

FACULTY
HANDBOOK

Capilano College
84-09

FACULTY HANDBOOKTable of Contents

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INTRODUCTION

This is the fourth in the current series of Faculty Handbooks. Although it is intended primarily to assist in the orientation of new faculty members, parts of it may be useful to long-time Capilano faculty because of physical changes on the Lynnmour Campus.

This edition of the Handbook is intended to replace all earlier editions. You are asked to discard any earlier edition that you may have.

Several other documents should be consulted for a broader picture of the lore and history of the College. In particular, there have been Annual-Reports of activities since 1977, and Educational Plan for 1983-88, annual financial reports, and a report on the future of the College submitted to the Minister of Education in 1982. These and other documents are available in the Media Centre.

It is hoped that this Handbook will prove useful to many.

* * * * *

PART 1

THE STRUCTURE OF THE COLLEGE

THE HISTORICAL SETTING

Legislation in the mid 1960s enabled school districts of British Columbia to establish community colleges and support them by local taxation. After considerable local discussion and a referendum, Capilano College was established as a community College to serve the school districts of North Vancouver, West Vancouver, and Howe Sound. The referendum did not pass on the Sunshine Coast although that school district joined the college region in 1979-80.

The College opened its doors in West Vancouver in 1968. In 1973, after long community debate on a choice of permanent site for the College, the Lynnmour Campus site was acquired and what are now the B building and C portables on the south part of the campus were constructed. In 1973 and 1974, the first two years at the new Lynnmour Campus, enrolment increased by 44% and 52% respectively. To meet this extraordinary increase in demand, emergency construction of portables on the north part of the campus was completed in the summer of 1975; that fall, the enrolment reached 3400. In 1976, the A building and the Dynamics Lab were completed.

Throughout these years College programming was both academic (University Transfer) and career oriented. Capilano's tradition in Academic Studies flows out of a concern both for preparation for university transfer and for the provision of general education at a post-secondary level for anyone interested. The College chose to develop Career programmes which were not already available in the Lower Mainland and establish programmes of high demand even though they might already be in operation in other institutions of the Lower Mainland.

1976-77 saw the effective beginnings of vocational training and upgrading courses. In addition, by 1977 Capilano had established a rented Information Centre in the District of Squamish, which led to the development of the current satellite presence in Squamish.

In 1979-80, with a change of the operating funding formula for colleges from a shared responsibility of the provincial government and school districts to 100% funding by the Province, the Sunshine Coast School District became a part of the Capilano College region and satellite services were established in Sechelt. In 1979-80 the College received authorisation to proceed with the next phase of the physical development of the Lynnmour Campus: Construction of a multi-purpose building, now known as the H building, was completed in 1982 and a major renovation and upgrade of most of the portables and the B building was completed in 1983. The construction of a gymnasium and a theatre are parts of the current five-year development programme, as is the construction of a building on a new property in Squamish.

Over the years the College has continually expanded its instructional activities retaining its original commitment to both Academic and Career education. Vocational training, credit-free education and training (which developed from the community service activities in the very earliest years of the College), Adult Basic Education and special services for disabled persons have all been introduced.

THE COLLEGE AS PART OF A PROVINCIAL SYSTEM

British Columbia's unique college and provincial institute's system has evolved in stages since the early 1960s to respond to the needs of a Province with far-flung communities in sparsely populated regions.

A study by John D. MacDonald, then President of the University of British Columbia, entitled "Higher Education In British Columbia And A Plan For The Future" is generally regarded as the catalyst which brought about the establishment of colleges in British Columbia. Published in 1962, the MacDonald Report recommended the formation of two-year colleges based on the California model. Although MacDonald's recommendations have not been followed precisely, the report resulted in legislation amending the Public Schools Act to enable groups of school districts to combine to form colleges.

The first college in British Columbia was formed by the Vancouver School Board in 1965 and, as Vancouver Community College, it combined Vancouver Vocational Institute, the Vancouver School of Art, and other special education activities, with a new campus at Langara to form a comprehensive community college.

The years from 1965 to 1971 were a period of rapid growth of the system. The creation of nine Colleges including Capilano was followed by the establishment of Fraser Valley college in 1974. In 1975 four more colleges were created to serve Northeast British Columbia and Northwest British Columbia, the East Kootenays, and Northern Vancouver Island. By this time, all major population centres in the Province had access to a two-year comprehensive college. To round out the picture, the government relinquished control of most of the Provincial vocational schools which were then melded with the colleges in their regions.

During this growth phase, several task forces and commissions were formed to study different aspects of the post-secondary system. The result of these studies was the introduction of Bill 82 (The Colleges and Provincial Institutes Act, later amended to the College and Institute Act) in 1977, which now serves as the basic legislative framework for British Columbia colleges.

In 1983, new legislation pertaining specifically to colleges and institutes - The College and Institute Amendment Act - was introduced, and several acts affecting all institutions in the public sector were also tabled. The long term significance of this legislative package is not yet apparent.

The legislation of 1977 brought about several important changes which still influence the colleges. In particular, it provided for 100% provincial funding of operating and capital expenses of colleges and institutes, ending the initial period of college funding jointly by the provincial government and participating school districts; in fact, some would say it changed colleges from a community or regional orientation to "provincial" colleges. As well, it affiliated all school districts to one or other college, and established a mandatory internal consultative process involving professional staff and students through a program advisory committee. It is interesting to note that this first piece of legislation pertaining specifically and exclusively to colleges and institutes is not yet fully proclaimed.

The College and Institute Act recognizes two distinct types of post-secondary institution other than universities, each with a particular role to play in a province-wide system. In his announcement of the 1977 Bill, the (then) Minister of Education described these roles as "colleges with regional responsibilities and provincial institutes with specific program responsibilities serving the Province as a whole".

The colleges form one component of a provincial network of public post-secondary institutions including three universities, six provincial institutes and fifteen colleges. Colleges are now influenced in their development not only by their own governance apparatus and by public sector and college legislation but also by the policies and practices of the Ministries of Education and Labour.

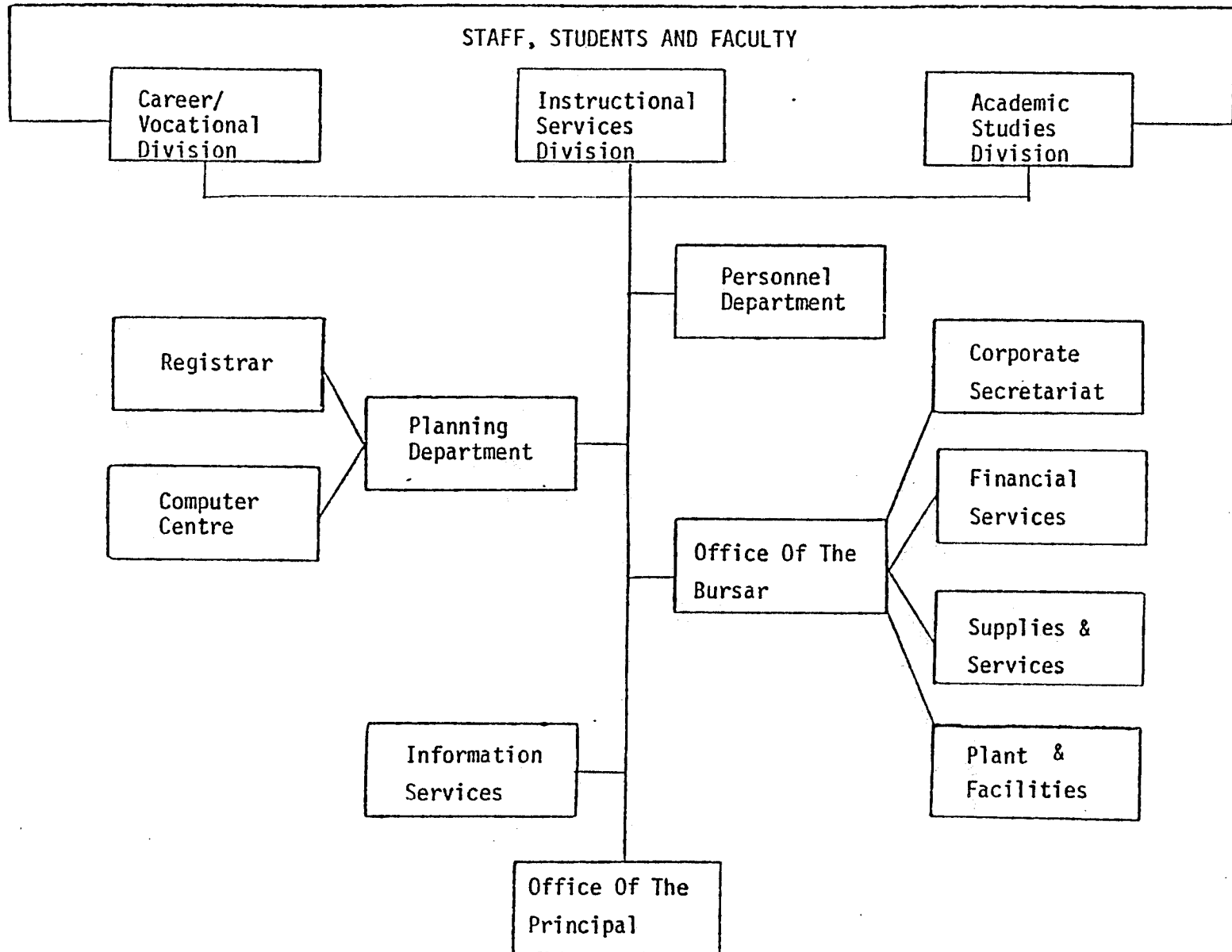
THE INTERNAL STRUCTURE

Capilano has three major educational Divisions - Academic Studies, Career/Vocational, and Instructional Services. Each of these Divisions includes departments (organized by subject discipline, programme, or service) and, in the case of Academic Studies, the departments are regrouped into the minor divisions of Humanities, Social Sciences, and Natural Sciences. The College's business and service operations are organized into Business functions (Financial, Supplies and Services, Facilities, Secretariat), a Personnel Services Department, Information Services, and a Planning Department.

There are three constituent bodies in the College. The Capilano College Faculty Association is a trade union under the Labour Code of British Columbia and is the official collective voice of faculty members of the College. The CEU is a trade union under the Labour Code of British Columbia and is the official collective voice of the staff members of the College. The Capilano College Student Union is separately incorporated under the Societies Act of British Columbia and is the official collective representation of students of the College. The administrators are sometimes recognised as a fourth internal constituent body. A few employees are classified as Exempt from any of the constituent bodies.

The management and administration of the College is the responsibility of the Principal who is the Chief Executive Officer of the College by law. There is a Dean for each of the Instructional Divisions noted above and these along with the Bursar or Chief Business Official of the College, the Director of Personnel Services, the Director of Planning, and the Principal form what is referred to as the Management Group within the College. In a labour relations sense, however, all persons classified as administrators are formally recognized as management personnel.

ORGANIZATIONAL STRUCTURE



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GOVERNANCE

The Board of the College, established in conformity with the College and Institute Act, consists of seven members appointed by the government of the Province. These members serve as trustees of the College on behalf of the population of the College region. The Board is responsible for governing the College, and in that capacity it determines the policy by which the College operates and reviews the performance of the College and its component parts. Traditionally, the Board meets monthly to fulfill its statutory responsibilities and to conduct its general business. The meetings of the Board are open except for deliberation on personnel matters. The faculty, staff and students have representatives named to the College Board; these representatives have the right to speak and receive all public documentation, but do not vote or attend closed Board meetings.

Over the years, the College has developed a number of different methods for internal consultation and advice to the Principal. The tradition is that the Principal is required to forward internal advice to the Board when it pertains to policy change.

During 1983-84, the principal agencies of internal governance were: The Instructional Board, The Physical Planning Committee and The Health and Safety Committee. Further change to the internal governance structure is anticipated, particularly with respect to The Principal's Advisory Committee which, some would argue, should be converted to The Program Advisory Committee - a committee set out in the Colleges and Institutes Act.

The Principal's Advisory Committee (PAC) has equal representation from faculty, staff, administrators, and students. It advises the Principal on College policy. This Committee, although not formally disbanded, did not meet during the 1982-83 year.

The Instructional Board is made up of the Co-ordinators from all functional areas within the three Instructional Divisions of the College, as well as the Deans, Associate Deans, Registrar and a nominee of the Student Union. Its primary task is to recommend on all matters related to the educational activities of the College. It devotes a large portion of its time and energy to the review of all new course proposals emanating from the Instructional Departments, but it also serves as a College-wide forum for the debate of educational policy issues. The Instructional Board meets monthly in open session.

The Physical Planning Committee (PCC) has been established to advise on all matters related to the planning of facilities and site, and the utilisation of space. It has equal representation from the four (4) constituent bodies of the College and meets monthly in open session.

The Health and Safety Committee, established to comply with the requirements of the Workers' Compensation Board, meets on a regular basis to monitor the health of employees and students and to ensure the safety and security of the College employees and facilities. As with all other internal governance bodies, its meetings are open.

Although the College Board's powers and responsibilities are fixed by statute, the style of operation of the Board is flexible, and in practice varies with the Board composition. The internal governance bodies and their operation are not fixed by statute and can be modified, generally with the support of the College community; over the years, different internal governance bodies have been more or less active in College affairs, and the internal governance structure itself has undergone important changes.

INSTITUTIONAL TRADITIONS

The educational philosophy of Capilano College is expressed formally in a Mission and Goals Statement (see Appendix B). However, to appreciate the emphases of the College's educational programming, it is important to recognize some firmly established principles of operation related to educational programming.

Capilano College students are adults, regardless of their ages, and they are responsible for their own choices. It is the responsibility of the College to provide advice and counsel on request of students, but the College insists that the educational decision-making is the personal responsibility of the student. As an extension of this principle, the College recognizes a responsibility to provide a curriculum of maximum breadth of choice so that it can respond to the diversity of student goals within an heterogeneous student population.

The curriculum of the College is in principle open to all students and all students have equal status. In consequence, the College makes no formal distinction between part-time and full-time students and provides no courses or services exclusively for older adults or part-time learners. Full-time and part-time students attend the same classes, younger and older students mix, credit and credit-free courses are available to all applicants to the College. The College has a strong commitment to avoiding the categorization of students by their status and recognizes an equality of credit, audit, and credit-free students. Practical circumstances do not always permit the College to realize this vision (and, at present, part-time students do not have equality of access to Career programmes), but the vision and objective are no less real.

Instructional Services are viewed as integral to, rather than subsidiary adjuncts to, the instructional activities of the College. The services are designed with all students in mind, not merely those who may be singled out as having some personal or learning difficulty. Instructional Services have been designed to provide, within resources available, those services which seem particularly appropriate to Capilano College as a post-secondary institution in a community of diverse educational aspirations and needs.

PART 2

THE OPERATION OF THE COLLEGE

THE OPERATION OF THE COLLEGE

The instructional departments, each composed of highly qualified professional specialists, are the nucleus of the College. It is within these departments that most curricular and pedagogical innovations originate, and it is through departmental representatives in College-wide affairs that these changes are integrated into the larger College programme and system. The department is the hub about which larger systems move.

Formally, the final decisions on major educational concerns - hiring, faculty evaluation, re-appointment, course development, duty assignments, timetabling, allocation of operating and capital budgets - are the responsibility of the Board, or the Principal, or a Dean, or are prescribed by collective agreement. Functionally, however, these decisions should result from departmental consultation to the point at which departmental recommendations are usually accepted unless they are set aside or deferred in whole or in part for financial restraints or other overriding considerations.

BUDGETS AND FINANCES

The College has traditionally had a decentralized system of budget preparation, management, and control, with a heavy emphasis on Departmental responsibility. In addition, the general spirit has been that the finances of the College are matters of public information.

Sources of Funding

1. Provincial Grants

For several years, the College received its primary funding through the Provincial Councils (established in 1977) and a Ministry Standing Committee. For 1983-84, under the provincial restraint program, the College simply received a percentage of its total 1982-83 provincial grant.

The 1984-85 marks the first year of formula funding of the colleges and institutes. Under this arrangement, the College's provincial grant is determined by a formula rather than by a series of grants from granting agencies.

2. Tuition Fees

Students registered in credit courses and programs pay a fee which is intended to cover part of the operating cost of the College.

3. Cost Recoverable Courses and Activities

Generally, all programme costs (instruction, materials and overhead) related to the activities of Extension Programs and Services must be borne by the students through fees.

In specific circumstances approved by the Board, some credit activities may be offered on a cost recoverable basis.

4. Special Projects

The College, a department, or an individual College member may undertake and have funded separately a special project that may be instructional, research, or a related activity. The funds for such projects are "designated" for specific projects and are managed by the College in conformity with common business practice.

5. Other

The College generates small amounts of interest revenue, and is legally able, and currently encouraged to, generate additional revenues.

The Budget Preparation Process

In January, 1983 a system-wide integrated five-year strategic planning process was introduced. Annually, the budget preparation process begins with the revision and update to the previously approved in principle strategic 5 - year plan. The plan incorporates annual program profile proposals expressed in Full-Time equivalent enrolment to outline proposed levels of educational service, facility and equipment required and estimated College generated revenue.

The development of the plan is usually undertaken by the Management Group, drafted by the Principal, reviewed and adopted as amended by the Board. This document becomes the annual budget request submission to the Ministry of Education together with the College's longer range commitment.

The next step is the program by program reviews of proposed enrolments and changes to previously planned enrolments, previous fiscal year audited performance with Ministry officials resulting in an approved level of planned enrolment. All program specific planned enrolment approved by the Ministry of Education is funded by government grant on the basis of the established formula.

The third step in the budget preparation process is the determination of the amounts and categories of funds necessary to translate the planned enrolment into reality. This step is usually undertaken, after internal consultation, by the Management Group. Once the Revenue and Expenditure Budget proposed to meet the negotiated level of educational service has been authorized by the Board, budgets are allocated to the various functional areas.

The Budget Management Process

Functional areas are responsible for the management of the resources that they have been allocated. Different Departments have different budget management procedures, but College policy is that budget allocations may not over-run without previous authorization of the Administrator, who then has the problem of offsetting the potential over-run by an under-run in another area under his or someone else's jurisdiction. College policy encourages the pooling and sharing of scarce financial resources and to this extent the Management Group continuously monitors forecasts of available resources. In the final analysis, it is the responsibility of the Principal to ensure that expenditures, College-wide, do not exceed approved allocations and are used to meet planned enrolments.

The Accounting and Reporting Processes

Financial Services provides periodic expenditure statements to all functional areas. In addition, there is a term-by-term review of actual enrolment and other service measures against planned performance targets.

As a public body using public funds, the College must have an annual audit of its financial operation and reported enrolment by an external auditing firm. Since the College's financial operations must conform to sound management and accounting practice, the auditors are free to examine all aspects of College operations.

It is the traditional practice of the College to be scrupulous in its financial management affairs on the grounds that its performance in this regard has a direct and immediate bearing on its educational and community credibility as well as on its future financial welfare.

All financial activities contracted for by the College and its Departments must be processed through the College's bank accounts. It is illegal for any employee to enter into a financial commitment, accept payment, bill a client, open or operate a separate bank account for any College business unless this is done in accordance with procedures established by Financial Services.

PART 3

GENERAL INFORMATION - FACILITIES & SERVICES

GENERAL INFORMATION

CAMPUSES

- Lynn timer - The core campus of the College is Lynn timer, up the hill from the Coach House Inn, at 2055 Purcell Way, North Vancouver. (986-1911)
- Squamish - The Squamish focal point is the Centre at 37827 Second Avenue. (986-3515)
- Sechelt - The Sunshine Coast focal point is the Centre on Inlet Avenue. (987-1535).
- Pemberton
Mount Currie
Whistler - The College has and continues to offer a variety of courses in these locations.
- Other - Other facilities are used on an "as needed" basis throughout the College region.

PUBLIC TRANSPORTATION

There is regular bus service to the Lynn timer Campus with connections from all parts of the North Shore and from the south side of the Second Narrows bridge. Schedules are available at the College Information desk.

PARKING

Parking on the Lynnmour Campus is on a first-come-first-served basis. There are reserved parking spaces for the disabled near the A, H, J, M, R, C-1, and C-3 buildings, and in all three major parking lots. There is no other reserved parking except for a few people who have special permits required by the nature of their work. Parking space is always available at the south end of the campus in the lower part of Parking Lot #1.

Towing of cars parked illegally on the Lynnmour Campus is rigidly and uniformly enforced, for municipal, fire, and safety reasons. "No Parking" areas throughout the campus are clearly identified. BEWARE!

Impounded vehicles may be reclaimed from Tritow at 250 Lloyd Avenue , North Vancouver. As the facility is unmanned, telephone 685-8181 for directions and cost.

FOOD SERVICES

The cafeteria on the north part of the campus serves hot meals throughout the day and in the early evening, September through April.

The cafe-theatre (B Building) on the south part of the campus provides limited hot food and snack items; days throughout the year, and evenings September through April. Hours of service are posted at the cafeteria and cafe-theatre.

MEDIA CENTRE (LIBRARY)

The Media Centre publishes a short brochure outlining its full range of services to staff, faculty, students, and community. The Media Centre provides full service at Lynnmour, and has limited operation at Squamish and Sechelt. The hours of operation of each operating location are listed in the brochure.

MEDIA PRODUCTION FACILITIES

The Media Production Centre (Local 255) publishes a brochure describing the full range of its services to faculty, staff, and the community.

These services include photo production and reproduction, audio production and reproduction, graphics design, audio-visual productions, and instruction on production and equipment use. The Centre's primary objective is to support instruction.

TYPING POOL

Your work area may have access to a typing facility. If so, direct your inquiries locally. If not, the Typing Pool offers typing service (tape and copy) on a first-come basis. As the Typing Pool's equipment includes a Word Processing unit, it is desirable to discuss your needs with them before requesting service. Only College related assignments will be accepted.

TELEPHONES

The College switchboard, located on the ground floor of the A building (really the basement), is also part of the Typing Pool operation. During the academic terms, the telephone system is open for incoming calls between 8:00 a.m. and 8:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Fridays. During the summer, the switchboard closes at 5:00 p.m. every day. Outgoing calls may be made at any time by first dialing 9.

A Capilano telephone directory is published in October and February and issued to each 'phone. Contact the switchboard at "0" to request a copy of the directory and to confirm your listing and local.

Long distance details may be found on the inside front cover page of the Capilano telephone directory.

MAIL

The College mailroom which is located on the ground floor of A building is part of the Typing Pool operation. Mail is received from the Post Office each morning and distributed throughout the day. Outgoing mail must reach the mailroom before 4:30 p.m. to reach the Post Office the same evening.

All College-related mailings are stamped in the mailroom. In addition, and as a courtesy, personal stamped mail will also be forwarded to the Post Office.

Large mailings are monitored and processed at the least expensive rate. If there is good reason to send a volume mailing first class, advise the mailroom with sufficient lead time to enable their obtaining authorization to upgrade the mailing. All large mailouts need lead time to ensure delivery. This is particularly important for dated material.

Use of the College address for personal matters is discouraged. The College cannot be held responsible for the mistaken opening of private mail.

PURCHASING

All purchasing of supplies and materials is done through the Purchasing Department of the College (Local 342) rather than at the Departmental level. Detailed procedures for requisitioning supplies and materials vary from department to department. Please refer to Administrative Reference #1014 for further details.

DUPLICATING AND PRINTING

The Duplicating/Print Shop is located on the ground floor of A building. Offered are duplicating, photocopying, and limited printing services. Please check with Duplicating/Print Shop personnel regarding your needs. A Print Requisition (duly signed, identifying a charge or cost centre) is required for all services.

Call Local 263 for lead times and cost schedules. Only "College use" service is provided.

Access to most photocopy machines around the College is by "Key" only. Coin-operated photocopy machines are intended for personal and student use.

BOOKSTORE

The Bookstore stocks books, stationery, sundry and other items including stamps. They will also order your favorite book. Call Local 270 for information.

FITNESS CENTRE

The Fitness Centre located below the south parking lot offers an universal gym, equipment room, showers, saunas and lockers. Free fitness testing is available. Contact the Centre at Local 320.

HEALTH SERVICES

Health Services at Local 271 provide first aid, health counselling and the services of a physician two days per week during the academic year.

FIRST AID

For all emergencies - first call the College Nurse at Local 271, if there is no answer call the switchboard dialing "0".

Emergency directions may be found on the back cover of the College Telephone Directory.

ACCESS TO FACILITIES

All buildings on the Lynnmour Campus are normally open every day from 7:00 a.m. to 11:00 p.m. During these "open hours", Facilities' personnel will ensure that exterior doors to the buildings are open and that there is access to public areas (general classrooms, lounges, offices, etc.). During these "open hours", access to Divisional and Departmental areas (studios, labs, offices, etc.) is the responsibility of the areas concerned.

During the months of April through August, some buildings are closed to save on energy and custodial costs. The buildings are also closed on all statutory holidays. Persons requiring access to College facilities that are closed must make special arrangements in advance with the Facilities Supervisor (local 309).

Although the buildings are closed at 11:00 p.m. each night, on the nights of Sunday through Thursday those persons working in buildings at 11:00 p.m. will be allowed to remain in the building; however, no one will be admitted beyond 11:00 p.m. On Friday and Saturday nights, all buildings must be vacated at 11:00 p.m.

Squamish

Each facility has its own hours. Call 986-3515.

Sechelt

Each facility has its own hours. Call 987-1535.

SECURITY OF PERSONAL PROPERTY

Given the ease of access to the facilities, faculty should take every precaution to protect their personal property. The nature of the insurance provided to the College assumes little liability for the loss of personal property.

PUBLICATIONS

Information Services (Local 323) co-ordinates the production of all publications of the College and its functional areas. Requests for posters, flyers, course and programme brochures and other publications - at the cost of the requisitioning Department - should be directed to Information Services; advice to Departments on their publicity needs is also provided by Information Services.

Information Services is usually working to almost impossible deadlines. Departmental and employee co-operation in providing ample lead time is absolutely essential.

Some continuing publications are:

The College Calendar - The annual calendar is prepared each fall and ready for distribution around April 1 each year. Material in the College Calendar (other than course descriptions) is public College policy.

C.C.F.A. Newsletter - A newsletter distributed periodically to faculty members.

The Cap Courier - A student newspaper, distributed on campus every two weeks, September through April.

The Cap Communicator - A monthly publication of C.E.U. and is distributed to its members.

The Informer - A weekly publication of the Information Services Department; it has a variety of information about personalities and activities on campus. Contributions are welcome.

Programme Brochures - Are provided for each instructional programme and most services.

ROOM BOOKINGS

The Registrar's Office controls the booking of all College rooms. If you have special or changed needs, please call Local 214 between 9:00 a.m. and 5:00 p.m. Administrative Reference Memo #1074 has the details.

SMOKING POLICY

Smoking is not permitted in classrooms, laboratories or on other parts of the campus where persons are required to congregate. Smoking may be permitted in corridors and offices; general smoking areas are so identified. When in doubt, no smoking is the rule.

IDENTIFICATION CARD

Each October and February, the Registrar's Office issues an identification card to each new student and new employee of the College. If your name is on Payroll's records, you should receive a card. If you don't, then ask for one in the Registrar's Office. Your identification card is your access to the Media Centre.

COLLEGE POLICIES AND PROCEDURES

College Policies and Procedures are found in the "Administrative Reference Memo" book (often called the "Red Book") which is distributed to all Administrators and many co-ordinators. Its contents include Board bylaws and resolutions and general College policies.

In addition, the CCFA and the CEU Collective Agreements, the Co-ordinators Manual, Instructional Board Policies, and the Capilano College Calendar all contain policies, regulations, procedures and practices that govern the daily business of the College.

SIGNING AUTHORITY

Each Department identifies the person or persons who can make financial commitments on behalf of a Department or its members. Administrators have signing authority for all budgets within their jurisdictions. The Bursar, Principal, and Chairman of the Board (and others as designated by the Board) are the only ones to make financial commitments on behalf of the College.

COUNSELLING

Personal counselling service is available to all college employees. Call Local 298 for an appointment.

WOMEN'S ACCESS CENTRE

This Centre offers a variety of services for women including counselling, testing, workshops, etc. Their facility includes an extensive library and an Apple computer. Call Local 330 or 279 for further information.

RELEASE OF PERSONNEL INFORMATION

Personnel information on faculty is maintained in the Office of the Deans and not in the Personnel Office. (Questions pertaining to benefits should, however, be addressed to the Personnel Office.).

Personal information about employee will be released only after the appropriate Dean has received an express written or verbal approval from the employee as to the exact information to be released and to whom it is to be released. Such a restrictive practice is not intended to effect the College's statutory or statistical responsibilities re collective data use.

ACHIEVEMENT RESOURCE CENTRE

This centre, local 356, offers a variety of services designed to assist students to achieve their potential. Component services of this centre are also those intended to provide the support necessary for students with physical disabilities to take part in college programs. Call Local 356 for further information or assistance.

PART 4

SOME PROCEDURAL INFORMATION FOR NEW INSTRUCTORS

SOME PROCEDURAL INFORMATION FOR NEW INSTRUCTORS

IN AUGUST

Most new instructors first come to the College in August, as most (not all) programmes begin in September and most (not all) instructors' contracts begin August 1st. See the Collective Agreement for further information on individual contracts.

If you do begin in August, your first concern will be to attend to your courses' needs: textbook ordering, course outline preparation and submission, Library Reserve orders, requests submitted for film rentals, requests for preparation of audio-visual materials and printed materials, arrangements for guest speakers, etc. These procedures are normally completed in May, but if you are not here in time to complete them earlier, they will be your first priority in August.

Textbook Ordering

Book order forms are available in subject area supply files. Ask your Co-ordinator, if you have difficulty locating these or any other forms. Check with your Co-ordinator if you are not sure of the maximum class size to list for each order. The form must be returned to your Co-ordinator (in person or via her/his mailbox in the subject area). Book orders should be submitted as soon as possible.

Course Outline Preparation

You should read through a few course outlines from your area before you begin to prepare your own course outlines. The course outline must include a statement (usually a list in point form) of course objectives, required course texts, a grading profile (indicating the per cent of the term grade assigned to each graded assignment or activity), fourth hour activities, and a syllabus (a more or less detailed chronological listing of reading, writing, and other assignments, including quizzes and exams)

appropriate to the course and reflective of your particular pedagogical concerns and techniques. Other information given in the outline should include a clear statement of the rules and regulations you wish to establish for Absences, Late Assignments, "I", and "N/A" grades (see the Calendar for general information on grades) and Plagiarism. The importance of careful preparation of your course outline is emphasized by the fact that a Student Appeal of a term grade would normally be an appeal based on the failure by the instructor to follow the evaluation profile, grade assignment, or operational details as stated in the course outline. For this reason, it is necessary to notify in writing all students in the class and the Co-ordinator if any changes are made to the distributed course outline. Copies of course outlines are kept on file in the Department files. Completed course outlines must be approved by the Co-ordinator. The Co-ordinator then forwards the course outline to the Typing Pool, whence it goes forward to the Print Shop. From there the requested number of copies of the outline come to you. It would be wise to have your course outlines approved before mid-August, to give adequate time for processing. Ideally, the great proportion of course outlines for September are processed in May and June. In fact, most are submitted only in August so there is a heavy run on both the Typing Pool and the Print Shop.

Library Reserve Orders

The yellow sheets which you fill out with Library Reserve orders (six items to a page) are available in most Department supply files and also in the Library in the "B" building. If the Library already has the material on hand, the Reserve Order can be filled quickly, but if any of the books are not now in the Library, it may take up to 3 months for the books to be ordered, received, processed, and the necessary holding records processed. Whenever possible, order in May at the latest for the following Fall and Spring terms. Unlike regular library book/tape/magazine orders, which must have Co-ordinator approval, Reserve Book orders go directly from you to the library. (Use one of the college message envelopes. Your area will have an "Out Mail" basket or box.)

Requests for Film Rentals

If you decide you need a film (or two or three) for a course, you should call "Films" in the AV Department, Local 207; a person will investigate and let you know if the film you want will be available for the date on which you want it. Be sure to give a second-choice date when you first order, and be sure to give adequate identifying detail. Don't just ask for King Lear; ask for Peter Brook's King Lear. If you are not sure which of several productions you want to order, phone and ask when you can come up to discuss this problem. (The answer will probably be, "Now.") Once the film has been ordered, you should check with the staff of the Audio-Visual department to be sure the necessary equipment will be available at class time on the given date.

Requests for Preparation of Audio-Visual Materials

If you want to prepare grapho- or audio-visual materials for class use, first check with your Co-ordinator (most areas have a sum set aside for instructional supplies), and then phone the Media Production Centre to make an appointment to discuss your needs. This is an area that is overburdened at rush periods, so leave a few weeks for the production of the materials you want.

Requests for Multiple-Copy of Handouts, Exams, or any other Printed Materials

There is a form to fill out, and you should normally get that form (which needs Co-ordinator approval) under way several weeks in advance of the time the materials will be needed. Materials must go through three sets of hands before returning to you in printed form: a) it must go to your Co-ordinator for approval of the expenditure; b) it must go to the Typing Pool for preparation; c) it must go to the Print Shop for printing and collation (if requested) and stapling (if requested) and hole-punching (if requested).

What to do if you haven't the time for this process, or need only a few copies of material? Frequently you can get clerical help in your departmental area. If your timeline is very short, and typists in your area are already very busy, you might have to type up an exam yourself. In that case, you may type directly onto a mimeo master, or else type a clear copy for the Thermofax Copier, if your area has one. (If you wish to Thermofax, you must first get a good photocopy.) Almost any members of the faculty or staff in your area can show you how to use a mimeograph machine. Or, if you simply need a few (fewer than 10) copies of a page, you can use the photocopier nearest to you. Remember the cost consideration. Your area will have only limited operating expenses. It is cheapest to sent material through the Print Shop; use of the thermocopy machine is second cheapest; use of the mimeograph machine is third cheapest; and photocopying is the most expensive method of print reproduction available here. And it should be remembered that support and clerical work is properly that of CEU members.

Request for Guest Lecturers

If you have need of one or two guest lecturers, it is best to put in these requests in August, before the term begins. These requests (on special forms) must be approved by the Co-ordinator and by the appropriate Dean in advance. The honorarium for a guest lecturer is not negotiable. It is \$50 for up to three hours of class contact. Be sure to ask your guest lecturer for his or her address, Postal Code and Social Insurance Number, so that payment may be processed with minimum delay.

As if all the above were not enough to swamp a new faculty member coming on faculty in August, there are other duties, and a number of meetings to attend, in addition to the work of course preparation. There are regular meetings (once or twice a month at set times - ask your Co-ordinator or office mate for the dates): a) of Departments, b) of Divisions, c) of the Faculty Association. For the Faculty Association

meetings, every second Thursday 4:00 - 6:00 p.m. is the Meeting Block time reserved for the Faculty Association on the week's schedule. Many Departments and Divisions or Programmes make use of the no-class schedule on Tuesdays, 4:00 - 6:00 p.m. (Meeting Block), for their meetings. Besides these regular large group meetings, there are other committees, and (in May especially, but also in August) sometimes Professional Development group activities you may wish to attend. Finally, in most areas, all faculty must participate in late August pre-registration duties and early September Registration duties involving student contact, so don't plan on simply working at home on course preparation in August. You'll need to spend some time up at the College - in some areas, much time.

END OF TERM (December and April and, in some cases, other months)

Grade Submission

There are two important documents you must have ready for submission to the Co-ordinator on a set date (usually 4 or 5 days after the end of the exam period); you will be informed of the date several weeks before the end of term. One of these two documents you must submit for each section is a grade sheet; the other is a grade book.

Grade Sheet

Your final Class List (adjusted for withdrawals and additions) from the Registrar's Office will arrive near the end of term with a cover page giving the timeline for submission of grades, (in the Career/Vocational Division, the timelines for submission of grades comes from the Dean's Office, and stating that you must record the grades in this final class list for submission to the Registrar's Office. You will record the grades, double check them against your grade book, and sign the sheet, before passing it along (on or before the specified date) to your Co-ordinator for a final check against your grade book, to catch any clerical error. Your grade book and grade sheet are inviolable; only under extraordinary

circumstances may a grade be changed on the grade sheet, and then only if record of the change and the reason are immediately recorded in the grade book, and the instructor immediately notified upon her or his return from abroad, recovery from a coma, or whatever. Co-ordinators must also sign the grade sheet before it is released for processing by the Registrar's Office. Deadlines for the mailing of transcripts to students require that all grade sheets be in on time.

Grade Book

For each section you teach you must submit a detailed grade book congruent in its details with the evaluation profile on your course outline. A copy of your grading profile should be stapled inside the front cover of your grade book, or the information written there. You must sign or initial each used page in your grade book, and sign the front cover (that will also be initialled by the Co-ordinator, who will be double checking for accuracy). The grade books are all kept in your Department files, for handy access in case of a student's appeal of his/her grade.

Change of Grade

There are usually only two reasons a faculty member would need to change a student's grade after the end of term grade lists have been submitted.

"I" Grade - change due to completion of incomplete work. If incomplete work is not completed by the set date, the Registrar's Office will take care of the grade change. "I" (Incomplete) grades are assigned under guidelines specified by the instructor on the course outline, the "I" being accompanied in all cases by the date by which the work must be completed. A completed Change of Grade Form must be submitted with the date on the form given as the date by which the work is to be completed and the grade on the "I" Grade form as the default grade should the student not finish the work. That grade will automatically be assigned on that date if the work has not been completed. For example: "1/15 May

1981/F" -the Registrar's Office automatically would change that to an F on 15 May, 1981. If the work has been completed before 15 May, 1981, then the instructor of the course has the responsibility to complete a Change of Grade form and to submit that Change of Grade form immediately to the Registrar's Office. (Academic Division) or to the Dean (Career/Vocational Division). Also, the instructor should revise his or her own records and revise the grade book on file in the Departmental office.

Other Grade Change - The occasional unusual circumstance necessitates change of a letter grade. A clerical (arithmetic or other recording) error is the most common of these circumstances. In such a case, the Change of Grade form must be filled out and submitted directly to the Registrar's Office (or, in the case of the Career/Vocational Division, to the Dean).

Removal of Library Books from Reserve Lists

The Library should be notified at the end of each term of all Reserve Lists to be de-activated, for return to normal shelf status.

IN MAY

Professional Development group projects (via Departments, Divisions, Faculty Association), and various Department and Division and Programme meetings and activities are scheduled in May.

As mentioned above, May is normally the time to prepare course outlines, submit book orders, prepare Reserve Book lists, review and add to library holdings, etc., for use in the Fall Term the following September.

PART 5

LIFE & HEALTH RELATED BENEFITS

INTRODUCTION

This section of the FACULTY HANDBOOK outlines the benefits you may be eligible to participate in as an employee of Capilano College.

All benefits, with the exception of Long Term Disability are provided without cost to you. The premium required for Long Term Disability will be deducted from your salary.

The benefits outlined in this FACULTY HANDBOOK have been designed to meet your needs, yet they will only have value for you and your family if you become familiar with them.

This section of the FACULTY HANDBOOK does not create or confer any contractual or other rights but is simply an outline of the benefits provided. All rights with respect to the benefits of a member will be governed solely by the master policies issued by the Insurance Company.

WE SUGGEST YOU READ THIS SECTION CAREFULLY AND DISCUSS IT FULLY WITH YOUR FAMILY.

NOTE: As part of the settlement of your current collective agreement, the College and CCFA signed a Letter of Agreement undertaking to review on an ongoing basis health related benefit coverage. While that review proceeds, a December, 1982 agreement between the parties to the eligibility of Temporaries to benefit coverage will continue. Its detail is set out on page 5-3.

ELIGIBILITY AND COMMENCEMENT OF COVERAGE

Medical Services Plan

All Regulars may participate.

Eligible Temporaries may participate. (see later comment for eligibility criteria)

If elected, coverage will begin on the first of the month coincident with or next following the date you are hired by the College or as determined by the Carrier.

Extended Health

All Regulars may participate.

Eligible Temporaries may participate. (see later comment for eligibility criteria)

If elected, coverage will begin on the first of the month coincident with or next following the date you are hired by the College.

Dental

All Regulars may participate.

Temporaries are not eligible to participate.

If elected, coverage will begin on the first of the month coincident with or next following the date you are hired by the College.

If you do not elect coverage within 31 days of becoming eligible, you will be required to submit evidence of insurability. The evidence of insurability must be approved by the Insurance Company before coverage can begin.

If you are not actively at work on the date your coverage is due to begin, your coverage will be effective on the first day you return to active employment.

Group Life Insurance

Accidental Death and Dismemberment

One Package

Long Term Disability

All Regulars must participate.

Eligible Temporaries may participate. (see later comment for eligibility criteria)

Coverage commences on the first of the month coincident with or next following the date you are hired by the College.

If you are not actively at work on the date your coverage is due to begin, your coverage will be effective on the first day you return to active employment.

Temporary status - eligibility criteria

Eligibility for Temporary status employees is governed by the following criteria developed by agreement of the CCFA and College in December 1982 as an amendment to the collective agreement:

- if your appointment is of 4 months duration or longer you may participate (those with 2 sections or more per term may be required to sign a waiver if they don't participate)
- if you do not have a 4 month appointment, but would like to obtain benefits, please contact the Treasurer CCFA or the Bursar, who will consider exceptional circumstance enrollments.

Temporaries who have been enrolled and wish to continue their participation pursuant to a new Temporary offer, must contact Personnel to assure their coverages are continuous.

Eligible Dependents

The following dependents will be eligible for the Medical Services Plan of British Columbia, Extended Health, and Dental:

- Your spouse (spouse for the purpose of your employee benefits is defined as follows):

Either an individual who is married to you by reasons of a valid religious or civil ceremony and is not legally separated from you.

or

An individual who resides and who has resided with you for a period of not less than one year and who has been publicly represented as your spouse.

If according to the above definitions you have had more than one spouse, spouse shall mean the individual most recently qualified.

- Your unmarried children* who are under age 22 (under age 19 for Medical Services Plan of British Columbia) who are mainly dependent on you and living with you or your spouse.
- Your unmarried dependent children* who are in full-time attendance at a recognized educational institute are covered provided evidence of such is provided to the Insurance Company and they are less than age 25 and living in Canada.
- Mentally or physically handicapped children* of any age are covered for Extended Health and Dental provided they are mainly dependent on you for support.

* "Children" shall include adopted, step or foster children who qualify as dependents under the Income Tax Act. A child is mainly dependent if the child relies principally on you (the insured employee) for support.

GENERAL PROVISIONS

How to Join, and Make Changes in Your Coverage

The Personnel Department has the necessary forms for you to complete. Any changes in your coverage will be effective on the date you become eligible for such change if you are actively at work on that date. If you are not actively at work on that date, your change will become effective when you return to work. If you add a dependent within 31 days of acquiring such a dependent, coverage is effective immediately. If your request for dependent coverage is filed later than one month from the date of eligibility, the effective date of coverage will be determined by the Insurance Company.

Termination of Coverage

Life Insurance ceases 31 days following the end of the month in which termination of employment occurs or at age 65, whichever occurs earliest.

Accidental Death and Dismemberment, Dental, Extended Health and Medical Services Plan terminate at the end of the month in which employment terminates.

Long Term Disability ceases at age 65 or the date employment terminates, whichever occurs earliest.

Benefit Continuation While on Leave

Parental Leave

If you are on parental leave and elect to maintain coverage for Medical Services Plan, Extended Health, Dental, Group Life Insurance and Accidental Death and Dismemberment, the College will pay the premium for these coverages. This provision applies for a maximum period of Parental leave as set out in the collective agreement.

Leave Without Pay

Employees granted leave without pay who have been participating in benefit coverages must, prior to the commencement of their absence, contact the Bursar to determine their liability to maintain such coverages during their leave.

Leave With Pay

All benefits that you were participating in prior to commencement of your leave will continue. During your leave deductions will continue to be taken from your salary. Please note that benefits which are salary related, e.g. pension, LTD; will change in level of coverage depending on the level of your salary for the duration of your leave with pay.

Disability Leave

If you qualify for LTD, further premiums for this benefit will be waived for the duration of your qualification. The College will continue to pay all other benefit premiums, and will apply for a waiver of your Group Life Insurance premium after 6 months of your disability. Such will not change the effectiveness of your coverage.

Once you have qualified to receive income under our Long Term Disability you will not be required to contribute to the College Pension Plan during the period of your disability. Your years of Pensionable Service will, however, continue to accrue during your disability.

Who Pays Your Claims?

<u>Benefit</u>	<u>Claims Paid By</u>
Life Insurance Accidental Death & Dismemberment Long Term Disability Extended Health Dental	Canada Life Assurance Co.
Medical Services Plan	Medical Services Plan of British Columbia

Timeliness of Claims

Extended Health and Dental claims must be made "within 180 days after the end of the calendar year with respect to which the change was incurred or the service performed."

COVERAGE FOR MEDICAL EXPENSESBenefit Description

If you or members of your family require care from your doctor or are hospitalized you will be covered (provided you have applied) by the following programs:

Medical Services Plan of B.C.
(your doctor bills)

Extended Health
(most of your incurred expenses over and above what is paid by Medical Services Plan)

Details of Extended Health

This plan provides you with coverage such as semi-private and private hospital accommodation, the cost of prescribed drugs and many other eligible expenses.

How to Submit A Claim

Claim forms are available from the Personnel Department.

Claims should be submitted as soon as you have accumulated eligible receipts in excess of the deductible and a reasonable reimbursement is due to you. Further claims should be forward approximately every 90 days.

Procedures

1. When you or any of your eligible dependents have accumulated eligible expenses in excess of the required deductible, obtain a form from the Personnel Department.
2. Separate all expenses for each person - claim total drug charges independently from other expenses.
3. Additional information is required on certain receipts, for example:
 - a) Prescription Drugs the name of the drug, prescription number and physician's name
 - b) Hospitalization the date of admission, date of discharge and daily room rate
 - c) Practitioner's Service such as chiropractor, speech therapist, etc., the date of each treatment and the amount charged per treatment
 - d) Ambulance the origin of the call and the subsequent destination
 - e) Registered Nurse a letter from the physician stating such services are necessary
 - f) Orthopedic Shoes a letter from the orthopedic surgeon
 - g) Out of Province/
 Out of Country Claims If you require emergency treatment while you are outside of British Columbia, you will most likely have to pay the doctor or hospital immediately. Usually hospital expenses incurred in Canada are handled directly through the various hospital plans.

Your receipts for hospital and doctors expenses should be sent to Medical services Plan of British Columbia as soon as possible for processing. When they are returned they should then be submitted to Canada Life so that they may process the remainder of the expenses under the Extended Health Plan.

4. Complete each section of the claim form.
5. Attach your receipts to the claim form and forward the form and receipts to Canada Life. Canada Life will return your receipts to you as you will have to claim through Pharmacare* for drug expenses totalling more than \$175.00 for you or your dependents in a calendar year.

*A brochure outlining Pharmacare benefits is available through the Personnel Department. Information on claiming Pharmacare expenses may be obtained from your local pharmacist.

The Plan Pays

After a \$25.00 deductible per family per year the plan will pay to the insured 80% of the incurred expenses up to \$1,000.00 per calendar year. If in a calendar year you incur expenses in excess of \$1,000.00, you will be reimbursed at 100% for expenses in excess of \$1,000.00. Some covered expenses have limits so we suggest you check each item that is of concern to you before you incur expenses.

Eligible Expenses

- Prescription Drugs

Charges for drugs, serums, and vaccines prescribed by a physician, surgeon or dentist. Charges for administering these drugs are not covered. Patent & Propriety medicines, anti-obesity, anti-smoking and dietary supplements are not covered.

- Registered Nurse
Charges incurred in your home for the services of a registered nurse or nursing assistant (R.N.A.) (other than a resident of your house) up to a maximum of \$5,000 incurred during any three consecutive calendar years prior to age 65.
- Out-Patient Care
Charges for services furnished by a licensed hospital and supplies prescribed by a physician or surgeon while not confined to hospital.
- Ambulance
Charges for licensed ambulance services or other emergency services when used for transportation from the place where the injury or disease is suffered to the nearest hospital where adequate treatment is provided. Coverage is also provided if transportation is needed between hospitals and from the hospital to home.

If transportation is not provided by a licensed ambulance service, charges for the fare of one attendant to accompany the insured is covered.
- Prosthesis
Charges for prosthetic devices approved by the Insurance Company including, following a mastectomy, two surgical brassieres per calendar year and an initial breast prosthesis plus a replacement every two calendar years.
- Braces/Crutches
Purchase of braces and crutches.
- Artificial Eyes/Limbs
Purchase of artificial limbs or eyes.
- Equipment Purchase/Rental
Rental of or, at the Insurance Company's option, the purchase of a wheelchair, hospital-type bed or other approved durable equipment for temporary therapeutic use.
- Oxygen & Blood
Oxygen and blood serum.
- Orthopedic Shoes/Stockings
Orthopedic shoes prescribed by a podiatrist or physician up to a maximum of one pair per calendar year.

Two pairs of surgical stockings per calendar year.

- Accidental Dental
Charges by a licensed dentist for treatment of injuries to natural teeth and replacement of natural teeth up to a maximum of \$500.00 for each insured person. Treatment must be received within 365 days of the accident. If treatment is not to begin until 90 days after the accident, a treatment plan must be filed with the Insurance Company within 90 days of the accident.
- Diagnostic X-rays
Charges for diagnostic tests, radium treatments and X-ray examinations.
- Physiotherapy
Charges for the services of a physiotherapist who does not reside with you.
- Speech Therapist
Charges for the services of a speech therapist up to a maximum of \$200.00 per calendar year for each insured person.
- Psychologist
Charges for the services of a legally licensed psychologist up to a maximum of \$200.00 per calendar year for each insured person.
- Chiropractor, Osteopath
Chiropractists, Podiatrists
Naturopath, Masseur*
Christian Science Practitioner
Charges for the services of a legally licensed practitioner including lab tests and x-rays to a maximum of \$200.00 per insured individual per year.

*Masseur treatments are covered only if recommended and approved by a physician.
- Hospital
Charges for the difference between the public ward allowance under the B.C. Hospital Plan and the semi-private or the private room charges including the hospital coinsurance charge.
- Out of Province/
Out of Country
If you or your dependent become injured or ill while travelling outside of British Columbia, you will be covered on a reasonable and customary basis for hospital expenses, as well as for services and supplies provided by the hospital. Diagnosis and treatment by a licensed physician or surgeon is also a covered expense.

- Hearing Aids

Charges for hearing aids prescribed by a legally licensed otolaryngologist up to a maximum of \$300.00 for one instrument per insured person in each period of four consecutive calendar years.

Coordination of Benefits

If you are eligible for benefits as outlined above through another insurance policy, the Insurance Company will have the right to reduce the amount payable to you through this policy to ensure that the total amount payable under all insurance policies are not more than 100% of the charges incurred by the insured person.

Two Coverages - How To Claim

Employees are reminded that they should claim against a second coverage in circumstances where the first policy doesn't fully pay all incurred costs, as follows:

<u>Claim relates to:</u>	<u>1st claim against:</u>	<u>2nd claim against:</u>
- Capilano College employee	Capilano coverage	Spouse's coverage
- Spouse of Capilano employee	Spouse's coverage	Capilano coverage
- Child of male Capilano employee	Capilano coverage	Spouse's (mother's) coverage
- Child of female Capilano employee	Spouse's (father's) coverage	Capilano coverage

Exclusions

Charges shall not include any charges incurred directly for or as a result of:

- a) Any cause which entitles you to apply for and receive indemnity or compensation under any Workers' Compensation Act.
- b) Intentionally self-inflicted injury while sane or insane.
- c) War, insurrection or hostilities of any kind, whether or not you were actually participating therein.
- d) Participating in any riot or civil commotion.
- e) Bodily injury sustained as a result of committing or attempting to commit a criminal offence.
- f) Cosmetic surgery.
- g) An examination by, or the services of, a physician or surgeon, if required solely for the use of a third party.
- h) Anti-obesity treatments including drugs, proteins and dietary or food supplements, whether or not prescribed for a medical reason.

DESCRIPTION OF DENTAL BENEFITS

The dental benefits outlined have been designed to assist you in paying for the cost of regular dental care. We hope our dental plan will encourage you and your family to avail yourselves of the services of modern dentistry.

Your dental plan will cover all necessary services for the care and maintenance of teeth including all necessary procedures to restore teeth to natural or normal functions. Also included are those services required for major reconstruction of teeth that have deteriorated, replacement of teeth that are missing, and orthodontia.

Reimbursement is in accordance with the current fee schedule used by the College of Dental Surgeons of British Columbia and the Dental Mechanics Fee Schedule. If you are planning dental work which will exceed \$300.00, we urge you to have your dentist send the estimate to the Insurance Company in advance of the work being completed so that you will know exactly what the Insurance Company will pay and what you will be required to pay.

<u>PLAN</u>	<u>SERVICE</u>	<u>PERCENTAGE PAID</u>
A	Basic Preventative Dentistry	80%
B	Crowns, Bridges, Dentures	50%
C	Orthodontia	50%

Maximums

The annual maximum for Plan A and B combined is \$1,000.00 per insured individual.

The lifetime maximum per eligible insured individual on orthodontia is \$850.00. This benefit is available for dependent children only.

Eligible Expenses

Plan A - 80% Paid

- Examinations
 1. Standard oral examinations - (checking teeth only) once every six months. Complete examinations and diagnosis (checking entire mouth structure) are limited to one per general practitioner and one per specialist in a lifetime.
- Diagnostic
 2. X-rays as required but not more than 13 films per year. Full mouth x-rays once in a three year period.
- Preventive Therapy
 3. Scaling, cleaning and fluoride limited to two per year.
- Pit & Fissure
 4. Pit and fissure sealants as required.
- Space Maintainers
 5. Space Maintainers - when placed primarily to maintain space and not for orthodontic purposes.

- Restorative Dentistry
 - 6. All the necessary procedures to restore the natural teeth to normal function including amalgams, tooth coloured restorations and stainless steel crowns.
 - Inlays and Onlays - for repair of badly broken down teeth when other than gold cannot be used. Only three surfaces or more are covered.
 - Gold Foil - for repair only to an existing restoration.
 - Prosthetic Repairs - all necessary procedures required to repair or reline fixed or removable appliances including removal of inlays, crowns and fixed bridgework.
 - Root Canals
 - 7. Necessary procedures for treatment of pulpally involved teeth. Therapy in a non vital tooth will be limited to pulpotomy.
 - Periodontics
 - 8. Procedures necessary for the treatment of the soft tissue and bone surrounding and supporting the teeth.
 - Oral Surgery
 - 9. Extractions and other surgical procedures including pre and post operative care.
- Plan B - 50% Paid
- Crowns/Bridges
 - 1. a) Crowns - for rebuilding natural teeth where other restorative material cannot be used satisfactorily.
 - b) *Fixed and removable prosthetics to replace missing teeth.
 - Prosthetics
 - 2. a) *Full upper and/or lower dentures.
 - b) *Partial dentures.

*Charges for replacement of an existing partial or full removable denture or fixed bridgework, or the addition of teeth to an existing partial removable denture or to bridgework to replace extracted natural teeth, will only be paid if evidence satisfactory to the Insurance Company is presented that:

- i) the replacement or addition of teeth is required to replace one or more additional natural teeth extracted after the existing denture or bridgework was installed and while the insured person is covered under this plan, or
- ii) the existing denture or bridgework was installed at least five years prior to its replacement and the existing denture or bridgework cannot be made serviceable, or
- iii) the existing denture or bridgework is replaced by an equivalent denture or bridgework.

Plan C - 50% Paid

- Orthodontia

Charges incurred with respect to your dependent children and covering all necessary dental treatment which has as its objective the correction of malocclusion of the teeth. Before commencing treatment, a complete treatment plan must be submitted to the Insurance Company for approval.

Exclusions

Payment will not be made with respect to any charges incurred directly for or resulting from:

- a) Any cause which entitles you to apply for and receive indemnity or compensation under any Workers' Compensation Act.

- b) Intentionally self-inflicted injury while sane or insane.
- c) War, insurrection or hostilities of any kind, whether or not you were actually participating therein.
- d) Participating in any riot or civil commotion.
- e) Bodily injury sustained as a result of committing or attempting to commit a criminal offence.
- f) Any Group or Policyholder-sponsored dental care or treatment.
- g) Any dental care or treatment for which you are not legally obliged to pay.
- h) Any dental care or treatment which is principally for cosmetic purposes.
- i) Broken appointments or completion of claims forms.
- j) Any periodontic or endodontic treatment commencing prior to the date on which you became insured.
- k) Replacement of mislaid, lost or stolen appliances.
- l) Any crowns, bridges or dentures for which impressions were made prior to the date on which you became insured with Capilano College.
- m) Any orthodontic expenses which were incurred prior to the date on which you became insured with Capilano College.
- n) Services provided under any government plan.

How to Claim

1. Obtain a Canada Life claim form from the Personnel Department.
2. Take the claim form to the Dentist and have the Dentist complete Part 1.
3. You complete Parts 2 and 3.
4. If you pay the Dentist, then the Insurance Company will send a cheque to you.
5. If you make arrangements with the dentist and want the Insurance Company to pay the dentist, please sign the portion of the claim form in Part 1 regarding assignment.
6. Sign the form - Part 1.
7. Make sure the claim form is sent to Canada Life at the address listed on the claim form.

Coordination of Benefits

If you are eligible for benefits as outlined above through another insurance policy, the Insurance Company will have the right to reduce the amount payable to you through this policy to ensure that the total amount payable under all insurance policies is not more than 100% of the charges incurred by the insured person. In all circumstances, the amount of recovery will be limited to approved fee schedules.

Two Coverages - How To Claim

Employees are reminded that they should claim against a second coverage in circumstances where the first policy doesn't fully pay all incurred cost, as follows:

<u>Claim relates to:</u>	<u>1st claim against:</u>	<u>2nd claim against:</u>
- Capilano College employee	Capilano coverage	Spouse's coverage
- Spouse of Capilano employee	Spouse's coverage	Capilano coverage
- Child of male Capilano employee	Capilano coverage	Spouse's (mother's) coverage
- Child of female Capilano employee	Spouse's (father's) coverage	Capilano coverage

LONG TERM DISABILITY

Long Term Disability Benefit

Your Long Term Disability Plan was designed to provide you with income in the event you should suffer from a serious non-occupational illness or injury which prevents you from working. The College will pay your salary for the first 30 continuous calendar days and then you will receive income from the Insurance Company if you qualify.

If your LTD claim is rejected, a further 30 teaching or contact day period - once in a lifetime, will be covered by paid sick leave.

Definition of Disability

Your complete inability to perform any and every duty pertaining to your job due to injury, disease, or pregnancy disorder. This definition remains in effect for the first twenty-four months of your disability. After you have received disability income under this plan for twenty-four months, the definition of disability changes and you must be completely unable due to injury, disease, pregnancy or mental disorder to do any job for which you are reasonably fitted by education, training or experience. The Insurance Company will require evidence of disability. In assessing if disability is established, the Insurance Company bases their judgement on medical evidence proving you cannot perform your job as such as defined by our collective agreement, e.g. your job description as therein set out.

Monthly Benefit Payable and When

If your application for Long Term Disability is approved by the Insurance Company you will be eligible to receive 66.7% of your pre-disability monthly income to a maximum of \$2,500.00 per month. The benefit will be payable after the waiting period of 30 days. This benefit is tax free as you are paying 100% of the premium. Benefits will be paid as long as you remain disabled but not beyond age 65. Payments are made in arrears.

Benefit Offsets

The disability benefit that you are eligible to receive from the Insurance Company will be offset by income you may be eligible to receive from any other source such as Workers' Compensation, Canada Pension Plan, etc. Personal insurance policies are not included as other income.

Successive Periods of Disability - In the Event You Recover and Return to Work

Successive periods of disability separated by less than six months of full-time work shall be considered one continuous period of disability and you will not have to wait a further thirty days for benefits to begin. However, if the subsequent period of disability is due to a different and unrelated cause and you have been at work for at least one full day, it will be considered a new disability.

Rehabilitation

With the consent of the Insurance Company you may engage in rehabilitative employment. Each rehabilitative situation is handled on its own merit. In such case your monthly disability income will be reduced by either:

- a) 50% of your net rehabilitative earning, or
- b) the extent necessary so that you will not receive in total more than 100% of your pre-disability net income, whichever results in the lesser amount of Disability Income Benefit payable to you.

You may not be on rehabilitative employment for more than 24 months.

Rehabilitative employment with the College needs College authorization.

Termination of Employment or the Contract

In the event of termination of insurance because of termination of employment or cancellation of the plan, Long Term Disability benefits already being paid will continue to be paid until death, recovery or age 65, whichever occurs first, providing you are totally and permanently disabled.

Maternity Benefits

If you are unable to work because of a disability due to pregnancy, (providing you maintain coverage) benefits will be payable except:

- a) any period of pregnancy leave taken by the individual pursuant to Provincial or Federal statute or pursuant to a mutual agreement between the individual and the Policyholder, or
- b) any period the Policyholder may require the individual to take pregnancy leave pursuant to Provincial or Federal statute, or
- c) during any period for which you are paid Unemployment Insurance maternity benefits.

The number of days of continuous disability referred to in the provisions entitled Disability Income Benefit, Waiver of Premiums, Rehabilitation and Claims will not include the period while an individual is on a pregnancy leave of absence.

Exclusions

- 1. Benefits will not be paid if you are not under the continuous care of a legally qualified physician or surgeon. In the case of disability due to mental illness, you must be under the care of a specialist in psychiatry.
- 2. No amount of Disability Income Benefit will be payable for any period of disability due to pregnancy during which you are on pregnancy leave of absence.

3. No amount of Disability Income Benefit will be payable under this policy for disability directly or indirectly due to or resulting from any one or more of
- a) intentionally self-inflicted injury while sane or insane,
 - b) war, insurrection or hostilities of any kind, whether or not the individual was actually participating therein,
 - c) participating in any riot or civil commotion,
 - d) committing or attempting to commit a criminal offence.

Waiver of Premium

Premiums will be waived for any period during which you are receiving benefits.

How to Submit a Claim

If you are disabled and your disability meets the criteria outlined in the definition of disability and you anticipate your disability will continue for longer than thirty days, obtain the necessary claim forms from the Personnel Department. Claim forms must be completed in full and submitted to the Insurance Company via the Personnel Department as soon as possible. **TIME IS OF THE ESSENCE** as the Insurance Company may reject claims submitted after 120 days from the date disability commences.

Employees may request interim financial assistance for the period between sick leave and commencement of Long Term Disability. Please refer to Administration Reference Memo 1106 "Longterm Disability, Interim Financing".

If you know that your disability will exceed thirty days, please have all your claim forms completed immediately so that Long Term Disability benefits can be in on time.

LIFE INSURANCE AND ACCIDENTAL DEATH & DISMEMBERMENT BENEFITS

Amount Payable to Your Beneficiary - In the Event of Your Death

In the event of your death from any cause while insured under the College's Group Insurance policy your designated beneficiary will receive an amount equal to:

\$55,000 if you are placed on steps 1 through 6

\$70,000 if you are placed on steps 7 through 13

Beneficiary

You name your own beneficiary on your Enrollment Form. If you desire to change your beneficiary, you may do so by completing the necessary form which may be obtained from the Personnel Department.

Conversion to an Individual Policy - In the event Your Life Insurance Through the College Terminates

If your Life Insurance is terminated while the College Group Policy is in force, your Life Insurance will cease 31 days following the end of the month in which you terminate employment. During the 31 day period you will be able to purchase an individual life insurance policy without a medical examination at the regular rates charged by the Insurance Company. Further details on the type of policy available can be obtained through the Personnel Department.

Waiver of Premium - In the event of Disability

If you are unable to work because you have become disabled and you are less than age 65 you may be eligible to have your life insurance continue in force without any further premium requirement by you or the College. In order to qualify, your disability must have existed for a period of not less than six months, the application must be approved and you must remain totally and permanently disabled.

Accidental Death and Dismemberment

Employees insured under this plan are covered for those losses set out below provided such loss is caused solely by an accident and occurs within 365 days of that accident. In each case the Insurance Company will pay to you (or to your beneficiary should the loss be of your life) the amount set out.

NATURE OF LOSS	AMOUNT PAYABLE
Life	\$55,000 if you are placed on steps 1 through 6 \$70,000 if you are placed on steps 7 through 13 These amounts are known as the Principal Sum
The sight of both eyes	The Principal Sum
Either both hands or both feet	The Principal Sum
One hand and one foot	The Principal Sum
The loss of one hand, one foot or the sight of one eye	Half the Principal Sum
Both the thumb and index finger of one hand	Quarter of the Principal Sum

"Loss" means with regard to a hand or foot, severance at or above the wrist joint or ankle joint; with regard to a thumb and index finger, severance at or above the metacarpophalangeal joints; and with regard to an eye, the total and irrecoverable loss of sight. The aggregate amount payable for any one accident under this provision in respect of all losses suffered by an individual shall not exceed the principal sum.

Exclusions

1. Intentionally self-inflicted injuries, or suicide, while sane or insane.
2. Declared or undeclared war or any act thereof.

3. Accident occurring while serving on full-time active duty in the Armed Forces of any country or international authority.
4. Illness, disease, pregnancy, childbirth, miscarriage, bodily infirmity or any bacterial infection other than bacterial infection occurring in consequence of an accidental cut or wound.
5. Travel or flight in any vehicle or device for aerial navigation, including boarding or alighting therefrom,
 - a) while being used for any test or experimental purpose, or
 - b) while the Insured is operating, learning to operate or serving as a member of the crew thereof, or
 - c) while being operated by or for or under the direction of any military authority, other than transport-type aircraft operated by the Ministry of Transport or similar air transport service of any other country, or
 - d) any such aircraft or device which is owned or leased by or on behalf of the College.

How to Make a Claim

The Personnel Department has the necessary forms and would be pleased to be of assistance to the person making the claim.

PART 6

APPENDICES

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APPENDIX B

1. MISSION STATEMENT

The mission of Capilano College is to provide a broad range of post-secondary educational opportunities of consistently high quality in response to a continually changing array of educational needs identified in the region served by the College. Pursuit of this mission requires full collaboration with other agencies within and beyond the College region. This mission has two complementary emphases: the aspirations of the individual, and the social and economic needs of the College region, the province, and Canadian society.

2. GOALS

- a. To provide a comprehensive curriculum including instructional programs:
 - i. which respond to vocational (basic and upgrading) needs, and
 - ii. which respond to university transfer needs, and
 - iii. which respond to career training needs, and
 - iv. which respond to contemporary general education, and
 - v. which prepare adults for post-secondary educational opportunity, and
 - vi. which are identifiable post-secondary educational services sought by members of the College region.
- b. To provide developmental programs and services necessary to permit students to benefit from instructional programs designed for an heterogeneous student population.
- c. To provide a variety of delivery systems for learning, compatible with the diversity of the student population. However, distance education delivery systems will not be a significant emphasis of the College.

- d. To maintain a system of internal governance which ensures the participation of representatives of students, faculty, staff and administrators in the consultative processes, while respecting the legal responsibilities of the Board.
- e. To provide for students the human resources, the physical settings, and the climate for learning that will encourage them to achieve their highest possible levels of achievement.
- f. To encourage an institutional climate conducive to educational change as warranted by the post-secondary educational needs of residents of the College region.
- g. To plan systematically, to evaluate on a continuing basis all the activities of the College, and to develop and improve the curriculum and support services as required.
- h. To make the activities and services of the College open and accessible to potential students of the region by removing, wherever possible, educationally unwarranted conditions of admission.
- i. To serve all areas of the College region equitably, and more specifically, to maintain an effective presence in Howe Sound and on the Sunshine Coast.
- j. To collaborate with other agencies, within and beyond the College region, in the provision of additional educational, social, cultural and recreational services desired and supported by people of the College region.
- k. To utilize the resources of the College in such a way as to balance the pursuit of the range of College goals in an educationally and fiscally responsible manner.

3. CURRICULUM PRIORITIES

The College cannot guarantee the provision of all courses, programs and activities that may be requested by adult members of its region; accordingly, it will use the following criteria in determining, modifying, and updating its curriculum:

- the College will maintain courses, programs and activities which are of consistently high educational quality
- the College will give priority to courses, programs and activities which most appropriately reflect the interests and needs of the region and of communities within the region
- the College will provide courses, programs and activities which best utilize the financial, physical, and personnel resources of the College
- the College will give special emphasis to courses, programs and activities which grow out of the Canadian context
- the College will offer courses, programs and activities which collectively form a comprehensive curriculum
- credit courses on a wholly or partially cost recovery basis may be authorized by resolution of the Board, where circumstances warrant, to enhance the College's ability to respond to community demand.

The College recognizes the continuing need to refine and improve its offerings, to delete offerings which no longer respond to needs of students, and to add more suitable courses, programs, and activities at appropriate times. The College also recognizes the need to limit the range of its offerings for the purpose of maintaining quality of education in preference to extending its offerings at the risk of diluting the quality of its courses, programs and activities; it further recognizes that it may not always be possible to offer programs that meet all the lower year requirements of all the institutions to which students may later wish to transfer, and that the College must ensure that space is reserved in Vocational programs for non-sponsored applicants from the region.

The Board authorizes the Principal to develop suitable procedures for the modification and development of the curriculum in conformity with this mission, these goals, these policies; however the Board reserves to itself the ratification of courses, programs, and activities recommended by the Principal to ensure that they are

compatible with financial and statutory constraints and the mission and goals of the College.

As a result, it is the practice of the College to review its allocation of resources on a continuing basis, and to reallocate resources as required to meet its mission, goals and objectives.

4. EDUCATIONAL ACCESS

It is the policy of the College to provide equal educational opportunities for all students and potential students in our community regardless of age, sex, ethnic origin, and mental or physical handicap. This policy is made explicit in the context of changing conditions in society as they affect our community and the potential leadership role of the College in our community.

In recent years our society has given more attention to awareness and understanding of the special problems of disadvantaged and potentially disadvantaged groups as evidenced, for instance, by activities associated with the Year of the Handicapped, the Year of the Child and International Women's Day. Nevertheless, as a culture, we have a long way to go before our ideas become practice. A broad range of assumptions, expectations, habits, behaviours and actions continue to favour some and perpetuate inequities for others. At the same time recent changes in our society have made the problem more complex: for instance, the electronic revolution provides both new opportunities (e.g. in technology to assist the handicapped) and potential barriers (e.g. in some industries, by disproportionately making obsolete jobs traditionally held by women, and reinforcing values associated with "male" expertise). Changing conditions in our community have resulted in a dramatic increase in the numbers and variety of ethnic groups in our student body. This creates the need for more immediate and deeper inter-cultural understanding and tolerance if our student body is to continue to be conflict-free and our educational ideals are to be honoured.

While recognizing that our College has in many ways taken a leadership role in the area of equal opportunities in education for the disadvantaged and potentially disadvantaged in terms of curriculum content (e.g. courses in ethnic relations, underdevelopment, women's studies, labour studies, alternative career-training, special needs, programmes for native students); and sometimes in terms of hiring and institutional practices (e.g. the 1983 Objectives of the Career Division regarding women and the handicapped); in terms of professional development (e.g. the activities of the Committee for International Education); and in terms of classroom sensitivity (e.g. our long standing recognition of the needs of mature students), this policy recognizes the need to increase awareness throughout the institution, to broaden practices, and to strengthen our leadership role in providing equal educational opportunities for all students regardless of age, sex, ethnic origin and mental or physical handicap.

To this end and with the expectation of improving, initiating and broadening institutional change, the College endorses the following principles and guidelines:

1. The College will continue to provide a social-educational environment where all students are treated considerately and actively encouraged to achieve according to their ability, regardless of age, sex, ethnic origin and mental or physical handicap.
2. The College will continue to encourage equal participation in, and ensure equal access for otherwise qualified students to, all educational programmes, services and opportunities provided by all areas of the College. It is not, however, the purpose of this policy to restrict the admission processes currently used by which the most qualified applicants are chosen from among those applying.

3. The College will continue to provide information, programmes and services which actively encourage students who might not otherwise have done so to consider the total range of educational and career options. For instance, the College will, when possible, offer programmes specifically designed to introduce women and men to non-traditional opportunities.
4. The College will continue to make every effort to improve access for the handicapped and to provide service to assist them in their studies.
5. The College will continue to encourage all employees to express commitment to equity of access in educational and employment opportunities in all internal and external committee meetings, reports, statements of policy and public addresses, in hiring, and in student selection processes.
6. The College will continue to encourage instructors to deepen their awareness of the problems of disadvantaged or potentially disadvantaged students and to express sensitivity to related issues and needs as appropriate in the classroom.*

***Note:** Although some instructors who have not already done so may decide to adapt curriculum or course content in deeper consideration of issues underlying this policy, this guideline is not meant to imply interference with academic freedom or essential curriculum.

This guideline is intended to refer especially to the human and courtesy aspect of instruction - for example: an instructor with a hearing impaired student in the class is encouraged to work, as time permits with the Special Needs Advisor to adapt teaching techniques to assist the

hearing impaired student. Similarly, an instructor with a group of students in the class from another culture may wish to incorporate in lectures or discussion examples that assist the particular ethnic group in understanding course content, in being accepted by other students, and in feeling at home in the classroom. Another example would be to compensate creatively in classroom presentation for the sex bias which exists in the culture, and, to some extent, in many texts.

5. CORE AND SATELLITE SERVICES

The goals of broad accessibility and equitable service to all areas of the College region must be pursued within the limitations of the actual and potential resources available to the College. To increase accessibility and equitability, it is the policy of the College to ensure a dispersal of its services throughout the region; to make optimum use of its resources, it is the policy of the College to maintain a core campus with a comprehensive range of programs and services, to develop satellite campuses with limited programs and services appropriate to the area and the student population to be served, and to use other facilities throughout the region where individual courses, services, and activities may be provided. It is the policy of the College to have a presence in all areas of its region, with the nature and extent of that presence varying according to the educational needs of different areas of the College region.

It is the policy of the College, in this perspective, to limit the growth of the core Lynnmour Campus and to foster the development of satellite campuses and the use of other facilities throughout the region even when such developments may not be the most efficient or economical.

6. UTILIZATION OF RESOURCES

Policies and practices for the utilization of the resources of the colleges are derived from the statements made in this policy.

The College has three major resources: its human resources (personnel), physical resources (facilities, equipment, materials) and financial resources (operating grants, other sources of revenue).

It is the policy of the College to give first priority in the use of all its resources to the provision of the services funded through the Ministry of Education. Once this priority has been assured, it is the practice of the College to undertake a variety of projects and activities of its choice consistent with the mission, goals and objectives of its community. It is in this perspective that the policies, practices and procedures with respect to human, physical and financial resources are rationalized.





Caribbean College
Office
St. Vincent

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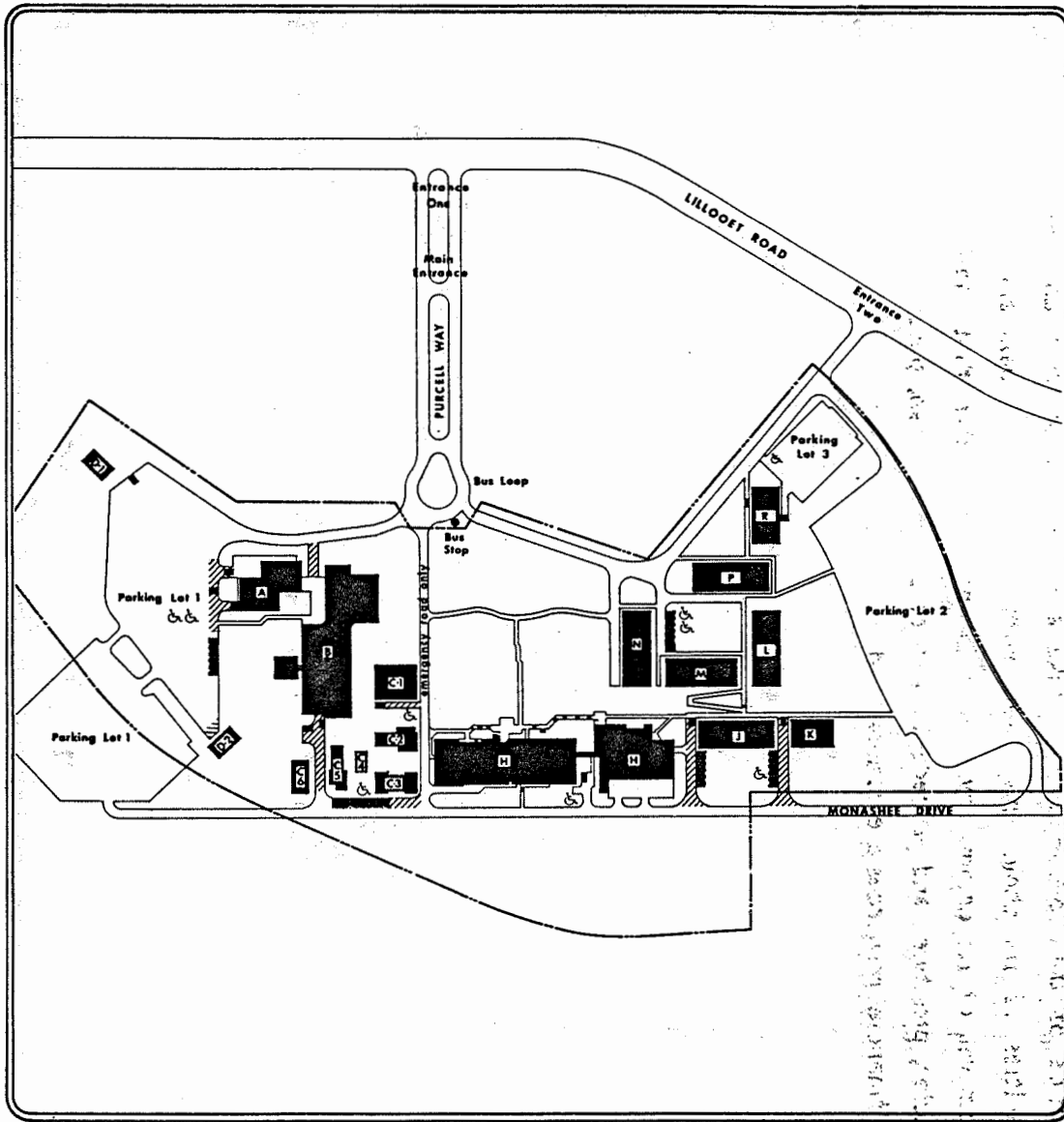
BUILDINGS

- A - Information and Reception, Registrar's Office, Extension Programs and Services, Art Labs and Offices, Administrative Offices, Purchasing and Receiving, Personnel, Information Services
- B - Media Centre, Library, Achievement Resource Centre, Media Resources Labs and Offices, Women's Access Centre, Dynamics Lab
- C-1 - Outdoor Rec./ECE/Health Offices, ECE Labs, Classrooms
- C-2 - Outdoor Rec., and Applied Horticulture Labs
- C-3 - Classrooms, Faculty Association Office
- C-4 - Student Newspaper
- C-5 - Geography/Geology Labs/Classrooms
- C-6 - Day Care Centre
- D-1 - Field House
- D-2 - Flammable Storage Bunker
- H - Music/Typing/Terminal/Health/Science Labs, Faculty Offices for: Music, Humanities, Social Sciences, Natural Sciences, Office Administration, Business Management, Retail Management, Labour Studies
- J - Classrooms, Math Lab, Micro-Computer Labs
- K - Facilities Offices and Shop
- L - Classrooms, Language Labs
- M - Counselling, Health Services, Financial Aid, Admission Placement, Career Resource Centre, Staff Association Office
- N - Cafeteria, Student Union
- P - Classrooms, Offices for A.B.E., Communications, E.S.L., A.C.T.
- R - Bookstore, Psychology/Group Counselling Lab, Theatre Lab

PARKING REGULATIONS

-  Loading Zone max. 15 min. parking
-  Reserved Parking—permits only
-  Fire Zone—No parking anytime, includes all roadways
-  Handicap Parking Spot

Infractions will result in vehicles being towed away at owners risk and expense.



Site Plan for
 **Capilano College**
 Lynnmour Centre