
College Information for **Instructors**



INTRODUCTION

The purpose of this manual is to provide you with information about the College, the region it serves, the governance, specific campus information, instructional policies, support services and other information of use to our faculty.

If you are new to the College we would like to take this opportunity to welcome you.

Human Resources and
Planning and Research Departments
1990/91



Name _____

Campus _____

SECOND EDITION

1990 / 1991

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KWANTLEN - THE COLLEGE OF THE SOUTH FRASER

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 an Indian word meaning "tireless runner" and is the name taken by Indian bands living in the region.

PHILOSOPHY, MISSION AND GOALS OF KWANTLEN COLLEGE

The philosophy, mission and goals of Kwantlen College constitute a broad statement of the fundamental and continuing purpose of the College. They are suggestive of the context, direction and commitment of the institution to its community and are expressions of the desire and intention of the College to contribute to the education, training and upgrading of the citizens of the South Fraser Region of the province of British Columbia.

PHILOSOPHY

Kwantlen College is founded upon the belief that knowledge empowers the individual and forms the basis upon which relationships and understandings exist between individuals. The fundamental and continuing purpose of the College, therefore, is to contribute to the well-being and success of its constituents through the provision of learning opportunities within an environment that facilitates and encourages the acquisition, examination and exchange of knowledge within an atmosphere of intellectual freedom. The aim of the College philosophy is realized in the acquisition of knowledge and skills and in the attainment of the wisdom and judgment indispensable to their proper application.

MISSION

Kwantlen College is a public post-secondary institution whose primary purpose is to provide accessible educational and training opportunities of a consistently high quality within the communities of Delta, Langley, Richmond, Surrey and White Rock.

In order to provide programs, services and instruction which are relevant and sound, the mission of the College includes a commitment to foster and promote:

1. Excellence in teaching;
2. Excellence in student learning;
3. Excellence in curriculum and curriculum development;
4. Excellence in support services;
5. Comprehensive institutional planning and resource allocations;
6. Innovation in instruction and administrative methodologies;
7. Flexibility in the deployment of human and material resources;
8. Lifelong learning opportunities for members of the community in an open, honest and enjoyable context;
9. Co-operation with the community that will nurture the full personal, intellectual and cultural potential of its citizens.

GENERAL COLLEGE GOALS

The College goals are derived from the purpose of the institution as outlined in the philosophy and mission statements. They describe in more detail the intentions of the College to achieve more specific outcomes through the ordering of its human and physical resources. These general goals will be supplemented by additional goals and objectives for each major College function and ultimately each organizational unit. The objectives will define more specific ends to be achieved with regard to each goal and will become priorities for action within the educational, capital and financial plans for the College.

GOALS

1. *Comprehensiveness*

The College will seek to offer a balanced range of educational and training opportunities. While open to all, these opportunities will be offered in ways that match the needs of the learner and the offerings of the College that is consistent with the overall needs and aspirations of those living within the four school districts of Delta, Langley, Richmond and Surrey.

To this end, the College will provide a comprehensive range of programs in the following areas:

- a. Academic and University Transfer Programs;
- b. Career and Occupational Programs;
- c. Industrial and Vocational Programs;
- d. Preparatory, Upgrading and Special Programs;
- e. Community and Continuing Education Programs.

2. *Quality*

In recognition of its commitment at all levels to its role as an educational institution, and to the obligation to provide the best possible post-secondary education and skills training, the College will attend closely to the quality of programs, the instructional process, the resources and facilities for learning and the internal organization of the institution.

The College will expect that every student achieve proficiency in basic skills and that specified programs will maintain appropriate entrance requirements.

To improve the probability of success for every student, the College will strive to make learning more meaningful and demanding by better defining and communicating the expected outcomes of a community college education.

3. *Accessibility*

The College will strive to accommodate all applicants and help them remove obstacles that may prevent them from profiting from a satisfactory educational experience.

In addition, the College will be committed to offering students opportunities for full personal growth and development by helping individuals recognize their intellectual, physical and social potential so that they may make informed decisions about their educational goals.

The College will involve the community through advisory committees and personal contacts in assessing needs, and developing and offering programs, courses and services.

The College will maintain a flexible admissions policy that encourages individuals of diverse educational backgrounds to take advantage of the educational opportunities available at the College, and to assist the students in the achievement of their goals.

To ensure that students are well prepared to meet the challenges of the College's programs, the College will maintain an integrated system of assessment, counselling, advising and placement to assist students in their choice and realization of appropriate educational goals.

In response to the needs of growing numbers of part-time students, the College will have a flexible timetable which will provide such services and opportunities to students.

4. *Accountability*

The College will stress and promote professionalism, excellence, and the value of critical thought by welcoming and supporting evaluation, self-evaluation, careful planning, and by the monitoring of programs and curriculum development.

As a public institution, the College will ensure that it is accountable to the public and that proper evaluations of faculty, administration, financial and support services are undertaken regularly.

The College will be responsive to evolving community educational needs through the establishment of a comprehensive institutional planning process which integrates academic planning and resource planning for personnel, facilities and finances.

The College will attempt to ensure flexibility within the institution to a changing environment through the development and maintenance of an administrative structure capable of adjusting to the addition of new programs and services, the termination of programs and services, and alterations in the scale of operations.

5. *Co-operation, Communications and Development*

The strength of the College in the long term will be as part of a comprehensive post-secondary system in the province.

The College will therefore:

- a. encourage participation in appropriate regional, national and international associations;
- b. ensure co-operation with other educational institutions and appropriate agencies in the sharing and generation of information likely to serve the College's needs or those of post-secondary institutions generally.
- c. encourage co-operation with other institutions in providing opportunities for faculty and staff development and the exchange of employees.

To improve the College's role in the South Fraser Region, the College will ensure co-operation and liaison with all school districts and community agencies. In particular, the College will strive:

- a. to maintain a strong system of advisory committees comprised of members of the community and the College to assist in the development and evaluation of its programs;
- b. to develop practical training components in career programs in co-operation with business, industry, professional and community agencies;
- c. to draw on the human resources and expertise of the community to support and promote opportunities for student placement and employment.

While the goals listed above provide a commonality of purpose for all units of the College, each unit will contribute to their accomplishment in a variety of ways and with varying degrees of emphasis. It is therefore not intended that each unit of the College pursue all of the goals through the establishment of more specific objectives. However, as an institution we are committed to the pursuit of them all and to develop effective means for assessing our degree of goal attainment.

KWANTLEN PRIORITIES AND OBJECTIVES 1991-1994

Kwantlen has established the following specific college-wide priorities and objectives.

PRIORITIES

- A. Expansion of educational activities of the College from 4047 FTE in 1990/91 to 8941 in 1994/95.
- B. Planning and construction of physical facilities.
 1. Occupancy of the new Richmond Campus in September 1992.
 2. Occupancy of a permanent campus in Langley in September 1993.
 3. Expansion of the Surrey Campus to include an additional 1700 FTE in 1994.
 4. Identification of properties for permanent college facilities in Delta, South Surrey, and another permanent facilities location to house programs currently in leased space at Newton Campus.

OBJECTIVES

1. To secure the necessary increased operational funding on an annual basis to allow for the planned expansion to 8941 FTE.
2. To implement the Facilities Plan included in the Three Year Plan.
3. To develop the programs and facilities for a Provincial Horticultural Centre as a central feature of the Langley Campus, by September 1993.
4. To implement a fund raising program for student scholarships, awards and capital equipment.
5. To expand the offering of cost-recovery education activities.
6. To link the development of new programs to labour market information, and to accommodate the needs of high school graduates in the region.
7. To continue the cyclical program review process which forms a basis for program and curriculum improvement.
8. To increase second year enrolments in academic programs.
9. To encourage an increased number of course registrations per student in the academic programs.
10. To evaluate the existing information sharing and communication processes employed by the College.
11. To expand Trades and Vocational program offerings.
12. To expand Cooperative Education as a mode of educational delivery.
13. To include child care facilities as an integral part of future facilities development.
14. To expand professional development opportunities for employees.
15. To develop and implement an equipment replacement strategy.
16. To implement a new Student Information System as the first component of an overall college Management Information System.
17. To introduce a broader program of extracurricular activities for students and employees.
18. To identify educational activities and services to meet the needs of the multicultural community.
19. To explore opportunities for senior citizens to participate in the College.
20. To explore International Education activities.

BOARD MEMBERS

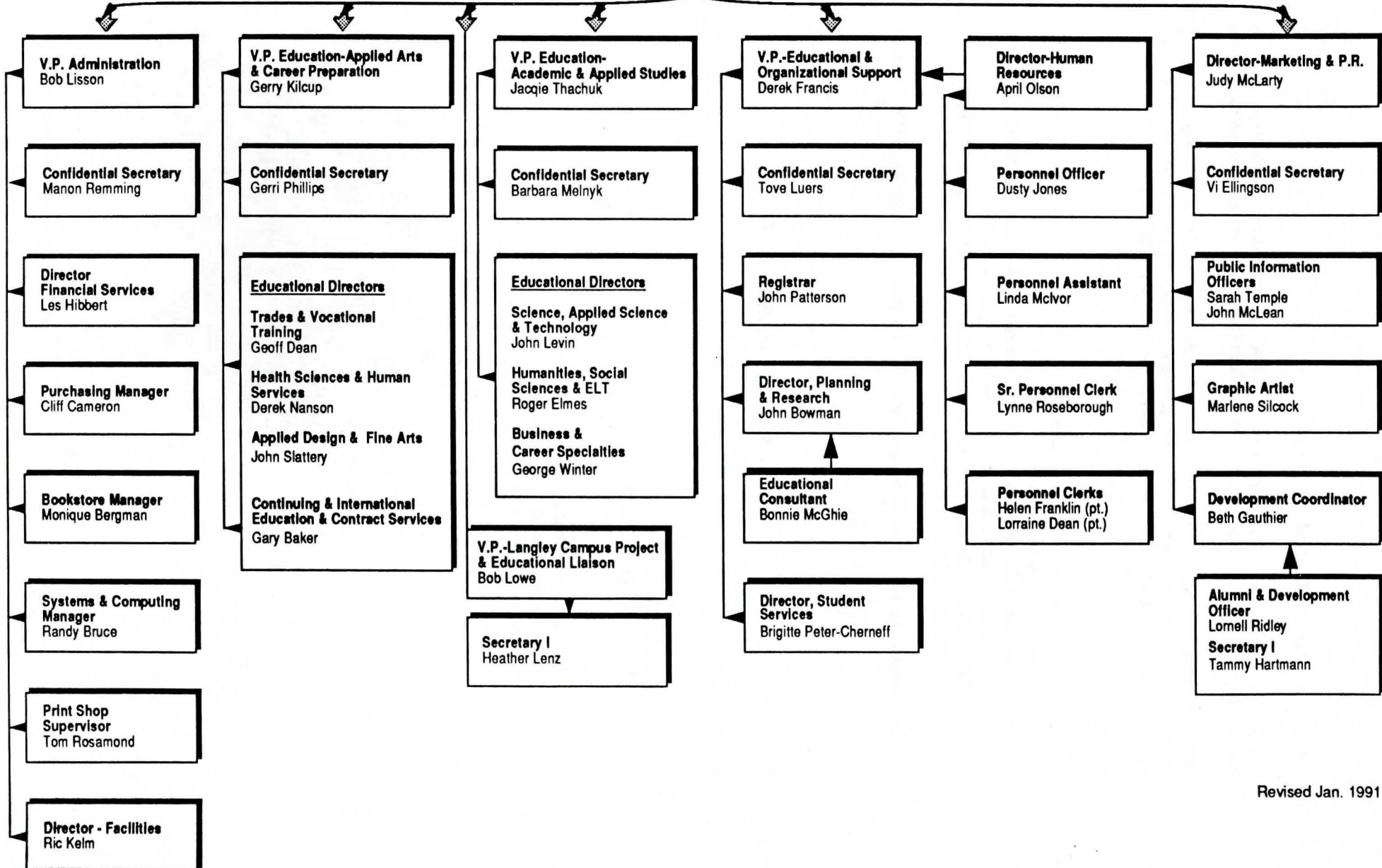
Mr. Andrew Milne (Chairman)
Mr. Doug H. Brawn (Vice-Chairman)
Mr. Roger Bernatzki
Mr. John Brooks
Ms. Georgiana Evans
Mr. Tom Gillespie
Mr. Roy Jacques
Mrs. Margaret Montgomery
Mr. George Preston

COLLEGE ADMINISTRATION MEMBERS

Mr. Gary Baker - Director, Continuing and International Education & Contract Services
Mrs. Kelly Bentley - Executive Assistant
Mrs. Monique Bergman - Manager, Bookstore
Mr. John Bowman - Director, Planning and Research
Mr. Randy Bruce - Manager, Systems and Computing
Mr. Cliff Cameron - Manager, Purchasing
Mr. Geoff Dean - Director, Trades and Vocational Training
Mr. Roger Elmes - Director, Humanities and Social Sciences Department
Mr. Derek Francis - Vice-President, Educational and Organizational Support
Mrs. Karen Hearn - Campus Supervisor, Newton
Mr. Les Hibbert - Director, Financial Services
Ms. Dusty Jones - Personnel Officer
Ms. Sarah Temple - Public Information Officer
Mr. Ric Kelm - Director, Facilities
Dr. Gerry Kilcup - Vice-President, Education (Applied Arts and Career Preparation)
Mr. John Levin - Director, Science, Applied Science and Technology Department
Mr. Bob Lisson - Vice-President, Administration Division
Mr. Bob Lowe - Vice-President, Langley Campus & Educational Liaison
Mrs. Adrienne MacLaughlin - President
Ms. Bonnie McGhie - Educational Consultant
Ms. Judy McLarty - Director, Marketing and Public Relations
Mr. John McLean - Public Information Officer
Ms. Lornell Ridley - Alumni and Development Officer
Mr. Derek Nanson - Director, Health Sciences & Human Services Department
Mrs. April Olson - Director, Human Resources
Mr. John Patterson - Registrar
Ms. Brigitte Peter-Cherneff - Director, Student Services
Mr. Craig Regan - Campus Supervisor, Surrey
Mr. John Slattery - Director, Applied Design and Fine Arts Department
Ms. Jacqueline Thachuk - A/Vice-President, Education (Academic and Applied Studies)

COLLEGE PRESIDENT
Adrienne MacLaughlin

Executive Assistant
Kelly Bentley



KWANTLEN EDUCATIONAL ADVISORY COUNCIL

The Kwantlen Educational Advisory Council (K.E.A.C.), established in accordance with the College and Institute Act, is an internal advisory body to the College President with respect to educational and other matters.

While advice and recommendations on educational policy matters should normally be channelled through the Council, the initiative for identifying issues requiring action may be taken by the Board, the Council, a campus, a program, a discipline, or an individual member of the College community.

The Council consists of:

- Vice-President, Education (Chairman)
- Two Educational Directors
- Two Faculty Representatives from each educational department of the College
- Two Faculty elected from the Educational Support Division
- Three Student Association executive members, one representing each campus
- Two Support Staff

The Registrar and the Director of Continuing Education are non-voting members of the Council.

CAMPUS INFORMATION

LANGLEY SITE

5950 Glover Road
Langley, B.C.
Telephone No. 533-9444

Farrier Program
Adult Special Education
Office Administration
Telephone No. 533-1683



WARK HOUSE

Historic Wark House on Kwantlen College's Langley site

NEWTON CAMPUS

13479 - 77th Avenue
Surrey, B.C.
Telephone No. 599-2100

Campus Administration

Director, Trades & Vocational Training Department - Geoff Dean
Administrative Assistant - Gregg Moor
Campus Supervisor - Karen Hearn

Career Programs

Graphic and Visual Design

Vocational Programs

- | | |
|---|--|
| Adult Basic Education | TRAC |
| Adult Special Education | - Common Core |
| Appliance Servicing | - Automotive Mechanics |
| Automated Office Applications | - Automotive Parts & Light Warehousing |
| Automotive Mechanic Apprenticeship | - Carpentry/Building Construction |
| Bricklaying Apprenticeship | - Masonry |
| Computer Aided Drafting | - Millwright/Industrial Mechanics |
| Electronics Specialist | - Welding |
| Employment and Educational Access for Women | - Fitter Welder |
| English Language Training | |
| Furniture Upholstery/Auto Upholstery | |
| Industrial Drafting | |
| Office Administration | |
| Partsperson Apprenticeship | |
| Public Safety Dispatcher | |

Vocational Programs are either fixed intake or continuous entry, self-paced offerings in which students progress through the courses at their own pace and graduate when they have exhibited the required practical and theoretical competence.

Technology Programs

- Automation/Robotics Engineering Technology
- Computer Information Systems
- Electronics Engineering Technology

Campus Services

- | | |
|--------------------|----------------------------|
| Admissions Office | Financial Aid |
| Bookstore | Library |
| Cafeteria | Special Needs Counselling |
| Career Centre | Student Association Office |
| Counselling Centre | Student Placement |

RICHMOND CAMPUS

5840 Cedarbridge Way
Richmond, B.C.

Telephone No. 599-2100

Campus Administration

Director, Applied Design and Fine Arts Department - John Slattery
Director, Business & Career Specialties Department -
Campus Administrative Assistant - Cliff Falk

Programs and Courses

Academic Courses

Accounting	English
Anthropology	English as a Second Language
Applied Science	Environmental Studies (Geog/Geol)
Biology	French
Communications	History
Chemistry	Mathematics
Computer Based Systems	Philosophy
Computer Science	Physics
Creative Writing	Political Science
Criminology	Psychology
Economics	Sociology
	Spanish

Programs

Accounting Certificate	Environmental Waste Management Tech.
Adult Basic Education	Fashion Design
Adult Special Education	Financial Management
Applied Science	Foundations in Applied Design
Business Certificate	Interior Design
Business Man. & Ind. Relations	Mass Communications and Journalism
Criminology Certificate	Marketing Management
Drafting - Architectural	Office Administration
Early Childhood Education	

Campus Services

Admissions Office	Placement Services
Bookstore	Financial Aid
Cafeteria	Library
Career Resource Centre	Student Association Office
Counselling Centre	Special Needs Counselling Service
Job Placement Board	

SURREY CAMPUS

12666 - 72nd Avenue
Surrey, B.C.

Telephone No. 599-2100

Campus Administration

Director, Science, Applied Science & Technology - John Levin
Director, Health Sciences & Human Services Department - Derek Nanson
Director, Humanities, Social Sciences & English Language Training - Roger Elmes
Director, Facilities - Ric Kelm
Director, Student Services - Brigitte Peter-Cherneff
Registrar - John Patterson
Bookstore Manager - Monique Bergman
Campus Supervisor - Craig Regan
Administrative Assistant - Judy Johnstone
Administrative Assistant - Terry Bingham-MacGuire

Programs and Courses

Academic Courses

Accounting	Fine Arts
Anthropology	French
Applied Science	German
Biology	History
Chemistry	Mathematics
Communications	Philosophy
Computer Science	Physics
Creative Writing	Political Science
Criminology	Psychology
Economics	Social Science
English	Sociology
English as a Second Language	Spanish
Environmental Studies (Geog/Geo)	

Programs

Accounting Certificate	General Studies
Adult Basic Education	Graduate Nurse
Applied Science	- English as an Additional Language
Business Administration	- Nurse Refresher
Business Management Certificate	Diploma Nursing
Business Man. & Industrial Rel.	- Full Time
Canadian Studies	- Part Time
Computer Science	Long Term Care Aide
Criminology	- Basic
English Language Training	- Upgrading
Financial Management	Marketing Management
Fine Arts	Science
Fine Arts Foundation	

Campus Services

Admissions Office	Library
Bookstore	Student Association Office
Career Centre	Special Needs Counselling Service
Counselling Centre	
Financial Aid	

CONTINUING EDUCATION AND CONTRACT SERVICES

The C.E. Department offers a wide range of non-credit courses, programs, workshops and conferences based on evaluated need and/or in response to community demand.

Proposals are welcomed for credit-free courses and activities provided that there is a sufficient number of participants interested in registering for the activity. Courses are offered at convenient times for the working full time - evenings and weekends being typical times for courses. The C.E. Department also offers a range of contract training services to meet the needs of large and small businesses and industry.

C.E. Community Consultants are based at the Newton and Surrey Campuses with the main administrative office located at the Richmond Campus.

Contact any of the following people should you have questions about the Department the services it offers - we welcome your ideas and input.

Director (Richmond Campus) - Gary Baker
C.E. Coordinator - Jan Laidlaw
C.E. Program Manager (Newton Campus) - Peter Jasmin
Consultant/Programmer (Surrey Campus) - Jim Gillis



EDUCATIONAL DIVISIONS

Administration

ACADEMIC AND APPLIED STUDIES DIVISION

A/VICE-PRESIDENT, EDUCATION:

Jacqie Thachuk

CONFIDENTIAL SECRETARY:

Barbara Melnyk

ADMINISTRATIVE ASSISTANT:

(Educational Services - Surrey Campus)

Judy Johnstone

ADMINISTRATIVE ASSISTANT:

(Educational Services - Newton Campus)

Terry Bingham

EDUCATIONAL DIRECTORS:

HUMANITIES, SOCIAL SCIENCES AND ENGLISH
LANGUAGE TRAINING DEPARTMENT

Roger Elmes
(Surrey)

SCIENCE, APPLIED SCIENCE AND TECHNOLOGY
DEPARTMENT

John Levin
(Surrey)

BUSINESS AND CAREER SPECIALITIES
DEPARTMENT

TBA
(Richmond)

APPLIED ARTS AND CAREER PREPARATION DIVISION

VICE-PRESIDENT, EDUCATION:

Gerry Kilcup

CONFIDENTIAL SECRETARY:

Gerri Phillips

PROGRAM ADMINISTRATIVE ASSISTANT - Richmond

Cliff Falk

PROGRAM ADMINISTRATIVE ASSISTANT - Surrey/Newton

Gregg Moor

EDUCATIONAL DIRECTORS:

APPLIED DESIGN AND FINE ARTS DEPARTMENT

John Slattery

CONTINUING EDUCATION AND INTERNATIONAL
EDUCATION & CONTRACT SERVICES DEPARTMENT

Gary Baker

HEALTH SCIENCES AND HUMAN SERVICES DEPARTMENT

Derek Nanson

TRADES AND VOCATIONAL TRAINING DEPARTMENT

Geoff Dean

INSTRUCTIONAL POLICIES

ADMISSION TO CLASS

The instructor will admit only for credit or audit officially registered students. Guests admitted at the instructor's discretion.

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 IN INDIVIDUALIZED, CONTINUOUS INTAKE PROGRAMS

Students in individualized, continuous intake programs at Kwantlen College are expected to regularly attend classes, to be punctual and to demonstrate a satisfactory rate of progress within the time guidelines set for the program. Following due process, the College may dismiss a student for failure to meet these expectations.

Rationale

While the College has deliberately avoided imposing attendance requirements in an effort to encourage students to accept personal responsibility for attendance at classes, the nature of the 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.

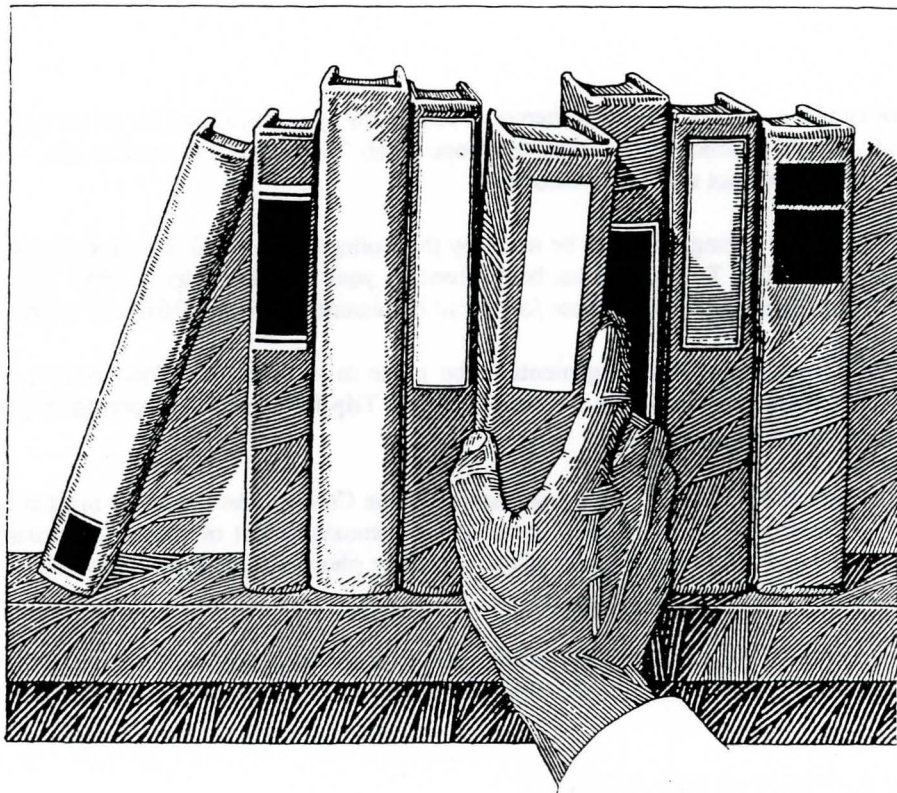
Procedural Guidelines

1. If a student has an unsatisfactory attendance record, the instructor shall request the student to undertake a performance contract which may include the following conditions:
 - (a) A student unable to attend class shall notify the College switchboard at the campus where she/he is attending, or the instructor within two hours of the start of class.
 - (b) A student who is absent more than three consecutive days may be required to provide the College/Instructor with a rationale with supporting documentation, if requested, upon return to class.
 - (c) A student who does not attend for five consecutive instructional days and has not previously notified the College/Instructor or does not make any contact with the College/Instructor during that period, that student's registration may be automatically cancelled as of the end of classes on the fifth day.

Notwithstanding any of the above, the students have the right to consult at any time with a College counsellor or student ombudsperson in respect to difficulties they may be having.

2. A student who, by reason of late arrival, early departure, extended coffee or lunch breaks, does not spend sufficient hours in the school day on work assignments, and if, in the judgment of the instructor, this record is unsatisfactory, the instructor shall require the student to undertake a performance contract.

3. A student whose progress through the program is not satisfactory will be required to undertake a performance contract.
4. All performance contracts will be in writing and should include realistic and explicit steps that the student should take to remedy the problem, the length of time of the contract, the means of evaluating success or failure in meeting the terms of the contract, and the penalties which will be imposed upon failure to meet the terms of the contract.
5. Any student who is given a performance contract and who is in disagreement with the reasons for (or the terms of) the contract may request that the intended contract and disagreement be referred to the responsible Director for resolution. Should the student be dissatisfied with the resolution, she/he may request a review by the College Admissions and Appeals Committee. The Committee's decision shall be binding.
6. Where a student fails to fulfill the terms of a performance contract, the program authorities shall advise the Registrar that the student be notified that he/she is required to withdraw from the course or program. If the student appeals this notice to withdraw, a meeting of the Admissions and Appeals Committee shall be convened within five instructional days. The Committee shall make a final recommendation to the appropriate College official.
7. Where the instructor wishes to establish a performance contract for any of the reasons above, but this is impossible because of the student's failure to attend class, the student's registration shall be terminated.
8. This policy recognizes that special needs students (A.S.E.) may have circumstances that would exempt them from meeting the same attendance/progress standards that are normally expected of other students.



CANCELLATION OF CLASSES

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

COURSE MATERIALS

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

COURSE OUTLINE

The College has official course outlines for every course taught at the College. These have been approved by Curriculum Committees and KEAC (Kwantlen Educational Advisory Council). They are available from your Director or through the Counselling Department.

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

COURSE PRESENTATION

1. Faculty will provide every student in his/her courses with an outline in the form of a written presentation. An information copy of this presentation should be given to the appropriate Director by the end of the first week of classes.
2. The written course presentation must include:
 - a. a listing of required and recommended texts and materials
 - b. a detailed summary of the evaluation scheme used including the conversion between numerical scores and letter grade, if appropriate
 - c. the instructor's policy on late assignments
 - d. the tentative schedule of topics
 - e. office hours and office room number
 - f. College policy statement on plagiarism and cheating.

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 Director at least TWO WEEKS prior to the event for approval and implementation. These forms can be obtained from the Directors' 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 Director 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 Director 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 Director's office instead of submitting the form.

In all cases the instructor must ensure, in addition to the above, that switchboard or reception personnel at the regular place of instruction be 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".

GRADING

The following grading system will apply when evaluating course work.

Grade	Grade Points	Definition	(% Conversion Scale)
A	4.0	Consistently exceptional work	(80 - 100)
B+	3.5	Consistently good work	(75 - 79)
B	3.0	Consistently good work	(70 - 74)
C+	2.5	Consistently average work	(65 - 69)
C	2.0	Consistently average work	(60 - 64)
D	1.0	Marginal performance The minimum course requirements have been successfully completed. This grade does not permit students to pursue another course for which the graded course was a pre-requisite.	(50 - 59)
F	0	Unsatisfactory performance Student did not complete course requirements.	(0 - 49)
I	NC	Incomplete. Course requirements to be completed within a specific time period by arrangement with the instructor and division.	
W	NC	Withdrawn before official deadline	
CIP	NC	Course in Progress	
MAS	NC	Mastery. Student has met and mastered a clearly defined body of skills and performances to required standards.	
EXP	NC	Experience. Student has participated at the required level in course activities.	
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.	
DEF	NC	Deferred. The course duration does not correspond to the semester duration, hence, no grade assigned.	

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

I (Incomplete) Grade Information

The "I" grade is a procedure 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. Withdrawal procedure may well be far more realistic for many students. Guidelines used are:

1. Any "I" mark is subject to review by the Director whose signature is required on the contract. Student applications for "I" grades should be received no later than the deadline for application for complete withdrawal.
2. The following criteria are used by instructors in deciding whether to agree to contract:
 - (a) Previous work in the course should have been at a satisfactory level;
 - (b) Student has been prevented from completing requirements by some abnormal circumstance or juxtaposition of other responsibilities, such as embarking on a project whose completion turns out to be more time-consuming than contemplated;
 - (c) An emergency situation such as illness or accident has prevented student from completing one or more of the course requirements.
3. A student receiving an "I" grade will be allowed to re-register in the subsequent semester only after an examination of his/her course load and his/her "I" contract by a Counselling or Registrar's Team or both, at registration. Thus, students must bring their "I" contract to registration along with their statement of marks.
4. There is no limit to the number of "I" grades that a student may carry.

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 diplomas will be released to them.

Grade Reporting

Towards the end of each semester, a final class list will be sent (available in the faculty member's mail box) to faculty for each section. As soon as final grades are available, please write them on the final grade list and submit to the appropriate Director. A list of the letter grades used by the College is available under "Instructional Policies".

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

If a grade that has been submitted to the Registrar has to be changed, then a Change of Grade form must be completed and submitted to the appropriate Director.

GUIDED STUDY COURSE CONTRACTS

1. 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. 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.
3. 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.
4. 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 College
 - b) she/he must have achieved a minimum CGPA 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.
5. A course will not be offered by guided study if it is currently being offered by classroom instruction on the student's home campus.
6. A contract to provide instruction for a course by guided study must be signed by the student and instructor and approved by the appropriate Educational Director.
7. 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.
8. 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.
9. Exceptions to this policy may be granted at the discretion of the appropriate Vice-President, Education.

HONORARIA

ONE WEEK PRIOR to making arrangements for guest speakers, please complete the honoraria form which is available through your Director who must approve it before the arrangements are finalized. Please confirm with the Director 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-credit course).

PLAGIARISM AND CHEATING

DEFINITION: Cheating is defined as any dishonest or deceptive conduct or attempted conduct by which individuals or groups of individuals use or attempt to use unauthorized aids, assistance, materials and methods to represent their academic work, training and standards as other than they are.

DEFINITION: Plagiarism is defined as an act in which an individual submits the work of another person as his/her own.

Kwantlen College in common with all educational institutions will not accept cheating or plagiarism.

Kwantlen College will enforce this condemnation of any proven case of cheating or plagiarism in any course or any program in the following manner:

- (a) in the event of a first offense a grade of zero will be awarded for the assignment, test, paper or analysis;
- (b) in the event of a second offense a failing grade will be assigned in the course in which the offense occurred;
- (c) in the event of a third offense the student(s) will be expelled from the College;
- (d) in the event that a first or second offense is serious enough to merit stronger disciplinary action the College may assign a higher level of disciplinary action than outlined above.

Procedural Guidelines

- (a) When an invigilator determines that a student is cheating or attempting to cheat, or plagiarizing, the invigilator will immediately gather all possible evidence, assign a grade of 0, and report the incident to the Divisional Director under whose jurisdiction the course falls. An invigilator is a faculty member or Director's designate.
- (b) When the Divisional Director is informed by the invigilator or Director's designate that the student has cheated or attempted to cheat, or plagiarized, the Director will contact the Registrar and assign additional disciplinary action which may be required in accordance with the penalty schedule described in the preceding section.
- (c) Each offense resulting in disciplinary action shall be reported to the Registrar who will maintain a record of it in the student's file.
- (d) Notwithstanding any of the foregoing the student may at any time wish to consult with a College counsellor and/or the Student Advocate.
- (e) The student may appeal any decision or penalty imposed by appealing to the College Appeal Committee. The decision of this Committee will be final and binding.

REGISTRATION OF STUDENTS

Semester-Based Program/Course

Registration takes place before each semester. The dates and locations are published well in advance. All faculty teaching in the areas registering are expected to attend.

Continuous Intake Programs

Entry into Continuous Intake Programs occurs as space becomes available. Continuous Intake Program students may register at campus Admissions 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

1. 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. Students will be informed of the method of evaluation at the beginning of the course.
2. The above policy may not apply to students in performance based courses using a mastery grading system (see student calendar).
3. Normally two evaluations should be given, graded and returned prior to the last day for withdrawal from a course.
4. The College uses a letter grading system: A, B+, B, C+, C, D, F, I and W. The procedure for conversion between numerical scores and letter grades (see under "GRADE INFORMATION") shall be explained to students in the course presentation at the beginning of the course.

SUSPENSION OF STUDENTS FROM COURSES/PROGRAMS AND FROM THE COLLEGE FOR MISCONDUCT

All statements in this procedure refer to serious and/or repeated cases of abuse, misconduct, and/or disruptive behaviour. The instructor has the authority to require students to leave the instructional setting for a short time (balance of class) for minor and/or infrequent occurrences.

While these procedures set out the steps required for the suspension of students, it is the intent of the College that informal procedures will precede this and may include consultation with a counsellor.

In the classroom (lecture, laboratory, seminar or other instructional setting):

1. Where student conduct is abusive to the instructor or to other students or repeatedly disruptive to the teaching/learning process, the instructor will inform the student that his/her behaviour is not acceptable and specify the behaviour considered disruptive. In so informing the student, the appropriate administrator shall be in attendance and the student may elect to have another student present.

2. Following a specified time period acceptable to both student and instructor, to permit the student to remedy this behaviour, the instructor may suspend the student from the course for continued misconduct by notifying the student personally, followed by a written confirmation within one school day. Copies will also be forwarded to the Registrar and the appropriate administrator.
3. The Registrar will convene a meeting of the Admissions and Appeals Committee within five school days of receipt of the notice of suspension.
4. The Admissions and Appeals Committee will review the circumstances involved and will follow one of the following courses of action:
 - (a) reinstate the student in the course with or without probationary conditions and terms;
 - (b) require the student to withdraw from the specified course and determine if such withdrawal should constitute withdrawal from the program in which the student is registered;
 - (c) recommend to the College President in writing that the student be required to withdraw from the College for the balance of a semester or for another specified term. If accepted, the College President will notify the student, in writing, within three days of receipt of the recommendation from the Admissions and Appeals Committee.
5. The student may not continue to attend that course while under suspension and awaiting the review by the Admissions and Appeals Committee and/or the College President.

In a practicum, work experience, laboratory or shop setting:

1. Where danger exists to the student, to clients or patients under the care of the student or to other students, the student will be immediately suspended by the instructor and prohibited from further participation in the practicum or work experience until a review is completed. Where a College instructor is not present at all times, the practicum or work supervisor will be considered an agent of the College in all circumstances and will be required to notify the College of any action.
2. The College instructor responsible for the supervision of the student will notify the student in writing of his suspension and will provide copies of that notice to the College program supervisor and to the supervisor of the practicum agency.
3. The College program supervisor will convene a meeting of a committee consisting of himself, the instructor and the Divisional Director within three days to review with the student the circumstances resulting in suspension and to recommend action.
4. If the student is permitted to return to the practicum setting, conditions, if any, and probationary status, if imposed, will be specified in writing to the Registrar who will formally notify the student. Any student not satisfied with the terms and conditions established by the reviewing committee, may request a hearing before the Admissions and Appeals Committee.
5. If, in the opinion of the reviewing committee, the student should not be permitted to return to the practicum situation, this decision will be provided to the Registrar in writing, giving reasons for the decision.
6. The Registrar will convene a meeting of the Admissions and Appeals Committee within five school days of receipt of the notice of suspension.
7. The Admissions and Appeals Committee will review the circumstances involved and will follow one of the following courses of action:

- (a) reinstate the student in the course with or without probationary conditions and terms;
 - (b) require the student to withdraw from the specific course and determine if such withdrawal should constitute withdrawal from the program in which the student is registered;
 - (c) recommend to the College President, in writing, that the student be required to withdraw from the College for the balance of a semester or for another specified term. If accepted, the College President will notify the student, in writing, within three days of the recommendation from the Admissions and Appeals Committee.
8. If a student is permitted to return to a practicum by either the reviewing committee or the Admissions and Appeals Committee and violates any conditions imposed or again endangers persons in his care, the student will be immediately suspended, notice will be sent to the Registrar who will notify the student within three days of suspension from the practicum and automatic withdrawal from the course.
9. Where a student's conduct in a practicum or work experience does not endanger persons in his/her care but where the conduct is otherwise disruptive, the statements in Section 1, paragraph (a) through (e) shall apply.

No record of disciplinary action shall form part of the student's "Permanent Academic Record".

Notes:

- 1. The student(s) accused shall not attend the College while awaiting the result of the review by the Admissions and Appeals Committee.
- 2. Notwithstanding any of the foregoing, the College reserves the right to take legal action against any person accused of or admitting to theft of College property.
- 3. Notwithstanding any of the above, the student may wish to consult with a counsellor or the student ombudsperson.

TEXTBOOKS

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

Textbook Orders

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



EDUCATIONAL AND ORGANIZATIONAL SUPPORT DIVISION

COUNSELLING AND ADMISSIONS SERVICES

The central Admissions office and the Director of Student Services' office are located on the Surrey Campus, however, Admissions and Counselling services are available on all campuses.

Director, Student Services
Registrar

Brigitte Peter-Cherneff
John Patterson

NEWTON
Counselling (599-2300)

Carl Chiko, Counsellor
Jana Vasko, Educational Advisor
Heidi McLaghlan, Sr. Admissions Assistant

Admissions (599-2000)

RICHMOND
Counselling (599-2300)

Richard Fox, Counsellor
Sheila Evans, Educational Advisor
Joady Pelzman, Sr. Admissions Assistant

Admissions (599-2000)

SURREY
Counselling (599-2300)

Ron Flaterud, Counsellor
Otto Funk, Counsellor
Suzanne Dodson, Counsellor
Judy Deeley, Educational Advisor
Karin Green, Educational Advisor
Shirley Lipscombe, Counselling/Reception
Alice Merlillat, Special Needs Assistant

Admissions (599-2000)

Carol Simpson, Admissions Supervisor
Rita Heaney, Sr. Admissions Assistant
Maureen Moore, Records Supervisor

Admissions

Winter Hours

Newton, Richmond and Surrey
MONDAY through THURSDAY
FRIDAY

0830 - 1900
0830 - 1630

Summer Hours

Newton - same as Winter Hours
Richmond and Surrey
MONDAY - TUESDAY
WEDNESDAY
THURSDAY - FRIDAY

0830 - 1630
0830 - 1915
0830 - 1630

Additional hours are scheduled during the early weeks of each semester. Check for posted times.

Counselling

Newton, Richmond and Surrey
MONDAY through Friday
ONE EVENING A WEEK (T.B.A.)

0830 - 1630
1630 - 1930

ADMISSIONS AND REGISTRAR'S OFFICE

The office is responsible for:

Admission and registration of students into courses and programs

Recording academic progress of students to graduation

Issuance of transcripts

Conducting the *Former Student Follow-Up Survey*.

Graduation ceremonies and issuance of diplomas, etc.

Provision of content for the college calendar

Issuance of class/course/examinations timetables

Operation of the student appeal process.

Staffing:

Registrar's Office: Registrar, Secretary, Admissions Coordinator, Records Supervisor and Records Clerk.

Admissions: Supervisor, 2 Senior Assistants, 13 Assistants, Information Clerk (Newton, Richmond, Surrey)

STUDENT SERVICES

Student Services consists of seven units: Counselling Services, Library Services, the Instructional Resource Centre, Placement Service, Financial Aid, School/Community Liaison and the Director's Office.

Counselling Services

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

Educational Advising

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

Career/Vocational Counselling

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

Personal Counselling

Performing well in college can sometimes be difficult when personal problems arise. Counsellors are available 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 support is needed.

Assessment and Testing

The Service is responsible for administration and management of the college's testing and assessment activities. Much of this activity is related to the admission of students to limited access programs. The English and mathematics placement tests are also administered.

Special Needs

Services are available to help students with special needs to pursue their educational goals. This service is available to applicants and students with physical, emotional, intellectual or learning handicaps. The service helps special needs students locate financial aid, access community resources, find tutors, notetakers, etc. and also may arrange appropriate adaptations to courses and exams when necessary.

Career Resource Centre

The Career Resource Centre in each campus Counselling Service Centre is a place where students, staff, faculty and prospective students can obtain occupation, vocational and educational information. Calendars from a wide variety of universities, colleges, technical institutes and other educational institutions are available for perusal. Training requirements, job descriptions and occupational forecasts are also available.

Success Skills

As a result of the college's open-door policy many students come with a requirement to upgrade the skills necessary for success. Once admitted these students may find themselves in academic difficulty. There are also students who, although they have the basic skills and perform at an adequate level, could with enhancement perform at a higher level. A variety of short workshops and in-class presentations are available covering topics such as: Time Management - Effective Study - Notetaking and Term Paper Writing - Preparation for Tests and Exams - Reading Skills Improvement - Assertiveness - Learning Styles.

FINANCIAL AID SERVICES FOR STUDENTS

This office is responsible for the administration of funding programs for students. These programs are the British Columbia Student Assistance Program (BCSAP Student Loan), the Adult Basic Education Funding Program (ABESAP), Work Study Program, Challenge '89 Summer Employment Program, the College Scholarship & Awards Program and Students Aiding Students programs.

In addition, the Financial Aid Office assists the Development Office in fund raising for scholarships and bursaries.

The Office also provides emergency funding assistance, educational and personal financial counselling for students, alternative funding and assistance referral service and assistance with student loan appeals.

The Office is located at the Surrey Campus but Richmond and Newton are serviced by weekly visits. During the April 1, 1988 - March 31, 1989 fiscal year the Office provided service to 1126 students. Over \$2,960,000 was disbursed (including \$767,000 in non-repayable funds).

The BC and Canada student loan programs are administered jointly between the Financial Aid Office and the Ministry of Advanced Education. A portion of the processing of loan applications and disbursements take place at the Ministry. Rules and regulations are established at both the federal and provincial level. The Financial Aid Office has no ability to vary these.

HUMAN RESOURCES DEPARTMENT

Director, Human Resources - April Olson
Personnel Officer - Dusty Jones
Personnel Assistant - Linda McIvor
Sr. Personnel Clerk - Lynne Roseborough
Personnel Clerks - Helen Franklin, Lorraine Dean

In order to contribute to the success of its employees, Kwantlen College, through the Human Resources Department provides personnel services and facilitates developmental opportunities for employees. Following is some information from the Human Resources Department that may assist you. If you need further information, call the Human Resources Office at the Surrey Campus (599-2050).

Educational Leave

Please refer to the Kwantlen College Faculty Association collective agreement, Article 12, for details.

Instructor Attendance

Recognizing that the College's prime objective is to provide educational services 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.

Direct Cheque Deposit

At any time during your employment you may elect to have your cheque deposited directly into your bank, trust company, or credit union account (unless you are paid upon submission of authorized timesheets which means your cheque is processed manually). A statement of your earnings will be forwarded to you on your regular pay date.

First Aid Facilities

First Aid facilities, staffed by certified personnel in keeping with WCB regulations, are available on each campus. First Aid Attendants are readily accessible to employees during normal business hours. The attendants are qualified to make the decision whether an injured employee should be transported to a hospital or other place for medical treatment.

Pay Periods

Rates of pay are determined by the Kwantlen College Faculty Association collective agreement. Regular and Temporary faculty are paid according to Article 7 and Contract faculty are paid according to Article 8 of the 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, your 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 7th day of the following month.

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

Benefits

Regular and Temporary faculty, including Temporary Type 2 contract faculty members are eligible for Health Benefits. The Human Resources Department will contact you in this regard.

Pension (College Pension Plan)

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 College.

Performance Evaluation

Evaluation of performance will be in accordance with Article 3.06 of the Kwantlen College Faculty Association collective agreement.

Procedures in Case of an Accident

In case of accident or injury requiring medical attention, a First Aid Attendant should be contacted by dialing "0".

Any accident which results in first aid or medical treatment must be immediately reported by the injured person to his/her administrator.

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 Article 14 of the Kwantlen College Faculty Association collective agreement. Each discipline/program elects a committee who administers these funds. To access the funding, application should be made to the chairperson of the appropriate Professional Development Committee.

Sick Leave

Contract faculty are not eligible for paid sick leave unless they are identified as Temporary 2 contract faculty.

Union Representation

Faculty are represented by the Kwantlen College Faculty Association and are required, as a condition of employment, to pay union dues. (See information under Faculty Association.)

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 Director and complete a Report of Injury Form immediately. Wage loss payments are related to earnings and dependent status.

Workers' Compensation Coverage for Students

Students enrolled in vocational programs are covered by W.C.B. Instructors of students in vocational programs are responsible for advising students that all work related injuries sustained on college premises or during a work/practicum experience be reported to the instructor the day of injury. Subsequently, the instructor is responsible for completing and submitting a Report of Injury Form to the Human Resources Department immediately upon becoming aware of an injury.

LIBRARIES

Campus Librarians:

Janice Friesen, Surrey and Newton
Suzanne Clouthier Richmond

Public Services Librarians:

Suzanne Clouthier Circulation, Interlibrary Loans
Cathy MacDonald, Orientation, Library Instruction, Archives

Technical Services Librarian:

Phyllis Liu

Audiovisual Librarian:

Janice Friesen

The library collection includes 88,600 catalogued items of print and non-print materials, books, records, films, slides and 702 periodical titles. The entire collection and location of each item are listed in a union catalogue available at each campus.

The library houses a number of collections that provide vital service in augmenting the book, serials and AV collections. The pamphlet, government documents, map and paperback collections all provide unique information difficult to locate or obtain in the general collections.

LIBRARY HOURS

Monday through Thursday	0745 - 2200
Friday	0745 - 1715
Saturday, Sunday and Holidays	CLOSED

BORROWING PRIVILEGES

Regular, full-time faculty of the college 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 faculty 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 person 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.

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 two hours, 24 hours, three days or one week.

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, 24 hours, 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 circulation 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.

Usually no more than five copies of any one title or article are allowed on Reserve; however, exceptions are made in special circumstances. Instructors are responsible for arranging for 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 by when before the removal occurs.

Each campus library has a RESERVE COURSE FILE listing the materials on Reserve at that campus. The listing is first arranged by subject, then it is subdivided by instructor, course name and number. There is no designation in the microcatalogue indicating that an item has been placed on Reserve.

Instructors are required, by college policy, to request copyright clearance for reproduced items to be placed on reserve. Instructors should check with their directors for procedures in this area.

PENALTIES

Overdue fees are not charged for general circulation material, unless recalled. Recall charges are \$1.00 per overdue day to a maximum of \$10.00 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 the withholding of student transcripts.

ORIENTATIONS

Library orientation labs and tours geared to your class needs and assignments are available. To arrange for orientations please contact the public services librarian at your campus. Orientations are scheduled in most first year English and communication classes and often in other courses. Encourage students who are writing term papers and who seem unfamiliar with techniques in using a library to take the time to come to the library and ask for an explanation and tour.

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. The 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 from the copyright holder, e.g. slide/cassette kit transferred to video. At Kwantlen, off-air taping, the seeking of copying permission, permission for format changes and computer software site licences 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.

AUDIOVISUAL EQUIPMENT

Each campus library has its own collection of equipment which includes 16mm projectors, slide projectors, cassette recorders, videocassette recorders, opaque projectors, record players, filmstrip projectors, 8mm projectors and screens. All equipment is available on a booking system and the loan periods vary by type of equipment. Video playback units are restricted to "on 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 the production equipment, but they do not provide training or instruction in production techniques.

AUDIOVISUAL MATERIALS

All Kwantlen College audiovisual materials are listed in the libraries' microcatalogue and, with the exception of 16mm film and video, are available on a 2 week loan.

The film and video collection are housed at the Surrey Campus Library and are circulated via a booking system. Film catalogues are available in each library as well as listings of films from other colleges and universities in British Columbia. Due to the popularity of our collection and the time required to secure films from elsewhere, instructors are urged to submit film and video requests at least one week prior to 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).

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 Services 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 four weeks. The original requester is notified of its arrival, campus location and call number.

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 in advance.

Periodicals and standing orders

A periodical subscription request should be addressed to the Librarian Richmond Campus Library. These requests will be reviewed by the Public Services Librarian responsible for the periodicals collection. The library is presently experiencing difficulty in maintaining its current periodicals collection. Periodical subscription costs have increased at a rate of 35-40% in each of the last three years. During this time budget increases have not kept pace. Requesters' suggestions as to possible deletion of subscriptions are always appreciated. An approved subscription takes approximately three months to establish, given the exigencies of mail, check issuance and publisher delays.

Audiovisual and computer software classroom/laboratory material

The Library Technical Services Department is also responsible for the purchase of audiovisual material and computer software to be used by 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 requisition form, which must carry cost code and an authorizing signature. These requisition forms should be forwarded to Technical Services, Richmond Campus Library. Under College policy the Manager of Computer Operations must approve the purchase of software costing in excess of \$500.00. The library will obtain this approval. Once again, instructors should be aware of the exigencies of delivery time. When material arrives it is processed 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 collections 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. Although orders are placed for this material by the library, 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 rather 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

Material to be given to students, including textbooks where cost of the textbook is included in course fee, or disposable texts, etc. 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 material 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 material. 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

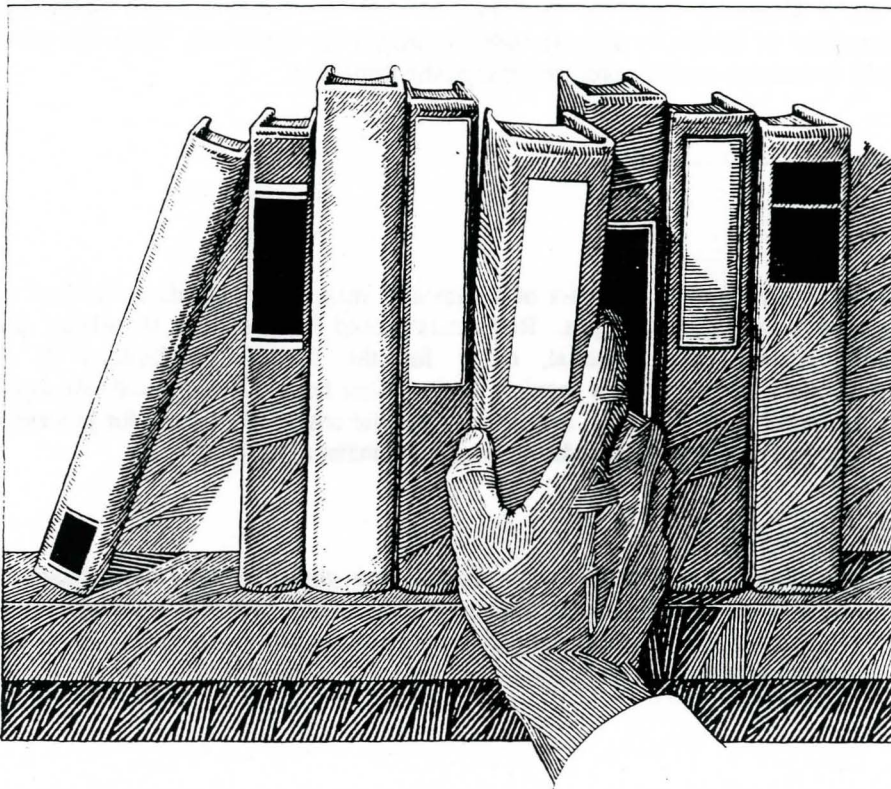
Occasionally, requesters will want to trace the progress or non-arrival of an item which they might have ordered. It would be much appreciated if such trace requests could be delivered on the appropriate tracer form available at your local campus library. The Technical Services Department has approximately 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. Donations of books and periodicals should be directed to Technical Services.

—— Donations are accepted on the basis that the final disposition of the material will be decided by the library. ——

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



PERSONNEL SERVICES

See Human Resources and Organizational Support Division.

PLANNING AND RESEARCH DEPARTMENT

The Planning and Research Department, under the direction of John Bowman (599-2064), 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, and in the cyclical program review process which provides information for program and curriculum improvement.

The department coordinates the development of the College's one-year and three year educational plans and program profiles; providing data support, design and analysis.

In the area of faculty professional development the Department facilitates the work of the Professional Development Committees. They provide assistance and coordination in the implementation of small group as well as College-wide faculty development activities.

Educational Consultant

The Educational Consultant, Bonnie McGhie (599-2011), as part of the Planning and Research Department facilitates program/curriculum development and review processes within the College and supports the professional development of its faculty.

PLACEMENT SERVICES

Rick Watson - Coordinator, 599 - 3020. The Placement Office, located on the Newton Campus, posts and maintains current employment opportunities on designated job boards at the Newton, Surrey and Richmond Campuses.

Kwantlen's Placement Service is available free of charge to Kwantlen students and graduates looking for full time, part-time, summer or casual/temporary employment.

The Placement Office holds workshops on and assists students with resume preparation, interview skills and planning job strategies as well as setting up interviews between employers and students.

SCHOOL/COMMUNITY LIAISON

Valerie Nicol - Coordinator, 599 - 2070. The position of School/Community Liaison Coordinator was added to Kwantlen College in September, 1989.

The mandate of the School/Community Liaison Coordinator is to plan, coordinate and implement a comprehensive liaison and information program in each of the public and independent junior and senior secondary schools in the college region, and to work within the framework of the college recruiting program.

Other activities include:

- Presenting Kwantlen College programs and information and providing a selection of Kwantlen College publications at over 30 senior secondary schools.
- Hosting a visit by 14 secondary schools to the college for open house days.
- Creating and maintaining an inventory management database to monitor the printing and disbursement of a number of college publications - including the 1990/91 College Calendar, What's At Kwantlen and all of the program brochures.
- Conducting tours of the New Surrey Campus.
- Setting up and staffing displays at various career fairs and trade shows.

MARKETING/PUBLIC RELATIONS DIVISION

The Marketing and Public Relations Division, under the direction of Judy McLarty (599-2072), is responsible for identifying current and emerging community needs, developing an annual marketing plan with the assistance of a committee composed of representatives from faculty and administration and implementing the annual plan.

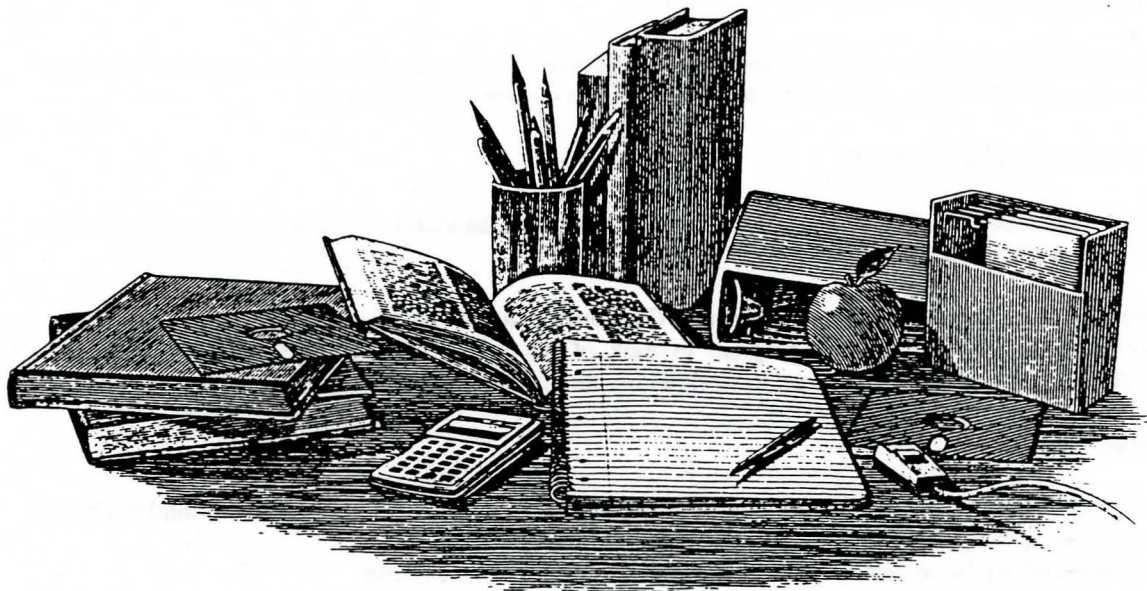
The Division is responsible for an Alumni Association, the Development Office, fund raising activities, promotion, paid media, publications, sales promotion, some special events, internal and external communications, media relations and community liaison.

In addition, the Marketing and Public Relations Division is responsible for the College's information function within the college and with the media. The Director of Marketing and Public Relations serves as the College's principal spokesperson for the media.

In general, the College's public communications stress personal attention, superior instruction and a wide variety of choice for its students. Instructors are requested to help us maintain these as REAL characteristics at the College - not just advertising themes.

MEDIA CONTACTS

The Director of Marketing and Public Relations is the designated media spokesperson for the College. All requests from the media for information and all College initiated news releases are to be channeled through that office.



ADMINISTRATION DIVISION

BOOKSTORE

- sale of books, supplies, etc.
- distributes employee office stationery and supplies

FACILITIES

- repair and maintenance of facilities and grounds
- facility renovations/alterations
- campus typing, switchboard and mail services
- security and safety, food services, parking

FINANCE

- Payroll
- Accounts Payable
- Accounts Receivable
- Allocation of Resources
- Financial Statements

PRINTING

- provision of printing and high speed duplicating services

PURCHASING

- purchase all goods and services with exception of Bookstore, library books

SYSTEMS & COMPUTING

- provision and maintenance of educational and administrative computer services
- development and enhancement of computer systems

OPERATING PROCEDURES

BUILDING SERVICE WORKER (Custodians)

If you need the assistance of the custodian, he/she can be contacted by calling the campus switchboard at local 2100 between 0730 and 1930.

CAMPUS SUPERVISORS

If you have questions and need assistance regarding operating procedures call the Campus Supervisor (or Administrative Assistant on Richmond Campus).

Newton	- Karen Hearn (599-2903)
Richmond	- Cliff Falk (599-2504)
Surrey	- Craig Regan (599-2055)

CAMPUS HOURS

Monday through Friday - 0730 - 1930

Access on weekends is generally restricted but special arrangements can be made through:

Surrey Campus	- Campus Supervisor
Richmond Campus	- Campus Administrative Assistant
Newton Campus	- Campus Supervisor

CASH ADVANCES

If a cash advance is required for College business, this may be obtained by completing the cash advance form available from your administrator who will then need to approve the request.

CONFLICT OF INTEREST - EMPLOYEES

Kwantlen 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

1. The College recognizes the following situations as conflict of interest situations between the College and its employees:
 - a. An employee of the College has a direct or indirect financial interest in a proposed contract or transaction with the College;
 - b. 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
 - c. An employee uses confidential College records in an unauthorized manner or for unauthorized purposes.

2. *Disclosure*

- a. 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;
- b. 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.

3. *Informal Resolution*

Following the declaration of a conflict of interest, the College, after consultation with the employee, shall either:

- a. remove the employee from the conflict of interest situation; OR
- b. remove the conflict of interest in another manner.

EMERGENCY PROCEDURES

Accidents

In case of an accident or injury requiring medical attention, a First Aid Attendant should be contacted by dialing "O". After hours dial:

Newton - 645-2195
Richmond - 680-8669
Surrey - 680-0968

Any accident which results in first aid or medical treatment must be reported immediately to the appropriate administrator.

Fire

1. Sound alarm
2. Close windows and doors
3. Vacate building.

Earthquakes

1. Stay calm
2. Inside: Stand in doorway, or crouch under a desk or table away from windows, glass dividers or book shelves
3. Outside: Stay away from buildings, trees, telephone and electric lines.

FOOD SERVICES

Newton

Cafeteria - Monday through Thursday - 0600-2100, Friday - 0600-1930.
Temporary Employee lounge - Room 1-106 has a fridge and microwave.

Richmond

Richmond Cafeteria

Semester	0730 to 2100
Summer	0745 to 1545 and 2000 to 2100 Monday-Thursday

Employee Lounge - Room 324 has a fridge and microwave. Coffee is available for a fee. There are some vending machines on campus.

Surrey

Cafeteria - Room B-208 Monday-Friday - normal campus hours

INSTRUCTIONAL MEDIA SERVICES

The Instructional Media Services (I.M.S.) is located at the Surrey Campus and is responsible for the creation and duplication of educational support materials and some marketing materials. The Centre is well equipped and capable of producing a wide variety of original media materials. I.M.S. functions include assistance in the selection of equipment for purchase, maintenance of College A/V equipment, and training for individuals and groups in the operation of equipment and in media utilization.

Access and support occur at three different levels:

Obtaining Media Materials and Advice - Many faculty who create their own support materials obtain material and advice from I.M.S. and borrow A/V equipment from the Library on their campus. Those faculty with advanced media skills may obtain some access to I.M.S. production facilities.

General Media Support Services - Through work orders or phone calls, I.M.S. will take photographs and slides, make audio and video tapes with multiple copies, set up displays and PA systems, and perform maintenance on various College A/V equipment. Any copyright permission required for this work is handled by the Audio Visual Librarian.

Major Productions or Service - This is where a significant amount of time and coordination go into a specific project, such as a single concept video or support for a conference or convention.

Overhead Projectors - Lamps and acetate rolls for classroom overhead projectors may be obtained by exchanging used rolls and burned out bulbs at each Campus Library.

The I.M.S. staff look forward to serving you. Just call:

Andrew MacAdam - I.M.S. Supervisor, 599-2115
Meg Goodine - Production Assistant, 599-2114
Brian Stacey - A/V Maintenance Technician, 599-2113

KEYS

Office keys are available from the Campus Supervisor (Newton and Surrey) or Administrative Assistants (Richmond).

LOST AND FOUND

Newton and Richmond - Contact Campus Receptionist
Surrey - Contact Switchboard

MAIL

Newton	Room 1-101D
Richmond	Room 304
Surrey	Room C125

Hours:	Monday through Friday - 0730 - 2200
	Saturday, Sunday and Holidays - CLOSED

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

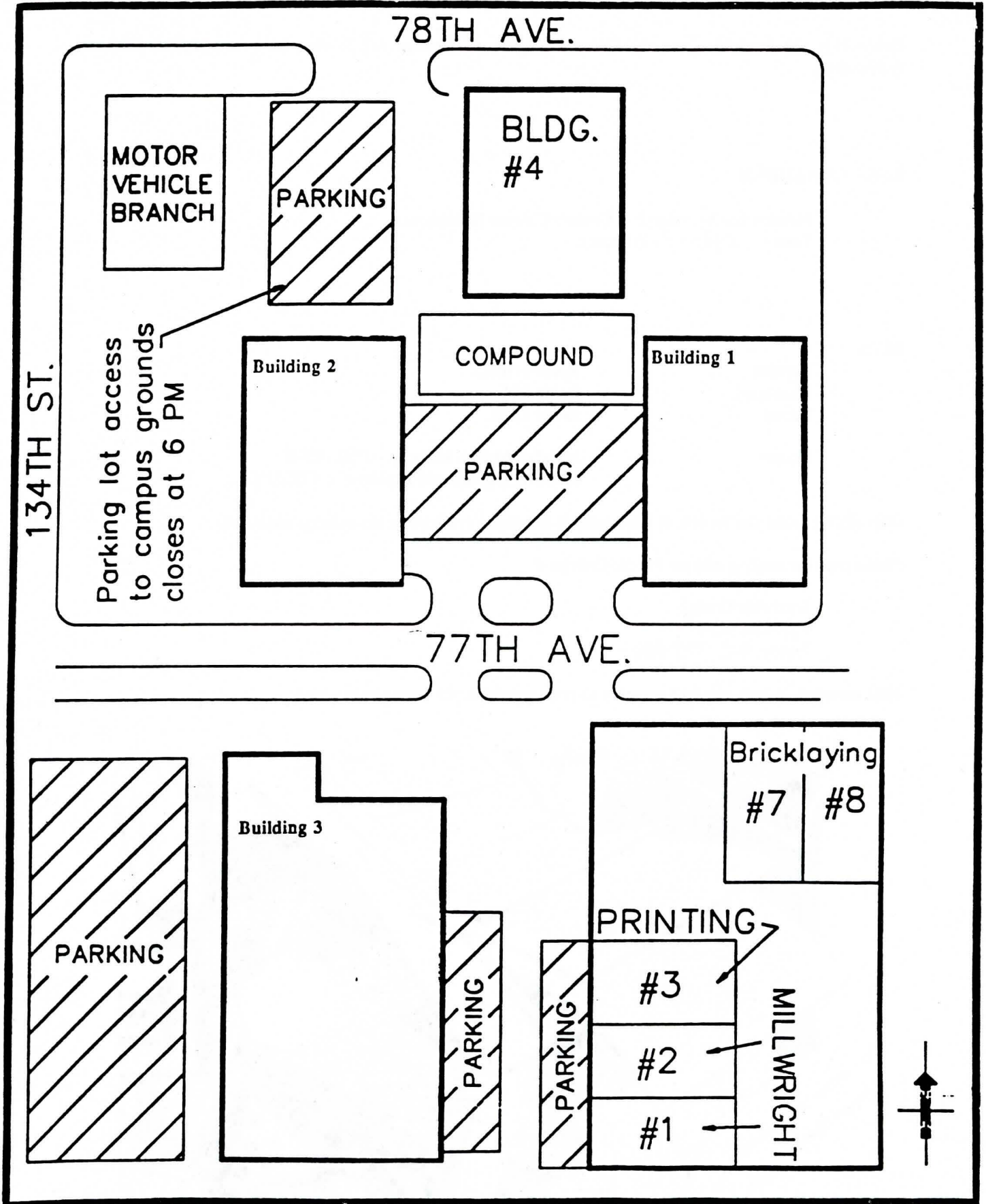
Please note the mailing address for the College is:

Kwantlen College
P.O. Box 9030
Surrey, B.C. V3T 5H8

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



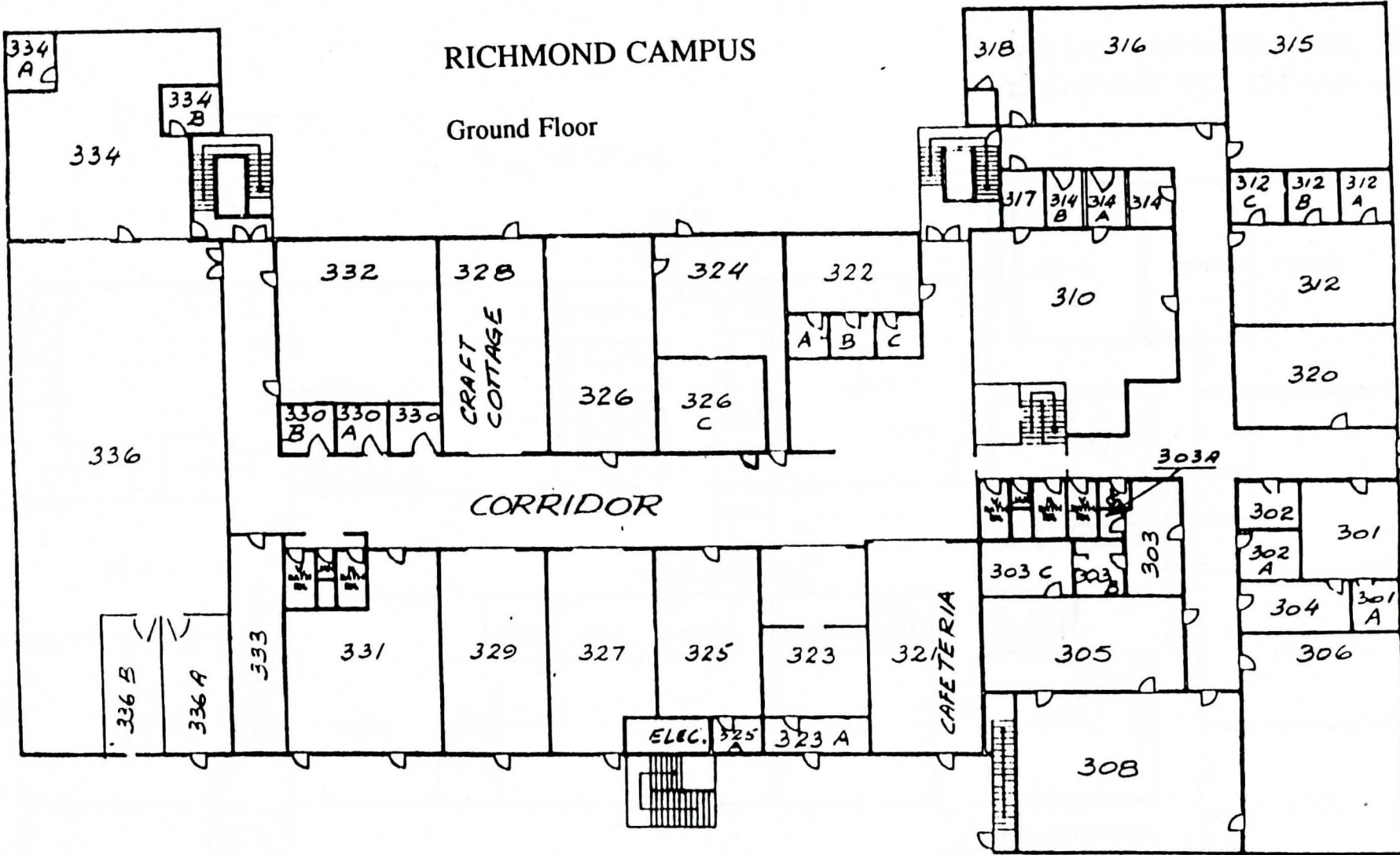
NEWTON CAMPUS



ELM BRIDGE WAY

RICHMOND CAMPUS

Ground Floor



GROUND FLOOR

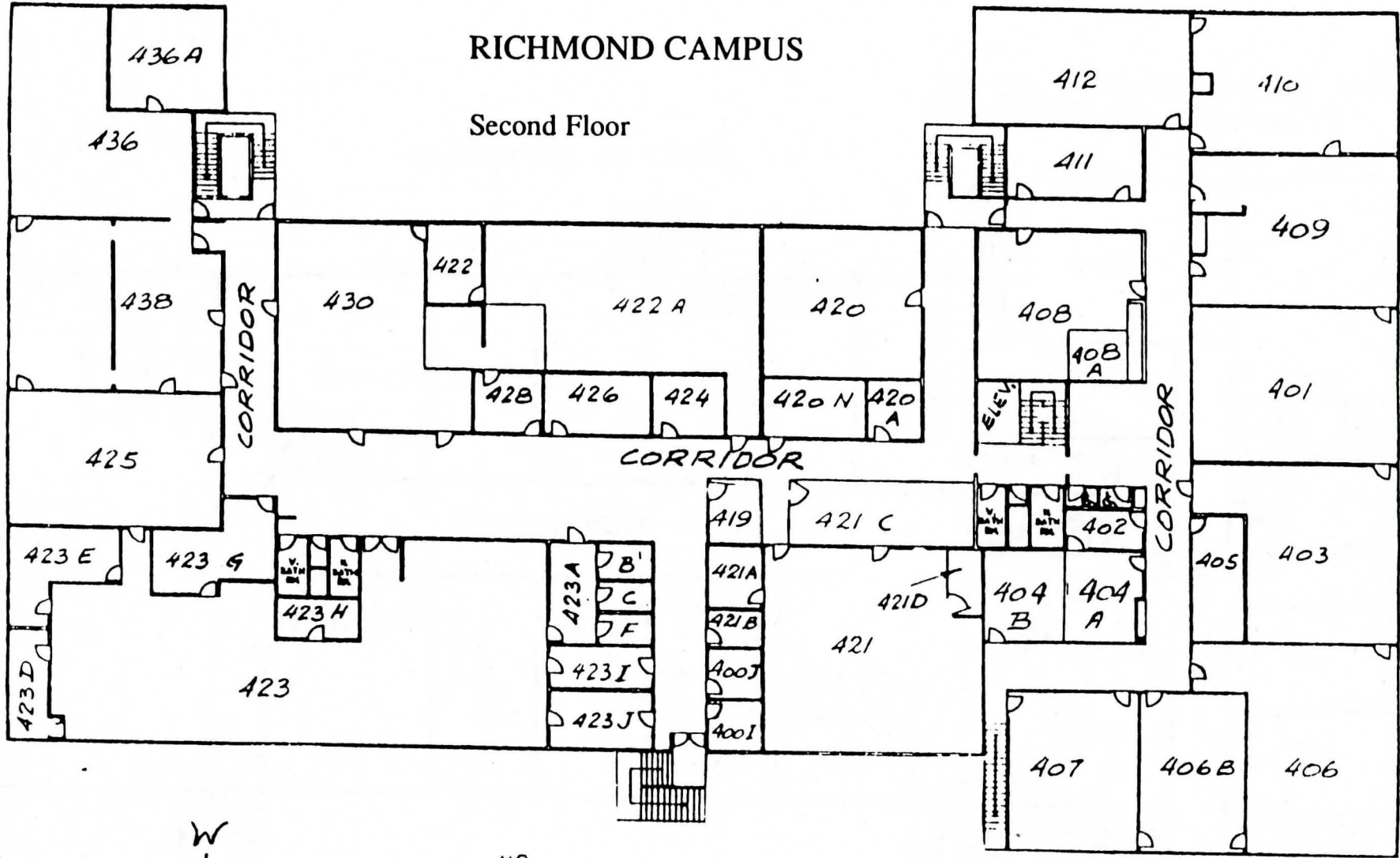
RICHMOND CAMPUS
5840 CEDARBRIDGE WAY

CEDAR BRIDGE WAY

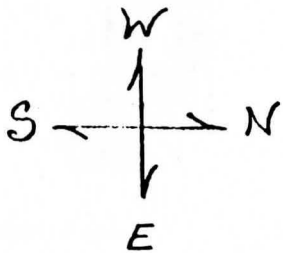
ELM BRIDGE WAY

RICHMOND CAMPUS

Second Floor

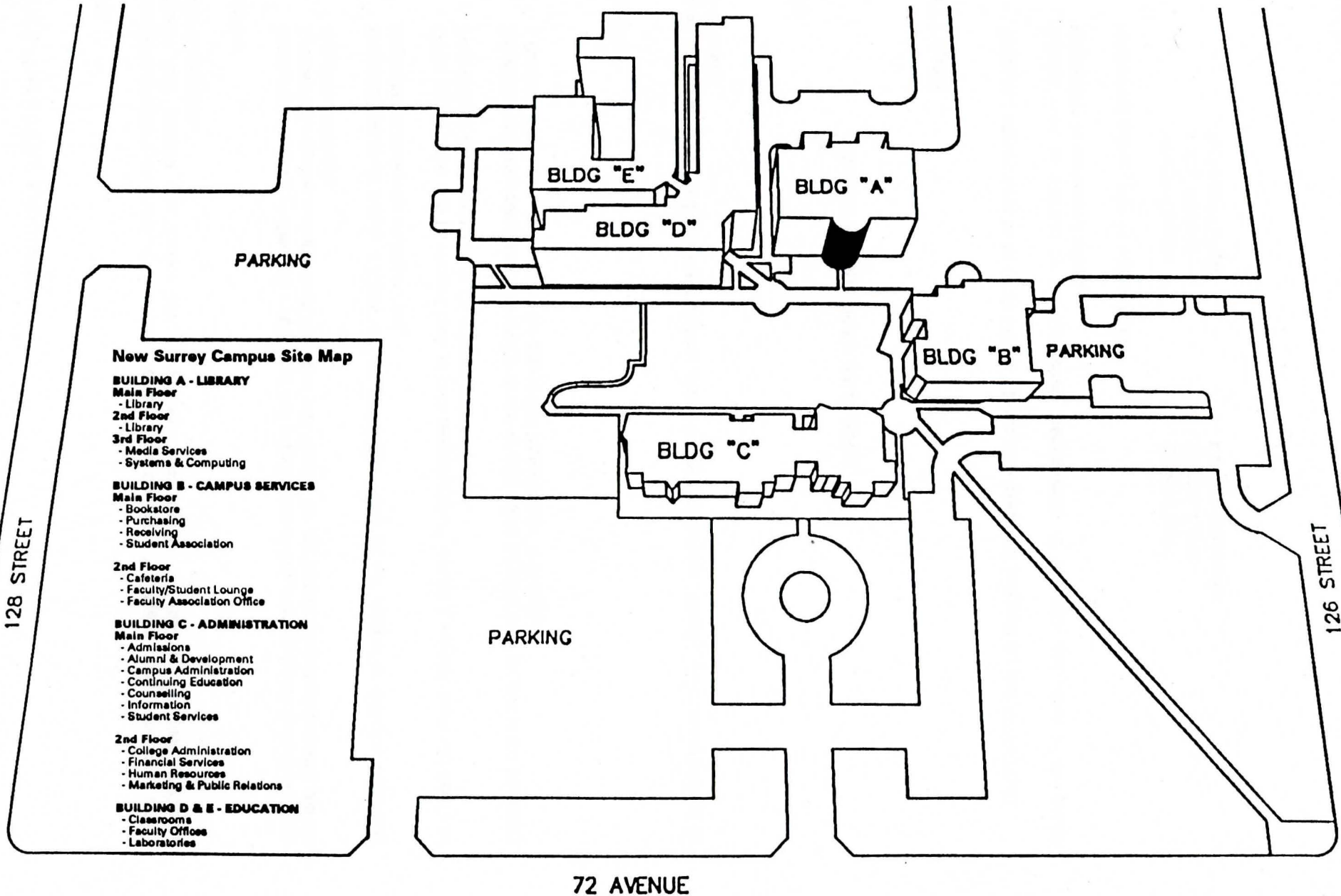


CEDARBRIDGE WAY



2ND FLOOR

RICHMOND CAMPUS
5840 CEDARBRIDGE WAY



New Surrey Campus Site Map

BUILDING A - LIBRARY

- Main Floor
 - Library
- 2nd Floor
 - Library
- 3rd Floor
 - Media Services
 - Systems & Computing

BUILDING B - CAMPUS SERVICES

- Main Floor
 - Bookstore
 - Purchasing
 - Receiving
 - Student Association

2nd Floor

- Cafeteria
- Faculty/Student Lounge
- Faculty Association Office

BUILDING C - ADMINISTRATION

- Main Floor
 - Admissions
 - Alumni & Development
 - Campus Administration
 - Continuing Education
 - Counselling
 - Information
 - Student Services

2nd Floor

- College Administration
- Financial Services
- Human Resources
- Marketing & Public Relations

BUILDING D & E - EDUCATION

- Classrooms
- Faculty Offices
- Laboratories

OFFICE STATIONERY AND SUPPLIES

Policy

To enable employees to conveniently obtain their routine office stationery and supply requirements, the College Bookstore will provide this service and charge back the cost of all materials to the appropriate program/department.

Procedure

1. 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.
2. Program/department supply budgets will be established based on the number of full-time equivalent employees in each program/department.
3. 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.
4. 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.

PARKING

Cars not parked in white-lined designated parking spaces will be towed away. There is no reserved parking for staff or faculty.

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. Receipt must be initialed by the appropriate Administrator or designate and taken to the person responsible for authorized refund.
3. Authorized refunds may be obtained from:

Newton Campus
Surrey Campus
Richmond Campus

Campus Typist
Campus Typist
Campus receptionist

PHOTOCOPIER LOCATIONS AND CODES

Photocopying machines are available on each campus:

Newton	1-101D and 3-105
Richmond	R304
Surrey	Library

- Photocopiers are fitted with a "CopiTrak" system which records the number of copies produced by each user.
- Employees are issued a duplicating I.D. number that must be keyed into the photocopier before copies can be produced.
- The cost of producing copies will be identified by user and by discipline/ program/department at the rate of 3 cents per copy.
- The total number of copies per job is limited to 40 copies.
- A monthly report of usage indicating user, number of copies and cost will be provided to your Administrator.
- Each user is responsible to ensure that copies have copyright clearance.
- Library "coin op" photocopiers will not be available for general employee use.
- If you forget or lose your I.D. number contact Manon Remming, Surrey Campus (599-2082)

Coin operated photocopiers located in all Libraries are primarily for student use.

Thermo-fax machines are also available in the Library on each campus.

PRINTING/DUPLICATING

The Print Shop is located across from the southeast of Building 3 on Newton Campus.

- All jobs exceeding 40 copies must be forwarded to the Printing Department along with appropriate "Duplicating Requisition" form (available from campus administration office).
- All jobs in excess of 500 copies must be approved by your Director/Manager.
- All jobs performed by the Printing Department, with the exception of material that is sold through the Bookstore, e.g. manuals, will be identified by user and by discipline/program/department at the rate of .3 cents per copy.
- A monthly report of usage indicating user, number of copies and cost will be provided to Director/Manager.
- Lead time for Print Shop - 4 days but may require more time at beginning and end of semesters.

Each user is responsible to ensure that copies have copyright clearance.

Tom Rosamond - Print Shop Supervisor
Karlina Johansen - Typesetter
Falicysia Reichling - Bindery/Supply Clerk
Hazel Simmons - Copy Clerk

PURCHASING

The budget year is April 1 to March 31. Please forward all requisitions for supplies, services and equipment for processing prior to February 15 for inclusion in the current year's expenditures.

1. Requested capital items must have been budgeted.
2. Complete the Purchase Requisition form, include suggested supplier, date required, cost centre to be charged and a complete description of the requirement as possible.
3. Forward your requisition to the Director for approval and processing.
4. When Purchasing has processed your request, you will receive a copy of the Purchase Order with a copy of your Purchase Requisition form attached.
5. When the goods arrive, check for completeness of order, damage, etc. and report any damage to Purchasing at the Newton Campus.
6. Sign and date the Packing Slip enclosed with the shipment, note any discrepancy or damage and forward to the Purchasing Department.

For more detail, see Purchasing Policy and Procedures located in Campus Libraries, Campus Administrative Assistants' and Directors' offices.

Purchasing Manager - Cliff Cameron
Buyer - Kathie Hicks
Buyer - Elinor Pearson
Purchasing Clerk - Judy Harsant

ROOM BOOKINGS

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

Surrey Campuses: Switchboard or the Campus Administrative Assistant

Richmond Campus: Campus Receptionist

Newton Campus: Administrative Assistant

Tentative enquiries for space do not constitute a confirmed room booking.

SEXUAL HARASSMENT

Kwantlen College endeavours to provide a learning and working environment that is supportive of fair treatment of all members of the College community. The basis for interaction among all members of the College is mutual respect, co-operation and understanding. The College does not condone behaviour that is likely to undermine the dignity, self-esteem or productivity of any employee or student. Sexual harassment violates fundamental rights, personal dignity and integrity. The College considers sexual in all its forms to be a serious offence affecting the College generally, and it is subject to a range of corrective measures up to and including expulsion or dismissal from the College. This policy does not cover physical assault or alleged physical assault. Complaints should be filed directly with the police and the College informed that a complaint has been filed.

Definition

For the purposes of this policy, sexual harassment is deemed to include:

1. unwanted sexual attention (including physical contact) of a persistent or abrasive nature made by a person who knows, or ought reasonably to know, that such attention is unwanted; or
2. implied or expressed promise of reward for complying with a sexually oriented request; or
3. actual reprisal or an implied or expressed threat of reprisal or refusal to comply with a sexually oriented request; or
4. actual denial of opportunity or an implied or expressed threat of denial of opportunity for refusal to comply with such a request; or
5. sexually oriented behaviour when it has the purpose or effect of creating an offensive environment in which the student or employee studies or works.

Sexual harassment may be physical and/or psychological in nature. One incident or the aggregation of a series of incidents (even where a single incident would not necessarily be considered to be harassing) may constitute sexual harassment. An incident involving College or related matters may properly be considered to constitute sexual harassment whether it occurs on campus or not or whether it occurs during working hours or not.

Although sexual harassment has typically involved a female as victim, both males and females can be harassed by members of either sex. Although sexual harassment typically involves a person in a superior position as the initiator, it should be recognized that people in subordinate or equal positions may also be initiators. Thus, sexual harassment may occur in a variety of ways, e.g. harassment of a student by a student; or of an employee by an employer; or of a student by an employee; or of an employee by a student; or of an employee by an employee.

Responsibility of Students and Employees

If students and employees believe that they have been subjected to sexual harassment, they should take direct action, such as making their unease and/or disapproval known to the respondent immediately and/or filing a complaint with the administrator responsible as soon as possible. A written record of the date, time, and nature of the incident(s) and the names of any witnesses should be retained.

The College may take action in cases where frivolous or vexatious complaints are submitted.

Responsibility of Administrators

Administrators are expected to deal expeditiously and fairly with any allegations of sexual harassment, whether or not there has been a written, formal complaint. However, formal investigation will only be undertaken when a written complaint is filed. Since failure to act could be interpreted as condoning the prohibited behaviour, administrators must act promptly.

Confidentiality

All enquiries and/or complaints and subsequent investigation(s) shall be treated in confidence. Complainants and respondents shall be protected with respect to records as provided for in appropriate College policies and collective agreements.

Appeal

Any decision of an administrator may be appealed by the respondent through the procedures set out in the student appeal policy or the appropriate grievance procedure.

Procedures Relating to the Policy on Sexual Harassment

1. A complaint involving sexual harassment may be made by a student or employee to his/her supervisor, responsible administrator, or in accordance with the provisions of the relevant collective agreement. The complainant may seek advice and assistance from the responsible administrator with a view to resolving the situation informally. All enquiries and/or complaints or subsequent investigation(s) shall be treated in confidence. In dealing with sexual harassment complaints, employees may wish to consult with their Union representatives. Students may consult with College counsellors.
2. If, in the opinion of the administrator responsible, the complaint can be settled informally, he/she shall attempt to do so by discussing the matter with the respondent and the complainant.
3. If the complaint cannot be resolved informally, and if it has not been made in writing, before proceeding with any formal investigation the complaint must be in written format signed by the complainant.
4. If a written complaint is made, the administrator responsible, in consultation with the Personnel Office, shall determine whether the incident(s) on which a complaint is based would fall within the definition of sexual harassment as set out in this policy and any applicable collective agreement. If, in the opinion of the administrator responsible, the incident would not constitute sexual harassment as set out in this policy or relevant collective agreement, the complaint will be so advised and no further investigation shall take place. Students or employees may appeal this decision through the procedures set out in the student appeal policy or the appropriate grievance procedure.
5. If the respondent has not been made aware of the complaint by this time, he/she must be made aware of the complaint.
6. The administrator responsible, in consultation with the Personnel Office, shall investigate the complaint and interview in person the complainant, witnesses, if any, and the respondent.
7. The administrator responsible, following receipt of advice from the Personnel Office, shall decide on and initiate an appropriate course of action and communicate the resolution in writing to the complainant and the respondent.
8. No record of a complaint shall be kept in the complainant's personal/personnel file unless the administrator responsible determines that the complaint was frivolous or vexatious.
9. All information pertaining to a complaint of sexual harassment shall be retained by the Personnel Office in the case of employees. Student files will be retained by the Director of Services to Students. All student/employee files shall be subject to College policy or the provisions of the appropriate collective agreement.

SICK LEAVE POLICY

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, the College provides sick leave at full pay for the first thirty calendar days of absence. Sick leave exceeding thirty calendar days is covered by a long term disability insurance plan administered by the insurance company. It is the responsibility of the employee to notify his/her supervisor that he/she is unable to attend work as a result of personal illness and to keep in contact with the College as to an expected return to work date. In the event the employee is personally unable to contact the administrator, the contact may be made by the employee's spouse, relative or friend. The College, at its discretion, may request a medical report from a qualified medical practitioner stating the nature of the illness, the expected date of return to work and the prognosis.

In the event the employee's claim cannot be processed for Long Term Disability benefits, i.e. delay in receiving the medical report, and the thirty days paid sick leave expires, the employee is deemed to be on leave of absence without pay until the L.T.D. claims is adjudicated by the insurance company. If an employee's claim for Long Term Disability is rejected, the employee is expected to return to work immediately. When an employee returns to work or notifies his/her supervisor of his/her intention to return to work and the supervisor questions his/her ability to do so, a medical report may be requested from a qualified medical practitioner certifying that the employee is able to return to work and perform his/her normal duties.

SMOKING POLICY

In accordance with health bylaws passed by the Municipalities of Richmond and Surrey, the following College Smoking Policy was implemented January 3, 1989.

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.

The following areas will be designated smoking areas on each campus:

Newton Campus

- No Smoking Allowed

Richmond Campus

- Student Lounge (Room 323)

Surrey Campus

- No Smoking Allowed

SYSTEMS AND COMPUTING

Department Personnel

Department Manager - Randy Bruce
Department Secretary - Gaye Rider
User Support (Newton/Surrey) - Diane Bloom
User Support (Richmond/Surrey) - Nobu Chow
Systems Manager/Analyst - Alan Fedoruk
Applications Analyst - Donna Hrynkiw
Electronics Technician - Joseph Leong
Computer Operator - Marnie McFarlane
Network Analyst - Salim Shivji
UNIX/VMS Systems Manager - Sukey Samra

Services

Systems and Computing provides computing resources to the College community. The Department is located on the Surrey Campus (Building A, 3rd Floor) and on the Newton Campus (Building 3, 1st Floor).

Training and Support Services

Support services (consulting, hardware and software installation, repairs) are coordinated centrally and provided to employees at all campuses.

Systems and Computing also provides on-the-job training and ongoing support for office systems/word processing for administrative and instructional personnel.

The department publishes a newsletter "Good Question" which provides current computer information updates and helpful hints for the College community. Our computing facility is used by BCIT and Douglas College as well.

Hardware Resources

A College-wide computer network which includes DEC and SUN central systems with network access to many of the 500 terminals and workstations throughout the College.

Software Resources

- Office Automation with Word Processing and Electronic Mail
- Desktop Publishing
- Student Records
- Accounting
- Purchasing
- Library Systems
- Oracle Data Base
- Spreadsheets
- SPSS Statistical Analysis

TELEPHONES

1. The switchboard is located at the Surrey Campus only and is open Monday to Friday between 0730 and 2100.
2. Telephone messages will be taken for you if you are not in your office, call the message centre for messages. To assist in locating you and/or advising callers of your schedule, please keep the switchboard operator informed of your schedule.
3. Dial '9' for an outside line.

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.
- If attractive equipment, e.g. computers, audio visual etc. is not secured to a table, desk etc. please advise the Campus Supervisor.
- Be watchful; many thefts occur during normal operating hours.

Reporting Procedures

Upon discovery of a theft or break-in and theft, the person making this discovery is to contact the Campus Supervisor (Newton and Surrey) or Administrative Assistant (Richmond) IMMEDIATELY. Do not touch or disturb the affected area in any manner.

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

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

- Description/Name of Item(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.

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.

TYPING SERVICE

Submit material for typing to:

Richmond Campus Typist, Room 322
Surrey Campus Typist, Room C-120
Newton Campus Typist, Room 1-103A

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 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 vehicle 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, 599-2134, Newton Campus 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 the 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 of 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.

WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM (WHMIS)

Kwantlen College is committed to the establishment and maintenance of systematic practices and procedures that will ensure the requirements of WHMIS are followed for the benefit of all employees and students.

The Workplace Hazardous Material Information System (WHMIS) is a nationwide system to provide information on hazardous materials used in the workplace.

Exposure to hazardous material can cause or contribute to a variety of health effects such as irritation, burns, sensitization, heart ailments, kidney and lung damage and cancer. Some materials may also be safety hazards that can contribute to fires, explosions and other accidents if improperly stored or handled.

WHMIS is a system of information delivery with three key elements:

- Labels on hazardous materials and their containers which alert employees and workers to the dangers of products and basic safety precautions;
- Material Safety Data Sheets (MSDS) - technical bulletins which provide detailed hazard and precautionary information on the product and
- Worker Education programs which provide instruction on hazards and training in work procedures.

Copies for all MSDS's for the campus are available in the Campus Administrative Assistant's Office.

Employees are responsible for:

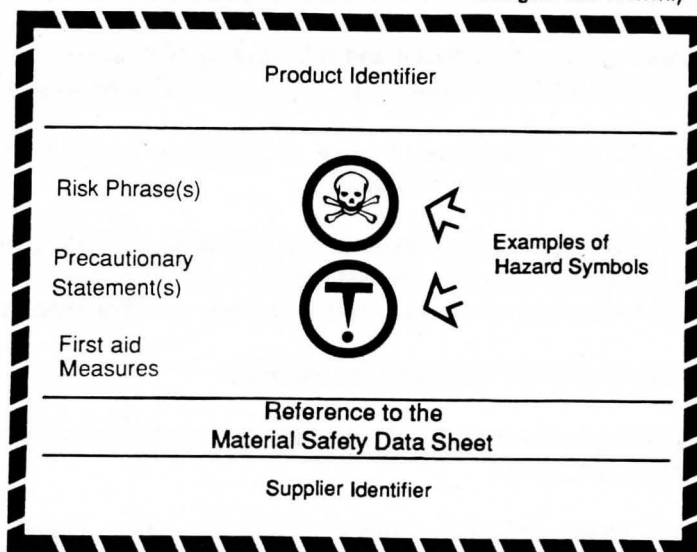
- observance of the College WHMIS Program;
- controlling and having available MSDS for their designated area of concern (BASIC WHMIS STATION);
- annotating purchase requisitions in order to ensure suppliers provide MSDS;
- labelling all controlled products in their area with workplace labels;
- where applicable, adding the necessary information to the curriculum to ensure the health and safety of all participants.

As basically detailed in the regulations, all students and employees have several roles in the WHMIS process; namely to

1. receive and learn information contained in the College program;
2. inform the College of inadequate information or unsafe practice; and
3. work with the College to develop and maintain an effective and efficient WHMIS Program.

For your information, some additional WHMIS materials appears on the next two pages including sample label, classes and symbols and a sample Material Safety Data Sheet. WHMIS training and retraining will be available through the Human Resources Office.

Acceptable Format for the Supplier Label
(All information on the label must be disclosed in English and French.)



CLASSES AND SYMBOLS

WHMIS covers six broad types, or classes, of hazardous materials which are lettered A through F. Divisions are provided in some classes to separate different groups of hazardous materials within a class. Symbols are used for these different types of hazardous materials as follows:



CLASS A: COMPRESSED GAS. This class includes compressed gases, dissolved gases and gases liquefied by compression or refrigeration. Examples: gas cylinders for oxyacetylene welding or water disinfection.



CLASS D, DIVISION 2: Materials Causing Other Toxic Effects. This division covers materials which cause immediate skin or eye irritation as well as those which can cause long-term effects in a person repeatedly exposed to small amounts. Example acetone (irritant), asbestos (cancer causing), toluene diisocyanate (a sensitizing agent).



CLASS B: FLAMMABLE AND COMBUSTIBLE MATERIAL. Solids, liquids and gases capable of catching fire or exploding in the presence of a source of ignition. Examples: white phosphorus, acetone and butane. *Flammable* liquids such as acetone are more easily ignited than *combustible* liquids such as kerosene.



CLASS D, DIVISION 3: Biohazardous Infectious Material. This division applies to materials which contain harmful microorganisms. Examples: cultures or diagnostic specimens containing salmonella bacteria or the hepatitis B virus.



CLASS C: OXIDIZING MATERIAL. Materials which provide oxygen or similar substance and which increase the risk of fire if they come in contact with flammable or combustible materials. Examples: sodium hypochlorite, perchloric acid, inorganic peroxides.



CLASS E: CORROSIVE MATERIAL. Acid or caustic materials which can destroy the skin or eat through metals. Examples: muriatic acid, lye.



CLASS D: POISONOUS AND INFECTIOUS MATERIALS
CLASS D, DIVISION 1: Materials Causing Immediate and Serious Toxic Effects. This division covers materials which can cause the death of a person exposed to small amounts. Examples: sodium cyanide, hydrogen sulphide.



CLASS F: DANGEROUSLY REACTIVE MATERIAL. Products which can undergo dangerous reaction if subjected to heat, pressure, shock or allowed to contact water. Examples: plastic monomers such as butadiene and some cyanides.

OTHER INFORMATION

KWANTLEN COLLEGE FACULTY ASSOCIATION

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

President

Manfred Baur

Newton Campus

599-2910

Surrey Campus

599-0797

Vice-President

Elaine Benton

Richmond Campus

599-2577/2536

Surrey Campus

599-2149

Secretary/Treasurer

Marg Pybus

Langley Campus

533-9849

Surrey Campus

599-2152

Ombudsperson

Vern Young

Newton Campus

599-2928

Representatives:

Jamshid Shahidi

599-2154 (Surrey)

Business/Career Specialties

Ray Cox

599-2205 (Surrey)

Science/Applied Science/Technology

Thor Frohn-Nielson

599-2179 (Surrey)

Humanities/Social Sciences/ELT

Dick Bond

599-2938 (Surrey)

Applied Design/Fine Arts

Dave Hardy

599-2918 (Newton)

Trades/Vocational

Jim Gillis

599-2041 (Surrey)

Counsellors/Librarians/

Continuing Education

Joanne Cunningham

599-2195 (Surrey)

Health Sciences/Human Services

Mary Clarkson

Contract Faculty

KWANTLEN COLLEGE STUDENT UNION

The Student Union is the local representative organization of all students at Kwantlen College. All students may be involved by participating in Union general meetings and referendums and by electing an executive committee. This body is comprised of representatives from the Newton, Richmond and Surrey campuses. There are also program reps who are elected by their peers in a program to represent student interests at the campus level. Program reps act as liaisons to the campus council reps to ensure the concerns and needs of specific programs are not ignored.

The executive committee plays an important role in the management and governance of the College through student representation on various committees such as the Kwantlen Educational Advisory Council, the College Board, Admissions and Appeals, Awards Committees, Campus Advisory Committees etc.

Offices

Campus reps have offices at each of the campuses.

The Union office is located on the Surrey Campus, Room B137:

Phone Number *599-2126*

THE INSTITUTE OF INTERNATIONAL EDUCATION

The Institute is a voluntary organization established to enable members of the College community to participate in international aspects of the work of the former Institute of Environmental Studies. This work is recognized as part of the professional development of faculty and staff members. The projects of the institute include:

- The administration of the Brett Vocational Training Fund. This fund was established by the late Eric Brett of Port Kells, Surrey, and is used to finance training projects in the Himalayan region. Grants from the fund are matched on a three to one basis by the Canadian International Development Agency.

- The supply of data on conservation in British Columbia to: the International Council for Bird Preservation; the International Crane Foundation; the International Mountain Society; the International Centre for Integrated Mountain Development.

Participation in the Institute's work is open to interested faculty, staff and students.

HELPING STUDENTS SUCCEED

Often instructors ask the question, "What should I do if I have a student in class whose behaviour is of concern, who needs more support than can be given in a classroom, or whose basic skills levels appear to be less than needed to succeed, or who deserves recognition as a creative or outstanding student?" This brief overview is not comprehensive but may give you an idea how to help your students recognize problems or deficiencies you see and find the extra support needed to be successful. In the case of the more successful student it may be to take advantage of opportunities available.

If you have a student in your class who:

- you suspect may have a learning disability
- appears to be weak in the basic skills of reading and writing
- you have concerns about his/her potential to be successful in your class
- isn't aware or is unconcerned about his/her disruptive behaviour in the classroom
- doesn't contribute to class discussion or doesn't seem to be a part of the learning experience in the classroom
- doesn't appear to be taking the right course for the goal he/she states
- appears to be carrying a course load that is too heavy
- appears to be in some personal distress or difficulty that is interfering with his/her success in class
- seems unable to plan and use his/her time effectively
- seems unusually upset or tense during exams
- is considering withdrawing from your course.

Your student may find help through a referral by you to a College Counsellor. These are voluntary and confidential services that can assist your student. You can be the bridge by informing the student of your concern and giving them information on how to access the services (see information on Counselling Services).

If you have a student in your class who:

- doesn't seem to understand how to effectively gather or research information
- doesn't seem to know how to use information resources and reference them for presentations
- doesn't seem to understand concepts of plagiarism and the use of other's ideas.

Your student may need a suggestion from you to talk with a librarian about learning these skills.

If you have a student in your class who:

- appears to be in financial difficulty, who may not be buying a needed textbook, who may be missing classes because of work
- shows outstanding skills and abilities and who may qualify for a scholarship or award
- may be interested in doing a special project on the work study program.

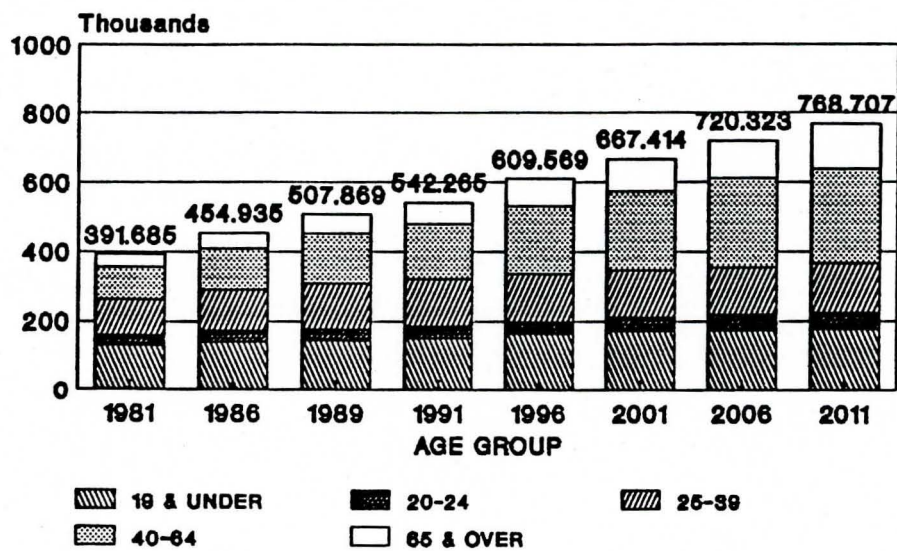
Your student may find help or an opportunity through a referral by you to the Financial Aid Office, to the College Scholarship and Awards guide or by your commitment to supervise a work study project (see the section on Financial Aid services for Students).

KWANTLEN COLLEGE
STATISTICAL OVERVIEW OF
POPULATION AND ENROLMENTS

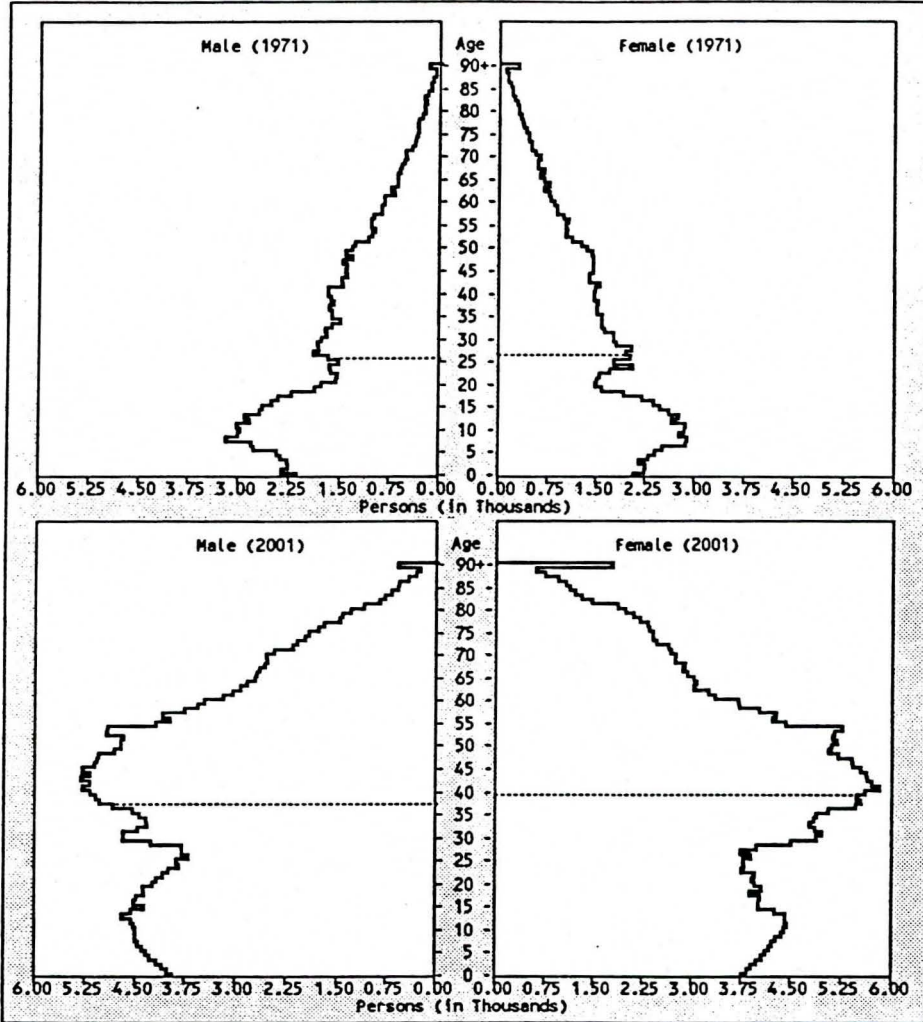
**KWANTLEN POPULATION BY AGE GROUP
1981 to 2001**

YEAR	AGE					TOTAL
	19 & UNDER	20-24	25-39	40-64	65+	
1981	129900 33.2%	31205 8.0%	101895 26.0%	95000 24.3%	33685 8.6%	391685
1986	139360 30.6%	33935 7.5%	118890 26.1%	118000 25.9%	44750 9.8%	454935
1989	143004 28.2%	34471 6.8%	131144 25.8%	143440 28.2%	55810 11.0%	507869
1991	148355 27.4%	37749 7.0%	135606 25.0%	157841 29.1%	62714 11.6%	542265
1996	162113 26.6%	35707 5.9%	140338 23.0%	193251 31.7%	78160 12.8%	609569
2001	170304 25.5%	39734 6.0%	136449 20.4%	228199 34.2%	92728 13.9%	667414
2006	174098 24.2%	44310 6.2%	137510 19.1%	256128 35.6%	108277 15.0%	720323
2011	175339 22.8%	48477 6.3%	141811 18.4%	273662 35.6%	129418 16.8%	768707

**KWANTLEN POPULATION 1981 - 2011
BY AGE GROUP**



Population Age Distribution - 1971, and 2001
College Region 700: Kwantlen



Source: Central Statistics Bureau,
P.E.O.P.L.E. Projection 15.
Note: Line indicates median age.

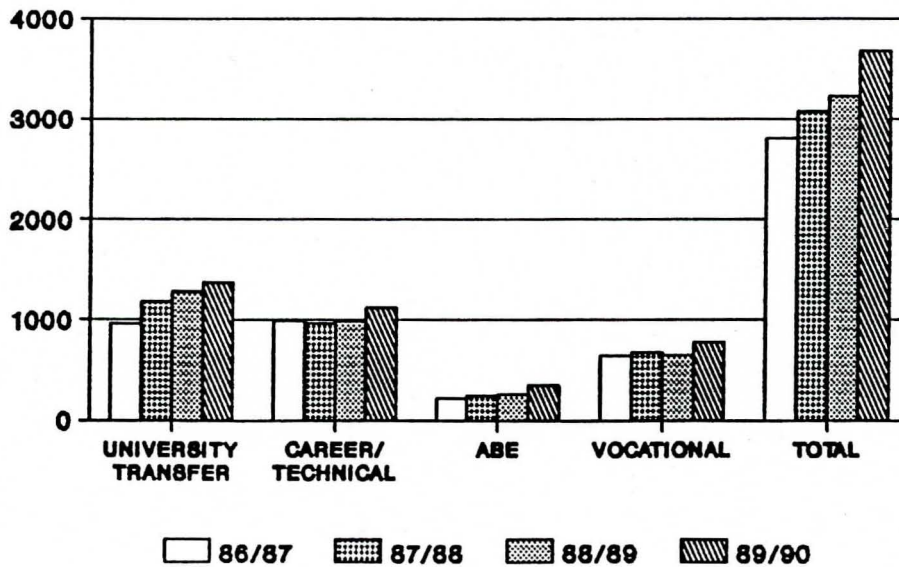
**POPULATION PROJECTIONS 1989 TO 2011
DATA (thousands)**

	1989	1991	1996	2001	2006	2011
DELTA	82.6	84.4	87.9	91.1	93.9	96.2
LANGLEY	79.4	85.4	99.3	118.2	138.0	159.0
SURREY	227.5	248.5	288.2	317.1	342.2	363.7
RICHMOND	118.4	124.0	134.1	141.1	146.2	149.9
KWANTLEN	507.9	542.3	609.5	667.5	720.3	768.7
REST OF LOWER MAINLAND	1166.8	1214.8	1306.7	1384.8	1456.0	1562.3

**KWANTLEN COLLEGE
FUNDED FULL-TIME EQUIVALENT ENROLMENT
1987/88 - 1990/91**

MAJOR PROGRAM CATEGORY	YEAR				PERCENT INCREASE 1987-1990
	1987/88	1988/89	1989/90	1990/91	
ADULT BASIC EDUCATION	305.0	314.0	347.5	350.5	15%
UNIVERSITY TRANSFER	1006.0	1202.0	1377.0	1621.0	61%
CAREER/TECHNICAL	1081.0	1091.0	1131.0	1203.0	11%
VOCATIONAL	705.4	681.0	773.9	822.0	17%
APRENTICESHIP	24.6	33.5	53.2	50.7	108%
TOTAL COLLEGE	3122.0	3321.5	3682.6	4047.2	30%

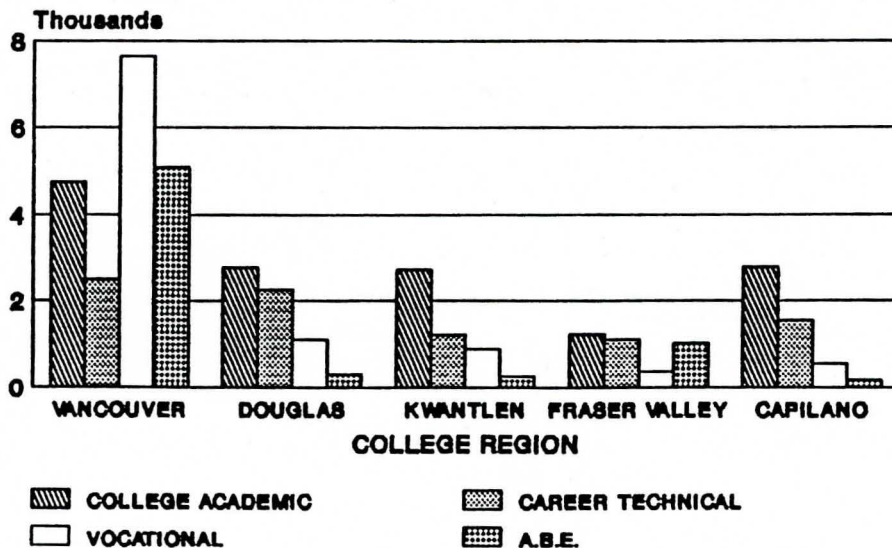
**KWANTLEN COLLEGE FTE ENROLMENT
BY MAJOR PROGRAM AREA, 1986-1990**



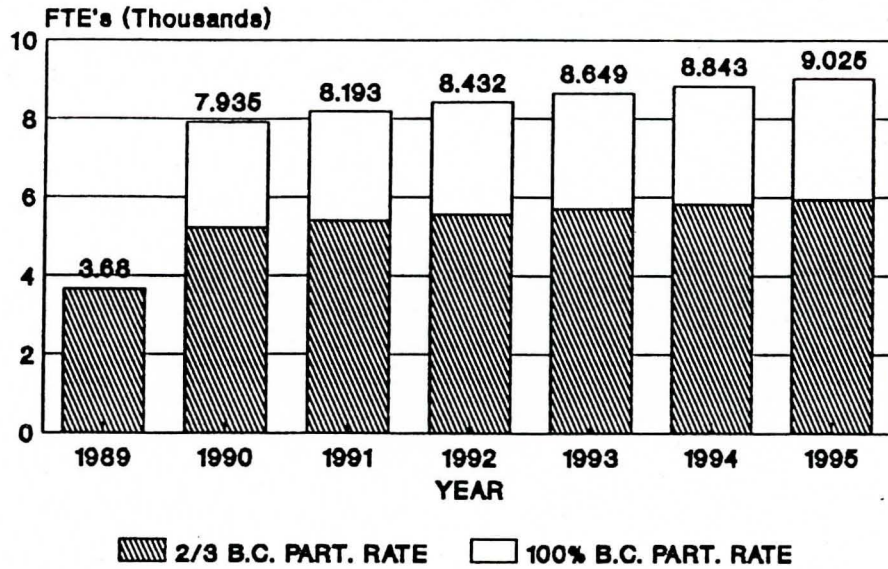
KWANTLEN COLLEGE ENROLMENT BY MAJOR PROGRAM AREA, 1981 TO 1990

MAJOR PROGRAM	ON OCTOBER 31 OF: YEAR									
	1981	1982	1983	1984	1985	1986	1987	1988	1989	
UNIVERSITY TRANSFER										
FULL-TIME	716	883	986	848	806	771	891	1026	1090	
PART-TIME	1153	1393	1505	1434	1299	1294	1514	1708	1883	
TOTAL	1869	2276	2491	2282	2105	2065	2405	2734	2973	
CAREER/TECHNICAL										
FULL-TIME	380	444	561	783	880	758	738	742	621	
PART-TIME	438	325	216	237	327	312	359	461	543	
TOTAL	818	769	777	1020	1207	1070	1097	1203	1164	
VOCATIONAL										
FULL-TIME	521	619	695	632	706	672	754	788	795	
PART-TIME										
TOTAL	521	619	695	632	706	672	754	788	795	
TOTAL COLLEGE										
FULL-TIME	1617	1946	2242	2263	2392	2201	2383	2556	2506	
PART-TIME	1591	1718	1721	1671	1626	1606	1873	2169	2426	
TOTAL	3208	3664	3963	3934	4018	3807	4256	4725	4932	

HEADCOUNT ENROLMENT LOWER MAINLAND COLLEGES BY MAJOR PROGRAM, 1988/89

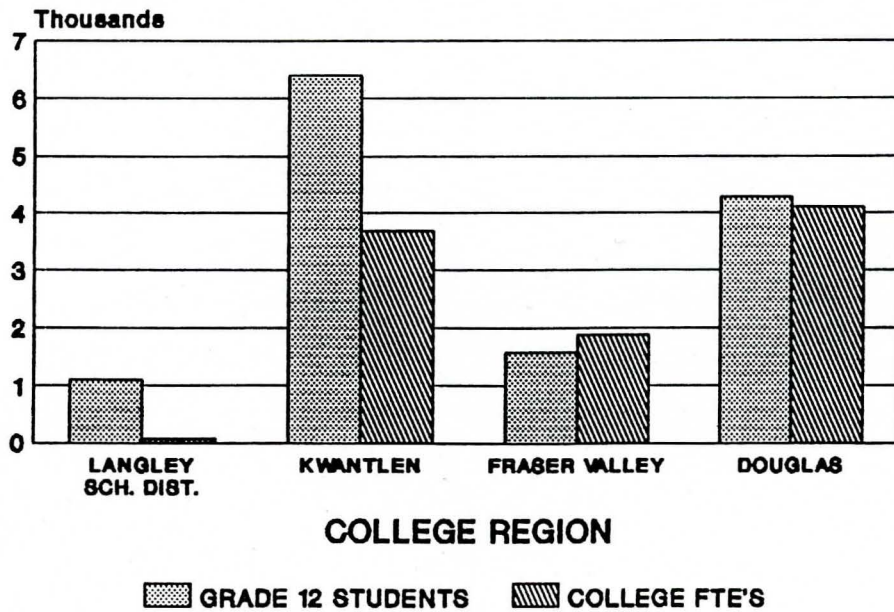


KWANTLEN FTE'S NEEDED TO REACH 2/3 & 100% OF B.C. PARTICIPATION RATE

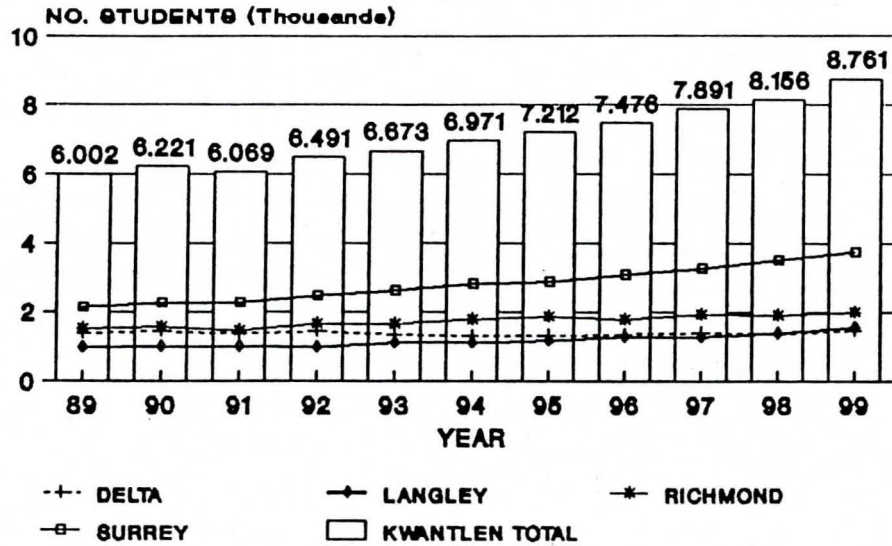


1989 ACTUAL FTE'S-3668

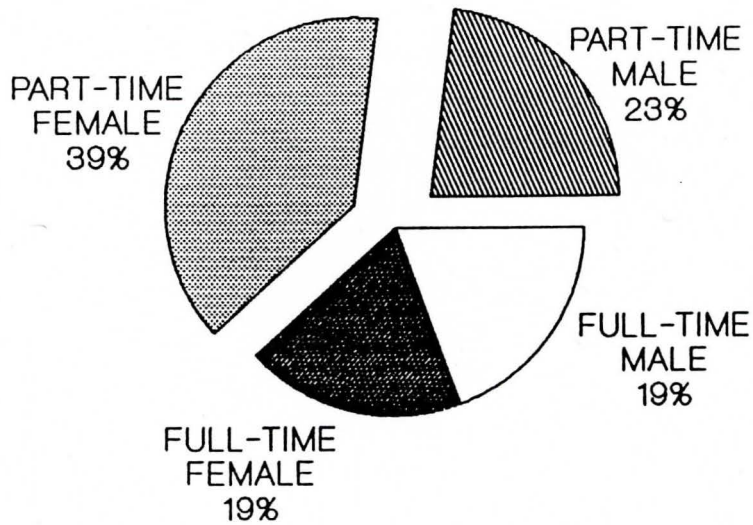
GRADE 12 STUDENTS AND COLLEGE FTE'S



GRADE 12 ENROLMENT KWANTLEN REGION 1989-1999



KWANTLEN COLLEGE ENROLMENT U.T. & C/T BY SEX AND FT-PT



TOTAL U.T. & C./T. = 3,497 STUDENTS

EMERGENCIES

FIRST AID

Available through Switchboard - DIAL "0"

After hours:

Surrey - 680-0968

Newton - 645-2195

Richmond - 680-8669

FIRE

1. Sound alarm
2. Close windows and doors
3. Vacate building

EARTHQUAKE

1. Stay calm.
2. Inside: Stand in doorway or crouch under desk or table. Stay away from windows.
3. Outside: Stay away from buildings, trees and electrical lines.