEN, Ola	L2530	V2530	olan	R 1750	Instructor - Adult Special Education
NORUM, Lori	L2696	V2696	lorin	R 1565	Campus Receptionist - Facilities
NURSING LAB	L4093*	Vnone	-none-	S D248	- Nursing
NUSSBAUM, Heinz	L2154	V9224	heinz	S D114	Convenor - Economics
O'DONAGHEY, Mark	L3276	V9916	mark	L	Building Service Worker - Facilities
O'DORNAN, Sharon	Lnone	Vnone	-none-	L none	Instructor - Human Service Worker
O'FRIEL, Jim	L3361	V9655	jimmy	L 1601	Instructor - Horticulture
O'MALLEY, Beverly	Lnone	Vnone	-none-	S none	Instructor - Diploma Nursing
OFFICE ADMIN. PROGRAM	L2919	Vnone	-none-	N 1-201	- Office Administration.
OLIVER, Carolyn	L2078	V2078	carolyn	S C200	Secretary - President's Office
ORDISH, Connie	Lnone	V9295	connie	S none	Instructor - Diploma Nursing
ORMISTON, Gerri	L2924	V9991	-none-	N 2-278	Instructor - English Language Training
OSTROWSKI, Paul	L2548	V9225	-none-	R 2490	Instructor - English
OWEN, Derwyn	L2907	V2907	-none-	N	Coordinator - Real Estate Center - Continuing Educat
OWEN, Joan	L2627	V9940	-none-	R 3070	Instructor - Graphics
PAGE, Bill	L2967	V2967	-none-	N 4-124	Tool Crib - Appliance/Upholstery Programs
PAKE, Mary	L2597	V2597	maryp	R 1505	Sr. Admissions Assistant - Admissions
PAPAS, Laurie	L2571	V9560	laurie	R 1815	Co-ordinator - Early Childhood Education
PARDY, Linda	L3258	V3258	linda	L 1044	Manager - Co-op Education Services
PARRAS, Antonis	L2520	V9226	-none-	R 2270	Instructor - Business
PARRY, Wendy	L2933	V2933	wendyp	N 2-250	Program Assistant - Adult Special Education
PARTS & SERVICE	L2913/2914	V2913/2914	-none-	N 1-102	- Auto Parts
PATTERSON, John	L2018	V2018	john	S C142	Registrar - Admissions
PAUL, Sharon	L3265	V3265	sharonp	L 1602	Instructor - Commercial Floristry
PAWSON, Sara	L2162	V9227	sara	S D212	Instructor - Psychology
PAWSON, Sara	L2587	V9227	sara	R 2406	Instructor - Psychology
PAYROLL - Full Time	L2061	V2061	-none-	S C233	- Financial Services
PAYROLL - Part Time	L2241	V2241	-none-	S C233	- Financial Services
PEARSON, Elinor	L2136	V2136	elinor	S B122-D	Buyer - Purchasing
PEARSON, John	L2616	V9371	johnp	R 3305	Instructor - Physics
PEIRCE, Dan	L2950	V9965	danp	N 3-123	Lab Supervisor - Electronics Technology
PENHORWOOD, Jan	L2090	V2090	jan	S A124	Librarian - Library
PENHORWOOD, Jan	L3236	V2090	jan	L 1116	Librarian - Library
PENNEY, Pamela	L2601	V9703	pamp	R 1835	Early Childhood Education Educator - Daycare
PEREIRA, Ana	L2042	V2042	anap	S	Cashier - Financial Services
PERKINS, Bob	L2660	V9562	bobp	R 3315	Instructor - Chemistry
PERRY, Shirley	L3359	V9853	shirleyp	L 2050	Instructor - Music
PETERS, Louise	L2020	V9614	louisep	S B131	Clerk - Bookstore
PETERS, Monty	L2526	Vnone	-none-	R	Building Service Worker - Facilities
PETRIE, Pat	L3268	V3268	patp	L 1005A	Copy/Mail Clerk - Purchasing
PFAHL, Chris	L2097	V2097	chrisp	S A134	A/V Library Assistant - Library

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Name	Local	VMail	E-Mail	Office	Title & Department
PHILLIPS, Gerri	L2316	V2316	gerri	S C200	Secretary / VP Human Resources Development - H..n
PHILLIPS, Susana	L2505	V9118	susana	R 2402	Instructor - Psychology
PIRES-STADLER, Beatrice	L2252	V9230	beatrice	S D352A	Instructor - German
PLATT, James	L3316	V9151	-none-	L 1225	Instructor - Music
PLOUFFE, Betty Anne	L2187	V9125	bettyp	S D311	Instructor - English
PLUMB, Michael	L2693	V9605	-none-	R 1350	Instructor - English as a Second Language
PON, Danny	L2596	V9661	danny	R 2164	Systems Support Generalist PT - Information Syst
PONA, Ihor	L2542	Vnone	-none-	R 2035	Instructor - Interior Design
POPOVICH, Alex	L2184	V9231	alex	S D319	Instructor - History/Political Science
PORTER, Rhondda	L2693	V9986	-none-	R 1350	Instructor - English as a Second Language
POTTER-SMITH, John	L2728	V2728	johnps	R 1200	Circulation Assistant / Audio/Visual - Library
POWELL, Susan	L3376	V3376	-none-	L 2525	Program Coordinator - Human Service Worker
PREP ROOM - Env.	L2583	V2583	-none-	R 3460	- Environmental Protection Technology
PREP/STORAGE ROOM	L2172	V2172	-none-	S D252	- Nursing
PRICE, Jennifer	L2915	Vnone	-none-	N 1-206C	Instructor - Office Administration.
PRINTING - Typesetting	L2957	V2957	-none-	N Print Shop	Typesetting Information - Printing
PRINTING - Work Area	L2957	V2957	-none-	N Print Shop	Duplicating Information - Printing
PROPP, Lois	L2234	V2234	lois	S C127	Admissions Assistant - Admissions
PSYCHOLOGY LAB	L2161/2164	V2161/2164	-none-	S D214	- Psychology
PSYCHOLOGY LAB	L2527	V2527	-none-	R 2404	- Psychology
PUDDICOMBE, Tony	L3383	V9198	-none-	L 2561	Instructor - Horticulture
PURCHASING OFFICE	L2060	V2060	-none-	S B122	Main Office - Purchasing
PURCHASING OFFICE	L2148	V2148	-none-	S B122	Main Office - Purchasing
PURSOR, Kathy	L2152	V2152	-none-	S B201	Secretary - Faculty Association
PYBUS, Marg	L3381	V9984	margp	L 2545	Instructor - Office Administration.
Prep Room	L3325	Vnone	-none-	L 1325	-
QAYUMI, Shahnaz	L2608	V9765	-none-	R 1805	Instructor - Early Childhood Education English as S
QUONG, Meijane	L3317	V9763	meijane	L 1226	Instructor - Music
RABY, Rebecca	L2096	V9159	rebecca	S D332A	Instructor - Sociology
RABY, Rebecca	L2518	V9159	rebecca	R 2340	Instructor - Sociology
RAI, Mohinder	L0	V9315	mohinder	S B102	Building Service Worker - Facilities
RALPH, Norma	L2016	V9895	normar	S C144-A	Information Assistant - Student Loans & Awards
RAMIREZ, Patricio	L2162	V9702	patricio	S D211	Instructor - Spanish
RAMIREZ, Patricio	L2592	V9702	patricio	R 2455	Instructor - Spanish
RANDHAWA, Hardip	L2574	Vnone	-none-	R 3030	Instructor - Journalism & Public Relations Program
RANKIN, Graham	L2203	V9233	graham	S D345	Instructor - Mathematics
RASKOB, Bruce	L2611	V9651	-none-	R 2480	Instructor - English
RASKOB, Bruce	L3374	V9651	-none-	L 2203	Instructor - English
RATHIE, Bob	L2616	V9565	-none-	R 3305	Instructor - Physics
RAY, Janet	L2195	V9188	-none-	S D330	Instructor - Resident Care Attendant
READ, Karen	L2552	V9652	-none-	R 2115	Instructor - Foundations of Applied Design
REASONS, Chuck	L2667	Vnone	-none-	R 2335	Instructor - Criminology
RECEIVING	L2138	V2138	-none-	S B120	- Purchasing
RECEIVING	L2618	V2618	-none-	R P750	- Purchasing
RECEIVING	L3271	V3271	-none-	L 1615	- Purchasing
RECEIVING-COURTESY	L2283	Vnone	-none-	S B120	Courtesy Phone - Facilities
RECEPTION AREA	L2100	Vnone	-none-	S C102	-
RECEPTION AREA	L2900	Vnone	-none-	N 1-103	-
REDDICK, Don	L3362	V9234	donr	L 2053	Instructor - Economics
REDDY, Bob	L2526	V9612	-none-	R P-775	Building Service Worker - Facilities
REED, Bill	L2916	V9941	bill	N 1-206B	Instructor - Office Administration.
REED, Carole	Lnone	Vnone	-none-	L none	Instructor - Human Service Worker
REGAN, Craig	L2055	V2055	craig	S C170	Facilities Supervisor - Facilities
REID, Doug	L2213	V9322	douglas	S E120	Lab Supervisor - Biology
REINHARDT, Lorraine	L3317	V9874	-none-	L 1226	Instructor - Music
REMMING, Manon	L2082	V2082	manon	S C200	Secretary / VP Administration - Administration
REMPEL, Jo-Anne	L2077	V2077	joanne	S C247a	Auxiliary - Planning & Research
RHODENIZER, Larry	L3350	V3350	-none-	L 1804	Instructor - Auto Mechanics
RICHARDS, Christiane	L2163	V9235	christia	S D211	Instructor - French

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KWANTLEN UNIVERSITY COLLEGE PHONEBOOK - By Name

Name	Local	VMail	E-Mail	Office	Title & Department
RICHARDSON, Judy	L2195	V9185	-none-	S D330	Instructor - Resident Care Attendant
RICHARDSON, Stu	L2625	V9942	-none-	R 3050	Instructor - Graphics
RICHMOND, Alexandra	L2629	V9587	alexandr	R 2475	Instructor - Foundations
RICHMOND, Doug	L2910	V2910	dougri	N 3-120	Instructor - Auto Mechanics Apprentice
RICHMOND, Doug	L543-7219	V2910	dougri	N workshop	Instructor - Auto Mechanics Apprentice
RICHTER, Kim	L2619	V9106	kimberle	R 2220	Instructor - Business
RIDEOUT, Betty	L2609	V9662	betty	R 2320	Instructor - Psychology
RIDEOUT, Betty	L3356	V9662	betty	L 2015	Instructor - Psychology
RIDEOUT, Chris	L2178	V9238	christof	S D315	Instructor - English
RIDLEY, Lornell	L2047	V2047	lornell	S C245	Development Officer - Fundraising
RIDOUT, Diane	L2964	V9837	-none-	N 3-213A	Instructor - Adult Basic Education
RIEL, Denis	L2170	V9378	denis	S D206	Instructor - Computing (CBSY)
RIEL, Denis	L2650	V9378	denis	R 2175	Instructor - Computing (CBSY)
RIEL, Denis	L3370	V9378	denis	L 2115	Instructor - Computing (CBSY)
RIMMER, Jim	L2626	Vnone	-none-	R 3060	Instructor - Foundations of Applied Design
ROBBINS, Peter	L3337	V9811	peterr	L 1520	Instructor - Adult Basic Education
ROBERTS, Carmen	L2601	Vnone	-none-	R 1835	Early Childhood Education Educator - Daycare
ROBERTSON, Carolyn	L2603	V2603	carolynr	R 1445	S.E.T.A. Facilitator - Continuing Education
ROBERTSON, Jan	L2195	V9328	-none-	S D330	Instructor - Diploma Nursing
ROBERTSON, Kim	L2607	V9631	-none-	R 1720	Program Assistant - Public Safety Communications
ROBINSON, Jane	L2921	V9977	jane	N 2-151	Senior Assistant - Library
ROBITAILLE, Marie-Helen	L2692	V9730	-none-	R	Library Assistant - Library
ROGERS, Linda	L2920	V9998	lindar	N 2-151	Librarian (Sessional) - Library
ROSAMOND, Tom	L2987	V2987	tom	N Print Shop	Printshop Supervisor - Printing
ROSEBOROUGH, Lynne	L(L.O.A.)	Vnone	lynne	S C226	Confidential Secretary - Human Resources
ROSENOW, Catherine	L2053	V2053	rosenow	S C119	Secretary - Health Sciences & Social Services
ROSS, David	L2169	V9843	dross	S D209	Instructor - Marketing
ROSS, Ian	L2519	V9242	-none-	R 2360	Instructor - Criminology
ROSS, Marjorie	L2550	V9566	marjie	R 3345	Instructor - Mathematics
ROTH, Aaron	L3346	V9691	aaron	L 1663	Lab Supervisor - Horticulture
ROTMEYER, Hans	L2931	V9944	hans	N 2-180A	Instructor - Floor Covering Apprentice
ROUND, Michelle	L2252/2271	Vnone	-none-	S D352A	Instructor - Creative Writing
ROUSELL, Lisa	L3251	V3251	lisan	L 1040	Secretary - Business & Career Specialties
ROY, Stuart	L2561	Vnone	-none-	R 3150	Instructor - Drafting
RUGGLES, Doug (650-2221)	L2138	V2138	dougr	S B120	Shipper/Receiver - Purchasing
RUNYAN, Craig	L2556	V9567	craigru	R 3335	Instructor - Environmental Protection Technology
RUSCHEINSKY, Nancy	L2045	V2045	nancyr	S C100	Campus Typist - Education - Academic & Applied St
RUSSELL, Janet	L2653	Vnone	-none-	R 3010	Instructor - Journalism & Public Relations
RUSSELL, Robin	L2182	V9243	robinr	S D313	Instructor - English as a Second Language
RUSTULKA, Grace	L2291	V2291	grace	S C240	Senior Personnel Clerk - Human Resources
SACHO, Brad	L2153	V9411	-none-	S D115	Instructor - Accounting
SACHO, Brad	L3366	V9411	-none-	L 2057	Instructor - Accounting
SADHRA, Avtar	L2553	V9568	avtar	R 3355	Instructor - Mathematics
SAFYAN, Susan	L2636	V9229	susan	R 1204	Librarian (Sessional) - Library
SALE, David	L2169	V9294	-none-	S D209	Instructor - Accounting
SALISBURY, Brian	L3377	V9839	brians	L 2526	Instructor - Human Service Worker
SAMRA, Sukey	L2124	V2124	sukey	S A320	Programmer/Analyst - Information Systems & Compu
SANDERS, John	L2158	V9725	johnsa	S D110	Instructor - Physics
SANDERS, John	L2655	V9725	johnsa	R 3435	Instructor - Physics
SAWASY, Jackie	L3382	V9824	jackies	L 2547	Instructor - Office Administration.
SAWCHUK, Allan	L2654	Vnone	allan	R 3020	Instructor - Geography
SAWCHUK, Barbara	L2654	Vnone	-none-	R 3020	Instructor - Graphics Design
SCALLION, Kathleen	L2062	V2062	-none-	S C233	Payroll Clerk - Financial Services
SCHARFF, Rob	L2251	V9572	-none-	S D332-C	Instructor - Economics
SCHARFF, Rob	L2649	V9572	-none-	R 2185	Instructor - Economics
SCHINDEL, Mervin	L2708	V9669	mervin	R 3100	Program Assistant - Graphics
SCHOEN, Harvey	L2912	V9973	-none-	N 1-110A	Maintenance Tradesman - Welding/Auto Mechanics
SEARL, Sarah	L2195	V9248	sarah	S D330	Co-ordinator - Resident Care Attendant
SECURITY KIOSK	L2128	Vnone	-none-	S B102	- Facilities

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Name	Local	VMail	E-Mail	Office	Title & Department
SECURITY KIOSK	L2704	Vnone	-none-	R 1650	- Facilities
SECURITY KIOSK	L3248	V3248	-none-	L 1026	- Facilities
SEDGWICK, Bryan	L0	Vnone	bryan	S none	Building Service Worker - Facilities
SELESKY, Kathy	L2581	V2581	kathys	R 1200	Circulation Assistant / Inter-Library Loans - Libr
SEN, Abhijit	L2251	V9946	abhijit	S D332-C	Convenor - Computing (CISY)
SEN, Abhijit	L2506	V9946	abhijit	R 2230	Convenor - Computing (CISY)
SERU, Renuka	L2007	V2007	renuka	S C160	Counsellor - Counselling
SETTERINGTON, Laurie	L2277	V2277	lauries	S C240	Senior Personnel Clerk - Human Resources
SHACKLETON, Rachel	L2718	V2718	rachel	R 1505	Information Services - Admissions
SHAH, Prithi	L3012	Vvnone	-none-	N 3-204	Instructor - Lifetime Employment Action Plan
SHAHIDI, Jamshid	L2154	V9249	jamshid	S D114	Instructor - Economics
SHANDLER, Lance	L2159	V9250	-none-	S D141	Instructor - Economics
SHANDLER, Lance	L2649	V9250	-none-	R 2185	Instructor - Economics
SHAP, Yale	Lnone	V9870	yale	N 2-253	Coordinator - Adult Special Education
SHAW, Maureen	L2187	V9251	-none-	S D311	Instructor - English
SHAW, Maureen	L2187/2200	V9251	-none-	S B201	President - Faculty Association
SHAY, Ron	L2096	V9868	rons	S D332-A	Instructor - Business
SHAY, Ron	L3369	V9868	rons	L 2110	Instructor - Business
SHEFFIELD, Robert	L3313	Vnone	-none-	L 1222	Instructor - Music
SHEN, Jane	L2555	V9653	janes	R 2460	Instructor - English
SHEPHERD, Louise	L2048	V2048	louise	S C117	Administrative Assistant - Educational Services - Aca
SHIH, Ching-Po	L2184	V9252	-none-	S D319	Instructor - Political Science
SHIH, Ching-Po	L2554	V9252	-none-	R 2310	Instructor - Political Science
SHIVJI, Salim	L2119	V2119	salim	S A324	Programmer/Analyst - Information Systems & Compu
SHORE, Margie	L2173	V9385	margie	S D248-A	Lab Supervisor - Nursing
SHORTHOUSE, Thomas	L3317	V9875	-none-	L 1226	Instructor - Music
SIDHU, Surjeet	L3012	Vvnone	-none-	N 3-204	Instructor - Lifetime Employment Action Plan
SIEGEL, Jay	L2631	V9255	jays	R 2350	Instructor - Anthropology
SILCOCK, Marlene	L2243	V2243	marlene	S C171	Graphic Artist - Special Projects
SILLETT, Elizabeth	Lnone	Vnone	-none-	L none	Instructor - Music
SILVIUS, Jane	L2180	V9256	janesi	S D317	Instructor - Psychology
SIVERSON, Joel	L2141	V2141	joel	S A310	Computer Support Specialist Assistant - Information S
SKOUMAL, Zdenek	L3360	V9764	zdenek	L 2051	Instructor - Music
SKRETKOWICZ, Leah	L2205	V9257	leah	S D343	Instructor - Geography
SKRETKOWICZ, Leah	L2658	V9257	leah	R 2215	Instructor - Geography
SLADE, Giles	L3373	V9166	giles	L 2202	Instructor - English
SLATTERY, John	L2282	V2282	johns	S C118	Dean - Educational Planning
SLOTHOUBER, Bernie	L3355	Vnone	-none-	L 1901	Instructor - Continuing Education Contract Servi
SMITH, Audrey	L2929	V2929	-none-	N Bldg. 2	Clerk - Bookstore
SMITH, Debbie	L2258	V2258	debbie	S A134	Circulation Technician - Library
SMITH, Debbie	L2602	V2258	debbie	R 1200	Circulation Technician - Library
SMITH, Debbie	L3211	V2258	debbie	L 1110 #5	Circulation Technician - Library
SMITH, Douglas	L2156	V9969	douglass	S D112	Instructor - Business
SMITH, Douglas	L2652	V9969	douglass	R 2250	Instructor - Business
SMITH, Mavis	L2604	V2604	mavis	R 1575	Facilities Supervisor - Facilities
SMITH, Nancy	L2093	V2093	nancy	S A134	Requests Assistant - Library
SMITH, Silvana	L3210	V3210	silvana	L	Circulation Assistant / Reserves / Serials - Library
SODHI, Hardev	L2953	V9948	hardev	N 3-218	Instructor - Electronics Technology
SOLES, Nicola	L2935	Vnone	nicola	N 2-290	Program Assistant - Adult Special Education
SPALDING, Eric	L2574	V9571	eric	R 3030	Instructor - Journalism & Public Relations Progra
SPAT, Willy	L2096	Vnone	-none-	S D332A	Instructor - Philosophy
SPAULDING, Betsy	L2186	V9260	betsy	S D321	Instructor - Psychology
SPAULDING, Betsy	L2647	V9260	betsy	R 2205	Instructor - Psychology
SPENCER, Brenda	L2260	V2260	brendas	S C247A	Clerk Typist - Planning & Research
SPENCER, John	L2181	V9261	johnspen	S D318	Instructor - Psychology
SPENCER, John	L2610	V9261	johnspen	R 2370	Instructor - Psychology
SPRUNG, John	L2946	V9949	johnsp	N 3-118	Instructor - Industrial Drafting/Computer Aided D ft
STACEY, Brian	L2113	V2113	brian	S A302b	Audio/Visual Maintenance Technician - Instructional
STAFF LOUNGE	L4014*	Vnone	-none-	S	- Admissions/Counselling

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Name	Local	VMail	E-Mail	Office	Title & Department
STAFFORD, Ann	L3314	V3314	anns	L 1223	Coordinator - Music Programs
STANBURY, Priscilla	Lnone	Vnone	-none-	L none	Instructor - Human Service Worker
STECKLER, Jo	L2266	V9311	jo	S D350	Instructor - Diploma Nursing
STEINKE, Faye	L2533	V9005	faye	R 1485	Clerk (Prenatal) - Continuing Education
STEWART, Brinsley	L2163	V9263	-none-	S D211	Instructor - French
STEWART, Brinsley	L2544	V9263	-none-	R 2445	Instructor - French
STEWART, Dave	L2508	V9264	-none-	R 2290	Instructor - Business
STEWART, Miriam	Lnone	V9138	-none-	S none	Instructor - Diploma Nursing
STOREY, Pat	L3377	V9866	-none-	L 2526	Instructor - Human Service Worker
STOTHERT, Judy	L2542	Vnone	-none-	R 2035	Instructor - Interior Design
STOVEL, Toni	L2284	V9318	toni	S D352B	Instructor - Diploma Nursing
STREAT, Janet	L2103	V9726	-none-	S	Library Assistant - Library
STRUKOFF, Dolores	L2698	V9573	dolores	R 2925	Instructor - Office Administration.
STRUSER, Halina	L2206	V9265	halina	S D342	Instructor - Diploma Nursing
STU. LOANS & AWARDS	L2040	V2040	-none-	S C144-A	- Student Loans & Awards
STU. LOANS & AWARDS	L2674	V2040	-none-	R 1565	- Student Loans & Awards
STU. LOANS & AWARDS	L3240	V3240	-none-	L 1020	- Student Loans & Awards
STUART, Naomi	L2674	V3240	naomi	R 1555	Financial Aid Advisor - Student Loans & Awards
STUART, Naomi	L3240	V3240	naomi	L 1020	Financial Aid Advisor - Student Loans & Awards
STUDENT ASSOC.	L2110	Vnone	-none-	S B130	Computer Room - Student Association
STUDENT ASSOC.	L3397	V3397	-none-	L 1551	- Student Association
STUDENT ASSOC.	L3398	V3398	-none-	L 1555	- Student Association
STUDENT ASSOC.	L591-7594	Vnone	-none-	N	- Student Association
STUDENT ASSOC.	Lnone	V9750	-none-	R	- Student Association
STUDENT PLACEMENT INFO.	L2993	Vnone	-none-	N	- Student Placement
STYLES, Jim	L2950	V9975	jimst	N 3-123	Lab Supervisor - Electronics Technology
SUMAL, Al	L3353	V9950	alans	L 1901	Instructor - Welding
SUSSENBACHER, Lia	L3022	V3022	lias	N 1-101A	Coordinator - Continuing Education
SUTTIE, Donna	L2110	V9357	-none-	S B130C	Programs Director - K.U.C. Student Assn.
SWAN, Joan	L2046	V2046	joans	S C120	Campus Typist - Academic & Applied Studies
SWITCHBOARD	L0	Vnone	-none-	S C102	- Facilities
TAITE, Susan	L2655	V9656	-none-	R 3435	Instructor - Geography
TAITE, Susan	L3323	V9656	-none-	L 1315	Instructor - Geography
TALBOT, Ann	L2630	V9162	-none-	R 2465	Coordinator - Summer Language Bursary Program
TALWERDI, Mehdi	L2168	V9266	-none-	S D210	Instructor - Computing (CPSC)
TALWERDI, Mehdi	L2650	V9266	-none-	R 2175	Instructor - Computing (CPSC)
TAYLOR, David	L2197	V9267	davidt	S D348	Instructor - Chemistry
TAYLOR, Karen	L3360	V9852	-none-	L 2051	Instructor - Music
TAYLOR, Kathy	L2195	V9241	-none-	S D330	Instructor - Resident Care Attendant
TAYLOR, Ruth	L2957	V2957	rutht	N Print Shop	Bindery Supply Clerk - Printing
TEBB, Wayne	L2648	Vnone	-none-	R 2195	Instructor - Marketing
TECHNICAL SERV.	L2691	Vnone	-none-	R 1150	- Library
TECHNICAL SERV. (analog)	L2565	Vnone	-none-	R 1150	- Library
TECHNICAL SERV. (analog)	L2569	Vnone	-none-	R 1150	Modem - Library
TEHRANIAN, Jim	L2520	V9268	-none-	R 2270	Convenor - Business
TEICHMAN, Marsha	L3341	V3341	marsha	L 1538	Program Assistant - Adult Special Education
TELEREG	L280-2900	Vnone	-none	S	Telephone Registration - Admissions
TEMPLETON, Wayne	L2188	V9699	wayne	S D310	Instructor - English
THACHUK, Jacqie	L2145	V2145	jacqie	S C201	VP-Education - Academic & Applied Studies
THAKORE, Usha	L2213	V9323	usha	S E120	Lab Supervisor - Biology
THESIGER, Peter	L2506	V9658	petert	R 2230	Instructor - Computing (CBSY)
THIBAULT, Carol	L2629	V9015	-none-	R 2475	Instructor - English as a Second Language
THOMAS, Dieter	L3259	V3259	dieter	L 1046	Dean - Horticulture
THOMAS, Mark	L2211	V2211	-none-	S E110-F	Lab Supervisor - Chemistry
THOMAS, Pat	L2204	V9269	-none-	S D344	Instructor - Biology
THOMAS-BRUZZESE, Barbara	L2934	V2934	barbarat	N 2-290	Instructor - Adult Special Education
THOMPSON, Debbie	L2571	V9575	-none-	R 1815	Instructor - Early Childhood Education
THOMPSON, Norma	L2237	V2237	normat	S B122	Sr. Purch. Clerk - Purchasing
THORLACIUS, Korri	L2562	Vnone	-none-	R 3415	Lab Technician - Biology

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Name	Local	VMail	E-Mail	Office	Title & Department
THORNER, Tom	L2185	V9270	tomt	S D320	Instructor - History
THORNER, Tom	L3367	V9270	-none-	L 2058	Instructor - History
THORP, Marj	L2045	V2045	marjth	S C100	Campus Typist - Educational Services
THRONESS, Dale	L3317	V9810	-none-	L 1226	Instructor - Music
TIPPETT, Deborah	Lnone	Vnone	-none-	S none	Instructor - Diploma Nursing
TOBIAS, Eliana	L2572	V9668	eliana	R -none-	Instructor - Early Childhood Education
TORRANCE, Douglas	L2158	V9362	-none-	S D110	Instructor - Biology
TORRANCE, Douglas	L2655	V9362	-none-	R 3435	Instructor - Biology
TRICK, Lana	L2181	V9611	lanat	S D318	Instructor - Psychology
TRICK, Lana	L2647	V9611	lanat	R 2205	Instructor - Psychology
TRIPLETT, Leslie (Skip)	L3362	V9316	skip	L 2053	Instructor - Marketing
TRIPLETT, Stewart	L2166	V9271	stewart	S D216	Instructor - Anthropology
TRIPLETT, Stewart	L3358	V9271	stewart	L 2018	Instructor - Anthropology
TRITCHEW, Panteli	L2178	V9828	panteli	S D315	Instructor - Communications
TRITCHEW, Panteli	L2951	V9828	panteli	N 3-222	Instructor - Communications
TRUEMAN, Linda	L2617	V2617	lindatr	R 3500	Lab Technician - Biology
TULLIS, Janet	L2535	V9576	janett	R 2850	Instructor - Office Administration.
TURNER, Lynda	L(L.O.A.)	V9577	lynda	R 2340	Instructor - Sociology
TYLER, Linda	L3229	V3229	lindaty	L 1010	Admissions Assistant - Admissions
TYNDALL, Paul	L2252	V9412	-none-	S D352A	Instructor - English
UBHI, Gurbi	L2171	V9401	gurbi	S A328	Systems Support Generalist PT - Information Systems
UNO, Kyle	L2261	V2261	kyle	S C227	Personnel Assistant - Human Resources
UPPAL, Grace	Lnone	V9720	none-	S none	Instructor - Graduate Nurse Refresher
URQUHART, Jim	L2205	V9273	-none-	S D343	Instructor - Geography
URQUHART, Jim	L3323	V9273	-none-	L 1315	Instructor - Geography
VALLEAU, Al	L2188	V9274	valleau	S D310	Instructor - English
VAN DE VOORT, Colleen	L2540	V2540	colleenv	R 1180	Librarian (Sessional) - Library
VAN GYZEN, Corry	L2588	V2588	corryg	R 1750	Program Assistant - Adult Special Education
VAN STEINBERG, Terri	L3380	V9842	-none-	L 2527	Instructor - Employment & Educational Access fo- W
VANDEN DUNGEN, Debbie	L2994	V2994	debbiev	N 1-103A	Sr. Admissions Assistant - Admissions
VANDENBRINK, John	L2916	V9952	johnv	N 1-206B	Instructor - Office Administration.
VANDERHELM, Peter	L2069	V2069	peter	S C235	Accountant - Financial Services
VASKO, Jana	L2908	V2908	jana	N 3-108	Educational Advisor - Counselling
VASSEUR, Betty	L2535	V9625	-none-	R 2850	Instructor - Office Administration.
VENKATARAMAN, Jamuna	L2568	V2568	jamuna	R 1150	Catalog Technician - Library
VERNER, David	L2954	V9953	davev	N 3-216	Instructor - Electronics Technology
VERNON, Roger	L2221	V9275	-none-	S E218-H	Instructor - Fine Arts
VERSTER, Jan	L2550	Vnone	janv	R 3345	Instructor - Mathematics
VIDAL, Claudio	L2631	V9276	claudio	R 2350	Instructor - Sociology (French Immersion)
VITALY, Dan	L3204	V9891	-none-	L 1105	Library Assistant - Library
VOS, Lynn	L2157	V9277	lynn	S D111	Instructor - Marketing
VOS, Lynn	L2619	V9277	lynn	R 2220	Instructor - Marketing
VYFHUIZEN, Thea	L2900	V9928	-none-	N	Building Service Worker - Facilities
WAGNER, Veronica	L3315	V3315	veronica	L 1224	Instructor - Music
WAINMAN, Kathy	L3225	V3225	kathyw	L 1012	Admissions Supvr. - Admissions
WAINMAN, Newton	L2176	V9278	newton	S D244	Instructor - Adult Basic Education
WALDIE, Kathryn	L2537	V9584	kathrynw	R 2875	Instructor - Office Administration.
WALLACE, Keith	L2157	V9280	keith	S D111	Instructor - Marketing
WALLACE, Sheila	L2974	V2974	sheila	N 3-101A	Secretary - Applied Technology
WARCHOLA, Rhonda	L2927	V9780	-none-	N	Student Assistant - Employment & Educational Acces
WARDROP, Norman	L2518	V9281	-none-	R 2340	Instructor - Criminology
WARREN, Camilla	L2516	Vnone	-none-	R 2260	Instructor - Marketing
WARREN, Phil	L2162	V9282	-none-	S D212	Instructor - Psychology
WARREN, Phil	Lnone	V9282	-none-	L 2051	Instructor - Music
WATSON, Diane	L2096	V9183	-none-	S D332-A	Instructor - English
WATSON, Diane	L2630	V9183	-none-	R 2465	Instructor - English
WATTERS, Sandra	L2607	V9681	-none-	R 1710	Assistant Instructor - Public Safety Communicati
WELDING OFFICE	L2904	Vnone	-none-	N 1-110A	- Welding
WESTCOTT, Doug	L2170	V9534	dougw	S D206	Instructor - Business and Computer Science

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KWANTLEN UNIVERSITY COLLEGE PHONEBOOK - By Name

Name	Local	VMail	E-Mail	Office	Title & Department
WESTCOTT, Doug	L2650	V9534	dougw	R 2175	Instructor - Business and Computer Science
WESTERN, John	L2153	V9253	-none-	S D115	Instructor - Accounting
WESTERN, John	L2648	V9253	-none-	R 2195	Instructor - Accounting
WESTWOOD, John	L2580	Vnone	-none-	R 2330	Instructor - Philosophy
WHEELER, Anna	L2630	Vnone	-none-	R 2465	- Summer Language Bursary Program
WHITNEY, Carl	L2158	V9756	-none-	S D110	Instructor - Biology
WHITNEY, Carl	L2655	V9756	-none-	R 3435	Instructor - Biology
WHITTEMORE, Joel	L2507	V9585	-none-	R 2280	Instructor - Accounting
WIEBE, Doug	L2961	V9955	-none-	N Millwright	Instructor - Millwright
WIENS, David	L3385	V9284	davidw	L 2563	Instructor - Communications
WIENS, Neysa	L2204	V9285	-none-	S D344	Instructor - Biology
WIGHTMAN, Christina	L2945	V9989	chris	N 3-116	SUB/C - Industrial Drafting/Computer Aided Drafting
WIGMORE, Gwenda	L2948	V9286	gwenda	N 2-226	Co-ordinator - E.L.T.
WILKINSON, Pat	L2252	V9067	patriciaw	S D352A	Instructor - Business
WILLIAMS, David	L2648	V9569	-none-	R 2195	Instructor - Business
WILLIAMS, Glen	L2913/2914	V2914	glen	N 1-102A	Instructor - Auto Parts
WILLIAMS, Martyn	L2182	V9537	martyn	S D313	Instructor - English as a Second Language
WILLIAMSON, Barbara	L2992	V2992	barbaraw	N 1-103A	Admissions Assistant - Admissions
WILLIER, Darlene	L2269	V2269	darlene	S C157	Native Student Advisor - Student Services
WILSON, Susan	L2668	V9008	susanw	R 1485	Clerk (SETA) - Continuing Education
WITUN, Al	L2944	V9956	alwi	N 3-112	Instructor - Computer Systems Technician Program
WONG, Daniel	L2574	Vnone	-none-	R 3030	Instructor - Journalism & Public Relations Program
WONG, David	L2610	V9302	-none-	R 2370	Instructor - Psychology
WONG, Fe	L2198	V9287	-none-	S D347	Instructor - Mathematics
WONG, Joyce	L2538	V9704	joyce	R 1200	Librarian (Sessional) - Library
WONG-HEN, John	L2661	Vnone	johnwh	R 3325	Instructor - Physics
WOO, Fleming	L2509	V9957	fleming	R 2240	Instructor - Computing (CISY/CBSY)
WOOD, Natalie	L3009	V3009	-none-	N 3-204	Instructor - Employment & Educational Access for Al
WOODHOUSE, Lana	L2564	V2564	lana LANA	R 1150	Technical Services Assistant Serials - Library
WOODS, Ellen	L2017	V2017	ellen	S C216	Personnel Officer - Human Resources
WOODSON, Lee	L2189	V9290	lee	S D309	Instructor - Psychology
WOOLDRIDGE, Helen	L2176	V9348	helenw	S D232	Instructor - Adult Basic Education
WOOLLEY, Dave	L2025	V2025	davew	S C140	Assistant Registrar - Admissions
WOOLLEY, Ilona (Nonie)	L2330	V2330	nonie	S C231	Data Entry Clerk - Financial Services
WRIGHT, Merrilyn	L2901	V2901	merrilyn	N 3-105	Campus Typist - Education
WYLIE, Jock	L2650	V9648	jock	R 2175	Instructor - Computing (CBSY)
WYLLIE, Monica	L2216	V9272	monicaw	S A134	Audio/Visual Library Assistant - Library
YAMAMOTO, Jane	L2608	V9586	janey	R 1805	Instructor - Early Childhood Education
YATES, Diane	L3201	V9762	-none-	L 1251	Staff - Daycare
YATES, John	L2693	V9291	-none-	R 1350	Instructor - English as a Second Language
YATES, John	L2948	V9291	-none-	N 3-213A	Instructor - English as a Second Language
YORKE, Pat	L2214	V2214	paty	S E202-K	Lab Technician - Biology
YOUNG, Michael	L2096	V9361	-none-	S D332a	Instructor - Criminology
YOUNG, Pat	L3380	V9894	-none-	L 2527	Program Assistant - Employment & Educational Acce
YOUNG, Vern	L2952	V9958	verny	N 3-220	Instructor - Adult Basic Education
YRI, Marlene	L2184	V9293	marleney	S D319	Instructor - Political Science
YRI, Marlene	L2554	V9293	marleney	R 2310	Instructor - Political Science
ZMETANA, Katherine	L2572	V9353	katherin	R 1825	Instructor - Early Childhood Education

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