

'kwantlen kwotes'

NOTICES

College policy; the non-instructional period between Christmas and New Year's will be considered normal working time. Therefore, unless you have made plans for vacation or professional development, we expect you to be available, if your expertise is needed, during this period.

May I take this opportunity to wish you and yours a Happy Holiday Season and a challenging and rewarding New Year.

.....Reg Pridham

Christmas Closure

The last day of classes for all occupational programs will be December 23, and classes will recommence on January 4, 1982.

.....Reg Pridham

Bookstore Notice



Attention all Langley personnel

A temporary Bookstore facility (textbooks only) will be located in the staff/faculty lounge on the Langley Campus for the beginning of the January 1982 semester.

Hours of operation will be:

Tuesday, January 5, 1982 9 to 8

Monday, January 11, ") 10 to 2 and

Friday, January 22, ") 6 to 8:30 (except Fridays)

.....Monique

The Richmond Bookstore will be closed from Wednesday, December 24, 1981 to Tuesday, January 5, 1982.

The Surrey Bookstore will be closed from Thursday, December 24, 1981 to Monday January 4, 1982.

Monique .

"THE COMMITTEE" FINAL REPORT

This is to acknowledge receipt of the final report of "The Committee" and to advise the recommendations will be implemented as soon as possible.

Future consideration for Program areas will be dealt with on an individual basis.

.....Tony Wilkinson

KWANTLEN COLLEGE

"THE COMMITTEE" REPORT

"The Committee" was formed in order to consider a number of concerns raised by faculty members with respect to college-wide rather than campus-based matters. In considering these matters, "The Committee" has accepted the present decentralized administrative model as a given and has attempted to provide for a process by which these college-wide matters can be handled.

It is the conclusion of "The Committee" that the curriculum-based functions outlined below should be the responsibility of professional instructors and should be college-wide, rather than campus-based functions. The function of the Campus Administration in these areas is to provide administrative support to ensure that the following activities occur. Further, it is recommended that a convenor be selected for each discipline in the college and that the convenor report to the Vice-President, Academic Affairs. The convenor will function in a staff role and will provide information and advice to line administrators as requested.

While these recommendations can, in all likelihood, be applied in the program areas as well, "The Committee" did not feel that it had had sufficient input from these areas to make firm recommendations at this time. It is suggested that further discussions with faculty and administrators in these areas be undertaken.

1. CURRICULUM DEVELOPMENT AND MAINTENANCE

The convenor shall coordinate ongoing course revision, and new course/program development will occur either in accordance with existing matrix procedures, or disciplines will forward proposals to college-wide Curriculum Committees.

2. ARTICULATION

The convenor shall arrange for a discipline representative to attend articulation meetings and report to the discipline on these meetings.

3. TRANSFERABILITY OF COURSES/PROGRAMS TO OTHER INSTITUTIONS

The convenor will be the contact person at the discipline level for this function.

4. TIMETABLING AND ASSIGNMENT OF PERSONNEL

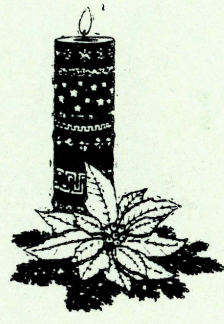
The convenor will be responsible for providing input for timetabling and assignment of personnel. A procedure for timetabling and assignment of personnel using the existing matrix procedures as a model must be established.

5. SELECTION COMMITTEES

The discipline convenor shall arrange for discipline selection committees as per the Collective Agreement.

6. CORRESPONDENCE AND INQUIRIES

The convenor will be responsible for dealing with discipline correspondence and inquiries.





From: Reg Pridham

Re: GUIDELINES FOR CANCELLATION OF SECTIONS

1. Sections will not be cancelled when they achieve an enrolment of 15 students or 50% of the total number of seats available one week after the commencement of classes.
2. In special circumstances, sections with enrolment below the levels cited may continue at the discretion of the Campus Principal, these would include second-year sections, experimental offerings, and a single section of a course essential to a full programme.

To: All Faculty & Administrators

From: Reg Pridham

Re: Revision of College's Grading System

At its meeting of December 8, 1981, the Kwantlen Management Committee approved the following revision of the College's Grading System:

That Kwantlen College add two grades to its present grading system - "B+" worth 3.5 grade points and "C+" worth 2.5 grade points. The revised grading system would then consist of the following:

<u>Grade</u>	<u>Grade Points</u>	<u>Definition</u>
A	4.0	Consistently exceptional work
B+	3.5	Consistently good work
B	3.0	
C+	2.5	Consistently average work
C	2.0	
P	1.0	Pass
N	0	No credit

Implementation will take place for September, 1982.

For Rent

Whistler Condominium For Rent
Ski to the Lift, 2 bedrooms,
1½ bathrooms, Sauna.

\$600 per month,
Available Jan 1 - May 31/82
Contact B.Reed at Newton Centre or phone (112)985-2381
Responsible adults only

LIBRARIES CHRISTMAS CLOSURE

The Kwantlen College Libraries will offer limited service December 24, 1981 to January 3, 1982 inclusive.

Richmond and Surrey Campus Libraries will close at 4:30 p.m. December 23, 1981. Newton Centre Library will close at 10:00 p.m. December 23, 1981.

Surrey Campus Library will open on a limited basis December 29-30, 1981. A skeleton staff will be on hand 8:30 a.m. - 4:30 p.m. on December 29 and 30 at Richmond and Newton Libraries. If you wish to gain entrance to these Libraries during these times, please contact your Campus Librarian in advance.

Richmond and Surrey Campus Libraries will open at 8:30 a.m. January 4, 1982. Newton Centre Library will open at 7:30 a.m. January 4, 1982.

Derek R. Francis
Head College Librarian



Books

LOOK TO THE BOOKSTORE TO SOLVE YOUR CHRISTMAS GIFT PROBLEMS

FOR THE MONTH OF DECEMBER WE HAVE BROUGHT IN A GOOD SELECTION OF HARD COVER BOOKS AT VERY GOOD PRICES. SHOP EARLY FOR BEST SELECTION.

BOOKS ARE ALWAYS WELCOME
GIFTS

Announcing



FREE OPEN SWIM

For Staff, Faculty and Students of Kwantlen College (with I.D. Cards) at MINORU AQUATIC CENTRE RICHMOND

50% Rebate for Raquetball and Squash Players at Super Court in RICHMOND

50% picked up by INTRAMURALS BUDGET

Employment

Kwantlen College requires
Homemaker Instructors

The Langley campus requires
part-time instructors to teach
one night per week for 15 weeks
commencing January 11, 1982.

Instruction topics include comm-
unications, growth and develop-
ment, basic human needs, protection
in the home and health care in
British Columbia.

Qualifications: Home Economist,
Dietician or Nurse with comm-
unity health background.
Familiarity with homemaker
services an asset.

Competition No. 81-540
Competition closes Dec. 30/81

Kwantlen College requires a
Manager - Systems & Computing

There is an immediate opening for
a dynamic professional to join our
management team. Reporting to the
Vice-President - Administration, the
successful candidate will be re-
sponsible for developing, implem-
enting and coordinating information
processing systems throughout the
College, including systems design,
feasibility studies and equipment
selection.

Preferred candidates will possess a
university degree in computer science,
supplemented by several years of pro-
gressively responsible related ex-
perience or an equivalent combination
of training and experience.

This position will appeal to those
currently earning up to the mid-30's
The College offers a competitive bene-
fit package.

Competition closes December 23,
Competition No. 81-538

Kwantlen College
Richmond Campus requires a



Temporary instructor for the
Business Office Administration
Program.

The College offers a continuous
entry basic secretarial program
with options in Bookkeeping,
Medical Office Assistance, Medical
Records, Advanced Secretarial and
Legal Secretarial.

The successful candidate will in-
struct in the basic secretarial
program plus the Legal Secretarial
option. Some evening coverage is
expected.

One temporary full-time contract is
available commencing as soon as
possible. Casual relief in-
structors are also needed.

Qualifications:

- At least 3 yrs work experience
in a related business office
- Teaching experience in a post
secondary institution preferred.
- Experience in a legal office or
as a bookkeeper required.
- Baccalaureate degree preferred.

Competition No. 81-542 to:
Personnel Department, Kwantlen
College, P.O.Box 9030. Surrey
Competition closes Dec. 23, 1981

ANNOUNCING

FACULTY

EDUCATIONAL LEAVE

Applications submitted
after December 1, will be
considered on an indivi-
dual basis only after those
submitted on time have been
considered and dealt with
by both the Educational
Leave Committee and The
College President.

What is a CIDA cooperant?

by Collin Reaney, researcher, IPO Office

Editorial note

The ACCC International Project Office (IPO) recently sponsored two "Senior College Administrators' Workshops," one in Vancouver and one in Ottawa. At both sessions it was agreed that it would be helpful to the colleges if the IPO ran articles in College Canada outlining the various divisions of CIDA as they relate to the technical institutes and community colleges. As a result, we are introducing the first article in a series of profiles on CIDA. (Although we are dealing only with CIDA here, it is important to note that there are other channels by which college faculty and staff may work in a developing country — Canadian University Service Overseas, Canadian Executive Service Overseas, and World University Service of Canada, to mention a few. The IPO/ACCC liaison at each college has information on these non-governmental organizations. If you would like information on any of these programs please contact the International Project Office of the ACCC.)

A "cooperant" is a term used by the Canadian International Development Agency (CIDA) to describe a professional who works for CIDA overseas on a technical assistance contract. A cooperant is responsible for training a local counterpart (a citizen of the country) to carry on the work when he or she leaves. The key to this unique kind of overseas employment is that the cooperant is not only responsible for utilizing his/her specific skills but must also transfer those skills to the local counterpart.

CIDA recruits Canadians with special skills to carry out Canada's programs of cooperation in developing countries. It also assists the United Nations, its specialized agencies (FAO, WHO), and other international organizations to find suitable candidates for overseas assignments.

The wide range of technical and professional fields demands

adaptability as well as a high level of professional competence. Many of the assignments are of particular interest to community college faculty and staff. Canadian cooperants in agriculture, aviation, banking, cooperatives, economics, education, civil and power engineering, fisheries, forestry, health, harbours, railways, rural and social development, and many other fields have been posted to developing countries. Candidates should be Canadian citizens with sound professional training and at least five years of experience in a particular field.

Canadians posted overseas are on a service contract with CIDA under contract to the Canadian federal government. Individuals from colleges can be loaned to CIDA under what is termed a "secondment arrangement." The assignments are normally for two years, although in some specialized areas there may be assignments of less than one year.

While CIDA cannot guarantee to renew a contract or to reassign an expert to another project upon completion of the first assignment, every attempt is made to profit from the experience gained by a cooperant, and a successful cooperant may be offered another assignment when there is a suitable opening. Those who resign from employment in Canada or request leave without pay to accept an assignment abroad must make their own arrangements for employment on return to Canada as CIDA cannot assume responsibility for an individual at the end of the service contract.

If you write to CIDA expressing interest in the Technical Assistance Programs you may be asked to complete a curriculum vitae form; this is treated as a confidential document and involves no obligation regarding future employment. On arrival your curriculum vitae will be assessed in light of CIDA's present and future requirements. If there is a suitable project, you will be contacted regarding your interest and availability. If not, your name will be added to the CIDA roster of experts for future consideration.

For additional information on how to become a CIDA cooperant, please contact the Human Resources Directorate, Canadian International Development Agency, 200 Promenade du Portage, Hull, Québec K1A 0G4. □

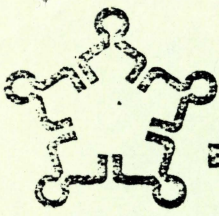


SYMPOSIUM ON THREATENED SPECIES AND HABITATS IN BRITISH COLUMBIA AND THE YUKON

The Environmental & Outdoor Association of B.C. presents its Second Annual Environmental Education Conference on March 26 and 27, 1982 at the Sheraton-Villa Inn, 4331 Dominion Street, Burnaby, B.C. V5G 1C7 Fee: \$45 or \$15 for Marine Excursion Workshop only.

Program includes Outdoor Pursuits, Urban Studies, Marine Studies, Curriculum Integration.

For further details and application forms contact Barry Leach or Ray Cox, Surrey Campus.



TO ALL MEMBERS
B.C.G.E.U. Local 59
Kwantlen College

FROM Mary Knotts
Bargaining Committee Chairperson

December 18, 1981

SUBJECT.

The elections are finally over and the results of those plus committee appointments are listed below.

BARGAINING COMMITTEE:

Mary Knotts (Chairperson)
Shelley Sommerville
Mike Ruskin

STEWARDS:

Tracy Simkins: Langley
Doug Cohoon: Newton
Tanya Filbrandt: Richmond
Marjory Nicol: Surrey
Mike Brolich: Surrey Alternate

INTERLOCK COORDINATOR:

Jenny Lavin: Richmond
Shelley Sommerville: Alternate, Richmond

EDUCATION AND TRAINING
COMMITTEE:

Edrie Jackson: Surrey

CO-ORDINATOR OF UNION
OBSERVERS:

Doug Cohoon: Newton

KWANTLEN BOARD REPRESENTATIVE:

Mary Knotts

MANAGEMENT COMMITTEE:

Mary Knotts

