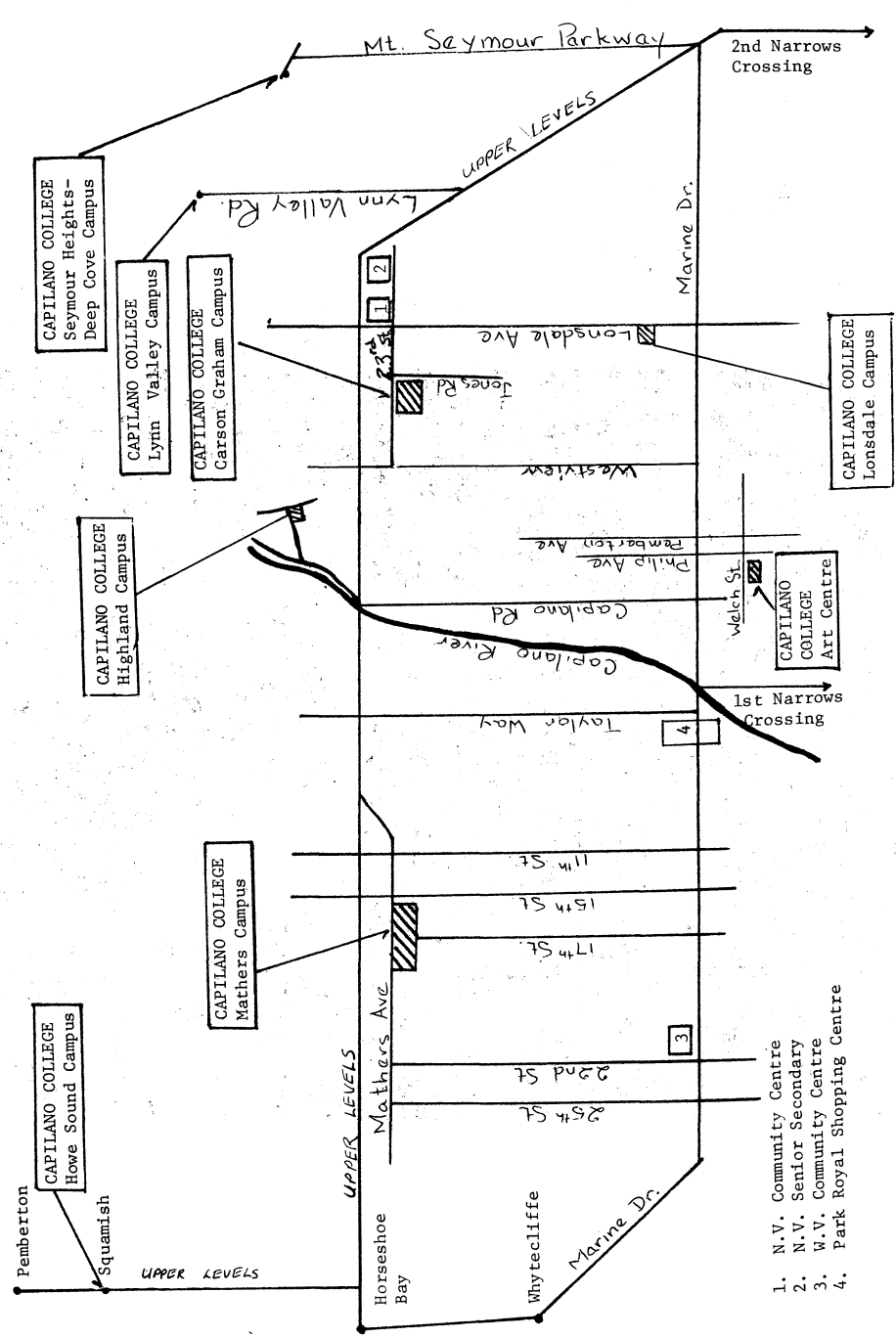


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CAPILANO
COLLEGE
HANDBOOK

June 1971



The College Handbook is published primarily as an information guide to new faculty and staff of the College. However, it is hoped that it will also be of use to interested members of the College region.

The Handbook will reflect some of the excellent services which Capilano College has to provide to the community. The College has brought together an outstanding faculty and staff to provide educational services with academic excellence and career objectives that will serve all facets of our College region.

A.H. Glenesk

A.H. Glenesk
Principal
May, 1971

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ONE THE COLLEGE AND IT'S HISTORY

The College Today

Capilano College is a community college of the North Shore College Region which is made up of the three School Districts of North Vancouver, West Vancouver and Howe Sound. It is one of nine community colleges in British Columbia and is part of the provincial system of higher education.

The College presently operates on a near trimester system with two 17 week terms and a shorter eight week summer term. Instruction is offered in three main programs: Academic university transfer courses; Career programs oriented toward job placement; and a Community Services program of non-credit community interest courses and lectures, etc.

The College's core operation is presently at the West Vancouver Secondary School campus where highschool classrooms are utilized in the late afternoon and evening and where support areas such as offices, library and labs, occupy eight adjacent College portable units. In addition the College operates a wide variety of programs at six other locations from Squamish in the extreme north-west of the College district to the Seymour Heights - Deep Cove area some 60 miles distance at the eastern extremity.

In the Fall Term of 1971 the College is expecting to have a student enrolment of over 1400, a full-time and part-time faculty of at least 100, and a support staff of over 30 full-time and part-time persons. The 1971-1972 operating budget for twelve months is \$2 million.

History

Capilano College began as an idea on March 9, 1964, when the school boards of West and North Vancouver established a liaison committee to study the feasibility of a community college on the "North Shore". The prime concern of the liaison committee was for unmet student learning needs, typically those of grade 12 graduates who needed post secondary education, either technical or academic, and those of adults in the community who wished to upgrade or enrich their education.

A feasibility study commissioned by the liaison committee recommended the establishment of a community college on the "North Shore" by September 1968. Following publication of this study, the school boards of Howe Sound and Sechelt joined the two original boards to adopt the recommendation as a joint proposal of four boards.

In January 1966 permission was sought and eventually gained to hold a plebiscite in the four school districts upon the question of the establishment of a college to operate, in its initial years, in the facilities of West Vancouver Senior Secondary School. On March 7, 1968,

the plebiscite succeeded in the school districts of West Vancouver, North Vancouver and Howe Sound. On April 22, the provincial Council of Public Instruction gave permission to the three boards to establish, operate, and maintain a community college. Capilano College opened on schedule in September, 1968.

Aims and Purposes

Capilano College is a comprehensive, community educational facility offering a varied curriculum and service to the College region. It is a learner-centred institution with resources, instructors and facilities designed to assist the student in reaching his educational and career goals.

More specifically the College endeavours:

- a) To enable young adults to transfer to other institutions for a continuation of their formal education, or to pursue career programs leading to employment.
- b) To serve the adult community in upgrading of educational levels and in providing for all, academic programs and cultural experiences for self-enrichment.

The College Offers:

- . A two year academic program of courses enabling transfer to universities.
- . One and two year career programs leading to graduation from Capilano College, or from B.C.I.T., after transfer from Capilano College; and vocational trades training and vocation programs as the need arises.
- . General education courses mostly not transferable.
- . A community service non-credit program designed to meet the needs of the community through short courses, seminars, lectures and workshops.

TWO THE LEGAL FRAMEWORK AND THE ORGANIZATION OF THE COLLEGE

General External Aspects

The colleges in the province were originally established under various adenda to the Public Schools Act. In April of 1970 the various references in that Act to the colleges were consolidated into an "Act to Amend the Public School Act" (Bill 64) and are now incorporated as part of the Act.

In accordance with this Act the College operating costs are financed on the basis of a 60% cost to the provincial government and a 40% cost (less the tuition fees) to the rate payers of the three school districts.

Under the legislation the School Boards must also initiate the establishment of the College and thereafter participate in the maintenance and operation of the College in that they hold title to all College property and they concur with annual operating budgets.

The three school boards of the College region and their membership as of date of publication were as follows:

North Vancouver (School District 44)

D. H. Ellis, Chairman
M. Burbidge
Mrs. D. Lynas
P. C. D. Powell

North Vancouver (contd.)

Mrs. P. Simpson
G. B. Wilson (Board appointee to College Council)
Mrs. G. Wilson

West Vancouver (School District 45)

A. M. Radcliffe, Chairman
L. S. A. Boothroyd
W. M. Hutton
R. W. Keyes
J. McKeown
N. Risebrough (Board appointee to College Council)

Howe Sound (School District 48)

T. B. M. Fougberg, Chairman
T. J. MacDonald (Board appointee to College
Council)
Mrs. M. Marchant
L. C. Minchin
Mrs. F. Mitchell
Mrs. M. Philip
L. A. Rush

College Government Under the Act

i) College Council:

The Council is the prime governing body of the College. The Act provides for a "College Council" empowered "to manage and administer the property, revenue, expenditures, business and affairs of the College..." including such things as determining (with the participating school boards) the provision of the land, buildings and equipment; the appointment of the Principal and other officers of the College; the determination of fees for instruction; provide the management and "carrying-out" of the curriculum and instruction; and the preparation of the budget.

The provided Council membership is:

- "a) two members appointed by the Lieutenant-Governor in Council;
- b) one member appointed by the Minister (of Education), who shall be a District Superintendent of Schools;
- c) such other number of members as determined by the Minister, who shall be school trustees appointed by the Boards; and
- d) such other number of members, not to exceed one-half of the number appointed under clause (c), as may be appointed by the Lieutenant-Governor in Council, who

are representative of non-sectarian and non-political community interests."

The membership of the College Council, as of May 1971 was:

W. J. Wallace, Chairman
J. F. Ellis
W. E. Lucas
T. J. MacDonald
W. V. Manson
N. Risebrough
G. B. Wilson

College Council normally meets on the first Monday in each month, and the meetings are open unless otherwise specified.

ii) The Principal:

The Act provides that there be a Principal of each College "...who shall be the chief executive officer, and who shall generally supervise and direct the instructional, administrative, and other staff, and exercise such other duties... assigned to him by the College Council..."

iii) Bursar:

The Act also provides that each College have a Bursar who shall "...carry out the duties and have the responsibilities prescribed in this Act for a secretary-treasurer of a school district." These include general responsibility to the Principal for the accounting and administrative matters of the College and the duties of executive secretary of the College Council.

Internal College Organization and Government

i) Organization Related to the Instructional Program

a) Dean of Instruction: (L.D.G. Brooks)

This is the senior dean position in the College and this person is responsible to the Principal for the entire instructional program of the College.

b) Assistant Dean, Career Programs: (H. Kirchner)

This person is responsible to the Dean of Instruction for the organization and administration of the Career Programs of the College, including, at present, the B.C.I.T. programs.

c) Assistant Dean, Academic Studies (To be appointed effective July 1, 1971)

This person is to be responsible to the Dean of Instruction for the Academic Transfer programs of the College.

d) Head Librarian: (D. E. Affleck)

This person is responsible to the Dean of Instruction for the organization and administration of the Media Centre which includes the accumulation and circulation of all printed matter, the coordination of all audio-visual equipment and services, and the operation of a media-language laboratory.

e) Division Chairmen:

The College curriculum is divided into four divisions - Humanities, Social Sciences, Sciences and Careers. A Division Chairman is appointed to direct the instructional program of each of these divisions.

f) Subject Coordinators:

As of April 1971 there were also 12 coordinators responsible to the Division Chairmen for co-ordination of subject areas within a division. The coordinated subject areas are:

Humanities

- English
- History, Fine Arts, Music, and Philosophy
- French, German, Spanish, Japanese

Sciences

- Biology
- Chemistry
- Physics
- Mathematics

Social Sciences

- Political Science, Anthropology, Sociology
- Economics, Geography
- Psychology

Careers

- Business
- Art
- Early Childhood Education

ii) Organization Related to Student Services, Business Affairs, and College Affairs

a) Dean of Student Services: (T. Hollick-Kenyon)

This person is responsible to the Principal for the organization and administration of student services, which includes the functions of counselling admissions, student records, transcripts and grades administration, student loans, student counselling, and registration. His staff includes two full-time Counsellors (M. LeMarre and G. Seigrest - a third is soon to be appointed) and Assistant Registrars of Admissions and of Student Records.

b) Bursar: (to be appointed June 1, 1971)

Responsible to the Principal for all business and financial affairs of the College, including physical space planning and operation and also serves as executive secretary to the College Council.

c) Administrative Assistant: (As of July 1, this position to be called "Assistant to the Principal") (A.P.D. Smith)

At present as Administrative Assistant this person is responsible to the Principal for most of the business affairs of the College and also assists the Principal in various matters.

iii) Internal College Advisory Committee System

In October 1969 a new and innovative system of advisory committees was instituted. This included a College Cabinet which deliberated and made recommendations to the Principal and/or College Council on important general matters of the College; a Curriculum and Instruction Committee; a Finance Committee which scrutinized and advised on aspects of the general College budget and other financial matters; a Student Services Committee which directly advised the Dean of Student Services; and a Research and Development Committee which attempted to commence some physical planning related to future college permanent facilities. All these committees, except Curriculum and Instruction, consisted of variables of student-faculty and administration membership, with student

representation being equal to faculty on Cabinet and the greatest portion on the Student Services Committee. There was also a community member on the Cabinet.

One year after the commencement of the operation of the above structure, Fall 1970, a Review Committee began evaluating how well the above structure had worked. The result of this committee's work was a recommendation to the Principal that a modified system be implemented. The Review Committee has made an exciting contribution to the College development in the form of this new committee structure to be operative in the Fall, 1971.

The modified system provides for a less complicated but equally participatory design. Specifically it institutes a Forum open to all members of the College and any community members who are interested. This Forum will have an Executive, which will, in effect, replace in an advisory capacity the old Cabinet. The Instructional Board and the Finance Committee have been removed from the government structure, leaving three main operating committees: Student Services, Research and Development, and Curriculum and Instruction.

Terms of reference of these committees are mainly left to the committees within the framework of an advisory role.

There are also various ad hoc committees that are struck, usually by the Principal, to recommend on a specific problem. Some of the ad hoc committees that have been formed have investigated such questions as the unusually high number of student withdrawals from courses in one particular term, the need for a general education or general studies program, and most recently the question of evaluation of instructors which is being deliberated by the Ad Hoc Committee to Recommend Evaluation Criteria.

iv) External Committees or Bodies Related Directly to the College

a) Career Programs Advisory Committees

The planning of each Career program is helped tremendously by an external advisory committee which is made up of competent people from the job area to which the program is related. The main function of these external advisory committees is to help make the program content as relevant as possible with regard to the needs and realities of the particular job area. These volunteer committees, to which interested professionals give much time, are organized and sustained by the Assistant Dean of Career Programs.

b) Capilano College Foundation

In 1970 a group of community men and women interested in the College set up an independent

foundation intended as an educational trust fund meeting special student and other needs of the College. The objectives of the fund are "to foster ...community interest in promoting higher education and training among those capable of profiting by it;" "To act as a recipient of Trust funds in the forms of money or other properties given to the College;" "To raise funds from time to time;" "To grant monies and other assets to the College..."

THREE FACULTY* WORKING CONDITIONS AND FRINGE BENEFITS

*(Definitions: "Teaching Faculty" refers to all instructors who are primarily appointed to instruct. The general term "faculty" is also used to include the professional administrators, librarians, and advisors whose primary functions are other than classroom teaching. The term "Non-Faculty Staff" is the designation for the non-teaching, non-faculty, support staff of the College.)

Contractual Terms and Working Conditions for Teaching Faculty, Advisors, and Librarians

The contractual terms and working conditions for instructors, advisors, and the librarian are set out in a separate College document. This document is circulated to all instructors, advisors, and the librarian each year when the terms have been finalized. A copy of the document is available at any time at the desk of the secretary to the Principal.

The contractual terms, which include salary ranges and terms of appointment, are negotiated each Spring between the Faculty Association and the College Council.

Also in the Spring, the general working conditions are worked out between the Principal and the Faculty Association, and include such things as procedures

related to appointment, termination of appointment, and renewal.

Faculty Fringe Benefits

The range of College fringe benefits or "welfare benefits" available to faculty are as follows: (Figures and details cited in the following section are based on amounts operative at the time of publication of this document and information on changes can be obtained from the Accountant.)

i) Pensions

a) Superannuation Program

All regular teaching faculty and full-time administrators are eligible to join the College Pension Plan. This plan is administered by the provincial government under the terms of the College Pension Act. As of July 1, 1971, members on this plan may contribute up to six percent of total salary less that part on which C.P.P. is paid. All contributions are matched by the College.

The averaging period used to calculate the pension pay-out is the best seven years.

b) Canada Pension Plan

Contributions to the Canada Pension Plan are automatically deducted from all faculty from the first day of employment at the rate of 1.8% of earnings over \$600 per annum with a maximum annual contribution of \$82.80. This percentage rate is also matched by a contribution from the College to give a total contribution, as required by federal statute, of 3.6%.

ii) M.S.A.

M.S.A. is the government operated medicare benefits program which provides basic health benefit coverage plus optional extended health benefits. Employees are eligible to join M.S.A. immediately upon employment to the College. The College matches the employee's contributions.

iii) Group Insurance Program

The College has arranged a comprehensive group insurance program. All full-time faculty, or regular part-time, are eligible to join this program from the first day of employment with the College. There is a special brochure available from the Payroll Clerk, with the details of this plan.

FOUR NON-FACULTY STAFF WORKING CONDITIONS AND FRINGE BENEFITS

The conditions and benefits are set out in a separate document entitled "Non-Faculty Staff Working Conditions". This document is attached to each letter of appointment and extra copies are available from the Bursar or his secretary. The fringe benefit package for staff is almost identical to that above for faculty.

The document which covers all the working conditions and benefits for staff, is intended to be opened up for discussion, and amendment, in talks between the Staff Association and the Administration and College Council. These discussions will be held each year in May or June, along with any discussions on the annual salary increments. Any amendments to the document will normally come into effect in July.

FIVE FACULTY, STUDENT, AND STAFF ASSOCIATIONS

Faculty Association

The Capilano College Faculty Association came into existence in February, 1969. The Association has been very active ever since.

The Association's executive consists of five members elected annually in April. The Association has, at present, two standing committees: the Salary and Working Conditions Committee, and the Professional Development Committee.

Membership is open to all "whose prime function at Capilano College is teaching", as well as to the librarian and advisors, and to others whom the Association may admit upon recommendation by the executive. Dues are \$15.00 per year for full-time faculty and \$10.00 per year for part-time faculty.

The Association's prime roles include working for the professional development of the teaching faculty, negotiating the contractual terms and working conditions, and providing faculty representatives to the various government committees of the College.

The Capilano College Faculty Association belongs to the College Faculties Federation of B.C. which was formed in 1970. The Past President of the Capilano College Faculty Association, Sonja Sanguinetti, is President of

the B.C. Association for the academic year 1971-1972.

The Association's constitution and further information may be obtained from the Secretary or President of the Association who are, at time of publication, Mrs. Hankin and Mr. Ven Huizen respectively.

Student Association

There has been a formal Student Association at the College since classes began in the Fall of 1968. The Association is headed by a Student Council Executive which is elected at least once a year by the general student body. The activities of this Association are determined by a new constitution and are directed by the elected Executive. The Association is supported by a "student activity" fee which is collected by the College at the time of registration. This fee currently is a maximum of \$10.00 a term.

The Student Council appoints members to the various committees of College government on which there is student membership. The Student Council also organizes various functions such as College retreats, social evenings, visiting musical and other events, and has been active in major College activities.

The Council has produced a constitution, which has been approved by the student body at a general meeting and which is now being submitted to Victoria for Association registration and incorporation under the provincial Societies Act.

Staff Association

A Staff Association at the College has been operative for about a year and a half. This informal Association comprises all the regular non-teaching staff of the College (excluding the administrators). Regular meetings are held with the Bursar on general staff working conditions, problems or proposals.

In 1970, the representatives of the Staff Association met with the College Council to discuss the annual salary increment and a new staff working conditions policy document. This procedure will now be followed each year.

As of yet, there are no dues related to membership in the Association.

SIX INSTRUCTIONAL ORGANIZATION AND PROGRAM

Organization of the College Terms

The College instructional programs are presented in two main terms, Fall and Spring (September-December and January-April), and in a shorter Summer term (May-June).

Each of the two main terms is approximately 17 weeks in duration with one week for registration and 16 weeks of instruction. In May and June of 1970, the College held its first Summer term of some 8 weeks duration. This term offered a limited number of primarily 1st year courses. A Summer term of the same length and with the same type of course offering is also being given in May and June of 1971. Details of dates and divisions within each term are clearly set out in the College Calendar which is available in the Student Services offices. A special Summer term brochure will be printed each year.

Instructional Programs — Generally

The three main areas of the instructional programs of the College are the Academic program which constitutes primarily university transfer courses under Sciences, Social Sciences, and Humanities, and General Studies; the Career Program, currently with some nine job-

oriented programs with an additional four new ones planned for September 1971; and the Community Services Program which provides a non-credit series of community interest lectures, seminars, arts and happenings. The objectives and details of the Academic and Career Programs, along with descriptions of the individual courses may all be found in the current College Calendar. The Community Services Program is announced by a brochure of events for each term.

SEVEN COLLEGE PHYSICAL FACILITIES

(See map inside front cover)

At the West Vancouver Mathers Campus

The major College facilities are presently at the location of the West Vancouver Senior Secondary School on Mathers Avenue. This College location consists first of all, of the high school classrooms, theatre, cafeteria, gymnasium, and other areas, all of which are used from 4:00 p.m. through to 10:30 p.m., Monday through Friday. In addition the College has placed eight of its own buildings on the school campus with a total building area of 14,433 sq. ft. These include a two floor "Student-Faculty" building which houses the Administration and Faculty offices, the Student Services offices and as of September, 1971, a Physics laboratory; a two floor Science Lab building for Biology and Chemistry; a main Media Centre building housing the circulation, reserve and reference books; a Media Annex housing the periodicals and visual aspect of the audio-visual materials; a Media Lab which functions as a language lab and houses the audio portion of the audio-visual materials; and three smaller portables on the back, west side which are the College Bookstore, Student Lounge, and a Meeting Room.

Carson Graham School

Since September 1970, the College has operated a

1512 sq. ft. portable unit on the grounds of the Carson Graham Secondary School in North Vancouver. This building has two classrooms, a small lounge area and two offices. It is adjacent to the high school building where bathroom and food facilities are available to College students and faculty. The facility has been used for a mixture of academic and career courses being given from 9:00 a.m. to 10:30 p.m., five days a week.

Welch Street Art Centre

Since September 1970, the College has been leasing two classrooms and an adjoining warehouse section for the Career Program Art Program. This Art Centre is in a modern office building on Welch Street south of Marine Drive in the western section of North Vancouver. This centre operates five days and nights a week and is used for the total Art Program and also for Community Services events.

St. David's Church

Also since September 1970, the College has been renting four classroom areas and a lounge in St. David's United Church which is situated at the Upper Levels Highway and Taylor Way in West Vancouver. This teaching centre operates a general day program from 9:00 a.m. to 5:00 p.m. Monday through Friday. It is hoped this centre will continue to be used for a large day program in the Fall and Spring terms of 1971-1972.

Lynn Valley — Argyle School

Since September 1970, the College has been offering academic transfer courses in the evening at the Argyle Secondary School in the north east part of Lynn Valley. This centre will continue to be used in 1971-1972.

Seymour Heights — Deep Cove Centre

Also since September 1970, College academic transfer courses have been offered in the United Church Hall on Berkeley Street, in the eastern part of North Vancouver. This centre will also continue to be used in 1971-72 terms.

Squamish

The College has been offering academic credit courses in Squamish since September 1969. These courses are given in the Howe Sound Secondary School in the evening. In 1970-1971 terms, four courses were given at this location, and it is hoped to gradually expand this number as Squamish becomes an important satellite operation of the College.

EIGHT SERVICE AREAS AND FACILITIES OF INTEREST TO FACULTY AND STAFF

Major Service Areas

i) Media Centre

The Media Centre provides print and non-print resources and services for faculty and students of the College. The Media Centre presently contains over 25,000 books, 1200 tapes, 3500 slides (35 mm), subscriptions to over 600 periodicals, government documents, pamphlets, maps, films and newspaper clippings. Services include reference work, film, audiotape and videotape production and rental, A-V equipment installation and operation, interlibrary loan to faculty, materials reserve facilities, and classroom instruction in library use. Professional and technical aid is readily available for the above services.

The Media Centre facilities are: the Main Media Centre Building, housing books, reference materials and the main card catalogue and indexes; the Media Centre Annex containing all visual aids, AV production equipment, reserve materials, maps, periodicals, AV catalogues and indexes, and a materials processing area; and a Media Lab building housing the language and listening labs and all audio resources. These three facilities are on the Mathers Campus. A Media Centre handbook explains the details of services and the use of the

Centre. All faculty and registered students may make full use of Media Centre resources and services. Residents of the College district and College Staff may borrow materials not in immediate demand by faculty and students.

ii) Student Services Centre

The Student Services Centre is located at present on the lower floor of the faculty-administration building on the Mathers Campus. Besides handling all student registrational and marks procedures and all student records, the Centre also provides students with such services as complete program-course advisory and educational counselling, job placement help, student financial aid, and accommodation information.

Course scheduling, production of the Calendar and other student oriented publications, high school visitation programs, and the operation of a community mobile information van in the summer months, are also coordinated by the College Student Services Centre.

iii) General Administrative Services

All of the more specific business functions of the College fall under the immediate jurisdiction of the Bursar, i.e., Payroll, Accounting, Purchasing, space, buildings and related maintenance, custodial, security, and the various ancillary services. Some

of the ancillary services important to faculty and/or staff are:

a) Parking

At the Mathers campus parking spaces are reserved for faculty and staff in two locations: on the driveway in front of the high school, and the driveway and parking lot down the west side of the school. Until approximately 3:30 p.m. each day both these areas, especially the front driveway, must be shared with the high school staff and College faculty and staff should use the west driveway. New faculty or staff should immediately obtain a College parking sticker from the main office receptionist. There is ample parking at all other College locations.

b) Food

On the Mathers campus the main College food dispensary operates after 3:30 p.m. in the high school cafeteria. In this area, which is primarily the College student lounge hall, there are vending machines (cold drinks and hot drinks and sundry dry food items) operating from 3:30 to 10:45 p.m. each day. From 5:30 to 7:30 p.m. Monday through Thursday a caterer provides hot food, including such things as soup, sandwiches, hamburgers, hot dogs, pie, milk, tea, etc., all at very reasonable prices.

At some of the other College locations there are vending machines and/or the faculty and

students make arrangements for a commercial mobile food service. At Carson Graham, College faculty have full access to the high school cafeteria or staff lunch room.

c) Lounge Areas

Due to our serious space constrictions, the College is presently rather limited regarding comfortable lounge areas for faculty and staff, or students for that matter. At the Mathers campus the "Faculty Lounge" is designated as the room in the north west corner of the top floor of the faculty-administration building. This room also contains the faculty mail boxes. Next to this room is the "Coffee Room" where coffee (or tea) can be prepared. The coffee room is also used as the main "Staff Lunch Room". Lounge areas are either much more informal or non-existent at the other centres.

d) Bookstore

The College operates a bookstore presently housed in "Portable A", which is the first of three portables off the back of the west parking lot on the Mathers site. The Bookstore carries a range of prescribed texts for courses, supplementary books, some general interest paperbacks, and a range of essential student materials and some student handicrafts. During the Fall and Spring terms the Bookstore is open most of the afternoon, Monday through Friday, and for several hours in the evening Monday through

Thursday. Current hours are always posted.

e) College Hours

Except for the four summer months, the College offices (Student Services and the main administration general office (+ switchboard) are open from 9:00 a.m. to 10:00 p.m. Monday through Thursday, and from 9:00 a.m. to 5:00 p.m. on Friday. This usually becomes 8:30 a.m. to 4:30 p.m. during the Summer months. Access to faculty offices in faculty-administration building and elsewhere is usually until 11:00 p.m. each night, except Friday. During the Fall-Spring terms the Media Centre buildings are usually open on a 9:00 a.m. to 10:00 p.m. (or more) basis Monday through Thursday, with just day hours on Friday. Limited afternoon openings on the weekend will likely continue. For definite hours at any particular time it is best to check with the College switchboard.

f) College Recreational Facilities

On the Mathers campus (only) College faculty and staff have some access, next to student use, to the main high school gymnasium in the evenings, for such things as basketball, volleyball and badminton. Any activities other than scrub basketball should be organized and use of the facility arranged with the students who have first priority on usage. It is hoped that organized student sports activities will develop and that there will be opportunities for faculty and staff to participate. Rented

facilities supplement student needs for social activities.

Services and Facilities Information for Faculty

i) Faculty Offices

Offices for faculty are provided on the basis of two full-time faculty and up to six part-time to one office. These offices are located in the faculty-administration building (mainly for full-time faculty) and in Room 53 on the lower floor of the high school. There are two general faculty offices in the Carson Graham unit.

ii) Typing, Duplicating, Offsetting

These services are available for all faculty through the main administrative office typing pool. Short photo-copying runs may be done by the faculty themselves on the general office photo-copier. Work to be typed and/or offset or dittoed, should be left with the head of the general office typing pool and normally a minimum of two working days allowed for the production. Full details of these services are available from the office pool.

iii) Faculty Mail Boxes

These boxes are situated in the office area on the 2nd floor of the faculty-administration building.

Each faculty member (full and part-time) has a box. All general mail, messages, student hand-ins, etc., will be placed in these boxes. Faculty are urged to check their boxes regularly.

iv) Meeting Rooms

Areas available to faculty on the Mathers campus for meetings and special classes include "Portable C", the "Bull-Pen" on the 2nd floor of the faculty-administration building, and a couple of "spare" rooms in the high school for evening use only. Use of these rooms must be booked through the switchboard-receptionist who tries to keep an up-to-date booking record to avoid conflicts. Meetings of any sort are discouraged in the Faculty Lounge which is to be for the purpose which the name implies.

v) Supplies

General small office supply needs for faculty, (e.g. pens, pencils, paper, etc.) are available from the general office supply shelves. Larger items that are not in our general supply stock must be ordered on the proper purchase order forms and approved by the coordinator.

vi) Classrooms in High School

The Mathers campus utilizes high school classrooms after 4:00 p.m. The College uses as many of the rooms with easily movable desks as is possible and

faculty may rearrange the desks in any manner they desire. However, it helps the sharing of rooms with the high school staff if, at the end of the class, the faculty member could see that the furniture is moved back to its original state. It is also mandatory that the "No Smoking" regulation in the classrooms be adhered to.

vii) Telephones

Telephones for faculty are provided in each faculty office area in the Mathers facilities. In the main faculty-administration building there are three telephones in the two areas (two on the top floor) and calls are announced to faculty from the main switchboard through an intercom system.

NINE COMMUNICATIONS

Means of communication, aside from personal contact, are always a most important yet very difficult aspect, both between groups inside a College and between the College and the community it serves. It is even more difficult for a College operating out of shared facilities and holding classes in the day and evening. Capilano College is attempting many solutions in this aspect of operating a College.

Organizational Communications

The normal daily flow of communications is naturally in both directions through the various levels and areas of College organization. For example, on the academic side, this may be from the Dean of Instruction, through the Assistant Deans, through the division chairmen, (all three of these areas regularly meet together in instructional administrative meetings), to the coordinators and then to the faculty. This pattern naturally reverses itself regularly in the other direction. Furthermore, the lines of communication are not overly formal or rigid, and cross communication between any area is frequent and encouraged.

The general communication is also aided by the various committees and the faculty, staff, and student associations, and the minutes of all these groups.

Internal Communication

Besides the system of leaving notes in faculty-staff mail boxes or on persons' desks, there are the following media for more general flow of information.

i) "Facadnews"

This is a weekly general message-information hand-out from the Principal's Office. It covers such things as announcements from the Principal and others, faculty events, general events that may be of interest to faculty and/or staff, and even "for sale" advertisements. It is placed in the faculty mail boxes and circulated generally to all staff. Anyone can have practically "anything" put into this information news sheet by leaving the item in the envelope fastened to the wall of the cubicle of the Secretary to the Principal.

ii) "The Medium"

This internal one sheet publication usually comes out once a month from the desk of the Head Librarian. It is meant to convey pertinent information from the Media Centre to the faculty and staff on Media services, resources, innovations, and other instructional aids information.

iii) The "ID"

This is the illustrious name of the student newspaper which is produced by an "ID" staff

operating as an adjunct of the Student Society. The "Id" features student news and student writing. The issues are usually monthly or more during the main College terms of Fall and Spring. The "Id" is circulated free of charge to students, faculty and staff. Writings are welcomed from any segment of the College population.

External Communication

i) "Capilano Communicates"

This publication is more formally known as the Principal's Newsletter. It is usually produced monthly by the Principal as an attractive information bulletin aimed at members of the College community and interested persons beyond the College borders. It contains important information on College development in general and, in particular, such things as site progress, instructional innovations, profiles on faculty and administrators, College special events, and student accomplishments. This publication is also circulated internally to the College faculty and staff.

ii) The College Calendar

Each year, in April or May, the College publishes its official Calendar for the forthcoming academic year. This major publication contains mainly the statements of College academic policies, registration

procedures, the listings of all courses offered, and a list of College faculty. The Calendar is circulated to a mailing list and also is available to prospective students and to College faculty.

iii) College Speakers Bureau

This is a verbal communicator, involving a College service to provide knowledgeable speakers for any organization which is interested in hearing about any or all facets of the College. This service is coordinated by the Assistant to the Principal, and a wide range of organizations in the College community and beyond are urged to avail themselves of this service.

TEN COMMUNITY RECREATIONAL FACILITIES

Community Centres

Both North and West Vancouver each has a very active Community Centre. These centres provide comprehensive all-year-round recreational and hobby programs. The West Vancouver centre is located just off Marine Drive between 21st and 22nd (see map), and the North Vancouver centre is on Lonsdale, just a block below the Upper Levels Highway (see map). Both centres charge nominal fees for courses, programs, and group or individual use of facilities.

Swimming Pools

The North Vancouver recreational centre has the only covered indoor pool in the College district. This is open all year round. The other pools in the district are the open-air pool at Ambleside Park in West Vancouver, which is generally open from June through to September, and a pool at Squamish.

Parks and Beaches

Needless to say, the College district (sometimes referred to as the "North Shore" and Howe Sound) is blessed with miles of beaches. However, few are readily accessible to the general public. The most noteworthy public beaches that are adjoined by parks are at Ambleside Park, John Lawson Park and Whytecliff

Park - all in West Vancouver, and Cates Park in Deep Cove (North Vancouver). The water is warm enough and usually clean enough for swimming off these park beaches from June through to September, and Ambleside Park has life-guard services.

Ice Skating and Curling Arena

Both the West Vancouver and North Vancouver Community Centres have ice facilities available to the public at nominal fees for ice skating and curling. There is also considerable youth hockey, curling and figure skating carried on in these rinks.

In addition, there are several private clubs in West and North Vancouver which provide a range of sports facilities. There are also curling facilities in Squamish.

Tennis Courts

There are a score or more public and school tennis courts scattered throughout the three districts. Information on the location of the public courts can be obtained from the Parks Offices in each municipality.

Golf

There are two public courses, Gleneagles (West Vancouver) and the Squamish Golf and Country Club (Squamish), and two private courses, Capilano Golf and Country Club (West Vancouver) and Seymour Golf and Country Club (North Vancouver).

Y.M.C.A.

The "North Shore" Y.M.C.A. is located at 17th and Marine Drive in West Vancouver. This "Y" has an extensive program of recreational and hobby type programs ranging from cooking classes and canoe lessons for youth to fitness classes for adults.

