

SCHOOL DISTRICT NO. 44 (NORTH VANCOUVER)

721 CHESTERFIELD AVE. - NORTH VANCOUVER, B. C.

OFFICE OF THE
SECRETARY-TREASURER
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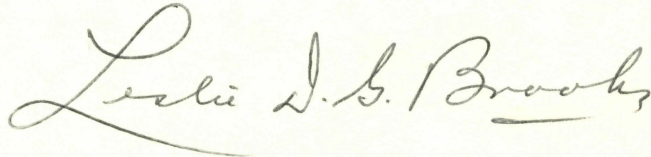
November 17, 1967.

This letter sent to all members of the N.S.R.C.C.C. plus
Mrs. Radcliffe, Dr. Boothroyd, and Mr. H.H. Bailey.

I am pleased to enclose the Minutes of the last
meeting of the North Shore Regional College Coordinating
Committee, held on November 15th, 1967.

As indicated in the Minutes, the next meeting of
the Committee will be held at Capilano Gardens, 657 Marine
Drive, West Vancouver, on Wednesday, November 22nd, at 6:15 p.m.

Yours very truly,



Leslie D.G. Brooks,
Secretary,
North Shore Regional College
Coordinating Committee.

LDGB/nc
Enclosure

NORTH SHORE REGIONAL COLLEGE COORDINATING COMMITTEE

Meeting - November 15th, 1967, 6:15 p.m.
Capilano Gardens
West Vancouver, B.C.

A G E N D A

1. Minutes of meeting of August 10, 1967 - as circulated.
2. Progress Report - Lower Mainland College Co-ordinating Committee - Mr. Jones.
3. Report on dual use of existing facilities - Mr. Brooks.
4. Presentation and discussion - Mr. Arden Smith and Mr. Sam Buchanan (representing Davis-MacConnell-Ralston & Associates - Palo Alto).
5. Other business.
6. Next meeting.

NORTH SHORE REGIONAL COLLEGE COORDINATING COMMITTEE

MINUTES OF A MEETING of the North Shore
Regional College Coordinating Committee,
held on November 15th, 1967, at 6:15 p.m.,
at the Capilano Gardens, West Vancouver.

PRESENT:	Mr. A. Smith	Davis-MacConnell-Ralston, Inc.
	Mr. S. Buchanan	Palo Alto, Calif.
	Mr. R. B. Spray	Chairman, West Vancouver Parks and Recreation Commission
	Mr. T. J. MacDonald	Howe Sound
	Mr. T.B.M. Feugberg	"
	Mr. P. C. Wilson	Sechelt
	Mr. W. P. Malcolm	"
	Mr. H. C. Ferguson	West Vancouver
	Mr. W. J. Wallace	"
	Mrs. A. Radcliffe	"
	Dr. L.S.A. Boothroyd	"
	Mr. W. E. Lucas	North Vancouver
	Dr. G. B. Wilson	"
	Mr. L. Brooks (Secretary)	"
	Mr. C. P. Jones (Chairman)	"

Mr. Jones opened the meeting by welcoming Mrs. Radcliffe,
Dr. Boothroyd, and Messrs. Smith and Buchanan of Palo Alto.

MOVED by Mr. Wallace; seconded by Mr. Ferguson:

That the minutes of the meeting of
August 10th, 1967 be adopted as circulated.

CARRIED

Mr. Jones reported on the Lower Mainland College Co-ordinating Council. He reviewed the set-up of the Council and mentioned that the North Shore has been approved as a logical place for a community college. It has been suggested to the Council that any co-ordinating committee interested in establishing a college might consider using existing school facilities as temporary accommodation. This would mean that a referendum would not have to be held for capital funds at this time. Mr. Jones mentioned that if we got permission for a plebiscite now, it would be 1970 before we could start operating a college on its own campus. It was therefore worthwhile for us to look into the use of existing facilities which could conceivably make a start possible by September, 1967.

Mr. Jones asked Mr. Brooks to report on his visit to Bellevue Community College, Bellevue, Washington, which has been using the existing facilities of Newport High School in which to operate its college since January, 1966. Mr. Brooks presented his report, which was later distributed to the Committee. He added the following points: (a) we will have to hold a plebiscite and if this is passed, obtain approval of the Department of Public Instruction to proceed; (b) the use of existing facilities would

give the college a chance to solve administrative and curricula problems; (c) the matter has been discussed with Mr. Lucas and Mr. Ferguson, and although they feel it would be impossible on a day-time basis, it could be possible on an after-school basis; (d) it would be a means of developing public support prior to presenting a referendum; and (e) most important, it would make college education available to graduating students as much as three years sooner than if we wait to establish a permanent campus. Possible disadvantages of the plan would be: (a) that it would limit and cramp one of our high schools; (b) that it would not help us in obtaining and holding a site for the college.

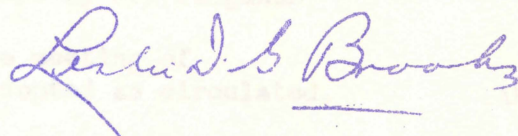
MOVED by Mr. Wallace; seconded by Mr. MacDonald:

That this question be tabled and that we hold a special meeting at a later date to discuss it. CARRIED

It was agreed to hold a meeting next Wednesday, November 22nd. A notice will be sent to all members.

The meeting was then turned over to Messrs. Smith and Buchanan. Mr. Smith showed some very interesting slides of new colleges in the United States. They presented their Progress Report, a copy of which was distributed to the members, together with tables of capital costs. Mr. Smith stressed the importance of appointing a Principal at the earliest possible time, to facilitate more detailed planning of the college. The Committee asked Messrs. Buchanan and Smith if it would be possible for them to send copies of their final report to the members about a week before they plan to present it, in order that they could read the report and formulate any questions they may have.

Respectfully submitted,



Leslie D.G. Brooks,
Secretary,
North Shore Regional College
Coordinating Committee.

LDG3/nc

MEMORANDUM RE JOINT USE OF EXISTING FACILITIES

At a recent meeting of the Lower Mainland College Co-ordinating Council, Mr. W. D. Reid, Head of the Department of Universities and Colleges, suggested that co-ordinating committees anxious to establish community colleges should consider starting them in existing buildings. He pointed out some of the administrative advantages of such a course.

At the suggestion of Mr. Jones, I discussed with Mr. Lucas and Mr. Ferguson the feasibility of such a proposal for our own college. They agreed that such a plan was impossible for day operation, from lack of space; but they were interested in exploring the possibilities of an after-school program. I accordingly visited Bellevue Community College in Bellevue, Washington, which has been following such a plan for almost two years.

Bellevue opened in January, 1966, after a preparatory period of seven months. Its opening enrolment was 309 F.T.E. students. In September, 1966, enrolment rose to 540 F.T.E.; in September, 1967, to 1156 F.T.E. In addition, some 2000 people participate in an Adult Education Program which is centered in another school building but which forms part of the college operation. When the college opened in 1966, 9% of the local graduating students went on to some college education; now 25% do. This is expected to rise to 40% when the college is established on its own campus. Of this year's student body, 52% are full-time students, 48% part-time; 65% male, 35% female. The greatest number are in the 21 to 24 year age bracket, a situation that will change when the draft is terminated.

The college offers an instructional program of 219 courses, with a heavy commitment in the fields of horticulture and nursing. In addition, it has occupational education programs which include accounting clerk, junior accountant, clerk typist, professional secretary, early childhood education, food service supervision, industrial technology, law enforcement, licenced practical nurse, radiologic technology, ornamental horticulture, recreation technicians, and professional ski

Bellevue
Community
College

instructor. As mentioned above, it also offers a continuing education program, and a pre-professional curriculum (medical, legal, etc.) from which students transfer at the end of one year. About 25% of its student body are non-academic.

The college operates on the quarter system. Its fees are \$50.00 per term plus \$20.00 activity fee, fixed by the state authority.

Joint Use of
Existing
Facilities

Place - The college shares the facilities of the Newport High School, selected in 1966 because at that time it had a small amount of free space. It is a large high school building designed to house 1200 to 1500 students.

Independence - The college has its own administrative staff, teaching staff, and student body. It has its own administrative offices, book store, audio-visual facilities, a portion of the library, accounting and Registrar's offices, and purchasing department. Space for these was provided by subdividing four classrooms, with the addition of five portable units (two triple and three double) to give a total of about 5600 additional square feet. The President's office, administrative offices, book store, and the audio-visual services are located in the portables; the Registrar's office, accounting department, purchasing department, counselling services, student association offices, student newspaper, student common room, and the library occupy the four divided classrooms. The library section is an adjunct to the high school library providing about 400 square feet for shelving plus 300 square feet for library offices and workroom. College books which cannot be housed are at present in storage. The total college library is about 14,000 volumes.

Operating
Arrangements

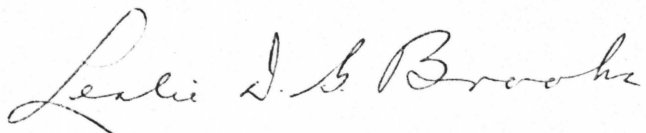
The college operates from 4:15 to 10:15, four days a week, Monday through Thursday. Each day is divided into four periods of one hour and 25 minutes. All high school students must be out of the building and grounds by 4:00; no college students may appear before that time. Fridays and Saturdays the gymnasium and other facilities are available to either institution as needed for sporting and social events. The library is open to students of both institutions on Sunday afternoon.

Opening

As indicated above, opening enrolment was 309 F.T.E. students. The administrative staff consisted of a President and a Dean of Instruction. The faculty, equivalent to 15 full-time instructors, were all hired on a part-time basis on quarterly contracts only. The counselling staff was sufficient to provide two counsellors each night. The opening curriculum was predominantly academic, freshman year only, with some vocational offerings in practical nursing and business. Today there are 1156 F.T.E. students; an administrative staff of eight, and a teaching staff of about 30. Staff salaries range from about \$6,800 to \$15,000 for three quarters of work. There is a staff-student ratio of 1 to 24, courses with low registrations being cancelled. The college is not convinced that instruction by the combination of large groups and seminars has proved itself as yet, and prefers to remain with the standard class size. Their largest class at present is 42. It is their opinion that should they go into large group instruction, they would do so by means of video tape, for which they have the necessary equipment. The annual cost per student is \$989. Students have complete transferability to the universities in the State. They have had one small graduating class of 10 students.

General
Comment

The college, despite its cramped quarters, seems reasonably satisfied with the existing arrangements, and reports no major clash between either student bodies or faculties since they seldom meet. They did make it clear, however, that if independent rented space were available, this was a preferable college arrangement. I felt, however, that some problems could exist, and would advise that if such an arrangement is seriously considered, a joint interview should be held with John Brubecker, Bellevue Superintendent, Joe Watson, Principal of Newport, and Arnold Torgersen, Principal of Samamish High School, to see the matter from their point of view.



Leslie D.G. Brooks

LDGB/nc
Nov. 14/67